

File No. 101157

Committee Item No. 3

Board Item No. 15

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee Government Audit and Oversight

Date October 14, 2010

Board of Supervisors Meeting

Date 11/09/10

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Budget Analyst Report |
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Completed by: LaTonia Stokes

Date October 14, 2010

Completed by: _____

Date _____

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1 [Ordinance Amending The Employee Relations Ordinance To Update Provisions Consistent
2 With State and Local Law And Related Clean-Up Provisions]

3 **Ordinance amending Section 16.200 through Section 16.222 of the Employee Relations**
4 **Ordinance of the City and County of San Francisco.**

5 NOTE: Additions are single-underline italics Times New Roman;
6 deletions are ~~strike-through italics Times New Roman~~.
7 Board amendment additions are double-underlined;
8 Board amendment deletions are ~~strikethrough normal~~.

8 Be it ordained by the People of the City and County of San Francisco:

9 Section 1. The Employee Relations Ordinance, Sections 16.200 through Sections
10 26.222 to read as follows:

11 **1. SEC. 16.200. TITLE OF ORDINANCE.**

12 This Ordinance shall be known as the Employee Relations Ordinance of the City and
13 County of San Francisco.

14 **2. SEC. 16.201. STATEMENT OF PURPOSE.**

15 The purpose of this Ordinance is to promote full communication between the City and
16 County of San Francisco and its employees, ~~by providing a reasonable method of resolving~~
17 ~~disputes between the City and County and its employees and their employee organizations. It is also the~~
18 ~~purpose of this ordinance~~ to promote the improvement of personnel management and employer-
19 employee relations within City and County government by implementing the recognition and
20 other provisions of the Meyers-Milius-Brown Act ("MMBA"), California Government Code §§ 3500, et
21 seq., to provideing a uniform basis for recognizing the right of City and County employees to
22 join employee organizations of their own choice, and to be represented by such organizations
23 in their employment relationship with the City and County, and to provide a reasonable non-
24 exclusive method of resolving disputes between the City and County and those employees and employee
25 organizations not subject to the jurisdiction of the California Public Employment Relations Board.

1 Nothing contained herein shall be deemed to supersede the provisions of the City and
2 County Charter, ~~or~~ ordinances, ~~and or~~ Ceivil Sservice Commission rules establishing and
3 regulating the civil service system; provided, however, that amendments to existing
4 ordinances and Civil Service Commission rules may be proposed through utilization of the
5 meeting and conferring process.

6 The provisions of this Ordinance shall be consistent with the terms of the MMBA and shall not
7 supersede any conflicting provision of any collective bargaining agreement during its term. —

8 ~~Nothing contained herein shall be deemed to affect employees who collectively bargain under federal~~
9 ~~statutes such as the Railway Labor Act or employees whose salary is established pursuant to Section~~
10 ~~8.405 of the Charter of the City and County of San Francisco.~~

11 **3. SEC. 16.202. DEFINITIONS.**

12 Unless the context requires otherwise, the words and phrases set forth in Sections
13 16.202.1 through 16.202.17, inclusive, shall have the meanings respectively ascribed to them
14 in said sections.

15 SEC. 16.202.1.

16 "Confidential employee" means an employee who is privy to recommendations or
17 decisions of City and County management affecting employee relations.

18 SEC. 16.202.2.

19 "Consult" means to communicate verbally or in writing between management and
20 registered employee organizations, the exclusive representative, or, if applicable, individual
21 employees, for the purpose of presenting and obtaining views or advising of intended actions.

22 SEC. 16.202.3.

23 "Days" means calendar days.

24 ~~SEC. 16.202.4.~~

1 ~~“Determining official or body” means the official or body which has final authority to make a~~
2 ~~decision on the issue under discussion.~~

3 SEC. ~~16.202.5~~ 16.202.4.

4 “Employee organization” means any organization or joint council of organizations which
5 includes employees of the City and County, and which has as one of its purposes
6 representing such employees in their relations with the City and County.

7 SEC. ~~16.202.6~~ 16.202.5.

8 ~~“Employee representation Bargaining unit” unit~~ means a unit established pursuant to Section
9 16.210 of this Ordinance.

10 SEC. ~~16.202.7.~~

11 ~~—“Impasse” means failure after a reasonable effort and reasonable period of time to reach~~
12 ~~agreement in the discussions between the designated representatives of the City and County and~~
13 ~~representatives of recognized employee organizations over matters on which they meet and confer.~~

14 SEC. ~~16.202.8~~ 16.202.6.

15 “Management employee” means any employee, as designated by the Human Resources
16 Director or designee, ~~who is in a high administrative and policy influencing position with~~
17 ~~responsibility for managing a major function or rendering management advice to top level~~
18 ~~administrative authority. who has a high degree of policymaking and managerial responsibility with~~
19 ~~respect to the formulation, coordination, interpretation and execution of policy, including but not~~
20 ~~limited to the direction and supervision of subordinates.~~

21 SEC. ~~16.202.9~~ 16.202.7.

22 “Mediation” means effort by an impartial third party to assist in reconciling a dispute
23 between an appointing power and a recognized employee organization over a matter subject
24 to meeting and conferring through interpretation, suggestion and advice.

25 SEC. ~~16.202.10~~ 16.202.8.

1 "Meet and confer in good faith" means that representatives designated by the City and
2 County and representatives of recognized employee organizations, shall have the mutual
3 obligation personally to meet and confer in order to exchange freely information, opinions and
4 proposals, and to endeavor to reach agreement on matters within the scope of representation.

5 ~~SEC. 16.202.11.~~

6 ~~"Memorandum of Understanding" means a written statement incorporating all matters within the~~
7 ~~scope of representation agreed on through meeting and conferring between designated representatives~~
8 ~~of the City and County and representatives of one or more recognized employee organizations. The~~
9 ~~agreement stated in the memorandum becomes effective only if ratified by the determining body or~~
10 ~~official of the City and County.~~

11 ~~SEC. 16.202.12~~16.202.9.

12 "Commission" means the Civil Service Commission of the City and County of San
13 Francisco as established pursuant to Section 3.660 10.100 of the San Francisco Charter.

14 ~~SEC. 16.202.13~~16.202.10.

15 "Professional employees," for the purpose of this Ordinance, means employees engaged
16 in work requiring specialized knowledge and skills attained through completion of a
17 recognized course of instruction, including, but not limited to, attorneys, physicians, registered
18 nurses, engineers, architects, teachers, and various types of physical, chemical, and
19 biological scientists.

20 ~~SEC. 16.202.14~~16.202.11.

21 "~~Recognized employee organization~~ Exclusive Representative" means an employee organization
22 which, in accordance with the MMBA by election, has been:

23 (a) chosen by the majority of employees voting in a particular representation in a
24 bargaining unit to represent them, and certified by the Civil Service Commission in the
25 manner provided in pursuant to Section 16.211 of this Ordinance; and

1 **(b)** certified by the Civil Service Commission pursuant to Section 16.211

2 ~~SEC. 16.202.15~~ 16.202.12.

3 "Registered employee organization" means an employee organization which has been
4 registered with the Human Resources Director or designee, as provided in Section 16.209 of
5 this Ordinance.

6 ~~SEC. 16.202.16~~ 16.202.13.

7 "Scope of representation" means matters relating to employment conditions and employee
8 relations, including wages, hours and other terms and conditions of employment. The scope
9 of representation shall not include consideration of the merits, necessity or organization of any
10 service or activity provided by law or executive order.

11 ~~SEC. 16.202.17~~ 16.202.14.

12 "Supervisory employee" means any employee, as designated by the Human Resources
13 Director or designee, who has authority to hire, assign, evaluate or discipline other
14 employees, or to adjust their grievances, or effectively to recommend any such action.

15 ~~SEC. 16.202.18~~ 16.202.15.

16 "Peace Officer" means an individual elected, appointed, or employed to serve in the position of
17 peace officer as defined in California Penal Code 830.1.

18 **4. SEC. 16.203. EMPLOYEE RELATIONS DIVISION.**

19 (a) There is hereby created an Employee Relations Division, which shall be placed
20 under the control ~~and jurisdiction~~ of the Human Resources Director Board of Supervisors. ~~Said~~
21 ~~division shall be headed by a~~ The Human Resources Director or designee ~~who~~ shall serve as the
22 representative of the City and County of San Francisco in the implementation of those
23 provisions of the MMBA Chapter 10 of Government Code applicable to the City and County of
24 San Francisco and which are not specifically delegated by Charter provision and/or ordinance
25 to a particular officer, board or commission of the City and County. To the extent the powers and

1 duties of the Human Resources Director are transferred to the Municipal Transportation Agency by
2 Charter for job classifications designated as performing service-critical functions or to another officer,
3 board or commission of the City and County by operation of the Charter or ordinance, this Ordinance
4 shall not apply.

5 ~~—(b) The Human Resources Director or designee shall coordinate the meeting and conferring~~
6 ~~process. City and County departments and staff agencies may be called upon by the Employee~~
7 ~~Relations Division to participate and to give expert assistance. Any department about to enter into~~
8 ~~discussion with an employee organization on matters of intra-departmental concern shall notify the~~
9 ~~Human Resources Director or designee so that he can participate, and so that the Employee Relations~~
10 ~~Division can serve as a clearing house for all such discussion. All departments shall cooperate with~~
11 ~~and furnish data to the Human Resources Director or designee.~~

12 (e)(b) Nothing contained herein shall be deemed to prevent the City Board of Supervisors
13 from contracting for the performance of functions carried out by, and/or required of the
14 Employee Relations Division, pursuant to Charter Sections 8.300 and 8.300-1.

15 **5. SEC. 16.204. POWERS AND DUTIES OF THE CIVIL SERVICE**
16 **COMMISSION.**

17 (a) In addition to such other powers and duties as it has under the Charter and this
18 ordinance and as may be conferred upon it from time to time by law, the Civil Service
19 Commission shall have the power and duty:

20 (1) To certify as the ~~recognized exclusive representative employee organization of~~
21 ~~a representation bargaining unit that employee organization which has been selected by a~~
22 ~~majority of the employees in such representation bargaining unit as determined by a secret~~
23 ~~ballot election pursuant to Section 16.211 of this Ordinance;~~

1 (2) To conduct elections to ascertain which employee organization
2 represents a majority of the employees in a particular ~~representation~~ bargaining unit, or
3 to arrange for the election to be conducted by a mutually agreed upon third party;

4 (3) To decertify as the ~~recognized~~ exclusive representative an employee
5 organization which has been found by election no longer to be the majority
6 representative in a particular ~~representation~~ bargaining unit;

7 (4) To adopt rules and regulations for the conduct of its business and the
8 carrying out of its powers and duties;

9 ~~(5) To investigate charges of unfair employee relations practices or violations as~~
10 ~~defined in this ordinance and, if it deems appropriate, arrange for a hearing on said practices~~
11 ~~or charges by an administrative law judge, and~~

12 (65) To administratively process all matters which require or permit a hearing
13 before an administrative law judge and to the extent necessary make all arrangements
14 for said hearings. The Commission, after review of the facts in any particular dispute,
15 may attempt to obtain the agreement of the parties involved on the disputed issue(s)
16 before the matter is submitted to an administrative law judge.

17 **6. SEC. 16.205. UTILIZATION OF ADMINISTRATIVE LAW JUDGES.**

18 The City and County is hereby authorized to enter into an agreement or contract with the
19 Office of Administrative Hearings, California State Personnel Board, for the purpose of
20 obtaining the services of an administrative law judge. Such agreement or contract shall
21 provide that said administrative law judge shall be responsible for the duties as hereinafter set
22 forth in this Ordinance Article.

23 The costs involved in obtaining the services of an administrative law judge as necessitated
24 by this Ordinance Article shall be borne by the City and County of San Francisco, provided,
25 however, that all expenses incurred by the City and County in utilizing the administrative law

1 judge in processing unfair *employee relations* labor practice complaints shall be divided equally
2 among the parties involved.

3 The authority of the administrative law judge shall be to the extent as set forth in this
4 Ordinance Article and in no event shall any decision of the administrative law judge conflict
5 with, alter or attempt to alter the provisions of the Charter or rules and regulations of the Civil
6 Service Commission.

7 Any costs incurred in transcribing and reporting the proceedings shall be borne by the party
8 requesting such transcribing or reporting, unless a contrary agreement is reached by mutual
9 consent.

10 **7. SEC. 16.206. MANAGEMENT RIGHTS.**

11 The City and County of San Francisco retains all rights as set forth in the provisions in the
12 Charter of the City and County of San Francisco, existing ordinances and civil service rules
13 establishing and regulating the Civil Service System; provided, however, that amendments to
14 said existing ordinances, and civil service rules may be proposed through the meeting and
15 conferring process. The exercise of City and County rights does not preclude employees or
16 ~~registered exclusive representatives-employee organizations~~ from consulting or raising grievances
17 on decisions which affect wages, hours and other terms and conditions of employment. The
18 City and County reserves the right to take whatever action may be necessary in an
19 emergency situation; however, an recognized exclusive representative employee organization
20 affected by the action shall be promptly notified. ~~Any questions regarding the interpretation of this~~
21 ~~Section or Section 16.207 which cannot be resolved between employee and management~~
22 ~~representatives shall, upon request by either party involved, be referred by the Human Resources~~
23 ~~Director or designee to an administrative law judge for hearing and final determination.~~
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1 8. **SEC. 16.207. EMPLOYEE RIGHTS.**

2 Employees of the City and County shall have the right to form, join and participate in the
3 activities of employee organizations of their own choosing for the purpose of representation
4 on all matters of employee relations. Employees of the City and County shall also have the
5 right to refuse to join or participate in the activities of employee organizations. Employees
6 shall also have the right to represent themselves individually in their employment relations
7 with the City and County, consistent with Government Code section 3502. No employee shall be
8 interfered with, intimidated, restrained, coerced or discriminated against because of his or her
9 exercise of those rights.

10 9. **SEC. 16.208. DESIGNATION OF MANAGEMENT, SUPERVISORY**
11 **AND CONFIDENTIAL EMPLOYEES.**

12 (a) The Human Resources Director or designee, in consultation with department heads,
13 shall specify the employees who are to be designated as management, supervisory or
14 confidential for the purpose of this Ordinance. Each such person shall be notified by his or
15 her department head of his or her management, supervisory or confidential status. A list of the
16 employees so designated shall be maintained in the office of the Human Resources Director.

17 (b) If an employee designated as management, supervisory or confidential, or an
18 employee organization, or a department head, disagrees with such designation, the question
19 shall be referred to an administrative law judge for hearing and final determination.

20 (c) ~~Management, supervisory and c~~Confidential employees may not represent an employee
21 organization which represents other than ~~management, supervisory or~~ confidential employees on
22 matters within the scope of representation.
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1 10. SEC. 16.209. PROCEDURE FOR REGISTRATION OF EMPLOYEE
2 ORGANIZATIONS.

3 (a) An organization or joint council of organizations which wishes to be registered as an
4 employee organization shall submit to the Human Resources Director or designee a request
5 signed by a duly authorized officer of the organization containing the following information:

6 (1) Name and address of the employee organization.

7 (2) Names and titles of its officers, as well as designation of the officials authorized
8 to act as representatives of the organization in employer-employee relations with the City and
9 County.

10 (3) A statement of whether or not the organization is a chapter or local of, or affiliated
11 with, a regional or state, or national or international organization, and, if so, the name and
12 address of each such regional, state, national or international organization.

13 (4) A copy of its constitution or by-laws, and a statement signed by an officer of the
14 employee organization to the effect that the organization has as one of its purposes
15 representing employees of the City and County in employment relations.

16 (5) Verification of employee membership in the employee organization which may be
17 shown by employee organization payroll dues deductions or authorization cards signed and
18 dated by employees not more than six months prior to submission.

19 (6) A designation of those persons residing in California, not exceeding three in
20 number, to whom notice sent by United States mail would be deemed sufficient by the
21 organization for any purpose.

22 (7) A statement that the organization recognizes and is aware of Government Code
23 Section 3509. ~~(Section 923 of Labor Code is not applicable to public employees.)~~

1 (8) A statement that the organization agrees to abide by all of the provisions of this
2 Ordinance, except that this shall not preclude the right of the organization to challenge by
3 court action any provision it deems to be invalid.

4 (b) Upon receipt of the petition, the Human Resources Director or designee shall verify
5 that the petition complies with the requirements of this Section and, provided the requirements
6 are met within 14 days, notify the employee organization within 14 days that it is registered.

7 (c) The City and County is under no obligation to consult with any employee
8 organizations that which do not satisfactorily comply with the requirements of Paragraph (a) of
9 this Section or that have not been certified by the Civil Service Commission as the exclusive
10 representative of a bargaining unit.

11 (d) Employee organizations must re-register every three years, provided, however, that the
12 exclusive representative of a bargaining unit need not do so.

13 (e) Should any of the information in subsections (a)(1)-(8) change, the employee organization
14 must update said information with the Civil Service Commission within 30 days.

15 11. SEC. 16.210. ESTABLISHMENT OF BARGAINING REPRESENTATION
16 UNITS.

17 (a) The Employee Relations Director shall make determinations as to appropriate bargaining
18 units. In the event an employee or employee organization disagrees with the Employee Relations
19 Director's determination, the aggrieved party may, within 60 days from the date of the Employee
20 Relations Director's determination, submit a protest to the Civil Service Commission. The Civil
21 Service Commission will select an administrative law judge who will schedule the matter for a hearing
22 and final determination. In arriving at said determination, the administrative law judge shall consider
23 the factors described in subsection (b) immediately below.

24 (b) The criteria for determining the appropriateness of bargaining units shall include: the
25 community of interest among employees; the history of employee representation in the unit; the extent

1 to which employees have common knowledge, skill and abilities, working conditions, job duties or
2 similar educational requirements; the need to avoid undue fragmentation of bargaining units; the
3 wishes of the affected employees; and any impact on the City and County's ability to effectively and
4 efficiently deliver services.

5 (b)(c) All employees throughout the City and County of San Francisco within any of the
6 following categories shall constitute an appropriate representation unit:
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Bargaining Unit # 1
(Operating Engineers)

Bargaining Unit # 3
(Electrical Workers)

<u>Class</u>	<u>Class Title</u>
<u>7108</u>	<u>Heavy Equip Ops Asst Sprv</u>
<u>7110</u>	<u>Mobile Equipment Asst Sprv</u>
<u>7208</u>	<u>Heavy Equipment Ops Sprv</u>
<u>7210</u>	<u>Mobile Equipment Supervisor</u>
<u>7221</u>	<u>Asphalt Plant Supervisor 1</u>
<u>7328</u>	<u>Operating Engineer, Universal</u>
<u>7370</u>	<u>Rigger</u>
<u>7424</u>	<u>Dryer Mixer Operator</u>
<u>9331</u>	<u>Piledriver Engine Operator</u>
<u>9360</u>	<u>Const/Maint Sprv 2, Port</u>

<u>Class</u>	<u>Class Title</u>
<u>6248</u>	<u>Electrical Inspector</u>
<u>6249</u>	<u>Senior Electrical Inspector</u>
<u>6250</u>	<u>Chief Electrical Inspector</u>
<u>6252</u>	<u>Line Inspector</u>
<u>7229</u>	<u>Transmission Line Supervisor 1</u>
<u>7238</u>	<u>Electrician Supervisor 1</u>
<u>7244</u>	<u>Power Plant Supervisor 1</u>
<u>7255</u>	<u>Power House Electrician Sprv 1</u>
<u>7257</u>	<u>Communication Line Sprv1</u>
<u>7273</u>	<u>Communications Line Wrk Sprv 2</u>
<u>7275</u>	<u>Telecommunications Tech Supv</u>
<u>7276</u>	<u>Electrician Supervisor 2</u>
<u>7285</u>	<u>Transmission Line Wrk Sprv 2</u>
<u>7287</u>	<u>Sprv Electronic Main Tech</u>
<u>7308</u>	<u>Cable Splicer</u>
<u>7318</u>	<u>Electronic Maintenance Tech</u>
<u>7319</u>	<u>Electric Motor Repairer</u>
<u>7329</u>	<u>Electr Maint Tech Asst Sprv</u>
<u>7338</u>	<u>Electrical Line Worker</u>

Bargaining Unit # 2
(Painters)

<u>Class</u>	<u>Class Title</u>
<u>7242</u>	<u>Painter Supervisor 1</u>
<u>7278</u>	<u>Painter Supervisor 2</u>
<u>7346</u>	<u>Painter</u>

1	<u>7345</u>	<u>Electrician</u>		
2	<u>7363</u>	<u>Power House Electrician</u>		
3	<u>7390</u>	<u>Welder</u>		
4	<u>7430</u>	<u>Asst Electronic Main Tech</u>		<u>Bargaining Unit # 5</u>
5	<u>7432</u>	<u>Electrical Line Helper</u>		<u>(Soft Floor Covering</u>
6	<u>7480</u>	<u>Power Generation Technician 1</u>		<u>Employees)</u>
7	<u>7482</u>	<u>Power Generation Technician 2</u>		
8	<u>7484</u>	<u>Sr Power Generation Tech</u>	<u>Class</u>	<u>Class Title</u>
9	<u>7488</u>	<u>Power Generation Supervisor</u>	<u>7393</u>	<u>Soft Floor Coverer</u>
10	<u>7510</u>	<u>Lighting Fixture Maint Worker</u>	<u>7394</u>	<u>Soft Floor Coverer Supervisor</u>
11	<u>9240</u>	<u>Airport Electrician</u>		
12	<u>9241</u>	<u>Airport Electrician Supervisor</u>		<u>Bargaining Unit # 6</u>
13	<u>9242</u>	<u>Head Airport Electrician</u>		<u>(Theatrical Stage Employees)</u>
14	<u>9354</u>	<u>Elevator and Crane Technician</u>		
15	<u>9358</u>	<u>Crane Mechanic Supervisor</u>	<u>Class</u>	<u>Class Title</u>
16			<u>1766</u>	<u>Media Production Tech</u>
17		<u>Bargaining Unit # 4</u>	<u>1767</u>	<u>Media Programming Spec</u>
18		<u>(BrickLayers)</u>	<u>1769</u>	<u>Media Production Supv</u>
19			<u>1777</u>	<u>Media/Security Sys Spec</u>
20	<u>Class</u>	<u>Class Title</u>	<u>1781</u>	<u>Media/Security Syst Supv</u>
21	<u>7307</u>	<u>Bricklayer</u>	<u>7377</u>	<u>Stage Electrician</u>
22	<u>7378</u>	<u>Tile Setter</u>		
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Bargaining Unit # 7
(Professional and Technical)

<u>Class</u>	<u>Class Title</u>
<u>1002</u>	<u>IS Operator-Journey</u>
<u>1003</u>	<u>IS Operator-Senior</u>
<u>1004</u>	<u>IS Operator-Analyst</u>
<u>1005</u>	<u>IS Operator-Supervisor</u>
<u>1011</u>	<u>IS Technician Assistant</u>
<u>1012</u>	<u>IS Technical-Journey</u>
<u>1013</u>	<u>IS Technician-Senior</u>
<u>1014</u>	<u>IS Technician-Supervisor</u>
<u>1021</u>	<u>IS Administrator 1</u>
<u>1022</u>	<u>IS Administrator 2</u>
<u>1023</u>	<u>IS Administrator 3</u>
<u>1024</u>	<u>IS Administrator-Supervisor</u>
<u>1031</u>	<u>IS Trainer-Assistant</u>
<u>1032</u>	<u>IS Trainer-Journey</u>
<u>1033</u>	<u>IS Trainer-Senior</u>
<u>1041</u>	<u>IS Engineer-Assistant</u>
<u>1042</u>	<u>IS Engineer-Journey</u>

<u>1043</u>	<u>IS Engineer-Senior</u>
<u>1044</u>	<u>IS Engineer-Principal</u>
<u>1051</u>	<u>IS Business Analyst-Assistant</u>
<u>1052</u>	<u>IS Business Analyst</u>
<u>1053</u>	<u>IS Business Analyst-Senior</u>
<u>1054</u>	<u>IS Business Analyst-Principal</u>
<u>1061</u>	<u>IS Program Analyst-Assistant</u>
<u>1062</u>	<u>IS Programmer Analyst</u>
<u>1063</u>	<u>IS Programmer Analyst-Senior</u>
<u>1064</u>	<u>IS Prg Analyst-Principal</u>
<u>1070</u>	<u>IS Project Director</u>
<u>1232</u>	<u>Training Officer</u>
<u>1312</u>	<u>Public Information Officer</u>
<u>1314</u>	<u>Public Relations Officer</u>
<u>1360</u>	<u>Special Assistant 1</u>
<u>1361</u>	<u>Special Assistant 2</u>
<u>1362</u>	<u>Special Assistant 3</u>
<u>1363</u>	<u>Special Assistant 4</u>
<u>1364</u>	<u>Special Assistant 5</u>
<u>1365</u>	<u>Special Assistant 6</u>
<u>1366</u>	<u>Special Assistant 7</u>
<u>1367</u>	<u>Special Assistant 8</u>
<u>1368</u>	<u>Special Assistant 9</u>
<u>1369</u>	<u>Special Assistant 10</u>
<u>1370</u>	<u>Special Assistant 11</u>

1	<u>1371</u>	<u>Special Assistant 12</u>	<u>2119</u>	<u>Health Care Analyst</u>
2	<u>1649</u>	<u>Accountant Intern</u>	<u>2218</u>	<u>Physician Assistant</u>
3	<u>1650</u>	<u>Accountant</u>	<u>2403</u>	<u>Forensic Laboratory Technician</u>
4	<u>1652</u>	<u>Senior Accountant</u>	<u>2456</u>	<u>Asst Forensic Toxicologist 1</u>
5	<u>1654</u>	<u>Principal Accountant</u>	<u>2457</u>	<u>Asst Forensic Toxicologist 2</u>
6	<u>1657</u>	<u>Senior Systems Accountant</u>	<u>2458</u>	<u>Forensic Toxicologist</u>
7	<u>1670</u>	<u>Financial Systems Supervisor</u>	<u>2478</u>	<u>Sr Sewage Treatment Chemist</u>
8	<u>1684</u>	<u>Auditor II</u>	<u>2481</u>	<u>Water QualityTech I/II</u>
9	<u>1686</u>	<u>Auditor III</u>	<u>2482</u>	<u>Water Quality Tech III</u>
10	<u>1734</u>	<u>Computer Operator 1</u>	<u>2483</u>	<u>Biologist I/II</u>
11	<u>1739</u>	<u>Computer Ops Supervisor 2</u>	<u>2484</u>	<u>Biologist III</u>
12	<u>1803</u>	<u>Performance Analyst I</u>	<u>2485</u>	<u>Supv Biologist</u>
13	<u>1804</u>	<u>Statistician</u>	<u>2486</u>	<u>Chemist I/II</u>
14	<u>1805</u>	<u>Performance Analyst II</u>	<u>2487</u>	<u>Chemist III</u>
15	<u>1806</u>	<u>Senior Statistician</u>	<u>2488</u>	<u>Supv Chemist</u>
16	<u>1823</u>	<u>Senior Administrative Analyst</u>	<u>2489</u>	<u>Lab Svcs Mgr</u>
17	<u>1824</u>	<u>Pr Administrative Analyst</u>	<u>2538</u>	<u>Audiometrist</u>
18	<u>1825</u>	<u>Prnpl Admin Analyst II</u>	<u>2540</u>	<u>Audiologist</u>
19	<u>1827</u>	<u>Administrative Services Mgr</u>	<u>2542</u>	<u>Speech Pathologist</u>
20	<u>1944</u>	<u>Materials Coordinator</u>	<u>2548</u>	<u>Occupational Therapist</u>
21	<u>1950</u>	<u>Assistant Purchaser</u>	<u>2550</u>	<u>Senior Occupational Therapist</u>
22	<u>1952</u>	<u>Purchaser</u>	<u>2551</u>	<u>Mental Hlth Treatment Spec</u>
23	<u>1956</u>	<u>Senior Purchaser</u>	<u>2555</u>	<u>Physical Therapist Assistant</u>
24	<u>1958</u>	<u>Supervising Purchaser</u>	<u>2556</u>	<u>Physical Therapist</u>
25	<u>2107</u>	<u>Med Staff Svcs Dept Anl</u>	<u>2558</u>	<u>Senior Physical Therapist</u>

1	<u>2566</u>	<u>Rehabilitation Counselor</u>	<u>4260</u>	<u>Real Prop Appraiser Trainee</u>
2	<u>2589</u>	<u>Health Program Coordinator 1</u>	<u>4261</u>	<u>Real Property Appraiser</u>
3	<u>2591</u>	<u>Health Program Coordinator 2</u>	<u>4265</u>	<u>Senior Real Property Appraiser</u>
4	<u>2593</u>	<u>Health Program Coordinator 3</u>	<u>4267</u>	<u>Pr Real Property Appraiser</u>
5	<u>2594</u>	<u>Employee Assistance Counselor</u>	<u>5120</u>	<u>Architectural Administrator</u>
6	<u>2595</u>	<u>Sr Employee Asst Counselor</u>	<u>5130</u>	<u>Sewage Treatment Plant Supt</u>
7	<u>2802</u>	<u>Epidemiologist 1</u>	<u>5174</u>	<u>Administrative Engineer</u>
8	<u>2803</u>	<u>Epidemiologist 2</u>	<u>5177</u>	<u>Safety Officer</u>
9	<u>2819</u>	<u>Assistant Health Educator</u>	<u>5201</u>	<u>Junior Engineer</u>
10	<u>2822</u>	<u>Health Educator</u>	<u>5203</u>	<u>Asst Engr</u>
11	<u>2825</u>	<u>Senior Health Educator</u>	<u>5207</u>	<u>Assoc Engineer</u>
12	<u>2846</u>	<u>Nutritionist</u>	<u>5209</u>	<u>Industrial Engineer</u>
13	<u>2924</u>	<u>Medical Social Work Supervisor</u>	<u>5211</u>	<u>Eng/Arch/Landscape Arch Sr</u>
14	<u>2978</u>	<u>Contract Compliance Officer 2</u>	<u>5212</u>	<u>Engineer/Architect Principal</u>
15	<u>2982</u>	<u>Rent Board Supervisor</u>	<u>5214</u>	<u>Building Plans Engineer</u>
16	<u>2992</u>	<u>Contract Compliance Officer 1</u>	<u>5215</u>	<u>Fire Protection Engineer</u>
17	<u>3374</u>	<u>Volunteer/Outreach Coord</u>	<u>5216</u>	<u>Chief Surveyor</u>
18	<u>4140</u>	<u>Real Property Manager</u>	<u>5217</u>	<u>Building Code Analyst</u>
19	<u>4142</u>	<u>Senior Real Property Officer</u>	<u>5218</u>	<u>Structural Engineer</u>
20	<u>4143</u>	<u>Principal Real Property Ofc</u>	<u>5219</u>	<u>Senior Structural Engineer</u>
21	<u>4220</u>	<u>Personal Property Auditor</u>	<u>5241</u>	<u>Engineer</u>
22	<u>4222</u>	<u>Sr Personal Property Auditor</u>	<u>5260</u>	<u>Architectural Assistant 1</u>
23	<u>4224</u>	<u>Pr Personal Property Auditor</u>	<u>5261</u>	<u>Architectural Assistant 2</u>
24	<u>4230</u>	<u>Estate Investigator</u>	<u>5262</u>	<u>Landscape Architect Assoc 1</u>
25	<u>4231</u>	<u>Senior Estate Investigator</u>	<u>5265</u>	<u>Architectural Associate 1</u>

1	<u>5266</u>	<u>Architectural Associate 2</u>	<u>5330</u>	<u>Graphics Supervisor</u>
2	<u>5268</u>	<u>Architect</u>	<u>5362</u>	<u>Engineering Assistant</u>
3	<u>5272</u>	<u>Landscape Architect Assoc 2</u>	<u>5364</u>	<u>Engineering Associate 1</u>
4	<u>5274</u>	<u>Landscape Architect</u>	<u>5366</u>	<u>Engineering Associate 2</u>
5	<u>5276</u>	<u>City Planning Intern</u>	<u>5380</u>	<u>StdntDsgnTrain1, Arch/Eng/Plng</u>
6	<u>5277</u>	<u>Planner 1</u>	<u>5381</u>	<u>StdntDsgn Train2/Arch/Eng/Plng</u>
7	<u>5278</u>	<u>Planner 2</u>	<u>5382</u>	<u>StdntDsgnTrain3, Arch/Eng/Plng</u>
8	<u>5283</u>	<u>Planner 5</u>	<u>5502</u>	<u>Project Manager 1</u>
9	<u>5288</u>	<u>Transit Planner 2</u>	<u>5504</u>	<u>Project Manager 2</u>
10	<u>5289</u>	<u>Transit Planner III</u>	<u>5506</u>	<u>Project Manager 3</u>
11	<u>5290</u>	<u>Transit Planner 4</u>	<u>5508</u>	<u>Project Manager 4</u>
12	<u>5291</u>	<u>Planner 3</u>	<u>5601</u>	<u>Utility Analyst</u>
13	<u>5293</u>	<u>Planner 4</u>	<u>5602</u>	<u>Utility Specialist</u>
14	<u>5298</u>	<u>Planner 3-Environmental Review</u>	<u>5606</u>	<u>Energy Specialist</u>
15	<u>5299</u>	<u>Planner 4-Environmental Review</u>	<u>5608</u>	<u>Senior Energy Specialist</u>
16	<u>5301</u>	<u>Sprv, Traffic Painting Program</u>	<u>5620</u>	<u>Regulatory Specialist</u>
17	<u>5302</u>	<u>Traffic Survey Technician</u>	<u>5638</u>	<u>Environmental Assistant</u>
18	<u>5303</u>	<u>Sprv, Traffic & Street Signs</u>	<u>5640</u>	<u>Environmental Spec</u>
19	<u>5304</u>	<u>Materials Testing Aide</u>	<u>5642</u>	<u>Sr. Environmental Spec</u>
20	<u>5305</u>	<u>Materials Testing Technician</u>	<u>5644</u>	<u>Principal Environ Specialist</u>
21	<u>5306</u>	<u>Traffic Sign Manager</u>	<u>6116</u>	<u>Sprv Wastewater Cont Inspector</u>
22	<u>5310</u>	<u>Survey Assistant I</u>	<u>6130</u>	<u>Safety Analyst</u>
23	<u>5312</u>	<u>Survey Assistant II</u>	<u>6137</u>	<u>Assistant Industrial Hygienist</u>
24	<u>5314</u>	<u>Survey Associate</u>	<u>6138</u>	<u>Industrial Hygienist</u>
25	<u>5320</u>	<u>Illustrator and Art Designer</u>	<u>6230</u>	<u>Street Inspector</u>

1	<u>6231</u>	<u>Senior Street Inspector</u>	<u>9255</u>	<u>Airport Economic Planner</u>
2	<u>6232</u>	<u>Street Inspection Supervisor</u>	<u>9376</u>	<u>Market Research Spec, Port</u>
3	<u>6262</u>	<u>Plan Checker</u>	<u>9377</u>	<u>Feasibility Analyst, Port</u>
4	<u>6266</u>	<u>Senior Plan Checker</u>	<u>9386</u>	<u>Senior Property Manager, Port</u>
5	<u>6270</u>	<u>Housing Inspector</u>	<u>9393</u>	<u>Maritime Marketing Repr</u>
6	<u>6272</u>	<u>Senior Housing Inspector</u>	<u>9395</u>	<u>Property Manager, Port</u>
7	<u>6274</u>	<u>Chief Housing Inspector</u>		
8	<u>6281</u>	<u>Fire Safety Inspector 2</u>		
9	<u>6317</u>	<u>Assistant Const Inspector</u>		
10	<u>6318</u>	<u>Construction Inspector</u>		
11	<u>6319</u>	<u>Senior Const Inspector</u>		
12	<u>6335</u>	<u>Disability Access Coordinator</u>		
13	<u>7132</u>	<u>Telecommunication Supervisor</u>		
14	<u>7336</u>	<u>Electr Instrmntn Tech Wtr Poll</u>		<u>Bargaining Unit # 8</u>
15	<u>7457</u>	<u>Sign Worker</u>		<u>(Professional and Technical,</u>
16	<u>8132</u>	<u>DA Investigative Assist</u>		<u>SFAPP)</u>
17	<u>8167</u>	<u>Parking Hearing Examiner</u>	<u>Class</u>	
18	<u>8173</u>	<u>Legal Assistant</u>	<u>Class Title</u>	
19	<u>8219</u>	<u>Parking Enforcement Admin</u>	<u>1130</u>	<u>Youth Comm Advisor</u>
20	<u>8240</u>	<u>Pub Safety Communication Coord</u>	<u>1203</u>	<u>Personnel Technician</u>
21	<u>8259</u>	<u>Criminalist I</u>	<u>1231</u>	<u>Assistant Manager, EEO</u>
22	<u>8260</u>	<u>Criminalist II</u>	<u>1233</u>	<u>EEO Programs Specialist</u>
23	<u>8262</u>	<u>Criminalist III</u>	<u>1241</u>	<u>Personnel Analyst</u>
24	<u>8264</u>	<u>Forensic Document Examiner</u>	<u>1244</u>	<u>Senior Personnel Analyst</u>
25	<u>9206</u>	<u>Airport Property Specialist 1</u>	<u>1246</u>	<u>Principal Personnel Analyst</u>

1	<u>1452</u>	<u>Executive Secretary 2</u>		<u>Bargaining Unit # 9</u>
2	<u>1454</u>	<u>Executive Secretary 3</u>		<u>(Pile Drivers)</u>
3	<u>1492</u>	<u>Asst Clk, Board of Supervisors</u>		
4	<u>1506</u>	<u>Confidential Scty to Sheriff</u>	<u>Class</u>	<u>Class Title</u>
5	<u>1512</u>	<u>Cfdntal Sctry & Ex Asst Publ Dfdr</u>	<u>9330</u>	<u>Pile Worker</u>
6	<u>1518</u>	<u>Confidential Sctry to Assessor</u>	<u>9332</u>	<u>Piledriver Supervisor 1</u>
7	<u>1520</u>	<u>Cfdntal Sctry to District Atty</u>		
8	<u>1522</u>	<u>Cfdntal Sctry to City Atty</u>		<u>Bargaining Unit # 10</u>
9	<u>1543</u>	<u>Secretary, Comm on the Environ</u>		<u>(Hod Carriers)</u>
10	<u>1544</u>	<u>Secretary, Library Commission</u>		
11	<u>1546</u>	<u>Sctry, Commission on the Aging</u>	<u>Class</u>	<u>Class Title</u>
12	<u>1548</u>	<u>Sctry, Human Svcs. Commission</u>	<u>7428</u>	<u>Hodcarrier</u>
13	<u>1549</u>	<u>Sctry, Juv Probation Comm</u>		
14	<u>1551</u>	<u>Secretary, Health Commission</u>		
15	<u>1555</u>	<u>Sctry, Bldg Inspection Comm</u>		
16	<u>1574</u>	<u>Ex Asst to the Controller</u>		<u>Bargaining Unit # 11</u>
17	<u>1835</u>	<u>Legislative Assistant</u>		<u>(Plumbers)</u>
18	<u>8116</u>	<u>Legislative Calendar Clerk</u>		
19	<u>8118</u>	<u>Legislation Clerk</u>	<u>Class</u>	<u>Class Title</u>
20	<u>8151</u>	<u>Claims Investigator, CA</u>	<u>1466</u>	<u>Meter Reader</u>
21	<u>8152</u>	<u>SrClaimsInvstgtor, Cty Atty Ofc</u>	<u>6242</u>	<u>Plumbing Inspector</u>
22	<u>8169</u>	<u>Legislative Asst City Atty Ofc</u>	<u>6244</u>	<u>Chief Plumbing Inspector</u>
23	<u>9276</u>	<u>Secretary, Airports Commission</u>	<u>6246</u>	<u>Senior Plumbing Inspector</u>
24			<u>7134</u>	<u>Water Const&Main Supt</u>
25			<u>7136</u>	<u>Water Shops & Equip Supt</u>

1	<u>7204</u>	<u>Chief Water Service Inspector</u>	<u>7203</u>	<u>Bldg & Grounds Maint Sprv</u>
2	<u>7213</u>	<u>Plumber Supervisor 1</u>	<u>7205</u>	<u>Chief Stationary Engineer</u>
3	<u>7239</u>	<u>Plumber Supervisor 2</u>	<u>7223</u>	<u>Cable Machinery Supervisor</u>
4	<u>7240</u>	<u>Water Meter Shop Supervisor 1</u>	<u>7245</u>	<u>Chf Statnry Eng, Wtr Treat Plnt</u>
5	<u>7248</u>	<u>Steamfitter Supervisor 2</u>	<u>7252</u>	<u>Chf Stationary Eng, Sew Plant</u>
6	<u>7250</u>	<u>Utility Plumber Supervisor 1</u>	<u>7262</u>	<u>Maintenance Planner</u>
7	<u>7284</u>	<u>Utility Plumber Supervisor 2</u>	<u>7286</u>	<u>Wire Rope Cable Maint Supervisor</u>
8	<u>7316</u>	<u>Water Service Inspector</u>	<u>7333</u>	<u>Apprentice Stationary Engineer</u>
9	<u>7317</u>	<u>Senior Water Service Inspector</u>	<u>7334</u>	<u>Stationary Engineer</u>
10	<u>7347</u>	<u>Plumber</u>	<u>7335</u>	<u>Senior Stationary Engineer</u>
11	<u>7348</u>	<u>Steamfitter</u>	<u>7339</u>	<u>AprntcStatnry Eng,WtrTreatPlnt</u>
12	<u>7349</u>	<u>Steamfitter Supervisor 1</u>	<u>7341</u>	<u>Statnry Eng Water Treat Plant</u>
13	<u>7353</u>	<u>Water Meter Repairer</u>	<u>7343</u>	<u>Sr Statnry Eng, Wtr Treat Plnt</u>
14	<u>7360</u>	<u>Pipe Welder</u>	<u>7372</u>	<u>Stationary Eng, Sewage Plant</u>
15	<u>7388</u>	<u>Utility Plumber</u>	<u>7373</u>	<u>Sr. Stationary Eng, Sew Plant</u>
16	<u>7449</u>	<u>Sewer Service Worker</u>	<u>7375</u>	<u>Aprntc Statnry Eng, Sew Plant</u>
17	<u>7463</u>	<u>Utility Plumber Apprentice</u>	<u>7420</u>	<u>Bridgetender</u>
18			<u>7472</u>	<u>Wire Rope Cable Maint Mech</u>
19		<u>Bargaining Unit # 12</u>	<u>7473</u>	<u>Wire Rope Cable Maint Mech</u>
20		<u>(Stationary Engineers)</u>		<u>Trainee</u>
21			<u>9232</u>	<u>Airport Mechanical Maint Sprv</u>
22	<u>Class</u>	<u>Class Title</u>		
23	<u>5148</u>	<u>Water Operations Analyst</u>		<u>Bargaining Unit # 13</u>
24	<u>5149</u>	<u>Supt Water Treatment Fac</u>		<u>(Roofers)</u>
25	<u>7120</u>	<u>Bldgs & Grounds Maint Supt</u>		

1	<u>Class</u>	<u>Class Title</u>	7228	<u>Auto Transit Shop Sprv I</u>
2	9343	<u>Roofer</u>	7232	<u>HH Mechanical Shop Sprv</u>
3	9344	<u>Roofer Supervisor 1</u>	7241	<u>Sr Maintenance Controller</u>
4			7249	<u>Automotive Mechanic Sprv I</u>
5		<u>Bargaining Unit # 14</u>	7254	<u>Automotive Machinist Sprv I</u>
6		<u>(Plasterers)</u>	7258	<u>Maintenance Machinist Sprv I</u>
7			7264	<u>Auto Body & Fender Worker Sprv I</u>
8	<u>Class</u>	<u>Class Title</u>	7277	<u>City Shops Asst Superintendent</u>
9	7361	<u>Plasterer</u>	7305	<u>Metal Fabricator</u>
10			7306	<u>Automotive Body & Fender Wrk</u>
11		<u>Bargaining Unit # 15</u>	7309	<u>Car and Auto Painter</u>
12		<u>(Sheet Metal Workers)</u>	7313	<u>Automotive Machinist</u>
13			7315	<u>Auto Machinist Asst Sprv</u>
14	<u>Class</u>	<u>Class Title</u>	7322	<u>Auto Body & Fender Worker Asst Sprv</u>
15	6235	<u>Heating/Ventilating Inspector</u>	7325	<u>General Utility Mechanic</u>
16	7247	<u>Sheet Metal Wrk Supervisor 2</u>	7330	<u>Sr General Utility Mechanic</u>
17	7376	<u>Sheet Metal Worker</u>	7332	<u>Maintenance Machinist</u>
18	9345	<u>Sheet Metal Supervisor 1</u>	7337	<u>Main Machinist Asst Sprv</u>
19			7340	<u>Maintenance Controller</u>
20		<u>Bargaining Unit # 16</u>	7381	<u>Automotive Mechanic</u>
21		<u>(Automotive Mechanics)</u>	7382	<u>Automotive Mechanic Asst Sprv</u>
22			7387	<u>Upholsterer</u>
23	<u>Class</u>	<u>Class Title</u>	7434	<u>Maintenance Machinist Helper</u>
24	7126	<u>Mech Shop & Equip Supt</u>		
25	7225	<u>Transit Paint Shop Sprv I</u>		<u>Bargaining Unit # 17</u>

1	<u>(Supervising Physician/Dentists)</u>	7412	<u>Auto Svc Wrk Asst Sprv</u>
2		8126	<u>Sr Investigator, OCC</u>
3	<u>Class Class Title</u>	9155	<u>Claims Investigator</u>
4	2233 <u>Supervising Physician Spec</u>	9156	<u>Senior Claims Investigator</u>
5		9157	<u>Claims Adjuster</u>
6	<u>Bargaining Unit # 18</u>		
7	<u>(Physician/Dentists)</u>		<u>Bargaining Unit # 20</u>
8			<u>(Truck Drivers)</u>
9	<u>Class Class Title</u>		
10	2210 <u>Dentist</u>	<u>Class Class Title</u>	
11	2220 <u>Physician</u>	7355	<u>Truck Driver</u>
12	2230 <u>Physician Specialist</u>		
13	2232 <u>Senior Physician Specialist</u>		<u>Bargaining Unit # 21</u>
14	2236 <u>Medical Advisor, Hlth Svc Sys</u>		<u>(Carpenters)</u>
15	2292 <u>Shelter Veterinarian</u>		
16	2582 <u>Forensic Pathologist</u>	<u>Class Class Title</u>	
17	2598 <u>Asst Med Examiner</u>	7226	<u>Carpenter Supervisor 1</u>
18		7236	<u>Locksmith Supervisor 1</u>
19		7272	<u>Carpenter Supervisor 2</u>
20		7342	<u>Locksmith</u>
21	<u>Bargaining Unit # 19</u>	7344	<u>Carpenter</u>
22	<u>(Miscellaneous Transit)</u>	7358	<u>Pattern Maker</u>
23			<u>Bargaining Unit # 22</u>
24	<u>Class Class Title</u>		<u>(Administrative/Clerical)</u>
25	1773 <u>Media Training Specialist</u>		

1	<u>Class</u>	<u>Class Title</u>	1474	<u>Claims Process Clerk</u>
2	<u>1201</u>	<u>Personnel Technician Trainee</u>	1476	<u>Senior Claims Process Clerk</u>
3	<u>1202</u>	<u>Personnel Clerk</u>	1478	<u>Senior Water Services Clerk</u>
4	<u>1204</u>	<u>Senior Personnel Clerk</u>	1630	<u>Account Clerk</u>
5	<u>1209</u>	<u>Benefits Technician</u>	1632	<u>Senior Account Clerk</u>
6	<u>1210</u>	<u>Benefits Analyst</u>	1635	<u>Health Care Billing Clerk 1</u>
7	<u>1220</u>	<u>Payroll Clerk</u>	1636	<u>Health Care Billing Clerk 2</u>
8	<u>1227</u>	<u>Testing Technician</u>	1637	<u>Patient Accounts Clerk</u>
9	<u>1310</u>	<u>Public Relations Assistant</u>	1704	<u>Communications Dispatcher 1</u>
10	<u>1322</u>	<u>Customer Service Agent Trainee</u>	1706	<u>Telephone Operator</u>
11	<u>1324</u>	<u>Customer Service Agent</u>	1708	<u>Senior Telephone Operator</u>
12	<u>1402</u>	<u>Junior Clerk</u>	1720	<u>Data Entry Operator</u>
13	<u>1403</u>	<u>Elections Clerk</u>	1721	<u>Senior Data Entry Operator</u>
14	<u>1404</u>	<u>Clerk</u>	1750	<u>Microphoto/Imaging Technician</u>
15	<u>1422</u>	<u>Junior Clerk Typist</u>	1752	<u>Sr. Microphoto/Imaging Tech.</u>
16	<u>1424</u>	<u>Clerk Typist</u>	1760	<u>Offset Machine Operator</u>
17	<u>1430</u>	<u>Transcriber Typist</u>	1762	<u>Senior Offset Machine Operator</u>
18	<u>1436</u>	<u>Braillist</u>	1802	<u>Research Assistant</u>
19	<u>1444</u>	<u>Secretary 1</u>	1812	<u>Assistant Retirement Analyst</u>
20	<u>1446</u>	<u>Secretary 2</u>	1817	<u>Procedural Writer</u>
21	<u>1450</u>	<u>Executive Secretary 1</u>	1820	<u>Junior Administrative Analyst</u>
22	<u>1458</u>	<u>Legal Secretary 1</u>	1840	<u>Junior Management Assistant</u>
23	<u>1460</u>	<u>Legal Secretary 2</u>	1842	<u>Management Assistant</u>
24	<u>1468</u>	<u>Water Services Clerk</u>	1847	<u>Ex Aide to the Mayor's Office</u>
25	<u>1471</u>	<u>Elections Worker</u>	1853	<u>Control Clerk, EDP</u>

1	<u>1920</u>	<u>Inventory Clerk</u>	<u>4320</u>	<u>Cashier 1</u>
2	<u>2105</u>	<u>Patient Svcs Finance Tech</u>	<u>4321</u>	<u>Cashier 2</u>
3	<u>2110</u>	<u>Medical Records Clerk</u>	<u>4322</u>	<u>Cashier 3</u>
4	<u>2112</u>	<u>Medical Records Technician</u>	<u>6108</u>	<u>Environmental Hlth Tech 1</u>
5	<u>2903</u>	<u>Eligibility Worker</u>	<u>6218</u>	<u>Weights & Measures/Agri Trainee</u>
6	<u>2904</u>	<u>Human Services Technician</u>	<u>8104</u>	<u>Victim & Witness Technician</u>
7	<u>2905</u>	<u>Senior Eligibility Worker</u>	<u>8106</u>	<u>Legal Process Clerk</u>
8	<u>2913</u>	<u>Program Specialist</u>	<u>8108</u>	<u>Senior Legal Process Clerk</u>
9	<u>2975</u>	<u>Citizens Complaint Officer</u>	<u>8109</u>	<u>Document Examiner Technician</u>
10	<u>2996</u>	<u>Rep. Human Rights Comm</u>	<u>8113</u>	<u>Court Clerk</u>
11	<u>2998</u>	<u>Rep. Comm Status of Women</u>	<u>8138</u>	<u>Court Reporter</u>
12	<u>3302</u>	<u>Admission Attendant</u>	<u>8141</u>	<u>Worker's Compensation Adjuster</u>
13	<u>3406</u>	<u>Land Use Aide</u>	<u>8157</u>	<u>Child Support Officer I</u>
14	<u>3518</u>	<u>Assoc Musm Cnsrvt, AAM</u>	<u>8158</u>	<u>Child Support Officer II</u>
15	<u>3549</u>	<u>Arts Program Assistant</u>	<u>8237</u>	<u>Public Safety Comm Tech</u>
16	<u>3554</u>	<u>Associate Museum Registrar</u>	<u>8238</u>	<u>Police Communications Disp</u>
17	<u>3556</u>	<u>Museum Registrar</u>	<u>8249</u>	<u>Fingerprint Technician 1</u>
18	<u>3602</u>	<u>Library Page</u>	<u>8250</u>	<u>Fingerprint Technician 2</u>
19	<u>3610</u>	<u>Library Assistant</u>	<u>9380</u>	<u>Admin Svc Officer, Port</u>
20	<u>3616</u>	<u>Library Technical Assistant 1</u>	<u>9702</u>	<u>Employment & Training Spec 1</u>
21	<u>3618</u>	<u>Library Technical Assistant 2</u>	<u>9703</u>	<u>Employment & Training Spec 2</u>
22	<u>4119</u>	<u>Performing Arts Center Aide</u>	<u>9770</u>	<u>Community Development Asst</u>
23	<u>4202</u>	<u>Assessment Clerk</u>	<u>9772</u>	<u>Community Development Spec</u>
24	<u>4306</u>	<u>Collections Officer</u>	<u>9774</u>	<u>Sr. Community Devl Spc 1</u>
25	<u>4308</u>	<u>Senior Collections Officer</u>	<u>9775</u>	<u>Sr Community Dev Spec 2</u>

1	<u>9910</u>	<u>Public Service Trainee</u>	<u>2314</u>	<u>Public Health Team Leader</u>
2	<u>9912</u>	<u>Public Service Aide-Technical</u>	<u>2390</u>	<u>Central Processing & Dist Tech</u>
3	<u>9914</u>	<u>Public Service Aide-Admin</u>	<u>2402</u>	<u>Laboratory Helper</u>
4	<u>9920</u>	<u>Public Service Aide-Asst. to Prof.</u>	<u>2406</u>	<u>Pharmacy Helper</u>
5	<u>9922</u>	<u>PS Aide to Prof.</u>	<u>2409</u>	<u>Pharmacy Technician</u>
6			<u>2416</u>	<u>Bacteriological Lab Assistant</u>
7		<u>Bargaining Unit # 23</u>	<u>2420</u>	<u>Histology Technician</u>
8		<u>(Allied Health)</u>	<u>2424</u>	<u>X-Ray Laboratory Aide</u>
9			<u>2430</u>	<u>Medical Evaluations Assistant</u>
10	<u>Class</u>	<u>Class Title</u>	<u>2432</u>	<u>Electrocardiograph Technician</u>
11	<u>1428</u>	<u>Unit Clerk</u>	<u>2436</u>	<u>Electroencephalograph Tech 1</u>
12	<u>1429</u>	<u>Nurses Staffing Assistant</u>	<u>2440</u>	<u>Vet Laboratory Technologist</u>
13	<u>1440</u>	<u>Medical Transcriber Typist</u>	<u>2514</u>	<u>Orthopedic Technician 1</u>
14	<u>1464</u>	<u>Medical Clerk Stenographer</u>	<u>2515</u>	<u>Orthopedic Technician 2</u>
15	<u>1664</u>	<u>Patient Accounts Manager</u>	<u>2520</u>	<u>Morgue Attendant</u>
16	<u>2106</u>	<u>Med Staff Svcs Dept Spc</u>	<u>2523</u>	<u>Forensic Autopsy Technician</u>
17	<u>2202</u>	<u>Dental Aide</u>	<u>2533</u>	<u>Emergency Med Svcs Agency Spec</u>
18	<u>2204</u>	<u>Dental Hygienist</u>	<u>2554</u>	<u>Therapy Aide</u>
19	<u>2302</u>	<u>Nursing Assistant</u>	<u>2565</u>	<u>Acupuncturist</u>
20	<u>2303</u>	<u>Mental Hlth Rehabilitation Wrk</u>	<u>2583</u>	<u>Home Health Aide</u>
21	<u>2304</u>	<u>Psychiatric Orderly</u>	<u>2585</u>	<u>Health Worker 1</u>
22	<u>2305</u>	<u>Psychiatric Technician</u>	<u>2586</u>	<u>Health Worker 2</u>
23	<u>2306</u>	<u>Senior Psychiatric Orderly</u>	<u>2622</u>	<u>Dietetic Technician</u>
24	<u>2310</u>	<u>Surgical Procedures Technician</u>	<u>2624</u>	<u>Dietitian</u>
25	<u>2312</u>	<u>Licensed Vocational Nurse</u>		

1	<u>2818</u>	<u>Health Program Planner</u>	<u>8226</u>	<u>Museum Guard</u>
2	<u>2820</u>	<u>Senior Health Program Planner</u>	<u>8318</u>	<u>Counselor 2</u>
3	<u>2908</u>	<u>Hospital Eligibility Worker</u>	<u>8320</u>	<u>Counselor, Juvenile Hall</u>
4	<u>8420</u>	<u>Rehabilitation Svcs Coord</u>	<u>8321</u>	<u>Counselor, Log Cabin Ranch</u>
5	<u>9924</u>	<u>PS Aide Health Services</u>		
6				<u>Bargaining Unit # 25</u>
7		<u>Bargaining Unit # 24</u>		<u>(Service/Maintenance)</u>
8		<u>(Security and Investigative)</u>		
9			<u>Class</u>	<u>Class Title</u>
10	<u>Class</u>	<u>Class Title</u>	<u>1770</u>	<u>Photographer</u>
11	<u>2577</u>	<u>Med Examiner's Investigator I</u>	<u>1774</u>	<u>Head Photographer</u>
12	<u>2578</u>	<u>Med Examiner's Investigator II</u>	<u>1929</u>	<u>Parts Storekeeper</u>
13	<u>4334</u>	<u>Investigator, Tax Collector</u>	<u>1930</u>	<u>Warehouse Worker</u>
14	<u>8124</u>	<u>Investigator Ofc Citizen Cmplnts</u>	<u>1932</u>	<u>Assistant Storekeeper</u>
15	<u>8129</u>	<u>Victim/Witness Investigator 1</u>	<u>1934</u>	<u>Storekeeper</u>
16	<u>8139</u>	<u>Industrial Injury Investigator</u>	<u>2604</u>	<u>Food Service Worker</u>
17	<u>8142</u>	<u>Public Defender's Investigator</u>	<u>2608</u>	<u>Supply Room Attendant</u>
18	<u>8202</u>	<u>Security Guard</u>	<u>2650</u>	<u>Assistant Cook</u>
19	<u>8204</u>	<u>Institutional Police Officer</u>	<u>2652</u>	<u>Baker</u>
20	<u>8207</u>	<u>Bldg & Grounds Patrol Officer</u>	<u>2654</u>	<u>Cook</u>
21	<u>8208</u>	<u>Park Patrol Officer</u>	<u>2656</u>	<u>Chef</u>
22	<u>8210</u>	<u>Head Park Patrol Officer</u>	<u>2706</u>	<u>House Keeper/Food Service Clnr</u>
23	<u>8213</u>	<u>Police Services Aide</u>	<u>2708</u>	<u>Custodian</u>
24	<u>8214</u>	<u>Parking Control Officer</u>	<u>2736</u>	<u>Porter</u>
25	<u>8216</u>	<u>Senior Parking Control Officer</u>	<u>2770</u>	<u>Senior Laundry Worker</u>

1	<u>2772</u>	<u>Sewing Technician</u>	<u>7302</u>	<u>Audio-Visual Equipment Tech</u>
2	<u>2940</u>	<u>Protective Services Worker</u>	<u>7303</u>	<u>Barber</u>
3	<u>3202</u>	<u>Locker Room Attendant</u>	<u>7324</u>	<u>Beautician</u>
4	<u>3204</u>	<u>Swimming Pool Cashier-Clerk</u>	<u>7362</u>	<u>Comm Systems Technician</u>
5	<u>3210</u>	<u>Swimming Instr/Pool Lifeguard</u>	<u>7368</u>	<u>Senior Comm Systems Technician</u>
6	<u>3256</u>	<u>Photography Instructor</u>	<u>7384</u>	<u>Typewriter Repairer</u>
7	<u>3260</u>	<u>Crafts Instructor</u>	<u>7392</u>	<u>Window Cleaner</u>
8	<u>3264</u>	<u>Camp Assistant</u>	<u>7416</u>	<u>Book Repairer</u>
9	<u>3279</u>	<u>Recreation Leader</u>	<u>7441</u>	<u>Tools Room Mechanic/Custodian</u>
10	<u>3280</u>	<u>Assistant Recreation Director</u>	<u>7450</u>	<u>Shade and Drapery Worker</u>
11	<u>3284</u>	<u>Recreation Director</u>	<u>7524</u>	<u>Institution Utility Worker</u>
12	<u>3310</u>	<u>Stable Attendant</u>	<u>7542</u>	<u>Watershed Worker (Seasonal)</u>
13	<u>3322</u>	<u>Assistant Head Animal Keeper</u>	<u>8201</u>	<u>School Crossing Guard</u>
14	<u>3375</u>	<u>Animal Health Technician</u>	<u>8234</u>	<u>Fire Alarm Dispatcher</u>
15	<u>3450</u>	<u>Agricultural Inspector</u>	<u>8274</u>	<u>Police Cadet</u>
16	<u>3502</u>	<u>Musm Exhibit Packer & Repairer</u>	<u>8280</u>	<u>Environmental Control Officer</u>
17	<u>3520</u>	<u>Museum Preparator</u>	<u>8300</u>	<u>Sheriff's Cadet</u>
18	<u>3522</u>	<u>Senior Museum Preparator</u>	<u>8301</u>	<u>Sheriff's Property Keeper</u>
19	<u>3540</u>	<u>Curatorial Aide</u>	<u>8316</u>	<u>Assistant Counselor</u>
20	<u>3550</u>	<u>Exhibition Designer</u>	<u>8482</u>	<u>Crime Prevention Worker</u>
21	<u>5264</u>	<u>Airport Noise Abatement Spec</u>	<u>9202</u>	<u>Airports Communications Disp</u>
22	<u>5267</u>	<u>Asst Airport Noise Abtmnt Ofc</u>	<u>9209</u>	<u>Community Police Services Aide</u>
23	<u>5285</u>	<u>Airport Noise Abatement Ofc</u>	<u>9212</u>	<u>Airport Safety Officer</u>
24	<u>6220</u>	<u>Inspector, Weights & Measures</u>	<u>9355</u>	<u>Wharfinger 1</u>
25	<u>7219</u>	<u>Maintenance Scheduler</u>		

1	<u>Bargaining Unit # 26</u>	4331	<u>Security Analyst</u>
2	<u>(Specialists/Technical)</u>	5408	<u>Coord of Citizen Involvement</u>
3		5322	<u>Graphic Artist</u>
4	<u>Class Class Title</u>	9722	<u>Specialist in Aging 2</u>
5	<u>1771 Media Production Specialist</u>	9724	<u>Specialist in Aging 3</u>
6	<u>1822 Administrative Analyst</u>		
7	<u>2450 Pharmacist</u>		
8	<u>2454 Clinical Pharmacist</u>		
9	<u>2467 Diagnostic Imaging Tech I</u>		<u>Bargaining Unit # 27</u>
10	<u>2468 Diagnostic Imaging Tech II</u>		<u>(Supervisory)</u>
11	<u>2469 Diagnostic Imaging Tech III</u>		
12	<u>2470 Diagnostic Imaging Tech IV</u>	<u>Class Class Title</u>	
13	<u>2536 Respiratory Care Practitioner</u>	1218	<u>Payroll Supervisor</u>
14	<u>2574 Clinical Psychologist</u>	1222	<u>Sr Payroll & Personnel Clerk</u>
15	<u>2575 Research Psychologist</u>	1224	<u>Pr Payroll & Personnel Clerk</u>
16	<u>2910 Social Worker</u>	1226	<u>Chf Payroll & Personnel Clerk</u>
17	<u>2912 Senior Social Worker</u>	1326	<u>Customer Service Agent Supv</u>
18	<u>2916 Social Work Specialist</u>	1406	<u>Senior Clerk</u>
19	<u>2917 Program Support Analyst</u>	1408	<u>Principal Clerk</u>
20	<u>2920 Medical Social Worker</u>	1410	<u>Chief Clerk</u>
21	<u>2930 Psychiatric Social Worker</u>	1426	<u>Senior Clerk Typist</u>
22	<u>2931 Marriage, Family & Child Cnslr</u>	1431	<u>Senior Unit Clerk</u>
23	<u>3283 Recreation Specialist</u>	1432	<u>Senior Transcriber Typist</u>
24	<u>3285 Junior Museum Director</u>	1435	<u>Shelter Officer Supervisor</u>
25	<u>3630 Librarian I</u>	1437	<u>Shelter Office Asst Supv</u>

1	<u>1441</u>	<u>Sr Medical Transcriber Typist</u>	<u>2434</u>	<u>Sr Electrocardiograph Tech</u>
2	<u>1470</u>	<u>Svcs & Supply Asst Sprv</u>	<u>2522</u>	<u>Senior Morgue Attendant</u>
3	<u>1480</u>	<u>Principal Water Services Clerk</u>	<u>2537</u>	<u>Respiratory Care Prctnr 2</u>
4	<u>1634</u>	<u>Principal Account Clerk</u>	<u>2552</u>	<u>Dir of Act, Therapy & Vol Svcs</u>
5	<u>1662</u>	<u>Patient Accounts Asst Sprv</u>	<u>2579</u>	<u>Med Examiner's Investigator III</u>
6	<u>1663</u>	<u>Patient Accounts Supervisor</u>	<u>2587</u>	<u>Health Worker 3</u>
7	<u>1705</u>	<u>Communications Dispatcher 2</u>	<u>2588</u>	<u>Health Worker 4</u>
8	<u>1710</u>	<u>Chief Telephone Operator</u>	<u>2606</u>	<u>Senior Food Service Worker</u>
9	<u>1727</u>	<u>Sprv Data Entry Operator</u>	<u>2618</u>	<u>Food Service Supervisor</u>
10	<u>1764</u>	<u>Mail & Reproduction Svc Sprv</u>	<u>2619</u>	<u>Senior Food Service Supervisor</u>
11	<u>1813</u>	<u>Senior Benefits Analyst</u>	<u>2626</u>	<u>Chief Dietitian</u>
12	<u>1814</u>	<u>Benefits Supervisor</u>	<u>2716</u>	<u>Custodial Assistant Supervisor</u>
13	<u>1844</u>	<u>Senior Management Assistant</u>	<u>2718</u>	<u>Custodial Supervisor</u>
14	<u>1855</u>	<u>Senior Control Clerk, EDP</u>	<u>2719</u>	<u>Janitorial Svcs Asst Sprv</u>
15	<u>1922</u>	<u>Senior Inventory Clerk</u>	<u>2720</u>	<u>Janitorial Services Supervisor</u>
16	<u>1924</u>	<u>Materials/Supplies Supervisor</u>	<u>2738</u>	<u>Porter Assistant Supervisor</u>
17	<u>1926</u>	<u>Sr Materials & Supplies Sprv</u>	<u>2740</u>	<u>Porter Supervisor 1</u>
18	<u>1931</u>	<u>Senior Parts Storekeeper</u>	<u>2907</u>	<u>Eligibility Worker Supervisor</u>
19	<u>1935</u>	<u>Principal Parts Storekeeper</u>	<u>2909</u>	<u>Hospital Elig Wrk Supervisor</u>
20	<u>1936</u>	<u>Senior Storekeeper</u>	<u>2914</u>	<u>Social Work Supervisor</u>
21	<u>1938</u>	<u>Stores & Equip Asst Sprv</u>	<u>2915</u>	<u>Program Specialist Supervisor</u>
22	<u>1948</u>	<u>Coding Sprv, Purchasing Dept</u>	<u>2922</u>	<u>Senior Medical Social Worker</u>
23	<u>2114</u>	<u>Medical Records Tech Sprv</u>	<u>2932</u>	<u>Sr Psychiatric Social Worker</u>
24	<u>2392</u>	<u>Sr Cent Proc & Dist Tech</u>	<u>2933</u>	<u>Conservatorship/Case Mgt Sprv</u>
25	<u>2408</u>	<u>Senior Pharmacy Helper</u>	<u>2935</u>	<u>Sr Marriage, Fam & Cld Cnslr</u>

1	<u>2944</u>	<u>Protective Services Supervisor</u>	<u>4340</u>	<u>Asst. Director, Bur. of Delinq. Rv</u>
2	<u>2948</u>	<u>Human Services Section Mgr</u>	<u>4366</u>	<u>Collection Supervisor</u>
3	<u>2991</u>	<u>Coord. Human Rights Comm</u>	<u>5271</u>	<u>Sr Airport Noise Abatement Spe</u>
4	<u>3214</u>	<u>Senior Swimming Instructor</u>	<u>6110</u>	<u>Environmental Hlth Tech 2</u>
5	<u>3232</u>	<u>Marina Assistant Manager</u>	<u>7108</u>	<u>Heavy Equip Operations Asst. Sprv</u>
6	<u>3286</u>	<u>Recreation Coordinator</u>	<u>7208</u>	<u>Heavy Equip Operations Sprv</u>
7	<u>3287</u>	<u>Asst Recreation Supervisor</u>	<u>7211</u>	<u>Cement Finisher Supervisor 2</u>
8	<u>3289</u>	<u>Recreation Supervisor</u>	<u>7218</u>	<u>Asbestos Abatement Worker 2</u>
9	<u>3291</u>	<u>Principal Recreation Sprv</u>	<u>7227</u>	<u>Cement Finisher Supervisor 1</u>
10	<u>3292</u>	<u>Asst Superintendent Rec</u>	<u>7243</u>	<u>Parking Meter Repairer Sprv 1</u>
11	<u>3371</u>	<u>Animal Care Supervisor</u>	<u>7259</u>	<u>Water & Power Maint Sprv 1</u>
12	<u>3373</u>	<u>Animal Control Supervisor</u>	<u>7268</u>	<u>Window Cleaner Supervisor</u>
13	<u>3376</u>	<u>Animal Care Asst Supv</u>	<u>7270</u>	<u>Watershed Keeper Supervisor</u>
14	<u>3378</u>	<u>Field Svcs Asst Supv</u>	<u>7282</u>	<u>Street Repair Supervisor 2</u>
15	<u>3480</u>	<u>Farmers Market Manager</u>	<u>7418</u>	<u>Senior Book Repairer</u>
16	<u>3524</u>	<u>Principal Museum Preparator</u>	<u>7470</u>	<u>Watershed Keeper</u>
17	<u>3525</u>	<u>Chief Preparator</u>	<u>8131</u>	<u>Victim/Witness Investigator 2</u>
18	<u>3546</u>	<u>Curator 4</u>	<u>8133</u>	<u>Victim/Witness Investigator 3</u>
19	<u>3558</u>	<u>Senior Museum Registrar</u>	<u>8135</u>	<u>Asst Chf Victim/Wit Invstgtor</u>
20	<u>3632</u>	<u>Librarian 2</u>	<u>8143</u>	<u>Sr Public Defenders Invstgtor</u>
21	<u>3633</u>	<u>Librarian 2 - Asian Arts</u>	<u>8159</u>	<u>Child Support Officer III</u>
22	<u>3634</u>	<u>Librarian 3</u>	<u>8165</u>	<u>Worker's Comp Supervisor 1</u>
23	<u>4203</u>	<u>Senior Assessment Clerk</u>	<u>8170</u>	<u>Medical Claims Supervisor</u>
24	<u>4335</u>	<u>Sr Investigator, Tax Collector</u>	<u>8211</u>	<u>Supv Bldg Grounds Patrol Ofcr</u>
25	<u>4337</u>	<u>Pr Investigator, Tax Collector</u>	<u>8217</u>	<u>Comm Pol Svcs Aide Supervisor</u>

1	<u>8228</u>	<u>Museum Sec Supv</u>	<u>3262</u>	<u>Curator of Indust Arts, Jr Musm</u>
2	<u>8236</u>	<u>Chief Fire Alarm Dispatcher</u>	<u>3342</u>	<u>Zoo Curator</u>
3	<u>8239</u>	<u>Sr Pol Communications Disp</u>	<u>3541</u>	<u>Curator 1</u>
4	<u>8251</u>	<u>Fingerprint Technician 3</u>	<u>3542</u>	<u>Curator 2</u>
5	<u>8452</u>	<u>Criminal Justice Specialist 2</u>	<u>3544</u>	<u>Curator 3</u>
6	<u>8484</u>	<u>Sprv Crime Prevention Worker</u>	<u>3548</u>	<u>Curator Natural Science, Jr Musm</u>
7	<u>9203</u>	<u>Sr Airport Communications Disp</u>	<u>6120</u>	<u>Environmental Health Inspector</u>
8	<u>9204</u>	<u>Airports Communications Sprv</u>	<u>6122</u>	<u>Sr Environmental Hlth Inspector</u>
9	<u>9220</u>	<u>Airport Operations Supervisor</u>	<u>6124</u>	<u>Pr Environmental Hlth Inspector</u>
10	<u>9230</u>	<u>Airport Custodial Svcs Sprv</u>		
11	<u>9356</u>	<u>Wharfinger 2</u>		
12	<u>9508</u>	<u>Prpl Permit and Citation Clerk</u>		
13	<u>9704</u>	<u>Employment & Training Spec 3</u>		
14	<u>9705</u>	<u>Employment & Training Spec 4</u>		
15	<u>9706</u>	<u>Employment & Training Spec 5</u>		<u>Bargaining Unit # 29</u>
16	<u>9708</u>	<u>Employment & Training Spec 6</u>		<u>(Automotive Service Workers)</u>
17				
18		<u>Bargaining Unit # 28</u>	<u>Class</u>	<u>Class Title</u>
19		<u>(Environmental and</u>	<u>7410</u>	<u>Automotive Service Worker</u>
20		<u>Natural Sciences)</u>		
21				<u>Bargaining Unit # 30</u>
22	<u>Class</u>	<u>Class Title</u>		<u>(Laborers)</u>
23	<u>2806</u>	<u>Disease Control Investigator</u>		
24	<u>2808</u>	<u>Sr Disease Control Investigator</u>	<u>Class</u>	<u>Class Title</u>
25	<u>2810</u>	<u>Pr Disease Control Investigator</u>	<u>3402</u>	<u>Farmer</u>

1	<u>3410</u>	<u>Apprentice Gardener</u>	<u>8177</u>	<u>Attorney (Civil/Criminal)</u>
2	<u>3417</u>	<u>Gardener</u>	<u>8181</u>	<u>Assistant Chief Attorney 1</u>
3	<u>3419</u>	<u>Municipal Stadium</u>	<u>8182</u>	<u>Head Atty, Civil & Criminal</u>
4		<u>Groundskeeper</u>	<u>8183</u>	<u>Assistant Chief Attorney 2</u>
5	<u>3422</u>	<u>Park Section Supervisor</u>	<u>8190</u>	<u>Attorney, Tax Collector</u>
6	<u>3424</u>	<u>Pest Control Specialist</u>	<u>8193</u>	<u>Chief Atty I (Civil & Criminal)</u>
7	<u>3428</u>	<u>Nursery Specialist</u>		
8	<u>3430</u>	<u>Chief Nursery Specialist</u>		<u>Bargaining Unit # 32</u>
9	<u>3432</u>	<u>Assistant Arboretum Director</u>		<u>(Managers)</u>
10	<u>3434</u>	<u>Arborist Technician</u>		
11	<u>3436</u>	<u>Arborist Technician Supervisor</u>	<u>Class</u>	<u>Class Title</u>
12	<u>7215</u>	<u>General Laborer Supervisor I</u>	<u>0922</u>	<u>Manager I</u>
13	<u>7220</u>	<u>Asphalt Finisher Supervisor I</u>	<u>0923</u>	<u>Manager II</u>
14	<u>7246</u>	<u>Sewer Repair Supervisor</u>	<u>0931</u>	<u>Manager III</u>
15	<u>7281</u>	<u>Street Environ Svcs Oprs Supv</u>	<u>0932</u>	<u>Manager IV</u>
16	<u>7404</u>	<u>Asphalt Finisher</u>	<u>0933</u>	<u>Manager V</u>
17	<u>7421</u>	<u>Sewer Maintenance Worker</u>	<u>0941</u>	<u>Manager VI</u>
18	<u>7501</u>	<u>Environmental Service Worker</u>	<u>0942</u>	<u>Manager VII</u>
19	<u>7502</u>	<u>Asphalt Worker</u>	<u>0943</u>	<u>Manager VIII</u>
20	<u>7514</u>	<u>General Laborer</u>	<u>0951</u>	<u>Dep Dir I</u>
21			<u>0952</u>	<u>Dep Dir II</u>
22		<u>Bargaining Unit # 31</u>	<u>0953</u>	<u>Dep Dir III</u>
23		<u>(Attorneys)</u>	<u>0954</u>	<u>Dep Dir IV</u>
24			<u>0955</u>	<u>Dep Dir V</u>
25	<u>Class</u>	<u>Class Title</u>	<u>0961</u>	<u>Dept Head I</u>

1	<u>0962</u>	<u>Dept Head II</u>	<u>1377</u>	<u>Special Assistant 18</u>
2	<u>0963</u>	<u>Dept Head III</u>	<u>1378</u>	<u>Special Assistant 19</u>
3	<u>0964</u>	<u>Dept Head IV</u>	<u>1379</u>	<u>Special Assistant 20</u>
4	<u>0965</u>	<u>Dept Head V</u>	<u>1380</u>	<u>Special Assistant 21</u>
5	<u>1071</u>	<u>IS Manager</u>	<u>1381</u>	<u>Special Assistant 22</u>
6	<u>1073</u>	<u>IS Director</u>	<u>1575</u>	<u>Ex Dir, Brd of Permit Appeals</u>
7	<u>1107</u>	<u>Dep Dir, Rent Arb Board</u>	<u>1660</u>	<u>Mgr, Budget and Performance</u>
8	<u>1110</u>	<u>Ex Asst to Ex Dir, Retirement</u>	<u>1665</u>	<u>Director of Patient Accounts</u>
9	<u>1117</u>	<u>Dep Dir for Investments, Ret</u>	<u>1666</u>	<u>Finance Dir, DPH</u>
10	<u>1118</u>	<u>Customer Services Division Mgr</u>	<u>1675</u>	<u>Supervisor Fiscal Officer</u>
11	<u>1120</u>	<u>Dir of Animal Care & Control</u>	<u>1775</u>	<u>Cable Television Mgr</u>
12	<u>1142</u>	<u>County Clerk</u>	<u>1816</u>	<u>Actuary Services Coordinator</u>
13	<u>1160</u>	<u>Asst Dir of Purchasing & Svcs</u>	<u>1839</u>	<u>Water Conservation Admin</u>
14	<u>1161</u>	<u>Ex Asst to Admin, SFGH</u>	<u>1841</u>	<u>Rate Administrator</u>
15	<u>1163</u>	<u>Ex Asst to the Dir of Health</u>	<u>1843</u>	<u>Ex Dir, SE Com Fac Comm</u>
16	<u>1164</u>	<u>Adm, SFGH Medical Center</u>	<u>1879</u>	<u>Project Manager, Spec Project</u>
17	<u>1237</u>	<u>Training Coordinator</u>	<u>1885</u>	<u>Mgr, Bur of Mgt Info Sys, PUC</u>
18	<u>1248</u>	<u>Asst Deputy Director, HR</u>	<u>2108</u>	<u>Dir, Med Staff Svcs Dept</u>
19	<u>1270</u>	<u>Departmental Personnel Officer</u>	<u>2140</u>	<u>Hospital Administrative Asst</u>
20	<u>1272</u>	<u>Sr Dept Personnel Officer</u>	<u>2143</u>	<u>Hospital Asst Administrator</u>
21	<u>1372</u>	<u>Special Assistant 13</u>	<u>2145</u>	<u>Hospital Assoc Administrator</u>
22	<u>1373</u>	<u>Special Assistant 14</u>	<u>2148</u>	<u>Sr Hospital Assoc Adm</u>
23	<u>1374</u>	<u>Special Assistant 15</u>	<u>2235</u>	<u>Medical Dir, Dept of Health</u>
24	<u>1375</u>	<u>Special Assistant 16</u>	<u>2237</u>	<u>Chief Medical Director, DPH</u>
25	<u>1376</u>	<u>Special Assistant 17</u>	<u>2244</u>	<u>Health Center Director</u>

1	<u>2246</u>	<u>Asst Dir of Clinical Svcs 1</u>	<u>4333</u>	<u>Senior Investment Officer</u>
2	<u>2248</u>	<u>Asst Dir Clinical Svcs 2</u>	<u>4349</u>	<u>Dir of Real Estate, Tax Coll</u>
3	<u>2459</u>	<u>Forensic Laboratory Manager</u>	<u>4377</u>	<u>Asst Cash Mgt & Investment</u>
4	<u>2466</u>	<u>Chief Microbiologist</u>	<u>5102</u>	<u>Publ Bldgs Maint& Repr Asst Supt</u>
5	<u>2492</u>	<u>Dir, Public Hlth Laboratories</u>	<u>5103</u>	<u>Oper. Bureau Superntd., DPW</u>
6	<u>2560</u>	<u>Rehabilitation Coordinator</u>	<u>5105</u>	<u>Mgr., Fin & Admin</u>
7	<u>2596</u>	<u>Employee Referral Program Dir</u>	<u>5116</u>	<u>Director of Planning</u>
8	<u>2620</u>	<u>Food Service Mgr Administrator</u>	<u>5125</u>	<u>Bureau Manager</u>
9	<u>2785</u>	<u>Asst General Services Manager</u>	<u>5133</u>	<u>Program Manager II</u>
10	<u>2786</u>	<u>General Services Manager</u>	<u>5135</u>	<u>Asst-Supt St & Sewer Repair</u>
11	<u>2804</u>	<u>Epidemiologist 3</u>	<u>5137</u>	<u>Maint Eng Mgr, Hetch Hetchy Proj</u>
12	<u>2894</u>	<u>Program Chief, Comm. Pbl Hlth Svs</u>	<u>5150</u>	<u>Site Manager</u>
13	<u>2947</u>	<u>Hospital Eligibility Mgr, DPH</u>	<u>5156</u>	<u>Utility Services Manager</u>
14	<u>2986</u>	<u>Dir, Human Rights Comm</u>	<u>5166</u>	<u>Asst Gen Mgr, PUC</u>
15	<u>3233</u>	<u>Marina Associate Manager</u>	<u>5173</u>	<u>Oper Bureau Asst Suprtdnt, DPW</u>
16	<u>3426</u>	<u>Forester</u>	<u>5182</u>	<u>Dep Dir, Publ Works & Eng</u>
17	<u>3464</u>	<u>Area Sprv Parks, Squares & Fac</u>	<u>5186</u>	<u>Financial Manager</u>
18	<u>3466</u>	<u>Asst Supt Parks, Squares & Fac</u>	<u>5189</u>	<u>Mgr, Utils Eng Bur, PUC</u>
19	<u>3486</u>	<u>Watershed Forester</u>	<u>5193</u>	<u>Dep Dir Of Public Works, Fin Mgt Adm</u>
20	<u>3488</u>	<u>Watershed Resources Manager</u>	<u>5194</u>	<u>Dep Dir Public Works, Operation</u>
21	<u>3636</u>	<u>Librarian IV</u>	<u>5246</u>	<u>Radio Engineer</u>
22	<u>4256</u>	<u>Chief of Assessment Standards</u>	<u>5634</u>	<u>Water & Power Resources Mgr</u>
23	<u>4269</u>	<u>Chief Appraiser</u>	<u>6127</u>	<u>Asst Dir, Bur Environmental Hlth Svcs</u>
24	<u>4310</u>	<u>Commercial Div Asst Sprv</u>	<u>6141</u>	<u>Mgr, Office of Health & Safety</u>
25	<u>4311</u>	<u>Cust. Svc. Bill & Coll. Supv.</u>	<u>7123</u>	<u>Prk Mtr & Mach Shop Mgr</u>

1	<u>7125</u>	<u>Electrl Op& Maint Supt. HH Proj</u>	<u>8418</u>	<u>Chf Prob Ofc, Juv Court</u>
2	<u>7140</u>	<u>Dir, Prkng & Traffic Ops</u>	<u>8435</u>	<u>Div Director, Adult Probation</u>
3	<u>7150</u>	<u>City Shops Gen Superintendent</u>	<u>8436</u>	<u>Chief Adult Probation Officer</u>
4	<u>7263</u>	<u>Maintenance Manager</u>	<u>8438</u>	<u>Chief Deputy Adult Probation Of</u>
5	<u>8127</u>	<u>Chief Investigator, OCC</u>	<u>8470</u>	<u>Ex Dir, County Parole Comm</u>
6	<u>8128</u>	<u>Dir, Ofc of Citizen Complaints</u>	<u>9161</u>	<u>Asst Chf, Bur Clm Invest & Admin</u>
7	<u>8148</u>	<u>Chf District Atty Investigator</u>	<u>9222</u>	<u>Airport Operations Coordinator</u>
8	<u>8150</u>	<u>Pr Dist Atty Invstgtr, Spec Unit</u>	<u>9247</u>	<u>Airport Emerg Planning Coord</u>
9	<u>8153</u>	<u>Pr Clm Invstgtr, City Atty Ofc</u>	<u>9248</u>	<u>Airport Facilities Svcs Mgr</u>
10	<u>8160</u>	<u>Asst Chief, Child Support Ofcr</u>	<u>9251</u>	<u>Public Relations Mgr</u>
11	<u>8184</u>	<u>Chf Atty 2 (Civil & Criminal)</u>	<u>9254</u>	<u>Asst to Dir, Public Affairs</u>
12	<u>8186</u>	<u>Atty for the Public Admin</u>	<u>9256</u>	<u>Airport Asst Dep Dir, Ops</u>
13	<u>8220</u>	<u>Director, Parking Enforcement</u>	<u>9258</u>	<u>Airport Asst Dep Dir, Bus & Fin</u>
14	<u>8232</u>	<u>Dir of Museum Security Svcs</u>	<u>9364</u>	<u>Gen. Supt of Harbor Maintenance</u>
15	<u>8245</u>	<u>Communications Mgr, SFPD</u>	<u>9375</u>	<u>Asst. Dep. Dir., Port</u>
16	<u>8263</u>	<u>Crime Lab Mgr</u>	<u>9378</u>	<u>Devl Project Coord, Port</u>
17	<u>8315</u>	<u>Assistant Sheriff</u>	<u>9382</u>	<u>Govrnmt/Publ Affairs Mgr</u>
18	<u>8326</u>	<u>Asst Dir, Log Cabin Rnch</u>	<u>9398</u>	<u>Mgr, Rgltry & Envrnmtl Affairs</u>
19	<u>8330</u>	<u>Director, Log Cabin Ranch</u>		
20	<u>8336</u>	<u>Mgr, Fin & Admin, Juv Prob</u>		
21	<u>8340</u>	<u>Asst Director, Juvenile Hall</u>		
22	<u>8344</u>	<u>Director, Juvenile Hall</u>		
23	<u>8348</u>	<u>Undersheriff</u>		<u>Bargaining Unit # 33</u>
24	<u>8413</u>	<u>Asst Chf Prob Ofc, Juv Prob</u>		<u>(Fire Dept. Managers)</u>
25	<u>8416</u>	<u>Director, Probation Services</u>		

1	<u>Class</u>	<u>Class Title</u>			<u>(District Attorney Investigators)</u>
2		0140	Chief, Fire Department		
3		0150	Dep Chf of Dept (Fire Dept)	<u>Class</u>	<u>Class Title</u>
4		H 51	Assistant Deputy Chief 2	8146	District Atty's Investigator
5		H 53	Emergency Medical Svcs Chief	8147	Sr District Atty Investigator
6				8149	Asst Chf Dist Atty's Investigator
7			<u>Bargaining Unit # 34</u>		
8			<u>(Police Department Managers)</u>		<u>Bargaining Unit # 37</u>
9					<u>(Deputy Sheriffs)</u>
10	<u>Class</u>	<u>Class Title</u>			
11		0390	Chief of Police	<u>Class</u>	<u>Class Title</u>
12		0395	Assistant Chief of Police	8302	Deputy Sheriff 1
13		Q 63	Director of Forensic Services	8304	Deputy Sheriff
14				8306	Senior Deputy Sheriff
15			<u>Bargaining Unit # 35</u>		
16			<u>(Iron Workers)</u>		<u>Bargaining Unit # 38</u>
17					<u>(Sheriff's Dept. Supervisors)</u>
18	<u>Class</u>	<u>Class Title</u>			
19		7389	Metalsmith	8308	Sheriff's Sergeant
20		7395	Ornamental Iron Worker	8310	Sheriff's Lieutenant
21		9342	Ornamental Iron Wrk Sprv 1	8312	Sheriff's Captain
22		9346	Fusion Welder	8314	Chief Deputy Sheriff
23					
24					
25			<u>Bargaining Unit # 36</u>		

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Bargaining Unit # 39

(Cement Masons)

Class Class Title

7311 Cement Mason

Bargaining Unit # 40

(Probation Officers)

Class Class Title

8444 Deputy Probation Officer

Bargaining Unit # 41

(Glaziers)

Class Class Title

7233 Glazier Supervisor 1

7326 Glazier

Bargaining Unit # 42

(Registered Nurses)

Class Class Title

2320 Registered Nurse

2323 Clinical Nurse Specialist

2325 Nurse Midwife

2328 Nurse Practitioner

2330 Anesthetist

2340 Operating Room Nurse

2830 Public Health Nurse

P103 Special Nurse

Bargaining Unit # 43

(H-1 Paramedics)

Class Class Title

H 1 Fire Rescue Paramedic

Bargaining Unit # 44

(Firefighters)

Class Class Title

H 2 Firefighter

H 3 Firefighter/Paramedic

H 4 Insp. Bur Fire Prev & Publ Safety

H 6 Invstgtor, Bur of Fire Invest

H 10 Incident Support Specialist

H 16 Tech Trn Spc, Fire Dept

H 18 Coord of Community Service

1	<u>H 19</u>	<u>Ops Training Sprv, Airport</u>	<u>1434</u>	<u>Shelter Service Representative</u>
2	<u>H 20</u>	<u>Lieutenant, (Fire Department)</u>	<u>2444</u>	<u>Clinical Lab Technologist</u>
3	<u>H 22</u>	<u>Lieut, Bur Fire Prev & Publ Safe</u>	<u>2453</u>	<u>Supervising Pharmacist</u>
4	<u>H 24</u>	<u>Lieut, Bur of Fire Invstgtn</u>	<u>2462</u>	<u>Microbiologist</u>
5	<u>H 28</u>	<u>Lieut, Division of Training</u>	<u>2464</u>	<u>Senior Microbiologist</u>
6	<u>H 30</u>	<u>Captain, (Fire Department)</u>	<u>2496</u>	<u>Radiologic Tech Sprv</u>
7	<u>H 32</u>	<u>Capt, Bur Fire Prev/Publ Safety</u>	<u>3320</u>	<u>Animal Keeper</u>
8	<u>H 33</u>	<u>EMS Captain</u>	<u>3370</u>	<u>Animal Care Attendant</u>
9	<u>H 39</u>	<u>Captain, Division of Training</u>	<u>3372</u>	<u>Animal Control Officer</u>
10			<u>6139</u>	<u>Senior Industrial Hygienist</u>
11		<u>Bargaining Unit # 45</u>	<u>7444</u>	<u>Parking Meter Repairer</u>
12		<u>(Fire Dept. Supervisors)</u>	<u>8322</u>	<u>Sr Counselor, Juvenile Hall</u>
13			<u>8324</u>	<u>Sprv Counselor, Juvenile Court</u>
14	<u>Class</u>	<u>Class Title</u>		
15	<u>H 40</u>	<u>Battalion Chief, (Fire Dept)</u>		<u>Bargaining Unit # 47</u>
16	<u>H 43</u>	<u>EMS Section Chief</u>		<u>(Supervising Registered Nurses)</u>
17	<u>H 50</u>	<u>Asst Chf of Dept (Fire Dept)</u>		
18	<u>H110</u>	<u>Marine Engineer of Fire Boats</u>	<u>Class</u>	<u>Class Title</u>
19	<u>H120</u>	<u>Pilot of Fire Boats</u>	<u>2322</u>	<u>Nurse Manager</u>
20			<u>2324</u>	<u>Nursing Supervisor</u>
21		<u>Bargaining Unit # 46</u>	<u>2326</u>	<u>Nursing Supervisor Psychiatric</u>
22		<u>(Professional and Technical,</u>	<u>2350</u>	<u>Instructor of Nursing</u>
23		<u>Animal Services)</u>		
24				<u>Bargaining Unit # 48</u>
25	<u>Class</u>	<u>Class Title</u>		<u>(Police Officers)</u>

1		<u>Class</u>	<u>Class Title</u>	<u>Class</u>	<u>Class Title</u>
2	<u>Class</u>	<u>Class Title</u>		<u>0400</u>	<u>Deputy Chief</u>
3	<u>0380</u>	<u>Inspector, (Police Department)</u>		<u>0401</u>	<u>Deputy Chief 2</u>
4	<u>0381</u>	<u>Inspector 2</u>		<u>0402</u>	<u>Deputy Chief 3</u>
5	<u>0382</u>	<u>Inspector 3</u>		<u>0488</u>	<u>Commander (Police Department)</u>
6	<u>9350</u>	<u>Harbor Police Officer</u>		<u>0489</u>	<u>Commander II</u>
7	<u>Q 2</u>	<u>Police Officer</u>		<u>0490</u>	<u>Commander 3</u>
8	<u>Q 3</u>	<u>Police Officer 2</u>		<u>Q 90</u>	<u>Director of Police Psychology</u>
9	<u>Q 4</u>	<u>Police Officer 3</u>			
10	<u>Q 35</u>	<u>Assistant Inspector</u>			<u>Bargaining Unit # 50</u>
11	<u>Q 36</u>	<u>Assistant Inspector 2</u>			<u>(Chief Building Inspectors)</u>
12	<u>Q 37</u>	<u>Assistant Inspector 3</u>			
13	<u>Q 50</u>	<u>Sergeant, (Police Department)</u>	<u>Class</u>	<u>Class Title</u>	
14	<u>Q 51</u>	<u>Sergeant 2</u>	<u>6334</u>	<u>Chief Building Inspector</u>	
15	<u>Q 52</u>	<u>Sergeant 3</u>			
16	<u>Q 60</u>	<u>Lieutenant (Police Department)</u>			<u>Bargaining Unit # 51</u>
17	<u>Q 61</u>	<u>Lieutenant 2</u>			<u>(Building Inspectors)</u>
18	<u>Q 62</u>	<u>Lieutenant 3</u>			
19	<u>Q 80</u>	<u>Captain (Police Department)</u>	<u>Class</u>	<u>Class Title</u>	
20	<u>Q 81</u>	<u>Captain 2</u>	<u>6331</u>	<u>Building Inspector</u>	
21	<u>Q 82</u>	<u>Captain 3</u>	<u>6333</u>	<u>Senior Building Inspector</u>	
22					
23		<u>Bargaining Unit # 49</u>			<u>Bargaining Unit # 52</u>
24		<u>(Police Supervisors)</u>			<u>(Supervising Probation</u>
25					<u>Officers)</u>

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8209 Institutional Police Lieutenant

Class Class Title

8414 Sprv Probation Ofc. Juv Court

Bargaining Unit # 54

8415 Sr Sprv Probation Ofc.

(Interns and Residents)

Juv Probation

8434 Sprv Adult Probation Ofc

Class Class Title

2273 Post M.D. 1

Bargaining Unit # 53

2275 Post M.D. 2

(Supervising Institutional

2277 Post M.D. 3

Police Officer)

2279 Post M.D. 4

2281 Post M.D. 5

Class Class Title

2283 Post M.D. 6

8205 Institutional Police Sergeant

8206 Institutional Police Captain

~~Unit 1. In determining any appropriate representation unit, separate representation shall be granted to any building trade or other craft or group which has historically established separate bargaining units in private industry or the journeymen of which normally attain status through the completion of a substantial period of apprenticeship. In establishing any such craft or group unit, there shall be included all apprentices, journeymen, foremen and general foremen that are customarily included in such craft or group units in negotiated contracts in private industry and shall also include within the~~

1 ~~separate craft or group unit those positions that have historically been represented by the~~
2 ~~craft or group organization in the handling of grievances and determination of wages~~
3 ~~and working conditions with the City and County of San Francisco.~~

4 ~~—Employees whose rates of pay are established by the City and County by reference to a craft or~~
5 ~~group rate in private industry on a percentage of the craft rate or other basis shall also be included~~
6 ~~within such craft group or unit. Classifications or positions which combine the work of more than one~~
7 ~~craft shall be placed in the craft unit representing the highest skill required to be performed by the~~
8 ~~position. In the event this is not possible to ascertain, any individual or individuals occupying any such~~
9 ~~position or classification shall have the right to a self-determination election to determine appropriate~~
10 ~~placement of the position or classification. Employee organizations representing City and County~~
11 ~~employees whose compensation is fixed pursuant to Section 8.403 of the Charter, or whose members~~
12 ~~are in the Code 7300 Journeyman Trade Group (including apprentices, foremen and general foremen)~~
13 ~~shall be designated the recognized employee organization for such representation unit by the~~
14 ~~Commission upon complying with the provisions of Section 16.209; provided, however, that after the~~
15 ~~initial recognition granted herein such recognition shall be subject to the terms and conditions of~~
16 ~~Section 16.212 of this ordinance.~~

17 ~~—Unit 2. Nonsupervisory employees in blue collar positions not included in Unit 1 above.~~

18 ~~—Unit 3. Supervisory employees in blue collar positions related to Units 1 and 2, not included in Unit~~
19 ~~1.~~

20 ~~—Unit 4. Nonsupervisory employees in white collar positions.~~

21 ~~—Unit 5. Supervisory employees in white collar positions.~~

22 ~~—Unit 6. Nonprofessional hospital and institutional employees.~~

23 ~~—Unit 7. Municipal Railway employees excepting clerical classifications, transit car cleaners,~~
24 ~~engineers, technical engineering employees and related supervisory employees to excepted classes.~~

1 ~~Unit 8. Professional employees; provided, however, that each profession, including medical interns~~
2 ~~and residents shall have the right to separate representation for that particular professional category.~~

3 ~~Unit 9. Security and detention personnel, excluding sworn permanent and promotive personnel of~~
4 ~~the Sheriff's Department.~~

5 ~~Unit 10. Technical engineering employees to include employees working in technical supportive~~
6 ~~capacities to engineers and architectural staff.~~

7 ~~Unit 11. Supervisory employees in positions related to Units 6, 7, 8, 9, 10.~~

8 ~~Unit 12. All sworn permanent and promotive personnel, including supervisory personnel, in the~~
9 ~~Sheriff's Department except the Sheriff and the Undersheriff.~~

10 ~~Unit 13. "Paraprofessional" employees in the San Francisco Unified School District and the San~~
11 ~~Francisco Community College District as classified by the Human Resources Department.~~

12 ~~Unit 14. Nonsupervisory peace officers except sworn permanent and promotive personnel of the~~
13 ~~Sheriff's Department and Police Department; provided, however, that the Employee Relations Division~~
14 ~~shall group peace officers in subunits based upon their duties and responsibilities and each subunit~~
15 ~~shall have the right to separate representation.~~

16 ~~Unit 15. Supervisory peace officers in positions related to Unit 14, except the Chief, Bureau of~~
17 ~~Airport Security, provided, however, that the Employee Relations Division shall group peace officers in~~
18 ~~subunits based upon their duties and responsibilities and each subunit shall have the right to separate~~
19 ~~representation.~~

20 ~~(b) In the event an employee or employee organization disagrees with his or her or its inclusion in~~
21 ~~a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a~~
22 ~~hearing and final determination. In arriving at said determination, said judge shall consider, in~~
23 ~~addition to any other factors, the similarity of skills, wages, hours and other working conditions among~~
24 ~~the employees involved, the history of collective bargaining with regard to the employees involved and~~
25 ~~the desires of said employees.~~

1 (d) Bargaining Units in effect as of the effective date of this Ordinance shall remain unchanged
2 and treated as separate bargaining units unless modified by action of the Employee Relations Director
3 as provided herein. In determining any appropriate representation unit, separate representation shall
4 be granted to any building trade or other craft or group which has historically established separate
5 bargaining units in private industry or the journeymen of which normally attain status through the
6 completion of a substantial period of apprenticeship. In establishing any such craft or group unit, there
7 shall be included all apprentices, journeymen, foremen and general foremen that are customarily
8 included in such craft or group units in negotiated contracts in private industry and shall also include
9 within the separate craft or group unit those positions that have historically been represented by the
10 craft or group organization in the handling of grievances and determination of wages and working
11 conditions with the City and County of San Francisco.

12 **12. SEC. 16.211. PROCEDURE FOR RECOGNITION OF EMPLOYEE**
13 **ORGANIZATION AS EXCLUSIVE REPRESENTATIVE OF A BARGAINING**
14 **UNIT.**

15 (a) Any registered employee organization determined by Section 16.209 of this
16 Ordinance may request recognition as the exclusive representative of a bargaining unit by filing
17 with the Civil Service Commission a written statement indicating verification of employee
18 approval in the form of a signed petition, authorization cards, or union membership cards signed and
19 dated by employees not more than six months prior to submission of dues deduction or authorization
20 cards of 30 percent of the employees in the particular representation-bargaining unit.

21 (b) Unless the provisions of Government Code section 3507.1(c) have been satisfied, the Civil
22 Service Commission shall give written notice to the other registered employee organizations
23 having members in the representation bargaining unit for which recognition is sought. Within 30
24 calendar days from the date of such notice, an the employee organizations with membership in
25 the particular representation-bargaining unit may file a challenging petition seeking to become

1 the ~~recognized~~ exclusive representative organization of ~~in~~ said unit. The challenging statement
2 shall contain verification, in the form of a signed petition, authorization cards, or union membership
3 cards signed and dated by employees not more than six months prior to submission ~~dues deduction or~~
4 ~~authorization cards of employee approval~~ of 30 percent of the employees in the representation
5 bargaining unit. Upon submission of such verification the challenging employee organization
6 shall be placed on the ballot.

7 (c) If a challenging petition has been filed, the Civil Service Commission Department shall, within
8 30 days after the period for filing a challenging petition expires or as soon thereafter as practicable,
9 cause to be conducted a secret ballot election within the bargaining unit to determine which
10 organization, if any, shall be recognized as the exclusive representative of the bargaining unit.

11 (ed) Irrespective of whether or not a ~~If no~~ challenging petition has been filed, and provided
12 that the provisions of Government Code section 3507.1(c) are not applicable, the Civil Service
13 Commission shall, within 30 days after the period for filing a challenging petition expires or as
14 soon thereafter as is practicable, after the period allowed for filing challenging petitions expires,
15 cause to be conducted a secret ballot election within the representation bargaining unit to
16 determine which organization, if any, shall be recognized as the exclusive representative of the
17 bargaining unit. ~~which organization, if any, shall be recognized.~~

18 (de) The ballot in any such election shall contain the choice of "no organization." Where
19 there are three or more choices and no one receives a majority of the valid ballots cast, a run-
20 off election shall be conducted between the two choices receiving the largest number of
21 ballots cast.

22 (ef) Employees entitled to vote in a representation election shall be those employees
23 within the representation bargaining unit with permanent ~~or permanent limited tenure~~ status whose
24 names appear on the last payroll bearing a date which is no less than 30 calendar days prior
25

1 to the date on which the election is to be held or such other date within the discretion of the
2 Civil Service Commission as may be practicable under the circumstances.

3 (fg) There shall be no more than one valid representation election in a 12 month period
4 within the same ~~representation~~ bargaining unit.

5 (g-h) As an alternative to the procedures outlined above, the provisions of MMBA, Government
6 Code section 3507.1(c) may be employed to the extent that the requirements of that section are met.
7 The Civil Service Commission will certify an organization as the exclusive representative upon
8 verification that all such requirements are met. A determination as to whether the requirements have
9 been met shall be made in accordance with the provisions of Government Code section 3507.1(c).

10 13. SEC. 16.212. DECERTIFICATION.

11 A decertification petition may be filed with the Civil Service Commission by employees or by
12 an employee organization to determine whether or not ~~a recognized~~ the exclusive representative
13 ~~employee organization~~ continues to represent a majority of the employees in the ~~representation~~
14 bargaining unit. Such petition must be accompanied by proof of employee approval in the form
15 of a signed petition, authorization cards, or union membership cards signed and dated by employees
16 not more than six months prior to submission ~~dues deductions or authorization cards~~ equal to at least
17 30 percent of the employees within the ~~representation~~ bargaining unit, and must be filed within
18 the period between the 90th and 60th day immediately preceding the expiration date of the
19 ~~recognized-exclusive representative's employee organization~~ existing memorandum of understanding
20 ~~agreement;~~ provided, however, that the existing memorandum of understanding agreement does
21 not exceed a two year period. In the event the existing memorandum of understanding
22 ~~agreement~~ does exceed a two year period, the decertification petition may also ~~must~~ be filed
23 within the period between the 90th and 60th day immediately preceding the expiration of the
24 second year of the memorandum of understanding agreement. When such a petition has been
25 filed, the Civil Service Commission shall cause to be conducted a secret ballot election to

1 (3) Refuse to meet and confer in good faith as required by Government Code section
2 3505 or any local rule adopted pursuant to Government Code section 3507 at reasonable
3 times, places and frequencies ~~with representatives of recognized employee organizations or~~
4 ~~to refuse to consult upon request with registered employee organizations on matters which are~~
5 ~~properly within the scope of representation; and when the employee organization involved is an~~
6 exclusive representative;

7 (4) Refuse or fail to cooperate and exercise good faith in the any impasse procedure
8 ~~involved under the provisions of this ordinance mutually agreed to pursuant to Government~~
9 ~~Code section 3505 or 3505.2, or required by any local rule adopted pursuant to Government~~
10 ~~Code section 3507, including the City Charter;~~

11 (5) Adopt or enforce a local rule that is not consistent with MMBA; or

12 (6) In any other way violate MMBA or any reasonable local rule for the administration of
13 employer-employee relations adopted pursuant to Government Code section 3507 and in
14 compliance with State or local meet and confer requirements.

15 (cb) It shall be an unfair labor practice for any officer of the City and County to meet and
16 confer, or attempt to meet and confer, over matters within the scope of representation with someone
17 other than the exclusive representative. ~~or any aide or administrative assistant of any officer of the City~~
18 ~~and County to meet and confer, or to attempt to meet and confer with an employee, an employee~~
19 ~~organization, or an employee representative, or any agent thereof, other than at a scheduled public~~
20 ~~meeting of the Board of Supervisors or a committee meeting of the Board of Supervisors, on matters~~
21 ~~which the Human Resources Director or designee has been duly authorized to meet and confer on by~~
22 ~~an appropriate officer, board or commission of the City and County.~~

23 (de) It shall be an unfair labor practice for an employee, an employee organization, an
24 employee representative, or any agent thereof to:
25

1 (1) Interfere with, restrain, or coerce employees in the exercise of the rights
2 recognized or granted in this Ordinance;

3 (2) Refuse to meet and confer in good faith at reasonable times, places and
4 frequencies when the employee organization involved is an recognized exclusive
5 representative;

6 (3) Refuse or fail to cooperate and exercise good faith in the any impasse procedure
7 involved under the provisions of this ordinance mutually agreed to pursuant to Government
8 Code section 3505 or 3505.2, or required by any other local rule adopted pursuant to
9 Government Code section 3507, including the City Charter; and

10 (4) Engage in a strike, slowdown or work stoppage of any kind against the City
11 and County of San Francisco in violation of Charter sections A8.345 and A8.346 Section
12 16.221 of this ordinance;

13 (5) Cause or attempt to cause the City and County to engage in conduct prohibited by
14 MMBA, City Charter or any other reasonable local rule for the administration of employer-
15 employee relations adopted pursuant to Government Code section 3507 and in compliance with
16 State or local meet and confer requirements; and

17 (6) In any other way violate MMBA or any reasonable local rule for the administration of
18 employer-employee relations adopted pursuant to Government Code section 3507 and in
19 compliance with State or local meet and confer requirements.

20 (ed) It shall be an unfair labor practice for any employee, an employee organization, an
21 employee representative, or any agent thereof, to meet and confer, or attempt to meet and
22 confer, over matters within the scope of representation with someone other than meet and confer or
23 attempt to meet and confer with any officer, aide or administrative assistant to an officer of the City
24 and County other than at a scheduled public meeting of the Board of Supervisors or a committee
25 meeting of the Board of Supervisors, on matters which the Human Resources Director or a duly

1 authorized designee has been duly authorized to meet and confer on by an appropriate officer, board
2 or commission of the City and County.

3 The provisions of this subsection shall not apply to an employee, an employee
4 organization, an employee representative, or any agent thereof, who desires to communicate
5 with the Board of Supervisors during the meeting and conferring process and does so in
6 writing and addresses said communication to the Clerk of the Board of Supervisors with the
7 request that all members of the Board of Supervisors be provided with copies of the
8 communication.

9 SEC. 16.214 ELECTION OF REMEDIES FOR UNFAIR LABOR PRACTICES AND OTHER
10 RELATED VIOLATIONS – Peace Officers and Management Employees Only

11 Nothing in this ordinance requires peace officers as defined in Penal Code section 830.1, or
12 management employees, or their exclusive representatives, or the City and County to exhaust any local
13 procedure or administrative remedy prior to filing a legal action in Superior Court asserting that a
14 party covered by this section has violated any provision of this Ordinance, the City Charter, or any
15 provision of the MMBA.

16 SEC. 16.215 PROCEDURES FOR ADMINISTRATIVELY PROCESSING UNFAIR LABOR
17 PRACTICES – Peace Officers and Management Employees Only

18 For charges filed administratively, Civil Service Commission Unfair Labor Practice
19 Procedures:

20 (a) Processing Violations

21 Unfair practice charges may be filed by an employee, employee organization, or the City and
22 County.

23 (b) Contents of Charge

24 A charge may be filed alleging that an unfair practice or practices have been committed. The
25 charge shall be in writing, signed under penalty of perjury by the party or its agent with a

1 declaration that the charge is true, and complete to the best of the charging party's knowledge
2 and belief, and contain the following information:

3 (1) The name and address of the party alleged to have engaged in an unfair practice;

4 (2) The name, address, and telephone number of the charging party;

5 (3) The name, address, and telephone number of an authorized agent of the charging party to be
6 contacted;

7 (4) The sections of the Government Code, this Ordinance, or other local rule alleged to have
8 been violated;

9 (5) A clear and concise statement of the facts and conduct alleged to constitute an unfair
10 practice;

11 (6) A statement whether or not an agreement or memorandum of understanding exists between
12 the parties, and the date and duration of such agreement or memorandum of understanding;

13 (7) A statement of the extent to which and the inclusive dates during which the parties have
14 invoked any grievance machinery provided by an agreement, or, where applicable, have
15 invoked procedures provided by the employer for resolving public notice complaints;

16 (8) A statement of the remedy sought by the charging party;

17 (9) Proof of service on the respondent.

18 (c) Processing of Case

19 (1) When a charge is filed, it shall be assigned to a Civil Service Commission designee for
20 processing.

21 (2) The powers and duties of such designee shall be to:

22 (A) Assist the charging party to state in proper form the information
23 required by section 16.215(b);

24 (B) Answer procedural questions of each party regarding the processing of
25 the case;

1 (C) Facilitate communication and the exchange of information between the
2 parties;

3 (D) Within 30 days of the filing of a charge, schedule the charge for
4 determination by an administrative law judge.

5 (3) The respondent shall be apprised of the allegations, and may state its position on the charge
6 during the course of the inquiries. Any written response must be signed under penalty of perjury
7 by the party or its agent with the declaration that the response is true and complete to the best
8 of the respondent's knowledge and belief. Service and proof of service pursuant to Section
9 16.215(b) are required.

10 (4) Withdrawal of Charge. Any request for withdrawal of the charge shall be in writing, signed
11 by the charging party or its agent, and state whether the party desires the withdrawal to be with
12 or without prejudice. Request for withdrawal of the charge before a hearing has been scheduled
13 shall be granted. Repeated withdrawal and refiling of charges alleging substantially identical
14 conduct may result in refusal to schedule a charge for hearing. If the hearing has been
15 scheduled, the designee shall determine whether the withdrawal shall be with or without
16 prejudice. If, during hearing, the respondent objects to withdrawal, the hearing officer may
17 refuse to allow it. Service and proof of service of the withdrawal pursuant to Section 16.215(b)
18 are required.

19 **15. SEC. ~~16.214~~16.216. SANCTIONS FOR UNFAIR LABOR PRACTICES –**
20 **Peace Officers and Management Employees Only**

21 Solely as it pertains to employees that are peace officers as defined in Penal Code section 830.1
22 and managers and their exclusive representatives, cCharges of committing any unfair labor
23 practices may be initiated by the City or an authorized representative thereof a management
24 representative, by a representative of an employee organization, or by an individual employee
25 or group of employees. Such charges may be filed in writing with the Civil Service

1 Commission. Each charge so filed shall be processed in accordance with the rules and
2 regulations of this Ordinance and the Civil Service Commission. Such charges must be initiated
3 within six months of the occurrence of the events upon which the charges are based.

4 (a) If the administrative law judge's decision is that the City and County or a
5 management employee has engaged in an unfair labor practice, the administrative law judge
6 shall issue cease and desist orders which are not in conflict with the Charter or other
7 provisions of law, and/or shall recommend to the appropriate body that corrective action be
8 taken. Such corrective action shall be taken within five days of the administrative law judge's
9 notification and recommendation.

10 (b) If the decision is that an employee or employee organization or its agents have
11 engaged in an unfair labor practice, the administrative law judge shall instruct the offending
12 party to take appropriate corrective action. The powers and duties of the administrative law judge
13 shall be consistent with those of the Public Employment Relations Board. If compliance with the
14 administrative law judge's instruction is not obtained within five days, the administrative law
15 judge shall instruct the appropriate officer, board or commission to take appropriate action.
16 ~~Such action may include, but is not limited to suspension or revocation of privileges provided a~~
17 ~~registered or recognized employee organization such as dues deduction. Individual employees found by~~
18 ~~the administrative law judge to have engaged in unfair labor practices shall be subject to such~~
19 ~~discipline as may be recommended by the administrative law judge to the appointing officer of such~~
20 ~~employee within the limits of the applicable Charter provisions, and civil service and department~~
21 ~~regulations.~~

22 **16. SEC. ~~16.215~~16.217. MEETING AND CONFERRING IN GOOD FAITH.**

23 (a) Meeting and conferring in good faith between management representatives and the
24 representatives of recognized employee organizations shall take place on all matters relating
25 to wages, hours, and other terms and conditions of employment within the scope of

1 ~~representation, including any other matters agreed to by the parties as a subject of bargaining. The~~
2 ~~meet and confer process, whether in the context of bargaining for a successor memorandum of~~
3 ~~understanding or during the term of an existing memorandum of understanding, shall be conducted in~~
4 ~~accordance with the City Charter and State law.~~ Nothing contained herein shall be deemed to

5 supersede the provisions of the Charter, ordinances, and rules and regulations of the City and
6 County of San Francisco which establish and regulate the Civil Service System.

7 ~~(b) If agreement is reached by management and a recognized employee organization, or~~
8 ~~recognized employee organizations, on matters subject to approval by a determining body or official,~~
9 ~~they shall jointly prepare a written memorandum of such understanding and present it to the~~
10 ~~determining body or official for determination. If agreement is reached on matters not subject to~~
11 ~~approval by a determining body or official, the appropriate level of management and recognized~~
12 ~~employee organizations shall jointly prepare a written memorandum of such agreement.~~

13 ~~(c) Management representatives and representatives of recognized employee organizations may~~
14 ~~by mutual agreement meet and confer on matters of employment for which meeting and conferring is~~
15 ~~neither required nor prohibited by this ordinance.~~

16 ~~(d) The parties to the meeting and conferring process shall provide timely notice of their intention~~
17 ~~to meet and confer, and shall mutually arrange a satisfactory scheduling for said meeting and~~
18 ~~conferring.~~

19 ~~(e) Any such memorandum of understanding shall contain the following provisions:~~

20 ~~(1) Delivery of municipal services in the most efficient, effective, and courteous manner is of~~
21 ~~paramount importance to the City and County and its employees. Such achievement is recognized to be~~
22 ~~a mutual obligation of both parties within their respective roles and responsibilities.~~

23 ~~(2) The recognized employee organization recognizes the City and County's right to establish~~
24 ~~and/or revise performance standards or norms notwithstanding the existence of prior performance~~
25 ~~levels, norms or standards. Such standards, developed by usual work measurement procedure may be~~

1 ~~used to determine acceptable performance levels, prepare work schedules, and to measure the~~
2 ~~performance of each employee or group of employees.~~

3 ~~(3) Employees who work at less than acceptable levels of performance may be subject to~~
4 ~~disciplinary measures in accordance with the applicable Charter provisions and rules and regulations~~
5 ~~of the Civil Service Commission.~~

6 ~~(4) Any Memorandum of Understanding negotiated in conformity with this ordinance shall~~
7 ~~contain a clause prohibiting strikes, slowdowns, or work stoppages as long as said Memorandum of~~
8 ~~Understanding is in full force and effect, and provided further that in the absence of any Memorandum~~
9 ~~of Understanding, employees' rights concerning concerted labor activity shall be governed by the~~
10 ~~pertinent laws of this state.~~

11 ~~17. SEC. 16.216. IMPASSE PROCEDURES.~~

12 ~~If, after a reasonable period of time, the management representative and the representative of a~~
13 ~~recognized employee organization reach an impasse in the meeting and conferring process, either~~
14 ~~party may request the assistance of the Mayor in resolving the impasse. If the Mayor finds that the~~
15 ~~parties have not devoted sufficient time or effort to resolving the impasse, he or she may deny the~~
16 ~~request and return the matter to the parties for further consideration. If the Mayor concludes that, in~~
17 ~~fact, an impasse exists, he or she shall notify the parties of same.~~

18 ~~(a) After being notified by the Mayor that an impasse does exist, the parties involved shall~~
19 ~~arrange for the assistance of a mediator from any source agreeable to the parties involved. If the~~
20 ~~parties cannot agree on a mediator within three days after being notified by the Mayor that an impasse~~
21 ~~exists, the Mayor shall appoint a mediator who shall have broad experience in the field of employee~~
22 ~~relations and shall have been selected as a neutral arbitrator in at least 50 cases in Northern~~
23 ~~California in the preceding four years but shall not include any person who is an employee of the City~~
24 ~~and County of San Francisco, or who is or has been an official of a labor organization or an~~
25 ~~organization representing City and County employees. Such appointment shall be made within five~~

1 ~~days after such a request is forwarded to the Mayor. All mediation shall be private, and the mediator~~
2 ~~shall make no public recommendations nor take any public position concerning the issues. The~~
3 ~~mediator shall make his or her recommendation within 10 days after his or her designation.~~

4 ~~—(b) If the mediator's recommendation is not acceptable to the parties, they shall within three days~~
5 ~~of the issuance of the mediator's recommendation make arrangements for the assistance of a fact~~
6 ~~finder, or a fact finding board consisting of not more than three members. If the parties cannot agree~~
7 ~~upon a fact finder, or fact finding board, within five days of the issuance of the mediator's~~
8 ~~recommendation, the Mayor shall appoint a fact finder, or a fact finding board. The Mayor shall effect~~
9 ~~such appointment or appointments within five days after notification that such appointment or~~
10 ~~appointments are necessary. The fact finders will have 10 days from the date of appointment to make~~
11 ~~their recommendations and no extension of time may be requested or granted.~~

12 ~~—(c) If fact finding is not successful and where arbitration of the subject matter is not in conflict~~
13 ~~with the Charter or existing law, the parties to meeting and conferring may agree to submit the matter~~
14 ~~to an impartial arbitrator for determination. The impartial arbitrator shall consider only the issue or~~
15 ~~issues presented, and his or her determination in the matter shall be final and binding on the parties~~
16 ~~involved. The impartial arbitrator shall be selected by the parties and shall be an individual with broad~~
17 ~~experience in the field of employee relations and shall have served as a neutral arbitrator in at least~~
18 ~~100 cases in the previous five years.~~

19 ~~—If the parties cannot agree upon such a person within five days after the decision to arbitrate, the~~
20 ~~State Conciliation Service shall supply a list of 10 names and, after first determining by lot, the parties~~
21 ~~shall alternately strike names from the list so supplied and the last individual who is able and willing to~~
22 ~~serve shall act as the arbitrator. Arbitration shall commence within four days after his or her~~
23 ~~designation, and his or her decision shall be rendered within 20 days after the proceedings in~~
24 ~~arbitration have commenced. His or her decision shall be observed by both parties pending any appeal~~
25

1 ~~contesting or challenging the award and the award shall not require Court confirmation before~~
2 ~~compliance with its terms.~~

3 ~~— (d) In vital public services, which affect the health, safety or welfare of the general public, the~~
4 ~~issue or issues unresolved after mediation and fact finding impasse procedures have been followed, and~~
5 ~~where arbitration of the subject matter is not in conflict with the Charter or existing law, the parties~~
6 ~~shall submit the matter to an impartial arbitrator for determination. The impartial arbitrator shall~~
7 ~~consider only the issue or issues presented, and his or her determination in the matter shall be final and~~
8 ~~binding on the parties involved. For the purposes of this Section, vital public services include public~~
9 ~~health, hospitals, court and detention personnel, sanitation services, and such other services as may be~~
10 ~~designated as vital public services by the Commission. The procedure for the selection of the impartial~~
11 ~~arbitrator and the time limits shall be as set forth in Section 16.216(c).~~

12 ~~— (e) The cost of mediation, fact finding proceedings and arbitration where applicable shall be~~
13 ~~divided equally between the City and County and the registered employee organization. No cost shall~~
14 ~~be imposed upon any employee organization that would exceed the lesser of the following:~~

15 ~~— (1) The daily stipend of the arbitrator or fact finder or mediator shall not exceed the suggested~~
16 ~~amount for services of arbitrators designated by the Federal Mediation and Conciliation Service.~~

17 ~~— (2) Costs to be paid by the employee organizations shall be limited to 1/2 of the daily stipend of any~~
18 ~~arbitrator, fact finder or mediator as above provided, and shall not include attorney fees, witness fees,~~
19 ~~transcripts and any other expenses. Each party shall bear its own costs for such services.~~

20 ~~— (f) During the period of meeting and conferring between the City and County and the recognized~~
21 ~~employee organization and the period during which the impasse procedure shall be utilized, the~~
22 ~~recognized employee organization and the employees it represents shall not initiate, engage in, cause,~~
23 ~~instigate, encourage or condone work stoppages, slowdowns, mass absenteeism or any other disruptive~~
24 ~~activities which are detrimental to the conduct of City and County business and services.~~

1 ~~18. SEC. 16.217. DISPUTES CONCERNING MEMORANDUMS OF~~
2 ~~UNDERSTANDING.~~

3 ~~(a) Whenever a dispute arises between parties signatory to a memorandum of understanding~~
4 ~~regarding the application or interpretation of any provision of the memorandum of understanding, the~~
5 ~~following procedure shall be taken in order to resolve the dispute:~~

6 ~~(1) The aggrieved party shall promptly take the matter up with the other party and both shall~~
7 ~~endeavor to resolve the dispute.~~

8 ~~(2) If the parties cannot settle the dispute within 48 hours, the matter shall be submitted to an~~
9 ~~administrative law judge for determination. The decision of the administrative law judge shall be final~~
10 ~~and binding upon the parties involved; provided, however, that memorandums of understanding in~~
11 ~~effect at the time this ordinance is adopted (October 25, 1973) which specify a different method of~~
12 ~~resolving disputes concerning interpretation and application of memorandum of understanding, shall~~
13 ~~not be subject to the provisions of this Section.~~

14 ~~(b) The decision of the administrative law judge pursuant to this Section shall be limited to the~~
15 ~~application and interpretation of the memorandum of understanding and subject to the provisions of~~
16 ~~the Charter and existing law. The expenses incurred in utilizing the administrative law judge in this~~
17 ~~arbitration process shall be borne equally by the parties involved in the dispute.~~

18 ~~19. SEC. 16.218. GRIEVANCES.~~

19 ~~The existing grievance procedure prescribed by Civil Service Commission Rules provides a~~
20 ~~progressive series of steps through which employees may present complaints or grievances arising out~~
21 ~~of their employment or working conditions. This procedure is designed to resolve grievances at the~~
22 ~~lowest supervisory level consistent with justice and administrative policy. It is the intent of this~~
23 ~~ordinance that the grievance procedure established by the Civil Service Commission Rules will~~
24 ~~continue to be used for the above described purposes.~~

1 ~~20.17.~~ **SEC. ~~16.219-16.218.~~ EMPLOYEES MEETING ON CITY AND COUNTY**
2 **TIME.**

3 ~~(a)~~ Official representatives of an exclusive representative recognized employee organization
4 shall be allowed time off from their duties without loss of pay for the purpose of meeting and
5 conferring in good faith or consulting with representatives of the City and County on matters
6 within the scope of representation, provided that the number of representatives shall not
7 exceed two without the approval of the Human Resources Director. The use of official time for
8 this purpose shall be reasonable and shall not interfere with the performance of City and
9 County services. Official representatives shall receive approval from their department head in
10 advance of the proposed time away from their work station or assignment.

11 ~~(b)~~ ~~Official representatives of registered employee organizations shall be entitled to the same~~
12 ~~privileges and charged with the same duties as set forth in paragraph (a) of this Section for purposes of~~
13 ~~consulting with representatives of the City and County on matters within the scope of representation.~~

14 ~~21. 18.~~ **SEC. ~~16.220 16.219.~~ DUES DEDUCTION.**

15 Upon completion of the registration procedures provided in Section 16.209, registered
16 employee organizations and exclusive representatives may exercise the privilege of dues
17 deduction, and shall pay the reasonable costs of this service. The Controller of the City and
18 County of San Francisco shall establish the costs and the procedures for initiating and
19 maintaining this service.


20 ~~22. 19.~~ **SEC. ~~16.222-16.220.~~ SEPARABILITY.**

21 If any provision of this Ordinance, or the application of such provision to any person or
22 circumstance, shall be held invalid, the remainder of this Ordinance, or the application of
23 such provision to persons or circumstances other than those as to which it is held invalid, shall
24 not be affected thereby.

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APPROVED AS TO FORM:

DENNIS J. HERRERA, City Attorney

By: 

ELIZABETH S. SALVESON

Chief Labor Attorney

LEGISLATIVE DIGEST

[Ordinance Amending The Employee Relations Ordinance To Update Provisions Consistent With State and Local Law And Related Clean-Up Provisions]

Ordinance amending Section 16.200 through Section 16.222 of the Employee Relations Ordinance of the City and County of San Francisco.

Existing Law

The existing Employee Relations Ordinance establishes an Employee Relations Division, assigns employee job classifications to bargaining units for the purpose of negotiating the terms and conditions of employment, and sets forth a process for official recognition of organizations that represent City employees. It also sets forth processes for resolving charges of unfair labor practices and negotiating collective bargaining agreements.

Amendments to Current Law

The amendments to the Employee Relations Ordinance update its language to reflect changes to state and local law. Specifically, the ordinance makes the following amendments:

1. Changes the language of section 16.203 to reflect the fact that the Charter has been amended to place collective bargaining under the direction of the Mayor.
2. Amends section 16.203 to reflect a Charter amendment that places control over collective bargaining with service-critical employees of the San Francisco Municipal Transportation Agency under the control of that Agency's Board of Directors.
3. Amends section 16.213 and related provisions of the Employee Relations Ordinance consistent with the Meyers-Milias-Brown Act, which gives jurisdiction over most unfair labor practice charges to the California Public Employment Relations Board.
4. Sets out a process in section 16.215 for administering unfair practice charges that fall outside the jurisdiction of the Public Employment Relations Board.
5. Amends section 16.211 consistent with a change in state law that permits an alternative method for recognition of an exclusive bargaining representative.
6. Requires each registered employee organization to update periodically the information it must provide to the City.

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7. Clarifies the process for assigning City job classifications to bargaining units and provides for appeals of such assignments.
8. In section 160.21, replaces general descriptions of each bargaining unit with a list of each City job classification and its bargaining unit assignment.
9. Eliminates language that duplicates or overlaps with Charter section A8.409 *et seq.*, which governs collective bargaining between the City and the organizations that represent its employees.
10. Modifies the terminology and references used throughout the Ordinance to mirror those of the Meyers-Milias-Brown Act.

Background Information

Since the Employee Relations Ordinance was last amended in 1994, there have been significant changes in both state and local law. The amendments to the Ordinance update the pertinent provisions to reflect those changes and provide greater clarity and consistency.