



Midpeninsula Regional
Open Space District

R-17-65
Meeting 17-11
May 10, 2017

AGENDA ITEM 5

AGENDA ITEM

Expedite the Recruitment of a Senior Capital Project Manager Position and an associated change to the Classification and Compensation Plan

GENERAL MANAGER'S RECOMMENDATION

Adopt a resolution amending the Classification and Compensation Plan to create the Senior Capital Project Manager classification, and authorize the General Manager to begin recruitment of the position prior to final adoption of the Fiscal Year 2017-18 Budget to quickly add new capacity and expertise to manage the Administrative Office Rebuild Project.

SUMMARY AND DISCUSSION

In January 2017, the Midpeninsula Regional Open Space District (District) Board of Directors selected the option to rebuild a new Administration Office building at its existing 330 Distel Circle property to address the continual growing need for additional administrative office space. Since then, the General Manager's Office had been negotiating to hire a limited term project manager with architecture and office building experience to lead the next phase of the project. This arrangement was a stopgap measure to provide much needed expertise and additional capacity prior to filling the two new Senior Capital Project Manager positions that are in the proposed Fiscal Year (FY) 2017-18 Budget and were presented at the February 23, 2017 Board retreat (R-17-28). Unfortunately, the interim arrangement did not work out. Given that outcome, the General Manager recommends proceeding now with approval of one of the new positions to expedite the recruitment. This position and added expertise are critical at the beginning of the Administrative Office Rebuilt Project to guide and manage all remaining project phases, provide technical oversight, advise the District, lay out the next steps and schedule, hold consultants accountable, oversee the design and construction work, and protect District interests. Attachment 1 provides the Resolution and revised Classification and Compensation Plan with the position at range 43, which follows the range for Senior Planner. Attachment 2 depicts the organizational structure of the project team with the Senior Capital Project Manager overseeing the consultant work. Attachment 3 provides the reporting structure of the new position within the Engineering and Construction Department.

Work on the Administrative Office Rebuild Project will not slow down in the meantime. Staff is preparing to bring to the Board on May 24 a proposed contract amendment with MKThink to complete the next phase of work. This next phase of work will span approximately two months and provide the level of detail needed for the District to develop a subsequent Request for Qualifications (RFQ) and Request for Proposals (RFP) to select with high confidence the best-fit architecture firm that will meet District needs, project goals, and Board expectations. At this point, there is insufficient information from the Board and staff to incorporate into a RFQ or RFP

to guide proposers on what to provide in their proposals, and for the District to review, assess, and score proposals. The proposed additional work under MKThink will focus on initial, basic programming for the new building and include a Board study session to receive Board consensus on desired goals for the exterior façade, Board Room, lobby, and other public-serving spaces. Additional details regarding this proposed contract amendment will be presented at the May 24 Board meeting. The presentation will include a tentative schedule and next steps from now until move-in, all of which will need to be vetted by the new Senior Capital Project Manager when that person starts. At the May 24 meeting, staff will also discuss the recommended role, involvement, and decision points for the Facilities Ad Hoc Committee and full Board.

FISCAL IMPACT

If the position is filled prior to July 1, there will be a small fiscal impact to this fiscal year's budget. However, there are sufficient savings in salaries and benefits to cover the cost. As of March 20, the District is projecting approximately \$2 million in salary savings. Given the timeline for typical recruitments, the position will likely not be filled until after July 1. The proposed FY2017-18 Budget includes the fully loaded cost for this position for the full 12 months of the new fiscal year.

BOARD COMMITTEE REVIEW

On April 24, 2017, the Facilities Ad Hoc Committee considered and expressed their support to expedite the Senior Capital Project Manager recruitment. This recommendation was also presented to the Action Plan and Budget Committee on April 25, 2017.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This action is not a Project under the California Environmental Quality Act (CEQA).

NEXT STEPS

Pending Board approval, the General Manager will direct staff to expedite the recruitment and post the job announcement by Monday, May 15, 2017. In addition, the General Manager will bring a recommendation to the full Board to amend an existing contract with MKThink to proceed with the next phase of work on May 24, 2017.

Attachment:

1. Resolution Amending the Classification and Compensation Plan
2. Administrative Office Rebuild Project Organizational Structure
3. Engineering and Construction Department Organizational Structure

Responsible Department Head:

Stephen E. Abbors, General Manager

Prepared by:

Ana Ruiz, AICP, Assistant General Manager

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**

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 Senior Capital Project 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 Senior Capital Project 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 May 10, 2017.

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on May 10, 2017, 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

Exhibit A: Amended Classification and Compensation Plan

Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

Fiscal Year 2016/2017 - Effective 05/10/2017

Last revised: 4/12/2017, 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 Project 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 Project 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 Capital Project Manager	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

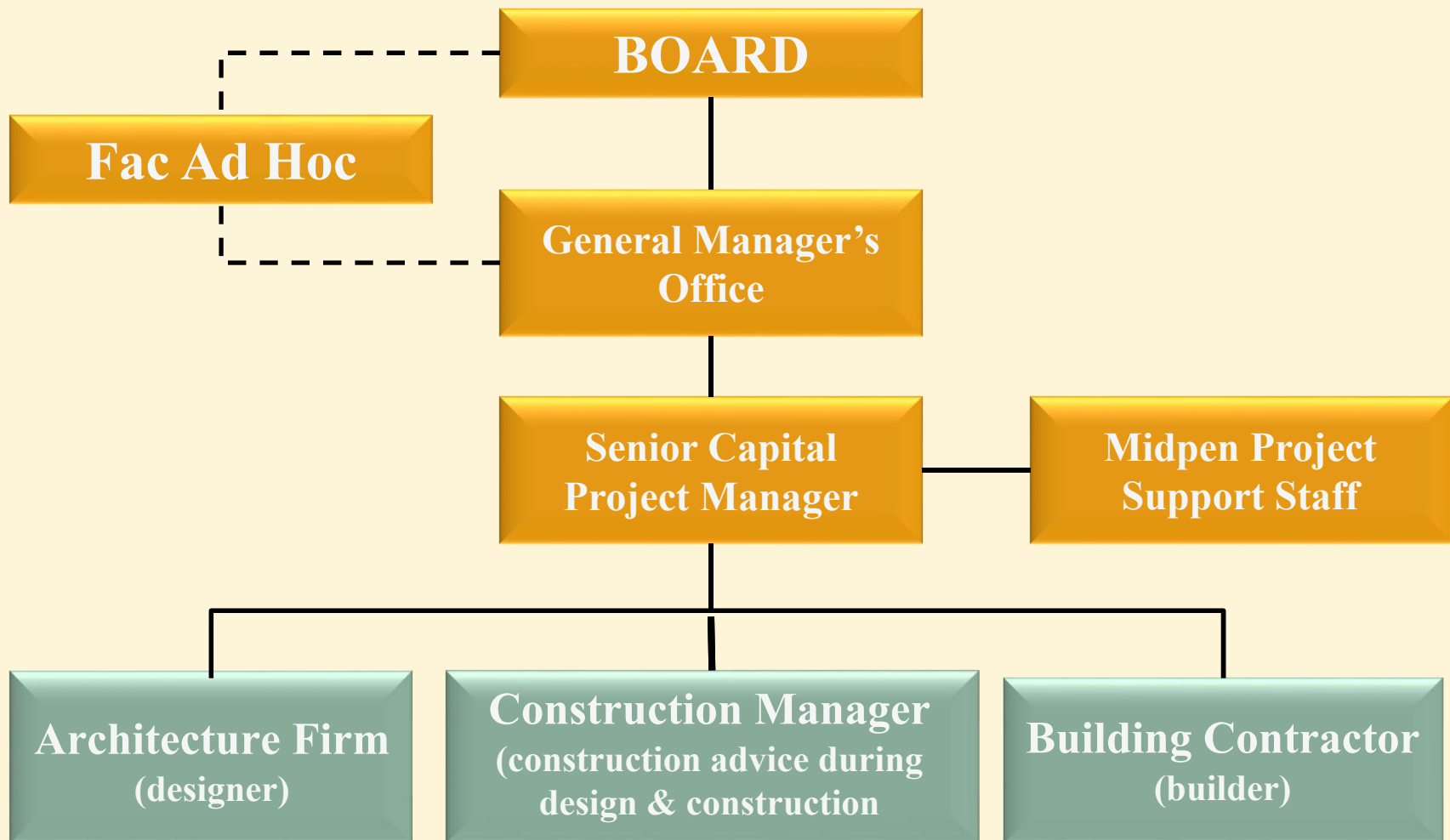
* OST will receive an additional 1% stipend for Class A or B license; Lead OST 1% for Class A.

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 - <i>Part-time position</i>	\$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



Attachment 2: Project Organizational Structure





Attachment 3: Position Recommended for Expedited Recruitment is shown in **yellow highlight**.
Engineering & Construction Dept shown in a **pink box**.

