



Gavin Newsom
Mayor


Philip A. Ginsburg
Human Resources Director

MEMORANDUM

DHR No. 26-2006

DATE: October 4, 2006

TO: Department Heads
Personnel Officers

FROM: Philip A. Ginsburg
Human Resources Director 

SUBJECT: Position-Based Testing: Classes Pre-Approved by the Human Resources Director for the Position Based Testing Program

The Department of Human Resources is pleased to announce the commencement of one of our key Civil Service Reform goals. Our new Position-Based Testing program was implemented on October 2, 2006. Approximately 100 human resources professionals of the City & County of San Francisco have been trained in the program and are ready to embark on faster permanent hiring of the best qualified candidates.

Civil Service Rule 111A, Article II, Section 4 Application of Position-Based Testing authorizes the Human Resources Director to designate classes to be included in the Position-Based Testing program. The rule also directs the Human Resources Director to eliminate reliance on provisional hiring. **Attached to this memorandum is a list of classes that have been pre-approved by the Human Resources Director for position-based testing. Effective October 2, 2006, no provisional hiring may occur in these classes without prior approval of the Human Resources Director.**

Also effective October 2, 2006 all departments are required to submit a "Request to Hire" form prior to issuing an announcement for position-based testing or a provisional selection process. If a department is requesting to conduct a provisional hiring process, a detailed justification for a provisional hire versus a position-based test must be provided. Departments that are conducting a position-based test need not supply a justification for classes on the pre-approved list for the Position-Based Testing program. The "Request to Hire" should not be submitted for positions that will be filled by exempt appointment, permanent transfer, or PCS appointment from an existing registry or an active eligible list.

Regardless of whether a class is pre-approved, position-based testing may not be deemed appropriate if a department intends to fill more than 5 vacancies from the eligible list. Departments that are authorized to conduct class-based (citywide) examinations may be directed to conduct department-only or citywide examinations when there are a large number of vacancies to be filled.

The factors considered in compiling the list of classes pre-approved for position-based testing are enumerated in DHR Memorandum No. 19-2006 Position Based Testing - - Human Resources Director's Policy for Conduct of Examinations under Civil Service Rule 111A Position-Based Testing Program, issued June 29, 2006. The list of pre-approved classes for position-based testing will be reviewed and amended by the Human Resources Director as necessary to comply with rules and regulations, professional employee selection standards and practices and the operational needs of the City and County of San Francisco.

The link to the documents and forms for the Position-Based Testing program may be found on the SFGOV intranet at: <http://intranet/?id=70>. Click on "Position Based Testing – Forms (on SFGov).

Attachment

POSITION BASED TESTING PROGRAM

**Classes Pre-Approved by the Human Resources Director for Position-Based Testing
October 3, 2006**

<u>Job Code</u>	<u>Class Title</u>		<u>Job Code</u>	<u>Class Title</u>
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	All MEA-represented classes and class levels (MCCP positions)
1130	Youth Commission Advisor
1203	Personnel Technician
1209	Benefits Technician
1210	Benefits Analyst
1211	Benefits Technician, SFUSD
1218	Payroll Supervisor
1219	Payroll Manager, SF Community College Dist
1227	Testing Technician
1229	Special Examiner
1231	Asst. Mgr., Equal Employment Opportunity Programs
1233	Equal Employment Opportunity Programs Specialist
1246	Principal Personnel Analyst
1280	Employee Relations Assistant
1322	Customer Service Agent Trainee
1324	Senior Customer Service Agent
1326	Customer Service Agent Supervisor
1429	Nurses Staffing Assistant
1430	Transcriber Typist
1431	Senior Unit Clerk
1432	Senior Transcriber Typist
1434	Shelter Service Representative
1435	Shelter Officer Supervisor
1436	Brailist
1437	Shelter Office Assistant Supervisor
1440	Medical Transcriber Typist
1441	Senior Medical Transcriber Typist
1460	Legal Secretary II
1464	Medical Clerk Stenographer
1468	Water Services Clerk
1470	Services And Supply Assistant Supervisor
1471	Elections Worker
1474	Claims Process Clerk
1476	Senior Claims Process Clerk
1480	Principal Water Services Clerk
1492	Assistant Clerk, Board Of Supervisors
1602	Calculating Machine Operator-Key Drive
1660	Manager, Budget And Performance Monitoring
1662	Patient Accounts Assistant Supervisor
1663	Patient Accounts Supervisor
1664	Patient Accounts Manager
1710	Chief Telephone Operator

1750	Microphoto / Imaging Technician
1760	Offset Machine Operator
1762	Senior Offset Machine Operator
1764	Mail And Reproduction Service Supervisor
1766	Media Production Technician
1767	Media Programming Specialist
1769	Media Production Supervisor
1770	Photographer
1771	Media Production Specialist
1773	Media Training Specialist
1774	Head Photographer
1777	Media/Security Systems Specialist
1781	Media/Security Systems Supervisor
1802	Research Assistant
1804	Statistician
1806	Senior Statistician
1813	Senior Benefits Analyst
1814	Benefits Supervisor
1817	Procedural Writer
1827	Administrative Services Manager
1920	Inventory Clerk
1922	Senior Inventory Clerk
1924	Materials And Supplies Supervisor
1926	Senior Materials And Supplies Supervisor
1930	Warehouse Worker
1931	Senior Parts Storekeeper
1935	Principal Parts Storekeeper
1936	Senior Storekeeper
1938	Stores And Equipment Assistant Supervisor
1942	Assistant Materials Coordinator
1944	Materials Coordinator
1948	Coding Supervisor, Purchasing Dept
1952	Purchaser
1956	Senior Purchaser
1958	Supervising Purchaser
2106	Medical Staff Services Department Specialist
2107	Medical Staff Services Department Analyst
2114	Medical Records Technician Supervisor
2204	Dental Hygienist
2218	Physician Assistant
2292	Shelter Veterinarian
2304	Psychiatric Orderly
2306	Senior Psychiatric Orderly
2325	Nurse Midwife

POSITION BASED TESTING PROGRAM

Classes Pre-Approved by the Human Resources Director for Position-Based Testing

October 3, 2006

Job Code	Class Title		Job Code	Class Title
2326	Nursing Supervisor Psychiatric		2551	Mental Health Treatment Specialist
2330	Anesthetist		2552	Director Of Activities, Therapy And Volunteer Services
2340	Operating Room Nurse		2558	Senior Physical Therapist
2350	Instructor Of Nursing		2561	Optometrist
2392	Senior Central Processing And Distribution Technician		2565	Acupuncturist
2402	Laboratory Helper		2566	Rehabilitation Counselor
2403	Forensic Laboratory Technician		2575	Research Psychologist
2406	Pharmacy Helper		2576	Supervising Clinical Psychologist
2408	Senior Pharmacy Helper		2577	Medical Examiner's Investigator I
2416	Bacteriological Laboratory Assistant		2578	Medical Examiner's Investigator II
2420	Histology Technician		2579	Medical Examiner's Investigator III
2432	Electrocardiograph Technician		2580	Medical Examiner's Investigator
2434	Senior Electrocardiograph Technician		2583	Home Health Aide
2436	Electroencephalograph Technician I		2594	Employee Assistance Counselor
2440	Veterinary Laboratory Technologist		2595	Senior Employee Assistance Counselor
2444	Clinical Laboratory Technologist		2608	Supply Room Attendant
2453	Supervising Pharmacist		2618	Food Service Supervisor
2456	Assistant Forensic Toxicologist I		2619	Senior Food Service Supervisor
2457	Assistant Forensic Toxicologist II		2626	Chief Dietitian
2462	Microbiologist		2652	Baker
2464	Senior Microbiologist		2656	Chef
2469	Diagnostic Imaging Technologist III		2719	Janitorial Services Assistant Supervisor
2470	Diagnostic Imaging Technologist IV		2720	Janitorial Services Supervisor
2471	Water Quality Chemist		2740	Porter Supervisor I
2478	Senior Sewage Treatment Chemist		2772	Sewing Technician
2482	Water Quality Technician III		2780	Laundry Worker Supervisor
2484	Biologist III		2782	Laundry Superintendent
2485	Supervising Biologist		2808	Senior Disease Control Investigator
2489	Laboratory Services Manager		2810	Principal Disease Control Investigator
2493	Associate Radiologic Technologist		2818	Health Program Planner
2496	Radiologic Technologist Supervisor		2820	Senior Health Program Planner
2514	Orthopedic Technician I		2825	Senior Health Educator
2515	Orthopedic Technician II		2915	Program Specialist Supervisor
2520	Morgue Attendant		2916	Social Work Specialist
2522	Senior Morgue Attendant		2924	Medical Social Work Supervisor
2523	Forensic Autopsy Technician		2933	Conservatorship / Case Management Supervisor
2526	Ambulance Driver		2935	Senior Marriage, Family & Child Counselor
2530	Senior Medical Steward		2966	Welfare Fraud Investigator
2533	Emergency Medical Services Agency Specialist		2967	Supervising Welfare Fraud Investigator
2536	Respiratory Care Practitioner		2980	Manager, Recruitment and Credentials Unit, S.F.U.S.D.
2537	Respiratory Care Practitioner II		2982	Rent Board Supervisor
2538	Audiometrist		2991	Coordinator, Human Rights Commission
2540	Audiologist		2994	Homemaker
2542	Speech Pathologist		2996	Representative, Human Rights Commission
2550	Senior Occupational Therapist		2998	Representative, Commission On The Status Of

POSITION BASED TESTING PROGRAM

**Classes Pre-Approved by the Human Resources Director for Position-Based Testing
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<u>Job Code</u>	<u>Class Title</u>	<u>Job Code</u>	<u>Class Title</u>
	Women		Museum
3135	Director Of Neighborhood Services, Recreation And Park Department	3520	Museum Preparator
3202	Locker Room Attendant	3522	Senior Museum Preparator
3204	Swimming Pool Cashier-Clerk	3524	Principal Museum Preparator
3210	Swimming Instructor/Pool Lifeguard	3525	Chief Preparator
3214	Senior Swimming Instructor	3533	General Manager, KALW, SFUSD
3231	Golf Program Director	3540	Curatorial Aide
3232	Marina Assistant Manager	3548	Curator Of Natural Science, Junior Museum
3234	Marina Manager	3549	Arts Program Assistant
3238	Dance Instructor	3550	Exhibition Designer
3246	Pianist	3554	Associate Museum Registrar
3256	Photography Instructor	3556	Museum Registrar
3260	Crafts Instructor	3558	Senior Museum Registrar
3262	Curator Of Industrial Arts, Junior Museum	3633	Librarian II- Asian Arts
3264	Camp Assistant	3650	Medical Records Librarian
3285	Junior Museum Director	4119	Performing Arts Center Aide
3289	Recreation Supervisor	4140	Real Property Officer
3291	Principal Recreation Supervisor	4142	Senior Real Property Officer
3292	Assistant Superintendent Recreation	4143	Principal Real Property Officer
3302	Vendor	4224	Principal Personal Property Auditor
3310	Stable Attendant	4231	Senior Estate Investigator
3321	Senior Animal Keeper	4265	Senior Real Property Appraiser
3322	Assistant Head Animal Keeper	4267	Principal Real Property Appraiser
3342	Zoo Curator	4269	Chief Appraiser
3371	Animal Care Supervisor	4322	Cashier III
3372	Animal Control Officer	4331	Security Analyst
3373	Animal Control Supervisor	4334	Investigator, Tax Collector
3374	Volunteer Coordinator, Animal Care And Control	4335	Senior Investigator, Tax Collector
3374	Volunteer/Outreach Coordinator	4337	Principal Investigator, Tax Collector
3375	Animal Health Technician	4340	Assistant Director, Bureau of Delinquent Revenue
3376	Animal Care Assistant Supervisor	4366	Collection Supervisor
3378	Field Services Assistant Supervisor	5120	Architectural Administrator
3402	Farmer	5121	Dir of Facilities Design & Construction, SFUSD
3406	Land Use Aide	5130	Sewage Treatment Plant Superintendent
3419	Municipal Stadium Groundskeeper	5148	Assistant Superintendent Water Treatment Facilities
3424	Pest Control Specialist	5148	Water Operations Analyst
3428	Nursery Specialist	5149	Superintendent Of Water Treatment Facilities
3430	Chief Nursery Specialist	5177	Safety Officer
3432	Assistant Arboretum Director	5209	Industrial Engineer
3436	Arborist Technician Supervisor I	5214	Building Plans Engineer
3438	Arborist Technician Supervisor II	5215	Fire Protection Engineer
3450	Agricultural Inspector	5217	Building Code Analyst
3480	Farmers Market Manager	5219	Senior Structural Engineer
3502	Museum Exhibit Packer And Repairer	5264	Airport Noise Abatement Specialist
3518	Associate Museum Conservator, Asian Art	5269	School Architectural Coordinator

POSITION BASED TESTING PROGRAM

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October 3, 2006

<u>Job Code</u>	<u>Class Title</u>		<u>Job Code</u>	<u>Class Title</u>
5270	Senior Architect			Supervisor
5271	Senior Airport Noise Abatement Specialist		7110	Mobile Equipment Assistant Supervisor
5273	Principal Architect		7123	Parking Meter and Machine Shop Manager
5274	Landscape Architect		7126	Mechanical Shop And Equipment Superintendent
5275	Senior Landscape Architect		7132	Telecommunication Supervisor
5283	Planner V		7134	Water Construction & Maintenance Supt
5285	Airport Noise Abatement Officer		7136	Water Shops And Equipment Superintendent
5299	Planner IV-Environmental Review		7140	Director, Parking And Traffic Operations
5301	Supervisor, Traffic Painting Program		7203	Buildings And Grounds Maintenance Supervisor
5302	Traffic Survey Technician		7204	Chief Water Service Inspector
5303	Supervisor, Traffic And Street Signs		7208	Heavy Equipment Operations Supervisor
5304	Materials Testing Aide		7210	Mobile Equipment Supervisor
5305	Materials Testing Technician		7211	Cement Finisher Supervisor II
5306	Traffic Sign Manager		7213	Plumber Supervisor I
5320	Illustrator And Art Designer		7218	Asbestos Abatement Worker II
5322	Graphic Artist		7219	Maintenance Scheduler
5330	City Planning Graphics Supervisor		7220	Asphalt Finisher Supervisor I
5330	Graphics Supervisor		7221	Asphalt Plant Supervisor I
5408	Coordinator Of Citizen Involvement		7226	Carpenter Supervisor I
5606	Energy Specialist		7227	Cement Finisher Supervisor I
5608	Senior Energy Specialist		7229	Transmission Line Supervisor I
5620	Regulatory Specialist		7232	Hetch Hetchy Mechanical Shop Supervisor
5644	Principal Environmental Specialist		7233	Glazier Supervisor I
5646	Environmental Program Manager I		7236	Locksmith Supervisor I
6108	Environmental Health Technician I		7239	Plumber Supervisor II
6110	Environmental Health Technician II		7240	Water Meter Shop Supervisor I
6115	Wastewater Control Inspector		7243	Parking Meter Repairer Supervisor I
6116	Supervising Wastewater Control Inspector		7244	Power Plant Supervisor I
6124	Principal Environmental Health Inspector		7245	Chief Stationary Engineer, Water Treatment Plant
6139	Senior Industrial Hygienist		7246	Sewer Repair Supervisor
6220	Inspector Of Weights And Measures		7246	Sewer Repair Supervisor II
6231	Senior Street Inspector		7247	Sheet Metal Worker Supervisor II
6232	Street Inspection Supervisor		7248	Steamfitter Supervisor II
6235	Heating And Ventilating Inspector		7249	Automotive Mechanic Supervisor I
6244	Chief Plumbing Inspector		7254	Automotive Machinist Supervisor I
6246	Senior Plumbing Inspector		7255	Power House Electrician Supervisor I
6249	Senior Electrical Inspector		7257	Communication Line Supervisor I
6250	Chief Electrical Inspector		7258	Maintenance Machinist Supervisor I
6262	Plan Checker - Architectural		7259	Water And Power Maintenance Supervisor I
6266	Senior Plan Checker		7268	Window Cleaner Supervisor
6272	Senior Housing Inspector		7270	Watershed Keeper Supervisor
6274	Chief Housing Inspector		7272	Carpenter Supervisor II
6334	Chief Building Inspector		7273	Communications Line Worker Supervisor II
6335	Disability Access Coordinator		7275	Cable Splicer Supervisor I
6340	School Construction Coordinator		7275	Telecommunications Technician Supervisor
7108	Heavy Equipment Operations Assistant			

POSITION BASED TESTING PROGRAM

**Classes Pre-Approved by the Human Resources Director for Position-Based Testing
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Job Code	Class Title	Job Code	Class Title
7276	Electrician Supervisor II	8117	Investigative Auditor, Controller's Office
7277	City Shops Assistant Superintendent	8118	Legislation Clerk
7278	Painter Supervisor II		Senior Investigator, Office Of Citizen Complaints
7281	Street Environmental Services Operations Supervisor	8126	Court Reporter
7282	Street Repair Supervisor II	8138	Court Reporter
7284	Utility Plumber Supervisor II	8139	Industrial Injury Investigator
7285	Transmission Line Worker Supervisor II	8143	Senior Public Defender's Investigator
7287	Supervising Electronic Maintenance Technician	8165	Worker's Compensation Supervisor I
7302	Audio-Visual Equipment Technician	8167	Parking Hearing Examiner
7303	Barber	8168	Parking Hearing Supervisor
7307	Bricklayer	8169	Legislative Assistant, City Attorney's Office
7315	Automotive Machinist Assistant Supervisor	8170	Medical Claims Supervisor
7317	Senior Water Service Inspector	8206	Institutional Police Captain
7324	Beautician	8209	Institutional Police Lieutenant
7326	Glazier	8210	Head Park Patrol Officer
7330	Senior General Utility Mechanic	8217	Station Officer
7337	Maintenance Machinist Assistant Supervisor	8219	Parking Enforcement Administrator
7342	Locksmith	8229	Associate Director of Museum Security Services
7349	Steamfitter Supervisor I	8234	Fire Alarm Dispatcher
7353	Water Meter Repairer	8236	Chief Fire Alarm Dispatcher
7358	Pattern Maker	8240	Police Communications Shift Supervisor
7360	Pipe Welder	8240	Public Safety Communications Coordinator
7361	Plasterer	8247	Emergency Planning Coordinator
7363	Power House Electrician	8251	Fingerprint Technician III
7368	Senior Communications Systems Technician	8262	Criminalist III
7370	Rigger	8263	Crime Laboratory Manager
7377	Stage Electrician	8264	Forensic Document Examiner
7378	Tile Setter	8287	Director of Public Safety
7384	Typewriter Repairer	8318	Counselor II
7387	Upholsterer	8324	Supervising Counselor, Juvenile Court
7416	Book Repairer	8326	Assistant Director, Log Cabin Ranch
7418	Senior Book Repairer	8414	Supervising Probation Officer, Juvenile Court
7420	Bridgetender	8415	Senior Supervising Probation Off, Juvenile Court
7424	Dryer Mixer Operator	8415	Senior Supervising Probation Off, Juvenile Probation
7428	Hodcarrier	8420	Rehabilitation Services Coordinator
7434	Maintenance Machinist Helper	8434	Supervising Adult Probation Officer
7441	Tool Room Mechanic And Custodian	8435	Division Director, Adult Probation
7450	Shade And Drapery Worker	8446	Court Alternative Specialist I
7457	Traffic And Street Sign Maintenance Worker	8452	Criminal Justice Specialist II
7484	Senior Power Generation Technician	8470	Executive Director, County Parole Commission
7488	Power Generation Supervisor	8482	Crime Prevention Worker
8104	Victim & Witness Technician	8484	Supervising Crime Prevention Worker
8106	Legal Process Clerk	9155	Claims Investigator
8113	Court Clerk	9156	Senior Claims Investigator
8116	Legislative Calendar Clerk	9157	Claims Adjuster

POSITION BASED TESTING PROGRAM

**Classes Pre-Approved by the Human Resources Director for Position-Based Testing
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Job Code	Class Title		Job Code	Class Title
9204	Airport Communications Supervisor			
9206	Airport Property Specialist I		9363	Asst Supt, Harbor Maintenance, Piers & Wharves
9230	Airport Custodial Services Supervisor		9364	General Superintendent of Harbor Maintenance
9232	Airport Mechanical Maintenance Supervisor		9376	Market Research Specialists, Port
9241	Airport Electrician Supervisor		9377	Feasibility Analyst, Port
9242	Head Airport Electrician		9380	Administrative Service Officer, Port
9250	Airport Maintenance Supervisor		9382	Government And Public Affairs Manager, Port
9251	Public Relations Manager		9385	General Service Officer, Port Of San Francisco
9255	Airport Economic Planner		9386	Senior Property Manager, Port
9331	Piledriver Engine Operator		9393	Maritime Marketing Representative
9332	Piledriver Supervisor I		9395	Property Manager, Port
9342	Ornamental Iron Worker Supervisor I		9706	Employment & Training Specialist V
9343	Roofer		9708	Employment & Training Specialist VI
9344	Roofer Supervisor I		9722	Specialist In Aging II
9345	Sheet Metal Supervisor I		9724	Specialist In Aging III
9346	Fusion Welder		9775	Senior Community Development Specialist II
9350	Harbor Police Officer		9973	Athletics Activities Director Coordinator, SFUSD
9354	Elevator and Crane Technician		9977	Parent & Community Involvement Coordinator, SFUSD
9355	Wharfinger I		9987	Chief of Facilities, SFUSD
9356	Wharfinger II		9994	Exec Dir, Child Development Program, SFUSD
9358	Crane Mechanic Supervisor			
9360	Construction And Maintenance Supervisor II, Port			