



Midpeninsula Regional
Open Space District

R-11-110
Meeting 11-30
November 9, 2011

AGENDA ITEM 8

AGENDA ITEM

Addition of Executive Assistant Job Classification to District's Classification and Compensation Plan and Conforming Plan Amendment

GENERAL MANAGER'S RECOMMENDATION

Approve the addition of an Executive Assistant job classification to the District's Classification and Compensation Plan as attached to this report.

SUMMARY

The resignation of the incumbent Administrative Assistant to the General Manager was effective October 28, 2011. Staff has evaluated the administrative support needed by the General Manager and has determined that the classification of Executive Assistant more accurately reflects the scope of work and responsibilities to be performed by this position. It is recommended that the Executive Assistant classification be added to the District's Classification and Compensation Plan so that a recruitment to fill this critical position can begin immediately.

DISCUSSION

On October 10, 2011, the incumbent Administrative Assistant to the General Manager submitted a letter of resignation to her supervisor, effective October 28, 2011. Administration took this opportunity to re-evaluate the administrative support needs of the General Manager, the Board of Directors, and the Administrative Services Department. After thorough research and analysis, it was determined that an Executive Assistant classification is the most appropriate classification for the position. The key support responsibilities of the position to the General Manager, Administrative Services Department, and District Clerk are:

Performs a variety of complex administrative and project coordination support work for the General Manager, Administrative Services Manager, and District Clerk; work requires extensive public contact requiring frequent use of tact, discretion, and independent judgment; knowledge of District activities; assistance in support to the Board of Directors; and the ability to conduct independent projects. Coordinates assigned programs, projects, and services with other District departments and outside agencies relieving District management staff of day-to-day administrative and coordinative duties.

The draft Executive Assistant job classification and corresponding salary recommendations have been developed in consultation with Koff and Associates in order to ensure consistency and alignment with the recommendations in the Classification and Compensation Report received by the Board on September 13, 2011.

Due to the critical nature of this position, it is recommended that the Board approve the addition of the Executive Assistant classification to the District's Classification and Compensation Plan and amend it accordingly so that recruitment can begin immediately. If the reclassification is approved now, it is estimated that the position will be filled in January 2012.

The position description for the proposed Executive Assistant classification is included as Attachment A to this report and the proposed salary range is \$4,721 to \$6,058 monthly (Attachment B). This position is the highest level of the Administrative Assistant series which also includes the Administrative Assistant and Senior Administrative Assistant classifications.

The proposed Plan amendment also provides an efficient opportunity to conform to new PERS regulations seeking greater transparency in public agency compensation. The rules require an agency to have a pay schedule that includes all employees. The Board Appointee class is not part of the Classification and Compensation Plan. To comply with PERS' requirement of a complete and publicly available pay schedule for all positions, the District need only add the Board Appointees as shown in Attachment B. This pay schedule, consisting of the Classification and Compensation Plan and the pay schedule for Board Appointees, if approved, will be posted on the District's website and readily available to the public.

FISCAL IMPACT

The total annual cost (salary and benefits) of the Executive Assistant position will range from approximately \$71,000 to \$90,000. For FY2011-12, a total of \$77,430 is budgeted for the Administrative Assistant position. It is anticipated that the new Executive Assistant will be hired at step one or two and that vacancy savings from the Administrative Assistant position will offset any increased cost of the Executive Assistant during the current fiscal year.

PUBLIC NOTICE

Notice was provided pursuant to the Brown Act. No additional notice is necessary.

CEQA COMPLIANCE

No compliance is required as this action is not a project under the California Environmental Quality Act (CEQA).

NEXT STEP

If approved, the Executive Assistant recruitment process will commence November 14, 2011.

Attachment

1. Attachment A: Executive Assistant Classification Description
2. Attachment B: District's Classification and Compensation Plan

Prepared by:

Kate Drayson, Administrative Services Manager

Annetta Spiegel, Acting Human Resources Supervisor

Contact person:

Same as above



**ATTACHMENT A:
Executive Assistant Classification Description**

Midpeninsula Regional Open Space District

EXECUTIVE ASSISTANT

DEFINITION

Under general direction, provides varied and complex office administrative and secretarial support primarily to the General Manager's office; performs technical support work related to the responsibilities of the General Manager and Administrative Services Manager; assists in providing support to the Board of Directors; coordinates assigned programs, projects, and services with other District departments and outside agencies; serves as back-up to the District Clerk; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Manager. May exercise general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the highest-level administrative support class assigned to the General Manager's Office. Incumbents perform a variety of administrative and project coordination support work for the General Manager, Administrative Services Manager, District Clerk, Board of Directors, and associated staff. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of District activities, and the ability to conduct independent projects. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities originating at a District-wide level requiring a broader understanding of District functions and the capability of relieving District management staff of day-to-day administrative and coordinative duties.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Ensures the office administrative functions of the General Manager's office are effectively carried out.
- Performs a wide a variety of general administrative and clerical duties to support the General Manager, including transcribing, researching, and creating summaries, recommendations, resolutions, proclamations, and memos; printing and assembling monthly reports; researching databases; and sorting mail.
- Maintains and coordinates the schedule and calendar of the General Manager as directed; schedules meetings; schedules and tracks appointments with other departments.
- Serves as back-up to the District Clerk with Board and Committee meeting coordination and provides a variety of support to District Board and committees, including reserving meeting rooms, maintaining access reports, compiling and distributing agenda packets, attending meetings, formatting and distributing minutes, and following-up on decisions as required; ensures compliance with the Brown Act; maintains committee directories.
- Participates in support for the Administrative Services Department including entering invoices and expenditures into the database, creating requisitions, updating vendor information, and generating various reports.

- Researches, compiles, organizes, and analyzes information and data for special projects and various reports, publications, and newsletters; designs and implements forms; prepares written materials to explain District programs and procedures.
- Assists in gathering, assembling, updating, and distributing a variety of information, forms, records, and data as requested, including vital records, District ~~Code~~ Regulation and Administrative Policy updates, and Board policies; assists in preparing and maintaining a variety of databases and reports.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, attending meetings, and serving on various task forces and committees.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Organizes and maintains various administrative, reference, and follow-up files; purges files as required.
- Screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public; directs callers to appropriate District staff; assists the public at the front counter and directs the public to appropriate locations/staff; represents the District to all callers and visitors in a professional and customer friendly manner.
- Checks and tabulates standard arithmetic or statistical data; may summarize such information and prepare periodic numerical reports.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Types, originates, formats, proofreads, and distributes a wide variety of reports, letters, and memoranda, including agenda items, bid documents, and documents associated with capital improvement projects; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and/or central files.
- Provides training to lower-level and new staff as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices and methods of office management and administration, including the use of standard office equipment.
- Basic principles and practices of supervision and training.
- Organization and function of public agencies, including the role of an elected Board of Directors and appointed committees.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and procedures of record keeping and reporting.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Business mathematics and basic statistical techniques.

- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Interpret, apply, explain and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures, as well as complex administrative and departmental policies and procedures.
- Perform responsible administrative support work with accuracy, speed, and general supervision.
- Provide varied and responsible office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Understand and carry out complex oral and written directions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by two (2) years of college-level coursework in business or secretarial science, and three (3) years of responsible secretarial experience involving assisting executive management or a high-level official with administrative duties such as typing, filing, calendar coordination, public relations, and project coordination tasks.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers

open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: October 2011

REVISED: N/A

FLSA: Non-Exempt

Midpeninsula Regional Open Space District
Revised Classification and Compensation Plan
Fiscal Year 2011/12 - Effective 11/09/2011
(last revised 05/11/2011)

Classification Title	Step Range		Hourly Range \$		Monthly Range \$		Annual Range \$		Time Base
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Seasonal Open Space Technician	247.50	257.50	19.020	21.015	3,297	3,643	39,562	43,711	Part-time
Administrative Clerk	254.50	279.50	20.395	26.171	3,535	4,536	42,422	54,436	Part-time
Farm Maintenance Worker	267.50	292.50	23.219	29.795	4,025	5,164	48,296	61,974	Full-time
Open Space Technician*	267.50	292.50	23.219	29.795	4,025	5,164	48,296	61,974	Full-time
Receptionist/Administrative Assistant	269.50	294.50	23.687	30.395	4,106	5,268	49,269	63,222	Full-time
Administrative Assistant	269.50	294.50	23.687	30.395	4,106	5,268	49,269	63,222	Full-time
Accounting Clerk	269.50	294.50	23.687	30.395	4,106	5,268	49,269	63,222	Full-time
Assistant Program Coordinator	274.50	299.50	24.898	31.950	4,316	5,538	51,788	66,456	Full-time
Lead Open Space Technician*	277.50	302.50	25.655	32.921	4,447	5,706	53,362	68,476	Full-time
IT Help Desk Support - <i>part-time</i>	277.50	302.50	25.655	32.921	4,447	5,706	53,362	68,476	Full-time
Ranger	278.50	303.50	25.912	33.251	4,491	5,764	53,897	69,162	Full-time
Planning Technician	278.50	303.50	25.912	33.251	4,491	5,764	53,897	69,162	Full-time
Training and Safety Coordinator	280.50	305.50	26.434	33.921	4,582	5,880	54,983	70,556	Full-time
Human Resources Technician	280.50	305.50	26.434	33.921	4,582	5,880	54,983	70,556	Full-time
Deputy District Clerk/Office Manager	280.50	305.50	26.434	33.921	4,582	5,880	54,983	70,556	Full-time
Docent Programs Coordinator	283.50	308.50	27.237	34.951	4,721	6,058	56,653	72,698	Full-time
Network Specialist	283.50	308.50	27.237	34.951	4,721	6,058	56,653	72,698	Full-time
Volunteer Coordinator	283.50	308.50	27.237	34.951	4,721	6,058	56,653	72,698	Full-time
Executive Assistant	283.50	308.50	27.237	34.951	4,721	6,058	56,653	72,698	Full-time
Equipment Mechanic/Operator	286.50	311.50	28.065	36.013	4,865	6,242	58,375	74,907	Full-time
Open Space Planner I	288.50	313.50	28.630	36.739	4,963	6,368	59,550	76,417	Full-time
Resource Specialist I/Resource Planner I	288.50	313.50	28.630	36.739	4,963	6,368	59,550	76,417	Full-time
Public Affairs Specialist	288.50	313.50	28.630	36.739	4,963	6,368	59,550	76,417	Full-time
Communications Specialist	288.50	313.50	28.630	36.739	4,963	6,368	59,550	76,417	Full-time
Website Content Coordinator	288.50	313.50	28.630	36.739	4,963	6,368	59,550	76,417	Full-time
Accountant	292.50	317.50	29.795	38.234	5,164	6,627	61,974	79,527	Full-time
Maintenance & Resource Supervisor	293.50	318.50	30.094	38.617	5,216	6,694	62,596	80,323	Full-time
Supervising Ranger	293.50	318.50	30.094	38.617	5,216	6,694	62,596	80,323	Full-time
Real Property Specialist	303.50	328.50	33.251	42.668	5,764	7,396	69,162	88,749	Full-time
GIS Coordinator**	303.50	328.50	33.251	42.668	5,764	7,396	69,162	88,749	Full-time
Open Space Planner II**	303.50	328.50	33.251	42.668	5,764	7,396	69,162	88,749	Full-time
Resource Management Specialist**	303.50	328.50	33.251	42.668	5,764	7,396	69,162	88,749	Full-time

Classification Title	Step Range		Hourly Range \$		Monthly Range \$		Annual Range \$		Time Base
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Support Services Supervisor	303.50	328.50	33.251	42.668	5,764	7,396	69,162	88,749	Full-time
Management Analyst	307.50	332.50	34.604	44.405	5,998	7,697	71,976	92,362	Full-time
Senior Real Property Planner**	313.50	338.50	36.739	47.144	6,368	8,172	76,417	98,060	Full-time
Senior Planner**	313.50	338.50	36.739	47.144	6,368	8,172	76,417	98,060	Full-time
Senior Resource Planner/Senior Resource Management Specialist**	313.50	338.50	36.739	47.144	6,368	8,172	76,417	98,060	Full-time
Area Superintendent	318.50	343.50	38.617	49.555	6,694	8,590	80,323	103,074	Full-time
Senior Management Analyst	321.50	346.50	39.790	51.060	6,897	8,850	82,763	106,205	Full-time
District Clerk	321.50	346.50	39.790	51.060	6,897	8,850	82,763	106,205	Full-time
Assistant General Counsel	328.50	353.50	42.668	54.753	7,396	9,491	88,749	113,886	Full-time
Administrative Services Manager	335.50	360.50	45.754	58.713	7,931	10,177	95,168	122,123	Full-time
Operations Manager	335.50	360.50	45.754	58.713	7,931	10,177	95,168	122,123	Full-time
Planning Manager***	335.50	360.50	45.754	58.713	7,931	10,177	95,168	122,123	Full-time
Public Affairs Manager	335.50	360.50	45.754	58.713	7,931	10,177	95,168	122,123	Full-time
Real Property Manager	335.50	360.50	45.754	58.713	7,931	10,177	95,168	122,123	Full-time
Assistant General Manager	353.50	378.50	54.753	70.260	9,491	12,178	113,886	146,141	Full-time

Notes:

Does not include Board appointee positions: General Manager, General Counsel and Controller.

* OST will receive an additional 1% stipend for Class A or B license; Lead OST 1% for Class A.

** Will receive an additional 4% stipend for Masters degree in a related field.

***Will receive an additional 4% stipend for Landscape Architecture license used for District business.

Board Appointee Positions	Hourly Salary	Monthly Salary	Annual Salary	Effective Date	Last Revised
General Manager	\$87.093	\$15,096	\$181,153	4/1/2010	7/8/2009
Controller - <i>Part-time position</i>	\$39.424	\$6,833	\$82,002	4/1/2010	7/8/2009
General Counsel	\$83.204	\$14,422	\$173,064	4/1/2010	7/8/2009