



Newsletter

January 2024

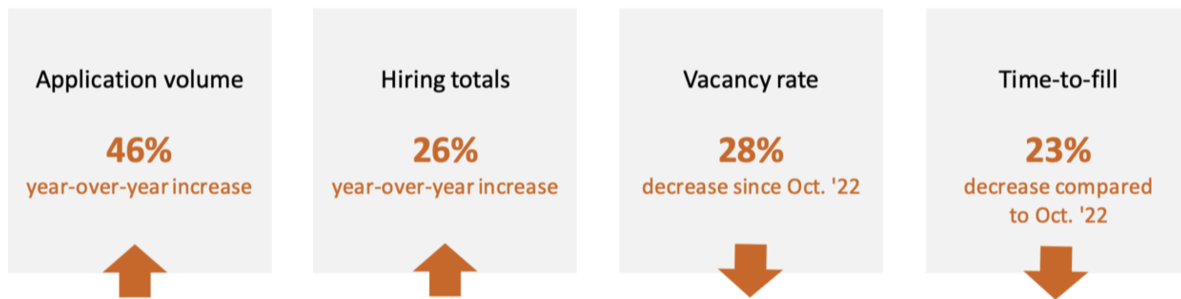
City Updates



City Hiring Update

In May 2022, the City Administrator, Controller, and Director of Human Resources launched the Government Operations Recovery Initiative to address staffing shortages, contracting backlogs, and financial operations that affect both service delivery and implementation of new City initiatives. The City is focused on reforming a system that was created over 120 years ago to better match the our contemporary needs.

DHR is digitizing our processes, removing unnecessary barriers, and providing more flexibility for roles that are difficult to fill, all while maintaining the integrity of the merit system. Though there is more work to do, the impact of the Gov Ops work is headed in the right direction — application volume is up, hiring is up, and time-to-hire is down — which means City employees are more able to support each other and the City can more effectively deliver quality services to San Francisco residents.



We look forward to working with all departments to build on our momentum for continued progress throughout 2024 and beyond.

Using Generative AI Responsibly

The City has released new guidance for City staff who use generative AI tools, like ChatGPT, in the course of their work. Generative AI is a new form of artificial intelligence (AI) software that can produce realistic text, images, audio, video and other media based on a prompt provided by the user. These tools use large sets of data culled from the internet to produce new content quickly. Because data from the internet can be subject to gender, racial, and political biases and inaccurate information, **there is potential for AI-generated content to reproduce biases and misinformation.**

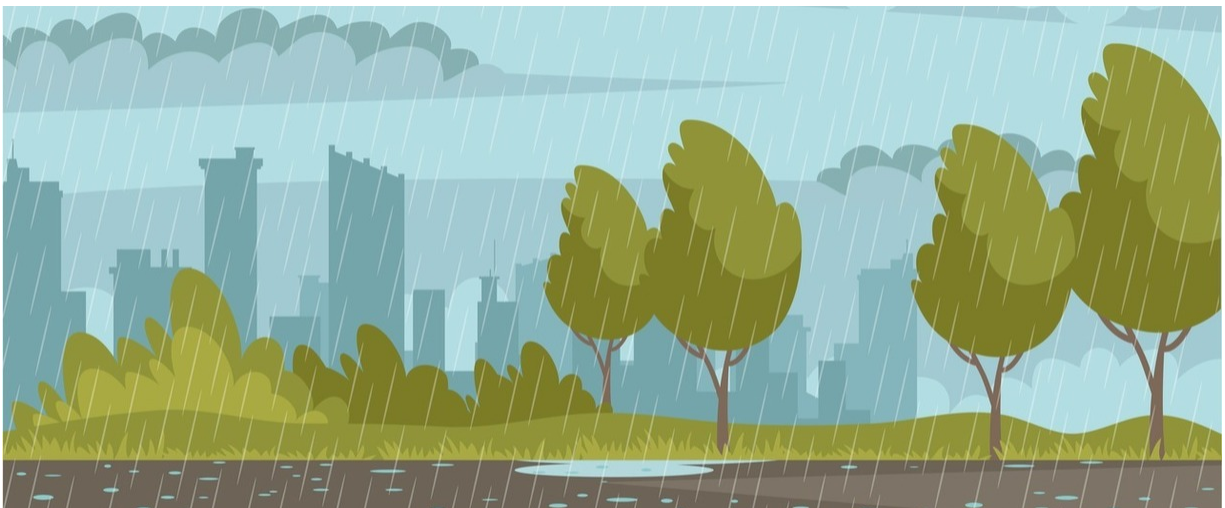
Remember that you are responsible for the work you produce, and for complying with existing City policies, no matter what tools you use! Just like with all new technologies, staff should work with IT prior to using Generative AI tools in their work.

Top 3 Guidelines for using Generative AI Technology Responsibly

1. **Always fact check** AI-generated content before using it.
2. **Always disclose usage** of Generative AI in your output.
3. **Never enter sensitive information into public Generative AI tools**, like ChatGPT. The information you enter can be viewed by the companies that make the tools, and in some cases, members of the public.

For more guidance and information, read the [San Francisco Generative AI Guidelines](#) or contact the Department of Technology's IT team. The City Administrator's Office will update the guidelines as technology, legislation, and regulations evolve.

Weather Alert



Prepare for Upcoming Storms

Significant rains and winds are expected throughout January and February. While precipitation projections thus far are not as severe as the storms in 2023, it's always better to be prepared than find yourself wishing you had more supplies on hand.

Before the Rains

- Check your supplies and make sure you have what you need on hand, visit sf72.org
- For assistance getting sandbags from San Francisco Public Works, visit sfpw.org/sandbags (*note: sandbags are available to San Francisco residents only. Check availability locally if you live outside of San Francisco*).
- Signing up for emergency alerts by texting your Zip Code to 888-777 to receive real-time emergency alerts.
- Check on friends and family who may need assistance preparing for the rains, especially the elderly, homebound, or neighbors with disabilities.

- Make sure your contact information is up to date in the [employee portal](#) to ensure that you receive any critical citywide messaging regarding this storm or other significant events.

During the Rains

- Keep 9-1-1 available for life and safety emergencies. Report non-life-threatening storm-related issues such as clogged catch basins, residential or street flooding, sewer backups, or wastewater odors to Public Works (3-1-1 in San Francisco).
- If the power goes out, unplug and turn off appliances. Leave one light on to signal when power is restored.
- Avoid using candles during power outages to prevent fire hazards. Use flashlights or headlamps instead.

After the Rains

- If you smell gas or suspect a gas leak, call 9-1-1. Then call PG&E at [\(800\) 743-5000](#).
- Keep children and pets away from floodwaters and avoid outdoor areas that have been recently flooded.
- If the power has been off, throw away all discolored or foul-smelling food, especially meat, poultry, and fish, in the refrigerator. Freezer foods may last from 48 to 72 hours if the door remains closed. If in doubt, throw it out.

Visit the [National Weather Service](#) for updated forecasts in your area.

Employee Resources

A Better You, Everyday!

Start the new year off right by utilizing resources extended to City Employees to de-stress, establish healthy patterns, and become your most productive self.

Personal Development:

- [Becoming Accountable in Work and Life](#) — January 11 from 12pm to 1pm
- [A Healthy Start to the New Year](#) — January 17 from 12pm to 1pm
- [The Power of Productivity](#) — January 23 from 12pm to 1pm
- [Creating Psychological Safety in the Workplace](#) — January 23 from 10am to 11am

Well-Being Activities:

- [SF Bodhi Meditation Center Sessions](#) — Mon – Sun: 9pm to 10pm
- [SF Main Library: Meditation](#) — Wednesdays: 12pm to 12:30pm
- [Midafternoon Meditation](#) — Wednesdays: 2pm to 2:20pm
- [Yoga at UN Plaza](#) — Wednesdays: 8:00am to 9:00am

Visit the [SFHSS Events Calendar](#) to stay up to date on new offerings. Questions? Contact Well-Being at well-being@sfgov.org.

Professional Development



Build Your Skills

Mark your calendar and register for various optional professional development and skill building workshops throughout the year offered by DHR's Learning & Organizational Development team!

- **[Managing Implicit Bias \(Local 21 Members ONLY\)](#) - January 10: One half-day, virtual session, 8am to 12:30pm**
Increase your awareness of how implicit bias can unconsciously impact your thoughts, attitudes, language, and behavior. Learn strategies to foster a more equitable, inclusive workplace for all employees.
- **[Project Management Essentials for the Unofficial Project Manager](#) - January 25: One full-day, in-person, 8:30am to 4:30pm**
Learn how to initiate, plan, execute, monitor, and complete a project successfully.
- **[Practice Makes Perfect: Effective Presentation Skills](#) - January 30 & February 1: Two half-day, in-person sessions, 8:30am to 12:30pm**
Practice simple yet effective techniques for improving your next presentation to any audience.
- **[Customer-Focused Communication in the Public Sector](#) - February 7: One half-day, in-person session, 8:30am to 12:30pm**
Provide excellent customer service and prevent frustration by improving your communication and active listening skills.
- **[Managing Implicit Bias](#) - February 9, One half-day, virtual session, 8am to 12:30 pm**
Increase your awareness of how implicit bias can unconsciously impact your thoughts, attitudes, language, and behavior. Learn strategies to foster a more equitable, inclusive workplace for all employees.



MLK Day & Parade

Monday, January 15th is Martin Luther King, Jr. Day! Join the [Northern California Dr. Martin Luther King, Jr. Community Foundation](#) and thousands of Bay Area residents in honoring the Selma to Montgomery marches at the MLK 2024 commemorative march/parade from San Francisco's Caltrain Station to Yerba Buena Gardens. **The march/parade will commence at 9:30am at King and 4th St.**

More information on the march/parade can be found [here](#).

SF Public Library Events

Search through SFPL's catalogue of more than 800 events in January [here](#).

Workshop: [Lunar New Year Calligraphy](#); Saturday, 1/13/2024 11:00am - 12:00pm; Ortega.

Film: [Selma](#); Sunday, 1/14/2024 3:00 - 5:15pm; Mix: Carpet Garden - Main Library.

Activity: [Zinething](#); Tuesday, 1/16/2024 6:00 - 7:30pm; Fulton Conference Room - Main Library.

Film: [Harlem of the West: The San Francisco Fillmore Jazz Era](#); Saturday, 1/20/2024 3:00 - 5:00pm; Golden Gate Valley.

Performance: [Lion Dance with Jing Mo Athletic Association](#); Saturday, 1/13; Saturday 1/20; and Saturday 1/27 all from 10:15am - 5:00pm at SFPL locations across the City.

Free Museum Days

[De Young Museum](#) — Free for Bay Area residents, every Saturday. Book in advance online and bring proof of address.

[Legion of Honor](#) — Free for Bay Area residents, every Saturday. Book in advance online and bring proof of address.

Recreation and Parks Department Events

[The Safeway Holiday Ice Rink at Union Square](#); Runs through Jan. 15

[Chess Lessons](#); Multiple dates: 1/14, 1/21, 1/28 from 11am to 1pm at UN Plaza. Free and for all ages and abilities.

[Introduction to Skateboarding](#); Tuesday, 1/9 from 4 to 7pm at UN Plaza. Free and all ages and abilities welcome.

[Photo Exhibition at Harvey Milk Photo Center: 120 Years of SFMTA](#); The exhibit runs through February 3rd.

Holiday Tree Recycling

Turn Your Tree into Mulch

It's that time of year when we say goodbye to our holiday trees! A San Francisco tradition will return this month, continuing an over 30-year legacy of holiday tree recycling. San Francisco Environment (SFE) and San Francisco Public Works want to remind residents to **place their holiday trees curbside next to your blue recycling bin the night before their collection day between January 2 and January 12** to ensure their trees are recycled into mulch instead of going to landfill.

Recycling your holiday tree is easy and a great way to reduce waste! Some additional guidelines include:

- Please remember to remove all tinsel, decorations, nails, plastic bags, stands, and lights; anything that had been added to the natural tree.
- If your tree measures more than 6 feet tall, please cut it in half.
- Trees should not be put into a plastic bag.

Collected holiday trees will be transported to Recology's Blossom Valley Organics North, near Vernalis where the trees are ground up and converted into mulch. San Francisco's holiday tree mulch is used to buffer landscaping surrounding office buildings and retail stores around the Bay Area. Thanks to you, the City annually recycles an average of 500 tons of trees.

Check with your local Recology affiliates in your county in case you don't live in the City. Here are the links for: [Alameda County](#), [Contra Costa County](#), [Marin County](#), [Napa County](#), [San Mateo County](#), [Santa Clara County](#), [Solano County](#), [Sonoma County](#).

Additional information is available online at www.Recology.com. Residents and businesses can contact Recology at CustomerService@RecologySF.com or call (415) 330-1300.

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