



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM
CSC No. 2021 – 01

Date: February 9, 2021

To: Jeffrey Tumlin, Director of Transportation
Human Resources Management, Municipal Transportation Agency
Employee Organization Representatives

From: Sandra Eng
Executive Director

Subject: **Notice of Posting: Proposed Amendments to Volume IV Civil Service Commission Rules 411A Position-Based Testing and 412 Eligible Lists**

The Civil Service Commission (Commission) acted at its Regular Meeting on February 1, 2021 to direct its' Executive Director to post the proposed amendments to Civil Service Commission Rules 411A Position-Based Testing and 412 Eligible Lists and to meet and discuss the proposed Rules amendments with any interested stakeholders.

Due to the pandemic, safety precautions, and Public Health Order, the Municipal Transportation Agency has been limited in the ability to conduct examinations including those that involve a large number of applicants or performance examinations and yet still be required to provide safe and efficient public transportation service. The proposed rule amendments are designed that in the event of a declared state of emergency by the Mayor, the Municipal Transportation Agency may request approval from the Civil Service Commission to extend the eligible lists beyond the timeframe established in the Rules.

The proposed rules amendments are the following:

411A.27 Management of Eligible Lists

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

411A.27.7 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.

412.33 Extension of an Eligible List in a Declared Emergency

Applicability: Article IV, Section 412.32 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA)

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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.

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: **Friday, February 12, 2021**
Time: **2:00 p.m. to 3:00 p.m.**

Date: **Tuesday, February 16, 2021**
Time: **10:00 a.m. to 11:00 a.m.**

The meetings will take place virtually using Microsoft Teams. Please contact Commission staff at civilservice@sfgov.org or by phone at (628) 652-1100 to RSVP for any of the meetings scheduled. If you are unable to attend any of the scheduled meetings above, please contact the Civil Service Commission office at civilservice@sfgov.org to schedule a meeting.

If you have additional questions, please contact me at Sandra.Eng@sfgov.org.

Sincerely,

/s/

SANDRA ENG
Executive Director

Cc: Elizabeth Salveson, President, CSC
Jacqueline Minor, Vice President, CSC
Douglas Chan, Commissioner, CSC
FX Crowley, Commissioner, CSC
Kate Favetti, Commissioner, CSC