

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

| 1. | Civil Service Commi | ssion Register Number: 006(- 13 - 1 | | | | |
|----------|---|--|--|--|--|--|
| 2. | For Civil Service Commission Meeting of: March 4, 2013 | | | | | |
| 3. | Check One: | Ratification Agenda | | | | |
| <u>.</u> | | Consent Agenda <u>x</u> | | | | |
| | | Regular Agenda | | | | |
| 4. | Subject: SFMTA Provisional Appointment Report | | | | | |
| 5. | Recommendation: Adopt Report | | | | | |
| 6. | Report prepared by: <u>Clare Leung</u> 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: By: Donald E. Ellison | | | | | |
| | Date: $\frac{2}{1/3}$ | | | | | |
| 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: | | | | | |
| | 25 Van Ness | fficer Commission Avenue, Suite 720 co, CA 94102 | | | | |
| 10. | | orm in the ACSC RECEIPT STAMP the time-stamp in the CSC Office. | | | | |

Attachment CSC-22MTA (9/00)

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EXECUTATE CERTICER

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MEMORANDUM

DATE:

February 8, 2013

TO:

Honorable Civil Service Commission

THROUGH:

Donald E. Ellison

Director, Human Resources

FROM:

Clare Leung

Recruitment Manager

SUBJECT:

Provisional Appointment Report

Attached for your review is a summary report of provisional appointments in San Francisco Municipal Transportation Agency (SFMTA) "service critical" tested classes reflecting provisional employment through December 31, 2012. Also, attached is a graph which reflects the total number of provisional appointments for the last three fiscal years, in addition to the numbers for the report period currently provided.

Edwin M. Lee Mayor

Tom Nolan Chairman

Cheryl Brinkman Vice-Chairman

Leona Bridges

Malcolm Heinicke Director

Jerry Lee

Director
Joél Ramos
Director

Cristina Rubke

Director

Edward D. Reiskin

Director of

Transportation

The total number of provisional appointments in "service critical" classes is twenty-one (21), an increase of 6 since our last report.

Three of the twenty-one provisional appointments are in citywide job classifications. Our focus remains on establishing eligible lists for SFMTA-specific job classifications to minimize provisional appointments in those classes. We have posted eighteen (18) eligible lists since January 2012. Fifteen (15) permanent civil service examinations are in various stages of progress. We are currently conducting another high-volume examination for the Transit Car Cleaner.

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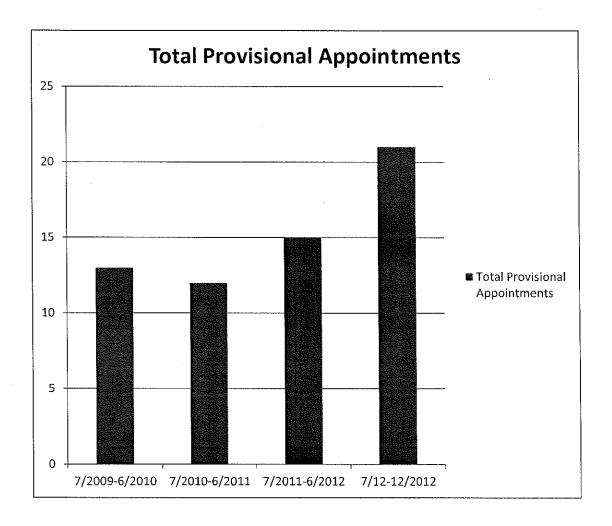
Provisional Appointments Summary Report For Tested Classes at SFMTA

Service Critical Positions

SFMTA Provisional Appointments as of December 31, 2012

| | | less than | | | | more | Total |
|--------|-----------------------|-----------|---------|----------|--------|--------|-------|
| 01.400 | | 6 | 6 to 12 | 13 to 24 | | | Class |
| CLASS | TITLE | months | months | months | months | months | Count |
| 400= | Supervising Parts | | | | | | |
| 1937 | Storekeeper | | | 1 | | | 1 |
| 1050 | Assistant Dunal | | | | | | |
| 1950 | Assistant Purchaser | 3 | | | | | 3 |
| 5290 | Transit Planner IV | | 1 | | | | |
| 0200 | Transit fairle TV | | | | | | |
| 7332 | Maintenance Machinist | | | 4 | | | 4 |
| | | | | <u>'</u> | | | |
| 7390 | Welder | · | 5 | | | | 5 |
| | Wire Rope Cable | | | | | | |
| 7472 | Maintenance Mechanic | 3 | | | | | 3 |
| | | | | | | | |
| 9196 | Senior LRV Engineer | | | | 1 | | 1 |
| | Transportation Safety | | | | | | |
| 9520 | Specialist | | | | 3 | | 3 |
| | | | | | | | |
| | Total | 6 | 6 | 5 | 4 | 0 | 21 |

Provisonal Appointments for Tested Classes at SFMTA Service Critical Positions For the Reporting Period from 7/1/2012 to 12/31/2012



| Total Provisional |
|-------------------|
| 13 |
| 12 |
| 15 |
| |