



128-0092018-002

Agenda Item **No. 5(e)**
Meeting of June 19, 2018

MEMORANDUM

TO: Community Investments and Infrastructure Commissioners

FROM: Nadia Sesay, Executive Director

SUBJECT: Establishing classifications of positions and compensation schedules for Successor Agency staff and establishing authority for appointment to and vacation from positions under said classifications and other matters

EXECUTIVE SUMMARY

The Office of Community Investment and Infrastructure (“OCII”) establishes staff compensation based on comparability with similar positions in the workforce of the City and County of San Francisco (“CCSF”) and negotiations with OCII employee representatives: International Federation of Professional and Technical Engineers, Local 21, AFL-CIO (“IFPTE”) and Service Employees International Union Local 1021 (“SEIU”). On June 20, 2017, the Successor Agency Commission (“Commission”) approved, by Resolution Nos. 25-2017 and 26-2017, memoranda of agreements (“MOA’s”) with IFPTE and SEIU, which extended the term of prior MOAs through June 30, 2019 and contained a three percent cost of living increase to staff salaries in FY17-18 and FY18-19. Compensation is codified in a resolution establishing classifications of positions and compensation schedules for successor agency staff (“Salary Resolution”), which includes benchmarks (or ties) to comparable CCSF positions. The Commission last adopted a Salary Resolution in June 2017 to incorporate the salary increases approved in the labor agreements with IFPTE and SEIU and to apply those increases to the unrepresented classes. Resolution No. 27-2017 (June 20, 2017). Since that time, OCII’s Human Resources Division has reviewed the comparability of OCII and CCSF classifications and determined that certain adjustments are necessary. The proposed Resolution No. 31-2018 includes a number of administrative changes to correct the salary chart and ensure comparability with existing CCSF positions. The proposed resolution also changes the benchmark for one OCII position to reflect changes in the position’s scope of work, adds a new classification with a CCSF benchmark, and updates the pay schedules attached to the Salary Resolution to reflect the three percent salary increases effective in July 2018 that were previously approved.

Staff recommend approval of the Salary Resolution No 31-2018.

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DISCUSSION

The Personnel Policy provides that OCII shall have “[a] resolution establishing position classifications . . . contain[ing], but not be limited to, a determination of: (1) the compensation schedule plan applicable to each such classification and (2) the basis of comparability for each classification with positions in public service, where applicable, in the City and County of San Francisco that are similar in responsibility and required competence.” Section I. of the Personnel Policy at p. 1. The Salary Resolution thus establishes the rate of pay for all OCII job classifications, including represented classifications for which labor contracts have been negotiated and unrepresented classifications for which no labor contracts have been negotiated. The Salary Resolution also establishes, among other things, the Executive Director or his or her designee as the appointment authority for all OCII classifications except for the Executive Director.

The salary chart attached to the Salary Resolution specifies the actual salary rates for each job classification, including both the normal and the extended range of pay. The publication of these salary rates is necessary to allow such compensation to be fully pensionable by CalPERS. The rates of pay in the salary chart accompanying the existing Salary Resolution, approved by Resolution No. 27-2017 (June 20, 2017), are based on a 2015 analysis conducted jointly by OCII, CCSF Department of Human Resources (“DHR”), IFPTE and SEIU. This analysis reviewed OCII class descriptions of duties and job requirements and identified a comparable CCSF job classification for each OCII classification. OCII salaries are benchmarked to the equivalent salaries for the CCSF job classification.

Prior to preparing the proposed Resolution, staff conducted an analysis, with the assistance of an outside consultant, to confirm that the salary rates for all OCII staff classifications is consistent with the CCSF salary rate for the comparable CCSF job classification (“Comparability Analysis”). This Comparability Analysis determined that the salaries for five OCII classifications with incumbents are not comparable to the salaries for the equivalent CCSF classification and that one OCII classification required a new CCSF benchmark to reflect the additional duties that the OCII position had assumed. As described below, the proposed Resolution adjusts the salaries for the relevant classifications. In addition, the proposed Resolution adds a new classification in the Human Resources Division for a Principal Personnel Analyst, which is tied to the CCSF position for Principal Human Resources Analyst. Finally, the proposed Resolution updates the pay schedules for all OCII positions to reflect the three percent salary increases that were approved last year in Resolution No. 27-2017 (June 20, 2017) and will become effective in July 2018.

The Comparability Analysis determined that five OCII classifications had a higher rate of salary than the CCSF benchmarks to which they were tied. In order to correct the salaries for the relevant classifications, while maintaining existing salary levels for incumbents, the attached salary chart distinguishes between salaries for incumbents hired before June 30, 2018 and salaries for new staff hired on or after July 1, 2018. Incumbent salaries are indicated with an “A” and new hire salaries are indicated with a “B”. Incumbents will receive the salary indicated by the “A” and will receive cost of living increases as agreed upon in the MOAs negotiated with IFPTE and SEIU and expiring June 30, 2019. New staff will receive the salary indicated by the “B” and will also receive cost of living increases as agreed upon in the MOAs negotiated with IFPTE and SEIU and expiring June 30, 2019. Listing both “A” and “B” salaries complies with CalPERS regulations that require all salaries match a publicly available salary chart(s) upon an employee’s retirement in order to be pensionable. The impacted classifications are listed below by labor union representation.

IFPTE Local 21			
Seq. No.	Class No.	OCII Classification	CCSF Tie
55	720	A - Senior Programmer Analyst	1063
55	720	B - Senior Programmer Analyst	1063
100	930	A - Staff Associate V	5502
100	930	B - Staff Associate V	5502

SEIU Local 1021			
Seq. No.	Class No.	OCII Classification	CCSF Tie
71	810	A – Administrative Secretary	1406
71	810	B – Administrative Secretary	1406
81	855	A – Records Specialist II	1406
81	855	B – Records Specialist II	1406
82	860	A – Senior Office Assistant	1406
82	860	B – Senior Office Assistant	1406

The proposed Resolution also reflects changes in the scope of work for two classifications. First, the proposed Resolution changes the salary tie for one unrepresented classification: 965-Human Resources Manager. Currently, the Human Resources Manager is tied to the CCSF classification 0931-Manager I. This tie is based on the post-dissolution scope of work for the classification, which was to oversee Human Resources and Administrative Services. The proposed Resolution changes the CCSF classification tie from 0931-Manager I to 0932-Manager II to reflect a recent expansion in classification's scope of work. The Human Resources Manager now oversees the Information Services Division, which includes Information Technology, Records Management, and Media Relations, in addition to overseeing Human Resources and Administrative Services. The Human Resources Manager is an unrepresented position. Second, the proposed Resolution includes a new classification: 1110- Principal Personnel Analyst. This classification is tied to the 1246 Principal Human Resources Analyst, which is a CCSF position that supervises a unit or small division of professional staff involved in the more difficult matters associated with recruitment, examinations, employee and/or labor relations, classification and compensation, benefits administration and human resources operations. CCSF Dept. of Human Resources, Classification and Compensation Database.¹ The new classification reflects a realignment of duties and responsibilities required by the increased scope of work performed by the Human Resources Manager.

OCII met and conferred with both IFPTE and SEIU to discuss the proposed Resolution and the addition of the Principal Personnel Analyst classification. IFPTE and SEIU will work collaboratively to determine the bargaining unit to which the Principal Personnel Analyst classification will be assigned.

The proposed Resolution conforms to the FY18-19 budget passed by the Commission on May 1, 2018, through Resolution No. 23-2018.

¹ Available at <https://www.jobapscloud.com/SF/specs/classspecdisplay.asp?ClassNumber=1246>.

CALIFORNIA ENVIRONMENTAL QUALITY ACT

Adopting the Salary Resolution and Personnel Policy Amendment is an administrative activity of OCII 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.

(Originated by April Ward, Senior Personnel Analyst)



Nadia Sesay
Executive Director