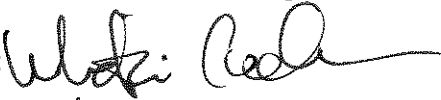




CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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: ___ - __ -
2. For Civil Service Commission Meeting of: July 21, 2014
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Director's Report X
4. Subject: Report on the Position-Based Testing Program
5. Recommendation: Adopt the report.
6. Report prepared by: John Kraus Telephone number: 415 557-4884
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:
Human Resources Director: 
Date: 7/10/14
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.

Attachment

<u>CSC RECEIPT STAMP</u>

Notification List

Report on Position-Based Testing Program

John Kraus
Assistant Deputy Director
Recruitment and Assessment Services
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Donna Kotake
Workforce Development Director
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: July 10, 2014
To: Honorable Civil Service Commission
Through: Micki Callahan
 Human Resources Director
From: John Kraus *[Signature]*
 Assistant Deputy Director, Recruitment and Assessment Services
Subject: Report on the Position-Based Testing Program

The purpose of this report is to update the Civil Service Commission (CSC) on the Position-Based Testing (PBT) Program. It covers the period from July 1, 2013 through June 30, 2014.

The CSC adopted Rule 111A on Position-Based Testing (PBT) on February 6, 2006. Under the PBT Program, local hiring departments or agencies are permitted to process recruitments in consultation with the Department of Human Resources (DHR). The program was intended to streamline the hiring of permanent employees by giving local agencies greater control over the recruitment and assessment process. The stated goal of the PBT Program is to adopt eligible lists resulting from merit-based examination processes within sixty days of the posting of an examination announcement.

The table below shows that the number of PBT examinations (305) conducted in FY 2013-2014 is the second highest in the last eight years. However, the pattern continues which finds PBT recruitments to constitute approximately two thirds of all recruitments.

	PBT			CBT			Total Tests
	# of tests	% of all tests	Avg. # days ¹	# of tests	% of all tests	Avg.# days	
FY 2006-2007	120	52%	99	109	48%	113	233
FY 2007-2008	180	61%	82	117	39%	111	291
FY 2008-2009	106	67%	67	52	33%	81	187
FY 2009-2010	142	56%	63	110	44%	80	222
FY 2010-2011	333	69%	42	152	31%	54	387
FY 2011-2012	268	70%	48	113	30%	90	358
FY 2012-2013	243	68%	58	113	32%	73	356
FY 2013-2014	305	65%	62	167	35%	81	472

¹ Average # Days in this table corresponds to the median time frame between the announcement closing and list adoption

The table also shows that the average number of days associated with PBT recruitments (i.e., the average number of days from announcement closing to list issuance) is the same as what was reported mid-year (i.e., 62 days). Interestingly, the number of days to process CBT recruitments dropped to 81 from 92 since the same mid-year report. We find the average PBT processing times over the last two years to be approximately the same (i.e., about 60 days). We believe this is attributed, in large part, to the de-emphasis placed on the use of task-based T&E's and greater attention to the use of assembled examinations. It should also be noted that many PBT recruitments include multiple test components which add to their processing time:

As reported to the CSC on 2/14/14 in DHR's mid-year report on the PBT program, the CSC received five PBT appeals during the period from July 1, 2013 through December 31, 2013. [The HR Director received another three PBT-related protests during this same period.] During the latter half of FY 2013-2014, another three appeals were submitted to the CSC. Of these, one was denied (1218 Payroll Supervisor; PBT-1218-062934), another was found to be untimely but reviewed as part of a CSC Inspection Service (0931 Manager III - Merit Systems Division Manager; PBT-0931-062281) and the other was withdrawn by the appellant (Workers' Compensation Supervisor I; PBT-8165-062046).

In addition, during the latter half of this fiscal year, two protests of PBT examinations were submitted directly to DHR. Both were denied by Human Resources Director Micki Callahan. The first was a protest of the candidate's test scores on an essay examination. This protest included no explanation or information whatsoever, other than the fact that the candidate wished to protest his scores (0932 Assistant Director of Human Resources; PBT-0932-062614). The second protest concerned a request to use a different test component for manager selection (Manager V- Assistant Maintenance Director Director/Facilities Division; PBT-0933-063256) because the applicant twice had been unable to pass the standard examination (i.e., Management Test Battery).

Over the course of the entire year, therefore, the Civil Service Commission received a total of eight appeals with respect to PBT recruitments/examinations. Similarly, the Human Resources Director responded to five additional protests throughout the year. Given the fact that there were 305 PBT recruitments conducted during the past year, the overall appeal/protest rate is 13/305 or one appeal/protest for about every 23 examinations. If we consider only appeals submitted to the CSC, this rate drops to about one appeal for every 38 examinations. This represents a remarkably low appeal rate on a per examination basis.

In conclusion, the PBT program continues to be successful as demonstrated by the time it takes to deliver lists, as well as the relatively low number of protests received.

Recommendation: Adopt the report.