



Midpeninsula Regional
Open Space District

R-18-12
Meeting 18-03
January 24, 2018

AGENDA ITEM 5

AGENDA ITEM

Approval of the Corrected Classification and Compensation Plan

ACTING GENERAL MANAGER'S RECOMMENDATION

Adopt the attached Resolution to include the Facilities Maintenance Specialist position in the corrected Classification and Compensation Plan to reflect the Board of Directors' approval for the new position as given on June 22, 2016.

SUMMARY

The recommended action corrects the Compensation and Classification Plan by adding the Facilities Maintenance Specialist position, which the Board of Directors (Board) approved as a new position on June 22, 2016. This correction is required to comply with requirements of the California Public Employees Retirement System (CalPERS).

DISCUSSION

On April 19, 2016, a summary of recommendations from the Financial and Operational Sustainability Model (FOSM) went before the Action Plan and Budget Committee (R-16-52). The recommendations addressed organizational capacity needs to accommodate service and project delivery growth. Several positions were part of this reorganization, including the Facilities Maintenance Specialist position. On June 22, 2016, the Board of Directors approved the proposed new positions (R-16-71). While the Facilities Maintenance Specialist was included in the report, it was not included on the Classification and Compensation Plan. As CalPERS requires the public posting of all positions and salaries, a corrected Board-approved Classification and Compensation Plan that includes the Facilities Maintenance Specialist position is required.

FISCAL IMPACT

There is no fiscal impact associated with the recommended action.

BOARD COMMITTEE REVIEW

This item was not previously reviewed by a Committee.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

Upon approval of the resolution, staff will send the revised resolution to CalPERS to comply with CalPERS and state law.

Attachment

1. Resolution to Amend the Classification and Compensation Plan, and its Exhibit A, Updated Classification and Compensation Plan

Responsible Department Head:
Candice Basnight, Human Resources Manager

Prepared by:
Alicia Gonzales, Human Resources Supervisor

RESOLUTION NO. 18-__

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

WHEREAS, the Financial and Operational Sustainability Model (FOSM) was approved by the Board of Directors in May of 2015, and

WHEREAS, on June 22, 2016, the Board approved a summary of proposed recommendations for new positions for organizational capacity and growth as prescribed by the FOSM, and

WHEREAS, the Facilities Maintenance Specialist position was approved by the Board on June 22, 2016, but was not included on the Classification and Compensation Plan, and

WHEREAS, the Acting General Manager has proposed an amendment to the Midpeninsula Regional Open Space District Classification and Compensation Plan to add the new job classification of Facilities Maintenance Specialist, and to add a corresponding classification specification and salary range, and

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

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 to include the new job classification title Facilities Maintenance Specialist and to include the classification specification and salary range set forth in the exhibit attached hereto and incorporated herein as Exhibit “A”.
2. Except as herein modified, the Classification and Compensation Plan, Resolution No. 17-14 as amended, shall remain in full force and effect.
3. This resolution shall be effective January 24, 2018.

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on _____, 2018, 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:

Acting 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 2017/2018 - Effective 1/24/2018 (Pay Period 18-2)

Last revised: 12/13/2017, 7/1/17, 5/10/17, 4/12/2017, 2/22/2017, 10/26/16, 8/29/16, 7/01/16, 4/28/2016, 4/14/16

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/PT Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Seasonal Open Space Technician	6	20.1000	25.0962	3,484	4,350	41,808	52,200	PT
Seasonal Ranger Aide	6	20.1000	25.0962	3,484	4,350	41,808	52,200	PT
Seasonal Ranger	16	25.6558	32.0308	4,447	5,552	53,364	66,624	PT
Farm Maintenance Worker	19	27.6000	34.4712	4,784	5,975	57,408	71,700	FT
Open Space Technician*	19	27.6000	34.4712	4,784	5,975	57,408	71,700	FT
Administrative Assistant	20	28.2865	35.3077	4,903	6,120	58,836	73,440	FT
Accounting Technician	22	29.6885	37.0731	5,146	6,426	61,752	77,112	FT
Human Resources Technician	22	29.6885	37.0731	5,146	6,426	61,752	77,112	FT
Information Technology Technician I	22	29.6885	37.0731	5,146	6,426	61,752	77,112	FT
Facility Maintenance Specialist	23	30.4385	38.0077	5,276	6,588	63,312	79,056	FT
GIS Technician	23	30.4385	38.0077	5,276	6,588	63,312	79,056	FT
Lead Open Space Technician*	23	30.4385	38.0077	5,276	6,588	63,312	79,056	FT
Volunteer Program Lead	23	30.4385	38.0077	5,276	6,588	63,312	79,056	FT
Risk Management Coordinator	24	31.1712	38.9365	5,403	6,749	64,836	80,988	FT
Senior Administrative Assistant	24	31.1712	38.9365	5,403	6,749	64,836	80,988	FT
Public Affairs Program Coordinator	25	31.9558	39.9058	5,539	6,917	66,468	83,004	FT
Ranger	25	31.9558	39.9058	5,539	6,917	66,468	83,004	FT
Senior Finance & Accounting Technician	26	32.7288	40.8750	5,673	7,085	68,076	85,020	FT
Equipment Mechanic/Operator	27	33.5481	41.9019	5,815	7,263	69,780	87,156	FT
Executive Assistant	27	33.5481	41.9019	5,815	7,263	69,780	87,156	FT
Information Technology Technician II	27	33.5481	41.9019	5,815	7,263	69,780	87,156	FT
Lead Ranger	27	33.5481	41.9019	5,815	7,263	69,780	87,156	FT
Public Affairs Specialist I	27	33.5481	41.9019	5,815	7,263	69,780	87,156	FT
Property Management Specialist I	28	34.3731	42.9173	5,958	7,439	71,496	89,268	FT
Real Property Specialist I	28	34.3731	42.9173	5,958	7,439	71,496	89,268	FT
Executive Assistant/Deputy District Clerk	29	35.2327	43.9904	6,107	7,625	73,284	91,500	FT
Planner I	29	35.2327	43.9904	6,107	7,625	73,284	91,500	FT
Data Analyst I	30	36.0923	45.0692	6,256	7,812	75,072	93,744	FT
Docent Program Manager	30	36.0923	45.0692	6,256	7,812	75,072	93,744	FT
Resource Management Specialist I	30	36.0923	45.0692	6,256	7,812	75,072	93,744	FT
Volunteer Program Manager	30	36.0923	45.0692	6,256	7,812	75,072	93,744	FT
Accountant	31	36.9923	46.1885	6,412	8,006	76,944	96,072	FT
Capital Project Manager II	31	36.9923	46.1885	6,412	8,006	76,944	96,072	FT
Planner II	31	36.9923	46.1885	6,412	8,006	76,944	96,072	FT
Management Analyst I	31	36.9923	46.1885	6,412	8,006	76,944	96,072	FT
Data Analyst II	34	39.7846	49.6904	6,896	8,613	82,752	103,356	FT
Resource Management Specialist II	34	39.7846	49.6904	6,896	8,613	82,752	103,356	FT
Grants Specialist	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT
Maintenance, Construction & Resource Supv.	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT
Management Analyst II	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT
Procurement & Contracting Agent/Specialist	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT
Property Management Specialist II	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT
Real Property Specialist II	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT
Supervising Ranger	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT
Training & Safety Specialist	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT
Applications Engineer	36	41.7808	52.1712	7,242	9,043	86,904	108,516	FT

Public Affairs Specialist II	36	41.7808	52.1712	7,242	9,043	86,904	108,516	FT
Data Administrator	38	43.8635	54.7904	7,603	9,497	91,236	113,964	FT
Governmental Affairs Specialist	38	43.8635	54.7904	7,603	9,497	91,236	113,964	FT
Senior Technologist	38	43.8635	54.7904	7,603	9,497	91,236	113,964	FT
Facilities Maintenance Supervisor	39	44.9596	56.1404	7,793	9,731	93,516	116,772	FT
Capital Projects Field Manager	39	44.9596	56.1404	7,793	9,731	93,516	116,772	FT
Capital Project Manager III	39	44.9596	56.1404	7,793	9,731	93,516	116,772	FT
Planner III	39	44.9596	56.1404	7,793	9,731	93,516	116,772	FT
Public Affairs Specialist III	39	44.9596	56.1404	7,793	9,731	93,516	116,772	FT
Resource Management Specialist III	39	44.9596	56.1404	7,793	9,731	93,516	116,772	FT
Senior Property Management Specialist	40	46.0615	57.5192	7,984	9,970	95,808	119,640	FT
Senior Real Property Specialist	40	46.0615	57.5192	7,984	9,970	95,808	119,640	FT
Special Projects Manager	40	46.0615	57.5192	7,984	9,970	95,808	119,640	FT
Senior Accountant	41	47.2038	58.9615	8,182	10,220	98,184	122,640	FT
Senior Management Analyst	41	47.2038	58.9615	8,182	10,220	98,184	122,640	FT
Area Manager	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
Area Superintendent	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
District Clerk/Assistant to General Manager	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
GIS Program Administrator	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
Information Technology Program Administrator	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
Human Resources Supervisor	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
Senior Capital Project Manager	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
Senior Planner	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
Senior Resource Management Specialist	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
Budget & Analysis Manager	48	55.9846	69.9173	9,704	12,119	116,448	145,428	FT
Finance Manager	48	55.9846	69.9173	9,704	12,119	116,448	145,428	FT
Human Resources Manager	48	55.9846	69.9173	9,704	12,119	116,448	145,428	FT
Information Systems & Technology Manager	48	55.9846	69.9173	9,704	12,119	116,448	145,428	FT
Engineering & Construction Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Land & Facilities Services Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Natural Resources Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Operations Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Planning Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Public Affairs Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Real Property Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Visitor Services Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Assistant General Counsel I	53	63.2596	79.0096	10,965	13,695	131,580	164,340	FT
Assistant General Counsel II	55	66.4269	82.9615	11,514	14,380	138,168	172,560	FT
Assistant General Manager	59	73.2404	91.4654	12,695	15,854	152,340	190,248	FT
Chief Financial Officer/Director Administrative Services	59	73.2404	91.4654	12,695	15,854	152,340	190,248	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	\$122.6077	\$21,252	\$255,024	12/13/2017	7/1/2016
Controller - <i>Part-time position</i>	\$84.9750	\$3,682	\$44,187	12/13/2017	11/1/2016
General Counsel	\$110.3072	\$19,120	\$229,439	12/13/2017	7/1/2016
Elected Officials Compensation	Per Meeting		Monthly Maximum	Effective Date	
Board Director	\$100.00		\$500.00	1/1/2006	