



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

MEMORANDUM
CSC No. 2019-02

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DATE: September 24, 2019
TO: Department Heads
Departmental Personnel Officers
Employee Organization Representatives
FROM: Michael L. Brown
Executive Officer/Director
SUBJECT: Notice of Posting: Proposed Adoption of Civil Service Rule 411A,
Position-Based Testing Program Amendment Affecting Service-Critical Positions and Classifications at the Municipal Transportation Agency (MTA)

The Civil Service Commission (“Commission”) acted at its Regular Meeting of September 16, 2019 to approve the Rule 411A revised amendments for meet and discuss with interested stakeholders. The proposed Rule amendment will provide the flexibility for the Civil Service Commission to adjust the frequency of reporting requirement on the Position-Based Testing Program at MTA for Service-Critical classification by Commission action and will be noted on the Annual Planning Calendar of Required Reports.

Date: Tuesday, October 1, 2019
Time: 10:00 am – 11:00 am

Date: Thursday, October 3, 2019
Time: 3:00 pm – 4:00 pm

The meetings will take place in the Civil Service Commission’s Offices, located at 25 Van Ness Avenue, Suite 720 Please contact Commission staff at civilservice@sfgov.org to RSVP for either or both meeting dates.

You may contact me directly at (415) 252-3247 or at michael.brown@sfgov.org should you have any questions or concerns about the proposed revisions and/or cannot attend either meeting, or if you would like a copy of the Executive Officer’s staff report regarding the proposed Rule amendment to Rule 411A Position-Based Testing.

Respectfully submitted,

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN
Executive Officer/Director

Attachment – Proposed Rule 411A, Article II – 411A.5 Reporting Requirement

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 semi-annual 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 shall consider whether to require such reports from the MTA on a semi-annual basis instead of quarterly, to be consistent with the Department of Human Resources’ reporting requirement under Civil Service Rule 111A and will determine the frequency of such reports by Commission action. The frequency of such reports will be noted on the Annual Calendar of Required Reports.

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.