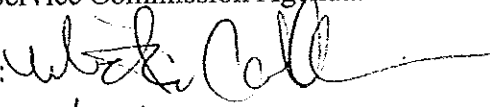




# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

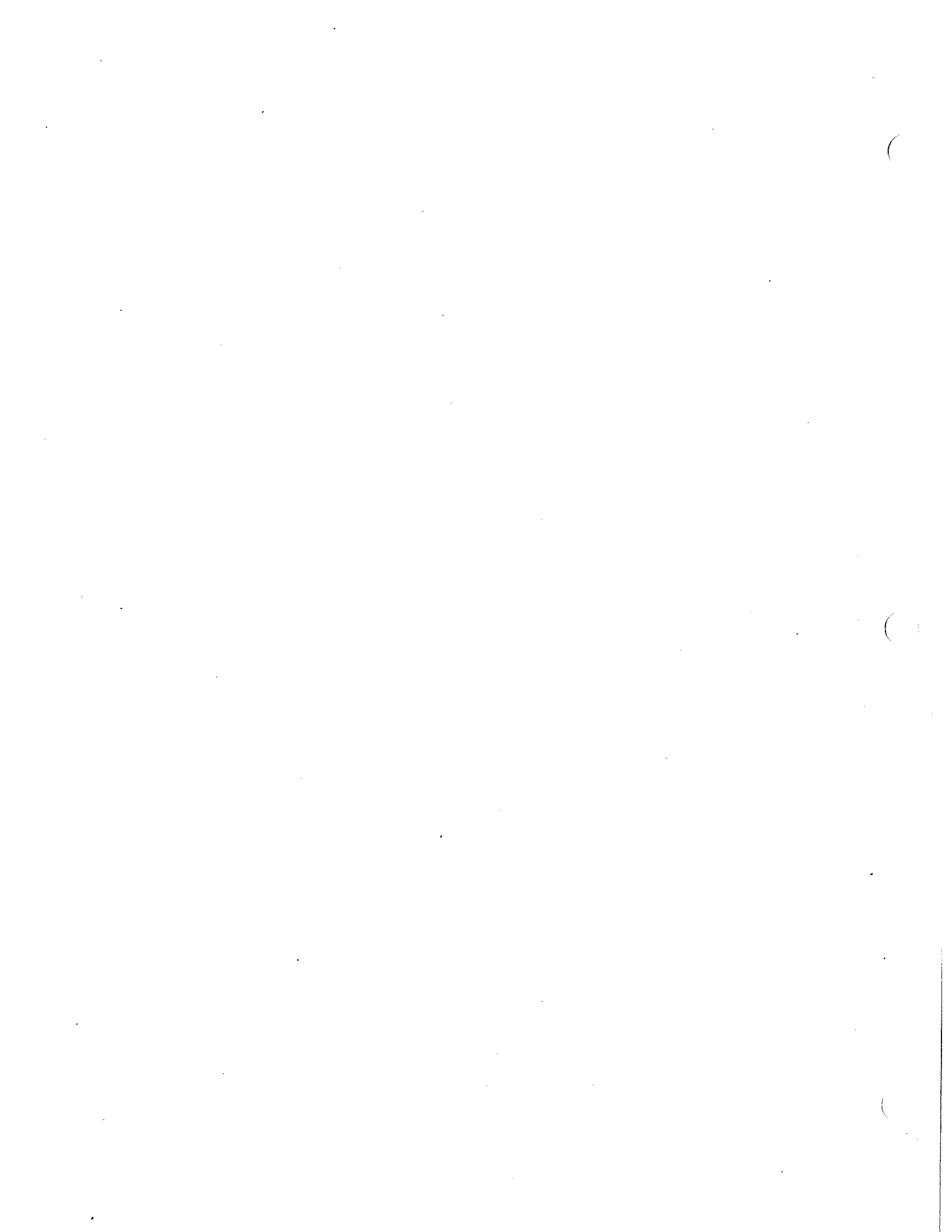
1. Civil Service Commission Register Number: \_\_\_\_\_ - \_\_\_\_\_ -
2. For Civil Service Commission Meeting of: February 4, 2013
3. Check One:           Ratification Agenda  
                              Consent Agenda  
                              Regular Agenda  
                              Human Resources Director's Report   X
4. Subject: **Report on Position-Based Testing Program**
5. Recommendation: Adopt the Report
6. Report prepared by: John Kraus Telephone number: 557-4884
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:  
Human Resources Director:   
Date: 1/24/13
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.

<b><u>CSC RECEIPT STAMP</u></b>

Attachment





Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

**Date:** January 22, 2013

**To:** Honorable Civil Service Commission

**Through:** Micki Callahan  
Human Resources Director *Micki Callahan*

**From:** John Kraus  
Assistant Deputy Director, Recruitment and Assessment Services

**Subject:** Report on the Position-Based Testing Program

The purpose of this report is to update the Civil Service Commission (CSC) on the Position-Based Testing (PBT) Program. It covers the period from July 1, 2012 through December 31, 2012.

The CSC adopted Rule 111A on Position-Based Testing (PBT) on February 6, 2006. Under the PBT Program, local hiring departments or agencies are permitted to process recruitments in consultation with the Department of Human Resources (DHR). The program was intended to streamline the hiring of permanent employees by giving local agencies greater control over the recruitment and assessment process. The stated goal of the PBT Program is to adopt eligible lists resulting from merit-based examination processes within sixty days of the posting of an examination announcement.

The table below shows that, during the first half of the current fiscal year, the rate of PBT utilization continues to be high with PBT examinations producing about twice as many eligible lists than CBT examinations.

	PBT			CBT			Total Tests
	# of tests	% of all tests	Avg. # days <sup>1</sup>	# of tests	% of all tests	Avg.# days	
FY 2006-2007	120	52%	99	109	48%	113	233
FY 2007-2008	180	61%	82	117	39%	111	291
FY 2008-2009	106	67%	67	52	33%	81	187
FY 2009-2010	142	56%	63	110	44%	80	222
FY 2010-2011	333	69%	42	152	31%	54	387
FY 2011-2012	268	70%	48	113	30%	90	358
1st Half FY 2012-2013	99	66%	57	50	34%	72	149

<sup>1</sup> Average # Days in this table corresponds to the median time frame between the announcement closing and list adoption

The table shows that the actual number of PBT examinations for the first half of this fiscal year is lower than that of the prior two years at this point in time. This may be attributable to the transition to the PeopleSoft system this past summer which shifted the focus of human resource professionals as new business practices were being developed and learned. Also, during several weeks in August the system's changeover required that certain personnel transactions be delayed. This may explain why the average number of days from announcement closing to list issuance also increased slightly during this period.

During the first six months of FY 2012 - 2013 fiscal year, four appeals involving PBT announcements were submitted to the Civil Service Commission. One was a group appeal involving a 4334 Investigator selection process (PBT-4334-058963) which was administratively resolved. Three other protests involved eligibility for 7281 Street Environmental Services Operations Supervisor (PBT-7281-058861), which were also resolved administratively.

In conclusion, the PBT program continues to be successful as demonstrated by its speed in list delivery and the relatively low number of protests received.

Recommendation: Adopt the report.

c: Ted Yamasaki