





MEMORANDUM

DATE: November 10, 2014

TO: Honorable Civil Service Commission

THROUGH: Donald E. Ellison 
Director, Human Resources

FROM: Clare Leung 
Recruitment Manager, Human Resources

SUBJECT: **Quarterly Position-Based Testing Report for the period from August through October 2014**

The following report is submitted pursuant to Civil Service Rule 411A.5, which requires the Director of Transportation/Municipal Transportation Agency ("MTA") to provide quarterly reports to the Civil Service Commission ("Commission") on any examinations administered under the Position-based Testing Program ("PBT") for Service-Critical classes at the MTA pursuant to Rule 411A. Such reports are required for first three years following the adoption of Rule 411A (which occurred on April 21, 2014) and must include, but not be limited to the following information for each examination:

- Applicable certification rule
- Duration of the eligible list
- Number of applicants
- Number of applicants deemed qualified under the terms of the examination announcement
- Number of candidates who participated in the examination
- Number of candidates were placed on the eligible list
- Number and types of protests submitted to the Director of Transportation
- the disposition of any such protests to the Director of Transportation (i.e., the response of, or any action taken by the Director of Transportation in response; and whether they were appealed to the commission)

The following list is a list of Service-Critical positions or classifications for which the MTA intends to administer in the next quarter a Position-Based Test under this Civil Service Rule 411A:

Job Code	Title
1244	Sr. Personnel Analyst
5302	Traffic Survey Technician
7434	Maintenance Machinist Helper
8219	Parking Enforcement Administrator

The following provides the requisite information for the four PBT examinations that are being administered for MTA Service-Critical classes pursuant to Civil Service Rule 411A following the MTA's last PBT quarterly report to the Commission (reviewed at the Commission meeting of August 18, 2014).

PBT Examinations in Progress under Civil Service Rule 411A				
Job Code & Title	1823 Senior Administrative Analyst	1824 Principal Administrative Analyst	6231 Senior Street Inspector	7258 Maintenance Machinist Supervisor I
Announcement Date	8/8/2014	8/8/2014	9/23/2014	8/28/2014
Certification Rule	Rule of 10	Rule of 10	Rule of 3	Rule of 3
Eligible List Duration	12 months	12 months	12 months	24 months
Number of applicants	97	76	21	28
Number of Deemed Qualified	70	55	6	19
Exam to be Scheduled	11/2014	11/2014	11/2014	10/2014
# of candidates participated in the exam	N/A	N/A	N/A	16
# and type of protest	None received as of 10/30/14	None received as of 10/30/14	None received as of 10/30/14	1

As a standard practice, we advise applicants of their appeal rights in our job announcement. The standard language is as follows:

"Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at www.jobaps.com/sf.

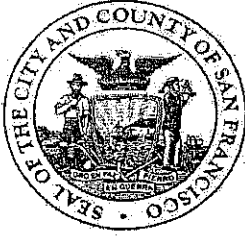
The terms of this announcement may be appealed under Civil Service Rule 411A.36. The standard for the review of such appeals is 'abuse of discretion' or 'no rational basis' for establishing the position description, the minimum qualifications and/or the certification rule. Appeals must include a written statement of the item(s) being contested and the specific reason(s) why the cited item(s) constitute(s) abuse of discretion by the Human Resources Director. Appeals must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date."

In addition, we further advise our applicants of their appeal rights in our non-qualifying letter with the following standard language:

"Civil Service Commission Rules for the city and County of San Francisco specify announcement, application and examination policies and procedures, including applicant appeal rights. They can be found on the Civil Service Commission website at <http://www.sfgov3.org/index/aspex?page=300>. Copies of specific rules can also be obtained at 1 South Van Ness, 4th floor, San Francisco, CA 94103."

One appeal Received for 7258 Maintenance Machinist Supervisor I

One appellant filed an appeal with the Civil Service Commission on the 7258 Maintenance Machinist Supervisor I examination. The appeal was taken before the Civil Service Commission for review on October 6, 2014. The Civil Service Commission denied the appeal and upheld the decision of the Director of Transportation (Attachment A).



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via Electronic and U.S. Mail

E. DENNIS NORMANDY
PRESIDENT

October 10, 2014

DOUGLAS S. CHAN
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

KATE FAVETTI
COMMISSIONER

Michael McGowan

SCOTT R. HELDFOND
COMMISSIONER

[REDACTED]

GINA M. ROCCANOVA
COMMISSIONER

SUBJECT: APPEAL BY MICHAEL B. MCGOWAN OF THE MINIMUM QUALIFICATIONS OF THE CLASS 7258 MAINTENANCE MACHINIST SUPERVISOR I (PBT-7258-063936) EXAMINATION.

SANDRA ENG
ACTING EXECUTIVE OFFICER


Dear Mr. McGowan:

At its meeting of October 6, 2014 the Civil Service Commission had for its consideration the above matter.

The Commission denied the appeal of Michael B. McGowan and upheld the decision of the Director of Transportation.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION


SANDRA ENG
Acting Executive Officer

Cc: Ed Reiskin, Municipal Transportation Agency
Donald Ellison, Municipal Transportation Agency
Clare Leung, Municipal Transportation Agency
Commission File
Chron

Attachment A