



Midpeninsula Regional  
Open Space District

R-21-108  
Meeting 21-23  
August 11, 2021

## AGENDA ITEM 5

### AGENDA ITEM

Adopt a Resolution Approving Corrections to Resolutions 21-03, 21-04, and 21-05 with respect to the Classification and Compensation Plan for Board Appointee Compensation

### GENERAL MANAGER'S RECOMMENDATION *den*

Adopt a resolution to accurately reflect the Midpeninsula Regional Open Space District Board Appointees' compensation in the Classification and Compensation Plan, which was approved by the Board of Directors on January 13, 2021.

### SUMMARY

The recommended action is a correction to the Classification and Compensation Plan to accurately reflect the compensation for the Board Appointees which was approved by the Board of Directors in Resolutions 21-03, 21-04, and 21-05 dated January 13, 2021. This correction is cost neutral and is a requirement of the California Public Employees' Retirement System (CalPERS) to correctly post the compensation of all District positions.

### DISCUSSION

On January 13, 2021 the Midpeninsula Regional Open Space District Board of Directors approved changes to compensation for the Board Appointees, which includes the General Manager, General Counsel, and the Controller. This change was the result of the annual performance review and evaluation of these executives. Subsequently, an updated Classification and Compensation Plan (Comp & Class Plan) reflecting the salary increases was approved by a Board resolution and posted publicly, in adherence to CalPERS requirements (Resolutions 21-03, 21-04, and 21-05). However, three subsequent updates to the Comp & Class Plan have occurred since January 13, 2021 which did not include the updated Board compensation. To correct this error, staff requests that the Board adopt a resolution which accurately reflects the District compensation changes since January 13, 2021 to include Board Appointee compensation.

The attached resolution corrects the three incorrect resolutions and will supersede the previous incorrect versions of the Class and Comp Plan.

### FISCAL IMPACT

There is no fiscal impact associated with the recommended action.

**BOARD AND COMMITTEE REVIEW**

This item was not 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 post the corrected Classification and Compensation Plan on the Midpeninsula Regional Open Space District website in accordance with CalPERS requirements.

Attachment

1. Resolution Approving Corrections to Resolutions 21-03, 21-04, and 21-05 with respect to the Classification and Compensation Plan for Board Appointee Compensation

Responsible Department Head:

Stefan Jaskulak, Chief Financial Officer/Administrative Services Director

Prepared by:

Candice Basnight, Human Resources Manager

**RESOLUTION NO. 21-\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT APPROVING  
CORRECTIONS WITH THE CLASSIFICATION AND COMPENSATION  
PLAN, TO ACCURATELY REFLECT THE SALARY FOR THE BOARD  
APPOINTEES APPROVED JANUARY 13, 2021**

**WHEREAS**, on January 13, 2021, the Board of Directors of the Midpeninsula Regional Open Space District approved the salary adjustments for the District's three Board Appointees: General Manager, General Counsel and the Controller for their performance in fiscal year 2019-2020. These adjustments were accurately reflected in Board Resolutions 21-03, 21-04 and 21-05; and

**WHEREAS**, the incorrect salary for the Board Appointees was posted in subsequent versions of the Classification and Compensation Plan adopted subsequent to January 13, 2021. Specifically, Resolutions 21-03, 21-04, and 21-02 did not reflect the updated Board Appointee salaries that were adopted on January 13, 2021; and

**WHEREAS**, the Classification and Compensation Plan for the District must accurately reflect the salary for District employees for purposes of, among other things, compliance with the California Public Employees' Retirement System (CalPERS) reporting and posting requirements.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Midpeninsula Regional Open Space District as follows:

1. The Board hereby corrects the incorrect Board Appointee salaries that were listed in Board Resolutions 21-03, 21-04 and 21-05 to reflect Board Appointee compensation approved by Board Resolutions 21-03, 21-04, and 21-05, as follows:

<b>Board Appointee Group Compensation</b>	<b>Hourly</b>	<b>Monthly</b>	<b>Annual</b>	<b>Effective</b>	<b>Last Revised</b>
General Manager	\$124.9399	\$21,656	\$259,875	7/1/2020	1/13/2021
Controller - <i>Part-time position</i>	\$92.8519	\$4,024	\$48,283	7/1/2020	1/13/2021
General Counsel	\$113.8341	\$19,731	\$236,775	7/1/2020	1/13/2021

General Manager: \$259,875

General Counsel: \$236,775

Controller: \$48,283

\* \* \* \* \*

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:**

---

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: Corrected Classification and Compensation Plan

## Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

**Fiscal Year 2021/2022 - Effective July 12, 2021 (Pay Period 21-15)**

Last revised: 8/11/2021, 06/09/2021, 05/12/2021, 04/28/2021, 01/13/2021, 6/24/2020, 11/13/19, 6/26/2019, 3/27/2019, 2/27/2019

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Intern	6	22.6227	28.2459	3,921	4,896	47,055	58,751	PT
Seasonal Open Space Technician	6	22.6227	28.2459	3,921	4,896	47,055	58,751	PT
Seasonal Ranger Aide	6	22.6227	28.2459	3,921	4,896	47,055	58,751	PT
Seasonal Ranger	16	28.8757	36.0509	5,005	6,249	60,061	74,986	PT
Administrative Assistant	20	31.8368	39.7390	5,518	6,888	66,221	82,657	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	33.4146	41.7261	5,792	7,233	69,502	86,790	FT
Human Resources Technician	22	33.4146	41.7261	5,792	7,233	69,502	86,790	FT
Information Technology Technician I	22	33.4146	41.7261	5,792	7,233	69,502	86,790	FT
GIS Technician	23	34.2587	42.7780	5,938	7,415	71,258	88,978	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	35.0834	43.8233	6,081	7,596	72,973	91,152	FT
Senior Administrative Assistant	24	35.0834	43.8233	6,081	7,596	72,973	91,152	FT
Visitor Services Program Coordinator	25	35.9666	44.9143	6,234	7,785	74,811	93,422	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	36.8366	46.0052	6,385	7,974	76,620	95,691	FT
Executive Assistant	27	37.7586	47.1610	6,545	8,175	78,538	98,095	FT
Information Technology Technician II	27	37.7586	47.1610	6,545	8,175	78,538	98,095	FT
Public Affairs Specialist I	27	37.7586	47.1610	6,545	8,175	78,538	98,095	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	38.6872	48.3037	6,706	8,373	80,469	100,472	FT
Real Property Specialist I	28	38.6872	48.3037	6,706	8,373	80,469	100,472	FT
Executive Assistant/Deputy District Clerk	29	39.6548	49.5116	6,873	8,582	82,482	102,984	FT
Executive Assistant/Legal Secretary	29	39.6548	49.5116	6,873	8,582	82,482	102,984	FT
Planner I	29	39.6548	49.5116	6,873	8,582	82,482	102,984	FT
Data Analyst I	30	40.6223	50.7257	7,041	8,792	84,494	105,509	FT
Resource Management Specialist I	30	40.6223	50.7257	7,041	8,792	84,494	105,509	FT
Accountant	31	41.6353	51.9854	7,217	9,011	86,601	108,130	FT
Capital Project Manager II	31	41.6353	51.9854	7,217	9,011	86,601	108,130	FT
Environmental Education Specialist	31	41.6353	51.9854	7,217	9,011	86,601	108,130	FT
Interpretive Specialist	31	41.6353	51.9854	7,217	9,011	86,601	108,130	FT
Management Analyst I	31	41.6353	51.9854	7,217	9,011	86,601	108,130	FT
Planner II	31	41.6353	51.9854	7,217	9,011	86,601	108,130	FT
Data Analyst II	34	44.7779	55.9269	7,762	9,694	93,138	116,328	FT
Resource Management Specialist II	34	44.7779	55.9269	7,762	9,694	93,138	116,328	FT
Grants Program Manager	35	45.8947	57.3166	7,955	9,935	95,461	119,219	FT
Interpretation & Education Program Manager	35	45.8947	57.3166	7,955	9,935	95,461	119,219	FT
Maintenance, Construction & Resource Supv.	35	45.8947	57.3166	7,955	9,935	95,461	119,219	FT
Management Analyst II	35	45.8947	57.3166	7,955	9,935	95,461	119,219	FT
Procurement & Contracting Agent/Specialist	35	45.8947	57.3166	7,955	9,935	95,461	119,219	FT
Property Management Specialist II	35	45.8947	57.3166	7,955	9,935	95,461	119,219	FT
Real Property Specialist II	35	45.8947	57.3166	7,955	9,935	95,461	119,219	FT
Supervising Ranger	35	44.5580	55.6472	7,723	9,646	92,681	115,746	FT
Training & Safety Specialist	35	45.8947	57.3166	7,955	9,935	95,461	119,219	FT
Volunteer Program Manager	35	45.8947	57.3166	7,955	9,935	95,461	119,219	FT
Applications Engineer	36	47.0247	58.7192	8,151	10,178	97,811	122,136	FT
Public Affairs Specialist II	36	47.0247	58.7192	8,151	10,178	97,811	122,136	FT

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Data Administrator	38	49.3687	61.6670	8,557	10,689	102,687	128,267	FT
Field Resource Specialist	38	49.3687	61.6670	8,557	10,689	99,696	124,531	FT
Governmental Affairs Specialist	38	49.3687	61.6670	8,557	10,689	102,687	128,267	FT
Senior Technologist	38	49.3687	61.6670	8,557	10,689	102,687	128,267	FT
Capital Project Manager III	39	50.6025	63.1865	8,771	10,952	105,253	131,428	FT
Facilities Maintenance Supervisor	39	50.6025	63.1865	8,771	10,952	105,253	131,428	FT
Planner III	39	50.6025	63.1865	8,771	10,952	105,253	131,428	FT
Public Affairs Specialist III	39	50.6025	63.1865	8,771	10,952	105,253	131,428	FT
Resource Management Specialist III	39	50.6025	63.1865	8,771	10,952	105,253	131,428	FT
Special Projects Manager	40	51.8427	64.7384	8,986	11,221	107,833	134,656	FT
Senior Accountant	41	53.1284	66.3618	9,209	11,503	110,507	138,033	FT
Senior Management Analyst	41	53.1284	66.3618	9,209	11,503	110,507	138,033	FT
Capital Projects Field Manager	42	54.4271	67.9721	9,434	11,782	113,208	141,382	FT
District Clerk/Assistant to General Manager	43	55.7906	69.6798	9,670	12,078	116,044	144,934	FT
GIS Program Administrator	43	55.7906	69.6798	9,670	12,078	116,044	144,934	FT
Human Resources Supervisor	43	55.7906	69.6798	9,670	12,078	116,044	144,934	FT
Information Technology Program Administrator	43	55.7906	69.6798	9,670	12,078	116,044	144,934	FT
Senior Capital Project Manager	43	55.7906	69.6798	9,670	12,078	116,044	144,934	FT
Senior Planner	43	55.7906	69.6798	9,670	12,078	116,044	144,934	FT
Senior Property Management Specialist	43	55.7906	69.6798	9,670	12,078	116,044	144,934	FT
Senior Real Property Specialist	43	55.7906	69.6798	9,670	12,078	116,044	144,934	FT
Senior Resource Management Specialist	43	55.7906	69.6798	9,670	12,078	116,044	144,934	FT
Area Superintendent	44	57.1542	71.3745	9,907	12,372	118,881	148,459	FT
Area Manager	45	58.5827	73.1537	10,154	12,680	121,852	152,160	FT
Budget & Analysis Manager	48	63.0112	78.6925	10,922	13,640	131,063	163,680	FT
Finance Manager	48	63.0112	78.6925	10,922	13,640	131,063	163,680	FT
Human Resources Manager	48	63.0112	78.6925	10,922	13,640	131,063	163,680	FT
Information Systems & Technology Manager	48	63.0112	78.6925	10,922	13,640	131,063	163,680	FT
Engineering & Construction Manager	51	67.8097	84.6924	11,754	14,680	141,044	176,160	FT
Land & Facilities Services Manager	51	67.8097	84.6924	11,754	14,680	141,044	176,160	FT
Natural Resources Manager	51	67.8097	84.6924	11,754	14,680	141,044	176,160	FT
Operations Manager	51	67.8097	84.6924	11,754	14,680	141,044	176,160	FT
Planning Manager	51	67.8097	84.6924	11,754	14,680	141,044	176,160	FT
Public Affairs Manager	51	67.8097	84.6924	11,754	14,680	141,044	176,160	FT
Real Property Manager	51	67.8097	84.6924	11,754	14,680	141,044	176,160	FT
Visitor Services Manager	51	67.8097	84.6924	11,754	14,680	141,044	176,160	FT
Assistant General Counsel I	53	71.1993	88.9260	12,341	15,414	148,095	184,966	FT
Assistant General Counsel II	55	74.7641	93.3739	12,959	16,185	155,509	194,218	FT
Assistant General Manager	59	82.4327	102.9451	14,288	17,844	171,460	214,126	FT
Chief Financial Officer/Director Administrative Services	59	82.4327	102.9451	14,288	17,844	171,460	214,126	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	\$124.9399	\$21,656	\$259,875	7/1/2020	1/13/2021
Controller - Part-time position	\$92.8519	\$4,024	\$48,283	7/1/2020	1/13/2021
General Counsel	\$113.8341	\$19,731	\$236,775	7/1/2020	1/13/2021
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.