

RESOLUTION NO. 92-2011

Adopted July 5, 2011

**ESTABLISHING CLASSIFICATIONS OF POSITIONS AND COMPENSATION
FOR THE AGENCY STAFF AND ESTABLISHING AUTHORITY FOR
APPOINTMENT TO AND VACATION FROM POSITIONS
UNDER SAID CLASSIFICATIONS AND OTHER MATTERS**

BASIS FOR RESOLUTION

1. On September 1, 2009, the Redevelopment Agency of the City and County of San Francisco ("Agency") adopted Resolution No. 100-2009, establishing classification of positions and compensation for Agency employees effective September 5, 2009.
2. On June 21, 2011, the Agency Commission approved amendments to the Memoranda of Agreement (MOAs) with the SEIU Local 1021 Bargaining Unit and with the IFPTE Local 21 Engineers and Architects, Professional/Technical, and Management/Supervisory Bargaining Units (collectively the "Bargaining Units"), to extend the terms through March 31, 2012. These amendments to the MOAs will remain in effect until March 31, 2012, but certain salary adjustments described in those MOAs will be effective until April 13, 2012.
3. In light of the on-going fiscal crisis at the national, state, and local levels, the MOAs include, among other things, temporary salary adjustments effective July 9, 2011. These adjustments reduce the salary of Agency classifications based on the value of unpaid personal leave (furlough) days to which the Agency and the Bargaining Units agreed during negotiations.
4. The Agency desires to make temporary salary adjustments for the unrepresented Agency employees consistent with those for the Local 21 Bargaining Units.
5. Authorizing the Salary Resolution is an administrative activity of the Agency and is not a project as defined by the California Environmental Quality Act Guidelines Section 15378(b)(5). This administrative activity would not independently result in a significant physical effect on the environment.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED that:

1. Resolution No. 100-2009, as amended, is rescinded effective July 9, 2011.
2. The following classifications and compensation range numbers are in effect for Agency staff, subject to the temporary salary reductions described in Sections 14 and 15 below:

Seq. No.	Class No.	Agency Classification	Comparability	Range No.
1	500	Executive Director (Z)	Tied to market survey	61.00
2	1060	Deputy Executive Director (Z)	25% above Development Services Manager	56.70
3	520	Agency General Counsel (Z)	25% above Development Services Manager	56.70
4	525	Deputy General Counsel (Z)	Tied to Principal Attorney (8180)	55.90
5	1010	Assistant Deputy Executive Director (Z)	Same as Deputy General Counsel	55.90

Seq. No.	Class No.	Agency Classification	Comparability	Range No.
6	580	Senior Attorney (Z)	Tied to Senior Attorney (8178)	52.90
7	570	Construction Coordinator (Z)	Same as Senior Civil Engineer	52.70
8	605	Senior Architect (Z)	15% above Architect	52.70
9	565	Senior Civil Engineer (Z)	15% above Civil Engineer	52.70
10	555	Senior Project Manager, Supervisory (Z)	5% Above Senior Project Manager	52.70
11	965	Human Resources Manager (Z)	25% below Deputy Executive Director	51.70
12	1015	Contract & Fiscal Services Manager (Z)	Same as Development Services Manager	51.70
13	535	Development Services Manager (Z)	Tied to Assistant Director of Property (4144)	51.70
14	540	Program Manager (Z)	Same as Development Services Manager	51.70
15	550	Senior Project Manager (Z)	Same as Development Services Manager	51.70
16	556	Architecture & Engineering Supervisor (Z)	Same as Development Services Manager	51.70
17	606	Planning Supervisor (Z)	Same as Development Services Manager	51.70
18	610	Senior Landscape Architect (Z)	10% above Architect	51.70
19	625	Information Systems Supervisor (Z)	Tied to IS Engineer – Principal (1044)	50.80
20	630	Senior Financial Analyst (Z)	Tied to Information Systems Supervisor	50.80
21	970	Accounting Supervisor (Z)	Tied to Information Systems Supervisor	50.80
22	1045	Senior Development Specialist (Supervisor) (Z)	5% above Sr. Development Specialist	50.70
23	585	Contract Compliance Supervisor (Z)	Tied to Contract Compliance Officer II (2978)	50.20
24	560	Administrative Services Manager (Z)	Tied to Sr. Departmental Personnel Officer (1272)	49.80
25	590	Project Manager (Z)	10% below Senior Project Manager	49.70
26	940	Property Management Supervisor (Z)	10% below Development Services Manager	49.70
27	955	Relocation Supervisor (Z)	Same as Property Management Supervisor	49.70
28	595	Senior Development Specialist (Z)	10% below Development Services Manager	49.70
29	1025	Housing Construction Specialist (Z)	Same as Senior Development Specialist	49.70
30	635	Architect (Z)	Tied to Architect (5268)	49.70
31	620	Civil Engineer (Z)	Tied to Civil Engineer (5241)	49.70
32	975	Environmental Assessment Specialist (Z)	Tied to Civil Engineer (5241)	49.70
33	1050	Accountant IV (Z)	20% above Accountant III	49.30
34	660	Staff Attorney II (Z)	20% below Senior Attorney	48.90
35	655	Senior Planner (Z)	20% above Associate Planner	48.85
36	585	Contract Compliance Specialist III (Z)	7.5% above Contract Compliance Specialist II	48.70
37	665	Building/Construction Inspector II (Z)	5% below Civil Engineer	48.70
38	990	Assistant Project Manager (Z)	20% below Senior Project Manager	47.70
39	1050	Contract Administration Specialist (Z)	Same as Development Specialist	47.70
40	615	Development Specialist (Z)	10% below Senior Development Specialist	47.70

Seq. No.	Class No.	Agency Classification	Comparability	Range No.
41	675	Building/Construction Specialist I (Z)	5% below Building/Construction Inspector II	47.70
42	640	Contract Compliance Specialist II (Z)	20% above Contract Compliance Specialist I	47.20
43	945	Property Management Specialist (Z)	15% below Property Management Supervisor	46.75
44	690	Associate Civil Engineer (Z)	15% below Civil Engineer	46.70
45	700	Architectural Associate (Z)	15% below Architect	46.70
46	670	Financial Systems Accountant (Z)	5% above Accountant III	46.30
47	995	Commission Secretary (Z)	55% below Deputy Executive Director	45.70
48	1000	Executive Assistant to Executive Director (Z)	Same as Commission Secretary	45.70
49	725	Staff Attorney I (Z)	Tied to Attorney (8174)	45.50
50	695	Accountant III (Z)	20% above Accountant II	45.35
51	715	Senior Personnel Analyst (Z)	20% above Personnel Analyst	45.30
52	730	Associate Planner (Z)	Tied to Planner (5291)	44.85
53	685	Public Affairs Officer (Z)	5% above Assistant Development Specialist	44.80
54	720	Senior Programmer Analyst (Z)	19% above Programmer Analyst	44.60
55	770	Senior Community Services Specialist (Z)	25% above Community Services Specialist	44.05
56	705	Assistant Development Specialist (Z)	20% below Development Specialist	43.70
57	745	Records & Information Supervisor (Z)	10% above Personnel Analyst	43.35
58	735	Contract Compliance Specialist I (Z)	20% below Contract Compliance Specialist II	43.25
59	780	Architectural Assistant (Z)	20% below Architectural Associate	42.70
60	760	Senior Legal Secretary (Z)	10% above Legal Secretary II (1460)	42.45
61	740	Harbormaster (Z)	15% above Assistant Harbormaster	42.30
62	1030	Management Assistant III (Z)	Tied to Senior Management Assistant (1844)	42.15
63	785	Assistant Planner (Z)	15% below Associate Planner	41.85
64	755	Administrative Analyst (Z)	Tied to Administrative Analyst (1822)	41.50
65	775	Accountant II (Z)	10% above Senior Accountant (1652)	41.35
66	750	Personnel Analyst (Z)	Tied to Personnel Analyst (1241)	41.30
67	765	Programmer Analyst (Z)	Tied to IS Programmer Analyst (1062)	40.80
68	800	Executive Secretary (Z)	5% above Administrative Secretary	40.45
69	803	Support Services Supervisor (P)	Same as Executive Secretary	40.45
70	810	Administrative Secretary (P)	Tied to Executive Secretary II (1452)	39.45
71	790	Assistant Harbormaster (Z)	10% above Senior Harbor Attendant	39.35
72	1035	Management Assistant II (Z)	Tied to Management Assistant (1842)	39.35
73	795	Community Services Specialist (Z)	Tied to Senior Social Worker II (2912)	39.05
74	820	Accountant I (Z)	15% below Accountant II	38.35

Seq. No.	Class No.	Agency Classification	Comparability	Range No.
75	815	Facility Maintenance Supervisor (Z)	15% above Facility Maintenance Worker	37.45
76	825	Senior Harbor Attendant (P)	10% above Harbor Attendant	37.35
77	850	Secretary (P)	12.5% below Administrative Secretary	36.95
78	1040	Management Assistant I (Z)	Tied to Junior Management Assistant (1840)	36.75
79	830	Harbor Office Supervisor (P)	15% above Harbor Office Assistant	36.35
80	855	Records Specialist II (P)	10% above Records Specialist I	35.95
81	860	Senior Office Assistant (P)	10% above Office Assistant II	35.95
82	845	Purchasing Assistant (P)	10% above Office Assistant II	35.95
83	840	Harbor Attendant (P)	10% below Senior Harbor Attendant	35.35
84	835	Facility Maintenance Worker (P)	Tied to General Laborer (7514)	34.45
85	875	Office Assistant II (P)	Tied to Senior Clerk Typist (1426)	33.95
86	880	Records Specialist I (P)	Same as Office Assistant II	33.95
87	882	Project/Planning Associate (P)	Tied to City Planning Intern (5276)	33.55
88	865	Harbor Office Assistant (P)	15% below Harbor Office Supervisor	33.35
89	870	Law Clerk II	10% above Law Clerk I	32.75
90	885	Account Clerk II (P)	Tied to Account Clerk (1630)	32.75
91	895	Office Assistant I (P)	10% below Office Assistant II	31.95
92	890	Harbor Security Officer (P)	20% below Harbor Attendant	31.35
93	900	Law Clerk I	Same as Account Clerk I	30.75
94	905	Account Clerk I (P)	10% below Account Clerk II	30.75
95	985	Staff Associate I (Z)	Tied to Special Assistant III (1362)	32.35
96	915	Staff Associate II (Z)	Tied to Special Assistant IV (1365)	33.75
97	920	Staff Associate III (Z)	Same as Assistant Development Specialist	43.70
98	921	Staff Associate IV (Z)	Same as Assistant Project Manager	47.70
99	930	Staff Associate V (Z)	Same as Project Manager	49.70
100	935	Staff Associate VI (Z)	Same as Senior Project Manager	51.70


IT IS FURTHER RESOLVED that:

1. The Agency Commission shall make the appointment to the Agency classification of Executive Director and the person shall serve at the pleasure of the Agency Commission subject to the provisions of any employment agreement.
2. The Executive Director or his or her designee is authorized, as required by the workload of the Agency and the written budgets approved by the Agency, to make appointments to positions in all Agency classifications and to vacate such positions.

3. In those cases where reclassification results in allocation of a classification to a lower salary range, the salary of the incumbent employee will not be decreased, but will, until termination or other applicable change, remain at its present level by the assignment of an off-range rate where necessary.
4. Assignment of other salary steps, where increases result from reclassification, will be handled in accordance with the Agency Personnel Policy and applicable labor agreements.
5. The Biweekly Salary Schedule Plan approved by this Resolution is set forth in Attachment "A", upon which internal comparability percentages are based.
6. From and after July 9, 2011 each person employed with the Agency will be entitled to receive the rate of compensation described for the salary range number from Step 1 through Step 5, for the classification to which his or her position is allocated and as illustrated in Attachment "B;" provided, however, that the rate of compensation shall be reduced by the amounts described in the Bargaining Units' MOAs and in Sections 14 and 15 of this Salary Resolution; and, provided further, that the rate of compensation may be increased subject to the "Extended Range" provisions of the Bargaining Units' MOAs. Employees who are required to translate to and from foreign language for ten (10) or more work hours biweekly, including sign language as used by the deaf, may be granted additional compensation of thirty-five (\$35.00) dollars biweekly.
7. Employees who were permanently assigned as primary operators of word processing equipment prior to September 25, 1995 may be granted a premium of \$.91 per hour in their regular compensation rate for such hours that they are assigned to and actually work with word processing equipment following satisfactory completion of training in the word processing equipment to which assigned.
8. Employees who are permanently assigned as Harbor Security Officer will be allowed an annual uniform allowance of up to \$416 for replacement and/or cleaning of security uniform items.
9. Employees who are required to work more than one hour in their regular work schedule, excluding flex-time and voluntary alternate work schedules, between the hours of 5:00 p.m. and 7:00 a.m. will be paid 6-1/4% more than their regular compensation rate for hours worked between 5:00 p.m. and 7:00 a.m.
10. Supervisory employees whose compensation schedule is less than one range number over the compensation schedule of the employee supervised shall be granted a 5% supervisory differential adjustment of the compensation schedule.
11. For a part-time, temporary or casual hourly employee, the Executive Director may specify an hourly rate which, when converted to an annual salary, would not exceed the applicable biweekly compensation times twenty-six.
12. Employees in positions whose classification listing is followed in this Resolution by a "Z" symbol will be entitled to compensatory time off at one and one-half times the number of overtime hours worked pursuant to the provisions of the Agency Personnel Policy and applicable Bargaining Unit MOA, if any.
13. Employees in all other (non- "Z" symbol) positions shall be paid in cash at one and one-half times regular compensation for authorized overtime worked. Consistent with the Local 1021 MOA, employees entitled to paid overtime are subject to these additional provisions:

- a. Employees eligible for paid overtime may, once annually during the month of December, apply to the Executive Director for a change in the method of overtime compensation to receive compensatory time off instead.
 - b. Employees normally eligible to receive paid overtime who have been approved by the Executive Director for a change in the method of overtime compensation to compensatory time off shall not be allowed to accumulate more than 120 hours of compensatory time.
 - c. When this compensatory time limit is reached and until it is reduced by compensatory time off, such employees will receive overtime pay for any overtime worked.
14. This Salary Resolution authorizes temporary salary reductions that the Agency negotiated with represented employees covered by the MOAs described above and that will expire on April 13, 2012. In addition, this Salary Resolution authorizes temporary salary reductions for the Agency's unrepresented employees. Accordingly, the compensation paid to Agency employees will be less than the salary ranges described in this Salary Resolution and in Attachment B. Agency salaries shall be adjusted to reflect the temporary decreases described below.
15. The following salary decreases shall take effect during the term of this Agreement:
- a. Beginning July 9, 2011 and
ending April 13, 2012:
 - 3.0% for unrepresented employees
 - 3.0% for all Local 21 Bargaining Units
 - 2.5% for the Local 1021 Bargaining Unit
16. The Agency's unrepresented employee classifications shall receive floating holidays consistent with the provisions of the Local 21 MOAs, i.e. four (4) calendar year floating holidays and six (6) fiscal year floating holidays. See Section 3.B (2)-(7) and Section 3.E of Article II of the Local 21 MOAs.

APPROVED AS TO FORM:



JAMES B. MORALES
Agency General Counsel