

**Civil Service Commission Climate Action Plan
Fiscal Year 2010-2011
March 30, 2012**

I. Introduction

Civil Service Commission is located at 25 Van Ness Avenue. The department has increased efforts to reduce waste, recycle, reduce emissions, and buy green products to protect the environment. The Real Estate Division has recently set up the ability to compost at the 25 Van Ness Building. In September 2011, the department participated in the Great Race for Clean Air challenge among Bay Area employers to encourage the use of commute.

II. Departmental Profile

Mission

The Civil Service Commission's Mission is to establish, ensure and maintain an equitable and credible merit system for public service for the citizens of San Francisco. The Commission seeks to set the standard for excellence in personnel management through an effective, fair and modern system that recognizes and builds on the diversity, skills and dedication of public employees. The Commission's goal is to consistently provide the best qualified candidates for public service in a timely and cost-effective manner.

Budget

The Fiscal Year 2011-12 appropriation is as follows:

Sources of Funds	
Expenditure Recovery Public Transportation (AAO)	140,000
Expenditure Recovery FR PUC (AAO)	170,000
General Fund Support	514,261
Total Sources of Fund	\$824,261
Uses of Funds	
Salaries	503,778
Mandatory Fringe Benefits	206,412
Non Personnel Services	10,300
Materials and Supplies	3,395
Services of Other Departments	100,376
Total Use of Funds	\$824,261

Number of Employees

The Civil Service Commission has 6 employees: 1) 1 Executive Officer; 2) 1 Assistant Executive Officer; 3) 1 Senior Personnel Analyst; 4) 1 Appeals Coordinator; 5) 1 Rules, Personnel and Office Coordinator; and 6) 1 Administrative Assistant.

Facilities

The Department is located at 25 Van Ness Avenue.

Vehicles

The Department does not have any vehicles.

Climate Action Liaison

Sandra Eng, Assistant Executive Officer
25 Van Ness Avenue, Suite 720, San Francisco, CA 94102
(415) 252-3254

III. Departmental Carbon Footprint & Historical Analysis

Facilities & Reduction Measures

The department is located at 25 Van Ness Avenue and managed by the Real Estate Division.

Energy

FY 2010-11 Carbon Footprint from Consumption of Electricity, Natural Gas and Steam

Emission Source	Consumption	CO2e Emissions* (metric tons)
RED Electricity (kWh)	39,846.35	0.59
RED Natural Gas (Therms)	161.22	0.86
RED Steam (Lbs)	Not applicable	Not Applicable
RED Energy Subtotal		1.45
Energy Subtotal Excluding RED	The department is located at 25 Van Ness Avenue.	
TOTAL		1.45

Energy Efficiency & Conservation

The department is located on 25 Van Ness Avenue which is managed by the Real Estate Division. The department does not own any buildings.

Green Building

The department is located on 25 Van Ness Avenue which is managed by the Real Estate Division. The department does not own any buildings.

Renewable Generation

The department is located on 25 Van Ness Avenue which is managed by the Real Estate Division. The department does not own any buildings.

Water

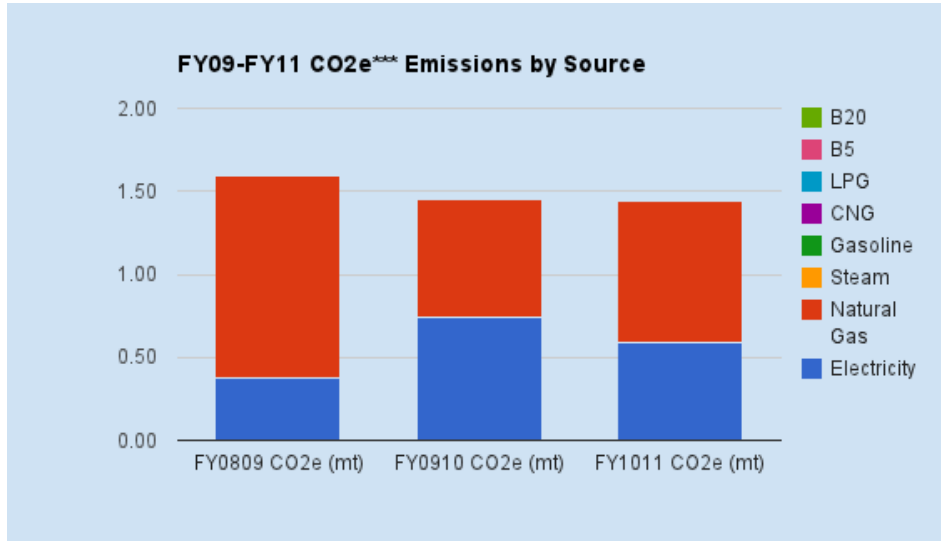
FY 2010-11 Water Consumption

Water Consumed (gal)	21,233.92
Water Discharge (gal)	17,320.99

Water Efficiency & Conservation

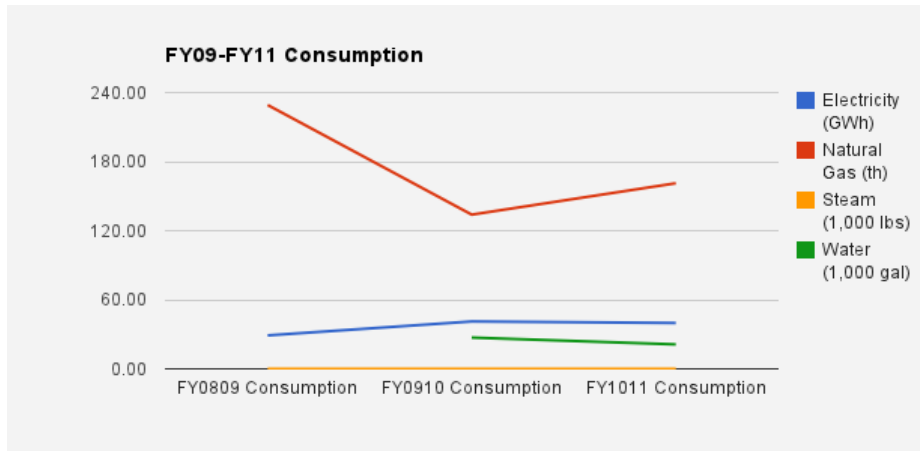
The department is located on 25 Van Ness Avenue which is managed by the Real Estate Division. Any water efficiency retrofit projects are managed by the Real Estate Division.

Historical Analysis



ANNUAL DEPARTMENTAL CO2e EMISSIONS (mt)

Emission Source Detail:	FY 2008-09 CO2e (mt)	FY 2009-10 CO2e (mt)	FY 2010-11 CO2e (mt)
Electricity	0.38	0.74	0.59
Natural Gas	1.22	0.71	0.86
Steam	0.00	0.00	0.00
Total CO2e from facility energy (mt)*	1.60	1.46	1.45
Total CO2e (mt)***	1.60	1.46	1.45



ANNUAL DEPARTMENTAL CONSUMPTION

Emission Source Detail (Units):	FY 2008-09 Consumption	FY 2009-10 Consumption	FY 2010-11 Consumption
Electricity (kWh)	29,052.13	41,157.48	39,846.35
Natural Gas (th)	229.21	133.96	161.22
Steam (lbs)	0.00	0.00	0.00
Water (gal)		27,159.05	21,223.92
Wastewater Discharge (gal)		24,312.22	17,320.99

Fleet – Fuel Use & Reduction Measures

The department does not own fleets.

IV. Other Sustainable Practices

Zero Waste

The department is located on 25 Van Ness Avenue and managed by the Real Estate Division. To promote waste reduction, the department is reminding staff to scan documents instead of making copies to send out to other departments.

The Waste Assessment Questionnaire is attached as Appendix A.

Transportation Options

The Department of Environment met with Commission staff at a department meeting on February 7, 2012 to discuss different transportation options and resources available. Employees are informed and reminded about the Commuter Programs and the Pre-Tax Commuter Benefits Program. Three out of six employees are enrolled in the Pre-Tax Commuter Benefits Program. The department mainly uses public transportation to deliver records and meeting material. The department participated in the Bay Area's Great Race for Clean Air.

Green Purchasing

Real Estate Division manages the supplies for building maintenance and the department does not own any vehicles. The results of the Civil Service Commission's Buy Green Scorecard are attached to the report as Appendix B.

Information Technology

The department does not have new computers that Climate Savers Gold or Energy Star servers. Computers are over six years old. All computer are labeled with “energy conversation reminder – turn off when not in use”. The Department of Human Resources IS instructed our department to set the computer for hibernation instead of shutting down the computers. The computers are completely shut down on Fridays.

Carbon Sequestration/Urban Forest

The Civil Service Commission is a small department that occupies approximately 2591 sq. ft. at 25 Van Ness Avenue.

V. Community Wide Impact

The department is making every effort to reduce community wide emissions. Employees are encouraged to commute to work by utilizing public transportation or carpooling. The public is informed on where the Commission meetings are located and what public transportation is available to get to the meetings. The department is very conscious about using less paper by setting the default of double-sided copying on the copier, setting the computers to automatically print double-sided, and scanning and emailing documents. Documents that are no longer needed but have blank pages are used for drafts or scratch paper. The department has a document management system (DocMall) that enables the department to print in pdf format and file in DocMall. The department has bins set up for recycling paper and plastic and compost. Office lights are turned off whenever leaving for meetings or going to lunch and especially when leaving work at the end of the day.

Staff will continue to be informed at department meetings and by email of energy alternatives, zero waste management and other opportunities to protect the environment and reduce emissions.