

A photograph of the San Francisco City Hall dome, a large, ornate, blue-tiled structure with a white base and a tall spire. The building is set against a clear blue sky. The image is partially obscured by a dark purple rectangular area on the right side of the slide.

City and County of San Francisco

**Management
Classification
Compensation
Plan
MCCP**

What Is MCCCP?

Restructures the way
Management
Positions are

**Classified &
Compensated**

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Why Was MCCP Needed?

- CCSF Departments request for faster, simplified hiring
- Baby Boomer retirements
- Modernization – improved DHR ability to support class plan

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Baseline information:

Over 250 different

Classified Management
Job Codes in CCSF

Average 1 classification for
every 3.4 managers

Many single position classes

MCCP Goal:

Simplify Management
Classification System by
Consolidating 250 Existing
Management Job Codes into
18 New Management Levels

11 Expanded Pay Ranges

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MCCP Management Categories

- Department Head
 - 5 Levels
- Deputy Director
 - 5 Levels
- Manager
 - 8 Levels

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MCCP Advantages

- ✓ Sets Uniform Standards
- ✓ Flexible
- ✓ Easily Understood
- ✓ Easily Administered
- ✓ Expands Salary Structure
- ✓ Best Practice Trend

MCCP Objective:

No Negative Impact on
Salary or
Status for
Current Employees

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Positions Affected by MCCP Implementation

All MEA-Represented Positions
will be evaluated for inclusion

- Permanent (PCS)
- Exempt
- Provisional

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MCCP Salary Plan

Expanded Ranges

Current Single Pay Range

= **20%**

MCCP: 3 Pay Ranges

= **45%**

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MCCP Salary Ranges

RANGE	A	B	C
%	30	7.5	7.5

All Ranges are Open Ranges -
Flexible Start Salaries

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Audit Process

- Implementation Steps
- Classification Process
- *Interactive*

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Implementation Step #1

DHR met with

- Department Leaders
- Employees

To review implementation /
classification process

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Implementation Step #2

MEA-Represented Employees
Reviewed Current Job
Description

Updated as necessary

Department Approved

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Implementation Step #3

DHR classified position for M CCP
using:

Existing Documentation

or

New Description of Duties and
Responsibilities

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Possible Classification Factors

- ✓ Focus
- ✓ Scope
- ✓ Decisions
- ✓ Impact
- ✓ Consequence of Error
- ✓ Compensation Level
- ✓ Level of Supervision
- ✓ Working Relationships
- ✓ Budget Responsibility

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Implementation Step #4

MCCP team and department agreement on final MCCP job code allocation for each position

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Implementation Step #5

- Classification Notification Form
- Request for Reconsideration
30 calendar days
- Civil Service Appeal Process

Final Implementation Step

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Status Grants obtained per CSC Rule for PCS employees

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Provisional employees test for PCS Status in new MCCP job codes

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Exempt Employees ("At Will") move when new requisition is approved

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AGREEMENTS

- MEA Agreement
- Tri-Partite Agreement
- Dates and Timeline
- Reporting Requirements

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CCSF / MEA Agreement

- Agreement reached and approved by BOS 4/15/2002
- Implementation started in May
- Classification Process was anticipated to be complete in 18 Months

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Implementation Issues

- Negotiations
 - Tripartite Settlement Agreement
- Budget/Staffing
- Timelines
- Data access
- Database development
- Data Review
- Reporting requirements
- Success breeds excess
 - L21 Special Asst
 - Workforce Development
- Appeals
- Re-class/Re-org

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