



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent Via Electronic Mail

July 22, 2021

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REQUEST TO EXTEND 9163 TRANSIT OPERATOR ELIGIBLE LISTS CBT-9163-M00222, CBT-9163-M00226 AND CBT-9163-M00229.

The above matter will be considered by the Civil Service Commission at a virtual meeting (Cisco WebEx) to be held on **August 2, 2021, at 2:00 p.m.**

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: Kimberly Ackerman, Municipal Transportation Agency
William Miles II, Municipal Transportation Agency
Roger Marenco, Transport Workers Union Local 250
Peter Wilson, Transport Workers Union Local 250
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/CivilService, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civilservice/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the “Requests to Speak” portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1107 or (628) 652-1100 to discuss meeting accessibility. In order to assist the City’s efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government’s duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people’s business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City’s website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.



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: August 2, 2021
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda X
4. Subject: Request to Extend 9163 Transit Operator Eligible Lists CBT-9163-M00222, CBT-9163-M00226 and CBT-9163-M00229
5. Recommendation: Adopt the report and approve SFMTA's request for six-month extensions of CBT-9163-M00222, CBT-9163-M00226 and CBT-9163-M00229.
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: *Kimberly Ackerman*
Date: July 22, 2021
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>

Attachment

NOTIFICATIONS

William (Bill) Miles II – Talent Acquisition Manager, SFMTA

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San Francisco, CA 94103

Email: William.MilesII@sfmta.com

Kimberly Ackerman – Chief People Officer, SFMTA Human Resources

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San Francisco, CA 94103

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San Francisco, CA 94115

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Peter Wilson – Executive Vice President, Transport Workers Union Local 250A

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London Breed, Mayor

Gwyneth Borden, Chair
Amanda Eaken, Vice Chair
Cheryl Brinkman, Director
Steve Heminger, Director

Fiona Hinze, Director
Sharon Lai, Director
Manny Yekutieli, Director

Jeffrey Tumlin, Director of Transportation

MEMORANDUM

DATE: July 22, 2021

TO: Honorable Civil Service Commission

THROUGH: Kimberly Ackerman *ka*
Chief People Officer, SFMTA Human Resources

FROM: William (Bill) Miles II *WEM*
Talent Acquisition Manager, SFMTA Human Resources

SUBJECT: **Request to Extend 9163 Transit Operator Eligible Lists CBT-9163-M00222, CBT-9163-M00226 and CBT-9163-M00229**

BACKGROUND

In 2019, the San Francisco Municipal Transportation Agency (SFMTA) began continuously opening 9163 Transit Operator recruitments every two to four months in order to ensure that the Agency had a sufficient list of interested, qualified candidates to train and hire. These lists were posted with a one-year eligibility period.

On February 25, 2020 Mayor London Breed made a proclamation declaring a local emergency due to the COVID-19 pandemic [**Attachment A**]. This proclamation remains in place today, with supplemental modifications as more has been learned about COVID-19.

Due to this local emergency, the eligible lists that were created in 2019 were extended to the maximum allowed under Civil Service Rule 412 Eligible Lists. The lists have all been extended for an additional year.

On March 1, 2021, the Civil Service Commission approved a rule change to Civil Service Rule 412 so that in the event of a declaration of emergency by the Mayor of San Francisco and with the approval of the Civil Service Commission, active eligible lists during a declared emergency may be extended for up to an additional year beyond the timeframes set forth in these rules.

The SFMTA requests that three 9163 Transit Operator eligible lists (CBT-9163-M00222, CBT-9163-M002226 and CBT-9163-M00229) be extended for a period of six months.



AUTHORITY/STANDARDS

Sec. 412.29 Provision for Automatic Expiration of Eligible Lists

The MTA Director of Transportation/Designee may provide in the examination announcement that the eligible lists secured thereby shall automatically expire at a date not less than one (1) year or more than three (3) years after the adoption of such list.

Sec. 412.30 Extension of Eligibility

The MTA Director of Transportation Agency/Designee may extend an eligible list or eligibility period for up to one (1) additional year. Eligibles shall be notified of the extension and any change in the expiration of their eligibility.

Sec. 412.30 Extension of an Eligible List in a Declared Emergency

412.30.2 In the event of a declaration of emergency by the Mayor of San Francisco and with the approval of the Civil Service Commission, active eligible lists during a declared emergency may be extended for up to an additional year beyond the timeframes set forth in these rules.

FINDINGS

The 9163 Transit Operator announcement for recruitment CBT-9163-M00222 was posted on June 14, 2019 [**Attachment B**] with an eligible list adopted on August 8, 2019 [**Attachment C**]. The eligible list was adopted with 184 eligibles and 149 eligibles remain on this list. The current expiration date is August 7, 2021.

The 9163 Transit Operator announcement for recruitment CBT-9163-M00226 was posted on August 9, 2019 [**Attachment D**] with an eligible list adopted on October 3, 2019 [**Attachment E**]. The eligible list was adopted with 208 eligibles and 200 eligibles remain on this list. The current expiration date is October 2, 2021.

The 9163 Transit Operator announcement for recruitment CBT-9163-M00229 was posted on October 4, 2019 [**Attachment F**] with an eligible list adopted on December 6, 2019 [**Attachment G**]. The eligible list was adopted with 241 eligibles and all 241 eligibles remain on this list. The current expiration date is December 5, 2021.

During the declared emergency, SFMTA was unable to hire individuals into this classification due to the need for in-person training and extended each list in order to keep them active for use should rehiring restart in this classification.



All three eligible lists have now been extended for a full year and require the approval of the Civil Service Commission to be extended further.

ANALYSIS

The local emergency due to COVID-19 has had an impact on public services, including the ability of SFMTA to safely conduct examinations to large groups of candidates and to provide training for new Transit Operators.

The local emergency has now lasted over a year in length and as such, the eligible lists for CBT-9163-M00222, CBT-9163-M00226 and CBT-9163-M00229 have been extended for a full year, with the hopes that these lists would still be able to be utilized for hiring once the local emergency was lifted.

We are happy to report that SFMTA restarted trainings for new Transit Operators with classes in June and July of 2021. These first two classes were limited in size due to the amount of time available to contact candidates for interest, perform pre-employment procedures and process paperwork associated with onboarding. We were able to complete onboarding for 35 new operators.

SFMTA intends to start trainings every five weeks moving forward. For the next couple months, we project class sizes to be a maximum of 21 individuals at a time. We are concurrently hiring and training new 9136 Transit Training Specialists and project to increase class sizes to 36 starting in November.

In order to proceed with these numbers, we will need eligible and interested candidates to fill these classes. We have exhausted two previous eligible lists and have recently began outreach to candidates on lists M00222 and M00226 for filling classes. Candidates on these lists are responding with interest and we hope to hire as many as possible. List M00229 has not yet been canvassed for interest as it is the most recent, and thus candidates on the other lists have priority for hire.

In addition, SFMTA needed to cancel our most recent recruitment and examination for 9163 Transit Operator **[Attachment H]** which was posted on February 21, 2020. There were 700 candidates who met the Minimum Qualifications for this recruitment that would have needed to be invited to take the examinations. However, due to uncertainty of when SFMTA could conduct in-person exams again, especially for a recruitment of this size, the recruitment was cancelled on October 2, 2020 and candidates were advised that we will send a notification to them when SFMTA is ready to proceed with a new recruitment so that they may re-apply.



Many restrictions on in-person testing have been lifted at this time. However, due to previous limits on in-person gatherings, SFMTA has a large backlog of exams, a number of which are very large in size, need to be administered in the next fiscal year. We are cautiously tracking updates regarding health and safety procedures to determine efficient, yet safe, ways to administer these examinations. Being able to extend these lists will greatly help in strategizing the best way to plan our overall examination schedule to minimize impacts to service. This will allow exams staff to prioritize other urgent examination processes in the short-term and allow us time to create brand new 9163 eligible lists by the time the current ones expire.

Upon approval of a rule addition to Civil Service Rule 412 on March 1, 2021, which would allow the department to propose to the Civil Service Commission extensions beyond the previous one year limit, in the event of a declaration of emergency, the Talent Acquisition Manager reached out to TWU Local 250A to request their input and feedback regarding extending two 9163 eligible lists (M00216 and M00217). TWU Local 250A and SFMTA agreed to request six month extensions for those lists. The Civil Service Commission approved the extensions at the meeting of March 15, 2021 [**Attachment I**].

As indicated in our March report, SFMTA and TWU Local 250A decided to discuss three remaining eligible lists (M00222, M00226 and M00229) further in the future to determine if they should also be requested for extension and how long of an extension would be preferred.

On July 19, 2021, TWU 250A discussed this matter with the Talent Acquisition Manager and stated a preference of a six-month eligible list extension for the remaining lists, to be consistent with the time added for the previous two lists. The Talent Acquisition Manager followed up by email for documentation purposes for the union and Commission [**Attachment J**].

CONCLUSION

The declared local emergency postponed the examination, hiring and training processes for 9163 Transit Operators. Extending eligible lists CBT-9163-M00222, CBT-9163-M00226 and CBT-9163-M00229 will allow SFMTA to hire individuals on these lists who are still available and showing interest in becoming operators. Extending these lists will additionally help ensure that SFMTA has a robust pool of candidates to hire from in order to maintain service levels as more parts of our system re-open.

After consultation with TWU Local 250A, SFMTA requests that CBT-9163-M00222, CBT-9163-M00226 and CBT-9163-M00229 be extended for six months.



RECOMMENDATION

Adopt the report and approve SFMTA's request for six-month extensions of CBT-9163-M00222, CBT-9163-M00226 and CBT-9163-M00229.

ATTACHMENT A

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

PROCLAMATION BY THE MAYOR DECLARING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, California Government Code Sections 8550 et seq., San Francisco Charter Section 3.100(13) and Chapter 7 of the San Francisco Administrative Code empower the Mayor to proclaim the existence of a local emergency, subject to concurrence by the Board of Supervisors as provided in the Charter, in the case of an emergency threatening the lives, property or welfare of the City and County or its citizens; and

WHEREAS, The United States has confirmed cases of individuals who have a severe acute respiratory illness caused by a novel (new) coronavirus ("COVID-19" or "the virus") first detected in Wuhan, Hubei Province, People's Republic of China ("China"). The virus was first reported in China on December 31, 2019. As of February 24, 2020, the World Health Organization ("WHO") has reported approximately 77,262 confirmed cases of COVID-19 in China, more than the number of confirmed cases of Severe Acute Respiratory Syndrome (SARS) during its 2003 outbreak. An additional 2,069 cases have been confirmed across 29 other countries; in many of these cases, the infected individuals had not visited China. More than 2,500 people have died from the virus, including 23 outside of China. The number of confirmed cases has continued to escalate dramatically over a short period of time; and

WHEREAS, WHO officials now report that sustained human-to-human transmission of the virus is occurring. Transmission from an asymptomatic individual has been documented. Although the majority of individuals infected with COVID-19 recover from the disease without special treatment, approximately 1 in 6 may become seriously ill. Manifestations of severe disease have included severe pneumonia, acute respiratory distress syndrome, septic shock, and multi-organ failure. Approximately 2% of the people confirmed infected with COVID-19 have died; and

WHEREAS, On January 30, 2020, WHO declared the COVID-19 outbreak a public health emergency of international concern, and on January 31, 2020, the U.S. Department of Health and Human Services declared a Public Health Emergency for the United States; and

WHEREAS, The Centers for Disease Control and Prevention ("CDC") has determined that the virus presents a serious public health threat, requiring coordination among state



and local health departments to ensure readiness for potential health threats associated with the virus; and

WHEREAS, The CDC has issued guidance to local and State health departments, including San Francisco's Department of Public Health ("DPH"), concerning risk assessment and public health management of persons with potential exposure to COVID-19. These guidelines require DPH to make extraordinary efforts to monitor ongoing communicable disease threats and prepare for management of individuals who may have been exposed to COVID-19; and

WHEREAS, DPH, the Department of Emergency Management, and other City partners have been working successfully and diligently to implement CDC guidelines, but now require additional tools and resources to protect the public health given the current state of the epidemic and the need for a sustained response; and

WHEREAS, The City's Director of Public Health has determined that DPH cannot comply with the CDC's guidance without immediate action beyond the City's ordinary response capabilities, including directing personnel and resources from other City departments to assist with the ongoing and developing threat of COVID-19; and

WHEREAS, Conditions of extreme peril to the safety of persons and property have arisen; and

WHEREAS, The Mayor does hereby proclaim that the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency,

NOW, THEREFORE,

I, London N. Breed, Mayor of the City and County of San Francisco, proclaim the existence, effective immediately on February 25, 2020, of an emergency within the City and County threatening the lives, property or welfare of the City and County and its citizens;

It is further ordered that:

(1) All City and County officers and employees take all steps requested by the Director of Public Health to prevent the spread of COVID-19 and to prevent or alleviate illness or death due to the virus; and



(2) All City and County officers and employees take all steps requested by the Director of Public Health to qualify the City for reimbursement from the Federal Emergency Management Agency and for other state and federal relief as may be available to reimburse the City for the expenses it incurs in addressing this emergency; and

I further proclaim and order that:

By the terms of this emergency declaration the government of the City and County of San Francisco is organized under the provisions of the Incident Command System (ICS), which system forms an essential part of the City's Emergency Operations Plan. The head of each City department and agency shall observe his or her proper relationship in the command structure outlined by the system and shall respond to the orders and requests of the Lead Department designated to exercise supervision over his or her department during the course of this emergency;

Because of the extreme peril to its residents and visitors, the Governor of the State of California is hereby requested to include the area of the City and County of San Francisco in any emergency declaration by the State, and is further requested to ensure that the City and County is included in any emergency declaration that may be issued by the President of the United States.

And I further proclaim and order that:

This declaration of a local emergency shall continue to exist until it is terminated by the Mayor or the Board of Supervisors. All departments of the City and County of San Francisco are strictly ordered to cooperate with the requests for material and personnel resources that may emanate from the Incident Command Staff of the City and County which is located in the Emergency Command Center of the City and County of San Francisco.

DATED: 2/25/2020

A handwritten signature in black ink that reads "London Breed".

London N. Breed
Mayor of San Francisco

ATTACHMENT B

9163 Transit Operator

Recruitment #CBT-9163-M00222

DEPARTMENT Municipal Transportation Agency
ANALYST Raymond Kong
DATE OPENED 6/14/2019 08:00:00 AM
FILING DEADLINE 6/24/2019 5:00:00 PM
SALARY \$26.00 - \$37.13/hour (as of 7/1/2019)
JOB TYPE CBT Discrete
EMPLOYMENT Full-Time
TYPE Part-Time

INTRODUCTION

Only one application per person will be accepted. Please read the How To Apply section below for instructions.



The following information describes the civil service classification for which applications are being solicited.

Make sure you read the entire announcement before completing the application form.

The purpose of this examination announcement is to establish an eligible list for this classification.

SFMTA Mission Statement:

We connect San Francisco through a safe, equitable, and sustainable transportation system.

Under general supervision, a Transit Operator operates a variety of transit vehicles such as diesel and electric motor coaches, cable cars, streetcars and light rail vehicles. Essential functions include: conducting pre-operational inspection of the transit vehicle; safely navigating the vehicle through traffic along assigned routes under various environmental conditions in accordance with traffic laws and departmental regulations; operating the disability access lifts to assist persons with disabilities onto the vehicle; collecting fares from passengers and issuing fare receipts; checking passenger transfers, fast passes, and electronic passes to ensure they are valid; responding to customers' questions regarding routes, directions, fares and transfers; communicating instructions to passengers and calling out the vehicle stops and transfer points via the vehicle's intercom system; conducting post-operational inspection of the outside of the vehicle; contacting transit management center regarding various emergencies; and completing accident, incident and/or miscellaneous reports to document unusual occurrences. Incumbents may be required to perform other related duties.

Nature of work requires incumbents to work rotating shifts, holidays and weekends; to work outdoors in all weather conditions; and to use computers. In addition, may require standing and/or sitting for prolonged periods of time; performing different physical activities such as pulling poles, resetting retrievers to return disabled transit vehicles to service; and assisting in the movement of disabled transit vehicles when possible. All operators bid for assignments by seniority. Work hours and days off may change several times per year.

MINIMUM QUALIFICATIONS – Candidates must meet ALL of the following qualifications:

1. Must be at least 21 years old by June 24, 2019; AND
2. A High School graduate or attained a GED or California High School Proficiency Certificate; AND
3. One (1) year of verifiable satisfactory public contact or customer service experience; AND
4. Possession of a valid class C Driver License. Must have been a licensed driver for at least three (3) continuous years from June 24, 2016 through June 24, 2019; Suspension or lapse of driving privilege for any reason, for a total of more than six (6) months during the specified three (3) continuous years and through the date of appointment will be cause for disqualification; AND
5. Possession of or the ability to obtain a Class B - Driver License with a Passenger (P) Endorsement and no restrictions that prohibit operation of a San Francisco Municipal Transportation Agency public transit vehicle; AND
6. A good driving record during the three (3) years between June 24, 2016 and June 24, 2019 and through the date of appointment, meeting the following requirements:
 - * no moving violations;
 - * no accidents where applicant contributed to cause;
 - * has not had his/her driving privilege suspended, revoked, or placed on probation by DMV for a cause involving the safe operation of a motor vehicle;
 - * no convictions of California State Vehicle Code 20001 (leaving the scene of an accident involving bodily injury or death); 23103 through 23109 (reckless driving), 23152 – 23153 (driving under the influence of alcohol or drugs);
 - * other violations and/or accidents will be reviewed on a case-by-case basis and may be cause for non-selection; AND
7. No convictions within the past seven (7) years between June 24, 2012 and June 24, 2019 of any offense related to the use, sale, possession, or transportation of narcotics, habit forming drugs, or dangerous drugs; AND
8. No convictions of any sex offense as defined in Section 44010 of the Education Code; AND
9. Ability to obtain a School Pupil Activity Bus (SPAB) certificate issued by DMV. Refer to attachment "A".

HOW TO APPLY: The application and supplemental questionnaire will be available online only at www.jobaps.com/sf beginning at 8:00 AM on June 14, 2019 and ending at 5:00 PM on June 24, 2019. Completed application must be submitted online by 5:00 PM on June 24, 2019. Mailed

applications will not be accepted. Hard copy applications will not be accepted. Photocopied applications will not be accepted. Faxed applications will not be accepted.

San Francisco Municipal Transportation Agency employment applications for this position will be accepted through an on-line process only. Mailed, hand delivered or faxed applications will not be accepted. Visit www.jobaps.com/sf to begin the application process.

Click and select 9163 Transit Operator
Click on "Apply" and read and acknowledge the information
Click on "I am a New User" if you have not previously registered, or on "I have REGISTERED PREVIOUSLY"
Follow instructions given on the screen.

Upon successful submittal of the online application, you will receive a notification on the screen, as well as in your email inbox, acknowledging receipt of your application by the SFMTA Merit Unit. If you have any questions regarding this recruitment or application process, please contact the exam analyst, Raymond Kong, by telephone at 415-701-5046 or Matthew Hurd at 415.701.5413 between 8:30 a.m. – 12:00 p.m. and 1:00 p.m. - 4:30 p.m. Monday through Friday or by email at Raymond.Kong@sfmta.com. Mailed or faxed applications will NOT be accepted.

Applicants may be contacted by e-mail. It is their responsibility to ensure that their registered e-mail address is accurate and kept up-to-date. Also, applicants must ensure that email from the SFMTA is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept SFMTA e-mail from the following addresses: (@sfmta.com).

Tips on How to do an Online Job Application:

You will need an E-MAIL ACCOUNT. There are many services in the internet that provide free email accounts. Have a friend or relative help you create a free email account. You may create a free email account and apply for city jobs online on the public computers at any San Francisco Public Library during library hours. You will need to get a free library card at the library before you may access the public-use computers. You may also use the public computers at the Department of Human Resources, One South Van Ness Avenue, 4th Floor and at the San Francisco Municipal Transportation Agency, One South Van Ness Avenue, 6th Floor (corner of Van Ness and Market) between 8:00 AM and 5:00 PM, Monday through Friday. Before applying online, write down on paper and prepare ahead of time all your past and present employment history (names, dates, etc.) and personal information. Read and follow all instructions carefully when completing your online application. Complete all requested information. Read the exam announcement carefully for additional instructions after you submit your online application such as the verification of experience requirements and deadlines.

Supplemental Questionnaire:

A supplemental questionnaire will be included with the online application. All applicants are required to complete the supplemental questionnaire. The supplemental questionnaire will be used to evaluate whether candidates meet the minimum qualifications. Candidates who meet the minimum qualifications listed on the supplemental questionnaire will be invited to the Civil Service examination. False or incorrect information may result in disqualification from the examination process. Failure to complete the supplemental questionnaire may result in disqualification from the examination process.

Submitting Current DMV Driving Record Printout:

When notified by the SFMTA, applicants will be required to submit an original, current Department of Motor Vehicles (DMV) driving record printout. Candidates who cannot meet the driving record requirement or fail to submit the DMV printout in a timely manner will be placed under waiver until this requirement is met. The printout is available from any DMV office.

If the applicant has been licensed out of California for all or part of the three years between June 24, 2016 and June 24, 2019, an additional DMV driving record printout from the applicable state/country must be submitted.

If the DMV printout indicates accident(s), the applicant must provide an insurance report or police report showing that the applicant did not contribute to the cause of the accident. If the accident occurred while driving for an employer, a copy of the employer report must be submitted showing that the applicant did not contribute to the cause of the accident.

Applications, supplemental questionnaires, and DMV printouts may be reviewed and evaluated at any time during the hiring process to determine if applicants meet the minimum qualifications.

Verification:

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

Make sure your application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether you meet the minimum qualifications. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

SELECTION PROCEDURE:

Minimum Qualification Supplemental Questionnaire (Weight: Qualifying):

Candidates will be prompted to complete a Supplemental Questionnaire as part of the online employment application. This Minimum Qualification Supplemental Questionnaire is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications for this position. Applicants must also complete the official application. It is essential that applicants provide complete information in identifying their education, experience and training. The Minimum Qualification Supplemental Questionnaire will be used to evaluate if the applicant possesses the required minimum qualifications.

Video Based and Written Multiple-Choice Examinations: (Weight 100%) WEIGHT

Qualified applicants will be tested to determine their relative abilities in the following job-related areas:

Video Based Multiple-Choice Exam: Customer Service Ability.....	25%
Video Based Multiple-Choice Exam: Driving Judgment.....	40%
Written Multiple-Choice Exam	35%

Candidates will be tested to determine their relative knowledge, skills and abilities in the following job-related areas that may include but are not limited to: customer service ability; driving judgement required for operating a transit vehicle; following maps and driving directions; and mathematics.

Total Weight	100%
--------------------	------

Candidates must be successful in both of the above video based multiple-choice examinations and in the written multiple-choice examination in order to be considered for the next phase in the selection procedure.

The Civil Service examination for 9163 Transit Operator is tentatively scheduled for **July 22, 23, 24, 2019**.

A 24-HOUR RECORDED MESSAGE WITH IMPORTANT INFORMATION REGARDING THIS EXAMINATION IS AVAILABLE AT (415) 701-5656.

You will receive three scores with respect to the three multiple-choice exams. The scores attained on these exams will be valid and 'banked' for three months, starting from the date of the examination. This means that, during this three-month time period, you cannot take any exams for which you have already attained a score. If the selection process for the future announcement is held within three months of the date of this examination and it includes any of these exams, your score(s) for the corresponding exam(s) will be automatically applied to that announcement.

Re-testing is not permitted for three months from the date of the examination and you may only re-test in association with your eligibility for another announcement for which the exam is used.

This is a standardized examination and, therefore, test questions and test answers are not available for public inspection or review.

For your reference, a Multiple-Choice Test Preparation Manual is available on the DHR website: <http://www.sfdhr.org/modules/showdocument.aspx?documentid=18426>.

Certification Rule:

The Certification Rule used for the eligible list resulting from this examination will be the Rule of Three Scores.

Eligible List:

A confidential eligible list of applicant names that have passed the civil service examination process will be created, and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants on the eligible list, shall not be made public unless required by law. However, an eligible list shall be made available for public inspection, upon request, once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this civil service examination process is subject to change after adoption (e.g., as a result of appeals), as directed by the Director of Transportation or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be of 12 months, and may be extended with the approval of the Director of Transportation.

Background Investigation:

Candidates who are successful in the video based multiple-choice examinations and the written multiple-choice examination will be fingerprinted, and criminal history records will be reviewed to determine their suitability for employment as a Transit Operator. Candidates will be required to complete a Conviction History Form at this time. Candidates who do not report their complete criminal conviction records on the conviction history form may be disqualified. Conviction is not necessarily a bar to employment. Each case is given individual consideration based on factors such as nature and gravity of the offense, job-relatedness of the offense, age at the time of

offense, time elapsed since the conviction, evidence of rehabilitation, and any other mitigating circumstances. Candidates who are still in the process of the background investigation process will be placed under waiver of the appointment on the eligible list.

Medical Examination/Drug Testing:

Candidates who are being considered for appointment will be required to pass a medical examination that is valid for twelve months. Candidates who cannot meet the medical requirement will be placed under waiver until this requirement is met. The medical examination will be administered only to those applicants who are being considered for appointment. Physical qualifications for drivers as specified by the Federal Motor Carrier Safety Administration can be viewed online at <http://www.fmcsa.dot.gov/regulations/title49/section/391.41>

The San Francisco Municipal Transportation Agency (SFMTA) has determined that Class 9163 Transit Operator is a “safety sensitive” position, under regulations issued by the Federal Transit Administration (49 CFR Part 655). Federal law requires that all transit employees who perform safety sensitive functions be subject to random, post-accident, reasonable suspicion, return-to-duty and follow-up drug and alcohol testing. All applicants for safety sensitive positions must pass a pre-employment drug test prior to appointment.

In addition, each applicant who has worked for a Department of Transportation (DOT)-regulated employer(s) within the last two years will be required to sign a consent form prior to appointment, authorizing SFMTA to obtain information from his/her prior employers concerning his/her drug and alcohol test history.

All applicants for safety sensitive positions shall undergo urine drug testing prior to employment and within 90 days prior to performing safety sensitive functions for the first time. Receipt by the SFMTA of a negative test result is required prior to the employee being placed on the payroll. A Positive, Adulterated, Negative Dilute or Substituted test will result in a decision not to hire, and the applicant’s name will be removed from the list of eligibles for safety sensitive positions. The SFMTA will not consider hiring any person who tested Positive, Adulterated, Substituted or refused to submit to testing for a minimum of two years following the Positive test.

Each applicant will also be required to provide SFMTA with information regarding whether, during the last two years, the applicant tested positive or refused to test on any pre-employment drug or alcohol test administered by an employer to which the applicant applied for, but did not obtain, safety sensitive transportation work covered by DOT drug and alcohol testing rules. SFMTA will not hire any applicant for a safety sensitive position who fails to provide this information or fails to provide written consent for the release of information from prior employers.

Class B Permit with Passenger (P) endorsement and Airbrakes:

Applicants who are successful in the examination process and who do not possess a Class B Driver License with Passenger (P) endorsement and airbrakes, will be required to obtain a Class B Driver Permit with Passenger (P) endorsement and airbrakes prior to starting the Transit Operator training.

Transit Operator Training:

All employees must successfully complete the SFMTA Operator Training Program consisting of both classroom and behind-the-wheel instruction. The rate of pay for a trainee is \$26.00 per hour (new rate as of 7/1/2019).

Veteran’s Preference Information:

Applicants who qualify as veterans or disabled veterans may be eligible for veteran’s preference credit. Applicants who wish to claim veteran’s preference must complete the veteran’s preference application form and provide verification of eligibility. The application form is

available online at <http://sfdhr.org/information-about-hiring-process#veteranspreference> or in person at San Francisco Municipal Transportation Agency Merit Unit. Please refer to the section of the website entitled "Veteran's Preference" for details.

Reasonable Accommodation Request:

Information on requesting reasonable accommodation for persons with disabilities can be found at: <http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

General Information concerning San Francisco Municipal Transportation Agency Employment Policies and Procedures:

Employment Information for the San Francisco Municipal Transportation Agency can be obtained at <http://sfdhr.org/information-about-hiring-process>, or hard copy at 1 South Van Ness Avenue, 6th Floor. This information, including information regarding appeals of the terms of this announcement, is part of the terms of all announcements.

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. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at www.jobaps.com/sf.] The terms of this announcement may be appealed under Civil Service Rule 410.4. Such appeals must be submitted in writing to the San Francisco Municipal Transportation Agency ATTN: Human Resources Merit Section, 1 S Van Ness Avenue, 6th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. 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>.

Copies of Application Documents:

Applicants are encouraged to keep copies of all documents submitted. Submitted documents become a permanent part of the exam records and will not be returned. The hiring department may require applicants to submit the same documents and/or additional documents at a later date.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Employee Wellness Program:

The SFMTA strives to be your employer of choice by providing an environment that supports your personal health & wellbeing with physical, nutritional, mental/emotional and financial resources. Since 2010 the SFMTA has been providing worksite wellness activities, as well as providing recognition opportunities to those individuals who successfully achieve personal milestones in wellness. For more details on the Wellness Program, please visit Employee Wellness Program Description page: <https://www.sfmta.com/reports/employee-wellness-program>.

NOTES:

Applicants must possess and maintain the minimum qualifications for this classification through the time of appointment and during the course of employment.

Any change to the information provided on the application such as criminal conviction or driving history should be submitted to SFMTA Merit Unit, One South Van Ness Avenue - 6th Floor, San Francisco, CA, 94103. Failure to do so may result in the loss of eligibility.

Qualified applicants with disabilities requiring reasonable accommodation for this examination must contact the examination analyst. Contact the analyst by phone at 415.701.5046 or 415.701.5413, or if hearing impaired, at 415.701.5043; or in writing to San Francisco Municipal Transportation Agency, 9163 EXAM REASONABLE ACCOM., One South Van Ness Avenue – 6th Floor, San Francisco, CA 94103 as soon as possible.

ATTACHMENT “A”

The DMV shall deny or revoke a School Pupil Activity Bus (SPAB) Certificate if the applicant:

Has been convicted of a sex offense defined in Section 44010 of the Education Code.
Has been convicted, within the preceding two years, of an offense involving the use, possession, or sale of drugs.
Has been convicted, within the preceding three years, of hit and run, reckless driving, or driving under the influence.
Fails to pass the written test(s) or driving test.
Within the preceding three years, has had driving privileges revoked or suspended, or has been placed on probation.

The DMV may deny, suspend, or revoke a School Pupil Activity Bus (SPAB) Certificate if the applicant:

Has committed any act involving moral turpitude regardless of when the act was committed.
Has been the cause of three accidents within the last 12 months.
Has been the cause of an accident resulting in a fatality, serious injury, or \$750 damage within the preceding 24 months.
Has violated any law, rule, or regulation for the safe operation of a vehicle for which the certificate was issued.
Has violated any restriction of the certificate.
Has made a false statement on the application.
Is a negligent or incompetent operator.
Habitually uses or is addicted to alcohol or drugs.
Does not meet minimum medical standards.
Has been convicted of specific crimes within the past seven years.
Has been convicted of an offense, other than a sex offense, that is punishable as a felony within the past seven years.
Has been dismissed for a cause related to pupil transportation safety.
Has been convicted, within the preceding seven years, of any offense related to the use, sale, possession, or transportation of drugs.
Has been arrested for or charged with any sex offense, as defined in Section 44010 of the Education Code.

Further information can be found in the DMV 2019 California Vehicle Code or by contacting the California Highway Patrol.

**Minorities, Women, and Persons with Disabilities are Encouraged to Apply
An Equal Opportunity Employer**

9163 – ENTRANCE
Issued: June 14, 2019
Edward D. Reiskin
Director of Transportation
San Francisco Municipal Transportation Agency
Recruitment No: CBT-9163-M00222
MTA/RK: 415.701.5046
MTA/MH: 415.701.5413

CONVICTION HISTORY

As a selected candidate for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a selected candidate. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are a selected candidate, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please [click here](#).

ATTACHMENT C



City and County of San Francisco Department of Human Resources Eligible List Score Report

List ID: M00222 CBT Discrete **List Type:** Entrance
Class: 9163 Transit Operator **Scope:** MTA
Working Title:
Post: 8/2/2019 **Cert Rule:** Rule of Three Scores **Duration:** 12 Months
Inspection Start: 8/5/2019 **Inspection End:** 8/7/2019 **Adoption:** 8/8/2019
List Notes:

Number of Eligibles on List: 184

Distribution of Scores

Rank	Final Score	Number of Eligibles at this Rank
1	1000	1
2	982	2
3	980	1
4	978	1
5	977	1
6	965	1
7	962	1
8	953	1
9	952	1
10	950	1
11	948	1
12	944	1
13	943	1
14	941	1
15	939	2
16	936	1
17	934	1
18	931	1
19	927	1
20	919	1
21	917	1
22	916	2
23	915	1
24	913	1
25	911	1
26	910	1
27	902	1
28	900	1
29	899	1
30	896	1

31	895	1
32	894	2
33	893	2
34	890	1
35	889	1
36	887	1
37	886	1
38	885	1
39	884	1
40	881	2
41	879	1
42	878	3
43	877	2
44	876	3
45	875	1
46	874	1
47	872	1
48	871	1
49	869	1
50	867	2
51	866	1
52	865	1
53	864	1
54	863	1
55	862	1
56	861	3
57	860	3
58	850	3
59	849	1
60	845	1
61	843	1
62	838	2
63	837	1
64	836	1
65	835	1
66	834	2
67	833	1
68	832	3
69	831	1
70	827	2
71	826	2
72	825	1
73	820	2
74	818	1
75	816	1
76	815	4
77	814	1
78	811	1
79	809	1
80	808	1

81	806	1
82	804	2
83	803	1
84	802	2
85	800	1
86	799	3
87	797	2
88	795	1
89	794	1
90	790	2
91	789	1
92	787	1
93	785	1
94	783	1
95	781	2
96	780	1
97	779	2
98	776	2
99	774	2
100	773	1
101	772	1
102	771	2
103	770	1
104	769	1
105	764	1
106	758	1
107	755	2
108	753	1
109	752	2
110	749	3
111	745	1
112	743	1
113	742	1
114	740	2
115	739	1
116	738	1
117	736	2
118	735	1
119	733	1
120	731	1
121	728	1
122	725	1
123	723	2
124	722	1
125	721	1
126	720	1
127	718	1
128	711	2
129	710	1
130	709	1

131
132
133

703
701
700

1
5
1

8/2/2019 10:31:02 AM

ATTACHMENT D

9163 Transit Operator

Recruitment #CBT-9163-M00226

DEPARTMENT Municipal Transportation Agency
ANALYST Raymond Kong
DATE OPENED 8/9/2019 08:00:00 AM
FILING
DEADLINE 8/19/2019 5:00:00 PM
SALARY \$28.00 - \$40.00/hour
JOB TYPE CBT Discrete
EMPLOYMENT Full-Time
TYPE Part-Time

INTRODUCTION

Only one application per person will be accepted. Please read the How To Apply section below for instructions.



The following information describes the civil service classification for which applications are being solicited.

Make sure you read the entire announcement before completing the application form.

The purpose of this examination announcement is to establish an eligible list for this classification.

SFMTA Mission Statement:

We connect San Francisco through a safe, equitable, and sustainable transportation system.

Under general supervision, a Transit Operator operates a variety of transit vehicles such as diesel and electric motor coaches, cable cars, streetcars and light rail vehicles. Essential functions include: conducting pre-operational inspection of the transit vehicle; safely navigating the vehicle through traffic along assigned routes under various environmental conditions in accordance with traffic laws and departmental regulations; operating the disability access lifts to assist persons with disabilities onto the vehicle; collecting fares from passengers and issuing fare receipts; checking passenger transfers, fast passes, and electronic passes to ensure they are valid; responding to customers' questions regarding routes, directions, fares and transfers; communicating instructions to passengers and calling out the vehicle stops and transfer points via the vehicle's intercom system; conducting post-operational inspection of the outside of the vehicle; contacting transit management center regarding various emergencies; and completing accident, incident and/or miscellaneous reports to document unusual occurrences. Incumbents may be required to perform other related duties.

Nature of work requires incumbents to work rotating shifts, holidays and weekends; to work outdoors in all weather conditions; and to use computers. In addition, may require standing and/or sitting for prolonged periods of time; performing different physical activities such as pulling poles, resetting retrievers to return disabled transit vehicles to service; and assisting in the movement of disabled transit vehicles when possible. All operators bid for assignments by seniority. Work hours and days off may change several times per year.

MINIMUM QUALIFICATIONS – Candidates must meet ALL of the following qualifications:

1. Must be at least 21 years old by August 19, 2019; AND
2. A High School graduate or attained a GED or California High School Proficiency Certificate; AND
3. One (1) year of verifiable satisfactory public contact or customer service experience; AND
4. Possession of a valid class C Driver License. Must have been a licensed driver for at least three (3) continuous years from August 19, 2016 through August 19, 2019; Suspension or lapse of driving privilege for any reason, for a total of more than six (6) months during the specified three (3) continuous years and through the date of appointment will be cause for disqualification; AND
5. Possession of or the ability to obtain a Class B - Driver License with a Passenger (P) Endorsement and no restrictions that prohibit operation of a San Francisco Municipal Transportation Agency public transit vehicle; AND
6. A good driving record during the three (3) years between August 19, 2016 and August 19, 2019 and through the date of appointment, meeting the following requirements:
 - * no moving violations;
 - * no accidents where applicant contributed to cause;
 - * has not had his/her driving privilege suspended, revoked, or placed on probation by DMV for a cause involving the safe operation of a motor vehicle;
 - * no convictions of California State Vehicle Code 20001 (leaving the scene of an accident involving bodily injury or death); 23103 through 23109 (reckless driving), 23152 – 23153 (driving under the influence of alcohol or drugs);
 - * other violations and/or accidents will be reviewed on a case-by-case basis and may be cause for non-selection; AND
7. No convictions within the past seven (7) years between August 19, 2012 and August 19, 2019 of any offense related to the use, sale, possession, or transportation of narcotics, habit forming drugs, or dangerous drugs; AND
8. No convictions of any sex offense as defined in Section 44010 of the Education Code; AND
9. Ability to obtain a School Pupil Activity Bus (SPAB) certificate issued by DMV. Refer to attachment "A".

HOW TO APPLY: The application and supplemental questionnaire will be available online only at www.jobaps.com/sf beginning at 8:00 AM on August 9, 2019 and ending at 5:00 PM on August 19, 2019. Completed application must be submitted online by 5:00 PM on August 19, 2019.

Mailed applications will not be accepted. Hard copy applications will not be accepted.
Photocopied applications will not be accepted. Faxed applications will not be accepted.

San Francisco Municipal Transportation Agency employment applications for this position will be accepted through an on-line process only. Mailed, hand delivered or faxed applications will not be accepted. Visit www.jobaps.com/sf to begin the application process.

Click and select 9163 Transit Operator
Click on "Apply" and read and acknowledge the information
Click on "I am a New User" if you have not previously registered, or on "I have REGISTERED PREVIOUSLY"
Follow instructions given on the screen.

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You will need an E-MAIL ACCOUNT. There are many services in the internet that provide free email accounts. Have a friend or relative help you create a free email account. You may create a free email account and apply for city jobs online on the public computers at any San Francisco Public Library during library hours. You will need to get a free library card at the library before you may access the public-use computers. You may also use the public computers at the Department of Human Resources, One South Van Ness Avenue, 4th Floor and at the San Francisco Municipal Transportation Agency, One South Van Ness Avenue, 6th Floor (corner of Van Ness and Market) between 8:00 AM and 5:00 PM, Monday through Friday. Before applying online, write down on paper and prepare ahead of time all your past and present employment history (names, dates, etc.) and personal information. Read and follow all instructions carefully when completing your online application. Complete all requested information. Read the exam announcement carefully for additional instructions after you submit your online application such as the verification of experience requirements and deadlines.

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Submitting Current DMV Driving Record Printout:

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If the applicant has been licensed out of California for all or part of the three years between August 19, 2016 and August 19, 2019, an additional DMV driving record printout from the applicable state/country must be submitted.

If the DMV printout indicates accident(s), the applicant must provide an insurance report or police report showing that the applicant did not contribute to the cause of the accident. If the accident occurred while driving for an employer, a copy of the employer report must be submitted showing that the applicant did not contribute to the cause of the accident.

Applications, supplemental questionnaires, and DMV printouts may be reviewed and evaluated at any time during the hiring process to determine if applicants meet the minimum qualifications.

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Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

Make sure your application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether you meet the minimum qualifications. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

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Qualified applicants will be tested to determine their relative abilities in the following job-related areas:

Video Based Multiple-Choice Exam: Customer Service Ability.....	25%
Video Based Multiple-Choice Exam: Driving Judgment.....	40%
Written Multiple-Choice Exam	35%

Candidates will be tested to determine their relative knowledge, skills and abilities in the following job-related areas that may include but are not limited to: customer service ability; driving judgement required for operating a transit vehicle; following maps and driving directions; and mathematics.

Total Weight	100%
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Candidates must be successful in both of the above video based multiple-choice examinations and in the written multiple-choice examination in order to be considered for the next phase in the selection procedure.

The Civil Service examination for 9163 Transit Operator is tentatively scheduled for **September 16, 17, 18, 2019**.

A 24-HOUR RECORDED MESSAGE WITH IMPORTANT INFORMATION REGARDING THIS EXAMINATION IS AVAILABLE AT (415) 701-5656.

You will receive three scores with respect to the three multiple-choice exams. The scores attained on these exams will be valid and 'banked' for three months, starting from the date of the examination. This means that, during this three-month time period, you cannot take any exams for which you have already attained a score. If the selection process for the future announcement is held within three months of the date of this examination and it includes any of these exams, your score(s) for the corresponding exam(s) will be automatically applied to that announcement.

Re-testing is not permitted for three months from the date of the examination and you may only re-test in association with your eligibility for another announcement for which the exam is used.

This is a standardized examination and, therefore, test questions and test answers are not available for public inspection or review.

For your reference, a Multiple-Choice Test Preparation Manual is available on the DHR website: <http://www.sfdhr.org/modules/showdocument.aspx?documentid=18426>.

Certification Rule:

The Certification Rule used for the eligible list resulting from this examination will be the Rule of Three Scores.

Eligible List:

A confidential eligible list of applicant names that have passed the civil service examination process will be created, and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants on the eligible list, shall not be made public unless required by law. However, an eligible list shall be made available for public inspection, upon request, once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this civil service examination process is subject to change after adoption (e.g., as a result of appeals), as directed by the Director of Transportation or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be of 12 months, and may be extended with the approval of the Director of Transportation.

Background Investigation:

Candidates who are successful in the video based multiple-choice examinations and the written multiple-choice examination will be fingerprinted, and criminal history records will be reviewed to determine their suitability for employment as a Transit Operator. Candidates will be required to complete a Conviction History Form at this time. Candidates who do not report their complete criminal conviction records on the conviction history form may be disqualified. Conviction is not necessarily a bar to employment. Each case is given individual consideration based on factors such as nature and gravity of the offense, job-relatedness of the offense, age at the time of

offense, time elapsed since the conviction, evidence of rehabilitation, and any other mitigating circumstances. Candidates who are still in the process of the background investigation process will be placed under waiver of the appointment on the eligible list.

Medical Examination/Drug Testing:

Candidates who are being considered for appointment will be required to pass a medical examination that is valid for twelve months. Candidates who cannot meet the medical requirement will be placed under waiver until this requirement is met. The medical examination will be administered only to those applicants who are being considered for appointment. Physical qualifications for drivers as specified by the Federal Motor Carrier Safety Administration can be viewed online at <http://www.fmcsa.dot.gov/regulations/title49/section/391.41>

The San Francisco Municipal Transportation Agency (SFMTA) has determined that Class 9163 Transit Operator is a “safety sensitive” position, under regulations issued by the Federal Transit Administration (49 CFR Part 655). Federal law requires that all transit employees who perform safety sensitive functions be subject to random, post-accident, reasonable suspicion, return-to-duty and follow-up drug and alcohol testing. All applicants for safety sensitive positions must pass a pre-employment drug test prior to appointment.

In addition, each applicant who has worked for a Department of Transportation (DOT)-regulated employer(s) within the last two years will be required to sign a consent form prior to appointment, authorizing SFMTA to obtain information from his/her prior employers concerning his/her drug and alcohol test history.

All applicants for safety sensitive positions shall undergo urine drug testing prior to employment and within 90 days prior to performing safety sensitive functions for the first time. Receipt by the SFMTA of a negative test result is required prior to the employee being placed on the payroll. A Positive, Adulterated, Negative Dilute or Substituted test will result in a decision not to hire, and the applicant’s name will be removed from the list of eligibles for safety sensitive positions. The SFMTA will not consider hiring any person who tested Positive, Adulterated, Substituted or refused to submit to testing for a minimum of two years following the Positive test.

Each applicant will also be required to provide SFMTA with information regarding whether, during the last two years, the applicant tested positive or refused to test on any pre-employment drug or alcohol test administered by an employer to which the applicant applied for, but did not obtain, safety sensitive transportation work covered by DOT drug and alcohol testing rules. SFMTA will not hire any applicant for a safety sensitive position who fails to provide this information or fails to provide written consent for the release of information from prior employers.

Class B Permit with Passenger (P) endorsement and Airbrakes:

Applicants who are successful in the examination process and who do not possess a Class B Driver License with Passenger (P) endorsement and airbrakes, will be required to obtain a Class B Driver Permit with Passenger (P) endorsement and airbrakes prior to starting the Transit Operator training.

Transit Operator Training:

All employees must successfully complete the SFMTA Operator Training Program consisting of both classroom and behind-the-wheel instruction. The rate of pay for a trainee is \$26.00 per hour.

Veteran’s Preference Information:

Applicants who qualify as veterans or disabled veterans may be eligible for veteran’s preference credit. Applicants who wish to claim veteran’s preference must complete the veteran’s preference application form and provide verification of eligibility. The application form is

available online at <http://sfdhr.org/information-about-hiring-process#veteranspreference> or in person at San Francisco Municipal Transportation Agency Merit Unit. Please refer to the section of the website entitled "Veteran's Preference" for details.

Reasonable Accommodation Request:

Information on requesting reasonable accommodation for persons with disabilities can be found at: <http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

General Information concerning San Francisco Municipal Transportation Agency Employment Policies and Procedures:

Employment Information for the San Francisco Municipal Transportation Agency can be obtained at <http://sfdhr.org/information-about-hiring-process>, or hard copy at 1 South Van Ness Avenue, 6th Floor. This information, including information regarding appeals of the terms of this announcement, is part of the terms of all announcements.

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. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at www.jobaps.com/sf.] The terms of this announcement may be appealed under Civil Service Rule 410.4. Such appeals must be submitted in writing to the San Francisco Municipal Transportation Agency ATTN: Human Resources Merit Section, 1 S Van Ness Avenue, 6th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. 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>.

Copies of Application Documents:

Applicants are encouraged to keep copies of all documents submitted. Submitted documents become a permanent part of the exam records and will not be returned. The hiring department may require applicants to submit the same documents and/or additional documents at a later date.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Employee Wellness Program:

The SFMTA strives to be your employer of choice by providing an environment that supports your personal health & wellbeing with physical, nutritional, mental/emotional and financial resources. Since 2010 the SFMTA has been providing worksite wellness activities, as well as providing recognition opportunities to those individuals who successfully achieve personal milestones in wellness. For more details on the Wellness Program, please visit Employee Wellness Program Description page: <https://www.sfmta.com/reports/employee-wellness-program>.

NOTES:

Applicants must possess and maintain the minimum qualifications for this classification through the time of appointment and during the course of employment.

Any change to the information provided on the application such as criminal conviction or driving history should be submitted to SFMTA Merit Unit, One South Van Ness Avenue - 6th Floor, San Francisco, CA, 94103. Failure to do so may result in the loss of eligibility.

Qualified applicants with disabilities requiring reasonable accommodation for this examination must contact the examination analyst. Contact the analyst by phone at 415.701.5046 or 415.701.5413, or if hearing impaired, at 415.701.5043; or in writing to San Francisco Municipal Transportation Agency, 9163 EXAM REASONABLE ACCOM., One South Van Ness Avenue – 6th Floor, San Francisco, CA 94103 as soon as possible.

ATTACHMENT “A”

The DMV shall deny or revoke a School Pupil Activity Bus (SPAB) Certificate if the applicant:

Has been convicted of a sex offense defined in Section 44010 of the Education Code.
Has been convicted, within the preceding two years, of an offense involving the use, possession, or sale of drugs.
Has been convicted, within the preceding three years, of hit and run, reckless driving, or driving under the influence.
Fails to pass the written test(s) or driving test.
Within the preceding three years, has had driving privileges revoked or suspended, or has been placed on probation.

The DMV may deny, suspend, or revoke a School Pupil Activity Bus (SPAB) Certificate if the applicant:

Has committed any act involving moral turpitude regardless of when the act was committed.
Has been the cause of three accidents within the last 12 months.
Has been the cause of an accident resulting in a fatality, serious injury, or \$750 damage within the preceding 24 months.
Has violated any law, rule, or regulation for the safe operation of a vehicle for which the certificate was issued.
Has violated any restriction of the certificate.
Has made a false statement on the application.
Is a negligent or incompetent operator.
Habitually uses or is addicted to alcohol or drugs.
Does not meet minimum medical standards.
Has been convicted of specific crimes within the past seven years.
Has been convicted of an offense, other than a sex offense, that is punishable as a felony within the past seven years.
Has been dismissed for a cause related to pupil transportation safety.
Has been convicted, within the preceding seven years, of any offense related to the use, sale, possession, or transportation of drugs.
Has been arrested for or charged with any sex offense, as defined in Section 44010 of the Education Code.

Further information can be found in the DMV 2019 California Vehicle Code or by contacting the California Highway Patrol.

**Minorities, Women, and Persons with Disabilities are Encouraged to Apply
An Equal Opportunity Employer**

9163 – ENTRANCE
Issued: August 9, 2019
Edward D. Reiskin
Director of Transportation
San Francisco Municipal Transportation Agency
Recruitment No: CBT-9163-M00226
MTA/RK: 415.701.5046
MTA/MH: 415.701.5413

CONVICTION HISTORY

As a selected candidate for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a selected candidate. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are a selected candidate, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please [click here](#).

ATTACHMENT E



City and County of San Francisco Department of Human Resources Eligible List Score Report

List ID:	M00226 CBT Discrete	List Type:	Entrance
Class:	9163 Transit Operator	Scope:	MTA
Working Title:			
Post:	9/27/2019	Cert Rule:	Rule of Three Scores
Inspection Start:	9/30/2019	Inspection End:	10/2/2019
List Notes:		Duration:	12 Months
		Adoption:	10/3/2019

Number of Eligibles on List: 208

Distribution of Scores

Rank	Final Score	Number of Eligibles at this Rank
1	1000	1
2	978	2
3	973	1
4	970	1
5	957	1
6	928	1
7	927	1
8	922	1
9	920	1
10	913	1
11	911	2
12	910	2
13	909	1
14	908	1
15	906	1
16	905	2
17	903	2
18	902	1
19	900	1
20	896	1
21	893	1
22	892	1
23	891	3
24	888	2
25	884	3
26	883	2
27	878	1
28	875	2
29	874	1
30	872	1

31	871	5
32	870	1
33	869	1
34	867	1
35	866	2
36	865	1
37	864	2
38	863	2
39	861	2
40	859	1
41	857	1
42	856	2
43	855	1
44	854	1
45	851	2
46	850	1
47	848	2
48	847	1
49	845	2
50	844	2
51	843	2
52	842	2
53	841	2
54	839	1
55	838	3
56	834	1
57	830	1
58	829	1
59	825	2
60	819	2
61	818	2
62	817	2
63	816	3
64	815	1
65	814	2
66	813	1
67	809	2
68	808	1
69	807	4
70	806	1
71	804	1
72	802	1
73	801	1
74	800	3
75	798	1
76	795	2
77	794	1
78	793	2

79	790	1
80	789	1
81	788	2
82	787	1
83	786	2
84	784	2
85	782	1
86	780	2
87	779	1
88	778	2
89	777	2
90	776	1
91	775	3
92	773	1
93	772	2
94	771	1
95	769	4
96	764	1
97	762	2
98	761	1
99	760	1
100	759	2
101	758	1
102	757	2
103	756	3
104	755	2
105	753	1
106	752	1
107	746	2
108	745	1
109	743	1
110	741	1
111	739	2
112	737	1
113	735	1
114	734	1
115	732	2
116	731	2
117	729	1
118	728	2
119	727	1
120	726	5
121	725	2
122	719	1
123	714	1
124	713	2
125	711	1
126	710	1

127

	709	3
128	702	2
129	701	1
130	700	2

9/26/2019 5:02:33 PM

ATTACHMENT F

9163 Transit Operator

Recruitment #CBT-9163-M00229

DEPARTMENT Municipal Transportation Agency
ANALYST Matthew Hurd
DATE OPENED 10/4/2019 08:00:00 AM
FILING DEADLINE 10/15/2019 5:00:00 PM
SALARY \$28.00 - \$40.00/hour
JOB TYPE CBT Discrete
EMPLOYMENT Full-Time
TYPE Part-Time

INTRODUCTION

Only one application per person will be accepted. Please read the How To Apply section below for instructions.



The following information describes the civil service classification for which applications are being solicited.

Make sure you read the entire announcement before completing the application form.

The purpose of this examination announcement is to establish an eligible list for this classification.

SFMTA Mission Statement:

We connect San Francisco through a safe, equitable, and sustainable transportation system.

Under general supervision, a Transit Operator operates a variety of transit vehicles such as diesel and electric motor coaches, cable cars, streetcars and light rail vehicles. Essential functions include: conducting pre-operational inspection of the transit vehicle; safely navigating the vehicle

through traffic along assigned routes under various environmental conditions in accordance with traffic laws and departmental regulations; operating the disability access lifts to assist persons with disabilities onto the vehicle; collecting fares from passengers and issuing fare receipts; checking passenger transfers, fast passes, and electronic passes to ensure they are valid; responding to customers' questions regarding routes, directions, fares and transfers; communicating instructions to passengers and calling out the vehicle stops and transfer points via the vehicle's intercom system; conducting post-operational inspection of the outside of the vehicle; contacting transit management center regarding various emergencies; and completing accident, incident and/or miscellaneous reports to document unusual occurrences. Incumbents may be required to perform other related duties.

Nature of work requires incumbents to work rotating shifts, holidays and weekends; to work outdoors in all weather conditions; and to use computers. In addition, may require standing and/or sitting for prolonged periods of time; performing different physical activities such as pulling poles, resetting retrievers to return disabled transit vehicles to service; and assisting in the movement of disabled transit vehicles when possible. All operators bid for assignments by seniority. Work hours and days off may change several times per year.

MINIMUM QUALIFICATIONS – Candidates must meet ALL of the following qualifications:

1. Must be at least 21 years old by October 15, 2019; AND
2. A High School graduate or attained a GED or California High School Proficiency Certificate; AND
3. One (1) year of verifiable satisfactory public contact or customer service experience; AND
4. Possession of a valid class C Driver License. Must have been a licensed driver for at least three (3) continuous years from October 15, 2016 through October 15, 2019; Suspension or lapse of driving privilege for any reason, for a total of more than six (6) months during the specified three (3) continuous years and through the date of appointment will be cause for disqualification; AND
5. Possession of or the ability to obtain a Class B - Driver License with a Passenger (P) Endorsement and no restrictions that prohibit operation of a San Francisco Municipal Transportation Agency public transit vehicle; AND
6. A good driving record during the three (3) years between October 15, 2016 and October 15, 2019 and through the date of appointment, meeting the following requirements:
 - * no moving violations;
 - * no accidents where applicant contributed to cause;
 - * has not had his/her driving privilege suspended, revoked, or placed on probation by DMV for a cause involving the safe operation of a motor vehicle;
 - * no convictions of California State Vehicle Code 20001 (leaving the scene of an accident involving bodily injury or death); 23103 through 23109 (reckless driving), 23152 – 23153 (driving under the influence of alcohol or drugs);
 - * other violations and/or accidents will be reviewed on a case-by-case basis and may be cause for non-selection; AND
7. No convictions within the past seven (7) years between October 15, 2012 and October 15, 2019 of any offense related to the use, sale, possession, or transportation of narcotics, habit forming drugs, or dangerous drugs; AND
8. No convictions of any sex offense as defined in Section 44010 of the Education Code; AND
9. Ability to obtain a School Pupil Activity Bus (SPAB) certificate issued by DMV. Refer to attachment "A".

HOW TO APPLY: The application and supplemental questionnaire will be available online only at www.jobaps.com/sf beginning at 8:00 AM on October 4, 2019 and ending at 5:00 PM on October 15, 2019. Completed application must be submitted online by 5:00 PM on October 15, 2019. Mailed applications will not be accepted. Hard copy applications will not be accepted. Photocopied applications will not be accepted. Faxed applications will not be accepted.

San Francisco Municipal Transportation Agency employment applications for this position will be accepted through an on-line process only. Mailed, hand delivered or faxed applications will not be accepted. Visit www.jobaps.com/sf to begin the application process.

Click and select 9163 Transit Operator
Click on "Apply" and read and acknowledge the information
Click on "I am a New User" if you have not previously registered, or on "I have REGISTERED PREVIOUSLY"
Follow instructions given on the screen.

Upon successful submittal of the online application, you will receive a notification on the screen, as well as in your email inbox, acknowledging receipt of your application by the SFMTA Merit Unit. If you have any questions regarding this recruitment or application process, please contact the exam analyst, Matthew Hurd, by telephone at 415-701-5413 or Maggie Lau at 415-646-2446 between 8:30 a.m. – 12:00 p.m. and 1:00 p.m. - 4:30 p.m. Monday through Friday or by email at Matthew.Hurd@sfmta.com. Mailed or faxed applications will NOT be accepted.

Applicants may be contacted by e-mail. It is their responsibility to ensure that their registered e-mail address is accurate and kept up-to-date. Also, applicants must ensure that email from the SFMTA is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept SFMTA e-mail from the following addresses: (@sfmta.com).

Tips on How to do an Online Job Application:

You will need an E-MAIL ACCOUNT. There are many services in the internet that provide free email accounts. Have a friend or relative help you create a free email account. You may create a free email account and apply for city jobs online on the public computers at any San Francisco Public Library during library hours. You will need to get a free library card at the library before you may access the public-use computers. You may also use the public computers at the Department of Human Resources, One South Van Ness Avenue, 4th Floor and at the San Francisco Municipal Transportation Agency, One South Van Ness Avenue, 6th Floor (corner of Van Ness and Market) between 8:00 AM and 5:00 PM, Monday through Friday. Before applying online, write down on paper and prepare ahead of time all your past and present employment history (names, dates, etc.) and personal information. Read and follow all instructions carefully when completing your online application. Complete all requested information. Read the exam announcement carefully for additional instructions after you submit your online application such as the verification of experience requirements and deadlines.

Supplemental Questionnaire:

A supplemental questionnaire will be included with the online application. All applicants are required to complete the supplemental questionnaire. The supplemental questionnaire will be used to evaluate whether candidates meet the minimum qualifications. Candidates who meet the minimum qualifications listed on the supplemental questionnaire will be invited to the Civil Service examination. False or incorrect information may result in disqualification from the examination process. Failure to complete the supplemental questionnaire may result in disqualification from the examination process.

Submitting Current DMV Driving Record Printout:

When notified by the SFMTA, applicants will be required to submit an original, current Department of Motor Vehicles (DMV) driving record printout. Candidates who cannot meet the driving record requirement or fail to submit the DMV printout in a timely manner will be placed under waiver until this requirement is met. The printout is available from any DMV office.

If the applicant has been licensed out of California for all or part of the three years between October 15, 2016 and October 15, 2019, an additional DMV driving record printout from the applicable state/country must be submitted.

If the DMV printout indicates accident(s), the applicant must provide an insurance report or police report showing that the applicant did not contribute to the cause of the accident. If the accident occurred while driving for an employer, a copy of the employer report must be submitted showing that the applicant did not contribute to the cause of the accident.

Applications, supplemental questionnaires, and DMV printouts may be reviewed and evaluated at any time during the hiring process to determine if applicants meet the minimum qualifications.

Verification:

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

Make sure your application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether you meet the minimum qualifications. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

SELECTION PROCEDURE:

Minimum Qualification Supplemental Questionnaire (Weight: Qualifying):

Candidates will be prompted to complete a Supplemental Questionnaire as part of the online employment application. This Minimum Qualification Supplemental Questionnaire is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications for this position. Applicants must also complete the official application. It is essential that applicants provide complete information in identifying their education, experience and training. The Minimum Qualification Supplemental Questionnaire will be used to evaluate if the applicant possesses the required minimum qualifications.

Video Based and Written Multiple-Choice Examinations: (Weight 100%) WEIGHT

Qualified applicants will be tested to determine their relative abilities in the following job-related areas:

Video Based Multiple-Choice Exam: Customer Service Ability.....	25%
Video Based Multiple-Choice Exam: Driving Judgment.....	40%
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Total Weight	100%
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In addition, each applicant who has worked for a Department of Transportation (DOT)-regulated employer(s) within the last two years will be required to sign a consent form prior to appointment, authorizing SFMTA to obtain information from his/her prior employers concerning his/her drug and alcohol test history.

All applicants for safety sensitive positions shall undergo urine drug testing prior to employment and within 90 days prior to performing safety sensitive functions for the first time. Receipt by the SFMTA of a negative test result is required prior to the employee being placed on the payroll. A Positive, Adulterated, Negative Dilute or Substituted test will result in a decision not to hire, and the applicant’s name will be removed from the list of eligibles for safety sensitive positions. The SFMTA will not consider hiring any person who tested Positive, Adulterated, Substituted or refused to submit to testing for a minimum of two years following the Positive test.

Each applicant will also be required to provide SFMTA with information regarding whether, during the last two years, the applicant tested positive or refused to test on any pre-employment drug or alcohol test administered by an employer to which the applicant applied for, but did not obtain, safety sensitive transportation work covered by DOT drug and alcohol testing rules. SFMTA will not hire any applicant for a safety sensitive position who fails to provide this information or fails to provide written consent for the release of information from prior employers.

Class B Permit with Passenger (P) endorsement and Airbrakes:

Applicants who are successful in the examination process and who do not possess a Class B Driver License with Passenger (P) endorsement and airbrakes, will be required to obtain a Class B Driver Permit with Passenger (P) endorsement and airbrakes prior to starting the Transit Operator training.

Transit Operator Training:

All employees must successfully complete the SFMTA Operator Training Program consisting of both classroom and behind-the-wheel instruction. The rate of pay for a trainee is \$26.00 per hour.

Veteran’s Preference Information:

Applicants who qualify as veterans or disabled veterans may be eligible for veteran’s preference credit. Applicants who wish to claim veteran’s preference must complete the veteran’s preference application form and provide verification of eligibility. The application form is

available online at <http://sfdhr.org/information-about-hiring-process#veteranspreference> or in person at San Francisco Municipal Transportation Agency Merit Unit. Please refer to the section of the website entitled "Veteran's Preference" for details.

Reasonable Accommodation Request:

Information on requesting reasonable accommodation for persons with disabilities can be found at: <http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

General Information concerning San Francisco Municipal Transportation Agency Employment Policies and Procedures:

Employment Information for the San Francisco Municipal Transportation Agency can be obtained at <http://sfdhr.org/information-about-hiring-process>, or hard copy at 1 South Van Ness Avenue, 6th Floor. This information, including information regarding appeals of the terms of this announcement, is part of the terms of all announcements.

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. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at www.jobaps.com/sf.] The terms of this announcement may be appealed under Civil Service Rule 410.4. Such appeals must be submitted in writing to the San Francisco Municipal Transportation Agency ATTN: Human Resources Merit Section, 1 S Van Ness Avenue, 6th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. 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>.

Copies of Application Documents:

Applicants are encouraged to keep copies of all documents submitted. Submitted documents become a permanent part of the exam records and will not be returned. The hiring department may require applicants to submit the same documents and/or additional documents at a later date.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Employee Wellness Program:

The SFMTA strives to be your employer of choice by providing an environment that supports your personal health & wellbeing with physical, nutritional, mental/emotional and financial resources. Since 2010 the SFMTA has been providing worksite wellness activities, as well as providing recognition opportunities to those individuals who successfully achieve personal milestones in wellness. For more details on the Wellness Program, please visit Employee Wellness Program Description page: <https://www.sfmta.com/reports/employee-wellness-program>.

NOTES:

Applicants must possess and maintain the minimum qualifications for this classification through the time of appointment and during the course of employment.

Any change to the information provided on the application such as criminal conviction or driving history should be submitted to SFMTA Merit Unit, One South Van Ness Avenue - 6th Floor, San Francisco, CA, 94103. Failure to do so may result in the loss of eligibility.

Qualified applicants with disabilities requiring reasonable accommodation for this examination must contact the examination analyst. Contact the analyst by phone at 415.701.5413 or 415.646.2446, or if hearing impaired, at 415.701.5043; or in writing to San Francisco Municipal Transportation Agency, 9163 EXAM REASONABLE ACCOM., One South Van Ness Avenue – 6th Floor, San Francisco, CA 94103 as soon as possible.

ATTACHMENT “A”

The DMV shall deny or revoke a School Pupil Activity Bus (SPAB) Certificate if the applicant:

Has been convicted of a sex offense defined in Section 44010 of the Education Code.
Has been convicted, within the preceding two years, of an offense involving the use, possession, or sale of drugs.
Has been convicted, within the preceding three years, of hit and run, reckless driving, or driving under the influence.
Fails to pass the written test(s) or driving test.
Within the preceding three years, has had driving privileges revoked or suspended, or has been placed on probation.

The DMV may deny, suspend, or revoke a School Pupil Activity Bus (SPAB) Certificate if the applicant:

Has committed any act involving moral turpitude regardless of when the act was committed.
Has been the cause of three accidents within the last 12 months.
Has been the cause of an accident resulting in a fatality, serious injury, or \$750 damage within the preceding 24 months.
Has violated any law, rule, or regulation for the safe operation of a vehicle for which the certificate was issued.
Has violated any restriction of the certificate.
Has made a false statement on the application.
Is a negligent or incompetent operator.
Habitually uses or is addicted to alcohol or drugs.
Does not meet minimum medical standards.
Has been convicted of specific crimes within the past seven years.
Has been convicted of an offense, other than a sex offense, that is punishable as a felony within the past seven years.
Has been dismissed for a cause related to pupil transportation safety.
Has been convicted, within the preceding seven years, of any offense related to the use, sale, possession, or transportation of drugs.
Has been arrested for or charged with any sex offense, as defined in Section 44010 of the Education Code.

Further information can be found in the DMV 2019 California Vehicle Code or by contacting the California Highway Patrol.

**Minorities, Women, and Persons with Disabilities are Encouraged to Apply
An Equal Opportunity Employer**

9163 – ENTRANCE
Issued: October 4, 2019
Tom Maguire
Interim Director of Transportation
San Francisco Municipal Transportation Agency

Recruitment No: CBT-9163-M00229
MTA/MH: 415.701.5413
MTA/ML: 415.646.2446

CONVICTION HISTORY

As a selected candidate for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a selected candidate. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are a selected candidate, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please [click here](#).

Powered by 

ATTACHMENT G



City and County of San Francisco Department of Human Resources Eligible List Score Report

List ID:	M00229 CBT Discrete	List Type:	Entrance
Class:	9163 Transit Operator	Scope:	MTA
Working Title:			
Post:	12/2/2019	Cert Rule:	Rule of Three Scores
Inspection Start:	12/3/2019	Inspection End:	12/5/2019
List Notes:		Duration:	12 Months
		Adoption:	12/6/2019

Number of Eligibles on List: 241

Distribution of Scores

Rank	Final Score	Number of Eligibles at this Rank
1	1000	1
2	996	3
3	991	1
4	969	1
5	961	1
6	949	1
7	945	3
8	944	2
9	940	1
10	939	1
11	936	2
12	935	1
13	932	2
14	930	1
15	927	2
16	923	2
17	922	1
18	921	1
19	919	1
20	918	1
21	914	1
22	913	1
23	910	1
24	906	1
25	901	4
26	900	1
27	897	3
28	888	1
29	887	1
30	884	2

31	883	3
32	881	1
33	879	1
34	878	1
35	877	1
36	875	1
37	874	1
38	871	2
39	866	8
40	865	1
41	863	1
42	862	4
43	859	1
44	858	2
45	855	1
46	854	2
47	853	4
48	850	2
49	849	3
50	848	3
51	846	1
52	845	5
53	844	1
54	841	1
55	840	2
56	832	1
57	831	1
58	829	1
59	827	1
60	823	4
61	822	1
62	819	2
63	818	4
64	817	1
65	815	2
66	814	3
67	813	2
68	812	1
69	811	2
70	810	2
71	809	2
72	807	1
73	806	1
74	805	2
75	803	3
76	802	1
77	801	1
78	798	2
79	797	1
80	796	2

81	791	2
82	789	1
83	788	1
84	787	2
85	785	1
86	784	1
87	783	2
88	782	1
89	780	1
90	779	2
91	778	1
92	776	1
93	775	2
94	772	1
95	771	1
96	768	3
97	767	2
98	766	2
99	764	1
100	763	2
101	762	1
102	761	1
103	760	1
104	759	1
105	758	3
106	756	1
107	753	2
108	752	1
109	750	3
110	749	1
111	748	1
112	746	6
113	745	1
114	744	4
115	742	2
116	737	1
117	736	1
118	735	1
119	733	1
120	732	1
121	731	3
122	729	2
123	727	1
124	726	2
125	725	1
126	724	1
127	723	1
128	719	1
129	718	1
130	717	2

131	715	2
132	714	2
133	713	2
134	711	1
135	709	1
136	707	4
137	706	1
138	703	2
139	702	2
140	701	2
141	700	1

12/2/2019 8:04:26 AM

ATTACHMENT H

9163 Transit Operator

Recruitment Cancelled

Recruitment #CBT-9163-M00234

DEPARTMENT Municipal Transportation Agency
ANALYST Matthew Hurd
DATE OPENED 2/21/2020 08:00:00 AM
FILING
DEADLINE 3/2/2020 5:00:00 PM
SALARY \$27.05 - \$38.64/hour
JOB TYPE CBT Discrete
EMPLOYMENT Full-Time
TYPE Part-Time

INTRODUCTION

Only one application per person will be accepted. Please read the How To Apply section below for instructions.



The following information describes the civil service classification for which applications are being solicited.

Make sure you read the entire announcement before completing the application form.

The purpose of this examination announcement is to establish an eligible list for this classification.

SFMTA Mission Statement:

We connect San Francisco through a safe, equitable, and sustainable transportation system.

Under general supervision, a Transit Operator operates a variety of transit vehicles such as diesel and electric motor coaches, cable cars, streetcars and light rail vehicles. Essential functions include: conducting pre-operational inspection of the transit vehicle; safely navigating the vehicle through traffic along assigned routes under various environmental conditions in accordance with traffic laws and departmental regulations; operating the disability access lifts to assist persons with disabilities onto the vehicle; collecting fares from passengers and issuing fare receipts; checking passenger transfers, fast passes, and electronic passes to ensure they are valid; responding to customers' questions regarding routes, directions, fares and transfers; communicating instructions to passengers and calling out the vehicle stops and transfer points via the vehicle's intercom system; conducting post-operational inspection of the outside of the vehicle; contacting transit management center regarding various emergencies; and completing accident, incident and/or miscellaneous reports to document unusual occurrences. Incumbents may be required to perform other related duties.

Nature of work requires incumbents to work rotating shifts, holidays and weekends; to work outdoors in all weather conditions; and to use computers. In addition, may require standing and/or sitting for prolonged periods of time; performing different physical activities such as pulling poles, resetting retrievers to return disabled transit vehicles to service; and assisting in the movement of disabled transit vehicles when possible. All operators bid for assignments by seniority. Work hours and days off may change several times per year.

MINIMUM QUALIFICATIONS – Candidates must meet ALL of the following qualifications:

1. Must be at least 21 years old by March 2, 2020; AND
2. A High School graduate or attained a GED or California High School Proficiency Certificate; AND
3. One (1) year of verifiable satisfactory public contact or customer service experience; AND
4. Possession of a valid class C Driver License. Must have been a licensed driver for at least three (3) continuous years from March 2, 2017 through March 2, 2020; Suspension or lapse of driving privilege for any reason, for a total of more than six (6) months during the specified three (3) continuous years and through the date of appointment will be cause for disqualification; AND
5. Possession of or the ability to obtain a Class B - Driver License with a Passenger (P) Endorsement and no restrictions that prohibit operation of a San Francisco Municipal Transportation Agency public transit vehicle; AND
6. A good driving record during the three (3) years between March 2, 2017 and March, 2020 and through the date of appointment, meeting the following requirements:
 - * no moving violations;
 - * no accidents where applicant contributed to cause;
 - * has not had his/her driving privilege suspended, revoked, or placed on probation by DMV for a cause involving the safe operation of a motor vehicle;
 - * no convictions of California State Vehicle Code 20001 (leaving the scene of an accident involving bodily injury or death); 23103 through 23109 (reckless driving), 23152 – 23153 (driving under the influence of alcohol or drugs);
 - * other violations and/or accidents will be reviewed on a case-by-case basis and may be cause for non-selection; AND
7. No convictions within the past seven (7) years between March 2, 2013 and March 2, 2020 of any offense related to the use, sale, possession, or transportation of narcotics, habit forming drugs, or dangerous drugs; AND
8. No convictions of any sex offense as defined in Section 44010 of the Education Code; AND
9. Ability to obtain a School Pupil Activity Bus (SPAB) certificate issued by DMV. Refer to attachment "A".

HOW TO APPLY: The application and supplemental questionnaire will be available online only at www.jobaps.com/sf beginning at 8:00 AM on February 21, 2020 and ending at 5:00 PM on March 2, 2020. Completed application must be submitted online by 5:00 PM on March 2, 2020. Mailed

applications will not be accepted. Hard copy applications will not be accepted. Photocopied applications will not be accepted. Faxed applications will not be accepted.

San Francisco Municipal Transportation Agency employment applications for this position will be accepted through an on-line process only. Mailed, hand delivered or faxed applications will not be accepted. Visit www.jobaps.com/sf to begin the application process.

Click and select 9163 Transit Operator
Click on "Apply" and read and acknowledge the information
Click on "I am a New User" if you have not previously registered, or on "I have REGISTERED PREVIOUSLY"
Follow instructions given on the screen.

Upon successful submittal of the online application, you will receive a notification on the screen, as well as in your email inbox, acknowledging receipt of your application by the SFMTA Merit Unit. If you have any questions regarding this recruitment or application process, please contact the exam analyst, Matthew Hurd, by telephone at 415-701-5413 or Maggie Lau at 415-646-2446 between 8:30 a.m. – 12:00 p.m. and 1:00 p.m. - 4:30 p.m. Monday through Friday or by email at Matthew.Hurd@sfmta.com. Mailed or faxed applications will NOT be accepted.

Applicants may be contacted by e-mail. It is their responsibility to ensure that their registered e-mail address is accurate and kept up-to-date. Also, applicants must ensure that email from the SFMTA is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept SFMTA e-mail from the following addresses: (@sfmta.com).

Tips on How to do an Online Job Application:

You will need an E-MAIL ACCOUNT. There are many services in the internet that provide free email accounts. Have a friend or relative help you create a free email account. You may create a free email account and apply for city jobs online on the public computers at any San Francisco Public Library during library hours. You will need to get a free library card at the library before you may access the public-use computers. You may also use the public computers at the Department of Human Resources, One South Van Ness Avenue, 4th Floor and at the San Francisco Municipal Transportation Agency, One South Van Ness Avenue, 6th Floor (corner of Van Ness and Market) between 8:00 AM and 5:00 PM, Monday through Friday. Before applying online, write down on paper and prepare ahead of time all your past and present employment history (names, dates, etc.) and personal information. Read and follow all instructions carefully when completing your online application. Complete all requested information. Read the exam announcement carefully for additional instructions after you submit your online application such as the verification of experience requirements and deadlines.

Supplemental Questionnaire:

A supplemental questionnaire will be included with the online application. All applicants are required to complete the supplemental questionnaire. The supplemental questionnaire will be used to evaluate whether candidates meet the minimum qualifications. Candidates who meet the minimum qualifications listed on the supplemental questionnaire will be invited to the Civil Service examination. False or incorrect information may result in disqualification from the examination process. Failure to complete the supplemental questionnaire may result in disqualification from the examination process.

Submitting Current DMV Driving Record Printout:

When notified by the SFMTA, applicants will be required to submit an original, current Department of Motor Vehicles (DMV) driving record printout. Candidates who cannot meet the driving record requirement or fail to submit the DMV printout in a timely manner will be placed under waiver until this requirement is met. The printout is available from any DMV office.

If the applicant has been licensed out of California for all or part of the three years between March 2, 2017 and March 2, 2020, an additional DMV driving record printout from the applicable state/country must be submitted.

If the DMV printout indicates accident(s), the applicant must provide an insurance report or police report showing that the applicant did not contribute to the cause of the accident. If the accident occurred while driving for an employer, a copy of the employer report must be submitted showing that the applicant did not contribute to the cause of the accident.

Applications, supplemental questionnaires, and DMV printouts may be reviewed and evaluated at any time during the hiring process to determine if applicants meet the minimum qualifications.

Verification:

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

Make sure your application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether you meet the minimum qualifications. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

SELECTION PROCEDURE:

Minimum Qualification Supplemental Questionnaire (Weight: Qualifying):

Candidates will be prompted to complete a Supplemental Questionnaire as part of the online employment application. This Minimum Qualification Supplemental Questionnaire is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications for this position. Applicants must also complete the official application. It is essential that applicants provide complete information in identifying their education, experience and training. The Minimum Qualification Supplemental Questionnaire will be used to evaluate if the applicant possesses the required minimum qualifications.

Video Based and Written Multiple-Choice Examinations: (Weight 100%) WEIGHT

Qualified applicants will be tested to determine their relative abilities in the following job-related areas:

Video Based Multiple-Choice Exam: Customer Service Ability.....	25%
Video Based Multiple-Choice Exam: Driving Judgment.....	40%
Written Multiple-Choice Exam	35%

Candidates will be tested to determine their relative knowledge, skills and abilities in the following job-related areas that may include but are not limited to: customer service ability; driving judgement required for operating a transit vehicle; following maps and driving directions; and mathematics.

Total Weight	100%
--------------------	------

Candidates must be successful in both of the above video based multiple-choice examinations and in the written multiple-choice examination in order to be considered for the next phase in the selection procedure.

The Civil Service examination for 9163 Transit Operator is tentatively scheduled for **March 30, 31, April 1, 2, 2020.**

A 24-HOUR RECORDED MESSAGE WITH IMPORTANT INFORMATION REGARDING THIS EXAMINATION IS AVAILABLE AT (415) 701-5656.

You will receive three scores with respect to the three multiple-choice exams. The scores attained on these exams will be valid and 'banked' for three months, starting from the date of the examination. This means that, during this three-month time period, you cannot take any exams for which you have already attained a score. If the selection process for the future announcement is held within three months of the date of this examination and it includes any of these exams, your score(s) for the corresponding exam(s) will be automatically applied to that announcement.

Re-testing is not permitted for three months from the date of the examination and you may only re-test in association with your eligibility for another announcement for which the exam is used.

This is a standardized examination and, therefore, test questions and test answers are not available for public inspection or review.

For your reference, a Multiple-Choice Test Preparation Manual is available on the DHR website: <http://www.sfdhr.org/modules/showdocument.aspx?documentid=18426>.

Certification Rule:

The Certification Rule used for the eligible list resulting from this examination will be the Rule of Three Scores.

Eligible List:

A confidential eligible list of applicant names that have passed the civil service examination process will be created, and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants on the eligible list, shall not be made public unless required by law. However, an eligible list shall be made available for public inspection, upon request, once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this civil service examination process is subject to change after adoption (e.g., as a result of appeals), as directed by the Director of Transportation or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be 12 months, and may be extended with the approval of the Director of Transportation.

Background Investigation:

Candidates who are successful in the video based multiple-choice examinations and the written multiple-choice examination will be fingerprinted, and criminal history records will be reviewed to determine their suitability for employment as a Transit Operator. Candidates will be required to complete a Conviction History Form at this time. Candidates who do not report their complete criminal conviction records on the conviction history form may be disqualified. Conviction is not necessarily a bar to employment. Each case is given individual consideration based on factors such as nature and gravity of the offense, job-relatedness of the offense, age at the time of offense, time elapsed since the conviction, evidence of rehabilitation, and any other mitigating circumstances. Candidates who are still in the process of the background investigation process will be placed under waiver of the appointment on the eligible list.

Medical Examination/Drug Testing:

Candidates who are being considered for appointment will be required to pass a medical examination that is valid for twelve months. Candidates who cannot meet the medical requirement will be placed under waiver until this requirement is met. The medical examination will be administered only to those applicants who are being considered for appointment. Physical qualifications for drivers as specified by the Federal Motor Carrier Safety Administration can be viewed online at <http://www.fmcsa.dot.gov/regulations/title49/section/391.41>

The San Francisco Municipal Transportation Agency (SFMTA) has determined that Class 9163 Transit Operator is a "safety sensitive" position, under regulations issued by the Federal Transit Administration (49 CFR Part 655). Federal law requires that all transit employees who perform safety sensitive functions be subject to random, post-accident, reasonable suspicion, return-to-duty and follow-up drug and alcohol testing. All applicants for safety sensitive positions must pass a pre-employment drug test prior to appointment.

In addition, each applicant who has worked for a Department of Transportation (DOT)-regulated employer(s) within the last two years will be required to sign a consent form prior to appointment, authorizing SFMTA to obtain information from his/her prior employers concerning his/her drug and alcohol test history.

All applicants for safety sensitive positions shall undergo urine drug testing prior to employment and within 90 days prior to performing safety sensitive functions for the first time. Receipt by the SFMTA of a negative test result is required prior to the employee being placed on the payroll. A Positive, Adulterated, Negative Dilute or Substituted test will result in a decision not to hire, and the applicant's name will be removed from the list of eligibles for safety sensitive positions. The SFMTA will not consider hiring any person who tested Positive, Adulterated, Substituted or refused to submit to testing for a minimum of two years following the Positive test.

Each applicant will also be required to provide SFMTA with information regarding whether, during the last two years, the applicant tested positive or refused to test on any pre-employment drug or alcohol test administered by an employer to which the applicant applied for, but did not obtain, safety sensitive transportation work covered by DOT drug and alcohol testing rules. SFMTA will not hire any applicant for a safety sensitive position who fails to provide this information or fails to provide written consent for the release of information from prior employers.

Class B Permit with Passenger (P) endorsement and Airbrakes:

Applicants who are successful in the examination process and who do not possess a Class B Driver License with Passenger (P) endorsement and airbrakes, will be required to obtain a Class B Driver Permit with Passenger (P) endorsement and airbrakes prior to starting the Transit Operator training.

Transit Operator Training:

All employees must successfully complete the SFMTA Operator Training Program consisting of both classroom and behind-the-wheel instruction. The rate of pay for a trainee is \$26.26 per hour.

Veteran's Preference Information:

Applicants who qualify as veterans or disabled veterans may be eligible for veteran's preference credit. Applicants who wish to claim veteran's preference must complete the veteran's preference application form and provide verification of eligibility. The application form is available online at <http://sfdhr.org/information-about-hiring-process#veteranspreference> or in person at San Francisco Municipal Transportation Agency Merit Unit. Please refer to the section of the website entitled "Veteran's Preference" for details.

Reasonable Accommodation Request:

Information on requesting reasonable accommodation for persons with disabilities can be found at: <http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

General Information concerning San Francisco Municipal Transportation Agency Employment Policies and Procedures:

Employment Information for the San Francisco Municipal Transportation Agency can be obtained at <http://sfdhr.org/information-about-hiring-process>, or hard copy at 1 South Van Ness Avenue, 6th Floor. This information, including information regarding appeals of the terms of this announcement, is part of the terms of all announcements.

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. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at www.jobaps.com/sf.] The terms of this announcement may be appealed under Civil Service Rule 410.4. Such appeals must be submitted in writing to the San Francisco Municipal Transportation Agency ATTN: Human Resources Merit Section, 1 S Van Ness Avenue, 6th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. 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>.

Copies of Application Documents:

Applicants are encouraged to keep copies of all documents submitted. Submitted documents become a permanent part of the exam records and will not be returned. The hiring department may require applicants to submit the same documents and/or additional documents at a later date.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Employee Wellness Program:

The SFMTA strives to be your employer of choice by providing an environment that supports your personal health & wellbeing with physical, nutritional, mental/emotional and financial resources. Since 2010 the SFMTA has been providing worksite wellness activities, as well as providing recognition opportunities to those individuals who successfully achieve personal milestones in wellness. For more details on the Wellness Program, please visit Employee Wellness Program Description page: <https://www.sfmta.com/reports/employee-wellness-program>.

NOTES:

Applicants must possess and maintain the minimum qualifications for this classification through the time of appointment and during the course of employment.

Any change to the information provided on the application such as criminal conviction or driving history should be submitted to SFMTA Merit Unit, One South Van Ness Avenue - 6th Floor, San Francisco, CA, 94103. Failure to do so may result in the loss of eligibility.

Qualified applicants with disabilities requiring reasonable accommodation for this examination must contact the examination analyst. Contact the analyst by phone at 415.701.5413 or 415.646.2446, or if hearing impaired, at 415.701.5043; or in writing to San Francisco Municipal Transportation Agency, 9163 EXAM REASONABLE ACCOM., One South Van Ness Avenue – 6th Floor, San Francisco, CA 94103 as soon as possible.

ATTACHMENT “A”

The DMV shall deny or revoke a School Pupil Activity Bus (SPAB) Certificate if the applicant:

Has been convicted of a sex offense defined in Section 44010 of the Education Code.
Has been convicted, within the preceding two years, of an offense involving the use, possession, or sale of drugs.
Has been convicted, within the preceding three years, of hit and run, reckless driving, or driving under the influence.
Fails to pass the written test(s) or driving test.
Within the preceding three years, has had driving privileges revoked or suspended, or has been placed on probation.

The DMV may deny, suspend, or revoke a School Pupil Activity Bus (SPAB) Certificate if the applicant:

Has committed any act involving moral turpitude regardless of when the act was committed.
Has been the cause of three accidents within the last 12 months.
Has been the cause of an accident resulting in a fatality, serious injury, or \$750 damage within the preceding 24 months.
Has violated any law, rule, or regulation for the safe operation of a vehicle for which the certificate was issued.
Has violated any restriction of the certificate.
Has made a false statement on the application.
Is a negligent or incompetent operator.
Habitually uses or is addicted to alcohol or drugs.
Does not meet minimum medical standards.
Has been convicted of specific crimes within the past seven years.
Has been convicted of an offense, other than a sex offense, that is punishable as a felony within the past seven years.
Has been dismissed for a cause related to pupil transportation safety.
Has been convicted, within the preceding seven years, of any offense related to the use, sale, possession, or transportation of drugs.
Has been arrested for or charged with any sex offense, as defined in Section 44010 of the Education Code.

Further information can be found in the DMV 2020 California Vehicle Code or by contacting the California Highway Patrol.

**Minorities, Women, and Persons with Disabilities are Encouraged to Apply
An Equal Opportunity Employer**

9163 – ENTRANCE
Issued: February 21, 2020
Jeffrey Tumlin
Director of Transportation
San Francisco Municipal Transportation Agency
Recruitment No: CBT-9163-M00234
MTA/MH: 415.701.5413
MTA/ML: 415.646.2446

CONVICTION HISTORY

As a selected candidate for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a selected candidate. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are a selected candidate, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

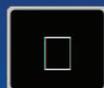
All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please [click here](#).

Visit the City's new website, SF.gov



City Seal of the City and County of San Francisco

Civil Service Commission



Civil Service Commission - March 15, 2021 - Minutes

Meeting Date:

March 15, 2021 - 2:00pm

Related Meeting Content:

[Agenda](#)

[Supporting Documents](#)

Location:

MINUTES

Regular Meeting

March 15, 2021

2:00 p.m.

Meeting held by teleconference pursuant to the Governor's Executive Order N-29-20 and the Eighth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency

LISTEN/PUBLIC COMMENT CALL-IN

USA is (415) 655-0001 | Access Code: 187 026 0060

LONDON N. BREED, MAYOR

COMMISSIONERS

ELIZABETH SALVESON

President

JACQUELINE MINOR

Vice President

DOUGLAS CHAN

F.X. CROWLEY

KATE FAVETTI

SANDRA ENG

Executive Director

During the Coronavirus Disease (COVID-19) emergency, the Civil Service Commission's regular meeting room, City Hall, Room 400 is closed. Commissioners and Civil Service Commission staff will convene remotely. The public is encouraged to submit comments in advance of the meeting in one of three ways: (1) email civilservice@sfgov.org, (2) leave a voicemail message in the CSC Office main line at 628-652-1100 or (3) use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code 187 026 0060. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record.

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Elizabeth Salveson Present

Vice President Jacqueline P. Minor Present

Commissioner Douglas S. Chan Present

Commissioner F. X. Crowley Present

Commissioner Kate Favetti Present

President Elizabeth Salveson presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of March 1, 2021 – 2:00 p.m.

Action: Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Carol Isen, Acting Human Resources Director made three (3) announcements. The Department of Human Resources (DHR) plans to work with Sandra Eng, Executive Director to calendar the following reports: (1) DHR plans to provide an update on Diversity Recruitment efforts. (2) DHR will provide an update on the COVID Command Center and discuss staffing issues and vaccines related to City employment. (3) DHR will provide an update on the City's new applicant tracking system, Smart Recruiters.

Ms. Isen also provided a follow-up to Vice President Minor's request to provide status on Public Safety examinations and address issues of screening out candidates that may exhibit racial bias during the examination process. DHR has conducted extensive amount of work so far and plans to present at the next Commission meeting on April 5, 2020.

Ms. Isen also thanked the Civil Service Commission (CSC) for their faith and announced the Mayor has nominated her for permanent Human Resources Director. The Board of Supervisors will need to confirm the nomination. The hearing will be held next Monday, March 22, 2021 with the Rule Committee.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Sandra Eng, Executive Director provided several updates: (1) At the last CSC meeting, Vice President Minor requested status on the rule proposal for the Police and Sherriff's Department. Currently, CSC has a tentative draft for the entry level positions in the Police Department, impacting Volume II. Because the Rules Volume I-Miscellaneous apply to all classifications in the Sheriff's Department, CSC will need to create a separate section in Volume I that applies only to the Sheriff's Department. Per the

Commission's request, staff is also reviewing how the rule proposal may be applied to all four volumes of the Rules. Staff is currently working with the Office of Racial Equity and other City departments to address issues and solutions that may be incorporated in all four volumes. Because of the number of issues and recommended changes brought to the attention of the Executive Director, staff will need more time to review possible rule proposals for all four volumes or possible policy changes.

The Office of Racial Equity (ORE) and Diversity, Equity, Inclusion Director from the Department of Human Resources continue to include the Executive Director in all committee meetings. ORE has recently put together an extensive draft of all the concerns and possible solutions that were brought to their attention during the committee meetings. The issues brought forth are not new to us, however some creative solutions have been proposed. It is great to see hiring managers and other individuals who are not in human resources provide feedback and are ready to put in the work. ORE plans to work with DHR, the Municipal Transportation Agency, and the Civil Service Commission in coming up with solutions in advancing racial equity in the City's hiring process.

(2) The most recent amendments for the Policy and Procedures for Personal Services Contracts have been delayed. It has been brought to CSC staff's attention that there are many purchase orders in the millions that require services which require CSC/DHR review. CSC is working with the City Attorney's Office, Controller's Office, and Office of Contract Administration to look at ways these purchase orders can be viewed. Recently, Office of Contract Administration, Controller's Office People Soft team, and CSC have been working together to create a platform which will be available for public viewing. For transparency, this will allow the public and unions the ability to look up all purchase orders in a user-friendly way. Once the platform is ready to launch, CSC will be adding another amendment to the Policy and Procedures for Personal Services Contracts to include the language that purchase orders for services will need to go through an approval process according to the CSC Policy and Procedures for Personal Service Contracts.

0038-21-8 **Review of Request for Approval of Proposed Personal Services Contracts.**
(Item No. 7)

PCS	Department	Amount	Type of Service	Approval	Duration
41666-20/21	Mayor	\$625,000	<p>The Contractor shall customize, provide licensing and support, and maintain an end-to-end web-based grants management system identified by the City as Grants Management System (GMS) to provide the functionalities described below for at least 1,000 Users with varying levels of access, as well as a wide variety of experience in the use of online tools.</p> <p>The System must provide MOHCD staff and potential and awarded Grantees with the ability to initiate, manage and monitor the entire granting process, including Grantee Project proposal set-up, submission, review and negotiations, grant award, reporting and reimbursement, and Agency and User setup and administration. Services provided shall include System planning and management, including but not limited to, requirements and design, integration, testing, acceptance, deployment, data migration (if applicable), training, and maintenance. Developer and Subscription System User support Monday through Friday, 8am - 6pm Pacific Time (as a minimum window of availability) is required. Live phone support is highly preferred.</p> <p>The System must include all products and services required for successful implementation, as well as System maintenance and updates over the full term of the Agreement. Services may include, but not be limited to, business process and technical assessment and recommendations, project planning, System implementation, data migration (if applicable) and troubleshooting, acceptance testing, training, and support.</p>	Regular	12/22/2024
46770-19/20	Human Services Agency	\$198,000	<p>Assist CalWORKs to complete the components of Cal-OAR (CalWORKs Outcome and Accountability Review), a State of California mandated project. Proposed works are as follow: (1) review of the current system and, (2) development of a system improvement plan.</p>	Regular	9/30/2022
43770-20/21	Public Utilities Commission	\$8,000,000	<p>PSC 46912-18/19 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 46912-18/19 expired on August 5, 2020, before execution of SFPUC Contract PRO-0070. This request will allow the SFPUC to complete the execution of Contract PRO.0070.</p> <p>The City seeks to retain the services of a qualified Proposer to assist with the following North American Electric Reliability Corporation (NERC) Reliability Standards compliance related services: (i) managing the Hetch Hetchy Water and Power's NERC Compliance Program; (ii) mock audits, (iii) readiness/gap assessments, (iv) risk analysis, (v) procedure and workflow development, (v) review and implementation of internal controls, (vi) the development and implementation of Internal Compliance Programs, (vii) Subject Matter Expert (SME) training; (viii) on-site audit/spot check support; and (ix) services for issues regarding compliance and demonstration of</p>	Regular	2/14/2026

NERC reliability standards in the future.

PCS	Department	Amount	Type of Service	Type of Approval	Duration
44782-20/21	Public Utilities Commission	\$7,500,000	<p>PSC 49277-19/20 was approved by the Civil Service Commission on October 21, 2019 for the scope of work in this request. PSC 49277-19/20 expired on October 21, 2020, before execution of SFPUC Contract PRO-0164. This request will allow the SFPUC to complete the execution of Contract PRO.0164.</p> <p>The primary objective of the project is to reduce flooding for Lower Alemany area. The scope of proposed work will consist of engineering planning, design, and construction support for San Francisco Public Utilities Commission (SFPUC) Lower Alemany Area Stormwater Improvement Project. This includes large diameter pipes and structures on deep foundations, launching and receiving shafts, and all related site investigation work (e.g. geotechnical and hazardous materials.)</p>	Regular	5/9/2027

PSC 41117-18/19 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 41117-18/19 expired on August 5, 2020, before execution of SFPUC Contract PRO-0140. This request will allow the SFPUC to complete the execution of Contract PRO.0140.

Provide specialized and short-term augmentation to existing SFPUC staff for the construction management of the projects to be constructed for the 10-year Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program (WSIP) in the East Bay. Services will include project construction management, field contract administration, construction inspection, project controls, materials testing, Supplier

49806-20/21	Public Utilities Commission	\$18,000,000	<p>Quality Surveillance (SQS), project administration and document control, start-up and testing coordination, office engineering, and maintaining a regional field office for consultant and City staff.</p> <p>The 10-year Regional Water System Capital Improvement Program includes a series of projects that are planned to be constructed during the next 7 years, culminating in the Sunol Valley Water Treatment Plant (SVWTP) Ozone and Calaveras Substation project, which is estimated to be over \$100M in construction cost, which would require an extensive and specialized construction management team to be situated in a remote location.</p> <p>This PSC is to provide specialized construction management staffing and also to provide augmentation to existing SFPUC staffing to cover the temporary peak work load anticipated during the PSC duration.</p>	Regular	3/31/2028
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48340-20/21	Public Works	\$6,000,000	<p>Provide specialized services in Cost Estimating to support Department of Public Works' design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized.</p>	Regular	6/30/2027
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41887-20/21	Board of Supervisors	\$10,500,000	<p>Budget and Legislative Analyst shall provide detailed review of legislation pending before Board Committees and the Board including Annual Appropriation and Salary Ordinance, supplemental appropriation requests, leases, contract agreements, Municipal Code changes and Charter Amendments; provide policy analysis and evaluation of options for legislative initiatives that are of interest to the Board; provide policy analysis and support to the Government Audit and Oversight Committee regarding the Civil Grand Jury Reports; and perform management audits of City departments and programs to assess whether subject departments and programs are achieving economy, efficiency and effectiveness.</p>	Regular	12/31/2025
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PCS	Department	Amount	Type of Service	Type of Approval	Duration
		Current Approved	SF311 is the central point of intake for requests from the public.		

42510-18/19	City Administrator	Amount	Over 60% of the requests are submitted directly through web or mobile applications. These self-service requests have a higher error rate than those created through phone calls to SF311 Customer Service Representatives. However, the public's use of automated processes is continuing to increase. Vendor will provide a Request Routing and Categorization Service to improve the accuracy of requests routed to departments for resolution. The vendor will create an analysis service that will compare new requests to years of historical requests to validate the service type and correct work queue based on historical trends. The Service will receive information from SF311 and respond, in real time, with suggested routing and categorization of the request.	Modification	2/28/2023
		\$90,000			
		Increase Amount Requested			
		\$44,000			
		New Total Amount Requested			
\$134,000					

4021-13/14	Public Health	Current Approved Amount	The contractor must be a Qualified/Authorized Medical Physicist and will perform acceptance testing, calibration, consultations, and safety surveys of all imaging equipment in Radiology, Operating Room, Cardiology, Gastrointestinal, Orthopedics and Dental departments and other departments as needed and assist in the development of quality control programs in all departments within the a given facility. A Qualified or Authorized Medical Physicist is an individual who is competent to practice independently in one or more of the subfields of medical physics. Normal expenditures for the Department are approximately \$40,000/year. However, due to the SFGH rebuild and the introduction of nuclear medicine capabilities it is anticipated that the annual usage may temporarily increase, and then return to the normal levels once the facility is fully operational.	Modification	1/31/2024
		\$800,000			
		Increase Amount Requested			
		\$200,000			
		New Total Amount Requested			
\$1,000,000					

Speakers: None.

Action: Adopted the report. Approved all the requests for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0037-21-5 Request to Extend 9163 Transit Operator Eligible List CBT-9163-M00216 and CBT-9163-M00217. (Item No. 8)

Speakers: William Miles II, Municipal Transportation Agency

Action: Adopted the report and approved MTA's request for six-month extensions of CBT-9163-M00216 and CBT-9163-M00217. (Vote of 5 to 0)

0187- Appeal by Troy Cato of the rejection of his application for 7366 Transit Power Line Worker (CBT-7366-M00218). (Item 20-4 No. 9)

December 21, 2020: Continued the appeal to the next Regular Civil Service Commission meeting of February 1, 2021 to allow the Municipal Transportation Agency and the Department of Human Resources to meet and confer to address concerns raised by the Commission which includes but not limited to the possibility for continuous testing for future 7366 Examinations and other matters addressed.

February 1, 2021: Continued to March 1, 2021 to allow the Municipal Transportation Agency to review the work history of affected employees, who are on 7366 Acting Assignments, and on the agreement with Northwest Lineman College. In addition, report those findings back to the Commission.

Speakers: William Miles II, Municipal Transportation Agency

Christopher Spain, Municipal Transportation Agency

Margot Reed, Municipal Transportation Agency

John Dougherty, IBEW Local 6

Troy Cato, Appellant

Action:

1. Postponed Troy Cato's appeal to the next meeting of April 5, 2021 to allow the Municipal Transportation Agency to formally present status of the eligibility of incumbents in the 7366 acting assignments, to provide an update on the examination announcement and timeline, and to continue discussion on the appeal.
2. MTA to provide a report at the meeting of April 22, 2021 on the discussion held with IBEW Local 6. (Vote 5 to 0)

0182- Request for Hearing by David Tuttle on behalf of Christopher Payne, 7328 Operating Engineer, Department of Public Works, on His Future Employment Restrictions with the City and County of San Francisco. (Item No. 10)

Speakers: Jason Jimenez, Office of Contract Administration

Svetlana Vaksberg, Office of Contract Administration

David Tuttle, Operating Engineers Local 3

Christopher Payne, Appellant

Action: Postponed Christopher Payne's appeal to a future Commission meeting until the traffic citation is resolved. (Vote of 5 to 0)

0241- Request for Hearing by Dashune Cooney on His Future Employment Restrictions as an 8207 Building and Grounds Patrol Officer with the City and County of San Francisco. (Item No. 11)

Speakers: John Caldon, War Memorial

Dashune Cooney, Appellant

Action: Postponed Dashune Cooney's appeal to a future Commission meeting date until arbitration is completed. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

Commissioner Crowley asked if DHR could include a briefing on attrition at the Police and Sherriff's Department in the last year.

Commissioner Favetti requested to extend the Commission's congratulations to the 2021 Women's History Month: Brittney Doyle, Susanna Lau, Lana Nguyen, Dr. Carina Marquez.

Vice President Minor announced that there is a possibility of her being out on April 5, 2021 due to a medical procedure.

Commissioner Crowley requested the status on the progress of filling the Deputy Director position.

ADJOURNMENT (Item No. 13)

The meeting adjourned at 4:59 p.m.

STAY CONNECTED



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City and County of San Francisco

ATTACHMENT J

From: [Miles II, William](#)
To: [Roger Marengo](#); [Pete Wilson - Union 250A VP](#)
Subject: RE: 9163 Transit Operator Lists
Date: Wednesday, July 21, 2021 2:23:13 PM
Attachments: [image004.png](#)
[image001.png](#)

Hi Roger and Pete,

Thank you for discussing with me on Monday regarding Transit Operator eligible lists M00222, M00226 and M00229. This is an email of notification that I will move forward, as discussed, with requested a six month extension of these lists, consistent with the amount of time previously approved for extending the M00216 and M00217 lists.

Also, if these extensions are approved by the Commission, we will add language into our extension notices that the extension was made with agreement between SFMTA and TWU-250A, being consistent with the union's prior request for this information to be included when we extended the previous two lists.

This matter will be heard at the Civil Service Commission on August 2, 2021. You will receive a notification of the meeting and if you wish to join please be advised that the meetings start at 2pm. Your attendance is not required. The time that this item would be heard is unfortunately unknown and depends on other matters on the Commission's calendar for that date. However, an agenda will be available online prior to the meeting (<https://sfgov.org/civilservice//meetings/10>) which may help to get an idea of how many items are before this one. All meetings are currently virtual.

Have a great day. Please let me know if you end up having any questions between now and the CSC meeting.

William Miles II
Talent Acquisition Manager
Human Resources
Office 415.646.2863
Email William.MilesII@sfmta.com



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From: Miles II, William
Sent: Thursday, July 15, 2021 9:00 AM
To: Roger Marengo <[REDACTED]>
Cc: Pete Wilson - Union 250A VP <[REDACTED]>

Subject: RE: 9163 Transit Operator Lists

Sounds good, Roger. I looked back at emails and I found the number of [REDACTED]

I'll send a meeting invite with intent to call this number, but please let me know if there is another I should be using.

William Miles II
Talent Acquisition Manager
Human Resources
Office 415.646.2863
Email William.MilesII@sfmta.com



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From: Roger Marengo <[REDACTED]>
Sent: Wednesday, July 14, 2021 6:34 PM
To: Miles II, William <William.MilesII@sfmta.com>
Cc: Pete Wilson - Union 250A VP <[REDACTED]>
Subject: Re: 9163 Transit Operator Lists

EXT

I will be available on Monday for a phone call. Please call me in the morning and I'll put you on speaker with Pete Wilson. On Tuesday I will be out of town for two weeks.

Sent from my iPhone

On Jul 13, 2021, at 10:44 AM, Miles II, William <William.MilesII@sfmta.com> wrote:

Hi Roger,

I only sent Tues-Thurs as my schedule on Friday may be very restrictive. Does there happen to be another time this week that might work? My calendar image dropped off this message so I'm providing it again just in case. Note: Meetings in green are ones I can either miss (staff can update me) or move.

<image002.png>

William Miles II

Talent Acquisition Manager

Human Resources

Office 415.646.2863

Email William.MilesII@sfmta.com

<image001.png>

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From: Roger Marengo <[REDACTED]>

Sent: Tuesday, July 13, 2021 8:36 AM

To: Miles II, William <William.MilesII@sfmta.com>

Cc: Pete Wilson - Union 250A VP <[REDACTED]>

Subject: Re: 9163 Transit Operator Lists

EXT

Let's set up a meeting for this Fri. July 16 at 4:00pm. If this works for you and Pete, then please send us the zoom link.

Sent from my iPhone

On Jul 12, 2021, at 2:19 PM, Miles II, William
<William.MilesII@sfmta.com> wrote:

Hi Roger and Pete,

I believe when I started to reach out, Roger was on vacation or just busy with other work priorities. I am adding Roger back to this thread so that we can schedule a time to discuss, if needed.

Attached I have provided the original email about 9163 lists, from when we had agreed that it would be beneficial to extend lists CBT-9163-M00216 and CBT-9163-M00217 for six months, following the approval of a new CSC rule allowing such lists to be extending while under a declaration of emergency. According to staff, we have pretty much exhausted those older lists now and are moving forward to canvassing

candidates for interest from list M00222.

The M00222 list doesn't have a lot of time left on it. It expires 8/7/2021. With the addition of CSC Rule 412.30.2, we have the ability to extend this list and the remaining two for up to a period of 12 months, as long as we extend during the timeframe of a declared emergency.

We had briefly discussed the remaining three lists (M00222, M00226 and M00229) previously and decided to discuss them at a later date, with a priority at that time of the M00216 and M00217 lists. At this time, I would like to request that we move forward with extending all three remaining lists for the full 12 months.

There are about 600 eligible left on these lists that could be available for hiring. Of course, we do not know how many individuals would actually still be interested, pass backgrounds and medicals, etc. but we would like to move forward with hiring as many as possible. As we re-open many of our services, there is a large backlog in exams that weren't able to be done last year and it would be best to utilize lists that already exist for hiring anyone who remains interested.

In addition, please note that we have been asked to hire new candidates for training classes right now on an average of every five weeks. Later classes are expected to have a larger class size, due to more trainers being available, and thus keeping these lists active will help us to fill up those training classes – allowing us to get more operators trained and in service faster.

Below is the table of the three lists that we did not originally extend:

Recruitment	Adoption Date	Previous Maximum Duration Date	Eligible Remaining on List	My Current Recommendation
CBT-9163-M00222	08/08/2019	8/7/2021	150	12 months
CBT-9163-M00226	10/03/2019	10/02/2021	207	12 months
CBT-9163-M00229	12/06/2019	12/05/2021	241	12 months

At this time, I would like to request to extend all three of these for 12 months.

If you are okay with this, please advise and I will proceed with writing the

staff report for the Civil Service Commission (CSC). If you would like to discuss before proceeding, however, please find below my current calendar for this week. If this week does not work, I can send my calendar for next week. For the M00222 list, we would need to submit a report to CSC by July 22 for it to be considered at the August 2 meeting.

<image003.png>

Thank you for considering.

William Miles II
Talent Acquisition Manager
Human Resources
Office 415.646.2863
Email William.MilesII@sfmta.com

<image004.png>

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From: Miles II, William
Sent: Thursday, July 1, 2021 2:16 PM
To: Pete Wilson - Union 250A VP <[REDACTED]>
Subject: RE: Check in phone call

Hi Pete,

Just following up on the below email. For sake of timeframe, I just spoke with the Employee Services Manager today and one of the not extended 9163 lists will expire at beginning of August. Although that seems like a decent amount of time, since we need to get on CSC's calendar before the expiration date, the earlier we are able to discuss the better.

Hope you have an enjoyable weekend.

Side note: I like that in my email at least it now specifies you as the union VP.

William Miles II
Talent Acquisition Manager
Human Resources
Office 415.646.2863
Email William.MilesII@sfmta.com

<image009.png>

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From: Miles II, William

Sent: Monday, June 28, 2021 9:33 AM

To: Pete Wilson - Union 250A VP <[REDACTED]>

Subject: Check in phone call

Hi Pete,

Hope you are doing well.

I wanted to follow-up with you on some items – mostly to find out if you've gotten responses from others as I've been on some emails I know I'm not the best contact for, but not sure if you got a response and want to make sure you don't think I'm ignoring it. Hoping you got the responses you need but if not, we can discuss who might be better to send your message to (or I can follow-up on one of them to make sure the info is sent your way – just not sure if it was done by DHR or not).

Additionally, I'd like to discuss the 9163 lists. I am unclear and need to find out if we are still technically under a declaration of emergency as far as San Francisco is concerned – but if we are I'd like to extend the other 9163 lists that were previously discussed to get the most out of them to fill vacant positions and make the process easier for staff and candidates. If we are out of the declaration time, there's not much I think we can do, although I can talk to CSC about it to make sure there's no other options (say would an agreement with the union and MTA be acceptable to CSC to extend despite limitations in the CSC rules?).

Anyway, my current calendar is below. I will need to make some medical appointments this week so perhaps mornings would work best if possible. Green items shown in the calendar are those for which I can move or have staff provide me updates (my attendance is optional).

<image008.png>

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<image013.png>

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