



**Date:** July 21, 2023

**To:** Personnel Officers  
Payroll and Personnel Representatives

**From:** Steven Ponder, Classification and Compensation Director

**CC:** Carol Isen, Human Resources Director  
Anna Dunning, Mayor's Budget Director  
Ben Rosenfield, Controller  
Cris Romero, Municipal Executives' Association

**Subject:** MCCP Post-Appointment Compensation Adjustments (FY23-24)

In Fiscal Year 2023-24, department heads will again propose wage adjustments for their managers, one-time payments and/or ongoing wage increases. Eligibility for these adjustments is based on criteria in MEA's MOU, and subject to funding limitations. Employees will continue to be able to nominate themselves for adjustments.

Proposals for compensation adjustments will be evaluated and approved by the MCCP Adjustment Committee consisting of representatives from the Controller, DHR and MEA.

## I. Deadlines to Submit Requests for MCCP Compensation Adjustments

A. Self-Submissions: Employees may make submissions on their own behalf by e-mail sent directly to each department's personnel officer, using the [Employee Submission Form](#) between **Monday, August 14<sup>th</sup>** and **Friday, August 18<sup>th</sup>** with a copy to MEA as well ([staff@sfmea.com](mailto:staff@sfmea.com)). Departments must consider these employee self-nominations for adjustments during their departmental review process. Do not submit employee submission forms to DHR.

B. Department Submissions: The deadline for departmental submissions is the close of business, **Friday, September 22<sup>nd</sup>**.

Submit [Department Submission Forms](#) via e-mail to [Emily.Lee@sfgov.org](mailto:Emily.Lee@sfgov.org) with a copy to MEA as well ([staff@sfmea.com](mailto:staff@sfmea.com)).

## II. Departmental Budgets for Increases and Bonuses

The MEA MOU funds each department with 0.25% of its MEA payroll for ongoing wage increases (retroactive to July 1, 2023) and 1.00% of its MEA payroll for one-time, lump sum bonuses. Please note, unused funds do not roll over into subsequent years; rather, unused funds will be reallocated by the Committee for expenditure during the fiscal year in a manner consistent with the terms of the MOU.

- **Ongoing Wage Increases (in Ranges B & C or Steps for Non-MCCP):** One-quarter-of-one percent (0.25%) may be used for ongoing wage increases (e.g., an ongoing base wage increase from \$160,000 to \$162,000 retroactive to July 1, 2023).
- **One-Time, Lump Sum Bonuses:** One percent (1.00%) may be used for one-time, lump sum bonuses (e.g., a one-time, lump sum bonus of \$2,500).

Based on the FY23-24 budget, a chart showing each department’s allocations for MCCP compensation adjustments follows. Medium and large departments (i.e., those departments with an ongoing allocation over \$5,000) are listed individually.

MEA and the City have agreed to pool the funds for the remaining smaller departments in order to provide additional flexibility and equity. Departmental budget allocations for these departments will be used as a general guide by the MCCP Adjustment Committee, but will not be considered definitively regulating. Departments not specifically listed below are in the Smaller Department pool.

Department	Ongoing (0.25%)	One-Time (1.00%)
Public Health	\$127,000	\$510,000
Public Utilities Commission	\$96,000	\$387,000
Airport Commission	\$71,000	\$285,000
Human Services	\$51,000	\$206,000
City Administrator	\$38,000	\$155,000
Public Works	\$38,000	\$153,000
Retirement System	\$26,000	\$106,000
Recreation and Park Commission	\$22,000	\$90,000
Department of Emergency Management	\$19,000	\$77,000
Port	\$18,000	\$73,000
Homelessness and Supportive Housing	\$14,000	\$59,000
Controller	\$14,000	\$59,000
Treasurer / Tax Collector	\$14,000	\$56,000
Human Resources	\$13,000	\$55,000
Department of Technology	\$13,000	\$54,000
Police	\$12,000	\$48,000
Economic and Workforce Development	\$10,000	\$40,000
Public Library	\$8,000	\$35,000
Sheriff	\$8,000	\$35,000
Assessor / Recorder	\$7,000	\$28,000
City Planning	\$7,000	\$28,000
District Attorney	\$6,000	\$27,000
Department of Building Inspection	\$5,000	\$23,000
Adult Probation	\$5,000	\$21,000
Smaller Departments	\$44,000	\$179,000

Please note the following:

- Both one-time, lump sum bonuses and ongoing wage increases are pensionable and attributed to final compensation calculations at the time of payment (i.e., are not associated with the prior fiscal year);

- Individual employees may receive both an ongoing wage increase and a one-time, lump sum bonus; and
- Retirees (Prop. F) and As-Needed employees are not eligible for post-appointment adjustments;
- Employees must still be actively employed with the City at the point of distribution in order to receive payment (e.g., an employee retiring in October would not be eligible for a post-appointment adjustment paid out in the following December).

### III. Increase and Bonus Considerations

When seeking approval, Appointing Officers will note which of the following criteria is the basis for the requested adjustment:

- (i) to move towards internal equity (which may include issues of compaction),
- (ii) to address demonstrated recruitment or retention issues,
- (iii) to compensate an employee exercising special skill,
- (iv) to compensate an employee assigned to a special assignment of limited duration,
- (v) to recognize exemplary performance, or
- (vi) to address issues of compaction as to reporting relationships. This criteria will constitute the only circumstance in which an adjustment may result in a rate of pay in excess of Range C.

In the interest of equitable distribution among employees, departments must follow these guidelines in developing their submissions:

- Employees must have been at or above the top of range A as of July 1, 2023 to be eligible (as employees below the top of A may still be advanced within Range A at the discretion of the department); further, those who have advanced to the top of A within the preceding fiscal year already received a step increase in addition to any general wage increase, so should be given less consideration than those that have been at the top of A for the entire, preceding fiscal year;
- Employees must have been in their current MEA position since at least January 1, 2023; employees that meet this initial criteria, but promote into a new MEA position in the same department on or after January 2, 2023 remain eligible for a lump sum adjustment;
- Those who have not already received ongoing wage increases should receive first consideration;
- Proposed increases and/or bonuses must be between \$2,000 and \$9,000 per employee (e.g., \$4,000 ongoing and \$5,000 one-time; \$1,000 ongoing and \$1,000 one-time);
- An employee may not receive a lump sum bonus that when added to the employee's base salary would have that employee's compensation exceed Range C (e.g., an 0922 earning \$190,000 receiving a \$5,000 one-time, lump sum bonus would exceed the top of C which is \$194,376);

- An employee in an eligible non-MCCP classification may not receive a lump sum bonus that when added to the employee’s base salary would have that employee’s compensation exceed the top salary step;
- Post-appointment funds should be distributed among all managerial levels in a department;
- Between 30% and 50% of the department’s eligible managers should receive increases and/or bonuses;
- Proposed increases and/or bonuses should vary among managers, to reflect variations in performance;
- Proposed increases and/or bonuses should have proportionality to the employee’s rate of pay;
- One-time, lump sum bonuses are best reserved for performance or special projects; and
- Ongoing wage increases are best reserved for structural issues.

Departments should advise their employees as soon as possible of their internal process and the criteria that they will apply when deciding what adjustments to propose.

Departments shall inform managers who self-submitted and were not approved for an adjustment the reason their submission was not approved. Further, for managers who did not self-submit and were not approved for an adjustment, departments shall inform such employees the reason one was not approved upon the request of the employee.

As a reminder, the post-appointment process is designed to address the compensation of individual incumbents. To the extent that there are changes in the responsibilities of a position, this program should not be a substitute for reclassification.

**IV. Non-MCCP Classifications**

The following classifications have their compensation linked to MCCP classifications and are in the same pool, but have unique classification numbers in order to accommodate safety retirement.

Classifications	Compensation Linkage
8148/8556 Chief District Attorney's Investigator	0941 Manager VI
8150/8558 Principal District Attorney's Investigator	0931 Manager III
8315/8516 Assistant Sheriff	0954 Deputy Director IV
8317/8517 Chief Deputy Sheriff	0954 Deputy Director IV
8330/8576 Director, Log Cabin Ranch	0922 Manager I
8344/8580 Director, Juvenile Hall	0923 Manager II
8348/8518 Undersheriff	0954 Deputy Director IV
8413/8582 Assistant Chief Probation Officer	0953 Deputy Director III
8416/8584 Director, Probation Services	0922 Manager I
8418/8586 Chief Probation Officer, Juvenile Court	0963 Department Head III
8435/8588 Division Director, Adult Probation	0922 Manager I
8436/8590 Chief Adult Probation Officer	0962 Department Head II
8438/8592 Chief Deputy Adult Probation Officer	0952 Deputy Director II

The following non-MCCP classifications have traditional five (5) step salary grades, are in the same pool and are also eligible for post-appointment adjustments in the form of lump sum bonuses and access to Steps 6, 7, 8 and 9 (i.e., four 2.5% steps) as ongoing allocations. Ongoing allocations for employees in these classifications must be made in step increments.

Classifications
1110 Executive Assistant to the Executive Director, Retirement System
1164 Administrator, SFGH Medical Center
1839 Water Conservation Administrator
1843 Executive Director, Southeast Community Facility Commission
2620 Food Service Manager Administrator
2785 Assistant General Services Manager
3233 Marina Associate Manager
3426 Forester
3486 Watershed Forester
4310 Commercial Division Assistant Supervisor
7263 Maintenance Manager
8229 Manager, Museum Security Services
8326/8574 Asst. Dir., Log Cabin Ranch
8340/8578 Asst. Dir., Juvenile Hall
8415/8540 Sr. Sup. Prob. Off., Juvenile Hall Probation
9247 Airport Emergency Planning Coordinator
9251 Public Relations Manager
9252 Communications Specialist
9254 Airport Communications Officer
9382 Government and Public Affairs Manager

The following classifications have alternative performance-based compensation structures and are ineligible for post-appointment adjustments through this annual process.

Classifications
0971 Transitional Department Head
1114 Senior Portfolio Manager, Investments
1115 Director, Investments
1116 Managing Director, Investments
1117 Deputy Director, Investments
1119 Chief Investment Officer
1165 Manager, DPH
1166 Administrator, DPH
1167 Physician Administrator, DPH
2584 Chief Medical Examiner
9978 Technology Expert II

**V. Department Heads**

A proportional pool of funds totaling \$29,000 for ongoing wage increases and \$119,000 for one-time, lump sum bonuses has been reserved for Department Heads. Proposed increases and/or bonuses for Department Heads must be between \$3,000 and \$15,000 per employee (e.g., \$7,500 ongoing and \$7,500 one-time; e.g., \$1,500 ongoing and \$1,500 one-time). Department Head requests must be

submitted via email to [Emily.Lee@sfgov.org](mailto:Emily.Lee@sfgov.org) using the [Department Submission Form](#) by the close of business, **Friday, September 22<sup>nd</sup>**.

These submissions may be made by the appointing authority (Mayor or Commission) and/or as a self-submission by the Department Head. Self-nominated Department Head submissions are covered by the department submission deadline of **Friday, September 22<sup>nd</sup>**.

## **VI. Committee Responses and Disbursements**

Responses by the Committee including payroll instructions from the Office of the Controller's Payroll Division for your payroll to administer will be provided to departments no later than **Friday, November 17<sup>th</sup>**.

Departments shall provide notification to managers advising to whom, the amount of allocation, and whether it was a lump sum and/or ongoing allocation that was disbursed to their direct reports.

Disbursements will be included on the pay issued on **Tuesday, December 19<sup>th</sup>** (PPE 12/8/23) as follows:

- New Rates of Pay (for those that received ongoing wage increases) effective Saturday, November 25<sup>th</sup>.
- Retro Payments (for those that received ongoing wage increases) for the difference in earnings between Saturday, July 1<sup>st</sup> through Friday, November 24<sup>th</sup>.
- Lump Sum Bonuses (for those that received one-time, lump sum bonuses).

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*See next page for salary ranges for FY23-24*

**MCCP Salary Ranges**

*Fiscal Year 2023-2024*

**Effective July 1, 2023**

Class		Range A		Range B		Range C	
		Low	High	Low	High	Low	High
0922	Manager I	\$125,242	\$159,926	\$159,952	\$185,146	\$185,172	\$194,376
0923	Manager II	\$134,524	\$171,678	\$171,704	\$198,692	\$198,718	\$208,676
0931	Manager III	\$145,028	\$185,146	\$185,172	\$214,344	\$214,370	\$225,056
0932	Manager IV	\$155,714	\$198,692	\$198,718	\$230,100	\$230,126	\$241,592
0933	Manager V	\$167,908	\$214,344	\$214,370	\$248,092	\$248,118	\$260,520
0941	Manager VI	\$180,258	\$230,100	\$230,126	\$266,370	\$266,396	\$279,604
0942	Manager VII	\$193,154	\$246,454	\$246,480	\$285,324	\$285,350	\$299,572
0943	Manager VIII	\$218,530	\$278,850	\$278,876	\$322,790	\$322,816	\$338,936
0951	Deputy Director I	\$125,242	\$159,926	\$159,952	\$185,146	\$185,172	\$194,376
0952	Deputy Director II	\$145,028	\$185,146	\$185,172	\$214,344	\$214,370	\$225,056
0953	Deputy Director III	\$180,258	\$230,100	\$230,126	\$266,370	\$266,396	\$279,604
0954	Deputy Director IV	\$205,244	\$261,872	\$261,898	\$303,212	\$303,238	\$318,396
0955	Deputy Director V	\$218,530	\$278,850	\$278,876	\$322,790	\$322,816	\$338,936
0961	Department Head I	\$155,714	\$198,692	\$198,718	\$230,100	\$230,126	\$241,592
0962	Department Head II	\$193,154	\$246,454	\$246,480	\$285,324	\$285,350	\$299,572
0963	Department Head III	\$205,244	\$261,872	\$261,898	\$303,212	\$303,238	\$318,396
0964	Department Head IV	\$235,742	\$300,820	\$300,846	\$348,322	\$348,348	\$365,742
0965	Department Head V	\$292,812	\$373,672	\$373,698	\$432,562	\$432,588	\$454,194

**Effective January 6, 2024**

Class		Range A		Range B		Range C	
		Low	High	Low	High	Low	High
0922	Manager I	\$128,050	\$163,514	\$163,540	\$189,306	\$189,332	\$198,744
0923	Manager II	\$137,540	\$175,552	\$175,578	\$203,164	\$203,190	\$213,382
0931	Manager III	\$148,304	\$189,306	\$189,332	\$219,154	\$219,180	\$230,126
0932	Manager IV	\$159,224	\$203,164	\$203,190	\$235,274	\$235,300	\$247,026
0933	Manager V	\$171,678	\$219,154	\$219,180	\$253,682	\$253,708	\$266,370
0941	Manager VI	\$184,314	\$235,274	\$235,300	\$272,376	\$272,402	\$285,896
0942	Manager VII	\$197,496	\$251,992	\$252,018	\$291,746	\$291,772	\$306,306
0943	Manager VIII	\$223,444	\$285,116	\$285,142	\$330,044	\$330,070	\$346,554
0951	Deputy Director I	\$128,050	\$163,514	\$163,540	\$189,306	\$189,332	\$198,744
0952	Deputy Director II	\$148,304	\$189,306	\$189,332	\$219,154	\$219,180	\$230,126
0953	Deputy Director III	\$184,314	\$235,274	\$235,300	\$272,376	\$272,402	\$285,896
0954	Deputy Director IV	\$209,872	\$267,774	\$267,800	\$310,024	\$310,050	\$325,572
0955	Deputy Director V	\$223,444	\$285,116	\$285,142	\$330,044	\$330,070	\$346,554
0961	Department Head I	\$159,224	\$203,164	\$203,190	\$235,274	\$235,300	\$247,026
0962	Department Head II	\$197,496	\$251,992	\$252,018	\$291,746	\$291,772	\$306,306
0963	Department Head III	\$209,872	\$267,774	\$267,800	\$310,024	\$310,050	\$325,572
0964	Department Head IV	\$241,046	\$307,580	\$307,606	\$356,148	\$356,174	\$373,984
0965	Department Head V	\$299,390	\$382,070	\$382,096	\$442,286	\$442,312	\$464,412