

CSC RECEIPT STAMP

Notifications

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MEMORANDUM

DATE: August 4, 2026

TO: Honorable Civil Service Commission

THROUGH: Kimberly Ackerman ^W
Human Resources Director, SFMTA Human Resources

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

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Examinations and Classification Manager, SFMTA Human Resources

SUBJECT: **SFMTA Position-Based Testing Report for FY 26**

Background

The purpose of this report is to update the Civil Service Commission (CSC) on the Position-Based Testing (PBT) recruitment process at SFMTA. This report covers the period from July 1, 2025 through June 30, 2026.

The following report is submitted pursuant to Civil Service Rule 411A.5, which originally required the Director of Transportation/Municipal Transportation Agency ("MTA") to provide quarterly reports to the Civil Service Commission ("Commission") on any examinations administered under the Position-based Testing Program ("PBT") for Service-Critical classes at the MTA pursuant to Rule 411A.

According to CSC Rule 411A.5, the report must include, but not be limited to the following information for each examination:

- Applicable certification rule
- Duration of the eligible list
- Number of applicants
- Number of applicants deemed qualified under the terms of the examination announcement
- Number of candidates who participated in the examination
- Number of candidates were placed on the eligible list
- Number and types of protests submitted to the Director of Transportation



- the disposition of any such protests to the Director of Transportation (i.e., the response of, or any action taken by the Director of Transportation in response; and whether they were appealed to the commission)

In addition to the above, the Commission has requested that probationary releases from MTA Service-Critical PBT lists be added to this report.

Adopted PBT Lists

Due to the transition of some classes traditionally conducted as PBT that are now continuously tested by DHR, such as the HR analyst and Admin analyst series, as well as a slowdown in hiring at MTA, there were no PBT exams conducted or adopted during FY 26.

Appeals

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

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by posting the correction on the Department of Human Resources website at [Careers with Purpose | City and County of San Francisco \(sf.gov\)](https://careers.sf.gov)

The terms of this announcement may be appealed under Civil Service Rule 411A.35.1. The standard for the review of such appeals is “abuse of discretion” or “no rational basis” for establishing the position description, the minimum qualifications and/or the certification rule. Appeals must include a written statement of the item(s) being contested and the specific reason(s) why the cited item(s) constitute(s) abuse of discretion by the Director of Transportation. Appeals must be submitted directly to the Executive Officer of the Civil Service Commission within 5 business days of the announcement issuance date. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/>.

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



Civil Service Commission Rules for the City and County of San Francisco specify announcement, application and examination policies and procedures, including applicant appeal rights. They can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

As there were no PBT exams administered in FY 26, no appeals were received on any PBT examinations this fiscal year.

Probationary Releases

Although there were no PBT exams administered in FY 26, a review of records indicates that one individual appointed through MTA Service-Critical PBT examinations was released from probation during FY 26. The individual applied to the 9172 Manager II, MTA examination in FY 25 for Assistant Operations Manager positions in MTA's Transit Division. The individual was appointed to the PCS position in April 2025 and released from probation in December 2025.

Recommendation

Adopt the report.