RESOLUTION NO. 103-2000
Adopted June 27, 2000

APPROVING THE PRELIMINARY DETERMINATION THAT
A MANAGERIAL/SUPERVISORY UNIT IS APPROPRIATE, RECOGNITION OF
THE SAN FRANCISCO REDEVELOPMENT EMPLOYEE ASSOCIATION,
AND REFERRAL OF DISPUTES REGARDING THE NON-MANAGERIAL/
NON-SUPERVISORY CLASSIFICATIONS TO MEDIATION UNDER
GOVERNMENT CODE SECTION 3507.1

BASIS FOR RESOLUTION

1. The San Francisco Redevelopment Agency ("Agency") is a local agency under
§3500 et seq.), with the authority and responsibility to address requests by
employee organizations to represent Agency employees, in accordance with the
provisions contained in and the discretion granted by the MMBA.

2. The Agency in 1969, recognized Service Employees International Union Local
790 ("Local 790") as the representative of a unit of non-management/non-
supervisory employees of the Agency, including the classifications set forth in
EXHIBIT 1.

3. The Agency in 1971, recognized IFPTE Local 21 ("Local 21") as the
representative of a unit of certain professional classifications employed by the
Agency, including the classifications set forth in EXHIBIT 2.

4. The San Francisco Redevelopment Employees Association ("SFREA"), on
February 15, 2000, presented a petition signed by employees in remaining
unrepresented classifications, and requested the Agency to recognize it as the
representative of a unit of employees as set forth in EXHIBIT 3.

5. Although SFREA contends that the bargaining unit it requests is appropriate and
believes that it should be recognized as the representative of the petitioned-for
unit for negotiations purposes, the duty and responsibility for making unit
determinations rests with the Agency, and the most highly accepted means for
assessing employee choice of representative in the event of a question concerning
representation is by a secret ballot process which also affords other interested
employee organizations the opportunity to participate.

6. The Agency has participated in various meetings with Local 21, Local 790, and
SFREA as part of the Agency’s obligation to meet and consult in good faith with
affected employee organizations, and has requested each employee organization formally state its position regarding: (a) the appropriateness of a bargaining unit of supervisors and managers; (b) the proper placement of the remaining classifications listed in the petition; and (c) the appropriate procedure to be utilized to resolve any dispute concerning unit placement.

7. Each employee organization has responded with a statement of position.

a. SFREA maintains it has demonstrated majority support for all the classifications listed in the petition, including both managerial/supervisory employees and non-managerial/non-supervisory employees. SFREA opposes the creation of a managerial/supervisory bargaining unit and indicates the appropriate method for resolution of questions of bargaining unit composition is a negotiated agreement between the parties with assistance from the State Mediation and Conciliation Service. If the parties cannot resolve such questions, SFREA maintains the dispute should be resolved by final and binding arbitration.

b. Local 21 maintains there can be no disputes between employee organizations until the Agency responds to SFREA’s petition. Local 21 takes no position regarding the appropriateness of a managerial/supervisory bargaining unit or the placement of the remaining classifications listed in the petition. Local 21 indicates arbitration is the appropriate procedure for resolving any disputes concerning unit placement.

c. Local 790 indicates it may be appropriate for the Agency to establish a separate managerial/supervisory bargaining unit but maintains its interest in the managerial/supervisory bargaining unit would be limited to determining that the selected positions or classifications were appropriate to the managerial/supervisory bargaining unit. Local 790 maintains it cannot take a position regarding the appropriate unit placement of the remaining classifications until the Agency makes an initial unit determination. However, Local 790 indicates the Agency should follow established NLRA guidelines, including but not limited to accretion. Local 790 takes no position on the appropriate method for dispute resolution, indicating it will review all available options, including referral to the State Mediation and Conciliation Service, in the event a dispute arises concerning the Agency’s initial unit determination.

8. After reviewing the positions of the employee organizations, Agency staff has recommended that the Agency preliminarily determine that a unit of managers and supervisors is appropriate, and that the classifications appropriate for inclusion in that managerial/supervisory unit are those set forth in EXHIBIT 4.
9. After reviewing the positions of the employee organizations, Agency staff has determined that a dispute exists regarding the appropriate unit placement of the remaining (non-managerial/non-supervisory) positions listed in the petition, whose classifications are set forth in EXHIBIT 5. Agency staff recommends that the dispute regarding the appropriate unit placement of these classifications be resolved by mediation under Government Code §3507.1.

10. To afford Agency employees and all three employee organizations their representational and organizational rights under MMBA and, as applicable, the Memoranda of Understanding between them and the Agency, Agency staff recommends that all affected employees have the opportunity to vote in a secret ballot election to resolve a question concerning representation of the Agency employees who are subject to the petition.

11. Agency staff has further recommended that, in the event of the existence a dispute between the employee organizations or between the Agency and its constituent employee organizations, regarding representation, recognition, election or any other matter, the dispute shall be resolved by mediation under Government Code §3507.1.

12. Agency staff has also recommended that the Agency recognize SFREA as a non-exclusive representative of certain Agency employees. This non-exclusive recognition does not preclude other employee organizations from representing these same employees, does not afford SFREA the right to represent any bargaining unit of Agency employees and, until it is selected as exclusive representative of a bargaining unit, does not afford SFREA the right to collect dues through automatic payroll deduction.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED by the Redevelopment Agency of the City and County of San Francisco that:

1. It is appropriate to designate managers and supervisors in a separate managerial/supervisory unit and the classifications included in the managerial/supervisory unit are those set forth in EXHIBIT 4.

2. Agency staff is directed to notify all affected employee organizations and employees by letter and posted notice of this managerial/supervisory bargaining unit determination and to afford interested employee organizations an opportunity to present a showing of interest.

3. It is appropriate that the dispute regarding the remaining (non-managerial/non-supervisory) positions, whose classifications are set forth in EXHIBIT 5, be resolved by mediation under Government Code §3507.1.
4. SFREA is hereby recognized as a non-exclusive representative of certain Agency employees. This non-exclusive recognition does not preclude other employee organizations from representing these same employees, does not afford SFREA the right to represent any bargaining unit of Agency employees and, until it is selected as exclusive representative of a bargaining unit, does not afford SFREA the right to collect dues through automatic payroll deduction.

5. In the event of a dispute between employee organizations and/or between employee organization(s) and the Agency, regarding representation, recognition, election or any other matter, the dispute shall be resolved by mediation under Government Code §3507.1.

APPROVED AS TO FORM:

Bertha A. Ontiveros
Agency General Counsel
Exhibit 1

Classifications Within Service Employees International
Union Local 790

CLASSIFICATION

Account Clerk I
Office Assistant I
Harbor Security Officer
Account Clerk II
Office Assistant II
Records Specialist I
Harbor Attendant
Harbor Office Assistant
Purchasing Assistant
Records Specialist II
Secretary
Senior Office Assistant
Harbor Office Supervisor
Accountant I
Administrative Secretary
Senior Harbor Attendant
Community Services Representative
Support Services Supervisor
Assistant Harbormaster
Assistant Planner
Senior Community Services Representative
Accountant II
Associate Planner
Contract Compliance Specialist I
Accountant III
Property Management Specialist
Senior Planner
Project/Planning Associate
Housing Preservation Liaison
Exhibit 2

Classification Within International Federation of Professional and Technical Engineers Local 21 AFL-CIO

CLASSIFICATION

Associate Civil Engineer
Building/Construction Inspector II
Building/Construction Inspector I
Civil Engineer
Construction Coordinator
Senior Civil Engineer

Architect
Architectural Assistant
Architectural Associate
Senior Architect
Senior Landscape Architect

Senior Programmer Analyst
Exhibit 3

San Francisco Redevelopment Employees Association
Petitioned Employees (Currently Unrepresented Classifications)

CLASSIFICATION

Accounting Supervisor
Administrative Analyst (vacant)
Administrative Services Manager
Architecture Supervisor
Assistant Development Specialist
Contract Compliance Specialist II
Deputy General Counsel
Development Services Manager
Development Specialist
Engineering and Construction Supervisor
Environmental Assessment Specialist
Executive Assistant
Executive Secretary
Facility Maintenance Supervisor
Facility Maintenance Worker
Financial Systems Accountant
Harbormaster (vacant)
Information Systems Supervisor
Planning Supervisor
Project Area Services Manager
Project Manager (vacant)
Property Management Supervisor
Public Affairs Officer
Records and Information Supervisor
Relocation Supervisor
Senior Attorney (vacant)
Senior Development Specialist
Senior Financial Analyst
Senior Legal Secretary
Senior Project Manager
Staff Associate II (vacant)
Staff Associate III (vacant)
Staff Associate IV
Staff Associate V
Staff Associate VI (vacant)
Staff Attorney I
Staff Attorney II (vacant)
Exhibit 4

Managerial/Supervisory Classification Unit

CLASSIFICATION

Accounting Supervisor

Advanced journey level classification within the professional accounting series. Perform the most difficult and responsible accounting and fiscal analysis work. Direct and manage the financial accounting and system operations of the Finance Department. Supervise and train other accounting personnel. Implement accounting policies and procedures and assist with the development and testing of new accounting systems. Requires five years of responsible accounting and auditing experience, including some supervisory experience. Bachelor’s degree in accounting or related field. A CPA is desirable.

Administrative Services Manager

Plan, organize, direct and review the activities and operations of the Administrative Services division including risk management, purchasing, central records, facility maintenance (Agency office), and clerical support staff. Direct, oversee and participate in the development of the division’s work plan, assign work activities, projects and programs, monitor work flow; review and evaluate work products, methods and procedures.

Architecture Supervisor

Plan, organize, direct and manage the Agency’s architecture and urban design activities, including coordination of architectural designing phases of projects with mechanical, electrical and structural portions of such projects. Supervise and implement the development of the Architecture program. Requires eight years of responsible experience in architecture, including four years of supervisory experience. Bachelor’s degree in architecture and registration as a licensed architect in the State of California by the Board of Architectural Examiners.

Deputy General Counsel

Independently perform difficult and complex legal work. Conduct research and interpret statutes; draft, negotiate and complete real estate transactions; draft documents and opinions; advise staff and represent the Agency in court and in administrative proceedings.
Exhibit 4 (continued)

Development Services Manager

Plan, organize, direct and manage the Agency’s development services including commercial real estate and economic development. Oversee the appraisal, negotiation and acquisition of real property from diverse private holdings; occasionally under eminent domain conditions and for the marketing disposition and leasing of other Agency real property. Requires eight years experience in urban development, redevelopment, project management, plus two years of supervisory experience. Prior experience working within an urban Redevelopment Agency is desirable. Bachelor’s degree in related field of study. A Master’s degree is desirable.

Engineering and Construction Supervisor

Plan, organize, direct and manage the Agency’s engineering, rehabilitation and construction activities. Supervise engineering and rehabilitation standards. Supervise and implement the development of the Agency’s engineering, rehabilitation and construction work plan. Requires eight years experience in urban development, redevelopment, or engineering, plus two years of supervisory experience. Prior experience working in an urban Redevelopment Agency is desirable. Bachelor’s degree in engineering. A Master’s degree is desirable. Possession of a Certificate of Registration as a Professional Civil Engineer is also required.

Information Systems Supervisor

Plan, organize, direct and supervise the management information systems including the operations of the Agency’s main frame, local area networks, systems analysis and development or acquisition and personal computer installations and support for Agency departments. Requires five years experience in information systems involving direct experience in systems development, programming and operations, plus two years of supervisory experience. Bachelor’s degree in related field of study.

Planning Supervisor

Plan, organize, direct and manage the Agency’s planning activities including the preparation of work programs; preparation of special complex reports, environmental impact analyses and replying to inquiries requiring highly technical planning and urban renewal information. Supervise and implement the development of the Planning work plan. Requires eight years experience in city planning involving formulation, presentation, and implementation of city plans or
Exhibit 4 (continued)

Renewal project plans, plus four years supervisory experience. Bachelor’s degree in city planning or urban design. Master’s degree in city planning or urban design also required.

Program Manager

Plan, manage and coordinate the Agency’s program management activities such as housing and economic development. Facilitate and coordinate all professional activities including development, architectural, planning, engineering, legal, construction, financial and environmental associated with the assigned program management. Coordinate City, Redevelopment Agency and private activities to achieve the above goals. Requires six to eight years experience in program management focusing in economic development, real estate, and/or housing, plus two to four years supervisory and managerial experience. Bachelor’s degree in related field of study. A Master’s degree is desirable.

Property Management Supervisor

Plan, organize, direct and supervise the management of assigned Agency properties, including supervising the leasing of vacant land and all types of improved property in accordance with Agency policy. Oversee the repair and maintenance of Agency facilities and properties. Establish and maintain relationships with tenants, citizen groups, and public and private organizations in carrying out and explaining the Agency’s Property Management Program. Requires six years experience in property management, public, business administration or related field. Bachelor’s degree in related field.

Relocation Supervisor

Plan, organize, direct and supervise relocation operations to ensure the administrative relocation of businesses and residential tenants in accordance with Agency policies, procedures, methods and laws governing relocation. Establish and maintain relationships with citizen groups, and public and private organizations, and other in carrying out and explaining the Agency’s Relocation Program. Requires six years experience in public or business administration, real estate management or related field. Bachelor’s degree in related field of study.

Senior Project Manager

Manage and coordinate the most complex project areas and/or multiple project areas. Exercise responsibility for the administration and coordination of all professional activities, including real estate, architectural, planning, engineering, construction, legal, financial and environmental associated with the development
Exhibit 4 (continued)

and redevelopment of public and private facilities. Requires six years experience with complex urban renewal operation and/or redevelopment projects, including two years supervisory and managerial experience. Five years of project management experience comparable to a Project Manager level. Bachelor's degree in a related field. A Master's degree is desirable.
Exhibit 5

Remaining Non-Managerial/Non-Supervisory Classifications

CLASSIFICATION

Assistant Development Specialist

Entry-level in a flexible staffed class whereby employees advance based on their experience, expertise, and performance on job assignments. Designed to provide continuing on the job training. Requires two years technical and professional experience and a Bachelor’s degree. A Master’s degree is desirable.

Contract Compliance Specialist II

Journey level class within Contract Compliance Specialist series. Must perform a full range of duties including negotiating and monitoring contracts with developers and others. Receive only occasional instruction or assistance and must be fully aware of the operating procedures and policies of the unit. Requires four years experience enforcing labor standards of which two years must include contract compliance, M/WBE procurement, affirmative action, and equal opportunity. Bachelor’s degree in business, public administration or related field.

Development Specialist

Journey level in the Development Specialist series. Judgment is necessary in selecting appropriate established guidelines to follow. Perform the full range of journey level analytical work. Provide professional staff support on complex developmental proposals. Requires four years of technical and professional experience in real estate, economic development, housing, and project development. Bachelor’s degree in planning, public, business administration, real estate development or related field. Master’s degree is preferred.

Environmental Assessment Specialist

Performs complex and difficult professional duties including the assessment of various environmental risks and toxic remediation issues. Review the environmental work produced by Agency consultants, the Navy and the Army and provide information and recommendations to the Agency, other City departments, advisory committees and the general public regarding toxic cleanup. Requires six years experience as project or program manager or technical specialist conducting site investigation, remediation or related activities. Bachelor’s degree in engineering, geology, science, public health or related field. Master’s degree in any of the areas of study may be substituted for one year of the required experience.
(Executive Assistant)

Perform highly responsible administrative and secretarial functions to support and assist the Executive Director, executive management and the Agency Commission, the Financing Authority and the State Building Authority in fulfilling their responsibilities. Provide substantial secretarial and administrative support of a complex and confidential nature to the Executive Director and the Commission. Requires ten years of responsible administrative and secretarial work. Completion of high school supplemented by college course work in public or business administration, office management or related field. Previous supervisory experience is desirable.

(Executive Secretary)

Full journey level classification within the Secretary series. Perform a variety of complex and responsible secretarial functions and routine administrative procedures in support of the Executive Office, Deputy Executive Director level and Executive management. Organize and direct the necessary support services as assigned. Requires eight years of responsible secretarial work. Completion of high school supplemented by course work in business, office management or related field.

Facility Maintenance Supervisor

Plan, organize, direct and supervise maintenance operations within Agency project areas. Oversee and participate in the performance of various maintenance, repair, replacement and minor improvement duties for Agency property and facilities. Perform full, first-line supervisory responsibilities. Requires four years experience in facility and property maintenance and repair. One year of lead or supervisory experience desirable. Completion of high school.

Facility Maintenance Worker

Perform various maintenance, repair, replacement and minor improvement duties for Agency property and facilities. Perform maintenance duties of a routine and closely related nature. Requires two years of labor and gardening experience including the selection and use of various tools and equipment. Completion of high school.
Financial Systems Accountant

Analyze and assist in the development, implementation and maintenance of accounting and financially oriented computer systems. Develop and coordinate the application of new or revised accounting policies and procedures. Assist in the design, development and implementation of management information systems. Requires two years experience in computerized financial systems, including design, development and installation of such systems. Six years of experience in professional accounting with one year experience at a level comparable to the advanced journey level of the professional accounting series. Bachelor's degree in accounting, finance, computer science, business, public administration or related field.

Project Area Services Manager

Develop, administer and manage a program to maintain and enhance the physical, economic and social conditions of redevelopment project areas. Identify potential sources of blight and address them. Provide highly complex staff assistance to Agency management and other City and public agency staff. Requires six years experience performing duties in community service, preferably related to urban development. Bachelor's degree in sociology, psychology, or related field.

Public Affairs Officer

Develop, administer, manage and evaluate the community relations and citizen participation program for the Agency and its projects. Establish and maintain liaison with appropriate staff representing the Mayor's Office, the Board of Supervisors, Departments of the City and County of San Francisco, other governmental entities and organizations, media, merchant groups, or individuals in coordination with appropriate Agency Program/Project Management staff. Requires seven years experience in community affairs and public relations, preferably related to urban development. Bachelor's degree in sociology, psychology, public relations or related field.

Records & Information Supervisor

Plan, organize, direct and supervise the records and information program within the Agency. Organize and consolidate the Agency's records into a centralized records retention and retrieval system. Perform full, first-line supervisory responsibilities.
Exhibit 5 (continued)

Senior Development Specialist

Advanced journey level in the Development Specialist series. Must possess highly technical analytical capabilities and be able to independently evaluate the market, economic and financial aspects of development proposals and make appropriate decisions critical to the negotiation process. Serves as team leader to coordinate multi-disciplinary projects. Requires judgment in interpreting established policies and applying strategies that deviate from established methods or practice. Requires eight years of journey level technical and professional work experience in real estate, economic development, housing and project development. A Master’s degree can be substituted for up to two years of required experience. Bachelor’s degree in public or business administration, planning real estate development or related field. A Master’s degree is preferred.

Senior Financial Analyst

Advanced journey level position within the Financial Analyst series. Must perform a variety of complex financial analyses. Perform and participate in the investments of the Agency’s excess funds, which includes maintaining banking relationships, preparation of the annual Agency budget, and resolution of budget issues including reviewing budget variances. Prepare complex financial analysis and projections including tax increment projections, proformas, and revenue projections, and financing scenarios. Requires six years experience in budgeting, financial analysis, debt issuance and investments. Bachelor’s degree in finance, accounting, business or public administration. A Master’s degree is desirable.

(Senior Legal Secretary)

Advanced journey level classification within the Legal Secretary series. Handle office details to relieve legal staff of administrative details. Perform specialized, confidential and diversified legal secretarial work. Must possess specialized technical and functional expertise. Requires seven years experience performing legal secretarial duties, including some experience as a supervisor over legal secretarial staff. Completion of high school supplemented by course work in para-legal support or related field.

Staff Associate IV

Tied to the City and County of San Francisco Special Assistant classification series and is used as a short term or temporary classification. Job description varies depending upon the responsibilities assigned.
Exhibit 5 (continued)

Staff Associate V

Tied to the City and County of San Francisco Special Assistant classification series and is used as a short term or temporary classification. Job description varies depending upon the responsibilities assigned.

Staff Attorney I

Entry level class in the Attorney series. Draft and negotiate all types of real estate and financial transactions. Perform a wide variety of legal research, prepare legal memoranda, present findings for review by General Counsel and Deputy General Counsel levels. Requires two years experience as a licensed attorney which has provided knowledge in redevelopment real estate law is desirable. Some trial experience is also desirable. Graduation from a recognized law school and active membership in the California State Bar.

Positions in parenthesis are typically of a confidential nature and are determined on a position by position basis upon mutual agreement between the Agency and the Union.