

## RESOLUTION NO. 191-2000

Adopted November 14, 2000

### AUTHORIZING THE REFERRAL OF THE DISPUTE REGARDING NON-MANAGERIAL/NON-SUPERVISORY POSITIONS BE SUBMITTED TO FINAL AND BINDING ARBITRATION

#### BASIS FOR RESOLUTION

1. The San Francisco Redevelopment Agency ("Agency") is a local agency under the jurisdiction of the Meyers Miliias Brown Act ("MMBA," Government Code §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. By Resolution No. 103-2000 dated June 27, 2000, the Agency established a unit of managers and supervisors, including the classifications set forth in EXHIBIT 4 and determined it was appropriate that the dispute regarding the remaining positions, whose classifications are set forth in EXHIBIT 5, be resolved by mediation under Government Code §3507.1.

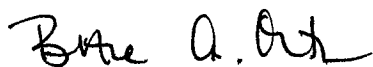
6. On July 27, 2000 and August 31, 2000, representatives of the Agency, Local 21, Local 790, and SFREA participated in mediation before Mediator John Jaeger to determine the appropriate unit placement of the classifications set forth in **EXHIBIT 5**. The mediation did not resolve the disagreement between the parties.
7. On September 4, 2000, Mediator Jaeger recommended that the dispute be submitted to final and binding arbitration. **EXHIBIT 6**.
8. On October 3, 2000, SFREA filed a petition to represent the classes set forth in **EXHIBIT 7**.
9. After reviewing the positions of the employee organizations and the opinion of the mediator, Agency staff has recommended the dispute be submitted to final and binding arbitration.

### **RESOLUTION**

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

1. It is appropriate that the dispute regarding the non-managerial/non-supervisory positions, whose classifications are set forth in **EXHIBIT 5**, (including the petition from the San Francisco Redevelopment Employees Association dated October 3, 2000) be submitted to final and binding arbitration.
2. Agency staff is directed to request the assistance of the State Mediation and Conciliation Service in selecting an arbitrator to resolve this matter promptly, neutrally, and fairly and is authorized to expend such funds as may be necessary to pay reasonable costs incurred by the Agency for the arbitration.
3. In the event of any future 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:**



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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 Employee Association (SFREA)** **Petitioned Employees (Currently Unrepresented Classifications)**

#### CLASSIFICATIONS

Accounting Supervisor  
Administrative Analyst (vacant)  
Administrative Service manager  
Architecture Supervisor  
Assistant Development Specialist  
\*Assistant Project Manager  
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 (vacant)  
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  
Staff Associate IV (vacant)  
Staff Associate V  
Staff Associate VI (vacant)  
Staff Attorney I  
Staff Attorney II (vacant)

\*The employee in the Project Area Services Manager classification was transferred into the Assistant Project Manager classification upon approval of the Agency's Salary Resolution (effective July 1, 2000).

## Exhibit 4

### Management/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

### Unrepresented Non-Management/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 technical and professional experience and a Bachelor's degree. A Master's degree is desirable.

##### Assistant Project Manager

Journey level classification that performs a wide variety of community service activities within project areas. Assists in the coordination and scheduling of all professional activities associated with the implementation of a redevelopment project area. Bachelor's degree in planning, public or business administration, real estate development or related field. 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 substantial experience enforcing labor standards, including contract compliance, M/WBE procurement, and equal employment. Bachelor's degree in business or public administration or related field.

##### Development Specialist

Journey level in the Development Specialist series. Perform the full range of journey level analytical work. Provide professional staff support on complex developmental proposals. Requires technical and professional experience in real estate, economic development, housing, and project development. Bachelor's degree in planning, public or 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 significant experience as a 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 desired.

(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 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 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 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 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 experience in computerized financial systems, including design, development and installation of such systems. 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 or public administration 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 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.

### 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 significant technical and professional work experience in real estate, economic development, housing and project development. 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 significant 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 significant 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 III

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 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/II

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 experience as a licensed attorney that has provided knowledge in redevelopment real estate law. Some trial experience is 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.

STATE OF CALIFORNIA

## Exhibit 6

Gray Davis GOVERNOR

DEPARTMENT OF INDUSTRIAL RELATIONS  
STATE MEDIATION AND CONCILIATION SERVICE  
(415) 703-4882  
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Address Reply To:  
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4 September, 2000

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1182 Market Street Room 425  
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From: John W. Jaeger  
Mediator

Subj: Unit Determination Mediation

A mediation session was held on Thursday, August 31 in an attempt to utilize the mediation process to effectuate a settlement of the outstanding issue(s) concerning a petition of SFREA for the establishment of two (2) additional bargaining units to cover job classifications that are currently unrepresented and are not included in bargaining units represented by SEIU, Local 790 and IFPTE, Local 21. Employees in these unrepresented or "residual" classifications have petitioned for representational rights afforded by law.

The parties have mutually agreed to establish a MANAGEMENT/SUPERVISORY UNIT. The vacant classifications of Harbor Master and Project Manager may require inclusion into this unit.

There is a persistent disagreement however, with respect to the establishment of the third non-management/non-supervisory bargaining unit that has been proposed by SFREA. A critical issue in the discussion over a third non-management unit is the concept of self-determination by the affected employees. In recognition that the mediation process does not lend itself to a final and binding decision, the mediator recommends that one or more of the following issue (s) in dispute be submitted to arbitration for a final and binding decision by a mutually selected arbitrator. In so doing, the mediator does recommend that William Gould of the Stanford University Law School is exceptionally well qualified to deal with these matters.

A determination of whether or not a third non-management/non-supervisory bargaining unit is appropriate.

If a determination is made that a third bargaining unit is inappropriate, a decision with respect to the allocation of the unrepresented or "residual" classifications to an appropriate bargaining unit(s).