

OFFICE OF THE MAYOR  
SAN FRANCISCO



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BOARD OF SUPERVISORS  
SAN FRANCISCO

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LONDON N. BREED  
MAYOR

To: Angela Calvillo, Clerk of the Board of Supervisors  
From: Anna Duning, Mayor's Budget Director  
Date: June 1, 2023  
Re: Interim Exceptions to the Annual Salary Ordinance and Annual Appropriations Ordinance

Dear Madam Clerk,

I herein present exceptions to the Annual Salary Ordinance (ASO) and Annual Appropriations Ordinance (AAO) for consideration by the Budget and Appropriations Committee of the Board of Supervisors. The City's standard practice is to budget new positions beginning in pay period 7, at 0.79 FTE, and to hold funding for new initiatives until the budget is signed on August 1. Where there is justification for expedited hiring and spending, however, the Board may authorize exceptions to the Interim ASO and AAO, which allow new positions to be filled and expenditures related to new initiatives to begin in the first quarter of the fiscal year, prior to final adoption of the budget.

Exceptions are being requested for the following positions and non-personnel expenditures:

***General Fund Positions (15.0 FTE)***

- **City Attorney's Office (1.0 FTE)**  
8177 Attorney (1.0 FTE). This position is critical to the coordination, management, and support of the City Attorney's Office work in preparation for state-mandated CARE Court requirements.
- **Department of Emergency Management (3.0 FTE)**  
0922 Manager I (1.0 FTE); 0931 Manager III (1.0 FTE); 0941 Manager VI (1.0 FTE). These positions are critical to the coordination, management, and expansion of Street Crisis Response and Intervention programs.
- **Department of Public Health (1.0 FTE)**  
0961 Department Head I (1.0 FTE). This position will serve as the Director for the new department, the Office of Victim and Witness Rights, created by voters through the passage of Proposition D in November 2022.
- **District Attorney's Office (3.0 FTE)**  
8177 Attorney (3.0 FTE). These 8177 positions are critical to the ongoing work and caseload the District Attorney's Office is performing around the abatement of open-air drug market and drug trafficking prosecutions.
- **Ethics Commission (2.0 FTE)**  
1840 Junior Management Assistant (1.0 FTE); 1043 IS Engineer-Senior (1.0 FTE). These limited-term positions are extended into FY 2023-24, ensuring continued client support for Form 700 filers and system support for campaign finance disclosure, and case management.

- **HSA (5.0 FTE)**  
0923 Manager II (1.0 FTE); 1823 Senior Administrative Analyst (4.0 FTE). These are to make permanent the 5 temporary positions in the Food Access Team.

***Non-General Fund Positions (23.42 FTE)***

- **Department of Building Inspection (4.0 FTE)**  
6322 Permit Technician II (3.0 FTE); 1241 Human Resources Analyst (1.0 FTE). These are existing staff transitioning from temporary to permanent positions and will be working on July 1, 2023.
- **Department of Public Health (12.5 FTE)**  
1230 Instructional Designer (1.0 FTE); 1232 Training Officer (1.0 FTE); 1314 Public Relations Officer (1.0 FTE); 1824 Principal Administrative Analyst (1.0 FTE); 2119 Health Care Analyst (1.0 FTE); 2589 Health Program Coordinator I (1.0 FTE); 2591 Health Program Coordinator II (1.0 FTE); 2593 Health Program Coordinator III (3.0 FTE); 2803 Epidemiologist II (0.5 FTE); 2818 Health Program Planner (1.0 FTE); 2820 Senior Health Program Planner (1.0 FTE). These positions will support the Population Health Division Project INVEST (Innovations that Value Equity and Strengthen Teams) grant.
- **Office of the Public Defender (4.0 FTE)**  
8177 Attorney (1.0 FTE); 8173 Legal Assistant (1.0 FTE); 8446 Court Alternative Specialist I (1.0 FTE); 8452 Criminal Justice Specialist II (1.0 FTE). These positions will support the Public Defense Pilot Program grant.
- **Office of the Treasurer/Tax Collector (1.0 FTE)**  
1824 Principal Administrative Analyst (1.0 FTE). This position is funded through a grant and will support Department's Financial Justice Project on fine and fee reform.
- **Department on the Status of Women (1.92 FTE)**  
1820 Junior Administrative Analyst (0.75 FTE); 1823 Senior Administrative Analyst (1.0 FTE); and 0931 Manager III (0.17 FTE). These positions will support the San Francisco Safety, Opportunity, and Lifelong Relationships (SF SOL) program and other work funded by grants from the Blue Shield Foundation of California and the California Department of Social Services received in FY 2022-23.

***General Fund Non-personnel Expenditures***

- **Department on Children, Youth, and their Families (\$2,071,518)**  
To immediately utilize the Free City College reserve in order to alleviate student fees to support students with course enrollment currently in process for the 2023-2024 school year at City College of San Francisco.

There is a position in the Department of Public Health that indicates it is starting at pay-period one in the Mayor's proposed budget, however, the Mayor's Office intends to submit a technical adjustment to move this position to start at pay period 7. This change will be noted in the

technical adjustments letter to the Board of Supervisors, at a later date, rather than included in this letter noting interim exceptions.

Please do not hesitate to contact me if you have any questions regarding the requested interim exceptions to the Annual Salary Ordinance and Annual Appropriations Ordinance.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Anna Duning', is written over the printed name.

Anna Duning  
Mayor's Budget Director

cc: Members of the Budget and Appropriations Committee  
Budget & Legislative Analyst's Office  
Controller