








## MEMORANDUM

**DATE:** May 12, 2017

**TO:** Honorable Civil Service Commission

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

**THROUGH:** Derek Kim   
HR Operations Manager, Human Resources

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

**SUBJECT:** **Quarterly Position-Based Testing Report for the period from February through April 2017**

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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)

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:

<b>Job Code</b>	<b>Title</b>
1931	Senior Parts Storekeeper
5320	Illustrator and Art Designer

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 6, 2017):

<b>Job Code &amp; Title</b>	1820 Junior Administrative Analyst
<b>List Adoption Date</b>	3/18/17
<b>Certification Rule</b>	Rule of 3 scores
<b>Eligible List Duration</b>	12 months
<b>Number of applicants</b>	378
<b>Number of Deemed Qualified</b>	316
<b># of candidates participated in the exam</b>	316
<b># of candidates placed on the eligible list</b>	166
<b># and type of protest</b>	None

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 6, 2017):

<b>Job Code &amp; Title</b>	<b>1822 Administrative Analyst</b>	<b>5302 Traffic Survey Technician</b>	<b>7243 Parking Meter Repairer Sup I</b>	<b>7258 Maintenance Machinist Supervisor I</b>	<b>7457 Sign Worker</b>
<b>Certification Rule</b>	Rule of 3	Rule of 3	Rule of 3	Rule of 3 scores	Rule of 3
<b>Eligible List Duration</b>	12 months	12 months	12 months	12 months	12 months
<b>Number of applicants</b>	To be determined	92	To be determined	25	To be determined
<b>Number of Deemed Qualified</b>	To be determined	34	To be determined	18	To be determined
<b># of candidates participated in the exam</b>	To be determined	To be determined	To be determined	15	To be determined
<b># of candidates placed on the eligible list</b>	To be determined	To be determined	To be determined	To be determined	To be determined
<b># and type of protest</b>	None as 4/30/17	None as 4/30/17	None as 4/30/17	None as 4/30/17	None as 4/30/17

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 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](http://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."