



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

MEMORANDUM

DATE: September 6, 2016
TO: Departmental Personnel Officers
CC: Payroll and Personnel Representatives
FROM: Steven Ponder, Director of Classification and Compensation
SUBJECT: Local 21 Extended Salary Ranges Program

The Local 21 Memorandum of Understanding ("Local 21 MOU") allows departments to advance qualifying employees in designated classifications to steps in an extended salary range (i.e., 2.5%, 5% or 7.5%) above an employee's base pay.

- Extended ranges are available on a temporary or indefinite placement basis, to address recruitment or retention issues, exemplary performance, special skills and/or special assignments of limited duration. *When appointing employees in an Extended Range, it is important for departments to evaluate the compensation of other employees in the same classification, doing the same work. Said employees with comparable education, experience and performance should be considered for extended range placement as well in these instances.*
- Employees do not automatically advance into these additional steps. An employee will only advance into one of these steps with approval by DHR.
- Placement in an Extended Range is discretionary and the granting or failure to grant an extended salary range is not subject to the grievance procedure or any other type of appeal.

Appointing Officers seeking to place a qualifying employee into an Extended Range must complete and electronically submit the Extended Range Approval Form to Monica.Guzman@sfgov.org.

Qualifying Classifications:

- IS Engineer-Principal (1044) – Steps 11, 12 and 13
- IS Business Analyst-Principal (1054) – Steps 11, 12 and 13
- IS Programmer Analyst-Principal (1064) – Steps 11, 12 and 13
- IS Project Director (1070) – Steps 11, 12 and 13
- Principal Personnel Analyst (1246) – Steps 6, 7 and 8
- Senior Systems Accountant (1657) – Steps 6, 7 and 8
- Financial Systems Supervisor (1670) – Steps 6, 7 and 8
- Supervising Auditor (1686) – Steps 6, 7 and 8
- Senior Statistician (1806) – Steps 6, 7 and 8
- Performance Analyst III – Project Manager (1830) – Steps 6, 7, and 8
- Supervising Purchaser (1958) – Steps 6, 7 and 8
- Physician Assistant (2218) – Steps 11, 12 and 13

- Forensic Toxicologist (2458) – Steps 6, 7 and 8
- Laboratory Services Manager (2489) – Steps 6, 7 and 8
- Health Program Coordinator III (2593) – Steps 6, 7 and 8
- Senior Employee Assistance Counselor (2595) – Steps 6, 7 and 8
- Volunteer/Outreach Coordinator (3374) – Steps 6, 7 and 8
- Principal Real Property Officer (4143) – Steps 6, 7 and 8
- Principal Personal Property Auditor (4224) – Steps 6, 7 and 8
- Principal Real Property Appraiser (4267) – Steps 6, 7 and 8
- Sewage Treatment Plant Superintendent (5130) – Steps 6, 7 and 8
- Safety Officer (5177) – Steps 6, 7 and 8
- Principal Engineer (5212) – Steps 6, 7 and 8
- Principal Architect (5273) – Steps 6, 7 and 8
- Planner V (5283) – Steps 6, 7 and 8
- Traffic Sign Manager (5306) – Steps 6, 7 and 8
- Project Manager I-IV (5502-5508) – Steps 2, 3 and 4
- Chief Housing Inspector (6274) – Steps 6, 7 and 8
- Signal & Systems Engineer (9197) – Steps 2, 3 and 4
- Feasibility Analyst, Port (9377) – Steps 6, 7 and 8
- Senior Property Manager, Port (9386) – Steps 6, 7 and 8

Qualifying Employees:

Employees placed in an Extended Range are not eligible to receive additional pay under any of the following:

- The Pilot Capital Project Incentive Program pursuant to the Capital Projects MOU Addendum (Appendix C of the Local 21 MOU)
- Leadership Pay or Special Skills Pay pursuant to the Capital Projects MOU Addendum (Appendix C of the Local 21 MOU)
- Acting Assignment Pay pursuant to Article III.B. of the Local 21 MOU
- Supervisory Differential Adjustment pursuant to Article III.B. of the Local 21 MOU

Questions or Comments:

Contact Monica Guzman at (415) 557-4965 or at Monica.Guzman@sfgov.gov should you have any questions or comments regarding the administration of this program.