



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: June 30, 2012

To: The Honorable Civil Service Commission

From: Micki Callahan
Human Resources Director

D. Skittle
FDK

Subject: Personal Services Contracts Year End Totals

This is to report the year end totals of Expedited and Regular personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

The services proposed by these contracts in FY2010-2011 have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed Regular PSCs, those submissions of over \$50,000, have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources for FY2010-2011:

Year End Total Expedited Approvals FY 2011-12	Total for FY 2011-2012
\$3,523,432	\$811,782,882