



ETHICS COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

PETER KEANE
CHAIRPERSON

May 30, 2017

By Electronic Mail Only

DAINA CHIU
VICE-CHAIRPERSON

Harvey Rose, Budget Analyst
San Francisco Board of Supervisors
c/o Office of the Clerk of the Board

PAUL A. RENNE
COMMISSIONER

1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102-4689

QUENTIN L. KOPP
COMMISSIONER

Dear Mr. Rose:

VACANT
COMMISSIONER

Building on the budget blueprint it adopted in early 2016, the Ethics Commission over the past year has continued to assess its operations and identify the organizational resources it most needs at this time to meet key strategic priorities. These resources include securing needed capacity-building investments in both staffing and technology to improve compliance assistance and program oversight, develop new compliance tools and promote improved engagement, and ensure strong and effective public disclosure.

LEEANN PELHAM
EXECUTIVE DIRECTOR

Attachment 1 provides an overview of the key recommendations that we understand will be contained in the Mayor's proposed budget when it is released tomorrow.

While we do not anticipate that all line items the Commission proposed for funding will be funded, the authorization of one new education and compliance position, and support for our proposals to reclassify several vacant positions, are important steps to ensure staff resources are strongly aligned with new and growing demands for the delivery of the Commission's broad mandate. We anticipate making a brief presentation in support of the proposed budget when the Ethics Commission's departmental budget is heard by the Board of Supervisors Budget Committee on June 8.

We do note that while funding for existing priority technology projects at the Commission is continued, development and implementation of any new proposed public disclosure requirements will require further appropriation through the legislative process. The Ethics Commission will continue to bring these requests forward to the Board in connection with any legislation the Board considers that proposes to further expand Commission's electronic disclosure and data analysis work. Ensuring sufficient resources are appropriated for that work will be critical to ensure any new requirements can be implemented effectively in practice.

Sincerely,

A handwritten signature in black ink, appearing to read "LeeAnn Pelham".

LeeAnn Pelham
Executive Director

Attachment 1

Overview, Proposed ETHICS COMMISSION Budget Request

Request	How Addressed
<p>I. Personnel resources necessary to achieve core mandates</p> <p style="text-align: right;"><i>Note:</i></p> <p><i>An FY18 organization chart that reflects the changes described here appears on the next page.</i></p> <p><i>New positions resulting from the changes described in the column to the right are shown in <u>shown in underlined text</u> on the next page. Positions shown in strike-outs on the next page are those being reclassified.</i></p>	<ul style="list-style-type: none"> ✓ Approval secured for reclassification of existing exempt 1844 (Senior Management Assistant) to a new, exempt Manager I (0922) to provide program leadership and innovation as Chief Program Officer for education, engagement and compliance assistance across program areas ✓ Authorization secured for one new FTE (a Senior Administrative Analyst, 1823) to function as a Senior Education and Compliance Officer to provide additional day to day oversight of educational and compliance outreach activities across program areas ✓ Approval secured for reclassification of one existing Auditor position (1822) to a Senior Auditor position (1823) to provide focused, day to day oversight of the audit program ✓ Approval secured for reclassification of an entry-level Information Systems (“IS”) Business Assistant position (1051) to a Senior IS Business Analyst (1053) to provide more experienced level of knowledge, skills and abilities necessary to launch and sustain the Commission’s expanding electronic disclosure and data analysis work ✓ Approval secured for reclassification of an existing Senior IS Business Analyst position (1053) to a Principal IS Business Analyst (1054) to provide for the appropriate level of managerial and supervisory responsibility necessary for the expanded electronic disclosure and data analysis duties of the Commission
<p>II. Capacity-building investments in staff development and retention</p>	<p>Training and professional development to be secured in FY17 for known opportunities with existing surplus funds, where possible. No new funding provided in FY18.</p>
<p>III. Technology required for expanding electronic disclosure and data analysis work</p>	<p>Funding for existing priority projects is continued. Implementation of any new disclosure requirements will require appropriation through the legislative process.</p>
<p>IV. One-time work station reconfiguration in existing office footprint for improved safety and functionality</p>	<p>Reconfiguration approaches in process and work order in development in collaboration with Department of Real Estate to provide tenant improvement services</p>
<p>V. Expanded document translation services to better engage diverse communities</p>	<p>No new funding provided for FY18.</p>

San Francisco Ethics Commission - FY18

Ethics Commission

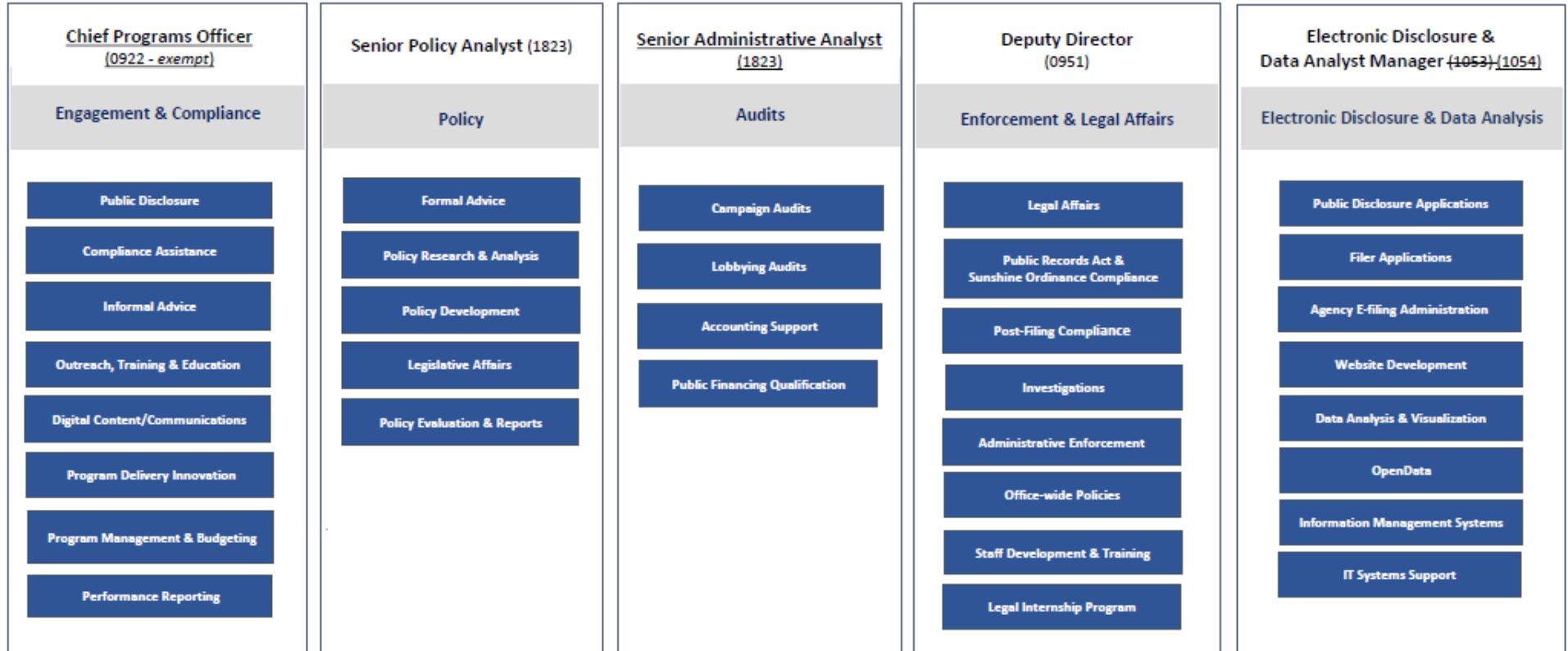
(Five Members)

Commission Support

Media Contact

Executive Director (0961)

Personnel Clerk/Office Manager (1222)



1824 (1) *Principal Administrative Analyst*
 1823 (1) *Senior Ed & Compliance Officer*
 1844 (1) *Ed & Compliance Officer*
 1844 (1) *Ed & Compliance Officer (exempt)*
 1842 (1) *Ed & Compliance Assistant*
 1426 (1) *Staff Assistant*

1822 (1) *Policy Analyst*

~~1822 (1) Auditor~~
 1822 (1) *Auditor*
 1822 (1) *Auditor*
 1822 (1) *Auditor*

1823 (1) *Senior Investigator/Legal Analyst*
 1823 (1) *Senior Investigator/Legal Analyst*
 1823 (1) *Senior Investigator/Legal Analyst*
 1822 (1) *Investigative Analyst*
 1840 (1) *Fines Collection Officer*

~~1053 (1) Senior IS Business Analyst~~
 1052 (1) *IS Business Analyst*
 1052 (1) *IS Business Analyst*
~~1051 (1, FY18) IS Business Assistant~~