



Midpeninsula Regional
Open Space District

R-16-41
Meeting 16-08
April 13, 2016

AGENDA ITEM 9

AGENDA ITEM

Amendment of Classification and Compensation Plan for the Assistant General Counsel I & II Classifications

GENERAL MANAGER'S RECOMMENDATION

Adopt a resolution amending the District's Classification and Compensation Plan for the Assistant General Counsel I & II Classifications.

SUMMARY

The compensation range for the Assistant General Counsel II classification was identified as significantly out of alignment with comparators in the District's 2013-14 Compensation Study Report. That report concluded that this classification was 16.7% percent below the median adjusted top monthly salary for approved comparator agencies and classifications at that time. No action has been taken to date to address this gap, and updated data shows that the classification continues to be 16.4% below market. The Assistant General Counsel II is in a series with the Assistant General Counsel I classification. The General Manager therefore recommends bringing the salary range for these two classifications into alignment with the current comparator median data.

DISCUSSION

The General Manager is proposing to increase the salary range for the Assistant General Counsel II & I classifications in order to align the salaries with the current comparator median data for this series. This would help the District remain competitive for similar positions in comparator agencies.

On March 26, 2014, the Board of Directors accepted the District's 2013-14 Compensation Study Report prepared by Koff & Associates. Many of the classification and compensation issues highlighted by that report have been addressed through subsequent classification and compensation adjustments. Two outstanding classifications not addressed are the Assistant General Counsel II and I. In the 2014 study Koff benchmarked the senior position of Assistant General Counsel II to be 16.7 % percent below the median of Board approved comparator agencies. Human Resources staff researched the market in February of 2016 and found the Assistant General Counsel II is now 16.4% percent below market.

In March of 2015 the Board adopted the Employee Compensation Guiding Principles and established a philosophy to maintain “competitive compensation” as a tool to attract and retain high-quality employees. The Board stated that “when comparing to benchmark agencies using ‘top-range salary’, a competitive salary is defined as median to 55th percentile of the comparator agencies, plus or minus five percent, with no employee’s top-range salary below median or above 60th percentile.” In keeping with these Guiding Principles the Assistant General Counsel II and I classifications should be adjusted to the market.

In the District’s Classification and Compensation Plan the current Assistant General Counsel II compensation is at range 48 with the top step salary of \$137,076. The market median at top step for this position in comparator agencies is \$159,624. The recommendation is to bring Assistant General Counsel II to salary to range 55 with the top step salary of \$162,648, which is 1.9% percent above the median of the current market rate and in line with District salary ranges and compensation philosophy.

The Assistant General Counsel I classification is the set at 5% percent below the senior position, Assistant General Counsel II in the current class and comp plan. These two classifications are tied together in a series and for consistency it is recommended to bring both of these positions into market alignment. The new proposed salary range for the Assistant General Counsel I is range 53 and top step salary of \$154,908. The senior Assistant General Counsel II classification is filled and the Assistant General Counsel I is not filled at this time. The proposed compensation adjustments will address obvious retention issues and help the District continue to attract high caliber employees to classifications in this series in future recruitments.

Current Salary Range		
Classification	Range	Salary Range
Assistant General Counsel II	48	\$109,764-\$137,076
Assistant General Counsel I	46	\$104,352-\$134,560
Proposed Salary Range		
Assistant General Counsel II	55	\$130,236-\$162,648
Assistant General Counsel I	53	\$124,032-\$154,908

FISCAL IMPACT

The additional cost for this fiscal year totals \$7,400 and will be covered by vacancy savings in other departments. For FY2016-17, the additional cost will be incorporated as part of the adopted budget.

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

Upon Board approval, the District's Classification and Compensation Plan will be amended accordingly.

Attachment

1. Resolution Amending Classification and Compensation Plan for the Position of Assistant General Counsel I/II

Responsible Department Head:
Steve Abbors, General Manager

Prepared by:
Candice Basnight, Human Resources Supervisor

RESOLUTION NO. 16-__

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AMENDING THE CLASSIFICATION & COMPENSATION PLAN FOR THE POSITION OF ASSISTANT GENERAL COUNSEL I/II

WHEREAS, the General Manager has proposed an amendment to the Midpeninsula Regional Open Space District Classification and Compensation Plan to reflect current comparative data; and

WHEREAS, the Board of Directors having considered such proposal and recommendation;

NOW, THEREFORE, the Board of Directors of Midpeninsula Regional Open Space District does hereby resolve as follows:

- 1. The Classification and Compensation Plan of the Midpeninsula Regional Open Space District shall be amended for the position of Assistant General Counsel as reflected below:

Classification Title	Step Range #	Hourly Range \$ Minimum	Monthly Range \$ Maximum	Annual Range \$ Minimum	Time Maximum	Annual Minimum	Annual Maximum	Time Base
Assistant General Counsel I	53	59.631	74.475	10,336	12,909	124,032	154,908	Full-time
Assistant General Counsel II	55	62.613	78.196	10,853	13,554	130,236	162,648	Full-time

- 2. Except as herein modified, the Classification and Compensation Plan, Resolution No. 15-18 as amended, shall remain in full force and effect.
- 3. This resolution shall be effective April 14, 2016.

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on _____, 2016, at a regular meeting thereof, by the following vote:

* * * * *

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

ATTEST:

APPROVED:

Secretary
Board of Directors

President
Board of Directors

APPROVED AS TO FORM:

General Counsel

I, the District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.

District Clerk