City of Sacramento City Council

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915 I Street, Sacramento, CA, 95814
www.CityofSacramento.org

Meeting Date: **7/26/2011** **Report Type:** Consent

Title: Sacramento City Exempt Employees Association as the Exclusive Representative of Representation Unit 10

Report ID: 2011-00691

Location: Citywide

Recommendation: Adopt a Resolution: 1) acknowledging recognition of the Sacramento City Exempt Employees Association (SCXEA) as the exclusive representative of Representation Unit 10, Administrative/Confidential; 2) authorizing the Interim City Manager or his designee to meet and confer with SCXEA regarding wages, hours and terms and conditions of employment of the employees in Unit 10 consistent with the City of Sacramento Employer-Employee Relations Policy and the Meyers-Milias Brown Act; and 3) amending the City of Sacramento Employer-Employee Relations Policy to move employees in Representation Unit 10 from an unrepresented group to a represented group.

Contact: John Green, Labor Relations Manager, (916) 808-5095, Department of Human Resources

Presenter: None

Department: Human Resources
Division: Labor Relations
Dept ID: 08001511
Attachments:

1-Description/Analysis
2-Exhibit_1_EERP(TrackChanges)
3-Exhibit_1_EERP(Final)
4-Resolution

City Attorney Review

Approved as to Form
Sandra Talbott
7/20/2011 12:17:30 PM

City Treasurer Review

Prior Council Financial Policy Approval or Outside City Treasurer Scope
Russell Fehr
7/19/2011 11:06:10 AM

Approvals/Acknowledgements

Department Director or Designee: Geri Hamby - 7/19/2011 4:22:09 PM

Assistant City Manager: Cassandra Jennings 7/20/2011 4:03 PM

Back to Table of Contents

Description/Analysis

Issue: The City of Sacramento Employer-Employee Relations Policy (EERP) establishes the City's labor relations policy consistent with the Meyers-Milias-Brown Act, California Government Code Section 3500 et seq. The EERP establishes procedures for the conduct of the City's relationships with recognized employee organizations and its represented employees; promotes full communication; and provides for a defined, uniform basis for recognizing the right of its employees to join organizations of their choosing and be represented by those organizations in their employment relationship with the City.

On April 18, 2011, the Sacramento City Exempt Employees Association (SCXEA) submitted a petition for representation of the employees in Representation Unit 10, Administrative/Confidential. By agreement between the City and SCXEA, and consistent with the EERP, the State Mediation and Conciliation Service (SMCS) was requested to receive authorization cards signed by employees of the unit and perform a count of those cards to determine the level of employee approval of SCXEA as the unit's exclusive representative. On June 23, 2011, SMCS certified that more than fifty percent (50%) of the employees in the unit had signed authorization cards.

In accordance with the EERP, written notices were sent to unit employees, to SCXEA and were posted on both work place and employee bulletin boards. The notice specified that if, following a 30 day notice period, no other employee organization submitted a qualifying competing petition, the City would grant recognition to SCXEA as the exclusive representative of this unit.

The thirty (30) day notice period expired on July 25, 2011. As of the preparation of this report no qualifying competing petition had been submitted to the City.

Accordingly, and consistent with the EERP, the Interim City Manager has certified SCXEA as the recognized exclusive representative of Representation Unit 10. It is recommended that the City Council approve the attached Resolution acknowledging the recognition of SCXEA as the exclusive representative of Representation Unit 10, Administrative/Confidential and to meet and confer with SCXEA for the purposes of satisfying the City's obligations under the EERP and the Meyers-Milias Brown Act. The attached resolution also amends Exhibit A of the EERP, by moving the employees in Representation Unit 10 from the list of unrepresented employees to the list of represented employees.

Policy Considerations: Approval of the Resolution by the City Council fulfills the City's obligations under the Employer-Employee Relations Policy and the Meyers-Milias-Brown Act, and furthers the City's positive labor-management relations program.

Environmental Considerations: Not applicable.

Sustainability: Not applicable.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: Recognizing an employee organization that has submitted a qualifying petition for representation that satisfies the requirements of the EERP and provides proof that a majority of unit employees approve is required by the EERP and the Meyers-Milias Brown Act. Since the SMCS performed a count of authorization cards signed by unit employees and certified that the fifty percent (50%) threshold had been exceeded, SCXEA has achieved standing as the unit's exclusive representative.

Financial Considerations: There are no costs associated with granting an employee organization recognition as an exclusive representative of a Representation Unit's employees.

Emerging Small Business Development (ESBD): Not applicable.

Back to Table of Contents

EMPLOYER-EMPLOYEE RELATIONS POLICY

ARTICLE I – STATEMENT OF PURPOSE

This Resolution 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. It is the purpose of this Resolution 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.

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.

ARTICLE II – 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.

ARTICLE III – DEFINITIONS

1. The terms "employee organization", "recognized employee organization", and "mediation" have the meanings specified in California Government Code Section 3501.

2. The meaning of "scope of representation" is as that term is defined in California Government Code Section 3504.

3. Except as otherwise provided for in a collective bargaining agreement, an "employee" shall mean (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.

4. "Confidential Employee" means an employee who regularly participates in making or regularly has advance knowledge of decisions of the City affecting employee relations.

5. "Management Employee" means an employee having responsibility for formulating, administering, or managing the implementation of City policies and programs.

6. "Supervisory Employee" means 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.

7. "Professional Employee" means 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.

8. "Employee Relations Officer" means the City Manager or his duly authorized representative.

9. "Proof of Employee Approval" is 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. The words "recently signed" mean signed within one hundred eighty (180) days prior to the filing of a petition hereunder.

10. "Impasse" means 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.

ARTICLE IV – REPRESENTATION UNITS

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

ARTICLE V – RECOGNIZED EMPLOYEE ORGANIZATIONS

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.

1. Petition – The petition shall be signed by the organization’s duly authorized officers, and shall contain the following information and documentation:

(a) The name and mailing address of the organization.

(b) The names and titles of its officers.

(c) 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.

(d) A statement that the organization does not discriminate or restrict membership or participation based on race, color, creed, national origin, or sex.

(e) A statement that the employee organization has, as one of its primary purposes, representing employees in their employment relations with the City.

(f) A statement that the employee organization agrees to comply with the provisions of this Resolution.

(g) A copy of its constitution and bylaws, if any.

(h) Identification of the representation unit for which petitioner seeks certification as the recognized employee organization.

(i) Proof of employee approval of thirty percent (30%) or more of the employees within such representation unit.

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.

2. Election

(a) 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.

(b) 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.

3. 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.

4. 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.

5. Costs of conducting elections, if any, shall be borne equally by the City and the employee organization(s).

6. 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.

ARTICLE VI – MEET AND CONFER

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.

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.

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.

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.

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.

ARTICLE VII – PAYROLL DEDUCTIONS

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.

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.

ARTICLE VIII – COMMUNICATION WITH EMPLOYEES

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.

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.

ARTICLE IX – 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.

ARTICLE X – ADVANCE NOTICE

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.

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.

ARTICLE XI – EMPLOYEE ORGANIZATION

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

ARTICLE XII – 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 in 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.

ARTICLE XIII – PROHIBITION AGAINST DISCRIMINATION

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.

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.

ARTICLE XIV – 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.

ARTICLE XV – IMPASSE PROCEDURES

1. 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:

   (a) To permit a review of the position of all parties in a final effort to reach an agreement on the disputed issues; and

(b) If agreement is not concluded, to discuss arrangements for implementing the specific impasse procedure or procedures to which the dispute shall be submitted.

2. Impasse Procedures – Impasse procedures are as follows:

(a) If the parties so agree, the dispute shall be submitted directly to the City Council for determination.

(b) 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.

(c) 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.

(d) If the parties fail to agree to submit the dispute directly to the City Council, the disputed issues shall be submitted to fact-finding.

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.

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:

(i) 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.

(ii) 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.

(iii) Comparisons shall be in terms of total compensation and benefits of employment, and, to the extent feasible, shall be measured in monetary terms.

(iv) 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.

(v) 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.

EXHIBIT "A"

DESIGNATION OF REPRESENTATION UNITS AND UNREPRESENTED CLASSIFICATIONS

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

1. Building Trades and Craft Unit

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

2. Plant Operator Unit

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

*Part-time and Seasonal Classification

3. Water and Sewer Unit

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

4. Traffic Engineering Unit

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

5. Fire Department Unit

   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

6. Police Department Unit

   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

*Part-time and Seasonal Classification

7. Professional Unit

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

8. Office and Technical Unit

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

Office and Technical Unit (Continued)

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
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
Human Services Program Coordinator*

*Part-time and Seasonal Classification

Office and Technical Unit (Continued)

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
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

*Part-time and Seasonal Classification

Office and Technical Unit (Continued)

Senior Recreation Aide*
Senior Revenue Services Representative
Senior School Crossing Guard*
Senior Utility Customer Service Technician
Service Contract Inspector
Special Program Leader*
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
Utility Services Inspector (Unpy)
Water Conservation Specialist
Water Quality Laboratory Technician
Zoning Investigator

9. Operations and Maintenance Unit

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

*Part-time and Seasonal Classification

Operations and Maintenance Unit (Continued)

Electronic Maintenance Technician Trainee
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 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
Senior Tree Pruner
Street Construction Equipment Operator
Street Construction Laborer
Street Construction Laborer Trainee
Survey Technician I
Survey Technician II

Operations and Maintenance Unit (Continued)

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

10. General Supervisory Unit

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
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

*Part-time and Seasonal Classification

General Supervisory Unit (Continued)

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
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

11. Engineering Unit

Assistant Architect
Assistant Civil Engineer
Assistant Electrical Engineer
Assistant Mechanical Engineer
Associate Architect
Associate Civil Engineer

Engineering Unit (Continued)

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

12. Automotive/Equipment Mechanics Unit

Equipment Body Mechanic I
Equipment Body Mechanic II
Equipment Body Mechanic III
Equipment Mechanic I
Equipment Mechanic II
Equipment Mechanic III
Equipment Serviceworker
Fire Service Worker
General Repair Worker
Senior Equipment Serviceworker
Supervising Fire Service Worker
Vehicle Pool Serviceworker
Vehicle Service Attendant

13. Exempt/Management Support

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

14. Confidential/Administrative

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
Staff Assistant
Supervising Legal Secretary
Systems Engineer
Treasury Assistant

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

1. Executive Management

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
Labor Relations Manager
Media and Communications Officer
Police Chief
SAFCA Executive Director
Staff Aide (Management)

2. Mayor/Council Support

Auditor
Chief of Staff to the Mayor
Council Operations Manager
District Director
Executive Assistant (Exempt)
Independent Budget Analyst

Mayor/Council Support (Continued)

Mayor/Council Intern
Special Assistant to the Mayor
Staff Aide
Staff Assistant (Exempt)

3. Exempt Management

Accountant Auditor
Accounting Manager
Administrative Officer
Animal Care Services Manager
Art in Public Places Specialist
Arts Administrator
Assistant Field Services Manager
Banking Operations Analyst
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
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

Exempt Management (Continued)

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
Labor Relations Analyst
Labor Relations Officer
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
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

Exempt Management (Continued)

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
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 Deputy City Attorney
Supervising Engineer
Supervising Financial Analyst
Supervising Information Technology Project Manager
Supervising Landscape Architect
Supervising Real Property Agent

Exempt Management (Continued)

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

~~4.1. Confidential/Administrative~~

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

~~5.~~4. Non-Career

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)*
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*
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 Dispatcher*
Reserve Police Officer I*

*Part-time and Seasonal Classification

Non-Career (Continued)

Reserve Police Officer II*
Reserve Police Officer III*
Reserve Police Records Specialist*
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

Back to Table of Contents

EMPLOYER-EMPLOYEE RELATIONS POLICY

ARTICLE I – STATEMENT OF PURPOSE

This Resolution 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. It is the purpose of this Resolution 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.

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.

ARTICLE II – 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.

ARTICLE III – DEFINITIONS

1. The terms "employee organization", "recognized employee organization", and "mediation" have the meanings specified in California Government Code Section 3501.

2. The meaning of "scope of representation" is as that term is defined in California Government Code Section 3504.

3. Except as otherwise provided for in a collective bargaining agreement, an "employee" shall mean (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.

4. "Confidential Employee" means an employee who regularly participates in making or regularly has advance knowledge of decisions of the City affecting employee relations.

5. "Management Employee" means an employee having responsibility for formulating, administering, or managing the implementation of City policies and programs.

6. "Supervisory Employee" means 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.

7. "Professional Employee" means 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.

8. "Employee Relations Officer" means the City Manager or his duly authorized representative.

9. "Proof of Employee Approval" is 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. The words "recently signed" mean signed within one hundred eighty (180) days prior to the filing of a petition hereunder.

10. "Impasse" means 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.

ARTICLE IV – REPRESENTATION UNITS

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

ARTICLE V – RECOGNIZED EMPLOYEE ORGANIZATIONS

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.

1. Petition – The petition shall be signed by the organization’s duly authorized officers, and shall contain the following information and documentation:

(a) The name and mailing address of the organization.

(b) The names and titles of its officers.

(c) 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.

(d) A statement that the organization does not discriminate or restrict membership or participation based on race, color, creed, national origin, or sex.

(e) A statement that the employee organization has, as one of its primary purposes, representing employees in their employment relations with the City.

(f) A statement that the employee organization agrees to comply with the provisions of this Resolution.

(g) A copy of its constitution and bylaws, if any.

(h) Identification of the representation unit for which petitioner seeks certification as the recognized employee organization.

(i) Proof of employee approval of thirty percent (30%) or more of the employees within such representation unit.

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.

2. Election

(a) 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.

(b) 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.

3. 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.

4. 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.

5. Costs of conducting elections, if any, shall be borne equally by the City and the employee organization(s).

6. 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.

ARTICLE VI – MEET AND CONFER

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.

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.

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.

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.

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.

ARTICLE VII – PAYROLL DEDUCTIONS

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.

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.

ARTICLE VIII – COMMUNICATION WITH EMPLOYEES

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.

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.

ARTICLE IX – 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.

ARTICLE X – ADVANCE NOTICE

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.

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.

ARTICLE XI – EMPLOYEE ORGANIZATION

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

ARTICLE XII – 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 in 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.

ARTICLE XIII – PROHIBITION AGAINST DISCRIMINATION

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.

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.

ARTICLE XIV – 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.

ARTICLE XV – IMPASSE PROCEDURES

1. 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:

   (a) To permit a review of the position of all parties in a final effort to reach an agreement on the disputed issues; and

(b) If agreement is not concluded, to discuss arrangements for implementing the specific impasse procedure or procedures to which the dispute shall be submitted.

2. Impasse Procedures – Impasse procedures are as follows:

(a) If the parties so agree, the dispute shall be submitted directly to the City Council for determination.

(b) 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.

(c) 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.

(d) If the parties fail to agree to submit the dispute directly to the City Council, the disputed issues shall be submitted to fact-finding.

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.

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:

(i) 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.

(ii) 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.

(iii) Comparisons shall be in terms of total compensation and benefits of employment, and, to the extent feasible, shall be measured in monetary terms.

(iv) 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.

(v) 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.

EXHIBIT "A"

DESIGNATION OF REPRESENTATION UNITS AND UNREPRESENTED CLASSIFICATIONS

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

1. Building Trades and Craft Unit

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

2. Plant Operator Unit

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

*Part-time and Seasonal Classification

3. Water and Sewer Unit

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

4. Traffic Engineering Unit

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

5. Fire Department Unit

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

6. Police Department Unit

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

*Part-time and Seasonal Classification

7. Professional Unit

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

8. Office and Technical Unit

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

Office and Technical Unit (Continued)

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
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
Human Services Program Coordinator*

*Part-time and Seasonal Classification

Office and Technical Unit (Continued)

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
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

*Part-time and Seasonal Classification

Office and Technical Unit (Continued)

Senior Recreation Aide*
Senior Revenue Services Representative
Senior School Crossing Guard*
Senior Utility Customer Service Technician
Service Contract Inspector
Special Program Leader*
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
Utility Services Inspector (Unpy)
Water Conservation Specialist
Water Quality Laboratory Technician
Zoning Investigator

9. Operations and Maintenance Unit

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

*Part-time and Seasonal Classification

Operations and Maintenance Unit (Continued)

Electronic Maintenance Technician Trainee
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 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
Senior Tree Pruner
Street Construction Equipment Operator
Street Construction Laborer
Street Construction Laborer Trainee
Survey Technician I
Survey Technician II

Operations and Maintenance Unit (Continued)

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

10. General Supervisory Unit

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
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

*Part-time and Seasonal Classification

General Supervisory Unit (Continued)

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
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

11. Engineering Unit

Assistant Architect
Assistant Civil Engineer
Assistant Electrical Engineer
Assistant Mechanical Engineer
Associate Architect
Associate Civil Engineer

Engineering Unit (Continued)

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

12. Automotive/Equipment Mechanics Unit

Equipment Body Mechanic I
Equipment Body Mechanic II
Equipment Body Mechanic III
Equipment Mechanic I
Equipment Mechanic II
Equipment Mechanic III
Equipment Serviceworker
Fire Service Worker
General Repair Worker
Senior Equipment Serviceworker
Supervising Fire Service Worker
Vehicle Pool Serviceworker
Vehicle Service Attendant

13. Exempt/Management Support Unit

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

14. Confidential/Administrative Unit

Administrative Assistant
Administrative Assistant (Confidential/Exempt)
Administrative Technician
Administrative Technician (Confidential/Exempt)
Analyst Trainee

Confidential/Administrative Unit (Continued)

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
Staff Assistant
Supervising Legal Secretary
Systems Engineer
Treasury Assistant

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

1. Executive Management

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
Labor Relations Manager
Media and Communications Officer
Police Chief
SAFCA Executive Director
Staff Aide (Management)

2. Mayor/Council Support

Auditor
Chief of Staff to the Mayor
Council Operations Manager
District Director
Executive Assistant (Exempt)
Independent Budget Analyst

Mayor/Council Support (Continued)

Mayor/Council Intern
Special Assistant to the Mayor
Staff Aide
Staff Assistant (Exempt)

3. Exempt Management

Accountant Auditor
Accounting Manager
Administrative Officer
Animal Care Services Manager
Art in Public Places Specialist
Arts Administrator
Assistant Field Services Manager
Banking Operations Analyst
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
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

Exempt Management (Continued)

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
Labor Relations Analyst
Labor Relations Officer
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
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

Exempt Management (Continued)

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
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 Deputy City Attorney
Supervising Engineer
Supervising Financial Analyst
Supervising Information Technology Project Manager
Supervising Landscape Architect
Supervising Real Property Agent

Exempt Management (Continued)

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

4. Non-Career

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)*
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*
Nurse*

*Part-time and Seasonal Classification

Non-Career (Continued)

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 Dispatcher*
Reserve Police Officer I*
Reserve Police Officer II*
Reserve Police Officer III*
Reserve Police Records Specialist*
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

Back to Table of Contents

RESOLUTION

ACKNOWLEDGING RECOGNITION OF THE SACRAMENTO CITY EXEMPT EMPLOYEES ASSOCIATION AS THE EXCLUSIVE REPRESENTATIVE OF REPRESENTATION UNIT 10, ADMINISTRATIVE/CONFIDENTIAL AND AMENDING THE EMPLOYER-EMPLOYEE RELATIONS POLICY

BACKGROUND

A. The City of Sacramento's Employer-Employee Relations Policy (EERP) implements the Meyers-Milias-Brown Act, California Government Code Section 3500 et seq. governing labor relations in local agencies. The EERP establishes procedures for employee organizations to be recognized as the exclusive representative of the employees of a Representation Unit.

B. On April 18, 2011, the Sacramento City Exempt Employees Association (SCXEA) submitted a petition for representation of Representation Unit 10, Administrative/Confidential. On June 23, 2011, the State Mediation and Conciliation Service certified that a majority of employees signed authorization cards for SCXEA to serve as their exclusive representative.

C. On July 25, 2011, a thirty (30) day notice period expired with no qualifying competing petition being submitted by another employee organization.

D. Accordingly, SCXEA has satisfied the procedural requirements to be recognized as the exclusive representative of the employees of this unit.

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

Section 1. The Interim City Manager or his designee has recognized the Sacramento City Exempt Employees Association as the as the exclusive representative of the employees of Representation Unit 10, Administrative/Confidential.

Section 2. The Employer-Employee Relations Policy is amended changing the designation of Representation Unit 10, Administrative/Confidential, from an unrepresented group in Exhibit A of the EERP to a represented group in Exhibit A of the EERP and is attached as Exhibit 1 to this resolution.

Section 3. The Interim City Manager or his designee is authorized to meet and confer with SCXEA for the purposes of satisfying the City's obligations pursuant to the provisions of the City of Sacramento Employer-Employee Relations Policy (EERP) and the Meyers-Milias Brown Act, Government Code Section 3500 et seq.