



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: September 18, 2023
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
4. Subject: SFMTA Provisional Appointment Report
5. Recommendation: Adopt the report.
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 Decker*

Date: August 22, 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

Notifications

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MEMORANDUM

DATE: August 22, 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

Shivani Nath ^{SN}
Examinations and Classification Manager, SFMTA Human Resources

SUBJECT: SFMTA Provisional Appointment Report

This report provides an update on provisional appointments at SFMTA as of July 1, 2023 and plans to transition such positions to Permanent Civil Service (PCS) appointments.

As of July 1, 2023, the San Francisco Municipal Transportation Agency (SFMTA) had a total of thirty-six (36) provisional appointments in Service-Critical classes.

The classes for these provisional appointments are as follows:

CLASS	Prov. #
9136 Transit Training Specialist	36

For class 9136 Transit Training Specialist, SFMTA worked closely with Local 200 when training restarted during the pandemic to agree to provisional hiring in the 9136 classification so that we could increase the staff available to train new Transit Operators. As a result of this collaboration, SFMTA was able to increase our training sizes from 18-21 candidates to classes of up to 45 candidates.

As an agreement to proceeding with such appointments, as this type of process was new to Local 200 leadership, SFMTA agreed for this specific recruitment to not automatically hire any of the provisional appointments to PCS roles should they make it on the eligible list and be



reachable, but instead to conduct a brand new selection process once the next 9136 eligible list is adopted, in which all reachable eligibles would be able compete for the positions temporarily filled via provisional appointments.

Additionally, SFMTA has been working with Local 200 leadership and our Transit Division to review the Minimum Qualifications for Local 200 positions to propose standards around performance and safety. We have been able to come to an agreement on such requirements, but SFMTA exams staff is unable to perform all Local 200 examinations at the same time due to the sheer size of the candidate pools (which the majority of candidates come from our Transit Operator ranks), and the complexity and contentiousness of these exams.

As such, SFMTA proceeded recently with posting our priority examination of 9139 Transit Supervisor at the end of June 2023. The 9136 Transit Training Specialist exam is projected to be posted by the end of 2023 to initiate the process to fill these positions as PCS appointments.

The oldest active provisional appointments for class 9136 were made on 5/9/2022. As such, MTA will transition these positions to PCS appointments well before the three-year maximum limit.

Recommendation

Adopt the report.