



R-19-30
Meeting 19-08
March 27, 2019

AGENDA ITEM 4

AGENDA ITEM

Changes to the Classification and Compensation Plan and Approval of One New Position

GENERAL MANAGER'S RECOMMENDATIONS

1. Adopt a resolution to amend the Classification and Compensation Plan to include a new classification for Executive Assistant/Confidential Legal Secretary.
2. Add one new full-time position of Executive Assistant/Confidential Legal Secretary to the Legal Department.

SUMMARY

The General Manager recommends adding a new Executive Assistant/Confidential Legal Secretary position to the Legal Department and making the corresponding change to the Classification and Compensation Plan ("Plan"). This position will serve to maintain staffing levels in the Legal Department that reflect the growth in workload since the initiation of the 2015 organizational restructuring to maintain quality legal service at the District. If approved, staff would initiate recruitment this fiscal year, with hiring anticipated in early Fiscal Year 2019-20. The cost for this position in FY2019-20 is \$131,943.

DISCUSSION

New Classification and Position – Executive Assistant/Confidential Legal Secretary

Salary Range 29: \$75,483 - \$94,245

Rationale: The District's Legal Department staff consists of two and one-half full time employees: General Counsel, Assistant General Counsel, and a half-time Risk Management Coordinator. While District staffing levels have increased approximately 40% since 2013, the staffing in the Legal Department has remained the same. There has been a concurrent increase in the complexity and volume of work, such as contracts and other legal documents that must be processed, reviewed, generated, and/or filed, as well as changes to the organization that now require a greater level of skill and diligence in the risk management function. Dating back as far as 2011 or longer, the two previous General Counsels forecasted to the Board and the General Manager a growing need for a legal administrative support position.

Growth in the Legal Department was not fully addressed in the Financial and Operational Sustainability Model (FOSM). With regard to the staffing levels in the Legal Department, the relevant FOSM recommendation stated:

Recommendation 53: Maintain existing staffing levels within the General Counsel's Office; as workload expands with Measure AA implementation and the growth of complex land acquisitions, evaluate opportunities for supplemental contracted and/or in-house legal and risk management support over time.

Unlike many public law offices, the Legal Department does not have support staff dedicated to managing legal files or the legal library. In addition to filing and records management, the Legal Department needs skilled support in research, document preparation (memos, letters), project and budget tracking, and calendar management. Additionally, administrative duties associated with travel, expenses, invoice processing, and other various aspects of the legal department budget and tracking have increased. To date, the Risk Management Coordinator has supported the Legal Department in administrative duties. However, the administrative demands of the Legal Department have expanded to exceed the capacity of the Risk Management Coordinator, and fall within a different scope of duties. Additionally, other administrative support staff and volunteers periodically perform routine administrative duties for Legal. The growth and changes to the organization have resulted in reduced staff availability for these tasks and it is not sustainable to rely solely on District volunteers to perform these core functions. The General Manager recommends a position addition and corresponding new classification of Executive Assistant/Legal Secretary to enhance the capacity of the Legal Department in maintaining quality service to the District.

Staff researched the proposed classification for the Executive Assistant/ Legal Secretary and carefully considered similar classifications for executive assistants and legal secretaries in comparable public agencies. Based on market research, the appropriate annual salary range for this position is at Range 29, \$75,483-\$94,245. The new Executive Assistant/Legal Secretary will perform all key administrative and clerical duties, maintain and prepare legal documents, research and gather data, coordinate department budget and schedules, and perform administrative duties as assigned to support the work of the Legal Department.

FISCAL IMPACT

The annual cost for salary and benefits for the new Executive Assistant/Legal Secretary position in FY2019-20 is \$131,943. In the event the proposed position is filled prior to the start of FY2019-20, there are sufficient salary savings in the current fiscal year to cover early costs.

BOARD COMMITTEE REVIEW

There was no prior committee review of this item.

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 Board approval, staff will implement the changes to the Classification and Compensation Plan with an effective date of March 27, 2019, and initiate the hiring process as soon as possible.

Attachment

1. Resolution Approving Changes to the District Classification and Compensation Plan

Responsible Department Head:

Stefan Jaskulak, Chief Financial Officer/Administrative Services Director

Prepared by:

Candice Basnight, Human Resources Manager

RESOLUTION NO. 19-__

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AMENDING THE CLASSIFICATION & COMPENSATION PLAN BY ADDING ONE NEW CLASSIFICATION SPECIFICATION AND APPROVAL OF ONE NEW FULL TIME POSITION

WHEREAS, the General Manager has proposed an amendment to the Midpeninsula Regional Open Space District Classification and Compensation Plan (“Plan”) to add the new job classification of Executive Assistant/Confidential Legal Secretary and associated salary range and adding one full time position to the Legal Department;

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

1. The Plan shall be amended by adding the new job classification title of Executive Assistant/Confidential Legal Secretary, with the classification specifications and salary range as set forth in the attached exhibits.
2. The budget shall be amended to add one full time position.
3. Except as herein modified, the Classification and Compensation Plan, Resolution No. 18-22, as amended, shall remain in full force and effect.
4. This resolution shall be effective March 27, 2019.

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on _____, 2019, 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

Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

Fiscal Year 2018/2019 - Effective 3/27/2019 (Pay Period 19-08)

Last revised: 3/27/2019, 2/27/2019, 12/12/2018, 11/19/2018, 10/10/2018, 9/26/18, 8/8/18, 6/13/2018, 1/24/2018, 12/13/2017

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/PT Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Seasonal Open Space Technician	6	20.7030	25.8490	3,589	4,481	43,062	53,766	PT
Seasonal Ranger Aide	6	20.7030	25.8490	3,589	4,481	43,062	53,766	PT
Seasonal Ranger	16	26.4254	32.9917	4,580	5,719	54,965	68,623	PT
Administrative Assistant	20	29.1351	36.3669	5,050	6,304	60,601	75,643	FT
Farm Maintenance Worker	20	29.1351	36.3669	5,050	6,304	60,601	75,643	FT
Open Space Technician*	20	29.1351	36.3669	5,050	6,304	60,601	75,643	FT
Accounting Technician	22	30.5791	38.1853	5,300	6,619	63,605	79,425	FT
Human Resources Technician	22	30.5791	38.1853	5,300	6,619	63,605	79,425	FT
Information Technology Technician I	22	30.5791	38.1853	5,300	6,619	63,605	79,425	FT
GIS Technician	23	31.3516	39.1479	5,434	6,786	65,211	81,428	FT
Facilities Maintenance Specialist	24	32.1063	40.1046	5,565	6,951	66,781	83,418	FT
Lead Open Space Technician*	24	32.1063	40.1046	5,565	6,951	66,781	83,418	FT
Risk Management Coordinator	24	32.1063	40.1046	5,565	6,951	66,781	83,418	FT
Senior Administrative Assistant	24	32.1063	40.1046	5,565	6,951	66,781	83,418	FT
Visitor Services Program Coordinator	25	32.9144	41.1029	5,705	7,125	68,462	85,494	FT
Volunteer Program Lead	25	32.9144	41.1029	5,705	7,125	68,462	85,494	FT
Ranger	26	33.7107	42.1013	5,843	7,298	70,118	87,571	FT
Senior Finance & Accounting Technician	26	33.7107	42.1013	5,843	7,298	70,118	87,571	FT
Executive Assistant	27	34.5545	43.1590	5,989	7,481	71,873	89,771	FT
Information Technology Technician II	27	34.5545	43.1590	5,989	7,481	71,873	89,771	FT
Public Affairs Specialist I	27	34.5545	43.1590	5,989	7,481	71,873	89,771	FT
Equipment Mechanic/Operator	28	35.4043	44.2048	6,137	7,662	73,641	91,946	FT
Lead Ranger	28	35.4043	44.2048	6,137	7,662	73,641	91,946	FT
Property Management Specialist I	28	35.4043	44.2048	6,137	7,662	73,641	91,946	FT
Real Property Specialist I	28	35.4043	44.2048	6,137	7,662	73,641	91,946	FT
Executive Assistant/Deputy District Clerk	29	36.2897	45.3101	6,290	7,854	75,483	94,245	FT
Executive Assistant/Legal Secretary	29	36.2897	45.3101	6,290	7,854	75,483	94,245	FT
Planner I	29	36.2897	45.3101	6,290	7,854	75,483	94,245	FT
Data Analyst I	30	37.1751	46.4213	6,444	8,046	77,324	96,556	FT
Resource Management Specialist I	30	37.1751	46.4213	6,444	8,046	77,324	96,556	FT
Accountant	31	38.1021	47.5741	6,604	8,246	79,252	98,954	FT
Capital Project Manager II	31	38.1021	47.5741	6,604	8,246	79,252	98,954	FT
Environmental Education Specialist	31	38.1021	47.5741	6,604	8,246	79,252	98,954	FT
Planner II	31	38.1021	47.5741	6,604	8,246	79,252	98,954	FT
Management Analyst I	31	38.1021	47.5741	6,604	8,246	79,252	98,954	FT
Data Analyst II	34	40.9782	51.1811	7,103	8,871	85,235	106,457	FT
Resource Management Specialist II	34	40.9782	51.1811	7,103	8,871	85,235	106,457	FT
Interpretation & Education Program Manager	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Grants Program Manager	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Maintenance, Construction & Resource Supv.	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Management Analyst II	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Procurement & Contracting Agent/Specialist	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Property Management Specialist II	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Real Property Specialist II	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Supervising Ranger	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Training & Safety Specialist	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Volunteer Program Manager	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Applications Engineer	36	43.0342	53.7363	7,459	9,314	89,511	111,771	FT
Public Affairs Specialist II	36	43.0342	53.7363	7,459	9,314	89,511	111,771	FT

Data Administrator	38	45.1794	56.4341	7,831	9,782	93,973	117,383	FT
Governmental Affairs Specialist	38	45.1794	56.4341	7,831	9,782	93,973	117,383	FT
Senior Technologist	38	45.1794	56.4341	7,831	9,782	93,973	117,383	FT
Facilities Maintenance Supervisor	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Capital Projects Field Manager	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Capital Project Manager III	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Planner III	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Public Affairs Specialist III	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Resource Management Specialist III	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Special Projects Manager	40	47.4434	59.2448	8,224	10,269	98,682	123,229	FT
Senior Accountant	41	48.6200	60.7304	8,427	10,527	101,130	126,319	FT
Senior Management Analyst	41	48.6200	60.7304	8,427	10,527	101,130	126,319	FT
Area Manager	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Area Superintendent	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
District Clerk/Assistant to General Manager	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
GIS Program Administrator	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Information Technology Program Administrator	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Human Resources Supervisor	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Senior Capital Project Manager	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Senior Planner	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Senior Property Management Specialist	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Senior Real Property Specialist	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Senior Resource Management Specialist	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Budget & Analysis Manager	48	57.6642	72.0148	9,995	12,483	119,941	149,791	FT
Finance Manager	48	57.6642	72.0148	9,995	12,483	119,941	149,791	FT
Human Resources Manager	48	57.6642	72.0148	9,995	12,483	119,941	149,791	FT
Information Systems & Technology Manager	48	57.6642	72.0148	9,995	12,483	119,941	149,791	FT
Engineering & Construction Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Land & Facilities Services Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Natural Resources Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Operations Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Planning Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Public Affairs Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Real Property Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Visitor Services Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Assistant General Counsel I	53	65.1574	81.3799	11,294	14,106	135,527	169,270	FT
Assistant General Counsel II	55	68.4197	85.4504	11,859	14,811	142,313	177,737	FT
Assistant General Manager	59	75.4376	94.2093	13,076	16,330	156,910	195,955	FT
Chief Financial Officer/Director Administrative Services	59	75.4376	94.2093	13,076	16,330	156,910	195,955	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	\$108.1731	\$18,750	\$225,000	6/13/2018	12/13/2017
Controller - <i>Part-time position</i>	\$87.5243	\$3,792	\$45,512	12/12/2018	12/13/2017
General Counsel	\$98.5577	\$17,083	\$205,000	7/11/2018	12/13/2017
Elected Officials Compensation	Per Meeting		Monthly Maximum	Effective Date	
Board Director	\$100.00		\$500.00	1/1/2006	

The District's Personnel Policies and Procedures provide that the compensation for an employee's temporary out-of-class / Acting Assignment shall be at least 5% but not more than 10% more than her/his current salary. Pursuant to Government Code 20480, out of class appointments shall not exceed a total of 960 hours in each fiscal year.