

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

1.	Civil Service Comm	ission Register Number: 0257 - 14 - 1
2.	For Civil Service Co.	mmission Meeting of: August 15, 2016
3.	Check One:	Ratification Agenda
		Consent Agenda <u>x</u>
		Regular Agenda
4.		ppointments Exempt from Civil Service under Charter Section arough 10.104.18.
5.	Recommendation: A	dopt 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 appro-	ruman Resources: By: Donald E, Ellison Date:
9.		ime-stamped copy of this form and person(s) to be notified ong with the required copies of the report to:
16	25 Van Ness	fficer Commission Avenue, Suite 720 co, CA 94102
10.		orm in the CSC RECEIPT STAMP g the time-stamp in the CSC Office. CSC RECEIPT STAMP

Attachment CSC-22MTA (9/00)



Edwin M. Lee, Mayor

Tom Nolan, Chairman Cheryl Brinkman, Vice-Chairman Joél Ramos, Director Gwyneth Borden, Director Malcolm Heinicke, Director

Lee Hsu, Director Cristina Rubke, Director

Edward D. Reiskin, Director of Transportation

MEMORANDUM

DATE:

July 29, 2016

TO:

Honorable Civil Service Commission

THROUGH:

Donald E. Ellison

Director, Human Resources

THROUGH:

Derek Kim

HR Operations Manager

FROM:

Clare Leung

Recruitment Manager

SUBJECT:

Report on Appointments Exempt From Civil Service under Charter Section 10.104-

16 through 10.104-18

Charter Sections 10.104-16, 10.104-17 and 10.104-18 provide that certain part-time, seasonal, temporary, and substitute positions may be exempt from civil service selection, appointment and removal procedures subject to approval of the Civil Service Commission. On June 3, 1996, the Civil Service Commission established and adopted procedures and guidelines for the processing and approval of such appointments and authorized the Human Resources Director to act on written requests for exemptions, issue instructions to departments for the expeditious processing of departmental requests for exemptions, and provide the Commission with reports of transactions processed under the guidelines.

Charter Section 8A.104 provides that, as of July 1, 2000, except for the administration of health services, the Municipal Transportation Agency assumed all powers and duties vested in the Department of Human Resources and the Human Resources Director under Articles X and XI of the Charter in connection with job classifications within the Municipal Transportation Agency (MTA) performing service-critical functions.

The attached report reflects requisitions with project titles for MTA service-critical positions approved in categories 10.104-16 through 10.104-18 for the period from January 1, 2016 through June 30, 2016 (Attachment A). There was a total of 285 appointments for MTA service-critical positions including category 10.104-16 (41 appointments representing 0.7% of our workforce), category 10.104-17 (14 appointments representing 0.24% of our workforce), and category 10.104-18 (230 appointments representing 3.9% of our workforce). The total workforce as of 12/31/2015 was 5,802; there was a slight increase in the workforce so as of 6/30/2016, the total was 5,872.

Also, attached is a graph showing the total number of exempt appointments for service-critical positions for last three fiscal years including the total number of appointments for the current report period (Attachment B).

Key:

- Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal 16 year, except that such positions may be filled through regular civil service procedures
- 17 -Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular civil service procedures.
- 18 -Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular civil service procedures.

Attachment A

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01128644			01125787	01128672			01128558	1133355				01128557	01128553	01128551	01120721	01128671	J		01112483	01031918		01115447		01113372		00212638		01098295		01049371	•	01041210		01124406		Job Req	
Reputation Branding Project	2.1.1) Project	Digital/Social Media (Strategic Action Plan	The Fixed Guideway Rehabilitation Project	Agency Space Planning Project	Protocol Implementation Project and	Computer Refresh and Voice Over Internet	Enterprise Asset Management Project	Upgrade Project	Project; Intelex from Transitsafe System	Management System Integration Upgrade	Radio Upgrade Project; Enterprise Asset	Enterprise Asset Management Project	Enterprise Asset Management Project	Enterprise Asset Management Project	Radio Project	SFMTA Radio Project	Project	Information Technology Infrastructure	SFMTA's Network and Enterprise Systems	Backfill Permanent Civil Service Incumbent		Backfill Permanent Civil Service Incumbent		Backfill Permanent Civil Service Incumbent		Backfill Permanent Civil Service Incumbent		Backfill Permanent Civil Service Incumbent		Project Title							
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Exempt Appointments from Civil Service under Charter Section 10.104-16 through 10.104-18 at SFMTA Service Critical Positions

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Princi Assist	Principal Admin Analyst Assistant Materials	01128563	Enterprise Asset Managen System Expansion Project Vendor Managed Inventor Enterprise Asset Managen	y Purchasing and nent Integration	Inagement and WiFi Oroject Ventory Purchasing and Inagement Integration	y Purchasing and nent Integration
5201	Junior Engineer	01133274	New Light Rail Procure			18 special Project - Limited Term 1
5201	Junior Engineer Junior Engineer	011332/4 01128482	New Light Rail Procurement (LRV4) Project New Light Rail Vehicles (LRVs) Procurement Project		nent (LRV4) Project 18 special Project - Limited Term (LRVs) 18 special Project - Limited Term	
5203	Assistant Engineer	01126664	New Light Rail Vehicles (LRVs) Project			18 special Project - Limited Term 1
5203	Assistant Engineer	01132824	Bike Sharing Project		18 special Project - Limited Term	
			Geneva Harney Bus Rapid Transit and Bayshore Multimodal Facility Project; Candlestick/Hunters Point Shipyard	ransit and Project; nipyard	ransit and Project; nipyard	ransit and Project:
			Project; Park Merced Developments Commitments Monitoring Project; Treasure island Development Commitments	is Monitoring slopments Project; Treasure	is Monitoring slopments Project; Treasure nitments	Shipyard
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01126487	01126486	01126484	01126483	01126480	01126478	01126469	01126465	01126461	01126460	01126459	01098106	01094698	01125728	01132957	01113556	01128517	01132825	Job Req
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18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	18 special Project - Limited Term	Exempt Status
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Transportation Controller Trainee	Trainee	Transportation Controller	Transportation Controller	Trainee	Transportation Controller	Trainee	Transportation Controller	Trainee	Transportation Controller	Trainee	Transportation Controller	Trainee	Transportation Controller	Trainee	Transportation Controller	Trainee	Transportation Controller	Trainee	Transportation Controller	Trainee	Transportation Controller	Trainee	Transportation Controller	Trainee	Transportation Controller	Trainee	Transportation Controller	Train Controller	Train Controller	Train Controller	Transit Manager I	Transit Supervisor		Title
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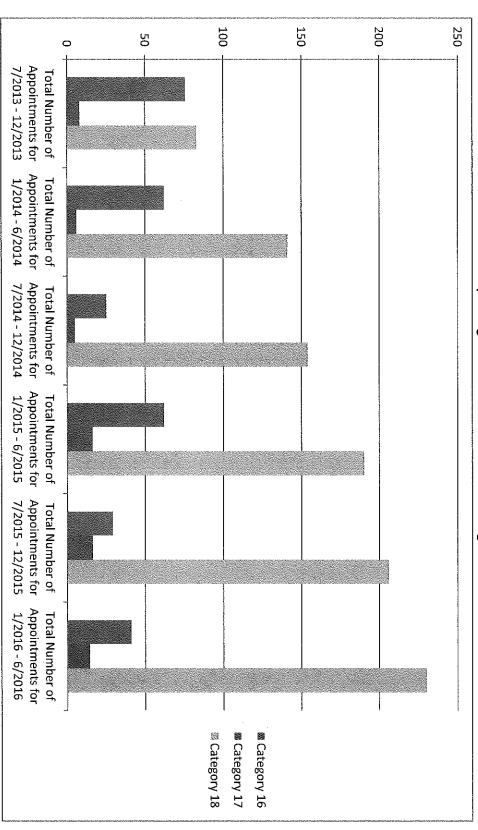
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Specialist	Transit Operations	Trainee	Transportation Controller	Title																						
01102270		01098113		01104708		01120712		01125638		01128613		01128613		01128612		01096302		01035669		01115201		01104711		01106534		dob Req
Transit Management Center (TMC) Project	4	Transit Management Center (TMC) Project		Transit Management Center (TMC) Project		Transit Management Center (TMC) Project		Transit Management Center (TMC) Project		Transit Management Center (TMC) Project		Transit Management Center (TMC) Project		Transit Management Center (TMC) Project		Transit Management Center (TMC) Project		Project Title								
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Attachment B

Exempt Appointments from Civil Service under Charter Section 10.104-16 through 10.104-18 San Francisco Municipal Transportation Agency

For the Reporting Period from 1/1/2016 through 6/30/2016 Service Critical Positions



230	206	190	154	141	83	Category 18
14	16	16	5	6	8	Category 17
41	29	62	25	62	76	Category 16
1/2016 - 6/2016	7/2015 - 12/2015	1/2015 - 6/2015	7/2013 - 12/2013 1/2014 - 6/2014 7/2014 - 12/2014 1/2015 - 6/2015 7/2015 - 12/2015 1/2016 - 6/2016	1/2014 - 6/2014	7/2013 - 12/2013	
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