



MEMORANDUM

DATE: July 31, 2014

TO: Honorable Civil Service Commission

THROUGH: Donald E. Ellison
Director, Human Resources

FROM: Clare Leung
Recruitment Manager

SUBJECT: Provisional Appointment Report

Attached for your review is a summary report of provisional appointments in San Francisco Municipal Transportation Agency (SFMTA) "service critical" tested classes reflecting provisional employment through June 30, 2014. Also, attached is a graph which reflects the total number of provisional appointments for the last three fiscal years, in addition to the numbers for the current report period.

We currently have a total of eighteen (18) provisional appointments in "service critical" classes, a decrease of nine (9) since our last report. These eighteen provisional appointments represent 0.35% of our total workforce.

The eligible lists for SFMTA-specific job classifications such as Class 7380, 7472, 9122 and 9506 have been established. The interview and selection processes for these classifications are in progress. Three of the eighteen provisional appointments are in citywide job classifications. Our focus remains on establishing eligible lists for SFMTA-specific job classifications to minimize provisional appointments in those classes.

We adopted twenty-four (24) eligible lists from January through June 2014. Twenty-one (21) permanent civil service examinations are in various stages of progress.

Provisional Appointments Summary Report

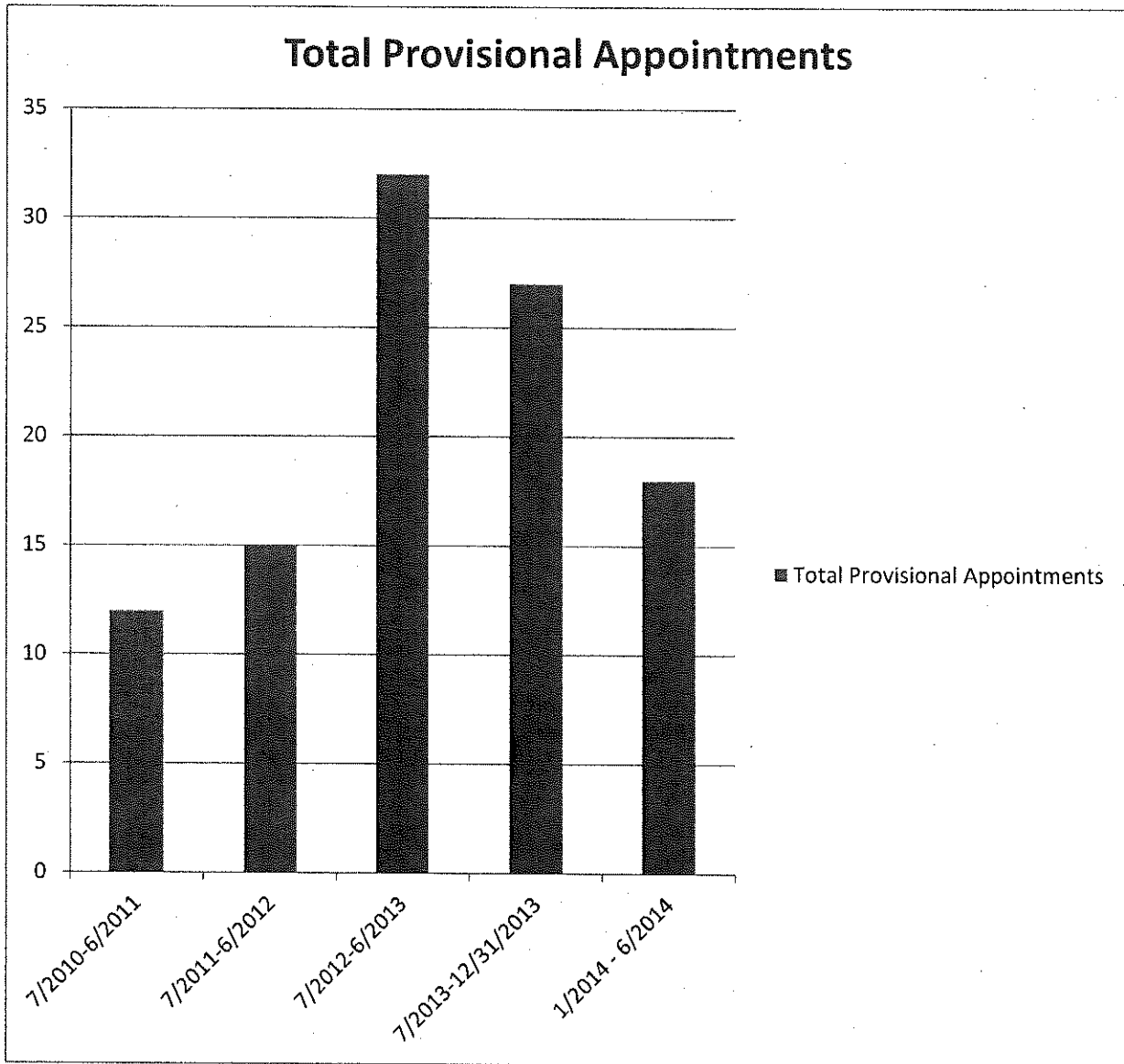
For Tested Classes at SFMTA

Service Critical Positions

SFMTA Provisional Appointments as of June 30, 2014

CLASS	TITLE	less than 6 months	6 to 12 months	13 to 24 months	25 to 35 months	more than 36 months	Total Class Count
1950	Assistant Purchaser			3			3
7380	Electrical Transit Mechanic Asst. Supervisor		2	7			9
7472	Wire Rope Cable Maintenance Mechanic			3			3
9122	Transit Information Clerk			1			1
9506	Sr. Permit & Citation Clerk			2			2
	Total	0	2	16	0	0	18

**Provisional Appointments for Tested Classes at SFMTA
Service Critical Positions
For the Reporting Period from 1/1/2014 to 6/30/2014**



Time Period	Total Provisional Appointments
7/2010-6/2011	12
7/2011-6/2012	15
7/2012-6/2013	32
7/2013-12/31/2013	27
1/2014 - 6/2014	18