



Midpeninsula Regional  
Open Space District

R-17-52  
Meeting 17-09  
April 12, 2017

## AGENDA ITEM 4

### AGENDA ITEM

Restructuring of the Finance Department within Administrative Services Resulting in No Net Increase in Full Time Equivalent Positions, and an associated change to the Classification and Compensation Plan

### GENERAL MANAGER'S RECOMMENDATION *GM*

Adopt a resolution amending the District's Classification and Compensation Plan to create the Budget & Analysis Manager classification at range 48 in the Administrative Services business line, a new position that would be filled in lieu of the vacant Senior Management Analyst position.

### SUMMARY

The Administrative Services business line is comprised of the Finance Department, the Human Resources Department, the Information Systems & Technology Department, and the Procurement and Grants functions. With the finance functions for the District maturing as the Financial and Operational Sustainability Model (FOSM) implementation continues, combined with the demands of managing the finance and information functions more closely in support of capital projects, the finance organization for the District would benefit from realignment. This report describes the tasks of the Finance Department and an anticipated newly created Budget & Analysis Department. Approval from the Board of Directors for the creation of the Budget & Analysis Manager position and classification at range 48 is requested to complete this organizational alignment. The total position count for the new organization is the same as the position count for the existing organization. No additional full time equivalent positions are created.

### DISCUSSION

The implementation of the FOSM created the Administrative Services business line comprised of the Finance Department, the Human Resources Department, the Information Systems & Technology Department, and the Procurement and Grants functions. The Senior Management Analyst in the General Manager's Office worked very closely with the Chief Financial Officer on Measure AA projects, the Annual Accountability Report for the Bond Oversight Committee, the issuance of the 2016 Green Bonds (Refunding), and developing the Capital Program Management reporting and document repository.

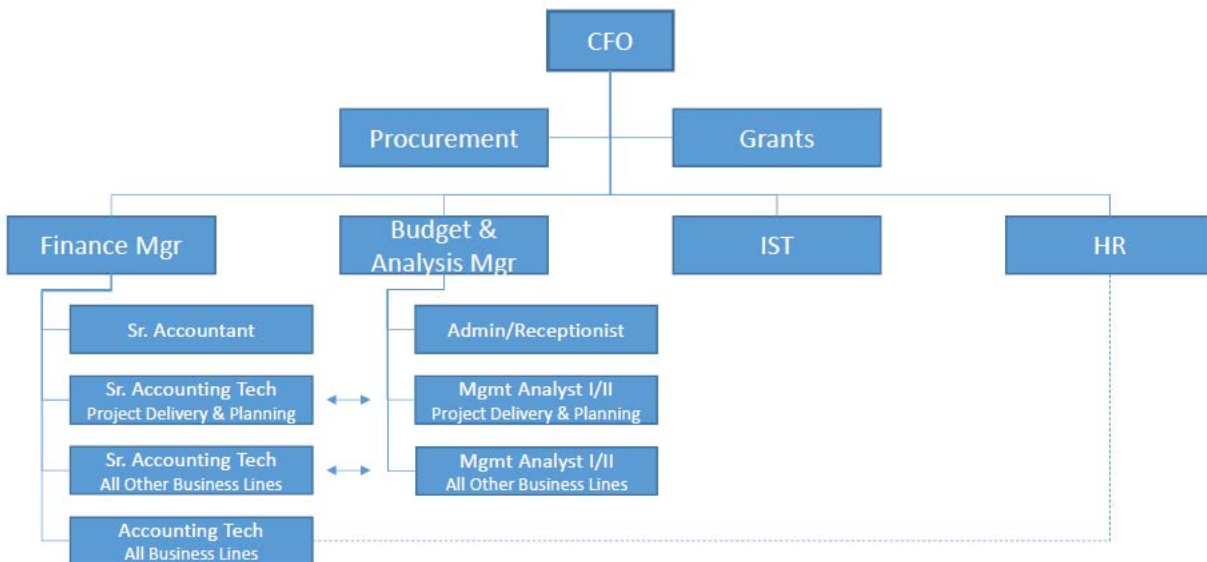
Several positions are currently vacant, providing an opportunity to realign and combine certain tasks, as well as improve cross training, efficiencies, and internal customer service needs.

Vacant positions:

- Finance Manager
- Senior Management Analyst
- Special Projects Manager
- Budget Analyst (Management Analyst II)
- Accounting Technician

The new alignment of the finance functions creates a Finance Department and a Budget & Analysis Department. The functions of the Finance Department remain essentially the same as before: accounting, accounts payable, payroll, debt compliance, bond oversight, annual financial report, and banking relations. The Budget & Analysis Department would be responsible for budget (operating, capital, adjustments, and reporting), internal finance team meetings, administrative support coordination, SharePoint project content management (capital program management), and special projects. The Budget & Analysis Department will assume the related tasks that were assigned to the Senior Management Analyst, Special Projects Manager, and the Budget Analyst/Management Analyst II (MA I/II). (Attachment 2 is an overview of the District’s organization chart)

A more detailed look at the new Finance and Budget & Analysis Departments’ organization within the Administrative Services business line is depicted in the organization chart below (see also Attachment 3).



As part of the new organization structure, both the Finance and the Budget & Analysis Departments will each assign dedicated personnel to the Planning & Project Delivery and the Visitor & Field Services business lines. The personnel dedicated to Visitor & Field Services will also support the Administrative Services business line and the General Manager’s Office. The split between Planning & Project Delivery and the other two business lines is driven by volume and complexity of transactions. This structure provides dedicated personnel to the Assistant General Managers and the Department Managers and creates synergy between the Senior Accounting Technician and Management Analyst for each business line. Additionally, the personnel will be cross-trained as they use the same programs, software, and processes. The Accounting Tech will be a shared position between Finance and Human Resources to provide both departments with support.

The total position count for the new organization is the same as the position count for the existing organization. No additional full time equivalent positions are created.

**Finance Department:**

The Finance Department positions, and their current status, are listed in the chart below. This includes the new position versus the existing position, as well as the status (filled or vacant) of the position.

New Position	Existing Position	Status
Finance Manager	Finance Manager	Vacant
Senior Accountant	Senior Accountant	Filled
Senior Accounting Technician	Senior Accounting Technician	Filled
Senior Accounting Technician	Senior Accounting Technician	Filled (transfer existing position from Real Property and Natural Recourses)
Accounting Technician	Accounting Technician	Vacant

**Budget & Analysis Department:**

The Budget & Analysis Department positions, and their current status, are listed in the chart below. This includes the new position versus the existing position, as well as the status (filled or vacant) of the position.

New Position	Existing Position	Status
Budget & Analysis Manager	Senior Management Analyst	New classification and transfer of vacant position from General Manager's Office
Budget Analyst (MA I/II)	Budget Analyst (MA I/II)	Vacant
Budget Analyst (MA I/II)	Budget Analyst (MA I/II)	Vacant and reclassification from Special Projects Manager
Administrative Assistant (Receptionist)	Administrative Assistant (Receptionist)	Filled

The Budget & Analysis Manager position in the Administrative Services business line would be classified at range 48, which is the same range as the other department managers in the Administrative Services business line: the Finance Manager, the Information Systems & Technology Manager and the recently approved Human Resources Manager.

**FISCAL IMPACT**

The new organization is projected to create a savings of \$68,814.

<b>Position</b>	<b>Current Org</b>	<b>New Org</b>	
Finance Mgr	\$ 121,758	\$ 121,758	No Change
Sr Accountant	\$ 97,716	\$ 97,716	No Change
Sr. Acctg Tech	\$ 82,548	\$ 82,548	No Change
Sr. Acctg Tech	\$ 72,960	\$ 72,960	No Change
Acctg Tech	\$ 75,617	\$ 75,617	No Change
Spec Proj Mgr	\$ 151,956	\$ -	Remove
Budget & Analysis Mgr		\$ 121,758	New Position and Classification
Mgmt Analyst II	\$ 97,908	\$ 97,908	No Change
Sr. Mgmt Analyst	\$ 113,316		Reclassify to Mgmt Analyst I/II
Mgmt Analyst I/II		\$ 74,700	Reclassification from Sr. Mgmt Analyst
Receptionist	\$ 57,120	\$ 57,120	No Change
<b>Total</b>	<b>\$ 870,899</b>	<b>\$ 802,085</b>	
<b>Savings</b>		<b>\$ 68,814</b>	

## **BOARD COMMITTEE REVIEW**

This report was not previously reviewed by a Committee.

## **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

## **CEQA COMPLIANCE**

This proposed action is not a project under the California Environmental Quality Act and no environmental review is required.

## **NEXT STEPS**

Upon Board approval, the General Manager will create the Budget & Analysis Manager position and classification and the Chief Financial Officer will create the position descriptions, start the hiring processes, and implement the new organization structure.

Attachments:

1. Resolution Amending the Classification and Compensation Plan
2. District Organization Chart – March 2017
3. Finance Organization Chart

Responsible Department Manager:

Stefan Jaskulak, Chief Financial Officer/Director of Administrative Services

Prepared by:

Stefan Jaskulak, Chief Financial Officer/Director of Administrative Services

**RESOLUTION NO. 17-\_\_**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AMENDING THE CLASSIFICATION & COMPENSATION PLAN BY ADDING A NEW CLASSIFICATION SPECIFICATION**

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WHEREAS, the General Manager has proposed an amendment to the Midpeninsula Regional Open Space District Classification and Compensation Plan to add the new job classification of Budget & Analysis Manager, and to add the classification specification and salary range therefor; and

WHEREAS, the Board of Directors, having considered such proposals and recommendations, wishes to amend the District’s Classification and Compensation Plan.

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 by adding the new job classification title Budget & Analysis Manager and by adding the classification specification and salary range to read as set forth in the attached exhibit hereto.
2. Except as herein modified, the Classification and Compensation Plan, Resolution No. 16-26, as amended, shall remain in full force and effect.
3. This resolution shall be effective April 12, 2017.

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on April 12, 2017, at a regular meeting thereof, by the following vote:

\* \* \* \* \*

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

**ATTEST:**

**APPROVED:**

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Secretary  
Board of Directors

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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

# Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

**Fiscal Year 2016/2017 - Effective 04/12/2017**

Last revised: 2/22/2017, 10/26/16, 8/29/16, 7/01/16, 4/28/2016, 4/14/16, 2/11/16, 1/14/16

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/PT Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Seasonal Open Space Technician	6	19.5173	24.3635	3,383	4,223	40,596	50,676	PT
Seasonal Ranger Aide	6	19.5173	24.3635	3,383	4,223	40,596	50,676	PT
Seasonal Ranger	16	24.9058	31.0962	4,317	5,390	51,804	64,680	PT
Farm Maintenance Worker	19	26.7981	33.4673	4,645	5,801	55,740	69,612	FT
Open Space Technician*	19	26.7981	33.4673	4,645	5,801	55,740	69,612	FT
Administrative Assistant	20	27.4615	34.2808	4,760	5,942	57,120	71,304	FT
Accounting Technician	22	28.8231	35.9942	4,996	6,239	59,952	74,868	FT
Human Resources Technician	22	28.8231	35.9942	4,996	6,239	59,952	74,868	FT
Information Technology Technician I	22	28.8231	35.9942	4,996	6,239	59,952	74,868	FT
GIS Technician	23	29.5500	36.9000	5,122	6,396	61,464	76,752	FT
Lead Open Space Technician*	23	29.5500	36.9000	5,122	6,396	61,464	76,752	FT
Volunteer Program Lead	23	29.5500	36.9000	5,122	6,396	61,464	76,752	FT
Risk Management Coordinator	24	30.2654	37.8000	5,246	6,552	62,952	78,624	FT
Senior Administrative Assistant	24	30.2654	37.8000	5,246	6,552	62,952	78,624	FT
Public Affairs Program Coordinator	25	31.0269	38.7462	5,378	6,716	64,536	80,592	FT
Ranger	25	31.0269	38.7462	5,378	6,716	64,536	80,592	FT
Senior Finance & Accounting Technician	26	31.7769	39.6865	5,508	6,879	66,096	82,548	FT
Equipment Mechanic/Operator	27	32.5731	40.6788	5,646	7,051	67,752	84,612	FT
Executive Assistant	27	32.5731	40.6788	5,646	7,051	67,752	84,612	FT
Information Technology Technician II	27	32.5731	40.6788	5,646	7,051	67,752	84,612	FT
Lead Ranger	27	32.5731	40.6788	5,646	7,051	67,752	84,612	FT
Property Management Specialist I	28	33.3692	41.6654	5,784	7,222	69,408	86,664	FT
Real Property Specialist I	28	33.3692	41.6654	5,784	7,222	69,408	86,664	FT
Executive Assistant/Deputy District Clerk	29	34.2058	42.7096	5,929	7,403	71,148	88,836	FT
Planner I	29	34.2058	42.7096	5,929	7,403	71,148	88,836	FT
Data Analyst I	30	35.0423	43.7538	6,074	7,584	72,888	91,008	FT
Docent Program Manager	30	35.0423	43.7538	6,074	7,584	72,888	91,008	FT
Resource Management Specialist I	30	35.0423	43.7538	6,074	7,584	72,888	91,008	FT
Volunteer Program Manager	30	35.0423	43.7538	6,074	7,584	72,888	91,008	FT
Accountant	31	35.9135	44.8442	6,225	7,773	74,700	93,276	FT
Capital Projects Manager II	31	35.9135	44.8442	6,225	7,773	74,700	93,276	FT
Planner II	31	35.9135	44.8442	6,225	7,773	74,700	93,276	FT
Management Analyst I	31	35.9135	44.8442	6,225	7,773	74,700	93,276	FT
Community Outreach Specialist	33	37.7019	47.0942	6,535	8,163	78,420	97,956	FT
Public Affairs Specialist	33	37.7019	47.0942	6,535	8,163	78,420	97,956	FT
Data Analyst II	34	38.6250	48.2423	6,695	8,362	80,340	100,344	FT
Resource Management Specialist II	34	38.6250	48.2423	6,695	8,362	80,340	100,344	FT
Grants Specialist	35	39.5885	49.4423	6,862	8,570	82,344	102,840	FT
Maintenance, Construction & Resource Supv.	35	39.5885	49.4423	6,862	8,570	82,344	102,840	FT
Management Analyst II	35	39.5885	49.4423	6,862	8,570	82,344	102,840	FT
Procurement & Contracting Agent/Specialist	35	39.5885	49.4423	6,862	8,570	82,344	102,840	FT
Property Management Specialist II	35	39.5885	49.4423	6,862	8,570	82,344	102,840	FT
Real Property Specialist II	35	39.5885	49.4423	6,862	8,570	82,344	102,840	FT
Supervising Ranger	35	39.5885	49.4423	6,862	8,570	82,344	102,840	FT
Training & Safety Specialist	35	39.5885	49.4423	6,862	8,570	82,344	102,840	FT
Applications Engineer	36	40.5635	50.6538	7,031	8,780	84,372	105,360	FT

Website Administrator	36	40.5635	50.6538	7,031	8,780	84,372	105,360	FT
Data Administrator	38	42.5885	53.1923	7,382	9,220	88,584	110,640	FT
Legislative/External Affairs Specialist	38	42.5885	53.1923	7,382	9,220	88,584	110,640	FT
Senior Technologist	38	42.5885	53.1923	7,382	9,220	88,584	110,640	FT
Facilities Maintenance Supervisor	39	43.6500	54.5077	7,566	9,448	90,792	113,376	FT
Capital Projects Field Manager	39	43.6500	54.5077	7,566	9,448	90,792	113,376	FT
Capital Projects Manager III	39	43.6500	54.5077	7,566	9,448	90,792	113,376	FT
Planner III	39	43.6500	54.5077	7,566	9,448	90,792	113,376	FT
Resource Management Specialist III	39	43.6500	54.5077	7,566	9,448	90,792	113,376	FT
Senior Property Management Specialist	40	44.7173	55.8462	7,751	9,680	93,012	116,160	FT
Senior Real Property Specialist	40	44.7173	55.8462	7,751	9,680	93,012	116,160	FT
Special Projects Manager	40	44.7173	55.8462	7,751	9,680	93,012	116,160	FT
Senior Accountant	41	45.8308	57.2423	7,944	9,922	95,328	119,064	FT
Senior Management Analyst	41	45.8308	57.2423	7,944	9,922	95,328	119,064	FT
Media Communications Supervisor	42	46.9500	58.6327	8,138	10,163	97,656	121,956	FT
Area Manager	43	48.1269	60.1038	8,342	10,418	100,104	125,016	FT
Area Superintendent	43	48.1269	60.1038	8,342	10,418	100,104	125,016	FT
District Clerk/Assistant to General Manager	43	48.1269	60.1038	8,342	10,418	100,104	125,016	FT
GIS Program Administrator	43	48.1269	60.1038	8,342	10,418	100,104	125,016	FT
Information Technology Program Administrator	43	48.1269	60.1038	8,342	10,418	100,104	125,016	FT
Human Resources Supervisor	43	48.1269	60.1038	8,342	10,418	100,104	125,016	FT
Senior Planner	43	48.1269	60.1038	8,342	10,418	100,104	125,016	FT
Senior Resource Mgmt Specialist	43	48.1269	60.1038	8,342	10,418	100,104	125,016	FT
Budget & Analysis Manager	48	54.3519	67.8808	9,421	11,766	113,052	141,192	FT
Finance Manager	48	54.3519	67.8808	9,421	11,766	113,052	141,192	FT
Human Resources Manager	48	54.3519	67.8808	9,421	11,766	113,052	141,192	FT
Information Systems & Technology Manager	48	54.3519	67.8808	9,421	11,766	113,052	141,192	FT
Engineering & Construction Manager	51	58.4942	73.0558	10,139	12,663	121,668	151,956	FT
Land & Facilities Services Manager	51	58.4942	73.0558	10,139	12,663	121,668	151,956	FT
Natural Resources Manager	51	58.4942	73.0558	10,139	12,663	121,668	151,956	FT
Operations Manager	51	58.4942	73.0558	10,139	12,663	121,668	151,956	FT
Planning Manager	51	58.4942	73.0558	10,139	12,663	121,668	151,956	FT
Public Affairs Manager	51	58.4942	73.0558	10,139	12,663	121,668	151,956	FT
Real Property Manager	51	58.4942	73.0558	10,139	12,663	121,668	151,956	FT
Visitor Services Manager	51	58.4942	73.0558	10,139	12,663	121,668	151,956	FT
Assistant General Counsel I	53	61.4192	76.7077	10,646	13,296	127,752	159,552	FT
Assistant General Counsel II	55	64.4942	80.5442	11,179	13,961	134,148	167,532	FT
Assistant General Manager	59	71.1058	88.8000	12,325	15,392	147,900	184,704	FT
Chief Financial Officer/Director Administrative Services	59	71.1058	88.8000	12,325	15,392	147,900	184,704	FT

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

Board Appointee Group Compensation	Hourly	Monthly	Annual	Effective	Last Revised
General Manager	\$119.0385	\$20,633	\$247,600	7/1/2016	10/26/2016
Controller - Part-time position	\$82.5000	\$3,575	\$42,900	11/1/2016	10/26/2016
General Counsel	\$107.0962	\$18,563	\$222,760	7/1/2016	10/26/2016

Elected Officials Compensation	Per Meeting	Monthly Maximum	Effective Date
Board Director	\$100.00	\$500.00	1/1/2006





**PUBLIC**

**BOARD OF DIRECTORS**

**Sheryl Schaffner**  
General Counsel

**Steve Abbors**  
General Manager

**VACANT**  
Sr. Management Analyst

**Mike Foster**  
Controller

**Hilary Stevenson**  
Asst. General Counsel

**Sue Voiss**  
Risk Management Coordinator

**Maria Soria**  
Executive Assistant/  
Deputy District Clerk

**Jennifer Woodworth**  
District Clerk/  
Assistant to the  
General Manager

**VACANT**  
Special Projects Manager

**Stefan Jaskulak**  
CFO/ Director of  
Administrative Services

**Ana Ruiz**  
Project Planning & Delivery  
Assistant General Manager

**Amy Schmitt**  
Sr. Administrative  
Assistant

**Kevin Woodhouse**  
Visitor & Field Services  
Assistant General Manager

**Melanie Askay**  
Grants Specialist

**Janine Ward**  
Procurement &  
Contracts Specialist

**VACANT**  
Management Analyst I/II

**PUBLIC AFFAIRS**  
**VACANT, Manager**

**VISITOR SERVICES**  
**Michael Newburn,**  
Manager

**LAND & FACILITIES SERVICES**  
**Brian Malone, Manager**

**HUMAN RESOURCES**  
**Candice Basnight,**  
Supervisor

**IST**  
**Garrett Dunwoody,**  
Manager

**ENGINEERING & CONSTRUCTION**  
**Jay Lin, Manager**

**REAL PROPERTY**  
**Mike Williams, Manager**

**VACANT**  
Media  
Communications  
Supervisor

**Joshua Hugg**  
Legislative/External  
Affairs Specialist

**VACANT**  
Community  
Outreach Specialist

Refer to Visitor  
Services Org Chart

Refer to Land &  
Facilities Services  
Org Chart

**Pamela Mullen**  
HR Management  
Analyst II

**Mindy Vargas**  
HR Management  
Analyst II

**Rutuja Khare**  
HR Analyst I

**Heather Reiter**  
Training & Safety  
Specialist

**Tad Hammer**  
Data Administrator

**Benny Hsieh**  
IT Program  
Administrator

**Owen Sterzl**  
IT Technician II

**Davin Wong**  
IT Intern

**Casey Hiatt**  
GIS Program  
Administrator

**Jamie Hawk**  
Data Analyst I

**Nathaniel Greig**  
GIS Technician

**Torie Robinson**  
GIS Intern

**Damon Adlao**  
Capital Project  
Manager III

**Matt Brunnings**  
Capital Project  
Manager III

**Dale Grogan**  
Capital Project  
Manager III

**Zachary Alexander**  
Capital Project  
Manager II

**Allen Ishibashi**  
Sr. Real Property  
Agent

**Elish Ryan**  
Planner III

**Lupe Hernandez**  
Administrative  
Assistant

**VACANT**  
Media  
Communications  
Supervisor

**Cydney Bieber**  
Web Administrator

**Peggy Gibbons**  
Public Affairs  
Specialist

**VACANT**  
Community  
Outreach Specialist

**Carmen Lau**  
Public Affairs  
Assitant

**NATURAL RESOURCES**  
**Kirk Lenington, Manager**

**PLANNING**  
**Jane Mark, Manager**

**Amudha Sankar**  
Sr. Finance & Budget  
Technician

**Cindy Roessler**  
Sr. Resource Mgmt  
Specialist

**Matt Baldzikowski**  
Sr. Resource Mgmt  
Specialist

**Coty Sifuentes-Winter**  
IPM Coordinator

**FINANCE**  
**VACANT, Manager**

**Andrew Taylor**  
Sr. Accountant

**VACANT**  
Finance & Budget  
Analyst II

**Warren Chan**  
Sr. Finance &  
Accounting  
Technician

**VACANT**  
Accounting  
Technician

**Jordan McDaniel**  
Administrative  
Assistant

**Melissa Borgesi**  
Administrative  
Assistant

**Tina Hugg**  
Sr. Planner

**Meredith Manning**  
Sr. Planner

**Clayton Koopmann**  
Resource Mgmt  
Specialist II

**Amanda Mills**  
Resource Mgmt  
Specialist I

**Julie Andersen**  
Resource Mgmt  
Specialist III

**Aaron Hebert**  
Water Resources  
Specialist

**Gretchen Lausten**  
Planner III

**Whitney Berry**  
Planner II

**Lisa Bankosh**  
Planner III

**Leslie Chan**  
Planner II

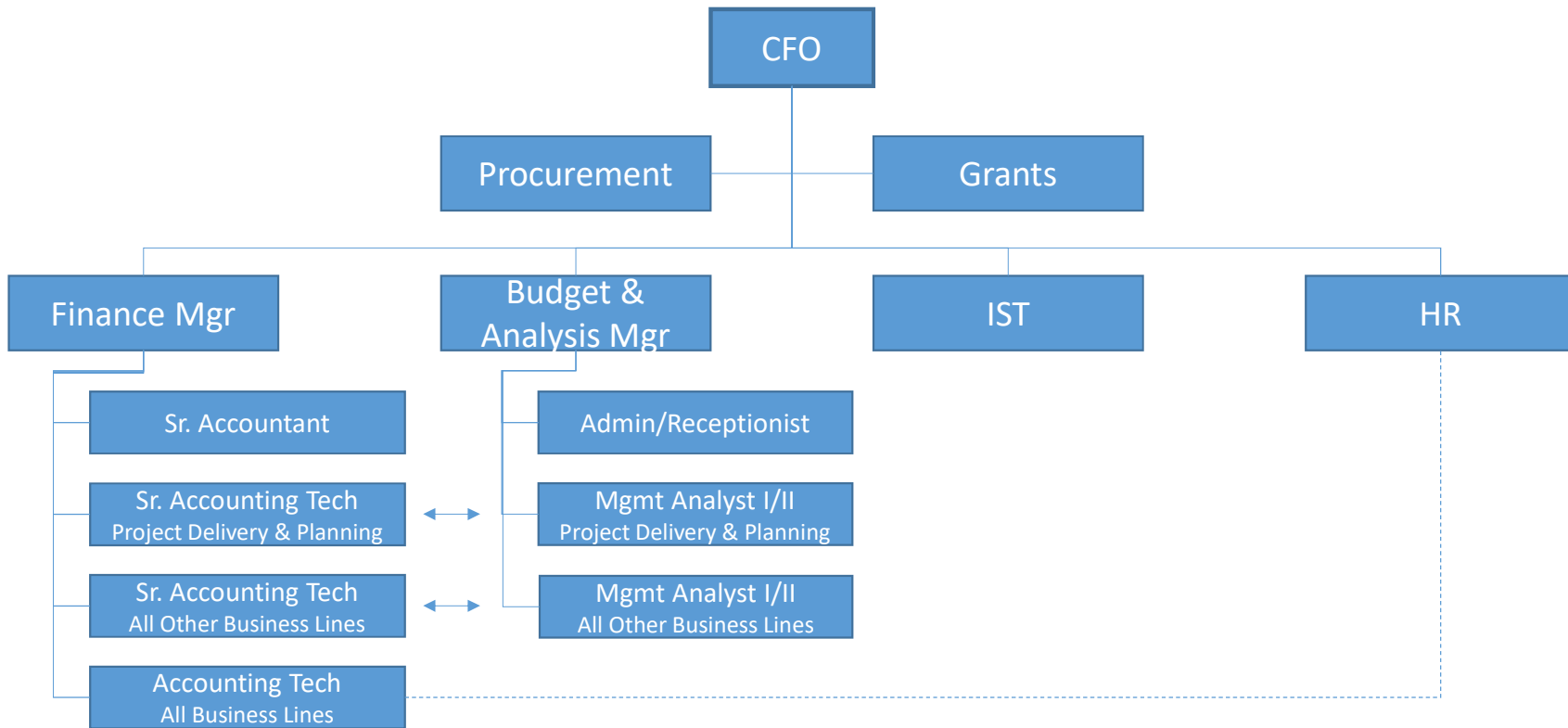
**Cleopatra Tудay**  
Natural Resources  
Intern (Half-time)

**VACANT**  
Natural Resources  
Intern (Half-time)

**Matt Chaney**  
Resource Mgmt  
Specialist I

**Alicia Halpern**  
Planner I

**Bryan Apple**  
Planner II



Accounting  
 Accounts Payable  
 Payroll  
 Debt Compliance  
 Bond Oversight  
 Annual Financial Report  
 Banking Relations

Budget (Operating/Capital)  
 Budget Adjustment  
 Budget/Actual Reports  
 Finance Team Mtgs  
 Admin Coordination  
 Sharepoint Project Content Mgmt  
 Special Projects