



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

1. Civil Service Commission Register Number: _____ - _____ - _____
2. For Civil Service Commission Meeting of: December 5, 2016
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
4. Subject: SFMTA Position-based Testing Report
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: 11/4/16
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 ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

CSC RECEIPT STAMP

Attachment
CSC-22MTA (9/00)

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 12



SFMTA
Municipal
Transportation
Agency

Edwin M. Lee, *Mayor*

Tom Nolan, *Chairman*

Cheryl Brinkman, *Vice-Chairman*

Gwyneth Borden, *Director*

Malcolm Heinicke, *Director*

Edward D. Reiskin, *Director of Transportation*

Lee Hsu, *Director*

Joél Ramos, *Director*

Cristina Rubke, *Director*

MEMORANDUM

DATE: November 14, 2016

TO: Honorable Civil Service Commission

THROUGH: Donald E. Ellison *[Signature]*
Director, Human Resources

THROUGH: Derek Kim *[Signature]*
HR Operations Manager, Human Resources

FROM: Clare Leung *[Signature]*
Recruitment Manager, Human Resources

SUBJECT: **Quarterly Position-Based Testing Report for the period from August through October 2016**

The following report is submitted pursuant to Civil Service Rule 411A.5, 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 411A. Such reports are required for first three years following the adoption of Rule 411A (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
- 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)

The following list is a list of Service-Critical position(s) or classification(s) for which the MTA intends to administer in the next quarter a Position-Based Test under this Civil Service Rule 411A:

Job Code	Title
1823	Senior Administrative Analyst
7258	Maintenance Machinist Supervisor I

The following provides the requisite information for the PBT examinations that are completed 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 September 19, 2016):

Job Code & Title	1044 IS Engineer Principal	1824 Principal Administrative Analyst (Capital Projects & Construction)	7249 Automotive Mechanic Supervisor I
List Adoption Date	10/5/2016	8/3/2016	10/28/16
Certification Rule	Rule of 7 scores	Rule of 10 scores	Rule of 3 scores
Eligible List Duration	6 months	12 months	12 months
Number of applicants	34	44	86
Number of Deemed Qualified	28	15	52
# of candidates participated in the exam	28	13	50
# of candidates placed on the eligible list	22	12	47
# and type of protest	None	None	None

The following provides the requisite information for the PBT examinations that are being 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 September 19, 2016):

Job Code & Title	1824 Principal Administrative Analyst (Sustainable Streets)	1820 Junior Administrative Analyst
Certification Rule	Rule of 10 scores	Rule of 3 scores
Eligible List Duration	12 months	12 months
Number of applicants	43	378
Number of Deemed Qualified	30	To be determined
# of candidates participated in the exam	18	To be determined
# of candidates placed on the eligible list	To be determined	To be determined
# and type of protest	None as of 10/31/2016	None as of 10/31/2016

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.36.1. 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. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>."

In addition, we further advise our applicants of their appeal rights in our non-qualifying letters 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. Information can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>. Copies of specific rules can also be obtained at 1 South Van Ness, 4th floor, San Francisco, CA 94103."