



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 16, 2019
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
4. Subject: Semi-Annual Position-Based Testing Report for the period of May through October 2019
5. Recommendation: Adopt the report.
6. Report prepared by: William Miles II Telephone number: 415-646-2863
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:
Municipal Transportation Agency Director: *[Signature]*
Date: *12/8/19*
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.

| |
|--------------------------|
| <u>CSC RECEIPT STAMP</u> |
| THIS DOCUMENT SUPPORTS |

Attachment



London Breed, Mayor

Malcolm Heinicke, Chair
Gwyneth Borden, Vice Chair
Cheryl Brinkman, Director
Amanda Eaken, Director

Steve Heminger, Director
Cristina Rubke, Director
Art Torres, Director

Tom Maguire, Interim Director of Transportation

MEMORANDUM

DATE: December 5, 2019

TO: Honorable Civil Service Commission

THROUGH: Kimberly Ackerman *KMA*
Director, SFMTA Human Resources

THROUGH: Derek Kim *D Kim*
People Analytics and HR Chief of Staff, SFMTA Human Resources

FROM: William Miles II
Merit and Examinations Manager, SFMTA Human Resources

SUBJECT: **Semi-Annual Position-Based Testing Report for the period from May through October 2019**

The purpose of this report is to update the Civil Service Commission (CSC) on the Position-Based Testing (PBT) recruitment process at SFMTA. This report covers the period from May 1, 2019 through October 31, 2019.

The following report is submitted pursuant to Civil Service Rule 411A.5, which originally required 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 were required for first three years following the adoption of Rule 411A, which occurred on April 21, 2014.

On June 3, 2019, the Commission agreed to require this report on a semi-annual basis instead of quarterly.

According to CSC Rule 411A.5, the report 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)

Adopted PBT Lists

The following table provides the requisite information for the PBT examinations that were adopted for MTA Service-Critical classes pursuant to Civil Service Rule 411A between May 1, 2019 and October 31, 2019.

| Job Code & Title | 1824 Principle Administrative Analyst | 5283 Planner V | 6235 Heating & Ventilating Inspector | 7249 Automotive Mechanic Supervisor I |
|--|--|-------------------|---|--|
| Adoption date | 6/3/19 | 10/02/19 | 8/13/19 | 10/11/19 |
| Certification rule | Rule of 10 | Rule of 5 | Rule of 10 | Rule of 3 |
| List duration | 12 months | 12 months | 12 months | 12 months |
| # of applicants | 80 | 54 | 22 | 53 |
| # deemed qualified | 7 | 45 | 8 | 26 |
| # of candidates participated in the exam | 7 | 31 | 6 | 22 |
| # of candidates placed on the eligible list | 3 | 22 | 5 | 20 |
| # and type of protest | None | None | None | None |



In-Progress PBT Examinations

The following table provides the requisite information for the PBT examinations that are being administered for MTA Service-Critical classes pursuant to Civil Service Rule 411A that have been posted but were not adopted as of October 31, 2019.

| Job Code & Title | 1052 IS Business Analyst | 1054 IS Business Analyst - Principal | 1822 Admin. Analyst | 5303 Supervisor, Traffic & Street Signs | 8219 Parking Enforcement Admin. |
|---|-----------------------------|---|------------------------|--|------------------------------------|
| Certification rule | Rule of 3 | Rule of 3 | Rule of 10 | Rule of 5 | Rule of 3 |
| List duration | 6 months | 6 months | 12 months | 12 months | 12 months |
| # of applicants | 82 | 51 | 247 | TBD | 135 |
| # deemed qualified | 49 | 40 | 167 | TBD | TBD |
| # of candidates participated in the exam | 29 | 26 | 115 | TBD | TBD |
| # and type of protest | None | None | None | None | None |

Note: Information provided is based on data on 10/31/2019. Since these lists were not adopted as of 10/31/19, it is possible for protests/appeals to occur in the future for the above examinations.



Anticipated PBT Examinations

The following is a list of Service-Critical position(s) or classification(s) for which MTA projects to administer a Position-Based Test under Civil Service Rule 411A within the next six months:

| Job Code | Title |
|-----------------|--|
| 1203 | Personnel Technician |
| 1823 | Senior Administrative Analyst |
| 1824 | Principal Administrative Analyst |
| 5302 | Traffic Survey Technician |
| 7126 | Mechanical Shop & Equipment Superintendent |

Probationary Releases

According to the appointment history records, two MTA permanent civil service employees who were hired from a PBT eligible list have been released during the probationary period during the time period of this report. All two (100%) of these releases were non-disciplinary. The classifications that resulted in these releases were 1095 IT Operations Support Administrator V and 1931 Senior Parts Storekeeper.

Recommendation

Adopt the report.