



# MCCP Compensation Administration (FY24-25)

*Last Updated on 6/10/24*





# Change in Administration (FY24-25)

## Initial Appointment Authority by Salary Range:

- A: Department
- B: DHR → Department
- C: DHR

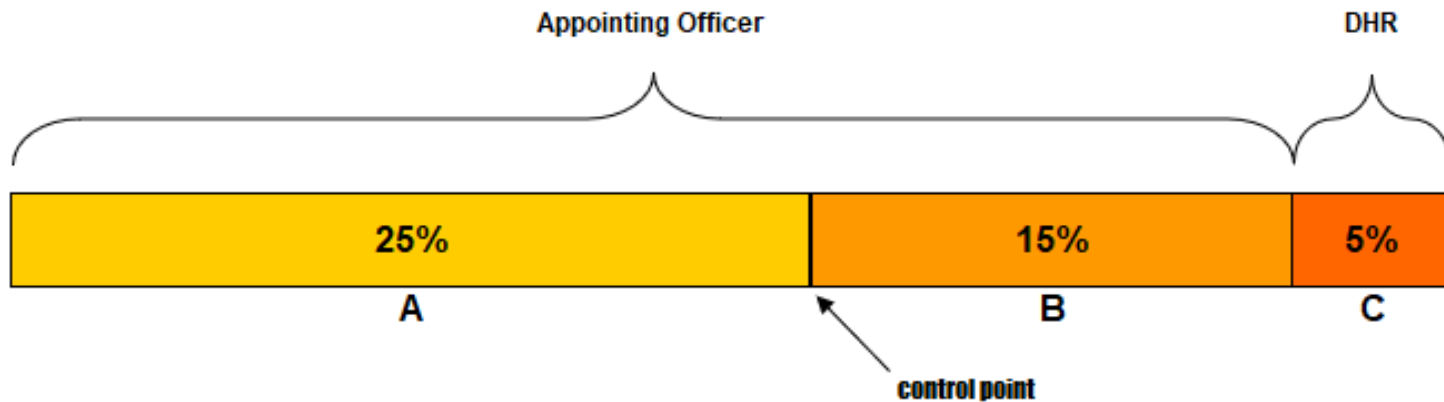
## Post-Appointment Authority by Salary Range:

- A: Anytime by the Department
- B: Annual Post-Appointment Pool (0.25%) → Anytime by the Department, no limited pool
- C: Annual Post-Appointment Pool (0.25%) → Anytime with DHR's approval, no limited pool

## Post-Appointment Authority for One-Time, Lump Sums:

- Annual Pool (1.0%) → Abolished to fund Department discretionary access to Range B

# Salary Ranges



- **Range A:** 5% annual adjustments up to top of A.
- **Range B:** Post-appointment movement within range B at the discretion of Appointing Officer which may be at anytime within the fiscal year. Additionally, Appointing Officers may appoint new or incumbent Non-MCCP employees at steps 6 through 9 at anytime.
- **Range C:** Post-appointment movement within range C at discretion of Appointing Officer which may be at anytime within the fiscal year with DHR's approval.



# Appointment Criteria

**Appointments (both initial and post-appointment) within the MCCP Salary Ranges must be based on the following:**

- Performance / Merit: e.g., one employee received a performance evaluation of exceeding expectations and the other received a performance evaluation in which met expectations.
- Education: e.g., one employee has a JD and the other employee has a BA if this education is job related and serves a legitimate business purpose.
- Training: e.g., one employee completed a job-related training program such as management training.
- Experience: e.g., one employee has four years of experience while the other employee has two years of experience if this experience is job related and serves a legitimate business purpose.
- Seniority: e.g., one employee has been working in the department in the position for six years while the other employee has been working in the department in the position for three years.
- Internal Equity: Paying employees performing the same work the same if there is no job-related reason to pay differently.



# Initial Appointments

When determining the salary of an employee in a new appointment, departments must evaluate the compensation of other employees in the same classification who perform the same work. Such employees should only be paid differently if can be validated by one or more of the following business related reasons: Performance/Merit, Education/Training, Experience and Seniority.

→ *While an employee's salary request may be based on loss in compensation, recruitment or retention, if providing the requested salary would result in other employees in the same class performing the same work to be paid differently, that difference in salary must be validated by one or more of the preceding business related reasons. If it cannot, either the employee's request cannot be met or the other employees must be provided the same salary.*

In setting the salary for a new appointment in which the employee was receiving acting assignment pay, the employee's base rate of pay without the acting assignment should be used as the comparison for setting the rate in the new appointment.

Retirees (Prop. F) that are rehired in their former position may be reappointed to the same salary in Range C as formerly earned without DHR approval.



# Post-Appointment Adjustments

In lieu of the annual post-appointment adjustment committee, Appointing Officers can now make adjustments to an employee's compensation at anytime in Ranges A, B and C (with the additional approval of DHR required for adjustments within Range C). Utilization of Ranges B & C is discretionary (i.e., there is no obligation to use these ranges if appointment criteria do not support an adjustment).

There shall be no more pool of dollars for either on-going wage adjustments or one-time, lump sum payments. These funds have been waived to fund department discretion within Range B (15%).

Departments are now free to review employee compensation at anytime.

No requirement that employee be at the top of A in order to move into B.



# Salary Progression - Range A

Employees appointed below the top of range A will advance 5% each year upon completion of one year of continuous, satisfactory service up to the maximum salary in range A (i.e., not to exceed the maximum salary in range A). There is no automatic progression in Range B or C. For Non-MCCP Employees, salary progression is just for Steps 1 through 5; there is no automatic progression for steps 6 through 9.

For example, Appointing Officer appoints an employee to Class 0941 Manager VI during FY 2023-2024 in range A at an annual pay rate of \$230,000. The maximum of Range A is \$235,274 at the time of placement. With satisfactory service, this full-time employee would be eligible to advance 5% following completion of the one year of service. However, 5% would provide a pay rate that would exceed the top of range A (i.e., \$235,274), exclusive of scheduled wage increases. Accordingly, the employee's pay shall be increased to the top of A and the exact percentage increase will be that remaining percentage that does not exceed the top of range A (i.e., 2.29%).



# Administration

- Denial of Salary Progression. An employee's scheduled salary progression may be denied if the employee's performance has been unsatisfactory to the City. The denial of the increase is subject to the grievance procedure, provided, however, that nothing in this section is intended to or shall make performance evaluations subject to the grievance procedure.
- Ranges B and C. Employees assigned to range B or C are not eligible for annual anniversary salary increases. Once an appointment to range B or C is approved, the employee's rate of pay only increases by scheduled wage increases or pursuant to the Appointing Officer approving a Post-Appointment Salary Adjustment (with DHR's approval required for Range C).
- Promotive Appointment in a Higher Class. While the "Promotive Appointment in a Higher Class" section of the MOU applies to appointments in MCCP classifications, the 7.5% adjustment provision cannot effectuate a rate of pay above the top of range A.
- Premiums. Supervisory differential, night duty, POST premium and acting assignment pay shall be administered according to traditional practices, except that Department Heads shall not be eligible for acting assignment pay (*exclusions for Deputy Directors and those in Ranges B & C have been removed*).
- Grievability: Placement into ranges B and C or steps 6 – 9 is not grievable or appealable.





# Department Documentation

Although DHR will no longer approve Range B and Step 6-9, the Classification and Compensation Division continues to be available for guidance on administration. Additionally, [approval forms](#) are available on DHR's web page and *must* be used in the setting and changing of compensation with a copy to [DHR-MCCPAdministration@sfgov.org](mailto:DHR-MCCPAdministration@sfgov.org) for Range A/B and Steps 1-9.

Email Header: Employee, Name, Class, Range/Step, New Salary, New/Incumbent  
(e.g., Jane Doe, 0931, Range B, \$200,000, New)  
(e.g., John Doe, 3426, Step 7, \$142,688, Incumbent)

In the form, provide a short narrative describing how the employee's job-related performance, education, training, experience and/or seniority supports the salary placement.

**Additionally, you must retain records as DHR, Controller and MEA shall conduct annual reviews for fairness, equity, transparency and compliance with merit principles. The City and MEA will discuss with departments any findings of inequity or misuse of these compensation ranges. Failure to keep proper documentation could expose the City to liability.**

This is a pilot program so if there are issues with its administration, it's possible that we may revert to former program.



# Range C Submission to DHR

Requests must be submitted via e-mail to [Emily.Lee@sfgov.org](mailto:Emily.Lee@sfgov.org) and contain the following:

- [MCCP Range C Submission Form](#)
- Candidate's current (or last held) salary demonstrated through at least two pay stubs (*if offered by candidate and is at least partly the basis for the candidate's salary request; salary to be reviewed by DHR for validity and comparableness to City's total compensation*)
- Candidate's resume/CV
- Relevant organizational chart including names, classifications, working titles and salaries.

Please note, submissions should be focused upon merits of the individual rather than the responsibilities of the position as the latter are relevant to what level the position is allocated in MCCP, and not to what the individual should be paid.

As a reminder, Range C job offers may not be made prior to obtaining approval from DHR. Accordingly, please contact DHR in advance of making any such offers.



# Compensation Administration Summary Chart

Salary Range		New / Vacant	Post-Appointment
Establishing the Rate of Pay	Ranges A & B	Appointing Officer may appoint anywhere within Ranges A & B	Appointing Officer may adjust rate of pay within Ranges A & B at anytime
	Range C	Appointing Officer may appoint anywhere within Range C ( <u>with DHR's approval</u> )	Appointing Officer may adjust rate of pay within Range C at anytime ( <u>with DHR's approval</u> )
Salary Progression	Range A	5% annual increments up to the top of Range A based upon satisfactory performance	N/A
	Ranges B & C	No progression within Ranges B & C	N/A



# MCCP Salary Ranges FY24-25

## Effective July 1, 2024

Class	Range A		Range B		Range C	
	Low	High	Low	High	Low	High
0922 Manager I	\$129,974	\$165,958	\$165,984	\$192,140	\$192,166	\$201,734
0923 Manager II	\$139,594	\$178,178	\$178,204	\$206,206	\$206,232	\$216,580
0931 Manager III	\$150,540	\$192,140	\$192,166	\$222,430	\$222,456	\$233,584
0932 Manager IV	\$161,616	\$206,206	\$206,232	\$238,810	\$238,836	\$250,744
0933 Manager V	\$174,252	\$222,430	\$222,456	\$257,478	\$257,504	\$270,374
0941 Manager VI	\$187,070	\$238,810	\$238,836	\$276,458	\$276,484	\$290,186
0942 Manager VII	\$200,460	\$255,762	\$255,788	\$296,114	\$296,140	\$310,908
0943 Manager VIII	\$226,798	\$289,380	\$289,406	\$334,984	\$335,010	\$351,754
0951 Deputy Director I	\$129,974	\$165,958	\$165,984	\$192,140	\$192,166	\$201,734
0952 Deputy Director II	\$150,540	\$192,140	\$192,166	\$222,430	\$222,456	\$233,584
0953 Deputy Director III	\$187,070	\$238,810	\$238,836	\$276,458	\$276,484	\$290,186
0954 Deputy Director IV	\$213,018	\$271,778	\$271,804	\$314,678	\$314,704	\$330,460
0955 Deputy Director V	\$226,798	\$289,380	\$289,406	\$334,984	\$335,010	\$351,754
0961 Department Head I	\$161,616	\$206,206	\$206,232	\$238,810	\$238,836	\$250,744
0962 Department Head II	\$200,460	\$255,762	\$255,788	\$296,114	\$296,140	\$310,908
0963 Department Head III	\$213,018	\$271,778	\$271,804	\$314,678	\$314,704	\$330,460
0964 Department Head IV	\$244,660	\$312,182	\$312,208	\$361,478	\$361,504	\$379,600
0965 Department Head V	\$303,888	\$387,790	\$387,816	\$448,916	\$448,942	\$471,380

## Effective January 4, 2025

Class	Range A		Range B		Range C	
	Low	High	Low	High	Low	High
0922 Manager I	\$131,924	\$168,454	\$168,480	\$195,026	\$195,052	\$204,750
0923 Manager II	\$141,700	\$180,856	\$180,882	\$209,300	\$209,326	\$219,830
0931 Manager III	\$152,802	\$195,026	\$195,052	\$225,758	\$225,784	\$237,094
0932 Manager IV	\$164,034	\$209,300	\$209,326	\$242,398	\$242,424	\$254,514
0933 Manager V	\$176,878	\$225,758	\$225,784	\$261,352	\$261,378	\$274,430
0941 Manager VI	\$189,878	\$242,398	\$242,424	\$280,592	\$280,618	\$294,528
0942 Manager VII	\$203,476	\$259,610	\$259,636	\$300,560	\$300,586	\$315,562
0943 Manager VIII	\$230,204	\$293,722	\$293,748	\$340,002	\$340,028	\$357,032
0951 Deputy Director I	\$131,924	\$168,454	\$168,480	\$195,026	\$195,052	\$204,750
0952 Deputy Director II	\$152,802	\$195,026	\$195,052	\$225,758	\$225,784	\$237,094
0953 Deputy Director III	\$189,878	\$242,398	\$242,424	\$280,592	\$280,618	\$294,528
0954 Deputy Director IV	\$216,216	\$275,860	\$275,886	\$319,410	\$319,436	\$335,426
0955 Deputy Director V	\$230,204	\$293,722	\$293,748	\$340,002	\$340,028	\$357,032
0961 Department Head I	\$164,034	\$209,300	\$209,326	\$242,398	\$242,424	\$254,514
0962 Department Head II	\$203,476	\$259,610	\$259,636	\$300,560	\$300,586	\$315,562
0963 Department Head III	\$216,216	\$275,860	\$275,886	\$319,410	\$319,436	\$335,426
0964 Department Head IV	\$248,326	\$316,862	\$316,888	\$366,912	\$366,938	\$385,294
0965 Department Head V	\$308,438	\$393,614	\$393,640	\$455,650	\$455,676	\$478,452