

FILE NO.

ORDINANCE NO.

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

2

3 **Ordinance amending Section 16.210 of the San Francisco Administrative Code to**
4 **reflect changes in job classifications and bargaining units.**

5

6 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
7 **Additions to Codes** are in *single-underline italics Times New Roman font*.
8 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
9 **Board amendment additions** are in double-underlined Arial font.
10 **Board amendment deletions** are in ~~strikethrough Arial font~~.
11 **Asterisks (* * * *)** indicate the omission of unchanged Code
12 subsections or parts of tables.

10

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

12 Section 1. The San Francisco Administrative Code is hereby amended by amending
13 Sections 16.210 to read as follows:

14 **SEC. 16.200. TITLE OF ORDINANCE.**

15 This Ordinance shall be known as the Employee Relations Ordinance of the City and
16 County of San Francisco.

17 **SEC. 16.201. STATEMENT OF PURPOSE.**

18 The purpose of this Ordinance is to promote full communication between the City and
19 County of San Francisco and its employees to promote the improvement of personnel
20 management and employer-employee relations within City and County government by
21 implementing the recognition and other provisions of the Meyers-Milias-Brown Act (“MMBA”),
22 California Government Code §§ 3500, et seq., to provide a uniform basis for recognizing the
23 right of City and County employees to join employee organizations of their own choice, and to
24 be represented by such organizations in their employment relationship with the City and
25 County, and to provide a reasonable non-exclusive method of resolving disputes between the

1 City and County and those employees and employee organizations not subject to the
2 jurisdiction of the California Public Employment Relations Board.

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

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

11 **SEC. 16.202. DEFINITIONS.**

12 Unless the context requires otherwise, the words and phrases set forth in Sections
13 16.202.1 through 16.202.17, inclusive, shall have the meanings respectively ascribed to them
14 in said sections.

15 **SEC. 16.202.1.**

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

18 SEC. 16.202.2.

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

22 SEC. 16.202.3.

23 "Days" means calendar days.

24 **SEC. 16.202.4.**

25

1 “Employee organization” means any organization or joint council of organizations which
2 includes employees of the City and County, and which has as one of its purposes
3 representing such employees in their relations with the City and County.

4 **SEC. 16.202.5.**

5 “Bargaining unit” means a unit established pursuant to Section 16.210 of this
6 Ordinance.

7 **SEC 16.202.6.**

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

12 **SEC. 16.202.7.**

13 “Mediation” means effort by an impartial third party to assist in reconciling a dispute
14 between an appointing power and a recognized employee organization over a matter subject
15 to meeting and conferring through interpretation, suggestion and advice.

16 **SEC.16.202.8.**

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

21 **SEC. 16.202.9.**

22 “Commission” means the Civil Service Commission of the City and County of San
23 Francisco as established pursuant to Section 10.100 of the San Francisco Charter.

24 **SEC. 16.202.10.**

1 “Professional employees,” for the purpose of this Ordinance, means employees
2 engaged in work requiring specialized knowledge and skills attained through completion of a
3 recognized course of instruction, including, but not limited to, attorneys, physicians, registered
4 nurses, engineers, architects, teachers, and various types of physical, chemical, and
5 biological scientists.

6 **SEC. 16.202.11.**

7 “Exclusive Representative” means an employee organization which, in accordance with
8 the MMBA, has been:

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

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

12 **SEC. 16.202.12.**

13 “Registered employee organization” means an employee organization which has been
14 registered with the Human Resources Director or designee, as provided in Section 16.209 of
15 this Ordinance.

16 **SEC. 16.202.13.**

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

21 **SEC. 16.202.14.**

22 “Supervisory employee” means any employee, as designated by the Human
23 Resources Director or designee, who has authority to hire, assign, evaluate or discipline other
24 employees, or to adjust their grievances, or effectively to recommend any such action.

25 **SEC. 16.202.15.**

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

3 **SEC. 16.203. EMPLOYEE RELATIONS DIVISION.**

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

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

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

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

21 (1) To certify as the exclusive representative of a bargaining unit that employee
22 organization which has been selected by the employees in such bargaining unit pursuant to
23 Section 16.211 of this Ordinance;
24
25

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

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

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

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

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

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

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

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

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

8 **SEC. 16.206. MANAGEMENT RIGHTS.**

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

19 **SEC. 16.207. EMPLOYEE RIGHTS.**

20 Employees of the City and County shall have the right to form, join and participate in
21 the activities of employee organizations of their own choosing for the purpose of
22 representation on all matters of employee relations. Employees of the City and County shall
23 also have the right to refuse to join or participate in the activities of employee organizations.
24 Employees shall also have the right to represent themselves individually in their employment
25 relations with the City and County, consistent with Government Code section 3502. No

1 employee shall be interfered with, intimidated, restrained, coerced or discriminated against
2 because of his or her exercise of those rights.

3 **SEC. 16.208. DESIGNATION OF MANAGEMENT, SUPERVISORY AND CONFIDENTIAL**
4 **EMPLOYEES.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

25

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

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

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

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

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

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

22 **Bargaining Unit # 1 (Operating Engineers)**

23 **Class Class Title**

24 7108 Heavy Equip Ops Asst Sprv

25 7110 Mobile Equipment Asst Sprv

1 7208 Heavy Equipment Ops Sprv
2 7210 Mobile Equipment Supervisor
3 7221 Asphalt Plant Supervisor 1
4 7328 Operating Engineer, Universal
5 7370 Rigger
6 7424 Dryer Mixer Operator
7 9331 Piledriver Engine Operator

8

9 **Bargaining Unit # 2 (Painters)**

10 **Class Class Title**

11 7242 Painter Supervisor 1
12 7278 Painter Supervisor 2
13 7346 Painter

14

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

16 **Class Class Title**

17 6248 Electrical Inspector
18 6249 Senior Electrical Inspector
19 6250 Chief Electrical Inspector
20 6252 Line Inspector
21 7229 Transmission Line Supervisor 1
22 7238 Electrician Supervisor 1
23 7244 Power Plant Supervisor 1
24 7255 Power House Electrician Sprv 1
25 7257 Communication Line Sprv1

- 1 7273 Communications Line Wrk Sprv 2
- 2 7275 Telecommunications Tech Supv
- 3 7276 Electrician Supervisor II
- 4 7285 Transmission Line Wrk Sprv 2
- 5 7287 Sprv Electronic Main Tech
- 6 7308 Cable Splicer
- 7 7318 Electronic Maintenance Tech
- 8 7319 Electric Motor Repairer
- 9 7329 Electr Maint Tech Asst Sprv
- 10 7338 Electrical Line Worker
- 11 7345 Electrician
- 12 7350 Trans and Dist Line Worker
- 13 7354 Apprentice Power Line Worker 1
- 14 7357 Apprentice Power Line Worker 2
- 15 7390 Welder
- 16 7430 Asst Electronic Main Tech
- 17 7432 Electrical Line Helper
- 18 7480 Power Generation Technician 1
- 19 7482 Power Generation Technician 2
- 20 7484 Sr Power Generation Tech
- 21 7488 Power Generation Supervisor
- 22 7510 Lighting Fixture Maint Worker
- 23 9240 Airport Electrician
- 24 9241 Airport Electrician Supervisor
- 25 9242 Head Airport Electrician

1 9354 Elevator and Crane Technician

2 9358 Crane Mechanic Supervisor

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4 **Bargaining Unit # 4 (BrickLayers)**

5 **Class Class Title**

6 7307 Bricklayer

7 7378 Tile Setter

8

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

10 **Class Class Title**

11 7393 Soft Floor Coverer

12 7394 Soft Floor Coverer Supervisor I

13

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

15 **Class Class Title**

16 1766 Media Production Tech

17 1767 Media Programming Spec

18 1769 Media Production Supv

19 1777 Media/Security Sys Spec

20 1781 Media/Security Syst Supv

21 7377 Stage Electrician

22

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

24 **Class Class Title**

25 1002 IS Operator-Journey

- 1 1003 IS Operator-Senior
- 2 1004 IS Operator-Analyst
- 3 1010 Information Systems Trainee
- 4 1011 IS Technician Assistant
- 5 1012 IS Technical-Journey
- 6 1014 IS Technician-Supervisor
- 7 1021 IS Administrator 1
- 8 1022 IS Administrator 2
- 9 1023 IS Administrator 3
- 10 1024 IS Administrator-Supervisor
- 11 1031 IS Trainer-Assistant
- 12 1032 IS Trainer-Journey
- 13 1033 IS Trainer-Senior
- 14 1041 IS Engineer-Assistant
- 15 1042 IS Engineer-Journey
- 16 1043 IS Engineer-Senior
- 17 1044 IS Engineer-Principal
- 18 1051 IS Business Analyst-Assistant
- 19 1052 IS Business Analyst
- 20 1053 IS Business Analyst-Senior
- 21 1054 IS Business Analyst-Principal
- 22 1061 IS Program Analyst-Assistant
- 23 1062 IS Programmer Analyst
- 24 1063 IS Programmer Analyst-Senior
- 25 1064 IS Prg Analyst-Principal

- 1 1070 IS Project Director
- 2 1091 IT Operations Support Administrator I
- 3 1092 IT Operations Support Administrator II
- 4 1093 IT Operations Support Administrator III
- 5 1094 IT Operations Support Administrator IV
- 6 1095 IT Operations Support Administrator V
- 7 1230 Instructional Designer
- 8 1232 Training Officer
- 9 1312 Public Information Officer
- 10 1314 Public Relations Officer
- 11 1360 Special Assistant 1
- 12 1361 Special Assistant 2
- 13 1362 Special Assistant 3
- 14 1363 Special Assistant 4
- 15 1364 Special Assistant 5
- 16 1365 Special Assistant 6
- 17 1366 Special Assistant 7
- 18 1367 Special Assistant 8
- 19 1368 Special Assistant 9
- 20 1369 Special Assistant 10
- 21 1370 Special Assistant 11
- 22 1371 Special Assistant 12
- 23 1649 Accountant Intern
- 24 1650 Accountant I
- 25 1652 Accountant II

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| 1 | 1654 | Accountant III |
| 2 | 1657 | Accountant IV |
| 3 | 1670 | Financial Systems Supervisor |
| 4 | 1684 | Auditor II |
| 5 | 1686 | Auditor III |
| 6 | 1803 | Performance Analyst I |
| 7 | 1804 | Statistician |
| 8 | 1805 | Performance Analyst II |
| 9 | 1806 | Senior Statistician |
| 10 | 1823 | Senior Administrative Analyst |
| 11 | 1824 | Pr Administrative Analyst |
| 12 | 1825 | Prnpl Admin Analyst II |
| 13 | 1827 | Administrative Services Mgr |
| 14 | 1830 | Perf Analyst III Project Mgr |
| 15 | 1867 | Auditor I |
| 16 | 1942 | Assistant Materials Coordinator |
| 17 | 1944 | Materials Coordinator |
| 18 | 1950 | Assistant Purchaser |
| 19 | 1952 | Purchaser |
| 20 | 1956 | Senior Purchaser |
| 21 | 1958 | Supervising Purchaser |
| 22 | 2107 | Med Staff Svcs Dept Anl |
| 23 | 2119 | Health Care Analyst |
| 24 | 2218 | Physician Assistant |
| 25 | 2403 | Forensic Laboratory Analyst |

- 1 2456 Forensic Toxicologist
- 2 2457 Forensic Toxicologist Supervisor
- 3 2458 Chief Forensic Toxicologist
- 4 2481 Water Quality Tech
- 5 2482 Water Quality Tech III
- 6 2483 Biologist
- 7 2484 Biologist III
- 8 2485 Supv Biologist
- 9 2486 Chemist
- 10 2487 Chemist III
- 11 2488 Supv Chemist
- 12 2489 Lab Svcs Mgr
- 13 2538 Audiometrist
- 14 2540 Audiologist
- 15 2542 Speech Pathologist
- 16 2548 Occupational Therapist
- 17 2550 Senior Occupational Therapist
- 18 2551 Mental Hlth Treatment Spec
- 19 2555 Physical Therapist Assistant
- 20 2556 Physical Therapist
- 21 2558 Senior Physical Therapist
- 22 2561 Optometrist
- 23 2566 Rehabilitation Counselor
- 24 2576 Supervising Clinical Psychologist
- 25 2589 Health Program Coordinator 1

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|----|------|--------------------------------|
| 1 | 2591 | Health Program Coordinator 2 |
| 2 | 2593 | Health Program Coordinator 3 |
| 3 | 2594 | Employee Assistance Counselor |
| 4 | 2595 | Sr Employee Asst Counselor |
| 5 | 2802 | Epidemiologist 1 |
| 6 | 2803 | Epidemiologist 2 |
| 7 | 2819 | Assistant Health Educator |
| 8 | 2822 | Health Educator |
| 9 | 2825 | Senior Health Educator |
| 10 | 2846 | Nutritionist |
| 11 | 2924 | Medical Social Work Supervisor |
| 12 | 2978 | Contract Compliance Officer 2 |
| 13 | 2982 | Rent Board Supervisor |
| 14 | 2992 | Contract Compliance Officer 1 |
| 15 | 3374 | Volunteer/Outreach Coord |
| 16 | 4140 | Real Property Manager |
| 17 | 4142 | Senior Real Property Officer |
| 18 | 4143 | Principal Real Property Ofc |
| 19 | 4220 | Personal Property Auditor |
| 20 | 4222 | Sr Personal Property Auditor |
| 21 | 4224 | Pr Personal Property Auditor |
| 22 | 4230 | Estate Investigator |
| 23 | 4231 | Senior Estate Investigator |
| 24 | 4260 | Real Prop Appraiser Trainee |
| 25 | 4261 | Real Property Appraiser |

| | | |
|----|------|--------------------------------|
| 1 | 4265 | Senior Real Property Appraiser |
| 2 | 4267 | Pr Real Property Appraiser |
| 3 | 5120 | Architectural Administrator |
| 4 | 5130 | Sewage Treatment Plant Supt |
| 5 | 5174 | Administrative Engineer |
| 6 | 5177 | Safety Officer |
| 7 | 5201 | Junior Engineer |
| 8 | 5203 | Asst Engr |
| 9 | 5207 | Assoc Engineer |
| 10 | 5209 | Industrial Engineer |
| 11 | 5211 | Eng/Arch/Landscape Arch Sr |
| 12 | 5212 | Engineer/Architect Principal |
| 13 | 5214 | Building Plans Engineer |
| 14 | 5215 | Fire Protection Engineer |
| 15 | 5216 | Chief Surveyor |
| 16 | 5218 | Structural Engineer |
| 17 | 5219 | Senior Structural Engineer |
| 18 | 5241 | Engineer |
| 19 | 5260 | Architectural Assistant 1 |
| 20 | 5261 | Architectural Assistant 2 |
| 21 | 5262 | Landscape Architect Assoc 1 |
| 22 | 5265 | Architectural Associate 1 |
| 23 | 5266 | Architectural Associate 2 |
| 24 | 5268 | Architect |
| 25 | 5272 | Landscape Architect Assoc 2 |

- 1 5274 Landscape Architect
- 2 5275 Planner Technician
- 3 5276 City Planning Intern
- 4 5277 Planner 1
- 5 5278 Planner 2
- 6 5283 Planner 5
- 7 5288 Transportation Planner II
- 8 5289 Transportation Planner III
- 9 5290 Transportation Planner IV
- 10 5291 Planner 3
- 11 5293 Planner 4
- 12 5298 Planner 3-Environmental Review
- 13 5299 Planner 4-Environmental Review
- 14 5301 Manager, Traffic Painting Program
- 15 5302 Traffic Survey Technician
- 16 5303 Sprv, Traffic & Street Signs
- 17 5304 Materials Testing Aide
- 18 5305 Materials Testing Technician
- 19 5306 Traffic Sign Manager
- 20 5310 Survey Assistant I
- 21 5312 Survey Assistant II
- 22 5314 Survey Associate
- 23 5320 Illustrator and Art Designer
- 24 5330 Graphics Supervisor
- 25 5362 Engineering Assistant

- 1 5364 Engineering Associate 1
- 2 5366 Engineering Associate 2
- 3 5380 StdntDsgnTrain1, Arch/Eng/PIng
- 4 5381 StdntDsgn Train2/Arch/Eng/PIng
- 5 5382 StdntDsgnTrain3, Arch/Eng/PIng
- 6 5408 Coord of Citizen Involvement
- 7 5502 Project Manager 1
- 8 5504 Project Manager 2
- 9 5506 Project Manager 3
- 10 5508 Project Manager 4
- 11 5601 Utility Analyst
- 12 5602 Utility Specialist
- 13 5620 Regulatory Specialist
- 14 5638 Environmental Assistant
- 15 5640 Environmental Spec
- 16 5642 Sr. Environmental Spec
- 17 5644 Principal Environ Specialist
- 18 6115 Wastewater Cont Inspector
- 19 6116 Sprv Wastewater Cont Inspector
- 20 6130 Safety Analyst
- 21 6137 Assistant Industrial Hygienist
- 22 6138 Industrial Hygienist
- 23 6222 Depty Sealer of Weights & Meas
- 24 6230 Street Inspector
- 25 6231 Senior Street Inspector

- 1 6232 Street Inspection Supervisor
- 2 6262 Plan Checker
- 3 6266 Senior Plan Checker
- 4 6270 Housing Inspector
- 5 6272 Senior Housing Inspector
- 6 6274 Chief Housing Inspector
- 7 6281 Fire Safety Inspector 2
- 8 6317 Assistant Const Inspector
- 9 6318 Construction Inspector
- 10 6319 Senior Const Inspector
- 11 6335 Disability Access Coordinator
- 12 7132 Telecommunication Supervisor
- 13 7336 Electr Instrmntn Tech Wtr Poll
- 14 7457 Sign Worker
- 15 8132 DA Investigative Assist
- 16 8167 Admin Hearing Examiner
- 17 8168 Administrative Hearing Supervisor
- 18 8173 Legal Assistant
- 19 8219 Parking Enforcement Admin
- 20 8240 Pub Safety Communication Coord
- 21 8247 Emergency Planning Coordinator
- 22 8252 Forensic Latent Examiner I
- 23 8253 Forensic Latent Examiner II
- 24 8254 Forensic Latent Examiner Supervisor
- 25 8259 Criminalist I

- 1 8260 Criminalist II
- 2 8262 Criminalist III
- 3 8264 Forensic Document Examiner
- 4 8600 Emergency Services Assistant
- 5 8601 Emergency Services Coord I
- 6 8602 Emergency Services Coord II
- 7 8603 Emergency Services Coord III
- 8 8604 Emergency Services Coord IV
- 9 9196 Senior Light Rail Vehicle Equipment Engineer
- 10 9197 Signal And Systems Engineer
- 11 9206 Airport Property Specialist 1
- 12 9255 Airport Economic Planner
- 13 9376 Market Research Spec, Port
- 14 9377 Feasibility Analyst, Port
- 15 9386 Senior Property Manager, Port
- 16 9393 Maritime Marketing Repr
- 17 9395 Property Manager, Port

18

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

20 **Class Class Title**

- 21 1130 Youth Comm Advisor
- 22 1203 Personnel Technician
- 23 1229 Special Examiner
- 24 1231 EEO Senior Specialist
- 25 1233 EEO Programs Specialist

- 1 1241 Personnel Analyst
- 2 1244 Senior Personnel Analyst
- 3 1246 Principal Personnel Analyst
- 4 1249 Personnel Trainee
- 5 1250 Recruiter
- 6 1452 Executive Secretary 2
- 7 1454 Executive Secretary 3
- 8 1492 Asst Clk, Board of Supervisors
- 9 1512 Cfdntal Sctry & Ex Asst Publ Dfdr
- 10 1520 Cfdntal Sctry to District Atty
- 11 1522 Cfdntal Sctry to City Atty
- 12 1543 Secretary, Comm on the Environ
- 13 1544 Secretary, Library Commission
- 14 1548 Sctry, Human Svcs. Commission
- 15 1549 Sctry, Juv Probation Comm
- 16 1551 Secretary, Health Commission
- 17 1555 Sctry, Bldg Inspection Comm
- 18 1574 Ex Asst to the Controller
- 19 1835 Legislative Assistant
- 20 8116 Legislative Calendar Clerk
- 21 8118 Legislative Clerk
- 22 8151 Claims Investigator, CA
- 23 8152 Sr Claims Invstgtr, Cty Atty Ofc
- 24 8169 Legislative Asst City Atty Ofc
- 25

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

2 **Class Class Title**

3 9328 Apprentice Pile Worker I

4 9329 Apprentice Pile Worker II

5 9330 Pile Worker

6 9332 Piledriver Supervisor 1

7

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

9 **Class Class Title**

10 7428 Hodcarrier

11

12 **Bargaining Unit # 11 (Plumbers)**

13 **Class Class Title**

14 1466 Meter Reader

15 6242 Plumbing Inspector

16 6244 Chief Plumbing Inspector

17 6246 Senior Plumbing Inspector

18 7134 Water Const & Main Supt

19 7136 Water Shops & Equip Supt

20 7204 Chief Water Service Inspector

21 7213 Plumber Supervisor 1

22 7239 Plumber Supervisor 2

23 7240 Water Meter Shop Supervisor 1

24 7248 Steamfitter Supervisor 2

25 7250 Utility Plumber Supervisor 1

- 1 7284 Utility Plumber Supervisor 2
- 2 7316 Water Service Inspector
- 3 7317 Senior Water Service Inspector
- 4 7347 Plumber
- 5 7348 Steamfitter
- 6 7349 Steamfitter Supervisor I
- 7 7353 Water Meter Repairer
- 8 7360 Pipe Welder
- 9 7388 Utility Plumber
- 10 7449 Sewer Service Worker
- 11 7463 Utility Plumber Apprentice

12

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

14 **Class Class Title**

- 15 5148 Water Operations Analyst
- 16 5149 Supt Water Treatment Fac
- 17 7120 Bldgs & Grounds Maint Supt
- 18 7203 Bldg & Grounds Maint Sprv
- 19 7205 Chief Stationary Engineer
- 20 7223 Cable Machinery Supervisor
- 21 7245 Chf Statnry Eng, Wtr Treat Plnt
- 22 7252 Chf Stationary Eng, Sew Plant
- 23 7262 Maintenance Planner
- 24 7286 Wire Rope Cable Maint Supervisor
- 25 7314 Apprentice Stationary Engineer I

- 1 7333 Apprentice Stationary Engineer
- 2 7334 Stationary Engineer
- 3 7335 Senior Stationary Engineer
- 4 7339 AprntcStatnry Eng,WtrTreatPlnt
- 5 7341 Statnry Eng Water Treat Plant
- 6 7343 Sr Statnry Eng, Wtr Treat Plnt
- 7 7352 Apprentice Stationary Engineer, Water Treatment Plant II
- 8 7356 Apprentice Stationary Engineer, Sewage Plant II
- 9 7372 Stationary Eng, Sewage Plant
- 10 7373 Sr. Stationary Eng, Sew Plant
- 11 7375 Aprntc Statnry Eng, Sew Plant
- 12 7420 Bridgetender
- 13 7472 Wire Rope Cable Maint Mech
- 14 7473 Wire Rope Cable Maint Mech Trainee
- 15 9232 Airport Mechanical Maint Sprv

16

17 **Bargaining Unit # 13 (Roofers)**

18 **Class Class Title**

- 19 9343 Roofer
- 20 9344 Roofer Supervisor 1

21

22 **Bargaining Unit # 14 (Plasterers)**

23 **Class Class Title**

- 24 7361 Plasterer

25

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

2 **Class Class Title**

- 3 6235 Heating/Ventilating Inspector
4 7247 Sheet Metal Wrk Supervisor 2
5 7376 Sheet Metal Worker
6 9345 Sheet Metal Supervisor 1

7

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

9 **Class Class Title**

- 10 7126 Mech Shop & Equip Supt
11 7232 HH Mechanical Shop Sprv
12 7249 Automotive Mechanic Sprv 1
13 7254 Automotive Machinist Sprv 1
14 7258 Maintenance Machinist Sprv 1
15 7277 City Shops Asst Superintendent
16 7306 Automotive Body & Fender Wrk
17 7309 Car and Auto Painter
18 7313 Automotive Machinist
19 7315 Auto Machinist Asst Sprv
20 7320 Apprentice Automotive Machinist 1
21 7321 Apprentice Automotive Machinist 2
22 7322 Auto Body & Fender Worker Asst Sprv
23 7325 General Utility Mechanic
24 7327 Apprentice Maintenance Machinist I
25 7330 Sr General Utility Mechanic

- 1 7331 Apprentice Maintenance Machinist II
- 2 7332 Maintenance Machinist
- 3 7337 Main Machinist Asst Sprv
- 4 7381 Automotive Mechanic
- 5 7382 Automotive Mechanic Asst Sprv
- 6 7434 Maintenance Machinist Helper

7

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

9 **Class Class Title**

- 10 2233 Supervising Physician Spec

11

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

13 **Class Class Title**

- 14 2210 Dentist
- 15 2230 Physician Specialist
- 16 2232 Senior Physician Specialist
- 17 2292 Shelter Veterinarian
- 18 2598 Asst Med Examiner

19

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

21 **Class Class Title**

- 22 1773 Media Training Specialist
- 23 7412 Auto Svc Wrk Asst Sprv
- 24 8126 Sr Investigator, OCC
- 25 9144 Investigator, Taxi and Accessible Services

- 1 9155 Claims Investigator
- 2 9156 Senior Claims Investigator
- 3 9157 Claims Adjuster

4

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

6 **Class Class Title**

- 7 7355 Truck Driver

8

9 **Bargaining Unit # 21 (Carpenters)**

10 **Class Class Title**

- 11 7226 Carpenter Supervisor 1
- 12 7236 Locksmith Supervisor 1
- 13 7272 Carpenter Supervisor 2
- 14 7342 Locksmith
- 15 7344 Carpenter
- 16 7358 Pattern Maker

17

18 **Bargaining Unit # 22 (Administrative/Clerical)**

19 **Class Class Title**

- 20 1201 Personnel Technician Trainee
- 21 1202 Personnel Clerk
- 22 1204 Senior Personnel Clerk
- 23 1209 Benefits Technician
- 24 1210 Benefits Analyst
- 25 1220 Payroll Clerk

- 1 1227 Testing Technician
- 2 1310 Public Relations Assistant
- 3 1322 Customer Service Agent Trainee
- 4 1324 Customer Service Agent
- 5 1402 Junior Clerk
- 6 1403 Elections Clerk
- 7 1404 Clerk
- 8 1422 Junior Clerk Typist
- 9 1424 Clerk Typist
- 10 1430 Transcriber Typist
- 11 1436 Brailist
- 12 1444 Secretary 1
- 13 1446 Secretary 2
- 14 1450 Executive Secretary 1
- 15 1458 Legal Secretary 1
- 16 1460 Legal Secretary 2
- 17 1471 Elections Worker
- 18 1474 Claims Process Clerk
- 19 1476 Senior Claims Process Clerk
- 20 1478 Senior Water Services Clerk
- 21 1630 Account Clerk
- 22 1632 Senior Account Clerk
- 23 1635 Health Care Billing Clerk 1
- 24 1636 Health Care Billing Clerk 2
- 25 1637 Patient Accounts Clerk

- 1 1704 Communications Dispatcher 1
- 2 1706 Telephone Operator
- 3 1708 Senior Telephone Operator
- 4 1721 Senior Data Entry Operator
- 5 1750 Microphoto/Imaging Technician
- 6 1752 Sr. Microphoto/Imaging Tech.
- 7 1760 Offset Machine Operator
- 8 1762 Senior Offset Machine Operator
- 9 1802 Research Assistant
- 10 1812 Assistant Retirement Analyst
- 11 1820 Junior Administrative Analyst
- 12 1840 Junior Management Assistant
- 13 1842 Management Assistant
- 14 1920 Inventory Clerk
- 15 2105 Patient Svcs Finance Tech
- 16 2110 Medical Records Clerk
- 17 2112 Medical Records Technician
- 18 2903 Hospital Eligibility Worker
- 19 2904 Human Services Technician
- 20 2905 Human Services Agency Senior Eligibility Worker
- 21 2913 Program Specialist
- 22 2919 Child Care Specialist
- 23 2975 Citizens Complaint Officer
- 24 2996 Rep, Human Rights Comm
- 25 2998 Rep, Comm Status of Women

- 1 3302 Admission Attendant
- 2 3406 Land Use Aide
- 3 3518 Assoc Musm Cnsvt, AAM
- 4 3549 Arts Program Assistant
- 5 3554 Associate Museum Registrar
- 6 3556 Museum Registrar
- 7 3602 Library Page
- 8 3610 Library Assistant
- 9 3616 Library Technical Assistant 1
- 10 3618 Library Technical Assistant 2
- 11 4119 Events & Facilities Specialist
- 12 4202 Assessment Clerk
- 13 4213 Assessor-Recorder Office Assistant
- 14 4214 Assessor-Recorder Office Specialist
- 15 4215 Assessor-Recorder Senior Office Specialist
- 16 4306 Collections Officer
- 17 4308 Senior Collections Officer
- 18 4320 Cashier 1
- 19 4321 Cashier 2
- 20 4322 Cashier 3
- 21 6108 Environmental Hlth Tech 1
- 22 6321 Permit Technician I
- 23 6322 Permit Technician II
- 24 6323 Permit Technician III
- 25 8104 Victim & Witness Technician

- 1 8106 Legal Process Clerk
- 2 8108 Senior Legal Process Clerk
- 3 8109 Document Examiner Technician
- 4 8113 Court Clerk
- 5 8138 Court Reporter
- 6 8141 Worker's Compensation Adjuster
- 7 8157 Child Support Officer I
- 8 8158 Child Support Officer II
- 9 8237 Public Safety Comm Tech
- 10 8238 Public Safety Comm Disp
- 11 8249 Fingerprint Technician 1
- 12 8250 Fingerprint Technician 2
- 13 9202 Airport Communications Disp
- 14 9702 Employment & Training Spec 1
- 15 9703 Human Services Agency Employment & Training Spec II
- 16 9770 Community Development Asst
- 17 9772 Community Development Spec
- 18 9774 Sr. Community Devl Spc 1
- 19 9775 Sr Community Dev Spec 2
- 20 9910 Public Service Trainee
- 21 9912 Public Service Aide-Technical
- 22 9914 Public Service Aide-Admin
- 23 9920 Public Service Aide-Asst. to Prof.
- 24 9922 PS Aide to Prof.
- 25

| | |
|----|---|
| 1 | Bargaining Unit # 23 (Allied Health) |
| 2 | Class Class Title |
| 3 | 1428 Unit Clerk |
| 4 | 1429 Nurses Staffing Assistant |
| 5 | 1440 Medical Transcriber Typist |
| 6 | 1464 Medical Clerk Stenographer |
| 7 | 1664 Patient Accounts Manager |
| 8 | 2106 Med Staff Svcs Dept Spc |
| 9 | 2202 Dental Aide |
| 10 | 2204 Dental Hygienist |
| 11 | 2302 Nursing Assistant |
| 12 | 2303 Patient Care Assistant |
| 13 | 2305 Psychiatric Technician |
| 14 | 2306 Senior Psychiatric Orderly |
| 15 | 2310 Surgical Procedures Technician |
| 16 | 2312 Licensed Vocational Nurse |
| 17 | 2314 Behavioral Health Team Leader |
| 18 | 2390 Central Processing & Dist Tech |
| 19 | 2402 Laboratory Technician I |
| 20 | 2406 Pharmacy Helper |
| 21 | 2409 Pharmacy Technician |
| 22 | 2416 Laboratory Technician II |
| 23 | 2424 Diagnostic Imaging Assistant |
| 24 | 2430 Medical Evaluations Assistant |
| 25 | 2436 Electroencephalograph Tech 1 |

- 1 2440 Vet Laboratory Technologist
- 2 2514 Orthopedic Technician 1
- 3 2515 Orthopedic Technician 2
- 4 2520 Morgue Attendant
- 5 2523 Forensic Autopsy Technician
- 6 2533 Emergency Med Svcs Agency Spc
- 7 2554 Therapy Aide
- 8 2565 Acupuncturist
- 9 2583 Home Health Aide
- 10 2585 Health Worker 1
- 11 2586 Health Worker 2
- 12 2622 Dietetic Technician
- 13 2624 Dietitian
- 14 2818 Health Program Planner
- 15 2820 Senior Health Program Planner
- 16 2908 Senior Hospital Eligibility Worker
- 17 8420 Rehabilitation Svcs Coord
- 18 9924 PS Aide Health Services

19

20 **Bargaining Unit # 24 (Security and Investigative)**

21 **Class Class Title**

- 22 2577 Med Examiner's Investigator I
- 23 2578 Med Examiner's Investigator II
- 24 4334 Investigator, Tax Collector
- 25 8124 Investigator Ofc Citizen Cmplnts

| | | |
|----|------|---|
| 1 | 8129 | Victim/Witness Investigator 1 |
| 2 | 8139 | Industrial Injury Investigator |
| 3 | 8142 | Public Defender's Investigator |
| 4 | 8202 | Security Guard |
| 5 | 8204 | Institutional Police Officer |
| 6 | 8207 | Bldg & Grounds Patrol Officer |
| 7 | 8208 | Park Patrol Officer |
| 8 | 8210 | Head Park Patrol Officer |
| 9 | 8226 | Museum Guard |
| 10 | 8318 | Counselor 2 |
| 11 | 8320 | Counselor, Juvenile Hall |
| 12 | 8321 | Counselor, Log Cabin Ranch |
| 13 | 8446 | Court Alternative Specialist 1 |
| 14 | 8529 | Probation Assistant |
| 15 | 8562 | Counselor, Juvenile Hall (SFERS) |
| 16 | 8564 | Counselor, Log Cabin Ranch (SFERS) |
| 17 | 8566 | Counselor 2 (SFERS) |
| 18 | 9209 | Community Police Services Aide |
| 19 | 9212 | Airport Safety Officer |
| 20 | | |
| 21 | | Bargaining Unit # 25 (Service/Maintenance) |
| 22 | | Class Class Title |
| 23 | 1770 | Photographer |
| 24 | 1774 | Head Photographer |
| 25 | 1929 | Parts Storekeeper |

| | | |
|----|------|--------------------------------|
| 1 | 1930 | Warehouse Worker |
| 2 | 1932 | Assistant Storekeeper |
| 3 | 1934 | Storekeeper |
| 4 | 2604 | Food Service Worker |
| 5 | 2608 | Supply Room Attendant |
| 6 | 2650 | Assistant Cook |
| 7 | 2652 | Baker |
| 8 | 2654 | Cook |
| 9 | 2656 | Chef |
| 10 | 2706 | House Keeper/Food Service Clnr |
| 11 | 2708 | Custodian |
| 12 | 2736 | Porter |
| 13 | 2770 | Senior Laundry Worker |
| 14 | 2772 | Sewing Technician |
| 15 | 3208 | Pool Lifeguard |
| 16 | 3209 | Swimming Instructor |
| 17 | 3210 | Swimming Instr/Pool Lifeguard |
| 18 | 3246 | Pianist |
| 19 | 3260 | Crafts Instructor |
| 20 | 3264 | Camp Assistant |
| 21 | 3278 | Recreation Facility Assistant |
| 22 | 3279 | Recreation Leader |
| 23 | 3280 | Assistant Recreation Director |
| 24 | 3284 | Recreation Director |
| 25 | 3310 | Stable Attendant |

- 1 3375 Animal Health Technician
- 2 3450 Agricultural Inspector
- 3 3502 Musm Exhibit Packer & Repairer
- 4 3520 Museum Preparator
- 5 3522 Senior Museum Preparator
- 6 5264 Airport Noise Abatement Spec
- 7 6220 Inspector, Weights & Measures
- 8 7219 Maintenance Scheduler
- 9 7302 Audio-Visual Equipment Tech
- 10 7303 Barber
- 11 7324 Beautician
- 12 7362 Comm Systems Technician
- 13 7368 Senior Comm Systems Technician
- 14 7392 Window Cleaner
- 15 7416 Book Repairer
- 16 7441 Tools Room Mechanic/Custodian
- 17 7450 Shade and Drapery Worker
- 18 7524 Institution Utility Worker
- 19 7542 Watershed Worker (Seasonal)
- 20 8201 School Crossing Guard
- 21 8234 Fire Alarm Dispatcher
- 22 8274 Police Cadet
- 23 8300 Sheriff's Cadet
- 24 8301 Sheriff's Property Keeper
- 25 8316 Assistant Counselor

1 8560 Assistant Counselor (SFERS)

2 9355 Wharfinger 1

3

4 **Bargaining Unit # 26 (Specialists/Technical)**

5 **Class Class Title**

6 1771 Media Production Specialist

7 1822 Administrative Analyst

8 2450 Pharmacist

9 2454 Clinical Pharmacist

10 2467 Diagnostic Imaging Tech I

11 2468 Diagnostic Imaging Tech II

12 2469 Diagnostic Imaging Tech III

13 2470 Diagnostic Imaging Tech IV

14 2536 Respiratory Care Practitioner

15 2574 Clinical Psychologist

16 2575 Research Psychologist

17 2910 Social Worker

18 2912 Senior Social Worker

19 2916 Social Work Specialist

20 2917 Program Support Analyst

21 2918 HSA Social Worker

22 2920 Medical Social Worker

23 2930 Behavioral Health Clinician

24 2931 Marriage, Family & Child Cnslr

25 2940 Protective Services Worker

1 3283 Recreation Specialist
2 3630 Librarian 1
3 4331 Security Analyst
4 5322 Graphic Artist
5 5408 Coord of Citizen Involvement
6 9722 Specialist in Aging 2

7

8 **Bargaining Unit # 27 (Supervisory)**

9 **Class Class Title**

10 1218 Payroll Supervisor
11 1222 Sr Payroll & Personnel Clerk
12 1224 Pr Payroll & Personnel Clerk
13 1226 Chf Payroll & Personnel Clerk
14 1326 Customer Service Agent Supv
15 1406 Senior Clerk
16 1408 Principal Clerk
17 1410 Chief Clerk
18 1426 Senior Clerk Typist
19 1431 Senior Unit Clerk
20 1432 Senior Transcriber Typist
21 1435 Shelter Officer Supervisor
22 1437 Shelter Office Asst Supv
23 1441 Sr Medical Transcriber Typist
24 1470 Svcs & Supply Asst Sprv
25 1480 Principal Water Services Clerk

| | | |
|----|------|---------------------------------|
| 1 | 1634 | Principal Account Clerk |
| 2 | 1662 | Patient Accounts Asst Sprv |
| 3 | 1663 | Patient Accounts Supervisor |
| 4 | 1705 | Communications Dispatcher 2 |
| 5 | 1710 | Chief Telephone Operator |
| 6 | 1764 | Mail & Reproduction Svc Sprv |
| 7 | 1813 | Senior Benefits Analyst |
| 8 | 1814 | Benefits Supervisor |
| 9 | 1844 | Senior Management Assistant |
| 10 | 1922 | Senior Inventory Clerk |
| 11 | 1924 | Materials/Supplies Supervisor |
| 12 | 1926 | Sr Materials & Supplies Sprv |
| 13 | 1931 | Senior Parts Storekeeper |
| 14 | 1935 | Principal Parts Storekeeper |
| 15 | 1936 | Senior Storekeeper |
| 16 | 1938 | Stores & Equip Asst Sprv |
| 17 | 2114 | Medical Records Tech Sprv |
| 18 | 2392 | Sr Cent Proc & Dist Tech |
| 19 | 2408 | Senior Pharmacy Helper |
| 20 | 2434 | Sr Electrocardiograph Tech |
| 21 | 2522 | Senior Morgue Attendant |
| 22 | 2537 | Respiratory Care Prctnr 2 |
| 23 | 2552 | Dir of Act, Therapy & Vol Svcs |
| 24 | 2579 | Med Examiner's Investigator III |
| 25 | 2587 | Health Worker 3 |

| | | |
|----|------|--|
| 1 | 2588 | Health Worker 4 |
| 2 | 2606 | Senior Food Service Worker |
| 3 | 2618 | Food Service Supervisor |
| 4 | 2619 | Senior Food Service Supervisor |
| 5 | 2626 | Chief Dietitian |
| 6 | 2716 | Custodial Assistant Supervisor |
| 7 | 2718 | Custodial Supervisor |
| 8 | 2719 | Janitorial Svcs Asst Sprv |
| 9 | 2720 | Janitorial Services Supervisor |
| 10 | 2738 | Porter Assistant Supervisor |
| 11 | 2740 | Porter Supervisor 1 |
| 12 | 2907 | Eligibility Worker Supervisor |
| 13 | 2909 | Hospital Elig Wrk Supervisor |
| 14 | 2914 | Social Work Supervisor |
| 15 | 2915 | Program Specialist Supervisor |
| 16 | 2922 | Senior Medical Social Worker |
| 17 | 2932 | Senior Behavioral Health Clinician |
| 18 | 2933 | Conservatorship/Case Mgt Sprv |
| 19 | 2935 | Sr Marriage, Fam & Cld Cnslr |
| 20 | 2944 | Protective Services Supervisor |
| 21 | 2948 | Human Services Section Mgr |
| 22 | 2991 | Coord, Human Rights Comm |
| 23 | 3213 | Aquatics Facility Assistant Supervisor |
| 24 | 3214 | Senior Swimming Instructor |
| 25 | 3215 | Aquatics Facility Supervisor |

| | | |
|----|------|--------------------------------|
| 1 | 3232 | Marina Assistant |
| 2 | 3286 | Recreation Coordinator |
| 3 | 3287 | Asst Recreation Supervisor |
| 4 | 3289 | Recreation Supervisor |
| 5 | 3291 | Principal Recreation Sprv |
| 6 | 3292 | Asst Superintendent Rec |
| 7 | 3371 | Animal Care Supervisor |
| 8 | 3373 | Animal Control Supervisor |
| 9 | 3376 | Animal Care Asst Supv |
| 10 | 3378 | Field Svcs Asst Supv |
| 11 | 3480 | Farmers Market Manager |
| 12 | 3524 | Principal Museum Preparator |
| 13 | 3525 | Chief Preparator |
| 14 | 3546 | Curator 4 |
| 15 | 3558 | Senior Museum Registrar |
| 16 | 3632 | Librarian 2 |
| 17 | 3633 | Librarian 2 - Asian Arts |
| 18 | 3634 | Librarian 3 |
| 19 | 4335 | Sr Investigator, Tax Collector |
| 20 | 4337 | Pr Investigator, Tax Collector |
| 21 | 4366 | Collection Supervisor |
| 22 | 5271 | Sr Airport Noise Abatement Spe |
| 23 | 6110 | Environmental Hlth Tech 2 |
| 24 | 7211 | Cement Finisher Supervisor 2 |
| 25 | 7218 | Asbestos Abatement Worker 2 |

| | | |
|----|------|--------------------------------|
| 1 | 7227 | Cement Finisher Supervisor 1 |
| 2 | 7243 | Parking Meter Repairer Sprv 1 |
| 3 | 7259 | Water & Power Maint Sprv 1 |
| 4 | 7268 | Window Cleaner Supervisor |
| 5 | 7270 | Watershed Keeper Supervisor |
| 6 | 7418 | Senior Book Repairer |
| 7 | 7470 | Watershed Keeper |
| 8 | 8131 | Victim/Witness Investigator 2 |
| 9 | 8133 | Victim/Witness Investigator 3 |
| 10 | 8135 | Asst Chf Victim/Wit Invstgtr |
| 11 | 8143 | Sr Public Defenders Invstgtr |
| 12 | 8159 | Child Support Officer III |
| 13 | 8165 | Worker's Comp Supervisor 1 |
| 14 | 8170 | Medical Claims Supervisor |
| 15 | 8211 | Supv Bldg Grounds Patrol Ofcr |
| 16 | 8217 | Comm Pol Svcs Aide Supervisor |
| 17 | 8228 | Museum Sec Supv |
| 18 | 8236 | Chief Fire Alarm Dispatcher |
| 19 | 8239 | Public Safety Comm Supv |
| 20 | 8251 | Fingerprint Technician 3 |
| 21 | 8452 | Criminal Justice Specialist 2 |
| 22 | 9203 | Sr Airport Communications Disp |
| 23 | 9204 | Airports Communications Sprv |
| 24 | 9220 | Airport Operations Supervisor |
| 25 | 9230 | Airport Custodial Svcs Sprv |

1 9234 Airport Security ID Technician
2 9236 Airport Ground Transport Tech
3 9356 Wharfinger 2
4 9704 Employment & Training Spec 3
5 9705 Employment & Training Spec 4
6 9706 Employment & Training Spec 5
7 9708 Employment & Training Spec 6

8

9 **Bargaining Unit # 28 (Environmental and Natural Sciences)**

10 **Class Class Title**

11 2806 Disease Control Investigator
12 2808 Sr Disease Control Investigator
13 2810 Pr Disease Control Investigator
14 3342 Zoo Curator
15 3541 Curator 1
16 3542 Curator 2
17 3544 Curator 3
18 6120 Environmental Health Inspector
19 6122 Sr Environmental Hlth Inspector
20 6124 Pr Environmental Hlth Inspector

21

22 **Bargaining Unit # 29 (Automotive Service Workers)**

23 **Class Class Title**

24 7410 Automotive Service Worker

25

| | |
|----|---|
| 1 | Bargaining Unit # 30 (Laborers) |
| 2 | Class Class Title |
| 3 | 3402 Farmer |
| 4 | 3408 Apprentice Arborist Technician I |
| 5 | 3409 Apprentice Arborist Technician II |
| 6 | 3410 Apprentice Gardener |
| 7 | 3417 Gardener |
| 8 | 3419 Municipal Stadium Groundskeeper |
| 9 | 3422 Park Section Supervisor |
| 10 | 3424 Integrated Pest Management Specialist |
| 11 | 3425 Senior Integrated Pest Management Specialist |
| 12 | 3428 Nursery Specialist |
| 13 | 3430 Chief Nursery Specialist |
| 14 | 3434 Arborist Technician |
| 15 | 3435 Urban Forestry Inspector |
| 16 | 3436 Arborist Technician Supervisor |
| 17 | 3438 Arborist Technician Supervisor II |
| 18 | 7215 General Laborer Supervisor 1 |
| 19 | 7220 Asphalt Finisher Supervisor 1 |
| 20 | 7246 Sewer Repair Supervisor |
| 21 | 7281 Street Environ Svcs Oprs Supv |
| 22 | 7282 Street Repair Supervisor 2 |
| 23 | 7404 Asphalt Finisher |
| 24 | 7421 Sewer Maintenance Worker |
| 25 | 7458 Switch Repairer |

- 1 7501 Environmental Service Worker
- 2 7502 Asphalt Worker
- 3 7514 General Laborer
- 4 9916 Public Service Aide – Public Works

5

6 **Bargaining Unit # 31 (Attorneys)**

7 **Class Class Title**

- 8 8177 Attorney (Civil/Criminal)
- 9 8181 Assistant Chief Attorney 1
- 10 8182 Head Atty, Civil & Criminal
- 11 8183 Assistant Chief Attorney 2
- 12 8190 Attorney, Tax Collector
- 13 8193 Chief Atty1 (Civil & Criminal)

14

15 **Bargaining Unit # 32 (Managers)**

16 **Class Class Title**

- 17 0922 Manager I
- 18 0923 Manager II
- 19 0931 Manager III
- 20 0932 Manager IV
- 21 0933 Manager V
- 22 0941 Manager VI
- 23 0942 Manager VII
- 24 0943 Manager VIII
- 25 0951 Dep Dir I

| | | |
|----|------|--------------------------------|
| 1 | 0952 | Dep Dir II |
| 2 | 0953 | Dep Dir III |
| 3 | 0954 | Dep Dir IV |
| 4 | 0955 | Dep Dir V |
| 5 | 0961 | Dept Head I |
| 6 | 0962 | Dept Head II |
| 7 | 0963 | Dept Head III |
| 8 | 0964 | Dept Head IV |
| 9 | 0965 | Dept Head V |
| 10 | 1071 | IS Manager |
| 11 | 1107 | Dep Dir, Rent Arb Board |
| 12 | 1110 | Ex Asst to Ex Dir, Retirement |
| 13 | 1117 | Dep Dir for Investments, Ret |
| 14 | 1118 | Customer Services Division Mgr |
| 15 | 1119 | Chief Investment Officer |
| 16 | 1161 | Ex Asst to Admin, SFGH |
| 17 | 1163 | Ex Asst to the Dir of Health |
| 18 | 1164 | Adm, SFGH Medical Center |
| 19 | 1165 | Manager, Dept Public Health |
| 20 | 1166 | Administrator, DPH |
| 21 | 1237 | Training Coordinator |
| 22 | 1372 | Special Assistant 13 |
| 23 | 1373 | Special Assistant 14 |
| 24 | 1374 | Special Assistant 15 |
| 25 | 1375 | Special Assistant 16 |

| | | |
|----|------|-----------------------------------|
| 1 | 1376 | Special Assistant 17 |
| 2 | 1377 | Special Assistant 18 |
| 3 | 1378 | Special Assistant 19 |
| 4 | 1379 | Special Assistant 20 |
| 5 | 1380 | Special Assistant 21 |
| 6 | 1381 | Special Assistant 22 |
| 7 | 1839 | Water Conservation Admin |
| 8 | 1843 | Ex Dir, SE Com Fac Comm |
| 9 | 2143 | Hospital Asst Administrator |
| 10 | 2246 | Asst Dir of Clinical Svcs 1 |
| 11 | 2248 | Asst Dir Clinical Svcs 2 |
| 12 | 2620 | Food Service Mgr Administrator |
| 13 | 2785 | Asst General Services Manager |
| 14 | 3233 | Marina Associate Manager |
| 15 | 3426 | Forester |
| 16 | 3464 | Area Sprv Parks, Squares & Fac |
| 17 | 3486 | Watershed Forester |
| 18 | 4310 | Commercial Div Asst Sprv |
| 19 | 7123 | Prk Mtr & Mach Shop Mgr |
| 20 | 7263 | Maintenance Manager |
| 21 | 8137 | Chf Victim/Witness Invstgtor |
| 22 | 8148 | Chf District Atty Investigator |
| 23 | 8150 | Pr Dist Atty Invstgtor, Spec Unit |
| 24 | 8220 | Director, Parking Enforcement |
| 25 | 8229 | Mgr Museum Security Services |

1 8263 Crime Lab Mgr
2 8315 Assistant Sheriff
3 8326 Asst Dir, Log Cabin Rnch
4 8330 Director, Log Cabin Ranch
5 8340 Asst Director, Juvenile Hall
6 8344 Director, Juvenile Hall
7 8348 Undersheriff
8 8413 Asst Chf Prob Ofc, Juv Prob
9 8415 Sr Sprv Prob Ofc, Juv Prob
10 8416 Director, Probation Services
11 8418 Chf Prob Ofc, Juv Court
12 8435 Div Director, Adult Probation
13 8436 Chief Adult Probation Officer
14 8438 Chief Deputy Adult Probation Of
15 8516 Assistant Sheriff (SFERS)
16 8518 Undersheriff (SFERS)
17 8540 Sr Sprv Prob Ofc, Juv Prb (SFERS)
18 8556 Chief District Attorney's Investigator (SFERS)
19 8558 Principal District Attorney's Investigator (SFERS)
20 8574 Assistant Director, Log Cabin Ranch (SFERS)
21 8576 Director, Log Cabin Ranch (SFERS)
22 8578 Assistant Director, Juvenile Hall (SFERS)
23 8580 Director, Juvenile Hall (SFERS)
24 8582 Assistant Chief Probation Officer, Juvenile Probation (SFERS)
25 8584 Director, Probation Services (SFERS)

1 8586 Chief Probation Officer, Juvenile Court (SFERS)
2 8588 Division Director, Adult Probation (SFERS)
3 8590 Chief Adult Probation Officer (SFERS)
4 8592 Chief Deputy Adult Probation Officer (SFERS)
5 9247 Airport Emergency Management Coordinator
6 9251 Public Relations Mgr
7 9254 Airport Communications Officer
8 9258 Airport Asst Dep Dir, Bus & Fin
9 9375 Asst. Dep.Dir., Port
10 9382 Govrnmt/Publ Affairs Mgr

11

12 **Bargaining Unit # 33 (Fire Dept. Managers)**

13 **Class Class Title**

14 0140 Chief, Fire Department
15 0150 Dep Chf of Dept (Fire Dept)
16 H 51 Assistant Deputy Chief 2
17 H 53 Emergency Medical Svcs Chief

18

19 **Bargaining Unit # 34 (Police Department Managers)**

20 **Class Class Title**

21 0390 Chief of Police
22 0395 Assistant Chief of Police
23 Q 63 Director of Forensic Services
24 0400 Deputy Chief
25 0401 Deputy Chief 2

1 0402 Deputy Chief 3

2

3 **Bargaining Unit # 35 (Iron Workers)**

4 **Class Class Title**

5 7389 Metalsmith

6 7395 Ornamental Iron Worker

7 9342 Ornamental Iron Wrk Sprv 1

8 9346 Fusion Welder

9

10 **Bargaining Unit # 36 (District Attorney Investigators)**

11 **Class Class Title**

12 8146 District Atty's Investigator

13 8147 Sr District Atty Investigator

14 8149 Asst Chf Dist Atty's Investigator

15 8550 District Attorney's Investigator (SFERS)

16 8552 Senior District Attorney's Investigator (SFERS)

17 8554 Assistant Chief District Attorney's Investigator (SFERS)

18

19 **Bargaining Unit # 37 (Deputy Sheriffs)**

20 **Class Class Title**

21 8302 Deputy Sheriff 1

22 8304 Deputy Sheriff

23 8306 Senior Deputy Sheriff

24 8504 Deputy Sherriff (SFERS)

25 8506 Senior Deputy Sherriff (SFERS)

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Bargaining Unit # 38 (Sheriff's Dept. Supervisors)

Class Class Title

- 8308 Sheriff's Sergeant
- 8310 Sheriff's Lieutenant
- 8312 Sheriff's Captain
- 8314 Chief Deputy Sheriff
- 8508 Sheriff's Sergeant (SFERS)
- 8510 Sheriff's Lieutenant (SFERS)
- 8512 Sheriff's Captain (SFERS)
- 8514 Chief Deputy Sheriff (SFERS)

Bargaining Unit # 39 (Cement Masons)

Class Class Title

- 7311 Cement Mason
- 7398 Apprentice Cement Mason I
- 7399 Apprentice Cement Mason II

Bargaining Unit # 40 (Probation Officers)

Class Class Title

- 8444 Deputy Probation Officer
- 8530 Deputy Probation Officer (SFERS)

Bargaining Unit # 41 (Glaziers)

Class Class Title

1 7233 Glazier Supervisor 1

2 7326 Glazier

3

4 **Bargaining Unit # 42 (Registered Nurses)**

5 **Class Class Title**

6 2320 Registered Nurse

7 2323 Clinical Nurse Specialist

8 2325 Nurse Midwife

9 2328 Nurse Practitioner

10 2330 Anesthetist

11 2340 Operating Room Nurse

12 2830 Public Health Nurse

13 P103 Special Nurse

14

15 **Bargaining Unit # 43 (H-1 Paramedics)**

16 **Class Class Title**

17 H 1 Fire Rescue Paramedic

18

19 **Bargaining Unit # 44 (Firefighters)**

20 **Class Class Title**

21 H 2 Firefighter

22 H 3 EMT/Firefighter/Paramedic

23 H 4 Insp, Fire Dept

24 H 6 Invstgtor, Fire Dept

25 H 8 EMT/Paramedic

- 1 H 10 Incident Support Specialist
- 2 H 16 Tech Trn Spc, Fire Dept
- 3 H 18 Coord of Community Service
- 4 H 20 Lieutenant, Fire Suppression
- 5 H 22 Lieut, Fire Prev
- 6 H 23 Lieutenant, Emergency Medical Services
- 7 H 24 Lieut, Fire Invstgtn
- 8 H 28 Lieut, Division of Training
- 9 H 29 Special Services Officer
- 10 H 30 Captain, Fire Suppression
- 11 H 32 Capt, Fire Prev or Fire Invsgtn
- 12 H 33 Captain, Emergency Medical Services
- 13 H 39 Captain, Division of Training

14

15 **Bargaining Unit # 45 (Fire Dept. Supervisors)**

16 **Class Class Title**

- 17 H 40 Battalion Chief, Fire Suppression
- 18 H 42 Assistant Fire Marshal
- 19 H 43 EMS Section Chief
- 20 H 50 Asst Chf of Dept (Fire Dept)
- 21 H110 Marine Engineer of Fire Boats
- 22 H120 Pilot of Fire Boats

23

24 **Bargaining Unit # 46 (Professional and Technical, Animal Services)**

25 **Class Class Title**

- 1 1434 Shelter Service Representative
- 2 2453 Supervising Pharmacist
- 3 2462 Microbiologist
- 4 2464 Senior Microbiologist
- 5 2496 Imaging Supervisor
- 6 3320 Animal Keeper
- 7 3370 Animal Care Attendant
- 8 3372 Animal Control Officer
- 9 6139 Senior Industrial Hygienist
- 10 7444 Parking Meter Repairer
- 11 8322 Sr Counselor, Juvenile Hall
- 12 8324 Sprv Counselor, Juvenile Court
- 13 8568 Senior Counselor, Juvenile Hall (SFERS)
- 14 8572 Supervising Counselor, Juvenile Court (SFERS)

15

16 **Bargaining Unit # 47 (Supervising Registered Nurses)**

17 **Class Class Title**

- 18 2322 Nurse Manager
- 19 2324 Nursing Supervisor
- 20 2326 Nursing Supervisor Psychiatric

21

22 **Bargaining Unit # 48 (Police Officers)**

23 **Class Class Title**

- 24 0380 Inspector, (Police Department)
- 25 0381 Inspector 2

- 1 0382 Inspector 3
- 2 0385 Crime Scene Investigations Manager
- 3 0386 Crime Scene Investigations Manager 2
- 4 0387 Crime Scene Investigations Manager 3
- 5 Q 2 Police Officer
- 6 Q 3 Police Officer 2
- 7 Q 4 Police Officer 3
- 8 Q 35 Assistant Inspector
- 9 Q 36 Assistant Inspector 2
- 10 Q 37 Assistant Inspector 3
- 11 Q 50 Sergeant, (Police Department)
- 12 Q 51 Sergeant 2
- 13 Q 52 Sergeant 3

14

15 **Bargaining Unit # 49 (Police Command Staff)**

16 **Class Class Title**

- 17 0488 Commander (Police Department)
- 18 0489 Commander II
- 19 0490 Commander 3
- 20 Q 90 Director of Police Psychology

21

22 **Bargaining Unit # 50 (Chief Building Inspectors)**

23 **Class Class Title**

- 24 6334 Chief Building Inspector

25

1 **Bargaining Unit # 51 (Building Inspectors)**

2 **Class Class Title**

3 6331 Building Inspector

4 6333 Senior Building Inspector

5

6 **Bargaining Unit # 52 (Supervising Probation Officers)**

7 **Class Class Title**

8 2966 Welfare Fraud Investigator

9 2967 Supervising Welfare Fraud Investigator

10 8414 Sprv Probation Ofc, Juv Court

11 8434 Sprv Adult Probation Ofc

12 8532 Supervising Probation Officer, Juvenile Court (SFERS)

13 8534 Supervising Adult Probation Officer (SFERS)

14

15 **Bargaining Unit # 53 (Supervising Institutional Police Officer)**

16 **Class Class Title**

17 8205 Institutional Police Sergeant

18

19 **Bargaining Unit # 54 (Interns and Residents)**

20 **Class Class Title**

21 2273 Post M.D. 1

22 2275 Post M.D. 2

23 2277 Post M.D. 3

24 2279 Post M.D. 4

25 2281 Post M.D. 5

1 2283 Post M.D. 6

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3 **Bargaining Unit # 55 (Former OCII Architects & Engineers – O1)**

4 **Class Class Title**

5 O565 Sr Civil Engineer (OCII)

6 O635 Architect (OCII)

7 O720 Sr Prog Analyst (OCII)

8

9 **Bargaining Unit # 56 (Former OCII Management & Supervisory – O3)**

10 **Class Class Title**

11 O535 DvlpmntServicesManager (OCII)

12 O550 Sr Project Mgr (OCII)

13 O585 ContractComplianceSup (OCII)

14 O590 Project Mgr (OCII)

15 O740 Harbormaster (OCII)

16 O970 Accounting Sup (OCII)

17 O995 Housing Program Manager (OCII)

18

19 **Bargaining Unit # 57 (Former OCII Professional & Technical – O2)**

20 **Class Class Title**

21 O045 Sr Development Spec Sup (OCII)

22 O586 Contract Comp Spec III (OCII)

23 O595 Sr Dvlpmnt Spec (OCII)

24 O615 Dvlpmnt Spec (OCII)

25 O630 Sr Financial Analyst (OCII)

- 1 O640 ContractComplnceSpecII (OCII)
- 2 O670 Financial Sys Acctnt (OCII)
- 3 O705 Asst Development Spec (OCII)
- 4 O990 Asst Project Manager (OCII)

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6 **Bargaining Unit # 58 (Former OCII Miscellaneous – O4)**

7 **Class Class Title**

- 8 O030 Mgmt Asst III (OCII)
- 9 O035 Mgmt Asst II (OCII)
- 10 O655 Sr Planner (OCII)
- 11 O695 Accountant III (OCII)
- 12 O730 Associate Planner (OCII)
- 13 O775 Accountant II (OCII)
- 14 O790 Asst Harbormaster (OCII)
- 15 O820 Accountant I (OCII)
- 16 O840 HarborAttendant (OCII)
- 17 O855 Records Spec II (OCII)
- 18 O860 Sr Office Asst (OCII)
- 19 O865 HarborOfficeAssistant (OCII)
- 20 O890 HarborSecurityOfficer (OCII)
- 21 O895 Office Asst I (OCII)

22

23 **Bargaining Unit #59 (Police Supervisors)**

24 **Class Class Title**

- 25 Q 60 Lieutenant (Police Department)

- 1 Q 61 Lieutenant 2
- 2 Q 62 Lieutenant 3
- 3 Q 80 Captain (Police Department)
- 4 Q 81 Captain 2
- 5 Q 82 Captain 3

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

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

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

1 (b) Unless the provisions of Government Code section 3507.1(c) have been satisfied,
2 the Civil Service Commission shall give written notice to the other registered employee
3 organizations having members in the bargaining unit for which recognition is sought. Within
4 30 calendar days from the date of such notice, an employee organization with membership in
5 the particular bargaining unit may file a challenging petition seeking to become the exclusive
6 representative of said unit. The challenging statement shall contain verification, in the form of
7 a signed petition, authorization cards, or union membership cards signed and dated by
8 employees not more than six months prior to submission of 30 percent of the employees in
9 the bargaining unit. Upon submission of such verification the challenging employee
10 organization shall be placed on the ballot.

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

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

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

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

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

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

14 **SEC. 16.212. DECERTIFICATION**

15 A decertification petition may be filed with the Civil Service Commission by employees
16 or by an employee organization to determine whether or not the exclusive representative
17 continues to represent a majority of the employees in the bargaining unit. Such petition must
18 be accompanied by proof of employee approval in the form of a signed petition, authorization
19 cards, or union membership cards signed and dated by employees not more than six months
20 prior to submission equal to at least 30 percent of the employees within the bargaining unit,
21 and must be filed within the period between the 90th and 60th day immediately preceding the
22 expiration date of the exclusive representative's existing memorandum of understanding,
23 provided that the existing memorandum of understanding does not exceed a two year period.
24 In the event the existing memorandum of understanding does exceed a two year period, the
25 decertification petition may also be filed within the period between the 90th and 60th day

1 immediately preceding the expiration of the second year of the memorandum of
2 understanding. When such a petition has been filed, the Civil Service Commission shall cause
3 to be conducted a secret ballot election to determine whether the incumbent exclusive
4 representative shall be decertified and whether another organization shall be recognized. If
5 the challenging employee organization receives a majority of the valid votes cast, the present
6 exclusive representative will be decertified and the employee organization receiving a majority
7 of the valid votes cast will become the exclusive representative. There shall be no more than
8 one decertification election in a 12 month period, and no more than one decertification
9 election during the first three years of the term of a memorandum of understanding, within the
10 same bargaining unit.

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

13 (a) This section shall apply only to peace officers as defined in Penal Code section
14 830.1 and management employees, as well as their exclusive representatives.

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

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

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

24 (3) Refuse to meet and confer in good faith as required by Government Code
25 section 3505 or any local rule adopted pursuant to Government Code section 3507 at

1 reasonable times, places and frequencies when the employee organization involved is an
2 exclusive representative;

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

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

8 (6) In any other way violate MMBA or any reasonable local rule for the
9 administration of employer-employee relations adopted pursuant to Government Code section
10 3507 and in compliance with State or local meet and confer requirements.

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

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

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

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

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

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

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

5 (6) In any other way violate MMBA or any reasonable local rule for the
6 administration of employer-employee relations adopted pursuant to Government Code section
7 3507 and in compliance with State or local meet and confer requirements.

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

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

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

20 Nothing in this ordinance requires peace officers as defined in Penal Code section
21 830.1, or management employees, or their exclusive representatives, or the City and County
22 to exhaust any local procedure or administrative remedy prior to filing a legal action in
23 Superior Court asserting that a party covered by this section has violated any provision of this
24 Ordinance, the City Charter, or any provision of the MMBA.

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

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

5 (a) Processing Violations

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

8 (b) Contents of Charge

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

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

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

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

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

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

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

25

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

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

6 (9) Proof of service on the respondent.

7 (c) Processing of Case

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

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

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

13 (b) Answer procedural questions of each party regarding the processing
14 of the case;

15 (c) Facilitate communication and the exchange of information between
16 the parties;

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

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

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

1 withdrawal to be with or without prejudice. Request for withdrawal of the charge before a
2 hearing has been scheduled shall be granted. Repeated withdrawal and refiling of charges
3 alleging substantially identical conduct may result in refusal to schedule a charge for hearing.
4 If the hearing has been scheduled, the designee shall determine whether the withdrawal shall
5 be with or without prejudice. If, during hearing, the respondent objects to withdrawal, the
6 hearing officer may refuse to allow it. Service and proof of service of the withdrawal pursuant
7 to Section 16.215(b) are required.

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

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

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

24 (b) If the decision is that an employee or employee organization or its agents have
25 engaged in an unfair labor practice, the administrative law judge shall instruct the offending

1 party to take appropriate corrective action. The powers and duties of the administrative law
2 judge shall be consistent with those of the Public Employment Relations Board. If compliance
3 with the administrative law judge's instruction is not obtained within five days, the
4 administrative law judge shall instruct the appropriate officer, board or commission to take
5 appropriate action.

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

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

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

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

25 **SEC. 16.219. DUES DEDUCTION.**

1 Upon completion of the registration procedures provided in Section 16.209, registered
2 employee organizations and exclusive representatives may exercise the privilege of dues
3 deduction, and shall pay the reasonable costs of this service. The Controller of the City and
4 County of San Francisco shall establish the costs and the procedures for initiating and
5 maintaining this service.

6 **SEC. 16.220. SEPARABILITY.**

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

11 Section 2. Effective Date. This ordinance shall become effective 30 days after
12 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
13 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
14 of Supervisors overrides the Mayor's veto of the ordinance.

15 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
16 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
17 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
18 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
19 additions, and Board amendment deletions in accordance with the "Note" that appears under
20 the official title of the ordinance.

21 APPROVED AS TO FORM:
22 DENNIS J. HERRERA, City Attorney

23 By: _____
24 KATHARINE HOBIN PORTER
25 Deputy City Attorney