



Midpeninsula Regional
Open Space District

R-23-11
Meeting 23-03
January 25, 2023

AGENDA ITEM 5

AGENDA ITEM

Amendments to the Classification and Compensation Plan for Grants Program Manager, Training & Safety Specialist, Procurement & Contracting Agent/Specialist, and Accountant, and Removal of Three Classifications No Longer in Use.

GENERAL MANAGER'S RECOMMENDATION

Adopt a resolution amending the Midpeninsula Regional Open Space District's Classification and Compensation Plan for the Grants Program Manager, Training & Safety Specialist, Procurement & Contracting Agent/Specialist, and Accountant, and removing three classifications no longer in use.

SUMMARY

As provided for in *Board Policy 2.03 Employee Compensation Guiding Principles*, *Administrative Policy 3.10 Classification and Compensation*, and *Personnel Policies and Procedures Manual, Policy 2, Section 2.1*, the General Manager (GM) may periodically direct that a compensation and/or classification study be performed, organization-wide or for specific departments, work groups or classifications, in order to keep the District's Classification and Compensation (Class & Comp) Plan current and competitive. Such studies may result in recommended amendments to the Class & Comp Plan, including, but not limited to, new classifications, reclassifications, or abolishing existing classes and/or may reassign a class from one salary range to another.

The GM recommends the following amendments to the Class & Comp Plan based on a thorough review and evaluation conducted by Koff & Associates (Koff), now a Gallagher company, an experienced Human Resources and Recruitment Services firm providing human resources services, including classification and compensation studies, to public agencies for 38 years.

1. Grants Program Manager reassignment from salary range 35 to range 38.
2. Training & Safety Specialist reassignment from salary range 35 to range 36.
3. Procurement & Contracting Agent/Specialist title change to Procurement Specialist and reassignment from salary range 35 to range 36.

The GM also recommends the classification of Accountant be reclassified to a flexibly staffed position, Accountant I/II. Flexible staffing exists when a classification has two or more levels in a series. Flexible staffing provides hiring managers the latitude to hire at either level in the series to meet the staffing needs of the organization and based on a qualified applicant's level of experience. Flexible staffing also facilitates the training and retention of employees hired at the

lower class within a flexibly staffed position. Those employees have a pathway to promote within the I/II range when the required level of knowledge, skills and abilities has been reached.

Lastly, the GM recommends a clean-up to the Class & Comp Plan to remove three positions that are no longer in use and whose responsibilities have been replaced or merged with other classifications: Risk Management Coordinator, Special Projects Manager, and Operations Manager.

DISCUSSION

Grants Program Manager Salary Range Reassignment

In 2017, Midpeninsula Regional Open Space District hired a Grants Specialist to develop a grants program and to strengthen its grants capacity to build the program. The Grants Program Strategic Plan (2018) states that the Grants Program is intended to be a long-term investment that will both leverage and augment District funding and help fill the gap between the original benchmark Measure AA conceptual cost estimates and present-day cost estimates refined by District staff.

In 2019, a half-time Senior Grants Technician position was added to the grants program and the Grants Specialist title was changed to Grants Program Manager. In 2022, a Grants Management Analyst I/II position was added to the grants program. Both the Senior Grants Technician and Grants Management Analyst positions are directly supervised by the Grants Program Manager. Both the Grants Program Manager and Grants Management Analyst II positions are compensated at range 35. Based on standard human resources practices, a full supervisory position is normally placed at 10 percent to 25 percent above the highest level supervised, depending upon the breadth and scope of supervision.

Koff conducted both a classification and compensation study on the Grants Program Manager. The compensation survey concluded that the position was 4.4 percent below the adjusted top step median of comparators, including the recent base wage adjustment of 4.0 percent effective November 14, 2022.

Informed by the results of the compensation survey and given the recent addition of the direct report (Grants Management Analyst I/II), the GM recommends a reassignment for the Grants Program Manager classification from salary range 35 to range 38, an approximate 7.5 percent differential compared to its direct report.

Training & Safety Specialist Compensation Reassignment

The Training and Safety Specialist classification was established in 2011 (formerly titled Training and Safety Coordinator) and is a single-position classification that plans, develops, and implements District training and staff development programs and occupational health and safety programs. This classification is distinguished from other administrative support classifications in that it performs complex professional duties that require advanced knowledge and specialization in training and occupational health and safety program development, coordination, and administration.

The Training and Safety Specialist currently has no supervisory authority, however, an HR Technician (currently supervised by the HR Supervisor) is assigned (20 hours/week) to support the training and safety function. This position is being updated to include general supervision

duties in order to supervise the HR Technician that supports the training and safety functions of HR, including responsibility for monitoring and evaluating performance.

In recognition of the added supervisory duties, the GM recommends updating the classification specification to include these additional duties and a reassignment from salary range 35 to salary range 36.

Procurement & Contracting Agent/Specialist title change to Procurement Specialist and reassignment to a higher salary range.

The Procurement & Contracting Agent/Specialist is a single-position classification established in 2016 as recommended by the Financial and Operational Sustainability Model (FOSM), to provide a centralized purchasing function within the Administrative Services business line. The position performs essential functions to support project managers and allow them to maintain their focus on project management versus contract and procurement. The classification's essential functions include:

- Analyzing project plans to evaluate acquisition and contract requirements and determine the appropriate solicitation process;
- Assisting departments in planning, soliciting, advertising, and evaluating proposals and bids and negotiating contract pricing, terms, and conditions;
- Ensuring compliance with procurement policies and procedures;
- Developing and implementing purchasing policies and procedures for the District;
- Supervising procurement and contracting support staff;
- Monitoring the funding of contracts, encumbrances, expenditures, and grant reimbursements.

The position was filled in 2016 and recently vacated in April 2022. There have been two unsuccessful attempts to fill the position attributed to the highly competitive labor market with a limited pool of available and qualified public sector candidates. The unfilled vacancy has resulted in a negative impact on workplace productivity with project management staff required to take on more procurement responsibilities with limited prior experience or expertise.

In recognition of the recruitment challenges, the GM recommends a title change to Procurement Specialist and a reassignment from salary range 35 to salary range 36.

Accountant Reclassification to Accountant I/II

The Accountant classification was established in 2011 (formerly titled Senior Accounting Specialist) and is a single-position classification that is responsible for critical accounting functions including: bi-weekly payroll processing; wire transfers of debt service payments; claims check reconciliation; submittal of financial reports to the State Controller; deposit transfers in the District's checking accounts; preparation of the District's annual financial statements, coordination of the annual financial audit, and other essential functions.

Additionally, the Accountant supervises 1.5 full time employees: a full-time Senior Finance Technician and an Accounting Technician who works 20 hours per week in Finance.

Similar to other flexibly staffed positions within the District, the GM recommends the Accountant be reclassified to Accountant I/II to create a broad classification series to allow for greater flexibility in recruiting in the event the position becomes vacant, and to facilitate staff training and retention by offering a longer career growth pathway for incumbents who meet the

required qualifications. The Accountant I (current classification) would remain at salary range 31, while the proposed Accountant II classification addition is recommended to be set at salary range 35, a differential of 10 percent which is an appropriate amount between entry level (trainee) and journey level (experienced). This is also consistent with the comparator agencies of which 9 of 13 have combined Accountant I/II classifications.

Class & Comp Plan Clean-up

Finally, the GM recommends the following clean up to the Class & Comp Plan:

1. Abolish and remove Risk Management Coordinator. In 2019, the GM approved a reclassification of the Risk Management Coordinator to Management Analyst I/II, however Risk Management Coordinator was never removed from the Class and Comp Plan.
2. Abolish and remove Special Projects Manager. This position was approved by the Board in 2015 as recommended in the FOSM. This position was only briefly filled in 2016 and there is no future anticipated need for this position.
3. Abolish and remove Operations Manager. In 2016, the Board approved the division and reclassification of this position to Visitor Services Manager and Land & Facilities Manager. However, Operations Manager was never removed from the Class and Comp Plan.

FISCAL IMPACT

The recommended salary ranges, shown in the table below, reflect moderate increases. Approval of these proposed changes does not require an increase to the District's FY2022-23 operating budget as the increases can be absorbed by salary savings. Costs for the next fiscal year would be included as part of the Proposed Fiscal 2023-24 Budget.

Current Salary Range		
Classification	Range	Annual Salary Range
Accountant	31	\$92,768 to \$115,829
Procurement & Contracting Agent/Specialist	35	\$102,258 to \$127,707
Training & Safety Specialist	35	\$102,258 to \$127,707
Grants Program Manager	35	\$102,258 to \$127,707

Proposed Salary Range		
Classification	Range	Annual Salary Range
Accountant I*	31	\$92,768 to \$115,829
Accountant II*	35	\$102,258 to \$127,707
Procurement Specialist	36	\$104,775 to \$130,832
Training & Safety Specialist	36	\$104,775 to \$130,832
Grants Program Manager	38	\$109,998 to \$137,400

*Note: position would be advertised and held as an Accountant I/II and filled as appropriate.

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 Board approval, the District's Classification and Compensation Plan will be amended accordingly.

Attachment

1. Resolution Amending Classification and Compensation Plan for the Positions of Grants Program Manager, Training & Safety Specialist, and Accountant to Accountant I/II, and removal of three positions no longer in use.

Responsible Department Head:

Stefan Jaskulak, Chief Financial Officer/Director of Administrative Services

Prepared by:

Candice Basnight, Human Resources Manager

Rebecca Wolfe, Human Resources Supervisor

Contact person:

Candice Basnight, Human Resources Manager

RESOLUTION NO. 23-__

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA
REGIONAL OPEN SPACE DISTRICT APPROVING AMENDMENTS TO THE
CLASSIFICATION AND COMPENSATION PLAN FOR GRANTS PROGRAM
MANAGER, TRAINING & SAFETY SPECIALIST, PROCUREMENT &
CONTRACTING AGENT/SPECIALIST, AND ACCOUNTANT, AND REMOVAL
OF THREE POSITIONS NO LONGER IN USE**

WHEREAS, the General Manager has proposed amendments to the Midpeninsula Regional Open Space District Classification and Compensation Plan to reassign Grants Program Manager, reassign Training & Safety Specialist, reassign and change the title of Procurement & Contracting Agent/Specialist to Procurement Specialist, reclassify Accountant to Accountant I/II, and remove Risk Management Coordinator, Special Projects Manager, and Operations Manager from the District's Classification and Compensation Plan;

WHEREAS, the Board of Directors, having considered such proposals and recommendations, wishes to amend the District's Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Classification and Compensation Plan of the Midpeninsula Regional Open Space District shall be amended by reassigning Grants Program Manager to salary range 38, reassigning Training & Safety Specialist to salary range 36, changing the title of Procurement & Contracting Agent/Specialist to Procurement Specialist and reassigning to salary range 36, reclassifying Accountant to Accountant I/II (salary ranges 31 and 35 respectively), and removing Risk Management Coordinator, Special Projects Manager, and Operations Manager to read as set forth in Exhibit A, attached hereto and incorporated herein.
2. Except as herein modified, the Classification and Compensation Plan, Resolution No. 22-50, as amended, shall remain in full force and effect.
3. This resolution shall be effective upon its adoption.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on January 25, 2023 at a Regular Meeting thereof, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Craig Gleason, Secretary
Board of Directors

Yoriko Kishimoto, President
Board of Directors

APPROVED AS TO FORM:

Hilary Stevenson, General Counsel

I, the Acting 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, Acting District Clerk

Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

Fiscal Year 2022/2023 - Effective February 6, 2023 (Pay Period 23-04)

Last revised: 01/25/2023, 11/09/2022, 08/10/2022, 06/08/2022, 10/13/2021, 8/25/2021, 8/11/2021, 06/09/2021, 05/12/2021, 04/28/2021

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Intern	6	24.2335	30.2570	4,200	5,245	50,406	62,935	PT
Seasonal Open Space Technician	10	26.7097	33.3663	4,630	5,783	55,556	69,402	PT
Seasonal Ranger Aide	10	26.7097	33.3663	4,630	5,783	55,556	69,402	PT
Seasonal Ranger	16	30.9317	38.6177	5,361	6,694	64,338	80,325	PT
Administrative Assistant	20	34.1036	42.5684	5,911	7,379	70,935	88,542	FT
Farm Maintenance Worker	20	34.1036	42.5684	5,911	7,379	70,935	88,542	FT
Open Space Technician*	20	34.1036	42.5684	5,911	7,379	70,935	88,542	FT
Accounting Technician	22	35.7937	44.6970	6,204	7,747	74,451	92,970	FT
Human Resources Technician	22	35.7937	44.6970	6,204	7,747	74,451	92,970	FT
Information Technology Technician I	22	35.7937	44.6970	6,204	7,747	74,451	92,970	FT
GIS Technician	23	36.6980	45.8238	6,361	7,943	76,332	95,314	FT
Senior Administrative Assistant	24	37.5813	46.9435	6,514	8,137	78,169	97,642	FT
Visitor Services Program Coordinator	25	38.5274	48.1122	6,678	8,339	80,137	100,073	FT
Volunteer Program Lead	25	38.5274	48.1122	6,678	8,339	80,137	100,073	FT
Facilities Maintenance Specialist	26	39.4594	49.2808	6,840	8,542	82,076	102,504	FT
Lead Open Space Technician*	26	39.4594	49.2808	6,840	8,542	82,076	102,504	FT
Senior Finance & Accounting Technician	26	39.4594	49.2808	6,840	8,542	82,076	102,504	FT
Executive Assistant	27	40.4471	50.5188	7,011	8,757	84,130	105,079	FT
Information Technology Technician II	27	40.4471	50.5188	7,011	8,757	84,130	105,079	FT
Public Affairs Specialist I	27	40.4471	50.5188	7,011	8,757	84,130	105,079	FT
Ranger	27	39.2689	49.0474	6,807	8,502	81,679	102,019	FT
Equipment Mechanic/Operator	28	41.4417	51.7429	7,183	8,969	86,199	107,625	FT
Property Management Specialist I	28	41.4417	51.7429	7,183	8,969	86,199	107,625	FT
Real Property Specialist I	28	41.4417	51.7429	7,183	8,969	86,199	107,625	FT
Executive Assistant/Deputy District Clerk	29	42.4782	53.0368	7,363	9,193	88,355	110,317	FT
Executive Assistant/Legal Secretary	29	42.4782	53.0368	7,363	9,193	88,355	110,317	FT
Planner I	29	42.4782	53.0368	7,363	9,193	88,355	110,317	FT
Data Analyst I	30	43.5146	54.3374	7,543	9,418	90,510	113,022	FT
Lead Ranger	30	42.2472	52.7547	7,323	9,144	87,874	109,730	FT
Resource Management Specialist I	30	43.5146	54.3374	7,543	9,418	90,510	113,022	FT
Accountant I	31	44.5998	55.6868	7,731	9,652	92,768	115,829	FT
Capital Project Manager II	31	44.5998	55.6868	7,731	9,652	92,768	115,829	FT
Environmental Education Specialist	31	44.5998	55.6868	7,731	9,652	92,768	115,829	FT
Interpretive Specialist	31	44.5998	55.6868	7,731	9,652	92,768	115,829	FT
Management Analyst I	31	44.5998	55.6868	7,731	9,652	92,768	115,829	FT
Planner II	31	44.5998	55.6868	7,731	9,652	92,768	115,829	FT
Data Analyst II	34	47.9660	59.9089	8,314	10,384	99,769	124,611	FT
Resource Management Specialist II	34	47.9660	59.9089	8,314	10,384	99,769	124,611	FT
Accountant II	35	49.1624	61.3975	8,521	10,642	102,258	127,707	FT
Interpretation & Education Program Manager	35	49.1624	61.3975	8,521	10,642	102,258	127,707	FT
Maintenance, Construction & Resource Supv.	35	49.1624	61.3975	8,521	10,642	102,258	127,707	FT
Management Analyst II	35	49.1624	61.3975	8,521	10,642	102,258	127,707	FT
Property Management Specialist II	35	49.1624	61.3975	8,521	10,642	102,258	127,707	FT
Real Property Specialist II	35	49.1624	61.3975	8,521	10,642	102,258	127,707	FT
Supervising Ranger	35	47.7305	59.6093	8,273	10,332	99,279	123,987	FT
Volunteer Program Manager	35	49.1624	61.3975	8,521	10,642	102,258	127,707	FT
Applications Engineer	36	50.3728	62.9000	8,731	10,903	104,775	130,832	FT
Procurement Specialist	36	50.3728	62.9000	8,731	10,903	104,775	130,832	FT
Public Affairs Specialist II	36	50.3728	62.9000	8,731	10,903	104,775	130,832	FT
Training & Safety Specialist	36	50.3728	62.9000	8,731	10,903	104,775	130,832	FT

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Time
Data Administrator	38	52.8838	66.0577	9,167	11,450	109,998	137,400	FT
Field Resource Specialist	38	52.8838	66.0577	9,167	11,450	109,998	137,400	FT
Governmental Affairs Specialist	38	52.8838	66.0577	9,167	11,450	109,998	137,400	FT
Grants Program Manager	38	52.8838	66.0577	9,167	11,450	109,998	137,400	FT
Senior Technologist	38	52.8838	66.0577	9,167	11,450	109,998	137,400	FT
Capital Project Manager III	39	54.2054	67.6854	9,396	11,732	112,747	140,786	FT
Facilities Maintenance Supervisor	39	54.2054	67.6854	9,396	11,732	112,747	140,786	FT
Planner III	39	54.2054	67.6854	9,396	11,732	112,747	140,786	FT
Public Affairs Specialist III	39	54.2054	67.6854	9,396	11,732	112,747	140,786	FT
Resource Management Specialist III	39	54.2054	67.6854	9,396	11,732	112,747	140,786	FT
Senior Accountant	41	56.9112	71.0868	9,865	12,322	118,375	147,861	FT
Senior Management Analyst	41	56.9112	71.0868	9,865	12,322	118,375	147,861	FT
Capital Projects Field Manager	42	58.3023	72.8118	10,106	12,621	121,269	151,449	FT
District Clerk/Assistant to General Manager	43	59.7629	74.6410	10,359	12,938	124,307	155,253	FT
GIS Program Administrator	43	59.7629	74.6410	10,359	12,938	124,307	155,253	FT
Human Resources Supervisor	43	59.7629	74.6410	10,359	12,938	124,307	155,253	FT
Information Technology Program Administrator	43	59.7629	74.6410	10,359	12,938	124,307	155,253	FT
Senior Capital Project Manager	43	59.7629	74.6410	10,359	12,938	124,307	155,253	FT
Senior Planner	43	59.7629	74.6410	10,359	12,938	124,307	155,253	FT
Senior Property Management Specialist	43	59.7629	74.6410	10,359	12,938	124,307	155,253	FT
Senior Real Property Specialist	43	59.7629	74.6410	10,359	12,938	124,307	155,253	FT
Senior Resource Management Specialist	43	59.7629	74.6410	10,359	12,938	124,307	155,253	FT
Area Superintendent	44	61.2236	76.4563	10,612	13,252	127,345	159,029	FT
Area Manager	45	62.7538	78.3622	10,877	13,583	130,528	162,993	FT
Budget & Analysis Manager	48	67.4976	84.2954	11,700	14,611	140,395	175,334	FT
Finance Manager	48	67.4976	84.2954	11,700	14,611	140,395	175,334	FT
Human Resources Manager	48	67.4976	84.2954	11,700	14,611	140,395	175,334	FT
Information Systems & Technology Manager	48	67.4976	84.2954	11,700	14,611	140,395	175,334	FT
Engineering & Construction Manager	51	72.6378	90.7225	12,591	15,725	151,087	188,703	FT
Land & Facilities Services Manager	51	72.6378	90.7225	12,591	15,725	151,087	188,703	FT
Natural Resources Manager	51	72.6378	90.7225	12,591	15,725	151,087	188,703	FT
Planning Manager	51	72.6378	90.7225	12,591	15,725	151,087	188,703	FT
Public Affairs Manager	51	72.6378	90.7225	12,591	15,725	151,087	188,703	FT
Real Property Manager	51	72.6378	90.7225	12,591	15,725	151,087	188,703	FT
Visitor Services Manager	51	72.6378	90.7225	12,591	15,725	151,087	188,703	FT
Assistant General Counsel I	53	76.2687	95.2576	13,220	16,511	158,639	198,136	FT
Assistant General Counsel II	55	80.0873	100.0221	13,882	17,337	166,582	208,046	FT
Assistant General Manager	59	88.3019	110.2748	15,306	19,114	183,668	229,372	FT
Chief Financial Officer/Director Administrative Services	59	88.3019	110.2748	15,306	19,114	183,668	229,372	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	\$135.1231	\$23,421	\$281,056	7/1/2022	11/9/2022
Controller - <i>Part-time position</i>	\$98.5058	\$4,269	\$51,223	7/1/2022	11/9/2022
General Counsel	\$126.6966	\$21,961	\$263,529	7/1/2022	11/9/2022
Elected Officials Compensation	Per Meeting		Monthly Maximum	Effective Date	
Board Director	\$105.00		\$630.00	1/13/2021	