



# Local 21 Extended Ranges

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# Local 21 Extended Ranges

As a reminder, the Department of Human Resources (DHR) delegates approval authority to departments for Local 21's Extended Ranges.

Although no longer approving these, the Classification and Compensation Division continues to be available for guidance on administration. Additionally, [approval forms](#) are still available to facilitate departments' internal review process.

Please maintain records as DHR, the Controller's Office and the Mayor's Office will periodically audit them.

# Local 21 Extended Ranges

- The Local 21 Memorandum of Understanding (Local 21 MOU) allows departments to appoint and advance qualifying employees in designated classifications to steps in an extended salary range (i.e., 2.5%, 5% or 7.5%) above an employee's base pay. Employees in classifications 1044 IS Eng. – Principal, 1054 IS Business Analyst – Principal, and 1070 IS Director have an additional two 2.5% steps in their extended range (i.e., 2.5%, 5.0%, 7.5%, 10.0% and 12.5%).
- Extended ranges are available on a temporary or indefinite placement basis to address recruitment or retention issues, recognize exemplary performance, special skills and/or special assignments of limited duration.
- Employees do not automatically advance into these additional steps. An employee will only advance into one of these steps when appointed by the department.
- Placement in an Extended Range is discretionary and the granting or failure to grant an extended salary range is not subject to the grievance procedure or any other type of appeal.

# Local 21 Extended Ranges

## Internal Equity with Incumbents

When appointing employees in an Extended Range, departments must evaluate the compensation of other employees in the same classification who perform the same work. Said employees should only be paid differently if difference can be validated by one or more of the following business related reasons:

- 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 / Training: E.g., one employee has a JD and the other employee has a BA.
- Experience: E.g., one employee has four years of experience while the other employee has two years of experience.
- 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.

→ *If the difference in salary cannot be validated by one or more of the preceding business related reasons then the employee's request cannot be met or the other employees must be provided the same salary.*



# Local 21 Extended Ranges

## Qualifying Classifications:

- IS Engineer-Principal (1044) – Steps 11, 12 and 13, 14, and 15
- IS Business Analyst-Principal (1054) – Steps 11, 12, 13, 14 and 15
- IS Programmer Analyst-Principal (1064) – Steps 11, 12, 13
- IS Project Director (1070) – Steps 11, 12, 13, 14 and 15
- EEO, Senior Specialist (1231) – Steps 6, 7 and 8
- Training Officer (1232) – Steps 6, 7 and 8
- Principal Personnel Analyst (1246) – Steps 6, 7 and 8
- Public Relations Officer (1314) – Steps 6, 7 and 8
- Senior Systems Accountant (1657) – Steps 6, 7 and 8
- Financial Systems Supervisor (1670) – Steps 6, 7 and 8
- Supervising Auditor (1686) – Steps 6, 7 and 8
- Senior Statistician (1806) – Steps 6, 7 and 8
- Principal Administrative Analyst (1825) – Steps 6, 7 and 8
- Performance Analyst III – Project Manager (1830) – Steps 6, 7, and 8
- Supervising Purchaser (1958) – Steps 6, 7 and 8
- Physician Assistant (2218) – Steps 11, 12 and 13
- Forensic Toxicologist (2458) – Steps 6, 7 and 8
- Laboratory Services Manager (2489) – Steps 6, 7 and 8
- Senior Employee Assistance Counselor (2595) – Steps 6, 7 and 8
- Volunteer/Outreach Coordinator (3374) – Steps 6, 7 and 8
- Recruiter (1250) – Steps 6, 7 and 8

## Qualifying Classifications:

- Principal Real Property Officer (4143) – Steps 6, 7 and 8
- Veterans Claims Rep. Supervisor (4233) – Steps 6, 7 and 8
- Principal Personal Property Auditor (4224) – Steps 6, 7 and 8
- Principal Real Property Appraiser (4267) – Steps 6, 7 and 8
- Sewage Treatment Plant Superintendent (5130) – Steps 6, 7 and 8
- Safety Officer (5177) – Steps 6, 7 and 8
- Industrial Engineer (5209) – Steps 6, 7 and 8
- Principal Engineer (5212) – Steps 6, 7 and 8
- Chief Surveyor (5216) – Steps 6, 7 and 8
- Principal Architect (5273) – Steps 6, 7 and 8
- Planner V (5283) – Steps 6, 7 and 8
- Traffic Sign Manager (5306) – Steps 6, 7 and 8
- Project Manager I-IV (5502-5508) – Steps 2, 3 and 4
- Principal Environmental Specialist (5644) – Steps 6, 7 and 8
- Senior Industrial Hygienist (6139) – Steps 6, 7 and 8
- Chief Housing Inspector (6274) – Steps 6, 7 and 8
- DA Investigative Assistant (8132) – Steps 6, 7 and 8
- Legal Assistant (8173) – Steps 6, 7 and 8
- Signal & Systems Engineer (9197) – Steps 2, 3 and 4
- Feasibility Analyst, Port (9377) – Steps 6, 7 and 8
- Senior Property Manager, Port (9386) – Steps 6, 7 and 8



# Local 21 Extended Ranges

**Qualifying Employees:** Employees placed in an Extended Range are not eligible to receive additional pay under any of the following:

- The Pilot Capital Project Incentive Program pursuant to the Capital Projects MOU Addendum (Appendix C of the Local 21 MOU)
- Leadership Pay or Special Skills Pay pursuant to the Capital Projects MOU Addendum (Appendix C of the Local 21 MOU)
- Acting Assignment Pay pursuant to Article III.B. of the Local 21 MOU
- Supervisory Differential Adjustment pursuant to Article III.B. of the Local 21 MOU