



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22MTA) Applicable to Municipal Transportation Agency Service-Critical Classes

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports MTA for Instructions on completing and processing this Form

1. Civil Service Commission Register Number: 0240 - 14 - 1
2. For Civil Service Commission Meeting of: November 17, 2014
3. Check One: Ratification Agenda
 Consent Agenda x
 Regular Agenda
4. Subject: Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency (SFMTA).
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: 10/27/14
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 CSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.



Attachment
CSC-22MTA (9/00)



SFMTA
Municipal
Transportation
Agency

Edwin M. Lee, *Mayor*

Tom Nolan, *Chairman*
Gwyneth Borden, *Director*
Jerry Lee, *Director*
Cristina Rubke, *Director*


Cheryl Brinkman, *Vice-Chairman*
Malcolm Heinicke, *Director*
Joel Ramos, *Director*


Edvard D. Reiskin, *Director of Transportation*

MEMORANDUM

DATE: October 28, 2014

TO: Honorable Civil Service Commission

THROUGH: Donald E. Ellison 
Director, Human Resources

FROM: Clare Leung 
Recruitment Manager

SUBJECT: **Annual Review of Exempt and Non-Exempt
Classifications at the San Francisco Municipal
Transportation Agency**

INTRODUCTION

City Charter Section 8A.104 governs the personnel and merit system at the San Francisco Municipal Transportation Agency (SFMTA). This report is submitted to provide the Commission with information in compliance with the following specific subsections of 8A.104:

Section 8A.104 (h) authorizes the San Francisco Municipal Transportation Agency to create new classifications of Agency employees. These classifications are to be subject to the civil service provisions of the Charter unless exempted pursuant to Section 10.104 or Section 8A.104(i).

Section 8A.104 (i) authorizes the Agency to create new classifications and positions in those classifications exempt from the civil service system for managerial employees in SFMTA bargaining units M and EM in addition to those exempt positions provided in Section 10.104; provided, however, that the total number of such exempt managerial positions within the Agency shall not exceed 2.75 percent of the Agency's total workforce, exclusive of the exempt positions provided in Section 10.104. This provision shall not be utilized to eliminate personnel holding existing permanent civil service managerial positions on November 2, 1999.

Section 8A.104 (j) provides for an annual review by the Civil Service Commission of both exempt and non-exempt classifications for the Agency to ensure compliance with the provisions of subsections (h) and (i).

Our report includes information about classifications utilized by SFMTA for this current fiscal year, previous fiscal years (FY2011-2012 and FY2012-2013) and information

regarding the number of exempt positions for the reporting period under Charter Section 8A.104(i).

SFMTA CLASSIFICATIONS

A list of classifications in use at SFMTA for this fiscal year is submitted in this report as Attachment 1. There are a total of 234 classifications utilized by the Agency this fiscal year. 150 are citywide classes also used by other departments. 84 classifications are utilized only by the SFMTA.

EXEMPT POSITIONS AUTHORIZED UNDER SECTION 8A.104(i)

Charter Section 8A.104(i) authorizes exempt appointments for SFMTA managerial employees in addition to those exempt positions identified in Charter Section 10.104, provided that the total number of the additional exempt positions does not exceed 2.75 percent of the Agency's total workforce. There are 5,166 budgeted positions in SFMTA's workforce this fiscal year. We currently have a total of 97 exempt appointments under Charter Section 8A.104(i), representing 1.88% of our total workforce. A complete listing of all 8A.104 (i) exempt appointments in SFMTA is included as Attachment 2.

CONCLUSION

No major changes in SFMTA's classification plan have occurred since our last report. The number of exempt appointments we have made pursuant to Charter Section 8A.104 (i) remains well below the charter-imposed limit, and we continue to monitor these appointments closely to ensure compliance with this Charter section.

SFMTA Classifications

CLASS	TITLE	SFMTA ONLY
0114	Public Transportation Commissioner	X
1002	Operator-Journey	
1003	IS Operator-Senior	
1004	IS Operator - Analyst	
1022	IS Administrator II	
1023	IS Administrator III	
1024	IS Administrator - Supervisor	
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	
1070	IS Project Director	
1202	Personnel Clerk	
1203	Personnel Technician	
1204	Senior Personnel Clerk	
1220	Payroll Clerk	
1222	Senior Payroll & Personnel Clerk	
1224	Principal Payroll & Personnel Clerk	
1231	Assistant Manager, EEO Programs	
1233	EEO Programs Specialist	
1241	Personnel Analyst	
1244	Senior Personnel Analyst	
1246	Principal Personnel Analyst	
1312	Public Information Officer	
1314	Public Relations Officer	
1404	Clerk	
1406	Senior Clerk	
1408	Principal Clerk	
1410	Chief Clerk	
1424	Clerk Typist	
1426	Senior Clerk Typist	
1444	Secretary I	
1446	Secretary II	
1450	Executive Secretary I	
1452	Executive Secretary II	
1454	Executive Secretary III	
1630	Account Clerk	
1632	Senior Account Clerk	
1634	Principal Account Clerk	
1652	Senior Accountant	
1654	Principal Accountant	
1657	Senior Systems Accountant	
1704	Communications Dispatcher I	
1705	Communications Dispatcher 2	
1708	Senior Telephone Operator	
1760	Offset Machine Operator	
1770	Photographer	
1774	Head Photographer	

SFMTA Classifications

CLASS	TITLE	SFMTA ONLY
1822	Administrative Analyst	
1823	Senior Administrative Analyst	
1824	Principal Admin Analyst	
1840	Junior Management Assistant	
1842	Management Assistant	
1844	Senior Management Assistant	
1920	Inventory Clerk	
1929	Parts Storekeeper	
1931	Senior Parts Storekeeper	
1935	Principal Parts Storekeeper	
1936	Senior Storekeeper	
1937	Supervising Parts Storekeeper	X
1942	Assistant Materials Coordinator	
1950	Assistant Purchaser	
2708	Custodian	
2716	Custodial Assistant Supervisor	
2719	Janitorial Services Assistant Supervisor	
2978	Contract Compliance Officer II	
2992	Contract Compliance Officer I	
3417	Gardener	
3630	Librarian	
4320	Cashier 1	
4334	Investigator, Tax Collector	
5201	Junior Engineer	
5203	Assistant Engineer	
5207	Associate Engineer	
5211	Senior Engineer	
5212	Principal Engineer	
5241	Engineer	
5277	Planner I	
5283	Planner V	
5288	Transit Planner II	
5289	Transit Planner III	
5290	Transit Planner IV	
5301	Manager, Traffic Painting Program	X
5302	Traffic Survey Technician	
5303	Supv, Traffic & Signs	
5320	Illustrator and Art Designer	
5362	Civil Engineer Assistant	
5364	Civil Engineering Associate	
5366	Associate Civil Engineer	
5380	Student Engineer Trainee I, Arch., Engr., & Plan.	
5381	Student Engineer Trainee II, Arch., Engr., & Plan.	
5382	Student Engineer Trainee III, Arch., Engr., & Plan.	
5502	Project Manager I	
5506	Project Manager III	
6130	Safety Analyst	
6138	Industrial Hygienist	
6235	Heat & Vent Inspector	
6252	Line Inspector	

SFMTA Classifications

CLASS	TITLE	SFMTA ONLY
6318	Construction Inspector	
6319	Senior Construction Inspector	
7110	Mobile Equipment Assistant Supervisor	
7126	Mechanical Shop & Equip Superintendent	
7205	Chief Stationary Engineer	
7215	General Laborer Supervisor I	
7216	Electrical Transit Shop Supervisor I	X
7219	Maintenance Estimator & Scheduler	
7223	Cable Machinery Supervisor	X
7225	Transit Paint Shop Supervisor I	X
7226	Carpenter Supervisor	
7228	Automotive Transit Shop Supervisor I	X
7235	Transit Power Line Supervisor I	X
7238	Electrician Supervisor I	
7241	Senior Maintenance Controller	X
7242	Painter Supervisor	
7243	Parking Meter Repairer Sprv 1	X
7244	Power Plant Supervisor I	X
7249	Auto Mechanic Supervisor I	
7251	Track Maintenance Worker Supervisor I	X
7253	Electrical Transit Mechanical Supervisor I	X
7254	Auto Machinist Supervisor I	
7255	Powerhouse Electrician Supervisor I	
7256	Electric Motor Repair Supervisor I	X
7258	Maintenance Machinist Supervisor I	
7262	Maintenance Planner	
7264	Auto Body & Fender Worker Supervisor I	X
7274	Transit Power Line Worker Supervisor II	X
7276	Electrician Supervisor 2	
7279	Powerhouse Electrician Supervisor II	X
7283	Track Maintenance Superintendent	X
7286	Wire Rope Cable Maintenance Supervisor	X
7287	Supervising Electronic Maintenance Technician	
7305	Metal Fabricator	X
7306	Auto Body & Fender Worker	
7308	Cable Splicer	
7309	Car & Auto Painter	
7313	Automotive Machinist	
7318	Electronic Maintenance Technician	
7319	Electric Motor Repairer	
7326	Glazier	
7328	Operating Engineer	
7329	Electronic Maintenance Technician, Assistant Supv	
7332	Maintenance Machinist	
7333	Apprentice Stationary Engineer	
7334	Stationary Engineer	
7335	Senior Stationary Engineer	
7340	Maintenance Controller	X
7342	Locksmith	
7344	Carpenter	

SFMTA Classifications

CLASS	TITLE	SFMTA ONLY
7345	Electrician	
7346	Painter	
7347	Plumber	
7355	Truck Driver	
7358	Patternmaker	
7364	Powerhouse Operator	X
7365	Senior Powerhouse Operator	X
7366	Transit Power Line Worker	X
7371	Electrical Transit System Mechanic	X
7376	Sheet Metal Worker	
7380	Electrical Transit Mechanic Assistant Supervisor	X
7381	Automotive Mechanic	
7382	Automotive Mechanic Assistant Supervisor	X
7390	Welder	X
7408	Assistant Powerhouse Operator	X
7410	Automotive Service Worker	
7412	Automotive Service Worker Assist Supervisor	X
7430	Assistant Electronic Maintenance Technician	
7432	Electrical Line Helper	
7444	Parking Meter Repairer	X
7454	Traffic Signal Operator	X
7457	Sign Worker	
7458	Switch Repairer	X
7472	Wire Rope Cable Maintenance Mechanic	X
7510	Lighting Fixture Maintenance Worker	
7514	General Laborer	
7540	Track Maintenance Worker	X
8121	Fare Inspections Supervisor/Investigator	X
8167	Parking Hearing Examiner	X
8168	Parking Hearing Supervisor	X
8201	School Crossing Guard	X
8214	Parking Control Officer	X
8216	Senior Parking Control Officer	X
8219	Parking Enforcement Admin	X
9102	Transit Car Cleaner	X
9104	Transit Car Cleaner, Assistant Supervisor	X
9110	Fare Collections Receiver	X
9116	Senior Fare Collect Receiver	X
9117	Principal Fare Collect Receiver	X
9118	Transit Revenue Supervisor	X
9122	Transit Information Clerk	X
9124	Senior Transit Information Clerk	X
9126	Transit Traffic Checker	X
9128	Senior Transit Traffic Checker	X
9131	Station Agent	X
9132	Transit Fare Inspector	X
9139	Transit Supervisor	X
9140	Transit Manager I	X
9141	Transit Manager II	X
9143	Senior Operations Manager	X

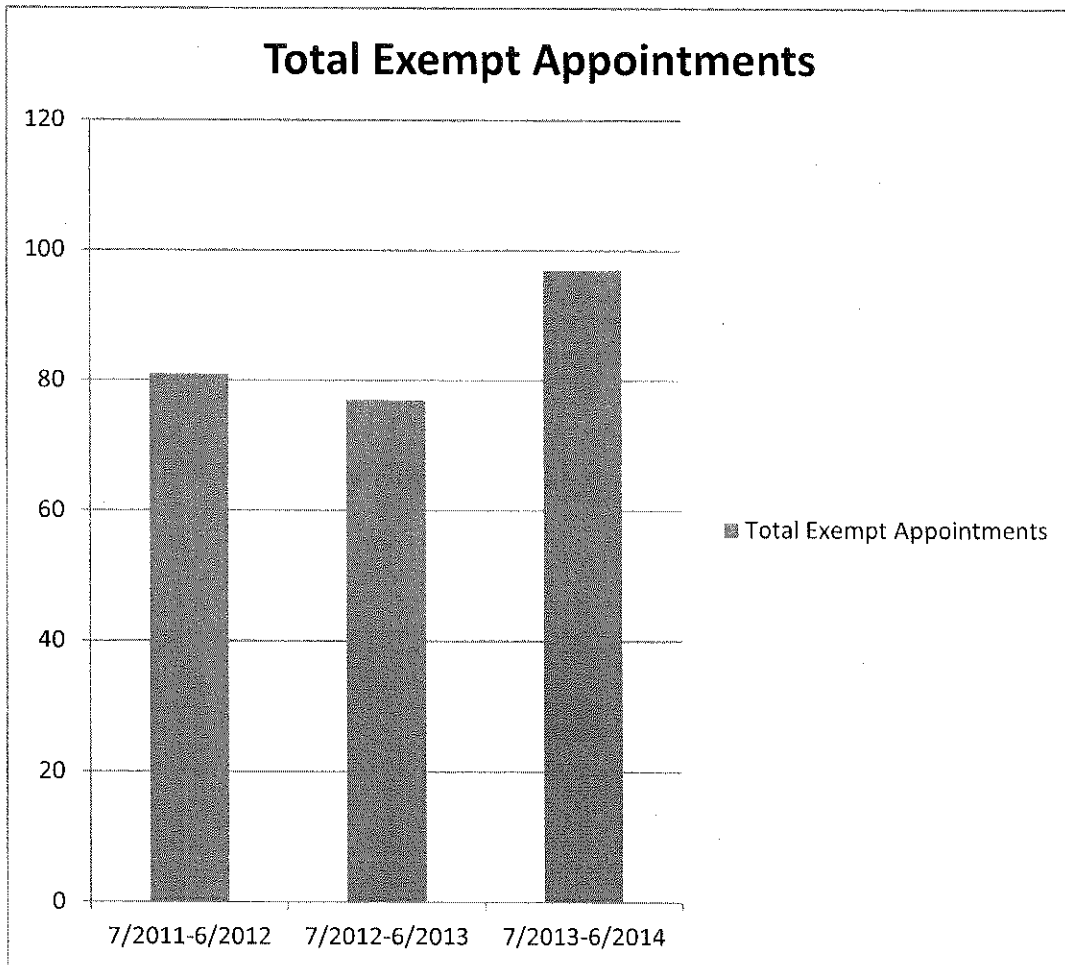
SFMTA Classifications

CLASS	TITLE	SFMTA ONLY
9144	Investigator, Taxi and Accessible Services	
9145	Traffic Signal Electrician	X
9147	Traffic Signal Electrician Supervisor I	X
9149	Traffic Signal Electrician Supervisor II	X
9150	Train Controller	X
9160	Transit Operations Specialist	X
9163	Transit Operator	X
9172	Manager II, Municipal Transportation Agency	X
9174	Manager IV, Municipal Transportation Agency	X
9175	Manager I, Municipal Transportation Agency	X
9177	Manager III, Municipal Transportation Agency	X
9179	Manager V, Municipal Transportation Agency	X
9180	Manager VI, Municipal Transportation Agency	X
9181	Manager VII, Municipal Transportation Agency	X
9182	Manager VIII, Municipal Transportation Agency	X
9183	Deputy Director I, Municipal Transportation Agency	X
9185	Chief Operating Officer, Public Transportation Department	X
9186	General Manager, Municipal Railway	X
9187	Deputy Director II, Municipal Transportation Agency	X
9190	Board Secretary, Municipal Transportation Agency	X
9195	LRV Equipment Engineer	X
9196	Senior LRV Engineer	X
9197	Signal & Systems Engineer	X
9504	Permit and Citation Clerk	X
9506	Senior Permit and Citation Clerk	X
9508	Principal Permit and Citation Clerk	X
9520	Transportation Safety Specialist	X
9704	Employment & Training Specialist III	
9706	Employment & Training Spec 5	
9708	Employment & Training Specialist VI	
9910	Public Service Trainee	
9914	Public Service Aide-Administration	
9916	Public Service Aide	
9920	Publ Svc Aide-Asst to Prof	

San Francisco Municipal Transportation Agency
8A.104(i) Exempt Position Count
November 17, 2014

CLASS	TITLE	CLASS COUNT
9172	Manager II, Municipal Transportation Agency	21
9174	Manager IV, Municipal Transportation Agency	27
9177	Manager III, Municipal Transportation Agency	9
9179	Manager V, Municipal Transportation Agency	12
9180	Manager VI, Municipal Transportation Agency	11
9181	Manager VII, Municipal Transportation Agency	5
9182	Manager VIII, Municipal Transportation Agency	9
9183	Deputy Director I, Municipal Transportation Agency	3
Total		97

San Francisco Municipal Transportation Agency
8A.104(i) Exempt Position Count
For the Reporting Period from 7/1/2013 to 6/30/2014



Fiscal Year	Total Exempt Appointments
7/2011-6/2012	81
7/2012-6/2013	77
7/2013-6/2014	97