



Midpeninsula Regional
Open Space District

R-21-109
Meeting 21-23
August 11, 2021

AGENDA ITEM 7

AGENDA ITEM

Approval of Salary and Benefits Adjustments for the Office, Supervisory, and Management Employees for Fiscal Year 2021-22

GENERAL MANAGER'S RECOMMENDATIONS *den*

1. Adopt a resolution approving the salary and benefits adjustments for the Office, Supervisory, and Management employees as set out in this report.
2. Approve an update to the Classification and Compensation Plan reflecting the salary adjustments.

SUMMARY

The General Manager recommends approval of salary and benefits adjustments for unrepresented Midpeninsula Regional Open Space District (District) staff also known as the Office, Supervisory, and Management employees for Fiscal Year 2021-22 (FY22). Salary and benefits adjustments would take effect in the first full pay period of the fiscal year, which is the pay period starting July 12, 2021.

DISCUSSION

The District and the Field Employees Association (FEA) traditionally negotiate a three-year Memorandum of Understanding (MOU) that commences on July 1 following the end of the prior agreement period. The previous three-year MOU expired on June 30, 2021. Negotiations between the District and the FEA on a new MOU began in May and continue to this date.

Past practice has been to grant the Office, Supervisory, and Management employees (OSM) similar salary and benefits adjustments as those negotiated with the FEA. The District has customarily implemented the adjustments for OSM employees after the FEA and District have reached an agreement on a new MOU. Board appointees do not receive the proposed salary adjustments as they have individual contracts.

The current labor market remains highly competitive, with public sector employers competing for the same or limited pools of qualified candidates. Also affecting public sector recruitment efforts are the high cost of living and housing in the region, retirements, competing private sector wages, and an increase in inflation. In light of the extended negotiations process with the FEA so as to remain competitive in the employment market for OSM positions, the General Manager recommends approval of the following salary and benefits adjustments for OSM employees for Fiscal Year 2021-22:

Salary Adjustment: Effective the first pay period that includes the date of July 12, 2021, adjust salaries for OSM employees by 3%.

Medical Benefits Adjustment: Effective the first pay period that includes the date of July 12, 2021, adjust the District's (employer) contribution to the medical insurance to match Kaiser premiums in the Cafeteria Plan as follows:

	Current Contribution	New Contribution
Employee Only*	\$860.27	\$813.64
Employee + 1	\$1,620.49	\$1,627.28
Family	\$2,100.63	\$2,115.46

*The employee only Kaiser premium matches the new 2021 rate.

The proposed adjustments to the compensation are in alignment with Board Policy 2.03 *Employee Compensation Guiding Principles* to “maintain competitive compensation within the District’s labor market”.

FISCAL IMPACT

Approval and implementation of the compensation changes for the OSM employees is estimated at \$539,022 over the next year based on current data. The FY22 budget includes sufficient funding to cover these increases.

BOARD AND COMMITTEE REVIEW

This item was not previously reviewed by a Board Committee.

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

The General Manager would implement the salary and benefit adjustments upon Board approval.

Attachment

1. Resolution Approving Adjustments to the Salaries and Benefits for the Office, Supervisory, and Management Employees of the District

Responsible Department Head:
Stefan Jaskulak, CFO/Administrative Services Director

Prepared by:
Candice Basnight, Human Resources Manager

RESOLUTION NO. _____**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT APPROVING
SALARY AND BENEFITS ADJUSTMENTS FOR THE OFFICE,
SUPERVISORY, AND MANAGEMENT STAFF**

WHEREAS, the General Manager has proposed an amendment to the Midpeninsula Regional Open Space District Classification and Compensation Plan to adjust salary and benefits for office, supervisory, and management staff; and

WHEREAS, the office, supervisory, and management employees are employed by the District and as such receive and are subject to certain salaries and benefits; and

WHEREAS, the three employees appointed by the Board, the General Manager, the Controller, and the General Counsel, have separately negotiated compensation packages that are reviewed separately, as part of the regular annual Board appointee evaluation process.

**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 salary range set forth in the exhibit attached hereto and incorporated herein as Exhibit A. This change shall be effective as of the first Fiscal Year 2021-22 pay period that includes July 12, 2021.
2. Except as herein modified, the Classification and Compensation Plan, Resolution No. 18-22, as amended, shall remain in full force and effect.
3. The following shall be implemented for unrepresented Office, Supervisory, and Management staff as of the first Fiscal Year 2021-22 pay period that includes July 12, 2021 and shall be incorporated into the District's Personnel Policies and Procedures Manual:

Medical Benefits Adjustment: Effective the first pay period of Fiscal Year 2021-22 that includes the date of July 12, 2021, adjust the District's (employer) contribution to the medical insurance Cafeteria Plan as follows:

	Current Contribution	New Contribution
Employee Only	\$860.27	\$813,64
Employee + 1	\$1,620.49	\$1,627.28
Family	\$2,100.63	\$2,115,46

* * * * *

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 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
Data Administrator	38	49.3687	61.6670	8,557	10,689	102,687	128,267	FT

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Time
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.

Midpeninsula Regional Open Space District Field Employees Association

Midpeninsula Rangers Peace Officers Association

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 - <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
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.