



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent Via Electronic Mail

January 12, 2023

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: PROPOSED AMENDMENTS TO RULE CIVIL SERVICE COMMISSION RULES; 402 DEFINITIONS; 410 EXAMINATION ANNOUNCEMENTS AND APPLICANTS; 411 EXAMINATIONS; 411A POSITION-BASED TESTING FOR MTA SERVICE-CRITICAL POSITIONS OR CLASSES; 412 ELIGIBLE LISTS; AND 413 CERTIFICATION OF ELIGIBLES TO MODERNIZE AND EXPEDITE HIRING.

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **January 25, 2023, at 1:00 p.m.**

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: Jeffrey Tumlin, Municipal Transportation Agency
Kimberly Ackerman, Municipal Transportation Agency
William Miles II, Municipal Transportation Agency
Shana Dines, Municipal Transportation Agency
Anna Biasbas Department, Department of Human Resources
Tim Neep Operating, Engineers Local 3
Mario Brito, Operating Engineers Local 3
Charlie Lavery, Operating Engineers Local 3
James Leonard, San Francisco City Workers United
John Doherty, Electrical Workers Local 6
Osha Ashworth, Electrical Workers Local 6
Debra Grabelle, IFTPE Local 21
Katherine General, IFTPE Local 21
Sean McGarry, Carpenters Local 22
Larry Mazzola, Jr., Plumbers Local 38
John Chiarenza, Plumbers Local 38
Stan Eichenberger, Stationary Engineers Local 39
Danny Campbell, Sheet Metal Workers Local 104
Leroy Wilson, TWU Local 200
Thomas McQueen, TWU Local 200
Devon Anderson, TWU Local 200 local200
Roger Marenco, TWU Local 250-A
Peter Wilson, TWU Local 250-A
Theresa Foglio, Laborers Local 261
Bart Pantoja, Glaziers Local 718
Dan Harrington, Teamsters Local 853
Mark Leach, Teamsters Local 856
Oumar Fall, SEIU 1021
Xiu Min Li, SEIU 1021
Hector Cardenas, SEIU 1021
Joseph Bryant, SEIU 1021
Pedro Mendez AM Local 1414
Mark Jayne, IAM Local 141
Raquel Silva, MEA
Christina Fong, MEA
Rudy Gonzalez, SF Labor Council
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, a available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting a agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are a available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/CivilService, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be a available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civilservice/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email civilservice@sfgov.org to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22MTA) Applicable to Municipal Transportation Agency Service-Critical Classes

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports MTA for Instructions on completing and processing this Form

1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of: January 25, 2023
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda X
4. Subject: Supplement to Proposed Changes to Civil Service Commission Rules: 402 Definitions; 410 Examination Announcements and Applicants; 411 Examinations; 411A Position-Based Testing for MTA Service-Critical Positions or Classes; 412 Eligible Lists; and 413 Certification of Eligibles to Modernize and Expedite Hiring
5. Recommendation: MTA respectfully requests the Commission accept the report and post the proposed amended Rules. MTA will then meet and confer with Labor on potential impacts of the proposed changes.
6. Report prepared by: William Miles II Telephone number: 415-646-2863
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:

Municipal Transportation Agency Director: *Kimberly Ackerman*

Date: January 11, 2023
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.

<u>CSC RECEIPT STAMP</u>

Attachment

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DATE: January 11, 2023

TO: Honorable Civil Service Commission

THROUGH: Kimberly Ackerman *KA*
Chief People Officer, SFMTA Human Resources

FROM: William (Bill) Miles II *WEM*
Talent Acquisition Senior Manager, SFMTA Human Resources

SUBJECT: Supplement to Proposed Changes to Civil Service Commission Rules: 402 Definitions; 410 Examination Announcements and Applicants; 411 Examinations; 411A Position-Based Testing for MTA Service-Critical Positions or Classes; 412 Eligible Lists; and 413 Certification of Eligibles to Modernize and Expedite Hiring

EXECUTIVE SUMMARY

At the December 19, 2022 Civil Service Commission (CSC or Commission) meeting, the Department of Human Resources (DHR) and San Francisco Municipal Transportation Agency (SFMTA) presented potential proposals for amendments to Civil Service Rules. The proposed amendments focused on making modifications to or eliminating constraints that add time and resources but not equivalent value, and to consider the value of the City and County of San Francisco's (City) investments in technological innovation. The proposed amendments are intended to modernize, expedite, and eliminate barriers in the hiring process while maintaining the foundation of a merit-based hiring process.

Although this process was initiated and researched thoroughly by DHR, SFMTA proposed the same changes to Volume IV of the Civil Service Rules for consistency no matter which recruitment a candidate may be applying to or Human Resources staff may be reviewing.

Through open discussion at that December 19 meeting, the Commission raised several concerns regarding the proposed amendments including:

- The proposed revision of 402.4 "Bulletin Board" to "Employment Opportunity Website"
- The lack of definition of "minimum" and "maximum" for several proposed amendments
- Ensuring adequate notifications to potential job applicants with shorter posting periods
- Notifying eligibles when a list is declared exhausted
- The time allowed for a department to resolve a referral
- Stability of the ATS platform as a consideration



- Notification of shorter application filing periods
- Reporting to the CSC on the effects of the amendments to the rules

This report is a supplement to the original report (**Attachment A**) discussed on December 19, 2022 to address concerns raised by the Commission by applying revisions to the language of the previous rule proposals.

SUMMARY OF PROPOSED RULE REVISIONS

Between December 19, 2022 and the submittal of this supplemental report, MTA has discussed the concerns of the Commission with the Department of Human Resources. DHR will be providing their own supplemental report and MTA supports the rule revisions DHR will be proposing for Volumes I-III and recommends through this report the same revisions to rules in Volume IV.

Below is a summary of the new revisions made to the Volume IV proposals, with redlines in **Attachment B**.

Definitions of “Bulletin Board” and “Employment Opportunity Website” (Rule 402.4)

- 402.4 has been reverted back to its original text.
- 402.4.1 has been added to define the term “employment opportunity website” so that both of these terms are defined for this Volume of the CSC rules.

Definition of “Post” (Rule 402.24)

- Rule proposal revised to include definitions of this term for *both* placing on the official bulletin board and for publishing to the employment opportunity website.

Minimum Time Periods (Rules 410.3, 410.17, 411.13, 411.15, 411.30, 411A.23, 412.7, 412.20-412.21 and 413.12)

- Added “not to be less than three (3) business days” for each applicable instance of the MTA Director/Designee having authority over time periods to align with the specific requirements of a recruitment.
- Added a condition that the minimum time period determination should also consider the stability and reliability of the messaging platform in sending and receiving notifications.
- Did *not* add a maximum as any continuous-class-testing (CCT) which is encumbered in these rules would not fit under a cap. In addition, identifying a maximum would hinder the MTA’s ability to extend recruitments for traditionally hard-to-fill, non-CCT exams.
 - As examples, MTA has had a very difficult time with obtaining qualified candidates for the positions of 7366 Transit Power Line Worker and 9196 Senior Light Rail Vehicle Equipment Engineer. The former MTA hopes to transition to continuous testing, while the latter is a very specialized position for which MTA only needs



one qualified individual successful in the exam process, so it is not a good candidate for continuous testing, but we have been unable to find such a qualified individual despite many months of public posting and advertising.

While discussing the minimum timeframe proposed amendments, the Commissioners indicated some concerns regarding notifying potential candidates of upcoming job announcements that might be open for a shorter length of time. MTA currently uses the same Applicant Tracking System as other City departments and thus has the same system limitations that DHR will mention in their report regarding the inability to post “informational purposes only” announcements ahead of an official application filing period.

However, MTA has available the same mechanisms that DHR will include in their report on reaching out to community-based organizations, allowing candidates to sign up for job alerts in the Applicant Tracking System, and posting on the same sourcing websites (job boards).

In addition, MTA takes added steps for our postings which include an email to all MTA staff when employment opportunities are published, a secondary email notification which is distributed to Bay Area Cities and Counties, unions, Transportation agencies, and various Community-Based Organizations (CBOs) [**Attachment C**].

MTA has additionally recently hired a recruiter for the first time who will play a much more active role in attracting candidates to the Agency. The recruiter, along with members of the Talent Acquisition and Workforce Development teams will represent MTA at numerous job fairs and hiring events to broaden our pool of potential candidates. The recruiter will work closely with the Talent Acquisition team to pre-plan, when possible, and get the word out about upcoming opportunities well in advance of them actually being posted for applications. **Attachment D** provides some samples of documents that the MTA Talent Acquisition team has created to expand our recruitment efforts and guide candidates through the hiring process that are in use at these hiring events.

Notifying Eligibles of List Exhaustion (Rule 413.6.4)

- Added language requiring notification to candidates when a list is declared exhausted by the MTA Director of Transportation/Designee when there are fewer eligibles than vacant positions in the class: “All affected eligibles shall be notified of the exhaustion of the eligible list.”

MTA feels that the proposed revisions to the above-mentioned CSC rules address the concerns raised by the Commissioners during the December 19, 2022 meeting. However, there was one additional rule revision that was proposed that unfortunately, at this time, the MTA does not believe to be feasible.



It was proposed to shorten the time period for resolving a referral from 60 days to 30 days, which would be applicable to Rule 413.13. There are many factors that determine how long it takes for the resolution of a referral. Multiple classifications in the same series having vacancies at the same time (i.e., hiring managers need to find a diverse group of panelists and create selection criteria for each process and/or serve as a panelist for multiple processes themselves), class size limits when new hires need structured training upon appointment, the number of eligibles in consideration and the review of materials to determine whom to invite for interviews, lead up time for candidates to request time off to attend interviews, fingerprinting, drug testing, medical appointments and verification of experience and education reviews are all criteria that could lengthen the time period to resolve a certification. Additionally, if a candidate should decline an offer then the Agency must move to hire the next available candidate and a certification is thus not truly resolved until all certified positions have been filled.

We know from current hiring processes that the 60-day period is difficult to achieve with all these factors and thus, reducing the period to 30 days would not be achievable without significant changes to selection and vetting procedures. We look forward to developing methods and working with DHR to brainstorm on ways to cut down the time periods for the selection process and candidate vetting. DHR has already reached out to our HR senior management team to initiate a conversation on this topic.

CONCLUSION

Along with DHR, MTA has considered all CSC modifications to the proposed CSC rule changes. These proposed rule changes are initial improvements to allow the City to decrease the time it takes to fill positions and to standardize processes across permanent civil service recruitments. MTA anticipates returning to the CSC with DHR multiple times in the coming months with additional proposals.

RECOMMENDATION

MTA respectfully requests the Commission accept the report and post the proposed amended Rules. MTA will then meet and confer with Labor on potential impacts of the proposed changes.

ATTACHMENTS

- A: December 08, 2022 staff report without attachments
- B: Volume IV Proposed Rule Revisions Amended
- C: List of Bay Area Cities and Counties, Transportation Agencies, CBOs contacted to share recruitment postings
- D: Samples of Recruitment Flyers/Info Packets



ATTACHMENT A

DATE: December 8, 2022

TO: Honorable Civil Service Commission

THROUGH: Kimberly Ackerman *ka*
Chief People Officer, SFMTA Human Resources

FROM: William Miles II *WEM*
Talent Acquisition Senior Manager, SFMTA Human Resources

SUBJECT: Proposed Changes to Civil Service Commission Rules: 402 Definitions; 410 Examination Announcements and Applicants; 411 Examinations; 411A Position-Based Testing for MTA Service-Critical Positions or Classes; 412 Eligible Lists; and 413 Certification of Eligibles to Modernize and Expedite Hiring

EXECUTIVE SUMMARY

At the November 7, 2022 Civil Service Commission (CSC or Commission) meeting, the Department of Human Resources (DHR) presented potential proposals for changes to Civil Service Rules as a discussion item. The proposed changes focused on making modifications to or eliminating constraints that add time and resources but not equivalent value, and to consider the value of the City and County of San Francisco's (City) investments in technological innovation. The proposed changes would modernize, expedite, and eliminate barriers in the hiring process while maintaining the foundation of a merit-based hiring process.

The Municipal Transportation Agency (MTA) is a very large City department with over 225 different job classifications currently in use. As of November 22, 2022, there are 5,271 filled Permanent Civil Service (PCS) positions, approximately 250 Operator PCS vacancies and approximately 1,020 non-Operator PCS vacancies. This is an overall PCS vacancy rate of 19.4%. These vacancies span 173 different job classifications.

Although there are many factors contributing to this vacancy rate including annual attrition, 429 positions added in MTA's FY23 budget, promotional appointments of current staff which result in new vacancies to fill, and examination delays during the COVID-19 emergency, it is crucial for the MTA to consider any possibilities for reducing time to hire while maintaining a merit-based hiring process. Reducing time to hire will help to MTA and the City as a whole to compete with attracting and hiring the best candidates before they accept opportunities with other employers or lose interest in City employment. Reducing time to hire will also help to fill vital roles and reduce staff



stress by having more bodies to perform crucial government operations and deliver services to the public, which could result in maintaining more staff long-term.

At the November 7, 2022 meeting the Commission, citywide Human Resources (HR) professionals, employees, and Labor partners stressed the need for changes in how the City hires. During public comment, MTA's Talent Acquisition Senior Manager stated that MTA would be considering proposing the same changes to Volume IV of the Civil Service Rules that DHR was proposing and would work with DHR to be able to propose such changes to the Commission.

Although MTA has its own Civil Service volume, we find it important where possible and beneficial to have consistency between Volume I and Volume IV. Differences in rules between the volumes are confusing both for applicants and HR staff in needing to apply different standards to different recruitments. These differences also impact time to hire at MTA as HR analysts and clerks spend a lot of time drafting different notices and developing procedures related to slight rule differences, which also results in time double-checking work to make sure the right language or procedure is used for each process.

DHR's proposed Civil Service Rule changes can help reduce the time to hire and the complexity of the hiring process. This will increase the productivity of the City's hiring infrastructure and help to retain candidates throughout the application process. Reducing the complexity of the hiring process will make it easier for City staff to navigate and more appealing for candidates to join the City.

DHR has submitted a report to the Commission related to proposals for rule changes in Volumes I, II and III and research performed related to the Rule proposals. This staff report is a supplemental proposal for similar rule changes to Volume IV, MTA Service-Critical employees.

Summary of Rule Changes

In alignment with DHR, MTA is proposing seven general rule changes to Volume IV to:

- 1) remove barriers to hiring,
- 2) expedite examination and hiring processes,
- 3) provide added flexibility for specific recruitment needs,
- 4) align rules with advancements in technology,
- 5) align class-based and position-based testing processes, and
- 6) provide clarity and consistency of language across rules.

The Volume IV proposed rule changes are listed as follows:



- Definition of Employment Opportunity Website/Post (Rules 402.4 and 402.24)
- Minimum Posting for Examination Announcements (Rules 410.3, 410.17 and 410.26)
- Promotional Applicants (Rules 410.11, 410.21, 411.22, and 411A.14)
- Review of Rating Periods (Rules 411.13, 411.15, 411.30, 411A.23, 412.7, 412.8 and 412.20-412.21)
- Extension of Eligibility (Rules 411A.27, 412.3 and 412.26-412.30)
- Exhaustion of the List (Rule 413.6)
- Notice of Inquiry (Rule 413.12)

In Volume IV of the Civil Service Rules, there are numerous applicability sections that have similar rules but refer to different Labor organizations, most notably Transport Workers Union (TWU) Locals 200 and 250A. As such, there are more specific rules recommended for proposed changes in Volume IV than found in Volume I. However, MTA’s proposals are overall consistent with DHR’s proposals.

Summary of Recommendations for Revisions to CSC Rules

The following section summarizes the proposed rule revisions. The detailed revisions to the language of the rules are detailed in Attachment A.

Note: *MTA was unable to determine how to digitally re-number subsections of the rules. As such, the impacted rule numbers have been manually updated in some sections of the attachments.*

1. Definitions of “Employment Opportunity Website” and “Post” (Rules 402.4 and 402.24)

The focus of the proposed revision is to change the term “Bulletin Board” to “Employment Opportunity Website” to reflect the current official location for posting examinations, recruitments, and public announcements. Although currently DHR and MTA’s official website are one and the same, the rule proposal has been specified to state MTA’s website in the event that at some point in the future MTA doesn’t have the same vendor or website as the rest of the City. This revision will align what is currently considered the “official bulletin board” with advancements in technology, industry standards, and current practice. In DHR’s study, 71% of respondents are not required to post hard copies of job announcements. MTA also proposes to change the definition of “Post” to reflect publishing the information on the employment opportunity website.

If candidates come to MTA to look for jobs, they are directed to a computer to view all announcements for open recruitments on the employment opportunity website. The proposed change does not preclude MTA’s divisions or other City departments from posting physical copies at their locations to promote and highlight specific available positions to their employees.



Additionally, MTA HR sends a courtesy email to all MTA staff, Bay Area cities and counties, local transportation agencies, Labor partners and community agencies to notify them of public job openings and requests that the announcements be further distributed for employees and prospective candidates. This email provides a link to the recruitment announcement on the employment opportunity website to maximize outreach and achieve a diverse pool of candidates.

2. Minimum Posting Periods for Examination Announcements (Rules 410.3, 410.17 and 410.26)

MTA proposes two revisions to this rule. Specifically changing references to “bulletin board” to “employment opportunities website” to align with the revised definition in Civil Service Rule 402.4 and removing the specified number of days for publicly posting job announcements.

The proposed revision to the number of days for publicly posting the job announcement would provide the MTA Director of Transportation/Designee the flexibility and administrative authority to determine the time period for posting based on the specifics of the recruitment. In considering the length for posting a position, the MTA Director of Transportation/Designee shall consider, among other factors, the number of vacancies, turnover in the classification, labor market availability, and equal employment opportunity and racial equity goals.

The current rule requires five (5) business days for entrance and ten (10) business days for combined entrance and promotive exams, without regard to the number of applicants, the number of vacancies, etc.

Applicants no longer submit applications through the mail or by walking into a City office. Instead, for the last 14 years, applicants apply directly through the employment opportunity website, which can be accessed anywhere by electronic devices including smartphones and computers. Both MTA HR and DHR provide computers that jobseekers can use to search for jobs and apply, and staff are available to assist any applicants having difficulty applying for MTA or City recruitments.

Flexibility in announcement length will decrease time to hire for recruitments that receive many applications for few available positions by allowing the MTA Director of Transportation/Designee to close the recruitment earlier. This flexibility will not only decrease the posting period but it will also decrease the time it takes to review applications, administer examinations, score the examinations, and outreach to applicants due to having an applicant pool that aligns with the number of vacant positions for the classification.

In addition to the changes proposed to Rules 410.3 and 410.17, MTA proposes striking Rule 410.26 as the rule is duplicative to the information pertained in Rule 410.17.



3. Promotional Applicants (Rules 410.11, 410.21, 411.22, and 411A.14)

MTA supports the Commission's recommendation to revise Rule 410.11 to consider promotive applicants as employees with six consecutive months of verifiable experience in any job classification in any appointment type.

The proposed change would do the following:

- Award promotional points to exempt employees applying for class-based testing (CBT) recruitments;
- Eliminate confusion amongst candidates not understanding why they get extra points in one recruitment (PBT) and not in the other (CBT);
- Align CBT and position-based testing (PBT) processes;
- Eliminate up to three weeks of promotional point processing as Human Resources staff needs to look at each employee's personnel file to confirm satisfactory performance.

Of the eight public sector jurisdictions DHR surveyed who award promotional points, only one organization checks for employee performance.

In addition to the Commission's recommendation, MTA is also proposing the following changes to Volume IV related to Promotional Applicants:

- For rule consistency, update Rule 411A.14 to use the same language as proposed for 410.11, namely changing the rule header to "Promotional" Applicants and removing the word "City" from the language, per concerns of the Commission that the original language could be inferred to exclude employees from City College and the Unified School District.
 - Strike the entirety of Rule 411.22. This rule is applicable specifically for service-critical classes represented by TWU Locals 200 and 250A and would conflict with the recommendation of the Commission to change promotive points criteria for all service-critical classes. In addition, this language doesn't seem to belong in Rule 411 as promotional applicant language is found elsewhere in Rules 110 and 410 Examination Announcements and Applicants. As such, MTA proposes the addition of new Rule 410.21 with the same language that the Commission recommended for Rule 410.11, but applicable for service-critical classes represented by TWU Locals 200 and 250A.
4. Review of Ratings Period (Rules 411.13, 411.15, 411.30, 411A.23, 412.7, 412.8 and 412.20-412.21)

MTA proposes removing the specified number of days for reviewing ratings. Instead, MTA requests providing the MTA Director of Transportation/Designee the flexibility and administrative authority



to determine the minimum period based on the specifics of the recruitment. This would also align CBT with PBT processes. In considering the review of ratings period, the MTA Director of Transportation/Designee shall consider, among other factors, availability of technology to facilitate the review of ratings, technology or method used for scoring, type of exam, number of eligibles, and complexity of the examination ratings.

Of the 15 jurisdictions surveyed by DHR, 60% do not allow applicants to inspect exam scores. The proposed change would still allow for a review period, but it would amend the processes to reflect changes in current technology. Similar to the minimum posting periods for announcements, the current review periods were established when the United States Postal Service was relied on to communicate with candidates. Now candidates receive their scores by email and can review them instantly. Technology has also advanced where exams that once required manual scoring and the process to convert raw scores to standardized scores are now automated for most exams.

In addition to the above, MTA proposes that Rule 412.8 be changed as a review of rules related to the Review of Ratings period revealed that some language was missing from this rule, and that Rules 412.20-412.21, applicable to service-critical TWU Local 200 and 250A classes, be updated to match the language in Rules 412.7-412.8.

5. Extension of Eligibility (Rules 411A.27, 412.3 and 412.26-412.30)

MTA proposes changing the extension of CBT eligible lists from “up to 1 year” to “based on needs of City or merit factors” with a maximum duration of 48 months. Furthermore, MTA proposes the removal of trial language found in Rule 411A.27, which limits the duration of PBT lists for service-critical positions to a maximum duration of 24 months. According to the rule, this was to be reconsidered by the Commission three years after the adoption of the rule on April 21, 2014 to consider whether to increase the allowable duration of the eligible list to 48 months to be consistent with the provisions of Civil Service Rule 111A.

Currently, MTA is more restricted than other City departments on PBT list durations, even if MTA posts the same classification as another department because the position is service-critical at MTA. This does not only impact MTA; there have been PBT eligible lists that other City departments wished to borrow from MTA that we ended up needing to deny because we could not extend the list past the current 24 months limit.

These two proposals would provide consistency between PBT rules in Volume I and Volume IV and further, provide consistency between CBT recruitments and PBT recruitments. By using maximum duration language, this proposal would also allow maximum flexibility to keep lists active when unanticipated events occur, such as a lengthy job analysis process revealing that an update to the



class specification is needed before the next exam announcement can be posted or an appeal to the Commission for the subsequent examination process delaying the adoption of a new list.

MTA does not expect that many eligible lists will require such a long duration. However, in addition to consistency, the proposed change would provide additional flexibility in eligible list duration in the event of another disaster similar to COVID-19. As such, if the proposal is accepted, MTA additionally proposes the removal of Rules 411.30.2 and 411A.27.7 which MTA added during the COVID-19 pandemic to provide flexibility to extend eligible lists that otherwise would have expired due to the restrictions of the current rules. These rules would no longer be necessary.

MTA also proposes updating the language in Rules 412.26-412.30 to combine the list duration language for TWU Locals 200 and 250A into rules that match the language of Rule 412.2.1 and the proposed language for Rule 412.3.

6. Exhaustion of the List (Rule 413.6)

MTA requests that the MTA Director of Transportation/Designee be given authority to declare eligible lists exhausted in cases where there are fewer eligible candidates than vacant positions in the class. DHR requests this authority as it eliminates repetitive certification procedures for subsequent positions when responses to a recent Notice of Inquiries (NOI) yielded insufficient interest to fill the vacancies.

This proposal would greatly enhance the ability of MTA to move forward with recruitments for hard-to-fill service-critical positions. Currently, if positions were certified to a list, but the outreach resulted in low interest to the point that all or almost all candidates who responded were appointed, but additional vacancies then became available with similar attributes, MTA would still need to certify the new positions to the eligible list to get the same response rate from candidates before being able to exhaust the new positions and be able to fill them using other methods, such as a new exam or a provisional recruitment.

In addition to being able to move forward with alternative hiring, this would also make HR operations more efficient in such circumstances. Currently HR staff needs to complete numerous forms to be reviewed and approved to connect the position to the eligible list in the applicant tracking and position tracking systems. The staff then needs to issue a Notice of Inquiry and document and request exhaustion of the position from DHR. Afterwards, for any positions exhausted, staff then need to resubmit new forms to request that the positions be moved to another hiring process and update our position tracking software at each stage. This is a lot of paperwork (though mostly digital) and time that staff could use more effectively by the addition of this proposed rule.



7. Notice of Inquiry (Rule 413.12)

MTA proposes removing the specified number of days to respond to a NOI, instead providing the MTA Director of Transportation/Designee the administrative authority to determine the minimum period. In considering the minimum period, the Human Resources Director shall consider, among other factors, availability of technology to respond, number of eligibles and complexity of selection procedures.

Similar to the announcement posting period and review of rating periods, the five business days for candidates to express interest was established when hiring was dependent on the United States Postal Service to communicate with candidates. Improvements in technology now allow candidates to receive information and respond electronically within minutes of sending communications.

Only 20% of jurisdictions in the study DHR conducted are required to survey eligibles for all positions. The City of Los Angeles and Santa Clara County, which have similar sized workforces as San Francisco, are not required to survey eligibles for positions. The proposed change would align the City with other public sector jurisdictions.

Shortening the timeline for responding to an NOI will allow the City to move more quickly forward with interviews rather than having to wait five business days for candidates to express interest after list adoption.

CONCLUSION

During the October 17, 2022 Commission meeting, the Commission inquired with DHR if there was “low hanging fruit” that could bring quick improvements to in hiring. At the November 7, 2022 Commission meeting, DHR presented proposals for such rule changes to the Commission for discussion. Upon hearing the presentation, MTA determined that the proposals would be beneficial to decrease the time it takes to fill positions. DHR has submitted proposed Rule changes for Volume I, II and III to the Commission and MTA proposes making similar rule changes to rules in Volume IV for MTA service-critical positions. MTA will additionally continue to work with DHR to discuss and propose additional proposed changes.

RECOMMENDATION

MTA respectfully requests the Commission accept the report and post the proposed amended Rules. MTA will then meet and confer with Labor on potential impacts of the proposed changes.

ATTACHMENTS

A: Volume IV Rule Revisions

ATTACHMENT B

Deletions in ~~strikethrough~~ – Additions in underline

Rule 402 Definitions

Applicability: Rule 402 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

<u>Sec. 402.1</u>	<u>Appointment</u>
<u>Sec. 402.2</u>	<u>Appointing Officer</u>
<u>Sec. 402.3</u>	<u>Appointment Date</u>
<u>Sec. 402.4</u>	<u>Bulletin Board / Employment Opportunity Website</u>
<u>Sec. 402.5</u>	<u>Certification Date</u>
<u>Sec. 402.6</u>	<u>Charter</u>
<u>Sec. 402.7</u>	<u>City</u>
<u>Sec. 402.8</u>	<u>Civil Service Department</u>
<u>Sec. 402.9</u>	<u>Class</u>
<u>Sec. 402.10</u>	<u>Classification Plan</u>
<u>Sec. 402.11</u>	<u>Classified Service</u>
<u>Sec. 402.12</u>	<u>Commission</u>
<u>Sec. 402.13</u>	<u>Commissioner</u>
<u>Sec. 402.14</u>	<u>Department</u>
<u>Sec. 402.15</u>	<u>Department of Human Resources</u>
<u>Sec. 402.16</u>	<u>Eligible</u>
<u>Sec. 402.17</u>	<u>Eligible List</u>
<u>Sec. 402.18</u>	<u>Executive Session</u>
<u>Sec. 402.19</u>	<u>Human Resources Director</u>
<u>Sec. 402.20</u>	<u>Layoff</u>
<u>Sec. 402.21</u>	<u>Near List</u>
<u>Sec. 402.22</u>	<u>Part-Time Employment</u>
<u>Sec. 402.23</u>	<u>Position</u>
<u>Sec. 402.24</u>	<u>Post</u>
<u>Sec. 402.25</u>	<u>School Districts</u>
<u>Sec. 402.26</u>	<u>Seniority</u>
<u>Sec. 402.27</u>	<u>Service</u>
<u>Sec. 402.28</u>	<u>Start Work Date</u>
<u>Sec. 402.29</u>	<u>Time Periods</u>
<u>Sec. 402.30</u>	<u>Validation Date</u>

Rule 402

Definitions

Applicability: Unless otherwise noted, Rule 402 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

Unless otherwise required by the context, the words listed below and as used in these Rules have the following meanings:

Sec. 402.1 Appointment

402.1.1 Permanent Civil Service

An appointment made as a result of a certification from an eligible list to a permanent position or to a position declared permanent.

402.1.2 Probationary

Status of civil service employees during a trial period following permanent appointment.

402.1.3 Temporary Civil Service

An appointment made to a temporary position as a result of certification from an eligible list.

402.1.4 Provisional

An appointment to a permanent or temporary position in the absence of an available eligible or in an emergency which in either case, is time limited as provided elsewhere in these Rules.

1) Non-Civil Service

Section 402.1.4 1) shall apply only to Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

An appointment to a permanent or temporary position in the absence of an available eligible or in an emergency which, in either case, is time limited to a maximum duration as provided elsewhere in these Rules.

Sec. 402.1 **Appointment (cont.)****402.1.4** **Provisional (cont.)****2) Limited Tenure**

Section 402.1.4 2) shall apply only to Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

An appointment to a permanent or temporary position in the absence of an available eligible. Use of limited tenure appointment is restricted as provided in these Rules.

402.1.5 **Exempt**

An appointment to a permanent or temporary position exempt from being filled from an eligible list in accordance with the provisions of Sections 10.104 and 8A.104 of the Charter.

Sec. 402.2 **Appointing Officer**

402.2.1 The head of an organizational unit having appointive authority within the organizational unit and the powers of a department head as defined by former Charter Section 3.501 as enacted into ordinance under Charter Section 18.103 and existing Administrative Code Section 2A.30.

402.2.2 **Appointing Officer - MTA**

The MTA Director of Transportation.

Sec. 402.3 **Appointment Date**

402.3.1 The date on which an appointing officer notifies the Department of Human Resources of his or her selection from a list of eligibles certified by the Department of Human Resources.

402.3.2 **Appointment Date - MTA**

The date on which the MTA Director of Transportation issues official notice of the selection from a list of eligibles.

Sec. 402.4 **Bulletin Board**

The official bulletin boards, so designated, at the Civil Service Department, Municipal Transportation Agency (MTA) and the City's Department of Human Resources, used for posting of examinations and public announcements of the Commission, MTA and the City's Department of Human Resources.

402.4.1 **Employment Opportunity Website**

The MTA's official employment opportunity website, so designated, used for posting of examinations, recruitments and public announcements of the MTA.

Sec. 402.5 **Certification Date**

402.5.1 The date on which the City's Department of Human Resources notifies an appointing officer of the name of eligible from which appointment may be made to fill a position.

402.5.2 **Certification Date - MTA**

The date the MTA Director of Transportation/ Designee issues a notice to eligibles from which appointments may be made to fill a Service-Critical position at the MTA.

Sec. 402.6 **Charter**

The Charter of the City and County of San Francisco.

Sec. 402.7 **City**

The City and County of San Francisco.

Sec. 402.8 **Civil Service Department**

The administrative office of the Commission under the direction of the Executive Officer.

Sec. 402.9 **Class**

A position or group of positions for which a common descriptive job title may be used.

402.9.1 **Job Code**

The term job code is used within the Human Resources classification system interchangeably with the Civil Service/Charter term class or classification.

Sec. 402.10 **Classification Plan**

All the classes which have been established, the procedures for maintaining the plan, and the specifications or descriptions of each of the classes.

Sec. 402.11 **Classified Service**

Includes all positions in the City service subject to competitive examination.

Sec. 402.12 **Commission**

The administrative body of Civil Service Commissioners empowered to enforce the civil service provisions of the Charter.

Sec. 402.13 **Commissioner**

A member of the Civil Service Commission of the City and County of San Francisco, appointed by the Mayor.

Sec. 402.14 **Department**

Organizational unit or units under one appointing officer.

Sec. 402.15 **Department of Human Resources**

The City-wide Department charged with performing such duties and functions as set forth in the Charter.

Sec. 402.16 **Eligible**

A person who has standing on an eligible list.

Sec. 402.17 **Eligible List**

A list of names of persons who have passed a civil service examination.

Sec. 402.18 **Executive Session**

A meeting or part of a meeting of the Commission legally held in private or with the general public excluded.

Sec. 402.19 **Human Resources Director**

Director of the City's Department of Human Resources.

Sec. 402.20 **Layoff**

Separation from a position because of economy, lack of funds, or lack of work.

Sec. 402.21 **Near List**

An eligible list or a holdover roster in a class similarly related to a class for which there is no eligible list from which the City's Human Resources Director or the MTA Director of Transportation may authorize the certification of eligibles for temporary civil service appointment.

Sec. 402.22 **Part-Time Employment**

Part-time employment is regularly scheduled, less than full-time, permanent or temporary appointment to a permanent or temporary position.

Sec. 402.23 **Position**

Duties and responsibilities assigned by an appointing officer to be performed by one employee.

402.23.1 **Permanent**

A collection of duties, regardless of the source and nature of the funds, performed by one individual, which represent the ongoing work of the City and County. Such position(s) may be either:

- 1) enumerated in the Annual Salary Ordinance for which funds have been provided on a continuing basis; or
- 2) a position declared to be permanent by action of the City's Human Resources Director or the MTA Director of Transportation .

402.23.2 **Temporary**

A position in which the duties and responsibilities exist for a maximum duration of 1040 hours except in the case of a special project, defined elsewhere in these Rules, for up to a maximum duration of 2080 hours.

402.23.3 **Part-Time**

Positions less than the established full-time normal schedule of hours per day or days per week.

Sec. 402.23 Position (cont.)**402.23.4 Exempt**

Temporary or permanent positions excluded from civil service hiring and removal procedures in accordance with the provisions of Section 8A.104 or 10.104 of the Charter.

402.23.5 School-Term Only

Positions in the School Districts established for school term periods only.

402.23.6 As-Needed

A temporary or provisional appointment on either a full-time or part-time work schedule against a temporary requisition designated as as-needed to cover peak workloads, emergency extra workloads, necessary relief, and other situations involving a fluctuating staff.

Sec. 402.24 Post

To place on the official Bulletin Board [or to publish on the employment opportunity website](#).

Sec. 402.25 School Districts

San Francisco Unified School District and San Francisco Community College District.

Sec. 402.26 Seniority**402.26.1 Civil Service - Permanent**

Seniority shall be determined by the date of certification which resulted in a permanent appointment to a position in a class in a department. In the event of identical dates, seniority shall be determined by rank on the eligible list, the higher eligible being the senior. Employees who resign or are terminated and subsequently are reappointed shall have their seniority determined by their certification date following separation.

Sec. 402.26 **Seniority (cont.)****402.26.2** **Civil Service - Temporary (from eligible list)**

Seniority shall be determined by the date of certification which resulted in a temporary appointment to a temporary position in a class in a department. In the event of identical dates, seniority shall be determined by rank on the eligible list, the higher eligible being the senior.

402.26.3 **Civil Service - Limited Tenure**

Section 402.26.3 shall apply only to Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Seniority shall be determined by the date an appointee starts to work in a position in a class in a department on a limited tenure basis. Seniority in the event of ties shall be determined by the appointing officer.

402.26.4 **Departmental**

Seniority for shift and work assignments, vacation or holiday schedule is determined by the appointing officer and is not within the authority of the Civil Service Commission.

Sec. 402.27 **Service**

The City and County of San Francisco government service, including the classified positions in the School Districts.

Sec. 402.28 **Start Work Date**

The date on which an appointee is first reported on the time roll as working.

Sec. 402.29 **Time Periods**

Reference to time periods, such as one week or one month, etc., shall mean calendar days unless the Rule specifically refers to business days.

Sec. 402.30 **Validation Date**

The date on which the City's Department of Human Resources notifies an appointing officer that it has approved an appointment or the MTA Director of Transportation/Designee issues a notice of having approved an appointment.

Deletions in strikethrough – Additions in underline

**Rule 410
Examination Announcements
and Applicants**

Article I: Equal Employment Opportunity Policy

Applicability: Article I, Rule 410, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

Article II: Examination Announcements

Applicability: Article II, Rule 410, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) except those represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Article III: Applicants

Applicability: Article III, Rule 410, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) except those represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Article IV: Applications and Notice of Examinations

Applicability: Article IV, Rule 410, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Article V: Qualifications of Applicants

Applicability: Article V, Rule 410, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Rule 410

Examination Announcements and Applicants

Article I: Equal Employment Opportunity Policy

Applicability: Article I, Rule 410 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

Sec. 410.1 Civil Service Commission Equal Employment Opportunity Policy Related to Examination Announcements and Application Procedures

It is the goal and policy of the Civil Service Commission to achieve a work force that is fully reflective of the multicultural, ethnic, and gender diversity of the City and County of San Francisco. The MTA Director of Transportation/Designee shall conduct outreach for the purpose of announcing upcoming examinations. Outreach shall include such procedures among others as periodic mailings, job fairs, and presentations to inform the public of the employment opportunities and the examination process within the civil service merit system.

Rule 410

Examination Announcements and Applicants

Article II: Examination Announcements

Applicability: Article II, Rule 410, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) except those represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Sec. 410.2 Examination Announcements

The examination announcement shall be the official notice of an examination and shall provide the qualifications, dates, and other particulars regarding the selection procedure. Applicants must be guided solely by the terms of the examination announcement.

Sec. 410.3 ~~Promotional~~ Minimum Posting Periods for Examinations Announcements

Examination announcements ~~for a promotional examination~~ shall be posted on the ~~MTA's official employment opportunities website bulletin board~~ for a minimum period ~~as determined by the MTA Director of Transportation/Designee not to be less than three (3) business days of ten (10) calendar days. Examination announcements for promotional examinations shall be distributed to all City and County departments. In establishing the minimum period, the MTA Director of Transportation/Designee shall consider, among other factors, number of vacancies, turnover in the classification, labor market availability, stability and reliability of the messaging platform in sending and receiving notifications, and equal employment opportunity and racial equity goals.~~ Appointing officers shall make reasonable efforts to properly notify employees.

Sec. 410.4 Appeals of Examination Announcements

Appeals concerning the provisions of an examination announcement must be received by the MTA Director of Transportation/Designee within five (5) business days from the issuance date. The MTA Director of Transportation/Designee shall rule on all appeals and shall notify appellants in writing of the decision. This decision is subject to appeal to the Commission as provided elsewhere in these Rules.

Sec. 410.5 Reissuance of Examination Announcements

After considering appeals submitted under these Rules, the MTA Director of Transportation/Designee may reissue an examination announcement. When reissued, an examination announcement is not open to appeal.

Sec. 410.6 Correction of Examination Announcements

Examination announcements may be corrected by the MTA Director of Transportation/Designee with respect to clerical errors, misprints, and incorrect wording by posting notice of such corrections next to the original examination announcement. When examination announcements are corrected under the provisions of this section, additional time shall not be allowed for the protest or appeal of the substantive provisions contained in the original examination announcement.

Rule 410

Examination Announcements and Applicants

Article III: Applicants

Applicability: Article III, Rule 410, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) except those represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Sec. 410.7 **Recruitment of Applicants**

Recruitment shall be conducted to attract qualified applicants and to maximize the multicultural, ethnic, and gender diversity of the workforce in the City and County of San Francisco. Where appropriate or needed, the MTA Director of Transportation/Designee shall conduct targeted outreach and recruitment programs, including cooperative efforts with community organizations, to attract qualified members of underrepresented groups.

Sec. 410.8 **Definition of an Applicant**

An applicant is a person who has filed an application for examination within the time limits or under the conditions specified on the examination announcement.

Sec. 410.9 **Qualifications of Applicants**

- 410.9.1** Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Experience gained in violation of Commission Rules shall not be recognized. City and County employees in Service-Critical classes at the Municipal Transportation Agency shall receive credit only for the duties of the class to which appointed or assigned unless sufficient and credible documentation is provided to verify performance of other duties. Employees in Service-Critical classes at the Municipal Transportation Agency may receive credit for duties not usually performed by incumbents in a Service-Critical class if their employee file contains contemporaneous documentation that the duties were assigned and performed. By way of example but not limitation, records that describe and verify the out-of-class assignment that may be accepted as documentation include a valid performance appraisal completed during the normal evaluation period, payroll records filed at the time of the assignment and Notice of Assignment. Credit for duties in Service-Critical classes at the Municipal Transportation Agency not usually performed by incumbents in a Service-

Sec. 410.9 Qualifications of Applicants (cont.)**410.9.1 (cont.)**

Critical class based on non-contemporaneous documentation shall require the certification of the Municipal Transportation Agency Deputy Director, Labor Relations and Human Resources, and the approval of the Director of Transportation.

410.9.2 Except with permission of the MTA Director of Transportation/Designee, no employee may participate in an entrance examination carrying a lower salary schedule than that of the employee's current class nor for a class in which the employee has current permanent appointment.

Sec. 410.10 Review of Applicant Pool Demographics

When there is underrepresentation of an ethnic or gender group for a specific class or occupational category, the MTA Director of Transportation/Designee shall review the ethnic and gender demographics of the pool of qualified applicants. Where the pool of applicants does not reflect the demographics of the relevant labor market, and upon consideration of factors such as the number of anticipated vacancies and the level of underrepresentation, the MTA Director of Transportation/Designee may take such action as appropriate including extending the filing period, reopening the examination for filing, or canceling the examination.

Sec. 410.11 Promotional Applicants

Applicants for promotive only or combined promotive and entrance examinations shall meet the requirements of the examination announcement under which they apply. If otherwise qualified, ~~civil service~~ employees with ~~permanent, probationary, temporary civil service, or holdover status and who have had~~ six (6) consecutive months (1040 hours) of verifiable satisfactory experience in any job classification in any appointment type status (including provisional) qualify ~~promotionally as promotive applicants~~.

Sec. 410.12 Change of Address

In all cases of change of address, MTA must be notified in writing separately for each class involved. Notice of change of address to the Post Office and/or an employee's current department only will not be a reasonable excuse for special consideration in case of failure to respond to any notice within time limits.

Sec. 410.13 Custody of Examination Applications

Examination applications and supporting documents become the property of MTA when received. Return of such documents shall require the approval of the MTA Director of Transportation/Designee.

Sec. 410.14 Confidentiality of Applicant Information

Applicant information, including names of applicants on eligible lists shall not be made public unless required by law; however, an eligible list shall be made available for public inspection upon request once the eligible list is exhausted or expired and referrals resolved.

Rule 410

Examination Announcements and Applicants

Article IV: Applications and Notice of Examinations

Applicability: Article IV, Rule 410, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Sec. 410.15 **Qualifications of Applicants**

410.15.1 Every applicant for entrance or promotional examination must possess and maintain the qualifications required by law and by the announcement of the examination for which applied. Experience gained in violation of Commission Rule will not be recognized. It is the responsibility of the appointing officer and of the employee to have out-of-class experience recorded as provided elsewhere in these Rules.

410.15.2 Except with permission of the MTA Director of Transportation/Designee, no employee may participate in an entrance examination carrying a lower salary schedule than that of the employee's current class. No employee may participate in an examination for a class in which the employee has current permanent appointment status except with the approval of the MTA Director of Transportation/Designee.

Sec. 410.16 **Application Time Periods**

An applicant is a person who has filed an application for examination within the time limits specified in the announcement of the examination for which the applicant applied. Verification shall be the official time receipt of the MTA or postmark. Examination announcements shall not be distributed after the end of the filing period.

Sec. 410.17 **Notice of Minimum Posting Periods for Examinations Announcements**

~~Official notice of eExaminations announcements will shall be posted on MTA's official employment opportunities website. Notice of promotional examinations will be posted for a minimum period as determined by the MTA Director of Transportation/Designee not to be less than three (3) business days. of ten (10) calendar days. In establishing the minimum period, the MTA Director of Transportation/Designee shall consider, among other factors, number of vacancies, turnover in the classification, labor market availability, stability and reliability of the messaging platform in sending and receiving notifications, and equal employment opportunity and racial equity goals. Appointing officers shall make reasonable efforts to properly notify employees. Requests(s) for notice of filing dates for entrance examinations may be filed in the MTA designated department.~~

~~Notification cards shall be mailed at the inquirer's risk.~~

Sec. 410.18 **Additional Notice of Promotional Examinations**

Notices of promotional examinations shall be distributed to the appropriate departments. Appointing officers shall employ any method of distribution to insure that employees are properly notified.

Sec. 410.19 **Application Custody**

Applications and supporting documents become the property of MTA when received. Return of such documents shall require the approval of the MTA Director of Transportation/Designee.

Sec. 410.20 **False Statements by Applicants**

Significant false statements, whether intentional or unintentional, made or permitted by any applicant on the application or in the qualifications appraisal interview shall be good cause for the exclusion by the MTA Director of Transportation/Designee of such person from any examination, the removal of the applicant's name from the eligible list, and may be good cause for removal or discharge from the City and County service.

Sec. 410.21 **Promotional Applicants**

Applicants for promotive only or combined promotive and entrance examinations shall meet the requirements of the examination announcement under which they apply. If otherwise qualified, employees with six (6) consecutive months (1040 hours) of verifiable experience in any job classification in any appointment type qualify as promotive applicants.

Sec. 410.222 **Confidentiality of Applicant Information**

Applicant information including names of applicants on eligible lists shall not be made public unless required by law; however, an eligible list shall be made available for public inspection upon request once the eligible list is exhausted or expired and referrals resolved.

Sec. 410.2223 **Change of Address**

In all cases of change of address, the MTA designated department must be notified in writing separately for each class involved. Notice of change of address to the Post Office and/or the employee's current department only will not be a reasonable excuse for special consideration in case of failure to respond to any notice within time limits.

Sec. 410.2324 **Correction of Examination Announcements**

Examination announcements may be corrected with respect to clerical errors, misprints and incorrect wording by the MTA Director of Transportation/Designee, by posting notice of such corrections next to the original examination announcement. The issuance of examination announcements corrected under the provisions of this section shall not allow additional time for protest or appeal of the substantive provisions contained in the original examination announcement.

Rule 410

Examination Announcements and Applicants

Article V: Qualifications of Applicants

Applicability: Article V, Rule 410, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Sec. 410.2425 Application for Examination

Any person having the qualifications prescribed by these Rules and the terms of the examination announcement may submit himself or herself for any examination under conditions established by MTA.

Sec. 410.2526 Recruitment of Candidates

MTA shall advertise and may take further appropriate means to interest suitable applicants.

Sec. 410.26 ~~Notice of Promotional Examinations~~

~~When examinations for promotion are to be held, MTA shall give notice thereof to all persons in positions entitling them under the Civil Service Commission Rules, to participate in such examination, by posting information thereof on the designated bulletin board at MTA for a period of ten (10) days and notifying the office, agency, or department concerned.~~

Deletions in strikethrough – Additions in underline

**Rule 411
Examinations**

Article I: Examination Provisions

Applicability: Article I, Rule 411, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) except those represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Article II: Examination Process

Applicability: Article II, Rule 411, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Article III: Veterans Preference in Examinations

Applicability: Article III, Rule 411, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

Rule 411

Examinations

Article I: Examination Provisions

Applicability: Article I, Rule 411, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) except those represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Sec. 411.1 Civil Service Commission Equal Employment Opportunity Policy Related to the Conduct of Examinations

411.1.1 It is the policy of the Civil Service Commission that job-related criteria be utilized in establishing minimum qualification requirements and developing examination procedures, without regard to race, sex, sexual orientation, gender identity, political affiliation, age, religion, creed, national origin, disability, ancestry, marital status, parent status, domestic partner status, color, medical condition (cancer-related), ethnicity or the conditions Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS-related conditions or other non-merit factors or any other category provided by ordinance.

411.1.2 The MTA Director of Transportation/Designee shall make every effort to ensure the representation of women and minorities on examination boards, panels and screening committees.

Sec. 411.2 MTA Director of Transportation/Designee Empowered to Act

The MTA Director of Transportation/Designee shall rule on all matters concerning the examination program in accordance with these Rules.

Sec. 411.3 Requirement to Conduct Examinations

411.3.1 Except for reasons beyond the MTA Director of Transportation/Designee's control, the MTA Director of Transportation/Designee shall immediately commence to conduct an examination whenever a provisional or near-list appointment is made to a permanent position.

411.3.2 Except for reasons beyond the MTA Director of Transportation/Designee's control, the MTA Director of Transportation/Designee will make every attempt, on a priority basis, to commence work required to conduct examinations at least sixty (60) days prior to expiration of an eligible list where there is a demonstrated need for continuing appointments to such class.

Sec. 411.3 Requirement to Conduct Examinations (cont.)

411.3.3 Where possible, the MTA Director of Transportation/Designee and bargaining representative shall meet in advance to determine which classes require eligible lists on a continuing basis.

Sec. 411.4 Requirement for Competitive Examinations

All applicants for positions in the classified service shall submit to examinations which shall be competitive provided, however, that no examination shall be deemed to be competitive unless three (3) or more persons participate. However, any such examination may be held for less than three (3) qualified applicants with the approval of the MTA Director of Transportation/Designee after a finding that reasonable publicity of the proposed examination has been given. Notice of such determination by the MTA Director of Transportation/Designee will be provided to the employee organization(s) representing employees within the classification.

Sec. 411.5 Examinations Without Charge

Examinations shall be without charge to the applicants.

Sec. 411.6 Apprenticeship Positions

Appropriate rosters of eligibles established by a trade, craft, or occupation joint apprenticeship committee recognized by the State of California Department of Industrial Relations, Division of Apprenticeship Standards, may be utilized to fill apprenticeship positions or as the basis for establishing apprenticeship eligibility lists.

Sec. 411.7 Adequacy of Examinations

Subject to the approval of the Commission, the MTA Director of Transportation/Designee, subject to appeal to the Civil Service Commission, shall judge the adequacy of the examination to rate the capacity of the applicants to perform service for the City and County.

Sec. 411.8 Establishing Cutoff Scores and Number on Eligible Lists

For each selection procedure, the MTA Director of Transportation/Designee shall establish a cutoff or passing score and shall determine the number of persons who shall constitute the eligible list based on the needs of the Service and equal employment opportunity principles and goals. Once established, the cutoff score shall not be changed.

Sec. 411.9 Cheating or Fraud in Examinations

It is the policy of the Civil Service Commission that examinations shall be conducted in a fair and impartial manner in order to test fairly the relative qualifications, merit, and fitness of applicants. Any person cheating, attempting to cheat, or assisting other persons in cheating in any phase of the examination process shall be prosecuted to the full extent of the Charter and other laws. Actions to be taken include elimination from the examination process, dismissal, and ineligibility for future employment. Cheating shall include the use or attempted use of materials not authorized by the scheduling notice to candidates to report for the examination. Significant false statements by applicants on the application or during the selection process shall be good cause for the exclusion of such person from the examination and such other appropriate action as may be recommended by the MTA Director of Transportation/Designee.

411.9.1 Aid, Hindrance, Fraud and Collusion in Examinations

No person or officer shall, by himself/herself or in cooperation with other persons, defeat, deceive or obstruct any person in respect to his or her right of examination; or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or make any false representations concerning the same, or concerning the person examined; or furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person of being appointed, employed or promoted.

Any eligible securing standing on a list by fraud, concealment of fact or violation of Commission Rules shall be removed from such list and if certified or assigned to a position shall be removed therefrom.

Sec. 411.10 Copying of Examination-Related Materials

The copying or the making of notes or outlines of examination-related materials is prohibited.

Sec. 411.11 Rating Keys - Written Examinations Other Than Essay Questions

- 411.11.1** Written examinations other than essay questions are defined as those tests which present answers that may be available for inspection. Typical formats of written examinations include multiple-choice, true-false, or fill-in.

Sec. 411.11 **Rating Keys - Written Examinations Other Than Essay Questions (cont.)**

- 411.11.2** The examination booklet in written examinations, if not exempted from inspection privileges, shall state the time period where participants in an examination may review the rating key to be used for scoring. No changes in the rating key shall be made after the passing score has been established.
- 411.11.3** Inspection of the rating key is for the purpose of determining if any of the questions asked or answers are ambiguous, incorrect, or improper. Appeals concerning the rating key must be completed in the inspection room on forms supplied by MTA. Appeals must include substantiating data or authoritative references. If any appeals have been filed, an additional period for review of appeals and submission of counter-appeals will be provided. The MTA Director of Transportation/Designee shall act on all appeals. The decision of the MTA Director of Transportation/Designee shall be final.
- 411.11.4** Inspection privileges shall not apply to questions and answers in a continuous or standardized examination. The MTA Director of Transportation/Designee may delete obsolete or erroneous questions or answers from any examination exempted by this Rule for inspection privileges prior to the establishing of a passing mark.

Sec. 411.12 **Inspection of Rating Keys by Review Committee**

- 411.12.1** The examination announcement may provide for review of questions and answers by a review committee in those examinations where large numbers of appeals might be anticipated on the basis of past experience, or where there is an immediate need for appointees in the class involved. Such review committee shall be composed of three (3) or more persons expert in the field of subject matter covered by the examination

Sec. 411.12 **Inspection of Rating Keys by Review Committee**

411.12.2 The review of the rating key shall begin simultaneously with the holding of the examination and shall be completed in one session. The recommendations of the review committee with respect to questions or answers which they believe to be ambiguous, incorrect, or improper shall be submitted to the MTA Director of Transportation/Designee for approval. The rating key, when approved by the MTA Director of Transportation/Designee, shall be made available for review by participants in the examination for a minimum period of two (2) days. The time allowed for such review may be extended if in the judgment of the MTA Director of Transportation/Designee, the number of applicants warrants. The participants may appeal to the MTA Director of Transportation/Designee concerning only those questions or answers where documented claim of significant error is made. The decision of the MTA Director of Transportation/Designee shall be final. If no appeals are submitted, the approved rating key shall be the official rating key to be used for scoring the examination.

Sec. 411.13 **~~Inspection Review of Ratings Papers by Unsuccessful Candidates~~**

Where there are remaining parts of an examination, unsuccessful candidates may ~~inspect review~~ their ~~papers rating~~ during a ~~two (2) day~~ minimum period as determined by the MTA Director of Transportation/Designee not to be less than three (3) business days and specified by the notice informing them of their scores. In establishing the minimum period, the MTA Director of Transportation/Designee shall consider, among other factors, availability of technology to facilitate the review of ratings, technology or method used for scoring, type of exam, number of eligibles, stability and reliability of the messaging platform in sending and receiving notifications, and complexity of the examination ratings. Such ~~inspection review~~ shall be for the sole purpose of determining that the computation of the score has been accurate.

Sec. 411.14 **Oral Interview and Other Selection Tests - Definition and Appeals**

This Rule section shall govern examination procedures such as oral interviews, performance tests, work sample tests, essay questions, and assessment center exercises.

411.14.1 **Procedures and Practices**

1) The orientation of the raters may include a presentation by the department head or departmental representative which includes a description of the class for which the examination is being held, the setting of the class in the department, the critical elements of personal characteristics needed by employees in the class, and related information. The department head or representative shall not discuss any candidate with

any rater at this time or any other time prior to the completion of the examination.

Sec. 411.14 **Oral Interview and Other Selection Tests - Definition and Appeals (cont.)**

411.14.1 **Procedures and Practices (cont.)**

- 2) No fraternal rings, organization pins, or insignia of any kind shall be displayed by any rater.
- 3) No rater shall rate a candidate who is related to that person or rate a candidate if any strong personal association exists between that candidate and the rater so that it would be difficult to make an impartial rating. If possible, the excused rater shall be replaced by an alternate with similar qualifications.
- 4) Raters may only consider relevant documents from candidates that are required by the scheduling notice.
- 5) Uniform standards shall be applied to every candidate in each examination. The minimum passing rating must be related to a class, not to a single position within a multiple-position class, unless specified by the examination announcement.
- 6) Except as otherwise permitted by law, applicants shall not be questioned regarding their race, sex, sexual orientation, gender identity, political affiliation, age, religion, creed, national origin, disability, ancestry, marital status, parental status, domestic partner status, color, medical condition (cancer-related), ethnicity, or the conditions Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS-related conditions or other non-merit factors; nor shall such factors be utilized in establishing minimum qualification requirements and developing examination procedures.
- 7) Recordings of an examination shall be retained until the eligible list is adopted. A defective recording shall not invalidate the examination unless the MTA Director of Transportation/Designee finds the omitted or unintelligible material critically relevant to the examination, in which event the MTA Director of Transportation/Designee may order a new examination.
- 8) In the event of an appeal that could invalidate the examination, all other candidates whose standing in the examination may be affected shall be notified of the appeal prior to final action being taken.

Sec. 411.14 Oral Interview and Other Selection Tests - Definition and Appeals (cont.)**411.14.1 Procedures and Practices (cont.)**

9) Any violation of the following procedures and practices by candidates may be cause for disqualification:

- no fraternal rings, organization pins or insignia of any kind shall be displayed by any candidate;
- no candidate shall discuss her or his candidacy or any relationship thereto with any rater prior to the completion of all parts of the examination and the final adoption of the eligible list; and
- unless expressly directed by the notice to candidates to report for examination, no letters of reference or recommendation, performance evaluations, work samples, work products, awards, certificates, or other materials shall be presented to the raters.

411.14.2 Appeals

1) An appeal based on personal bias or competence of a rater shall be made by a candidate to the designated representative of MTA present at the examination immediately prior to participation in this phase of the examination. The candidate shall then proceed with the examination. If such appeal is sustained, the rating by the challenged person shall not be computed in the final rating of the candidate and the rating of the candidate shall be that of the unchallenged raters. If more than one-half of the raters are successfully challenged, a new rating board shall be constituted, unless more than one rating board has been convened for the examination, in which case the candidate shall be examined by an alternate rating board of equal number.

2) An appeal based on the conduct of the raters must be made in writing and filed with the MTA Director of Transportation/Designee not later than the second (2nd) business day after the examination was held and must be based on a claim of bias, malfeasance, or misfeasance of board members; documented inconsistencies, or any questions propounded by the raters which occur during any examination which require an answer in conflict with any Federal, State or City and County laws, rules, or regulations. Appeals must state the specific grounds upon which they are based and provide facts which support the allegations. Failure to state the appeals properly filed under this section shall be resolved in accordance with the appeal provisions of these Rules.

Sec. 411.14 **Oral Interview and Other Selection Tests - Definition and Appeals (cont.)****411.14.2 Appeals (cont.)**

- 3) An appeal based on inconsistencies in examination administration shall be made in writing and filed with the MTA Director of Transportation/Designee not later than the fifth (5th) business day after the examination.
- 4) In acting on appeals, only the applications, records, and questions and answers which constitute the record of the examination shall be considered. Appeals will only be sustained when the candidate presents evidence that clearly substantiates a charge or charges as to the above listed items. In the absence of an appeal under this section, later appeals shall be precluded.

Sec. 411.15 **Inspection Review of Ratings by Participants**

- 411.15.1 Composite ratings for examinations administered under this section shall be available for a minimum period as determined by the MTA Director of Transportation/Designee not to be less than three (3) business days of two (2) working days during which period each participant may inspect review their own ratings. In establishing the minimum period, the MTA Director of Transportation/Designee shall consider, among other factors, availability of technology to facilitate the review of ratings, technology or method used for scoring, type of exam, number of eligibles, stability and reliability of the messaging platform in sending and receiving notifications, and complexity of the examination ratings. The identity of the examiner giving any mark or grade shall not be disclosed.
- 411.15.2 Any appeal shall be filed in writing within the inspection-review of ratings period and shall be limited to failure of the raters to apply uniform standards. Appeals must state the specific grounds upon which they are based and provide facts which support the allegations. Failure to state the specific grounds for the appeal and provide facts shall nullify the appeal.
- 411.15.3 All appeals properly filed under this section shall be resolved in accordance with the appeal provisions of these Rules. Appeals shall not be considered merely because candidates believe they are entitled to a higher score. Neither the Commission nor the MTA Director of Transportation/Designee shall substitute their judgment for the judgment of the raters. Ratings of less than the minimum passing score shall not be raised to more than the minimum passing score.
- 411.15.4 No evidence or documents shall be presented, which were not presented to the raters, unless the candidate was denied the opportunity to do so.

411.15.5 In the absence of an appeal under this section, later appeals shall be precluded.

Sec. 411.16 **Authorization for Flexible Staffing Program**

The MTA Director of Transportation/Designee is authorized to establish flexible staffing programs to promote permanent civil service employees past the probationary period to higher classes within an occupational series or to another series by methods other than traditional selection procedures. In establishing a flexible staffing program, the MTA Director of Transportation/Designee shall consider, among other factors, length of permanent service, performance appraisal ratings, availability of positions, budgetary restrictions, and affirmative action. The specific procedures and qualifications established shall be listed in the flexible staffing examination announcement for the class(es) involved.

Rule 411

Examinations

Article II: Examination Process

Applicability Article II, Rule 411, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Sec. 411.17 **Charter Authority**

The examination program shall be in accordance with the provisions of the Charter. The MTA Director of Transportation/Designee shall rule on all matters concerning the examination program as provided elsewhere in these Rules.

Sec. 411.18 **Announcement**

The examination announcement shall provide the qualifications, dates, duration of eligible lists, and other particulars regarding the examinations thereon announced. Applicants must be guided solely by the announcement of the examination(s) for which they apply.

Sec. 411.19 **Protests of Examination Announcements**

Appeals concerning the provisions of an announcement must be received by MTA within seven (7) business days from the issuance date. The MTA Director of Transportation/Designee will rule upon appeals and notify petitioners in writing. This decision is subject to appeal to the Commission as provided elsewhere in these Rules.

Sec. 411.20 **Reissuance of Examination Announcements**

After considering appeals submitted in accordance with this Rule, the MTA Director of Transportation/Designee may reissue the announcement. When reissued, an examination announcement is not subject to the appeal procedure.

Sec. 411.21 **Official Time Periods**

Examination announcements shall set forth time limits for determination of the qualifications of applicants.

Sec. 411.22 — **Promotional Applicants**

~~411.22.1~~ — Applicants for promotional examinations shall meet the requirements of the examination announcement under which they apply and be eligible to participate in examinations on a promotive basis as defined by this Rule.

~~411.22.2~~ — The following employees who are otherwise qualified are entitled to participate in examinations on a promotive basis if they meet the service requirements specified below:

~~1)~~ — Employees with permanent status who have completed the probationary period;

~~2)~~ — Employees with permanent civil service, probationary, or certified temporary status currently on authorized leave of absence;

~~3)~~ — Employees with holdover rights;

~~4)~~ — Employees serving a probationary period in a different class but who were last employed in a next lower rank class as a certified temporary, probationary, or permanent employee past the probationary period;

~~5)~~ — Appointees from a regular adopted eligible list to a non-permanent position other than a "near list" appointment;

~~6)~~ — Employees serving a probationary period.

~~411.22.3~~ — All employees entitled to participate in promotive examinations as outlined above shall meet the following requirements:

~~1)~~ — A period of six months of service in the class or for the period provided in the examination announcement in any status; AND

~~2)~~ — Certification by the appointing officer(s) of satisfactory job performance for the period of the required service on the forms and in the manner prescribed by the MTA Director of Transportation/Designee.

Sec. 411.23**Means of Identification****411.23.1**

The MTA Director of Transportation/Designee shall determine the method of candidate identification to be used in written and performance examinations.

411.23.2

When the sealed identification method is used, candidates are prohibited from making identifying marks on their examination papers. The examination papers of a candidate who makes identifying marks may be canceled. Sealed identification sheets of successful candidates may not be opened until all ratings and the passing mark are final.

411.23.3

Where a number of candidates have competed in two (2) or more examinations in a series and at least one candidate has passed one and failed one of the examinations, the identification sheets of the candidates who have failed one examination may be opened prior to the qualifications appraisal interview but only for the purpose of determining which candidates should participate in the qualifications appraisal interview. Under no circumstance may the score on the examination passed be divulged by MTA prior to the posting of the tentative eligible list.

Sec. 411.24**Cheating or Fraud in Examinations**

It is the policy of the Civil Service Commission that examinations shall be conducted in a fair and impartial manner in order to test fairly the relative qualifications, merit, and fitness of applicants. Any person cheating, attempting to cheat, or assisting other persons in cheating in any phase of the examination process shall be prosecuted to the full extent of the Charter and other laws. Actions to be taken include elimination from the examination process, dismissal, and ineligibility for future employment. Cheating shall include the use or attempted use of materials not authorized by the scheduling notice to candidates to report for the examination. Significant false statements by applicants on the application or during the selection process shall be good cause for the exclusion of such person from the examination and such other appropriate action as may be recommended by the MTA Director of Transportation/Designee.

²³
Sec. 411.24 **Cheating or Fraud in Examinations (cont.)**

²³
 411.24.1 **Aid, Hindrance, Fraud and Collusion in Examinations**

No person or officer shall, by himself/herself or in cooperation with other persons, defeat, deceive or obstruct any person in respect to his or her right of examination; or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or make any false representations concerning the same, or concerning the person examined; or furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person of being appointed, employed or promoted.

Any eligible securing standing on a list by fraud, concealment of fact or violation of Commission Rules shall be removed from such list and if certified or assigned to a position shall be removed therefrom.

²⁴
Sec. 411.25 **Copying of Examination Questions**

The copying of examination questions or the making of notes or outlines regarding an examination is prohibited.

²⁵
Sec. 411.26 **Rating Keys**

²⁵
 411.26.1 The examination booklet in examinations not exempted from inspection privileges shall provide the time period wherein participants in an examination may review the rating key to be used for scoring. Participants in an examination shall be allowed only one review of the rating key unless otherwise ordered by the MTA Director of Transportation/Designee. No changes in the rating key shall be made after the identification sheets of any participants have been opened.

²⁵
 411.26.2 Inspection of the rating key is for the purpose of correcting errors in the key or determining if any of the questions asked are ambiguous or incorrectly phrased. Protests concerning the rating key must be filled out in the inspection room on forms supplied by MTA. Petitions must include substantiating data or authoritative references. If any protests have been filed, an additional period for review of protests and submission of counter-protests will be provided.

Sec. 411.27²⁶ **Rating Keys - Continuous Examination**

²⁶ 411.27.1 Inspection privileges shall not apply to questions and answers on any continuous or standardized entrance or concurrent entrance and promotive written examination. This includes examinations under the continuous testing program.

²⁶ 411.27.2 The MTA Director of Transportation/Designee may order obsolete or erroneous questions deleted from any examination exempted by this Rule from inspection privileges.

Sec. 411.28²⁷ **Inspection of Rating Keys by Review Committee**

²⁷ 411.28.1 Notwithstanding any other provision of these Rules, the examination announcement may provide for review of questions and answers thereto by a review committee in those examinations wherein large numbers of protests on key answers might be anticipated on the basis of past experience, or where there is an immediate need for appointees in the class involved. Such review committee shall be composed of three (3) or more persons expert in the field of subject matter covered by the examination.

²⁷ 411.28.2 The review of the rating key shall begin simultaneously with the holding of the examination and shall be completed in one session. The recommendations of the review committee with respect to questions or answers which they believe to be ambiguous, incorrect, or improper shall be submitted to the MTA Director of Transportation/Designee for approval. Such rating key when approved by the MTA Director of Transportation/Designee shall be made available for review by participants in the examination for a period of two (2) days. The time allowed for such review may be extended if, in the judgment of the MTA Director of Transportation/Designee, the number of applicants warrants. The participants may appeal to the Commission concerning only those questions or answers wherein documented claim of significant error is made. If any appeals have been filed, an additional period for submission of counter-arguments will be provided. If no appeals are submitted, the approved rating key shall be the official rating key to be used for scoring the examination.

Sec. 411.29²⁸ **Examination Passing Mark**

²⁸ 411.29.1 For each examination, the MTA Director of Transportation/Designee shall establish a passing mark or shall determine the total number of persons to be included on the list of eligibles based on the needs of the service.

²⁸
Sec. 411.29 **Examination Passing Mark (cont.)**

²⁸
411.29.2 No changes in the passing mark shall be made after the identification sheets have been opened.

²⁹
Sec. 411.30 **Inspection-Review of Papers-Ratings by Unsuccessful Candidates**

Where there are remaining parts of an examination, and where the examination is not exempted from inspection-review under these Rules, unsuccessful candidates may inspect-review their papers-ratings during a two (2) day minimum period as determined by the MTA Director of Transportation/Designee not to be less than three (3) business days and specified by the notice informing them of their scores. In establishing the minimum period, the MTA Director of Transportation/Designee shall consider, among other factors, availability of technology to facilitate the review of ratings, technology or method used for scoring, type of exam, number of eligibles, stability and reliability of the messaging platform in sending and receiving notifications, and complexity of the examination ratings. Such inspection-review shall be for the sole purpose of determining that the scoring has been accurate.

³⁰
Sec. 411.31 **Veterans Preference in Examinations**

³⁰
411.31.1 Veterans' preference in examinations completed on or after July 7, 1976, shall be administered in accordance with these Rules.

³⁰
411.31.2 The following definitions apply to the administration of this section:

- 1) Completion date of an examination: The date the eligible list is adopted or on which all competitive parts of the examination have been administered and the passing mark set.
- 2) Time for filing claim: Applicants must claim preference on the original application form or pre-application form, whichever is filed first. All such claims or withdrawals of claims must be made prior to participation in the first part of the test to be administered.
- 3) First entitlement to claim preference: The date upon which the applicant was first separated from active duty service, including separations for re-enlistment purposes, and such service would have qualified the applicant to claim preference under the then-current requirements.

Sec. 411.32³¹**Qualifications Appraisal Interview - Procedures and Appeals****411.32.1**³¹**Procedures and Practices**

- 1) The orientation of the qualifications appraisal board may include a presentation by the department head or departmental representative which includes a description of the class for which the examination is being held, the setting of the class in the department, the critical elements of personal characteristics needed by employees in this class, and related information. The department head or representative shall not discuss any candidate with any member or members of the qualifications appraisal board at this time or any other time prior to the completion of the examination.
- 2) No fraternal rings, organization pins, or insignia of any kind shall be displayed by the board members in any qualifications appraisal interview nor shall such rings, pins, or insignia be worn by any candidate who appears before such a board.
- 3) No board member shall rate a candidate who is related to that person or rate a candidate if any strong personal association exists between that candidate and the board member so that it would be difficult to make an impartial rating.
- 4) No candidate shall discuss her/his candidacy or any relationship thereto with the qualifications appraisal board members prior to the completion of all parts of the examination(s) and the final adoption of the list(s) of eligibles resulting therefrom.
- 5) No letters of reference or recommendation shall be presented to the qualifications appraisal board.
- 6) The board may consider relevant documents such as specified in examination announcements.
- 7) In all qualifications appraisal interviews, the same standards shall apply to all candidates who appear for the same class.
- 8) The minimum passing or qualifying rating must be related to a class, not to a single position within a multiple position class.

³¹
Sec. 411.32 **Qualifications Appraisal Interview - Procedures and Appeals (cont.)**

³¹
411.32.1 **Procedures and Practices (cont.)**

9) No applicant for public employment shall be questioned as to political views, religious beliefs, labor affiliations, or racial extraction.

10) Recordings of qualifications appraisal interviews shall be retained only until all ratings become final and any timely litigation based thereon has been resolved. A defective recording shall not invalidate the interview unless the MTA Director of Transportation/Designee finds the omitted or unintelligible material critically relevant to the case, in which event the MTA Director of Transportation/Designee may authorize a second interview or order a new examination.

11) In the event of any challenge of an examiner or of any ratings in qualifications appraisal interviews, all other candidates whose standing in the examination may be affected shall be notified of the challenge.

³¹
411.32.2 **Challenge of Board Members**

1) A board member may excuse herself or himself from rating any candidate when, in the judgment of the board member, it would be difficult to rate the candidate impartially. If possible, the excused board member shall be replaced by an alternate with the same qualifications.

2) Any challenge as to personal bias or competence of a person serving as an examiner in a qualifications appraisal interview based upon prior knowledge of or acquaintance with a board member shall be made by a candidate to the representative of MTA or authorized representative immediately prior to participation in this phase of the examination. The candidate shall then proceed with the interview. If such challenge is sustained by action of the Commission following denial by the MTA Director of Transportation/Designee, the rating by the challenged person shall not be computed in the final rating of the candidate and the rating of the candidate shall be that of the unchallenged members of the examining board. If more than one-half of the board members are successfully challenged, then the MTA Director of Transportation/Designee shall cancel this session and a new board shall be constituted, unless more than one panel of examiners has been convened for the examination, in which case the candidate shall be examined by an alternate panel of equal number.

³¹
Sec. 411.32 **Qualifications Appraisal Interview - Procedures and Appeals (cont.)**

³¹
411.32.2 **Challenge of Board Members (cont.)**

3) Any appeal or challenge of the conduct of the qualifications appraisal board based on a claim of bias, malfeasance, or misfeasance of board members must be made in writing and presented to the representative of the Examination Unit not later than the second (2nd) business day on which the qualifications appraisal interview was held. Challenges based on bias, malfeasance, or misfeasance not filed in this two (2) day period cannot be considered. Such challenges must state the grounds upon which the challenge is based. Failure to state the specific grounds for the challenge shall nullify the challenge. All challenges properly filed under this section shall be resolved in accordance with the provisions of these Rules before the identification sheets of those admitted to the oral examination are opened and scores of the participants are known.

4) The Commission, in acting on a challenge or appeal of the conduct of the qualification appraisal board, shall consider only the applications, records, and questions and answers which constitute the record of the qualifications appraisal interview. The Commission will sustain protests only when the candidate presents evidence that clearly substantiates a charge of bias, malfeasance, or misfeasance.

5) The decision of the Civil Service Commission on this subject shall be final.

6) In the absence of a challenge under this section or upon a decision by the Commission under this section, later challenges shall be precluded.

³¹
411.32.3 **Inspection of Ratings in Qualifications Appraisal Interviews by Participants**

1) After the qualifications appraisal interviews for an examination are computed, such composite ratings shall be available for a minimum period of two (2) working days following the completion of the computations for all participants or for some other two (2) day period set by the MTA Director of Transportation/Designee, provided that the candidates are advised of the dates, during which period each participant may inspect their own ratings.

³¹
Sec. 411.32

Qualifications Appraisal Interview - Procedures and Appeals (cont.)

³¹
411.32.3

Inspection of Ratings in Qualifications Appraisal Interviews by Participants (cont.)

The identity of the examiner giving any mark or grade in a qualification appraisal interview shall not be disclosed.

2) Any challenges shall be filed in writing within the inspection period and shall be limited to:

- failure of the qualifications appraisal board to apply uniform standards; and

- any questions propounded by the panel of examiners which occur during a qualifications appraisal interview which require an answer in conflict with any Federal, State, or City and County laws, rules, or regulations which apply to the government of the City and County of San Francisco, MTA, and/or the Civil Service Commission.

3) All challenges properly filed under this section shall be resolved in accordance with the provisions of these Rules. The MTA Director of Transportation/Designee shall not consider challenges merely because candidates believe they are entitled to a higher score. The MTA Director of Transportation/Designee will not substitute her/his judgment for the judgment of the qualifications appraisal interviewers. Ratings by a qualifications appraisal board of less than the minimum passing score shall not be raised to more than the minimum passing score.

4) No evidence or documents supportive of qualifications shall be presented to the MTA Director of Transportation/Designee which were not presented to the qualifications appraisal board unless the candidate was denied the opportunity to do so.

5) The decision of the MTA Director of Transportation/Designee on this subject shall be final.

³¹
Sec. 411.32 **Qualifications Appraisal Interview - Procedures and Appeals (cont.)**

³¹
411.32.3 **Inspection of Ratings in Qualifications Appraisal Interviews by Participants (cont.)**

6) In the absence of a challenge under this section or upon a decision by the MTA Director of Transportation/Designee under this section, later challenges shall be precluded.

³²
Sec. 411.33 **Requirement to Conduct Examinations**

³²
411.33.1 Except for reasons beyond the MTA Director of Transportation/Designee's control, MTA shall immediately commence to conduct an examination whenever a provisional or near-list appointment is made to a permanent position.

³²
411.33.2 Except for reasons beyond the MTA Director of Transportation/Designee's control, MTA will make every attempt, on a priority basis, to commence to conduct examinations at least sixty (60) days prior to expiration of an eligible list where there is a demonstrated need for continuing appointments to such class.

³²
411.33.3 Where possible, the MTA Director of Transportation/Designee and bargaining representative shall meet in advance to determine which classes require eligible lists on a continuing basis.

³³
Sec. 411.34 **Examination of Applicants**

Incorporating former Charter Section 8.321 into the Civil Service Commission Rules pursuant to former Charter Section 8.320-1 Incorporating Former Charter Provision (Proposition C - November 5, 1991 Election)

³³
411.34.1 **Requirement for Competitive Examinations**

All applicants for positions in the classified service shall submit to examinations which shall be competitive provided, however, that no examination shall be deemed to be competitive unless three (3) or more persons shall participate. However, any such examination may be held for less than three (3) qualified applicants with the approval of the MTA Director of Transportation/Designee, after a finding that reasonable publicity of the proposed examination has been given.

³³
Sec. 411.34 **Examination of Applicants (cont.)**

³³
411.34.2 **Examination without Charge**

Such examinations shall be without charge to the applicants.

³³
411.34.3 **Examination Control and Employment of Examiners**

The MTA Director of Transportation/Designee shall control all examinations and may employ suitable persons in or out of the public service to act as examiners.

³³
411.34.4 **Type of Examinations**

The examinations used shall measure the relative capacities of the persons examined to perform the functions, duties, and responsibilities of the class to which they seek appointment. Examinations shall consist of selection techniques which will test fairly the relative qualifications, merit and fitness of the applicants for the position to be filled. Examinations may include written tests to determine job-related aptitude, knowledge, or achievements; and oral tests by qualifications appraisal boards.

³³
411.34.5 **Rules Governing Qualification Appraisal Boards**

The MTA Director of Transportation/Designee shall establish rules governing the size and composition of qualification appraisal boards. Qualification appraisal boards may consider, in the case of employees of the City and County of San Francisco, all prior performance evaluations completed on MTA forms and, in the case of all applicants, may consider prior work experience, assessment center evaluations, and work samples as part of their evaluation of candidates for employment to any position.

³³
411.34.6 **Apprenticeship Positions**

Appropriate rosters of eligibles established by a trade, craft or occupation joint apprenticeship committee recognized by the State of California Department of Industrial Relations, Division of Apprenticeship Standards, may be utilized to fill apprenticeship positions or as the basis for establishing apprenticeship eligibility lists.

- ³³
Sec. 411.34 **Examination of Applicants (cont.)**
- ³³
411.34.7 **Adequacy of Examinations**
- Subject to the approval of the Commission, the MTA Director of Transportation/Designee shall judge the adequacy of the tests to rate the capacity of the applicants to perform service for the City and County.
- ³³
411.34.8 **Establishment of Passing Mark and Number of List**
- The MTA Director of Transportation/Designee may, for each examination, establish a passing mark or may determine the total number of persons who shall constitute the list of eligibles.
- ³³
411.34.9 **Preparation and Order of Eligible List**
- The MTA Director of Transportation/Designee shall prepare the eligible list from the returns of the examiners, arranged in order of relative performance.
- ³³
411.34.10 **Confidentiality of Applicant Information**
- Applicant information, including names of applicants on eligible lists shall not be made public unless required by law.
- ³³
411.34.11 **Prohibition of Political, Religious or Fraternal Questions**
- No question submitted to applicants shall refer to political or religious opinions or fraternal affiliations.
- ³⁴
Sec. 411.35 **Protest of Written Questions and Answers**
- Incorporating former Charter Section 8.322 into the Civil Service Commission Rules
Pursuant to former Charter Section 8.320-1 Incorporating Former Charter Provision
(Proposition C - November 5, 1991 Election)
- ³⁴
411.35.1 **Review Period by Participants in Written Examinations**
- After the written portion of a civil service examination has been held, the questions used and the answers thereto shall be available for review by the participants.
- ³⁴
411.35.2 **Exclusion from Review of Continuous or Standardized Tests**
- This review period shall not apply to questions and answers on any continuous or standardized entrance or concurrent entrance and promotive written tests.
- ³⁴
411.35.3 **Opportunity to Protest Questions and Answers**
- During the review period, participants shall have an opportunity to protest questions or answers they believe to be incorrect or improper.

Sec. 411.35³⁴ **Protest of Written Questions and Answers (cont.)**

411.35.4³⁴ **Changes in Rating Key**

After all protested items have been acted on and after the official rating key has been adopted and the identification sheets have been opened, further changes in the rating key shall not be made.

Rule 411 Examinations

Article III: Veterans Preference in Examinations

Applicability: Article III, Rule 411, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

³⁵
Sec. 411.36 **Definition of Veteran for Purposes of Entitlement Under This Rule**

The term “veteran” as used in this Rule shall be as defined under Cal. Gov’t Code §18540.4, which at the time of amendment of this Rule stated: Any person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.

³⁶
Sec. 411.37 **Definition of Disabled Veteran for Purposes of Entitlement Under This Rule**

³⁶
411.37.1 For purposes of this Rule, the term “disabled veteran” shall mean any veteran as defined in Sec. 411.36, who has suffered a permanent service-connected disability that is of record in the United States Administration.

³⁶
411.37.2 Notwithstanding any preference allowed under this Rule, disabled veterans as defined above shall be afforded all rights under the Americans with Disabilities Act, including any reasonable accommodation if appropriate.

³⁷
Sec. 411.38 **Veterans Entitlement**

³⁷
411.38.1 **Veteran, Widow or Widower, or Domestic Partner**

A veteran as defined above in Sec. 411.36, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of five percent (5%) toward his/her entrance qualifying score.

³⁷
411.38.2 **Disabled Veteran, Widow or Widower, or Domestic Partner**

A disabled veteran as defined in Sec. 411.37.1, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

³⁷
Sec. 411.38 **Veterans Entitlement (cont.)**

³⁷
411.38.3 Spouse or Domestic Partner of Disabled Veteran

Spouse or registered domestic partner of a one hundred percent (100%) disabled veteran as defined in Sec. 411.37, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

³⁷
411.38.4 Notice of Veteran Status

Any individual applicant for entrance employment with the City and County of San Francisco wishing to receive Veterans Preference credit must notify the Department of Human Resources of his/her veterans status at the time he/she submits the initial job application. Veterans preference is limited to an applicant for entrance employment, however, it may be applied to either an entrance only announcement or a combined entrance and promotional announcement.

³⁸
Sec. 411.39 **Entitlement at Time of Separation from Active Duty**

An individual qualifying for veterans preference as herein defined shall be deemed entitled thereto on the date of separation from active duty in the armed forces.

³⁹
Sec. 411.40 **Entitlement Exhausted Upon Acquiring Permanent Appointment**

The exercise of said veterans preference shall be exhausted upon permanent appointment from an eligible list and the completion of the required probationary period. The application of any other veterans credits on any other examination shall be automatically cancelled.

Deletions in ~~strikethrough~~ – Additions in underline

Rule 411A

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

Applicability: Rule 411A shall apply to examinations designated to this Position-Based Testing Program and shall apply to employees in all MTA Service-Critical positions or classes.

Article I: Civil Service Commission Policy Related to Position-Based Testing

- Sec. 411A.1** **Purpose**
- Sec. 411A.2** **Merit Based Examinations**
- Sec. 411A.3** **Diversity of Workforce**

Article II: Examination Provisions

- Sec. 411A.4** **Application of Position-Based Testing**
- Sec. 411A.5** **Reporting Requirement**
- Sec. 411A.6** **Civil Service Commission Rules for Position-Based Testing**
- Sec. 411A.7** **Responsibilities of the Director of Transportation**

Article III: Examination Announcements

- Sec. 411A.8** **Examination Announcements**
- Sec. 411A.9** **Reissuing of Examination Announcements**
- Sec. 411A.10** **Correction of Examination Announcements**

Article IV: Examination Applicants and Applications

- Sec. 411A.11** **Definition of Applicant**
- Sec. 411A.12** **Qualifications of Applicants**
- Sec. 411A.13** **False Statements by Applicants**
- Sec. 411A.14** **Promotive Promotional Applicants**
- Sec. 411A.15** **Veterans Preference in Examinations**
- Sec. 411A.16** **Change of Address**
- Sec. 411A.17** **Custody of Examination Applications**
- Sec. 411A.18** **Confidentiality of Applicant Information**

Article V: Examinations

- Sec. 411A.19 Adequacy of Examinations**
- Sec. 411A.20 Examination Rating Panels**
- Sec. 411A.21 Establishing Cutoff Scores and Number of Eligibles**
- Sec. 411A.22 Cheating in Examinations Prohibited**
- Sec. 411A.23 Review of Ratings by Examination Participants**

Article VI: Administration of Eligible Lists

- Sec. 411A.24 Eligible Lists**
- Sec. 411A.25 Posting of Tentative Eligible List Examination Score Report**
- Sec. 411A.26 Maintenance of Eligibility**
- Sec. 411A.27 Management of Eligible Lists**
- Sec. 411A.28 Rosters of Eligibles Established by Other Authorities**

Article VII: Certification of Eligibles

- Sec. 411A.29 Certification**
- Sec. 411A.30 Certification of Eligibles – Minimum Allowable Certification Rule**
- Sec. 411A.31 Establishment of the Certification Rule for Position-Based Testing**

Article VIII: Appeals of Examination Processes

- Sec. 411A.32 Substance of Appeals**
- Sec. 411A.33 Timeliness of Appeals**
- Sec. 411A.34 Continuance of Examinations with Appeals Pending**
- Sec. 411A.35 Authority to Rule on Appeals**
- Sec. 411A.36 Appeals to the Civil Service Commission**
- Sec. 411A.37 Appeals to the Director of Transportation**

Rule 411A

Position-Based Testing

Article I: Civil Service Commission Policy Related to Position-Based Testing

Applicability: Article I, Rule 411A shall apply to examinations designated to this Position-Based Testing Program, and shall apply to employees in all MTA Service-Critical positions or classes.

Sec. 411A.1 Purpose

411A.1.1 The Civil Service Commission recognizes the importance of reducing the time it takes to make permanent civil service appointments and reducing reliance on provisional and other forms of temporary hiring. Therefore, this Position-Based Testing Program is being established with the goal of adopting eligible lists resulting from merit-based examination processes within sixty (60) days from the posting of the examination announcement.

411A.1.2 It is the policy of the Civil Service Commission that examination processes in the City and County of San Francisco under this Position-Based Testing Program are conducted in an efficient and fair manner to ensure that the best-qualified individuals are selected to perform service for the City.

Sec. 411A.2 Merit Based Examinations

411A.2.1 It is the policy of the Civil Service Commission of the City and County of San Francisco that all persons shall have equal opportunity in employment as expressed in Rule 403 Equal Employment Opportunity.

411A.2.2 All applicants for positions in the classified service shall submit to verifiable competitive examinations based on merit and fitness as shown by appropriate tests. Job-related criteria shall be utilized in all phases of the examination and employee selection process without regard to race, sex, sexual orientation, gender identity, political affiliation, age, religion, creed, national origin, disability, ancestry, marital status, parental status, domestic partner status, color, ethnicity, medical condition (cancer-related), Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS-related conditions, other non-merit factors or any other category provided by ordinance.

411A.2.3 All forms of cheating, improper aid or hindrance are prohibited.

Sec. 411A.3 **Diversity of Workforce**

411A.3.1 Subject to existing law, it is the policy of the Civil Service Commission to achieve a workforce that is fully reflective of the diversity of the City and County of San Francisco.

411A.3.2 When there is underrepresentation of an ethnic or gender group for a specific class or occupational category, the Director of Transportation may take appropriate legal actions to correct or mitigate the underrepresentation.

411A.3.3 The Civil Service Commission endorses and supports the broadening of the Rules governing the certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize diversity of the work force.

Rule 411A

Position-Based Testing

Article II: Examination Provisions

Applicability: Article II, Rule 411A shall apply to examinations designated to this Position-Based Testing Program and shall apply to employees in MTA Service-Critical positions or classes.

Sec. 411A.4 Application of Position-Based Testing

The term “Position-Based Testing” as used in this Rule shall apply to any examination for a classification that has been designated by the Human Resources Director to be included in the Position-Based Testing Program under Civil Service Rule 111A. Inclusion of classes in the Program may be based on: the number of positions in the subject class, functions of position(s), hiring needs of departments, and other relevant criteria as may be determined by the Human Resources Director.

Sec. 411A.5 Reporting Requirement

The Director of Transportation shall provide semi-annual reports to the Civil Service Commission on any examinations administered under this Position-Based Testing Program. The Civil Service Commission shall consider whether to require such reports from the MTA to be consistent with the Department of Human Resources’ reporting requirement under Civil Service Rule 111A and will determine the frequency of such reports by Commission action. The frequency of such reports will be noted on the Annual Calendar of Required Reports.

These reports shall include, but not be limited to the following information for each examination: the applicable certification rule and duration of the eligible list; the number of applicants, and how many were deemed qualified under the terms of the examination announcement; the number of candidates who participated in the examination, and how many were placed on the eligible list; and the number and types of protests submitted to the Director of Transportation, and their disposition (i.e., the response of, or any action taken by the Director of Transportation in response; and whether they were appealed to the Civil Service Commission). The Director of Transportation shall also include in its reports a list of the known Service-Critical positions or classifications for which the MTA intends to administer a Position-Based Test under this Civil Service Rule 411A.

Sec. 411A.6 Civil Service Commission Rules for Position-Based Testing

411A.6.1 All examination provisions for Position-Based Testing are specified in Rule 411A. Provisions specified in Civil Service Commission Rule 405.12.1, 405.12.4 and 405.20 do not apply to the Position-Based Testing Program. Examination provisions specified in Civil Service Commission Rules 410, 411 Articles I and II, 412 Articles I – IV, and 413 Article III, do not apply to the Position-Based Testing Program.

Sec. 411A.6 Civil Service Commission Rules for Position-Based Testing (cont.)

411A.6.2 Pursuant to its Charter authority, the Civil Service Commission may independently inquire into the operation of the Position-Based Testing Program to determine compliance to its Rules, regulations, policies, and procedures and respond to Inspection Service requests.

Sec.411A.7 Responsibilities of the Director of Transportation

411A.7.1 The Director of Transportation shall adhere to the procedures, requirements and standards established by the Human Resources Director for the Position-Based Testing Program under Rule 111A to implement this Rule 411A, and the policies of the Civil Service Commission concerning this Position-Based Testing Program, and to improve the City's ability to make prompt hires of best-qualified applicants. Nothing in this Rule is intended to extend to the Human Resources Director or the Director of Transportation the authority to change Civil Service Commission policy or to cause or permit the Human Resources Director or the Director of Transportation to take any action not in compliance with the law.

411A.7.2 The Director of Transportation shall administer and rule on all matters concerning this Position-Based Testing Program. The decision of the Director of Transportation related to Position-Based Testing Program matters under this Rule is final, unless this Rule expressly provides for appeal to the Civil Service Commission.

411A.7.3 The Executive Officer of the Civil Service Commission may initiate audits or investigations of the MTA's administration or implementation of this Position-Based Testing Program for compliance with Civil Service Commission policies and Rules; or for compliance with Department of Human Resources' policies, procedures and standards for Position-Based Testing.

411A.7.4 Additionally, the Department of Human Resources shall conduct periodic independent reviews of the MTA's administration and implementation of this Position-Based Testing Program during the first three years following the adoption of this Civil Service Rule 411A on April 21, 2014 to ensure compliance with the Department of Human Resources' policies, procedures and standards for Position-Based Testing. The Department of Human Resources shall report any deficiencies to the Executive Officer of the Civil Service Commission to ensure that they are appropriately addressed. At the conclusion of the three-year period, the Department of Human Resources shall report to the Civil Service Commission on its findings regarding the operation of the MTA's Position-Based Testing Program under this Rule 411A.

Rule 411A Position-Based Testing

Article III: Examination Announcements

Applicability: Article III, Rule 411A shall apply to examinations designated to this Position-Based Testing Program and shall apply to employees in all MTA Service-Critical positions or classes.

Sec. 411A.8 Examination Announcements

411A.8.1 The examination announcement shall be the official notice of an examination and shall provide the qualifications, dates and other particulars regarding the selection procedure. Applicants must be guided solely by the terms of the examination announcement.

411A.8.2 Municipal Transportation Agency examination announcements shall be officially posted at the Department of Human Resources and the Municipal Transportation Agency.

Sec. 411A.9 Reissuing of Examination Announcements

The Director of Transportation may reissue an examination announcement to extend the application-filing period or in response to an appeal. When reissued for these reasons, an examination announcement is not open to an appeal.

Sec. 411A.10 Correction of Examination Announcements

Examination announcements may be corrected by the Director of Transportation with respect to clerical errors, misprints and incorrect wording by posting notice of such corrections. Additional time shall not be allowed for appeal of the substantive provisions contained in the original examination announcement.

Rule 411A

Position-Based Testing

Article IV: Examination Applicants and Applications

Applicability: Article IV, Rule 411A shall apply to examinations designated to this Position-Based Testing Program and shall apply to employees in all MTA Service-Critical positions or classes.

Sec. 411A.11 Definition of Applicant

An applicant is a person who has filed an application for examination within the time limits and under the conditions specified on the examination announcement.

Sec. 411A.12 Qualifications of Applicants

411A.12.1 Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement.

411A.12.2 City and County employees in Service-Critical classes at the Municipal Transportation Agency shall receive credit only for the duties of the class to which appointed or assigned unless sufficient and credible documentation is provided to verify performance of other duties. Employees in Service-Critical classes at the Municipal Transportation Agency may receive credit for duties not usually performed by incumbents in a Service-Critical class if their employee file contains contemporaneous documentation that the duties were assigned and performed. Credit for duties in Service-Critical classes at the Municipal Transportation Agency not usually performed by incumbents in a Service-Critical class based on non-contemporaneous documentation shall require the Certification of the Municipal Transportation Agency Deputy Director, Labor Relations and Human Resources, and the approval of the Director of Transportation.

Sec. 411A.13 False Statements by Applicants

Relevant false statements, whether intentional or unintentional, made or permitted by any applicant on the application or in any phase of the examination or hiring process shall be good cause for the exclusion of such person from any examination, or the removal of the applicant's name from the eligible list, and may be good cause for removal or discharge from the City and County service.

Sec.411A.14 ~~Promotive-Promotional~~ Applicants

Applicants for promotive-only or combined promotive and entrance examinations shall meet the requirements of the examination announcement under which they apply. If otherwise qualified, ~~City~~-employees with six (6) consecutive months (1040 hours) of verifiable experience in any job classification in any appointment type qualify as promotive applicants.

Sec. 411A.15 Veterans Preference in Examinations

411A.15.1 The Director of Transportation shall adhere to the procedures for veterans preference in examinations established by the Human Resources Director in accordance with applicable law and Civil Service Commission Rules.

411A.15.2 Any individual applicant for entrance employment with the City and County of San Francisco wishing to receive veterans preference credit as provided in Civil Service Commission Rules must notify the Department of Human Resources of his/her veteran status at the time he/she submits the initial job application or as specified on the examination announcement.

Sec. 411A.16 Change of Address

The Municipal Transportation Agency must be notified in writing (including e-mail) by the applicant of any change of address, e-mail address or telephone number. Notice of change to the Post Office and/or an employee's current department only, does not meet the notification requirement.

Sec. 411A.17 Custody of Examination Applications

Examination applications and supporting documents become the property of the Municipal Transportation Agency when received. Return of such documents shall require the approval of the Director of Transportation.

Sec. 411A.18 Confidentiality of Applicant Information

Applicant information, including names of applicants on eligible lists shall not be made public, unless required by law.

Rule 411A

Position-Based Testing

Article V: Examinations

Applicability: Article V, Rule 411A shall apply to examinations designated to this Position-Based Testing Program and shall apply to employees in all MTA Service-Critical positions or classes.

Sec. 411A.19 Adequacy of Examinations

The Director of Transportation shall approve the adequacy of the examination to rate the capacity of the applicants to perform the job. Examinations may include, but are not limited to one or more testing devices such as written examinations, oral interviews, performance exercises, assessment centers, successful completion of requirements imposed by other authorities for the award of certification, licensure, academic recognition (e.g. degree, course completion), placement on a roster as provided in Sec. 411A.28, or any other devices or methods to determine merit and fitness for tested positions.

Sec. 411A.20 Examination Rating Panels

The Director of Transportation shall make every reasonable effort to ensure diversity of the qualified raters.

Sec. 411A.21 Establishing Cutoff Scores and Number of Eligibles

The Director of Transportation shall establish a cutoff or passing score and shall determine the number of persons who shall constitute the eligible list.

Sec. 411A.22 Cheating in Examinations Prohibited

411A.22.1 Any action that constitutes cheating, improper aid, hindrance, fraud, or collusion in any part of the examination process is prohibited. The following are some specific actions that are expressly prohibited: relevant false statements by applicants on the application or during the selection process; the use or attempted use of materials not authorized by the scheduling notice to candidates to report for the examination; defeating, deceiving or obstructing any person in respect to his or her right of examination; falsely marking, grading, estimating, or reporting upon the examination or proper standing of any person examined hereunder, or aid in so doing; making any false representations concerning the examination or the person examined; or furnishing to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person of being appointed, employed or promoted.

Sec. 411A.22 Cheating in Examinations Prohibited (cont.)

411A.22.2 Any person cheating, attempting to cheat, or assisting in cheating or hindering other persons in any phase of the examination process shall be prosecuted to the full extent of the Charter and other laws. Actions to be taken include elimination from the examination process, dismissal and ineligibility for future employment and such other appropriate action as may be recommended by the Director of Transportation.

Sec. 411A.23 Review of Ratings by Examination Participants

411A.23.1 Examination participants shall have a minimum period as determined by the MTA Director of Transportation/Designee not to be less than three (3) business days of five (5) working days to review their own examination ratings to confirm the accuracy of the calculation of their scores and/or rankings. In establishing the minimum period, the MTA Director of Transportation/Designee shall consider, among other factors, availability of technology to facilitate the review of ratings, technology or method used for scoring, type of exam, number of eligibles, stability and reliability of the messaging platform in sending and receiving notifications, and complexity of the examination ratings. The identity of the examiner giving any mark or grade shall not be disclosed.

411A.23.2 The Director of Transportation shall establish the procedures for Review of Ratings.

Rule 411A

Position-Based Testing

Article VI: Administration of Eligible Lists

Applicability: Article VI, Rule 411A shall apply to examinations designated to this Position-Based Testing Program and shall apply to employees in all MTA Service-Critical positions or classes.

Sec. 411A.24 Eligible Lists for Certification Purposes Only

411A.24.1 The names of examination participants passing all phases of an examination described by the terms and conditions of the examination announcement shall be placed on an eligible list. Eligible information, including names on eligible list shall not be made public unless required by law; however, any eligible list shall be made available for public inspection upon request once the eligible list is exhausted or expired and referrals resolved.

411A.24.2 The Director of Transportation shall establish the duration of an eligible list and/or durations of eligibility of individuals on the eligible list. Eligibles will be notified of the duration of the eligible list and/or durations of eligibility of individuals.

Sec. 411A.25 Posting of Tentative Eligible List Examination Score Report

411A.25.1 At the beginning of the inspection period the Tentative Eligible List Score Report shall be posted and made available for public inspection.

411A.25.2 Changes in an eligible list because of clerical or computational errors shall not change the date of adoption of the eligible list.

411A.25.3 The Director of Transportation may adopt an eligible list pending the resolution of any appeal. Eligibles reachable within the applicable certification rule may be referred to departments (certified) for potential hire. Resolutions of appeals shall not affect earlier hires from the eligible list.

Sec. 411A.26 Maintenance of Eligibility

Eligibles who fail to possess or maintain the qualifications required by law and/or by the terms of the examination announcement under which they participated shall forfeit their eligibility. The Director of Transportation is authorized to remove eligibles from an eligible list who have failed to maintain qualifications and/or may restore eligibles to an eligible list based on qualifications or to comply with Civil Service Commission Rules, policy and/or action.

Sec. 411A.27 Management of Eligible Lists

411A.27.1 The Director of Transportation shall have the right to correct errors on an eligible list or amend an eligible list as a result of the outcome of an appeal or if required by Civil Service Commission Rules or other legal requirements. Corrections and/or amendments of the eligible list shall not affect earlier hires from the eligible list.

Sec. 411A.27 Management of Eligible Lists (cont.)

411A.27.2 The Director of Transportation may extend the duration of an eligible list or eligibility periods for individuals on the eligible list based on the needs of the Municipal Transportation Agency or merit factors. Any extension of the eligible list or eligibility period shall occur prior to the expiration date with the exception of correcting errors.

~~During the first three years following the adoption of this Civil Service Rule 411A on April 21, 2014, the maximum duration of the eligible list shall not exceed twenty-four (24) months. At the conclusion of the three-year period, the Civil Service Commission shall consider whether to increase the allowable maximum duration of the eligible list to forty-eight (48) months, consistent with the provisions of Civil Service Rule 111A.~~ Affected eligibles will be notified of the extension of the eligible list or eligibility period.

411A.27.3 The Director of Transportation may authorize the merging of eligible lists in the same Service-Critical class or different Service-Critical classes. Affected eligibles will be notified of the merging of eligible lists.

411A.27.4 The Director of Transportation may cancel an eligible list, or make optional the use of an eligible list based on the needs of the Municipal Transportation Agency or merit factors such as inability of eligibles to meet job specific qualifications or requirements. Affected eligibles will be notified of the cancellation of eligible lists.

411A.27.5 The Director of Transportation may approve the use of an eligible list established under this Rule 411A Position-Based Testing Program for permanent civil service appointments to other positions in the same or similar classes in the MTA or other City departments.

411A.27.6 The Human Resources Director may approve the use of an eligible list established pursuant the Position-Based Testing Program under Rule 111A for permanent civil service appointments to MTA Service-Critical positions or classes.

~~**411A.27.7** In the event of a declaration of emergency by the Mayor of San Francisco and with the approval of the Civil Service Commission, active eligible lists during a declared emergency may be extended for up to an additional year beyond the timeframes set forth in these rules.~~

Sec. 411A.28 Rosters of Eligibles Established by Other Authorities

411A.28.1 By mutual agreement with the affected employee organization, appropriate rosters of eligibles established by other recognized authorities, such as the State of California, may be utilized to fill Service-Critical positions, or as the basis for establishing eligible lists for Service-Critical classifications.

411A.28.2 The Director of Transportation shall determine the criteria and standards for approving the use of rosters established by other authorities. In assessing appropriateness, the Director of Transportation shall ensure that placement on a roster does not require membership in an organization.

411A.28.3 The use of such rosters shall be specified on the examination announcement and shall not be subject to appeal to the Civil Service Commission.

Rule 411A

Position-Based Testing

Article VII: Certification of Eligibles

Applicability: Article VII, Rule 411A shall apply to examinations designated to this Position-Based Testing Program and shall apply to employees in all MTA Service-Critical positions or classes.

Sec. 411A.29 Certification

411A.29.1 The Municipal Transportation Agency shall certify to the appointing officer the names of eligibles that are reachable within the applicable certification rule. Except for circumstances beyond the control of the Municipal Transportation Agency, the initial notice of certification to eligibles shall be issued within fifteen (15) business days from the date of adoption of an eligible list.

411A.29.2 If all eligibles at a score waive appointment or fail to respond within specified time limits, the appointing officer may request supplementary certification(s) from the next highest score(s).

Sec. 411A.30 Certification of Eligibles – Minimum Allowable Certification Rule

411A.30.1 The minimum (i.e., most restrictive) certification rule shall be the Rule of Three Scores.

411A.30.2 The most restrictive formula for application of the Rule of Three Scores shall be:

1) When there is one (1) approved personnel requisition on file for a class, the Municipal Transportation Agency shall certify to the appointing officer the number of scores equal to the number of the certification rule. For example, three (3) scores will be certified for a position with a certification Rule of Three Scores.

2) When there are two (2) or more approved personnel requisitions on file for the same class, the number of scores certified shall be equal to the number of positions to be filled plus the number of scores in the certification rule minus one. For example, if twelve (12) requisitions are to be filled under a Rule of Three Scores, the number of scores certified is $12 + 3 - 1 = 14$.

Sec. 411A.31 Establishment of the Certification Rule for Position-Based Testing

411A.31.1 The Director of Transportation and/or representative is authorized to discuss and pursue agreement with employee organizations as to the certification rule applicable to an eligible list resulting from an examination in the Position-Based Testing Program, provided however, that the minimum rule cannot be fewer than the Rule of Three Scores. Nothing in this Section is intended to change the scope of bargaining specified by Charter or applicable law.

Sec. 411A.31 Establishment of the Certification Rule for Position-Based Testing (cont.)

411A.31.2 Unless agreed between the employee organization representing the class and the Director of Transportation, the Rule of Three Scores shall be used exclusively, except as set forth in Rule 413, Article III.

411A.31.3 The Certification Rule shall be specified as a term of the examination announcement. Appeals of the Certification Rule shall not be permitted.

Rule 411A

Position-Based Testing

Article VIII: Appeals of Examination Processes

Applicability: Article VIII, Rule 411A shall apply to examinations designated to this Position-Based Testing Program and shall apply to employees in all MTA Service-Critical positions or classes.

Sec. 411A.32 Substance of Appeals

411A.32.1 An action by the Municipal Transportation Agency under Rule 411A may be appealed by a party alleging injury by that action as provided in this Article VIII. For each appeal the appellant must state the specific grounds upon which the appeal is based, cite the specific Civil Service Commission Rule or Municipal Transportation Agency Policy that the appellant contends was violated by the action which is the subject of the appeal, provide facts including available documents to support the appeal, and demonstrate a rational relationship between the alleged injury suffered by the appellant as a result of the action being appealed and the alleged violation of Rule or Policy. Failure to meet all of the above requirements to support the appeal may be sufficient grounds for denial of the appeal by the Civil Service Commission.

411A.32.2 An appeal that objects to ratings or rankings based solely on the candidate's belief that he or she is entitled to a higher or passing score shall not be considered. Neither the Director of Transportation nor the Civil Service Commission shall substitute his, her or its judgment for the judgment of qualified raters.

Sec. 411A.33 Timeliness of Appeals

Protests and appeals that are not submitted within the prescribed time limits shall not be considered.

Sec. 411A.34 Continuance of Examinations with Appeals Pending

The Director of Transportation may proceed with any and all phases of the Position-Based Testing process pending an appeal.

Sec. 411A.35 Authority to Rule on Appeals

411A.35.1 Civil Service Commission

Appeals to the Civil Service Commission may occur at three (3) points in the examination process: (1) after the examination announcement has been issued, (2) after the examination has been administered and prior to the posting of the Tentative Eligible List Score Report and (3) after the merging of eligible lists in different classes. Appeals of the examination announcement may be based only on challenges to the position description and/or the minimum qualifications. Appeals after the examination

Sec. 411A.35 Authority to Rule on Appeals (cont.)**411A.35.1 Civil Service Commission (cont.)**

administration may be based only on claims of inconsistency in examination administration, bias of raters and/or failure of raters to apply uniform standards. Appeals of merging of eligible lists in different classes may be based only on claims of substantial differences in the knowledge, skills and abilities required to perform the essential functions of the positions. Decisions of the Civil Service Commission on these examination matters will be final.

411A.35.2 Director of Transportation

All other appeals may be made to the Director of Transportation whose decision will be final.

Sec. 411A.36 Appeals to the Civil Service Commission**411A.36.1 Appeals of the Examination Announcement**

- 1) The standard of review for appeals under this Section shall be abuse of discretion in establishing the position description, the minimum qualifications and/or the certification rule when the certification rule was not reached by mutual agreement with the employee organization representing the tested class. In determining abuse of discretion, the Civil Service Commission must find that the Director of Transportation made decisions beyond his/her authority or had no rational basis for his/her decision.
- 2) Appeals under this Section must be submitted directly to the Executive Officer of the Civil Service Commission and must be received in the Civil Service Commission office by close of business on the fifth (5th) business day after the examination announcement issuance date.
- 3) Appeals must be in writing and shall include a statement of the specific component(s) or item(s) of the examination announcement being contested and specific reason(s) why adoption of the cited portions of the examination announcement constitutes abuse of discretion by the Director of Transportation. To the extent possible, all supporting documentation must be submitted with the written appeal.
- 4) Upon receipt of an appeal, the Executive Officer of the Civil Service Commission shall immediately forward a copy of the appeal to the Municipal Transportation Agency. The Executive Officer of the Civil Service Commission shall place the appeal, if timely and appealable under this Article VIII, on the Civil Service Commission agenda for the next Regular Commission Meeting consistent with the Brown Act, Sunshine Ordinance and other applicable law. The Executive Officer of the Civil Service Commission in consultation with the President may calendar the appeal at a Special Meeting prior to the Regular Meeting of the Civil Service Commission. The appellant and other parties shall be notified of the particulars of the hearing in accordance with the procedures established by the Executive Officer of the Civil Service Commission.

Sec. 411A.36 Appeals to the Civil Service Commission (cont.)**411A.36.1 Appeals of the Examination Announcement (cont.)**

5) The Director of Transportation or representative may take actions to resolve the appeal with the appellant before the scheduled Commission hearing date and forward to the Executive Officer of the Civil Service Commission the documented resolution prior to the scheduled Commission hearing date. The Executive Officer of the Civil Service Commission shall report the resolution to the Civil Service Commission at the scheduled hearing.

6) The Civil Service Commission shall consider an unresolved appeal on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Municipal Transportation Agency. The Civil Service Commission shall rule on the appeal at the hearing. The Commission's action on the appeal shall be final and no reconsideration requests shall be allowed.

411A.36.2 Appeals of Inconsistency of Examination Administration, Bias of Raters and/or Failure of Raters to Apply Uniform Standards

1) Appeals shall be based solely on claims that the inconsistency in examination administration, bias of the raters and/or failure of the raters to apply uniform standards compromised either the validity or the reliability of the examination. Appeals shall include a statement of the specific facts that demonstrate that the validity or reliability of the examination was compromised, and cite the specific Civil Service Commission Rule or Municipal Transportation Agency Policy that was violated. For the purposes of appeals under this Section, validity is generally defined as the establishment of the relationship between a test device or other selection procedure and performance on the job; and reliability is generally defined as the consistency of measurement of the test device or selection procedure.

2) Appeals must be in writing and must be submitted directly to the Executive Officer of the Civil Service Commission. The appeal must be received in the Civil Service Commission office by close of business on the fifth (5th) business day from the postmarked date (or e-mail date) of the written notice of examination results.

3) Upon receipt of an appeal, the Executive Officer of the Civil Service Commission shall immediately forward a copy of the appeal to the Municipal Transportation Agency. The Executive Officer of the Civil Service Commission shall place the appeal, if timely and appealable under this Article VIII, on the Civil Service Commission agenda for the next Regular Commission Meeting consistent with the Brown Act, Sunshine Ordinance and other applicable law. The Executive Officer of the Civil Service Commission in consultation with the President may calendar the appeal at a Special Meeting prior to the Regular Meeting of the Civil Service Commission. The appellant and other parties shall be notified in accordance with the procedures established by the Executive Officer of the Civil Service Commission.

411A.36.2 Appeals of Inconsistency of Examination Administration, Bias of Raters and/or Failure of Raters to Apply Uniform Standards (cont.)

4) The Director of Transportation or representative may take actions to resolve the appeal with the appellant before the scheduled Commission hearing date and forward to the Executive Officer of the Civil Service Commission the documented resolution prior to the scheduled Commission hearing date. The Executive Officer of the Civil Service Commission shall report the resolution to the Civil Service Commission at the scheduled hearing.

5) The Civil Service Commission shall consider an unresolved appeal on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and Municipal Transportation Agency. The Civil Service Commission shall rule on the appeal at the hearing. The Commission's action on the appeal shall be final and no reconsideration requests shall be allowed. In order to prevail on an appeal under this Section, the appellant must establish by a preponderance of the evidence, i.e. more likely than not, that the Rule or Policy at issue was violated and that the violation caused a compromise of the validity or reliability of the examination. The Commission's action on the appeal shall be final and no reconsideration requests shall be allowed.

411A.36.3 Appeals of Merging of Eligible Lists of Different Classes

1) The standard of review for appeals under this Section shall be abuse of discretion in merging eligible lists of different classes. Appeals shall include a statement of the specific facts that demonstrate that the merging of eligible lists in different classes is not supported by job analyses that demonstrate that the same or similar knowledge, skills and abilities are required to perform the essential functions of the positions.

2) Appeals must be in writing and must be submitted directly to the Executive Officer of the Civil Service Commission. The appeal must be received in the Civil Service Commission office by close of business on the fifth (5th) business day from the postmarked date (or e-mail date) of the written notice of the merging of eligible lists.

3) Upon receipt of an appeal, the Executive Officer of the Civil Service Commission shall immediately forward a copy of the appeal to the Municipal Transportation Agency. The Executive Officer of the Civil Service Commission shall place the appeal, if timely and appropriate, on the Civil Service Commission agenda for the next Regular Commission Meeting consistent with the Brown Act, Sunshine Ordinance and other applicable law. The Executive Officer of the Civil Service Commission in consultation with the President may calendar the appeal at a Special Meeting prior to the Regular Meeting of the Civil Service Commission. The appellant and other parties shall be notified in accordance with the procedures established by the Executive Officer of the Civil Service Commission.

411A.36.3 Appeals of Merging of Eligible Lists of Different Classes (cont.)

4) The Director of Transportation or representative may take actions to resolve the appeal with the appellant before the scheduled Commission hearing date and forward to the Executive Officer of the Civil Service Commission the documented resolution prior to the scheduled Commission hearing date. The Executive Officer of the Civil Service Commission shall report the resolution to the Civil Service Commission at the scheduled hearing.

5) The Civil Service Commission shall consider an unresolved appeal on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Municipal Transportation Agency. The Civil Service Commission shall rule on the appeal at the hearing. The Commission's action on the appeal shall be final and no reconsideration requests shall be allowed.

Sec. 411A.37 Appeals to the Director of Transportation**411A.37.1 Protests at the Examination Site**

1) An examination participant may protest the assignment of a rater to his/her board or panel based on a claim of the rater's inability to rate the examination participant competently or without bias. The protest of the rater must be made to the designated representative of the Director of Transportation present at the examination prior to participation in this phase of the examination. If no protest is made, then no appeal of the assignment of the rater will be permitted.

2) An examination participant may submit a protest of a problem occurring at an examination site, such as, but not limited to equipment malfunction or disturbance of the examination process, that interfered with the examination participant's performance in the examination. Such protest must be made to the designated representative of the Director of Transportation present at the examination site immediately upon encountering or experiencing the problem and before leaving the examination site. If no protest is submitted, then the Director of Transportation may refuse an appeal of a problem occurring at the examination site.

3) The decision or action in response to a protest at the examination site may be appealed to the Director of Transportation. The appeal must be submitted in writing and must be received at the Municipal Transportation Agency not later than the fifth (5th) business day after the candidate's examination date.

411A.37.2 Appeal of Accuracy of the Calculation of Examination Scores and/or Ranking

An appeal of the accuracy of the calculation of examination scores and/or rank must be submitted directly to the Director of Transportation or representative within the period designated for review of ratings (see Section 411A.23). The decision of the Director of Transportation related to calculation of examination scores and rank is final.

411A.37.3 Appeals of Other Examination Matters

An appeal of any other examination matter must be made in writing and received by the Director of Transportation not later than the fifth (5th) business day after the occurrence or notice of the issue of appeal. The decision of the Director of Transportation on all these matters is final.

Deletions in ~~strikethrough~~ – Additions in underline

**Rule 412
Eligible Lists**

Article I: Administration of Eligible Lists

Applicability: Article I, Rule 412, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA)-except those represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Article II: Eligible Lists and Eligibility

Applicability: Article II, Rule 412, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Article III: Protest of Tentative Eligible List

Applicability Article III, Rule 412, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Article IV: Duration of Eligible Lists

Applicability Article III, Rule 412, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Article V: Holdover Rosters and Return to Duty

Applicability: Article IV, Rule 412, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

Rule 412

Eligible Lists

Article I: Administration of Eligible Lists

Applicability: Article I, Rule 412, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) except those represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Sec. 412.1 **Types of Eligible Lists**

The names of applicants passing all phases of an examination shall be placed on one of the following types of eligible lists in the order of total score. Eligibles with tie scores shall be listed in alphabetical order. Applicant information, including applicant names on eligible lists shall not be made public, unless required by law; however, an eligible list shall be made available for public inspection upon request once the eligible list is exhausted or expired and referrals resolved.

412.1.1 **Discrete Eligible Lists**

Discrete eligible lists are lists derived from examinations which are open for filing for a specific time period and in which the selection procedure is administered on a specific date or dates.

412.1.2 **Continuous Eligible Lists**

A continuous eligible list may be used for a class after the MTA Director of Transportation/Designee has designated the class as a "continuous list class." Each time an examination for such a class is given, the names of the eligibles resulting from the examination shall be added to the existing eligible list, ranked by the eligible's score on the examination taken. For eligibles with the same score, names shall be listed alphabetically.

412.1.3 **Duration of Eligibility on Continuous Lists**

Each examination announcement for a continuous list class shall state the time period during which the names of eligibles successfully passing the examination will remain on the continuous list. This time period will be referred to as the "eligibility period." An eligible's name shall be removed from a continuous list at the end of the eligibility period.

Sec. 412.2 **Duration of Eligible Lists and of Eligibility**

412.2.1 **Duration of Discrete Eligible List**

For discrete eligible lists, the eligible list shall state the duration of the list with the minimum duration being six (6) months and the maximum twenty-four (24) months.

Sec. 412.2 **Duration of Eligible Lists and of Eligibility (cont.)****412.2.2** **Duration of Eligibility - Continuous Eligible Lists**

For continuous eligible lists, the examination announcement shall specify the duration of eligibility with the minimum period of eligibility being six (6) months and the maximum being twelve (12) months.

412.2.3 **Establishment of Duration of Eligible Lists**

In establishing duration of an eligible list or duration of eligibility, the MTA Director of Transportation/Designee shall consider, among other factors, the size of the applicant pool, the number of positions in the class, the rate of turnover, and equal employment opportunity goals.

412.2.4 **Expiration of Eligible Lists and Eligibility**

If the expiration date of an eligible list or eligibility period falls on a Saturday, Sunday or legal holiday, the removal of all names shall be effective at the close of business on the following business day.

Sec. 412.3 **Extension of Eligibility**

The MTA Director of Transportation/Designee may extend the duration of an eligible list or eligibility periods ~~for up to one (1) additional year for individuals on the eligible list or eligibility periods for individuals based on the needs of the Municipal Transportation Agency or merit factors. Any extension of the eligible list or eligibility period shall occur prior to the expiration date with the exception of correcting errors. The maximum duration of the eligible list shall not exceed forty-eight (48) months. Affected e~~Eligibles shall be notified of the extension ~~and any change in the expiration of their eligibility.~~

Sec. 412.4 **Cancellation of Eligibility**

The MTA Director of Transportation/Designee may cancel an eligible list after the minimum duration of six (6) months. In canceling an eligible list, the MTA Director of Transportation/Designee shall consider, among other factors, the number of eligibles remaining, the length of time since the selection procedures were administered, equal employment opportunity goals, and labor market availability. Eligibles and the recognized employee organization representing the affected class shall be notified.

Sec. 412.5 **Merging of Eligible Lists**

412.5.1 The MTA Director of Transportation/Designee may authorize the merging of an earlier list in a class with a later eligible list in the same class.

412.5.2 The names of eligibles from the earlier eligible list shall be interpolated with the names of eligibles on the later eligible list by score. Eligibles with the

same score shall be listed in alphabetical order.

- 412.5.3** The duration of the merged eligible list shall be established as provided elsewhere in these Rules and eligibles from the earlier eligible list shall have their eligibility extended accordingly.

Sec. 412.6 **Priority of Eligible Lists**

Except as otherwise provided in these Rules, the order of priority of discrete eligible lists regardless of adoption dates is as follows:

- 1) promotive lists;
- 2) combined promotive and entrance lists; and
- 3) entrance lists.

Within each category earlier discrete eligible lists have priority over later discrete eligible lists.

Sec. 412.7 **Posting Period for the Tentative Eligible List Examination Score Report and Review of Ratings by Examination Participants**

412.7.1 Examination participants shall have a minimum period as determined by the MTA Director of Transportation/Designee not to be less than ~~of~~ three (3) business days to review their own examination ratings to confirm the accuracy of the calculation of their scores and/or rankings. In establishing the minimum period, the MTA Director of Transportation/Designee shall consider, among other factors, availability of technology to facilitate the review of ratings, technology or method used for scoring, type of exam, number of eligibles, stability and reliability of the messaging platform in sending and receiving notifications, and complexity of the examination ratings. The identity of the examiner giving any mark or grade shall not be disclosed.

412.7.2 The MTA Director of Transportation/Designee shall establish the procedures for Review of Ratings.

412.7.3 The decision of the MTA Director of Transportation/Designee shall be final and shall not be reconsidered by the Commission.

Sec. 412.8 **Documents Included in Inspection and Maintenance of Anonymity of Examiners**

Review of ratings of the final score calculations, if not exempted from inspection privileges, shall include rating sheets, and other papers needed to verify accuracy of scores. Neither the identity of the examiner giving any mark or grade in an examination nor the questions and answers shall be provided. Individuals are not permitted to see other applicant's application materials, ratings or rating forms.

Sec. 412.9 **Appeal of Accuracy of Scores**

The exclusive purpose of the review of ratings period is to review papers supporting a person's standing on the eligible list. Appeals during this period shall be limited to the accuracy of scores. Appeals must be filed in the office of the MTA Director of Transportation/Designee during the inspection period of the eligible list. The MTA Director of Transportation/Designee shall rule on all appeals filed during this period.

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The decision of the MTA Director of Transportation/Designee on the appeal shall be final and shall not be reconsidered by the Commission.

Sec. 412.10 Adoption of Eligible List for Certification Purposes Only**412.10.1 Confidentiality of Applicant Information**

Applicant information, including applicant name on eligible lists shall not be made public unless required by law. Therefore all eligible lists upon adoption, will be used for certification purposes only. Changes in an eligible list because of clerical or computational errors shall not change the date of adoption of the eligible list.

412.10.2 The MTA Director of Transportation/Designee may adopt an eligible list pending the resolution of any appeal, and may certify to the appointing officer the names of eligibles available for appointment in accordance with the established certification rule. The decision of the MTA Director of Transportation/Designee shall be final and shall not be reconsidered by the Commission.

Sec. 412.11 Maintenance of Eligibility

412.11.1 Except as otherwise provided in these Rules, eligibles who fail to possess or maintain the qualifications required by law and by the terms of the examination announcement under which they participated shall forfeit their eligibility.

412.11.2 Except for persons designated as "holdovers," promotive eligibles on a combined promotive and entrance eligible list who are separated from the City and County service shall have all promotive credit points deleted from their final scores in the examination and their ranks on the eligible list shall be reduced accordingly. If re-employed and if the eligible list has not expired, upon written request and with the approval of the MTA Director of Transportation/Designee, such promotive credit points and the previous rank shall be restored.

412.11.3 Except for persons designated as "holdovers," eligibles on a promotive only eligible list who are separated from the City and County service shall be removed from such eligible list. If re-employed and if the eligible list has not expired, upon written request and with the approval of the MTA Director of Transportation/Designee, the person may be returned to the eligible list with promotive credit points and previous rank restored.

412.11.4 The MTA Director of Transportation/Designee is authorized to remove eligibles from an eligible list in accordance with the conditions specified above.

Sec. 412.12 The Use of Eligible Lists

Except for circumstances beyond the control of the MTA, the initial Notice of Certification to eligibles as provided in Civil Service Rule 413 shall be issued within thirty (30) days from the date of adoption of an eligible list.

Rule 412

Eligible Lists

Article II: Eligible Lists and Eligibility

Applicability: Article II, Rule 412, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Sec. 412.13 **Establishment of Eligible Lists**

The names of applicants passing all phases of an examination shall be placed on one of the following types of eligible lists in the order of total score. Eligibles with tie scores shall be listed in alphabetical order. Applicant information, including applicant names on eligible lists shall not be made public, unless required by law; however, an eligible list shall be made available for public inspection upon request once the eligible list is exhausted or expired and referrals resolved.

Sec. 412.14 **Priority of Eligible Lists**

The order of priority of eligible lists regardless of adoption dates is as follows:

- 1) Promotive lists
- 2) Combined promotive and entrance lists
- 3) Entrance lists

Within each category, earlier lists have priority over later lists.

Sec. 412.15 **Maintenance of Eligibility**

412.15.1 Except as otherwise provided in these Rules, eligibles who fail to possess and maintain the qualifications required by law and by the terms of the examination announcement under which they participated will forfeit their eligibility.

412.15.2 Except for persons designated as "holdovers," promotive eligibles on a combined promotive and entrance eligible list who are separated from the City and County service shall have all promotive credit points deleted from their final scores in the examination and their ranks on the eligible list shall be reduced accordingly. If re-employed and if the eligible list has not expired, upon written request and with the approval of the MTA Director of Transportation/Designee, such promotive credit points and the previous rank shall be restored.

Sec. 412.15 **Maintenance of Eligibility (cont.)**

- 412.15.3** Except for persons designated as "holdovers," eligibles on a promotive only list who are separated from the City and County service shall be removed from such list. If re-employed and if the eligible list has not expired, upon written request and with the approval of the MTA Director of Transportation/Designee, the person may be returned to the eligible lists with promotive credit points and previous rank restored.

Sec. 412.16 **Official Adoption Date**

- 412.16.1** At the beginning of the inspection period the tentative eligible list examination score report shall be posted and made available for public inspection. Any protests must be filed in the office of the MTA Director of Transportation/Designee during the posting period. After the posting period and in the absence of protests on ratings, the eligible lists shall automatically become officially adopted.
- 412.16.2** If protests are received during the posting period, the investigation and action of the MTA Director of Transportation/Designee shall be expedited so that final adoption of the eligible list is not delayed beyond sixty (60) days after the date of posting.
- 412.16.3** Eligibles who, as a result of their ranking, would receive a notice of appointment regardless of the outcome of the protest(s), may be offered employment from adopted lists pending the resolution of any protest(s) and amendment to the adopted eligible list.
- 412.16.4** Changes in an eligible list because of clerical errors or re-ratings shall not change the date of adoption of the eligible list.

Sec. 412.17 **Duration of Eligibles**

- 412.17.1** As provided in these Rules, examination announcements shall state the duration of the eligible list. If the expiration date falls on a Saturday, Sunday or legal holiday, the removal of all names shall be effective at the close of business on the following business day.
- 412.17.2** Prior to abolishing any list, pursuant to the provisions of this Rule, one (1) month notice shall be given to remaining eligibles and the recognized employee organization representing the class affected and eligibles so notified shall be given a final opportunity to accept appointment to positions available.

Sec. 412.18 **Use of Eligible Lists**

Except for circumstances beyond the control of the MTA, the initial Notice of Certification to eligible as provided in Civil Service Rule 413 shall be issued within thirty (30) days from the date of adoption of the eligible list.

Rule 412 Eligible Lists

Article III: Protest of Tentative Eligible List

Applicability Article III, Rule 412, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Sec. 412.19 **Posting of Tentative Eligible List Examination Score Report**

Following the completion of any examination, a tentative eligible list examination score report shall be posted for the inspection of the public and of participants.

Sec. 412.20 **~~Duration of Posting Period for the Tentative Eligible List Examination Score Report and Review of Ratings by Examination Participants~~**

~~The posting period shall be for a minimum of:~~

- ~~1) three (3) working days for entrance examinations; or
2) five (5) working days for promotional or combined entrance and promotional examinations.~~

~~**412.20.1** Examination participants shall have a minimum period as determined by the MTA Director of Transportation/Designee not to be less than three (3) business days to review their own examination ratings to confirm the accuracy of the calculation of their scores and/or rankings. In establishing the minimum period, the MTA Director of Transportation/Designee shall consider, among other factors, availability of technology to facilitate the review of ratings, technology or method used for scoring, type of exam, number of eligibles, stability and reliability of the messaging platform in sending and receiving notifications, and complexity of the examination ratings. The identity of the examiner giving any mark or grade shall not be disclosed.~~

~~**412.20.2** The MTA Director of Transportation/Designee shall establish the procedures for Review of Ratings.~~

~~**412.20.3** The decision of the MTA Director of Transportation/Designee shall be final and shall not be reconsidered by the Commission.~~

Sec. 412.21 **Documents Included in Inspection and Maintenance of Anonymity of Examiners**

~~Inspection of papers shall include all documents supporting the eligible's rank and score, except neither the identity of the examiner giving any mark or grade in an oral examination nor the questions and answers on~~

~~any continuous or standardized entrance or concurrent entrance and promotive written test, shall be provided.~~ Review of ratings of the final score calculations, if not exempted from inspection privileges, shall include rating sheets, and other papers needed to verify accuracy of scores. Neither the identity of the examiner giving any mark or grade in an examination nor the questions and answers shall be provided. Individuals are not permitted to see other applicant's application materials, ratings or rating forms.

Sec. 412.22 **Inspection Restricted to Examination Participants**

Only participants in the examination may review the questions used in the examination.

Sec. 412.23 **Automatic Adoption of Tentative List**

If no protests are received during the posting period the eligible list is automatically adopted.

Sec. 412.24 **Disposition of Protests**

If protests are received during the posting period, the investigation and action of the MTA Director of Transportation/Designee shall be expedited so that final adoption of the eligible list is not delayed beyond sixty (60) days after the date of posting.

Sec. 412.25 **Effect on Eligibles Pending Resolution of Protest**

Eligibles who, as a result of their ranking, would receive a notice of appointment regardless of the outcome of the protest(s) may be offered employment from adopted lists pending the resolution of any protest(s) and amendment to the adopted eligible list.

Rule 412 Eligible Lists

Article IV: Duration of Eligible Lists

Applicability Article IV, Section 412.26 and 412.27, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Sec. 412.26 **Tenure of Eligible Lists**

~~The eligible list shall state the duration of the list with the minimum duration being MTA Director of Transportation/Designee may remove all names from the eligible lists after they have remained thereon for six (6) months and all names thereon shall be removed at the expiration of four (4) years the maximum being twenty-four (24) months.~~

Sec. 412.27 **Provision for Automatic Expiration of Eligible Lists Extension of Eligibility**

~~The MTA Director of Transportation/Designee may provide in the examination announcement that the eligible lists secured thereby shall automatically expire at a date not less than six (6) months or more than four (4) years after the adoption of such list. The MTA Director of Transportation/Designee may extend the duration of an eligible list or eligibility period for individuals on the eligible list based on the needs of the Municipal Transportation Agency or merit factors. Any extension of the eligible list or eligibility period shall occur prior to the expiration date with the exception of correcting errors. The maximum duration of the eligible list shall not exceed forty-eight (48) months. Affected eligibles shall be notified of the extension.~~

~~Applicability: Article IV, Sections 412.28 and 412.29 shall apply to all Service Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union, Local 200.~~

Sec. 412.28 **Tenure of Eligible Lists**

~~The MTA Director of Transportation/Designee may remove all names from the eligible lists after they have remained thereon for one (1) year and all names thereon shall be removed at the expiration of three (3) years.~~

Sec. 412.29 **Provision for Automatic Expiration of Eligible Lists**

~~The MTA Director of Transportation/Designee may provide in the examination announcement that the eligible lists secured thereby shall automatically expire at a date not less than one (1) year or more than three (3) years after the adoption of such list.~~

Sec. 412.30 **Extension of Eligibility**

~~Applicability: Article IV, Section 412.30 shall apply to all Service Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.~~

~~**412.30.1** The MTA Director of Transportation Agency/Designee may extend an eligible list or eligibility period for up to one (1) additional year. Eligibles shall be notified of the extension and any change in the expiration of their eligibility.~~

~~**Sec. 412.30 — Extension of Eligibility (cont.)**~~

~~**412.30.2 — Extension of an Eligible List in a Declared Emergency**~~

~~Applicability: Article IV, Section 412.30 shall apply to all Service Critical classes of the Municipal Transportation Agency (MTA)~~

~~In the event of a declaration of emergency by the Mayor of San Francisco and with the approval of the Civil Service Commission, active eligible lists during a declared emergency may be extended for up to an additional year beyond the timeframes set forth in these rules.~~

Rule 412

Eligible Lists

Article V: Holdover Rosters and Return to Duty

Applicability: Article V, Rule 412, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

Sec. 412.31 **Holdover Status and Return to Duty**

412.31.1 **Holdover Roster - General Requirements**

- 1) Subject to the provisions of this Rule, permanent or probationary civil service appointees who are laid off or placed on an involuntary leave of absence shall be designated as holdovers.
- 2) The names of holdovers shall be ranked on a holdover roster for the class or classes from which layoff occurs and in the order of total seniority in the class in the City and County service. Seniority prior to resignation or termination shall not be used in determining holdover rights in a class.
- 3) Holdovers shall be returned to duty in rank order from holdover rosters.
- 4) Holdovers shall, for a period of five (5) years from the date of layoff, have preference for appointment over eligibles on civil service lists, or employees requesting transfer, reinstatement, or reappointment. The MTA Director of Transportation/Designee, upon review of all the circumstances, may extend the holdover status for such specified period of time as he/she may deem proper.
- 5) Holdover rosters shall be canvassed in the following order: first, permanent holdover rosters; then, temporary holdover rosters.
- 6) Permanent holdovers shall be returned to duty in temporary positions before temporary holdovers. Permanent holdovers shall displace any temporary or part-time exempt appointee in the same class in any City and County department. Permanent holdovers returned to duty in temporary positions shall retain their status on the permanent holdover roster. In the event of a displacement, the least senior temporary or part-time exempt appointee in the City and County service shall be laid off first.

Sec. 412.31 **Holdover Status and Return to Duty (cont.)****412.31.1** **Holdover Roster - General Requirements (cont.)**

7) Permanent holdovers in classes with citywide seniority for layoff purposes shall be entitled to displace only the least senior permanent employee in that class in City service. Holdovers who waive such appointment shall remain on the holdover list for subsequent permanent appointment to vacant positions, but may accept a temporary position in the class, if available.

8) Exceptions to Return to Duty in Rank Order

If two (2) or more approved requisitions are on file, the MTA Director of Transportation/Designee may permit holdovers in line for appointment, and in accordance with their standing on the roster, to select from the available requisitions the positions to which they desire appointment. In cases where holdovers on rosters who would be reached for appointment on requisitions, the MTA Director of Transportation/Designee may consult with appointing officers and employees involved, and if it is in the best interest of the service, may offer out said positions to holdovers so as to make it possible for them to return to duty in the department from which laid off.

9) Holdovers who are notified that they are being returned to duty are required to respond to MTA within five (5) business days of the date of notification. The MTA Director of Transportation/Designee may extend the time response period beyond five (5) business days. Failure of a holdover to respond within the time limits shall be considered a refusal of the offer and shall be subject to the penalty, if any, provided in this Rule.

10) Except as otherwise provided in these Rules, holdovers who fail to possess and maintain the qualifications required by law and by the terms of the examination announcement under which they participated shall forfeit their eligibility.

11) In all cases of change of address, MTA must be notified in writing separately for each class involved. Notice of change of address to the participant may inspect their own ratings. Post Office and/or the employee's current department only shall not be a reasonable excuse for special consideration in case of failure to respond to notice of return to duty within time limits.

12) Except as otherwise directed by the MTA Director of Transportation/Designee, holdovers being returned to duty shall not be required to pass a new medical examination.

Sec. 412.31 **Holdover Status and Return to Duty (cont.)****412.31.1** **Holdover Roster - General Requirements (cont.)**

13) A properly completed copy of the designated report of layoff or involuntary leave of absence form shall be forwarded to the MTA Director of Transportation/Designee as soon as possible (in advance of the action if possible) so that MTA may record the action and place the employee's name on a holdover roster for immediate consideration for return to duty.

14) Late reports of layoff shall not interfere with nor affect the rights of holdovers to whom notices of return to duty have already been mailed and who have been or may be returned to duty in response to such notices.

15) If there is no holdover roster for a class or if the holdover roster is exhausted, the MTA Director of Transportation/Designee may authorize that a holdover be returned to duty from another holdover roster deemed suitable to temporarily provide the required service. If no other roster is available, the position shall be offered to eligibles on regular civil service eligible lists or to individuals requesting transfer, reinstatement or reappointment.

16) Holdovers returned to duty shall be reinstated with accrued compensatory time, if any, and with their original anniversary date for the purposes of computing sick leave and vacation benefits.

412.31.2 **Holdover - Temporary Appointees**

1) Appointees certified from an eligible list who have satisfactorily served under temporary appointment shall upon expiration of the list be designated a "temporary holdover."

2) Resignation from temporary appointment from a holdover roster or refusal of temporary appointment from a holdover roster cancels all temporary holdover rights in that class.

412.31.3 **Holdover - Permanent and Probationary Appointees**

1) A permanent or probationary appointee to a promotional or entrance position who is laid off shall be designated a "permanent holdover" and shall be returned to duty in a position in the class from which laid off from a holdover roster as provided in this Rule.

Sec. 412.31**Holdover Status and Return to Duty (cont.)****412.31.3****Holdover - Permanent and Probationary Appointees**

2) A permanent holdover returned to duty on a permanent basis in a department other than the one from which laid off shall serve a new probationary period.

3) Return to duty of a permanent holdover to a position in the class from which laid off shall be subject to the following conditions:

4) Return to Duty - Department From Which Laid Off

Permanent Vacancy - A permanent holdover who refuses an offer to return to duty on a permanent basis in the department from which laid off shall forfeit all holdover rights in that class, and shall be removed from all rosters for that class. Such refusal of return to duty shall be deemed a resignation.

Temporary Vacancy - Permanent holdovers may refuse an offer to return to duty on a temporary basis in the department from which laid off without affecting future offers to be returned to duty. Waiver of temporary appointment shall not be removed without the permission of the MTA Director of Transportation/Designee.

5) Return to Duty - Department Other Than the One From Which Laid Off

Permanent holdovers may refuse an offer to return to duty on a permanent or temporary basis in a department other than the department from which laid off without affecting future offers to be returned to duty. Such departmental waivers shall not be withdrawn without the approval of the MTA Director of Transportation/Designee.

6) A permanent holdover who was laid off during the probationary period and who is returned to duty in the department from which laid off shall complete the remaining period of probationary service.

7) Transferees who are laid off during the probationary period shall be ranked on the permanent holdover roster for the class in accordance with their seniority in the class in the City and County service.

8) Permanent holdovers who resign or are released during the probationary period may be returned to the holdover roster from which appointed subject to the provisions of these Rules. Such holdovers shall not displace any current permanent or probationary employees, but shall remain on the list for subsequent permanent appointment to vacant positions and may accept a temporary position in the class, if available.

Deletions in ~~strikethrough~~ – Additions in underline

**Rule 413
Certification of Eligibles**

Article I: General Principles

Applicability: Unless otherwise noted, Article I, Rule 413, shall apply to all Service-Critical classes at the Municipal Transportation Agency (MTA).

Article II: Definitions

Applicability: Unless otherwise noted, Article II, Rule 413, shall apply to all Service-Critical classes at the Municipal Transportation Agency (MTA).

Article III: Application of Certification Rules

Applicability: Unless otherwise noted, Article III, Rule 413, shall apply to all Service-Critical classes at the Municipal Transportation Agency (MTA).

Article IV: Personnel Requisitions

Applicability: Unless otherwise noted, Article IV, Rule 413, shall apply to all Service-Critical classes at the Municipal Transportation Agency (MTA).

Article V: Administration of Certifications

Applicability: Unless otherwise noted, Article V, Rule 413, shall apply to all Service-Critical classes at the Municipal Transportation Agency (MTA).

**Article VI: Selective Certification of Certified
Temporary Employees**

Applicability: Unless otherwise noted, Article VI, Rule 413, shall apply to all Service-Critical classes at the Municipal Transportation Agency (MTA).

Rule 413

Certification of Eligibles

Article I: General Principles

Applicability: Unless otherwise noted, Article I, Rule 413, shall apply to all Service-Critical classes at the Municipal Transportation Agency (MTA).

Sec. 413.1 General Policy

413.1.1 The Civil Service Commission endorses and supports the broadening of the Rules governing certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize multicultural diversity of the work force in the City and County of San Francisco.

413.1.2 Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, race, religion, gender, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition or other non-merit factors or otherwise prohibited nepotism or favoritism. The MTA Director of Transportation/Designee shall be responsible for establishing non-discriminatory selection procedures which may include by way of example but not limitation, scheduling each interested eligible for interview, reviewing application materials, conducting interviews by a diverse panel, and asking job-related questions. The MTA Director of Transportation/Designee shall also be responsible for maintaining documentation of selection criteria. The MTA Director of Transportation/Designee shall make reports as requested by the Civil Service Commission on merit system issues such as recruitment, examination, and certification and selection procedures.

413.1.3 Implementation of the Rule by the MTA Director of Transportation/Designee

Implementing this Rule, the MTA Director of Transportation/Designee shall:

1) adhere to all rules, policies, procedures, and directives of the Civil Service Commission and all relevant Charter provisions of the City and County of San Francisco, and

2) take any action necessary to ensure compliance with federal, state and local anti-discrimination laws, ordinances or regulations.

Rule 413

Certification of Eligibles

Article II: Definitions

Applicability: Unless otherwise noted, Article II, Rule 413, shall apply to all Service-Critical classes at the Municipal Transportation Agency (MTA).

Sec. 413.2 **Certification Rules**

413.2.1 **Rule of Three Scores**

The MTA Director of Transportation/Designee shall certify to the appointing officer the names of eligibles with the three (3) highest scores on the list of eligibles for the position who are available for appointment.

413.2.2 **Rule of Three or More Scores**

The names of all eligibles standing at a specified number of scores with a minimum of at least those eligibles with three (3) scores shall be certified to each available position.

413.2.3 **Rule of the List**

The names of all eligibles on the eligible list shall be certified to each available position.

Sec. 413.3 **Notice of Certification**

Eligibles on the eligible list shall be simultaneously notified each time that the MTA Director of Transportation/Designee certifies their names to an appointing officer for a position as provided under this Article II.

Sec. 413.4 **Certification Date**

The Certification Date is the date on which the MTA Director of Transportation/Designee issues the Notice of Certification to eligibles as provided under this Article II.

Sec. 413.5 **Notice of Inquiry**

Upon receipt of the certified list of names of eligibles available for appointment in accordance with the established certification rule, the appointing officer may issue a Notice of Inquiry to those eligibles for the purpose of:

Sec. 413.5 **Notice of Inquiry (cont.)**

- 1) Assessing the eligibles' interest in the specific position in the department; and/or
- 2) Requesting additional information or submissions from the eligibles as part of the selection process.

Sec. 413.6 **Exhaustion of the List****413.6.1** **Rule of Three Scores**

An eligible list adopted under the Rule of Three Scores shall in all cases be exhausted when there are fewer than three (3) scores available. Use of the eligible list when there is fewer than the minimum certification available shall be at the discretion of the appointing officer.

413.6.2 **Rule of Three or More Scores**

An eligible list adopted under the Rule of Three or More Scores shall in all cases be exhausted when there are fewer than three (3) scores available. Use of the eligible list when there is fewer than the minimum certification available shall be at the discretion of the appointing officer.

413.6.3 **Rule of the List**

An eligible list adopted under the Rule of the List shall be exhausted when there are fewer than one third of the number of eligibles on the original list still available; provided, however, if the original list had nine (9) or fewer eligibles, at least three (3) eligibles must be available; for original lists with forty five (45) or more names, at least fifteen (15) eligibles must be available. In the event that application of the one-third formula specified above results in a fraction, the next highest number shall be used. Use of the list when there is fewer than the minimum certification available shall be at the discretion of the appointing officer.

413.6.4 **MTA Director of Transportation/Designee Authority**

The MTA Director of Transportation/Designee has the authority to declare an eligible list exhausted in cases wherein there are fewer eligibles than vacant positions in the class. All affected eligibles shall be notified of the exhaustion of the eligible list.

Rule 413

Certification of Eligibles

Article III: Application of Certification Rules

Applicability: Unless otherwise noted, Article III, Rule 413, shall apply to all Service-Critical classes at the Municipal Transportation Agency (MTA).

Sec. 413.7 Certification Rules Applicable to Employees in all classes except Unrepresented, Municipal Executives Association, San Francisco Association of Personnel Professionals (SFAPP) - Local 21, Transport Workers Union - Locals 200 & 250A, and Service Employees International Union - Local 535

413.7.1 Rule of Three Scores

- 1) Unless mutually agreed between the employee organization representing the class and the MTA Director of Transportation/Designee to use a broader Certification Rule, the Rule of Three Scores shall be used exclusively.
- 2) The MTA Director of Transportation/Designee shall certify to the appointing officer the names of eligibles with the three (3) highest scores on the list of eligibles for the position who are available for appointment.
- 3) Except as otherwise provided, when there are two (2) or more approved personnel requisitions on file for the same class, the number of scores certified shall be equal to the number of positions to be filled plus two (2) scores. An eligible list adopted under the Rule of Three Scores shall in all cases be exhausted when eligibles standing at fewer than three (3) scores are available. Use of the eligible list when there is fewer than the minimum certification available shall be at the discretion of the appointing officer.
- 4) If all eligibles at a score waive appointment or fail to respond within the time limits provided in these Rules, the appointing officer may request supplementary certification(s) from the next highest score(s).

413.7.2 Expansion of Certification Rules

- 1) Notwithstanding any other provisions of these Rules, the MTA Director of Transportation/Designee is authorized to meet and confer with representatives of employee organizations to reach mutual agreement over the Certification Rule applicable to each of the classes covered by this Section. If the parties fail to reach mutual agreement, the Rule of Three Scores shall be used.

Sec. 413.7 Certification Rules Applicable to Employees in all classes except Unrepresented, Municipal Executives Association, San Francisco Association of Personnel Professionals (SFAPP) - Local 21, Transport Workers Union - Locals 200 & 250A, and Service Employees International Union - Local 535 (cont.)

413.7.2 Expansion of Certification Rules (cont.)

- 2) The agreed-upon Certification Rule shall be promulgated as a term of the examination announcement and the agreed-upon Certification Rule shall not be appealable to the Civil Service Commission.

Sec. 413.8 Certification Rules Applicable to Service Employees International Union – Local 535 and Transport Workers Union – Locals 200 & 250A

413.8.1 Rule of Three Scores - Exclusively

- 1) The Rule of Three Scores shall be used exclusively.
- 2) The MTA Director of Transportation/Designee shall certify to the appointing officer the names of eligibles with the three (3) highest scores on the list of eligibles for the position who are available for appointment.
- 3) Except as otherwise provided, when there are two (2) or more approved personnel requisitions on file for the same class, the number of scores certified shall be equal to the number of positions to be filled plus two (2) scores. An eligible list adopted under the Rule of Three Scores shall in all cases be exhausted when eligibles standing at fewer than three (3) scores are available. Use of the eligible list when there is fewer than the minimum certification available shall be at the discretion of the appointing officer.
- 4) If all eligibles at a score waive appointment or fail to respond within the time limits provided in these Rules, the appointing officer may request supplementary certification(s) from the next highest score(s).

Sec. 413.9 Certification Rules Applicable to Employees in Unrepresented classes and classes represented by Municipal Executives Association and San Francisco Association of Personnel Professionals (SFAPP) - Local 21

413.9.1 Rule of Three or More Scores

1) For a Single (1) Position

The names of all eligibles standing at a specified number of scores with a minimum of at least those eligibles with three (3) scores shall be certified to each available position.

Sec. 413.9 Certification Rules Applicable to Employees in Unrepresented classes and classes represented by Municipal Executives Association and San Francisco Association of Personnel Professionals (SFAPP) - Local 21 (cont.)

413.9.1 Rule of Three or More Scores (cont.)

2) When More Than One Position Available

Except as may otherwise be provided, when there are two or more approved personnel requisitions on file for the same class, the number of scores certified shall be equal to the number of positions to be filled plus the number of scores in the Certification Rule applicable to the eligible list being certified minus one.

3) When Eligible List Exhausted

An eligible list adopted under the Rule of Three or More Scores shall in all cases be exhausted when there are fewer than three (3) scores available. Use of the eligible list when there is fewer than the minimum certification available shall be at the discretion of the appointing officer.

4) Supplementary Certification

If all eligibles at a score waive appointment or fail to respond within the time limits provided in these Rules, the appointing officer may request supplementary certification(s) from the next highest score(s).

413.9.2 Rule of the List

1) The names of all eligibles on the eligible list shall be certified to each available position.

2) When Eligible List is Exhausted

An eligible list adopted under the Rule of the List shall be exhausted when there are fewer than one third of the number of eligibles on the original list still available provided, however, if the original list had nine (9) or fewer eligibles, at least three (3) eligibles must be available; for original lists with forty five (45) or more names, at least fifteen (15) eligibles must be available. In the event that application of the one-third formula specified above results in a fraction, the next highest number shall be used. Use of the list when there is fewer than the minimum certification available shall be at the discretion of the appointing officer.

Sec. 413.9 **Certification Rules Applicable to Employees in Unrepresented classes and classes represented by Municipal Executives Association and San Francisco Association of Personnel Professionals (SFAPP) - Local 21 (cont.)**

413.9.3 **Establishment of Certification Rule**

- 1) The MTA Director of Transportation/Designee shall establish the Certification Rule for each class by specifying the Certification Rule to be used to administer the eligible list in the first examination announcement for the class after the adoption of this section.

- 2) Once established, the Certification Rule shall be used to administer all future eligible lists in the class unless otherwise ordered by the MTA Director of Transportation/Designee.

- 3) In establishing the Certification Rule, the MTA Director of Transportation/Designee may consult with City's Human Resources Director, representatives of employee organizations and other pertinent parties.

Rule 413

Certification of Eligibles

Article IV: Personnel Requisitions

Applicability: Unless otherwise noted, Article IV, Rule 413, shall apply to all Service-Critical classes at the Municipal Transportation Agency (MTA).

Sec. 413.10 Personnel Requisitions

413.10.1 Requirement for Personnel Requisitions

Whenever a position is to be filled, the appointing officer shall issue a personnel requisition on the prescribed form. Fully approved personnel requisitions shall immediately be time stamped in the order of receipt in the Office of the MTA Director of Transportation/Designee.

413.10.2 Separate or Group Personnel Requisitions

A separate personnel requisition shall be made for each permanent position to be filled. Group personnel requisitions may only be made for temporary positions.

413.10.3 Cancellation of Personnel Requisitions

Upon written request by the appointing officer indicating good cause, cancellation of a personnel requisition may be allowed by the MTA Director of Transportation/Designee.

413.10.4 Priority of Personnel Requisitions

Except as otherwise provided in these Rules, certification shall be made in accordance with priority of approval of the personnel requisition in the Office of the MTA Director of Transportation/Designee or the date to report to duty, whichever is later.

413.10.5 Tenure of Temporary Appointments

- 1) Temporary employments may be requisitioned for a period not to exceed twelve (12) months.
- 2) Original personnel requisitions for fewer than twelve (12) months may be extended from the date of appointment but may not exceed the maximum allowable personnel requisition time. Upon completion of the allowable maximum time, the temporary appointment(s) may be extended when funds are available and when the employee continues to have standing on an eligible list for that class.

Sec. 413.10 Personnel Requisitions (cont.)

413.10.5 Tenure of Temporary Appointments (cont.)

3) Beginning on the effective date of this Rule, the MTA shall keep records of the number of temporary employments extended as provided in this Rule. On July 30, 1977, and each July 30 thereafter, a list of extended temporary employments for the past fiscal year shall be made available for public inspection.

413.10.6 Flexible Staffing Personnel Requisitions

A personnel requisition for a permanent vacancy filled by an appointee in accordance with the flexible staffing authority of the Salary Ordinance shall also be valid for subsequent certification for appointment of the same eligible, when qualified, to the class designated on the personnel requisition.

Rule 413

Certification of Eligibles

Article V: Administration of Certifications

Applicability: Unless otherwise noted, Article V, Rule 413, shall apply to all Service-Critical classes at the Municipal Transportation Agency (MTA).

Sec. 413.11 Notice of Certification

For each available position, the MTA Director of Transportation/Designee shall certify to the appointing officer the names of all eligibles who are available for appointment in accordance with the established certification rule as provided under Article II of this Rule. The MTA Director of Transportation/Designee shall simultaneously notify each eligible of such certification to the hiring department(s). This Notice of Certification shall be informational only and shall not require a response from the eligibles.

Sec. 413.12 Notice of Inquiry

413.12.1 As provided under Article II of this Rule, an appointing officer may issue a Notice of Inquiry to eligibles available for appointment in accordance with the established certification rule for the purpose of assessing interest in a specific position in the department, and/or to obtain additional information or submissions as part of the selection process.

413.12.2 Eligibles are required to respond to a Notice of Inquiry within ~~five (5) business days, a minimum period as determined by the MTA Director of Transportation/Designee not to be less than three (3) business days, unless~~ the response period may be time limit is extended by the MTA Director of Transportation/Designee. In establishing the minimum period, the MTA Director of Transportation/Designee shall consider, among other factors, availability of technology to respond, number of eligibles, stability and reliability of the messaging platform in sending and receiving notifications, and complexity of the selection procedures.

413.12.3 If all eligibles at a score waive the opportunity or fail to respond to a Notice of Inquiry within the response period time limit, the hiring department may ~~request supplementary certification from~~ consider eligibles from the next highest score(s) in accordance with Article III of this Rule.

Sec. 413.13 Certification Results

MTA departments are required to notify the MTA Director of Transportation/Designee of the results of a certification within sixty (60) calendar days after the date of the Notice of Certification. This deadline may be extended by the MTA Director of Transportation/Designee.

Sec. 413.14 Waivers**413.14.1 General Waivers**

An eligible may be placed on an inactive status under general waiver of certification on an eligible list as follows:

- 1) At the eligible's written request. Such waivers shall be effective on the next business day.
- 2) A person appointed to a permanent position shall be under general waiver for all appointments on all eligible lists for the same class. A person appointed to a temporary position shall be under general waiver for temporary appointment on all eligible lists for the same class. Such waiver may not be withdrawn unless ordered by the MTA Director of Transportation/Designee.
- 3) For reasons prescribed elsewhere in these Rules.
- 4) An eligible under general waiver shall not be certified to any position on the eligible list until the eligible notifies the MTA to withdraw such waiver in writing as prescribed in these Rules. General waivers imposed by the Commission or MTA Director of Transportation/Designee may not be removed unless ordered by the Civil Service Commission or MTA Director of Transportation/Designee.

413.14.2 Waiver of Part-Time Employment

Any part-time position may be declared by the MTA Director of Transportation/Designee to be under conditional waiver and eligibles may then waive certification without penalty for appointment to a full-time position. An eligible who accepts such appointment shall retain eligibility for appointment to a full-time position.

413.14.3 Conditional Waivers

Except as provided by the examination announcement, waiver of certification to positions with unusual employment circumstances or special conditions of employment may be imposed by:

- 1) the eligible to be effective the next business day;
- 2) the Civil Service Commission; or
- 3) the MTA Director of Transportation/Designee.

Conditional waivers on an eligible list imposed by the eligible shall remain in force until withdrawn in accordance with these Rules.

Sec. 413.14 **Waivers (cont.)****413.14.4** **Effects of Waivers**

- 1) A general or conditional waiver of certification by an eligible having standing on more than one (1) list in the same class shall apply to any existing list for the same class.
- 2) An eligible who waives certification to a position covered by conditional waivers shall not be certified to a position requiring those conditions from that list until such waiver is removed in accordance with the provisions of these Rules.
- 3) Unless otherwise provided in the examination announcement, eligibles may refuse two (2) offers of employment resulting from certification off of the eligible list. Refusal of a third (3rd) offer of employment shall result in the removal of the eligible's name from that eligible list and all other lists in that class.

413.14.5 **Withdrawal of Waivers**

- 1) Withdrawal of general or conditional waivers imposed by the eligible must be filed in writing with the MTA.
- 2) Such requests must be received in the Office of the MTA Director of Transportation/Designee before the close of business on the third (3rd) Friday of the month to be effective the first (1st) business day of the following month. In the event the third (3rd) Friday is a legal holiday, such requests must be received by the close of business on the next business day.
- 3) Withdrawal of waivers which have been imposed by the Commission or the MTA Director of Transportation/Designee may be authorized at any time and become effective the first (1st) business day of the following month unless specifically ordered otherwise.
- 4) Withdrawal of waivers shall not interfere with nor affect the rights of eligibles whose names have been certified to the appointing officer.
- 5) Immediate withdrawal of waiver may be authorized by the MTA Director of Transportation/Designee, if it is determined that such immediate withdrawal of waiver is in the best interests of the Service.

Sec. 413.15 **Change of Address**

Eligibles are responsible for notifying the Office of the MTA Director of Transportation/Designee of any change of address.

Rule 413

Certification of Eligibles

Article VI: Selective Certification of Certified Temporary Employees

Applicability: Unless otherwise noted, Article VI, Rule 413, shall apply to all Service-Critical classes at the Municipal Transportation Agency (MTA).

Sec. 413.14 Selective Certification of Certified Temporary Employees

- 413.14.1** Notwithstanding anything to the contrary in this or any other section of these Rules, an employee who has been appointed from a regularly adopted eligible list to a non-permanent position shall be entitled to appointment to a permanent position within the same class before the certification of persons standing higher on the list of eligibles subject to a period of six (6) months of service in the class or for the period provided for in the examination announcement in any status and certification by the appointing officer(s) of satisfactory job performance for the period of the required service on the form and in the manner prescribed by the MTA Director of Transportation/Designee.
- 413.14.2** The MTA Director of Transportation/Designee is authorized to take such administrative action not in conflict with these Rules as is required to make this section operative including imposition and removal of waivers.

ATTACHMENT C

Agency Name
Alameda County
Alameda County
City of Burlingame
City of Sacramento
City of Brisbane
City of Concord
City of El Cerrito
City of Fremont
City of Hayward
City of Hercules
City of Oakland
City of Palo Alto
City of Pleasanton
City of Redwood City
City of Richmond
City of San Bruno
City of San Carlos
City of San Jose
City of San Leandro
City of San Mateo
City of San Pablo
City of San Rafael
City of Santa Clara
City of Simi Valley
City of Sunnyvale
City of Vacaville
City of Vallejo
County of Contra Costa
County of Marin
County of San Mateo
Eastern Municipal Water District
East Bay Municipal Utility District
East Bay Parks
City of Menlo Park
Marin Municipal Water
City of Fairfield
Metropolitan Water District of Southern California
Asian Immigrant Women Advocates
Asian Women's Resources Center
Asian, Inc.
Association for Women in Computing
Bay Area Women's/Children's Center
Bernal Heights Neighborhood
Black Women for Educational Development
Cameron House

Agency Name
Career Resources Development Center
Southeast Asian Community Center
Chinese for Affirmative Action
City College of San Francisco Employment Center
Coleman Advocates for Youth
Commission on the Status of Women
Community Vocational Enterprises, Inc.
CYCSF - Richmond Employment Office
Conservation Corps - North Bay
Contra Costa Water District
Daly City Community Service Center
Department of Rehabilitation - CA
EASTBAY Works
Family Bridges, INC
Filipinos 4 Justice
Foothill Transit
Independent Living Resource Center San Francisco
Intercultural Institute of California
Jackson State University
Japanese community Youth Council
Korean Center Inc
La Raza Centro Legal
Laney College Student Employment Services Center
Lao Family Community, Inc.
Marin County Human Resources
Marin Municipal Water District
Merritt College
Mission Hiring Hall
Mission Learning Center
Missionary Temple Church
Morgan State University
National Coalition of 100 Black Women
North Bay Veterans Resource Center (Santa Rosa)
Positive Resource Center
Richmond Works
Rubicon Programs
Sacramento MUD
Santa Clara Valley Water District
SF Goodwill
Southern University and A&M College
Support for Family of Children with Disabilities
Teenage Preg. & Parenting Project
Tennessee State University
Texas Southern University

Agency Name
Viet Vets
Virginia State University
Women's Resource Center
Youth Community Developers, Inc.
Carpenter's Local 22
IAM & AW Union Machinists Local Lodge 1414
Glaziers Local 718 Main
IBEW Local 6
IFPTE Local 21
Laborers Local 261
Machinists Local 1414
MEA
Operating Engineers Local 3
Plumbers Local 38
San Francisco Labor Council
SEIU 1021
SFCWU Painters
Sheet Metal Workers International Local 104
Stationary Engineers Local 39
Teamsters Local 853
TWA 250A
TWU Local 200
AC Transit
Central Contra Costa County
Fairfield Suisun Transit
Gold Coast Transit
Golden Empire Transit
Golden Gate Transit
Greater Cleveland Regional Transit Authority
Livermore Amador Valley Transit Authority
Metropolitan Transportation Authority - NYC
Montebello Bus Lines
Monterey-Salinas Transit
Norwalk Transit System
OmniTrans
Sacramento Regional Transit District
San Luis Obispo Transit
Santa Clara Valley Transportatio Authority
Santa Clarita Transit
Sun Line Transit Agency
Torrance Transit
Unitrans
Visalia City Coach

ATTACHMENT D



SFMTA

Apply today to join the SFMTA team!



The San Francisco Municipal Transportation Agency (SFMTA) is recruiting for full-time and part-time positions. We have various positions open for qualified candidates!

Jump start your career in transportation. Whether you're driving Muni's fleet of buses and trains as a Muni Operator, working on rail tracks or overhead lines, leading planning efforts for city projects, or performing work in any one of our nearly 200 job classifications, you're playing an important role in our San Francisco community. We value diversity, promote racial equity & belonging and take pride in our work to connect our neighborhoods. Interested in a career with excellent benefits, great compensation, and a sense of civic pride? Apply today!

SMTA Employees Enjoy:

- Competitive salaries with robust health and retirement plans
- Free Transit on Muni services
- Learning and Development opportunities
- Mental and emotional wellness programs
- Engaging, dynamic work assignments

How to Apply:

- Use the websites below to go straight to the job ad or use the website/QR code at the bottom of this page to go to a listing of all jobs and choose the one of interest
- Fully read the announcement to learn about the minimum requirements and any additional documents required
- Click "I am Interested" to start your application

LIST OF CURRENT CAREER OPPORTUNITIES (as of September 10, 2022)

<p>Transit Operator [9163] Range: \$29.6125 - \$42.3125/hour • Closes: September 30, 2022 https://careers.sf.gov/?go=qxchmVpV</p>	<p>Over 300 Transit Operator positions available! Learn More At www.sfmta.com/Operator</p>
<p>Wire Rope Cable Maintenance Mechanic Trainee [7473] Range: \$ 92,534 • Closes: September 23, 2022 https://careers.sf.gov/?go=Oa1mYOOI</p>	<p>School Crossing Guard [8201] – Part-Time Range: \$24.05/hour • Continuous Posting https://careers.sf.gov/?go=wm2G60yX</p>
<p>Maintenance Manager [7263] Range: \$129,688.00 - \$173,758 • Open Until Filled https://careers.sf.gov/?go=zqN0NTOY</p>	<p>Senior Engineer - Electrical [5211] Range: \$164,788 - \$200,252 • Open Until Filled https://careers.sf.gov/?go=bCYKMEIY</p>
<p>Information Systems Engineers [1041, 1042, 1043, 1044] Multiple Levels Available: Entry, Journey, Senior and Principal https://careers.sf.gov/interest/tech/</p>	<p>Senior Light Rail Vehicle Equipment Engineer [9196] Range: \$161,564 - \$196,378 • Open until filled https://careers.sf.gov/?go=Up9ZxUhJ</p>
<p>Senior Light Rail Vehicle Equipment Engineer [9196] Range: \$161,564 - \$196,378 • Open Until Filled https://careers.sf.gov/?go=eNm8RqJx</p>	<p>Transportation Planner IV [5290] Range: \$136,526 - \$165,880 • Closes: September 23, 2022 https://careers.sf.gov/?go=jH7XUxjJ</p>
<p>Administrative Operations Manager [9177] Range: \$131,248 - \$167,492 • Closes: September 21, 2022 https://careers.sf.gov/?go=dGyFkpE0</p>	<p>Engineer - Electrical [5241] Range: \$151,918 - \$184,730 • Closes: September 21, 2022 https://careers.sf.gov/?go=IJMQQohg</p>

For more information, visit SFMTA.com/JoinOurTeam

See official job announcements for full details of minimum qualifications.



The City and County of San Francisco encourages women, minorities, and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military, and veteran status, or other protected category under the law.



SFMTA

Learn About Future SFMTA Opportunities



SIGN UP FOR JOB ALERTS

The San Francisco Municipal Transportation Agency (SFMTA) has nearly 200 types of positions that we hire. We cannot open all positions at once or even annually, though we try to obtain new fresh applicant pools based on hiring priorities. If a position is not open currently that you are interested in the best thing for you to do is to sign up for job alerts.

A job alert is a notification that gets sent to you, via email, on the night that a job you have stated interest in opens. For those that may be familiar with our previous system, there is no longer a need to renew a job alert on a yearly basis. Once you sign up for a job alert, you will continue to get notified until you tell our system to stop notifying you.

1. Go to SFMTA.com/JoinOurTeam and locate the Job Alert link, or simply scan the QR Code below to access the form.
2. Complete the first three fields of the form with your contact information.

Create job alert

First Name	Last Name
<input type="text" value="Firstname"/>	<input type="text" value="Lastname"/>
Email Address	Keyword
<input type="text" value="DemoUser@email.com"/>	<input type="text"/>

3. In the Keyword field, state a keyword of interest.
 - a. **Only enter one keyword.**
 - b. In other documents at this event, we have listed job codes and job titles of positions we commonly hire. If you see a job of specific interest to you, one option is to list the Job Code (4 digit number) as the keyword in the form.
 - c. Alternative keywords can be terms such as “clerk”, “electrician”, “planner” or “manager”. Entering keywords like this will sign you up to for all opportunities that include this keyword in the job title.
4. Skip the remaining fields, agree to receive emails from us, prove you are not a robot and click the **“Create a Job Alert”** button.
5. *Go check your email!* Upon submittal the system will send an email for you to confirm that you made the request. This is to stop bad actors from signing up others and spamming their account. Check your spam/junk email if you do not see the message within a few minutes. If you still do not see a message, try completing the form again as you may have incorrectly entered your email address.
6. Submit additional forms by repeating the above steps for more keywords of interest to you.
7. Ensure your spam filter accepts emails from no-reply@smartalerts.info.
8. Look out for emails from us and apply when a job matches your interests and experience!

For more information, visit SFMTA.com/JoinOurTeam



Job Alerts are courtesy notifications and not guaranteed. Check our website often for new jobs.

The City and County of San Francisco encourages women, minorities, and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military, and veteran status, or other protected category under the law.



SFMTA

Apply today to join the SFMTA team! Careers that Move You.



The San Francisco Municipal Transportation Agency (SFMTA) is recruiting for full-time and part-time Permanent 9163 Transit Operator positions. We have over 300 positions open for qualified candidates!

Jump start your career in transportation and become a Muni Operator. Whether you're driving Muni's fleet of buses, trains, historic streetcars or world-famous cable cars, as a Muni Operator you're playing an important role in San Francisco. Interested in a job with excellent benefits, great compensation and a sense of civic pride? Apply today!

Muni Operators Enjoy:

- 9 Weeks of Paid Operator Training
- The rate of pay for a trainee is \$29.61 per hour
- Great Salary, Health Insurance, Retirement, Educational Benefits
- Opportunities to Grow a Career
- Pride in Serving the Public

Qualities We Are Looking For*:

- Must be at least 21 years old
- High School graduation (or equivalent)
- One year of public contact or customer service experience
- Possession of or ability to obtain a Class B license with passenger endorsement and the ability to drive vehicles with airbrakes (not required at time of application)

Driving Record Requirements (Previous 3 Years)*:

- Possession of a Driver License for the past three years
- No more than 1 moving violation in the past 12 months
- No more than 3 moving violations in the past 36 months
- No accidents where applicant contributed to the cause
- No more than 1 suspension, revocation or probation of license for a cause involving the unsafe operation of a motor vehicle
- No convictions for leaving the scene of an accident involving bodily injury or death, reckless driving or driving under the influence of alcohol or drugs

We will train you for your commercial driver's license!

The City and County of San Francisco encourages women, minorities, and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military, and veteran status, or other protected category under the law.

Application period open from December 28, 2022 to January 31, 2023
For more information, visit [SFMTA.com/Operator](https://www.sfmta.com/operator)



*See official job announcement for full details of minimum qualifications.



BECOME A MUNI OPERATOR: Driver's Record & CLP Guide

Effective April 1, 2022

OBTAIN A DRIVER'S RECORD (K-4) THREE YEAR RECORD (Not needed at time of application)

After you apply for the SFMTA Transit Operator (9163) position and are notified of your score/rank by the SFMTA Exams team, the SFMTA Hiring team will request you to provide a copy of your driver's record (K-4) dated within the past 30 days of the date of request. If you would like to obtain one for your own records, below are two ways to obtain a driving record:

- Visit your local California Department of Motor Vehicles (DMV) or kiosk and request your driving record (K-4); OR
- Visit the California Department of Motor Vehicles website: <https://www.dmv.ca.gov/portal/>
 1. Click on "Online Services"
 2. Under "What services can I complete online", select "Request your Driving Record"
 3. Select "Start driver's record request"
 4. Create an account or if you have already created an account, log in by entering your email address password
 5. A \$2.00 fee is required to be paid to DMV by debit/credit card or bank account to obtain your driver's record (K-4).
 6. Print or save an electronic copy of your driver's record

If you request the official INF-1125 driving record (which is not required by the SFMTA) the request must be mailed and may take additional time to receive it by postal mail.

ACCIDENTS OR MOVING VIOLATIONS ON YOUR DRIVER'S RECORD?

To be considered qualified, one cannot have more than one (1) moving violation in the past 12 months or three (3) violations in the past 36 months. Individuals may complete a CA DMV approved driving improvement class in order to remove points associated with such moving violations from their record.

Candidates cannot have any accidents within the past three years for which they were determined to have contributed to the cause. If you have had an accident in the last three years, please contact your auto insurance provider to request a "Proof of No-Fault" letter.

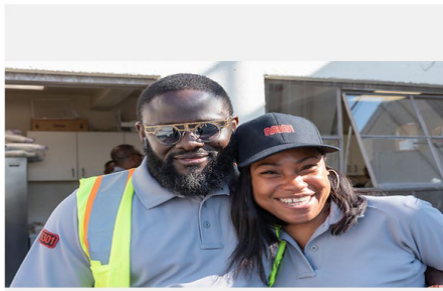
OBTAIN A COMMERCIAL DRIVER'S PERMIT (CLP) CLASS B

You only need a basic Class C license to apply. However, before you can complete the hiring process for the Transit Operator position you must obtain a valid California Commercial Class B License (CDL) or Commercial Learner's Permit (CLP) with both Passenger and Air Brake endorsements. **The earlier you obtain this, the faster we can move to hire you.** In order to apply for your Commercial Learner's Permit, you must visit your local California Department of Motor Vehicles location.

1. CLP candidates must have a valid standard CA non-commercial driver's license (DL);
2. Complete the DMV's CDL application in order to take the exam for the Commercial Learner's Permit (class B)
3. Provide proof of your social security number (SSN);
4. Verify your identity and proof of residency. A list of acceptable documents can be found at:
<https://www.dmv.ca.gov/portal/file/california-commercial-driver-license-documents-list-pdf/>
<https://www.dmv.ca.gov/portal/file/residency-documents-list-pdf/>
5. Pay the DMV's application fee
6. A Medical Examiner's Certification will be provided to you by the SFMTA and you will need to submit it to DMV once you have passed the exam

For more information on how to apply for a CLP, visit the CA DMV website and select "**How to Apply for a Commercial Learners Permit**": <https://www.dmv.ca.gov/portal/driver-licenses-identification-cards/commercial-driver-licenses-cdl/>

The CA DMV provides a Commercial Driver Handbook that can be picked up at a DMV location or you can review an electronic copy on their website: <https://www.dmv.ca.gov/portal/handbook/commercial-driver-handbook/>



In order to successfully fulfill the requirements for the Transit Operator position, you must obtain a Commercial Learner’s Permit (Class B) with the (P) endorsement and no restrictions on driving vehicles with air brakes. You must pass a **General Knowledge test**, as well as specific tests for **Air Brakes** and **Transporting Passengers**. You should carefully read and study the following sections in the Commercial Driver Handbook:

COMMERCIAL LEARNER’S PERMIT AREAS TO STUDY FOR CLASS B*	
Section 1: Introduction	Section 5: Air Brakes For drivers who drive or tow vehicles with air brakes which is required for the Transit Operator role
Section 2: Driving Safely	Section 11: Vehicle Inspection Test
Section 3: Transporting Cargo As a Transit Operator you won’t be transporting cargo, but the General Knowledge section does have questions about loading and balancing cargo that you will have to know.	Section 12: Basic Control Skills Test
Section 4: Transporting Passengers Safely	Section 13: Road Test

*Most of the questions on the CLP Commercial B test will come from the sections above, but there is always the possibility of a question from another section of the book. Please review the entire book to ensure a passing test score.

You have three attempts to pass each of the required knowledge tests. If you fail the same test three times, your CLP application is no longer valid and you need to reapply with DMV.



Upon hire and successful completion of the SFMTA’s Transit Operator training, YOU WILL QUALIFY FOR YOUR COMMERCIAL DRIVER’S LICENSE (CDL)

COMMERCIAL LEARNER’S PERMIT STUDY RESOURCES

Sample CLP written tests are available on the CA DMV website:

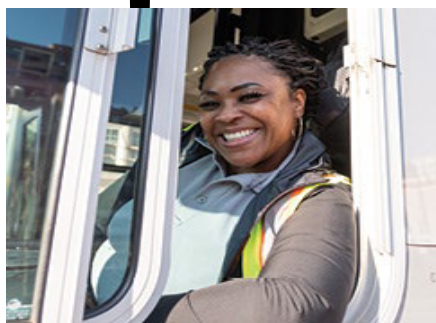
Sample Written Test 1: <https://www.dmv.ca.gov/portal/driver-education-and-safety/educational-materials/sample-driver-license-dl-knowledge-tests/sample-commercial-drivers-written-test-1/>

Sample Written Test 2: <https://www.dmv.ca.gov/portal/driver-education-and-safety/educational-materials/sample-driver-license-dl-knowledge-tests/sample-commercial-drivers-written-test-2/>

There are many study guides and practice tests online that may assist you to prepare for the CLP examination. Type in “CA CLP Study Guide” in the search bar using Google.com or Bing.com to review the materials available. Please note that the CA Commercial Driver Handbook is the main source of information as you prepare.

CITYDRIVE PROGRAM

If you need financial support or additional assistance with obtaining your Commercial Learner’s Permit, the CityDrive Program is recommended for you. CityDrive offers a two-week course to guide candidates on important information to prepare you for the DMV tests. They also provide assistance with obtaining the required DOT Medical and can help you renew your permit, if necessary. Candidates will be provided with additional information about this free program after an application has been submitted for the Transit Operator recruitment. You can find more information on their website: <https://docs.google.com/forms/d/e/1FAIpQLSeaTkOOBeITRSwDNvKZSxUcxnkCydG65EpBbfNOJ6B0IH5gWQ/viewform>



We’re looking for our next Muni bus operator class of 2022, will you be part of it?



Considering a new career?

Look no further than here at Muni. We have multiple open positions for professional Operators & other career paths.





INTRODUCTION

The SFMTA consists of over 6,000 employees in over 200 different job classifications. A variety of employment opportunities exist in parking, IT, engineering, planning, street signage, meter repair, inspection, security, traffic and transit operations, maintenance, professional and clerical roles and more.

This document provides information related to the jobs for which we hire. In order to make best use of this document, use the Table of Contents to go to a section of interest. If viewing in an electronic form, use search functionality (CTRL+F) to review the document to find keywords of interest to you.

For each section you will note a job code, job title and summary of minimum qualifications column. Note that these Minimum Requirements are pulled from class specifications and could change when the next announcement opens – but this document will give you a sense of what the position requires. Make sure to read announcements in detail for any requirements listed, once a position opens for which you are interested in applying.

If you find a position of interest, first go to [SFMTA.com/Opportunities](https://www.sfmta.com/opportunities) to see if we are currently accepting applications for that role and submit an application, if we are. If the position is not currently listed, follow the instructions on the next page to set up a notification to be made aware of the next time that position opens.

If you are reviewing this document in a written form, you can go online at [SFMTA.com/JoinOurTeam](https://www.sfmta.com/joinourteam) for the most up-to-date, electronic version.



SIGN UP FOR JOB ALERTS

A job alert is a notification that gets sent to you, via email, on the night that a job you have stated interest in opens. Once you sign up for a job alert, you will continue to get notified until you tell our system to stop notifying you. Follow the instructions below to sign up for job alerts. Job alerts are a courtesy and not guaranteed. Candidates are advised to check our website often for new opportunities.

1. Go to [SFMTA.com/JoinOurTeam](https://www.sfmta.com/JoinOurTeam) and locate the Job Alert link, or simply scan the QR Code below to access the form.
2. Complete the first three fields of the form with your contact information.

Create job alert	
First Name	Last Name
<input type="text"/>	<input type="text"/>
Firstname	Lastname
<input type="text"/>	<input type="text"/>
Email Address	Keyword
<input type="text"/>	<input type="text"/>
DemoUser@email.com	

3. In the Keyword field, state a keyword of interest.
 - i. **Only enter one keyword per form.**
 - ii. If you see a job of specific interest to you, one option is to list the Job Code (4 digit number) as the keyword in the form
 - iii. Alternative keywords can be general terms such as “clerk”, “electrician”, “planner” or “manager”. Entering keywords like this will sign you up to for all opportunities that include this keyword in the job title.
4. Skip the remaining fields, agree to receive emails from us, prove you are not a robot and click the “**Create a Job Alert**” button.
5. *Go check your email!* Upon submittal the system will send an email for you to confirm that you made the request. This is to stop bad actors from signing up others and spamming their account. Check your spam/junk email if you do not see the message within a few minutes. If you still do not see a message, try completing the form again as you may have incorrectly entered your email address.
6. Submit additional forms by repeating the above steps for more keywords of interest to you.
7. Ensure your spam filter accepts emails from no-reply@smartalerts.info.
8. Look out for emails from us and apply when a job matches your interests and experience!



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Manager positions are not listed in this document as the job code per position is dependent on work performed and staff managed. Minimum Qualifications for managers are varied based on work assignment and organization structure. If interested in management positions, it is best practice to sign up for job alerts with the keyword of “manager” and/or “director”.

**Listed Minimum Qualifications (MQs) are for informational purposes only to give a sense of typical requirements for these positions. MQs may change at any time. When posted for applications, refer to the job ad for official Minimum Qualifications for the recruitment.*

Transit Services

Job Code	Job Title	Summary of Minimum Requirements*
9102	Transit Car Cleaner	<p><u>Experience:</u> Two (2) years of full-time verifiable custodial, janitorial, or auto detailing experience using commercial cleaning chemicals and equipment.</p> <p><u>Substitution</u> Certificate of completion of the MUNI Entry Level Training Program, the City College of San Francisco Custodial Training Program or equivalent certified custodial training program may substitute for six (6) months of the required experience.</p> <p><u>License and Certificate:</u> Possession of a valid Class C driver license. Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.</p>
9104	Transit Car Cleaner Assistant Supervisor	<p>Three (3) years of fulltime verifiable experience as a transit vehicle cleaner; OR</p> <p>Five (5) years of fulltime verifiable custodial, janitorial, or auto detailing experience using commercial cleaning chemicals and equipment.</p> <p><u>License and Certificate:</u> Possession of a valid Class C driver license. Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.</p>
9110	Fare Collections Receiver	<p>1. Two (2) years of verifiable full-time experience (within the last 5 years) in the daily collection, processing and balancing of large amounts of cash; <u>AND</u></p> <p>2. Possession of a valid High School Diploma, GED or California High School Proficiency Certificate; <u>AND</u></p> <p>3. Possession of a valid driver license; <u>AND</u></p> <p>4. Ability to lift and carry containers weighing up to 75 pounds.</p> <p><u>Substitution:</u> Completion of two (2) years (60 semester units or 90 quarter units) of education from an accredited college or university may be substituted for up to one (1) year of the required experience.</p>
9116	Senior Fare Collections Receiver	<p>1. Four (4) years of verifiable full-time experience within the last five (5) years in the daily collection, processing and balancing of large amounts of cash; <u>OR</u></p> <p>2. Two years of experience in class 9110 Fare Collections Receiver with the City & County of San Francisco; <u>AND</u></p> <p>3. Possession of a valid High School Diploma, GED or California High School Proficiency Certificate; <u>AND</u></p> <p>4. Possession of a valid driver license.</p> <p><u>Substitution:</u> Completion of two (2) years (60 semester units or 90 quarter units) of education from an accredited college or university may be substituted for up to one (1) year of the required experience as indicated in Minimum Qualification #1. This substitution may not be applied to Minimum Qualification #2.</p>

*Listed Minimum Qualifications (MQs) are for informational purposes only to give a sense of typical requirements for these positions. MQs may change at any time. When posted for applications, refer to the job ad for official Minimum Qualifications for the recruitment.



SFMTA Job Opportunities and Requirements

9117	Principal Fare Collections Receiver	Three (3) years of verifiable full-time supervisory experience (within the last five (5) years) in the daily collection, processing and balancing of large amounts of funds (averaging at least \$25,000 per day); OR Three (3) years of experience equivalent to a 9116 Senior Fare Collections Receiver classification with the City & County of San Francisco; AND Possession of a valid High School Diploma, GED or California High School Proficiency Certificate; AND Ability to lift and carry revenue containers weighing up to 75 pounds. <u>License and Certificate:</u> Possession of a valid Class C driver's license.
9122	Transit Information Clerk	Two (2) years of verifiable full time experience within the last five years as a telephone switchboard operator, sales clerk, information clerk, receptionist, or similar position involving continuous contact with the general public.
9124	Senior Transit Information Clerk	Two (2) years of fulltime verifiable experience as a transit information clerk, or two (2) years of experience in a transit agency providing information to the general public and/or handling passenger complaints.
9126	Transit Traffic Checker	Two years of verifiable experience in a clerical position with major duties in computing mathematical data; OR One year of verifiable experience in the transportation field in driving or information services. <u>License or Certificate:</u> Requires possession of a valid driver license.
9131	Station Agent, Municipal Railway	Two (2) years of verifiable work experience in a job requiring extensive public contact with a major portion of the duties dealing with complaints and inquiries. Some positions may require computer knowledge.
9132	Transit Fare Inspector	<u>Experience:</u> Three (3) years of full time experience working with the public, which must have included interpreting or enforcing policies and/or regulations or providing information and assistance to the public. <u>Education:</u> Possession of a High School Diploma, GED or California High School Proficiency Certificate. Basic proficiency in computer applications: e.g. Microsoft Word and Excel. (To be tested prior to appointment or tested during probationary period). <u>License or Certificate:</u> Possession of a valid PC – 832 Certificate at the time of appointment.
9136	Transit Training Specialist	<u>Education:</u> Possession of a valid High School Diploma, GED or California High School Proficiency Certificate; <u>Experience:</u> Five (5) years of combined full-time verifiable experience as a 9163 Transit Operator and/or 9139 Transit Supervisor with the San Francisco Municipal Transportation Agency. Three consecutive years of this experience must have been obtained within the eight years prior to the filing deadline; AND Possession of a driving record with no preventable, avoidable or chargeable collisions (in accordance with California Vehicle Code) or incidents* within the past three (3) years; AND Ability to utilize software applications (to be tested at the time of final selection process and/or during the probationary period).

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SFMTA Job Opportunities and Requirements

		<p>* A preventable, avoidable or chargeable incident refers to any event that involves unsafe operation of a vehicle.</p> <p><u>License and Certification:</u> Possession of a valid Class B California Driver License with a valid DMV Medical Examiner's certificate, Passenger (P) endorsement and no restrictions that prohibit the operation of SFMTA public transit vehicles. Incumbents must obtain Verification of Transit Training (VTT) during the training period. Incumbents must maintain certificates and license throughout the course of employment.</p>
<p>9139</p>	<p>Transit Supervisor</p>	<p>Five (5) years of full-time verifiable experience with a large public transit system performing duties equivalent to one or more of the following classifications with the SFMTA: 9122 Transit Information Clerk, 9124 Senior Transit Information Clerk, 9126 Transit Traffic Checker, 9128 Senior Transit Traffic Checker, 9131 Station Agent, 9132 Transit Fare Inspector, 8121 Transit Fare Inspector Supervisor/Investigator or 9163 Transit Operator; AND Ability to utilize software applications related to the work of the assigned unit (to be tested at the time of appointment and/or during the probationary period).</p> <p><u>License or Certificate:</u> Possession of a valid, unrestricted, Class C Driver License. Some positions at SFMTA Training Division require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV and no restrictions that prohibit operation of a SFMTA public transit vehicle and Verification of Transit Training (VTT). Some positions at Transit Services require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV and no restrictions that prohibit operation of a SFMTA public transit vehicle. Employees must maintain the requirements for the position during the course of employment. Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s).</p>
<p>9144</p>	<p>Investigator, Taxi and Accessible Services</p>	<p><u>Education:</u> Possession of a baccalaureate degree from an accredited college or university.</p> <p><u>Experience:</u> Two (2) years of full-time verifiable experience performing complex research, analytical tasks and report drafting in a professional field such as law, media/journalism, public health/welfare, human/civil rights, business (e.g. finance, insurance), education, social sciences, public policy/government or a related field.</p> <p><u>License and Certification:</u> Possession of a valid California driver's license.</p> <p><u>Substitution:</u> One (1) year of full-time verifiable experience investigating compliance with laws and/or regulations for enforcement purposes may be substituted for the two (2) years of professional experience as described above. Possession of a law degree may be substituted for one (1) year of professional experience as described above.</p>
<p>9152</p>	<p>Transportation Controller Trainee</p>	<p>1. Four (4) years of experience equivalent to that of a Transit Supervisor with the San Francisco Municipal Railway OR</p>

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		<p>2. Two (2) years of experience working in a central control environment responsible for the movement of Light Rail Vehicles or buses for a large local, state, or federal transportation or defense agency.</p> <p><u>Substitution:</u> Applicants may substitute up to ½ (one half) of the required work experience on a year-for-year basis with the completion of college coursework at an accredited college or university. 30 semester units/45 quarter units will be considered equivalent to one year of work experience</p>
<p>9153 9160</p>	<p>Transportation Controller Transportation Operations Specialist</p>	<p>Successful completion of all modules of the class 9152 Transportation Controller Trainee Program.</p> <p>1. Six (6) years of experience in the movement of LRV/trains, using automated/computerized train/track control systems such as Centralized Train Control (CTC), Automatic Train Control System (ATCS) and Local Control Panels; and/or experience in the operation of the console equipment and field devices which control, monitor, evaluate performance, provide public information and related functions in the transportation network in real-time for a local, state or federal transportation or defense agency. Experience obtained must have been with live dynamic dispatch/direction of transportation operations requiring complex decisions based on real-time analysis; OR</p> <p>2. Seven (7) years of experience working in one or more of the following functions/divisions with a mass transit agency: a dispatcher at a Transportation Control Center; Division Dispatcher, Training Instructor, Street Operations Supervisor and/or Metro Rail Operation Supervisor.</p> <p><u>Substitution</u> Applicants may substitute education from an accredited college or university, on a year-for-year basis, for a maximum of one-half of the required experience. (30 semester units/45 quarter units will be considered equivalent to one year of work experience.)</p> <p>License or Certificate: Possession of a valid, unrestricted, Class C Driver License</p>
<p>9163</p>	<p>Transit Operator</p>	<p>1. Must be at least 21 years old by the application filing date; AND</p> <p>2. Possession of a valid High School Diploma, GED or California High School Proficiency Certificate; AND</p> <p>3. One (1) year of verifiable satisfactory public contact or customer service experience; AND</p> <p>4. Possession of a valid class C Driver License. Must have been a licensed driver for at least three (3) continuous years immediately preceding the application filing date;</p> <p>5. Possession of or the ability to obtain a Class B - Commercial Driver License with a Passenger (P) Endorsement and no restrictions that prohibit operation of a San Francisco Municipal Transportation Agency public transit vehicle; AND</p> <p>6. A good driving record during the three (3) year period preceding the application for employment and through the date of appointment, meeting the following requirements:</p> <ul style="list-style-type: none"> * No more than 1 moving violations in the preceding 12 months; * No more than 3 moving violations in the preceding 36 months; * No accidents where applicant contributed to the cause; * Has not had driving privilege suspended, revoked, or placed on probation more than once by the Department of Motor Vehicles for a cause involving the unsafe operation of a motor vehicle;

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SFMTA Job Opportunities and Requirements

		<p>* No convictions of California State Vehicle Code Section 20001 (leaving the scene of an accident involving bodily injury or death); Sections 23103 through 23109 (reckless driving); or Sections 23152 - 23153 (driving under the influence of alcohol or drugs), or equivalent convictions in another state;</p> <p>* Other violations and/or accidents will be reviewed on a case-by-case basis and may be cause for non-selection; AND</p> <p>7. No convictions within the past seven (7) years preceding application for employment of any offense relating to the use, sale, possession, or transportation of narcotics, habit-forming drugs, or dangerous drugs; AND</p> <p>8. No convictions of any sex offense as defined in Section 44010 of the Education Code; AND</p> <p>9. Ability to obtain a School Pupil Activity Bus (SPAB) certificate issued by DMV.</p>
<p>9166</p>	<p>Transit Ambassador</p>	<p><u>Education:</u> High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or High School Proficiency Certificate; AND</p> <p><u>Experience:</u> Four years (8000 hours) of verifiable full-time customer service experience directly serving a diverse population as part of an Ambassador training program. OR Successful completion of the SFMTA Transit Ambassador training program.</p> <p><u>Substitution:</u> Completion of an equivalent Ambassador training program from another agency will be considered upon receipt of detailed training curriculum and may be accepted only if the training curriculum demonstrates the technical competencies required to complete the SFMTA Transit Ambassador training program.</p> <p><u>License or Certificate:</u> Possession of a valid CA Identification Card or valid CA Driver's License.</p>
<p>9196</p>	<p>Senior Light Rail Vehicle Equipment Engineer</p>	<p>1. A baccalaureate degree from a recognized university or college with major coursework in mechanical, electrical or electronic engineering; AND</p> <p>2. Seven years of experience in engineering related to the design, construction, operations, testing and maintenance of light rail vehicle equipment.</p> <p><u>License or Certificate:</u></p> <p>1. Possession and maintenance of a valid Driver License.</p> <p>2. Possession of a current valid registration as a professional engineer from the state of California. Registration in another state will be accepted on the condition of obtaining a California registration within one (1) year.</p>
<p>9520</p>	<p>Transportation Safety Specialist</p>	<p><u>Education:</u></p> <p>1. . Baccalaureate degree in Engineering, Safety, Safety Management or a closely related field from an accredited college or university; or a baccalaureate degree in any field from an accredited college or university and a minimum of 12 continuing education credits in safety-related areas such as accident/incident investigation and system safety from an accredited college, university, or the Transportation Safety Institute (TSI).</p> <p><u>Experience:</u></p> <p>2a. Four (4) years of full-time verifiable professional experience in transportation/system safety and/or in a transit agency's safety program with responsibility for reviewing and/or conducting compliance audits, efficiency compliance checks, or transit accident investigations; OR</p>

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	<p>2b. Four (4) years of full-time verifiable professional experience conducting vehicle accident investigations: OR</p> <p>2c. Four (4) years of full-time verifiable experience supervising the repair, replacement, and/or maintenance of transit vehicles, Railway Signals and/or Tracks of a Transportation Agency.</p> <p><u>Substitution:</u> Additional experience as described in minimum qualification #2a, #2b, or # 2c may be substituted for the required degree on a year-for-year basis.</p> <p><u>License or Certificate:</u> Possession of a valid Class C driver license.</p>
9910	Public Service Trainee Individuals appointed to positions in this classification must be within the category of those for whom the Economic Opportunity Act or other similar Federal or State legislation is intended to benefit. Training and Experience: Applicants will be required to meet guidelines as established for each program; requirements for previous training and experience will be minimal.
9914	Public Service Aide - Administration Applicants will be required to meet guidelines as established for each program; requirements for previous training and experience will be minimal.
9916	Public Service Aide - Public Works Applicants will be required to meet guidelines as established for each program; requirements for previous training and experience will be minimal.
9920	Public Service Aide - Assistant To Professionals Applicants will be required to meet guidelines as established for each program; requirements for previous training and experience will be minimal.

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Fare Inspection / Parking Enforcement / Legal Protection and Detection

Job Code	Job Title	Summary of Minimum Requirements*
8121	Transit Fare Inspector Supervisor/Investigator	<p>1. Three years of full-time verifiable experience in the enforcement of transit fare collection and/or municipal laws/ordinances in the public sector, involving extensive public contact at a level equivalent to class 9132 Transit Fare Inspector at the San Francisco Municipal Transportation Agency (SFMTA); and</p> <p>2. Possession of a High School Diploma, GED or California High School Proficiency Certificate; and</p> <p>3. Possession of a valid driver license; and</p> <p>4. Basic proficiency in computer applications, e.g. Microsoft Word and Excel.</p> <p><u>License or Certificate:</u> Possession of a valid driver license.</p>
8167	Administrative Hearing Examiner	<p><u>Education:</u> Baccalaureate degree from an accredited college or university.</p> <p><u>Experience:</u> Two (2) years of verifiable full-time experience in mediation, arbitration, dispute resolution or conducting administrative hearings.</p> <p><u>Substitution:</u> Additional qualifying experience may be substituted for the required degree on a year-for-year basis. Thirty (30) semester units/forty-five (45) quarter units equal one year.</p>
8168	Administrative Hearing Supervisor	<p>Baccalaureate degree from an accredited college or university; AND</p> <p>Six years of verifiable full-time experience in conducting mediations, arbitrations, or administrative hearings.</p>
8201	School Crossing Guard	<p>Any combination of training and experience that could likely provide the required knowledge and abilities indicated below may be qualifying:</p> <p>Knowledge of: traffic laws especially those relating to pedestrian right-of-way and speed limits in various districts especially in a school-crossing area; and elements of traffic safety applying to motorists and pedestrians.</p> <p>Ability to: establish and maintain respect and compliance of students.</p>
8214	Parking Control Officer	<p><u>Education:</u> Possession of a high school diploma or proof of successful completion of an equivalency test (G.E.D or California High School Proficiency Examination)</p> <p><u>Experience:</u></p> <ol style="list-style-type: none"> Two (2) years of satisfactory public contact experience which must have included providing and/or verifying information on laws, rules, regulations, and procedures, or responding to client or customer complaints as a primary responsibility; OR Successful completion of two (2) years military service either on active or reserve duty; OR Six (6) months of satisfactory experience as a class 8214 Parking Control Officer.

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<p>8216</p>	<p>Senior Parking Control Officer</p>	<p>Substitution: Thirty (30) semester or forty-five (45) quarter units from an accredited college or university which must have included at least fifteen (15) semester units or twenty-two (22) quarter units in any of the following areas: Psychology, Sociology, Criminal Justice, or Behavioral Science may be used to substitute one (1) year of above work or military experience.</p> <p>License or Certificate: Possession a good driving record with none of the following occurrences within 2 years of the application filing date and through appointment:</p> <ul style="list-style-type: none"> • No convictions of California State Vehicle Code 20001 (leaving the scene of an accident involving bodily injury or death) • No convictions of California State Vehicle 23103 through 23109 (reckless driving) • No convictions of California State Vehicle 23152 – 23153 (driving under the influence of alcohol or drugs). <p>1. Three (3) years field experience in vehicle parking code enforcement and traffic control which included extensive interaction with members of the public at a level equivalent to that of class 8214 Parking Control Officer with the City and County of San Francisco; AND</p> <p>2. Possession of a valid Class C driver license (must possess a California Class C Driver license at the time of appointment); AND</p> <p>3. Possession of a High School Diploma, GED or California High School Proficiency Certificate; AND</p> <p>4. Possession a good driving record with none of the following occurrences within 2 years of the application filing date and through appointment:</p> <ul style="list-style-type: none"> • No convictions of California State Vehicle Code 20001 (leaving the scene of an accident involving bodily injury or death) • No convictions of California State Vehicle 23103 through 23109 (reckless driving) • No convictions of California State Vehicle 23152 – 23153 (driving under the influence of alcohol or drugs). <p><u>Substitution:</u> Thirty (30) semester units or forty-five (45) quarter units from an accredited college or university which must have included at least fifteen (15) semester units or twenty two (22) quarter units in any of the following areas: Psychology, Sociology, Criminal Justice/Administration of Justice or other Behavioral Science may be used to substitute one (1) year of above work experience.</p> <p><u>License or Certificate:</u> Possession of a valid <u>California Class C Driver License</u>.</p>
<p>8219</p>	<p>Parking Enforcement Administrator</p>	<p>1. Experience: Five (5) years of full-time verifiable experience in vehicle parking code enforcement and traffic control field experience with a public agency which included extensive interaction with members of the public of which three (3) years must be at the supervisory level.</p> <p>2. Education: Two (2) years (60 semester units/90 quarter units) of college-level coursework in business administration, public administration, criminal justice or a related field from an accredited college or university.</p> <p><u>Substitution:</u> 1. Additional college-level coursework in business administration, public administration, criminal justice or a related field from an accredited college or university beyond the Minimum Qualifications as described in minimum qualification #2 may substitute for one year of the required three (3) years of supervisory experience. (30 semester units/45 quarter units equal one (1) year of experience)</p>

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	<p>2. Additional supervisory level experience beyond the Minimum Qualifications as described in minimum qualification #1 may be substituted for the educational requirement described in minimum qualification #2 on a year-for-year basis. (30 semester units/45 quarter units equal one (1) year of experience)</p> <p>Training: Basic proficiency in computer applications; e.g. Microsoft Word, Excel and Outlook. (To be tested prior to appointment and/or tested during probationary period)</p> <p><u>License or Certificate:</u> Possession of a valid Class C driver's license.</p>
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Labor and Trades

Summary of Minimum Requirements*	
Job Code	Job Title
7120	Buildings and Grounds Maintenance Superintendent
	<p><u>Experience:</u> Eight (8) years of experience operating, maintaining and repairing a wide variety of mechanical, electrical, pumping, heating, air conditioning, ventilation, refrigeration and related plant machinery and systems found in large industrial, production, commercial or institutional buildings; of which four (4) years must have been in a supervisory capacity directing the operation and maintenance activities of subordinate personnel.</p> <p><u>License and Certification:</u> Possession of a Universal Chlorofluorocarbon (CFC) certificate issued by the Federal Environmental Protection Agency for working with heating and ventilating equipment (HVAC) or other refrigeration equipment using CFC's and HCFC's. Possession of a valid class "C" Driver License.</p>
7126	Mechanical Shop and Equipment Superintendent
	<p><u>Education:</u> High school diploma or equivalent (GED or High School Proficiency Examination).</p> <p><u>Experience:</u> Three (3) years of verifiable supervisory experience supervising the activities of crafts persons in a machine shop engaged in the maintenance and repair of heavy mechanical equipment such as cable car propulsion cable, gear drives, motors, tension carriages, turntables, sheaves, pulleys, and track way mechanical components such as depression beams, bumper bars, gypsies, and safety catches; OR three (3) years of verifiable supervisory experience supervising the activities of craft persons in which major duties were disassembling, repairing, overhauling and installing mechanical, electrical and hydraulic assemblies in heavy duty vehicles and off-road equipment including the use of machine tools such as valve refacers, hydraulic and drill presses, lathes and grinders.</p>
7205	Chief Stationary Engineer
	<p><u>Experience:</u> Six (6) years of journey level Stationary Engineer experience in the maintenance repair and operation of a wide variety of mechanical and electrical pumping, heating, air conditioning, ventilating and related plant machinery and equipment found in a government establishment, water treatment plant, hospital, or industrial, production or commercial building, of which two (2) years of must have been in a supervisory capacity.</p> <p><u>License and Certification:</u> A driver's license issued by the State of California Department of Motor Vehicles. Possession of a Universal Chlorofluorocarbon (CFC) Certificate issued by the Federal Environmental Protection Agency for working with heating and ventilating equipment or other refrigeration equipment using CFCs and HCFCs.</p>
7216	Electrical Transit Shop Supervisor I
	<ol style="list-style-type: none"> Two (2) years of full-time verifiable second-level supervisory experience in the electrical and mechanical maintenance and repair of transit equipment; OR Five (5) years of full-time verifiable experience supervising the electrical and mechanical maintenance and repair of transit equipment.

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7219	Maintenance Scheduler	One (1) year of verifiable administrative experience (i.e. coordinating such functions and procedures as maintaining records, compiling and assembling data, preparing documents, and controlling workflow) in facilities maintenance or construction. This experience must include using a Computerized Maintenance Management System (CMMS) program.
7226	Carpenter Supervisor I	<p><u>Education:</u> Completion of a four year recognized carpenter apprenticeship program; AND</p> <p><u>Experience:</u> Four years of verifiable experience as a journey-level carpenter (experience, as a carpenter's helper is NOT qualifying.)</p> <p><u>License and Certification:</u> Possession of a valid California driver's license.</p> <p><u>Substitution:</u> Additional qualifying journey-level carpenter experience may be substituted for the required carpentry apprenticeship program on a year-for-year basis.</p>
7228	Automotive Transit Shop Supervisor I	<p>1. Two (2) years of second level supervisory experience overseeing a division in which transit or automotive, transit or heavy-duty vehicles are serviced; OR</p> <p>2. Four (4) years of experience supervising the maintenance and repair of automotive, transit or heavy-duty vehicles.</p> <p><u>License or Certificate:</u> Possession of a valid Class C driver license. Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.</p>
7235	Transit Power Line Supervisor I	<p><u>Experience:</u> Five (5) years of verifiable journey-level experience in the installation, maintenance and repair of high voltage (600 volts or more) overhead and underground power lines of which 3 years of experience must have been with overhead and underground transit power lines.</p> <p><u>License or Certificate:</u> Possession of a valid Class C driver license. Employees will be required to obtain and maintain a Class B driver license within 6 months of appointment.</p>
7238	Electrician Supervisor I	Completion of a recognized Electricians' apprenticeship program and two years verifiable experience installing, servicing and repairing both high and low voltage electrical systems of up to 600 volts, devices, and related components including Programmable Logic Controllers (PLC) and typical solenoid motor controllers as a journey-level Electrician; OR A combination of training and verifiable work experience installing, servicing and repairing both high and low voltage electrical systems of up to 600 volts, devices, and related components including Programmable Logic Controllers (PLC) and typical solenoid motor controllers as a journey-level Electrician totaling six years; AND Possession of a current valid driver license; AND Possession of computer application skills necessary to perform the duties of an Electrician Supervisor I.
7241	Senior Maintenance Controller	<p>Four (4) years of fulltime verifiable journey-level experience in the maintenance and repair of vehicles (automotive/rubber tire/fleet) of which one (1) year must be in fleet control operations; AND</p> <p>Two (2) years of fulltime verifiable journey-level experience equivalent to Class 7340 Maintenance Controller with the City and County of San Francisco.</p>

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7242	Painter Supervisor I	<p><u>Education:</u> Completion of a recognized painters' apprenticeship program.</p> <p><u>Experience:</u> Three (3) years of verifiable experience as a journey-level painter, performing work on interiors and exteriors of structures, industrial facilities or components, hospitals, street equipment, playground equipment, airfields streets and roads.</p> <p><u>Substitution:</u> Additional qualifying experience can be substituted for the apprenticeship on a year-for-year basis.</p> <p><u>License or Certificate:</u> Possession and maintenance of a valid Class C California's Driver's License.</p>
7243	Parking Meter Repairer Supervisor I	<p>Three (3) years journey-level full-time verifiable work experience in the maintenance and repair of parking meters. Experience must include routine maintenance and repair of mechanical, electrical and computerized devices or equipment related to meter repair equivalent to those performed by job code 7444 Parking Meter Repairer with the City and County of San Francisco; AND Possession and maintenance of, or ability to obtain and maintain, a valid California Class C Driver's License.</p>
7244	Power System Supervisor I	<p><u>Experience:</u> Two (2) years of fulltime verifiable experience working as a Senior Power System Operator or in an equivalent job where the primary responsibility is the supervision of staff such as Power System Operators, Substation Operators, Substation Technicians, Electric Station Operators, Power Plant Operators, Load Dispatchers, Power System Dispatchers, Power Distribution Specialists or Electrical Power Production Specialists involved in the operation and maintenance of power generation equipment and/or centralized power control and distribution equipment in a Transit Motive Power Control Center.</p> <p><u>License and Certification:</u> Possession of a valid Class C Driver License.</p>
7249	Automotive Mechanic Supervisor I	<p><u>Experience:</u> 1. Two (2) years of supervisory experience in the repair and maintenance of automotive, transit or heavy duty vehicles; AND 2. Three (3) years of journey-level experience in the maintenance and repair of automotive, transit or heavy duty vehicles.</p> <p><u>License or Certificate:</u> Possession of a valid California Class C driver's license. Some positions allocated to this class may require the ability to obtain and maintain a California Class B driver's license within six (6) months of appointment.</p>
7251	Track Maintenance Worker Supervisor I	<p>For positions with Railway Track Two (2) years of verifiable full-time journey-level experience in the replacement, repair and maintenance of railway track equivalent to that of the City and County of San Francisco job code 7540 Track Maintenance Worker; OR Two (2) years of verifiable full-time journey-level experience in the assembly, repair and maintenance of railway track components. For positions with Cable Car Two (2) years of verifiable full-time journey-level experience in the replacement, repair and maintenance of cable car components equivalent to that of the City and County of San Francisco job code 7540 Track Maintenance Worker; OR</p>

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		Two (2) years of verifiable full-time journey-level experience in cable car roadway track field and in the fabrication, repair and maintenance of cable car components. <u>License or Certificate:</u> Possession and maintenance of a valid Class C driver license. Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s). Three (3) years of verifiable full-time experience supervising the electrical and mechanical maintenance and repair of mass transit equipment and vehicles. <u>License or Certificate:</u> Possession of a valid Class C driver license. Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s). Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.
7253	Electrical Transit Mechanic Supervisor I	
7258	Maintenance Machinist Supervisor I	<u>Experience and Training:</u> Completion of a recognized four (4) year Machinist's apprenticeship program and three (3) years fulltime verifiable experience as a journey-level Maintenance Machinist performing duties equivalent to Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair and machine tool operations), and one (1) year fulltime verifiable experience supervising journey-level Maintenance Machinists; OR A combination of trade-related training (certificate program or military training program) and fulltime verifiable experience as a journey-level Maintenance Machinist performing duties equivalent to Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair and machine tool operations) totaling seven (7) years and one (1) year fulltime verifiable experience supervising Journey-level Maintenance Machinists; <u>Notes on experience:</u> A. Trade-related training refers to programs such as machine tool technology program. B. Experience solely as a Computer Numerical Control (CNC) Machinist, Numerical Control (NC) Machinist or Machine Operator (without Manual Maintenance Machinist experience) will not be considered as qualifying.
7262	Maintenance Planner	<u>License and Certification:</u> Possession and maintenance of a valid Class C California driver license. 1. Three (3) years of verifiable experience in one of the following areas: a) as a maintenance estimator and/or scheduler or equivalent in facilities (building utilities, related structures and equipment) maintenance;

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	<p>b) as a maintenance planner for construction or facilities/equipment maintenance; c) as a supervisor of journey level workers in a construction or facilities/equipment maintenance related field; OR</p> <p>2. Four (4) years of verifiable journey level experience in a construction or facilities/equipment maintenance related field; OR</p> <p>3. Completion of a minimum four (4) year Building and Trades certified apprenticeship program AND two (2) years journey level of experience in a construction or facilities/equipment maintenance (a copy of apprenticeship certificate must be submitted with application)</p> <p>Minimum Qualifications Notes: For minimum qualifications #1, #2 and #3 listed above, the experience must include one (1) year using a Computerized Maintenance Management System (CMIMS) program.</p> <p><u>License and Certification:</u> Possession and maintenance of a valid California driver's license.</p>
7274	<p>Transit Power Line Worker Supervisor II</p> <p>Six (6) years of journey-level experience, which must have included three (3) years in a supervisory capacity, in the construction, maintenance, and repair of overhead and underground transit power transmission systems and equipment over 600 volts.</p> <p><u>License and Certification:</u> Possession of a valid Class C driver license.</p>
7286	<p>Wire Rope Cable Maintenance Supervisor</p> <p>Four (4) years of journey-level work experience in the operation and maintenance of a wire rope traction cable system and its related component parts and equipment. This must include experience in installing, repairing and long splicing wire rope traction cable.</p> <p>Note: Experience in electrical wire splicing, telecommunication cable splicing, fiber optic cable splicing or related fields, is not qualifying.</p> <p><u>License and Certification:</u> Possession of a valid Class C driver license.</p>
7287	<p>Supervising Electronic Maintenance Technician</p> <p>1. Completion of a two (2) year course or equivalent program in electronics from a recognized academic, trade, or a technical institution; OR completion of a military training program in electronics; AND</p> <p>2. Five (5) years of full-time verifiable journey-level industrial or institutional electronics experience performing installation, instrumentation calibration, maintenance, troubleshooting, repair and modification of electronic control systems and related electrical components and electronic sub-systems to the electronic component level; three (3) years of which must have been at the supervisory level.</p> <p>3. Possession of a valid California driver's license.</p>
7305	<p>Metal Fabricator</p> <p>1. Three (3) years of fulltime verifiable experience as a journey level metal fabricator, ornamental ironworker, metalsmith, blacksmith or welder involved in general metal fabrication, metal forming, and welding work. This experience must include oxyacetylene, SMAW, MIG and TIG welding and carbon air arc cutting; AND</p> <p>2. Ability to lift 60 lbs. (will be tested during probationary period.)</p>

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7306	Automotive Body and Fender Worker	<p><u>License and Certification:</u> Possession of a valid Class C driver license.</p> <p><u>Education:</u> Possession of a high school diploma, GED or California High School Proficiency Certificate</p> <p><u>Experience:</u> Six (6) years of full-time verifiable work experience as an automotive body and fender worker, of which two (2) years must have been at journey-level</p> <p><u>License and Certification:</u> Possession of a valid class C driver license.</p> <p>SPECIAL REQUIREMENTS: Note: Some positions require a class B driver license. Employees appointed to these positions will be required to obtain a class B driver license within six (6) months of appointment. Some positions require incumbents to perform frame repair.</p> <p><u>Substitution:</u> Completion of the CA Division of Apprenticeship Standards recognized Automotive Body and Fender apprenticeship program as evidenced by issuance of a Certificate of Completion of the apprenticeship program under the appropriate authority will substitute for the six (6) years combined work experience.</p>
7309	Car and Auto Painter	<p><u>Education:</u> Completion of a recognized four (4) year painting apprenticeship program</p> <p><u>Experience:</u> Two (2) years of full-time verifiable journey-level work experience as a Car and Auto Painter within the last 6 years performing duties equivalent to that of a 7309 Car and Auto Painter with the City of County of San Francisco (which must have included preparing and painting surfaces of cars or buses using spray guns, rollers and brushes; fabricating and installing signs, decals and applying insignias to equipment; preparing, refinishing and painting furniture; moving heavy equipment such as scaffolding, thinner drums, and furniture.)</p> <p><u>License and Certification:</u> Possession of a valid class C driver license.</p> <p><u>Substitution:</u> A combination of six (6) years of verifiable training/experience as a Car and Auto Painter, of which two (2) years within the last six (6) years is journey-level experience equivalent to that of a 7309 Car and Auto Painter with the City and County of San Francisco, may substitute for the required education and experience.</p> <p>Or Completion of the CA Division of Apprenticeship Standards recognized Car and Auto Painter apprenticeship program with the City and County of San Francisco as evidenced by issuance of a Certificate of Completion of the City's apprenticeship program under the appropriate authority may substitute for the six (6) years combined work experience.</p>
7310	Transit Power Cable Splicer	<p><u>Experience:</u></p>

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		<p>Two (2) years of verifiable journey-level experience as a cable splicer on high-voltage (600 volts or more) power cables (lead and non-lead); OR</p> <p>Three (3) years of verifiable journey-level electrical line worker experience which must have included splicing high-voltage (600 volts or more) lead and non-lead cables.</p> <p><u>License and Certification:</u></p> <p>Possession of a valid Class C driver license.</p>
7313	Automotive Machinist	<p><u>Education:</u></p> <p>High school diploma or equivalent (GED or High School Proficiency Examination)</p> <p><u>Experience:</u></p> <p>A combination of journey-level experience and/or apprenticeship training as an automotive machinist or heavy-duty mechanic totaling six (6) years in which the major duties were disassembling, repairing, overhauling and installing mechanical, electrical and hydraulic assemblies in heavy duty and off-road vehicles and power-driven equipment. To be considered qualifying, this experience must include the use of machine tools such as valve re-facers, hydraulic and drill presses, lathes and grinders.</p> <p><u>License and Certification:</u></p> <p>Possession of at least a Class C (or III) driver license at the time of application; ability to obtain a Class B (or II) driver license and Medical Certificate at the time of appointment. Positions at some city departments require that the candidate must be able to obtain a Class A (or I) driver license with Medical Certificate within two months of the time of appointment. Failure to maintain the required license may be cause for termination.</p> <p><u>Substitution:</u></p> <p>Completion of the CA Division of Apprenticeship Standards recognized Automotive Machinist apprenticeship program as evidenced by issuance of a Certificate of Completion of the apprenticeship program under the appropriate authority will substitute for the six (6) years combined work experience.</p>
7315	Automotive Machinist Assistant Supervisor	<p><u>Education:</u></p> <p>Completion of High School or equivalent (G.E.D. or High School Proficiency Examination).</p> <p><u>Experience:</u></p> <p>A combination of journey-level experience and/or apprenticeship training as an automotive machinist or heavy-duty mechanic totaling seven (7) years in which the major duties were disassembling, repairing, overhauling and installing mechanical, electrical and hydraulic assemblies in heavy duty and off-road vehicles and power-driven equipment. To be considered qualifying, this experience must include the use of machine tools such as valve re-facers, hydraulic and drill presses, lathes and grinders.</p> <p><u>License and Certification:</u></p> <p>Possession of at least a Class C (or III) driver license at the time of application; ability to obtain a Class B (or II) driver license and Medical Certificate at the time of appointment.</p> <p>Positions at some City departments require that the candidate must be able to obtain a Class A (or I) driver license with Medical Certificate within two months of the time of appointment. Failure to maintain the required license may be cause for termination.</p>
7318	Electronic Maintenance Technician	<ol style="list-style-type: none"> 1. Completion of a two (2) year or equivalent program in electronics from a recognized academic, trade or technical institution; or completion of a military training program in electronics; AND 2. Three (3) years of verifiable journey-level industrial or institutional electronic experience performing installation,

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	<p>instrumentation calibration, maintenance, troubleshooting, repair and modification of electronic systems and related electrical components and electronic sub-systems to the electronic component level; AND</p> <p>3. Possession of a valid California driver's license</p> <p><u>Experience:</u> Four years of verifiable experience as a journey-level electric motor repairer, where duties included the electrical and mechanical repair of all types of motors, motor-generators, coils, stator and armature windings, and troubleshooting control circuitry and related devices.</p> <p><u>License and Certification:</u> Possession of a valid Class C driver license.</p> <p><u>Substitution:</u> Completion of two (2) full years of a recognized four (4) year apprenticeship program in electric motor winding repair may be substituted for up to one (1) year of the experience as described above.</p> <p>Completion of a recognized four (4) year apprenticeship program in electric motor winding repair may be substituted for up to three (3) years of the experience as described above.</p>
<p>7319</p> <p>Electric Motor Repairer</p>	<p><u>Experience:</u> Four years of verifiable experience as a journey-level electric motor repairer, where duties included the electrical and mechanical repair of all types of motors, motor-generators, coils, stator and armature windings, and troubleshooting control circuitry and related devices.</p> <p><u>License and Certification:</u> Possession of a valid Class C driver license.</p> <p><u>Substitution:</u> Completion of two (2) full years of a recognized four (4) year apprenticeship program in electric motor winding repair may be substituted for up to one (1) year of the experience as described above.</p> <p>Completion of a recognized four (4) year apprenticeship program in electric motor winding repair may be substituted for up to three (3) years of the experience as described above.</p>
<p>7320</p> <p>Apprentice Automotive Machinist 1</p>	<p><u>Education:</u> High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or California High School Proficiency Certificate; AND Completed one year (two semesters) of high school algebra or one semester of college algebra with a passing grade. Algebra must be completed at the time your application is submitted* ; AND Applicant must successfully pass a written aptitude examination; AND</p> <p><u>Experience:</u> Applicants must be 18 years of age by the end of the selection process* ; AND</p> <p><u>License and Certification:</u> Must have a valid CA Class C Driver's License; AND Requires obtaining a Class B Driver's license within two (2) years of appointment. Failure to obtain the appropriate driver's license within the specified time period may be cause for separation.</p>
<p>7321</p> <p>Apprentice Automotive Machinist 2</p>	<p><u>Education:</u> High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or California High School Proficiency Certificate; AND Completed one year (two semesters) of high school algebra or one semester of college algebra with a passing grade. Algebra must be completed at the time your application is submitted* ; AND</p> <p><u>Experience:</u> Appointees must be 18 years of age by the end of the selection process* ; AND Appointees must have successfully completed the requirements of Apprentice Automotive Machinist 1; AND</p> <p><u>License and Certification:</u> Must have a valid CA Class C and B Driver's License; Failure to maintain the appropriate driver's license may be cause for separation.</p> <p>Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and five years of experience as a journeyman auto body and fender worker; or an equivalent combination of training and experience.</p>
<p>7322</p> <p>Automotive Body and Fender Worker Assistant Supervisor</p>	<p>Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and five years of experience as a journeyman auto body and fender worker; or an equivalent combination of training and experience.</p>

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7326	Glazier	<p><u>Education:</u> Completion of a recognized five (5) year glazier apprenticeship program.</p> <p><u>Experience:</u> Two (2) years of experience as a journey level glazier.</p> <p><u>License and Certification:</u> Possession of a valid Class C driver's license.</p> <p><u>Substitution:</u> Additional experience as described above may be substituted for the required apprenticeship on a year-for-year basis.</p>
7328	Operating Engineer, Universal	<p>Three (3) years of verifiable operating engineer experience. At least one (1) year of this experience must have been in operating a backhoe.</p> <p><u>License and Certification:</u> Possession of a Class B Driver's License and a valid Medical Examiner's Certificate issued by the California Department of Motor Vehicles. A copy of the license and certificate must be submitted at the time of appointment.</p> <p>For crane operation, must have a valid certificate of competency issued in accordance with Cal/OSHA by an accredited certifying agency for the type of cranes operated by City Departments.</p>
7329	Electronic Maintenance Technician Assistant Supervisor	<ol style="list-style-type: none"> 1. Completion of a two (2) year course or equivalent program in electronics from a recognized academic, trade, or technical institution; or completion of a military training program in electronics; AND 2. Five (5) years of industrial or institutional electronics experience performing installation, instrumentation calibration, maintenance, trouble-shooting, repair and modification of electronic control systems and related electrical components and electronic sub-systems to the electronic component level; AND 3. Possession of a valid California driver's license
7332	Maintenance Machinist	<p><u>Experience:</u> Completion of a recognized four (4) year Machinist's apprenticeship program and two (2) years of fulltime verifiable experience as a journey-level Maintenance Machinist performing duties equivalent to Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair and machine tool operations) OR A combination of trade-related training (certificate program or military training program) and fulltime verifiable experience as a journey-level Maintenance Machinist performing duties equivalent to Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair and machine tool operations) totaling six (6) years.</p> <p><u>Notes on experience:</u></p> <ol style="list-style-type: none"> A. Trade-related training refers to programs such as machine tool technology program. B. Experience solely as a Computer Numerical Control (CNC) Machinist, Numerical Control (NC) Machinist or Machine Operator (without Manual Maintenance Machinist experience) will not be considered as qualifying. <p><u>License and Certification:</u> Possession and maintenance of a valid Class C California driver license. Substitution: Completion of the CA Division of Apprenticeship Standards recognized Maintenance Machinist apprenticeship program with the City and County of San Francisco</p>

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		as evidenced by issuance of a Certificate of Completion of the City's apprenticeship program under the appropriate authority will substitute for the six (6) years combined work experience.
7334	Stationary Engineer	<p><u>Experience:</u> Four (4) years of verified journey-level stationary engineer experience in the maintenance, repair and operation of a variety of mechanical and electrical pumping, heating, air conditioning, ventilating and related plant machinery used in a government establishment, hospital, industrial, production or commercial building</p> <p><u>License and Certification:</u> Possession of a valid California Driver's License</p> <p>Possession at time of hire a Universal Chlorofluorocarbon (CFC) certificate issued by the Federal Environmental Protection Agency.</p> <p><u>Substitution:</u> Any of the following may be substituted for the required experience:</p> <ul style="list-style-type: none"> • Completion of a recognized four-year Stationary Engineer apprenticeship program • Graduation from a recognized four-year Maritime Academy with a degree in engineering or technology • Possession of at least a 3rd Assistant Marine Engineer's License of any (unrestricted) horsepower
7335	Senior Stationary Engineer	<p><u>Education:</u> Completion of a recognized four (4) -year Stationary Engineer Apprenticeship program.</p> <p><u>Experience:</u> One (1) year experience as a journey-level stationary engineer.</p> <p><u>License and Certification:</u> Possession of a current Driver License</p> <p>Universal Chlorofluorocarbon (CFC) certificate issued by the Federal Environmental Protection Agency for working with heating and ventilating equipment (HVAC) or other refrigeration equipment using CFCs and HCFCs.</p> <p><u>Substitution:</u> Any of the following may substitute for the required education and experience: Five (5) years verifiable experience as a journey-level stationary engineer. Graduation from recognized four-year Maritime Academy plus one year verifiable experience as a journey-level stationary engineer.</p> <p>Possession of at least a 3rd Assistant Marine Engineer's License of any horsepower plus one year verifiable experience as an unrestricted licensed Marine Engineer for merchant vessels or one year verifiable experience shore side as a journey-level stationary engineer.</p>
7340	Maintenance Controller	Four (4) years of fulltime verifiable journey-level experience in the maintenance and repair of vehicles (automotive/rubber tire/fleet) of which one (1) year must be in fleet control operations.
7342	Locksmith	Four years of journey-level experience as a locksmith. <u>License and Certification:</u> Possession and maintenance of a valid class "C" driver license and good driving record.
7344	Carpenter	<u>Education:</u> Completion of a four year recognized carpenter apprenticeship program; AND

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	<p><u>Experience:</u> Three years of experience as a journey-level carpenter (experience, as a carpenter's helper is NOT qualifying). <u>License and Certification:</u> Possession of a valid California driver license. <u>Substitution:</u> Additional qualifying journey-level carpenter experience may be substituted for the required carpentry apprenticeship program on a year-for-year basis.</p>
7345	<p>Electrician</p> <p><u>Education:</u> Completion of a recognized Apprenticeship program (Inside Wireman Apprenticeship). <u>Experience:</u> One (1) year of journey level electrician experience. <u>License and Certification:</u> Possession of a valid California (Class C) driver license. <u>Substitution:</u> Additional experience as a journey level electrician may be substituted for the required electrician apprenticeship on a year-for-year basis. Six years of inside wireman experience equivalent to journey-level as defined by the International Brotherhood of Electrical Workers may be substituted for the required experience.</p>
7346	<p>Painter</p> <p><u>Education:</u> Completion of a recognized painters' apprenticeship program. <u>Experience:</u> Two (2) years of verifiable experience as a journey-level painter which included a combination of painting exteriors and interiors of buildings, structures equipment, roadways and airfields. Experience solely in automotive or sign painting does not qualify. <u>Substitution:</u> Additional qualifying experience can be substituted for the apprenticeship on a year-for-year basis. <u>License and Certification:</u> Possession and maintenance of a valid Class C California's Driver's License.</p>
7347	<p>Plumber</p> <p><u>Education:</u> Completion of high school AND completion of a recognized five (5) -year Apprenticeship in the craft. <u>Experience:</u> Three (3) years of experience as a journeyman plumber. <u>License and Certification:</u> Possession of a valid California driver's license. <u>Substitution:</u> Additional qualifying journey level experience may be substituted for the required plumbing apprenticeship on a year-for-year basis.</p>



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7355	Truck Driver	<p>1. Two years of verified experience as a truck driver using heavy construction equipment or other trucks over 26,000 pounds, such as winch trucks, semi-trailers, sweepers, multiple-unit tractor mowers, dump trucks, or other construction vehicles with power take-off units and/or lift gates.</p> <p>2. A good driving record. An applicant will be considered a negligent driver (and therefore not qualified) if his/her driving record shows six or more violation points in the last twelve months, or eight or more violation points in the last twenty-four months, or ten or more violation points in the last thirty-six months.</p> <p><u>License and Certification:</u> Possession of a valid Class B or Class A driver license with current Medical Certificate. License must have no restriction on driving vehicles with air brakes.</p>
7358	Pattern Maker	<p>Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and three years of experience as a journeyman patternmaker; or an equivalent combination of training and experience.</p>
7364	Power System Operator	<p><u>Experience:</u> Two (2) years of full-time verifiable experience in the operation and maintenance of general mechanical and electrical equipment related to power generation, conversion, transmission or distribution.</p> <p><u>Note:</u> The following is a representative list of locations where qualifying experience may be obtained and is not intended to be exhaustive: an electrical utility, a transit power system, electrical power plant, military power generation unit, merchant marine or naval vessel.</p> <p><u>License and Certification:</u> Possession of a valid Class C Driver License.</p>
7365	Senior Power System Operator	<p><u>Experience:</u> Two (2) years of full-time verifiable experience as a Power System Operator, Substation Operator, Substation Technician, Electric Station Operator, Power Plant Operator, Load Dispatcher, Power System Dispatcher, Power Distribution Specialist, Electrical Power Production Specialist, or other similar job where the primary responsibility is the operation and maintenance of power generation equipment and/or centralized power control and distribution equipment.</p> <p><u>Note:</u> The following is a representative list of locations where qualifying experience may be obtained and is not intended to be exhaustive: an electrical utility, a transit power system, electrical power plant, military power generation unit, merchant marine or naval vessel.</p> <p><u>License and Certification:</u> Possession of a valid Class C Driver License.</p>
7366	Transit Power Line Worker	<p><u>Education:</u> Completion of a State certified Electrical Line Worker apprenticeship program recognized by the International Brotherhood of Electrical Workers; OR</p> <p><u>Experience:</u> Two (2) years of full time verifiable journey-level electrical line worker experience in the installation, maintenance and operation of high voltage (above 600 volts) power transmission and distribution systems; OR five (5) years of full time verifiable journey-level electrician experience as defined by the International Brotherhood of Electrical Workers of which two (2) years must have</p>

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		<p>been assisting in the installation, maintenance and operation of high voltage (above 600 volts) power transmission and distribution systems.</p> <p><u>License and Certification:</u> Possession of a valid driver license. Must obtain a Class B driver license within six months of appointment. Failure to obtain a Class B driver license is cause for termination.</p>
7371	Electrical Transit System Mechanic	<p>Four (4) years of verifiable full-time experience as a journey-level mechanic performing troubleshooting, repairs and/or maintenance of electromechanical/ electrical/ electronic and mechanical systems similar to those found in SFMTA light rail and electric trolley vehicles such as, control circuitry, AC/DC motors, generators, inverters, and air conditioning equipment.</p> <p>Substitutions (Only one of the following may be applied):</p> <ul style="list-style-type: none"> i. Graduation from a trade school or technical school approved by the state’s Department of Education with a major course of study in electromechanical, electrical or electronic technology, or a closely related field, may substitute for two years of the required experience. ii. Possession of an A.A. or A.S. degree, or higher degree, from an accredited college or university in electromechanical, electrical or electronic technology, or a closely related field, may substitute for two years of the required experience <p><u>License or Certificate:</u> Possession of a valid Class C driver license. Some positions may require possession of a valid DMV Medical Examiner’s Certificate as a condition of assignment to such position(s).</p> <p>Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.</p>
7376	Sheet Metal Worker	<p><u>Education:</u> Requires completion of a recognized sheet metal worker’s apprenticeship program (in the Building Trades); and</p> <p><u>Experience:</u> Three (3) years of journeyman level sheet metal working experience.</p> <p><u>License and Certification:</u> Possession of a valid California driver license.</p> <p><u>Substitution:</u> Additional qualifying journeyman-level sheet metal working experience may be substituted for the required sheet metal worker’s apprenticeship program on a year-for-year basis.</p>
7380	Electrical Transit Mechanic, Assistant Supervisor	<p>Three (3) years of journey-level experience in the maintenance and repair of electrical/mechanical transit vehicles equivalent to City and County of San Francisco job code 7371 Electrical Transit System Mechanic.</p> <p><u>License or Certificate:</u> Possession of a valid Class C driver license. Some positions may require possession of a valid DMV Medical Examiner’s Certificate as a condition of assignment to such position(s).</p> <p>Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.</p>
7381	Automotive Mechanic	<p><u>Education:</u> Completion of a formal four (4) year Mechanic/Automotive Machinist apprenticeship program; OR</p>

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	<p>Completion of an automotive mechanic training program, equivalent to a four (4) year Mechanic/Automotive Machinist apprenticeship, from an accredited college, vocational or technical school which results in the issuance of a degree or certificate.</p> <p><u>Experience:</u> Two (2) years of journey-level experience in the maintenance and repair of one or more of the following: automotive, transit, diesel, hybrid or alternative fuel vehicles. (This experience must have been obtained within the last ten (10) years.)</p> <p><u>License and Certification:</u> Possession of a valid California Class C driver license.</p> <p>Some positions may require obtaining a Class A or Class B driver license with appropriate endorsements within six (6) months of appointment.</p> <p><u>Substitution:</u> Four (4) years of non-journey level experience in a full service repair facility maintaining and repairing one or more of the following: automotive, transit, diesel, hybrid or alternative fuel vehicles can substitute for the four (4) years of education/training on a year-for-year basis. Experience gained in an automotive machine shop, gas station or body shop that is not a full service repair facility is not considered qualifying. Individual classes may not be substituted for apprenticeship training or non-journey level experience.</p> <p>Completion of the CA Division of Apprenticeship Standards recognized Automotive Mechanic apprenticeship program with the City and County of San Francisco as evidenced by issuance of a Certificate of Completion of the City's apprenticeship program under the appropriate authority will substitute for the two (2) years journey-level experience work experience.</p>
7382	<p>Automotive Mechanic Assistant Supervisor</p> <p><u>Education:</u> Completion of a formal four (4) year apprenticeship program; OR Completion of an automotive mechanic training program, equivalent to a four (4) year apprenticeship, from an accredited college, vocational or technical school which results in the issuance of a degree or certificate.</p> <p><u>Experience:</u> Four (4) years of journey-level experience in the maintenance and repair of automotive, transit, diesel, hybrid or alternative fuel vehicles equivalent to class 7381 Automotive Mechanic with the City and County of San Francisco.</p> <p><u>Substitution:</u> Four (4) years of non-journey level experience in a full service repair facility maintaining and repairing automotive, transit, diesel, hybrid or alternative fuel vehicles can substitute for the four (4) years of education/training on a year-for-year basis. Individual classes may not be substituted for apprenticeship training or non-journey level experience.</p> <p><u>License or Certificate:</u> Possession of a valid California Class C driver's license.</p> <p>Some positions may require obtaining a Class A or Class B driver's license within six (6) months of appointment.</p>
7390	<p>Welder</p> <p><u>Experience:</u> Three (3) years of experience as a journey-level welder using oxyacetylene and electric arc welding methods.</p> <p><u>Substitution:</u></p>

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7408	Assistant Power System Operator	<p>Completion of a recognized training program in the field of welding may be substituted for one year of the required journey-level experience. Applicants qualifying under this provision must submit a certificate demonstrating completion of the training program from an accredited junior or community college, trade school or technical institution.</p> <p><u>License or Certificate:</u> Possession of a valid class C driver license. Some positions may require possession of a valid DMV Medical Examiner's Certificate as a condition of assignment to such position(s).</p> <p><u>Experience:</u> One (1) year of full-time verifiable experience in the operation and maintenance of general mechanical and electrical equipment related to power generation or distribution.</p> <p><u>License and Certification:</u> Possession of a valid Class C Driver License</p> <p><u>Substitution:</u> Six (6) semester units/nine (9) quarter units of coursework in basic electricity from an accredited college, university or trade school may substitute for six (6) months of experience.</p>
7410	Automotive Service Worker	<p><u>Education/Training:</u> A certificate of completion of coursework in Automotive Mechanic from an accredited academic, trade or technical institution with a minimum of six months . Coursework in Auto Body, Fender or Welding may not be substituted for coursework in Auto Mechanics; OR</p> <p><u>Experience:</u> One (1) year of full-time experience performing semi-skilled work in maintaining, servicing, and safety-checking of gasoline, diesel or alternative fuel source vehicles.</p> <p><u>License or Certificate:</u> Possession of a valid California Class C driver's license. Some positions may require possession of or the ability to obtain the following licenses or driver's license endorsements within six months of appointment: A valid California Class A driver's license to drive heavy equipment; A valid California class B driver's license with P (Passenger) endorsement and no air brake restriction; A valid M1 endorsement to drive motorcycles; A valid X endorsement to drive tank and handle hazardous materials vehicles.</p>
7412	Automotive Service Worker Assistant Supervisor	<p><u>Experience:</u> Three (3) years of fulltime verifiable work experience performing semi-skilled work in maintenance, servicing, and safety-checks of vehicles at a level equivalent to job code 7410 Automotive Service Worker. (Service Station experience will be accepted only if it includes servicing and maintenance of vehicles. Experience in self-service stations is not qualifying).</p> <p><u>License and Certification:</u> Possession of a valid California Class C driver's license; AND</p>

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		Some positions may require possession of or the ability to obtain the following licenses or driver's license endorsements within six months of appointment: A valid California Class A driver's license to drive heavy equipment; A valid California class B driver's license with P (Passenger) endorsement and no air brake restriction; A valid M1 endorsement to drive motorcycles; A valid X endorsement to drive tank and handle hazardous materials vehicles.
7432	Electrical Line Helper	Possession of a high school diploma or proof of successful completion of an equivalency test (G.E.D or California High School Proficiency Examination); AND Two (2) years of full time verifiable general electrical and mechanical work experience in maintenance/construction. <u>License or Certificate:</u> Possession and maintenance of, or the ability to obtain and maintain, a current valid California Class C driver license. Some positions allocated to this class require possession and maintenance of a current valid California Class B driver's license.
7444	Parking Meter Repairer	<u>Experience:</u> Two (2) years of verifiable work experience repairing parking meters, Experience must include routine maintenance and repair of mechanical, electrical and computerized devices or equipment related to meter repair; OR Two (2) years verifiable work experience involving maintenance and repair of mechanical, electrical and computerized devices. <u>License or Certificate:</u> Possession and maintenance of a valid California Class C driver's license.
7454	Traffic Signal Operator	1. Six months (1000hrs.) work experience directing traffic; OR 2. One year (2000hrs.) work experience that included driving a vehicle; AND 3. Ability to pass color discernment test
7457	Sign Worker	<u>Education:</u> Possession of a high school diploma or equivalent (General Education Diploma or California High School Proficiency Certificate.) <u>Experience:</u> One (1) year of verifiable experience in the operation of power tools such as: power drills, electrical band saws and cement breakers. <u>License and Certification:</u> Possession of a valid Class C driver license.
7458	Switch Repairer	<u>Experience:</u> Two (2) years of verifiable experience in the maintenance, inspection and repair of railway tracks, track switches, or related track components. <u>License and Certification:</u> Possession of a valid Class C driver license.
7472	Wire Rope Cable Maintenance Mechanic	Three years of verifiable wire rope cable splicing experience which must include eye-splicing, long splicing, knot tying in fiber rope, and rigging (One year of experience must have been in Class 7473 Wire Rope Cable Maintenance Trainee); OR Two years of experience in Class 7473 Wire Rope Cable Maintenance Trainee; OR

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	<p>Three (3) years of journey-level work experience in the operation and maintenance of a wire rope traction cable system and its related component parts and equipment. This must include experience in installing, repairing and long splicing wire rope traction cable.</p> <p>Note: Experience in electrical wire splicing, telecommunication cable splicing, fiber optic cable splicing or related fields, is not qualifying.</p> <p><u>License or Certificate:</u> Possession of a Class C driver license.</p> <p>One (1) year of industrial rope splicing or steel wire rope splicing experience; OR One (1) year of mechanical experience working with repairing and maintaining propulsion cable machinery equipment and components.</p> <p>Note: Experience in electrical wire splicing, telecommunication cable splicing, fiber optic cable splicing or related fields, is not qualifying.</p> <p><u>License or Certificate:</u> Possession of a Class C driver license.</p>
7473	<p>Wire Rope Cable Maintenance Mechanic Trainee</p>
7514	<p>General Laborer</p> <p><u>Experience:</u> Three (3) years (6000 hours) of journey-level experience as a general laborer in the construction field.</p> <p><u>License and Certification:</u> Possession of a valid Class C California driver license (must be maintained during employment).</p> <p><u>Substitution:</u> Completion of a California Division of Apprenticeship Standards (DAS) or United States Department of Labor (DOL) approved apprentice construction laborer program may be substituted for the required experience.</p>
7540	<p>Track Maintenance Worker</p> <p><u>Experience:</u> One year of verifiable construction experience, which must have included using two of the following tools: jackhammers, metal cutoff saws, vibratory plate compactors and/or 9 inch or larger grinders (experience as a carpenter, electrician, or plumber will not be considered as qualifying.) Ability to lift and carry tools and equipment weighing up to 95 pounds, for a distance of approximately 5 to 12 feet.</p> <p><u>License or Certificate:</u> Possession of a valid Class C driver license. Some positions may require possession of a valid DMV medical examiner's certificate issued by an SFMTA designated provider as a condition of assignment to such position(s).</p> <p><u>Education:</u> High school diploma or equivalent (G.E.D or High School Proficiency Examination) within three (3) months of appointment.</p> <p><u>License and Certification:</u> Possession of a valid California driver license within three (3) months of appointment.</p> <p>SUPPLEMENTAL INFORMATION Must be 18 years of age at the time of appointment.</p>
9940	<p>Pre-Apprentice Automotive Mechanic</p>



9145	Traffic Signal Electrician	<p>1a) Completion of a recognized Electrician Apprenticeship program (Inside Wireman Apprenticeship program) and one (1) year of journey-level electrician experience; OR</p> <p>1b) Six (6) years of verifiable inside wireman experience equivalent to journey-level as defined by the International Brotherhood of Electric Workers.</p> <p><u>License and Certification</u></p> <p>Possession of a current valid Class C driver license at the time of appointment.</p>
9147	Traffic Signal Electrician Supervisor I	<p>1a) Completion of a recognized Electricians' apprenticeship program; AND three (3) years of verifiable journey-level Electrician experience of which two (2) years must have been performing journey-level traffic signal electrician duties equivalent to City and County of San Francisco class 9145 Traffic Signal Electrician; OR</p> <p>1b) Six (6) years of verifiable journey-level inside wireman experience as defined by the International Brotherhood of Electric Workers; AND two (2) years of journey-level traffic signal electrician experience equivalent to City and County of San Francisco class 9145 Traffic Signal Electrician; AND</p> <p>2. Possession of computer skills necessary to perform the duties of a Traffic Signal Electrician Supervisor I.</p> <p><u>License or Certificate:</u></p> <p>Possession of a current valid Class C driver license.</p>
9149	Traffic Signal Electrician Supervisor II	<p>1a) Completion of a recognized Electricians' apprenticeship program; AND three (3) years of verifiable experience supervising Traffic Signal Electricians equivalent to City and County of San Francisco class 9147 Traffic Signal Electrician Supervisor I; OR</p> <p>1b) Five (5) years of verifiable journey-level inside wireman experience as defined by the International Brotherhood of Electric Workers; AND three (3) of experience supervising Traffic Signal Electricians equivalent to City and County of San Francisco class 9147 Traffic Signal Electrician Supervisor I; AND</p> <p>2) Possession of computer skills necessary to perform the duties of a Traffic Signals Electrician Supervisor II.</p> <p><u>License or Certificate:</u></p> <p>Possession of a current valid Class C driver license.</p>



Information Technology / Technologists

Job Code	Job Title	Summary of Minimum Requirements*
1041	IS Engineer-Assistant Specialties: Applications, Security, Systems, Networks	An associate degree in computer science, or a closely related field from an accredited college or university OR its equivalent in terms of total course credits/units [i.e., at least sixty (60) semester or ninety (90) quarter credits/units with a minimum of twenty (20) semester or thirty (30) quarter credits/units in computer science or a closely-related field]. <u>Substitution:</u> Experience in analyzing, installing, configuring, enhancing and/or maintaining the components of an enterprise network may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units/ forty-five (45) quarter units with a minimum of 10 semester / 15 quarter units in computer science or a closely related field.
1042	IS Engineer-Journey Specialties: Applications, Security, Systems, Networks	<u>Education:</u> An associate degree in computer science or a closely related field from an accredited college or university OR its equivalent in terms of total course credits/units [i.e., at least sixty (60) semester or ninety (90) quarter credits/units with a minimum of twenty (20) semester or thirty (30) quarter credits/units in computer science or a closely-related field]. <u>Experience:</u> One (1) year of experience analyzing, installing, configuring, enhancing, and/or maintaining the components of an enterprise network. <u>Substitution:</u> Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units/r forty-five (45) quarter units with a minimum of 10 semester / 15 quarter units in computer science or a closely related field.
1043	IS Engineer-Senior Specialties: Applications, Security, Systems, Networks	<u>Education:</u> An associate degree in computer science or a closely related field from an accredited college or university OR its equivalent in terms of total course credits/units [i.e., at least sixty (60) semester or ninety (90) quarter credits/units with a minimum of twenty (20) semester or thirty (30) quarter credits/units in computer science or a closely-related field]. <u>Experience:</u> Three (3) years of experience analyzing, installing, configuring, enhancing, and/or maintaining the components of an enterprise network. <u>Substitution:</u> Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units/ forty-five (45) quarter units with a minimum of 10 semester / 15 quarter units in computer science or a closely related field.
1044	IS Engineer-Principal	<u>Education:</u> An associate degree in computer science or a closely related field from an accredited college or university OR its equivalent in

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	<p>Specialties: Applications, Security, Systems, Networks</p>	<p>terms of total course credits/units [i.e., at least sixty (60) semester or ninety (90) quarter credits/units with a minimum of twenty (20) semester or thirty (30) quarter credits/units in computer science or a closely-related field].</p> <p><u>Experience:</u> Five (5) years of experience analyzing, installing, configuring, enhancing, and/or maintaining the components of an enterprise network.</p> <p><u>Substitution:</u> Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units/ forty-five (45) quarter units with a minimum of 10 semester / 15 quarter units in computer science or a closely related field.</p>
1051	<p>IS Business Analyst-Assistant</p>	<p><u>Education:</u> An associate degree in computer science or a closely related field from an accredited college or university OR its equivalent in terms of total course credits/units [i.e., at least sixty (60) semester or ninety (90) quarter credits/units with a minimum of twenty (20) semester or thirty (30) quarter credits/units in computer science or a closely-related field].</p> <p><u>Substitution:</u> Experience in the information systems field, including technical support, content management, administration of network applications or system analysis may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units / forty-five (45) quarter units with a minimum of 10 semester / 15 quarter units in computer science or a closely related field.</p>
1052	<p>IS Business Analyst</p>	<p><u>Education:</u> An associate degree in computer science or a closely related field from an accredited college or university OR its equivalent in terms of total course credits/units [i.e., at least sixty (60) semester or ninety (90) quarter credits/units with a minimum of twenty (20) semester or thirty (30) quarter credits/units in computer science or a closely-related field].</p> <p><u>Experience:</u> One (1) year in the information systems field, including technical support, content management, administration of network applications or system analysis.</p> <p><u>Substitution:</u> Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units / forty-five (45) quarter units with a minimum of 10 semester / 15 quarter units in computer science or a closely related field.</p>
1053	<p>IS Business Analyst-Senior</p>	<p><u>Education:</u> An associate degree in computer science or a closely related field from an accredited college or university OR its equivalent in terms of total course credits/units [i.e., at least sixty (60) semester or ninety (90) quarter credits/units with a minimum of twenty (20) semester or thirty (30) quarter credits/units in computer science or a closely-related field].</p> <p><u>Experience:</u> Three (3) years in the information systems field, including system analysis, business process design, development and implementation of business application solutions or IT project management.</p> <p><u>Substitution:</u></p>



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1054	IS Business Analyst-Principal	<p>Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units / forty-five (45) quarter units with a minimum of 10 semester / 15 quarter units in computer science or a closely related field.</p> <p><u>Education:</u> An associate degree in computer science or a closely related field from an accredited college or university OR its equivalent in terms of total course credits/units [i.e., at least sixty (60) semester or ninety (90) quarter credits/units with a minimum of twenty (20) semester or thirty (30) quarter credits/units in computer science or a closely-related field].</p> <p><u>Experience:</u> Five (5) years of experience in the information systems field, including system analysis, business process design, development and implementation of business application solutions or IT project management.</p> <p><u>Substitution:</u> Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units / forty-five (45) quarter units with a minimum of 10 semester / 15 quarter units in computer science or a closely related field.</p>
1070	IS Project Director	<p><u>Education:</u> An associate degree in computer science or a closely related field from an accredited college or university OR its equivalent in terms of total course credits/units [i.e., at least sixty (60) semester or ninety (90) quarter credits/units with a minimum of twenty (20) semester or thirty (30) quarter credits/units in computer science or a closely-related field].</p> <p><u>Experience:</u> Seven (7) years of experience in system administration, information systems development, maintenance and support, or information technology project management, including two (2) years of supervisory experience</p> <p><u>Substitution:</u> Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units / forty-five (45) quarter units with a minimum of 10 semester / 15 quarter units in computer science or a closely related field.</p>
1091	IT Operations Support Administrator I	<p><u>Education:</u> Requires an Associate's Degree in computer science or a closely related field from an accredited college or university OR its equivalent in terms of total course credits/units [i.e., at least sixty (60) semester or ninety (90) quarter credits/units with a minimum of twenty (20) semester or thirty (30) quarter credits/units in computer science or a closely-related field].</p> <p><u>Substitution:</u> Experience performing analysis, installation and technical support in a network environment may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units / forty-five (45) quarter units with a minimum of 10 semester / 15 quarter units in computer science or a closely related field.</p>
1092	IT Operations Support Administrator II	<p><u>Education:</u> Requires an Associate's Degree in computer science or a closely related field from an accredited college or university OR its equivalent in terms of total course credits/units [i.e., at least sixty (60) semester or ninety (90) quarter credits/units with a minimum of twenty (20) semester or thirty (30) quarter credits/units in computer science or a closely-related field].</p>

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1093	IT Operations Support Administrator III	<p><u>Experience:</u> One (1) year of experience performing analysis, installation and technical support in a network environment.</p> <p><u>Substitution:</u> Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units / forty-five (45) quarter units with a minimum of 10 semester / 15 quarter units in computer science or a closely related field.</p> <p><u>Education:</u> Requires an associate degree in computer science or a closely related field from an accredited college or university OR its equivalent in terms of total course credits/units [i.e., at least sixty (60) semester or ninety (90) quarter credits/units with a minimum of twenty (20) semester or thirty (30) quarter credits/units in computer science or a closely-related field].</p> <p><u>Experience:</u> Three (3) years of experience performing analysis, installation, and technical support in a network environment.</p> <p><u>Substitution:</u> Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units / forty-five (45) quarter units with a minimum of 10 semester / 15 quarter units in computer science or a closely related field.</p>
1094	IT Operations Support Administrator IV	<p><u>Education:</u> Requires an associate degree in computer science or a closely related field from an accredited college or university OR its equivalent in terms of total course credits/units [i.e., at least sixty (60) semester or ninety (90) quarter credits/units with a minimum of twenty (20) semester or thirty (30) quarter credits/units in computer science or a closely-related field].</p> <p><u>Experience:</u> Four (4) years of experience performing analysis, installation, technical support, and system administration in a network environment.</p> <p><u>Substitution:</u> Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units / forty-five (45) quarter units with a minimum of 10 semester / 15 quarter units in computer science or a closely related field.</p>
1095	IT Operations Support Administrator V	<p><u>Education:</u> Requires an associate degree in computer science or a closely related field from an accredited college or university OR its equivalent in terms of total course credits/units [i.e., at least sixty (60) semester or ninety (90) quarter credits/units with a minimum of twenty (20) semester or thirty (30) quarter credits/units in computer science or a closely-related field].</p> <p><u>Experience:</u> Five (5) years of experience in technical support, help desk management, system administration, or data center operations.</p> <p><u>Substitution:</u> Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units / forty-five (45) quarter units with a minimum of 10 semester / 15 quarter units in computer science or a closely related field.</p>

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Engineering / Planning

Job Code	Job Title	Summary of Minimum Requirements*
5201	Junior Engineer Specialties: Civil, Electrical, Mechanical, Environmental, Transportation	<p>1. Possession of a baccalaureate degree or graduate degree from an engineering program that is accredited by the Accreditation Board for Engineering and Technology (ABET) with a major in the field of study related to the specialty area defined for each position OR</p> <p>2. Possession of a baccalaureate degree or graduate degree from a non-ABET accredited engineering program with a major in the field of study related to the specialty area defined for each position; AND possession of a valid Engineer-in-Training certificate issued by the National Council of Examiners for Engineering and Surveying (NCEES).</p> <p>Required Engineering Degrees per specialty: Civil: Architectural Engineering, Civil Engineering, Environmental Engineering, Geotechnical Engineering, Sanitary Engineering, Structural Engineering, Traffic Engineering, Transportation Engineering, Water Resources Engineering, or Engineering Management Electrical: Electrical Engineering Mechanical: Aeronautical Engineering, Aerospace Engineering, Materials Engineering, Mechanical Engineering, or Mechatronics Engineering Environmental: Bio-chemical Engineering, Chemical Engineering, Civil Engineering, Environmental Engineering, Industrial Engineering, Mechanical Engineering or Sanitary Engineering Transportation: Civil Engineering, Transit Engineering, Transportation Engineering or Traffic Engineering</p> <p>OR</p> <p>3. Possession of a Professional Engineer (PE) license in the field required for each specialty from the California Board of Professional Engineers, Land Surveyors and Geologists.</p> <p>Note: Most positions require a valid California driver license.</p>
5203	Assistant Engineer Specialties: Civil, Electrical, Mechanical, Environmental, Transportation	<p>1. Possession of a baccalaureate degree or graduate degree from an engineering program with a major in the field of study related to the specialty area defined for each position.</p> <p>Required Engineering Degrees per specialty: Civil: Architectural Engineering, Civil Engineering, Environmental Engineering, Geotechnical Engineering, Sanitary Engineering, Structural Engineering, Traffic Engineering, Transportation Engineering, Water Resources Engineering, or Engineering Management Electrical: Electrical Engineering Mechanical: Aeronautical Engineering, Aerospace Engineering, Materials Engineering, Mechanical Engineering, or Mechatronics Engineering</p>

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	<p>Engineering Environmental: Bio-chemical Engineering, Chemical Engineering, Civil Engineering, Environmental Engineering, Industrial Engineering, Mechanical Engineering or Sanitary Engineering Transportation: Civil Engineering, Transit Engineering, Transportation Engineering or Traffic Engineering</p> <p>AND</p> <p>b. One (1) year of verifiable professional engineering experience performing at least three of the following tasks:</p> <ol style="list-style-type: none"> Preparing or assisting in preparing studies, designs, drawings, sketches, and plans using AutoCAD and other software tools Collecting data to assess project needs and define project scope through site visits, surveying, review of existing documents, reports, drawing and manuals, performing measurements, collecting samples, or/and interviews with the stakeholders. Preparing or assisting in the preparation of contract specifications, lists of materials, cost estimates, schedules, and progress payments. Preparing or assisting in the preparation of engineering reports and reports concerning field conditions, the progress of projects, the results of studies, and other matters. Conducting data analyses and mathematical calculations, in order to determine type or size of material or equipment. Conducting routine field inspections of construction and repair projects in progress to ensure conformance with plans, specifications and codes; checks and records work progress at various construction sites. <p>Note: Internships, drafting experience and student design work do not qualify as professional engineering experience.</p> <p>AND</p> <p>c. Possession of a valid Engineer-in-Training (EIT) certificate issued by the National Council of Examiners for Engineering and Surveying (NCEES).</p> <p>OR</p> <p>2. Possession of a Professional Engineer (PE) license in the field required for each specialty from the California Board of Professional Engineers, Land Surveyors and Geologists.</p>	
<p>5207</p>	<p>Associate Engineer</p> <p>Specialties: Civil, Electrical, Mechanical, Environmental, Transportation</p>	<p>1. Three (3) years of verifiable professional engineering experience of which two (2) years of professional experience equivalent to the City & County of San Francisco Class 5203 Assistant Civil Engineer or higher; AND</p> <p>2. Possession of a Certificate of Registration as a Professional Engineer in the State of California in one of the following disciplines: civil, mechanical, electrical, chemical (environmental/sanitary), or transportation (traffic).</p> <p><u>Substitutions:</u> Candidates licensed in other states who otherwise meet the minimum requirements of this announcement, but do not possess the required California license, may file for this examination, and if successful, will be placed under waiver on the resulting eligible list until the required California license is</p>

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5241	Engineer Specialties: Civil, Electrical, Mechanical, Environmental, Transportation	<p>presented.</p> <p>1. Five (5) years verifiable professional engineering (civil, chemical, sanitary, environmental, mechanical, electrical, or transportation (traffic)) work experience, which includes two (2) years experience equivalent to the 5207 Associate Engineer level or higher; AND</p> <p>2. Possession of a Certificate of Registration as a Professional Engineer in the State of California in one of the following disciplines: civil, mechanical, electrical, chemical (environmental/sanitary), or transportation (traffic).</p> <p><u>Substitutions/Notes:</u></p> <p>a. A Masters degree in Chemical, Sanitary, Transportation (Traffic), or Environmental Engineering disciplines only or A Grade Four Certificate in Water/Wastewater Treatment Operation (CA) may substitute for one year work experience in the chemical, environmental or transportation specialties.</p> <p>b. A Ph.D. in Chemical, Sanitary, Transportation (Traffic), or Environmental Engineering disciplines only may substitute for two years work experience in the chemical, environmental or transportation specialties.</p> <p>c. There is no substitution for the required two years work experience equivalent to 5207 Associate Engineer or higher.</p> <p>d. Candidates licensed in other states, who otherwise meet the minimum requirements of this announcement but do not possess the required California License, may file for this examination, and if successful, will be placed under waiver on the resulting eligible list until the required California License is presented.</p>
5241	Engineer/Architect/Landscape Architect - Senior Specialties: Civil, Electrical, Mechanical, Environmental, Structural, Transportation, Architect, Landscape Architect	<p><u>Engineering Specialty:</u></p> <p>Experience: Seven (7) years of verifiable professional engineering (e.g. civil, mechanical, electrical, sanitary/chemical/environmental, or transportation /traffic) work experience of which four (4) years of that experience must be as a licensed professional engineer. Two (2) of the seven (7) years must be equivalent to the City and County of San Francisco class 5241 Engineer.</p> <p><u>Architecture Specialty:</u></p> <p>Experience: Eight (8) years of verifiable professional architecture work experience of which four (4) years of that experience must be as a licensed professional architect. Two (2) of the eight (8) years must be equivalent to the City and County of San Francisco class 5268 Architect.</p> <p><u>Landscape Architecture Specialty:</u></p> <p>Experience: Eight (8) years of verifiable professional landscape architecture work experience of which four (4) years of that experience must be as a licensed professional landscape architect. Two (2) of the eight (8) years must be equivalent to the City and County of San Francisco class 5274 Landscape Architect.</p> <p><u>All Specialties:</u></p> <p>Training: Requires possession of a baccalaureate degree with major course work in engineering, architecture and/or landscape architecture.</p>
5212	Engineer/Architect – Principal Specialties: Engineer, Architect	<p><u>Engineering Specialty:</u></p> <p>Nine (9) years verifiable professional engineering (e.g. civil, mechanical, electrical, sanitary/chemical/environmental or transportation/traffic) work experience, of which six (6) years of that experience must be as a licensed professional engineer. Two (2) of the nine (9) years must be equivalent to the City and County of San Francisco class 5211 Senior Engineer; AND Possession of a valid California License as a Registered Civil, Electrical, Mechanical, Chemical or Traffic Engineer.</p>

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	<p><u>Architect Specialty:</u> Nine (9) years of verifiable professional architectural experience, of which six (6) years of that experience must be as a licensed professional architect. Two (2) of the nine (9) years must be equivalent to the City and County of San Francisco class 5270 Senior Architect; AND Possession of a valid California License as a Registered Architect.</p> <p>Notes:</p> <p><u>Engineer Specialty:</u></p> <ol style="list-style-type: none"> Some positions in this classification may require additional special engineering licensing and/or work experience in areas such as Construction Management, Structural Design, Corrosion, Fire Protection, Geo-technical Engineering, Environmental, Instrumentation and Control Systems, Cost Estimating, Scheduling and Project Controls. Some positions may require possession of a certificate issued by the International Conference of Building Officials (ICBO), International Code Council (ICC) or an equivalent certifying body.
5277	<p>Planner I</p> <p>Possession of a baccalaureate degree from an accredited college or university in city, regional, or urban planning, or a closely related field such as architecture, landscape architecture, geography, urban studies, public administration, historical preservation, or environmental studies; OR Possession of a baccalaureate degree from an accredited college or university; AND one (1) year of city or urban planning, transportation, urban design, historical preservation, architectural or environmental review experience. Special Conditions: Some positions may require possession of a valid driver's license.</p>
5283	<p>Planner V</p> <p><u>Education:</u> Possession of a baccalaureate degree from an accredited college or university.</p> <p><u>Experience:</u> Eight (8) years of experience in urban, city, regional, and/or related planning environment such as (transportation planning, environmental planning, architecture or urban design).</p> <p><u>Substitution:</u> Possession of Master's degree from an accredited college or university in City, Regional or Urban Planning, Architecture, Landscape Architecture, Geography, Urban Studies or Environmental Sciences may substitute for one (1) years of the required work experience.</p>
5288	<p>Transportation Planner II</p> <p>1. Possession of a Master's Degree from an accredited college or university in Planning, Transportation, Transportation Engineering, Public Administration or other closely related field; OR</p> <p>2. Possession of a baccalaureate degree from an accredited college or university preferably in transportation, mass transit planning or other closely related field; AND two (2) years of transit planning and/or transportation planning experience.</p> <p><u>Substitution:</u> Additional transit planning and/or transportation planning experience beyond the Minimum Qualifications may be substituted for the educational requirement on a year-for year basis. Additional post-graduate education as described in item 1 of the Minimum Qualifications may be substituted for required experience on a year-for-year basis (30 semester units/45 quarter units equal one (1) year of experience).</p>



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5289	Transportation Planner III	<p>1. Possession of a Master's Degree from an accredited college or university in Planning, Transportation, Transportation Engineering, Public Administration or other closely related field AND two (2) years of transit planning and/or transportation experience; OR</p> <p>2. Possession of a baccalaureate degree from an accredited college or university preferably in transportation, mass transit planning or other closely related field; AND four (4) years of transit planning and/or transportation planning experience.</p> <p><u>Substitution:</u> Additional transit planning and/or transportation planning experience beyond the Minimum Qualifications may be substituted for the educational requirement on a year-for-year basis. Additional post-graduate education as described in item 1 of the Minimum Qualifications may be substituted for required experience on a year-for-year basis (30 semester units/45 quarter units equal one (1) year of experience).</p>
5290	Transportation Planner IV	<p>1. Possession of a Master's Degree from an accredited college or university in Planning, Transportation, Transportation Engineering, Public Administration or other closely related field; AND four (4) years of transit planning and/or transportation experience, OR</p> <p>2. Possession of a baccalaureate degree from an accredited college or university preferably in transportation, mass transit planning or other closely related field; AND six (6) years of transit planning and/or transportation planning experience.</p> <p><u>Substitution:</u> Additional transit planning and/or transportation planning experience beyond the Minimum Qualifications may be substituted for the educational requirement on a year-for-year basis. Additional post-graduate education as described in item 1 of the Minimum Qualifications may be substituted for required experience on a year-for-year basis (30 semester units/45 quarter units equal one (1) year of experience).</p>
5293	Planner IV	<p><u>Education:</u> Possession of a baccalaureate degree from an accredited college or university.</p> <p><u>Experience:</u> Six (6) years of experience in city, urban, and/or regional planning, and/or related planning environment (such as transportation planning, environmental planning, architecture or urban design).</p> <p><u>Substitution:</u> Possession of Master's degree from an accredited college or university in City, Regional or Urban Planning, Architecture, Landscape Architecture, Geography, Urban Studies or Environmental Sciences may substitute for one (1) year of the required experience.</p>
5298	Planner III-Environmental Review	<p>1. Baccalaureate degree from an accredited college or university AND four (4) years (8000 hours) of verifiable full-time equivalent experience either:</p> <ul style="list-style-type: none"> A. performing environmental review functions OR B. in a city/regional/urban planning environment preparing documents for entities such as California Environmental Quality Act (CEQA), California Department of Fish and Game, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, Regional Water Quality Control Board, Federal Aviation Administration (FAA); OR <p>2. Master's degree from an accredited college or university in city/regional/urban planning, environmental studies, architecture, law, earth sciences, geography, economics, landscape architecture, civil engineering, urban studies or public</p>

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		<p>administration AND two (2) years (4000 hours) of verifiable full-time equivalent experience either:</p> <p>A. performing environmental review functions OR</p> <p>B. in a city/regional/urban planning environment preparing documents for entities such as California Environmental Quality Act (CEQA), California Department of Fish and Game, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, Regional Water Quality Control Board, Federal Aviation Administration (FAA).</p> <p><u>Education:</u> Possession of a high school diploma or equivalent (General Education Diploma or California High School Proficiency Certificate).</p> <p><u>Experience:</u> Two (2) years verifiable experience: in surveying, inspecting, and/or collecting/recording data or other field work equivalent to that of a 5302 Traffic Survey Technician; OR installing and maintaining traffic and street signs or other traffic control devices; OR inspecting traffic or parking control devices to assess their condition and enforceability.</p> <p><u>License and Certification:</u> Possession of a valid Class C driver license.</p>
5302	Traffic Survey Technician	<p><u>Education:</u> Possession of a high school diploma or equivalent (General Education Diploma or California High School Proficiency Certificate).</p> <p><u>Experience:</u> Two (2) years verifiable experience: in surveying, inspecting, and/or collecting/recording data or other field work equivalent to that of a 5302 Traffic Survey Technician; OR installing and maintaining traffic and street signs or other traffic control devices; OR inspecting traffic or parking control devices to assess their condition and enforceability.</p> <p><u>License and Certification:</u> Possession of a valid Class C driver license.</p>
5303	Supervisor, Traffic and Street Signs	<p><u>Education:</u> Possession of a high school diploma or equivalent (General Education Diploma or California High School Proficiency Certificate).</p> <p><u>Experience:</u> Five (5) years of experience in fabricating, installing maintaining and repairing traffic and street signs, equivalent to that of a 7457 Sign Worker; OR in surveying and inspecting traffic or parking control devices or collecting and recording data or other field work, equivalent to that of a 5302 Traffic Survey Technician.</p> <p><u>License and Certification:</u> Possession of a valid Class C driver license.</p>
5306	Traffic Sign Manager	<p>Six (6) years of full-time verifiable experience installing and maintaining traffic and street signs, other traffic control devices or equivalent work (i.e. street maintenance, parking meter installation/repair, etc.) of which three (3) years must be supervising such work.</p> <p><u>License and Certification:</u> Possession of a valid California Driver license.</p>
5320	Illustrator And Art Designer	<p>1. Possession of a Bachelor's Degree from an accredited college or university in Graphic Design, Commercial Art, Illustration, or a related field; AND</p> <p>2. Four (4) years professional, journey-level experience in graphic design or commercial art. This experience must include journey-level experience using computer based desktop publishing (DTP) platform (Mac or PC) with associated scanners, printers, and software.</p> <p><u>Substitution:</u> Additional qualifying experience may be substituted for the required education on a year for year basis.</p>
5364	Engineering Associate I	<p>1. Four years of verified civil (including structural and/or transportation), or electrical, or mechanical technical engineering drafting experience using computer-aided software products, such as AutoCAD, Map 3D, Civil 3D and Revit, to prepare engineering drawings and other engineering graphic material, at least two years of which must have been in a position with</p>

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		<p>duties comparable to those of Class 5362 Engineering Assistant. This experience must have been obtained within the last seven years.</p> <p>2. Possession of a valid California driver license.</p> <p><u>Substitution:</u> Candidates may substitute possession of a Certificate of Completion in drafting or computer-aided drafting from an accredited college or technical/vocational school for six months of the required four years of experience</p>
5366	Engineering Associate II	<p>1. Six years of verifiable technical experience in the preparation of designs and drafting of plans and specifications for civil, mechanical, electrical, transportation, and/or structural engineering projects, of which at least two years must have been in a position(s) with duties equivalent to one of the following classifications: Class 5346 Mechanical Engineering Associate I; 5354 Electrical Engineering Associate I, or 5364 Civil Engineering Associate I.</p> <p>2. Some positions in this job code require proficiency in computer-aided drafting (AutoCAD).</p> <p><u>License and Certification:</u> Possession of a valid California Driver license.</p>
5380	Student Design Trainee I, Arch., Engr., & Planning	<p>Applicants must be in an accredited Mechanical, Machine, Electrical, Civil, or Environmental Engineering · Architecture · Landscape Architecture, Interior Architecture, Architectural Technology, Architectural Engineering · Planning, Urban Planning, City Planning, Regional Planning · Computer Science/Information Services Program, Cybersecurity Program, Cloud Security, Digital Forensics · Mathematics · Biology · Natural Resources, Environmental Horticulture, at a university or a related field at a community college. An applicant must be returning to their undergraduate program or entering/continuing a graduate program.</p>
5381	Student Design Trainee II, Arch, Engr, & Planning	<p>Applicants must be in an accredited Mechanical, Machine, Electrical, Civil, or Environmental Engineering · Architecture · Landscape Architecture, Interior Architecture, Architectural Technology, Architectural Engineering · Planning, Urban Planning, City Planning, Regional Planning · Computer Science/Information Services Program, Cybersecurity Program, Cloud Security, Digital Forensics · Mathematics · Biology · Natural Resources, Environmental Horticulture, at a university or a related field at a community college. An applicant must be returning to their undergraduate program or entering/continuing a graduate program.</p>
5382	Student Design Trainee III, Arch, Engr, & Planning	<p>Applicants must be in an accredited Mechanical, Machine, Electrical, Civil, or Environmental Engineering · Architecture · Landscape Architecture, Interior Architecture, Architectural Technology, Architectural Engineering · Planning, Urban Planning, City Planning, Regional Planning · Computer Science/Information Services Program, Cybersecurity Program, Cloud Security, Digital Forensics · Mathematics · Biology · Natural Resources, Environmental Horticulture, at a university or a related field at a community college. An applicant must be returning to their undergraduate program or entering/continuing a graduate program.</p>
5502	Project Manager I	<p><u>Engineering/Architectural Project Manager I.</u> Bachelor's Degree in architecture, engineering, planning, or landscape architecture; plus four years of responsible architectural, engineering or construction management experience, OR A Bachelor's Degree in another field plus six years of responsible experience in a field directly related to the project, OR Eight years of architectural, engineering, or construction management experience in a field directly related to the project, OR California registration as professional engineer or architect. <u>Information Technology Project Manager I.</u> A Bachelor's Degree in Computer Science, Information Technology or other related field and two years of experience</p>

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		implementing and managing integrated information systems projects, OR Six years of experience implementing and managing integrated information systems projects.
5504	Project Manager II	<u>Engineering/Architectural Project Manager II.</u> Same as Engineering/Architectural Project Manager I plus two additional years of project coordination experience. <u>Information Technology Project Manager II.</u> Same as Information Technology Project Manager I plus two additional years of experience implementing and managing integrated information systems projects.
5506	Project Manager III	<u>Engineering and/or Architectural Project Manager III/IV.</u> Same as Engineering/Architectural Project Manager II plus two additional years of project coordination experience for major architectural, engineering or construction projects. <u>Information Technology Project Manager III/IV.</u> Same as Information Technology Project Manager II plus two additional years of experience of project coordination experience for major information systems projects.
5508	Project Manager IV	<u>Engineering and/or Architectural Project Manager III/IV.</u> Same as Engineering/Architectural Project Manager II plus two additional years of project coordination experience for major architectural, engineering or construction projects. <u>Information Technology Project Manager III/IV.</u> Same as Information Technology Project Manager II plus two additional years of experience of project coordination experience for major information systems projects.

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Job Opportunities and Requirements

Equal Employment Opportunity

Job Code	Job Title	Summary of Minimum Requirements*
1231	Equal Employment Opportunity Programs Senior Specialist	<p><u>Education:</u> Possession of a baccalaureate degree from an accredited university or college.</p> <p><u>Experience:</u> Three (3) years of professional human resources experience in one or more of the following activities: Equal Employment Opportunity (EEO), employee and/or labor relations, or human resources operations; one (1) year of which must have been in performing work in the area of Equal Employment Opportunity.</p> <p><u>Substitution:</u> Additional experience as described above may be substituted for up to two (2) years of the required degree on a year-for-year basis. Thirty (30) semester units/forty-five (45) quarter units equal one (1) year. Possession of a Law degree or Master's degree in Public Administration/Public Policy, Personnel Administration, Human Resources Management, or Business Administration may be substituted for one (1) year of the required professional human resources experience, but may not substitute for the required one (1) year of Equal Employment Opportunity (EEO) experience.</p>
1233	Equal Employment Opportunity Programs Specialist	<p><u>Education:</u> Possession of a baccalaureate degree from an accredited university or college.</p> <p><u>Experience:</u> One (1) year of professional human resources experience in one or more of the following activities: EEO, employee and/or labor relations, or human resources operations.</p> <p><u>License and Certification:</u> <u>Substitution:</u> Additional experience as described above may be substituted for up to two (2) years of the required degree on a year-for-year basis. Thirty (30) semester units/forty-five (45) quarter units equal one (1) year. Possession of a Law degree or Master's degree in Public Administration/Public Policy, Personnel Administration, Human Resources Management, or Business Administration may be substituted for one (1) year of experience.</p>

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**Human Resources / Personnel**

Job Code	Job Title	Summary of Minimum Requirements*
1202	Personnel Clerk	One (1) year of verifiable experience maintaining personnel records and generating reports.
1204	Senior Personnel Clerk	Two (2) years of verifiable experience maintaining personnel records and generating reports equivalent to the duties of City and County of San Francisco class 1202 Personnel Clerk.
1222	Senior Payroll and Personnel Clerk	<u>Experience:</u> Two (2) years of experience preparing, calculating and maintaining payroll and/or personnel records. <u>Substitution:</u> Completion of thirty (30) semester / forty-five (45) quarter units of coursework from an accredited college, university or business school, with a minimum of twelve (12) semester / eighteen (18) quarter units of coursework in business administration, accounting, mathematics, human resources, or a closely related field may substitute for one (1) year of the required experience; OR Possession of a Certified Payroll Professional (CPP) Certificate issued by the American Payroll Association may substitute for one (1) year of the required experience.
1224	Principal Payroll and Personnel Clerk	<u>Experience:</u> Four (4) years of experience preparing, calculating and maintaining payroll and/or personnel records. <u>Substitution:</u> Completion of thirty (30) semester / forty-five (45) quarter units of coursework from an accredited college, university or business school with a minimum of twelve (12) semester / eighteen (18) quarter units of coursework in business administration, accounting, mathematics, human resources, or a closely related field may substitute for one (1) year of the required experience; OR Possession of a Certified Payroll Professional (CPP) Certificate issued by the American Payroll Association may substitute for one (1) year of the required experience.
1226	Chief Payroll and Personnel Clerk	<u>Experience:</u> Five (5) years of progressively responsible clerical and office experience in the preparation and maintenance of detailed and complex payroll and personnel records and reports, including at least two (2) years of responsible supervisory experience. <u>Substitution:</u> Completion of thirty (30) semester / forty-five (45) quarter units of coursework, with a minimum of twelve (12) semester/eighteen (18) quarter units of coursework in business administration, accounting, mathematics, human resources, or a closely related field may substitute for one (1) year of the required non-supervisory experience. Possession of a Certified Payroll Professional (CPP) Certificate issued by the American Payroll Association may substitute for one (1) year of the required non-supervisory experience.
1249	Human Resources Trainee	<u>Education:</u> Possession of a baccalaureate degree from an accredited college or university.



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1241	<p>Human Resources Analyst</p>	<p><u>Substitution:</u> Verifiable professional human resources work experience in one or more of the following areas may substitute for up to two years of the required education on a year-for-year basis: recruitment and selection, classification and compensation, employee and/or labor relations, benefits administration and human resources operations. (One year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.)</p> <p><u>Education:</u> Possession of a baccalaureate degree from an accredited college or university.</p> <p><u>Experience:</u> One (1) year of professional human resources experience in one or more of the following areas of activity: recruitment and selection, classification and compensation, employee and/or labor relations, benefits administration and human resources operations.</p> <p><u>Substitution:</u> Education Substitution - Verifiable professional human resources work experience in one or more of the following areas may substitute for up to two years of the required education on a year-for-year basis: recruitment and selection, classification and compensation, employee and/or labor relations, benefits administration and human resources operations. (One year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.)</p> <p>Experience Substitution - Completion of a 12 month human resources trainee program equivalent to the City and County of San Francisco's 1249 Human Resources Training Program may substitute for the one (1) year of required professional experience.</p>
1244	<p>Senior Human Resources Analyst</p> <p>Common Specialties: Employee and Labor Relations, Exams, Generalist</p>	<p><u>Education:</u> Possession of a baccalaureate degree from an accredited college or university.</p> <p><u>Experience:</u> Three (3) years of verifiable professional human resources experience, similar to 1241 Human Resources Analyst, in one or more of the following areas of activity: recruitment and selection, classification and compensation, employee and/or labor relations, benefits administration and human resources operations.</p> <p><u>Substitution:</u> Education Substitution - Additional qualifying work experience as a professional human resources analyst may be substituted for up to two years of the required education on a year-for-year basis (30 semester/ 45 quarter units equals one year). Experience Substitution - Completion of a 12 month human resources trainee program equivalent to the City and County of San Francisco's 1249 Human Resources Training Program may substitute for one (1) year of required professional experience. Experience Substitution - Possession of a Juris Doctorate (J.D.) or Master's degree in Personnel Administration, Human Resources Management, Business Administration, Public Administration or Clinical/School/Industrial-Organizational Psychology may substitute for one (1) year of the required professional experience.</p>
1246	<p>Principal Human Resources Analyst</p>	<p><u>Education:</u> Possession of a baccalaureate degree from an accredited college or university.</p>

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	<p>Common Specialties: Employee and Labor Relations, Exams, Generalist</p> <p><u>Experience:</u> Five years of professional human resources experience in one or more of the following areas of activity: recruitment and selection, classification and compensation, employee and/or labor relations, benefits administration and human resources operations of which one year must have been as (1) an advanced journey level classification, similar to 1244 Senior Human Resources Analyst, that performs difficult and specialized human resources work and thereby serves as a resource for special problems , or (2) lead or supervised a small team of professional staff involved in the more difficult and complex matters associated with recruitment and selection, employee and/or labor relations, classification and compensation, benefits administration and human resources operations.</p> <p><u>Substitution:</u> Experience Substitution - Possession of a Juris Doctorate (J.D.) or a Master’s degree in Personnel Administration, Human Resources Management, Business Administration, Public Administration or Clinical/School/Industrial-Organizational Psychology may be substituted for one (1) year of the required non-advanced journey / non-lead/supervisory experience. Education Substitution - Verifiable professional human resources work experience in one or more of the following areas may substitute for up to two years of the required education on a year-for-year basis: recruitment and selection, classification and compensation, employee and/or labor relations, benefits administration and human resources operations (30 semester units/45 quarter units equal one year.) Experience Substitution - Completion of a 12 month human resources trainee program equivalent to the City and County of San Francisco’s 1249 Human Resources Training Program may substitute for one (1) year of the required non-advanced journey / non-lead/supervisory experience.</p>
9530	<p>Labor Relations Representative, SFMTA</p> <p><u>TRAINING:</u> Possession of a baccalaureate degree from an accredited college or university. Course work in the social/behavioral sciences or in public/business administration is preferred. <u>Substitution:</u> Professional personnel experience performing duties equivalent to that of class 9530 Labor Relations Representative, SFMTA can substitute for up to two years of the required education on a year-for-year basis. (One year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.)</p>
9531	<p>Senior Labor Relations Representative, SFMTA</p> <p><u>TRAINING:</u> Possession of a baccalaureate degree from an accredited college or university with major course work in labor relations, human resources, social/behavioral sciences, personnel, public or business administration, or a closely related field. <u>EXPERIENCE:</u> Three years of human resources experience which must include two years of labor relations and negotiations.</p>

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Communications / Public Relations

Job Code	Job Title	Summary of Minimum Requirements*
1310	Public Relations Assistant	<p><u>Education:</u> Requires possession of a baccalaureate degree from an accredited college or university with major course work in public relations, journalism, English, mass communications, public administration, public policy or a related field.</p> <p><u>Substitution:</u> Professional experience in public affairs, public information, editorial, newspaper, magazine, radio, television, public relations, social media, digital engagement, advertising or similar work involving collection and dissemination of news and information may be substituted for the required degree on a year-for-year basis (up to a maximum of 2 years). Thirty (30) semester units or forty-five (45) quarter units equal one year.</p>
1312	Public Information Officer	<p><u>Education:</u> Possession of a baccalaureate degree from an accredited college or university with major course work in public relations, journalism, English, mass communications, public administration, public policy or a related field.</p> <p><u>Experience:</u> Two (2) years of professional experience in public affairs, public information, editorial, newspaper, magazine, radio, television, public relations social media, digital engagement, advertising or similar work involving collection and dissemination of news and information wherein the preparation or direction of informational material for mass media on the development of public information program was a major part of the position.</p> <p><u>Substitution:</u> 1) Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of 2 years). Thirty (30) semester units or forty-five (45) quarter units equal one year. 2) Possession of a Master's degree from an accredited college or university in public relations, journalism, mass communications or a closely related field may substitute for one (1) year of the required experience.</p>
1314	Public Relations Officer	<p><u>Education:</u> Possession of a baccalaureate degree from an accredited college or university with major coursework in public relations, journalism, English, mass communications, public administration, public policy or a closely related field.</p> <p><u>Experience:</u> Four (4) years of verifiable full time professional experience in editorial, newspaper, magazine, radio, television, public relations, social media, digital engagement, or advertising. This experience must be equivalent to job code 1312 Public Information Officer for the City and County of San Francisco and must include at least one (1) year of experience in planning and conducting a public relations, public information, or public education program.</p> <p><u>Substitution:</u> 1) Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of 2 years). Thirty (30) semester units or forty-five (45) quarter units equal one year. 2) Possession of a Master's degree from an accredited college or university in public relations, journalism, mass communications or a closely related field may substitute for up to one (1) year of the required experience.</p>

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1704	Communications Dispatcher I	<ol style="list-style-type: none"> One year of verifiable experience operating a two-way radio communications base station, receiving, recording and transmitting messages from one source to another; OR Combined total of one year of verifiable experience operating a multi-line telephone, and a two-way radio communications base system. Six months of this experience must have been operating a two-way radio base station.
1705	Communications Dispatcher II	<ol style="list-style-type: none"> Two years of verifiable experience operating a two-way radio communications base station, receiving, recording and transmitting messages from one source to another; OR Combined total of two years of verifiable experience operating a multi-line telephone, and a two-way radio communications base system. One year of this experience must have been operating a two-way radio base station.
1708	Senior Telephone Operator	One (1) year of experience as an operator of a multiple line voice communication console or a computerized telecommunication system. Ability to type 35 words per minute.
5408	Coordinator of Citizen Involvement	<p><u>Education:</u> Possession of a Bachelor's degree from an accredited college or university.</p> <p><u>Experience:</u> Three (3) years experience directing or coordinating community engagement, legislative affairs or public affairs programs.</p> <p><u>Substitution:</u> Additional experience as described above may be substituted for the education requirement on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one (1) year.</p> <p>Possession of a Master's degree in public administration, public relations, political science, business, or journalism may be substituted for one (1) year of the required experience.</p>

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General Clerical / Secretarial / Management Assistants

Job Code	Job Title	Summary of Minimum Requirements*
1402	Junior Clerk	<p><u>Experience:</u> Six (6) months of clerical experience including preparing and maintaining a variety of records and/or documents, filing, use of office equipment, public contact and processing of incoming and outgoing mail.</p> <p><u>Substitution:</u> Any one of the following may substitute for the required experience: Completion of 15 semester units (or equivalent quarter units) of coursework from an accredited college or university; OR Completion of a clerical training program (240 hours); OR Completion of an approved City and County of San Francisco Clerical Administrative training program (as designated on the job announcement).</p>
1404	Clerk	<p>One (1) year (equivalent to 2000 hours) of verifiable clerical experience including preparing and maintaining a variety of records and/or documents, filing, use of office equipment, public contact and processing of incoming and outgoing mail; OR Six (6) months (equivalent to 1000 hours) of verifiable clerical experience as described in #1 and completion of a clerical training program (240 hours); OR Six (6) months (equivalent to 1000 hours) of verifiable clerical experience as described in #1 and 15 semester units (or equivalent quarter units) of coursework from an accredited college or university.</p>
1406	Senior Clerk	<p>Two (2) years (equivalent to 4000 hours) of verifiable clerical experience included preparing and maintaining a variety of records and/or documents, filing, use of office equipment, public contact and processing of incoming and outgoing mail; OR Eighteen (18) months (equivalent to 3000 hours) of verifiable clerical experience as described in #1 and completion of a clerical training program (240 hours); OR Eighteen (18) months (equivalent to 3000 hours) of verifiable clerical experience as described in #1 and 15 semester units (or equivalent quarter units) of coursework from an accredited college or university.</p>
1408	Principal Clerk	<p><u>Experience:</u> Three (3) years (equivalent to 6,000 hours) of verifiable highly responsible and diversified clerical experience including preparing and processing complex detailed work impacting an entire department or section; responding to and resolving difficult day-to-day problems and/or complaints encountered by staff, the public, other individuals, etc. on office operations and procedures; and explaining and interpreting complicated information to departments, staff, the public and/or others.</p> <p><u>Substitution:</u> Completion of a clerical training program (240 hours) OR 15 semester units (or equivalent quarter units) of coursework from an accredited college or university may be substituted for six (6) months (equivalent to 1000 hours) of the required experience.</p>
1410	Chief Clerk	<p><u>Experience:</u> Four (4) years (equivalent to 8,000 hours) of verifiable highly responsible and diversified clerical experience, including preparing and processing complex work impacting an entire department or section; responding to and resolving difficult day to day problems and/or complaints encountered by staff, the public and others individuals, etc. on office operation and procedures;</p>

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	<p>and explaining and interpreting information to departments, staff, the public and/or others; including two (2) years of experience in a supervisory capacity over a clerical function/unit, which included evaluating subordinate employees.</p> <p><u>Substitution:</u> Completion of a clerical training program (240 hours) OR 15 semester units (or equivalent quarter units) of coursework from an accredited college or university may be substituted for six (6) months (equivalent to 1000 hours) of the required experience.</p>
<p>1444</p> <p>Secretary I</p>	<p><u>Experience:</u> Ability to type 40 net words per minute. One (1) year of verifiable, secretarial experience. Experience must have included composing, editing, and typing correspondence.</p> <p><u>Substitution:</u> Two (2) years of verifiable clerical experience comparable to a 1424 Clerk Typist. Experience must have included typing correspondence, answering phones, and filing. A recognized clerical training program of 240 hours or the equivalent of 15 semester units in graded clerical college units may substitute for up to 6 months of experience.</p>
<p>1446</p> <p>Secretary II</p>	<p><u>Experience:</u> Ability to type 40 net words per minute. Two (2) years of secretarial experience encompassing editing and independently composing letters and other correspondence utilizing word processing systems; researching, compiling and organizing data for various reports; and maintaining office/record systems.</p> <p><u>Substitution:</u> Three (3) years of verifiable clerical experience comparable to a 1424 Clerk Typist. A recognized clerical training program of 240 hours or the equivalent of 15 semester units in graded clerical college units may substitute for up to 6 months of experience.</p>
<p>1450</p> <p>Executive Secretary I</p>	<p>1. One (1) year of verifiable executive secretarial experience providing personal and confidential administrative support for a manager by arranging appointments and assisting in the preparation of meetings, responding to public inquiries, reviewing incoming documents, composing confidential correspondence, conducting research and preparing statistical reports. Job duties must be comparable to 1450 Executive Secretary I; OR</p> <p>2. Three (3) years of verifiable secretarial experience encompassing editing and independently composing letters and other correspondence utilizing computer/software/systems; researching, compiling and organizing data for various reports; and maintaining office/record systems. Job duties must be comparable to 1446 Secretary II; OR</p> <p>3. Four (4) years of verifiable clerical experience performing specialized assignments, including independently composing and editing correspondence; preparing and maintaining a wide variety of records, reports and documents; researching, compiling, analyzing and organizing data for various reports. Job duties must be comparable to 1406 Senior Clerk; AND</p> <p>4. Ability to type 55 words per minute (WPM).</p> <p><u>Substitution:</u> A recognized secretarial training program of two hundred forty (240) hours OR the equivalent of fifteen (15) semester units in graded secretarial college units, may be substituted for up to six (6) months of the required experience. Proof of satisfactory completion must be submitted at the time of filing.</p>

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1452	Executive Secretary II	<p>1. Two (2) years of verifiable executive secretarial experience providing personal and confidential administrative support for a manager by arranging appointments and assisting in the preparation of meetings, responding to public inquiries, reviewing incoming documents, composing confidential correspondence, conducting research and preparing statistical reports. Job duties must be comparable to 1450 Executive Secretary I; OR</p> <p>2. Four (4) years of verifiable secretarial experience encompassing editing and independently composing letters and other correspondence utilizing computer software/systems; researching, compiling and organizing data for various reports; and maintaining office/records systems. Job duties must be comparable to 1446 Secretary II; AND</p> <p>3. Ability to type 55 words per minute (WPM).</p> <p><u>Substitution:</u> A recognized secretarial training program of two hundred forty (240) hours Or the equivalent of fifteen (15) semester units in graded secretarial college units, may substitute for up to six (6) months of the required experience. Proof of satisfactory completion must be submitted at time of filing application.</p>
1454	Executive Secretary III	<p>1. Three (3) years of verifiable executive secretarial experience providing personal and confidential administrative support for a manager by arranging appointments and assisting in the preparation of meetings, responding to public inquiries, reviewing incoming documents, composing confidential correspondence, conducting research and preparing statistical reports. Job duties must be comparable to 1450 Executive Secretary I; OR</p> <p>2. Five (5) years of verifiable secretarial experience encompassing editing and independently composing letters and other correspondence utilizing computer software/systems; researching, compiling and organizing data for various reports; and maintaining office/record systems. Job duties must be comparable to 1446 Secretary II; AND</p> <p>3. Ability to type 55 words per minute (WPM).</p> <p>4. Shorthand: some positions require shorthand.</p> <p><u>Substitution:</u> A recognized secretarial training program of two hundred forty (240) hours Or the equivalent of fifteen (15) semester units in graded secretarial college units, may substitute for up to six (6) months of the required experience. Proof of satisfactory completion must be submitted at time of filing application.</p>
1840	Junior Management Assistant	<p>Possession of a baccalaureate degree from an accredited college or university with major coursework in public or business administration, accounting, finance, economics, social sciences, education, or related field, or other areas closely related to specific department program or function.</p> <p><u>Substitution:</u> May substitute up to two (2) years of the required education with additional qualifying experience in program/office/operations management, budget development and/or administration, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.</p>
1842	Management Assistant	<p>1. Possession of a Baccalaureate Degree from an accredited college or university with major coursework in public or business administration, accounting, finance, economics, social sciences, education or related fields, or other subject areas closely related to a specific departmental program or function; AND</p> <p>2. One (1) year full-time equivalent experience performing professional-level management and/or administrative duties in functional areas such as: program/office/operations management, budget development and/or administration, development</p>

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<p>and administration of contractual agreements and/or grants, or other closely related functional areas. <u>Substitution:</u> Applicants may substitute up to 2 years of required education with additional qualifying experience in program/office/operations management, budget development and/or administration, or contract/grant administration. . One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.</p>	
<p>1844 Senior Management Assistant</p>	<p>1. Possession of a Baccalaureate Degree from an accredited college or university with major coursework in public or business administration, accounting, finance, economics, social sciences, education or related fields, or other subject areas closely related to a specific departmental program or function; AND</p> <p>2a. Three (3) years full-time equivalent experience performing professional-level management and/or administrative duties in functional areas such as: program/office/operations management, budget development and/or administration, development and administration of contractual agreements and/or grants, or other closely related functional areas;</p> <p><u>Substitution:</u> Applicants may substitute up to 2 years of the required education with additional qualifying experience in program/office/operations management, budget development and/or administration, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.</p>
<p>9504 Permit and Citation Clerk</p>	<p>One (1) year (2000 hours) of verifiable clerical experience providing information to customers, responding to questions and complaints from the public, and preparing letters, memos and maintaining variety of reports. Six (6) months of the above experience must have included handling cash and receiving money, processing checks and credit/debit card payments, applying payments to appropriate customer accounts and reconciling daily collections within the last five (5) years.</p> <p>OR</p> <p>Possession of a certificate of completion from the San Francisco Department of Human Services Agency's Career Pathway Clerical Administrative Program.</p>
<p>9506 Senior Permit and Citation Clerk</p>	<p>Two (2) years (4000 hours) of verifiable clerical experience providing information to customers; responding to questions and complaints from the public; and preparing letters, memos, and reports. One (1) year of the above experience must have included handling cash and receiving money, processing checks, and credit/debit card payments, applying payments to appropriate customer accounts and reconciling daily collections within the last five (5) years.</p>
<p>9508 Principal Permit and Citation Clerk</p>	<p>Experience: Three (3) years of fulltime verifiable difficult and responsible clerical experience, equivalent to that of a 9506 Senior Permit and Citation Clerk, responding to complex questions and inquiries/complaints from the public, resolving day-to-day problems encountered by other staff, and preparing letters, memos, and reports. Eighteen (18) months of the above experience (within the last five (5) years) must have included handling cash and receiving large batches of money, processing checks, and credit/debit card payments, applying payments to appropriate customer accounts and reconciling daily collections.</p>

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Accounting

Job Code	Job Title	Summary of Minimum Requirements*
1632	Senior Account Clerk	Eighteen (18) months (equivalent to 3,000 hours) of verifiable experience processing financial and accounting matters (e.g. cost records, deposits, expenditures, allocations), bookkeeping and/or financial record keeping. Such experience typically includes verifying correctness of financial documents; maintaining expenditure records; and reconciling subsidiary accounts <u>Substitution of Experience:</u> 15 semester units (or equivalent quarter units) of coursework from an accredited college or university with a minimum of 6 semester units (or equivalent quarter units) in accounting may be substituted for up to six (6) months of the required experience as described above.
1634	Principal Account Clerk	1. Two (2) years (equivalent to 4,000 hours) of verifiable experience in a position supervising and directing accounting and/or financial transaction functions. OR 2. Four (4) years (equivalent to 8,000 hours) of verifiable experience processing financial and accounting matters (e.g., cost records, deposits, expenditures, allocations), bookkeeping, and/or financial record keeping. Such experience typically includes verifying correctness of financial documents, maintaining expenditure records and reconciling subsidiary accounts. <u>Substitution of Experience:</u> 30 semester units / 45 quarter units of coursework from an accredited college or university with a minimum of 12 semester units (or equivalent quarter units) in accounting may be substituted for up to one (1) year of the required experience as described in #1 or #2.
1649	Accountant Intern	A bachelor's degree from an accredited college or university with eighteen (18) semester units or twenty-four (24) quarter units of coursework in Accounting.
1652	Accountant II	<u>Education:</u> A bachelor's degree from an accredited college or university with eighteen (18) semester units or twenty-four (24) quarter units of coursework in Accounting. <u>Experience:</u> Successful completion of the City and County of San Francisco 1649 Accountant Intern Program
1654	Accountant III	<u>Education and Experience:</u> 1. A baccalaureate degree from an accredited college or university, preferably with major course work in accounting, finance, business administration, or related field. Such education must include eighteen(18) semester units or twenty-four (24) quarter units of coursework in accounting. AND Four (4) years of professional accounting which includes analysis or problem solving. Experience must include: Working with an automated financial system, (preferably a government system) performing difficult and responsible accounting, as well as preparing financial records and reports. OR 2. City and County of San Francisco Employees with four (4) years of professional accounting experience including experience as a 1652 Accountant II.

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1657	Accountant IV	<p><u>Substitution:</u> A Master's degree in accounting, business administration, computer information systems, public policy, or a closely related field may be substituted for one year of work experience.</p> <p><u>Education and Experience:</u> 1. Requires a baccalaureate degree from an accredited college or university, preferably with major course work in accounting, finance, business administration or a closely related field. Such education must include at least eighteen (18) semester units or twenty-four (24) quarter units of coursework in accounting; AND Six (6) years of professional accounting experience which includes analysis or problem solving. Experience must include: Working with automated financial system (preferably a government system), performing difficult and responsible accounting and reporting work, preparing financial records, reports, and financial statements, in compliance with General Accepted Accounting Principles. Experience must include two (2) years of verifiable experience supervising subordinate staff. OR 2. City and County of San Francisco Employees with six (6) years of professional accounting experience including experience as a 1652 Accounting II or 1654 Accountant III. Experience must include two (2) years of verifiable experience supervising subordinate staff. <u>Substitution:</u> A Master's degree in accounting, business administration, computer information systems, public policy, or a closely related field may be substituted for one year of work experience.</p>
1670	Financial Systems Supervisor	<p>1. Possession of a baccalaureate degree from an accredited university or college with major course work in accounting, finance, business administration or a related field. Such education must include at least 12 semester units in accounting. Units in computer science are highly desirable; AND 2. Eight (8) years of professional accounting or financial management experience with large, complex financial systems, preferably government, including analytical and problem solving work, performing difficult and responsible accounting and reporting tasks, preparing financial records and reports, and supervising staff; requiring three (3) years supervising a large unit of accountants, analysts, and support staff. <u>Substitution:</u> An associate degree in accounting and an additional two (2) years of professional accounting experience in computerized governmental financial systems may substitute for the required education. No substitution may be made for the 12 semester units in accounting. A master's degree in accounting, business administration, computer science or closely related field may substitute for one (1) year of professional accounting experience. Essential duties require the following physical skills and work environment: ability to work in a standard office environment</p>

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Budget, Administrative and Statistical (Data) Analysis

Notes on Qualifying Experience and Education for Admin_Analyst series:

A. Qualifying professional-level analytical experience must be in one or more of the following functional areas: complex budget analysis, development and administration; complex financial/fiscal analysis and reporting; development of complex contracting systems and administration of competitive bid processes and complex contractual agreements; development and evaluation of complex management/administrative policy; complex grant administration and monitoring; complex program evaluation and planning; complex legislative analysis; complex economic analysis; or other functional areas related to the duties of positions, where the primary focus of the job is complex professional-level analysis for evaluation, recommendation, development and implementation of major programs and functions of department/organization.

B. Coursework applicable to a baccalaureate or higher degree in specialized subject matter areas such as public or business administration, management, business law, contract law, public policy, urban studies, economics, statistical analysis, finance, accounting or other fields of study closely related to the essential functions of positions.

Job Code	Job Title	Summary of Minimum Requirements*
1801	Analyst Trainee	Possession of a baccalaureate degree from an accredited college or university.
1820	Junior Administrative Analyst Common Specialties: Budgets, Contracts, Data Analytics, Grants	1. Possession of a baccalaureate degree from an accredited college or university; AND one (1) year of professional experience in budget analysis, financial analysis and reporting, legislative/policy analysis, or contract/grant administration; OR 2. Possession of a baccalaureate degree from an accredited college or university in accounting, finance, public or business administration, economics, urban studies, public policy or a related field SUBSTITUTION: May substitute up to 2 years of the required education with additional qualifying experience in budget analysis, financial analysis and reporting, legislative/policy analysis, or contract/grant administration. One year (2,000 hours) of additional qualifying experience will be considered equivalent to 30 semester/45 quarter units
1822	Administrative Analyst Common Specialties: Budgets, Contracts, Data Analytics, Grants	1. Possession of a graduate degree (Master's degree or higher) from an accredited college or university; and one (1) year full-time equivalent experience performing professional-level analytical work, as described in Note A; OR 2. Possession of a graduate degree (Master's degree or higher) from an accredited college or university with major coursework as described in Note B; OR 3. Possession of a baccalaureate degree from an accredited college or university, and two (2) years full-time equivalent experience performing professional-level analytical work as described in Note A; OR 4. Possession of a baccalaureate degree from an accredited college or university with major coursework as described in Note B and one (1) year full-time equivalent experience performing professional-level analytical work as described in Note A;

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1823	Senior Administrative Analyst Common Specialties: Budgets, Contracts, Data Analytics, Grants	<p>SUBSTITUTION: Applicants may substitute up to 2 years of the required education with additional qualifying experience in budget analysis, financial analysis and reporting, legislative/policy analysis, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.</p> <ol style="list-style-type: none"> 1. Possession of a graduate degree (Master's degree or higher) from an accredited college or university and three (3) years of full-time equivalent experience performing professional level analytical work as described in Note A; OR 2. Possession of a graduate degree (Master's degree or higher) from an accredited college or university with major college coursework as described in Note B and two (2) years full-time equivalent experience performing professional level analytical work as described in Note A; OR 3. Possession of a baccalaureate degree from an accredited college or university and four (4) years full-time equivalent experience performing professional level analytical work as described in Note A; OR 4. Possession of a baccalaureate degree from an accredited college or university with major college coursework as described in Note B and three (3) years full-time equivalent performing professional level analytical work as described in Note A <p>SUBSTITUTION: Applicants may substitute up to 2 years of the required education with additional qualifying experience in budget analysis, financial analysis and reporting, legislative/policy analysis, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.</p>
1824	Principal Administrative Analyst Common Specialties: Budgets, Contracts, Data Analytics, Grants	<ol style="list-style-type: none"> 1. Possession of a graduate degree (Master's degree or higher) from an accredited college or university, and five (5) years full-time equivalent experience performing professional-level analytical work as described in Note A; OR 2. Possession of a graduate degree (Master's degree or higher) from an accredited college or university with major college coursework as described in Note B, and four (4) years full-time equivalent experience performing professional-level analytical work as described in Note A; OR 3. Possession of a baccalaureate degree from an accredited college or university, and six (6) years full-time equivalent experience performing professional-level analytical work as described in Note A; OR 4. Possession of a baccalaureate degree from an accredited college or university with major college coursework as described in Note B, and five (5) years full-time equivalent experience performing professional-level analytical work as described in Note A; <p>SUBSTITUTION: Applicants may substitute up to 2 years of the required education with additional qualifying experience in budget analysis, financial analysis and reporting, legislative/policy analysis, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.</p>

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Purchasing and Storekeeping / Warehouse Operations

Job Code	Job Title	Summary of Minimum Requirements*
1929	Parts Storekeeper	<p><u>Experience:</u> 1. Two (2) years of experience as an automotive/transit parts storekeeper in a storeroom or warehouse, in which the duties consisted of receipt, inspection, rotation, storage, inventory, ordering, and issuing of large quantities of a wide variety of automotive/transit parts and supplies. <u>License and Certification:</u> Possession of a current valid California driver license.</p>
1931	Senior Parts Storekeeper	<p><u>Experience:</u> Three (3) years of experience as an automotive/transit parts storekeeper in a storeroom or warehouse, in which the duties consisted of receipt, inspection, rotation, storage, inventory, ordering, and issuing of large quantities of a wide variety of automotive/transit parts and related equipment and materials. <u>License and Certification:</u> Possession of a valid California driver license.</p>
1934	Storekeeper	<p><u>Education:</u> Requires completion of four (4) years of high school. <u>Experience:</u> Three (3) years of experience in a distribution center or warehouse in which the duties consisted of ordering, receiving, stocking, inventory control, and issuing large and varied quantities of supplies, materials, and equipment. This experience must be in an institutional organization or a large, major commercial operation, or similar setting.</p>
1935	Principal Parts Storekeeper	<p><u>Experience:</u> Four (4) years of experience as an automotive/transit vehicle parts storekeeper in a storeroom or warehouse, with responsibility for the receipt, inspection, rotation, storage, inventory, ordering, and issuance of a wide variety of automotive/transit vehicle parts, of which two (2) years must have been as a supervisor of automotive/transit vehicle parts storekeepers. <u>License and Certification:</u> Possession of a valid class C driver license.</p>
1936	Senior Storekeeper	<p><u>Education:</u> Requires completion of four (4) years of high school. <u>Experience:</u> Four (4) years of experience, obtained within the last six years, working in a distribution center or warehouse, in which the duties consisted of ordering, receiving, stocking, inventory control, and issuing large and varied quantities of supplies, materials and equipment. This experience must be in an institutional organization or a large, major commercial operation, or similar setting. <u>License and Certification:</u> Possession and maintenance of a valid class C driver license and good driving record.</p>

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1937	Supervising Parts Storekeeper	Six years of experience as an automotive/transit parts storekeeper in a storeroom or warehouse, with responsibility for the receipt, inspection, rotation, storage, inventory, ordering and issuance of a wide variety of automotive/transit vehicle parts; of which four years of experience must have been as an automotive/transit vehicle parts supervisor.
1942	Assistant Materials Coordinator	<p>1. Possession of a baccalaureate degree from an accredited college or university with major college coursework in public administration, economics, industrial engineering or related field; AND</p> <p>2. Three (3) years of verifiable experience in the operation, maintenance and management of a complex computerized inventory management system for stores of materials, supplies and equipment. The system must have included repetitive stock replenishment cycles. Two (2) years of this experience must have been at a supervisory level.</p> <p><u>Substitution:</u> Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis, up to four (4) years. One year (2,000 hours) of additional qualifying work experience will be considered equivalent to 30 semester units/ 45 quarter units.</p>
1950	Assistant Purchaser	<p><u>Education:</u> Possession of a baccalaureate degree from an accredited college or university.</p> <p><u>Substitution:</u> Professional purchasing experience with responsibilities such as: identifying vendors and ascertaining quotes, selecting a vendor based on a set of criteria, identifying and negotiating terms and conditions and procuring goods and services, may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). Thirty (30) semester units/forty-five (45) quarter units equal one (1) year.</p>

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Custodial / Janitorial Services

Job Code	Job Title	Summary of Minimum Requirements*
2708	Custodian	<p>1. Six (6) months (1040 hours) verifiable paid full-time custodial or janitorial experience at a commercial building (such as an office building, warehouse, retail or wholesale store, or non-profit agency or a commercial facility (such as a university, hospital stadium, auditorium, hotel/motel, etc.);</p> <p>OR</p> <p>2. Certificate of completion of a Custodial Training Program equivalent to those certified by the City and County of San Francisco Human Services Agency;</p> <p>OR</p> <p>3. Verification of current enrollment in a custodial training course equivalent to those certified by the City and County of San Francisco Human Services Agency at the time of application. Candidates who are enrolled in a custodial training course at the time of application must submit verification of having completed the course (e.g., a copy of their certificate), prior to appointment. Candidates will remain under waiver until such time that verification is provided.</p>
2716	Custodial Assistant Supervisor	<p>1. Two (2) years of verifiable experience as a custodian with experience cleaning the interior of public buildings, other facilities and surrounding areas using the following: vacuum cleaners, waxing and buffing appliances, rug shampooers, disinfectants, soaps, waxes and cleaning compounds; AND</p> <p>2. Possession of a valid driver's license.</p>
2719	Janitorial Services Assistant Supervisor	Two (2) years of verifiable experience as a custodial supervisor (equivalent to City class 2718) responsible for the supervision of a large group of employees engaged in custodial work; OR Three (3) years of verifiable experience as a custodial supervisor (equivalent to City class 2716) responsible for the direct supervision of a large group of employees engaged in custodial work; AND possession of a valid driver's license
2720	Janitorial Services Supervisor	Two (2) years of verifiable experience as a custodial supervisor (equivalent to City class 2718) responsible for the supervision of a large group of employees engaged in custodial work; OR Four (4) years of verifiable experience as a custodial supervisor (equivalent to City class 2716) responsible for the direct supervision of a large group of employees engaged in custodial work

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Social Services / Contract Compliance

		Summary of Minimum Requirements*
Job Code	Job Title	
2992	Contract Compliance Officer I	<p><u>Education:</u> Possession of a Baccalaureate Degree from an accredited college or university with coursework in industrial relations, social sciences or related field.</p> <p><u>Experience:</u> Two (2) years of experience reviewing, monitoring and developing contract or other compliance programs involving contracts, ordinances or vendors. Such experience must have included :</p> <ul style="list-style-type: none"> a) Providing technical direction on procurement, negotiation, and contract bidding procedures to ensure compliance with all contract requirements; OR b) Promoting equal opportunity, affirmative action and non-discrimination objectives in contracting; OR c) Monitoring and enforcing prevailing wage, wage and hour laws, or labor standards, OR d) Construction contracts or construction management experience in monitoring and enforcing prevailing wage, wage and hour laws, or labor standards; OR e) Public policy or program development related to health care coverage/ access or family work-life balance; OR f) Reviewing, monitoring and enforcing workforce development policies. <p><u>Substitution:</u> Education Substitution - Additional experience as described above may substitute for the required degree on a year-for-year basis. One (1) year of experience will be considered equivalent to thirty (30) semester or forty-five (45) quarter units. Education Substitution - Completion of a State of California approved building trades apprenticeship program may substitute for two (2) years of the required degree. Experience Substitution - Possession of a Master's Degree in industrial relations, social sciences or a related field or a Juris Doctorate Degree may substitute for one (1) year of the required experience.</p>
2978	Contract Compliance Officer II	<p><u>Education:</u> Possession of a baccalaureate degree from an accredited college or university with major coursework in industrial relations, social sciences or a related field.</p> <p><u>Experience:</u> Six (6) years of experience reviewing, monitoring, and developing contract or other compliance programs involving contracts, ordinances or vendors. Such experience must have included :</p> <ul style="list-style-type: none"> a) Providing technical direction on procurement, negotiation, and contract bidding procedures to ensure compliance with all contract requirements; OR b) Promoting equal opportunity, affirmative action and non-discrimination objectives in contracting; OR c) Monitoring and enforcing prevailing wage, wage and hour laws, or labor standards; OR d) Construction contracts or construction management experience in monitoring and enforcing prevailing wage, wage and hour laws, or labor standards; OR

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	<p>e) Public policy or program development related to health care coverage/ access or family work-life balance; OR</p> <p>f) Reviewing, monitoring and enforcing workforce development policies.</p> <p><u>Substitution:</u> Education Substitution - Additional experience as described above may substitute for the required degree on a year-for-year basis. One (1) year of experience will be considered equivalent to thirty (30) semester or forty-five (45) quarter units. Education Substitution - Completion of a State of California approved building trades apprenticeship program may substitute for two (2) years of the required professional degree. Experience Substitution - Possession of a Master’s degree in industrial relations, social sciences or a related field or a Juris Doctorate may substitute for one (1) year of the required experience.</p>
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Parks and Libraries

		Summary of Minimum Requirements*
Job Code	Job Title	
3417	Gardener	<p><u>Experience:</u></p> <ol style="list-style-type: none"> Three years of verified experience in the care, construction or maintenance of landscaped areas by planting, weeding, fertilizing, irrigating, pruning, and controlling pests in the following areas: sports and athletic natural turf fields, golf courses, parks, ornamental gardens, arboreta, greenhouses, nurseries, botanical gardens and/or public landscaped areas; OR Possession of a Certificate of Achievement from an accredited college or university in horticulture, landscaping, gardening, nursery and garden center operation, commercial cut flower and greenhouse production or related field and two years of verifiable experience in the care, construction or maintenance of landscaped areas by planting, weeding, fertilizing, irrigating, pruning, and controlling pests in the following areas: sports and athletic natural turf fields, golf courses, parks, ornamental gardens, arboreta, greenhouses, nurseries, botanical gardens and/or public landscaped areas; OR Possession of an Associate of Arts or Science degree from an accredited college or university in horticulture, landscaping, gardening, nursery and garden center operation, commercial cut flower and greenhouse production or related field and 18 months of verifiable experience in the care, construction or maintenance of landscaped areas by planting, weeding, fertilizing, irrigating, pruning, and controlling pests in the following areas: sports and athletic natural turf fields, golf courses, parks, ornamental gardens, arboreta, greenhouses, nurseries, botanical gardens and/or public landscaped areas; OR Completion of 3,000 hours of the City and County of San Francisco's gardener apprenticeship program. <p><u>License and Certification:</u> Requires possession of a valid California driver's license.</p>
3554	Associate Museum Registrar	<ol style="list-style-type: none"> Possession of a baccalaureate degree from an accredited college or university in art, art history, museum studies, arts administration or a closely related field; AND Two years of verifiable museum registration experience; AND Computer literacy in word processing, data base management and a computerized registration system. Possession of a master's degree from an accredited college or university in museum studies, arts administration or a closely related post-graduate program may substitute for one year of the required museum registration experience
3630	Librarian I	<p><u>Education:</u> Possession of a Master's Degree in library and information studies (e.g. MLS/MLIS) from a college or university program accredited by the American Library Association.</p>

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Public Safety / Construction Inspection

Job Code	Job Title	Summary of Minimum Requirements*
5177	Safety Officer	<p>1. Possession of Masters Degree in Safety, Occupational Safety and Health, Safety Management or equivalent degree in a closely related field from an accredited college or university; AND</p> <p>2. Four (4) years of professional industrial or occupational safety experience, which must include work safety assessments, engineering design review, accident investigation, safety program development and safety management; AND</p> <p>3. Certification as a Certified Safety Professional (CSP) by the American Board of Certified Safety Professionals; AND</p> <p>4. Possession of current valid California Driver License.</p> <p>5. Ability to wear personal protective equipment, such as respirator and the ability to climb ladders, bend, squat and crawl in tight spaces to safely access work sites. Note: A medical examination and the probationary period will be used to evaluate this qualification.</p> <p><u>Substitutions:</u></p> <p>A. Combination of a baccalaureate degree in one of disciplines specified in MQ #1 and six years of experience as described in MQ #2 may substitute for qualifications #1 and #2.</p> <p>B. Combination of baccalaureate or graduate degree in Engineering, Physical or Natural Sciences from an accredited college or university and seven years experience as described in MQ #2 may substitute for qualifications #1 and #2.</p> <p>C. Combination of any baccalaureate or graduate degree from an accredited college or university and eight years experience as described in MQ #2 may substitute for qualifications #1 and #2.</p> <p>D. Registration as a Professional Engineer in Safety by the State of California Board of Professional Engineers and Land Surveyors may be substituted for the certification MQ #3.</p> <p>E. A graduate degree as described in MQ #1 and six years experience as described in MQ #2, without a CSP, is qualifying.</p>
6130	Safety Analyst	<p><u>Education:</u></p> <p>Requires a baccalaureate degree in Safety, Occupational Safety and Health, Safety Management or a closely related field from an accredited college or university</p> <p><u>Experience:</u></p> <p>Four (4) years of professional occupational safety experience such as implementing occupational safety programs, conducting worksite inspections and conducting safety training. (Weapons, Ordinance, and Systems Safety experience is not qualifying)</p> <p><u>License and Certification:</u></p> <p>Possession of a valid California Driver's License.</p> <p><u>Substitutions:</u></p> <p>1) A Master's Degree in Safety, Occupational Safety and Health, Safety Management, or a closely related field may substitute for two (2) years of the required experience.</p> <p>2) A baccalaureate degree from an accredited college or university in any major and certification as a Certified Safety Professional (CSP) may substitute for the required education and experience described above.</p>

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6231	Senior Street Inspector	Three years of experience as a Street Inspector; or in monitoring quality assurance and code compliance related to excavations, roadways, and sidewalk construction; or in permit review, permit issuance, or plan checking related to the construction or maintenance of the public right of way. AND Possession of a valid driver license.
6235	Heating and Ventilating Inspector	Requires completion of high school, supplemented by four years experience as a journeyman in construction or inspection of industrial or commercial systems of heating or ventilating, one year of which must have been as a foreman or supervisor.
6252	Line Inspector	Requires completion of high school, supplemented by at least four years of journeyman level lineman experience, including at least one year of experience in responsible charge of major line construction projects; or an equivalent combination of training and experience.
6318	Construction Inspector	<p>1. Two (2) years of verifiable full-time experience in City and County of San Francisco class 6317 Assistant Construction Inspector; OR</p> <p>2. Four (4) years of verifiable full-time experience in construction inspection work ensuring that plans and specifications are complied with and the workmanship and material used meet specifications.</p> <p><u>Substitution:</u></p> <p>1. A baccalaureate degree in Engineering or Architecture from an accredited college or university and/or experience as an Engineer on a level equal to City and County of San Francisco class 5203 Assistant Engineer or as an Architect on a level equal to City and County of San Francisco class 5265 Architectural Associate I or higher may substitute for up to two years of the required experience under Experience and Training Guidelines #2 for the Construction Inspector.</p> <p>2. Two (2) years of verifiable full-time experience as a surveyor may substitute for up to one (1) year of the required experience under Experience and Training Guidelines #2 for the Construction Inspector.</p> <p>3. Experience in construction, at the Superintendent/General Foreman level, supervising construction crews of more than six may substitute for up to two (2) years of the required experience on a year for year basis. Journey level construction experience and/or drafting experience will not be accepted as qualifying under #2 for the Construction Inspector.</p> <p>4. Possession of an associate degree in construction or engineering from an accredited college or university may substitute for up to one (1) year of the required experience under Minimum Qualification #2.</p>
6319	Senior Construction Inspector	<p>1. Two (2) years of verifiable full-time experience equivalent to the level of City and County of San Francisco class 6318 Construction Inspector; OR</p> <p>2. Six (6) years of verifiable full-time experience in construction inspection work ensuring that plans and specifications are complied with, and the workmanship and material used meet specifications.</p> <p>Notes:</p> <p>1. Most positions require a valid California driver's license.</p>

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