

**Meeting Date:** 1/14/2014

**Report Type:** Consent

**Report ID:** 2014-00048



**Title: Labor Agreement: Sacramento City Exempt Employees Association Letter of Understanding (Two-Thirds Vote Required)**

**Location:** Citywide

**Issue:** The City seeks to amend its labor agreement with the Sacramento City Exempt Employees Association.

**Recommendation:** 1) Pass a Motion waiving the 10-day posting requirement prior to Council action per the Council Rules and Procedures; and 2) pass a Resolution approving the Letter of Understanding between the Sacramento City Exempt Employees Association and the City of Sacramento.

**Contact:** Geri Hamby, Director, (916) 808-7173; Shelley Banks-Robinson, Labor Relations Manager, (916) 808-5541, Department of Human Resources

**Presenter:** None

**Department:** Human Resources

**Division:** Labor Relations

**Dept ID:** 08001511

**Attachments:**

- 1-Description/Analysis
- 2-Resolution
- 3-Attachment 1 - Redline Employer Relations Policy
- 4-Exhibit 1 - SCXEA LOU
- 5-Exhibit 2 - Employer Employee Relations Policy

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### **City Attorney Review**

Approved as to Form  
Brett Witter  
1/8/2014 3:21:02 PM

### **Approvals/Acknowledgements**

Department Director or Designee: Geri Hamby - 1/8/2014 12:44:16 PM

## Description/Analysis

**Issue Detail:** The 2012-2014 labor agreement between the City of Sacramento and the Sacramento City Exempt Employees Association (SCXEA) expires on June 27, 2014. SCXEA represents employees in Represented Unit 01, Exempt Management; Represented Unit 10, Confidential/Administrative; and Represented Unit 14, Exempt Management Support. The City and SCXEA have negotiated a six-month extension to the current agreement with the following new terms:

- Extend current contract, through December 26, 2014;
- City to increase City health and welfare contribution for the 2014 and 2015 plan years as follows:
  - Employee Only
    - Effective January 1, 2014, the City shall contribute \$696 monthly for a single employee enrolled in a City-sponsored health insurance plan.
    - Effective January 1, 2015, the City shall contribute \$721 monthly for a single employee enrolled in a City-sponsored health insurance plan.
  - Employee Plus One Dependent

Effective January 1, 2014, the City shall contribute \$883 monthly for an employee plus one (1) dependent enrolled in a City-sponsored health insurance plan.
  - Employee Plus Two or More Dependents

Effective January 1, 2014, the City shall contribute \$1,243 monthly for an employee plus two (2) or more dependents enrolled in a City-sponsored health insurance plan.
- Change the mechanism for integrating sick and vacation leaves with Worker's Compensation Temporary Disability.

The City has been informed by Murray Levison, President of SCXEA, that ratification meetings were held beginning December 19, 2013, and the SCXEA successfully ratified the terms of the new agreement.

The parties have also agreed to amend the City's Employer-Employee Relations Policy (EERP) (Resolution No. 2013-0271) to remove one Support Services Manager assigned to Human Resources from the SCXEA-Represented Unit 01. Based on these discussions, the City recommends an amendment to the EERP shown in Attachment 1, which is consistent with that agreement.

**Policy Considerations:** Chapter 7, Section E.2.d of the City of Sacramento, Council Rules of Procedure, requires all labor agreements be posted on the city's website and be made available to the public at least 10 days prior to council action unless waived by a 2/3 vote of council. Staff is requesting City Council pass a motion waiving the 10-day posting/review requirement so that certain components of the proposed agreement can be implemented in a timely manner. Approval of this action by the City Council is

consistent with the City's legal obligations under the Meyers-Milias-Brown Act, adheres to the City's positive labor-management relations concept, and provides labor stability.

**Economic Impacts:** None

**Environmental Considerations:** This report concerns administrative activities that will not have a significant effect on the environment and that do not constitute a "project" as defined by the California Environmental Quality Act (CEQA) Guidelines Sections 15061(b)(3) and 15378(b)(2).

**Sustainability:** Not applicable

**Commission/Committee Action:** Not applicable

**Rationale for Recommendation:** Approval of this action will extend the agreement between the City and SCXEA, through December 26, 2014.

**Financial Considerations:** The proposed change in health and welfare benefits is consistent with agreements reached with the majority of other employee groups. The fiscal impact of the increased health and welfare contribution is approximately \$276,000 for the contract extension term.

**Emerging Small Business Development (ESBD):** Not applicable

## **RESOLUTION NO.**

Adopted by the Sacramento City Council

### **APPROVING THE LETTER OF UNDERSTANDING BETWEEN THE SACRAMENTO CITY EXEMPT EMPLOYEES ASSOCIATION (SCXEA) AND THE CITY OF SACRAMENTO**

#### **BACKGROUND**

- A. The 2012-2014 labor agreement between the City of Sacramento and the Sacramento City Exempt Employees Association (SCXEA) will expire on June 27, 2014.
- B. The City and SCXEA have negotiated a Tentative Agreement (TA) to extend the current contract through December 26, 2014; increase the City's health and welfare contribution; change sick and vacation leave integration for employees receiving Worker's Compensation Temporary Disability benefits, and amend the Employer-Employee Relations Policy (EERP) to remove the Support Service Manager in Human Resources from Representation Unit 01 and place the classification in Unrepresented Unit 20.
- C. The proposed change in health and welfare benefits is consistent with agreements reached with the majority of other employee groups. The fiscal impact of the increased health and welfare contribution is approximately \$276,000 for the contract extension term.
- D. The City has been informed by Murray Levison, President of SCXEA, that ratification meetings were held and that SCXEA members successfully ratified the terms of the TA.

#### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. The June 7, 2012, Memorandum of Understanding (MOU) with SCXEA is modified by the Letter of Understanding attached to this resolution as Exhibit 1.
- Section 2. The Employer-Employee Relations Policy attached to this resolution as Exhibit 2 is approved as amended.

# **Employer-Employee Relations Policy**

## **Policy Statement**

This policy is enacted pursuant to California Government Code Sections 3500 et seq., to establish orderly procedures to promote full communication between the City and its employees by providing a reasonable method of resolving disputes regarding wages, hours, and other terms and conditions of employment between the City and its employee organizations.

Nothing contained herein shall be deemed to supersede the provisions of existing State law, the City Charter, ordinances, resolutions and rules which establish and regulate the merit and civil service system, or which provide for other methods of administering employer-employee relations. This Resolution is intended, instead, to strengthen merit, civil service, and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees and the City.

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## **Purpose**

It is the purpose of this policy to promote the improvement of personnel management and employer-employee relations within the City by providing a uniform basis for recognizing the right of its employees to join organizations of their own choice and be represented by such organizations in their employment relationship with the City.

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## **Policy**

### **1. AUTHORITY OF CITY MANAGER**

The City hereby declares, as a matter of policy, that the City Council and its members will deal with employee organizations and their representatives solely through the City Manager except when otherwise expressly provided for by the terms of this Resolution.

### **2. REPRESENTATION UNITS**

The representation units set forth in Appendix A attached hereto are the appropriate units for representation by recognized employee organizations.

### **3. RECOGNIZED EMPLOYEE ORGANIZATIONS**

## Attachment 1

- a. An employee organization that wishes to be certified as the recognized employee organization for a designated representation unit for which unit no employee organization has been certified shall file a recognition petition with the Employee Relations Officer.
  - i. Petition – The petition shall be signed by the organization's duly authorized officers, and shall contain the following information and documentation:
    - 1. The name and mailing address of the organization.
    - 2. The names and titles of its officers.
    - 3. Designation of those persons, not exceeding three in number, and their addresses, to whom notice sent by regular mail will be deemed sufficient notice on the organization for any purpose.
    - 4. A statement that the organization does not discriminate or restrict membership or participation based on race, color, creed, national origin, or sex.
    - 5. A statement that the employee organization has, as one of its primary purposes, representing employees in their employment relations with the City.
    - 6. A statement that the employee organization agrees to comply with the provisions of this Resolution.
    - 7. A copy of its constitution and bylaws, if any.
    - 8. Identification of the representation unit for which petitioner seeks certification as the recognized employee organization.
    - 9. Proof of employee approval of thirty percent (30%) or more of the employees within such representation unit.
  - ii. The Employee Relations Officer shall give written notice of such petition to the petitioner, to the employees involved and to any employee organization that has filed a written request for receipt of such notice to him. Within thirty (30) days of the date of such notice, other employee organizations may file a challenging petition seeking to become the recognized employee organization within such representation unit.

## b. Election

- i. Calling of Election – The Employee Relations Officer shall, whether or not a challenging petition is filed, request the State Conciliation Service to call and conduct a secret ballot election in accordance with its own procedures and regulations and pursuant to the election procedures as herein below set forth. If a challenging petition is filed, and is accompanied by proof of employee approval equal to at least ten percent (10%) of the employees within the representation unit, the State Conciliation Service shall include such challenging employee organization on the ballot.
- ii. Election Procedures – Whenever the State Conciliation Service calls an election pursuant hereto, it shall include the choice of no organization on the ballot. Employees entitled to vote in a representational election shall be those employees within the representation unit whose name appeared on the payroll immediately prior to the date of the election. An employee organization shall be certified by the Employee Relations Officer as the recognized employee organization within the representation unit if:
  1. That employee organization has received the vote of a numerical majority of all the employees eligible to vote in the unit of which the election is held, or,
  2. More than fifty percent (50%) of the total number of employees in the unit eligible to vote have voted in the election, and the employee organization receives a numerical majority of all votes cast in the election, or,
  3. In an election involving three or more choices, where none of the choices receives a majority of the ballot votes cast, and where more than fifty percent (50%) of the total number of employees in the unit eligible to vote have voted in the election, a run-off election shall be conducted between the two choices receiving the largest number of ballot votes cast; the rules governing an initial election being applicable to a run-off election.
- iii. Decertification Procedures – A decertification petition may be filed with the Employee Relations Officer by employees or an employee organization to determine whether or not a recognized employee organization continues to represent a majority of the employees in the representation unit. Such petition must be accompanied by proof of employee approval equal to at least thirty percent (30%) of the employees within the representation unit. The time periods for a petition to be filed with the Employee Relations Officer are: a) after the first full year of recognition if no written agreement has been negotiated; b) within the period commencing ninety (90) and ending sixty (60) days immediately prior to the expiration date of a written agreement; or c) any time after a written agreement has been in effect for five years or more. When such a valid petition has been filed, the State Conciliation Service shall be requested to conduct an election to determine whether or not the

incumbent recognized employee organization shall be decertified, and where filed by an employee organization, whether such organization shall be recognized. Such election shall be in accordance with the procedures and regulations of the State Conciliation Service, and the election procedures as hereinabove set forth.

- iv. In the event that the State Conciliation Service is unable to or unwilling to provide any of the services required of it by paragraphs 2 and 3 above, the American Arbitration Association, or another impartial third party agreed to by the City and the concerned employee organization(s), shall perform said services.
- v. Costs of conducting elections, if any, shall be borne equally by the City and the employee organization(s).
- vi. Recognized employee organizations shall annually, on or before the anniversary date of recognition, file a written statement with the Employee Relations Officer, indicating changes in items (a) through (g) as they appeared in the recognition petition filed pursuant to paragraph 1 of this Article, or as subsequently amended by a written statement hereunder, or, as appropriate, shall indicate that there has been no change in such information. The statement shall be signed by the duly authorized officers of the recognized employee organization.

#### 4. MEET AND CONFER

- a. Upon request, a recognized employee organization shall have the right to meet and confer in good faith regarding matters within the scope of representation with the Employee Relations Officer and/or his designees. Provided, however, that nothing herein shall require meeting and conferring between parties to a Memorandum of Understanding during the term of such Memorandum regarding matters to take effect during such term, except that such parties may meet and confer during such term on a matter within the scope of representation where (a) the matter was not covered by the Memorandum or expressly raised as an issue during the meeting and conferring process out of which such Memorandum arose, and (b) there shall have arisen a significant change in circumstances with respect to such matter, which could not have reasonably been anticipated by both parties at the time they signed such Memorandum.
- b. Employees in classifications not included in supervisory and confidential representation units shall not participate in meeting and conferring or grievance resolution processes pertaining to supervisory and confidential representation unit classifications.
- c. In the absence of express authorization in advance by the Employee Relations Officer, not more than two City employees representing a recognized employee organization requesting such a meeting shall be entitled to attend without loss of



compensation or other benefit, nor shall more than a total of three representatives for each recognized employee organization be entitled to attend such meetings.

- d. City employees who shall represent a recognized employee organization at such meeting shall give reasonable advance notice thereof to their immediate supervisor, but in no event shall such notice be given less than one full working day or shift before the meeting; except, however, that the Employee Relations Officer may, in his discretion, waive this requirement for advance notice.
- e. If agreement is reached on matters subject to approval by the City Council or by the Civil Service Board or Retirement Board, the parties shall jointly prepare a written memorandum of such understanding, and the Employee Relations Officer shall present it to the Council or such Board, as appropriate, for determination. If agreement is reached on matters not subject to such approval, the Employee Relations Officer and the recognized employee organization(s) shall, at the request of one of the parties, prepare a written memorandum of such understanding.

### 5. PAYROLL DEDUCTIONS

- a. Only recognized employee organizations shall have the right to have the regular membership dues of its members deducted from employees' paychecks upon the written authorization of each such employee member in such form as will not infringe upon an employee's rights under California Government Code Sec. 3502.
- b. This Article shall not be construed to restrict a recognized employee organization from meeting and conferring with the City regarding additional payroll deductions upon the written authorization of employees in such representation unit.

### 6. COMMUNICATION WITH EMPLOYEES

- a. Reasonable access to employee work locations shall be granted to officers of recognized employee organizations for the purpose of processing grievances or contacting members of the organization concerning business within the scope of representation. Such officers shall not enter any work location without previous notice to and consent from the Department Head or his designee, and access may be restricted so as not to interfere with departmental operations or with established safety and security requirements.
- b. Campaigning for office, conducting meetings or elections, and other internal employee organization business of a similar nature shall not be carried on during work hours.

### 7. USE OF CITY FACILITIES

City buildings and other facilities may be made available for use by City employees or an employee organization or their representatives in accordance with administrative procedures governing such use.

## 8. ADVANCE NOTICE

- a. Except in cases of emergency as provided in this Article, the City Council, the Civil Service Board and the Retirement Board, shall give reasonable written notice to each recognized employee organization affected by any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the City Council, the Civil Service Board, or the Retirement Board, and shall give such recognized employee organization the opportunity to meet with the City Council, the Civil Service Board, or the Retirement Board. The Council or such Board shall, upon request of the Employee Relations Officer or a recognized employee organization, delay consideration of the matter proposed to be acted upon for such period of time deemed to be reasonable by the Council or such Board, to give the parties an opportunity to meet and confer thereon in order to endeavor to agree upon a joint recommendation to be made to the Council or such Board.
- b. In cases of emergency when the City Council, the Civil Service Board, or the Retirement Board determine that an ordinance, rule, resolution or regulation must be adopted immediately without prior notice or meeting with a recognized employee organization, the City Council, the Civil Service Board, or the Retirement Board shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such ordinance, rule, resolution, or regulation.

## 9. EMPLOYEE ORGANIZATION

Employee organizations may represent their individual employee members in individual employment relations, including grievances, to the extent required by the Government Code.

## 10. INDIVIDUAL EMPLOYEES

Nothing in this Resolution shall be construed to restrict or in any way modify the right of an individual employee to present matters involving his individual employment relationship to the appropriate level of management, provided that any action taken is not inconsistent with the terms of a memorandum or understanding then in effect, and that before any action is taken which could affect the terms and conditions of employment of other employees in the representation unit, such proposed action is communicated to the recognized employee organization for its opinion on the merits and the effect on the proposed action.

## 11. PROHIBITION AGAINST DISCRIMINATION

- a. No appointing authority or his representative shall discriminate for or against any employee organization, or in any way coerce or influence any employee in his free choice to join or refrain from joining any employee organization
- b. It is the policy of the City to affirmatively support and encourage equal opportunity of employment for members of racial, religious and other minority groups. If evidence of such discrimination by an employee organization comes to the attention of the Employee Relations Officer, it shall be his duty to refer such evidence to an appropriate legal authority having jurisdiction thereof, if any.

### 12. APPLICATION OF LABOR CODE SECTION 923

The enactment of this Resolution shall not be construed as making the provisions of Section 923 of the Labor Code applicable to employees or employee organizations.

### 13. IMPASSE PROCEDURES

- a. Initiation of Impasse Procedures – Impasse procedures may be invoked after the possibility of settlement by direct discussion has been exhausted. Any party may initiate the impasse procedures by filing with the other party or parties a written request for an impasse meeting, together with a statement of its position on all disputed issues. An impasse meeting shall then be scheduled by the Employee Relations Officer forthwith after the date of filing of the written request for such meeting, with written notice to all parties affected. The purpose of such impasse meeting shall be two-fold:
  - i. To permit a review of the position of all parties in a final effort to reach an agreement on the disputed issues; and
  - ii. If agreement is not concluded, to discuss arrangements for implementing the specific impasse procedure or procedures to which the dispute shall be submitted.
- b. Impasse Procedures – Impasse procedures are as follows:
  - i. If the parties so agree, the dispute shall be submitted directly to the City Council for determination.
  - ii. If they do not so agree with a reasonable period of time, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues. If the parties are unable to agree on a mediator after a reasonable period of time, they shall select the mediator from a list of three names to be provided by the State Conciliation Service, or if that body for any reason shall fail to provide such list, by the American Arbitration Association. The recognized employee organization or organizations shall first strike one name, the Employee Relations Officer shall then strike one name, and the name remaining shall be the mediator.

## Attachment 1

- iii. If the parties have failed to resolve all their disputes through mediation within fifteen (15) days after the mediator commenced meeting with the parties, the parties may agree to submit the issues in dispute directly to the City Council. In that event the City Council shall finally determine the issues after conducting a public hearing thereon and after such further investigation of the relevant facts as it may deem appropriate.
- iv. If the parties fail to agree to submit the dispute directly to the City Council, the disputed issues shall be submitted to fact-finding.
- c. The parties may agree on the appointment of one or more fact-finders. If they fail to so agree, a fact-finding panel of three shall be appointed in the following manner: One member of the panel shall be appointed by the Employee Relations Officer, one member shall be appointed by the recognized employee organization, and those two shall name a third, who shall be the chairman. If they are unable to agree upon a third, they shall select the third member from a list of five names to be provided by the American Arbitration Association, the one to serve to be determined by the alternate striking of names, with the party who is to strike the first name to be determined by chance method.
  - i. The following constitute the jurisdictional and procedural requirements for fact-finding:
    - 1. Fact-finders shall not have served as mediator in the same impasse under subparagraph (b), and shall not be employees or officers of the City or members of one of the City's employee organizations.
    - 2. Fact-finding is authorized hereunder in connection with all disputed issues that are within the scope of representation.
    - 3. The fact-finder(s) shall, to the extent they are applicable, determine and apply the following standards to the disputed issues in making recommendations:
      - a. City job classifications shall be compared to comparable job classifications in private and public employment in the Sacramento metropolitan area, and in the three California cities next larger and the three California cities next smaller in population than Sacramento, to the extent such can be reasonably done.
      - b. In determining job comparability, the following factors will be considered: The nature and complexity of the duties involved; the degree of supervision received and exercised; the educational, experience and physical qualifications, and the special skills required; the physical working conditions; and the hazards inherent in the job.

## Attachment 1

- c. Comparisons shall be in terms of total compensation and benefits of employment, and, to the extent feasible, shall be measured in monetary terms.
  - d. The comparison data as hereinabove provided for shall, to the extent feasible, be adjusted as appropriate for differences in the cost of living in Sacramento as compared to other cities considered; the benefits of job stability and continuity of employment; difficulty of recruiting qualified applicants; and equitable employment benefit relationships between job classifications in City employment.
  - e. The state of the economy in the Sacramento metropolitan area, and the financial condition and resources of City government, shall be considered.
4. The fact-finder(s) shall make written findings of fact and recommendations for the resolution of the issues in dispute, which shall be presented in terms of the standards specified in (3) above. The fact-finder or chairman of the fact-finding panel shall serve such findings and recommendations on the Employee Relations Officer and the designated representative of the recognized employee organization. If these parties have not resolved the impasse within ten (10) days after service of the findings and recommendations upon them, and in no event later than ten (10) days prior to the final date set by law for fixing of the tax rate, the fact-finder or the chairman of the fact-finding panel shall make them public by submitting them to the City Clerk for consideration by the City Council in connection with the Council's legislative determination of the issues.
5. Costs of mediation and fact-finding shall be divided one-half to the City and one-half to the recognized employee organization.

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## Definitions

### **Confidential Employee**

An employee who regularly participates in making or regularly has advance knowledge of decisions of the City affecting employee relations.

### **Employee**

Except as otherwise provided for in a collective bargaining agreement, employee is defined as:

- (a) A full-time career employee, or
- (b) an employee who works within one year from each date of employment, in excess of 1,040 hours during a continuous period of employment of more than six (6) months

### **Employee Organization**

As defined in California Government Code Section 3501.

### **Employee Relations Officer**

The City Manager or his duly authorized representative.

### **Impasse**

A deadlock in discussions between a recognized employee organization and the Employee Relations Officer over any matters concerning which they are required to meet and confer in good faith, or over the scope of such subject matter.

### **Management Employee**

An employee having responsibility for formulating, administering, or managing the implementation of City policies and programs.

### **Mediation**

As defined in California Government Code Section 3501.

### **Professional Employee**

An employee engaged in work (a) predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical, or physical work, and (b) involving the consistent exercise of discretion and judgment in its performance, and (c) of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time, and (d) requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or a hospital, as distinguished from a general academic education or from an apprenticeship or from training in the performance of routine mental, manual, or physical processes.

### **Proof of Employee Approval**

Demonstrated under this Resolution by (a) an authorization card recently signed by an employee, or (b) employee dues deduction authorizations, using the payroll immediately prior to the date a petition is filed hereunder, except that deductions for more than one

employee organization for the account of any one employee shall not be considered proof of employee approval for more than one employee organization, or (c) a verified authorization petition or petitions recently signed by an employee.

**Recently Signed**

Signed within one hundred eighty (180) days prior to the filing of a petition hereunder.

**Recognized Employee Organization**

As defined in California Government Code Section 3501.

**Scope of Representation**

As defined in California Government Code Section 3504.

**Supervisory Employee**

An employee having responsibility for assigning and directing the work of other employees, or for rewarding or disciplining them, or for adjusting their grievances, or effectively to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

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## Document History:

**Supersedes:** Employee-Employer Relations Policy dated July 19, 2012  
**Effective:** August 13, 2013

## Appendix A

## Designation of Representation Units and Unrepresented Classifications

1. The Council determines that the following (including special job classifications designated by "Special Manpower Planning") are the appropriate representation units:

### A. Building Trades and Craft Unit (Represented Unit 06)

- Blacksmith Welder
- Carpenter
- Electrician
- Electrician Lineworker
- Electrician Supervisor
- Generator Technician
- Machinist
- Machinist Helper
- Machinist Supervisor
- Mechanical Maintenance Supervisor
- Painter
- Plumber
- Plumber Apprentice
- Roofer
- Senior Carpenter
- Senior Electrician
- Senior Generator Technician
- Senior Painter
- Senior Plumber
- Senior Sheet Metal Worker
- Sheet Metal Worker
- Stagehand I
- Stagehand II
- Structural Maintenance Supervisor
- Supervising Generator Technician

### B. Plant Operator Unit (Represented Unit 04)

- Heating, Ventilation and Air Conditioning Systems Mechanic
- Junior Plant Operator
- Plant Operator

\*Part-time and Seasonal Classification



Plant Operator Unit (Represented Unit 04) (Continued)

- Senior Heating, Ventilation and Air Conditioning Systems Mechanic
- Senior Plant Operator
- Senior Stationary Engineer
- Stationary Engineer

C. Water and Sewer Unit (Represented Unit 07)

- Assistant Water Cross-Connection Control Specialist
- Utilities Field Services Leadworker
- Utilities Field Services Serviceworker
- Utilities Field Services Serviceworker (Apprentice)
- Water Cross-Connection Control Specialist

D. Traffic Engineering Unit (Represented Unit 08)

- Traffic Supervisor
- Traffic Worker I
- Traffic Worker II
- Traffic Worker III
- Traffic Worker Trainee

E. Fire Department Unit (Represented Unit 05)

- Fire Battalion Chief
- Fire Captain
- Fire Captain (Paramedic)
- Fire Engineer
- Fire Engineer (Paramedic)
- Fire Investigator I
- Fire Investigator II
- Fire Prevention Officer I
- Fire Prevention Officer II
- Fire Prevention Officer Trainee
- Firefighter
- Firefighter (Paramedic)
- Senior Fire Prevention Officer

\*Part-time and Seasonal Classification

F. Police Department Unit (Represented Unit 02)

- Community Service Officer
- Community Service Officer (Limited-Term)\*
- Dispatcher I
- Dispatcher II
- Dispatcher III
- Park Safety Ranger
- Park Safety Ranger Assistant
- Park Safety Ranger Supervisor
- Police Officer
- Police Sergeant

G. Professional Unit (Represented Unit 17)

- Arborist/Urban Forester
- Archivist
- Art Museum Registrar
- Assistant Planner
- Associate Curator of Art
- Associate Planner
- Geographic Information Systems Specialist I
- Geographic Information Systems Specialist II
- Geographic Information Systems Specialist III
- Graphic Designer
- Junior Planner
- Media Production Specialist I
- Media Production Specialist II
- Museum Registrar
- Public Information Coordinator
- Real Property Agent I
- Real Property Agent II
- Real Property Agent III
- Telecommunications Systems Analyst I
- Telecommunications Systems Analyst II
- Telecommunications Systems Analyst III
- Water Quality Chemist

\*Part-time and Seasonal Classification

#### H. Office and Technical Unit (Represented Unit 16)

- Account Clerk I
- Account Clerk II
- Accounting Technician
- Architectural Technician I
- Architectural Technician II
- Architectural Technician III
- Arts Program Assistant
- Arts Program Coordinator
- Booking Coordinator
- Boutique Operator
- Building Inspector I
- Building Inspector II
- Building Inspector III
- Building Inspector IV
- Burglary/Robbery Alarm Inspector
- Buyer I
- Buyer II
- Buyer III
- Cashier
- Central Services Assistant I
- Central Services Assistant II
- Central Services Assistant III
- Child Care Assistant
- Claims Collector
- Clerk I
- Clerk II
- Clerk III
- Code Enforcement Officer
- Communications Assistant
- Community Service Representative I
- Community Service Representative II
- Computer Operator I
- Computer Operator II
- Construction Inspector I
- Construction Inspector II
- Construction Inspector III
- Customer Service Assistant
- Customer Service Representative

\*Part-time and Seasonal Classification

Office and Technical Unit (Represented Unit 16) (Continued)

- Customer Service Specialist
- Customer Service Trainee
- Data Entry Technician
- Department Systems Specialist I
- Department Systems Specialist II
- Development Services Technician I
- Development Services Technician II
- Development Services Technician III
- Elder Care Assistant
- Electrical Construction Inspector I
- Electrical Construction Inspector II
- Electrical Construction Inspector III
- Engineering Technician I
- Engineering Technician II
- Engineering Technician III
- Events Coordinator
- Exhibits Coordinator
- Facility Drawings Technician
- Fingerprint Clerk
- Fleet Management Technician
- Fleet Service Coordinator
- Forensic Investigator I
- Forensic Investigator II
- Graphics Assistant
- Health Coverage Representative
- Human Services Program Coordinator\*
- Information Technology Support Specialist I
- Information Technology Support Specialist II
- Information Technology Trainee
- Key Data Operator I
- Landscape Technician I
- Landscape Technician II
- Lead Forensic Investigator
- Media and Computer Specialist
- Microcomputer Systems Specialist
- Neighborhood Resources Coordinator I
- Neighborhood Resources Coordinator II
- Offset Equipment Operator

\*Part-time and Seasonal Classification

Office and Technical Unit (Represented Unit 16) (Continued)

- Personnel Transactions Coordinator
- Plans Examiner I
- Plans Examiner II
- Plans Examiner III
- Police Clerk I
- Police Clerk II
- Police Clerk III
- Police Records Specialist I
- Police Records Specialist II
- Police Records Specialist III
- Program Coordinator
- Program Developer
- Program Leader
- Property Assistant
- Recreation Aide\*
- Recreation Leader (Special Needs)\*
- Revenue Services Representative
- Revenue Services Trainee
- Secretary
- Secretary to the Planning Commission
- Senior Central Services Assistant
- Senior Claims Collector
- Senior Computer Operator
- Senior Customer Service Representative
- Senior Data Entry Technician
- Senior Department Systems Specialist
- Senior Engineering Technician
- Senior Information Technology Support Specialist
- Senior Key Data Operator
- Senior Landfill Engineering Technician
- Senior Personnel Transactions Coordinator
- Senior Property Assistant
- Senior Recreation Aide\*
- Senior Revenue Services Representative
- Senior School Crossing Guard\*
- Senior Utility Customer Service Technician
- Service Contract Inspector
- Special Program Leader\*

\*Part-time and Seasonal Classification

Office and Technical Unit (Represented Unit 16) (Continued)

- Stenographer Clerk I
- Stenographer Clerk II
- Stenographer Clerk III
- Storekeeper
- Stores Clerk I
- Stores Clerk II
- Surveillance Equipment Technician
- Ticket Seller
- Traffic Investigator I
- Traffic Investigator II
- Traffic Investigator III
- Transportation Systems Management Coordinator
- Typist Clerk I
- Typist Clerk II
- Typist Clerk III
- Utility Customer Service Technician I
- Utility Customer Service Technician II
- Utility Customer Service Technician III
- Utility Services Inspector
- Water Conservation Specialist
- Water Quality Laboratory Technician
- Zoning Investigator

I. Operations and Maintenance Unit (Represented Unit 03)

- Animal Care Technician
- Animal Control Officer
- Assistant Code Enforcement Officer
- Assistant Greenskeeper\*
- Building Maintenance Worker
- Community Center Attendant I
- Community Center Attendant II
- Cultural Facilities Attendant
- Custodian I
- Custodian II
- Electronic Maintenance Technician I
- Electronic Maintenance Technician II
- Electronic Maintenance Technician Trainee

\*Part-time and Seasonal Classification

Operations and Maintenance Unit (Represented Unit 03) (Continued)

- Engineering Aide I
- Engineering Aide II
- General Helper
- Golf Course Marshal
- Greenskeeper
- Instrument Technician I
- Instrument Technician II
- Instrument Technician Trainee
- Irrigation Technician
- Landfill Equipment Operator
- Landfill Equipment Operator R2
- Maintenance Worker
- Marina and Boating Facilities Attendant
- Meter Reader
- Motor Sweeper Operator
- Park Equipment Operator
- Park Maintenance Worker
- Park Maintenance Worker I
- Park Maintenance Worker I (Pest)
- Park Maintenance Worker II
- Park Maintenance Worker II (Pest)
- Park Maintenance Worker III
- Parking Enforcement Officer
- Parking Lot Attendant
- Parking Meter Coin Collector
- Parking Meter Repair Worker
- Registered Veterinary Technician
- Sanitation Worker I
- Sanitation Worker II
- Sanitation Worker III
- Security Guard
- Senior Building Maintenance Worker
- Senior Custodian
- Senior Electronic Maintenance Technician
- Senior Maintenance Worker
- Senior Parking Lot Attendant
- Senior Telecommunications Technician
- Senior Tree Maintenance Worker

\*Part-time and Seasonal Classification

Operations and Maintenance Unit (Represented Unit 03) (Continued)

- Senior Tree Pruner
- Street Construction Equipment Operator
- Street Construction Laborer
- Street Construction Laborer Trainee
- Survey Technician I
- Survey Technician II
- Telecommunications Technician I
- Telecommunications Technician II
- Telecommunications Technician Trainee
- Traffic Control and Lighting Technician I
- Traffic Control and Lighting Technician II
- Traffic Control and Lighting Technician Trainee
- Tree Maintenance Worker
- Tree Maintenance Worker Trainee
- Tree Pruner I
- Tree Pruner II
- Tree Pruner Trainee
- Utility Worker\*
- Water Waste Inspector
- Zoo Attendant I
- Zoo Attendant II

J. General Supervisory Unit (Represented Unit 15)

- Assistant Box Office Supervisor
- Central Services Supervisor
- Central Stores Supervisor
- Chief Museum Attendant
- Computer Operations Supervisor
- Concrete Construction Leadworker
- Curator of Historical Exhibitions
- Custodial Supervisor
- Customer Service Supervisor
- Drainage Supervisor
- Enforcement and Collections Supervisor
- Equipment Maintenance Supervisor
- Financial Services Supervisor
- Golf Course Supervisor
- Health Coverage Supervisor

\*Part-time and Seasonal Classification



General Supervisory Unit (Represented Unit 15) (Continued)

- Instrumentation Supervisor
- Marina and Boating Facilities Supervisor
- Meter Reading Supervisor
- Museum Security Supervisor
- Office Supervisor
- Parking Enforcement Supervisor
- Parking Facilities Maintenance Supervisor
- Parking Lot Supervisor
- Parking Meter Collection Supervisor
- Parking Meter Repair Supervisor
- Parks Supervisor
- Police Records Supervisor
- Program Supervisor
- Revenue Supervisor
- Senior Accounting Technician
- Senior Animal Care Technician
- Senior Animal Control Officer
- Senior Code Enforcement Officer
- Senior Parking Lot Supervisor
- Senior Police Records Supervisor
- Senior Storekeeper
- Senior Supervising Building Inspector
- Senior Traffic Control and Lighting Supervisor
- Solid Waste Maintenance Supervisor
- Solid Waste Supervisor
- Street Maintenance Supervisor
- Supervising Building Inspector
- Supervising Cashier
- Supervising Community Center Attendant
- Supervising Community Service Representative
- Supervising Construction Inspector
- Supervising Dispatcher
- Supervising Forensic Investigator
- Supervising Graphic Designer
- Supervising Plant Operator
- Supervising Police Clerk
- Supervising Property Assistant
- Supervising Surveyor

\*Part-time and Seasonal Classification

General Supervisory Unit (Represented Unit 15) (Continued)

- Supervising Water Quality Chemist
- Survey Party Chief
- Telecommunications Supervisor
- Traffic Control and Lighting Supervisor
- Tree Maintenance Supervisor
- Tree Pruner Supervisor
- Utilities Field Services Supervisor
- Utility Customer Service Supervisor
- Zoo Supervisor

K. Engineering Unit (Represented Unit 11)

- Assistant Architect
- Assistant Civil Engineer
- Assistant Electrical Engineer
- Assistant Mechanical Engineer
- Associate Architect
- Associate Civil Engineer
- Associate Electrical Engineer
- Associate Landscape Architect
- Associate Mechanical Engineer
- Fire Protection Engineer
- Junior Architect
- Junior Engineer
- Junior Landscape Assistant
- Landscape Assistant
- Telecommunications Engineer I
- Telecommunications Engineer II
- Telecommunications Engineer III

L. Automotive/Equipment Mechanics Unit (Represented Unit 12)

- Equipment Body Mechanic I
- Equipment Body Mechanic II
- Equipment Body Mechanic III
- Equipment Mechanic I
- Equipment Mechanic II
- Equipment Mechanic III
- Equipment Serviceworker

\*Part-time and Seasonal Classification

Automotive/Equipment Mechanics Unit (Represented Unit 12) (Continued)

- Fire Service Worker
- General Repair Worker
- Senior Equipment Serviceworker
- Supervising Fire Service Worker
- Vehicle Pool Serviceworker
- Vehicle Service Attendant

M. Exempt/Management Support (Represented Unit 14)

- Administrative Analyst
- Investigator
- Program Analyst
- Senior Deputy City Clerk
- Stores Administrator
- Workers' Compensation Claims Representative

N. Confidential/Administrative (Represented Unit 10)

- Administrative Assistant
- Administrative Assistant (Confidential/Exempt)
- Administrative Technician
- Administrative Technician (Confidential/Exempt)
- Analyst Trainee
- Applications Developer
- Data System Technician
- Deputy City Clerk
- Desktop Support Specialist
- Information Technology Project Analyst
- LAN Administrator
- Legal Secretary (Exempt)
- Legal Staff Assistant
- Legal Staff Assistant (Exempt)
- Paralegal (Exempt)
- Payroll Technician
- Personnel Technician
- Personnel Technician (Confidential)
- Programmer
- Senior Legal Staff Assistant (Exempt)
- Senior Staff Assistant

\*Part-time and Seasonal Classification

Confidential/Administrative (Represented Unit 10) (Continued)

- Staff Assistant
- Supervising Legal Secretary
- Systems Engineer
- Treasury Assistant

O. Exempt Management (Represented Unit 01)

- 311 Manager
- Accountant Auditor
- Accounting Manager
- Administrative Officer
- Animal Care Services Manager
- Arts Administrator
- Arts in Public Places Specialist
- Assistant Field Services Manager
- Banking Operations Analyst
- Banking Operations Manager
- Building Services Manager
- Business Services Manager
- Camp Sacramento Supervisor
- Career Development Specialist
- Chief Building Inspector
- Chief Building Official
- Chief Investment Officer
- Chief of Housing and Dangerous Buildings
- Code Enforcement Manager
- Contracts and Compliance Specialist
- Convention Center General Manager
- Curator of Art
- Curator of Education
- Curator of History
- Debt Analyst
- Deputy Chief Building Official
- Deputy City Attorney I
- Deputy City Attorney II
- Deputy Convention Center General Manager
- Deputy Director of Public Safety Accountability
- Economic Development Manager
- E-Government Manager

\*Part-time and Seasonal Classification

Exempt Management (Represented Unit 01) (Continued)

- Emergency Communications Manager
- Emergency Medical Services Coordinator
- Engineering Manager
- Environmental Health and Safety Officer
- Environmental Health and Safety Specialist
- Equal Employment Specialist
- Events Services Manager
- Events Services Supervisor
- Facilities and Real Property Superintendent
- Facilities Manager
- Field Services Manager
- Fire Assistant Chief
- Fleet Manager
- Golf Manager
- Golf Superintendent
- Historic District Manager
- History and Science Manager
- Human Resources Manager
- Information Technology Manager
- Information Technology Project Manager
- Information Technology Supervisor
- Integrated Waste Collections Superintendent
- Integrated Waste General Manager
- Integrated Waste General Supervisor
- Integrated Waste Planning Superintendent
- Investment and Operations Manager
- Investment Officer
- Investment Operations Analyst
- Junior Development Project Manager
- Law Office Administrator
- Licensed Land Surveyor
- Management Analyst
- Marina Manager
- Media and Communications Specialist
- Metropolitan Arts Manager
- Neighborhood Services Area Manager
- Neighborhood Services Manager
- New Growth Manager

\*Part-time and Seasonal Classification

Exempt Management (Represented Unit 01) (Continued)

- Operations General Supervisor
- Operations Manager
- Organizational Development Specialist
- Park Maintenance Manager
- Park Maintenance Superintendent
- Park Planning, Design and Development Manager
- Parking Manager
- Permit Services Manager
- Personnel Analyst
- Planning Director
- Plant Services Manager
- Police Administrative Manager
- Police Captain
- Police Lieutenant
- Principal Accountant
- Principal Applications Developer
- Principal Building Inspector
- Principal Information Technology Project Manager
- Principal Management Analyst
- Principal Planner
- Principal Systems Engineer
- Procurement Services Manager
- Program Manager
- Program Specialist
- Recreation General Supervisor
- Recreation Manager
- Recreation Superintendent
- Revenue Manager
- Risk Manager
- Senior Accountant Auditor
- Senior Applications Developer
- Senior Architect
- Senior Debt Analyst
- Senior Deputy City Attorney
- Senior Development Project Manager
- Senior Engineer
- Senior Investment Officer
- Senior Landscape Architect

\*Part-time and Seasonal Classification

Exempt Management (Represented Unit 01) (Continued)

- Senior Management Analyst
- Senior Personnel Analyst
- Senior Planner
- Senior Systems Engineer
- Special Assistant to the City Attorney
- Special Projects Engineer
- Special Projects Manager
- Staff Services Administrator
- Streets Manager
- Supervising Animal Care Officer
- Supervising Architect
- Supervising Engineer
- Supervising Financial Analyst
- Supervising Information Technology Project Manager
- Supervising Landscape Architect
- Supervising Real Property Agent
- Support Services Manager
- Traffic Engineer
- Training Specialist
- Treasury Analyst
- Treasury Manager
- Urban Design Manager
- Urban Forestry Manager
- Utility Construction Coordinator
- Veterinarian
- Water and Sewer Superintendent (Field)
- Water and Sewer Superintendent (Plant)
- Zoo Curator

\*Part-time and Seasonal Classification

2. The Council designates the following class titles as "unrepresented classifications."

A. Executive Management (Unrepresented Unit 20)

- Administrative Analyst (City Manager's Office)
- Assistant City Attorney
- Assistant City Clerk
- Assistant City Manager
- Assistant City Treasurer
- Budget Manager
- Chief Information Officer
- City Attorney
- City Auditor
- City Clerk
- City Manager
- City Treasurer
- Deputy City Manager
- Deputy Police Chief
- Director of Community Development
- Director of Convention, Culture and Leisure
- Director of Economic Development
- Director of Finance
- Director of General Services
- Director of Governmental Affairs
- Director of Human Resources
- Director of Parks and Recreation
- Director of Public Safety Accountability
- Director of Transportation
- Director of Utilities
- Executive Director, SAC CCOMWP
- Fire Chief
- Fire Deputy Chief
- Human Resources Manager (Benefits & Retirement)
- Human Resources Manager (Employment & Classification)
- Labor Relations Analyst
- Labor Relations Manager
- Labor Relations Officer
- Media and Communications Officer
- Police Chief

\*Part-time and Seasonal Classification



Executive Management (Unrepresented Unit 20) (Continued)

- Principal Management Analyst (Finance/Budget)
- Special Projects Manager (City Manager's Office)
- Staff Aide (Management)
- Supervising Deputy City Attorney
- Support Services Manager (Human Resources)

B. Mayor/Council Support (Unrepresented Unit 21)

- Assistant City Auditor
- Auditor
- Chief of Staff to the Mayor
- Council Operations Manager
- District Director
- Independent Budget Analyst
- Senior Auditor
- Special Assistant to the Mayor
- Staff Aide (Mayor/Council)

C. Executive Management Support (Unrepresented Unit 22)

- Executive Assistant (City Manager's Office)
- Executive Assistant (Mayor/Council)
- Staff Aide (Support)
- Staff Assistant (Mayor/Council)

D. Non-Career (Unrepresented Unit 09)

- Arts and Crafts Specialist\*
- Assistant Caretaker\*
- Assistant Cook\*
- Assistant Greenskeeper\*
- Assistant Pool Manager\*
- Assistant Proctor\*
- Building Maintenance Laborer Trainee\*
- Cache Logistics Coordinator\*
- Camp Aide\*
- Camp Recreation Leader\*
- Caretaker\*
- Cashier (Community Services)\*

\*Part-time and Seasonal Classification

Non-Career (Unrepresented Unit 09) (Continued)

- Clerical Assistant\*
- Dispatcher Recruit\*
- Events Crowd Controller\*
- Events Duty Person\*
- Events Usher\*
- Fire Recruit\*
- First Cook\*
- Golf Marshal/Player Assistant\*
- Graduate Student Trainee\*
- Head Events Crowd Controller\*
- Host\*
- Human Services Program Coordinator\*
- Instructor\*
- Law Clerk\*
- Lifeguard\*
- Marina Aide\*
- Mayor/Council Intern
- Mayor/Council Student Intern
- Nurse\*
- Pilot\*
- Police Background Assistant\*
- Police Cadet\*
- Police Recruit\*
- Pool Attendant\*
- Pool Manager\*
- Proctor\*
- Program Director\*
- Promotions Specialist\*
- Public Service Aide\*
- Recreation Aide\*
- Recreation Leader (Special Needs)\*
- Relief Clerical Assistant\*
- Reserve Community Service Officer
- Reserve Dispatcher\*
- Reserve Police Officer I\*
- Reserve Police Officer II\*
- Reserve Police Officer III\*
- Reserve Police Records Specialist\*

\*Part-time and Seasonal Classification

## Non-Career (Unrepresented Unit 09) (Continued)

- Reserve Police Sergeant\*
- Reserve Property Assistant\*
- School Crossing Guard\*
- Security Officer\*
- Senior Lifeguard\*
- Senior Recreation Aide\*
- Special Program Leader\*
- Student Trainee (Engineering, Computer)\*
- Student Trainee (Most Majors)\*
- Student Trainee (Paramedic)\*
- Ticket Seller (Exempt)\*
- Tutor\*
- Utility Worker\*
- Vehicle Service Aide\*
- Youth Aide\*

\*Part-time and Seasonal Classification

January 21, 2014

Murray Levison  
Sacramento City Exempt Employees Association  
P.O. Box 340940  
Sacramento, CA 95834

RE: Agreement Regarding New Term

Dear Murray:

This is to confirm the agreement reached between the City of Sacramento ("City") and the Sacramento City Exempt Employees Association ("SCXEA") regarding amendments to the existing Memorandum of Understanding ("MOU") between the parties covering employees in the SCXEA (Bargaining Units # 01, 10, 14).

Specifically, the agreement is as follows:

**1. Term, SECTION ONE, ITEM 1 of the June 7, 2012, Memorandum of Understanding (MOU), will be deleted and replaced with the following:**

From June 16, 2012, to December 26, 2014.

**2. Health and Welfare Contribution, SECTION ONE, ITEM 5 of the June 7, 2012, MOU, will be deleted and replaced with the following:**

a) Employee Only

- (1) Effective June 16, 2012, the City shall contribute \$612 monthly for a single employee enrolled in a City-sponsored health insurance plan.
- (2) Effective January 1, 2014, the City shall contribute \$696 monthly for a single employee enrolled in a City-sponsored health insurance plan.
- (3) Effective January 1, 2015, the City shall contribute \$721 monthly for a single employee enrolled in a City-sponsored health insurance plan.

b) Employee Plus One Dependent

- (1) Effective June 16, 2012, the City shall contribute \$850 monthly for an employee plus one (1) dependent enrolled in a City-sponsored health insurance plan.

- (2) Effective January 1, 2014, the City shall contribute \$883 monthly for an employee plus one (1) dependent enrolled in a City-sponsored health insurance plan.

c) Employee Plus Two or More Dependents

- (1) Effective June 16, 2012, the City shall contribute \$1,200 monthly for an employee plus two (2) or more dependents enrolled in a City-sponsored health insurance plan.
- (2) Effective January 1, 2014, the City shall contribute \$1,243 monthly for an employee plus two (2) or more dependents enrolled in a City-sponsored health insurance plan.

3. **A new SECTION ONE, ITEM 21, will be added to the June 7, 2012, MOU as follows:**

**Integration of Leave Accruals For Employees on Workers' Compensation Temporary Disability:**

- a) As applicable to the SCXEA membership, SICK LEAVE, Article 7.5(a)(1) of the July 2, 2011, Unrepresented Resolution will be deleted and replaced with the following:

A full-time employee shall accrue sick leave credits at the rate of eight (8) hours per month, which may be used by the employee in the event of illness or injury which is not job-related. As outlined in the Civil Service Rules, one-third (1/3) of the accrued sick leave may be used after exhaustion of injury-on-duty time; however, the combination of temporary disability payments and sick leave shall not exceed one hundred percent (100%) of the employee's regular rate of pay.

- b) As applicable to the SCXEA membership, INJURY-ON-DUTY, Article 7.7 of the July 2, 2011, Unrepresented Resolution will be deleted and replaced with the following:

- (1) Employees shall receive injury in the performance of duty benefits consistent with [Section 253 of the City Charter](#). The parties acknowledge that injury in the performance of duty benefits are provided for in the City of Sacramento Charter and not through this Agreement. In the event that changes are made to the City Charter, those changes shall supersede the provisions of this Agreement.

- (2) If the employee qualifies for temporary disability benefits after exhausting the one-year leave of absence for workplace injuries described in Charter Section 253, the employee may use accrued leave balances to replace

any loss of income. The employee may use full or partial days of leave for this purpose, but in no event shall the cumulative amount received from temporary disability payments and the use of leave balances exceed the hourly rate of pay of the employee as of the date of injury.

**4. Underlying Condition of the TA (Not Part of the MOU)**

The Association and City agree to remove the classification of Support Services Manager (Human Resources) from the SCXEA-represented bargaining units. The classification will be placed in Unrepresented Unit 20.

5. This agreement does not establish a precedent, nor does it interpret any employee rights under the language of the Labor Agreements, the Rules and Regulations of the Civil Service Board or any applicable policies and procedures of the Department's or the City of Sacramento except as expressly stated herein.
6. This agreement memorializes and constitutes the entire understanding between the parties as to all matters referred to or included herein, and supersedes and replaces all prior negotiations, proposed discussions, whether written or oral.

If this is your understanding of the agreement reached, please sign and date as indicated below and return one original to Labor Relations. I have enclosed an additional original for your files.

Sincerely,

John F. Shirey  
City Manager

AGREED TO:

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Murray Levison  
Sacramento City Exempt Employees Association

Approved as to form:

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Brett M. Witter  
Supervising Deputy City Attorney

# **Employer-Employee Relations Policy**

## **Policy Statement**

This policy is enacted pursuant to California Government Code Sections 3500 et seq., to establish orderly procedures to promote full communication between the City and its employees by providing a reasonable method of resolving disputes regarding wages, hours, and other terms and conditions of employment between the City and its employee organizations.

Nothing contained herein shall be deemed to supersede the provisions of existing State law, the City Charter, ordinances, resolutions and rules which establish and regulate the merit and civil service system, or which provide for other methods of administering employer-employee relations. This Resolution is intended, instead, to strengthen merit, civil service, and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees and the City.

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## **Purpose**

It is the purpose of this policy to promote the improvement of personnel management and employer-employee relations within the City by providing a uniform basis for recognizing the right of its employees to join organizations of their own choice and be represented by such organizations in their employment relationship with the City.

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## **Policy**

### **1. AUTHORITY OF CITY MANAGER**

The City hereby declares, as a matter of policy, that the City Council and its members will deal with employee organizations and their representatives solely through the City Manager except when otherwise expressly provided for by the terms of this Resolution.

### **2. REPRESENTATION UNITS**

The representation units set forth in Appendix A attached hereto are the appropriate units for representation by recognized employee organizations.

### 3. RECOGNIZED EMPLOYEE ORGANIZATIONS

- a. An employee organization that wishes to be certified as the recognized employee organization for a designated representation unit for which unit no employee organization has been certified shall file a recognition petition with the Employee Relations Officer.
  - i. Petition – The petition shall be signed by the organization's duly authorized officers, and shall contain the following information and documentation:
    1. The name and mailing address of the organization.
    2. The names and titles of its officers.
    3. Designation of those persons, not exceeding three in number, and their addresses, to whom notice sent by regular mail will be deemed sufficient notice on the organization for any purpose.
    4. A statement that the organization does not discriminate or restrict membership or participation based on race, color, creed, national origin, or sex.
    5. A statement that the employee organization has, as one of its primary purposes, representing employees in their employment relations with the City.
    6. A statement that the employee organization agrees to comply with the provisions of this Resolution.
    7. A copy of its constitution and bylaws, if any.
    8. Identification of the representation unit for which petitioner seeks certification as the recognized employee organization.
    9. Proof of employee approval of thirty percent (30%) or more of the employees within such representation unit.
  - ii. The Employee Relations Officer shall give written notice of such petition to the petitioner, to the employees involved and to any employee organization that has filed a written request for receipt of such notice to him. Within thirty (30) days of the date of such notice, other employee organizations may file a challenging petition seeking to become the recognized employee organization within such representation unit.



**b. Election**

- i. **Calling of Election** – The Employee Relations Officer shall, whether or not a challenging petition is filed, request the State Conciliation Service to call and conduct a secret ballot election in accordance with its own procedures and regulations and pursuant to the election procedures as herein below set forth. If a challenging petition is filed, and is accompanied by proof of employee approval equal to at least ten percent (10%) of the employees within the representation unit, the State Conciliation Service shall include such challenging employee organization on the ballot.
- ii. **Election Procedures** – Whenever the State Conciliation Service calls an election pursuant hereto, it shall include the choice of no organization on the ballot. Employees entitled to vote in a representational election shall be those employees within the representation unit whose name appeared on the payroll immediately prior to the date of the election. An employee organization shall be certified by the Employee Relations Officer as the recognized employee organization within the representation unit if:
  1. That employee organization has received the vote of a numerical majority of all the employees eligible to vote in the unit of which the election is held, or,
  2. More than fifty percent (50%) of the total number of employees in the unit eligible to vote have voted in the election, and the employee organization receives a numerical majority of all votes cast in the election, or,
  3. In an election involving three or more choices, where none of the choices receives a majority of the ballot votes cast, and where more than fifty percent (50%) of the total number of employees in the unit eligible to vote have voted in the election, a run-off election shall be conducted between the two choices receiving the largest number of ballot votes cast; the rules governing an initial election being applicable to a run-off election.
- iii. **Decertification Procedures** – A decertification petition may be filed with the Employee Relations Officer by employees or an employee organization to determine whether or not a recognized employee organization continues to represent a majority of the employees in the representation unit. Such petition must be accompanied by proof of employee approval equal to at least thirty percent (30%) of the employees within the representation unit. The time periods for a petition to be filed with the Employee Relations Officer are: a) after the first full year of recognition if no written agreement has been negotiated; b) within the period commencing ninety (90) and ending sixty (60) days immediately prior to the expiration date of a written agreement; or c) any time after a written agreement has been in effect for five years or more. When such a valid petition has been filed, the State Conciliation Service shall be requested to conduct an election to determine whether or not the

incumbent recognized employee organization shall be decertified, and where filed by an employee organization, whether such organization shall be recognized. Such election shall be in accordance with the procedures and regulations of the State Conciliation Service, and the election procedures as hereinabove set forth.

- iv. In the event that the State Conciliation Service is unable to or unwilling to provide any of the services required of it by paragraphs 2 and 3 above, the American Arbitration Association, or another impartial third party agreed to by the City and the concerned employee organization(s), shall perform said services.
- v. Costs of conducting elections, if any, shall be borne equally by the City and the employee organization(s).
- vi. Recognized employee organizations shall annually, on or before the anniversary date of recognition, file a written statement with the Employee Relations Officer, indicating changes in items (a) through (g) as they appeared in the recognition petition filed pursuant to paragraph 1 of this Article, or as subsequently amended by a written statement hereunder, or, as appropriate, shall indicate that there has been no change in such information. The statement shall be signed by the duly authorized officers of the recognized employee organization.

#### 4. MEET AND CONFER

- a. Upon request, a recognized employee organization shall have the right to meet and confer in good faith regarding matters within the scope of representation with the Employee Relations Officer and/or his designees. Provided, however, that nothing herein shall require meeting and conferring between parties to a Memorandum of Understanding during the term of such Memorandum regarding matters to take effect during such term, except that such parties may meet and confer during such term on a matter within the scope of representation where (a) the matter was not covered by the Memorandum or expressly raised as an issue during the meeting and conferring process out of which such Memorandum arose, and (b) there shall have arisen a significant change in circumstances with respect to such matter, which could not have reasonably been anticipated by both parties at the time they signed such Memorandum.
- b. Employees in classifications not included in supervisory and confidential representation units shall not participate in meeting and conferring or grievance resolution processes pertaining to supervisory and confidential representation unit classifications.
- c. In the absence of express authorization in advance by the Employee Relations Officer, not more than two City employees representing a recognized employee organization requesting such a meeting shall be entitled to attend without loss of

compensation or other benefit, nor shall more than a total of three representatives for each recognized employee organization be entitled to attend such meetings.

- d. City employees who shall represent a recognized employee organization at such meeting shall give reasonable advance notice thereof to their immediate supervisor, but in no event shall such notice be given less than one full working day or shift before the meeting; except, however, that the Employee Relations Officer may, in his discretion, waive this requirement for advance notice.
- e. If agreement is reached on matters subject to approval by the City Council or by the Civil Service Board or Retirement Board, the parties shall jointly prepare a written memorandum of such understanding, and the Employee Relations Officer shall present it to the Council or such Board, as appropriate, for determination. If agreement is reached on matters not subject to such approval, the Employee Relations Officer and the recognized employee organization(s) shall, at the request of one of the parties, prepare a written memorandum of such understanding.

### 5. PAYROLL DEDUCTIONS

- a. Only recognized employee organizations shall have the right to have the regular membership dues of its members deducted from employees' paychecks upon the written authorization of each such employee member in such form as will not infringe upon an employee's rights under California Government Code Sec. 3502.
- b. This Article shall not be construed to restrict a recognized employee organization from meeting and conferring with the City regarding additional payroll deductions upon the written authorization of employees in such representation unit.

### 6. COMMUNICATION WITH EMPLOYEES

- a. Reasonable access to employee work locations shall be granted to officers of recognized employee organizations for the purpose of processing grievances or contacting members of the organization concerning business within the scope of representation. Such officers shall not enter any work location without previous notice to and consent from the Department Head or his designee, and access may be restricted so as not to interfere with departmental operations or with established safety and security requirements.
- b. Campaigning for office, conducting meetings or elections, and other internal employee organization business of a similar nature shall not be carried on during work hours.

### 7. USE OF CITY FACILITIES

City buildings and other facilities may be made available for use by City employees or an employee organization or their representatives in accordance with administrative procedures governing such use.

### 8. ADVANCE NOTICE

- a. Except in cases of emergency as provided in this Article, the City Council, the Civil Service Board and the Retirement Board, shall give reasonable written notice to each recognized employee organization affected by any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the City Council, the Civil Service Board, or the Retirement Board, and shall give such recognized employee organization the opportunity to meet with the City Council, the Civil Service Board, or the Retirement Board. The Council or such Board shall, upon request of the Employee Relations Officer or a recognized employee organization, delay consideration of the matter proposed to be acted upon for such period of time deemed to be reasonable by the Council or such Board, to give the parties an opportunity to meet and confer thereon in order to endeavor to agree upon a joint recommendation to be made to the Council or such Board.
- b. In cases of emergency when the City Council, the Civil Service Board, or the Retirement Board determine that an ordinance, rule, resolution or regulation must be adopted immediately without prior notice or meeting with a recognized employee organization, the City Council, the Civil Service Board, or the Retirement Board shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such ordinance, rule, resolution, or regulation.

### 9. EMPLOYEE ORGANIZATION

Employee organizations may represent their individual employee members in individual employment relations, including grievances, to the extent required by the Government Code.

### 10. INDIVIDUAL EMPLOYEES

Nothing in this Resolution shall be construed to restrict or in any way modify the right of an individual employee to present matters involving his individual employment relationship to the appropriate level of management, provided that any action taken is not inconsistent with the terms of a memorandum or understanding then in effect, and that before any action is taken which could affect the terms and conditions of employment of other employees in the representation unit, such proposed action is communicated to the recognized employee organization for its opinion on the merits and the effect on the proposed action.

### 11. PROHIBITION AGAINST DISCRIMINATION

- a. No appointing authority or his representative shall discriminate for or against any employee organization, or in any way coerce or influence any employee in his free choice to join or refrain from joining any employee organization
- b. It is the policy of the City to affirmatively support and encourage equal opportunity of employment for members of racial, religious and other minority groups. If evidence of such discrimination by an employee organization comes to the attention of the Employee Relations Officer, it shall be his duty to refer such evidence to an appropriate legal authority having jurisdiction thereof, if any.

### 12. APPLICATION OF LABOR CODE SECTION 923

The enactment of this Resolution shall not be construed as making the provisions of Section 923 of the Labor Code applicable to employees or employee organizations.

### 13. IMPASSE PROCEDURES

- a. Initiation of Impasse Procedures – Impasse procedures may be invoked after the possibility of settlement by direct discussion has been exhausted. Any party may initiate the impasse procedures by filing with the other party or parties a written request for an impasse meeting, together with a statement of its position on all disputed issues. An impasse meeting shall then be scheduled by the Employee Relations Officer forthwith after the date of filing of the written request for such meeting, with written notice to all parties affected. The purpose of such impasse meeting shall be two-fold:
  - i. To permit a review of the position of all parties in a final effort to reach an agreement on the disputed issues; and
  - ii. If agreement is not concluded, to discuss arrangements for implementing the specific impasse procedure or procedures to which the dispute shall be submitted.
- b. Impasse Procedures – Impasse procedures are as follows:
  - i. If the parties so agree, the dispute shall be submitted directly to the City Council for determination.
  - ii. If they do not so agree with a reasonable period of time, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues. If the parties are unable to agree on a mediator after a reasonable period of time, they shall select the mediator from a list of three names to be provided by the State Conciliation Service, or if that body for any reason shall fail to provide such list, by the American Arbitration Association. The recognized employee organization or organizations shall first strike one name, the Employee Relations Officer shall then strike one name, and the name remaining shall be the mediator.

- iii. If the parties have failed to resolve all their disputes through mediation within fifteen (15) days after the mediator commenced meeting with the parties, the parties may agree to submit the issues in dispute directly to the City Council. In that event the City Council shall finally determine the issues after conducting a public hearing thereon and after such further investigation of the relevant facts as it may deem appropriate.
- iv. If the parties fail to agree to submit the dispute directly to the City Council, the disputed issues shall be submitted to fact-finding.
- c. The parties may agree on the appointment of one or more fact-finders. If they fail to so agree, a fact-finding panel of three shall be appointed in the following manner: One member of the panel shall be appointed by the Employee Relations Officer, one member shall be appointed by the recognized employee organization, and those two shall name a third, who shall be the chairman. If they are unable to agree upon a third, they shall select the third member from a list of five names to be provided by the American Arbitration Association, the one to serve to be determined by the alternate striking of names, with the party who is to strike the first name to be determined by chance method.
- i. The following constitute the jurisdictional and procedural requirements for fact-finding:
  - 1. Fact-finders shall not have served as mediator in the same impasse under subparagraph (b), and shall not be employees or officers of the City or members of one of the City's employee organizations.
  - 2. Fact-finding is authorized hereunder in connection with all disputed issues that are within the scope of representation.
  - 3. The fact-finder(s) shall, to the extent they are applicable, determine and apply the following standards to the disputed issues in making recommendations:
    - a. City job classifications shall be compared to comparable job classifications in private and public employment in the Sacramento metropolitan area, and in the three California cities next larger and the three California cities next smaller in population than Sacramento, to the extent such can be reasonably done.
    - b. In determining job comparability, the following factors will be considered: The nature and complexity of the duties involved; the degree of supervision received and exercised; the educational, experience and physical qualifications, and the special skills required; the physical working conditions; and the hazards inherent in the job.

## EXHIBIT 2

- c. Comparisons shall be in terms of total compensation and benefits of employment, and, to the extent feasible, shall be measured in monetary terms.
  - d. The comparison data as hereinabove provided for shall, to the extent feasible, be adjusted as appropriate for differences in the cost of living in Sacramento as compared to other cities considered; the benefits of job stability and continuity of employment; difficulty of recruiting qualified applicants; and equitable employment benefit relationships between job classifications in City employment.
  - e. The state of the economy in the Sacramento metropolitan area, and the financial condition and resources of City government, shall be considered.
4. The fact-finder(s) shall make written findings of fact and recommendations for the resolution of the issues in dispute, which shall be presented in terms of the standards specified in (3) above. The fact-finder or chairman of the fact-finding panel shall serve such findings and recommendations on the Employee Relations Officer and the designated representative of the recognized employee organization. If these parties have not resolved the impasse within ten (10) days after service of the findings and recommendations upon them, and in no event later than ten (10) days prior to the final date set by law for fixing of the tax rate, the fact-finder or the chairman of the fact-finding panel shall make them public by submitting them to the City Clerk for consideration by the City Council in connection with the Council's legislative determination of the issues.
5. Costs of mediation and fact-finding shall be divided one-half to the City and one-half to the recognized employee organization.



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## Definitions

**Confidential Employee**

An employee who regularly participates in making or regularly has advance knowledge of decisions of the City affecting employee relations.

**Employee**

Except as otherwise provided for in a collective bargaining agreement, employee is defined as:

- (a) A full-time career employee, or
- (b) an employee who works within one year from each date of employment, in excess of 1,040 hours during a continuous period of employment of more than six (6) months

**Employee Organization**

As defined in California Government Code Section 3501.

**Employee Relations Officer**

The City Manager or his duly authorized representative.

**Impasse**

A deadlock in discussions between a recognized employee organization and the Employee Relations Officer over any matters concerning which they are required to meet and confer in good faith, or over the scope of such subject matter.

**Management Employee**

An employee having responsibility for formulating, administering, or managing the implementation of City policies and programs.

**Mediation**

As defined in California Government Code Section 3501.

**Professional Employee**

An employee engaged in work (a) predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical, or physical work, and (b) involving the consistent exercise of discretion and judgment in its performance, and (c) of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time, and (d) requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or a hospital, as distinguished from a general academic education or from an apprenticeship or from training in the performance of routine mental, manual, or physical processes.

**Proof of Employee Approval**

Demonstrated under this Resolution by (a) an authorization card recently signed by an employee, or (b) employee dues deduction authorizations, using the payroll immediately prior to the date a petition is filed hereunder, except that deductions for more than one



employee organization for the account of any one employee shall not be considered proof of employee approval for more than one employee organization, or (c) a verified authorization petition or petitions recently signed by an employee.

### **Recently Signed**

Signed within one hundred eighty (180) days prior to the filing of a petition hereunder.

### **Recognized Employee Organization**

As defined in California Government Code Section 3501.

### **Scope of Representation**

As defined in California Government Code Section 3504.

### **Supervisory Employee**

An employee having responsibility for assigning and directing the work of other employees, or for rewarding or disciplining them, or for adjusting their grievances, or effectively to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

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## Document History:

**Supersedes:** Employee-Employer Relations Policy dated July 19, 2012  
**Effective:** August 13, 2013

## Appendix A

## Designation of Representation Units and Unrepresented Classifications

1. The Council determines that the following (including special job classifications designated by "Special Manpower Planning") are the appropriate representation units:

### A. Building Trades and Craft Unit (Represented Unit 06)

- Blacksmith Welder
- Carpenter
- Electrician
- Electrician Lineworker
- Electrician Supervisor
- Generator Technician
- Machinist
- Machinist Helper
- Machinist Supervisor
- Mechanical Maintenance Supervisor
- Painter
- Plumber
- Plumber Apprentice
- Roofer
- Senior Carpenter
- Senior Electrician
- Senior Generator Technician
- Senior Painter
- Senior Plumber
- Senior Sheet Metal Worker
- Sheet Metal Worker
- Stagehand I
- Stagehand II
- Structural Maintenance Supervisor
- Supervising Generator Technician

### B. Plant Operator Unit (Represented Unit 04)

- Heating, Ventilation and Air Conditioning Systems Mechanic
- Junior Plant Operator
- Plant Operator

\*Part-time and Seasonal Classification

Plant Operator Unit (Represented Unit 04) (Continued)

- Senior Heating, Ventilation and Air Conditioning Systems Mechanic
- Senior Plant Operator
- Senior Stationary Engineer
- Stationary Engineer

C. Water and Sewer Unit (Represented Unit 07)

- Assistant Water Cross-Connection Control Specialist
- Utilities Field Services Leadworker
- Utilities Field Services Serviceworker
- Utilities Field Services Serviceworker (Apprentice)
- Water Cross-Connection Control Specialist

D. Traffic Engineering Unit (Represented Unit 08)

- Traffic Supervisor
- Traffic Worker I
- Traffic Worker II
- Traffic Worker III
- Traffic Worker Trainee

E. Fire Department Unit (Represented Unit 05)

- Fire Battalion Chief
- Fire Captain
- Fire Captain (Paramedic)
- Fire Engineer
- Fire Engineer (Paramedic)
- Fire Investigator I
- Fire Investigator II
- Fire Prevention Officer I
- Fire Prevention Officer II
- Fire Prevention Officer Trainee
- Firefighter
- Firefighter (Paramedic)
- Senior Fire Prevention Officer

\*Part-time and Seasonal Classification

F. Police Department Unit (Represented Unit 02)

- Community Service Officer
- Community Service Officer (Limited-Term)\*
- Dispatcher I
- Dispatcher II
- Dispatcher III
- Park Safety Ranger
- Park Safety Ranger Assistant
- Park Safety Ranger Supervisor
- Police Officer
- Police Sergeant

G. Professional Unit (Represented Unit 17)

- Arborist/Urban Forester
- Archivist
- Art Museum Registrar
- Assistant Planner
- Associate Curator of Art
- Associate Planner
- Geographic Information Systems Specialist I
- Geographic Information Systems Specialist II
- Geographic Information Systems Specialist III
- Graphic Designer
- Junior Planner
- Media Production Specialist I
- Media Production Specialist II
- Museum Registrar
- Public Information Coordinator
- Real Property Agent I
- Real Property Agent II
- Real Property Agent III
- Telecommunications Systems Analyst I
- Telecommunications Systems Analyst II
- Telecommunications Systems Analyst III
- Water Quality Chemist

\*Part-time and Seasonal Classification

#### H. Office and Technical Unit (Represented Unit 16)

- Account Clerk I
- Account Clerk II
- Accounting Technician
- Architectural Technician I
- Architectural Technician II
- Architectural Technician III
- Arts Program Assistant
- Arts Program Coordinator
- Booking Coordinator
- Boutique Operator
- Building Inspector I
- Building Inspector II
- Building Inspector III
- Building Inspector IV
- Burglary/Robbery Alarm Inspector
- Buyer I
- Buyer II
- Buyer III
- Cashier
- Central Services Assistant I
- Central Services Assistant II
- Central Services Assistant III
- Child Care Assistant
- Claims Collector
- Clerk I
- Clerk II
- Clerk III
- Code Enforcement Officer
- Communications Assistant
- Community Service Representative I
- Community Service Representative II
- Computer Operator I
- Computer Operator II
- Construction Inspector I
- Construction Inspector II
- Construction Inspector III
- Customer Service Assistant
- Customer Service Representative

\*Part-time and Seasonal Classification

Office and Technical Unit (Represented Unit 16) (Continued)

- Customer Service Specialist
- Customer Service Trainee
- Data Entry Technician
- Department Systems Specialist I
- Department Systems Specialist II
- Development Services Technician I
- Development Services Technician II
- Development Services Technician III
- Elder Care Assistant
- Electrical Construction Inspector I
- Electrical Construction Inspector II
- Electrical Construction Inspector III
- Engineering Technician I
- Engineering Technician II
- Engineering Technician III
- Events Coordinator
- Exhibits Coordinator
- Facility Drawings Technician
- Fingerprint Clerk
- Fleet Management Technician
- Fleet Service Coordinator
- Forensic Investigator I
- Forensic Investigator II
- Graphics Assistant
- Health Coverage Representative
- Human Services Program Coordinator\*
- Information Technology Support Specialist I
- Information Technology Support Specialist II
- Information Technology Trainee
- Key Data Operator I
- Landscape Technician I
- Landscape Technician II
- Lead Forensic Investigator
- Media and Computer Specialist
- Microcomputer Systems Specialist
- Neighborhood Resources Coordinator I
- Neighborhood Resources Coordinator II
- Offset Equipment Operator

\*Part-time and Seasonal Classification

Office and Technical Unit (Represented Unit 16) (Continued)

- Personnel Transactions Coordinator
- Plans Examiner I
- Plans Examiner II
- Plans Examiner III
- Police Clerk I
- Police Clerk II
- Police Clerk III
- Police Records Specialist I
- Police Records Specialist II
- Police Records Specialist III
- Program Coordinator
- Program Developer
- Program Leader
- Property Assistant
- Recreation Aide\*
- Recreation Leader (Special Needs)\*
- Revenue Services Representative
- Revenue Services Trainee
- Secretary
- Secretary to the Planning Commission
- Senior Central Services Assistant
- Senior Claims Collector
- Senior Computer Operator
- Senior Customer Service Representative
- Senior Data Entry Technician
- Senior Department Systems Specialist
- Senior Engineering Technician
- Senior Information Technology Support Specialist
- Senior Key Data Operator
- Senior Landfill Engineering Technician
- Senior Personnel Transactions Coordinator
- Senior Property Assistant
- Senior Recreation Aide\*
- Senior Revenue Services Representative
- Senior School Crossing Guard\*
- Senior Utility Customer Service Technician
- Service Contract Inspector
- Special Program Leader\*

\*Part-time and Seasonal Classification

Office and Technical Unit (Represented Unit 16) (Continued)

- Stenographer Clerk I
- Stenographer Clerk II
- Stenographer Clerk III
- Storekeeper
- Stores Clerk I
- Stores Clerk II
- Surveillance Equipment Technician
- Ticket Seller
- Traffic Investigator I
- Traffic Investigator II
- Traffic Investigator III
- Transportation Systems Management Coordinator
- Typist Clerk I
- Typist Clerk II
- Typist Clerk III
- Utility Customer Service Technician I
- Utility Customer Service Technician II
- Utility Customer Service Technician III
- Utility Services Inspector
- Water Conservation Specialist
- Water Quality Laboratory Technician
- Zoning Investigator

I. Operations and Maintenance Unit (Represented Unit 03)

- Animal Care Technician
- Animal Control Officer
- Assistant Code Enforcement Officer
- Assistant Greenskeeper\*
- Building Maintenance Worker
- Community Center Attendant I
- Community Center Attendant II
- Cultural Facilities Attendant
- Custodian I
- Custodian II
- Electronic Maintenance Technician I
- Electronic Maintenance Technician II
- Electronic Maintenance Technician Trainee

\*Part-time and Seasonal Classification



Operations and Maintenance Unit (Represented Unit 03) (Continued)

- Engineering Aide I
- Engineering Aide II
- General Helper
- Golf Course Marshal
- Greenskeeper
- Instrument Technician I
- Instrument Technician II
- Instrument Technician Trainee
- Irrigation Technician
- Landfill Equipment Operator
- Landfill Equipment Operator R2
- Maintenance Worker
- Marina and Boating Facilities Attendant
- Meter Reader
- Motor Sweeper Operator
- Park Equipment Operator
- Park Maintenance Worker
- Park Maintenance Worker I
- Park Maintenance Worker I (Pest)
- Park Maintenance Worker II
- Park Maintenance Worker II (Pest)
- Park Maintenance Worker III
- Parking Enforcement Officer
- Parking Lot Attendant
- Parking Meter Coin Collector
- Parking Meter Repair Worker
- Registered Veterinary Technician
- Sanitation Worker I
- Sanitation Worker II
- Sanitation Worker III
- Security Guard
- Senior Building Maintenance Worker
- Senior Custodian
- Senior Electronic Maintenance Technician
- Senior Maintenance Worker
- Senior Parking Lot Attendant
- Senior Telecommunications Technician
- Senior Tree Maintenance Worker

\*Part-time and Seasonal Classification

Operations and Maintenance Unit (Represented Unit 03) (Continued)

- Senior Tree Pruner
- Street Construction Equipment Operator
- Street Construction Laborer
- Street Construction Laborer Trainee
- Survey Technician I
- Survey Technician II
- Telecommunications Technician I
- Telecommunications Technician II
- Telecommunications Technician Trainee
- Traffic Control and Lighting Technician I
- Traffic Control and Lighting Technician II
- Traffic Control and Lighting Technician Trainee
- Tree Maintenance Worker
- Tree Maintenance Worker Trainee
- Tree Pruner I
- Tree Pruner II
- Tree Pruner Trainee
- Utility Worker\*
- Water Waste Inspector
- Zoo Attendant I
- Zoo Attendant II

J. General Supervisory Unit (Represented Unit 15)

- Assistant Box Office Supervisor
- Central Services Supervisor
- Central Stores Supervisor
- Chief Museum Attendant
- Computer Operations Supervisor
- Concrete Construction Leadworker
- Curator of Historical Exhibitions
- Custodial Supervisor
- Customer Service Supervisor
- Drainage Supervisor
- Enforcement and Collections Supervisor
- Equipment Maintenance Supervisor
- Financial Services Supervisor
- Golf Course Supervisor
- Health Coverage Supervisor

\*Part-time and Seasonal Classification

General Supervisory Unit (Represented Unit 15) (Continued)

- Instrumentation Supervisor
- Marina and Boating Facilities Supervisor
- Meter Reading Supervisor
- Museum Security Supervisor
- Office Supervisor
- Parking Enforcement Supervisor
- Parking Facilities Maintenance Supervisor
- Parking Lot Supervisor
- Parking Meter Collection Supervisor
- Parking Meter Repair Supervisor
- Parks Supervisor
- Police Records Supervisor
- Program Supervisor
- Revenue Supervisor
- Senior Accounting Technician
- Senior Animal Care Technician
- Senior Animal Control Officer
- Senior Code Enforcement Officer
- Senior Parking Lot Supervisor
- Senior Police Records Supervisor
- Senior Storekeeper
- Senior Supervising Building Inspector
- Senior Traffic Control and Lighting Supervisor
- Solid Waste Maintenance Supervisor
- Solid Waste Supervisor
- Street Maintenance Supervisor
- Supervising Building Inspector
- Supervising Cashier
- Supervising Community Center Attendant
- Supervising Community Service Representative
- Supervising Construction Inspector
- Supervising Dispatcher
- Supervising Forensic Investigator
- Supervising Graphic Designer
- Supervising Plant Operator
- Supervising Police Clerk
- Supervising Property Assistant
- Supervising Surveyor

\*Part-time and Seasonal Classification

General Supervisory Unit (Represented Unit 15) (Continued)

- Supervising Water Quality Chemist
- Survey Party Chief
- Telecommunications Supervisor
- Traffic Control and Lighting Supervisor
- Tree Maintenance Supervisor
- Tree Pruner Supervisor
- Utilities Field Services Supervisor
- Utility Customer Service Supervisor
- Zoo Supervisor

K. Engineering Unit (Represented Unit 11)

- Assistant Architect
- Assistant Civil Engineer
- Assistant Electrical Engineer
- Assistant Mechanical Engineer
- Associate Architect
- Associate Civil Engineer
- Associate Electrical Engineer
- Associate Landscape Architect
- Associate Mechanical Engineer
- Fire Protection Engineer
- Junior Architect
- Junior Engineer
- Junior Landscape Assistant
- Landscape Assistant
- Telecommunications Engineer I
- Telecommunications Engineer II
- Telecommunications Engineer III

L. Automotive/Equipment Mechanics Unit (Represented Unit 12)

- Equipment Body Mechanic I
- Equipment Body Mechanic II
- Equipment Body Mechanic III
- Equipment Mechanic I
- Equipment Mechanic II
- Equipment Mechanic III
- Equipment Serviceworker

\*Part-time and Seasonal Classification

Automotive/Equipment Mechanics Unit (Represented Unit 12) (Continued)

- Fire Service Worker
- General Repair Worker
- Senior Equipment Serviceworker
- Supervising Fire Service Worker
- Vehicle Pool Serviceworker
- Vehicle Service Attendant

M. Exempt/Management Support (Represented Unit 14)

- Administrative Analyst
- Investigator
- Program Analyst
- Senior Deputy City Clerk
- Stores Administrator
- Workers' Compensation Claims Representative

N. Confidential/Administrative (Represented Unit 10)

- Administrative Assistant
- Administrative Assistant (Confidential/Exempt)
- Administrative Technician
- Administrative Technician (Confidential/Exempt)
- Analyst Trainee
- Applications Developer
- Data System Technician
- Deputy City Clerk
- Desktop Support Specialist
- Information Technology Project Analyst
- LAN Administrator
- Legal Secretary (Exempt)
- Legal Staff Assistant
- Legal Staff Assistant (Exempt)
- Paralegal (Exempt)
- Payroll Technician
- Personnel Technician
- Personnel Technician (Confidential)
- Programmer
- Senior Legal Staff Assistant (Exempt)
- Senior Staff Assistant

\*Part-time and Seasonal Classification

Confidential/Administrative (Represented Unit 10) (Continued)

- Staff Assistant
- Supervising Legal Secretary
- Systems Engineer
- Treasury Assistant

O. Exempt Management (Represented Unit 01)

- 311 Manager
- Accountant Auditor
- Accounting Manager
- Administrative Officer
- Animal Care Services Manager
- Arts Administrator
- Arts in Public Places Specialist
- Assistant Field Services Manager
- Banking Operations Analyst
- Banking Operations Manager
- Building Services Manager
- Business Services Manager
- Camp Sacramento Supervisor
- Career Development Specialist
- Chief Building Inspector
- Chief Building Official
- Chief Investment Officer
- Chief of Housing and Dangerous Buildings
- Code Enforcement Manager
- Contracts and Compliance Specialist
- Convention Center General Manager
- Curator of Art
- Curator of Education
- Curator of History
- Debt Analyst
- Deputy Chief Building Official
- Deputy City Attorney I
- Deputy City Attorney II
- Deputy Convention Center General Manager
- Deputy Director of Public Safety Accountability
- Economic Development Manager
- E-Government Manager

\*Part-time and Seasonal Classification

Exempt Management (Represented Unit 01) (Continued)

- Emergency Communications Manager
- Emergency Medical Services Coordinator
- Engineering Manager
- Environmental Health and Safety Officer
- Environmental Health and Safety Specialist
- Equal Employment Specialist
- Events Services Manager
- Events Services Supervisor
- Facilities and Real Property Superintendent
- Facilities Manager
- Field Services Manager
- Fire Assistant Chief
- Fleet Manager
- Golf Manager
- Golf Superintendent
- Historic District Manager
- History and Science Manager
- Human Resources Manager
- Information Technology Manager
- Information Technology Project Manager
- Information Technology Supervisor
- Integrated Waste Collections Superintendent
- Integrated Waste General Manager
- Integrated Waste General Supervisor
- Integrated Waste Planning Superintendent
- Investment and Operations Manager
- Investment Officer
- Investment Operations Analyst
- Junior Development Project Manager
- Law Office Administrator
- Licensed Land Surveyor
- Management Analyst
- Marina Manager
- Media and Communications Specialist
- Metropolitan Arts Manager
- Neighborhood Services Area Manager
- Neighborhood Services Manager
- New Growth Manager

\*Part-time and Seasonal Classification

Exempt Management (Represented Unit 01) (Continued)

- Operations General Supervisor
- Operations Manager
- Organizational Development Specialist
- Park Maintenance Manager
- Park Maintenance Superintendent
- Park Planning, Design and Development Manager
- Parking Manager
- Permit Services Manager
- Personnel Analyst
- Planning Director
- Plant Services Manager
- Police Administrative Manager
- Police Captain
- Police Lieutenant
- Principal Accountant
- Principal Applications Developer
- Principal Building Inspector
- Principal Information Technology Project Manager
- Principal Management Analyst
- Principal Planner
- Principal Systems Engineer
- Procurement Services Manager
- Program Manager
- Program Specialist
- Recreation General Supervisor
- Recreation Manager
- Recreation Superintendent
- Revenue Manager
- Risk Manager
- Senior Accountant Auditor
- Senior Applications Developer
- Senior Architect
- Senior Debt Analyst
- Senior Deputy City Attorney
- Senior Development Project Manager
- Senior Engineer
- Senior Investment Officer
- Senior Landscape Architect

\*Part-time and Seasonal Classification



Exempt Management (Represented Unit 01) (Continued)

- Senior Management Analyst
- Senior Personnel Analyst
- Senior Planner
- Senior Systems Engineer
- Special Assistant to the City Attorney
- Special Projects Engineer
- Special Projects Manager
- Staff Services Administrator
- Streets Manager
- Supervising Animal Care Officer
- Supervising Architect
- Supervising Engineer
- Supervising Financial Analyst
- Supervising Information Technology Project Manager
- Supervising Landscape Architect
- Supervising Real Property Agent
- Support Services Manager
- Traffic Engineer
- Training Specialist
- Treasury Analyst
- Treasury Manager
- Urban Design Manager
- Urban Forestry Manager
- Utility Construction Coordinator
- Veterinarian
- Water and Sewer Superintendent (Field)
- Water and Sewer Superintendent (Plant)
- Zoo Curator

\*Part-time and Seasonal Classification

2. The Council designates the following class titles as "unrepresented classifications."

A. Executive Management (Unrepresented Unit 20)

- Administrative Analyst (City Manager's Office)
- Assistant City Attorney
- Assistant City Clerk
- Assistant City Manager
- Assistant City Treasurer
- Budget Manager
- Chief Information Officer
- City Attorney
- City Auditor
- City Clerk
- City Manager
- City Treasurer
- Deputy City Manager
- Deputy Police Chief
- Director of Community Development
- Director of Convention, Culture and Leisure
- Director of Economic Development
- Director of Finance
- Director of General Services
- Director of Governmental Affairs
- Director of Human Resources
- Director of Parks and Recreation
- Director of Public Safety Accountability
- Director of Transportation
- Director of Utilities
- Executive Director, SAC CCOMWP
- Fire Chief
- Fire Deputy Chief
- Human Resources Manager (Benefits & Retirement)
- Human Resources Manager (Employment & Classification)
- Labor Relations Analyst
- Labor Relations Manager
- Labor Relations Officer
- Media and Communications Officer
- Police Chief

\*Part-time and Seasonal Classification

Executive Management (Unrepresented Unit 20) (Continued)

- Principal Management Analyst (Finance/Budget)
- Special Projects Manager (City Manager's Office)
- Staff Aide (Management)
- Supervising Deputy City Attorney
- Support Services Manager (Human Resources)

B. Mayor/Council Support (Unrepresented Unit 21)

- Assistant City Auditor
- Auditor
- Chief of Staff to the Mayor
- Council Operations Manager
- District Director
- Independent Budget Analyst
- Senior Auditor
- Special Assistant to the Mayor
- Staff Aide (Mayor/Council)

C. Executive Management Support (Unrepresented Unit 22)

- Executive Assistant (City Manager's Office)
- Executive Assistant (Mayor/Council)
- Staff Aide (Support)
- Staff Assistant (Mayor/Council)

D. Non-Career (Unrepresented Unit 09)

- Arts and Crafts Specialist\*
- Assistant Caretaker\*
- Assistant Cook\*
- Assistant Greenskeeper\*
- Assistant Pool Manager\*
- Assistant Proctor\*
- Building Maintenance Laborer Trainee\*
- Cache Logistics Coordinator\*
- Camp Aide\*
- Camp Recreation Leader\*
- Caretaker\*
- Cashier (Community Services)\*

\*Part-time and Seasonal Classification

Non-Career (Unrepresented Unit 09) (Continued)

- Clerical Assistant\*
- Dispatcher Recruit\*
- Events Crowd Controller\*
- Events Duty Person\*
- Events Usher\*
- Fire Recruit\*
- First Cook\*
- Golf Marshal/Player Assistant\*
- Graduate Student Trainee\*
- Head Events Crowd Controller\*
- Host\*
- Human Services Program Coordinator\*
- Instructor\*
- Law Clerk\*
- Lifeguard\*
- Marina Aide\*
- Mayor/Council Intern
- Mayor/Council Student Intern
- Nurse\*
- Pilot\*
- Police Background Assistant\*
- Police Cadet\*
- Police Recruit\*
- Pool Attendant\*
- Pool Manager\*
- Proctor\*
- Program Director\*
- Promotions Specialist\*
- Public Service Aide\*
- Recreation Aide\*
- Recreation Leader (Special Needs)\*
- Relief Clerical Assistant\*
- Reserve Community Service Officer
- Reserve Dispatcher\*
- Reserve Police Officer I\*
- Reserve Police Officer II\*
- Reserve Police Officer III\*
- Reserve Police Records Specialist\*

\*Part-time and Seasonal Classification

Non-Career (Unrepresented Unit 09) (Continued)

- Reserve Police Sergeant\*
- Reserve Property Assistant\*
- School Crossing Guard\*
- Security Officer\*
- Senior Lifeguard\*
- Senior Recreation Aide\*
- Special Program Leader\*
- Student Trainee (Engineering, Computer)\*
- Student Trainee (Most Majors)\*
- Student Trainee (Paramedic)\*
- Ticket Seller (Exempt)\*
- Tutor\*
- Utility Worker\*
- Vehicle Service Aide\*
- Youth Aide\*

\*Part-time and Seasonal Classification