

EMPLOYEE RELATIONS ORDINANCE

UNION COALITION DRAFT

ATTORNEY-CLIENT PRIVILEGED

(12/11/09)

SEC. 16.200. TITLE OF ORDINANCE.

This Ordinance shall be known as the Employee Relations Ordinance of the City and County of San Francisco. (Amended by Ord. 313-76, App. 7/30/76)

SEC. 16.201. STATEMENT OF PURPOSE.

The purpose of this ordinance is to promote full communication between the City and County of San Francisco and its employees, ~~by providing a reasonable method of resolving disputes between the City and County and its employees and their employee organizations. It is also the purpose of this ordinance to promote the improvement of personnel management and employer-employee relations within City and County government~~ **by implementing the recognition and other provisions of the Meyers-Milias-Brown Act (“MMBA”), California Government Code §§ 3500, et seq.,** providing a uniform basis for recognizing the right of City and County employees to join employee organizations of their own choice, ~~and to be represented by such organizations in their employment relationship with the City and County,~~ **and to provide a reasonable method of resolving disputes between the City and County and those employees and employee organizations not subject to the jurisdiction of the California Public Employees Relations Board.**

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

The provisions of this Ordinance are subject to the terms of the MMBA and shall not supersede any conflicting provision of any collective bargaining agreement during its term.

~~Nothing contained herein shall be deemed to affect employees who collectively bargain under federal statutes such as the Railway Labor Act or employees whose salary is established pursuant to Section 8.405 of the Charter of the City and County of San Francisco. (Amended by Ord. 313-76, App. 7/30/76)~~

SEC. 16.202. DEFINITIONS.

Unless the context requires otherwise, the words and phrases set forth in Sections 16.202.1 through 16.202.17, inclusive, shall have the meanings respectively ascribed to them in said sections. (Amended by Ord. 313-76, App. 7/30/76)

SEC. 16.202.1.

“Confidential employee” means an employee who is privy to recommendations or decisions of City and County management affecting employee relations. (Amended by Ord. 313-76, App. 7/30/76)

SEC. 16.202.2.

“Consult” means to communicate verbally or in writing between management and registered employee organizations, the exclusive representative, or, if applicable, individual employees, for the purpose of presenting and obtaining views or advising of intended actions. (Amended by Ord. 313-76, App. 7/30/76)

SEC. 16.202.3.

“Days” means calendar days. (Amended by Ord. 313-76, App. 7/30/76)

SEC. 16.202.4.

~~“Determining official or body” means the official or body which has final authority to make a decision on the issue under discussion. (Amended by Ord. 31376, App. 7/30/76)~~

SEC. ~~16.202.5.~~16.202.4

“Employee organization” means any organization or joint council of organizations which includes employees of the City and County, and which has as one of its purposes representing such employees in their relations with the City and County. (Amended by Ord. 313-76, App. 7/30/76)

SEC. ~~16.202.6.~~16.202.5

~~“Employee representation~~ **Bargaining unit**” unit means a unit established pursuant to Section 16.210 of this Ordinance. (Amended by Ord. 313-76, App. 7/30/76)

SEC. 16.202.7.

~~—“Impasse” means failure after a reasonable effort and reasonable period of time to reach agreement in the discussions between the designated representatives of the City and County and representatives of recognized employee organizations over matters on which they meet and confer. (Amended by Ord. 313-76, App. 7/30/76)~~

SEC. ~~16.202.8.~~16.202.6.

“Management employee” means any employee, as designated by the Human Resources Director or designee, ~~who is in a high administrative and policy influencing position with responsibility for managing a major function or rendering management advice to top level administrative authority.~~ **who has a high degree of policymaking and managerial responsibility with respect to the formulation, coordination, interpretation and execution of policy, including but not limited the direction and supervision of subordinates.** (Amended by Ord. 313-76, App. 7/30/76; Ord. 109-94, App. 3/11/94)

SEC. ~~16.202.9~~16.202.7.

“Mediation” means effort by an impartial third party to assist in reconciling a dispute between an appointing power and a recognized employee organization over a matter subject to meeting and conferring through interpretation, suggestion and advice. (Amended by Ord. 313-76, App. 7/30/76)

SEC. ~~16.202.10~~16.202.8.

“Meet and confer in good faith” means that representatives designated by the City and County and representatives of recognized employee organizations, shall have the mutual obligation personally to meet and confer in order to exchange freely information, opinions and proposals, and to endeavor to reach agreement on matters within the scope of representation. (Amended by Ord. 313-76, App. 7/30/76)

SEC. ~~16.202.11.~~

~~—“Memorandum of Understanding” means a written statement incorporating all matters within the scope of representation agreed on through meeting and conferring between designated representatives of the City and County and representatives of one or more recognized employee organizations. The agreement stated in the memorandum becomes effective only if ratified by the determining body or official of the City and County.~~ (Amended by Ord. 313-76, App. 7/30/76)

SEC. ~~16.202.12~~16.202.9.

“Commission” means the Civil Service Commission of the City and County of San Francisco as established pursuant to Section ~~3.660~~ **10.100** of the San Francisco Charter. (Amended by Ord. 313-76, App. 7/30/76; Ord. 109-94, App. 3/11/94)

SEC. ~~16.202.13~~16.202.10.

“Professional employees,” for the purpose of this Ordinance, means employees engaged in work requiring specialized knowledge and skills attained through completion of a recognized course of instruction, including, but not limited to, attorneys, physicians, registered nurses, engineers, architects, teachers, and various types of physical, chemical, and biological scientists. (Amended by Ord. 313-76, App. 7/30/76)

SEC. 16.202.14~~16.202.11.~~

“~~Recognized employee organization~~ **Exclusive Representative**” means an employee organization which, **pursuant to the MMBA** by election, has been:

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

(b) certified by the Civil Service Commission pursuant to Section 16.211 (Amended by Ord. 313-76, App. 7/30/76)

SEC. 16.202.15~~16.202.12.~~

“Registered employee organization” means an employee organization which has been registered with the Human Resources Director or designee, as provided in Section 16.209 of this **Ordinance**. (Amended by Ord. 313-76, App. 7/30/76; Ord. 109-94, App. 3/11/94)

SEC. 16.202.16.

—“~~Scope of representation~~” means matters relating to employment conditions and employee relations, including wages, hours and other terms and conditions of employment. ~~The scope of representation shall not include consideration of the merits, necessity or organization of any service or activity provided by law or executive order.~~ (Amended by Ord. 313-76, App. 7/30/76)

SEC. 16.202.17~~16.202.13.~~

“Supervisory employee” means any employee, as designated by the Human Resources Director or designee, who has authority to hire, assign, evaluate or discipline other employees, or to adjust their grievances, or effectively to recommend any such action. (Amended by Ord. 313-76, App. 7/30/76; Ord. 109-94, App. 3/11/94)

SEC. 16.202.14.

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

SEC. 16.203. EMPLOYEE RELATIONS DIVISION.

(a) There is hereby created an Employee Relations Division, which shall be placed under the control and jurisdiction of the **Human Resource Director** ~~Board of Supervisors~~. ~~Said division shall be headed by a~~ **The** Human Resources Director or designee ~~who~~ shall serve as the representative of the City and County of San Francisco in the implementation of those provisions of **the MMBA** ~~Chapter 10 of Government Code~~ applicable to the City and County of San Francisco and which are not specifically

delegated by Charter provision and/or ordinance to a particular officer, board or commission of the City and County. **To the extent the powers and duties of the Human Resources Director are transferred to the Municipal Transportation Agency or to another officer, board or commission of the City and County by operation of the Charter or ordinance, this section shall not apply.**

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

~~(e)~~**(b)** Nothing contained herein shall be deemed to prevent the **City Board of Supervisors** from contracting for the performance of functions carried out by, and/or required of the Employee Relations Division, pursuant to Charter Sections 8.300 and 8.300-1. (Amended by Ord. 383-80, App. 8/22/80; Ord. 109-94, App. 3/11/94)

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

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

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

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

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

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

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

~~—(6)—To administratively process all matters which require or permit a hearing before an administrative law judge and to the extent necessary make all arrangements for said hearings. The Commission, after review of the facts in any particular dispute, may attempt to obtain the agreement of the parties involved on the disputed issue(s) before the matter is submitted to an administrative law judge. (Amended by Ord. 313-76, App. 7/30/76)~~

(5) To administratively process through its staff all matters in which one or more peace officers, management employees or their exclusive bargaining representatives are parties and which require or permit a hearing before an administrative law judge and to the extent necessary make all arrangements for said hearings. The Civil Service Department, after review of the facts in any particular dispute, may attempt to obtain the agreement of the parties involved on the disputed issue(s) before the matter is submitted to an administrative law judge. (Amended by Ord. 313-76, App. 7/30/76)

SEC. 16.205. UTILIZATION OF ADMINISTRATIVE LAW JUDGES.

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

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

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

Any costs incurred in transcribing and reporting the proceedings shall be borne by the party requesting such transcribing or reporting, unless a contrary agreement is reached by mutual consent. (Amended by Ord. 313-76, App. 7/30/76)

SEC. 16.206. MANAGEMENT RIGHTS.

The City and County of San Francisco retains all rights as set forth in the provisions in the Charter of the City and County of San Francisco, existing ordinances and civil service rules establishing and regulating the Civil Service System; provided, however, that amendments to the Charter, ~~said~~ existing ordinances, and civil service rules may be proposed through the meeting and conferring process. The exercise of City and County rights does not preclude employees or ~~registered~~ exclusive representatives ~~employee organizations~~ from consulting or raising grievances on decisions which affect wages, hours and other terms and conditions of employment. The City and County reserves the right to take whatever action may be necessary in an emergency situation; however, an ~~recognized~~ exclusive representative ~~employee organization~~ affected by the action shall be promptly notified. ~~Any questions regarding the interpretation of this Section or Section 16.207 which cannot be resolved between employee and management representatives shall, upon request by either party involved, be referred by the Human Resources Director or designee to an administrative law judge for hearing and final determination. (Amended by Ord. 313-76, App. 7/30/76; Ord. 109-94, App. 3/11/94)~~

SEC. 16.207. EMPLOYEE RIGHTS.

Employees of the City and County shall have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employee relations. Employees of the City and County shall also have the right to refuse to join or participate in the activities of employee organizations. Employees shall also have the right to represent themselves individually in their employment relations with the City and County, subject to applicable provisions of the MMBA and memoranda of understanding (“MOUs”). No employee shall be interfered with, intimidated, restrained, coerced or discriminated against because of his or her exercise of those rights. (Amended by Ord. 313-76, App. 7/30/76)

SEC. 16.208. DESIGNATION OF MANAGEMENT, SUPERVISORY AND CONFIDENTIAL EMPLOYEES.

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

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

(bc) Management, supervisory and confidential employees, respectively, may not represent an employee organization which represents other than management,

supervisory or confidential employees on matters within the scope of representation.
(Amended by Ord. 313-76, App. 7/30/76; Ord. 109-94, App. 3/11/94)

SEC. 16.209. PROCEDURE FOR REGISTRATION OF EMPLOYEE ORGANIZATIONS.

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

(1) Name and address of the employee organization.

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

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

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

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

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

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

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

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

(c) The City and County is under no obligation to consult with any employee organizations that which do not satisfactorily comply with the requirements of Paragraph (a) of this Section or that have not been certified by the Civil Service Commission as the exclusive representative of a bargaining unit. (Amended by Ord. 313-76, App. 7/30/76; Ord. 109-94, App. 3/11/94)

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

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

SEC. 16.210. ESTABLISHMENT OF BARGAINING REPRESENTATION UNITS.

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

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

(b)(c) All employees throughout the City and County of San Francisco within any of the following categories shall constitute an appropriate representation unit:

Bargaining Unit # 1		7328	Operating Engineer, Universal
(Operating Engineers)		7370	Rigger
		7424	Dryer Mixer Operator
Class	Class Title	9331	Piledriver Engine Operator
7108	Heavy Equip Ops Asst Sprv	9360	Const/Maint Sprv 2, Port
7110	Mobile Equipment Asst Sprv		
7208	Heavy Equipment Ops Sprv		
7210	Mobile Equipment Supervisor		
7221	Asphalt Plant Supervisor 1		
			Bargaining Unit # 2
			(Painters)

Class Class Title

7242 Painter Supervisor 1
7278 Painter Supervisor 2
7346 Painter

**Bargaining Unit # 3
(Electrical Workers)**

Class Class Title

6248 Electrical Inspector
6249 Senior Electrical Inspector
6250 Chief Electrical Inspector
6252 Line Inspector
7229 Transmission Line Supervisor 1
7238 Electrician Supervisor 1
7244 Power Plant Supervisor 1
7255 Power House Electrician Sprv 1
7257 Communication Line Sprv 1
7273 Communications Line Wrk Sprv 2
7275 Telecommunications Tech Supv
7276 Electrician Supervisor 2
7285 Transmission Line Wrk Sprv 2
7287 Sprv Electronic Main Tech
7308 Cable Splicer
7318 Electronic Maintenance Tech
7319 Electric Motor Repairer
7329 Electr Maint Tech Asst Sprv
7338 Electrical Line Worker
7345 Electrician
7363 Power House Electrician
7390 Welder
7430 Asst Electronic Main Tech
7432 Electrical Line Helper
7480 Power Generation Technician 1
7482 Power Generation Technician 2
7484 Sr Power Generation Tech
7488 Power Generation Supervisor
7510 Lighting Fixture Maint Worker
9240 Airport Electrician
9241 Airport Electrician Supervisor
9242 Head Airport Electrician
9354 Elevator and Crane Technician
9358 Crane Mechanic Supervisor

**Bargaining Unit # 4
(BrickLayers)**

Class Class Title

7307 Bricklayer
7378 Tile Setter

**Bargaining Unit # 5
(Soft Floor Covering)**

Class Class Title

7393 Soft Floor Coverer
7394 Soft Floor Coverer Supervisor

**Bargaining Unit # 6
(Theatrical Stage Employees)**

Class Class Title

1766 Media Production Tech
1767 Media Programming Spec
1769 Media Production Supv
1777 Media/Security Sys Spec
1781 Media/Security Syst Supv
7377 Stage Electrician

**Bargaining Unit # 7
(Professional and Technical)**

Class Class Title

1002 IS Operator-Journey
1003 IS Operator-Senior
1004 IS Operator-Analyst
1005 IS Operator-Supervisor
1011 IS Technician Assistant
1012 IS Technical-Journey
1013 IS Technician-Senior
1014 IS Technician-Supervisor
1021 IS Administrator 1
1022 IS Administrator 2
1023 IS Administrator 3
1024 IS Administrator-Supervisor
1031 IS Trainer-Assistant
1032 IS Trainer-Journey
1033 IS Trainer-Senior
1041 IS Engineer-Assistant
1042 IS Engineer-Journey
1043 IS Engineer-Senior
1044 IS Engineer-Principal

1051	IS Business Analyst-Assistant	1952	Purchaser
1052	IS Business Analyst	1956	Senior Purchaser
1053	IS Business Analyst-Senior	1958	Supervising Purchaser
1054	IS Business Analyst-Principal	2107	Med Staff Svcs Dept Anl
1061	IS Program Analyst-Assistant	2119	Health Care Analyst
1062	IS Programmer Analyst	2218	Physician Assistant
1063	IS Programmer Analyst-Senior	2403	Forensic Laboratory Technician
1064	IS Prg Analyst-Principal	2456	Asst Forensic Toxicologist 1
1070	IS Project Director	2457	Asst Forensic Toxicologist 2
1232	Training Officer	2458	Forensic Toxicologist
1312	Public Information Officer	2478	Sr Sewage Treatment Chemist
1314	Public Relations Officer	2481	Water QualityTech I/II
1360	Special Assistant 1	2482	Water Quality Tech III
1361	Special Assistant 2	2483	Biologist I/II
1362	Special Assistant 3	2484	Biologist III
1363	Special Assistant 4	2485	Supv Biologist
1364	Special Assistant 5	2486	Chemist I/II
1365	Special Assistant 6	2487	Chemist III
1366	Special Assistant 7	2488	Supv Chemist
1367	Special Assistant 8	2489	Lab Svcs Mgr
1368	Special Assistant 9	2538	Audiometrist
1369	Special Assistant 10	2540	Audiologist
1370	Special Assistant 11	2542	Speech Pathologist
1371	Special Assistant 12	2548	Occupational Therapist
1649	Accountant Intern	2550	Senior Occupational Therapist
1650	Accountant	2551	Mental Hlth Treatment Spec
1652	Senior Accountant	2555	Physical Therapist Assistant
1654	Principal Accountant	2556	Physical Therapist
1655	Systems Accountant	2558	Senior Physical Therapist
1656	Head Accountant	2566	Rehabilitation Counselor
1657	Senior Systems Accountant	2589	Health Program Coordinator 1
1670	Financial Systems Supervisor	2591	Health Program Coordinator 2
1684	Auditor II	2593	Health Program Coordinator 3
1686	Auditor III	2594	Employee Assistance Counselor
1734	Computer Operator 1	2595	Sr Employee Asst Counselor
1739	Computer Ops Supervisor 2	2802	Epidemiologist 1
1801	Sprv Performance Auditor	2803	Epidemiologist 2
1804	Statistician	2819	Assistant Health Educator
1805	Performance Analyst II	2822	Health Educator
1806	Senior Statistician	2825	Senior Health Educator
1823	Senior Administrative Analyst	2846	Nutritionist
1824	Pr Administrative Analyst	2924	Medical Social Work Supervisor
1825	Prnpl Admin Analyst II	2978	Contract Compliance Officer 2
1827	Administrative Services Mgr	2982	Rent Board Supervisor
1944	Materials Coordinator	2992	Contract Compliance Officer 1
1950	Assistant Purchaser	3374	Volunteer/Outreach Coord

4140	Real Property Manager	5298	Planner 3-Environmental Review
4142	Senior Real Property Officer	5299	Planner 4-Environmental Review
4143	Principal Real Property Ofc	5301	Sprv, Traffic Painting Program
4220	Personal Property Auditor	5302	Traffic Survey Technician
4222	Sr Personal Property Auditor	5303	Sprv, Traffic & Street Signs
4224	Pr Personal Property Auditor	5304	Materials Testing Aide
4230	Estate Investigator	5305	Materials Testing Technician
4231	Senior Estate Investigator	5306	Traffic Sign Manager
4260	Real Prop Appraiser Trainee	5310	Survey Assistant I
4261	Real Property Appraiser	5312	Survey Assistant II
4265	Senior Real Property Appraiser	5314	Survey Associate
4267	Pr Real Property Appraiser	5320	Illustrator and Art Designer
5120	Architectural Administrator	5330	Graphics Supervisor
5130	Sewage Treatment Plant Supt	5344	Mechanical Eng Asst
5174	Administrative Engineer	5346	Mechanical Eng Associate 1
5177	Safety Officer	5352	Electrical Eng Asst
5201	Junior Engineer	5354	Electrical Eng Associate 1
5203	Asst Engr	5362	Engineering Assistant
5207	Assoc Engineer	5364	Engineering Associate 1
5209	Industrial Engineer	5366	Engineering Associate 2
5211	Eng/Arch/Landscape Arch Sr	5380	StdntDsgnTrain1, Arch/Eng/Plng
5212	Engineer/Architect Principal	5381	StdntDsgn Train2/Arch/Eng/Plng
5214	Building Plans Engineer	5382	StdntDsgnTrain3, Arch/Eng/Plng
5215	Fire Protection Engineer	5502	Project Manager 1
5216	Chief Surveyor	5504	Project Manager 2
5217	Building Code Analyst	5506	Project Manager 3
5218	Structural Engineer	5508	Project Manager 4
5219	Senior Strucutral Engineer	5601	Utility Analyst
5241	Engineer	5602	Utility Specialist
5260	Architectural Assistant 1	5606	Energy Specialist
5261	Architectural Assistant 2	5608	Senior Energy Specialist
5262	Landscape Architect Assoc 1	5620	Regulatory Specialist
5265	Architectural Associate 1	5638	Environmental Assistant
5266	Architectural Associate 2	5640	Environmental Spec
5268	Architect	5642	Sr. Environmental Spec
5272	Landscape Architect Assoc 2	5644	Principal Environ Specialist
5274	Landscape Architect	6115	Wastewater Control Inspector
5276	City Planning Intern	6116	Sprv Wastewater Cont Inspector
5277	Planner 1	6130	Safety Analyst
5278	Planner 2	6137	Assistant Industrial Hygienist
5283	Planner 5	6138	Industrial Hygienist
5288	Transit Planner 2	6230	Street Inspector
5289	Transit Planner III	6231	Senior Street Inspector
5290	Transit Planner 4	6232	Street Inspection Supervisor
5291	Planner 3	6262	Plan Checker
5293	Planner 4	6266	Senior Plan Checker

6270 Housing Inspector
 6272 Senior Housing Inspector
 6274 Chief Housing Inspector
 6281 Fire Safety Inspector 2
 6317 Assistant Const Inspector
 6318 Construction Inspector
 6319 Senior Const Inspector
 6335 Disability Access Coordinator
 7132 Telecommunication Supervisor
 7336 Electr Instrmntn Tech Wtr Poll
 7457 Sign Worker
 8132 DA Investigative Assist
 8167 Parking Hearing Examiner
 8173 Legal Assistant
 8219 Parking Enforcement Admin
 8240 Pub Safety Communication Coord
 8259 Criminalist I
 8260 Criminalist II
 8262 Criminalist III
 8264 Forensic Document Examiner
 9206 Airport Property Specialist 1
 9255 Airport Economic Planner
 9376 Market Research Spec, Port
 9377 Feasibility Analyst, Port
 9386 Senior Property Manager, Port
 9393 Maritime Marketing Repr
 9395 Property Manager, Port

**Bargaining Unit # 8
 (Professional and Technical, SFAPP)**

<u>Class</u>	<u>Class Title</u>
1130	Youth Comm Advisor
1203	Personnel Technician
1231	Assistant Manager, EEO
1233	EEO Programs Specialist
1241	Personnel Analyst
1244	Senior Personnel Analyst
1246	Principal Personnel Analyst
1452	Executive Secretary 2
1454	Executive Secretary 3
1492	Asst Clk, Board of Supervisors
1506	Confidential Scty to Sheriff
1512	Cfdntal Sctry&Ex Asst PublDfdr
1518	Confidential Sctry to Assessor
1520	Cfdntal Sctry to Distric Atty

1522 Cfdntal Sctry to City Atty
 1543 Secretary, Comm on the Environ
 1544 Secretary, Library Commission
 1546 Sctry, Commission on the Aging
 1548 Sctry, Human Svcs. Commission
 1549 Sctry, Juv Probation Comm
 1551 Secretary, Health Commission
 1555 Sctry, Bldg Inspection Comm
 1574 Ex Asst to the Controller
 1835 Legislative Assistant
 8116 Legislative Calendar Clerk
 8118 Legislation Clerk
 8151 Claims Investigator, CA
 8152 SrClaimsInvstgtor,Cty Atty Ofc
 8169 Legislative Asst City Atty Ofc
 9276 Secretary, Airports Commission

**Bargaining Unit # 9
 (Pile Drivers)**

<u>Class</u>	<u>Class Title</u>
9330	Pile Worker
9332	Piledriver Supervisor 1

**Bargaining Unit # 10
 (Hod Carriers)**

<u>Class</u>	<u>Class Title</u>
7428	Hodcarrier

**Bargaining Unit # 11
 (Plumbers)**

<u>Class</u>	<u>Class Title</u>
1466	Meter Reader
6242	Plumbing Inspector
6244	Chief Plumbing Inspector
6246	Senior Plumbing Inspector
7134	Water Const&Main Supt
7136	Water Shops & Equip Supt
7204	Chief Water Service Inspector
7213	Plumber Supervisor 1
7239	Plumber Supervisor 2
7240	Water Meter Shop Supervisor 1
7248	Steamfitter Supervisor 2
7250	Utility Plumber Supervisor 1

7284 Utility Plumber Supervisor 2
 7316 Water Service Inspector
 7317 Senior Water Service Inspector
 7347 Plumber
 7348 Steamfitter
 7349 Steamfitter Supervisor I
 7353 Water Meter Repairer
 7360 Pipe Welder
 7388 Utility Plumber
 7449 Sewer Service Worker
 7463 Utility Plumber Apprentice

**Bargaining Unit # 12
 (Stationary Engineers)**

<u>Class</u>	<u>Class Title</u>
5148	Water Operations Analyst
5149	Supt Water Treatment Fac
7120	Bldgs & Grounds Maint Supt
7203	Bldg & Grounds Maint Sprv
7205	Chief Stationary Engineer
7245	Chf Statnry Eng, Wtr Treat Plnt
7252	Chf Stationary Eng, Sew Plant
7262	Maintenance Planner
7333	Apprentice Stationary Engineer
7334	Stationary Engineer
7335	Senior Stationary Engineer
7339	Aprntc Statnry Eng, Wtr Treat Plnt
7341	Statnry Eng Water Treat Plant
7343	Sr Statnry Eng, Wtr Treat Plnt
7372	Stationary Eng, Sewage Plant
7373	Sr. Stationary Eng, Sew Plant
7375	Aprntc Statnry Eng, Sew Plant
7420	Bridgetender
9232	Airport Mechanical Maint Sprv

**Bargaining Unit # 13
 (Roofers)**

<u>Class</u>	<u>Class Title</u>
9343	Roofer
9344	Roofer Supervisor 1

**Bargaining Unit # 14
 (Plasterers)**

<u>Class</u>	<u>Class Title</u>
7361	Plasterer

**Bargaining Unit # 15
 (Sheet Metal Workers)**

<u>Class</u>	<u>Class Title</u>
6235	Heating/Ventilating Inspector
7247	Sheet Metal Wrk Supervisor 2
7376	Sheet Metal Worker
9345	Sheet Metal Supervisor 1

**Bargaining Unit # 16
 (Automotive Mechanics)**

<u>Class</u>	<u>Class Title</u>
7126	Mech Shop & Equip Supt
7232	HH Mechanical Shop Sprv
7249	Automotive Mechanic Sprv 1
7254	Automotive Machinist Sprv 1
7258	Maintenance Machinist Sprv 1
7277	City Shops Asst Superintendent
7306	Automotive Body & Fender Wrk
7309	Car and Auto Painter
7313	Automotive Machinist
7315	Auto Machinist Asst Sprv
7325	General Utility Mechanic
7330	Sr General Utility Mechanic
7332	Maintenance Machinist
7337	Main Machinist Asst Sprv
7381	Automotive Mechanic
7382	Automotive Mechanic Asst Sprv
7387	Upholsterer
7434	Maintenance Machinist Helper

**Bargaining Unit # 17
 (Supervising Physician/Dentists)**

<u>Class</u>	<u>Class Title</u>
2233	Supervising Physician Spec

**Bargaining Unit # 18
 (Physician/Dentists)**

<u>Class</u>	<u>Class Title</u>
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2210 Dentist
 2220 Physician
 2230 Physician Specialist
 2232 Senior Physician Specialist
 2236 Medical Advisor, Hlth Svc Sys
 2292 Shelter Veterinarian
 2582 Forensic Pathologist
 2598 Asst Med Examiner

**Bargaining Unit # 19
 (Miscellaneous Transit)**

<u>Class</u>	<u>Class Title</u>
1773	Media Training Specialist
7412	Auto Svc Wrk Asst Sprv
8126	Sr Investigator, OCC
9155	Claims Investigator
9156	Senior Claims Investigator
9157	Claims Adjuster

**Bargaining Unit # 20
 (Truck Drivers)**

<u>Class</u>	<u>Class Title</u>
7355	Truck Driver

**Bargaining Unit # 21
 (Carpenters)**

<u>Class</u>	<u>Class Title</u>
7226	Carpenter Supervisor 1
7236	Locksmith Supervisor 1
7272	Carpenter Supervisor 2
7342	Locksmith
7344	Carpenter
7358	Pattern Maker

Bargaining Unit # 22 - 26(TBA)

<u>Class</u>	<u>Class Title</u>
1428	Unit Clerk
1429	Nurses Staffing Assistant
1431	Senior Unit Clerk

2202 Dental Aide
 2204 Dental Hygienist
 2302 Nursing Assistant
 2303 Mental Hlth Rehabilitation Wrk
 2304 Psychiatric Orderly
 2305 Psychiatric Technician
 2306 Senior Psychiatric Orderly
 2310 Surgical Procedures Technician
 2312 Licensed Vocational Nurse
 2390 Central Processing & Dist Tech
 2402 Laboratory Helper
 2406 Pharmacy Helper
 2408 Senior Pharmacy Helper
 2409 Pharmacy Technician
 2416 Bacteriological Lab Assistant
 2420 Histology Technician
 2424 X-Ray Laboratory Aide
 2430 Medical Evaluations Assistant
 2432 Electrocardiograph Technician
 2434 Sr Electrocardiograph Tech
 2436 Electroencephalograph Tech 1
 2440 Vet Laboratory Technologist
 2514 Orthopedic Technician 1
 2515 Orthopedic Technician 2
 2520 Morgue Attendant
 2522 Senior Morgue Attendant
 2523 Forensic Autopsy Technician
 2554 Therapy Aide
 2583 Home Health Aide
 2604 Food Service Worker
 2606 Senior Food Service Worker
 2622 Dietetic Technician
 2650 Assistant Cook
 2652 Baker
 2654 Cook
 2706 Housekeeper/Food Service Clnr
 2736 Porter
 2738 Porter Assistant Supervisor
 2760 Laundry Worker
 2770 Senior Laundry Worker
 2772 Sewing Technician
 3375 Animal Health Technician
 7303 Barber
 7324 Beautician
 7524 Institution Utility Worker
 1201 Personnel Technician Trainee

1202	Personnel Clerk	1634	Principal Account Clerk
1204	Senior Personnel Clerk	1635	Health Care Billing Clerk 1
1209	Benefits Technician	1636	Health Care Billing Clerk 2
1210	Benefits Analyst	1637	Patient Accounts Clerk
1218	Payroll Supervisor	1662	Patient Accounts Asst Sprv
1220	Payroll Clerk	1663	Patient Accounts Supervisor
1222	Sr Payroll & Personnel Clerk	1664	Patient Accounts Manager
1224	Pr Payroll & Personnel Clerk	1704	Communications Dispatcher 1
1226	Chf Payroll & Personnel Clerk	1705	Communications Dispatcher 2
1227	Testing Technician	1706	Telephone Operator
1310	Public Relations Assistant	1708	Senior Telephone Operator
1322	Customer Service Agent Trainee	1710	Chief Telephone Operator
1324	Customer Service Agent	1720	Data Entry Operator
1326	Customer Service Agent Supv	1721	Senior Data Entry Operator
1402	Junior Clerk	1727	Sprv Data Entry Operator
1403	Elections Clerk	1750	Microphoto/Imaging Technician
1404	Clerk	1752	Sr. Microphoto/Imaging Tech.
1406	Senior Clerk	1760	Offset Machine Operator
1408	Principal Clerk	1762	Senior Offset Machine Operator
1410	Chief Clerk	1764	Mail & Reproduction Svc Sprv
1422	Junior Clerk Typist	1770	Photographer
1424	Clerk Typist	1771	Media Production Specialist
1426	Senior Clerk Typist	1774	Head Photographer
1430	Transcriber Typist	1802	Research Assistant
1432	Senior Transcriber Typist	1812	Assistant Retirement Analyst
1435	Shelter Officer Supervisor	1813	Senior Benefits Analyst
1436	Braillist	1814	Benefits Supervisor
1437	Shelter Office Asst Supv	1817	Procedural Writer
1440	Medical Transcriber Typist	1820	Junior Administrative Analyst
1441	Sr Medical Transcriber Typist	1822	Administrative Analyst
1444	Secretary 1	1840	Junior Management Assistant
1446	Secretary 2	1842	Management Assistant
1450	Executive Secretary 1	1844	Senior Management Assistant
1458	Legal Secretary 1	1847	Ex Aide to the Mayor's Office
1460	Legal Secretary 2	1853	Control Clerk, EDP
1464	Medical Clerk Stenographer	1855	Senior Control Clerk, EDP
1468	Water Services Clerk	1920	Inventory Clerk
1470	Svcs & Supply Asst Sprv	1922	Senior Inventory Clerk
1471	Elections Worker	1924	Materials/Supplies Supervisor
1474	Claims Process Clerk	1926	Sr Materials & Supplies Sprv
1476	Senior Claims Process Clerk	1929	Parts Storekeeper
1478	Senior Water Services Clerk	1930	Warehouse Worker
1480	Principal Water Services Clerk	1931	Senior Parts Storekeeper
1602	Calc Machine Operator	1932	Assistant Storekeeper
1630	Account Clerk	1934	Storekeeper
1632	Senior Account Clerk	1935	Principal Parts Storekeeper

1936	Senior Storekeeper	2740	Porter Supervisor 1
1938	Stores & Equip Asst Sprv	2780	Laundry Worker Supervisor
1948	Coding Sprv, Purchasing Dept	2818	Health Program Planner
2105	Patient Svcs Finance Tech	2820	Senior Health Program Planner
2106	Med Staff Svcs Dept Spc	2903	Eligibility Worker
2110	Medical Records Clerk	2904	Human Services Technician
2112	Medical Records Technician	2905	Senior Eligibility Worker
2114	Medical Records Tech Sprv	2907	Eligibility Worker Supervisor
2314	Public Health Team Leader	2908	Hospital Eligibility Worker
2392	Sr Cent Proc & Dist Tech	2909	Hospital Elig Wrk Supervisor
2450	Pharmacist	2910	Social Worker
2454	Clinical Pharmacist	2912	Senior Social Worker
2467	Diagnostic Imaging Tech I	2913	Program Specialist
2468	Diagnostic Imaging Tech II	2914	Social Work Supervisor
2469	Diagnostic Imaging Tech III	2915	Program Specialist Supervisor
2470	Diagnostic Imaging Tech IV	2916	Social Work Specialist
2493	Assoc Radiologic Technologist	2917	Program Support Analyst
2526	Ambulance Driver	2920	Medical Social Worker
2530	Senior Medical Steward	2922	Senior Medical Social Worker
2532	Paramedic	2930	Psychiatric Social Worker
2533	Emergency Med Svcs Agency Spec	2931	Marriage, Family & Child Cnslr
2534	Paramedic Supervisor	2932	Sr Psychiatric Social Worker
2536	Respiratory Care Practitioner	2933	Conservatorship/Case Mgt Sprv
2537	Respiratory Care Prctnr 2	2935	Sr Marriage, Fam & Cld Cnslr
2552	Dir of Act, Therapy & Vol Svcs	2940	Protective Services Worker
2565	Acupuncturist	2944	Protective Services Supervisor
2574	Clinical Psychologist	2948	Human Services Section Mgr
2575	Research Psychologist	2975	Citizens Complaint Officer
2577	Med Examiner's Investigator I	2991	Coord, Human Rights Comm
2578	Med Examiner's Investigator II	2994	Homemaker
2579	Med Examiner's Investigator III	2996	Rep, Human Rights Comm
2585	Health Worker 1	2998	Rep, Comm Status of Women
2586	Health Worker 2	3202	Locker Room Attendant
2587	Health Worker 3	3204	Swimming Pool Cashier-Clerk
2588	Health Worker 4	3210	Swimming Instr/Pool Lifeguard
2608	Supply Room Attendant	3214	Senior Swimming Instructor
2618	Food Service Supervisor	3232	Marina Assistant Manager
2619	Senior Food Service Supervisor	3256	Photography Instructor
2624	Dietitian	3260	Crafts Instructor
2626	Chief Dietitian	3264	Camp Assistant
2656	Chef	3280	Assistant Recreation Director
2708	Custodian	3284	Recreation Director
2716	Custodial Assistant Supervisor	3285	Junior Museum Director
2718	Custodial Supervisor	3287	Asst Recreation Supervisor
2719	Janitorial Svcs Asst Sprv	3289	Recreation Supervisor
2720	Janitorial Services Supervisor	3291	Principal Recreation Sprv

3292	Asst Superintendent Rec	5264	Airport Noise Abatement Spec
3302	Admission Attendant	5267	Asst Airport Noise Abtmtnt Ofc
3310	Stable Attendant	5271	Sr Airport Noise Abatement Spe
3322	Assistant Head Animal Keeper	5285	Airport Noise Abatement Ofc
3371	Animal Care Supervisor	5322	Graphic Artist
3373	Animal Control Supervisor	5406	Spcl Asst for Program Coord
3376	Animal Care Asst Supv	5408	Coord of Citizen Involvement
3378	Field Svcs Asst Supv	6108	Environmental Hlth Tech 1
3406	Land Use Aide	6110	Environmental Hlth Tech 2
3450	Agricultural Inspector	6218	Weights & Measures/Agri Trainee
3480	Farmers Market Manager	6220	Inspector, Weights & Measures
3502	Musm Exhibit Packer & Repairer	7211	Cement Finisher Supervisor 2
3518	Assoc Musm Cnsrvt, AAM	7218	Asbestos Abatement Worker 2
3520	Museum Preparator	7219	Maintenance Scheduler
3522	Senior Museum Preparator	7227	Cement Finisher Supervisor 1
3524	Principal Museum Preparator	7243	Parking Meter Repairer Sprv 1
3525	Chief Preparator	7259	Water & Power Maint Sprv 1
3540	Curatorial Aide	7268	Window Cleaner Supervisor
3546	Curator 4	7270	Watershed Keeper Supervisor
3549	Arts Program Assistant	7282	Street Repair Supervisor 2
3550	Exhibition Designer	7302	Audio-Visual Equipment Tech
3554	Associate Museum Registrar	7362	Communications Systems Tech
3556	Museum Registrar	7368	Senior Comm Systems Technican
3558	Senior Museum Registrar	7384	Typewriter Repairer
3602	Library Page	7392	Window Cleaner
3610	Library Assistant	7416	Book Repairer
3616	Library Technical Assistant 1	7418	Senior Book Repairer
3618	Library Technical Assistant 2	7441	Tools Room Mechanic/Custodian
3630	Librarian 1	7450	Shade and Drapery Worker
3632	Librarian 2	7470	Watershed Keeper
3633	Librarian 2 - Asian Arts	7542	Watershed Worker (Seasonal)
3634	Librarian 3	8104	Victim & Witness Technician
4119	Performing Arts Center Aide	8106	Legal Process Clerk
4202	Assessment Clerk	8108	Senior Legal Process Clerk
4203	Senior Assessment Clerk	8109	Document Examiner Technician
4306	Collections Officer	8113	Court Clerk
4308	Senior Collections Officer	8124	Invstgtor Ofc Citizen Cmplnts
4320	Cashier 1	8129	Victim/Witness Investigator 1
4321	Cashier 2	8131	Victim/Witness Investigator 2
4322	Cashier 3	8133	Victim/Witness Investigator 3
4331	Security Analyst	8135	Asst Chf Victim/Wit Invstgtor
4334	Investigator, Tax Collector	8138	Court Reporter
4335	Sr Investigator, Tax Collector	8139	Industrial Injury Investigator
4337	Pr Investigator, Tax Collector	8141	Worker's Compensation Adjuster
4340	Asst. Director, Bur. of Delinq. Rv	8142	Public Defender's Investigator
4366	Collection Supervisor	8143	Sr Public Defenders Invstgtor

8157 Child Support Officer I
 8158 Child Support Officer II
 8159 Child Support Officer III
 8165 Worker's Comp Supervisor 1
 8170 Medical Claims Supervisor
 8201 School Crossing Guard
 8202 Security Guard
 8204 Institutional Police Officer
 8207 Bldg & Grounds Patrol Officer
 8208 Park Patrol Officer
 8210 Head Park Patrol Officer
 8213 Police Services Aide
 8214 Parking Control Officer
 8216 Senior Parking Control Officer
 8217 Station Officer
 8226 Museum Guard
 8228 Museum Sec Supv
 8234 Fire Alarm Dispatcher
 8236 Chief Fire Alarm Dispatcher
 8237 Public Safety Comm Tech
 8238 Police Communications Disp
 8239 Sr Pol Communications Disp
 8249 Fingerprint Technician 1
 8250 Fingerprint Technician 2
 8251 Fingerprint Technician 3
 8274 Police Cadet
 8280 Environmental Control Officer
 8300 Sheriff's Cadet
 8301 Sheriff's Property Keeper
 8316 Assistant Counselor
 8318 Counselor 2
 8320 Counselor, Juvenile Hall
 8321 Counselor, Log Cabin Ranch
 8420 Rehabilitation Svcs Coord
 8452 Criminal Justice Specialist 2
 8482 Crime Prevention Worker
 8484 Sprv Crime Prevention Worker
 9202 Airports Communicatins Disp
 9203 Sr Airport Communications Disp
 9204 Airports Communications Sprv
 9209 Community Police Services Aide
 9212 Airport Safety Officer
 9220 Airport Operations Supervisor
 9230 Airport Custodial Svcs Sprv
 9355 Wharfinger 1
 9356 Wharfinger 2

9380 Admin Svc Officer, Port
 9385 Gen Svc Ofc, Port of SF
 9702 Employment & Training Spec 1
 9703 Emp & Training Spec 2
 9704 Employment & Training Spec 3
 9705 Emp & Training Spec 4
 9706 Employment & Training Spec 5
 9708 Employment & Training Spec 6
 9722 Specialist in Aging 2
 9724 Specialist in Aging 3
 9770 Community Development Asst
 9772 Community Development Spec
 9774 Sr. Community Devl Spc 1
 9775 Sr Community Dev Spec 2
 9910 Public Service Trainee
 9912 Public Service Aide-Technical
 9924 PS Aide Health Services

**Bargaining Unit # 27
(Environmental and Natural Sciences)**

<u>Class</u>	<u>Class Title</u>
2806	Disease Control Investigator
2808	Sr Disease Control Invstgtr
2810	Pr Disease Control Invstgtr
3262	Curtr of Indust Arts, Jr Musm
3342	Zoo Curator
3541	Curator 1
3542	Curator 2
3544	Curator 3
3548	Curator Natrl Science, Jr Musm
6120	Environmental Health Inspector
6122	Sr Environmental Hlth Insp
6124	Pr Environmental Hlth Insp

**Bargaining Unit # 28
(Automotive Service Workers)**

<u>Class</u>	<u>Class Title</u>
7410	Automotive Service Worker

**Bargaining Unit # 29
(Laborers)**

<u>Class</u>	<u>Class Title</u>
3402	Farmer
3417	Gardener
3419	Municipal Stadium Groundskpr
3422	Park Section Supervisor
3424	Pest Control Specialist
3428	Nursery Specialist
3430	Chief Nursery Specialist
3432	Assistant Arboretum Director
3434	Arborist Technician
3436	Arborist Technician Supervisor
7215	General Laborer Supervisor 1
7220	Asphalt Finisher Supervisor 1
7246	Sewer Repair Supervisor
7281	Street Environ Svcs Oprs Supv
7404	Asphalt Finisher
7421	Sewer Maintenance Worker
7501	Environmental Service Worker
7502	Asphalt Worker
7514	General Laborer

**Bargaining Unit # 30
(Attorneys)**

<u>Class</u>	<u>Class Title</u>
8177	Attorney (Civil/Criminal)
8181	Assistant Chief Attorney 1
8182	Head Atty, Civil & Criminal
8183	Assistant Chief Attorney 2
8190	Attorney, Tax Collector
8193	Chief Atty1 (Civil & Criminal)

**Bargaining Unit # 31
(Senior Animal Keepers)**

<u>Class</u>	<u>Class Title</u>
3321	Senior Animal Keeper

**Bargaining Unit # 32
(Managers)**

<u>Class</u>	<u>Class Title</u>
0951	Dep Dir I

0952	Dep Dir II
0953	Dep Dir III
0954	Dep Dir IV
0955	Dep Dir V
0961	Dept Head I
0962	Dept Head II
0963	Dept Head III
0964	Dept Head IV
0965	Dept Head V
1117	Dep Dir for Investments, Ret
1120	Dir of Animal Care & Control
1160	Asst Dir of Purchasing & Svcs
1164	Adm, SFGH Medical Center
1575	Ex Dir, Brd of Permit Appeals
2145	Hospital Assoc Administrator
2148	Sr Hospital Assoc Adm
2235	Medical Dir, Dept of Health
2237	Chief Medical Director, DPH
2894	Program Chief, Comm.PblHlthSvs
2986	Dir, Human Rights Comm
5116	Director of Planning
5166	Asst Gen Mgr, PUC
5182	Dep Dir, Publ Works & Eng
5189	Mgr, Utils Eng Bur, PUC
5193	DepDirOfPublicWorks,FinMgtAdm
5194	Dep Dir Publ Wrks, Operation
7140	Dir, Prkng & Traffic Ops
8128	Dir, Ofc of Citizen Complaints
8184	Chf Atty 2 (Civil & Criminal)
8344	Director, Juvenile Hall
8416	Director, Probation Services
8418	Chf Prob Ofc, Juv Court
8435	Div Director, Adult Probation
8436	Chief Adult Probation Officer
8438	Chief Deputy Adlt Probation Of
0922	Manager I
0923	Manager II
0931	Manager III
0932	Manager IV
0933	Manager V

0941	Manager VI	2596	Employee Referral Program Dir
0942	Manager VII	2620	Food Service Mgr Administrator
0943	Manager VIII	2785	Asst General Services Manager
1071	IS Manager	2786	General Services Manager
1073	IS Director	2804	Epidemiologist 3
1107	Dep Dir, Rent Arb Board	2947	Hospital Eligibility Mgr, DPH
1110	Ex Asst to Ex Dir, Retirement	3233	Marina Associate Manager
1118	Customer Services Division Mgr	3426	Forester
1142	County Clerk	3464	Area Sprv Parks, Squares & Fac
1161	Ex Asst to Admin, SFGH	3466	Asst Supt Parks, Squares & Fac
1163	Ex Asst to the Dir of Health	3486	Watershed Forester
1237	Training Coordinator	3488	Watershed Resources Manager
1248	Asst Deputy Director, HR	3636	Librarian IV
1270	Departmental Personnel Officer	4256	Chief of Assessment Standards
1272	Sr Dept Personnel Officer	4269	Chief Appraiser
1372	Special Assistant 13	4310	Commercial Div Asst Sprv
1373	Special Assistant 14	4311	Cust. Svc. Bill & Coll. Supv.
1374	Special Assistant 15	4333	Senior Investment Officer
1375	Special Assistant 16	4349	Dir of Real Estate, Tax Coll
1376	Special Assistant 17	4377	Asst Cash Mgt & Investment
1377	Special Assistant 18	5102	PublBldgsMaint&Repr Asst Supt
1378	Special Assistant 19	5103	Oper.Bureau Superntd.,DPW
1379	Special Assistant 20	5105	Mgr.,Fin&Admin
1380	Special Assistant 21	5125	Bureau Manager
1381	Special Assistant 22	5133	Program Manager II
1660	Mgr, Budget and Performance	5135	Asst Supt St & Sewer Repair
1665	Director of Patient Accounts	5137	Maint Eng Mgr, HetchHetchyProj
1666	Finance Dir, DPH	5150	Site Manager
1675	Supervisor Fiscal Officer	5156	Utility Services Manager
1775	Cable Television Mgr	5173	Oper Bureau Asst Suprtdnt, DPW
1816	Actuary Services Coordinator	5186	Financial Manager
1839	Water Conservation Admin	5246	Radio Engineer
1841	Rate Administrator	5634	Water & Power Resources Mgr
1843	Ex Dir, SE Com Fac Comm	6127	Asst Dir,Bur EnvrnmtlHlthSvcs
1879	Project Manager, Spec Project	6141	Mgr, Office of Health & Safety
1885	Mgr, Bur of Mgt Info Sys, PUC	7123	Prk Mtr & Mach Shop Mgr
2108	Dir, Med Staff Svcs Dept	7125	Electrl Op&Maint Supt.HHProj
2140	Hospital Administrative Asst	7150	City Shops Gen Superintendent
2143	Hospital Asst Administrator	7263	Maintenance Manager
2244	Health Center Director	8127	Chief Investigator, OCC
2246	Asst Dir of Clinical Svcs 1	8148	Chf District Atty Investigator
2248	Asst Dir Clinical Svcs 2	8150	Pr DistAtty Invstgtr,SpecUnit
2459	Forensic Laboratory Manager	8153	Pr Clm Invstgtr, City Atty Ofc
2466	Chief Microbiologist	8160	Asst Chief, Child Support Ofcr
2492	Dir, Public Hlth Laboratories	8186	Atty for the Public Admin
2560	Rehabilitation Coordinator	8220	Director, Parking Enforcement

8232 Dir of Museum Security Svcs
 8245 Communications Mgr, SFPD
 8263 Crime Lab Mgr
 8326 Asst Dir, Log Cabin Rnch
 8330 Director, Log Cabin Ranch
 8336 Mgr, Fin & Admin, Juv Prob
 8340 Asst Director, Juvenile Hall
 8413 Asst Chf Prob Ofc, Juv Prob
 8470 Ex Dir, County Parole Comm
 9161 Asst Chf, Bur Clm Invest&Admin
 9222 Airport Operations Coordinator
 9247 Airport Emerg Planning Coord
 9248 Airport Facilities Svcs Mgr
 9251 Public Relations Mgr
 9254 Asst to Dir, Public Affairs
 9256 Airport Asst Dep Dir, Ops
 9258 Airport Asst Dep Dir, Bus&Fin
 9364 Gen.Supt.of Harbor Maintenance
 9375 Asst.Dep.Dir., Port
 9378 Devl Project Coord, Port
 9382 Govrnmt/Publ Affairs Mgr
 9398 Mgr, Rgltry & Envrnmtl Affairs

**Bargaining Unit # 34
 (Fire Dept. Managers)**

<u>Class</u>	<u>Class Title</u>
0140	Chief, Fire Department
0150	Dep Chf of Dept (Fire Dept)
H 51	Assistant Deputy Chief 2
H 53	Emergency Medical Svcs Chief

**Bargaining Unit # 35
 (Police Department Managers)**

<u>Class</u>	<u>Class Title</u>
0390	Chief of Police
0395	Assistant Chief of Police
Q 63	Director of Forensic Services

**Bargaining Unit # 36
 (Sheriff Department Managers)**

<u>Class</u>	<u>Class Title</u>
8315	Assistant Sheriff

8348 Undersheriff

**Bargaining Unit # 37
 (Iron Workers)**

<u>Class</u>	<u>Class Title</u>
7389	Metalsmith
7395	Ornamental Iron Worker
9342	Ornamental Iron Wrk Sprv 1
9346	Fusion Welder

**Bargaining Unit # 38
 (District Attorney Investigators)**

<u>Class</u>	<u>Class Title</u>
8146	District Attry's Investigator
8147	Sr District Atty Investigator
8149	Asst Chf Dist Atty's Invstgtor

**Bargaining Unit # 39
 (Deputy Sheriffs)**

<u>Class</u>	<u>Class Title</u>
8302	Deputy Sheriff 1
8304	Deputy Sheriff
8306	Senior Deputy Sheriff

**Bargaining Unit #40
 (Sheriff's Dept. Supervisors)**

8308	Sheriff's Sergeant
8310	Sheriff's Lieutenant
8312	Sheriff's Captain
8314	Chief Deputy Sheriff

**Bargaining Unit # 41
 (Cement Masons)**

<u>Class</u>	<u>Class Title</u>
7311	Cement Mason

**Bargaining Unit # 42
 (Probation Officers)**

Class **Class Title**
8444 Deputy Probation Officer

**Bargaining Unit # 43
(Glaziers)**

Class **Class Title**
7233 Glazier Supervisor 1
7326 Glazier

**Bargaining Unit # 44
(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 # 45
(H-1 Paramedics)**

Class **Class Title**
H 1 Fire Rescue Paramedic

**Bargaining Unit # 46
(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

H 19 Ops Training Sprv, Airport
H 20 Lieutenant, (Fire Department)
H 22 Lieut, Bur Fire Prev&Publ Safe
H 24 Lieut, Bur of Fire Invstgtn
H 28 Lieut, Division of Training
H 30 Captain, (Fire Department)
H 32 Capt,Bur Fire Prev/Publ Safety
H 33 EMS Captain
H 39 Captain, Division of Training

**Bargaining Unit # 47
(Fire Dept. Supervisors)**

Class **Class Title**
H 40 Battalion Chief, (Fire Dept)
H 43 EMS Section Chief
H 50 Asst Chf of Dept (Fire Dept)
H110 Marine Engineer of Fire Boats
H120 Pilot of Fire Boats

**Bargaining Unit # 48
(Professional and Technical, Animal Services)**

Class **Class Title**
1434 Shelter Service Representative
2444 Clinical Lab Technologist
2453 Supervising Pharmacist
2462 Microbiologist
2464 Senior Microbiologist
2496 Radiologic Tech Sprv
3320 Animal Keeper
3370 Animal Care Attendant
3372 Animal Control Officer
6139 Senior Industrial Hygienist
7444 Parking Meter Repairer
8322 Sr Counselor, Juvenile Hall
8323 Sr. Counselor, Boys Ranch Scl
8324 Sprv Counselor, Juvenile Court

**Bargaining Unit # 49
(Supervising Registered Nurses)**

<u>Class</u>	<u>Class Title</u>
2322	Nurse Manager
2324	Nursing Supervisor
2326	Nursing Supervisor Psychiatric
2350	Instructor of Nursing

**Bargaining Unit # 50
(Police Officers)**

<u>Class</u>	<u>Class Title</u>
0380	Inspector, (Police Department)
0381	Inspector 2
0382	Inspector 3
9350	Harbor Police Officer
Q 2	Police Officer
Q 3	Police Officer 2
Q 4	Police Officer 3
Q 35	Assistant Inspector
Q 36	Assistant Inspector 2
Q 37	Assistant Inspector 3
Q 50	Sergeant, (Police Department)
Q 51	Sergeant 2
Q 52	Sergeant 3
Q 60	Lieutenant (Police Department)
Q 61	Lieutenant 2
Q 62	Lieutenant 3
Q 80	Captain (Police Department)
Q 81	Captain 2
Q 82	Captain 3

**Bargaining Unit # 51
(Police Supervisors)**

<u>Class</u>	<u>Class Title</u>
0400	Deputy Chief
0401	Deputy Chief 2
0402	Deputy Chief 3
0488	Commander (Police Department)
0489	Commander II
0490	Commander 3
Q 90	Director of Police Psychology

**Bargaining Unit # 52
(Chief Building Inspectors)**

<u>Class</u>	<u>Class Title</u>
6334	Chief Building Inspector

**Bargaining Unit # 53
(Building Inspectors)**

<u>Class</u>	<u>Class Title</u>
6331	Building Inspector
6333	Senior Building Inspector

**Bargaining Unit # 54
(Supervising Probation Officers)**

<u>Class</u>	<u>Class Title</u>
8414	Sprv Prob Ofc, Juv Court
8415	Sr Sprv Prob Ofc, Juv Prob
8434	Sprv Adult Probation Ofc

**Bargaining Unit # 55
(Supervising Institutional Police Officer)**

<u>Class</u>	<u>Class Title</u>
8205	Institutional Police Sergeant
8206	Institutional Police Captain
8209	Institutional Police Lieut

**Bargaining Unit # 56
(Interns and Residents)**

<u>Class</u>	<u>Class Title</u>
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

(c) Units in effect as of the effective date of this Ordinance remain unchanged unless modified by action of the Employee Relations Director as provided herein.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~—(b) In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees. (Amended by Ord. 295 83, App. 5/27/83; Ord. 109 94, App. 3/11/94)~~

(d) Bargaining Units in effect as of the effective date of this Ordinance shall remain unchanged and treated as separate bargaining units unless modified by action of the Employee Relations Director as provided herein. 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 separate craft or group unit those positions that have historically been represented by the craft or group organization in the handling of grievances and determination of wages and working conditions with the City and County of San Francisco.

SEC. 16.211. PROCEDURE FOR RECOGNITION OF EMPLOYEE ORGANIZATION AS EXCLUSIVE REPRESENTATIVE OF A BARGAINING UNIT.

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

(b) **Unless the provisions of MMBA section 3507.1(c) have been satisfied,** ~~t~~The **Civil Service Commission Department** shall give written notice to the other registered employee organizations having members in the ~~representation~~ **bargaining** unit for which recognition is sought. Within 30 calendar days from the date of such notice, **an** the employee organizations with membership in the particular ~~representation~~ **bargaining** unit may file a challenging petition seeking to become the ~~recognized~~ **exclusive representative organization of** in said unit. The challenging statement shall contain verification, in the form of **a signed petition, authorization cards, or union membership cards signed and dated by employees not more than six months prior to submission** dues deduction or authorization cards of employee approval of 30 percent of the employees in the ~~representation~~ **bargaining** unit. Upon submission of such verification the challenging employee organization shall be placed on the ballot.

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

(d) Irrespective of whether or not a **If no** challenging petition has been filed, the **Civil Service Commission Department** shall, within 30 days **after the period for filing a challenging petition expires** or as soon thereafter as is practicable, ~~after the period allowed for filing challenging petitions expires,~~ cause to be conducted a secret ballot election within the ~~representation~~ **bargaining** unit to determine **which organization, if any, shall be recognized as the exclusive representative of the bargaining unit,** ~~which organization, if any, shall be recognized.~~

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

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

(~~fg~~) There shall be no more than one valid representation election in a 12 month period within the same ~~representation~~ **bargaining** unit. (Amended by Ord. 313-76, App. 7/30/76)

~~(g)~~(h) **As an alternative to the procedures outlined above, the provisions of MMBA, Government Code section 3507.1(c) may be employed to the extent that the requirements of that section are met. The Civil Service Department will certify an organization as the exclusive representative upon verification that all such requirements are met.**

SEC. 16.212. DECERTIFICATION.

A decertification petition may be filed with the ~~Civil Service Commission~~ **Civil Service Department** by employees or by an employee organization to determine whether or not a ~~recognized~~ **the exclusive representative** ~~employee organization~~ continues to represent a majority of the employees in the ~~representation~~ **bargaining** unit. Such petition must be accompanied by proof of employee approval in the form of **a signed petition, authorization cards, or union membership** cards **signed and dated by employees not more than six months prior to submission** ~~dues deductions or authorization cards equal to at least 30 percent of the employees within the representation bargaining unit, and must be filed within the period between the 90th and 60th day immediately preceding the expiration date of the recognized-exclusive representative's employee organization existing memorandum of understanding agreement; provided, however, that the existing memorandum of understanding agreement does not exceed a two year period. In the event the existing memorandum of understanding agreement does exceed a two year period, the decertification petition may also must be filed within the period between the 90th and 60th day immediately preceding the expiration of the second year of the memorandum of understanding agreement. When such a petition has been filed, the Civil Service Commission Department shall cause to be conducted a secret ballot election to determine whether the incumbent ~~recognized-exclusive representative~~ **employee organization** shall be decertified and whether another organization shall be recognized. If the challenging employee organization receives a majority of the valid votes cast, the presently ~~recognized-exclusive representative~~ **employee organization** will be decertified and the employee organization receiving a majority of the valid votes cast~~

will become the ~~recognized~~ **exclusive representative** employee organization. There shall be no more than one valid decertification election in a 12 month period, **and no more than one valid decertification election during the first three years of the term of a memorandum of understanding**, within the same representation **bargaining** unit.
(Amended by Ord. 313-76, App. 7/30/76)

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

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

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

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

(2) Dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it; ~~provided that the City and County may permit the use of its facilities, make dues deductions, and permit employees who are officers or representatives of employee organizations to confer with City and County representatives during work hours without loss of time or pay, subject to applicable regulations;~~ **or in any way encourage employees to join any organization in preference to another in violation of rights guaranteed by Government Code section 3502 or 3508(c) or any local rule adopted pursuant to Government Code section 3507;**

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

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

(5) Adopt or enforce a local rule that is not in conformance with MMBA;
or

(6) In any other way violate MMBA or any local rule adopted pursuant to Government Code section 3507.

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

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

(1) Interfere with, restrain, or coerce employees in the exercise of the rights recognized or granted in this **O**rdinance;

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

(3) Refuse or fail to cooperate in the impasse procedure involved under the provisions of this **O**rdinance; and

(4) Engage in a strike, slowdown or work stoppage of any kind against the City and County of San Francisco in violation of **Charter sections A8.345 and A8.346.** ~~Section 16.221 of this **O**rdinance.~~

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

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

with copies of the communication. (Amended by Ord. 415-76, App. 10/15/76; Ord. 109-94, App. 3/11/94)

SEC. 16.214 UNFAIR LABOR PRACTICES – Peace Officers and Management Employees Only

Nothing in this ordinance requires peace officers as defined in Penal Code section 830.1, or management employees, or their exclusive representatives, to exhaust any local procedure or administrative remedy prior to filing a legal action in Superior Court asserting that the City and County has violated any provision of this Ordinance, the City Charter, or any provision of the Meyers-Milias-Brown Act (Government Code sections 3500 *et seq.*)

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

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

(a) Processing Violations.

(1) Alleged violations of this Employee Relations Ordinance or MMBA shall be processed as unfair practice charges.

(2) Unfair practice charges may be filed by an employee, employee organization, or employer against an employee organization or employer.

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

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

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

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

(4) The sections of the Government Code and/or Ordinance alleged to have been violated;

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

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

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

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

(9) Proof of service on the respondent.

(c) Processing of Case.

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

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

(A) Assist the charging party to state in proper form the information required by section _____;

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

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

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

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

(4) Withdrawal of Charge. Any request for withdrawal of the charge shall be in writing, signed by the charging party or its agent, and state whether the party desires the withdrawal to be with or

without prejudice. Request for withdrawal of the charge before complaint has issued shall be granted. Repeated withdrawal and refiling of charges alleging substantially identical conduct may result in refusal to issue a complaint. If the complaint has issued, the designee shall determine whether the withdrawal shall be with or without prejudice. If, during hearing, the respondent objects to withdrawal, the hearing officer may refuse to allow it. Service and proof of service of the withdrawal pursuant to Section are required.

SEC. 16.21416.216. SANCTIONS FOR UNFAIR LABOR PRACTICES – Peace Officers and Management Employees Only

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

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

(b) If the decision is that an employee or employee organization or its agents have engaged in an unfair labor practice, the administrative law judge shall instruct the offending party to take appropriate corrective action. **Such action shall be limited to the range of remedies available to a PERB administrative law judge.** ~~If compliance with the administrative law judge's instruction is not obtained within five days, the administrative law judge shall instruct the appropriate officer, board or commission to take appropriate action. Such action may include, but is not limited to suspension or revocation of privileges provided a registered or recognized employee organization such as dues deduction. Individual employees found by the administrative law judge to have engaged in unfair labor practices shall be subject to such discipline as may be recommended by the administrative law judge to the appointing officer of such employee within the limits of the applicable Charter provisions, and civil service and department regulations. (Amended by Ord. 113-77, App. 3/31/77)~~

SEC. 16.21516.217. MEETING AND CONFERRING IN GOOD FAITH.

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

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

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

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

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

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

~~—(2)— The recognized employee organization recognizes the City and County's right to establish and/or revise performance standards or norms notwithstanding the existence of prior performance levels, norms or standards. Such standards, developed by usual work measurement procedure may be used to determine acceptable performance levels, prepare work schedules, and to measure the performance of each employee or group of employees.~~

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

~~—(4)—Any Memorandum of Understanding negotiated in conformity with this ordinance shall contain a clause prohibiting strikes, slowdowns, or work stoppages as long as said Memorandum of Understanding is in full force and effect, and provided further that in the absence of any Memorandum of Understanding, employees' rights concerning concerted labor activity shall be governed by the pertinent laws of this state. (Amended by Ord. 426-76, App. 10/29/76)~~

~~SEC. 16.216. IMPASSE PROCEDURES.~~

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

~~—(a)—After being notified by the Mayor that an impasse does exist, the parties involved shall arrange for the assistance of a mediator from any source agreeable to the parties involved. If the parties cannot agree on a mediator within three days after being notified by the Mayor that an impasse exists, the Mayor shall appoint a mediator who shall have broad experience in the field of employee relations and shall have been selected as a neutral arbitrator in at least 50 cases in Northern California in the preceding four years but shall not include any person who is an employee of the City and County of San Francisco, or who is or has been an official of a labor organization or an organization representing City and County employees. Such appointment shall be made within five days after such a request is forwarded to the Mayor. All mediation shall be private, and the mediator shall make no public recommendations nor take any public position concerning the issues. The mediator shall make his or her recommendation within 10 days after his or her designation.~~

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

~~—(c)—If fact finding is not successful and where arbitration of the subject matter is not in conflict with the Charter or existing law, the parties to meeting and conferring may agree to submit the matter to an impartial arbitrator for determination. The impartial arbitrator shall consider only the issue or issues presented, and his or her determination in the matter shall be final and binding on the parties involved. The impartial arbitrator shall~~

~~be selected by the parties and shall be an individual with broad experience in the field of employee relations and shall have served as a neutral arbitrator in at least 100 cases in the previous five years.~~

~~—If the parties cannot agree upon such a person within five days after the decision to arbitrate, the State Conciliation Service shall supply a list of 10 names and, after first determining by lot, the parties shall alternately strike names from the list so supplied and the last individual who is able and willing to serve shall act as the arbitrator. Arbitration shall commence within four days after his or her designation, and his or her decision shall be rendered within 20 days after the proceedings in arbitration have commenced. His or her decision shall be observed by both parties pending any appeal contesting or challenging the award and the award shall not require Court confirmation before compliance with its terms.~~

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

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

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

~~—(2)—Costs to be paid by the employee organizations shall be limited to ½ of the daily stipend of any arbitrator, fact finder or mediator as above provided, and shall not include attorney fees, witness fees, transcripts and any other expenses. Each party shall bear its own costs for such services.~~

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

~~the conduct of City and County business and services. (Amended by Ord. 313-76, App. 7/30/76)~~

~~SEC. 16.217~~ SEC. 16.218. DISPUTES CONCERNING MEMORANDUMS OF UNDERSTANDING.

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

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

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

(b) The decision of the administrative law judge pursuant to this Section shall be limited to the application and interpretation of the memorandum of understanding and subject to the provisions of the Charter and existing law. The expenses incurred in utilizing the administrative law judge in this arbitration process shall be borne equally by the parties involved in the dispute. (Amended by Ord. 313-76, App. 7/30/76)

~~SEC. 16.218. GRIEVANCES.~~

~~—The existing grievance procedure prescribed by Civil Service Commission Rules provides a progressive series of steps through which employees may present complaints or grievances arising out of their employment or working conditions. This procedure is designed to resolve grievances at the lowest supervisory level consistent with justice and administrative policy. It is the intent of this ordinance that the grievance procedure established by the Civil Service Commission Rules will continue to be used for the above described purposes. (Amended by Ord. 313-76, App. 7/30/76)~~

~~SEC. 16.219.~~ 16.219. EMPLOYEES MEETING ON CITY AND COUNTY TIME.

(a) Official representatives of an exclusive representative recognized employee organization shall be allowed time off from their duties without loss of pay for the purpose of meeting and conferring in good faith or consulting with representatives of the City and County on matters within the scope of representation, provided that the number of representatives shall not exceed two without the approval of the Human Resources Director. The use of official time for this purpose shall be reasonable and shall not

interfere with the performance of City and County services. Official representatives shall receive approval from their department head in advance of the proposed time away from their work station or assignment.

~~(b) Official representatives of registered employee organizations shall be entitled to the same privileges and charged with the same duties as set forth in paragraph (a) of this Section for purposes of consulting with representatives of the City and County on matters within the scope of representation. (Amended by Ord. 313-76, App. 7/30/76; Ord. 109-94, App. 3/11/94)~~

SEC. 16.220. DUES DEDUCTION.

~~Upon completion of the registration procedures provided in Section 16.209, registered employee organizations~~ registered employee organizations **Exclusive representatives** may exercise the privilege of dues deduction, and shall pay the reasonable costs of this service. The Controller of the City and County of San Francisco shall establish the costs and the procedures for initiating and maintaining this service. (Amended by Ord. 313-76, App. 7/30/76)

SEC. ~~16.222.~~16.221. SEPARABILITY.

If any provision of this Ordinance, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Ordinance, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby. (Amended by Ord. 313-76, App. 7/30/76)