



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22MTA) Applicable to Municipal Transportation Agency Service-Critical Classes

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports MTA for Instructions on completing and processing this Form

1. Civil Service Commission Register Number: _____ - _____ - _____
2. For Civil Service Commission Meeting of: December 2, 2013
3. Check One: Ratification Agenda
 Consent Agenda x
 Regular Agenda
4. Subject: Annual Report on anticipated and actual numbers and classifications of "Promotive Only" examinations at the San Francisco Municipal Transportation Agency (SFMTA).
5. Recommendation: Adopt Report.
6. Report prepared by: Clare Leung Telephone number: 701-5062
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:
SFMTA Director, Human Resources: *Donald E. Ellison*
By: Donald E. Ellison
Date: 11/14/2013
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 CSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

<u>CSC RECEIPT STAMP</u>



SFMTA
Municipal
Transportation
Agency

Edward M. Lee, Mayor

Tom Nolan, Chairman

Malcolm Hoadaie, Executive Director

Joel Ramos, Director

Edward D. Reiskin, Director of Transportation

Cheryl Buckner, Assistant Director

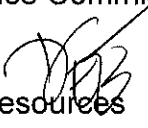
Jerry Lee, Director


Cristina Rubio, Director

MEMORANDUM

DATE: December 2, 2013

TO: Honorable Civil Service Commission

THROUGH: Donald E. Ellison 
Director of Human Resources

FROM: Clare Leung 
Recruitment Manager, Merit Section

SUBJECT: Annual Report on anticipated and actual numbers and classifications of "Promotive Only" examinations at the San Francisco Municipal Transportation Agency (SFMTA)

INTRODUCTION

City Charter Section 8A.104 governs the personnel and merit system at the San Francisco Municipal Transportation Agency (SFMTA). This report is submitted to provide the Commission with information in compliance with the following specific subsections of 8A.104:

CONCLUSION

No promotive only examinations were administered in the previous fiscal year. SFMTA is not planning to administer any promotive only examinations at this time. In order to recruit a well-qualified workforce for various classifications and provide equal employment opportunity to all applicants, SFMTA has been conducting entrance examinations, combined entrance and promotive examinations for various classifications.