



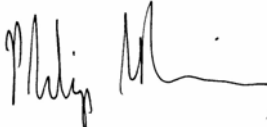
**Gavin Newsom
Mayor**

**Philip A. Ginsburg
Human Resources Director**

**MEMORANDUM
DHR #05-2005**

Date: March 7, 2005

To: Department Heads
Personnel Officers

Through: Philip A. Ginsburg
Human Resources Director 

From: Alice Villagomez, Assistant Director
Employee Relations

Subject: **NOTICE TO UNREPRESENTED EMPLOYEES**

Employee Relations has scheduled two meetings to meet and confer with unrepresented employees pursuant to Charter Section A8.409.1. In order to provide notification for affected unrepresented employees, the attached memorandum is being forwarded to your office for immediate posting. Please post this Notice (attached memorandum) in locations accessible to affected unrepresented employees. Additionally, please ensure posting at applicable worksites.

For additional information, you may contact Steven Ponder at 557-4917. Thank you for your assistance and prompt attention to this request.

Attachment(s) Notice to Meet & Confer Pursuant to Charter Section A8.409.1
List of Unrepresented Job Codes Pursuant to Charter Section A8.409.1



**Gavin Newsom
Mayor**

**Philip A. Ginsburg
Human Resources Director**

Date: March 7, 2005

To: Unrepresented Employees Covered under Ordinance No. 79-04

Through: Alice Villagomez, Assistant Director, Employee Relations
Department of Human Resources

From: Steven Ponder, Compensation Manager
Department of Human Resources

Subject: **NOTICE TO MEET & CONFER PURSUANT TO CHARTER SECTION A8.409.1**

Employees in classifications not represented by a recognized employee organization are entitled to represent themselves with the City and County over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section A8.409.4 of the Charter.

For those unrepresented employees covered under the current unrepresented ordinance (79-04) for FY 2004-2005, two meetings have been scheduled to consider forms of compensation including salaries, hours, benefits, and other terms and conditions of employment subject to approval or disapproval of the Board of Supervisors pursuant to Section A8.409.1 of the Charter.

The following dates and times have been reserved to meet with those noted, designated unrepresented employees who wish to meet and confer regarding the proposed forms of compensation specified above.

Date/Time: Monday, March 21, 2005 – 1:00 p.m.

AND

Monday, April 4, 2005 – 1:00 p.m.

Location: Department of Human Resources
44 Gough Street, 1st Floor, Training Room, Rm. 105
San Francisco, CA 94103

For additional information, you may contact Steven Ponder at (415) 557-4917.

Attachment



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

ATTACHMENT A

LIST OF UNREPRESENTED JOB CODES PURSUANT TO CHARTER SECTION A8.409.1.

PLEASE NOTE: This list is based on information available at the time of distribution and is intended to be comprehensive. Questions or concerns about this list (including contentions that the list contains inaccuracies) may be directed to Steven Ponder, Compensation Manager, Employee Relations, 44 Gough Street, San Francisco, 94103

- 001 = Miscellaneous Unrepresented Job Codes
- 002 = Management Unrepresented Job Codes

| Job Code | Title | Unit | Job Code | Title | Unit |
|----------|-----------------------------------|------|----------|--|------|
| 1229 | Special Examiner | 001 | AC45 | CIP Outreach Coordinator | 001 |
| 1867 | Assistant Performance Auditor | 001 | 881 | Mayoral Staff I | 002 |
| 1942 | Asst Materials Coordinator | 001 | 882 | Mayoral Staff II | 002 |
| 2561 | Optometrist | 001 | 883 | Mayoral Staff III | 002 |
| 2576 | Sprv Clinical Psychologist | 001 | 884 | Mayoral Staff IV | 002 |
| 2782 | Laundry Superintendent | 001 | 885 | Mayoral Staff V | 002 |
| 2966 | Welfare Fraud Investigator | 001 | 886 | Mayoral Staff VI | 002 |
| 2967 | Sup Welfare Fraud Investigator | 001 | 887 | Mayoral Staff VII | 002 |
| 3238 | Dance Instructor | 001 | 888 | Mayoral Staff VIII | 002 |
| 3246 | Pianist | 001 | 889 | Mayoral Staff IX | 002 |
| 3438 | Arborist Technician Supv II | 001 | 890 | Mayoral Staff X | 002 |
| 3650 | Medical Records Librarian | 001 | 891 | Mayoral Staff XI | 002 |
| 5506 | Project Manager 3 | 001 | 892 | Mayoral Staff XII | 002 |
| 8117 | Invest. Aud., Controller's Office | 001 | 901 | Mayoral Staff XIII | 002 |
| 8168 | Parking Hearing Supervisor | 001 | 902 | Mayoral Staff XIV | 002 |
| 8229 | Assoc Dir of Museum Sec Services | 001 | 903 | Mayoral Staff XV | 002 |
| 8247 | Emergency Planning Coordinator | 001 | 904 | Mayoral Staff XVI | 002 |
| 8259 | Criminalist I | 001 | 905 | Mayoral Staff XVII | 002 |
| 8263 | Crime Lab Mgr | 001 | 1293 | Human Resources Director | 002 |
| 8282 | Senior Environ Control Off | 001 | 1849 | Program Mgr, Bus & Econ Develop | 002 |
| 8446 | Court Alternative Specialist 1 | 001 | 3234 | Marina Manager | 002 |
| 9914 | Public Service Aide-Admin | 001 | 5646 | Environ Program Mgr I | 002 |
| 9916 | Public Svc Aide-Public Works | 001 | 8137 | Chief Victim/Witness Investigator | 002 |
| 9920 | Public Svc Aide-Asst to Prof | 001 | 9251 | Public Relations Mgr | 002 |
| 9922 | PS Aide to Prof | 001 | | Confidential Chief Attorney, 2, (Civil | |
| | Secretary, Commission on the | | AB44 | & Criminal) | 002 |
| AB27 | Environment | 001 | AC39 | Manager, Marina Operations | 002 |
| AC34 | Project Analyst | 001 | | | |
| AC35 | Board/Commission Secretary 3 | 001 | | | |
| AC41 | Operations Program Associate | 001 | | | |
| AC42 | Grants Finance Associate | 001 | | | |
| AC43 | Grants Associate | 001 | | | |