



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: (N/A) 0261 - 13 - 1
2. For Civil Service Commission Meeting of: October 7, 2013
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
 Human Resources Director's Report
4. Subject: Status report on Rule 411A SFMTA PBT Pilot Program
5. Recommendation: Accept and adopt the staff report
6. Report prepared by: Derek Kim Telephone number: (415) 701-4615
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: Donald E. Ellison *Donald E. Ellison*
Date: 9/23/13
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.

Attachment

<u>CSC RECEIPT STAMP</u>

NOTIFICATIONS

Edward D. Reiskin
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Alicia John-Baptiste
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SFMTA
Municipal
Transportation
Agency

Edward M. Lee, Mayor

Tom Nolan, Chairman

Michael E. Donohue, Director

Joe Ramos, Director

Edward D. Sanchez, Director of Transportation

Gregory J. ...

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Memorandum

DATE: September 24, 2013

TO: Honorable Civil Service Commission

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

FROM: Derek Kim *Derek Kim*
Operations Manager, SFMTA Human Resources

SUBJECT: Report on Status of the Civil Service Rule 411A Pilot Position-Based Testing Program for MTA Service-Critical Positions or Classes

In April of 2013, the Civil Service Commission adopted Rule 411A, granting San Francisco Municipal Transportation Agency (SFMTA) the ability to conduct and administer position-based examinations and to participate in the borrowing of eligible lists established by other City departments in classifications listed under Article II, Section 411A.4.

Under the provisions of the pilot program, Article II, Section 411A.6, SFMTA will provide quarterly reports to the Civil Service Commission on any examinations administered under the Pilot Position-Based Testing Program. The report is to include, but not be limited to the following information for each examination:

- Applicable Certification
- Duration of the eligible list
- Number of applicants
- Number of qualified under the terms of the examination announcement
- Number of candidates who participated in the examination
- How many were placed on the eligible list
- Number and type of protests submitted to the Director of Transportation & their disposition

The following report reflects the required information under Article II, Section 411A.6 Reporting Requirements.

SFMTA - PBT Pilot Position-Based Testing Program for MTA Service-Critical Positions or Classes

Reporting Period : FY 2014 - QTR 1

Examinations Administered by SFMTA

JOB CLASS	1244 Senior Personnel Analyst	1823 Senior Administrative Analyst	1824 Principal Administrative Analyst
ANNOUNCEMENT DATE	6/17/2013 - 6/28/2013	5/8/2013 - 5/21/2013	5/8/2013 - 5/21/2013
CERTIFICATION RULE	Rule of Ten Scores	Rule of Ten Scores	Rule of Ten Scores
ELIGIBLE LIST DURATION	12 Months	12 Months	12 Months
# OF APPLICANTS	110	108	89
# DEEMED QUALIFIED UNDER EXAM ANNOUCEMENT	48	79	70
# PARTICIPATING IN THE EXAM	27	66	62
# ON THE ELIGIBLE LIST	16	49	53
# AND TYPE OF PROTESTS	None as of 9/20/13	None as of 9/20/13	None as of 9/20/13

Request to use Eligible List(s) established by other City Departments

In an attempt to fill a vacant 1823 Senior Administrative Analyst position, SFMTA requested to borrow the PBT eligible list established by the Department of Emergency Management (DEM).

Following established city-wide procedures, SFMTA first requested then received approval from DEM. Upon receiving approval, the request was submitted to DHR through the RTF (Request-to-Fill) process. The request was denied by DHR because upon review, the SFMTA position did not have the same special condition as the DEM position.