




Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 20-2006

DATE: June 29, 2006

TO: Department Heads
Departmental Personnel Representatives

FROM: Philip A. Ginsburg
Human Resources Director 

CC: Ted Yamasaki, Managing Deputy Director
Denise Cannonier-Craig, Deputy Director, Recruitment and Assessment Services

SUBJECT: Training for Position-Based Testing Program

As you know, one of our key Civil Service Reform initiatives is faster permanent hiring. On February 6th, 2006 the Civil Service Commission adopted Rule 111A (Position Based Testing) which grants City departments the authority to conduct permanent civil service examinations, with approval of the Human Resources Director, for individual vacant positions within their respective departments. This new hiring program eliminates duplicative examination processes, resulting in faster permanent appointments, fewer temporary and provisional hires and thereby creating a more stable and responsive workforce.

The Department of Human Resources is pleased to announce the training schedule for the Position Based Testing Program and invites your department's personnel directors and/or personnel managers to an Overview of the Position Based Testing Program. The attached page contains the training schedule and contact information for reserving seats for the overview and training sessions.

The Overview of the Position-Based Testing Program is a two-hour session at which the major rule and policy provisions will be reviewed and discussed. It is best suited for the management or senior management level of your department's personnel staff, particularly for those who manage departmental hiring functions. The Overview is not required and is not intended to replace the full training program for position-based testing.

The full training for the Position-Based Testing Program is estimated to require three days of instruction and is designed for staff members who will conduct or directly supervise employee selection activities. The full training program will consist of instruction on examination rules, policies, procedures and professional practices. The Position-Based Testing Program will be implemented within a department immediately after the department's staff has completed training in position-based testing.

Please respond as soon as possible with the names, e-mail addresses and phone numbers of the employees who will attend the overview or training sessions. Additional training sessions will be made available as necessary, but please attempt to send your staff to one of the sessions that is listed on the next page.

We look forward to implementing the Position-Based Testing Program in your department.

TRAINING FOR POSITION-BASED TESTING PROGRAM
Conducted By:
DEPARTMENT OF HUMAN RESOURCES
City & County of San Francisco

OVERVIEW OF POSITION-BASED TESTING PROGRAM

(For senior level department personnel staff)

DATE: Monday, July 10, 2006
TIME: 2:00 PM to 4:00 PM
LOCATION: Department of Human Resources, 44 Gough Street, Room 101

POSITION-BASED TESTING PROGRAM - - FULL TRAINING

(For staff members who will conduct position-based examinations.)

SESSION I

DATES: July 31, August 2 and 4, 2006
TIME: 8:30 AM to 4:30 PM
LOCATION: San Francisco International Airport
Delta Building, 710 McDonnell Road
Second Floor, Conference Room "B"

SESSION II

DATE: August 7, 9 and 11, 2006
TIME: 8:30 AM to 4:30 PM
LOCATION: Department of Human Resources, 44 Gough Street, Room 101

SESSION III

DATE: August 14, 16 and 18, 2006
TIME: 8:30 AM to 4:30 PM
LOCATION: Department of Human Resources, 44 Gough Street, Room 101

RESERVATION CONTACTS

(Please make reservations by e-mail, if possible. Please call if you have questions.)

Elaine Lee, Principal Personnel Analyst, Recruitment and Assessment Services
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