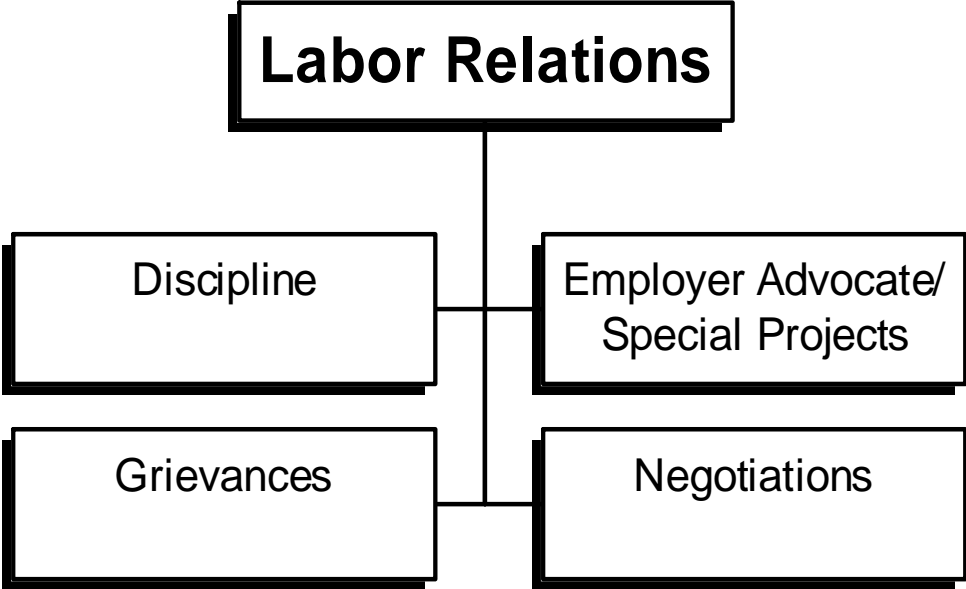


LABOR RELATIONS



Org chart effective FY2004/05

LABOR RELATIONS

Consistently providing professional Labor Relations Services aimed at enhancing the workforce and promoting positive relationships between the City and its labor groups.

D E S C R I P T I O N

- Provides labor relations services for the City of Sacramento, Sacramento Housing and Redevelopment Agency and Sacramento Employment and Training Agency.
- Negotiates and administers labor agreements.
- Promotes, facilitates and models excellent management/union relations.
- Advises management in handling employee grievance and disciplinary issues.
- Identifies and resolves workplace issues (problems.)
- Represents and advocates for the City.
- Trains managers and supervisors on effective labor relations.

M O R E I N F O R M A T I O N

Please see the following for more information about the Office of Labor Relations.

- **Key Contacts**

Department Head

Dee Contreras
Director of Labor Relations
921 – 10th Street Room 601
Sacramento, CA 95814
(916) 808-5424
dcontereras@cityofsacramento.org

Administrative Assistant

Daisy Buchignani
Administrative Assistant
921 – 10th Street Room 601
Sacramento, CA 95814
(916) 808-5424
dbuchignani@cityofsacramento.org

O B J E C T I V E S F O R F Y 2 0 0 4 / 0 5

- Complete 2004 fire negotiations with Local 522.
- Complete general 2005 bargaining with all other units.
- Implement health plan and contribution reform.
- Identify discipline trends and provide department assistance for early intervention.

APPROVED FY2004/05 BUDGET

ACCOMPLISHMENTS IN FY2003/04

- Implemented a database management tracking system for discipline.
- Initiated a tracking system for grievances.
- Completed several complex and difficult discipline investigations.
- Successfully defended two unfair labor practice charges filed with Public Employees Relations Board (PERB).
- Successfully completed binding arbitration with the Sacramento Police Officers Association on health insurance reopener.
- Successfully moved Police Lieutenants to unrepresented management from a represented classification.

APPROVED BUDGET/STAFFING CHANGES

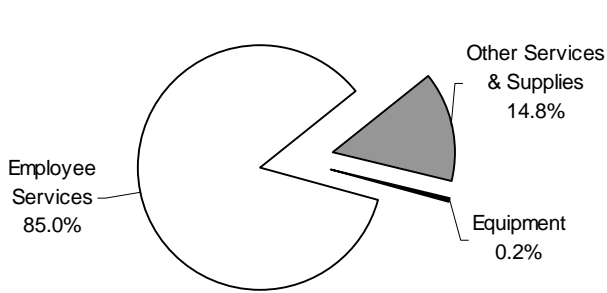
- **Reorganizations/Efficiencies**
 - None
- **New Revenues**
 - None
- **Reductions (\$50,000)**
 - The Labor Relations Office will leave vacant the position of 1.0 FTE Labor Relations Manager, and reduce funding by approximately \$50,000. The remaining \$54,000 will be used for contracted service as necessary during the 2005 bargaining sessions with the City's recognized employee organizations.

DEPARTMENT BUDGET SUMMARY

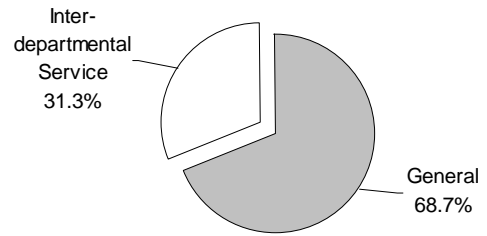
Labor Relations Budget Summary	FY	FY	FY	Change	
	2002/03 Actual	2003/04 Approved	2003/04 Amended	2004/05 Approved	More/(Less) Approved/Amended
Positions (FTE)	8.00	8.00	8.00	8.00	0.00
Budgeted Expenditures					
Employee Services	601,313	820,464	820,464	789,051	-31,413
Other Services & Supplies	74,579	83,653	83,653	137,653	54,000
Equipment	3,126	1,500	1,500	1,500	0
Total:	679,018	905,617	905,617	928,204	22,587
Funding Summary by Fund/Special District					
General	406,230	642,156	642,156	637,676	-4,480
Inter-departmental Service	272,788	263,461	263,461	290,528	27,067
Total:	679,018	905,617	905,617	928,204	22,587

APPROVED FY2004/05 BUDGET

Budgeted Expenditures - FY05



Funding Summary - FY05



DIVISION BUDGET SUMMARY

Labor Relations Division Budgets	FY	FY		FY	Change
	2002/03 Actual	2003/04 Approved	2003/04 Amended	2004/05 Approved	More/(Less) Approved/Amended
LABOR RELATIONS	679,018	905,617	905,617	928,204	22,587
Totals:	679,018	905,617	905,617	928,204	22,587

STAFFING LEVELS

Labor Relations Division FTEs	FY	FY		FY	Change
	2002/03 Actual	2003/04 Approved	2003/04 Amended	2004/05 Approved	More/(Less) Approved/Amended
LABOR RELATIONS	8.00	8.00	8.00	8.00	0.00

APPROVED FY2004/05 BUDGET

WORKLOAD MEASURES

CATEGORY	DESCRIPTION	WORKLOAD MEASURE	FY2000/01	FY2001/02	FY2002/03
Discipline	Informal and formal corrective actions through termination	Number of Cases	115	135	171
		Successful Outcomes	*	*	*
Grievances	Appeal of application of the labor agreement or applicable policy	Number of Cases	47	46	36
		Successful Outcomes	*	*	*
Threat Assessment Team	Review threats or attacks on or by employees and prepare responses	Number of Cases	*	10	9
		Successful Outcomes	*	10	9
Negotiations	Meet and confer with recognized employee organizations on issues within the scope of bargaining	Completion of Agreements	11	*	0

* Data not tracked this fiscal year

APPROVED POSITIONS

1610 <u>Labor Relations</u>	<u>FY2003/04</u>	<u>FY2004/05</u>	<u>Change</u>
Administrative Assistant (Exempt)	1.00	1.00	0.00
Administrative Technician (Exempt)	1.00	1.00	0.00
Director of Labor Relations	1.00	1.00	0.00
Labor Relations Manager	1.00	1.00	0.00
Labor Relations Officer	4.00	4.00	0.00
Organization Totals:	8.00	8.00	0.00
Labor Relations Total:	8.00	8.00	0.00