

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MARK FARRELL MAYOR

Sent via Electronic Mail

March 8, 2018

KATE FAVETTI PRESIDENT

F. X. CROWLEY VICE PRESIDENT

DOUGLAS S. CHAN COMMISSIONER

SCOTT R. HELDFOND COMMISSIONER

ELIZABETH SALVESON COMMISSIONER

MICHAEL L. BROWN EXECUTIVE OFFICER NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REPORT ON STRATEGIC PLANNING AND DIVERSITY RECRUITMENT STRATEGIES FOR HIGHER LEVEL LEADERSHIP POSITIONS.

The above matter will be considered by the Civil Service Commission at a meeting to be held on <u>March 19, 2018 at 2:00 p.m. in Room 400</u>, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN Executive Officer

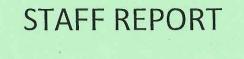
Attachment

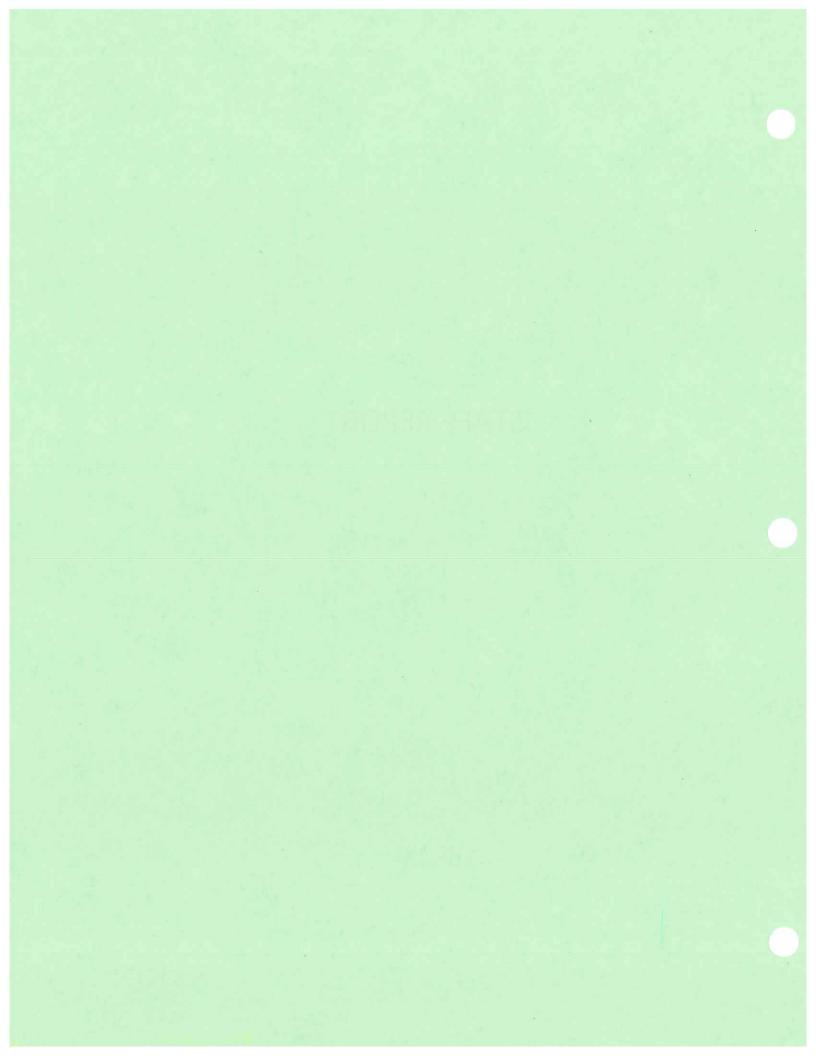
Cc:

Edward Reiskin, Municipal Transportation Agency Donald Ellison, Municipal Transportation Agency

Commission File Commissioners' Binder

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

1.	Civil Service Commission Register Number: (N/A)				
2.	For Civil Service Commission Meeting of: March 19, 2018				
3.	Check One:	Ratification Agenda			
	13	Consent Agenda X			
		Regular Agenda			
:		Human Resources Director's Report			
4.	Subject: Report on	Strategic Planning and Diversity Recruitment Strategies for Higher Level			
	Leadership Position	<u>.s</u>			
5.	Recommendation:	Adopt the staff report			
6.	Report prepared by:	Derek Kim Telephone number: (415) 646-2211			
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 appro	oved for Civil Service Commission Agenda:			
	Human Reso	ources Director: Donald E. Ellison Quald & Ellison			
40		Date: $3/8/18$			
9.		time-stamped copy of this form and person(s) to be notified along with the required copies of the report to:			
	25 Van Ness	Officer se Commission s Avenue, Suite 720 sco, CA 94102			
10.		form in the ACSC RECEIPT STAMP≅ ag the time-stamp in the CSC Office. CSC RECEIPT STAMP			
Attacl	nment				
SC-22	(11/97)				

NOTIFICATIONS

Edward D. Reiskin San Francisco Municipal Transportation Agency One South Van Ness Avenue, 6th Floor San Francisco, CA 94103

Donald E. Ellison San Francisco Municipal Transportation Agency Human Resources Division One South Van Ness Avenue, 6th Floor San Francisco, CA 94103



Mark Farrell, Mayor

Cheryl Brinkman, Chairman Malcolm Heinicke, Vice-Chairman Cristina Rubke, Director Gwyneth Borden, Director Lee Hsu, Director

Joel Ramos, Director Art Torres, Director

Edward D. Reiskin, Director of Transportation

MEMORANDUM

DATE:

March 8, 2018

TO:

Honorable Civil Service Commission

THROUGH: Donald E. Ellison

Director, Human Resources

FROM:

Derek Kim

Acting Deputy Director, Human Resources

SUBJECT:

San Francisco Municipal Transportation Agency (SFMTA) Strategic Planning and High

Level Leadership Diversity Report

The following report is in response to the Civil Service Commission's request from San Francisco Municipal Transportation Agency (SFMTA) on Management Direction and Plans on Diversity Recruitment Strategies for Higher Level Leadership.

Currently, SFMTA is in the final year of the Strategic Plan FY2013-FY2018 cycle. The Strategic Plan's four overarching goals that shape how the Agency prioritizes its attention, resources and staff are:

- 1. Create a safer transportation experience for everyone.
- 2. Make transit, walking, bicycling, taxi, ridesharing and carsharing the preferred means of travel.
- Improve the environment and quality of life in San Francisco.
- Create a workplace that delivers outstanding service.

Under Goal 4: Create a workplace that delivers outstanding service - Objective 2: Create a collaborative and innovative work environment, SFMTA Human Resources was tasked with the action item of Improving Recruitment for SFMTA positions. This action item applied to ALL SFMTA positions including the high-level leadership positions.

SFMTA Human Resources implemented the following strategies to "Improve Recruitment":

- Increase overall recruitment activities:
 - O Increase presence at Job Fairs events From one or two events a year to 36 events since October of 2014.
 - O Increase activity on social media to improve Employer Branding:

- SFMTA HR Facebook launch (May 2015)
- Launched SFMTA HR LinkedIn page (April 2016)
 - Currently partnering with SFMTA Communications' Division to increase brand awareness
- O Increase and widen outreach efforts:
 - All our job postings are sent via emails to:
 - Over 30 Bay Area cities and counties
 - Over 22 Transit Agencies
 - Over 16 Employee labor organizations
 - Over 56 community organizations including local and national universities (including 6 historically black universities)
- Develop Strategic Relationships (Highlights)
 - Local Educational Institutions:
 - City College of San Francisco
 - Skyline City College
 - Chabot Junior College
 - O Other government agencies, community and professional groups:
 - California EDD Veterans Affairs
 - Goodwill
 - SF LGBTQ Center
 - Chamber of Commerce
 - SWE (Society of Women Engineers)

While the action items listed above applied to all SFMTA positions its resulted in a diverse leadership workforce at SFMTA that have met and passed the Federal Transporation Agency's tri-annual EEO audit and review.

The SFMTA is especially proud of having women in high-level, prominent leadership roles, currently three out of seven are on the board of directors, and five out of the nine division heads are women. Overall, 43 percent of all managers at the agency are women, well above the industry standard of 21 percent.

In addition to the recruitment efforts, SFMTA launched the following initiatives to have a diverse and inclusive workplace:

- Creation of the Outstanding Workplace Committee (OWC) a cross-divisional group of employees focused on implementing initiatives in support of Goal 4.
- Requirement of all senior managers to take DHR's Implicit Bias training.

The SFMTA is also currently in the process of working on the proposed FY19-FY20 strategic plan metrics which includes the objective, "Create a more diverse and inclusive workforce". In preparation, the Outstanding Workplace Committee (OWC) is working on developing workplace definition for Diversity, Inclusion, Cultural Competency, and Equity. The creation of these workplace definitions will create ownership as well as trackable actions and measurable results.