

# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

MEMORANDUM  
CSC NO. 2019 - 01

DATE: June 20, 2019

TO: Department Heads  
Departmental Personnel Officers  
Employee Organization Representatives

SUBJECT: Notice of Posting: Proposed Amendments to Volume IV Civil Service Commission 411A Position-Based Testing, Article II: Examination Provisions – Changing the MTA Reporting Frequency Requirement to the Commission.

F. X. CROWLEY  
PRESIDENT

ELIZABETH SALVESON  
VICE PRESIDENT

DOUGLAS S. CHAN  
COMMISSIONER

KATE FAVETTI  
COMMISSIONER

The Civil Service Commission acted at its Regular Meeting on June 17, 2019 to direct the Executive Officer to post the proposed amendments to Civil Service Commission Rule 411A Position-Based Testing, Article II: Examination Provisions, to change the MTA reporting frequency requirement to the Commission. The intent is to make the reporting requirement consistent with the annual reporting required by the Department of Human Resources under Volume I for miscellaneous employees.

Any employee organizations or other stakeholders interested in discussing the proposed amendments are invited to attend any or all of the following scheduled meetings:

Date: July 10, 2019  
Time: 11:00 a.m. to 12:00 p.m.

Date: July 11, 2019  
Time: 3:00 p.m. to 4:00 p.m.

The meetings will take place in the Civil Service Commission's Office, located at 25 Van Ness Avenue, Suite 720. Please contact Commission staff at [civilservice@sfgov.org](mailto:civilservice@sfgov.org) or by phone at (415) 252-3247 to RSVP for any of the meetings scheduled. If you are unable to attend any of the scheduled meetings above, please contact our office to schedule a separate meeting before July 12, 2019.

If you have any questions, please contact me at (415) 252-3247.

Sincerely,

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN  
Executive Officer/Director

#### Attachments

cc: F. X. Crowley, President, CSC  
Elizabeth Salveson, Vice President, CSC  
Douglas S. Chan, Commissioner, CSC  
Kate Favetti, Commissioner, CSC

MICHAEL L. BROWN  
EXECUTIVE OFFICER



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

*Sent via Electronic Mail*

June 6, 2019

## NOTICE OF CIVIL SERVICE COMMISSION MEETING

F. X. CROWLEY  
PRESIDENT

ELIZABETH SALVESON  
VICE PRESIDENT

DOUGLAS S. CHAN  
COMMISSIONER

KATE FAVETTI  
COMMISSIONER

**SUBJECT: PROPOSED AMENDMENTS TO VOLUME IV CIVIL SERVICE COMMISSION 411A POSITION-BASED TESTING, ARTICLE II: EXAMINATION PROVISIONS – CHANGING THE MTA REPORTING FREQUENCY REQUIREMENT TO THE COMMISSION.**

The above matter will be considered by the Civil Service Commission for adoption at a meeting to be held on **June 17, 2019 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear during 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.

*All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.*

MICHAEL L. BROWN  
EXECUTIVE OFFICER

You may contact me at (415) 252-3247 or at [Michael.Brown@sfgov.org](mailto:Michael.Brown@sfgov.org) if you have any questions.

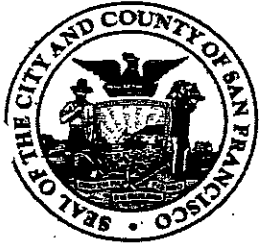
CIVIL SERVICE COMMISSION

MICHAEL L. BROWN  
Executive Officer

### Attachment


Cc: Edward Reiskin, Municipal Transportation Agency  
Micki Callahan, Department of Human Resources  
Anna Biasbas, Department of Human Resources  
Derek Kim, Municipal Transportation Agency  
James Cerenio, Municipal Transportation Agency  
Clare Leung, Municipal Transportation Agency  
Kitty Wong, Municipal Transportation Agency  
Osha Ahsworth, IBEW Local 6  
Jasmin Charles, TWU Local 200  
Hector Jimenez-Cardenas, SEIU – Service Critical  
Roger Marengo, TWU Local 250-A  
Danny Medolla, IAM Local 1414  
Raquel Silva, MEA  
Commission File  
Commissioners' Binder  
Chron

THIS DOCUMENT SUPPORTS  
CALENDAR ITEM 9



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

DATE: June 17, 2019  
TO: Civil Service Commission  
FROM: Michael L. Brown, Executive Officer/Director   
Civil Service Commission  
SUBJECT: Proposed Rule Amendment to Civil Service Commission Rule 411A,  
Position-Based Testing, Article II: Examination Provisions – Changing  
the MTA Reporting Frequency Requirement to the Commission

F. X. CROWLEY  
PRESIDENT

ELIZABETH SALVESON  
VICE PRESIDENT

DOUGLAS S. CHAN  
COMMISSIONER

KATE FAVETTI  
COMMISSIONER

MICHAEL L. BROWN  
EXECUTIVE OFFICER

## BACKGROUND

The Position-Based Testing Program was initiated in 2014 for the Municipal Transportation Agency (MTA). After the successful three (3) year pilot program and consistent with the language under Civil Service Commission Rule 114.5, on June 3, 2019, the Commission took action and directed the MTA to report on their Position-Based Testing Program to the Civil Service Commission on a semi-annual basis.

It was also noted during the Commission meeting of June 3, 2019 the desire by Commissioners to be consistent with the Department of Human Resources' reporting requirement under Civil Service Rule 111A to further reduce the reporting requirement to an annual basis. This would require a Rule change.

## DISCUSSION

The proposed Rule change would preserve history; provide the MTA the reduced frequency of annual reporting; and provide flexibility to the Civil Service Commission to adjust the reporting requirement by Commission action. (See below.)

### Sec. 411A.5 Reporting Requirement

The Director of Transportation shall provide quarterly reports to the Civil Service Commission on any examinations administered under this Position-Based Testing Program during the first three years following the adoption of this Civil Service Rule 411A on April 21, 2014. At the conclusion of the three-year period, the Civil Service Commission took action on June 3, 2019 ~~shall consider whether~~ to require such reports from the MTA on a semi-annual basis instead of quarterly. Thereafter, commencing the following year, the MTA shall submit such reports on an annual basis, consistent with the Department of Human Resources' reporting requirement under Civil Service Rule 111A. The frequency of the MTA's reporting requirement may be changed by Commission action.

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**Subject: Proposed Rule Amendment to Civil Service Commission Rule 411A, Position-Based Testing, Article II: Examination Provisions – Changing the MTA Reporting Frequency Requirement to the Commission**

**RECOMMENDATION**

It is recommended that the Civil Service Commission authorized the Executive Officer to post the proposed Rule amendment to Rule 411A, Position-Based testing, Article II Examination Provisions for meet and discuss with interested stakeholders.

Attachment: Proposed Amendment - CSC Rule 411A Position-Based Testing, Article II: Examination Provisions

## Rule 411A

### Position-Based Testing

#### Article II: Examination Provisions

**Applicability:** Article II, Rule 411A shall apply to examinations designated to this Position-Based Testing Program and shall apply to employees in MTA Service-Critical positions or classes.

##### **Sec. 411A.4 Application of Position-Based Testing**

The term "Position-Based Testing" as used in this Rule shall apply to any examination for a classification that has been designated by the Human Resources Director to be included in the Position-Based Testing Program under Civil Service Rule 111A. Inclusion of classes in the Program may be based on: the number of positions in the subject class, functions of position(s), hiring needs of departments, and other relevant criteria as may be determined by the Human Resources Director.

##### **Sec. 411A.5 Reporting Requirement**

The Director of Transportation shall provide quarterly reports to the Civil Service Commission on any examinations administered under this Position-Based Testing Program during the first three years following the adoption of this Civil Service Rule 411A on April 21, 2014. At the conclusion of the three-year period, the Civil Service Commission took action on June 3, 2019 shall consider whether to require such reports from the MTA on a semi-annual basis instead of quarterly. Thereafter, commencing the following year, the MTA shall submit such reports on an annual basis, consistent with the Department of Human Resources' reporting requirement under Civil Service Rule 111A. The frequency of the MTA's reporting requirement may be changed by Commission action.

These reports shall include, but not be limited to the following information for each examination: the applicable certification rule and duration of the eligible list; the number of applicants, and how many were deemed qualified under the terms of the examination announcement; the number of candidates who participated in the examination, and how many were placed on the eligible list; and the number and types of protests submitted to the Director of Transportation, and their disposition (i.e., the response of, or any action taken by the Director of Transportation in response; and whether they were appealed to the Civil Service Commission). The Director of Transportation shall also include in its reports a list of the known Service-Critical positions or classifications for which the MTA intends to administer a Position-Based Test under this Civil Service Rule 411A.

##### **Sec. 411A.6 Civil Service Commission Rules for Position-Based Testing**

**411A.6.1** All examination provisions for Position-Based Testing are specified in Rule 411A. Provisions specified in Civil Service Commission Rule 405.12.1, 405.12.4 and 405.20 do not apply to the Position-Based Testing Program. Examination provisions specified in

Civil Service Commission Rules 410, 411 Articles I and II, 412 Articles I – IV, and 413 Article III, do not apply to the Position-Based Testing Program.

**Sec. 411A.6 Civil Service Commission Rules for Position-Based Testing (cont.)**

**411A.6.2** Pursuant to its Charter authority, the Civil Service Commission may independently inquire into the operation of the Position-Based Testing Program to determine compliance to its Rules, regulations, policies, and procedures and respond to Inspection Service requests.

**Sec.411A.7 Responsibilities of the Director of Transportation**

**411A.7.1** The Director of Transportation shall adhere to the procedures, requirements and standards established by the Human Resources Director for the Position-Based Testing Program under Rule 111A to implement this Rule 411A, and the policies of the Civil Service Commission concerning this Position-Based Testing Program, and to improve the City's ability to make prompt hires of best-qualified applicants. Nothing in this Rule is intended to extend to the Human Resources Director or the Director of Transportation the authority to change Civil Service Commission policy or to cause or permit the Human Resources Director or the Director of Transportation to take any action not in compliance with the law.

**411A.7.2** The Director of Transportation shall administer and rule on all matters concerning this Position-Based Testing Program. The decision of the Director of Transportation related to Position-Based Testing Program matters under this Rule is final, unless this Rule expressly provides for appeal to the Civil Service Commission.

**411A.7.3** The Executive Officer of the Civil Service Commission may initiate audits or investigations of the MTA's administration or implementation of this Position-Based Testing Program for compliance with Civil Service Commission policies and Rules; or for compliance with Department of Human Resources' policies, procedures and standards for Position-Based Testing.

**411A.7.4** Additionally, the Department of Human Resources shall conduct periodic independent reviews of the MTA's administration and implementation of this Position-Based Testing Program during the first three years following the adoption of this Civil Service Rule 411A on April 21, 2014 to ensure compliance with the Department of Human Resources' policies, procedures and standards for Position-Based Testing. The Department of Human Resources shall report any deficiencies to the Executive Officer of the Civil Service Commission to ensure that they are appropriately addressed. At the conclusion of the three-year period, the Department of Human Resources shall report to the Civil Service Commission on its findings regarding the operation of the MTA's Position-Based Testing Program under this Rule 411A.