



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: November 21, 2011

To: The Honorable Civil Service Commission

From: Micki Callahan
Human Resources Director

Subject: Personal Services Contracts Approval Request

This report does not contain personal services contracts (PSCs), as none were submitted for this meeting. PSCs are processed in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

The services proposed by contracts of under \$50,000, known as Expedited PSCs, 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. Should there have been proposed PSCs of over \$50,000, they would 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.

No timely appeals have been filed regarding the PSCs contained in this report. For the November 21, 2011, there are no proposed PSCs being submitted to the CSC for ratification/approval.

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

Total of this Report	YTD Expedited Approvals FY 2011-2012	Total for FY 2011-2012
none	\$1,123,770	\$293,361,716