



Gavin Newsom  
Mayor

Philip A. Ginsburg  
Human Resources Director

MEMORANDUM  
DHR No. 03-2006

DATE: February 14, 2006

TO: Department Heads  
Departmental Personnel Officers  
Department Chief Financial Officers  
Departmental Payroll and Personnel Clerks

FROM: Philip A. Ginsburg  
Human Resources Director

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg".

SUBJECT: **Requisition Processing Procedures for the Continued Implementation of the Management Classification and Compensation Plan (MCCP)**

The Department of Human Resources is pleased to announce that the Civil Service Commission has approved our request to grant status to Municipal Executives' Association Permanent Civil Service (PCS) employees whose positions have been allocated into MCCP job codes. Once remaining MEA-represented job codes are substituted and approved and employees are moved to the new job codes, the MCCP implementation process will be complete.

**Status Grants for PCS employees to MCCP classes:** DHR received approval from the Civil Service Commission to grant status to PCS employees whose positions have been allocated into MCCP job codes. **This approval is dependent upon receipt of the employee's agreement to participate in the MCCP and the resolution of any appeals pending on the classification action.** Once all conditions are met, DHR will notify departments of the names of those employees who should have new requisitions issued to effectuate the PCS Status Grant. This notification will be provided to the Department Personnel Officer or to your DHR Client Services Representative. The names of PCS employees for whom your department must issue new requisitions to effectuate the status grant will be provided by March 17, 2006.

The attached MCCP Implementation guidelines are designed to assist departments in the continued implementation of the MCCP, including information on the movement of existing employees into their recommended MCCP job codes.

Attached to this memorandum are instructions on filling new and vacant MEA-represented positions and a guideline chart for requisition processing for the movement of MEA-represented employees from existing MEA job codes to the MCCP job codes. This information is also available on the Department of Human Resources website address of [http://www.sfgov.org/site/dhr\\_index.asp?id=29349](http://www.sfgov.org/site/dhr_index.asp?id=29349).

**Budgeting:** Departments should substitute any remaining MEA-represented job codes to the MCCP level for approval by the Board of Supervisors in the 2006/2007 budget process. Questions on the MCCP job code level for specific positions should be forwarded to your DHR Client Services Representative.

Please address any questions on the attached guidelines to your DHR Client Services Representative.

cc: Noelle Simmons, Mayor's Budget Director  
Monique Zmuda, Deputy Controller

## **Guidelines for filling new and vacant MEA-represented positions in MCCP Job Codes**

### **1. What budget preparation should be made to move employees into the MCCP job codes?**

Movement of employees to the MCCP job code is dependent upon Board of Supervisor approval for the MCCP position and appropriate budget funding. Current department budgets may contain both MCCP job codes and other MEA-represented job codes, since not all positions included in the MCCP audit were substituted to MCCP job codes in previous budget cycles. Departments should substitute any remaining positions budgeted in MEA job codes to the MCCP recommended job codes for approval in the 2006/2007 budget. Consistent with the goals of the MCCP project, DHR intends to systematically abolish or inactivate MEA job codes throughout the 2006 calendar year where those job codes have been classified to MCCP job codes. Therefore, it is important that departments use MCCP job codes in their budgets to the extent possible.

### **2. How should new and vacant MEA-represented positions be filled?**

#### **A. Positions budgeted in MCCP job codes**

If a vacant position has been reclassified into an MCCP job code and the classification action has been finalized through appropriate posting and budget processes, the department must recruit and fill positions in the MCCP job code.

#### **B. Positions budgeted in a non-MCCP MEA-represented job code**

If a vacant position has been reclassified into an MCCP job code, the position classification has been finalized through appropriate posting processes, but the position has not yet been substituted in the budget to the MCCP job code, then the position may be filled by temporarily exchanging (tx'ing) to the new MCCP job code if the compensation levels between the two job codes are within current tx'ing rule requirements.

**Note:** Since it is the intent to abolish the job codes which have been re-classified into MCCP job codes, requests to approve new requisitions in MEA-represented job codes **rather** than MCCP job codes must include justification for filling the position in the non-MCCP job code. Such requests will be considered on a case-by-case basis. Any questions not covered by these two options should be referred to your DHR Client Services Representative for review and recommendation.

### **3. How should positions that are still under review be filled?**

If a vacated position has a pending IFPTE, Local 21 alternative recommendation or a department or a Civil Service Commission appeal, departments may fill the position provisionally in the recommended MCCP job code pending resolution. It is important to understand that an appeal in progress may result in the re-classification of the position even after recruitment is conducted and the position is filled. It is critical to advise candidates and new hires of the potential of classification change and the importance of applying for related permanent examinations. Departments will be notified by March 17, 2006 of any positions still under appeal or alternative recommendation.

### **4. How to issue Provisional and Exempt MCCP Announcements.**

All MCCP announcements must be reviewed by the department's DHR Client Services Representative prior to release of the announcement. Guidelines were provided in DHR memorandum No: 19-04 dated July 9, 2004.

### **5. What are the probationary period requirements?**

Information on probationary periods is available in the Municipal Executives' Association Memorandum of Understanding.

## 6. How will employee compensation be impacted when moved into the MCCP?

If an existing employee's position has been allocated into the MCCP, the employee's current compensation level will remain the same. If the employee has not reached the top step in the current job code, the employee will continue to receive anticipated increases until the top step of the original job code is achieved.

## How will the MCCP Implementation for existing employees proceed from this point?\*

Movement of existing MEA employees into the MCCP is dependent upon budget and funding levels, current appointment status, resolution of any Request for Reconsideration or appeal and receipt of the employees agreement to participate for existing PCS employees. PCS employees may access the employee agreement form at

[http://www.sfgov.org/site/uploadedfiles/dhr/forms\\_and\\_documents/MCCPForm.doc](http://www.sfgov.org/site/uploadedfiles/dhr/forms_and_documents/MCCPForm.doc)

DHR will advise departments on any changes to the implementation instructions.

Employee Status	If...	And...	Then...
Permanent Civil Service (PCS)	Appointment was made from an MCCP eligible list	Position is budgeted at appropriate MCCP level	No further action is required
Permanent Civil Service (PCS) non-MCCP, MEA job code	Employee agrees to participate in MCCP by submitting consent form and all appeals processes have been resolved	Position is budgeted at appropriate MCCP level <b>OR</b> is eligible for temporary exchange pending substitution in new budget	DHR will provide E-mail notification of employee name to department. Department will issue P or DP requisition and appoint employee PCS
Provisional (TPV)	Current appointment is in recommended MCCP job code	Position is budgeted at appropriate MCCP level	Civil Service examination process is pending, department may fill vacancy from eligible list when available
Provisional (TPV) non-MCCP, MEA job code	Current appointment is <b>not</b> in recommended MCCP job code	Position is budgeted at appropriate MCCP level <b>OR</b> is eligible for temporary exchange pending substitution in new budget	Employee should apply for appropriate Civil Service examination(s) when posted, department may fill vacancy from eligible list when available. Department may also conduct PV process in MCCP job code (with DHR approval)
Permanent Exempt (PEX)	Current appointment is in recommended MCCP job code	Position is budgeted at appropriate MCCP level	No further action is required
Permanent Exempt (PEX) non-MCCP, MEA job code	Current job code is <b>not</b> in recommended MCCP job code	Position is budgeted at appropriate MCCP level and all appeals processes have been resolved	DHR will provide E-mail notification of employee name to department. Department will issue new PE requisition and appoint employee PEX. No consent form is required, employee does not have the option of not participating in the MCCP.
Temporary Exempt (TEX)	Current appointment is in recommended MCCP job code	Appointment is charter exempt category 16, 17, or Prop F	No further action is required
Temporary Exempt (TEX) non-MCCP, MEA job code	Current appointment is <b>not</b> in recommended MCCP job code	Appointment is charter exempt category 16, 17, or Prop F	No further action is required

\*Tripartite departments (Public Works, Public Health, Airport, Planning Commission, DTIS, PUC and DHR) may only fill positions approved within their baseline.