



Midpeninsula Regional
Open Space District

R-21-53
Meeting 21-12
April 28, 2021

AGENDA ITEM 6

AGENDA ITEM

Amend the Classification and Compensation Plan for three Positions: Area Manager, Area Superintendent and Capital Projects Field Manager

GENERAL MANAGER'S RECOMMENDATION *den*

Adopt a resolution amending the Classification and Compensation Plan to reflect current labor market levels for the following three positions: Area Manager, Area Superintendent and Capital Projects Field Manager

SUMMARY

The Board of Directors (Board) of the Midpeninsula Regional Open Space District (District) approved the Employee Compensation Guiding Principles policy in 2015, which states the District's commitment to attract and retain high-quality employees with competitive compensation. The Guiding Principles define "a competitive salary 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 the 60th percentile". Furthermore, the guiding principles provide that the General Manager may periodically direct that a compensation study be performed, organization-wide or for specific departments, work groups or classifications as deemed prudent to maintain recruitment and retention goals.

In accordance with the Compensation Guiding Principles, the General Manager directed human resources (HR) staff to coordinate a review of current market data for certain positions in the compensation and classification plan. The consultant, Koff and Associates (Koff), conducted a compensation study of District field supervisor positions. Based on the results, the General Manager recommends salary adjustments to three classifications: Area Manager, Area Superintendent and the Capital Projects Field Manager, consistent with the Board-approved Employee Compensation Guiding Principles. These recommendations are based on a review of the current labor market.

DISCUSSION

Labor Market Changes for Area Manager, Area Superintendent & Capital Field Projects Manager Classifications

The General Manager can periodically request HR staff to perform a classification and compensation study. In 2015, the Board approved, and the District implemented the Financial and Operational Sustainability Model (FOSM), which served as the District's blueprint for reorganization. As a result, the prior Operations department was divided into the Visitor

Services (VS) department and Land and Facilities (L&F) department. During FOSM implementation, various compensation studies have been conducted on certain classifications as the District filled newly created positions. Since 2015 Midpen has conducted compensation studies on at least 60 classifications to review the labor market and set salaries according to board policy.

Since that time, the District has conducted compensation studies of field classifications represented the bargaining group Field Employee Associations (FEA) in 2015, and 2018 in preparations for negotiations. The FEA is comprised of rangers, open space technicians and other field related positions. These negotiations adjusted various classification compensations to bring positions to the median of the market.

Acknowledging the District's growing workforce and creation of new field positions and changes in responsibilities of the field supervisors, the General Manager directed HR to facilitate a labor market compensation study of the various field supervisor positions. The study, conducted by Koff, concluded in March of 2021 and evaluated eight (8) field-related supervisor classifications. Compensation for five (5) of the classifications was found to fall above the median of the labor market, with no change warranted. Compensation for three classifications (3) was found to fall below the median of the market. Based on market data and consistent with Board policy, the General Manager recommends adjusting the compensation for these three classifications - Area Manager, Area Superintendent and Capital Projects Field Managers as described below.

The recommended range and compensation changes are in the chart below.

Current			Recommended		
Classification	Range	Salary	Range	Salary	% of Range Change
Area Manager	43	\$112,664-\$140,713	45	\$118,308-\$147,732	4.98%
Area Superintendent	43	\$112,664-\$140,713	44	\$115,416-\$144,132	2.42%
Capital Project Field Manager	39	\$102,187-\$127,600	42	\$109,908-\$137,268	7.57%

FISCAL IMPACT

If approved, the changes to compensation would take effect May 3, 2021, the beginning of the pay period after Board Approval. The total cost of these changes is \$2,758 through the end of the fiscal year. There are sufficient salary savings this year to absorb the increase.

BOARD AND COMMITTEE REVIEW

This item was not previously reviewed by a Committee or the full Board.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. No additional notice is necessary.

CEQA COMPLIANCE

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

NEXT STEPS

If approved by the Board, staff will implement compensation changes with an effective date of May 3, 2021, which is the beginning of the pay after Board approval.

Attachment:

1. Resolution Approving Changes to the District Classification and Compensation Plan to reflect changes to four classifications.

Responsible Department Head:

Stefan Jaskulak, Chief Financial Officer/Administrative Services Director

Prepared by:

Candice Basnight, Human Resources Manager

RESOLUTION NO. 21-__

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AMENDING
THE CLASSIFICATION & COMPENSATION PLAN FOR THREE
CLASSIFICATIONS**

WHEREAS, the Board of Directors wishes to adjust compensation for the classifications of Area Manager, Area Superintendent, and Capital Field Projects Manager as set forth in the Midpeninsula Regional Open Space 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 is amended for the classifications of Area Manager, Area Superintendent, and Capital Field Projects Manager, as set forth in Exhibit A, attached hereto and incorporated herein by this reference.
2. Except as herein modified, the Classification and Compensation Plan, Resolution No. 20-19 as amended, shall remain in full force and effect.
3. The changes to the Classification and Compensation Plan shall be effective on May 3, 2021.

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on _____, 2021, at a regular meeting thereof, by the following vote:

* * * * *

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Larry Hassett, Secretary
Board of Directors

Curt Riffle, President
Board of Directors

APPROVED AS TO FORM:

Hilary Stevenson, 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.

Jennifer Woodworth, District Clerk

Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

Fiscal Year 2020/2021 - Effective May 3, 2021 (Pay Period 21-10)

Last revised: 04/28/2021, 01/13/2021, 6/24/2020, 11/13/19, 6/26/2019, 3/27/2019, 2/27/2019, 12/12/2018, 11/19/2018, 10/10/2018

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Seasonal Open Space Technician	6	21.9638	27.4232	3,807	4,753	45,685	57,040	PT
Seasonal Ranger Aide	6	21.9638	27.4232	3,807	4,753	45,685	57,040	PT
Seasonal Ranger	16	28.0347	35.0009	4,859	6,067	58,312	72,802	PT
Administrative Assistant	20	30.9095	38.5816	5,358	6,687	64,292	80,250	FT
Farm Maintenance Worker	20	30.9095	38.5816	5,358	6,687	64,292	80,250	FT
Open Space Technician*	20	30.9095	38.5816	5,358	6,687	64,292	80,250	FT
Accounting Technician	22	32.4414	40.5108	5,623	7,022	67,478	84,262	FT
Human Resources Technician	22	32.4414	40.5108	5,623	7,022	67,478	84,262	FT
Information Technology Technician I	22	32.4414	40.5108	5,623	7,022	67,478	84,262	FT
GIS Technician	23	33.2609	41.5320	5,765	7,199	69,183	86,387	FT
Facilities Maintenance Specialist	24	34.0616	42.5469	5,904	7,375	70,848	88,498	FT
Lead Open Space Technician*	24	34.0616	42.5469	5,904	7,375	70,848	88,498	FT
Risk Management Coordinator	24	34.0616	42.5469	5,904	7,375	70,848	88,498	FT
Senior Administrative Assistant	24	34.0616	42.5469	5,904	7,375	70,848	88,498	FT
Visitor Services Program Coordinator	25	34.9190	43.6061	6,053	7,558	72,632	90,701	FT
Volunteer Program Lead	25	34.9190	43.6061	6,053	7,558	72,632	90,701	FT
Ranger	26	35.7637	44.6652	6,199	7,742	74,388	92,904	FT
Senior Finance & Accounting Technician	26	35.7637	44.6652	6,199	7,742	74,388	92,904	FT
Executive Assistant	27	36.6588	45.7874	6,354	7,936	76,250	95,238	FT
Information Technology Technician II	27	36.6588	45.7874	6,354	7,936	76,250	95,238	FT
Public Affairs Specialist I	27	36.6588	45.7874	6,354	7,936	76,250	95,238	FT
Equipment Mechanic/Operator	28	37.5604	46.8968	6,510	8,129	78,126	97,545	FT
Lead Ranger	28	37.5604	46.8968	6,510	8,129	78,126	97,545	FT
Property Management Specialist I	28	37.5604	46.8968	6,510	8,129	78,126	97,545	FT
Real Property Specialist I	28	37.5604	46.8968	6,510	8,129	78,126	97,545	FT
Executive Assistant/Deputy District Clerk	29	38.4998	48.0695	6,673	8,332	80,080	99,985	FT
Executive Assistant/Legal Secretary	29	38.4998	48.0695	6,673	8,332	80,080	99,985	FT
Planner I	29	38.4998	48.0695	6,673	8,332	80,080	99,985	FT
Data Analyst I	30	39.4391	49.2483	6,836	8,536	82,033	102,436	FT
Resource Management Specialist I	30	39.4391	49.2483	6,836	8,536	82,033	102,436	FT
Accountant	31	40.4226	50.4713	7,007	8,748	84,079	104,980	FT
Capital Project Manager II	31	40.4226	50.4713	7,007	8,748	84,079	104,980	FT
Environmental Education Specialist	31	40.4226	50.4713	7,007	8,748	84,079	104,980	FT
Interpretive Specialist	31	40.4226	50.4713	7,007	8,748	84,079	104,980	FT
Management Analyst I	31	40.4226	50.4713	7,007	8,748	84,079	104,980	FT
Planner II	31	40.4226	50.4713	7,007	8,748	84,079	104,980	FT
Data Analyst II	34	43.4737	54.2980	7,535	9,412	90,425	112,940	FT
Resource Management Specialist II	34	43.4737	54.2980	7,535	9,412	90,425	112,940	FT
Grants Program Manager	35	44.5580	55.6472	7,723	9,646	92,681	115,746	FT
Interpretation & Education Program Manager	35	44.5580	55.6472	7,723	9,646	92,681	115,746	FT
Maintenance, Construction & Resource Supv.	35	44.5580	55.6472	7,723	9,646	92,681	115,746	FT
Management Analyst II	35	44.5580	55.6472	7,723	9,646	92,681	115,746	FT
Procurement & Contracting Agent/Specialist	35	44.5580	55.6472	7,723	9,646	92,681	115,746	FT
Property Management Specialist II	35	44.5580	55.6472	7,723	9,646	92,681	115,746	FT
Real Property Specialist II	35	44.5580	55.6472	7,723	9,646	92,681	115,746	FT
Supervising Ranger	35	44.5580	55.6472	7,723	9,646	92,681	115,746	FT
Training & Safety Specialist	35	44.5580	55.6472	7,723	9,646	92,681	115,746	FT
Volunteer Program Manager	35	44.5580	55.6472	7,723	9,646	92,681	115,746	FT
Applications Engineer	36	45.6550	57.0089	7,914	9,882	94,962	118,579	FT
Public Affairs Specialist II	36	45.6550	57.0089	7,914	9,882	94,962	118,579	FT
Data Administrator	38	47.9308	59.8709	8,308	10,378	99,696	124,531	FT

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Governmental Affairs Specialist	38	47.9308	59.8709	8,308	10,378	99,696	124,531	FT
Senior Technologist	38	47.9308	59.8709	8,308	10,378	99,696	124,531	FT
Capital Project Manager III	39	49.1286	61.3461	8,516	10,633	102,187	127,600	FT
Facilities Maintenance Supervisor	39	49.1286	61.3461	8,516	10,633	102,187	127,600	FT
Planner III	39	49.1286	61.3461	8,516	10,633	102,187	127,600	FT
Public Affairs Specialist III	39	49.1286	61.3461	8,516	10,633	102,187	127,600	FT
Resource Management Specialist III	39	49.1286	61.3461	8,516	10,633	102,187	127,600	FT
Special Projects Manager	40	50.3327	62.8528	8,724	10,894	104,692	130,734	FT
Senior Accountant	41	51.5810	64.4289	8,941	11,168	107,288	134,012	FT
Senior Management Analyst	41	51.5810	64.4289	8,941	11,168	107,288	134,012	FT
Capital Projects Field Manager	42	52.8418	65.9923	9,159	11,439	109,911	137,264	FT
District Clerk/Assistant to General Manager	43	54.1656	67.6503	9,389	11,726	112,664	140,713	FT
GIS Program Administrator	43	54.1656	67.6503	9,389	11,726	112,664	140,713	FT
Human Resources Supervisor	43	54.1656	67.6503	9,389	11,726	112,664	140,713	FT
Information Technology Program Administrator	43	54.1656	67.6503	9,389	11,726	112,664	140,713	FT
Senior Capital Project Manager	43	54.1656	67.6503	9,389	11,726	112,664	140,713	FT
Senior Planner	43	54.1656	67.6503	9,389	11,726	112,664	140,713	FT
Senior Property Management Specialist	43	54.1656	67.6503	9,389	11,726	112,664	140,713	FT
Senior Real Property Specialist	43	54.1656	67.6503	9,389	11,726	112,664	140,713	FT
Senior Resource Management Specialist	43	54.1656	67.6503	9,389	11,726	112,664	140,713	FT
Area Superintendent	44	55.4895	69.2956	9,618	12,011	115,418	144,135	FT
Area Manager	45	56.8764	71.0230	9,859	12,311	118,303	147,728	FT
Budget & Analysis Manager	48	61.1759	76.4005	10,604	13,243	127,246	158,913	FT
Finance Manager	48	61.1759	76.4005	10,604	13,243	127,246	158,913	FT
Human Resources Manager	48	61.1759	76.4005	10,604	13,243	127,246	158,913	FT
Information Systems & Technology Manager	48	61.1759	76.4005	10,604	13,243	127,246	158,913	FT
Engineering & Construction Manager	51	65.8347	82.2256	11,411	14,252	136,936	171,029	FT
Land & Facilities Services Manager	51	65.8347	82.2256	11,411	14,252	136,936	171,029	FT
Natural Resources Manager	51	65.8347	82.2256	11,411	14,252	136,936	171,029	FT
Operations Manager	51	65.8347	82.2256	11,411	14,252	136,936	171,029	FT
Planning Manager	51	65.8347	82.2256	11,411	14,252	136,936	171,029	FT
Public Affairs Manager	51	65.8347	82.2256	11,411	14,252	136,936	171,029	FT
Real Property Manager	51	65.8347	82.2256	11,411	14,252	136,936	171,029	FT
Visitor Services Manager	51	65.8347	82.2256	11,411	14,252	136,936	171,029	FT
Assistant General Counsel I	53	69.1255	86.3359	11,982	14,965	143,781	179,579	FT
Assistant General Counsel II	55	72.5865	90.6543	12,582	15,713	150,980	188,561	FT
Assistant General Manager	59	80.0317	99.9467	13,872	17,324	166,466	207,889	FT
Chief Financial Officer/Director Administrative Services	59	80.0317	99.9467	13,872	17,324	166,466	207,889	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	\$118.9904	\$20,625	\$247,500	7/1/2019	11/13/2019
Controller - Part-time position	\$90.1481	\$3,906	\$46,877	7/1/2019	11/13/2019
General Counsel	\$108.4135	\$18,792	\$225,500	7/1/2019	11/13/2019
Elected Officials Compensation	Per Meeting		Monthly Maximum	Effective Date	
Board Director	\$105.00		\$630.00	1/13/2021	

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.