



# 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: 0225 - 13 - 1
2. For Civil Service Commission Meeting of: August 19, 2013
3. Check One:           Ratification Agenda  
                              Consent Agenda  
                              Regular Agenda  
                              Human Resources Director's Report X
4. Subject: Report on the Position-Based Testing Program
5. Recommendation: Adopt the Report
6. Report prepared by: John C. Kraus Telephone number: 415 557-4884
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: Micki Carleton  
Date: 08/08/13
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

**Notification List**

**Report on Position-Based Testing Program**

Micki Callahan

Human Resources Director

Department of Human Resources

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John C. Kraus

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Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

**Date:** August 6, 2013  
**To:** Honorable Civil Service Commission  
**Through:** Micki Callahan  
 Human Resources Director  
**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 June 30, 2013.

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.

As the table below shows, the rate of PBT utilization continues to be quite high. In fact, PBTs occur twice as often Class Based Tests.

	PBT			CBT			Total Tests
	# of tests	% of all tests	Avg. # days[1]	# 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
<b>FY 2012 - 2013</b>	<b>243</b>	<b>68%</b>	<b>58</b>	<b>113</b>	<b>32%</b>	<b>73</b>	<b>356</b>

[1] Average # Days in this table corresponds to the median time frame between the announcement closing and list adoption

The table also shows that the number of total examinations in general over the last three years has been much higher than those during the preceding four years. Despite this volume increase, the median time frame between announcement closing and list adoption for PBT remains under 60 days.

As previously reported, there were four appeals involving PBT announcements that were submitted to the Civil Service Commission during the first half of FY 2012 – 2013. One was a group appeal involving a 4334 Investigator selection process (PBT-4334-058963). It was administratively resolved. The other three protests involved eligibility for 7281 Street Environmental Services Operations Supervisor (PBT-7281-058861). These were also resolved administratively. We are unaware of any formal appeals involving PBTs that were submitted during the last half of FY 2012-2013.

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: Micki Callahan  
Ted Yamasaki