Civil Service Commission's Budget Submission Request for Fiscal Years 2022-2023 and 2023-2024

Board of Supervisors' Budget and Finance Committee Hearing
June 16, 2022

Sandra Eng, Executive Director

Overview of the Civil Service Commission

- **Purpose**: Per the Charter, the Civil Service Commission is charged with "the duty of providing qualified persons for appointment to the service of the City and County of San Francisco." The Commission is responsible for establishing, regulating, overseeing and serving as final arbiter of the City and County of San Francisco's merit system.
- **Mission Statement**: The Commission's mission is to establish, ensure, and maintain an equitable and credible merit system for public service employment for the citizens of San Francisco. The Commission's goal is to consistently provide the best-qualified candidates for public service in a timely and cost-effective manner.
- **Equal Employment Policy**: It is the goal and policy of the Commission to provide fair treatment of applicants in all aspects of employment without regard to membership in a protected category and to prohibit nepotism or favoritism.

Authority and Responsibilities under the Charter and Administrative Code

1) Definitions, administration and organization of the merit system, Rules and the Civil Service Commission.

2) The establishment of policies, procedures governing the merit system.

3) The ability to review the conduct and actions of employees and departments in merit system matters including exempt appointments through Inspection Service Investigations and Audits.

4) Conduct hearings over appeals on merit system matters; review decisions in discrimination complaints, examination matters, and classification actions taken by the Human Resources Director, Director of Transportation of the Municipal Transportation Agency or Executive Director of the Civil Service Commission.

5) Review requests for proposed Personal Service Contracts for the feasibility of public employees hired through the merit system to perform services to the public as a priority.

6) Wage and Benefit-Setting Responsibilities: For Elected City Officials, Members of the Board of Supervisors, and Prevailing Wage Certification.

7) Employee Relations Ordinance Administration: Coordinate administration of unfair labor practice charges for peace officers and unrepresented employees; appeals of bargaining unit assignments; category designation of management, supervisory, and confidential; recognition elections for labor organization and certification or decertification, affiliation, disaffiliation or merger of labor organizations.)

Staffing and Projects:

- The department is budgeted for 6 full time positions: 1 Department Head (0961), 1 Deputy Director (0951), 1 Senior Human Resources Analyst (1244), 1 Human Resources Analyst (1241), 1 Personnel Technician (1203), and 1 Senior Clerk (Vacant 1426)
- Strategic Planning with departments, unions, Office of Racial Equity, and other stakeholders on the department's Racial Equity Action Plan to provide training and expand opportunities for employment with the City and County of San Francisco
- Amendments to the CSC Policy and Procedures for Personal Service Contracts to expand on transparency
- Continue to seek ways to create greater transparency and efficiencies in the Commission's procedures and communications
- Address departments' need for flexibility in personnel management issues while maintaining the integrity of the City's merit system as mandated by the Charter
- Continue to ensure the timely resolution of appeals so that merit system issues are addressed efficiently, effectively and fairly

The Civil Service Commission's Budget Request for Fiscal Years 2019-2020 and 2020-2021

- Current and Submitted Budget Request:
  - FY 2021-2022 Budget: $1,388,312
  - FY 2022-2023 Budget Submission: $1,447,365
  - FY 2023-2024 Budget Submission: $1,460,521
- Increases in the Commission's budget over the next two fiscal years are primarily due to: 1) increases in employee salaries (per the City's labor agreements); and 2) projected increases in fringe benefit costs.
- CSC requested to increase staffing to 1 FTE (1244 Senior Human Resources Analyst) to support departments Citywide in their Racial Equity Action Plans and train hiring managers on the applicability of the Civil Service Commission Rules and the resources available to expand opportunities while still hiring well-qualified and committed candidates. PUC and MTA approved the total increase in their work orders for CSC to provide additional necessary services in the total amount of $70,000, but the Mayor's Office denied the increase in staffing by 1 FTE.