



## EXAM # P2388 TEST OF SUPERVISORY ABILITY (TSA)

Page 1 of 2

**\*IF YOU PREVIOUSLY PASSED EXAM #P8076 TEST OF SUPERVISORY ABILITY (TSA) FOR FIRST-LEVEL CLERICAL SUPERVISORS OR EXAM #P1017 TEST OF SUPERVISORY ABILITY (TSA), YOU ARE NOT ELIGIBLE TO TAKE THIS TSA EXAM.** The certificate is qualifying for any classification requiring the TSA as a minimum requirement.

**IF YOU HAVE ONE YEAR OF FULL-TIME CITY OF SAN DIEGO SUPERVISORY EXPERIENCE THAT INCLUDED THE AUTHORITY FOR EMPLOYEE SELECTION, TRAINING, EVALUATION, COMMENDATION AND DISCIPLINE, YOU DO NOT NEED TO TAKE THE TSA EXAM BECAUSE YOU MAY BE ABLE TO REQUEST A WAIVER.** If you use Out-of-Class Assignment (OCA) experience to waive the TSA, you must submit written documentation signed by your supervisor or payroll clerk, detailing the work you performed, dates and number of hours of OCA experience.

### **ELIGIBLE CLASSIFICATIONS:**

The TSA may be used as a minimum requirement for the following classifications. Since application filing periods for these classifications may open at any time, interested individuals are encouraged to apply for and take the TSA as soon as possible.

Area Refuse Collection Supervisor	Plumber Supervisor
Building Supervisor	Power Plant Supervisor
Carpenter Supervisor	Public Works Dispatch Supervisor
Code Compliance Supervisor	Pump Station Operations Supervisor
Communications Technician Supervisor	Reservoir Keeper
Data Entry Supervisor	Roofing Supervisor
Deputy City Clerk II	Senior Account Clerk
Disposal Site Supervisor	Senior Account Audit Clerk
Electrician Supervisor	Senior Building Inspector
Electronic Technician Supervisor	Senior Customer Service Representative
Equipment Technician III	Senior Test Administration Specialist
Equipment Repair Supervisor	Senior Legal Secretary
Equipment Service Supervisor	Senior Police Records Clerk
Golf Starter Supervisor	Sign Painter Supervisor
Grounds Maintenance Supervisor	Special Event Traffic Control Supervisor
Heating, Ventilating, and Air Conditioning Supervisor	Supervising Management Analyst
Instrumentation and Control Supervisor	Supervising Cal-ID Technician
Lifeguard Sergeant	Supervising Custodian
Metal Fabrication Supervisor	Supervising Field Representative
Motor Sweeper Supervisor	*Supervising Wastewater Pretreatment Inspector
Painter Supervisor	Traffic Signal Supervisor
Parking Meter Supervisor	Tree Maintenance Supervisor
Payroll Audit Supervisor-Auditor	Utility Supervisor
Payroll Audit Supervisor-Personnel	Waste Water Operations Supervisor
Payroll Supervisor	Water Systems Technician Supervisor
Plant Technician Supervisor	Water Utility Supervisor

**\*NOTE:** In the future, classifications that require successful completion of the TSA may be added or deleted, as necessary. Applicants should always refer to the specific job bulletin for a classification when it opens for application. If there are additional minimum requirements needed to qualify for the classification, they will be specified on the job bulletin.

### **THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

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Page 2 of 2

### **WHAT IS THE TSA?**

The Test of Supervisory Ability (TSA) is a multiple-choice written test which assesses knowledges, skills and abilities that are critical to satisfactory job performance as a supervisor. The TSA represents a consolidated approach to testing and recognizes that many supervisory functions require similar knowledges, skills and abilities. Therefore, applicants take one written test which may then be used to apply for a variety of City of San Diego supervisory classifications. If individual supervisory classifications require additional, specialized knowledges, skills and abilities, they will continue to be evaluated through other means, such as experience or education requirements, interviews, tests of technical knowledge, etc. Application filing periods for eligible classifications will be announced from time-to-time as new lists are needed. TSA results will be used on a pass/fail basis only for persons to qualify to apply for eligible classifications, as long as they meet all other minimum requirements as stated on the job announcement.

**REQUIREMENTS:** All requirements and conditions must be met at time of application, unless otherwise stated.

**STATUS:** Applicants must be current City employees in the Classified Service, or currently on a Re-employment List or Leave of Absence.

**APPLICATION FILING PERIOD: CONTINUOUS.** Applications will be accepted until further notice. The application filing period may be closed following ten days notice by the Personnel Department. You must submit the special TSA Application for this test. Application materials may be obtained from and returned to the Employment Information Center between 8:00 a.m. and 5:00 p.m., Monday, Wednesday and Friday ONLY. Tests will be given periodically. Due to scheduling considerations, this may result in a 2-3 month period before you are notified to take the TSA written test.

### **\*RE-EXAMINATION ELIGIBILITY FOR THE TSA:**

1. If you pass this TSA or have passed Exam #P8076 TSA for First-Level Clerical Supervisors or Exam #P1017 TSA, you are not eligible to take the test again.
2. If you fail the TSA you may reapply six months after the date of your most recent application for the TSA.
3. If you fail to appear for the TSA on the date scheduled, you must submit a new application to reapply.

**TSA CONTENT** may include the following written examination factors:

**Written Expression:** Ability to write clear, well-organized and grammatically correct sentences and/or paragraphs.

**Decision-Making:** Ability to make decisions through the appropriate use of logic or reason based on the information provided.

**Planning and Organizing:** Ability to set priorities, coordinate and schedule tasks or events in a logical manner.

**Interpersonal Skills:** Ability to interact with others in a diplomatic and positive manner, based on situational circumstances.

**Supervision Principles:** Knowledge of supervisory and personnel management procedures needed to provide effective leadership, direction and supervision.

**Training Principles:** Knowledge of training principles and techniques to effectively develop employee skills and competencies.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.**

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had.** A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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