



Midpeninsula Regional  
Open Space District

R-22-131  
Meeting 22-26  
November 9, 2022

## AGENDA ITEM 9

### AGENDA ITEM

Approval of a Pay Range Adjustment for the Seasonal Open Space Technician and Seasonal Ranger Aide Classifications

### GENERAL MANAGER'S RECOMMENDATIONS

1. Approve moving the pay range for the Seasonal Open Space Technician and Seasonal Ranger Aide classifications from Range 6 to Range 10 to stay competitive with the job market.
2. Adopt a resolution amending the Midpeninsula Regional Open Space District Classification and Compensation Plan to reflect the change to Seasonal Open Space Technician and Seasonal Ranger Aide.

### SUMMARY

The General Manager recommends moving the pay range for the Seasonal Open Space Technician and Seasonal Ranger Aide classifications from Range 6 to Range 10 to stay competitive with the current labor market.

Midpeninsula Regional Open Space District (District) is finding it more difficult to attract and retain a qualified and fully staffed workforce during these challenging economic times. Some of these challenges to the workforce include: the very high cost of living in the Bay Area; unprecedented inflation; and employees leaving the workforce either through retirement, relocation, or the effects of the great resignation. In the past six months the District has experienced failed recruitments in every business line, including field positions. The imbalance of jobs to the number of available candidates has increased the competition for labor and significantly shrunk qualified candidate pools. These factors are hindering the District's hiring options, making for longer vacancies that can ultimately interfere with the District's ability to optimally fulfill its mission.

After an analysis of the local labor market, research of surrounding public agencies, and a discussion with compensation consultant Koff and Associates, the General Manager recommends adopting a resolution to amend the Classification & Compensation Plan to increase the pay ranges for two, first-tier entry-level classifications to improve recruitment and retention rates, increase the probability of filling all available seasonal positions, and maintain the District's reputation as an employer of choice. These two classifications are important entry level positions for entering the Maintenance and Ranger ranks of the organization. The Fiscal Year 2022-23 budget includes sufficient funding to cover the additional costs.

## DISCUSSION

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 very high cost of living and housing in the region, retirements, relocations out of the area, resignations, competing private sector wages, and the recent extraordinary increase in inflation. The staff turnover and recruitment time to fill vacancies make it more challenging for the District to carry out its mission, including important field work.

The District seeks to fill Seasonal Open Space Technician and Seasonal Ranger Aide positions during seasons when a larger workforce is required. These entry level positions provide valuable support with maintenance and construction activities and onsite vigilance and visitor education. In addition, these two positions form the start of an important pipeline for new talent with opportunities to promote up to regular positions in the Maintenance and Ranger ranks. Entry level positions also facilitate the growth of a more diverse workforce, offering opportunities for a broad spectrum of people to enter the conservation field as a professional career path.

As the District's recruitment team has experienced more challenging recruitments and less applicants for seasonal positions in recent years, the team researched the market and looked at competitor agency wages for similar entry level positions. With the recent spike of inflation and cost of living in the Bay Area, along with input from compensation consultant Koff & Associates, the District would greatly benefit from increasing the pay range for the Seasonal Open Space Technician and Seasonal Ranger Aide classifications. Currently, these two classifications are part of the first available pay range in the classification and compensation plan, at range 6. The recommendation is to bring these positions to range 10. For Fiscal Year 2022-23, the budget allows for up to 8.3 full-time equivalent (FTE) Seasonal Open Space Technicians and 1.9 FTE Seasonal Ranger Aides. These seasonal positions are hired as part-time positions that are limited to 950 hours of work each fiscal year.

The proposed pay range changes are listed in the table below:

Classification	Range	Hourly Minimum	Hourly Maximum
<b>Current Range</b>			
Seasonal Open Space Technician	6	23.3014	29.0933
Seasonal Ranger Aide	6	23.3012	29.0933
<b>Proposed Range</b>			
Seasonal Open Space Technician	10	25.6824	32.0830
Seasonal Ranger Aide	10	25.6824	32.0830

It is significant to note that both classifications are temporary, non-benefited positions, which are inherently less costly than regular classifications. Regular positions include a ~40% mark-up for benefit costs in addition to base wages. The proposed pay range adjustments would not cause wage compression or overlap with the next journey-level classifications, which are the regular positions of Open Space Technician and Ranger, each listed at the range of 20 and 27 respectively.

The proposed compensation adjustments 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 all seasonal positions would cost up to \$71,000, based on current data. The FY23 budget includes sufficient funding to cover this increase.

**PRIOR 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 District's Classification and Compensation Plan for Seasonal Open Space Technician and Seasonal Ranger Aide Classifications

Responsible Department Head:

Stefan Jaskulak, CFO/Director of Administrative Services

Prepared by:

Candice Basnight, Human Resources Manager

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AMENDING THE CLASSIFICATION AND COMPENSATION PLAN

WHEREAS, the Board of Directors has considered certain amendments to the Midpeninsula Regional Open Space District (District) Classification and Compensation Plan to adjust wages for the Seasonal Open Space Technician and the Seasonal Ranger Aide Classifications; and

WHEREAS, the Board of Directors desires to adjust wages of certain classifications in keeping to Board Policy 2.03, Employee Compensation Guiding Principles, to “maintain competitive compensation within the District’s labor market” and attract and retain a qualified workforce to accomplish the work of the District.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF MIDPENINSULA REGIONAL OPEN SPACE DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

- 1. The Classification and Compensation Plan of Midpeninsula Regional Open Space District shall be amended to move Seasonal Open Space Technician and Seasonal Ranger Aide classifications from range six (6) to range ten (10).
2. The relevant portion of the District’s Classification and Compensation Plan shall be amended to reflect the following effective the first pay period following Board approval which is the pay period starting November 14, 2022:

A. If Board Report R-22-132 is approved by the Board, then:

Table with 6 columns: Classification Title, Step Range #, Hourly Range \$ (Minimum, Maximum), Monthly Range \$ (Minimum, Maximum), Annual Range \$ (Minimum, Maximum), Full/Part Time. Rows include Seasonal Open Space Technician and Seasonal Ranger Aide.

B. If Board Report R-22-132 is not approved by the Board, then:

Table with 6 columns: Classification Title, Step Range #, Hourly Range \$ (Minimum, Maximum), Monthly Range \$ (Minimum, Maximum), Annual Range \$ (Minimum, Maximum), Full/Part Time. Rows include Seasonal Open Space Technician and Seasonal Ranger Aide.

\*\*\*\*\*

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on \_\_\_\_\_, 2022, at a regular meeting thereof, by the following vote:

- AYES:
NOES:
ABSTAIN:
ABSENT:

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Karen Holman, Secretary  
Board of Directors

\_\_\_\_\_  
Zoe Kersteen-Tucker, President  
Board of Directors

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Hilary Stevenson, General Counsel

I, the Deputy 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.

\_\_\_\_\_  
Maria Soria, Deputy District Clerk