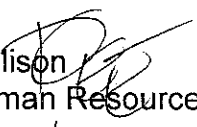
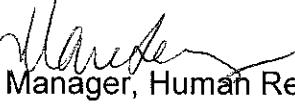


MEMORANDUM

DATE: August 6, 2014

TO: Honorable Civil Service Commission

THROUGH: Donald E. Ellison 
Director, Human Resources

FROM: Clare Leung 
Recruitment Manager, Human Resources

SUBJECT: **Position-Based Testing Report**

The following report is submitted pursuant to Civil Service Rule 411 A.6, which requires the Director of Transportation/Municipal Transportation Agency ("MTA") to provide quarterly reports to the Civil Service Commission ("Commission") on any examinations administered under the Position-based Testing Program ("PBT") for Service-Critical classes at the MTA pursuant to rule 411 A. Such reports are required for first three years following the adoption of Rule 411 A (which occurred on April 21, 2014) and must include, but not be limited to the following information for each examination:

- Applicable certification rule
- Duration of the eligible list
- Number of applicants
- Number of applicants deemed qualified under the terms of the examination announcement
- Number of candidates who participated in the examination
- Number of candidates were placed on the eligible list
- Number and types of protests submitted to the Director of Transportation, and their disposition
- the disposition of any such protests to the Director of Transportation (i.e., the response of, or any action taken by the Director of Transportation in response; and whether they were appealed to the commission)

Classes Pre-Approved for the Position-Based Testing Program

MTA will only administer the Position-Based Testing program for classes that the Department of Human Resources has pre-Approved for the Position-Based Testing Program. A list of the pre-approved classifications is submitted in this report as Attachment 1.

The following provides the requisite information for the two PBT examinations that were administered for MTA Service-Critical classes pursuant to Civil Service Rule 411A following the MTA's last PBT quarterly report to the Commission (reviewed at the Commission meeting of March 17, 2014).

PBT Examinations Administered under Civil Service Rule 411A Since March 17, 2014		
Job Code & Title	5306 Traffic Sign Manager	8168 Administrative Hearing Supervisor
List Adoption Date	6/25/14	5/1/14
Certification Rule	Rule of three scores	Rule of ten scores
Eligible List Duration	12 months	24 months
Number of applicants	22	20
Number of Deemed Qualified	6	5
Number of candidates who participated in the examination	5	5
Number of candidates on the eligible list	5	4
Number and type of protests	1	0

As a standard practice, we advise applicants of their appeal rights in our job announcement. The standard language is as follows:

“Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at www.jobaps.com/sf.

The terms of this announcement may be appealed under Civil Service Rule 411A.36. The standard for the review of such appeals is ‘abuse of discretion’ or ‘no rational basis’ for establishing the position description, the minimum qualifications and/or the certification

rule. Appeals must include a written statement of the item(s) being contested and the specific reason(s) why the cited item(s) constitute(s) abuse of discretion by the Human Resources Director. Appeals must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date.”

In addition, we further advise our applicants of their appeal rights in our non-qualifying letter with the following standard language:

“Civil Service Commission Rules for the city and County of San Francisco specify announcement, application and examination policies and procedures, including applicant appeal rights. They can be found on the Civil Service Commission website at <http://www.sfgov3.org/index/aspex?page+300>. Copies of specific rules can also be obtained at 1 South Van Ness, 4th floor, San Francisco, CA 94103.”

One appeal Received for 5306 Traffic Sign Manager

One appellant filed an appeal with the Civil Service Commission on the 5306 Traffic Sign Manager examination. The Civil Service Commission referred this appeal to MTA for resolution.

Attached are our non-qualifying letters to the appellant. The 1st one notified him to submit further verification for reconsideration within 5 business days, and the 2nd letter indicated the reason why the applicant was not qualified for the examination. In both letters, we included the standard language regarding the appeal rights.

After a thorough review of the appeal, we found that the matter was not appealable. However, we did provide a response to the appellant by informing him that his appeal could not be granted. (a copy of this letter is also attached)

Attachment 1

CLASSES PRE-APPROVED FOR THE POSITION-BASED-TESTING PROGRAM

February 2014

CLASS	TITLE
1002	IS Operator – Journey
1003	IS Operator – Senior
1004	IS Operator – Analyst
1005	IS Operator – Supervisor
1011	IS Technician – Assistant
1012	IS Technician – Journey
1013	IS Technician – Senior
1014	IS Technician – Supervisor
1021	IS Administrator I
1022	IS Administrator II
1023	IS Administrator III
1024	IS Administrator – Supervisor
1031	IS Trainer – Assistant
1032	IS Trainer – Journey
1033	IS Trainer – Senior
1041	IS Engineer – Assistant
1042	IS Engineer – Journey
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
1061	IS Program Analyst – Assistant
1062	IS Programmer Analyst
1063	IS Programmer Analyst – Senior
1064	IS Programmer Analyst - Principal
1070	IS Project Director
1071	IS Manager
1091	IT Operations Support Administrator I
1092	IT Operations Support Administrator II
1093	IT Operations Support Administrator III
1094	IT Operations Support Administrator IV
1095	IT Operations Support Administrator V
1107	Deputy Director, Rent Arbitration Board
1110	Executive Assistant To The Executive Director, Retirement System
1117	Deputy Director for Investments, Retirement System
1118	Customer Services Division Manager
1130	Youth Commission Advisor
1161	Executive Assistant To The Administrator, S.F.G.H.
1163	Executive Assistant To The Director Of Health
1164	Administrator, SFGH Medical Center
1203	Personnel Technician
1209	Benefits Technician

CLASSES PRE-APPROVED FOR THE POSITION-BASED-TESTING PROGRAM

February 2014

CLASS	TITLE
1210	Benefits Analyst
1211	Benefits Technician, SFUSD
1218	Payroll Supervisor
1219	Payroll Manager, SF Community College Dist
1227	Testing Technician
1229	Special Examiner
1231	Asst. Mgr., Equal Employment Opportunity Programs
1233	Equal Employment Opportunity Programs Specialist
1237	Training Coordinator
1244	Senior Personnel Analyst
1246	Principal Personnel Analyst
1248	Assistant Deputy Director, Human Resources
1270	Departmental Personnel Officer
1272	Senior Departmental Personnel Officer
1280	Employee Relations Representative
1281	Senior Labor Relations Representative
1322	Customer Service Agent Trainee
1324	Senior Customer Service Agent
1326	Customer Service Agent Supervisor
1372	Special Assistant XIII
1373	Special Assistant XIV
1374	Special Assistant XV
1375	Special Assistant XVI
1376	Special Assistant XVII
1377	Special Assistant XVIII
1378	Special Assistant XIX
1379	Special Assistant XX
1380	Special Assistant XXI
1381	Special Assistant XXII
1429	Nurses Staffing Assistant
1430	Transcriber Typist
1431	Senior Unit Clerk
1432	Senior Transcriber Typist
1434	Shelter Service Representative
1435	Shelter Officer Supervisor
1436	Braillist
1437	Shelter Office Assistant Supervisor
1440	Medical Transcriber Typist
1441	Senior Medical Transcriber Typist
1460	Legal Secretary II
1464	Medical Clerk Stenographer
1468	Water Services Clerk
1470	Services And Supply Assistant Supervisor
1471	Elections Worker

CLASSES PRE-APPROVED FOR THE POSITION-BASED-TESTING PROGRAM

February 2014

CLASS	TITLE
1474	Claims Process Clerk
1476	Senior Claims Process Clerk
1480	Principal Water Services Clerk
1492	Assistant Clerk, Board Of Supervisors
1602	Calculating Machine Operator-Key Drive
1660	Manager, Budget And Performance Monitoring
1662	Patient Accounts Assistant Supervisor
1663	Patient Accounts Supervisor
1664	Patient Accounts Manager
1666	Finance Director, Department Of Public Health
1675	1675 Supervising Fiscal Officer
1710	Chief Telephone Operator
1750	Microphoto / Imaging Technician
1760	Offset Machine Operator
1762	Senior Offset Machine Operator
1764	Mail And Reproduction Service Supervisor
1766	Media Production Technician
1767	Media Programming Specialist
1769	Media Production Supervisor
1770	Photographer
1771	Media Production Specialist
1773	Media Training Specialist
1774	Head Photographer
1777	Media/Security Systems Specialist
1781	Media/Security Systems Supervisor
1802	Research Assistant
1804	Statistician
1806	Senior Statistician
1813	Senior Benefits Analyst
1814	Benefits Supervisor
1817	Procedural Writer
1820	Junior Administrative Analyst
1822	Administrative Analyst
1823	Senior Administrative Analyst
1824	Principal Administrative Analyst
1825	Principal Administrative Analyst II
1827	Administrative Services Manager
1839	Water Conservation Administrator
1843	Executive Director, Southeast Community Facility Commission
1922	Senior Inventory Clerk
1924	Materials And Supplies Supervisor
1926	Senior Materials And Supplies Supervisor
1930	Warehouse Worker
1931	Senior Parts Storekeeper

CLASSES PRE-APPROVED FOR THE POSITION-BASED-TESTING PROGRAM

February 2014

CLASS	TITLE
1935	Principal Parts Storekeeper
1936	Senior Storekeeper
1938	Stores And Equipment Assistant Supervisor
1942	Assistant Materials Coordinator
1944	Materials Coordinator
1948	Coding Supervisor, Purchasing Dept
1952	Purchaser
1956	Senior Purchaser
1958	Supervising Purchaser
2106	Medical Staff Services Department Specialist
2107	Medical Staff Services Department Analyst
2114	Medical Records Technician Supervisor
2143	Hospital Assistant Administrator
2204	Dental Hygienist
2218	Physician Assistant
2246	Assistant Director Of Clinical Services I
2248	Assistant Director Of Clinical Services II
2292	Shelter Veterinarian
2306	Senior Psychiatric Orderly
2325	Nurse Midwife
2326	Nursing Supervisor Psychiatric
2330	Anesthetist
2340	Operating Room Nurse
2350	Instructor Of Nursing
2392	Senior Central Processing And Distribution Technician
2402	Laboratory Helper
2403	Forensic Laboratory Technician
2406	Pharmacy Helper
2408	Senior Pharmacy Helper
2416	Bacteriological Laboratory Assistant
2420	Histology Technician
2432	Electrocardiograph Technician
2434	Senior Electrocardiograph Technician
2436	Electroencephalograph Technician I
2440	Veterinary Laboratory Technologist
2444	Clinical Laboratory Technologist
2453	Supervising Pharmacist
2456	Assistant Forensic Toxicologist I
2457	Assistant Forensic Toxicologist II
2462	Microbiologist
2464	Senior Microbiologist
2466	Chief Microbiologist
2469	Diagnostic Imaging Technologist III
2470	Diagnostic Imaging Technologist IV

CLASSES PRE-APPROVED FOR THE POSITION-BASED-TESTING PROGRAM

February 2014

CLASS	TITLE
2471	Water Quality Chemist
2478	Senior Sewage Treatment Chemist
2482	Water Quality Technician III
2484	Biologist III
2485	Supervising Biologist
2489	Laboratory Services Manager
2493	Associate Radiologic Technologist
2496	Radiologic Technologist Supervisor
2514	Orthopedic Technician I
2515	Orthopedic Technician II
2520	Morgue Attendant
2522	Senior Morgue Attendant
2523	Forensic Autopsy Technician
2526	Ambulance Driver
2530	Senior Medical Steward
2533	Emergency Medical Services Agency Specialist
2536	Respiratory Care Practitioner
2537	Respiratory Care Practitioner II
2538	Audiometrist
2540	Audiologist
2542	Speech Pathologist
2550	Senior Occupational Therapist
2551	Mental Health Treatment Specialist
2552	Director Of Activities, Therapy And Volunteer Services
2558	Senior Physical Therapist
2561	Optometrist
2565	Acupuncturist
2566	Rehabilitation Counselor
2575	Research Psychologist
2576	Supervising Clinical Psychologist
2577	Medical Examiner's Investigator I
2578	Medical Examiner's Investigator II
2579	Medical Examiner's Investigator III
2580	Medical Examiner's Investigator
2583	Home Health Aide
2594	Employee Assistance Counselor
2595	Senior Employee Assistance Counselor
2608	Supply Room Attendant
2618	Food Service Supervisor
2619	Senior Food Service Supervisor
2620	Food Service Manager Administrator
2626	Chief Dietitian
2652	Baker
2656	Chef

CLASSES PRE-APPROVED FOR THE POSITION-BASED-TESTING PROGRAM

February 2014

CLASS	TITLE
2719	Janitorial Services Assistant Supervisor
2720	Janitorial Services Supervisor
2740	Porter Supervisor I
2772	Sewing Technician
2780	Laundry Worker Supervisor
2782	Laundry Superintendent
2785	Assistant General Services Manager
2808	Senior Disease Control Investigator
2810	Principal Disease Control Investigator
2818	Health Program Planner
2820	Senior Health Program Planner
2825	Senior Health Educator
2915	Program Specialist Supervisor
2916	Social Work Specialist
2924	Medical Social Work Supervisor
2933	Conservatorship / Case Management Supervisor
2935	Senior Marriage, Family & Child Counselor
2966	Welfare Fraud Investigator
2967	Supervising Welfare Fraud Investigator
2980	Manager, Recruitment and Credentials Unit, S.F.U.S.D.
2982	Rent Board Supervisor
2991	Coordinator, Human Rights Commission
2996	Representative, Human Rights Commission
2998	Representative, Commission On The Status Of Women
3135	Director Of Neighborhood Services, Recreation And Park Department
3204	Swimming Pool Cashier-Clerk
3210	Swimming Instructor/Pool Lifeguard
3214	Senior Swimming Instructor
3231	Golf Program Director
3232	Marina Assistant Manager
3233	Marina Associate Manager
3234	Marina Manager
3246	Pianist
3256	Photography Instructor
3260	Crafts Instructor
3262	Curator Of Industrial Arts, Junior Museum
3285	Junior Museum Director
3289	Recreation Supervisor
3291	Principal Recreation Supervisor
3292	Assistant Superintendent Recreation
3310	Stable Attendant
3321	Senior Animal Keeper
3322	Assistant Head Animal Keeper
3342	Zoo Curator

CLASSES PRE-APPROVED FOR THE POSITION-BASED-TESTING PROGRAM

February 2014

CLASS	TITLE
3371	Animal Care Supervisor
3372	Animal Control Officer
3373	Animal Control Supervisor
3374	Volunteer Coordinator, Animal Care And Control
3374	Volunteer/Outreach Coordinator
3375	Animal Health Technician
3376	Animal Care Assistant Supervisor
3378	Field Services Assistant Supervisor
3402	Farmer
3406	Land Use Aide
3419	Municipal Stadium Groundskeeper
3424	Pest Control Specialist
3426	Forester
3428	Nursery Specialist
3430	Chief Nursery Specialist
3432	Assistant Arboretum Director
3436	Arborist Technician Supervisor I
3438	Arborist Technician Supervisor II
3450	Agricultural Inspector
3464	Area Supervisor, Parks, Squares And Facilities
3480	Farmers Market Manager
3486	Watershed Forester
3502	Museum Exhibit Packer And Repairer
3518	Associate Museum Conservator, Asian Art Museum
3520	Museum Preparator
3522	Senior Museum Preparator
3524	Principal Museum Preparator
3525	Chief Preparator
3533	General Manager, KALW, SFUSD
3540	Curatorial Aide
3548	Curator Of Natural Science, Junior Museum
3549	Arts Program Assistant
3550	Exhibition Designer
3554	Associate Museum Registrar
3556	Museum Registrar
3558	Senior Museum Registrar
3633	Librarian II- Asian Arts
3650	Medical Records Librarian
4119	Events & Facilities Specialist
4140	Real Property Officer
4142	Senior Real Property Officer
4143	Principal Real Property Officer
4224	Principal Personal Property Auditor
4231	Senior Estate Investigator

CLASSES PRE-APPROVED FOR THE POSITION-BASED-TESTING PROGRAM

February 2014

CLASS	TITLE
4265	Senior Real Property Appraiser
4267	Principal Real Property Appraiser
4269	Chief Appraiser
4310	Commercial Division Assistant Supervisor
4322	Cashier III
4331	Security Analyst
4334	Investigator, Tax Collector
4335	Senior Investigator, Tax Collector
4337	Principal Investigator, Tax Collector
4340	Assistant Director, Bureau of Delinquent Revenue
4366	Collection Supervisor
5120	Architectural Administrator
5121	Dir of Facilities Design & Construction, SFUSD
5130	Sewage Treatment Plant Superintendent
5148	Assistant Superintendent Water Treatment Facilities
5148	Water Operations Analyst
5149	Superintendent Of Water Treatment Facilities
5174	Administrative Engineer
5177	Safety Officer
5189	Manager, Utilities Engineering Bureau, Public Utilities Commission
5209	Industrial Engineer
5214	Building Plans Engineer
5215	Fire Protection Engineer
5216	Chief Surveyor
5217	Building Code Analyst
5219	Senior Structural Engineer
5264	Airport Noise Abatement Specialist
5269	School Architectural Coordinator
5270	Senior Architect
5271	Senior Airport Noise Abatement Specialist
5273	Principal Architect
5274	Landscape Architect
5275	Planner Technician
5283	Planner V
5285	Airport Noise Abatement Officer
5293	Planner IV
5298	Planner III - Environmental Review
5299	Planner IV- Environmental Review
5301	Supervisor, Traffic Painting Program
5302	Traffic Survey Technician
5303	Supervisor, Traffic And Street Signs
5304	Materials Testing Aide
5305	Materials Testing Technician
5306	Traffic Sign Manager

CLASSES PRE-APPROVED FOR THE POSITION-BASED-TESTING PROGRAM

February 2014

CLASS	TITLE
5320	Illustrator And Art Designer
5330	City Planning Graphics Supervisor
5330	Graphics Supervisor
5408	Coordinator Of Citizen Involvement
5608	Senior Energy Specialist
5620	Regulatory Specialist
5644	Principal Environmental Specialist
5646	Environmental Program Manager I
6108	Environmental Health Technician I
6110	Environmental Health Technician II
6115	Wastewater Control Inspector
6116	Supervising Wastewater Control Inspector
6124	Principal Environmental Health Inspector
6139	Senior Industrial Hygienist
6220	Inspector Of Weights And Measures
6231	Senior Street Inspector
6232	Street Inspection Supervisor
6235	Heating And Ventilating Inspector
6244	Chief Plumbing Inspector
6246	Senior Plumbing Inspector
6262	Plan Checker - Architectural
6266	Senior Plan Checker
6272	Senior Housing Inspector
6274	Chief Housing Inspector
6334	Chief Building Inspector
6335	Disability Access Coordinator
6340	School Construction Coordinator
7108	Heavy Equipment Operations Assistant Supervisor
7110	Mobile Equipment Assistant Supervisor
7123	Parking Meter and Machine Shop Manager
7126	Mechanical Shop And Equipment Superintendent
7132	Telecommunication Supervisor
7134	Water Construction & Maintenance Supt
7136	Water Shops And Equipment Superintendent
7140	Director, Parking And Traffic Operations
7203	Buildings And Grounds Maintenance Supervisor
7204	Chief Water Service Inspector
7208	Heavy Equipment Operations Supervisor
7210	Mobile Equipment Supervisor
7211	Cement Finisher Supervisor II
7218	Asbestos Abatement Worker II
7219	Maintenance Scheduler
7220	Asphalt Finisher Supervisor I
7221	Asphalt Plant Supervisor I

CLASSES PRE-APPROVED FOR THE POSITION-BASED-TESTING PROGRAM

February 2014

CLASS	TITLE
7226	Carpenter Supervisor I
7227	Cement Finisher Supervisor I
7232	Hetch Hetchy Mechanical Shop Supervisor
7233	Glazier Supervisor I
7236	Locksmith Supervisor I
7239	Plumber Supervisor II
7240	Water Meter Shop Supervisor I
7243	Parking Meter Repairer Supervisor I
7245	Chief Stationary Engineer, Water Treatment Plant
7246	Sewer Repair Supervisor
7246	Sewer Repair Supervisor II
7247	Sheet Metal Worker Supervisor II
7248	Steamfitter Supervisor II
7249	Automotive Mechanic Supervisor I
7254	Automotive Machinist Supervisor I
7258	Maintenance Machinist Supervisor I
7259	Water And Power Maintenance Supervisor I
7263	Maintenance Manager
7268	Window Cleaner Supervisor
7270	Watershed Keeper Supervisor
7272	Carpenter Supervisor II
7277	City Shops Assistant Superintendent
7278	Painter Supervisor II
7281	Street Environmental Services Operations Supervisor
7282	Street Repair Supervisor II
7284	Utility Plumber Supervisor II
7302	Audio-Visual Equipment Technician
7303	Barber
7307	Bricklayer
7315	Automotive Machinist Assistant Supervisor
7317	Senior Water Service Inspector
7324	Beautician
7330	Senior General Utility Mechanic
7337	Maintenance Machinist Assistant Supervisor
7342	Locksmith
7349	Steamfitter Supervisor I
7353	Water Meter Repairer
7358	Pattern Maker
7361	Plasterer
7363	Power House Electrician
7368	Senior Communications Systems Technician
7370	Rigger
7377	Stage Electrician
7378	Tile Setter

CLASSES PRE-APPROVED FOR THE POSITION-BASED-TESTING PROGRAM

February 2014

CLASS	TITLE
7384	Typewriter Repairer
7387	Upholsterer
7416	Book Repairer
7418	Senior Book Repairer
7420	Bridgetender
7424	Dryer Mixer Operator
7428	Hodcarrier
7434	Maintenance Machinist Helper
7441	Tool Room Mechanic And Custodian
7450	Shade And Drapery Worker
7457	Traffic And Street Sign Maintenance Worker
8104	Victim & Witness Technician
8113	Court Clerk
8116	Legislative Calendar Clerk
8117	Investigative Auditor, Controller's Office
8118	Legislation Clerk
8126	Senior Investigator, Office Of Citizen Complaints
8138	Court Reporter
8139	Industrial Injury Investigator
8143	Senior Public Defender's Investigator
8148	Chief District Attorney's Investigator
8150	Principal District Attorney's Investigator, Special Unit
8165	Worker's Compensation Supervisor I
8167	Parking Hearing Examiner
8168	Parking Hearing Supervisor
8169	Legislative Assistant, City Attorney's Office
8170	Medical Claims Supervisor
8186	Attorney For The Public Administrator
8206	Institutional Police Captain
8209	Institutional Police Lieutenant
8210	Head Park Patrol Officer
8217	Community Police Services Aide Supervisor
8219	Parking Enforcement Administrator
8220	Director, Parking Enforcement
8229	Associate Director of Museum Security Services
8234	Fire Alarm Dispatcher
8236	Chief Fire Alarm Dispatcher
8239	Public Safety Communications Supervisor
8240	Public Safety Communications Coordinator
8247	Emergency Planning Coordinator
8251	Fingerprint Technician III
8262	Criminalist III
8263	Crime Laboratory Manager
8264	Forensic Document Examiner

CLASSES PRE-APPROVED FOR THE POSITION-BASED-TESTING PROGRAM

February 2014

CLASS	TITLE
8287	Director of Public Safety
8315	Assistant Sheriff
8318	Counselor II
8324	Supervising Counselor, Juvenile Court
8326	Assistant Director, Log Cabin Ranch
8330	Director, Log Cabin Ranch
8340	Assistant Director, Juvenile Hall
8344	Director, Juvenile Hall
8348	Undersheriff
8413	Asst. Chief Probation Officer, Juvenile Probation
8414	Supervising Probation Officer, Juvenile Court
8415	Senior Supervising Probation Off, Juvenile Court
8415	Senior Supervising Probation Off, Juvenile Probation
8416	Director, Probation Services
8418	Chief Probation Officer, Juvenile Court
8420	Rehabilitation Services Coordinator
8434	Supervising Adult Probation Officer
8435	Division Director, Adult Probation
8436	Chief Adult Probation Officer
8438	Chief Deputy Adult Probation Officer
8446	Court Alternative Specialist I
8452	Criminal Justice Specialist II
8470	Executive Director, County Parole Commission
8484	Supervising Crime Prevention Worker
8516	Assistant Sheriff (SFERS)
8518	Undersheriff (SFERS)
8556	Chief District Attorney Investigator (SFERS)
8558	Principle District Attorney Investigator, Special Unit (SFERS)
8574	Assistant Director, Log Cabin Ranch (SFERS)
8576	Director, Log Cabin Ranch (SFERS)
8578	Assistant Director, Juvenile Hall (SFERS)
8580	Director, Juvenile Hall (SFERS)
8582	Assistant Chief Probation Officer, Juvenile Probation (SFERS)
8584	Director, Probation Services (SFERS)
8586	Chief Probation Officer, Juvenile Court (SFERS)
8588	Division Director, Adult Probation (SFERS)
8590	Chief Adult Probation Officer (SFERS)
8592	Chief Deputy Adult Probation Officer (SFERS)
9142	Transit Manager III
9143	Senior Operations Manager
9146	Manager, Accessible Services
9155	Claims Investigator
9156	Senior Claims Investigator
9157	Claims Adjuster

CLASSES PRE-APPROVED FOR THE POSITION-BASED-TESTING PROGRAM

February 2014

CLASS	TITLE
9161	Asst. Chief, Bureau Of Claims Invest. & Administration
9184	Deputy General Manager, Dept. of Public Transportation
9204	Airport Communications Supervisor
9206	Airport Property Specialist I
9222	Airport Operations Coordinator
9230	Airport Custodial Services Supervisor
9232	Airport Mechanical Maintenance Supervisor
9247	Airport Emergency Planning Coordinator
9250	Airport Maintenance Supervisor
9251	Public Relations Manager
9254	Airport Communications Officer
9255	Airport Economic Planner
9258	Airport Assistant Deputy Director, Business And Finance
9331	Piledriver Engine Operator
9332	Piledriver Supervisor I
9342	Ornamental Iron Worker Supervisor I
9344	Roofer Supervisor I
9345	Sheet Metal Supervisor I
9346	Fusion Welder
9354	Elevator and Crane Technician
9355	Wharfinger I
9356	Wharfinger II
9360	Construction And Maintenance Supervisor II, Port
9363	Assistant Superintendent, Harbor Maintenance, Piers & Wharves
9364	General Superintendent of Harbor Maintenance
9375	Assistant Deputy Director, Port
9376	Market Research Specialists, Port
9377	Feasibility Analyst, Port
9380	Administrative Service Officer, Port
9382	Government And Public Affairs Manager, Port
9385	General Service Officer, Port Of San Francisco
9386	Senior Property Manager, Port
9393	Maritime Marketing Representative
9395	Property Manager, Port
9708	Employment & Training Specialist VI
9722	Specialist In Aging II
9724	Specialist In Aging III
9775	Senior Community Development Specialist II
9973	Athletics Activities Director Coordinator, SFUSD
9977	Parent & Community Involvement Coordinator, SFUSD
9987	Chief of Facilities, SFUSD
9994	Executive Director, Child Development Program, SFUSD
0922	Manager I
0923	Manager II

CLASSES PRE-APPROVED FOR THE POSITION-BASED-TESTING PROGRAM

February 2014

CLASS	TITLE
0931	Manager III
0932	Manager IV
0933	Manager V
0941	Manager VI
0942	Manager VII
0943	Manager VIII
0951	Deputy Director I
0952	Deputy Director II
0953	Deputy Director III
0954	Deputy Director IV
0955	Deputy Director V
0961	Department Head I
0962	Department Head II
0963	Department Head III
0964	Department Head IV
0965	Department Head V

Notice Report of Application
August 2014

Wednesday, May 14, 2014

[REDACTED]

Dear [REDACTED]

This is in response to your application for the Class 5306 Traffic Sign Manager examination.

The information that you provided on your application has been carefully reviewed, and it does not verify that you possess the minimum qualifications stipulated on the announcement. According to the examination announcement, the minimum qualifications required all applicants to possess the following at the time of applying:

1. Six (6) years of fulltime verifiable experience installing and maintaining traffic and street signs, other traffic control devices or equivalent work (i.e. street maintenance, parking meter installation/repair, etc.) of which three (3) years must be supervising such work

Note: A traffic control device is a sign, signal, marking, or other device used to regulate, warn, or guide traffic, placed on, over, or adjacent to a street, highway, pedestrian facility, or shared-use path by authority of a public agency having jurisdiction

Your application for Class 5306 Traffic Sign Manager is rejected for the following reason:

Does Not Meet The Minimum Qualifications

This decision may be reconsidered if you can provide verification showing that you possess the above noted minimum qualification(s) (qualifying experience) as indicated above by Close of Business
Wednesday, May 21, 2014.

Experience must have been indicated on your submitted application for 5306 Traffic Sign Manager.

Verification may be submitted by one of the following methods:

- Fax to (415) 581-5120, ATTN: 5306 Traffic Sign Manager; or
- E-mail to Anna.Kaminska@sfmta.com, Subject: 5306 Traffic Sign Manager; or
- Hand-deliver to One South Van Ness Avenue, Sixth Floor (8am - 5pm, closed 12pm - 1pm); or
- Mail to One South Van Ness Avenue, Sixth Floor; ATTN: Merit unit - 5306 Traffic Sign Manager; San Francisco, CA 94103.

Verification of Experience: If insufficient experience is noted above, you must submit verification of qualifying work experience. Verification of work experience must be on the employer's letterhead; must show the name of the applicant; job title(s) and duties performed; dates of employment; types of employment (part-time/full-time); and must be signed by the employer. City employees will receive credit for the duties of the class to which they are appointed or assigned unless sufficient and credible documentation is provided to verify performance of other duties. Credit for experience obtained outside of the employee's class will be allowed only if recorded in accordance with the provisions of the Civil Service Commission Rules.

If self-employment is claimed as experience, evidence of earnings and duties comparable to those listed is required by submitting copies of income tax papers listing occupation and total earnings.

The verification documentation must be received no later than Close of Business on
Wednesday, May 21, 2014 . (postmark not accepted). Civil Service Commission Rules for the City and County of San Francisco specify announcement, application and examination policies and procedures, including applicant appeal rights. They can be found on the Civil Service Commission website at <http://www.sfgov3.org/index.aspx?page=300>. Copies of specific rules can also be obtained at 1 South Van Ness, 4th Floor, San Francisco, CA 94103.

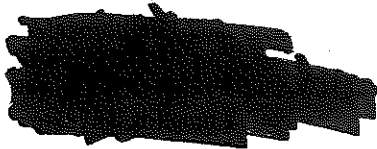
Failure to respond by the deadline will result in your disqualification from this examination process.

Thank you for your interest in this employment opportunity with the San Francisco Municipal Transportation Agency.

Anna Kaminska
Personnel Analyst
415.701-4441
415.581.5120 (fax)

PBT-5306-900305

Tuesday, May 27, 2014



Dear [Redacted]

RE: 5306 Examination

The additional information you provided in response to the rejection of your application for the Class 5306 Traffic Sign Manager Examination has been received. The Municipal Transportation Agency's Merit Unit has conducted a second review of your application along with the additional information.

As indicated on the job announcement, the minimum qualification is possession of a class C driver license AND six (6) years of fulltime verifiable experience installing and maintaining traffic and street signs, other traffic control devices or equivalent work (i.e. street maintenance, parking meter installation/repair, etc.) of which three (3) years must be supervising such work. One year full-time employment is equivalent to 2,000 hours. All applicants must meet the experience requirement as of the filing deadline of May 13, 2014.

Verification of work experience must be on the employer's letterhead; must show the name of the applicant; job title(s) and duties performed; dates of employment; types of employment (part-time/full time); and must be signed by the employer. Experience claimed in self-employment must be supported by documents verifying income, earnings, business license and experience comparable to the minimum qualifications of the position. Copies of income tax papers or other documents listing occupations and total earnings must be submitted.

You submitted the following:

1. An e-mail with a job duty description as a self-employed painting contractor.
2. EIN assignment letter from 2001.

The verification documentation you submitted does not confirm the following:

X Six (6) years of fulltime verifiable experience installing and maintaining traffic and street signs, other traffic control devices or equivalent work (i.e. street maintenance, parking meter installation/repair, etc.) of which three (3) years must be supervising such work.

Other reason(s):

X You did not submit the requested documents required for experience claimed in self-employment.

It has been determined that this additional information does not verify that you possess the experience required by the examination announcement. Therefore, your application remains not qualified for this examination and you will not continue in the examination process.

We empathize with your disappointment, but encourage you to continue to seek employment opportunities with the San Francisco Municipal Transportation Agency (SFMTA). Civil Service Commission Rules for the City and County of San Francisco specify announcement, application and examination policies and procedures, including applicant appeal rights. They can be found on the Civil Service Commission website at <http://www.sfgov3.org/index.aspx?page=300>. Copies of specific rules can also be obtained at the Department of Human Resources, 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103. If you wish to challenge this decision, please submit your protest in writing to the Civil Service Commission Office by close of business on the fifth working day following the transmittal date of this electronic communication. Employment information is available at the SFMTA Job Hotline at (415) 701-5652. In addition, you can obtain employment information from our website at www.sfmta.com/jobs or from the City and County of San Francisco website at www.sfgov.org/dhr.

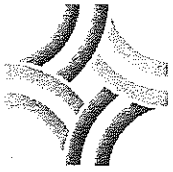
We appreciate your interest in employment with this Department and wish you success in your career pursuits.

San Francisco Municipal Transportation Agency

Anna Kaminska
Personnel Analyst

415.701.4441
415.581.5120 (fax)

PBT-5306-900305



June 18, 2014



RE: CSC Register No.0127-14-4: Appeal of the disqualification of application for class 5306 Traffic Sign Manager (PBT-5306-900305)

Dear 

This is in response to your appeal to the Civil Service Commission regarding the rejection of your application for class 5306 Traffic Sign Manager. The appeal has been forwarded to the Director of Transportation for final review and response. The central issue to your appeal is that your experience as Painting Contractor (1998-2006) has not been considered qualifying. You also state in your appeal that you have been qualified for the examination for class 5303 Supervisor, Traffic and Street Signs in the last two years.

The minimum qualifications listed on the examination announcement for class 5306 Traffic Sign Manager stated:

1. Six (6) years of fulltime verifiable experience installing and maintaining, traffic and street signs, other traffic control devices or equivalent work (i.e. street maintenance, parking meter installation/repair, etc.) of which three (3) years must be supervising such work; AND
2. Possession of a class C driver license.

Note: A traffic control device is a sign, signal, marking, or other device used to regulate, warn, or guide traffic, placed on, over, or adjacent to a street, highway, pedestrian facility, or shared-use path by authority of a public agency having jurisdiction.

In your application for the 5306 Traffic Sign Manager examination, it is stated under your experience as a Painting Contractor "...my duties consisted of, but not limited to: Plan, coordinate, assign and manages, through subordinate supervisors, employees engaged in signage and curb painting and conducting related surveys and inspections in commercial and residential complexes." As you were informed earlier, this experience cannot be considered qualifying since it does not meet the definition of Traffic Control Device stated on the 5306 Traffic Sign Manager examination announcement.

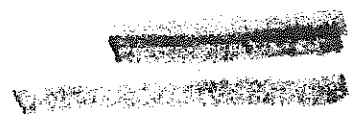
Your statement that you were qualified for the 5303 Supervisor, Traffic and Street Signs examination in the last two years is accurate. The examination announcement for 5303 Supervisor, Traffic and Street Signs was issued on March 13, 2013. The minimum qualifications for this examination were different from those of the 5306 Traffic Sign Manager examination. Additionally, applicants for the 5303 Supervisor, Traffic and Street Signs examination were not required to provide verification of experience to demonstrate that they meet the minimum qualifications. In contrast, the examination announcement for the 5306 Traffic Sign Manager required applicants to provide verification of experience to demonstrate that they met the minimum qualifications. As you were notified in the email dated May 27, 2014, you did not submit documents to verify your self-employment as a Painting Contractor s required by the announcement. In light of the above, your appeal cannot be granted.

I encourage you to apply for other promotive opportunities with the San Francisco Municipal Transportation Agency. You may contact Regina Tharayil at (415) 701-5040 if you have questions.

Sincerely,



Donald Ellison
Director, Human resources



c: Derek Kim, SFMTA
Clare Leung, SFMTA
Jennifer Johnston, CSC

