





**SFMTA**  
Municipal  
Transportation  
Agency

Edwin M. Lee, *Mayor*

Tom Nolan, *Chairman*  
Malcolm Heinicke, *Director*  
Joel Ramos, *Director*


Cheryl Brinkman, *Vice-Chairman*  
Jerry Lee, *Director*  
Cristina Rubke, *Director*


Edward D. Feiskin, *Director of Transportation*

**MEMORANDUM**

**DATE:** February 3, 2014

**TO:** Honorable Civil Service Commission

**THROUGH:** Donald E. Ellison   
Director, Human Resources

**FROM:** Clare Leung   
Recruitment Manager

**SUBJECT:** Report on Appointments Exempt From Civil Service under Charter Section 10.104-16 through 10.104-18

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Charter Sections 10.104-16, 10.104-17 and 10.104-18 provide that certain part-time, seasonal, temporary, and substitute positions may be exempt from civil service selection, appointment and removal procedures subject to approval of the Civil Service Commission. On June 3, 1996, the Civil Service Commission established and adopted procedures and guidelines for the processing and approval of such appointments and authorized the Human Resources Director to act on written requests for exemptions, issue instructions to departments for the expeditious processing of departmental requests for exemptions, and provide the Commission with reports of transactions processed under the guidelines.

Charter Section 8A.104 provides that, as of July 1, 2000, except for the administration of health services, the Municipal Transportation Agency assumed all powers and duties vested in the Department of Human Resources and the Human Resources Director under Articles X and XI of the Charter in connection with job classifications within the Municipal Transportation Agency (MTA) performing service-critical functions.

The attached report reflects requisitions for MTA service-critical positions approved in categories 10.104-16 through 10.104-18 for the period from July 1, 2013 through December 31, 2013. Also, attached is a graph showing the total number of exempt appointments for service-critical positions for the last three fiscal years, in addition to the numbers for the current report period.

**Key:**

16 - Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures

17 - Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular civil service procedures.

18 - Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular civil service procedures.

Exempt Appointments from Civil Service under Charter Section 10.104-16 through 10.104-18 at SFMTA  
 Service Critical Positions  
 for the period from 7/1/2013 through 12/31/2013

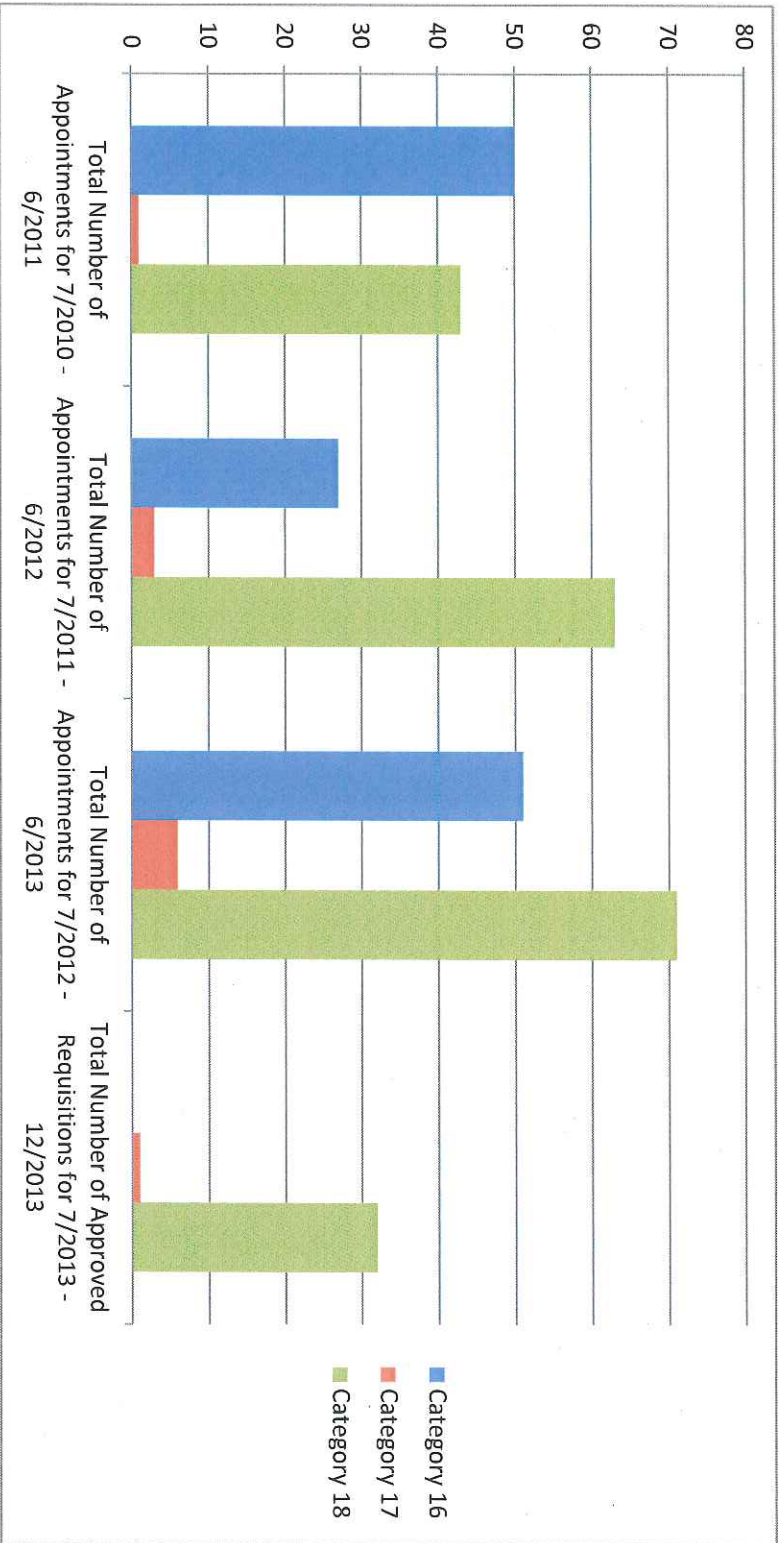
Job Code	Title	Job Req	Exempt Status	Head Count	Status	Approve	Service Critical
9132	Transit Fare Inspector	1090824	17 Substitute for Civil Service Employee on Leave	1	Filled	7/30/2013	Y
1042	IS Engineer-Journey	1126069	18 Special Project - Limited Term	1	Filled	10/28/2013	Y
1091	IT Operations Support Administrator I	1125786	18 Special Project - Limited Term	1	Filled	12/17/2013	Y
1452	Executive Secretary II	1111751	18 Special Project - Limited Term	1	Filled	12/11/2013	Y
1824	Principal Admin Analyst	1124428	18 Special Project - Limited Term	1	Vacant	10/30/2013	Y
1824	Principal Admin Analyst	1121189	18 Special Project - Limited Term	1	Vacant	9/4/2013	Y
1824	Principal Admin Analyst	1126424	18 Special Project - Limited Term	1	Vacant	12/7/2013	Y
5177	Safety Officer	1125699	18 Special Project - Limited Term	1	Vacant	10/28/2013	Y
5201	Junior Engineer	1126034	18 Special Project - Limited Term	1	Vacant	10/30/2013	Y
5201	Junior Engineer	1126035	18 Special Project - Limited Term	1	Vacant	10/30/2013	Y
5201	Junior Engineer	1126036	18 Special Project - Limited Term	1	Vacant	10/30/2013	Y
5203	Assistant Engineer	1125764	18 Special Project - Limited Term	1	Filled	10/5/2013	Y
5207	Associate Engineer	1125763	18 Special Project - Limited Term	1	Vacant	11/16/2013	Y
5289	Transit Planner III	1125727	18 Special Project - Limited Term	1	Vacant	10/3/2013	Y
5289	Transit Planner III	1111165	18 Special Project - Limited Term	1	Filled	10/5/2013	Y
5290	Transit Planner IV	1124443	18 Special Project - Limited Term	1	Vacant	12/19/2013	Y

Exempt Appointments from Civil Service under Charter Section 10.104-16 through 10.104-18 at SFMTA  
 Service Critical Positions

for the period from 7/1/2013 through 12/31/2013

Job Code	Title	Job Req	Exempt Status	Head Count	Status	Approve	Service Critical
6318	Construction Inspector	1123102	18 Special Project - Limited Term	1	Vacant	12/3/2013	Y
7344	Carpenter	1125353	18 Special Project - Limited Term	1	Vacant	9/20/2013	Y
7346	Painter	1118285	18 Special Project - Limited Term	1	Filled	10/30/2013	Y
7346	Painter	1119462	18 Special Project - Limited Term	1	Vacant	10/17/2013	Y
7346	Painter	1119464	18 Special Project - Limited Term	1	Vacant	10/17/2013	Y
7346	Painter	1123163	18 Special Project - Limited Term	1	Filled	10/17/2013	Y
7346	Painter	1118287	18 Special Project - Limited Term	1	Filled	10/17/2013	Y
7346	Painter	1119463	18 Special Project - Limited Term	1	Vacant	10/17/2013	Y
9150	Train Controller	1035663	18 Special Project - Limited Term	1	Vacant	9/20/2013	Y
9150	Train Controller	1123366	18 Special Project - Limited Term	1	Vacant	10/31/2013	Y
9150	Train Controller	1115201	18 Special Project - Limited Term	1	Vacant	9/20/2013	Y
9150	Train Controller	1088189	18 Special Project - Limited Term	1	Vacant	9/20/2013	Y
9504	Permit and Citation Clerk	1125856	18 Special Project - Limited Term	1	Filled	10/10/2013	Y
9504	Permit and Citation Clerk	1125857	18 Special Project - Limited Term	1	Filled	10/10/2013	Y
9504	Permit and Citation Clerk	1125858	18 Special Project - Limited Term	1	Filled	10/10/2013	Y
9504	Permit and Citation Clerk	1125859	18 Special Project - Limited Term	1	Filled	10/10/2013	Y

**San Francisco Municipal Transportation Agency**  
**Exempt Appointments from Civil Service under Charter Section 10.104-16 through 10.104-18**  
**Service Critical Positions**  
**For the Reporting Period from 7/1/2013 through 12/31/2013**



Exempt Status	Total Number of Appointments for 7/2010 - 6/2011	Total Number of Appointments for 7/2011 - 6/2012	Total Number of Appointments for 7/2012 - 6/2013	Total Number of Approved Requisitions for 7/2013 - 12/2013
Category 16	50	27	51	0
Category 17	1	3	6	1
Category 18	43	63	71	32