



Midpeninsula Regional
Open Space District

R-21-139
Meeting 21-29
October 13, 2021

AGENDA ITEM 8

AGENDA ITEM

Approval of Salary Adjustments and Amended Classification and Compensation Plan for Board Appointee General Manager

BOARD APPOINTEE EVALUATION COMMITTEE'S RECOMMENDATIONS

As a result of the Board's evaluation of the performance of the District's Board Appointees for Fiscal Year 2020-21, the Board Appointee Evaluation Committee recommends the following compensation adjustments for the General Manager for Fiscal Year 2021-22: Adjust the General Manager's base salary upward to \$267,668, plus a one-time merit pay bonus of \$13,383.

The Board Appointee Evaluation Committee recommends the adoption of a resolution approving the salary adjustments. The Board Appointee salary changes will be adopted through the Board approved Classification and Compensation Plan.

DISCUSSION

The Board Appointee Evaluation (BAE) Committee was established to conduct the evaluation process for its Appointees. The BAE Committee was instructed to serve as the District's negotiator and met with the Board Appointees to discuss their performance and compensation. The Board has three appointees: the General Manager, the Controller, and the General Counsel.

The Board, working through the BAE Committee, implemented this process and completed this year's annual evaluation of the performance of the General Manager, during the June through September 2021 time period.

The Board is very pleased with the General Manager's superior and outstanding performance during this evaluation period. Despite the fact that this entire evaluation period was dramatically impacted by the COVID pandemic, the District's accomplishments were incredible given all the associated challenges. The General Manager was excellent at balancing the District's annual action plan priorities with the available staff capacity and the overall wellness of Midpen visitors, staff and the Board. While she properly gave high priority to and focused on increasing the District's capacity for wildfire resilience, she demonstrated strong organizational agility in shifting priorities as needed given the challenges and opportunities during the year.

The General Manager effectively managed the needs of and properly set expectations with the Board, our partners, and our constituents. She continued the development of the District's strong and capable senior management team, and she began implementation of the District's diversity, equity, and inclusion work despite the year's workload challenges. She also made excellent

progress increasing the District's much-needed infrastructure capacity (i.e., new Administrative office and South Area office) to accommodate the growth in quantity and complexity of projects and associated increased staffing levels.

As the District enters FY2021-2022, the Board fully understands that the General Manager may need to re-evaluate the priority and/or timing of projects throughout the year, and looks forward to providing input and direction during our quarterly check-ins.

The Board acknowledges the General Manager's excellent work during these tremendously challenging times. Performance standards and goals were met, as were critical deadlines. The BAE Committee recommends an increase in the General Manager's compensation to align her base salary with the market and comparable agencies. Additionally, based on her superior and outstanding performance in FY2020-21, the BAE Committee recommends providing the General Manager with a one-time merit bonus as noted above. Salary changes will be adopted through the Board approved Classification and Compensation Plan.

BOARD COMMITTEE REVIEW

The recommended performance review and salary adjustments were thoroughly reviewed by the Board Appointee Evaluation Committee, prior to review by the Board.

FISCAL IMPACT

For the General Manager: Total of the annual salary plus one-time adjustment equals \$267,668 plus a one-time merit pay bonus of \$13,383.

PUBLIC NOTICE

All public noticing requirements of the Brown Act have been met. No additional notice is necessary.

CEQA COMPLIANCE

This item is not subject to the California Environmental Quality Act (CEQA).

NEXT STEPS

If approved, the salary adjustment and merit bonus will be implemented as set out in the Resolution attached, and the employment agreements will be amended accordingly.

Attachment:

1. Resolution Approving Salary Adjustment and Amended Employment Agreement for General Manager

Submitted by: Board Appointee Evaluation Committee
Director Holman
Director Kersteen-Tucker
Director Riffle, Chair

Staff Contact:
Candice Basnight, Human Resources Manager

RESOLUTION NO. 21-__

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT APPROVING AN AMENDED CLASSIFICATION AND COMPENSATION PLAN, A SALARY INCREASE AND A ONE-TIME MERIT PAY BONUS FOR THE DISTRICT'S GENERAL MANAGER

WHEREAS, effective June 13, 2018, the Board of Directors of the Midpeninsula Regional Open Space District entered into a District General Manager Employment Agreement (“Agreement”) with Ana Maria Ruiz, employing her as the District's General Manager; and

WHEREAS, the Agreement provides for an annual review of the General Manager’s performance and determination of meritorious pay, which the Board has completed; and

WHEREAS, the Board is very pleased with the General Manager’s superior and outstanding performance during this evaluation period. The General Manager and her team have performed incredibly well despite the continuing tremendous challenge of the COVID pandemic throughout this performance year. The General Manager’s leadership and management style proved to be very effective over this period as she demonstrated strong organizational agility in shifting priorities as needed given the challenges and opportunities during the year. She met or exceeded all of the goals previously set for her during her last review. The General Manager was excellent at balancing the District’s annual action plan priorities with the available staff capacity and the overall wellness of the District’s visitors, staff, and Board. She continued the development of the District’s strong and capable senior management team, who functioned extremely well together and provided steady leadership for the District despite the many challenges this year; and

WHEREAS, the Board, based on its annual review of the General Manager’s performance, in recognition of her performance during Fiscal Year 2020-2021 and to bring her compensation to the market and comparable agencies, desires to adjust the General Manager’s base salary upward to \$267,668, plus a one-time merit pay bonus of \$13,383.

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

1. The General Manager’s base salary shall be adjusted to \$267,668 retroactive to July 1, 2021 for Fiscal Year 2021-22.
2. The District’s Classification and Compensation Plan, Resolution No. 21-19, as amended, shall be updated to incorporate this increase and set forth in the exhibit attached hereto and incorporated herein as Exhibit A.
3. The Board grants the General Manager a one-time merit pay bonus of \$13,383.

* * * * *

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:

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

Exhibit A: Classification and Compensation Plan

Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

Fiscal Year 2021/2022 - Effective October 13, 2021 (Pay Period 21-21)

Last revised: 10/13/2021, 8/25/2021, 8/11/2021, 06/09/2021, 05/12/2021, 04/28/2021, 01/13/2021, 6/24/2020, 11/13/19, 6/26/2019

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	31.8368	39.7390	5,518	6,888	66,221	82,657	FT
Open Space Technician*	20	31.8368	39.7390	5,518	6,888	66,221	82,657	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
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	35.9666	44.9143	6,234	7,785	74,811	93,422	FT
Ranger	26	35.7637	44.6652	6,199	7,742	74,388	92,904	FT
Facilities Maintenance Specialist	26	36.8366	46.0052	6,385	7,974	76,620	95,691	FT
Lead Open Space Technician*	26	36.8366	46.0052	6,385	7,974	76,620	95,691	FT
Senior Finance & Accounting Technician	26	36.8366	46.0052	6,385	7,974	76,620	95,691	FT
Lead Ranger	28	37.5604	46.8968	6,510	8,129	78,126	97,545	FT
Equipment Mechanic/Operator	28	38.6872	48.3037	6,706	8,373	80,469	100,472	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
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
Supervising Ranger	35	44.5580	55.6472	7,723	9,646	92,681	115,746	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
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
Field Resource Specialist	38	49.3687	61.6670	8,557	10,689	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	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	\$128.6866	\$22,306	\$267,668	7/1/2021	10/13/2021
Controller - Part-time position	\$95.6346	\$4,144	\$49,730	7/1/2021	10/13/2021
General Counsel	\$120.6627	\$20,915	\$250,978	7/1/2021	10/13/2021
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.