



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

1. Civil Service Commission Register Number: _____ - _____ - _____
2. For Civil Service Commission Meeting of: June 4, 2018
3. Check One:
 - Ratification Agenda
 - Consent Agenda X
 - Regular Agenda
4. Subject: SFMTA Position-based Testing Report
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: 5/8/18
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.

CSC RECEIPT STAMP

Attachment
CSC-22MTA (9/00)



Mark Farrell, Mayor

Cheryl Brinkman, Chairman
Malcom Heinicke, Vice Chairman
Gwyneth Borden, Director
Lee Hsu, Director

Joél Ramos, Director
Cristina Rubke, Director
Art Torres, Director

Edward D. Reiskin, Director of Transportation

MEMORANDUM

DATE: May 22, 2018

TO: Honorable Civil Service Commission

THROUGH: Donald E. Ellison *[Signature]*
Director, Human Resources

THROUGH: Derek Kim *[Signature]*
Acting Deputy Director, Human Resources

FROM: Clare Leung *[Signature]*
Recruitment Manager, Human Resources

SUBJECT: Quarterly Position-Based Testing Report for the period from February through April 2018

The following report is submitted pursuant to Civil Service Rule 411A.5, which requires the Director of Transportation/Municipal Transportation Agency ("MTA") to provide quarterly reports to the Civil Service Commission ("Commission") on any examinations administered under the Position-based Testing Program ("PBT") for Service-Critical classes at the MTA pursuant to Rule 411A. Such reports are required for first three years following the adoption of Rule 411A (which occurred on April 21, 2014) and must include, but not be limited to the following information for each examination:

- Applicable certification rule
- Duration of the eligible list
- Number of applicants
- Number of applicants deemed qualified under the terms of the examination announcement
- Number of candidates who participated in the examination
- Number of candidates were placed on the eligible list
- Number and types of protests submitted to the Director of Transportation
- the disposition of any such protests to the Director of Transportation (i.e., the response of, or any action taken by the Director of Transportation in response; and whether they were appealed to the commission)



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The following list is a list of Service-Critical position(s) or classification(s) for which the MTA intends to administer in the next quarter a Position-Based Test under this Civil Service Rule 411A:

Job Code	Title
9124	Sr. Transit Information Clerk

The following provides the requisite information for the PBT examinations that are completed for MTA Service-Critical classes pursuant to Civil Service Rule 411A following the MTA's last PBT quarterly report to the Commission (reviewed at the Commission meeting March 5, 2018):

Job Code & Title	5320 Illustrator and Art Designer	1093 IT Operations Support Admin. III	1095 IT Operations Support Admin. V
List Adoption Date	2/23/2018	4/4/2018	4/3/2018
Certification Rule	Rule of 5	Rule of 10	Rule of 5
Eligible List Duration	12 months	12 months	12 months
Number of applicants	154	105	61
Number of Deemed Qualified	76	74	49
# of candidates participated in the exam	54	74	49
# of candidates placed on the eligible list	44	74	49
# and type of protest	None	None	None



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The following provides the requisite information for the PBT examinations that are being administered for MTA Service-Critical classes pursuant to Civil Service Rule 411A following the MTA's last PBT quarterly report to the Commission (reviewed at the Commission meeting of March 5, 2018):

Job Code & Title	1094 IT Operations Support Admin. IV	1244 Sr. HR Analyst	1823 Sr. Admin. Analyst (Contract Specialty)	1823 Sr. Admin. Analyst	1824 Principal Admin. Analyst
Certification Rule	Rule of 10	Rule of 10	Rule of 7	Rule of 10	Rule of 10
Eligible List Duration	12 months	12 months	12 months	12 months	12 months
Number of applicants	99	25	35	71	53
Number of Deemed Qualified	76	7	12	TBD	TBD
# of candidates participated in the exam	76	TBD	9	TBD	TBD
# of candidates placed on the eligible list	TBD	TBD	TBD	TBD	TBD
# and type of protest	None as of 4/30/18	None as of 4/30/18	None as of 4/30/18	None as of 4/30/18	None as of 4/30/18

According to the appointment history records, two permanent civil service employees who were hired from a PBT 1820 eligible list have been released within three months of employment, during the probationary period.

As a standard practice, we advise applicants of their appeal rights in our job announcement. The standard language is as follows:

“Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or



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local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at www.jobaps.com/sf.

The terms of this announcement may be appealed under Civil Service Rule 411A.36.1. The standard for the review of such appeals is 'abuse of discretion' or 'no rational basis' for establishing the position description, the minimum qualifications and/or the certification rule. Appeals must include a written statement of the item(s) being contested and the specific reason(s) why the cited item(s) constitute(s) abuse of discretion by the Human Resources Director. Appeals must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>."

In addition, we further advise our applicants of their appeal rights in our non-qualifying letters with the following standard language:

"Civil Service Commission Rules for the city and County of San Francisco specify announcement, application and examination policies and procedures, including applicant appeal rights. Information can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>. Copies of specific rules can also be obtained at 1 South Van Ness, 4th floor, San Francisco, CA 94103."