

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

1.	Civil Service Con	mission Register Number: 0830 - 13 - 1
2.	For Civil Service	Commission Meeting of: August 19, 2013
3.	Check One:	Ratification Agenda
	•	Consent Agenda <u>x</u>
		Regular Agenda
4.		n Appointments Exempt from Civil Service under Charter Section 5 through 10.104.18.
5.	Recommendation	Adopt Report
6.	Report prepared b	y: <u>Clare Leung</u> Telephone number: 701-5062
7.	Notifications:	(Attach a list of the person(s) to be notified in the format described i IV. Commission Report Format -A)
8.	Reviewed and ap	proved for Civil Service Commission Agenda:
	SFMTA Director	Human Resources: Inteld E. Ellison By: Donald E. Ellison
		Date: 7/25/13
9.		al time-stamped copy of this form and person(s) to be notified) along with the required copies of the report to:
	25 Van N	e Officer vice Commission ess Avenue, Suite 720 cisco, CA 94102
10.	~ ~	is form in the CSC RECEIPT STAMP sing the time-stamp in the CSC Office. CSC RECEIPT STAMP
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	chment -22MTA (9/00)	PRICE ROLL OF TOTAL CONTROL



MEMORANDUM

DATE:

July 29, 2013

TO:

Honorable Civil Service Commission

THROUGH:

Donald E. Ellison

Director, Human Resource:

FROM:

Clare Leung

Recruitment Manager

SUBJECT:

Report on Appointments Exempt From Civil Service under Charter Section 10.104-

16 through 10.104-18

Charter Sections 10.104-16, 10.104-17 and 10.104-18 provide that certain part-time, seasonal, temporary, and substitute positions may be exempt from civil service selection, appointment and removal procedures subject to approval of the Civil Service Commission. On June 3, 1996, the Civil Service Commission established and adopted procedures and guidelines for the processing and approval of such appointments and authorized the Human Resources Director to act on written requests for exemptions, issue instructions to departments for the expeditious processing of departmental requests for exemptions, and provide the Commission with reports of transactions processed under the guidelines.

Charter Section 8A.104 provides that, as of July 1, 2000, except for the administration of health services, the Municipal Transportation Agency assumed all powers and duties vested in the Department of Human Resources and the Human Resources Director under Articles X and XI of the Charter in connection with job classifications within the Municipal Transportation Agency (MTA) performing service-critical functions.

The attached report reflects requisitions for MTA service-critical positions approved in categories 10.104-16 through 10.104-18 for the period from January 1, 2013 through June 30, 2013. Also, attached is a graph showing the total number of exempt appointments for service-critical positions for the last three fiscal years, in addition to the numbers for the report period currently provided.

Key:

- 16 Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures
- 17 Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular civil service procedures.
- 18 Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular civil service procedures.

Edwin M. Lee

Tom Nolan Chairman

Cheryl Brinkman Vice-Chairman

Malcolm Heinicke Director

Jerry Lee

Director

Joél Ramos Director

Cristina Rubke Director

Edward D. Reiskin Director of Transportation

One South Van Ness Ave. Seventh Floor San Francisco, CA 94103

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Exempt Appointments from Civil Service under Charter Section 10.104-16 through 10.104-18 at SFMTA Service Critical Positions for the period from 1/1/2013 through 6/30/2013

4 Senior Personnel Analyst 01057113 16 Temporary and Seasonal 1 5 Senior Personnel Analyst 01124071 16 Temporary and Seasonal 1 5 Student Engineer Trainee 01114387 16 Temporary and Seasonal 1 5 Student Engineer Trainee 01114387 16 Temporary and Seasonal 1 5 Student Engineer Trainee 01123835 16 Temporary and Seasonal 1 5 Student Engineer Trainee 01123835 16 Temporary and Seasonal 1 5 Student Engineer Trainee 01123835 16 Temporary and Seasonal 1 5 Student Engineer Trainee 01123837 16 Temporary and Seasonal 1 5 Student Engineer Trainee 01123837 16 Temporary and Seasonal 1 5 Student Engineer Trainee 01123838 16 Temporary and Seasonal 1 5 Student Engineer Trainee 01123838 16 Temporary and Seasonal 1 5 Student Engineer Trainee 01123842 16 Temporary and Seasonal 1 5 Student Engineer Trainee 01124124 16 Temporary and Seasonal 1 5 Student Engineer Trainee 01124125 16 Temporary and Seasonal 1 5 Student Engineer Trainee 01124126 16 Temporary and Seasonal 1 6 Student Engineer Trainee 01123843 16 Temporary and Seasonal 1 7 Student Engineer Trainee 01123844 16 Temporary and Seasonal 1 7 Student Engineer Trainee 01123844 16 Temporary and Seasonal 1 7 Student Engineer Trainee 01123845 16 Temporary and Seasonal 1 7 Student Engineer Trainee 01123845 16 Temporary and Seasonal 1 7 Student Engineer Trainee 01123845 16 Temporary and Seasonal 1 7 Student Engineer Trainee 01123845 16 Temporary and Seasonal 1 7 Student Engineer Trainee 01123846 16 Temporary and Seasonal 1 7 Student Engineer Trainee 01123847 16 Temporary and Seasonal 1 7 Student Engineer Trainee 01123847 16 Temporary and Seasonal 1 7 Student Engineer Trainee 01123847 16 Temporary and Seasonal 1 7 Student Engineer Trainee 01123847 16 Temporary and Seasonal 1 7 Student Engineer Trainee 01123847 16 Temporary and Seasonal 1 7 Student Engineer Trainee 0	Job Code	Title	Job Req	Exempt	Head Count	Status	Approve)Ve
Senior Personnel Analyst Student Engineer Trainée I,Arch., Engr., & Plan. Student Engineer Trainée	1244	Senior Personnel Analyst	01057113	16 Temporary and Seasonal		Filled		26-Mar-13
Student Engineer Trainee 0114387 16 Temporary and Seasonal 1	1244	Senior Personnel Analyst	01124071	Temporary and		Vacant		26-Feb-13
Student Engineer Trainee I,Arch.,Engr., & Plan. O1123845 I Temporary and Seasonal 1 Student Engineer Trainee I,Arch.,Engr., & Plan. I,Arch.,Engr., & Plan. O1123847 I Temporary and Seasonal I T	5380		01114387	Temporary and		Filled		22-Feb-13
Student Engineer Trainee I.Arch., Engr., & Plan. II.Arch., Engr., & Plan. II	5380	Student Engineer Trainee I,Arch.,Engr., & Plan.	01119557	16 Temporary and Seasonal	>	Filled		17-Jun-13
Student Engineer Trainee I,Arch, Engr., & Plan. Student Engineer Trainee II,Arch, Engr., & Plan. Student Engineer Trai	7380	Student Engineer Trainee	01103835		٠	Till od.		00 10 13
I.Arch.,Engr., & Plan. II.Arch.,Engr., & Plan. III.Arch.,Engr.,	000	Student Engineer Trainee	011000	l ellipolaly allo	_	il de		00-10
Student Engineer Trainee I,Arch.,Engr., & Plan. Student Engineer Trainee I,Arch,Engr., & Plan. Student Engineer Trainee II,Arch,Engr., & Plan. S	5380	I,Arch.,Engr., & Plan.	01123836	6 Temporary and	_	Filled		06-Feb-13
Student Engineer Trainee I.Arch., Engr., & Plan. Student Engineer Trainee I.Arch., Engr., & Plan. Student Engineer Trainee I.Arch, Engr., & Plan. Student Engineer Trainee I.Arch, Engr., & Plan. Student Engineer Trainee I.Arch, Engr., & Plan. Student Engineer Trainee I.Arch., Engr., & Plan. Student Engineer Trainee I.Arch., Engr., & Plan. Student Engineer Trainee II.Arch., Engr., & Plan. O1123845 II. Temporary and Seasonal 1 Student Engineer Trainee II.Arch., Engr., & Plan. O1123847 II. Temporary and Seasonal 1 1 Student Engineer Trainee II.Arch., Engr., & Plan. O1123847 II. Temporary and Seasonal 1 1 Student Engineer Trainee II.Arch., Engr., & Plan. II.Arch., Engr., & Plan. O1123847 II. Temporary and Seasonal 1 1 II. Temporary and Seasonal 1 1 Student Engineer Trainee II. Arch., Engr., & Plan. O1123845 II. Temporary and Seasonal 1 1 II. Temporary	5380	Student Engineer Trainee I.Arch.,Engr., & Plan.	01123837	Temporary and	<u> </u>	Filled		06-Feb-13
Student Engineer Trainee I.Arch.,Engr., & Plan. II.Arch.,Engr., & Plan. II.Arch.,	5380	Student Engineer Trainee	01123838	16 Temporary and Seasonal	۷.	Filled		06-Feb-13
Narch.,Engr., & Plan. 01123842 16 Temporary and Seasonal 1		Student Engineer Trainee						
I.Arch., Engr., & Plan. 01124124 16 Temporary and Seasonal 1	5380	I,Arch.,Engr., & Plan.	01123842	Temporary and	>	Vacant		06-Feb-13
Student Engineer Trainee I,Arch.,Engr., & Plan. I,Arch.,Engr., & Plan. Student Engineer Trainee II,Arch.,Engr., & Plan. Student Engineer Trainee II,Arch., Engr., & Plan. O1123845 O1123846 O1123847 O1123848 O11	5380	I,Arch,Engr., & Plan.	01124124	Temporary and		Vacant		20-Mar-13
Student Engineer Trainee I.Arch.,Engr., & Plan. Student Engineer Trainee II,Arch.,Engr., & Plan. Student Engineer Trainee II,Arch., Engr., & Plan. O1123847 O1123847 O1123851 O1123851 O1123851 O1123851 O1123851 O1123851 O1123851	5380	'Student ⊨ngineer Trainee T.ArchEngr., & Plan,	01124125	Temporary and	<u> </u>	Vacant		20-Mar-13
I,Arch.,Engr., & Plan. Student Engineer Trainee I,Arch.,Engr., & Plan. Student Engineer Trainee II,Arch., Engr., & Plan. O1123847 I6 Temporary and Seasonal 1 Student Engineer Trainee II,Arch., Engr., & Plan. O1123847 I6 Temporary and Seasonal 1 Student Engineer Trainee II,Arch., Engr., & Plan. O1123847 I6 Temporary and Seasonal 1 In Temporary and Seasonal		Student Engineer Trainee					-	
I,Arch.,Engr., & Plan. I,Arch.,Engr., & Plan. II,Arch., Engr., & Pla	5380	I,Arch.,Engr., & Plan.	01124126	Temporary and		Vacant		20-Mar-13
Student Engineer Trainee II,Arch., Engr., & Plan. O1123845 II,Arch., Engr., & Plan. O1123846 II,Arch., Engr., & Plan. O1123847 III,Arch., Engr., & Plan. O1123846 III,Arch., Engr., &	5380	I,Arch.,Engr., & Plan.	01124127	Temporary and	_	Vacant		20-Mar-13
Student Engineer Trainee II,Arch., Engr., & Plan. II,Arch., Engr., & Pl	5381	Student Engineer Trainee II Arch Engr & Plan	01123843	Temnorary and		П 		06-Eeh-13
II,Arch., Engr., & Plan. Student Engineer Trainee II,Arch., Engr., & Plan. O1123845 II,Arch., Engr., & Plan. O1123845 II,Arch., Engr., & Plan. O1123845 II,Arch., Engr., & Plan. O1123846 II,Arch., Engr., & Plan. O1123846 II,Arch., Engr., & Plan. O1123847 III,Arch., Engr., & Plan. O1123848								
Student Engineer Trainee II,Arch., Engr., & Plan. Student Engineer Trainee II,Arch., Engr., & Plan. O1123845 O1123845 O1123845 O1123845 O1123845 O1123846 O1123846 O1123847 O1123845	5381	II,Arch., Engr., & Plan.	01123844	Temporary and		Vacant		06-Feb-13
Student Engineer Trainee II,Arch., Engr., & Plan.	במ כ ת	Student Engineer I rainee	04403045	7	.] :: :: :: ::		
Student Engineer Trainee II,Arch., Engr., & Plan. Student Engineer Trainee II,Arch., Engr., & Plan. II,Arch., Engr., & Plan. O1123847 O1123851 O1123851 O1123851	5381	Engr., &	01123845	Temporary and		Filled	+	06-Feb-13
II,Arch., Engr., & Plan. Student Engineer Trainee II,Arch., Engr., & Plan. O1123846 16 Temporary and Seasonal 1 II,Arch., Engr., & Plan. O1123847 16 Temporary and Seasonal 1 II,Arch., Engr., & Plan. O1123851 16 Temporary and Seasonal 1		Student Engineer Trainee						
II,Arch., Engr., & Plan.	5381	II,Arch., Engr., & Plan	01123846	Temporary and		Filled		06-Feb-13
Student Engineer Trainee II,Arch., Engr., & Plan. 01123851 16 Temporary and Seasonal	5381	Student Engineer I rainee II,Arch., Engr., & Plan.	01123847	Temporary and	→	Filled		06-Feb-13
	5381	Engineer Engr. & P		16 Temporary and Seasonal	. <u></u>	Filled		06-Feb-13

Exempt Appointments from Civil Service under Ch or Section 10.104-16 through 10.104-18 at SFMTA Service Critical Positions for the period from 1/1/2013 through 6/30/2013

1241	9504	5382	5382	5382	5382	5382	5382	5382	5382	5382	5382	5382	5382	5381	5381	5381	5381	5381	Job Code
Personnel Analyst	Permit and Citation Clerk	Student Engineer Trainee III, Arch., Engr., & Plan.	III,Arch., Engr., & Plan.				III, Arch., Engr., & Plan.	Student Engineer Trainee	III, Arch., Engr., & Plan.	Student Engineer Trainee III,Arch., Engr., & Plan.	Student Engineer Trainee		Student Engineer I rainee III,Arch., Engr., & Plan.	II,Arch., Engr., & Plan.	II,Arch., Engr., & Plan.	Student Engineer Trainee	Student Engineer Trainee II,Arch , Engr., & Plan	Student Engineer Trainee	Title
01086267	01124624	01124135	01124134	01124133	01123864	01123863	01123862	01123861	01123860	01123859	01123858	01123857	01123853	01124131	01124130	01124129	01124128	01123852	Job Req
17 Substitute for Civil Service Employee on Leave	16 Temporary and Seasonal	16 Temporary and Seasonal	16 Temporary and Seasonal	16 Temporary and Seasonal	16 Temporary and Seasonal	16 Temporary and Seasonal	16 Temporary and Seasonal	16 Temporary and Seasonal	16 Temporary and Seasonal	16 Temporary and Seasonal	16 Temporary and Seasonal	16 Temporary and Seasonal	16 Temporary and Seasonal	16 Temporary and Seasonal	16 Temporary and Seasonal.	16 Temporary and Seasonal	16 Temporary and Seasonal	16 Temporary and Seasonal	Exempt Status
			<u>→</u>							· -									Head Count
Vacant	Vacant	Vacant	Vacant	Vacant	Filled	Vacant	Filled	Filled	Filled	Vacant	Filled	Filled	Filled	Filled	Filled	Vacant	Filled	Vacant	Status
06-May-13	31-May-13	20-Mar-13	20-Mar-13	20-Mar-13	06-Feb-13	06-Feb-13	06-Feb-13	06-Feb-13	06-Feb-13	06-Feb-13	06-Feb-13	06-Feb-13	06-Feb-13	20-Mar-13	20-Mar-13	20-Mar-13	20-Mar-13	06-Feb-13	Approve
Y	· ~	~	~	~	~	~	_<	~		~	~		 	~	~	~	~	~	Service Critical

Exempt Appointments from Civil Service under Charter Section 10.104-16 through 10.104-18 at SFMTA Service Critical Positions for the period from 1/1/2013 through 6/30/2013

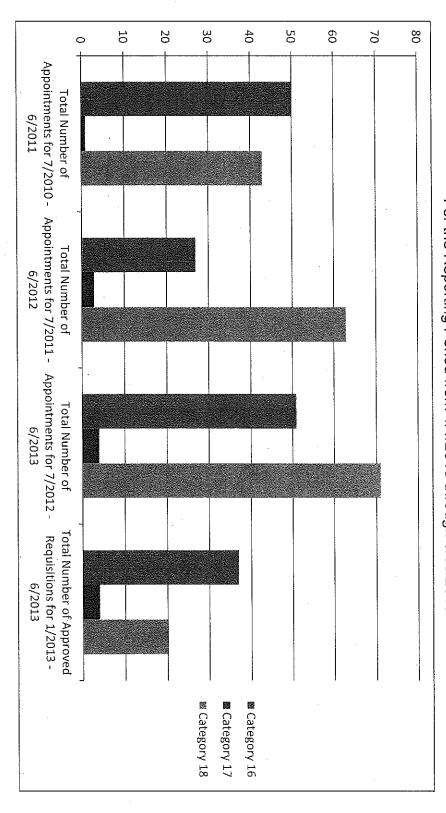
<	11-Jun-13	Vacant		18 Special Project - Limited Term	01124436	Transit Planner II	5288
_	13-Jun-13	Vacant		18 Special Project - Limited Term	01124672	Associate Engineer	5207
~	19-Mar-13	Vacant		18 Special Project - Limited Term	01123918	Associate Engineer	5207
~	18-Jun-13	Vacant		18 Special Project - Limited Term	01124680	Assistant Engineer	5203
- -<	18-Jun-13	Vacant		18 Special Project - Limited Term	01124679	Assistant Engineer	5203
_	26-Jun-13	Vacant		18 Special Project - Limited Term	01124769	Junior Engineer	5201
_	13-Jun-13	Vacant	_	18 Special Project - Limited Term	01124671	Junior Engineer	5201
~	29-May-13	Vacant		18 Special Project - Limited Term	01124614	Principal Admin Analyst	1824
~	17-Jan-13	Filled		18 Special Project - Limited Term	01123694	Principal Admin Analyst	1824
	18-Apr-13	Filled	_	18 Special Project - Limited Term	01124395	Principal Admin Analyst	1824
~	21-Feb-13	Vacant		18 Special Project - Limited Term	01123917	Principal Admin Analyst	1824
~	21-Feb-13	Vacant		18 Special Project - Limited Term	01123916	Principal Admin Analyst	1824
~	06-May-13	Vacant		18 Special Project - Limited Term	01113592	Principal Admin Analyst	1824
	04-Feb-13	Filled	_	18 Special Project - Limited Term	01123809	IS Operator - Analyst	1004
~	05-Feb-13	Filled		17 Substitute for Civil Service Employee on Leave	01100035	Permit and Citation Clerk	9504
~	05-Feb-13	Filled		17 Substitute for Civil Service Employee on Leave	01100028	Permit and Citation Clerk	9504
~	11-Feb-13	Vacant		17 Substitute for Civil Service Employee on Leave	01121326	Transit Information Clerk	9122
Service Critical	Approve	Status	Head Count	Exempt Status	Job Req	Tite	Job Code

Exempt Appointments from Civil Service under Ch ⊃r Section 10.104-16 through 10.104-18 at SFMTA Service Criu⊷al Positions

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6318	6318	5290	5289	5289	5289	Job Code
Construction Inspector	Construction Inspector	Transit Planner IV	Transit Planner III	Transit Planner III	Transit Planner III	Title
01123101	01123100	01123241	01119791	01123157	01124391	Job Req
18 Special Project - Limited Term	Exempt Status					
			حـ	>		Head Count
Vacant	Vacant	Filled	Vacant	Filled	Vacant	Status
23-Jan-13	23-Jan-13	22-Feb-13	17-Jan-13	22-Feb-13	06-May-13	Approve
~	~	~	~	~	_<	Service Critical

Exempt Appointments from Civil Service under Charter Section 10.104-16 through 10.104-18 For the Reporting Period from 1/1/2013 through 6/30/2013 San Francisco Municipal Transportation Agency Service Critical Positions



Category 18	Category 17	Category 16	Exempt Status		
43		50	7/2010 - 6/2011	Appointments for	Total Number of
63	သ	27	7/2011 - 6/2012	Appointments for	Total Number of
71	4	51	7/2012 - 6/2013	Appointments for	Total Number of
20	4	37	for 1/2013 - 6/2013	Approved Requisitions	Total Number of