



# 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: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
2. For Civil Service Commission Meeting of: December 4, 2017
3. Check One: Ratification Agenda \_\_\_\_\_  
Consent Agenda         x          
Regular Agenda \_\_\_\_\_
4. Subject: Annual Report on anticipated and actual numbers and classifications of "Promotive Only" examinations 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: 11/13/17
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.

<b>CSC RECEIPT STAMP</b>



**SFMTA**  
Municipal  
Transportation  
Agency

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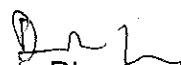
Edward D. Reiskin, *Director of Transportation*


## MEMORANDUM

**DATE:** November 17, 2017

**TO:** Honorable Civil Service Commission

**THROUGH:** Donald E. Ellison   
Director, Human Resources

**THROUGH:** Derek Kim   
Acting Deputy Director, Human Resources

**FROM:** Clare Leung   
Recruitment Manager, Human Resources

**SUBJECT:** **Annual Report on anticipated and actual numbers and classifications of "Promotive Only" examinations at the San Francisco Municipal Transportation Agency (SFMTA)**

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### 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 subsections of 8A.104.

### CONCLUSION

No promotive only examinations were administered in the previous fiscal year. SFMTA is not planning to administer any promotive only examinations at this time. In order to recruit a well-qualified workforce for various classifications and provide equal employment opportunity to all applicants, SFMTA has been conducting entrance examinations, combined entrance and promotive examinations for various classifications.