



MEMORANDUM

DATE: July 29, 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
/

Tom Nolan
Chairman

Cheryl Brinkman
Vice-Chairman

Malcolm Heinicke
Director

Jerry Lee
Director

Joël 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 January 1, 2013 through June 30, 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 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.

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Exempt Appointments from Civil Service under Charter Section 10.104-16 through 10.104-18 at SFMTA
 Service Critical Positions
 for the period from 1/1/2013 through 6/30/2013

Job Code	Title	Job Req	Exempt Status	Head Count	Status	Approve	Service Critical
1244	Senior Personnel Analyst	01057113	16 Temporary and Seasonal	1	Filled	26-Mar-13	Y
1244	Senior Personnel Analyst	01124071	16 Temporary and Seasonal	1	Vacant	26-Feb-13	Y
5380	Student Engineer Trainee I,Arch., Engr., & Plan.	01114387	16 Temporary and Seasonal	1	Filled	22-Feb-13	Y
5380	Student Engineer Trainee I,Arch., Engr., & Plan.	01119557	16 Temporary and Seasonal	1	Filled	17-Jun-13	Y
5380	Student Engineer Trainee I,Arch., Engr., & Plan.	01123835	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y
5380	Student Engineer Trainee I,Arch., Engr., & Plan.	01123836	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y
5380	Student Engineer Trainee I,Arch., Engr., & Plan.	01123837	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y
5380	Student Engineer Trainee I,Arch., Engr., & Plan.	01123838	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y
5380	Student Engineer Trainee I,Arch., Engr., & Plan.	01123842	16 Temporary and Seasonal	1	Vacant	06-Feb-13	Y
5380	Student Engineer Trainee I,Arch., Engr., & Plan.	01124124	16 Temporary and Seasonal	1	Vacant	20-Mar-13	Y
5380	Student Engineer Trainee I,Arch., Engr., & Plan.	01124125	16 Temporary and Seasonal	1	Vacant	20-Mar-13	Y
5380	Student Engineer Trainee I,Arch., Engr., & Plan.	01124126	16 Temporary and Seasonal	1	Vacant	20-Mar-13	Y
5380	Student Engineer Trainee I,Arch., Engr., & Plan.	01124127	16 Temporary and Seasonal	1	Vacant	20-Mar-13	Y
5381	Student Engineer Trainee I,Arch., Engr., & Plan.	01123843	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y
5381	Student Engineer Trainee I,Arch., Engr., & Plan.	01123844	16 Temporary and Seasonal	1	Vacant	06-Feb-13	Y
5381	Student Engineer Trainee I,Arch., Engr., & Plan.	01123845	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y
5381	Student Engineer Trainee I,Arch., Engr., & Plan.	01123846	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y
5381	Student Engineer Trainee I,Arch., Engr., & Plan.	01123847	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y
5381	Student Engineer Trainee I,Arch., Engr., & Plan.	01123851	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y

Exempt Appointments from Civil Service under Chapter Section 10.104-16 through 10.104-18 at SFMTA
 Service Critical Positions
 for the period from 1/1/2013 through 6/30/2013

Job Code	Title	Job Req	Exempt Status	Head Count	Status	Approve	Service Critical
5381	Student Engineer Trainee II, Arch., Engr., & Plan.	01123852	16 Temporary and Seasonal	1	Vacant	06-Feb-13	Y
5381	Student Engineer Trainee II, Arch., Engr., & Plan.	01124128	16 Temporary and Seasonal	1	Filled	20-Mar-13	Y
5381	Student Engineer Trainee II, Arch., Engr., & Plan.	01124129	16 Temporary and Seasonal	1	Vacant	20-Mar-13	Y
5381	Student Engineer Trainee II, Arch., Engr., & Plan.	01124130	16 Temporary and Seasonal	1	Filled	20-Mar-13	Y
5381	Student Engineer Trainee II, Arch., Engr., & Plan.	01124131	16 Temporary and Seasonal	1	Filled	20-Mar-13	Y
5382	Student Engineer Trainee III, Arch., Engr., & Plan.	01123853	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y
5382	Student Engineer Trainee III, Arch., Engr., & Plan.	01123857	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y
5382	Student Engineer Trainee III, Arch., Engr., & Plan.	01123858	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y
5382	Student Engineer Trainee III, Arch., Engr., & Plan.	01123859	16 Temporary and Seasonal	1	Vacant	06-Feb-13	Y
5382	Student Engineer Trainee III, Arch., Engr., & Plan.	01123860	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y
5382	Student Engineer Trainee III, Arch., Engr., & Plan.	01123861	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y
5382	Student Engineer Trainee III, Arch., Engr., & Plan.	01123862	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y
5382	Student Engineer Trainee III, Arch., Engr., & Plan.	01123863	16 Temporary and Seasonal	1	Vacant	06-Feb-13	Y
5382	Student Engineer Trainee III, Arch., Engr., & Plan.	01123864	16 Temporary and Seasonal	1	Filled	06-Feb-13	Y
5382	Student Engineer Trainee III, Arch., Engr., & Plan.	01124133	16 Temporary and Seasonal	1	Vacant	20-Mar-13	Y
5382	Student Engineer Trainee III, Arch., Engr., & Plan.	01124134	16 Temporary and Seasonal	1	Vacant	20-Mar-13	Y
5382	Student Engineer Trainee III, Arch., Engr., & Plan.	01124135	16 Temporary and Seasonal	1	Vacant	20-Mar-13	Y
9504	Permit and Citation Clerk	01124624	16 Temporary and Seasonal	1	Vacant	31-May-13	Y
1241	Personnel Analyst	01086267	17 Substitute for Civil Service Employee on Leave	1	Vacant	06-May-13	Y

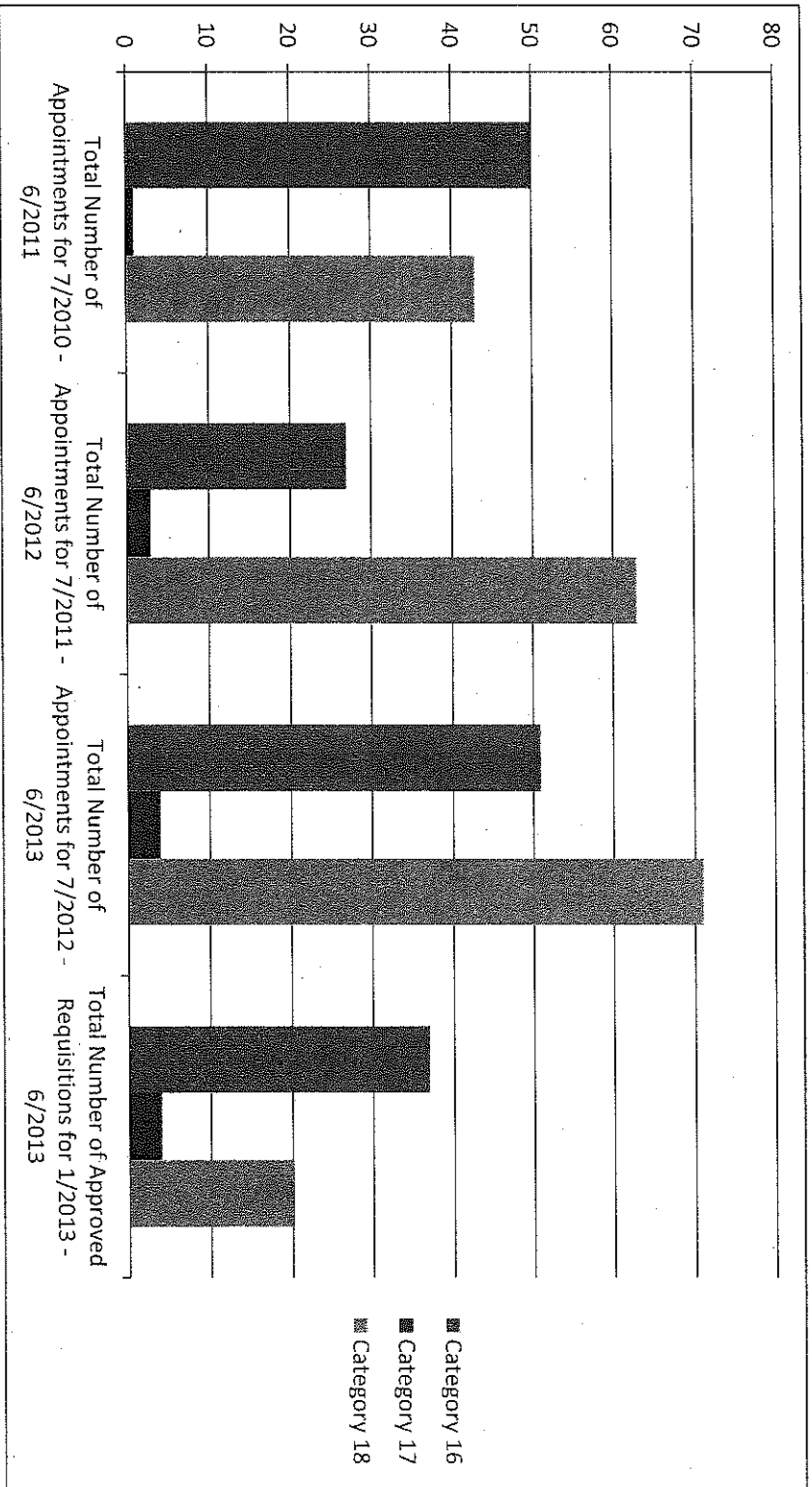
Exempt Appointments from Civil Service under Charter Section 10.104-16 through 10.104-18 at SFMTA
 Service Critical Positions
 for the period from 1/1/2013 through 6/30/2013

Job Code	Title	Job Req	Exempt Status	Head Count	Status	Approve	Service Critical
9122	Transit Information Clerk	01121326	17 Substitute for Civil Service Employee on Leave	1	Vacant	11-Feb-13	Y
9504	Permit and Citation Clerk	01100028	17 Substitute for Civil Service Employee on Leave	1	Filled	05-Feb-13	Y
9504	Permit and Citation Clerk	01100035	17 Substitute for Civil Service Employee on Leave	1	Filled	05-Feb-13	Y
1004	IS Operator - Analyst	01123809	18 Special Project - Limited Term	1	Filled	04-Feb-13	Y
1824	Principal Admin Analyst	01113592	18 Special Project - Limited Term	1	Vacant	06-May-13	Y
1824	Principal Admin Analyst	01123916	18 Special Project - Limited Term	1	Vacant	21-Feb-13	Y
1824	Principal Admin Analyst	01123917	18 Special Project - Limited Term	1	Vacant	21-Feb-13	Y
1824	Principal Admin Analyst	01124395	18 Special Project - Limited Term	1	Filled	18-Apr-13	Y
1824	Principal Admin Analyst	01123694	18 Special Project - Limited Term	1	Filled	17-Jan-13	Y
1824	Principal Admin Analyst	01124614	18 Special Project - Limited Term	1	Vacant	29-May-13	Y
5201	Junior Engineer	01124671	18 Special Project - Limited Term	1	Vacant	13-Jun-13	Y
5201	Junior Engineer	01124769	18 Special Project - Limited Term	1	Vacant	26-Jun-13	Y
5203	Assistant Engineer	01124679	18 Special Project - Limited Term	1	Vacant	18-Jun-13	Y
5203	Assistant Engineer	01124680	18 Special Project - Limited Term	1	Vacant	18-Jun-13	Y
5207	Associate Engineer	01123918	18 Special Project - Limited Term	1	Vacant	19-Mar-13	Y
5207	Associate Engineer	01124672	18 Special Project - Limited Term	1	Vacant	13-Jun-13	Y
5288	Transit Planner II	01124436	18 Special Project - Limited Term	1	Vacant	11-Jun-13	Y

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Job Code	Title	Job Req	Exempt Status	Head Count	Status	Approve	Service Critical
5289	Transit Planner III	01124391	18 Special Project - Limited Term	1	Vacant	06-May-13	Y
5289	Transit Planner III	01123157	18 Special Project - Limited Term	1	Filled	22-Feb-13	Y
5289	Transit Planner III	01119791	18 Special Project - Limited Term	1	Vacant	17-Jan-13	Y
5290	Transit Planner IV	01123241	18 Special Project - Limited Term	1	Filled	22-Feb-13	Y
6318	Construction Inspector	01123100	18 Special Project - Limited Term	1	Vacant	23-Jan-13	Y
6318	Construction Inspector	01123101	18 Special Project - Limited Term	1	Vacant	23-Jan-13	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 1/1/2013 through 6/30/2013



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 1/2013 - 6/2013
Category 16	50	27	51	37
Category 17	1	3	4	4
Category 18	43	63	71	20