

File No. 111067

Committee Item No. 2
Board Item No. 27

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit & Oversight

Date: January 12, 2012

Board of Supervisors Meeting

Date: JAN. 24, 2012

Cmte Board

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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Hearing (Introduction Form) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Ethics Form 126 |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Correspondence |

OTHER (Use back side if additional space is needed)

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Completed by: Andrea S. Ausberry

Date January 5, 2012

Completed by: AA

Date 1.18.12

*An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

1 [Administrative Code - Updating Job Classifications and Bargaining Units]

2
3 **Ordinance amending the San Francisco Administrative Code Sections 16.200 through**
4 **16.222 to reflect changes in job classifications.**

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 ~~striketthrough normal~~.

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

9 Section 1. The San Francisco Administrative Code is hereby amended by amending
10 Sections 16.200 through Sections 16.222 to read as follows:

11 **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 **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 to promote the improvement of personnel
17 management and employer-employee relations within City and County government by
18 implementing the recognition and other provisions of the Meyers-Milias-Brown Act ("MMBA"),
19 California Government Code §§ 3500, et seq., to provide a uniform basis for recognizing the
20 right of City and County employees to join employee organizations of their own choice, and to
21 be represented by such organizations in their employment relationship with the City and
22 County, and to provide a reasonable non-exclusive method of resolving disputes between the
23 City and County and those employees and employee organizations not subject to the
24 jurisdiction of the California Public Employment Relations Board.
25

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

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

9 **SEC. 16.202. DEFINITIONS.**

10 Unless the context requires otherwise, the words and phrases set forth in Sections
11 16.202.1 through 16.202.17, inclusive, shall have the meanings respectively ascribed to them
12 in said sections.

13 **SEC. 16.202.1.**

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

16 **SEC. 16.202.2.**

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

20 **SEC. 16.202.3.**

21 "Days" means calendar days.

22 **SEC. 16.202.4.**

23 "Employee organization" means any organization or joint council of organizations which
24 includes employees of the City and County, and which has as one of its purposes
25 representing such employees in their relations with the City and County.

1 **SEC. 16.202.5.**

2 "Bargaining unit" means a unit established pursuant to Section 16.210 of this
3 Ordinance.

4 **SEC 16.202.6.**

5 "Management employee" means any employee, as designated by the Human
6 Resources Director or designee, who has a high degree of policymaking and managerial
7 responsibility with respect to the formulation, coordination, interpretation and execution of
8 policy, including but not limited to the direction and supervision of subordinates.

9 **SEC. 16.202.7.**

10 "Mediation" means effort by an impartial third party to assist in reconciling a dispute
11 between an appointing power and a recognized employee organization over a matter subject
12 to meeting and conferring through interpretation, suggestion and advice.

13 **SEC.16.202.8.**

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

18 **SEC. 16.202.9.**

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

21 **SEC. 16.202.10.**

22 "Professional employees," for the purpose of this Ordinance, means employees
23 engaged in work requiring specialized knowledge and skills attained through completion of a
24 recognized course of instruction, including, but not limited to, attorneys, physicians, registered
25

1 nurses, engineers, architects, teachers, and various types of physical, chemical, and
2 biological scientists.

3 **SEC. 16.202.11.**

4 "Exclusive Representative" means an employee organization which, in accordance with
5 the MMBA, has been:

6 (a) chosen by the majority of employees in a bargaining unit to represent them
7 pursuant to Section 16.211 of this Ordinance; and

8 (b) certified by the Civil Service Commission pursuant to Section 16.211.

9 **SEC. 16.202.12.**

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

13 **SEC. 16.202.13.**

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

18 **SEC. 16.202.14.**

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

22 **SEC. 16.202.15.**

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

1 **SEC. 16.203. EMPLOYEE RELATIONS DIVISION.**

2 (a) There is hereby created an Employee Relations Division, which shall be placed
3 under the control of the Human Resources Director. The Human Resources Director or
4 designee shall serve as the representative of the City and County of San Francisco in the
5 implementation of those provisions of the MMBA applicable to the City and County of San
6 Francisco and which are not specifically delegated by Charter provision and/or ordinance to a
7 particular officer, board or commission of the City and County. To the extent the powers and
8 duties of the Human Resources Director are transferred to the Municipal Transportation
9 Agency by Charter for job classifications designated as performing service-critical functions or
10 to another officer, board or commission of the City and County by operation of the Charter or
11 ordinance, this Ordinance shall not apply.

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

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

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

19 (1) To certify as the exclusive representative of a bargaining unit that employee
20 organization which has been selected by the employees in such bargaining unit pursuant to
21 Section 16.211 of this Ordinance;

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

1 (3) To decertify as the exclusive representative an employee organization which has
2 been found by election no longer to be the majority representative in a particular bargaining
3 unit;

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

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

11 **SEC. 16.205. UTILIZATION OF ADMINISTRATIVE LAW JUDGES.**

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

17 The costs involved in obtaining the services of an administrative law judge as
18 necessitated by this Ordinance shall be borne by the City and County of San Francisco,
19 provided, however, that all expenses incurred by the City and County in utilizing the
20 administrative law judge in processing unfair labor practice complaints shall be divided equally
21 among the parties involved.

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

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

4 **SEC. 16.206. MANAGEMENT RIGHTS.**

5 The City and County of San Francisco retains all rights as set forth in the provisions in
6 the Charter of the City and County of San Francisco, existing ordinances and civil service
7 rules establishing and regulating the Civil Service System; provided, however, that
8 amendments to said existing ordinances, and civil service rules may be proposed through the
9 meeting and conferring process. The exercise of City and County rights does not preclude
10 employees or exclusive representatives from consulting or raising grievances on decisions
11 which affect wages, hours and other terms and conditions of employment. The City and
12 County reserves the right to take whatever action may be necessary in an emergency
13 situation; however, an exclusive representative affected by the action shall be promptly
14 notified.

15 **SEC. 16.207. EMPLOYEE RIGHTS.**

16 Employees of the City and County shall have the right to form, join and participate in
17 the activities of employee organizations of their own choosing for the purpose of
18 representation on all matters of employee relations. Employees of the City and County shall
19 also have the right to refuse to join or participate in the activities of employee organizations.
20 Employees shall also have the right to represent themselves individually in their employment
21 relations with the City and County, consistent with Government Code section 3502. No
22 employee shall be interfered with, intimidated, restrained, coerced or discriminated against
23 because of his or her exercise of those rights.

24 **SEC. 16.208. DESIGNATION OF MANAGEMENT, SUPERVISORY AND CONFIDENTIAL**
25 **EMPLOYEES.**

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

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

9 (c) Confidential employees may not represent an employee organization which
10 represents other than confidential employees on matters within the scope of representation.

11 **SEC. 16.209. PROCEDURE FOR REGISTRATION OF EMPLOYEE ORGANIZATIONS.**

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

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

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

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

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

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

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

7 (7) A statement that the organization recognizes and is aware of Government
8 Code Section 3509.

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

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

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

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

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

23 **SEC. 16.210. ESTABLISHMENT OF BARGAINING UNITS.**

24 (a) The Employee Relations Director shall make determinations as to appropriate
25 bargaining units. In the event an employee or employee organization disagrees with the

1 Employee Relations Director's determination, the aggrieved party may, within 60 days from
2 the date of the Employee Relations Director's determination, submit a protest to the Civil
3 Service Commission. The Civil Service Commission will select an administrative law judge
4 who will schedule the matter for a hearing and final determination. In arriving at said
5 determination, the administrative law judge shall consider the factors described in subsection
6 (b) immediately below.

7 (b) The criteria for determining the appropriateness of bargaining units shall include:
8 the community of interest among employees; the history of employee representation in the
9 unit; the extent to which employees have common knowledge, skill and abilities, working
10 conditions, job duties or similar educational requirements; the need to avoid undue
11 fragmentation of bargaining units; the wishes of the affected employees; and any impact on
12 the City and County's ability to effectively and efficiently deliver services.

13 (c) All employees throughout the City and County of San Francisco within any of the
14 following categories shall constitute an appropriate representation unit:
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1	Bargaining Unit # 1		6249	Senior Electrical Inspector
2	(Operating Engineers)		6250	Chief Electrical Inspector
3	Class	Class Title	6252	Line Inspector
4	7108	Heavy Equip Ops Asst Sprv	7229	Transmission Line Supervisor 1
5	7110	Mobile Equipment Asst Sprv	7238	Electrician Supervisor 1
6	7208	Heavy Equipment Ops Sprv	7244	Power Plant Supervisor 1
7	7210	Mobile Equipment Supervisor	7255	Power House Electrician Sprv 1
8	7221	Asphalt Plant Supervisor 1	7257	Communication Line Sprv1
9	7328	Operating Engineer, Universal	7273	Communications Line Wrk Sprv 2
10	7370	Rigger	7275	Telecommunications Tech Supv
11	7424	Dryer Mixer Operator	7276	Electrician Supervisor 2
12	9331	Piledriver Engine Operator	7285	Transmission Line Wrk Sprv 2
13	9360	Const/Maint Sprv 2, Port	7287	Sprv Electronic Main Tech
14			7308	Cable Splicer
15	Bargaining Unit # 2		7318	Electronic Maintenance Tech
16	(Painters)		7319	Electric Motor Repairer
17	Class	Class Title	7329	Electr Maint Tech Asst Sprv
18	7242	Painter Supervisor 1	7338	Electrical Line Worker
19	7278	Painter Supervisor 2	7345	Electrician
20	7346	Painter	7363	Power House Electrician
21			7390	Welder
22	Bargaining Unit # 3		7430	Asst Electronic Main Tech
23	(Electrical Workers)		7432	Electrical Line Helper
24	Class	Class Title	7480	Power Generation Technician 1
25	6248	Electrical Inspector	7482	Power Generation Technician 2

1	7484	Sr Power Generation Tech	1767	Media Programming Spec
2	7488	Power Generation Supervisor	1769	Media Production Supv
3	7510	Lighting Fixture Maint Worker	1777	Media/Security Sys Spec
4	9240	Airport Electrician	1781	Media/Security Syst Supv
5	9241	Airport Electrician Supervisor	7377	Stage Electrician
6	9242	Head Airport Electrician		
7	9354	Elevator and Crane Technician		
8	9358	Crane Mechanic Supervisor		
9				
10	Bargaining Unit # 4			
11	(BrickLayers)			
12	Class	Class Title		
13	7307	Bricklayer	1002	IS Operator-Journey
14	7378	Tile Setter	1003	IS Operator-Senior
15			1004	IS Operator-Analyst
16			1005	IS Operator-Supervisor
17			1011	IS Technician Assistant
18			1012	IS Technical-Journey
19			1013	IS Technician-Senior
20			1014	IS Technician-Supervisor
21			1021	IS Administrator 1
22			1022	IS Administrator 2
23			1023	IS Administrator 3
24			1024	IS Administrator-Supervisor
25			1031	IS Trainer-Assistant
			1032	IS Trainer-Journey
			1033	IS Trainer-Senior
			1041	IS Engineer-Assistant

1	1042	IS Engineer-Journey	1370	Special Assistant 11
2	1043	IS Engineer-Senior	1371	Special Assistant 12
3	1044	IS Engineer-Principal	1649	Accountant Intern
4	1051	IS Business Analyst-Assistant	1650	Accountant
5	1052	IS Business Analyst	1652	Senior Accountant
6	1053	IS Business Analyst-Senior	1654	Principal Accountant
7	1054	IS Business Analyst-Principal	1657	Senior Systems Accountant
8	1061	IS Program Analyst-Assistant	1670	Financial Systems Supervisor
9	1062	IS Programmer Analyst	1684	Auditor II
10	1063	IS Programmer Analyst-Senior	1686	Auditor III
11	1064	IS Prg Analyst-Principal	1734	Computer Operator 1
12	1070	IS Project Director	1739	Computer Ops Supervisor 2
13	1232	Training Officer	1803	Performance Analyst I
14	1312	Public Information Officer	1804	Statistician
15	1314	Public Relations Officer	1805	Performance Analyst II
16	1360	Special Assistant 1	1806	Senior Statistician
17	1361	Special Assistant 2	1823	Senior Administrative Analyst
18	1362	Special Assistant 3	1824	Pr Administrative Analyst
19	1363	Special Assistant 4	1825	Prnpl Admin Analyst II
20	1364	Special Assistant 5	1827	Administrative Services Mgr
21	1365	Special Assistant 6	1944	Materials Coordinator
22	1366	Special Assistant 7	1950	Assistant Purchaser
23	1367	Special Assistant 8	1952	Purchaser
24	1368	Special Assistant 9	1956	Senior Purchaser
25	1369	Special Assistant 10	1958	Supervising Purchaser

1	2107	Med Staff Svcs Dept Anl	2558	Senior Physical Therapist
2	2119	Health Care Analyst	2566	Rehabilitation Counselor
3	2218	Physician Assistant	2589	Health Program Coordinator 1
4	2403	Forensic Laboratory Technician	2591	Health Program Coordinator 2
5	2456	Asst Forensic Toxicologist 1	2593	Health Program Coordinator 3
6	2457	Asst Forensic Toxicologist 2	2594	Employee Assistance Counselor
7	2458	Forensic Toxicologist	2595	Sr Employee Asst Counselor
8	2478	Sr Sewage Treatment Chemist	2802	Epidemiologist 1
9	2481	Water Quality Tech I/II	2803	Epidemiologist 2
10	2482	Water Quality Tech III	2819	Assistant Health Educator
11	2483	Biologist I/II	2822	Health Educator
12	2484	Biologist III	2825	Senior Health Educator
13	2485	Supv Biologist	2846	Nutritionist
14	2486	Chemist I/II	2924	Medical Social Work Supervisor
15	2487	Chemist III	2978	Contract Compliance Officer 2
16	2488	Supv Chemist	2982	Rent Board Supervisor
17	2489	Lab Svcs Mgr	2992	Contract Compliance Officer 1
18	2538	Audiometrist	3374	Volunteer/Outreach Coord
19	2540	Audiologist	4140	Real Property Manager
20	2542	Speech Pathologist	4142	Senior Real Property Officer
21	2548	Occupational Therapist	4143	Principal Real Property Ofc
22	2550	Senior Occupational Therapist	4220	Personal Property Auditor
23	2551	Mental Hlth Treatment Spec	4222	Sr Personal Property Auditor
24	2555	Physical Therapist Assistant	4224	Pr Personal Property Auditor
25	2556	Physical Therapist	4230	Estate Investigator

1	4231	Senior Estate Investigator	5265	Architectural Associate 1
2	4260	Real Prop Appraiser Trainee	5266	Architectural Associate 2
3	4261	Real Property Appraiser	5268	Architect
4	4265	Senior Real Property Appraiser	5272	Landscape Architect Assoc 2
5	4267	Pr Real Property Appraiser	5274	Landscape Architect
6	5120	Architectural Administrator	<u>5275</u>	<u>Planner Technician</u>
7	5130	Sewage Treatment Plant Supt	5276	City Planning Intern
8	5174	Administrative Engineer	5277	Planner 1
9	5177	Safety Officer	5278	Planner 2
10	5201	Junior Engineer	5283	Planner 5
11	5203	Asst Engr	5288	Transit Planner 2
12	5207	Assoc Engineer	5289	Transit Planner III
13	5209	Industrial Engineer	5290	Transit Planner 4
14	5211	Eng/Arch/Landscape Arch Sr	5291	Planner 3
15	5212	Engineer/Architect Principal	5293	Planner 4
16	5214	Building Plans Engineer	5298	Planner 3-Environmental Review
17	5215	Fire Protection Engineer	5299	Planner 4-Environmental Review
18	5216	Chief Surveyor	5301	Sprv, Traffic Painting Program
19	5217	Building Code Analyst	5302	Traffic Survey Technician
20	5218	Structural Engineer	5303	Sprv, Traffic & Street Signs
21	5219	Senior Structural Engineer	5304	Materials Testing Aide
22	5241	Engineer	5305	Materials Testing Technician
23	5260	Architectural Assistant 1	5306	Traffic Sign Manager
24	5261	Architectural Assistant 2	5310	Survey Assistant I
25	5262	Landscape Architect Assoc 1	5312	Survey Assistant II

1	5314	Survey Associate	6137	Assistant Industrial Hygienist
2	5320	Illustrator and Art Designer	6138	Industrial Hygienist
3	5330	Graphics Supervisor	6230	Street Inspector
4	5362	Engineering Assistant	6231	Senior Street Inspector
5	5364	Engineering Associate 1	6232	Street Inspection Supervisor
6	5366	Engineering Associate 2	6262	Plan Checker
7	5380	StdntDsgnTrain1, Arch/Eng/Plng	6266	Senior Plan Checker
8	5381	StdntDsgn Train2/Arch/Eng/Plng	6270	Housing Inspector
9	5382	StdntDsgnTrain3, Arch/Eng/Plng	6272	Senior Housing Inspector
10	<u>5408</u>	<i>Coord of Citizen Involvement</i>	6274	Chief Housing Inspector
11	5502	Project Manager 1	6281	Fire Safety Inspector 2
12	5504	Project Manager 2	6317	Assistant Const Inspector
13	5506	Project Manager 3	6318	Construction Inspector
14	5508	Project Manager 4	6319	Senior Const Inspector
15	5601	Utility Analyst	6335	Disability Access Coordinator
16	5602	Utility Specialist	7132	Telecommunication Supervisor
17	5606	Energy Specialist	7336	Electr Instrmntn Tech Wtr Poll
18	5608	Senior Energy Specialist	7457	Sign Worker
19	5620	Regulatory Specialist	8132	DA Investigative Assist
20	5638	Environmental Assistant	8167	Parking Hearing Examiner
21	5640	Environmental Spec	8173	Legal Assistant
22	5642	Sr. Environmental Spec	8219	Parking Enforcement Admin
23	5644	Principal Environ Specialist	8240	Pub Safety Communication Coord
24	6116	Sprv Wastewater Cont Inspector	8259	Criminalist I
25	6130	Safety Analyst	8260	Criminalist II

1	8262	Criminalist III	1506	Confidential Scty to Sheriff
2	8264	Forensic Document Examiner	1512	Cfdntal Sctry & Ex Asst Publ Dfdr
3	9206	Airport Property Specialist 1	1518	Confidential Sctry to Assessor
4	9255	Airport Economic Planner	1520	Cfdntal Sctry to District Atty
5	9376	Market Research Spec, Port	1522	Cfdntal Sctry to City Atty
6	9377	Feasibility Analyst, Port	1543	Secretary, Comm on the Environ
7	9386	Senior Property Manager, Port	1544	Secretary, Library Commission
8	9393	Maritime Marketing Repr	1546	Sctry, Commission on the Aging
9	9395	Property Manager, Port	1548	Sctry, Human Svcs. Commission
10			1549	Sctry, Juv Probation Comm
11	Bargaining Unit # 8		1551	Secretary, Health Commission
12	(Professional and Technical, SFAPP)		1555	Sctry, Bldg Inspection Comm
13	Class	Class Title	1574	Ex Asst to the Controller
14	<u>1807</u>	<u>Performance Analyst III, Project</u>	1835	Legislative Assistant
15		<u>Manager</u>	8116	Legislative Calendar Clerk
16	1130	Youth Comm Advisor	8118	Legislation Clerk
17	1203	Personnel Technician	8151	Claims Investigator, CA
18	1231	Assistant Manager, EEO	8152	SrClaimsInvstgtr,Cty Atty Ofc
19	1233	EEO Programs Specialist	8169	Legislative Asst City Atty Ofc
20	1241	Personnel Analyst	9276	Secretary, Airports Commission
21	1244	Senior Personnel Analyst		
22	1246	Principal Personnel Analyst	Bargaining Unit # 9	
23	1452	Executive Secretary 2	(Pile Drivers)	
24	1454	Executive Secretary 3	Class	Class Title
25	1492	Asst Clk, Board of Supervisors	<u>9328</u>	<u>Apprentice Pile Worker I</u>

1	9329	<u>Apprentice Pile Worker II</u>	7316	Water Service Inspector
2	9330	Pile Worker	7317	Senior Water Service Inspector
3	9332	Piledriver Supervisor 1	7347	Plumber
4			7348	Steamfitter
5	Bargaining Unit # 10		7349	Steamfitter Supervisor I
6	(Hod Carriers)		7353	Water Meter Repairer
7	Class	Class Title	7360	Pipe Welder
8	7428	Hodcarrier	7388	Utility Plumber
9			7449	Sewer Service Worker
10	Bargaining Unit # 11		7463	Utility Plumber Apprentice
11	(Plumbers)			
12	Class	Class Title	Bargaining Unit # 12	
13	1466	Meter Reader	(Stationary Engineers)	
14	6242	Plumbing Inspector	Class	Class Title
15	6244	Chief Plumbing Inspector	5148	Water Operations Analyst
16	6246	Senior Plumbing Inspector	5149	Supt Water Treatment Fac
17	7134	Water Const&Main Supt	7120	Bldgs & Grounds Maint Supt
18	7136	Water Shops & Equip Supt	7203	Bldg & Grounds Maint Sprv
19	7204	Chief Water Service Inspector	7205	Chief Stationary Engineer
20	7213	Plumber Supervisor 1	7223	Cable Machinery Supervisor
21	7239	Plumber Supervisor 2	7245	Chf Statnry Eng, Wtr Treat Plnt
22	7240	Water Meter Shop Supervisor 1	7252	Chf Stationary Eng, Sew Plant
23	7248	Steamfitter Supervisor 2	7262	Maintenance Planner
24	7250	Utility Plumber Supervisor 1	7286	Wire Rope Cable Maint Supervisor
25	7284	Utility Plumber Supervisor 2	7333	Apprentice Stationary Engineer

1	7334	Stationary Engineer	Bargaining Unit # 15	
2	7335	Senior Stationary Engineer	(Sheet Metal Workers)	
3	7339	Aprntc Statnry Eng, Wtr Treat Plnt	Class	Class Title
4	7341	Statnry Eng Water Treat Plant	6235	Heating/Ventilating Inspector
5	7343	Sr Statnry Eng, Wtr Treat Plnt	7247	Sheet Metal Wrk Supervisor 2
6	7372	Stationary Eng, Sewage Plant	7376	Sheet Metal Worker
7	7373	Sr. Stationary Eng, Sew Plant	9345	Sheet Metal Supervisor 1
8	7375	Aprntc Statnry Eng, Sew Plant		
9	7420	Bridgetender	Bargaining Unit # 16	
10	7472	Wire Rope Cable Maint Mech	(Automotive Mechanics)	
11	7473	Wire Rope Cable Maint Mech	Class	Class Title
12		Trainee	7126	Mech Shop & Equip Supt
13	9232	Airport Mechanical Maint Sprv	7225	Transit Paint Shop Sprv I
14			7228	Auto Transit Shop Sprv I
15	Bargaining Unit # 13		7232	HH Mechanical Shop Sprv
16	(Roofers)		7241	Sr Maintenance Controller
17	Class	Class Title	7249	Automotive Mechanic Sprv 1
18	9343	Roofer	7254	Automotive Machinist Sprv 1
19	9344	Roofer Supervisor 1	7258	Maintenance Machinist Sprv 1
20			7264	Auto Body & Fender Worker Sprv I
21	Bargaining Unit # 14		7277	City Shops Asst Superintendent
22	(Plasterers)		7305	Metal Fabricator
23	Class	Class Title	7306	Automotive Body & Fender Wrk
24	7361	Plasterer	7309	Car and Auto Painter
25			7313	Automotive Machinist

1	7315	Auto Machinist Asst Sprv	2236	Medical Advisor, Hlth Svc Sys
2	7322	Auto Body & Fender Worker Asst	2292	Shelter Veterinarian
3		Sprv	2582	Forensic Pathologist
4	7325	General Utility Mechanic	2598	Asst Med Examiner
5	7330	Sr General Utility Mechanic		
6	7332	Maintenance Machinist		
7	7337	Main Machinist Asst Sprv	Bargaining Unit # 19	
8	7340	Maintenance Controller	(Miscellaneous Transit)	
9	7381	Automotive Mechanic	Class	Class Title
10	7382	Automotive Mechanic Asst Sprv	1773	Media Training Specialist
11	7381	Upholsterer	7412	Auto Svc Wrk Asst Sprv
12	7434	Maintenance Machinist Helper	8126	Sr Investigator, OCC
13			9155	Claims Investigator
14	Bargaining Unit # 17		9156	Senior Claims Investigator
15	(Supervising Physician/Dentists)		9157	Claims Adjuster
16	Class	Class Title		
17	2233	Supervising Physician Spec	Bargaining Unit # 20	
18			(Truck Drivers)	
19	Bargaining Unit # 18		Class	Class Title
20	(Physician/Dentists)		7355	Truck Driver
21	Class	Class Title		
22	2210	Dentist	Bargaining Unit # 21	
23	2220	Physician	(Carpenters)	
24	2230	Physician Specialist	Class	Class Title
25	2232	Senior Physician Specialist	7226	Carpenter Supervisor 1

1.	7236	Locksmith Supervisor 1	1436	Brailist
2	7272	Carpenter Supervisor 2	1444	Secretary 1
3	7342	Locksmith	1446	Secretary 2
4	7344	Carpenter	1450	Executive Secretary 1
5	7358	Pattern Maker	1458	Legal Secretary 1
6			1460	Legal Secretary 2
7	Bargaining Unit # 22		1468	Water Services Clerk
8	(Administrative/Clerical)		1471	Elections Worker
9	Class	Class Title	1474	Claims Process Clerk
10	1201	Personnel Technician Trainee	1476	Senior Claims Process Clerk
11	1202	Personnel Clerk	1478	Senior Water Services Clerk
12	1204	Senior Personnel Clerk	1630	Account Clerk
13	1209	Benefits Technician	1632	Senior Account Clerk
14	1210	Benefits Analyst	1635	Health Care Billing Clerk 1
15	1220	Payroll Clerk	1636	Health Care Billing Clerk 2
16	1227	Testing Technician	1637	Patient Accounts Clerk
17	1310	Public Relations Assistant	1704	Communications Dispatcher 1
18	1322	Customer Service Agent Trainee	1706	Telephone Operator
19	1324	Customer Service Agent	1708	Senior Telephone Operator
20	1402	Junior Clerk	1720	Data Entry Operator
21	1403	Elections Clerk	1721	Senior Data Entry Operator
22	1404	Clerk	1750	Microphoto/Imaging Technician
23	1422	Junior Clerk Typist	1752	Sr. Microphoto/Imaging Tech.
24	1424	Clerk Typist	1760	Offset Machine Operator
25	1430	Transcriber Typist	1762	Senior Offset Machine Operator

1	1802	Research Assistant	3602	Library Page
2	1812	Assistant Retirement Analyst	3610	Library Assistant
3	1817	Procedural Writer	3616	Library Technical Assistant 1
4	1820	Junior Administrative Analyst	3618	Library Technical Assistant 2
5	1840	Junior Management Assistant	4119	Performing Arts Center Aide
6	1842	Management Assistant	4202	Assessment Clerk
7	1847	Ex Aide to the Mayor's Office	4213	Assessor-Recorder Office Assistant
8	1853	Control Clerk, EDP	4214	Assessor-Recorder Office Specialist
9	1920	Inventory Clerk	4215	Assessor-Recorder Senior Office
10	2105	Patient Svcs Finance Tech		<u>Specialist</u>
11	2110	Medical Records Clerk	4306	Collections Officer
12	2112	Medical Records Technician	4308	Senior Collections Officer
13	2903	Eligibility Worker	4320	Cashier 1
14	2904	Human Services Technician	4321	Cashier 2
15	2905	Senior Eligibility Worker	4322	Cashier 3
16	2913	Program Specialist	6108	Environmental Hlth Tech 1
17	2975	Citizens Complaint Officer	6218	Weights & Measures/Agri Trainee
18	2996	Rep, Human Rights Comm	8104	Victim & Witness Technician
19	2998	Rep, Comm Status of Women	8106	Legal Process Clerk
20	3302	Admission Attendant	8108	Senior Legal Process Clerk
21	3406	Land Use Aide	8109	Document Examiner Technician
22	3518	Assoc Musm Cnsrvt, AAM	8113	Court Clerk
23	3549	Arts Program Assistant	8138	Court Reporter
24	3554	Associate Museum Registrar	8141	Worker's Compensation Adjuster
25	3556	Museum Registrar	8157	Child Support Officer I

1	8158	Child Support Officer II	1664	Patient Accounts Manager
2	8237	Public Safety Comm Tech	2106	Med Staff Svcs Dept Spc
3	8238	Police Communications Disp	2202	Dental Aide
4	8249	Fingerprint Technician 1	2204	Dental Hygienist
5	8250	Fingerprint Technician 2	2302	Nursing Assistant
6	9380	Admin Svc Officer, Port	2303	Mental Hlth Rehabilitation Wrk
7	9702	Employment & Training Spec 1	2304	Psychiatric Orderly
8	9703	Employment & Training Spec 2	2305	Psychiatric Technician
9	9770	Community Development Asst	2306	Senior Psychiatric Orderly
10	9772	Community Development Spec	2310	Surgical Procedures Technician
11	9774	Sr. Community Devl Spc 1	2312	Licensed Vocational Nurse
12	9775	Sr Community Dev Spec 2	2314	Public Health Team Leader
13	9910	Public Service Trainee	2390	Central Processing & Dist Tech
14	9912	Public Service Aide-Technical	2402	Laboratory Helper
15	9914	Public Service Aide-Admin	2406	Pharmacy Helper
16	9920	Public Service Aide-Asst. to Prof.	2409	Pharmacy Technician
17	9922	PS Aide to Prof.	2416	Bacteriological Lab Assistant
18			2420	Histology Technician
19	Bargaining Unit # 23		2424	X-Ray Laboratory Aide
20	(Allied Health)		2430	Medical Evaluations Assistant
21	Class	Class Title	2432	Electrocardiograph Technician
22	1428	Unit Clerk	2436	Electroencephalograph Tech 1
23	1429	Nurses Staffing Assistant	2440	Vet Laboratory Technologist
24	1440	Medical Transcriber Typist	2514	Orthopedic Technician 1
25	1464	Medical Clerk Stenographer	2515	Orthopedic Technician 2

1	2520	Morgue Attendant	8142	Public Defender's Investigator
2	2523	Forensic Autopsy Technician	8202	Security Guard
3	2533	Emergency Med Svcs Agency Spc	8204	Institutional Police Officer
4	2554	Therapy Aide	8207	Bldg & Grounds Patrol Officer
5	2565	Acupuncturist	8208	Park Patrol Officer
6	2583	Home Health Aide	8210	Head Park Patrol Officer
7	2585	Health Worker 1	8213	Police Services Aide
8	2586	Health Worker 2	8214	Parking Control Officer
9	2622	Dietetic Technician	8216	Senior Parking Control Officer
10	2624	Dietitian	8226	Museum Guard
11	2818	Health Program Planner	8318	Counselor 2
12	2820	Senior Health Program Planner	8320	Counselor, Juvenile Hall
13	2908	Hospital Eligibility Worker	8321	Counselor, Log Cabin Ranch
14	8420	Rehabilitation Svcs Coord		
15	9924	PS Aide Health Services		

Bargaining Unit # 25

(Service/Maintenance)

Bargaining Unit # 24

(Security and Investigative)

	Class	Class Title	Class	Class Title
17			1770	Photographer
18			1774	Head Photographer
19	2577	Med Examiner's Investigator I	1929	Parts Storekeeper
20	2578	Med Examiner's Investigator II	1930	Warehouse Worker
21	4334	Investigator, Tax Collector	1932	Assistant Storekeeper
22	8124	Investigator Ofc Citizen Cmplnts	1934	Storekeeper
23	8129	Victim/Witness Investigator 1	2604	Food Service Worker
24	8139	Industrial Injury Investigator	2608	Supply Room Attendant

1	2650	Assistant Cook	3502	Musm Exhibit Packer & Repairer
2	2652	Baker	3520	Museum Preparator
3	2654	Cook	3522	Senior Museum Preparator
4	2656	Chef	3540	Curatorial Aide
5	2706	House Keeper/Food Service Clnr	3550	Exhibition Designer
6	2708	Custodian	5264	Airport Noise Abatement Spec
7	2736	Porter	5267	Asst Airport Noise Abtmnt Ofe
8	2770	Senior Laundry Worker	5285	Airport Noise Abatement Ofe
9	2772	Sewing Technician	6220	Inspector, Weights & Measures
10	2940	Protective Services Worker	7219	Maintenance Scheduler
11	3202	Locker Room Attendant	7302	Audio-Visual Equipment Tech
12	3204	Swimming Pool Cashier Clerk	7303	Barber
13	<u>3208</u>	<u>Pool Lifeguard</u>	7324	Beautician
14	<u>3209</u>	<u>Swimming Instructor</u>	7362	Comm Systems Technician
15	3210	Swimming Instr/Pool Lifeguard	7368	Senior Comm Systems Technician
16	3256	Photography Instructor	7384	Typewriter Repairer
17	3260	Crafts Instructor	7392	Window Cleaner
18	3264	Camp Assistant	7416	Book Repairer
19	3279	Recreation Leader	7441	Tools Room Mechanic/Custodian
20	3280	Assistant Recreation Director	7450	Shade and Drapery Worker
21	3284	Recreation Director	7524	Institution Utility Worker
22	3310	Stable Attendant	7542	Watershed Worker (Seasonal)
23	3322	Assistant Head Animal Keeper	8201	School Crossing Guard
24	3375	Animal Health Technician	8234	Fire Alarm Dispatcher
25	3450	Agricultural Inspector	8274	Police Cadet

1	8280	Environmental Control Officer	2912	Senior Social Worker
2	8300	Sheriff's Cadet	2916	Social Work Specialist
3	8301	Sheriff's Property Keeper	2917	Program Support Analyst
4	8316	Assistant Counselor	2920	Medical Social Worker
5	8482	Crime Prevention Worker	2930	Psychiatric Social Worker
6	9202	Airports Communications Disp	2931	Marriage, Family & Child Cnslr
7	9209	Community Police Services Aide	3283	Recreation Specialist
8	9212	Airport Safety Officer	3285	Junior Museum Director
9	9355	Wharfinger 1	3630	Librarian 1
10			4331	Security Analyst
11	Bargaining Unit # 26		5408	Coord of Citizen Involvement
12	(Specialists/Technical)		5322	Graphic Artist
13	Class	Class Title	9722	Specialist in Aging 2
14	1771	Media Production Specialist	9724	Specialist in Aging 3
15	1822	Administrative Analyst		
16	2450	Pharmacist	Bargaining Unit # 27	
17	2454	Clinical Pharmacist	(Supervisory)	
18	2467	Diagnostic Imaging Tech I	Class	Class Title
19	2468	Diagnostic Imaging Tech II	1218	Payroll Supervisor
20	2469	Diagnostic Imaging Tech III	1222	Sr Payroll & Personnel Clerk
21	2470	Diagnostic Imaging Tech IV	1224	Pr Payroll & Personnel Clerk
22	2536	Respiratory Care Practitioner	1226	Chf Payroll & Personnel Clerk
23	2574	Clinical Psychologist	1326	Customer Service Agent Supv
24	2575	Research Psychologist	1406	Senior Clerk
25	2910	Social Worker	1408	Principal Clerk

1	1410	Chief Clerk	1936	Senior Storekeeper
2	1426	Senior Clerk Typist	1938	Stores & Equip Asst Sprv
3	1431	Senior Unit Clerk	1948	Coding Sprv, Purchasing Dept
4	1432	Senior Transcriber Typist	2114	Medical Records Tech Sprv
5	1435	Shelter Officer Supervisor	2392	Sr Cent Proc & Dist Tech
6	1437	Shelter Office Asst Supv	2408	Senior Pharmacy Helper
7	1441	Sr Medical Transcriber Typist	2434	Sr Electrocardiograph Tech
8	1470	Svcs & Supply Asst Sprv	2522	Senior Morgue Attendant
9	1480	Principal Water Services Clerk	2537	Respiratory Care Prctnr 2
10	1634	Principal Account Clerk	2552	Dir of Act, Therapy & Vol Svcs
11	1662	Patient Accounts Asst Sprv	2579	Med Examiner's Investigator III
12	1663	Patient Accounts Supervisor	2587	Health Worker 3
13	1705	Communications Dispatcher 2	2588	Health Worker 4
14	1710	Chief Telephone Operator	2606	Senior Food Service Worker
15	1727	Sprv Data Entry Operator	2618	Food Service Supervisor
16	1764	Mail & Reproduction Svc Sprv	2619	Senior Food Service Supervisor
17	1813	Senior Benefits Analyst	2626	Chief Dietitian
18	1814	Benefits Supervisor	2716	Custodial Assistant Supervisor
19	1844	Senior Management Assistant	2718	Custodial Supervisor
20	1855	Senior Control Clerk, EDP	2719	Janitorial Svcs Asst Sprv
21	1922	Senior Inventory Clerk	2720	Janitorial Services Supervisor
22	1924	Materials/Supplies Supervisor	2738	Porter Assistant Supervisor
23	1926	Sr Materials & Supplies Sprv	2740	Porter Supervisor 1
24	1931	Senior Parts Storekeeper	2907	Eligibility Worker Supervisor
25	1935	Principal Parts Storekeeper	2909	Hospital Elig Wrk Supervisor

1	2914	Social Work Supervisor	3546	Curator 4
2	2915	Program Specialist Supervisor	3558	Senior Museum Registrar
3	2922	Senior Medical Social Worker	3632	Librarian 2
4	2932	Sr Psychiatric Social Worker	3633	Librarian 2 - Asian Arts
5	2933	Conservatorship/Case Mgt Sprv	3634	Librarian 3
6	2935	Sr Marriage, Fam & Cld Cnslr	4203	Senior Assessment Clerk
7	2944	Protective Services Supervisor	4335	Sr Investigator, Tax Collector
8	2948	Human Services Section Mgr	4337	Pr Investigator, Tax Collector
9	2991	Coord, Human Rights Comm	4340	Asst. Director, Bur. of Delinq. Rv
10	<u>3213</u>	<u>Aquatics Facility Assistant Supervisor</u>	4366	Collection Supervisor
11	3214	Senior Swimming Instructor	5271	Sr Airport Noise Abatement Spe
12	<u>3215</u>	<u>Aquatics Facility Supervisor</u>	6110	Environmental Hlth Tech 2
13	3232	Marina Assistant Manager	7108	Heavy Equip Operations Asst. Sprv
14	3286	Recreation Coordinator	7208	Heavy Equip Operations Sprv
15	3287	Asst Recreation Supervisor	7211	Cement Finisher Supervisor 2
16	3289	Recreation Supervisor	7218	Asbestos Abatement Worker 2
17	3291	Principal Recreation Sprv	7227	Cement Finisher Supervisor 1
18	3292	Asst Superintendent Rec	7243	Parking Meter Repairer Sprv 1
19	3371	Animal Care Supervisor	7259	Water & Power Maint Sprv 1
20	3373	Animal Control Supervisor	7268	Window Cleaner Supervisor
21	3376	Animal Care Asst Supv	7270	Watershed Keeper Supervisor
22	3378	Field Svcs Asst Supv	7282	Street Repair Supervisor 2
23	3480	Farmers Market Manager	7418	Senior Book Repairer
24	3524	Principal Museum Preparator	7470	Watershed Keeper
25	3525	Chief Preparator	8131	Victim/Witness Investigator 2

1	8133	Victim/Witness Investigator 3	Bargaining Unit # 28	
2	8135	Asst Chf Victim/Wit Invstgtr	(Environmental and Natural Sciences)	
3	8143	Sr Public Defenders Invstgtr	Class	Class Title
4	8159	Child Support Officer III	2806	Disease Control Investigator
5	8165	Worker's Comp Supervisor 1	2808	Sr Disease Control Investigator
6	8170	Medical Claims Supervisor	2810	Pr Disease Control Investigator
7	8211	Supv Bldg Grounds Patrol Ofcr	3262	Curator of Indust Arts, Jr Musm
8	8217	Comm Pol Svcs Aide Supervisor	3342	Zoo Curator
9	8228	Museum Sec Supv	3541	Curator 1
10	8236	Chief Fire Alarm Dispatcher	3542	Curator 2
11	8239	Sr Pol Communications Disp	3544	Curator 3
12	8251	Fingerprint Technician 3	3548	Curator Natural Science, Jr Musm
13	8452	Criminal Justice Specialist 2	6120	Environmental Health Inspector
14	8484	Sprv Crime Prevention Worker	6122	Sr Environmental Hlth Inspector
15	9203	Sr Airport Communications Disp	6124	Pr Environmental Hlth Inspector
16	9204	Airports Communications Sprv		
17	9220	Airport Operations Supervisor	Bargaining Unit # 29	
18	9230	Airport Custodial Svcs Sprv	(Automotive Service Workers)	
19	9356	Wharfinger 2	Class	Class Title
20	9508	Prpl Permit and Citation Clerk	7410	Automotive Service Worker
21	9704	Employment & Training Spec 3		
22	9705	Employment & Training Spec 4	Bargaining Unit # 30	
23	9706	Employment & Training Spec 5	(Laborers)	
24	9708	Employment & Training Spec 6	Class	Class Title
25			3402	Farmer

1	3410	Apprentice Gardener	Class	Class Title
2	3417	Gardener	8177	Attorney (Civil/Criminal)
3	3419	Municipal Stadium Groundskeeper	8181	Assistant Chief Attorney 1
4	3422	Park Section Supervisor	8182	Head Atty, Civil & Criminal
5	3424	Pest Control Specialist	8183	Assistant Chief Attorney 2
6	3425	Senior Integrated Pest Management	8190	Attorney, Tax Collector
7		Specialist	8193	Chief Atty1 (Civil & Criminal)
8	3428	Nursery Specialist		
9	3430	Chief Nursery Specialist	Bargaining Unit # 32	
10	3432	Assistant Arboretum Director	(Managers)	
11	3434	Arborist Technician	Class	Class Title
12	3436	Arborist Technician Supervisor	0922	Manager I
13	7215	General Laborer Supervisor 1	0923	Manager II
14	7220	Asphalt Finisher Supervisor 1	0931	Manager III
15	7246	Sewer Repair Supervisor	0932	Manager IV
16	7281	Street Environ Svcs Oprs Supv	0933	Manager V
17	7282	Street Repair Supervisor 2	0941	Manager VI
18	7404	Asphalt Finisher	0942	Manager VII
19	7421	Sewer Maintenance Worker	0943	Manager VIII
20	7501	Environmental Service Worker	0951	Dep Dir I
21	7502	Asphalt Worker	0952	Dep Dir II
22	7514	General Laborer	0953	Dep Dir III
23			0954	Dep Dir IV
24		Bargaining Unit # 31	0955	Dep Dir V
25		(Attorneys)	0961	Dept Head I

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

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

1	7123	Prk Mtr & Mach Shop Mgr	8416	Director, Probation Services
2	7125	Electrl Op & Maint Supt. HH Proj	8418	Chf Prob Ofc, Juv Court
3	7140	Dir, Prkng & Traffic Ops	8435	Div Director, Adult Probation
4	7150	City Shops Gen Superintendent	8436	Chief Adult Probation Officer
5	7263	Maintenance Manager	8438	Chief Deputy Adult Probation Of
6	8127	Chief Investigator, OCC	8470	Ex Dir, County Parole Comm
7	8128	Dir, Ofc of Citizen Complaints	9161	Asst Chf, Bur Clm Invest & Admin
8	8148	Chf District Atty Investigator	9222	Airport Operations Coordinator
9	8150	Pr Dist Atty Invstgtr, Spec Unit	9247	Airport Emerg Planning Coord
10	8153	Pr Clm Invstgtr, City Atty Ofc	9248	Airport Facilities Svcs Mgr
11	8160	Asst Chief, Child Support Ofer	9251	Public Relations Mgr
12	8184	Chf Atty 2(Civil & Criminal)	9254	Asst to Dir, Public Affairs
13	8186	Atty for the Public Admin	9256	Airport Asst Dep Dir, Ops
14	8220	Director, Parking Enforcement	9258	Airport Asst Dep Dir, Bus & Fin
15	8232	Dir of Museum Security Svcs	9364	Gen. Supt. of Harbor Maintenance
16	8245	Communications Mgr, SFPD	9375	Asst. Dep. Dir., Port
17	8263	Crime Lab Mgr	9378	Devl Project Coord, Port
18	8315	Assistant Sheriff	9382	Govrnmt/Publ Affairs Mgr
19	8326	Asst Dir, Log Cabin Rnch	9398	Mgr, Rgltry & Envrnmtl Affairs.
20	8330	Director, Log Cabin Ranch		
21	8336	Mgr, Fin & Admin, Juv Prob		
22	8340	Asst Director, Juvenile Hall		
23	8344	Director, Juvenile Hall		
24	8348	Undersheriff		
25	8413	Asst Chf Prob Ofc, Juv Prob		

Bargaining Unit # 33

(Fire Dept. Managers)

Class	Class Title
0140	Chief, Fire Department
0150	Dep Chf of Dept (Fire Dept)

1	H 51	Assistant Deputy Chief 2	Bargaining Unit # 37
2	H 53	Emergency Medical Svcs Chief	(Deputy Sheriffs)
3			Class Class Title
4	Bargaining Unit # 34		8302 Deputy Sheriff 1
5	(Police Department Managers)		8304 Deputy Sheriff
6	Class	Class Title	8306 Senior Deputy Sheriff
7	0390	Chief of Police	
8	0395	Assistant Chief of Police	Bargaining Unit # 38
9	Q 63	Director of Forensic Services	(Sheriff's Dept. Supervisors)
10			Class Class Title
11	Bargaining Unit # 35		8308 Sheriff's Sergeant
12	(Iron Workers)		8310 Sheriff's Lieutenant
13	Class	Class Title	8312 Sheriff's Captain
14	7389	Metalsmith	8314 Chief Deputy Sheriff
15	7395	Ornamental Iron Worker	
16	9342	Ornamental Iron Wrk Sprv 1	Bargaining Unit # 39
17	9346	Fusion Welder	(Cement Masons)
18			Class Class Title
19	Bargaining Unit # 36		7311 Cement Mason
20	(District Attorney Investigators)		
21	Class	Class Title	Bargaining Unit # 40
22	8146	District Atty's Investigator	(Probation Officers)
23	8147	Sr District Atty Investigator	Class Class Title
24	8149	Asst Chf Dist Atty's Investigator	8444 Deputy Probation Officer
25			

1	Bargaining Unit # 41	Class	Class Title
2	(Glaziers)	H 2	Firefighter
3	Class	Class Title	H 3
4	7233	Glazier Supervisor 1	H 4
5	7326	Glazier	H 6
6			H 10
7	Bargaining Unit # 42		H 16
8	(Registered Nurses)		H 18
9	Class	Class Title	H 19
10	2320	Registered Nurse	H 20
11	2323	Clinical Nurse Specialist	H 22
12	2325	Nurse Midwife	H 24
13	2328	Nurse Practitioner	H 28
14	2330	Anesthetist	H 30
15	2340	Operating Room Nurse	
16	2830	Public Health Nurse	H 32
17	P103	Special Nurse	H 33
18			
19	Bargaining Unit # 43		H 39
20	(H-1 Paramedics)		
21	Class	Class Title	Bargaining Unit # 45
22	H 1	Fire Rescue Paramedic	(Fire Dept. Supervisors)
23			Class
24	Bargaining Unit # 44		Class Title
25	(Firefighters)		H 40
			H 43

1	H 50	Asst Chf of Dept (Fire Dept)	2322	Nurse Manager
2	H110	Marine Engineer of Fire Boats	2324	Nursing Supervisor
3	H120	Pilot of Fire Boats	2326	Nursing Supervisor Psychiatric
4			2350	Instructor of Nursing
5	Bargaining Unit # 46			
6	(Professional and Technical,		Bargaining Unit # 48	
7	Animal Services)		(Police Officers)	
8	Class	Class Title	Class	Class Title
9	1434	Shelter Service Representative	0380	Inspector, (Police Department)
10	2444	Clinical Lab Technologist	0381	Inspector 2
11	2453	Supervising Pharmacist	0382	Inspector 3
12	2462	Microbiologist	9350	Harbor Police Officer
13	2464	Senior Microbiologist	Q 2	Police Officer
14	2496	Radiologic Tech Sprv	Q 3	Police Officer 2
15	3320	Animal Keeper	Q 4	Police Officer 3
16	3370	Animal Care Attendant	Q 35	Assistant Inspector
17	3372	Animal Control Officer	Q 36	Assistant Inspector 2
18	6139	Senior Industrial Hygienist	Q 37	Assistant Inspector 3
19	7444	Parking Meter Repairer	Q 50	Sergeant, (Police Department)
20	8322	Sr Counselor, Juvenile Hall	Q 51	Sergeant 2
21	8324	Sprv Counselor, Juvenile Court	Q 52	Sergeant 3
22			Q 60	Lieutenant (Police Department)
23	Bargaining Unit # 47		Q 61	Lieutenant 2
24	(Supervising Registered Nurses)		Q 62	Lieutenant 3
25	Class	Class Title	Q 80	Captain (Police Department)

1 Q 81 Captain 2
 2 Q 82 Captain 3
 3
 4 **Bargaining Unit # 49**
 5 **(Police Supervisors)**
 6 **Class Class Title**
 7 0400 Deputy Chief
 8 0401 Deputy Chief 2
 9 0402 Deputy Chief 3
 10 0488 Commander (Police Department)
 11 0489 Commander II
 12 0490 Commander 3
 13 Q 90 Director of Police Psychology

15 **Bargaining Unit # 50**
 16 **(Chief Building Inspectors)**

17 **Class Class Title**
 18 6334 Chief Building Inspector

20 **Bargaining Unit # 51**
 21 **(Building Inspectors)**

22 **Class Class Title**
 23 6331 Building Inspector
 24 6333 Senior Building Inspector

25

Bargaining Unit # 52
(Supervising Probation Officers)
Class Class Title
 8414 Sprv Probation Ofc, Juv Court
 8415 Sr Sprv Probation Ofc, Juv
 Probation
 8434 Sprv Adult Probation Ofc

Bargaining Unit # 53
(Supervising Institutional Police Officer)

Class Class Title
 8205 Institutional Police Sergeant
~~8206 Institutional Police Captain~~
 8209 Institutional Police Lieutenant

Bargaining Unit # 54
(Interns and Residents)

Class Class Title
 2273 Post M.D. 1
 2275 Post M.D. 2
 2277 Post M.D. 3
 2279 Post M.D. 4
 2281 Post M.D. 5
 2283 Post M.D. 6

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

13 **SEC. 16.211. PROCEDURE FOR RECOGNITION OF EMPLOYEE ORGANIZATION AS**
14 **EXCLUSIVE REPRESENTATIVE OF A BARGAINING 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
17 filing 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
19 signed and dated by employees not more than six months prior to submission of 30 percent of
20 the employees in the particular bargaining unit.

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

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

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

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

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

21 (f) Employees entitled to vote in a representation election shall be those employees
22 within the bargaining unit with permanent status whose names appear on the last payroll
23 bearing a date which is no less than 30 calendar days prior to the date on which the election
24 is to be held or such other date within the discretion of the Civil Service Commission as may
25 be practicable under the circumstances.

1 (g) There shall be no more than one valid representation election in a 12 month period
2 within the same bargaining unit.

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

9 **SEC. 16.212. DECERTIFICATION**

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

1 exclusive representative will be decertified and the employee organization receiving a majority
2 of the valid votes cast will become the exclusive representative. There shall be no more than
3 one decertification election in a 12 month period, and no more than one decertification
4 election during the first three years of the term of a memorandum of understanding, within the
5 same bargaining unit.

6 **SEC. 16.213. UNFAIR LABOR PRACTICES – PEACE OFFICERS AND MANAGEMENT**
7 **EMPLOYEES ONLY.**

8 (a) This section shall apply only to peace officers as defined in Penal Code section
9 830.1 and management employees, as well as their exclusive representatives.

10 (b) It shall be an unfair labor practice for the City and County to:

11 (1) Interfere with, restrain, or coerce employees in the exercise of the rights
12 recognized or granted in this Ordinance, or guaranteed by Government Code section 3502 or
13 by any local rule adopted pursuant to Government Code section 3507;

14 (2) Dominate or interfere with the formation or administration of any employee
15 organization, or contribute financial or other support to it, or in any way encourage employees
16 to join any organization in preference to another in violation of rights guaranteed by
17 Government Code section 3502 or 3508(c) or any local rule adopted pursuant to Government
18 Code section 3507;

19 (3) Refuse to meet and confer in good faith as required by Government Code
20 section 3505 or any local rule adopted pursuant to Government Code section 3507 at
21 reasonable times, places and frequencies when the employee organization involved is an
22 exclusive representative;

23 (4) Refuse or fail to cooperate and exercise good faith in any impasse
24 procedure mutually agreed to pursuant to Government Code section 3505 or 3505.2, or
25

1 required by any local rule adopted pursuant to Government Code section 3507, including the
2 City Charter;

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

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

7 (c) It shall be an unfair labor practice for any officer of the City and County to meet and
8 confer, or attempt to meet and confer, over matters within the scope of representation with
9 someone other than the exclusive representative.

10 (d) It shall be an unfair labor practice for an employee, an employee organization, an
11 employee representative, or any agent thereof to:

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

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

16 (3) Refuse or fail to cooperate and exercise good faith in any impasse
17 procedure mutually agreed to pursuant to Government Code section 3505 or 3505.2, or
18 required by any other local rule adopted pursuant to Government Code section 3507,
19 including the City Charter;

20 (4) Engage in a strike, slowdown or work stoppage of any kind against the City
21 and County of San Francisco in violation of Charter sections A8.345 and A8.346;

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

1 (6) In any other way violate MMBA or any reasonable local rule for the
2 administration of employer-employee relations adopted pursuant to Government Code section
3 3507 and in compliance with State or local meet and confer requirements.

4 (e) It shall be an unfair labor practice for any employee, an employee organization, an
5 employee representative, or any agent thereof, to meet and confer, or attempt to meet and
6 confer, over matters within the scope of representation with someone other than the Human
7 Resources Director or a duly authorized designee.

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

14 **SEC. 16.214. ELECTION OF REMEDIES FOR UNFAIR LABOR PRACTICES AND OTHER**
15 **RELATED VIOLATIONS – PEACE OFFICERS AND MANAGEMENT EMPLOYEES ONLY.**

16 Nothing in this ordinance requires peace officers as defined in Penal Code section
17 830.1, or management employees, or their exclusive representatives, or the City and County
18 to exhaust any local procedure or administrative remedy prior to filing a legal action in
19 Superior Court asserting that a party covered by this section has violated any provision of this
20 Ordinance, the City Charter, or any provision of the MMBA.

21 **SEC. 16.215. PROCEDURES FOR ADMINISTRATIVELY PROCESSING UNFAIR LABOR**
22 **PRACTICES – PEACE OFFICERS AND MANAGEMENT EMPLOYEES ONLY.**

23 For charges filed administratively, Civil Service Commission Unfair Labor Practice
24 Procedures:

25 (a) Processing Violations

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

3 (b) Contents of Charge

4 A charge may be filed alleging that an unfair practice or practices have been
5 committed. The charge shall be in writing, signed under penalty of perjury by the party or its
6 agent with a declaration that the charge is true, and complete to the best of the charging
7 party's knowledge and belief, and contain the following information:

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

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

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

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

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

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

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

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

25 (9) Proof of service on the respondent.

1 (c) Processing of Case

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

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

5 (a) Assist the charging party to state in proper form the information
6 required by section 16.215(b);

7 (b) Answer procedural questions of each party regarding the processing
8 of the case;

9 (c) Facilitate communication and the exchange of information between
10 the parties;

11 (d) Within 30 days of the filing of a charge, schedule the charge for
12 determination by an administrative law judge.

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

18 (4) Withdrawal of Charge. Any request for withdrawal of the charge shall be in
19 writing, signed by the charging party or its agent, and state whether the party desires the
20 withdrawal to be with or without prejudice. Request for withdrawal of the charge before a
21 hearing has been scheduled shall be granted. Repeated withdrawal and refiling of charges
22 alleging substantially identical conduct may result in refusal to schedule a charge for hearing.
23 If the hearing has been scheduled, the designee shall determine whether the withdrawal shall
24 be with or without prejudice. If, during hearing, the respondent objects to withdrawal, the
25

1 hearing officer may refuse to allow it. Service and proof of service of the withdrawal pursuant
2 to Section 16.215(b) are required.

3 **SEC. 16.216. SANCTIONS FOR UNFAIR LABOR PRACTICES – PEACE OFFICERS AND**
4 **MANAGEMENT EMPLOYEES ONLY.**

5 Solely as it pertains to employees that are peace officers as defined in Penal Code
6 section 830.1 and managers and their exclusive representatives, charges of committing any
7 unfair labor practices may be initiated by the City or an authorized representative thereof, by a
8 representative of an employee organization, or by an individual employee or group of
9 employees. Such charges may be filed in writing with the Civil Service Commission. Each
10 charge so filed shall be processed in accordance with the rules and regulations of this
11 Ordinance and the Civil Service Commission. Such charges must be initiated within six
12 months of the occurrence of the events upon which the charges are based.

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

19 (b) If the decision is that an employee or employee organization or its agents have
20 engaged in an unfair labor practice, the administrative law judge shall instruct the offending
21 party to take appropriate corrective action. The powers and duties of the administrative law
22 judge shall be consistent with those of the Public Employment Relations Board. If compliance
23 with the administrative law judge's instruction is not obtained within five days, the
24 administrative law judge shall instruct the appropriate officer, board or commission to take
25 appropriate action.

1 **SEC. 16.217. MEETING AND CONFERRING IN GOOD FAITH.**

2 (a) Meeting and conferring in good faith between management representatives and the
3 representatives of recognized employee organizations shall take place on all matters relating
4 to wages, hours, and other terms and conditions of employment within the scope of
5 representation. The meet and confer process, whether in the context of bargaining for a
6 successor memorandum of understanding or during the term of an existing memorandum of
7 understanding, shall be conducted in accordance with the City Charter and State law.
8 Nothing contained herein shall be deemed to supersede the provisions of the Charter,
9 ordinances, and rules and regulations of the City and County of San Francisco which
10 establish and regulate the Civil Service System.

11 **SEC. 16.218. EMPLOYEES MEETING ON CITY AND COUNTY TIME.**

12 Official representatives of an exclusive representative shall be allowed time off from
13 their duties without loss of pay for the purpose of meeting and conferring in good faith or
14 consulting with representatives of the City and County on matters within the scope of
15 representation, provided that the number of representatives shall not exceed two without the
16 approval of the Human Resources Director. The use of official time for this purpose shall be
17 reasonable and shall not interfere with the performance of City and County services. Official
18 representatives shall receive approval from their department head in advance of the proposed
19 time away from their work station or assignment.

20 **SEC. 16.219. DUES DEDUCTION.**

21 Upon completion of the registration procedures provided in Section 16.209, registered
22 employee organizations and exclusive representatives may exercise the privilege of dues
23 deduction, and shall pay the reasonable costs of this service. The Controller of the City and
24 County of San Francisco shall establish the costs and the procedures for initiating and
25 maintaining this service.

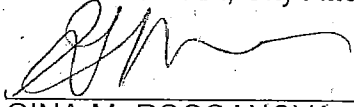
1 **SEC. 16.220. SEPARABILITY.**

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

6 Section 2. Effective Date. This ordinance shall become effective 30 days from the
7 date of passage.

8 APPROVED AS TO FORM:
9 DENNIS J. HERRERA, City Attorney

10 By:



11 _____
GINA M. ROCCANOVA
12 Deputy City Attorney

LEGISLATIVE DIGEST

[Administrative Code – Updating Job Classifications and Bargaining Units]

Ordinance amending Section 16.200 through Section 16.222 of the San Francisco Administrative Code to reflect changes in job classifications.

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.

Amendments to Current Law

The amendments to the Employee Relations Ordinance update the job classifications and bargaining units based on Department of Human Resources classification actions. Specifically, the ordinance deletes abolished classifications from and adds newly established classifications to the bargaining units.

Background Information

Since the Employee Relations Ordinance was last amended in 2010, the Department of Human Resources has abolished job classifications that are no longer in use and established new classifications to address the operational needs of City departments. The amendments to the Ordinance update the pertinent bargaining unit designations to reflect those changes.