

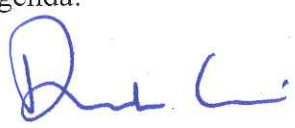


CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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 17, 2014
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
 Human Resources Director's Report
4. Subject:: SFMTA Conviction History Presentation
5. Recommendation:
6. Report prepared by: Derek Kim Telephone number: (415) 701-4615
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:

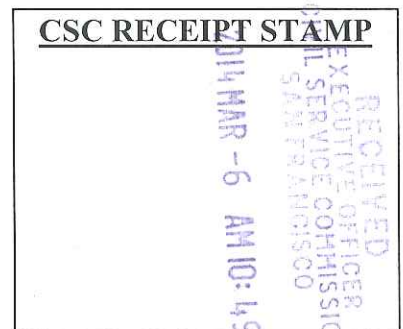
Human Resources Director: ^hDonald E. Ellison 

Date: 3/6/14
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



NOTIFICATIONS

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

Alicia John-Baptiste
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



SFMTA
Municipal
Transportation
Agency

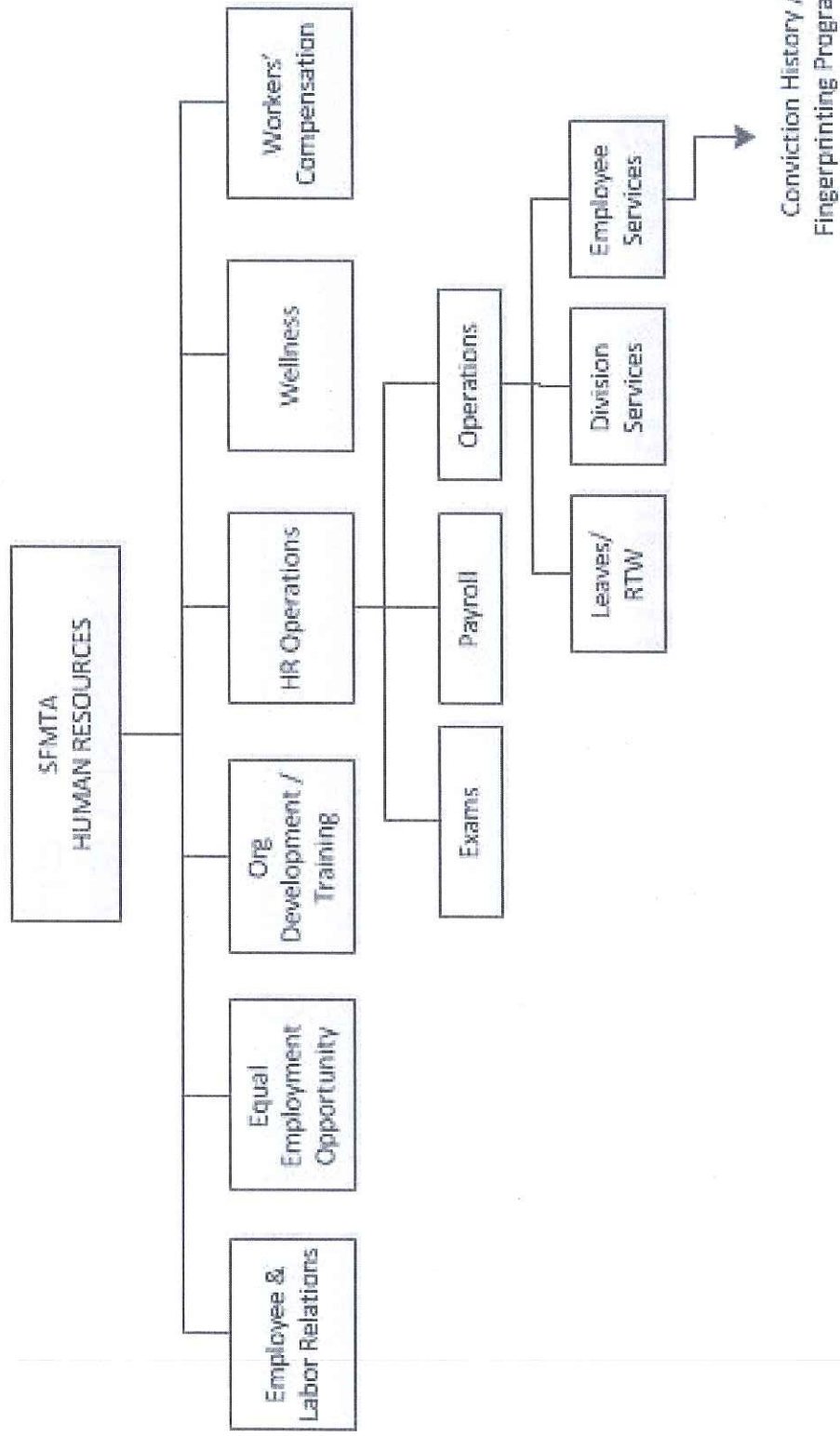
SFMTA Conviction History Program Overview

March 17, 2014

Presentation Agenda

- Overview of SFMTA's Conviction History Program
- Collaboration and Consistency with DHR's Conviction History Program
- Conviction History Statistics

Overview of SFMTA's Conviction History Program



Overview of SFMTA's Conviction History Program

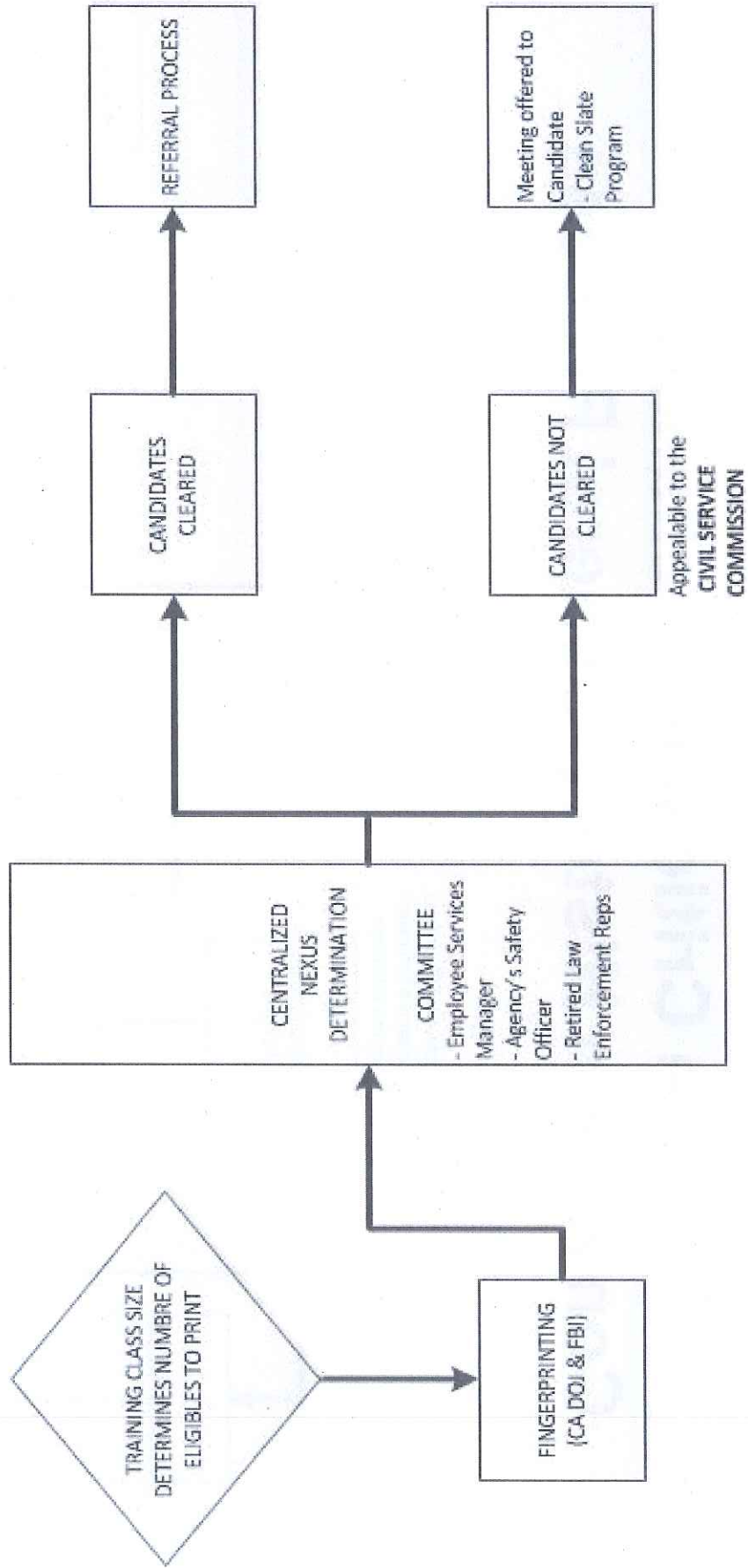
SFMTA fingerprints candidates for the following job classifications:

- 9163 Transit Operators
- All Service Critical Job Classes

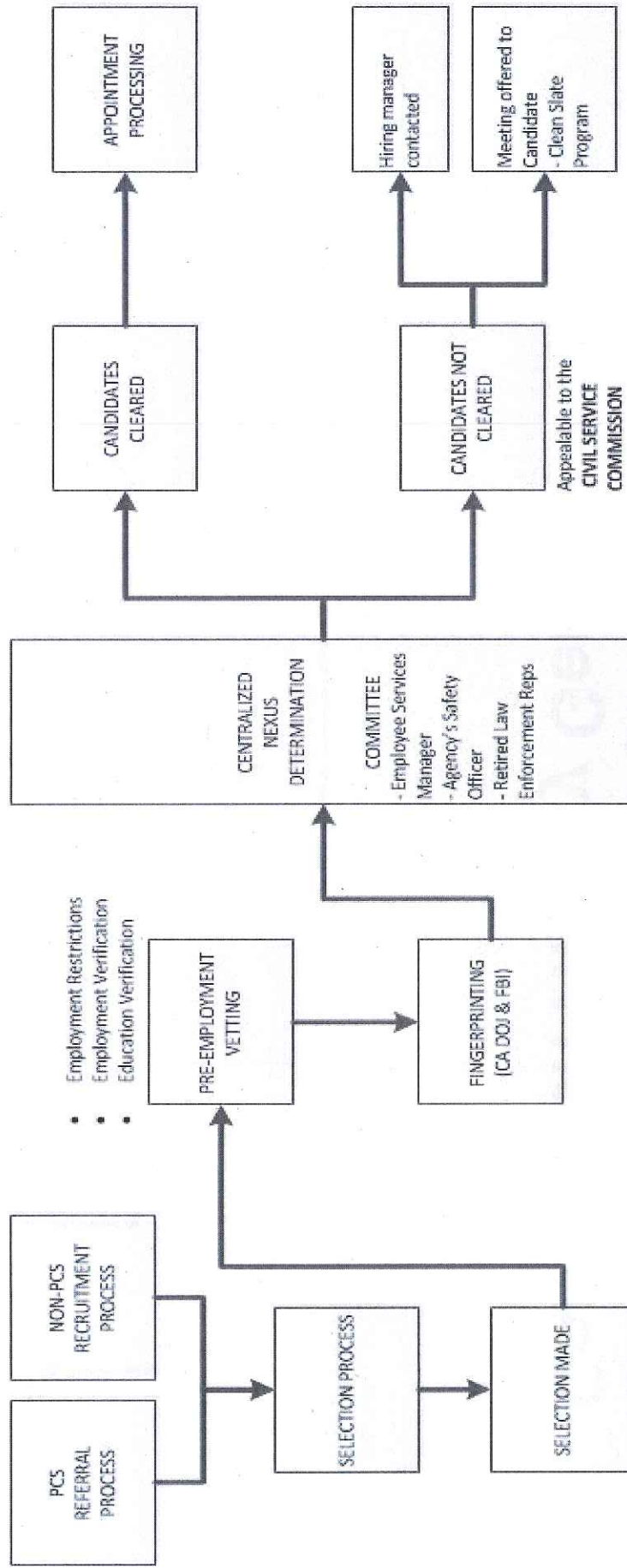
For Non-Service Critical Classes, fingerprints are scheduled through DHR.



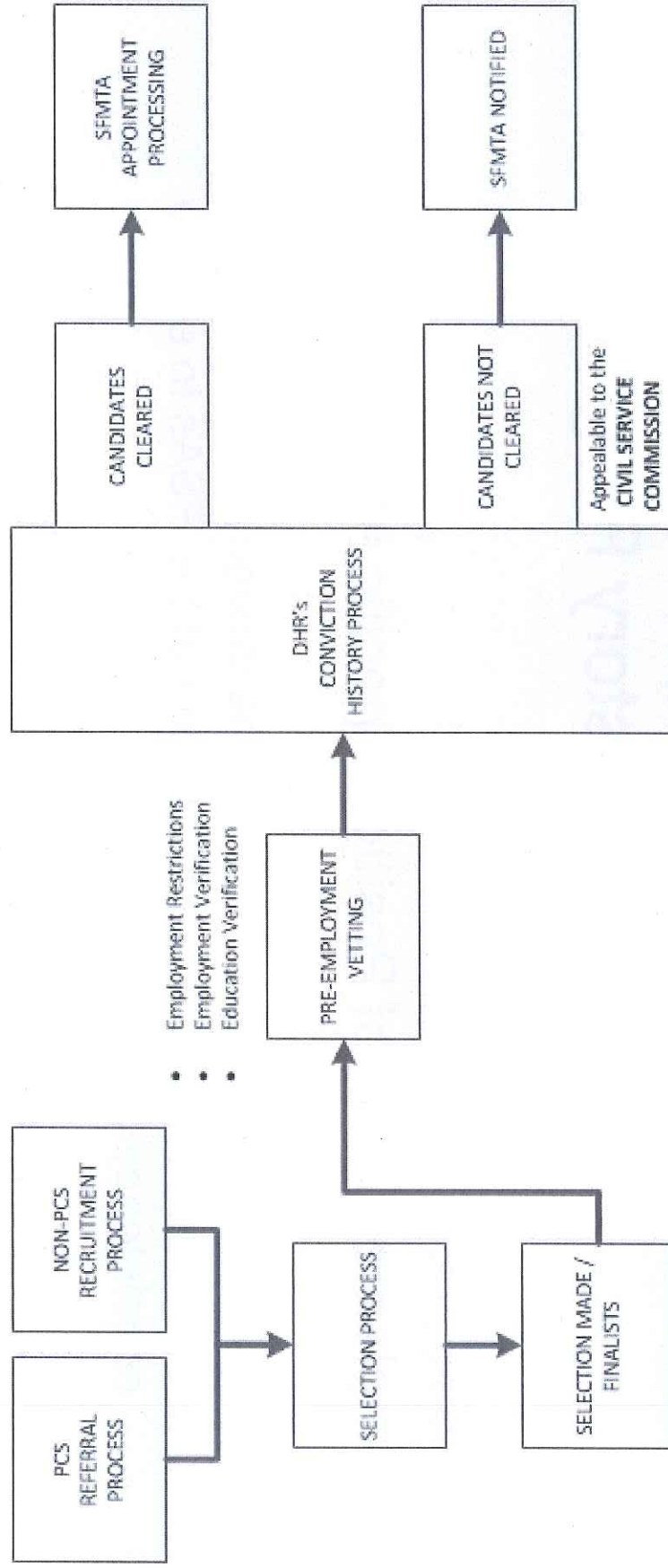
Transit Operator Conviction History General Process



Service Critical Miscellaneous Conviction History General Process



Non-Service Critical Miscellaneous Conviction History Process



Collaboration & Consistency with DHR's Conviction History Program

Implementation of Position Specific Attributes (PSAs)

- Worked with DHR staff during the design, planning, development, and implementation of the PSAs to ensure consistency of process
- Use DHR's forms to collect PSA data

Collaboration & Consistency with DHR's Conviction History Program

Consistency of Program Delivery

- Meet regularly with DHR staff to ensure SFMTA's conviction history program is consistent with City's program
 - Elimination of conviction history form
 - Use of same forms
 - Consistency in nexus determination methodology

Collaboration & Consistency with DHR's Conviction History Program

Outstanding Issues

- Development of conviction history tracking database
- FBI – Audit of SFMTA's Conviction History Program

Conviction History Statistics

Two-Year Totals - Since January 2012			
TYPE	PRINTED	NOT CLEARED	CLEAN SLATE PROGRAM
Transit Operators	1037	31	7
Miscellaneous	586	6	0

QUESTIONS?