



City & County of San Francisco
Ethics Commission

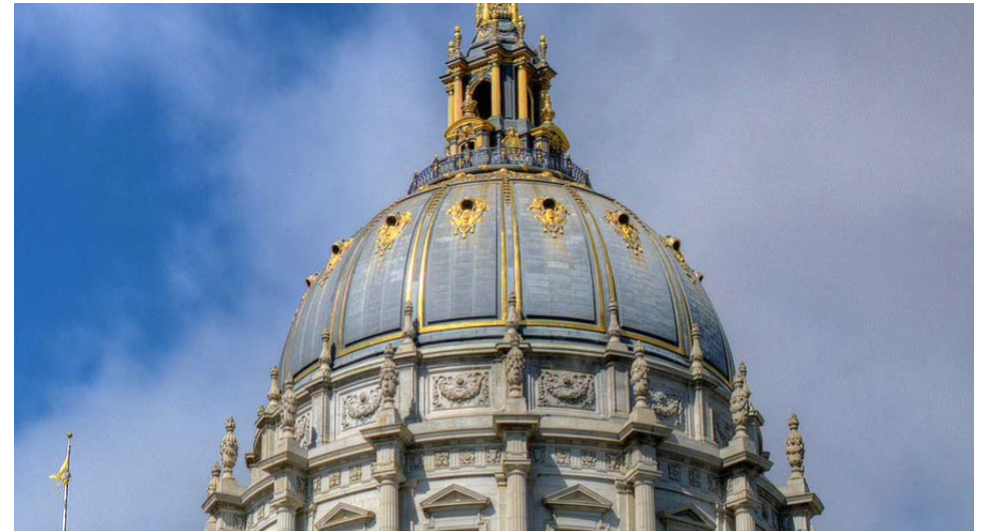
Public service that builds public trust.

FY23 Departmental Budget Presentation

BOS Budget and Appropriations Committee

June 15, 2022

Gayathri Thaikkendiyil,
Deputy Director & Chief Operating Officer



Overview of Proposed June 1 Budget

ETH Budget	FY22	FY23	FY24
Operating Budget	\$6,551,078	\$7,139,993	\$6,949,134
Election Campaign Fund Contribution	\$0	\$446,860	\$446,860
Authorized Positions	33	34	32
Budgeted FTEs*	30.5	31.43	30.28

* With reductions in Salary and Fringe due to attrition savings

Distribution of Operating Budget

ETH Budget	FY22	FY23	FY24
Salaries & Fringe	86.6%	86.3%	85.9%
Non-Personnel Services	4.2%	4.1%	3.7%
Materials & Supplies	0.9%	1.3%	1%
Services of Other Departments	8.3%	8.3%	9.5%

- Strong laws, well implemented, with timely and effective oversight and accountability to enhance the impact of core Commission programs.
- Heightened awareness of the laws through organization-wide focus on practical tools and information, essential outreach, and accessible public disclosure to enhance understanding, promote improved compliance, and foster equitable and meaningful public engagement.
- Strive for excellence through continuous improvement, transparency, and accountability for Commission's work. Implement program and business process improvements and re-calibrate services as needed to maximize impact.

Proposed Budget

Position Related Changes

Reclassification of three positions to support more complex nature of work required to enable critical public disclosure functions and policy and legislative work.

- 1042 IS Engineer position to 1043 Senior IS Engineer position
- 1823 Senior Policy and Legislative Affairs Counsel position to 1824 Policy and Legislative Affairs Manager position
- 1822 Policy Analyst position to 1823 Senior Policy Analyst position

New 1454 Executive Secretary position to support the operations of the five-member Ethics Commission.

FY23

FY24

+\$76k

+\$50k

+\$129k

+\$165k

Proposed Budget

Non-Position Related Changes

Essential technology and professional services such as software licenses, systems consulting services, and technology equipment to maintain core business functions.

Services of Other Departments

- Department of Technology services to provision software tools to support Staff's work and electronic filing of public disclosures.
- New work order with the Office of Contract Administration to provide contracting assistance.

FY23

FY24

+\$96k

+\$83k

+\$13k

+\$69k

Current Organization Chart

- Total 33 staff positions in FY22.
- Nine positions are currently vacant, of which five are in recruitment.

Executive Director (0961)

Deputy Director & COO (0951)

1823 Program Performance & Reporting Analyst (*Vacant*)
 1840 Finance and Operations Coordinator (*Vacant*)
 1222 Payroll Clerk

Engagement & Compliance

= 6

1824 Engagement & Compliance Manager
 1823 Senior Program Administrator
 1844 Engagement & Compliance Officer
 1844 Engagement & Compliance Officer
 1840 Client Support Specialist
 1406 Senior Administrative Coordinator

Ethics@Work Program

= 4

1824 Training and Outreach Manager (*Hiring*)
 1823 Training and Outreach Specialist (*Hiring*)
 1823 Training and Outreach Specialist (*Hiring*)
 1823 Training Design Specialist (*Hiring*)

Policy

= 2

1823 Senior Policy Analyst (*Vacant*)
 1822 Policy Analyst

Audits

= 4

1824 Audit & Compliance Review Manager
 1822 Auditor
 1822 Auditor

Enforcement

= 8

0922 Director of Enforcement
 1823 Senior Investigative Analyst
 1823 Senior Investigative Analyst
 1823 Senior Investigative Analyst
 1823 Senior Investigative Analyst
 1823 Senior Investigative Analyst
 1823 Senior Investigative Analyst
 1823 Senior Investigative Analyst (*Hiring*)
 1822 Investigative Analyst (*Vacant*)

Electronic Disclosure & Data Analysis

= 4

1054 Director of Technology Services
 1053 Senior IS Analyst
 1052 IS Analyst
 1042 IS Engineer

Snapshot of Ethics Commission’s Vacancies

	FY19 <small>(as of 06/30/19)</small>	FY20 <small>(as of 06/30/20)</small>	FY21 <small>(as of 06/30/21)</small>	FY22 <small>(as of 06/13/22)</small>
Position Authority	24	24	25	33
Vacant FTE Total*	2.26	2.94	0.78	9
Vacancy FTE %*	9.6%	12.5%	3.3%	27%
Planned Attrition	\$200,347	\$209,489	\$330,982	\$237,870
Actual Attrition	\$865,179	\$832,904	\$863,556	\$1,888,796

- Filled six vacancies in FY22.
- Current FY22 vacancies have been open for an average of six months.
- Vacancies have caused delays in the Commission’s work across program areas.

* Prior years’ vacancy data from SF Reports & Analytics

Factors driving FY22 vacancies

- Eight new positions were authorized in FY22, of which two were filled and five are in active recruitment.
- Attrition led to three additional vacancies during the fiscal year.
- Commission is fully dependent on DHR to conduct its recruitment through a work order. DHR shifted its resources to priority work related to COVID-19 response which also impacted the Commission's hiring timelines.
- Recruitment initiations for a couple of positions are on hold pending impact of FY23 budget decisions.

Plan to address current vacancies

- Continue to pro-actively work on recruitment as a top priority in FY23 to fill remaining positions at the earliest.
- Continue to work closely with DHR to expedite the recruitment process.