

**COMMISSION ON COMMUNITY INVESTMENT AND INFRASTRUCTURE**

**RESOLUTION NO. 27-2017**

*Adopted June 20, 2017*

**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**

WHEREAS, The Successor Agency, commonly known as the Office of Community Investment and Infrastructure (“OCII”), approved, by Resolution Nos. 5-2015 and 6-2105 (February 9, 2015), three-year contracts with both Local 21 and Local 1021, established staggered cost of living increases over the terms of the contracts, which expire on June 30, 2017, and made other changes in the terms and conditions of employment (“Memoranda of Agreements” or “MOAs”); and,

WHEREAS, Under First Amendments to the MOAs that OCII has approved, the MOAs are extended to June 30, 2019 and the represented employees will receive the following base wage increases: 1) 3% effective the first full pay period in July 2017 and 2) 3% effective the first full pay period in July 2018; provided, however, that if the March 2018 Joint Report, prepared by the City Controller, the Mayor's Budget Director and the Board of Supervisors' Budget Analyst, projects a budget deficit for fiscal year 2018-2019 that exceeds \$200 million, July 2018 salary increase will be delayed by six (6) months and become effective the pay period including January 1, 2019 (the “First Amendments”); and,

WHEREAS Unrepresented classifications have historically received the same salary increases as represented employees, and,

WHEREAS, This Salary Resolution incorporates the above-described salary increases under the First Amendments to represented and unrepresented employees . This Salary Resolution is consistent with the 2017-18 budget approved by the Commission and subject to approval by the Board of Supervisors; and,

WHEREAS, 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 OCII Personnel Policy; and,

WHEREAS, Prior to the adoption of the MOAs in 2015, the Department of Human Resources (DHR) of the City and County of San Francisco and both SEIU #1021 and IFPTE Local #21 reviewed the class descriptions for both OCII classes and City and County classes. Based on the review of the OCII class description of duties and job requirements, these parties have identified a comparable City and County job classification; and,

WHEREAS Salaries have been established based on the current salary for the comparable City and County job classifications; and,

WHEREAS Extended salary ranges which have been provided in the MOAs are published in compliance with CalPERS requirements that pensionable salary rates be publicly adopted and published; and,

WHEREAS, The Salary Resolution lists all of the Successor Agency's classifications and provides salary benchmarks for those classifications based on the prior review described above of comparable positions in the City and County of San Francisco. The Salary Resolution lists Class Numbers for the comparable City positions and that are available at <http://www.sfdhr.org/index.aspx?page=32>.  
NOW, THEREFORE, BE IT

RESOLVED, The following classifications and comparability benchmarks with City classes are in effect for Successor Agency staff:

<b>SEQ NO.</b>	<b>CLASS NO.</b>	<b>SUCCESSOR AGENCY CLASSIFICATION</b>	<b>CLASS (Z/P)</b>	<b>COMPARABLE CITY CLASS MATCH</b>
1	500	Executive Director	Z	1381
2	1060	Deputy Executive Director	Z	0954
3	520	Agency General Counsel	Z	8181
4	525	Deputy General Counsel	Z	8177
5	1010	Assistant Deputy Executive Director	Z	1377
6	580	Senior Attorney	Z	8177
7	570	Construction Coordinator	Z	6319
8	605	Senior Architect	Z	5268
9	565	Senior Civil Engineer	Z	5211
10	555	Senior Project Manager, Supervisory	Z	5506
11	965	Human Resources Manager	Z	0931
12	1015	Contract & Fiscal Services Manager	Z	0932
13	535	Development Services Manager	Z	0932
14	540	Housing Program Manager	Z	0932
15	550	Senior Project Manager	Z	5504
16	556	Architecture & Engineering Supervisor	Z	5211
17	606	Planning Supervisor	Z	5283

<b>SEQ NO.</b>	<b>CLASS NO.</b>	<b>SUCCESSOR AGENCY CLASSIFICATION</b>	<b>CLASS (Z/P)</b>	<b>COMPARABLE CITY CLASS MATCH</b>
18	610	Senior Landscape Architect	Z	5274
19	625	Information Systems Supervisor	Z	1044
20	630	Senior Financial Analyst	Z	1825
21	970	Accounting Supervisor	Z	0931
22	1045	Senior Development Specialist, Supervisory	Z	0931
23	585	Contract Compliance Supervisor	Z	0931
24	560	Administrative Services Manager	Z	0931
25	590	Project Manager	Z	5502
26	940	Property Management Supervisor	Z	4142
27	955	Relocation Supervisor	Z	2912
28	595	Senior Development Specialist	Z	0923
29	1025	Housing Construction Specialist	Z	5502
30	635	Architect	Z	5241
31	620	Civil Engineer	Z	5274
32	975	Environmental Assessment Specialist	Z	5298
33	1100	Accountant IV	Z	1657
34	660	Staff Attorney II	Z	8177
35	655	Senior Planner	Z	5293
36	1065	Contract Compliance Specialist III	Z	2978
37	665	Building/Construction Specialist II	Z	6318
38	990	Assistant Project Manager	Z	1824
39	1050	Contract Administration Specialist	Z	1824
40	615	Development Specialist	Z	1824
41	675	Building/Construction Specialist I	Z	6317
42	640	Contract Compliance Specialist II	Z	2992
43	945	Property Management Specialist	Z	4140
44	690	Associate Civil Engineer	Z	5207
45	700	Architectural Associate	Z	5266
46	670	Financial Systems Accountant	Z	1657

<b>SEQ NO.</b>	<b>CLASS NO.</b>	<b>SUCCESSOR AGENCY CLASSIFICATION</b>	<b>CLASS (Z/P)</b>	<b>COMPARABLE CITY CLASS MATCH</b>
47	995	Commission Secretary	Z	1548
48	725	Staff Attorney I	Z	8177
49	1000	Executive Assistant to Executive Director	Z	1370
50	695	Accountant III	Z	1654
51	715	Senior Personnel Analyst	Z	1244
52	730	Associate Planner	Z	5291
53	685	Public Affairs Officer	Z	1314
54	720	Senior Programmer Analyst	Z	1063
55	770	Senior Community Services Specialist	Z	2912
56	705	Assistant Development Specialist	Z	1823
57	745	Records & Information Supervisor	Z	1408
58	735	Contract Compliance Specialist I	Z	2975
59	780	Architectural Assistant	Z	5260
60	760	Senior Legal Secretary	Z	1460
61	740	Harbormaster	Z	0922
62	1030	Management Assistant III	Z	1844
63	785	Assistant Planner	Z	5278
64	755	Administrative Analyst	Z	1822
65	775	Accountant II	Z	1652
66	750	Personnel Analyst	Z	1241
67	765	Programmer Analyst	Z	1062
68	800	Executive Secretary	Z	1450
69	803	Support Services Supervisor	P	1764
70	810	Administrative Secretary	P	1406
71	790	Assistant Harbormastor	Z	3233
72	1035	Management Assistant II	Z	1842
73	795	Community Services Specialist	Z	2910
74	820	Accountant I	Z	1650
75	815	Facility Maintenance Supervisor	Z	7215

<b>SEQ NO.</b>	<b>CLASS NO.</b>	<b>SUCCESSOR AGENCY CLASSIFICATION</b>	<b>CLASS (Z/P)</b>	<b>COMPARABLE CITY CLASS MATCH</b>
76	825	Senior Harbor Attendant	P	3232
77	850	Secretary	P	1444
78	1040	Management Assistant I	Z	1840
79	830	Harbor Office Supervisor	P	1408
80	855	Records Specialist II	P	1406
81	860	Senior Office Assistant	P	1406
82	845	Purchasing Assistant	P	1950
83	840	Harbor Attendant	P	7514
84	875	Office Assistant II (1406)	P	1426
85	840	Facility Maintenance Worker	P	7514
86	880	Record Specialist I	P	1404
87	882	Project/Planning Associate	P	5276
88	865	Harbor Office Assistant	P	1404
89	870	Law Clerk II	P	1460
90	885	Account Clerk II	P	1632
91	895	Office Assistant I	P	1426
92	890	Harbor Security Officer	P	8202
93	900	Law Clerk I	P	5276
94	905	Account Clerk I	P	1630
95	985	Staff Associate I	Z	1362
96	915	Staff Associate II	Z	1365
97	920	Staff Associate III	Z	1823
98	921	Staff Associate IV	Z	1824
99	930	Staff Associate V	Z	5502
100	935	Staff Associate VI	Z	5504

**IT IS FURTHER RESOLVED that:**

1. Appointment to OCII classification of Executive Director shall be made by the Commission and the person shall serve at the pleasure of OCII 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 OCII and the written budgets approved by OCII, to make appointments to positions in all OCII classifications and to vacate such positions.
3. In accordance with the Personnel Policy and Memoranda of Agreements (MOAs) with SEIU, Local 1021, and with IFPTE, Local 21, each person employed with OCII will be entitled to receive for his or her services, in his/her position, the rate of compensation described for the salary range number from Step 1 through Step 5, and, if applicable, for the extended range, as assigned to the classification to which his or her position is allocated and is illustrated in Attachment "A."
4. This Salary Resolution incorporates salary increases that OCII is obligated to provide represented employees during the terms of their MOAs described above; accordingly, the salary ranges listed in this resolution and in Attachment A will be automatically adjusted to reflect said increases during the term of the MOAs, as amended by the First Amendments, which expire on June 30, 2019.
5. Unrepresented classes are hereby authorized to receive a salary increase equivalent to salary increases received by represented employees on that date
6. The provisions of the MOAs between the OCII and IFPTE Local #21 with regard to compensatory time cash-outs, bereavement leave and floating holidays shall apply to unrepresented classes.
7. The classifications of Executive Director and all other unrepresented classifications shall receive salary increases that are consistent with the future increases under the Local 21 and Local 1021 MOAs according to the following schedule: 1) 3% effective the first full pay period in July 2017; and 2) 3%, effective the first full pay period in July 2018 except that if the March 2018 Joint Report, prepared by the Controller, the Mayor's Budget Director and the Board of Supervisors' Budget Analyst, projects a budget deficit for fiscal year 2018-2019 that exceeds \$200 million, then the base wage adjustment of 3% due on July 1, 2018, will be delayed by six (6) months and be effective the pay period including January 1, 2019.
8. 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.
9. 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.
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 so as to provide the supervisory employee with a salary that is no more than 5% higher than the employee who is being supervised.

11. Employees offered Extended Range as outlined in the Agreement, salary shall be reported in full (base rate pay plus special compensation) to the California Public Retirement Employee System ("CalPERS") based on the amount set forth and approved by the Executive Director.

I hereby certify that the foregoing resolution was adopted by the Commission at its meeting of June 20, 2017.

  
Interim Commission Secretary