

MEMORANDUM

DATE: February 8, 2013

TO: Honorable Civil Service Commission

THROUGH: Donald E. Ellison *[Signature]*
Director, Human Resources

FROM: Clare Leung *[Signature]*
Recruitment Manager

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

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.

Edwin M. Lee
Mayor

Tom Nolan
Chairman

Cheryl Brinkman
Vice-Chairman

Leona Bridges
Director

Malcolm Heinicke
Director

Jerry Lee
Director

Joél Ramos
Director

Cristina Rubke
Director

Edward D. Reiskin
Director of
Transportation

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, 2012 through December 31, 2012. 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 report period currently provided.

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

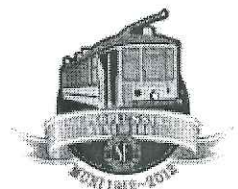
17 - Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular civil service procedures.

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.

One South Van Ness Ave.
Seventh Floor
San Francisco, CA 94103

Tele: 415.701.4500

www.sfmta.com



Exempt Appointments from Civil Service under Charter Section 10.104-16 through 10.104-18 at SFMTA
 Service Critical Positions
 for the period from 7/1/2012 through 12/31/2012

| Job Code | Title | Job Req | Exempt Status | Head Count | Status | Approve | Service Critical |
|----------|--------------------------|----------|---------------------------|------------|--------|------------|------------------|
| 1241 | Personnel Analyst | 01112083 | 16 Temporary and Seasonal | 1 | Vacant | 12/28/2012 | Y |
| 1241 | Personnel Analyst | 01089040 | 16 Temporary and Seasonal | 1 | Vacant | 12/28/2012 | Y |
| 1314 | Public Relations Officer | 01122938 | 16 Temporary and Seasonal | 1 | Filled | 10/22/2012 | Y |
| 1950 | Assistant Purchaser | 01119751 | 16 Temporary and Seasonal | 1 | Filled | 11/15/2012 | Y |
| 8167 | Parking Hearing Examiner | 1121359 | 16 Temporary and Seasonal | 1 | Filled | 8/10/2012 | Y |
| 8167 | Parking Hearing Examiner | 1121360 | 16 Temporary and Seasonal | 1 | Filled | 8/10/2012 | Y |
| 8167 | Parking Hearing Examiner | 1121286 | 16 Temporary and Seasonal | 1 | Filled | 7/27/2012 | Y |
| 8167 | Parking Hearing Examiner | 1121287 | 16 Temporary and Seasonal | 1 | Filled | 7/27/2012 | Y |
| 8167 | Parking Hearing Examiner | 1121288 | 16 Temporary and Seasonal | 1 | Filled | 7/27/2012 | Y |
| 8167 | Parking Hearing Examiner | 1121289 | 16 Temporary and Seasonal | 1 | Filled | 7/27/2012 | Y |
| 8167 | Parking Hearing Examiner | 1121290 | 16 Temporary and Seasonal | 1 | Filled | 7/27/2012 | Y |
| 8167 | Parking Hearing Examiner | 1121291 | 16 Temporary and Seasonal | 1 | Filled | 7/27/2012 | Y |
| 8167 | Parking Hearing Examiner | 1121292 | 16 Temporary and Seasonal | 1 | Filled | 7/27/2012 | Y |
| 8167 | Parking Hearing Examiner | 1121293 | 16 Temporary and Seasonal | 1 | Filled | 7/27/2012 | Y |
| 8167 | Parking Hearing Examiner | 1121294 | 16 Temporary and Seasonal | 1 | Filled | 7/27/2012 | Y |
| 8167 | Parking Hearing Examiner | 1121295 | 16 Temporary and Seasonal | 1 | Filled | 7/27/2012 | Y |
| 8167 | Parking Hearing Examiner | 1121296 | 16 Temporary and Seasonal | 1 | Filled | 7/27/2012 | Y |
| 8167 | Parking Hearing Examiner | 01122875 | 16 Temporary and Seasonal | 1 | Vacant | 10/18/2012 | Y |
| 8167 | Parking Hearing Examiner | 01122876 | 16 Temporary and Seasonal | 1 | Vacant | 10/18/2012 | Y |

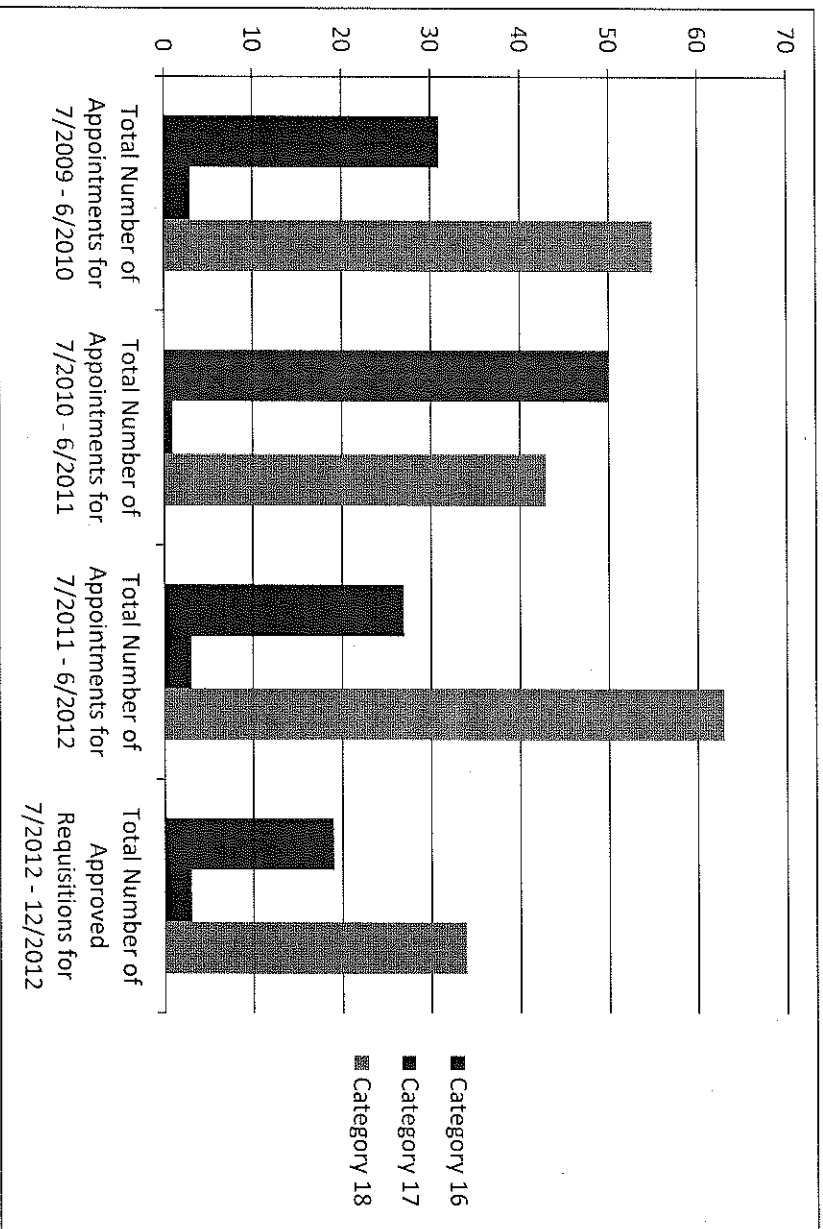
Exempt Appointments from Civil Service under Charter Section 10.104-16 through 10.104-18 at SFMTA
 Service Critical Positions
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| Job Code | Title | Job Req | Exempt Status | Head Count | Status | Approve | Service Critical |
|----------|-------------------------------------|----------|--|------------|--------|------------|------------------|
| 5201 | Junior Engineer | 01106432 | 17 Substitute for Civil Service Employee on Leave | 1 | Filled | 9/25/2012 | Y |
| 7346 | Painter | 1120882 | 17 Substitute for Civil Service Employee on Leave | 1 | Vacant | 7/12/2012 | Y |
| 7346 | Painter | 00905998 | 17 Substitute for Civil Service Employee on Leave | 1 | Vacant | 12/5/2012 | Y |
| 1024 | IS Administrator - Supervisor | 1120825 | 18 Special Project - Limited Term | 1 | Vacant | 7/2/2012 | Y |
| 1024 | IS Administrator - Supervisor | 01122168 | 18 Special Project - Limited Term | 1 | Filled | 9/13/2012 | Y |
| 1044 | IS Engineer - Principal | 01122169 | 18 Special Project - Limited Term | 1 | Filled | 9/18/2012 | Y |
| 1070 | IS Project Director | 1121240 | 18 Special Project - Limited Term | 1 | Filled | 7/26/2012 | Y |
| 1312 | Public Information Officer | 01118159 | 18 Special Project - Limited Term | 1 | Vacant | 10/30/2012 | Y |
| 1314 | Public Relations Officer | 01123134 | 18 Special Project - Limited Term | 1 | Filled | 11/27/2012 | Y |
| 1654 | Principal Accountant | 1121301 | 18 Special Project - Limited Term | 1 | Filled | 7/27/2012 | Y |
| 1824 | Principal Admin Analyst | 01122170 | 18 Special Project - Limited Term | 1 | Filled | 9/12/2012 | Y |
| 1824 | Principal Admin Analyst | 01122858 | 18 Special Project - Limited Term | 1 | Vacant | 10/16/2012 | Y |
| 1824 | Principal Admin Analyst | 1120897 | 18 Special Project - Limited Term | 1 | Vacant | 7/12/2012 | Y |
| 1825 | Principal Administrative Analyst II | 01121948 | 18 Special Project - Limited Term | 1 | Vacant | 11/13/2012 | Y |
| 1950 | Assistant Purchaser | 01121716 | 18 Special Project - Limited Term | 1 | Filled | 8/31/2012 | Y |
| 5241 | Engineer | 1120852 | 18 Special Project - Limited Term | 1 | Vacant | 7/5/2012 | Y |
| 5241 | Engineer | 01122331 | 18 Special Project - Limited Term | 1 | Vacant | 9/18/2012 | Y |
| 5277 | Planner I | 01122454 | 18 Special Project - Limited Term | 1 | Filled | 9/24/2012 | Y |
| 5283 | Planner V | 01122859 | 18 Special Project - Limited Term | 1 | Vacant | 10/16/2012 | Y |

Exempt Appointments from Civil Service under Charter Section 10.104-16 through 10.104-18 at SFMTA
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| Job Code | Title | Job Req | Exempt Status | Head Count | Status | Approve | Service Critical |
|----------|------------------------------------|----------|-----------------------------------|------------|--------|------------|------------------|
| 5288 | Transit Planner II | 01122417 | 18 Special Project - Limited Term | 1 | Vacant | 9/25/2012 | Y |
| 5288 | Transit Planner II | 01123138 | 18 Special Project - Limited Term | 1 | Vacant | 12/18/2012 | Y |
| 5288 | Transit Planner II | 01122418 | 18 Special Project - Limited Term | PE1471 | Vacant | 9/25/2012 | Y |
| 5290 | Transit Planner IV | 01122455 | 18 Special Project - Limited Term | TE7466 | Filled | 9/24/2012 | Y |
| 5502 | Project Manager I | 1121250 | 18 Special Project - Limited Term | PE1450 | Filled | 7/26/2012 | Y |
| 5502 | Project Manager I | 01113556 | 18 Special Project - Limited Term | PE1480 | Vacant | 12/11/2012 | Y |
| 5502 | Project Manager I | 1121336 | 18 Special Project - Limited Term | PE1460 | Filled | 8/6/2012 | Y |
| 5504 | Project Manager II | 01123517 | 18 Special Project - Limited Term | PE1503 | Vacant | 12/20/2012 | Y |
| 5504 | Project Manager II | 01123099 | 18 Special Project - Limited Term | PE1493 | Vacant | 12/11/2012 | Y |
| 7346 | Painter | 1121130 | 18 Special Project - Limited Term | TE7420 | Vacant | 7/20/2012 | Y |
| 7346 | Painter | 01122429 | 18 Special Project - Limited Term | TE7460 | Vacant | 9/25/2012 | Y |
| 7346 | Painter | 01123163 | 18 Special Project - Limited Term | TE7489 | Vacant | 12/5/2012 | Y |
| 7371 | Electrical Transit System Mechanic | 1120849 | 18 Special Project - Limited Term | PE1445 | Filled | 7/3/2012 | Y |
| 7371 | Electrical Transit System Mechanic | 1120833 | 18 Special Project - Limited Term | TE7416 | Vacant | 7/3/2012 | Y |
| 7371 | Electrical Transit System Mechanic | 1120850 | 18 Special Project - Limited Term | PE1446 | Filled | 7/3/2012 | Y |
| 7371 | Electrical Transit System Mechanic | 1120835 | 18 Special Project - Limited Term | TE7417 | Vacant | 7/3/2012 | Y |
| 9145 | Traffic Signal Electrician | 01122450 | 18 Special Project - Limited Term | TE7461 | Filled | 9/24/2012 | Y |
| 9145 | Traffic Signal Electrician | 01122451 | 18 Special Project - Limited Term | TE7462 | Filled | 9/24/2012 | 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 7/1/2012 through 12/31/2012



| Exempt Status | Total Number of Appointments for 7/2009 - 6/2010 | 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 - 12/2012 | Total Number of Approved Requisitions for 7/2012 - 12/2012 |
|---------------|--|--|--|---|--|
| Category 16 | 31 | 50 | 27 | 19 | |
| Category 17 | 3 | 1 | 3 | 3 | |
| Category 18 | 55 | 43 | 63 | 34 | |