



# 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: March 4, 2024
3. Check One:           Ratification Agenda  
                              Consent Agenda                   X  
                              Regular Agenda
4. Subject: Report on MTA Service-Critical Appointments Exempt from Civil Service under Charter Sections 10.104-16 through 10.104-18
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: *Romika Williams*  
  
Date: February 22, 2024
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

Jeffrey Tumlin  
SF Municipal Transportation Agency  
[jeffrey.tumlin@sfmta.com](mailto:jeffrey.tumlin@sfmta.com)

Kimberly Ackerman  
SF Municipal Transportation Agency  
[kimberly.ackerman@sfmta.com](mailto:kimberly.ackerman@sfmta.com)

William Miles II  
SF Municipal Transportation Agency  
[william.milesii@sfmta.com](mailto:william.milesii@sfmta.com)

Kitty Wong  
SF Municipal Transportation Agency  
[kitty.wong@sfmta.com](mailto:kitty.wong@sfmta.com)



**MEMORANDUM**

**DATE:** February 22, 2024

**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

Kitty Wong *KW*  
HR Division Services Manager, SFMTA Human Resources

**SUBJECT: Report on MTA Service-Critical Appointments Exempt from Civil Service under Charter Sections 10.104-16 through 10.104-18**

---

**Background**

Charter Sections 10.104-16, 10.104-17 and 10.104-18 provide that certain part-time, seasonal, temporary and substitute positions may be exempt from civil service selection, appointment, and removal procedures subject to approval of the Civil Service Commission. On June 3, 1996, the Civil Service Commission established and adopted procedures and guidelines for the processing and approval of such appointments and authorized the Human Resources Director to act on written requests for exemptions and provide the Commission with reports of transactions processed under the guidelines.

<b>Exempt Category</b>	<b>Description</b>
10.104-16 (16)	Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures
10.104-17 (17)	Appointments, which shall not exceed two year and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular civil service procedures
10.104-18 (18)	Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular civil service procedures



This report is currently being requested twice a year. This report provides an update on appointments in these categories up until December 31, 2023 and an explanation and plan for correction of appointments past Charter authorized durations.

**Analysis**

**Attachments A, B and C** list all exempt appointments in service-critical positions within these categories with individual appointment date, estimated expiration date and project title as of 12/31/2023. There were a total of 108 appointments for MTA service-critical positions in exempt categories 16, 17 and 18.

The following table provides a breakdown of the number of MTA service-critical appointments compared to the total MTA workforce of 6,141 employees as of 12/31/2023.

<b>Exempt Category</b>	<b>Number of Appointments</b>	<b>Percent of Workforce</b>
10.104-16 (16)	27	0.44%
10.104-17 (17)	2	0.03%
10.104-18 (18)	79	1.29%

As added information, most of the intern positions included in the Cat. 16 report have been separated as of 2/16/2024 to make room for funding of the next round of interns at SFMTA.

**Recommendation**

Adopt the report.



5381	Student Engineer Trainee II, Arch., Engr., & Plan.	TE	16	7/8/2023	Training and Apprenticeships	N/A	TEX CAT 16 position limited to 1040 hours per year. No true expires date. Position has not gone over hours limit and will continue to be monitored.
5381	Student Engineer Trainee II, Arch., Engr., & Plan.	TE	16	7/8/2023	Training and Apprenticeships	N/A	TEX CAT 16 position limited to 1040 hours per year. No true expires date. Position has not gone over hours limit and will continue to be monitored.
5381	Student Engineer Trainee II, Arch., Engr., & Plan.	TE	16	5/27/2023	Training and Apprenticeships	N/A	TEX CAT 16 position limited to 1040 hours per year. No true expires date. Position has not gone over hours limit and will continue to be monitored.
5381	Student Engineer Trainee II, Arch., Engr., & Plan.	TE	16	6/10/2023	Training and Apprenticeships	N/A	TEX CAT 16 position limited to 1040 hours per year. No true expires date. Position has not gone over hours limit and will continue to be monitored.
5381	Student Engineer Trainee II, Arch., Engr., & Plan.	TE	16	6/10/2023	Training and Apprenticeships	N/A	TEX CAT 16 position limited to 1040 hours per year. No true expires date. Position has not gone over hours limit and will continue to be monitored.
5382	Student Engineer Trainee III, Arch., Engr., & Plan.	TE	16	5/27/2023	Training and Apprenticeships	N/A	TEX CAT 16 position limited to 1040 hours per year. No true expires date. Position has not gone over hours limit and will continue to be monitored.

## **ATTACHMENT B**

Exempt Appointments from Civil Service under Charter Sections 10.104-17  
for SFMTA Service-Critical Positions as of 12/31/2023

CLASS	TITLE	APPT TYPE	CAT	APPT DATE	ESTIMATED EXPIRATION DATE	COMMENTS
1241	Human Resources Analyst	TE	17	12/26/2023	6/26/2024	Leave not expected to go beyond 6 months
5288	Transportation Planner II	TE	17	9/3/2022	9/3/2024	

## ATTACHMENT C

Exempt Appointments from Civil Service under Charter Sections 10.104-18  
for SFMTA Service-Critical Positions as of 12/31/2023

CLASS	TITLE	APPT TYPE	CAT	APPT DATE	PROJECT TITLE	ESTIMATED EXPIRATION DATE	COMMENTS
1042	IS Engineer-Journey	TE	18	1/8/2022	Enterprise Asset Management Project (EAM)	1/7/2025	
1043	IS Engineer-Senior	TE	18	7/24/2021	Next Generation Customer Information System	7/23/2024	
1044	IS Engineer-Principal	TE	18	10/29/2022	Radio Project Transit Management Center Integration	10/28/2025	
1091	IT Operations Support Administrator I	TE	18	7/8/2023	Agency-wide desktops and work station refresh project	7/7/2026	
1241	Human Resources Analyst	TE	18	12/10/2022	COVID 19 Leave Administration	12/9/2025	
1241	Human Resources Analyst	TE	18	8/28/2023	Compensation Cost Analysis Project	8/27/2026	
1244	Senior Human Resources Analyst	TE	18	4/15/2023	REAP MINIMUM QUALIFICATIONS (MQS) PROJECT	4/14/2026	
1312	Public Information Officer	TE	18	2/7/2023	Public Outreach and Engagement Team Project	2/6/2026	
1314	Public Relations Officer	TE	18	4/29/2023	Train Control Upgrade Project (TCUP)	4/28/2026	
1314	Public Relations Officer	TE	18	12/26/2023	Vision Zero Quick-Build Program	12/25/2026	
1375	Special Assistant XVI	TE	18	12/9/2023	Autonomous Vehicles Policy	12/8/2026	
1649	Accountant Intern	TE	18	7/8/2023	1649 Accountant Intern (Trainee) Program	7/7/2026	
1649	Accountant Intern	TE	18	7/8/2023	1649 Accountant Intern (Trainee) Program	7/7/2026	
1649	Accountant Intern	TE	18	10/2/2023	1649 Accountant Intern (Trainee) Program	10/1/2026	
1823	Senior Administrative Analyst	TE	18	8/21/2021	The Train Control Project	8/20/2024	
1824	Principal Administrative Analyst	TE	18	2/18/2023	5G Implementation Project Phase 2 & Central Subway transit station improvements project Phase 2	2/17/2026	



1824	Principal Administrative Analyst	TE	18	10/28/2023	AV Local Operational Deployment Agenda (ALODA)	10/27/2026	
5201	Junior Engineer	TE	18	10/15/2022	Vision Zero Quick Build	10/14/2025	
5201	Junior Engineer	TE	18	10/29/2022	Transbay Howard, Vision Zero Quick Build	10/28/2025	
5203	Assistant Engineer	TE	18	10/16/2021	Vision Zero Quick-Build Implementation Project	10/15/2024	
5203	Assistant Engineer	TE	18	10/16/2021	Safe Streets Projects at Folsom, Howard, and 13th Streets	10/15/2024	
5203	Assistant Engineer	TE	18	8/6/2022	Train Control Upgrade Project	8/5/2025	
5203	Assistant Engineer	TE	18	12/9/2023	Folsom-Howard Streetscape	12/8/2026	
5277	Planner I	TE	18	3/6/2021	Development & Transportation Integration Planning Project	3/5/2024	
5277	Planner I	TE	18	1/7/2023	3 curb management projects and permanent shared spaces program	1/6/2026	
5288	Transportation Planner II	TE	18	1/8/2022	The Muni Forward program	1/7/2025	
5288	Transportation Planner II	TE	18	6/25/2022	Motorola Metrocom Replacement & Oversight	6/24/2025	
5288	Transportation Planner II	TE	18	7/9/2022	Shared Spaces Parklet Program	7/8/2025	
5289	Transportation Planner III	TE	18	10/16/2021	Next-Generation Customer Information System Project	10/15/2024	
5289	Transportation Planner III	TE	18	12/25/2021	The Muni Forward program	12/24/2024	
5289	Transportation Planner III	TE	18	2/19/2022	The Muni Forward program	2/18/2025	
5289	Transportation Planner III	TE	18	4/30/2022	Safe Routes to School (SRTS) Non-Infrastructure Program	4/29/2025	
5289	Transportation Planner III	TE	18	8/6/2022	Shared Spaces Parklet Program	8/5/2025	
5289	Transportation Planner III	TE	18	2/4/2023	Vision Zero Quick Build	2/3/2026	
5290	Transportation Planner IV	TE	18	6/11/2022	The Muni Forward Program	6/10/2025	
5290	Transportation Planner IV	TE	18	6/25/2022	The Muni Forward Program	6/24/2025	
5290	Transportation Planner IV	TE	18	2/18/2023	Shared Spaces Program	2/17/2026	

5303	Supervisor, Traffic and Street Signs	TE	18	12/25/2021	Citywide Parking Meter Replacement Project	12/24/2024	
5502	Project Manager I	PE	18	5/5/2018	The Facilities Program	5/4/2021	Update on 2/8/24 - Project is being rescoped and moving divisions at SFMTA; new appointment in progress
5502	Project Manager I	TE	18	12/14/2019	19th Ave/M Ocean View Project	12/13/2023*	Project rescope approved by SFMTA Project Management Committee February 2024. New appointment in progress.
5502	Project Manager I	TE	18	8/6/2022	Advanced Transportation Congestion Management Technologies Deployment	8/5/2025	
5502	Project Manager I	TE	18	11/26/2022	Maintenance of Way(MOW) Engineering Group	11/25/2025	
5502	Project Manager I	PE	18	4/29/2023	Historic Fleet Rehabilitation Project	4/28/2026	
5502	Project Manager I	TE	18	7/22/2023	The Train Control Upgrade Project	7/21/2026	
5502	Project Manager I	PE	18	10/28/2023	Facility programs	10/27/2026	
5504	Project Manager II	TE	18	1/9/2021	LRV4 Procurement Project	1/9/2024	
5504	Project Manager II	PE	18	10/30/2021	Citywide Parking Meter Replacement Project	10/29/2024	
5504	Project Manager II	PE	18	6/25/2022	Facilities Program	6/24/2025	
5504	Project Manager II	PE	18	8/6/2022	Facility Project	8/5/2025	
5504	Project Manager II	PE	18	4/29/2023	Automatic Train Control System	4/28/2026	
5504	Project Manager II	PE	18	5/13/2023	Radio Communications and CAD/AVL Program	5/12/2026	
5504	Project Manager II	PE	18	9/2/2023	Pedestrian Capital Program	9/1/2026	
5504	Project Manager II	PE	18	9/2/2023	Traffic Calming Capital Program	9/1/2026	
5504	Project Manager II	TE	18	10/14/2023	Train Control Upgrade Project (TCUP)	10/13/2026	
5504	Project Manager II	PE	18	12/9/2023	Joint-Development Program	12/8/2026	
5506	Project Manager III	PE	18	1/25/2020	Van Ness BRT Project	1/24/2023	Project rescope was denied due to reorgization in division. Individual is in process of reverting back to previous underlying PCS appoinment.
5506	Project Manager III	PE	18	2/8/2020	Track & Railway Replacement Projects	2/7/2023	Project rescope approved by SFMTA Project Management Committee February 2024. New appointment in progress.
5506	Project Manager III	PE	18	5/28/2022	SFgo and Muni Forward	5/27/2025	
5506	Project Manager III	PE	18	9/17/2022	Intelligent Transportation Systems projects	9/16/2025	
5506	Project Manager III	TE	18	7/8/2023	Capital Improvement Program (CIP) Project	7/7/2026	
5506	Project Manager III	PE	18	10/14/2023	LRV4 Project	10/13/2026	
5506	Project Manager III	PE	18	10/28/2023	Potrero Yard Modernization Project	10/27/2026	

5506	Project Manager III	PE	18	12/23/2023	Facility Improvement Program, Transit Fixed Guideway Program & Transit Optimization Program	12/22/2026	
7332	Maintenance Machinist	PE	18	11/12/2022	Citywide Parking Meter Replacement Project	11/11/2025	
7345	Electrician	TE	18	11/26/2022	Electrician	11/25/2025	
7346	Painter	PE	18	12/24/2022	Citywide Parking Meter Replacement Project	12/23/2025	
7457	Sign Worker	TE	18	1/22/2022	CityWide Parking Meter Replacement project	1/21/2025	
7457	Sign Worker	TE	18	1/22/2022	CityWide Parking Meter Replacement project	1/21/2025	
7457	Sign Worker	TE	18	4/2/2022	Vision Zero Quick-Build Implementation Project	4/1/2025	
7457	Sign Worker	TE	18	10/28/2023	Vision Zero Quick-Build Implementation Project	10/27/2026	
7457	Sign Worker	TE	18	11/25/2023	Vision Zero Quick-Build Implementation Project	11/24/2026	
7457	Sign Worker	TE	18	12/9/2023	Vision Zero Quick-Build Implementation Project	12/8/2026	
8214	Parking Control Officer	TE	18	10/5/2019	SFHA Transition	10/4/2023*	Incumbent is a finalist for a PCS position. However, incumbent has been on leave and unable to start until they return. Return is projected soon unless an extension is requested and approved.
9124	Senior Transit Information Clerk	PE	18	1/8/2022	Muni Transit Assistance Program (MTAP) project	1/7/2025	
9126	Transit Traffic Checker	PE	18	6/24/2023	National Transit Data collection project	6/23/2026	
9166	Transit Ambassador	PE	18	7/1/2021	Muni Transit Assistance Program (MTAP)	6/30/2024	
9166	Transit Ambassador	PE	18	9/3/2022	Muni Transit Assistance Program (MTAP)	9/2/2025	
9166	Transit Ambassador	PE	18	10/15/2022	Muni Transit Assistance Program (MTAP)	10/14/2025	
9910	Public Service Trainee	PE	18	5/14/2022	Muni Transit Assistance Program (MTAP) project	5/13/2025	

\* Under the mayor's 48th supplement, positions expiring before December 31, 2022 were allowed a one-time, one-year extension. The date showing includes this extension.