



MEMORANDUM
DHR No. 27-2006

DATE: October 10, 2006

TO: Department Heads
Department Personnel Officers
Decentralized Examination Staff

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg", with a long horizontal flourish extending to the right.

FROM: Philip A. Ginsburg
Human Resources Director

SUBJECT: Abolishment of Municipal Executives' Association (MEA)-Represented Job Codes Consolidated into the Management Classification and Compensation Plan (MCCP)

Consistent with the Department of Human Resources' Civil Service Reform objectives and the directive of the Civil Service Commission to reduce the number of classifications in the City, DHR Memo #13-2006 announced our intent to abolish MEA-represented job codes as they are consolidated into the MCCP. The attached list of MEA-represented job codes were converted to MCCP classifications during the FY 06-07 budget process. As these job codes are vacated by existing employees, they will be abolished.

The attached MEA-represented job codes have been flagged in the PeopleSoft system to prevent the submission of new job requisitions. It is our intent to strictly limit the number of new employees hired into these job codes. To that end, if a department attempts to submit a requisition for a job code scheduled for abolishment, an error message will instruct the submitter to contact their Client Services representative.

As a reminder, requests for new requisitions in an MEA-represented job code scheduled for abolishment will be reviewed on a case-by-case basis. These requests should be submitted to your Client Services Representative and must include a justification to substantiate the business need for recruitment and hiring in a job code scheduled for abolishment.

If you have any questions or require assistance on this new procedure, please contact your Client Services representative.

Attachment

DHR Memo No. 27- 2006 Attachment Classifications Flagged in PeopleSoft	
1071	IS Manager
1073	IS Director
1105	Executive Director, Rent Arbitration Board
1112	Retirement System General Manager
1113	Deputy Director, Retirement System
1114	Administrator, Retirement Services
1118	Customer Services Division Manager
1120	Director of Animal Care & Control
1121	Deputy Director of Animal Care & Control
1140	Deputy Clerk of the Board of Supervisors
1146	Clerk of the Board
1156	Director of Environment
1160	Assistant Director of Purchasing & Services
1163	Executive Assistant to the Director of Health
1168	Director of Health
1185	Director of Administrative Services
1234	Director of Training
1235	Manager, Equal Employment Opportunity
1237	Training Coordinator
1239	Payroll Director
1248	Assistant Deputy Director, Human Resources
1270	Departmental Personnel Officer
1272	Senior Departmental Personnel Officer
1276	Departmental Personnel Director
1285	Executive Officer, Civil Service Commission
1340	Assistant to the General Manager, PUC-Public Relations
1540	Secretary, Fire Commission
1554	Administrative Secretary, PUC
1575	Executive Director, Board of Permit Appeals
1660	Manager, Budget & Performance Monitoring
1665	Director of Patient Accounts
1666	Finance Director, Department of Public Health
1675	Supervising Fiscal Officer
1680	Chief Assistant Controller
1682	Controller
1690	Internal Audit Director
1775	Cable Television Manager
1816	Actuary
1841	Rate Administrator
1879	Project Manager, Special Project
1885	Manager, Bureau of Management Information Systems, PUC
2116	Associate Director, Medical Records
2143	Hospital Assistant Administrator
2145	Hospital Associate Administrator
2148	Senior Hospital Associate Administrator
2182	Administrator, Laguna Honda Hospital
2235	Medical Director, Department of Health
2237	Chief Medical Director, Department of Public Health
2246	Assistant Director of Clinical Services I
2248	Assistant Director of Clinical Services II

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2452	Director of Pharmaceutical Services
2492	Director, Public Health Laboratories
2498	Director, Radiology
2560	Rehabilitation Coordinator
2584	Chief Medical Examiner
2660	Assistant Director, Food Services
2662	Director of Food Services
2786	General Services Manager
2804	Epidemiologist III
2850	Director of Nutrition Services, DPH
2891	Deputy Director for Business & Operations, DPH
2894	Program Chief, Community Public Health Services
2896	Deputy Director of Community Health Programs
2969	Human Services Program Manager
2973	Deputy Director, Department of Human Services
2986	Director, Human Rights Commission
3135	Director of Neighborhood Services, Recreation & Park
3231	Golf Program Director
3464	Area Supervisor, Parks, Squares and Facilities
3488	Watershed Resources Manager
3547	Curator V
3570	Director and Chief Curator of Museums
3587	Deputy Director for Administration & Development, Museums
3636	Librarian IV
4120	Assistant Managing Director, War Memorial Performing Arts Center
4124	Managing Director, War Memorial Performing Arts Center
4144	Assistant Director of Property
4226	Chief Personal Property Auditor
4269	Chief Appraiser
4294	Administrator, Assessment Appeals Board
4311	Customer Service Billing and Collections Supervisor
4333	Senior Investment Officer
4374	Tax Administrator
4377	Assistant Cash Management & Investment
5102	Public Buildings Maintenance & Repair Assistant Superintendent
5103	Operations Bureau Superintendent, Public Works
5105	Manager, Finance & Administration
5112	Assistant Director of Planning - Implementation
5116	Director of Planning
5122	Assistant City Architect
5125	Bureau Manager
5132	Manager, Bureau of Water Pollution Control
5133	Program Manager II
5135	Assistant Superintendent of Street & Sewer Repair
5138	Program Manager I
5150	Site Manager
5156	Utility Services Manager
5162	Program Manager III
5166	Assistant General Manager, Public Utilities
5173	Ops Bureau Asst, Superintendent DPW Street Environmental Svcs & Urban

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5180	Deputy Director, Dept of Building Inspection
5181	Director, Dept of Building Inspection
5182	Deputy Director of Public Works & Engineering
5186	Financial Manager
5189	Manager, Utilities Engineering Bureau, PUC
5190	Director of Public Works
5193	Deputy Director of Public Works for Financial Management & Administration
5194	Deputy Director of Public Works for Operation
5246	Radio Engineer
5634	Water & Power Resources Manager
6141	Manager, Office of Health & Safety
7102	Maintenance & Repair Assistant Superintendent, Hetch Hetchy Project
7150	City Shops General Superintendent
7202	Assistant Park Superintendent for Structural Maintenance
7263	Maintenance Manager
8127	Chief Investigator, Office of Citizen Complaints
8128	Director, Office of Citizen Complaints
8153	Principal Claims Investigator, City Attorney's Office
8155	Chief, Bureau of Claims Investigation and Administration
8160	Assistant Chief, Child Support Officer
8166	Worker's Compensation Claims Manager
8171	Law Office Manager
8184	Chief Attorney II, Civil & Criminal
8185	Director, Child Support Services
8186	Attorney for the Public Administrator
8313	Administrator of Prisoner Services
8336	Manager, Finance & Administration, Juvenile Probation
8417	Director, Community Programs, Juvenile Probation
9161	Asst Chief, Bureau of Claims Invest. & Administration
9222	Airport Operations Coordinator
9250	Airport Maintenance Supervisor
9252	Airport Maintenance Superintendent
9256	Airport Assistant Deputy Director, Operations
9258	Airport Assistant Deputy Director, Business & Finance
9278	Director of Airports
9363	Superintendent of Harbor Maintenance
9375	Assistant Deputy Director, Port
9378	Development Project Coordinator, Port
9390	Executive Assistant to the Port Director
9397	Deputy Director, Port
9398	Manager, Regulatory & Environmental Affairs