




Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 13-2006

DATE: June 8, 2006

TO: Department Heads
City Human Resources Group

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, the Department of Human Resources is preparing to abolish 74 MEA-represented job codes that have been consolidated into the MCCP. As MCCP classification actions are finalized through appropriate posting and budget processes, and MEA-represented job codes are vacated by existing employees, the outdated MEA-represented job codes will be abolished. Please refer to Attachment A – Classifications Posted for Abolishment.

In addition, we have identified 28 MEA-represented classifications that will be scheduled for abolishment in the future. These 28 job codes scheduled for abolishment 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. Please refer to Attachment B – Classifications Flagged in PeopleSoft.

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 the soon to be abolished job code.

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

Attachments

DHR Memorandum No. 13-2006
Attachment A
Classifications Posted for Abolishment

- 1 1101 Director, Parking and Traffic Commission
- 2 1102 Parking Authority Assistant Director
- 3 1103 Director, Convention Facilities
- 4 1111 Executive Director, Relocation Appeals Board
- 5 1125 Division Manager, Registrar of Voters
- 6 1126 Public Administrator
- 7 1128 Director of Elections
- 8 1131 Assistant Public Administrator, Public Guardian
- 9 1132 County Clerk-Recorder
- 10 1162 Director of Purchasing and Services
- 11 1172 General Manager of Public Utilities Commission
- 12 1238 Assistant Payroll Director
- 13 1278 Deputy Director, Human Resources
- 14 1556 Administrative Secretary, City Planning Commission
- 15 1565 Assistant Director, Art Commission
- 16 1658 Chief Accountant
- 17 1673 Accounting Operations Manager
- 18 1674 Director of Accounting and Systems
- 19 1677 Finance Bureau Director, Public Utilities Commission
- 20 1679 Financial Reports Specialist
- 21 1683 Budget & Fiscal Operations Manager
- 22 1688 Chief Auditor
- 23 1826 City Shop Fleet Administrator
- 24 2117 Chief Medical Records Administrator, Laguna Honda Hospital
- 25 2118 Director, Medical Records
- 26 2122 Director of Patient Financial Services and Admissions
- 27 2171 Associate Administrator, Medical Services, Laguna Honda Hospital
- 28 2455 Pharmacy Director, Laguna Honda Hospital
- 29 2557 Director of Therapeutic Activities, LHH
- 30 2742 General Services Supervisor
- 31 2821 Director of Health Program Planning
- 32 2880 Director of Business and Operations, Mental Health Programs
- 33 2895 Deputy Director for Mental Health Programs
- 34 2925 Chief Medical Social Services
- 35 2964 Director, Budget and Planning, Dept. of Human Services
- 36 2974 Executive Director, Department of Human Services
- 37 2985 Deputy Director, Commission on the Aging
- 38 2988 Director, Aging Program
- 39 2999 Executive Director, Commission on the Status of Women
- 40 3110 Secretary, Recreation and Park Commission
- 41 3130 Arboretum Director
- 42 3138 Assistant General Manager for Administration

DHR Memorandum No. 13-2006
Attachment A
Classifications Posted for Abolishment

- 43 3140 General Manager, Recreation and Park Department
- 44 3294 Recreation Superintendent
- 45 3338 Assistant Zoo Director, Operations and Maintenance
- 46 3350 Parks Superintendent
- 47 3453 Asst Agricultural Commissioner-Sealer of Weights and Measures
- 48 3456 County Agricultural Commissioner and Sealer of Weights and Measures
- 49 3562 Director, Cultural Affairs
- 50 3563 Director, Neighborhood Art Program, Art Commission
- 51 3668 Deputy City Librarian
- 52 3670 City Librarian
- 53 4150 Director of Property
- 54 4212 Chief, Technical and Assessment Services
- 55 4282 Chief Assistant Assessor
- 56 4368 Director, Bureau of Delinquent Revenue
- 57 4373 Deputy Tax Administrator
- 58 4378 Cash Management and Investment Officer
- 59 4384 Chief Assistant Treasurer
- 60 5109 Deputy Zoning Administrator
- 61 5185 General Manager, Hetch Hetchy Project
- 62 5191 Chief, Bureau of Subdivisions, Surveys & Mapping
- 63 5192 Assistant to Director of Public Works
- 64 6126 Director, Bureau of Environmental Health Services
- 65 8187 Chief, Family Support Investigator
- 66 8488 Director, Crime Prevention Program
- 67 9205 Airport Communications Coordinator
- 68 9226 Airport Operations Superintendent
- 69 9253 Director, Bureau of Community Affairs
- 70 9260 Airport Assistant Deputy Director, Facilities Operations & Maintenance
- 71 9270 Airport Deputy Director
- 72 9357 Maritime Operations Manager
- 73 9379 Chief Harbor Engineer

DHR Memorandum No. 13-2006
Attachment B
Classifications Flagged in PeopleSoft

- 1 1104 Parking Authority Director
- 2 1107 Deputy Director, Rent Arbitration Board
- 3 1182 Chief Administrative Officer
- 4 1779 Manager, Reproduction and Mail Services Manager
- 5 2140 Hospital Administrative Assistant
- 6 2244 Health Center Director
- 7 2466 Chief Microbiologist
- 8 2581 Medical Examiner's Administrator
- 9 2596 Employee Referral Program Director
- 10 4256 Chief of Assessment Standards
- 11 4349 Director of Real Estate, Tax Collector's Office
- 12 5137 Maintenance Engineering Manager, Hetch Hetchy Project
- 13 6127 Assistant Director, Bureau of Environmental Health Services
- 14 7125 Electrical Operation and Maintenance Superintendent, Hetch Hetchy Project
- 15 7130 General Superintendent, Facilities Maintenance
- 16 8148 Chief District Attorney's Investigator
- 17 8150 Principal District Attorney's Investigator, Special Unit
- 18 8232 Director of Museum Security Services
- 19 8245 Communications Manager, SF Police Department
- 20 8315 Assistant Sheriff
- 21 8326 Assistant Director, Log Cabin Ranch
- 22 8330 Director, Log Cabin Ranch
- 23 8340 Assistant Director, Juvenile Hall
- 24 8344 Director, Juvenile Hall
- 25 8348 Undersheriff
- 26 8413 Asst. Chief Probation Officer, Juvenile Probation
- 27 8416 Director, Probation Services
- 28 8418 Chief Probation Officer, Juvenile Court
- 29 8435 Division Director, Adult Probation
- 30 8436 Chief Adult Probation Officer
- 31 8470 Executive Director, County Parole Commission
- 32 9248 Airport Facilities Services Manager
- 33 9379 Chief Harbor Engineer