



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22MTA) Applicable to Municipal Transportation Agency Service-Critical Classes

Refer to Civil Service Commission Procedure for Staff - Submission of  
Written Reports MTA for Instructions on completing and processing this Form

1. Civil Service Commission Register Number: 0291 - 13 - 1
2. For Civil Service Commission Meeting of: November 18, 2013
3. Check One:            Ratification Agenda  
                                Consent Agenda                  x         
                                Regular Agenda
4. Subject:            Annual Review of Exempt and Non-Exempt Classifications at the San Francisco  
                                Municipal Transportation Agency (SFMTA).
5. Recommendation:    Adopt Report.
6. Report prepared by: Clare Leung            Telephone number: 701-5062
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV.  
                                Commission Report Format -A)**
8. Reviewed and approved for Civil Service Commission Agenda:  
SFMTA Director, Human Resources: Donald E. Ellison  
By: Donald E. Ellison  
Date: 10/18/13
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7  
above) along with the required copies of the report to:

**Executive Officer  
Civil Service Commission  
25 Van Ness Avenue, Suite 720  
San Francisco, CA 94102**

10. Receipt-stamp this form in the CSC RECEIPT STAMP  
box to the right using the time-stamp in the CSC Office.

Attachment  
CSC-22MTA (9/00)





**SFMTA**  
Municipal  
Transportation  
Agency

Edwin M. Lee, Mayor

Tom Nolan, Chairman

Malcolm Henricks, Director

Joe Ramos, Director

Edward D. Reiskin, Director of Transportation

Cheryl Smithman, Vice-Chairman

Larry Lee, Director

Cristina Rubio, Director

**MEMORANDUM**

**DATE:** October 18, 2013

**TO:** Honorable Civil Service Commission

**THROUGH:** Donald E. Ellison  
Director, Human Resources *Donald E. Ellison*

**FROM:** Clare Leung  
Recruitment Manager *Clare Leung*

**SUBJECT:** **Annual Review of Exempt and Non-Exempt  
Classifications at the San Francisco Municipal  
Transportation Agency**

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**INTRODUCTION**

City Charter Section 8A.104 governs the personnel and merit system at the San Francisco Municipal Transportation Agency (SFMTA). This report is submitted to provide the Commission with information in compliance with the following specific subsections of 8A.104:

Section 8A.104 (h) authorizes the San Francisco Municipal Transportation Agency to create new classifications of Agency employees. These classifications are to be subject to the civil service provisions of the Charter unless exempted pursuant to Section 10.104 or Section 8A.104(i).

Section 8A.104 (i) authorizes the Agency to create new classifications and positions in those classifications exempt from the civil service system for managerial employees in SFMTA bargaining units M and EM in addition to those exempt positions provided in Section 10.104; provided, however, that the total number of such exempt managerial positions within the Agency shall not exceed 2.75 percent of the Agency's total workforce, exclusive of the exempt positions provided in Section 10.104. This provision shall not be utilized to eliminate personnel holding existing permanent civil service managerial positions on November 2, 1999.

Section 8A.104 (j) provides for an annual review by the Civil Service Commission of both exempt and non-exempt classifications for the Agency to ensure compliance with the provisions of subsections (h) and (i).

Our report includes information about classifications utilized by SFMTA for this current fiscal year, previous fiscal years (FY2010-2011 and FY2011-2012) and information

regarding the number of exempt positions for the reporting period under Charter Section 8A.104(i).

### **SFMTA CLASSIFICATIONS**

A list of classifications in use at SFMTA for this fiscal year is submitted in this report as Attachment 1. There are a total of 234 classifications utilized by the Agency this fiscal year. 149 are citywide classes also used by other departments. 85 classifications are utilized only by the SFMTA.

### **EXEMPT POSITIONS AUTHORIZED UNDER SECTION 8A.104(i)**

Charter Section 8A.104(i) authorizes exempt appointments for SFMTA managerial employees in addition to those exempt positions identified in Charter Section 10.104, provided that the total number of the additional exempt positions does not exceed 2.75 percent of the Agency's total workforce. There are 5,172 budgeted positions in SFMTA's workforce this fiscal year. We currently have a total of 77 exempt appointments under Charter Section 8A.104(i), representing 1.49% of our total workforce. A complete listing of all 8A.104 (i) exempt appointments in SFMTA is included as Attachment 2.

### **CONCLUSION**

No major changes in SFMTA's classification plan have occurred since our last report. The number of exempt appointments we have made pursuant to Charter Section 8A.104 (i) remains well below the charter-imposed limit, and we continue to monitor these appointments closely to ensure compliance with this Charter section.

### SFMTA Classifications

| CLASS | TITLE                               | SFMTA ONLY |
|-------|-------------------------------------|------------|
| 0114  | Public Transportation Commissioner  | X          |
| 1002  | Operator-Journey                    |            |
| 1003  | IS Operator-Senior                  |            |
| 1004  | IS Operator - Analyst               |            |
| 1022  | IS Administrator II                 |            |
| 1023  | IS Administrator III                |            |
| 1024  | IS Administrator - Supervisor       |            |
| 1043  | IS Engineer-Senior                  |            |
| 1044  | IS Engineer - Principal             |            |
| 1051  | IS Business Analyst - Assistant     |            |
| 1052  | IS Business Analyst                 |            |
| 1053  | IS Business Analyst - Senior        |            |
| 1054  | IS Business Analyst - Principal     |            |
| 1070  | IS Project Director                 |            |
| 1202  | Personnel Clerk                     |            |
| 1203  | Personnel Technician                |            |
| 1204  | Senior Personnel Clerk              |            |
| 1220  | Payroll Clerk                       |            |
| 1222  | Senior Payroll & Personnel Clerk    |            |
| 1224  | Principal Payroll & Personnel Clerk |            |
| 1231  | Assistant Manager, EEO Programs     |            |
| 1233  | EEO Programs Specialist             |            |
| 1241  | Personnel Analyst                   |            |
| 1244  | Senior Personnel Analyst            |            |
| 1246  | Principal Personnel Analyst         |            |
| 1312  | Public Information Officer          |            |
| 1314  | Public Relations Officer            |            |
| 1404  | Clerk                               |            |
| 1406  | Senior Clerk                        |            |
| 1408  | Principal Clerk                     |            |
| 1410  | Chief Clerk                         |            |
| 1424  | Clerk Typist                        |            |
| 1426  | Senior Clerk Typist                 |            |
| 1444  | Secretary I                         |            |
| 1446  | Secretary II                        |            |
| 1450  | Executive Secretary I               |            |
| 1452  | Executive Secretary II              |            |
| 1454  | Executive Secretary III             |            |
| 1630  | Account Clerk                       |            |
| 1632  | Senior Account Clerk                |            |
| 1634  | Principal Account Clerk             |            |
| 1652  | Senior Accountant                   |            |
| 1654  | Principal Accountant                |            |
| 1657  | Senior Systems Accountant           |            |
| 1704  | Communications Dispatcher I         |            |
| 1705  | Communications Dispatcher 2         |            |
| 1708  | Senior Telephone Operator           |            |
| 1760  | Offset Machine Operator             |            |
| 1770  | Photographer                        |            |
| 1774  | Head Photographer                   |            |

### SFMTA Classifications

| CLASS | TITLE   | SFMTA ONLY |
|-------|---|------------|
| 1822  | Administrative Analyst                              |            |
| 1823  | Senior Administrative Analyst                       |            |
| 1824  | Principal Admin Analyst                             |            |
| 1840  | Junior Management Assistant                         |            |
| 1842  | Management Assistant                                |            |
| 1844  | Senior Management Assistant                         |            |
| 1920  | Inventory Clerk                                     |            |
| 1929  | Parts Storekeeper                                   |            |
| 1931  | Senior Parts Storekeeper                            |            |
| 1935  | Principal Parts Storekeeper                         |            |
| 1936  | Senior Storekeeper                                  |            |
| 1937  | Supervising Parts Storekeeper                       | X          |
| 1942  | Assistant Materials Coordinator                     |            |
| 1950  | Assistant Purchaser                                 |            |
| 2708  | Custodian   |            |
| 2716  | Custodial Assistant Supervisor                      |            |
| 2719  | Janitorial Services Assistant Supervisor            |            |
| 2978  | Contract Compliance Officer II                      |            |
| 2992  | Contract Compliance Officer I                       |            |
| 3417  | Gardener  |            |
| 3630  | Librarian   |            |
| 4320  | Cashier 1   |            |
| 4334  | Investigator, Tax Collector                         |            |
| 5201  | Junior Engineer                                     |            |
| 5203  | Assistant Engineer                                  |            |
| 5207  | Associate Engineer                                  |            |
| 5211  | Senior Engineer                                     |            |
| 5212  | Principal Engineer                                  |            |
| 5241  | Engineer  |            |
| 5277  | Planner I   |            |
| 5283  | Planner V   |            |
| 5288  | Transit Planner II                                  |            |
| 5289  | Transit Planner III                                 |            |
| 5290  | Transit Planner IV                                  |            |
| 5301  | Manager, Traffic Painting Program                   | X          |
| 5302  | Traffic Survey Technician                           |            |
| 5303  | Supv, Traffic & Signs                               |            |
| 5320  | Illustrator and Art Designer                        |            |
| 5362  | Civil Engineer Assistant                            |            |
| 5364  | Civil Engineering Associate                         |            |
| 5366  | Associate Civil Engineer                            |            |
| 5380  | Student Engineer Trainee I, Arch., Engr., & Plan.   |            |
| 5381  | Student Engineer Trainee II, Arch., Engr., & Plan.  |            |
| 5382  | Student Engineer Trainee III, Arch., Engr., & Plan. |            |
| 5502  | Project Manager I                                   |            |
| 5506  | Project Manager III                                 |            |
| 6130  | Safety Analyst                                      |            |
| 6138  | Industrial Hygienist                                |            |
| 6235  | Heat & Vent Inspector                               |            |
| 6252  | Line Inspector                                      |            |

## SFMTA Classifications

| CLASS | TITLE   | SFMTA ONLY |
|-------|---|------------|
| 6318  | Construction Inspector                            |            |
| 6319  | Senior Construction Inspector                     |            |
| 7110  | Mobile Equipment Assistant Supervisor             |            |
| 7126  | Mechanical Shop & Equip Superintendent            |            |
| 7205  | Chief Stationary Engineer                         |            |
| 7215  | General Laborer Supervisor I                      |            |
| 7216  | Electrical Transit Shop Supervisor I              | X          |
| 7219  | Maintenance Estimator & Scheduler                 |            |
| 7223  | Cable Machinery Supervisor                        | X          |
| 7225  | Transit Paint Shop Supervisor I                   | X          |
| 7226  | Carpenter Supervisor                              |            |
| 7228  | Automotive Transit Shop Supervisor I              | X          |
| 7235  | Transit Power Line Supervisor I                   | X          |
| 7238  | Electrician Supervisor I                          |            |
| 7241  | Senior Maintenance Controller                     | X          |
| 7242  | Painter Supervisor                                |            |
| 7243  | Parking Meter Repairer Sprv 1                     | X          |
| 7244  | Power Plant Supervisor I                          | X          |
| 7249  | Auto Mechanic Supervisor I                        |            |
| 7251  | Track Maintenance Worker Supervisor I             | X          |
| 7253  | Electrical Transit Mechanical Supervisor I        | X          |
| 7254  | Auto Machinist Supervisor I                       |            |
| 7255  | Powerhouse Electrician Supervisor I               |            |
| 7256  | Electric Motor Repair Supervisor I                | X          |
| 7258  | Maintenance Machinist Supervisor I                |            |
| 7262  | Maintenance Planner                               |            |
| 7264  | Auto Body & Fender Worker Supervisor I            | X          |
| 7274  | Transit Power Line Worker Supervisor II           | X          |
| 7276  | Electrician Supervisor 2                          |            |
| 7279  | Powerhouse Electrician Supervisor II              | X          |
| 7283  | Track Maintenance Superintendent                  | X          |
| 7286  | Wire Rope Cable Maintenance Supervisor            | X          |
| 7287  | Supervising Electronic Maintenance Technician     |            |
| 7305  | Metal Fabricator                                  | X          |
| 7306  | Auto Body & Fender Worker                         |            |
| 7308  | Cable Splicer                                     |            |
| 7309  | Car & Auto Painter                                |            |
| 7313  | Automotive Machinist                              |            |
| 7318  | Electronic Maintenance Technician                 |            |
| 7319  | Electric Motor Repairer                           |            |
| 7326  | Glazier   |            |
| 7328  | Operating Engineer                                |            |
| 7329  | Electronic Maintenance Technician, Assistant Supv |            |
| 7332  | Maintenance Machinist                             |            |
| 7333  | Apprentice Stationary Engineer                    |            |
| 7334  | Stationary Engineer                               |            |
| 7335  | Senior Stationary Engineer                        |            |
| 7340  | Maintenance Controller                            | X          |
| 7342  | Locksmith   |            |
| 7344  | Carpenter   |            |

## SFMTA Classifications

| CLASS | TITLE  | SFMTA ONLY |
|-------|--|------------|
| 7345  | Electrician                                      |            |
| 7346  | Painter  |            |
| 7347  | Plumber  |            |
| 7355  | Truck Driver                                     |            |
| 7358  | Patternmaker                                     |            |
| 7364  | Powerhouse Operator                              | X          |
| 7365  | Senior Powerhouse Operator                       | X          |
| 7366  | Transit Power Line Worker                        | X          |
| 7371  | Electrical Transit System Mechanic               | X          |
| 7376  | Sheet Metal Worker                               |            |
| 7380  | Electrical Transit Mechanic Assistant Supervisor | X          |
| 7381  | Automotive Mechanic                              |            |
| 7382  | Automotive Mechanic Assistant Supervisor         | X          |
| 7390  | Welder   | X          |
| 7408  | Assistant Powerhouse Operator                    | X          |
| 7410  | Automotive Service Worker                        |            |
| 7412  | Automotive Service Worker Assist Supervisor      | X          |
| 7430  | Assistant Electronic Maintenance Technician      |            |
| 7432  | Electrical Line Helper                           |            |
| 7444  | Parking Meter Repairer                           | X          |
| 7454  | Traffic Signal Operator                          | X          |
| 7457  | Sign Worker                                      |            |
| 7458  | Switch Repairer                                  | X          |
| 7472  | Wire Rope Cable Maintenance Mechanic             | X          |
| 7510  | Lighting Fixture Maintenance Worker              |            |
| 7514  | General Laborer                                  |            |
| 7540  | Track Maintenance Worker                         | X          |
| 8121  | Fare Inspections Supervisor/Investigator         | X          |
| 8167  | Parking Hearing Examiner                         | X          |
| 8168  | Parking Hearing Supervisor                       | X          |
| 8201  | School Crossing Guard                            | X          |
| 8214  | Parking Control Officer                          | X          |
| 8216  | Senior Parking Control Officer                   | X          |
| 8219  | Parking Enforcement Admin                        | X          |
| 9102  | Transit Car Cleaner                              | X          |
| 9104  | Transit Car Cleaner, Assistant Supervisor        | X          |
| 9110  | Fare Collections Receiver                        | X          |
| 9116  | Senior Fare Collect Receiver                     | X          |
| 9117  | Principal Fare Collect Receiver                  | X          |
| 9118  | Transit Revenue Supervisor                       | X          |
| 9122  | Transit Information Clerk                        | X          |
| 9124  | Senior Transit Information Clerk                 | X          |
| 9126  | Transit Traffic Checker                          | X          |
| 9128  | Senior Transit Traffic Checker                   | X          |
| 9131  | Station Agent                                    | X          |
| 9132  | Transit Fare Inspector                           | X          |
| 9139  | Transit Supervisor                               | X          |
| 9140  | Transit Manager I                                | X          |
| 9141  | Transit Manager II                               | X          |
| 9143  | Senior Operations Manager                        | X          |



### SFMTA Classifications

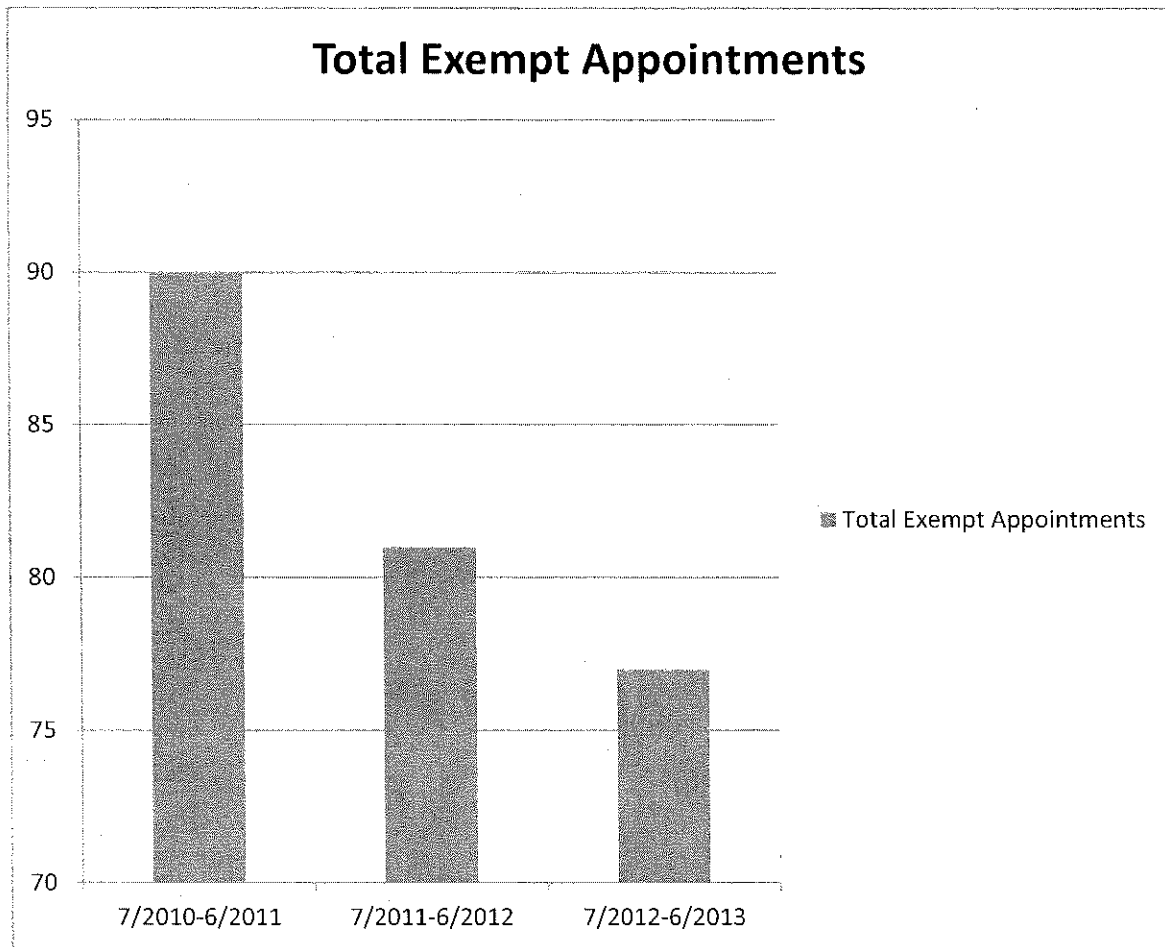
| CLASS | TITLE   | SFMTA ONLY |
|-------|---|------------|
| 9144  | Investigator, Taxi and Accessible Services                | X          |
| 9145  | Traffic Signal Electrician                                | X          |
| 9147  | Traffic Signal Electrician Supervisor I                   | X          |
| 9149  | Traffic Signal Electrician Supervisor II                  | X          |
| 9150  | Train Controller  | X          |
| 9160  | Transit Operations Specialist                             | X          |
| 9163  | Transit Operator  | X          |
| 9172  | Manager II, Municipal Transportation Agency               | X          |
| 9174  | Manager IV, Municipal Transportation Agency               | X          |
| 9175  | Manager I, Municipal Transportation Agency                | X          |
| 9177  | Manager III, Municipal Transportation Agency              | X          |
| 9179  | Manager V, Municipal Transportation Agency                | X          |
| 9180  | Manager VI, Municipal Transportation Agency               | X          |
| 9181  | Manager VII, Municipal Transportation Agency              | X          |
| 9182  | Manager VIII, Municipal Transportation Agency             | X          |
| 9183  | Deputy Director I, Municipal Transportation Agency        | X          |
| 9185  | Chief Operating Officer, Public Transportation Department | X          |
| 9186  | General Manager, Municipal Railway                        | X          |
| 9187  | Deputy Director II, Municipal Transportation Agency       | X          |
| 9190  | Board Secretary, Municipal Transportation Agency          | X          |
| 9195  | LRV Equipment Engineer                                    | X          |
| 9196  | Senior LRV Engineer                                       | X          |
| 9197  | Signal & Systems Engineer                                 | X          |
| 9504  | Permit and Citation Clerk                                 | X          |
| 9506  | Senior Permit and Citation Clerk                          | X          |
| 9508  | Principal Permit and Citation Clerk                       | X          |
| 9520  | Transportation Safety Specialist                          | X          |
| 9704  | Employment & Training Specialist III                      |            |
| 9706  | Employment & Training Spec 5                              |            |
| 9708  | Employment & Training Specialist VI                       |            |
| 9910  | Public Service Trainee                                    |            |
| 9914  | Public Service Aide-Administration                        |            |
| 9916  | Public Service Aide                                       |            |
| 9920  | Publ Svc Aide-Assst to Prof                               |            |



San Francisco Municipal Transportation Agency  
8A.104(i) Exempt Position Count  
November 18, 2013

| CLASS | TITLE  | CLASS COUNT |
|-------|--|-------------|
| 9172  | Manager II, Municipal Transportation Agency        | 14          |
| 9174  | Manager IV, Municipal Transportation Agency        | 17          |
| 9177  | Manager III, Municipal Transportation Agency       | 6           |
| 9179  | Manager V, Municipal Transportation Agency         | 11          |
| 9180  | Manager VI, Municipal Transportation Agency        | 10          |
| 9181  | Manager VII, Municipal Transportation Agency       | 5           |
| 9182  | Manager VIII, Municipal Transportation Agency      | 9           |
| 9183  | Deputy Director I, Municipal Transportation Agency | 5           |
| Total |  | 77          |

San Francisco Municipal Transportation Agency  
8A.104(i) Exempt Position Count  
For the Reporting Period from 7/1/2012 to 6/30/2013



| Fiscal Year   | Total Exempt Appointments |
|---------------|---------------------------|
| 7/2010-6/2011 | 90                        |
| 7/2011-6/2012 | 81                        |
| 7/2012-6/2013 | 77                        |