



Midpeninsula Regional
Open Space District

R-23-43
Meeting 23-12
April 18, 2023

AGENDA ITEM 4

AGENDA ITEM

Consolidating the Budget & Analysis Department and Finance Department into one Budget & Finance Department, and related changes to the Classification and Compensation Plan that result in no increase to the Full Time Equivalent positions

GENERAL MANAGER'S RECOMMENDATIONS

1. Approve the restructuring and consolidation of the Budget & Analysis Department and Finance Department into one department to be named the Budget & Finance Department.
2. Approve the following position reclassifications related to the department consolidation:
 - a. Reclassify the Budget & Analysis Manager at Range 48 (currently filled) to Budget & Finance Manager at Range 51 (consistent with the most department managers).
 - b. Reclassify the Finance Manager position at Range 48 (to be vacant July 2023) to Finance Supervisor at Range 43.

SUMMARY

The Finance & Administrative Services business line is currently comprised of the Budget & Analysis Department, the Finance Department, the Human Resources (HR) Department, the Information Systems & Technology (IST) Department and the Procurement and Grants Functions. The current Finance Manager has announced his retirement effective July 7, 2023. The impending vacancy provides an opportunity to realign and combine certain tasks, as well as improve cross training, efficiencies, and internal customer service needs. To accomplish this, the General Manager recommends consolidating and restructuring the Budget & Analysis and Finance Departments into one department called the Budget & Finance Department. Additionally, the General Manager recommends a reclassification of the Budget & Analysis Manager to Budget & Finance Manager and Finance Manager to Finance Supervisor to complete this restructuring. The total position count resulting from the proposed recommendations would remain the same, as no additional positions (headcount) are created.

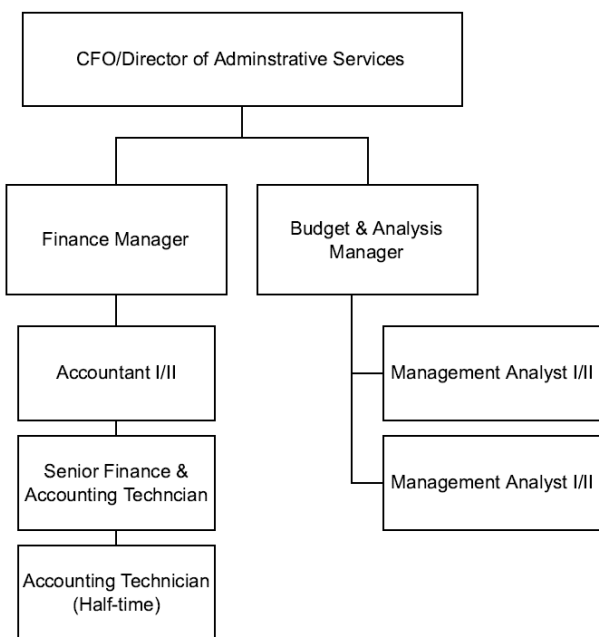
DISCUSSION

In 2015, the implementation of the Financial and Operational Sustainability Model (FOSM) created the Finance & Administrative Services business line under the direction and leadership of the executive-level position of Chief Financial Officer/Director of Administrative Services (CFO). The CFO has oversight of four Departments: Budget & Analysis, Finance, HR, and IST. In addition, the Finance & Administrative Services business line includes the Procurement and Grants functions.

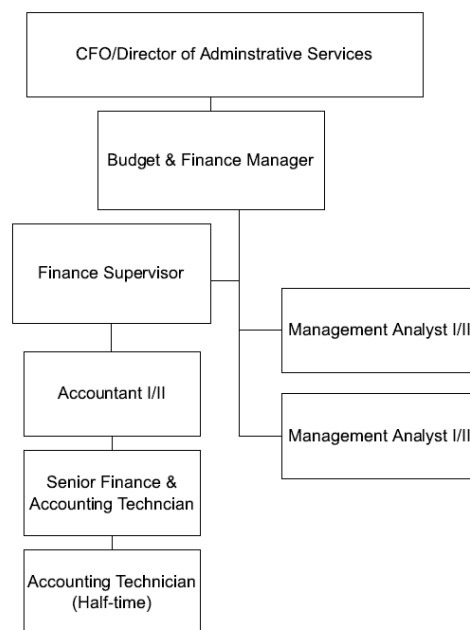
The impending vacancy of the Finance Manager position presents an opportunity for the District to consider realigning and combining the two finance/budget-focused departments to improve customer service, allow for cross training, and most importantly, generate efficiencies from improved synergy between the two functions. Shorter communication lines within the same department will resolve issues quicker, more reliably, and more consistently. To accomplish this, the General Manager recommends consolidating and restructuring the Budget & Analysis and Finance Departments into one department called the Budget & Finance Department.

Additionally, the General Manager recommend a reclassification of (1) the Budget & Analysis Manager to Budget & Finance Manager and (2) Finance Manager to Finance Supervisor to complete this restructuring. The total position count for the new department would remain the same as no additional positions (headcount) are created.

Current Structure:



Recommended Structure:



HR Staff consulted with Koff & Associates (Koff) to evaluate a draft job description for the Budget & Finance Manager and conducted a compensation study. Koff, now a Gallagher company, is an experienced Human Resources and Recruitment Services firm providing human resources services, including classification and compensation studies, to public agencies for 38 years. Koff's thorough review of the job description and compensation study supports the General Managers recommendation to place the Budget & Finance Manager at range 51, which is consistent with the salary range for most District department managers.

HR Staff conducted an internal analysis of the proposed Finance Supervisor classification and recommends it be placed at range 43 based on other existing classifications with common characteristics, including, but not limited to: definition and scope of work; reporting structure and supervisory responsibilities; experience and education required to perform the tasks; and decision making/degree of independence.

FISCAL IMPACT

The changes in recommended salary ranges, shown in the table below, reflect an approximate \$6,712 *decrease* in combined annual salary.

Current Salary Range		
Classification	Range	Annual Salary Range
Budget & Analysis Manager	48	\$140,395 to \$175,334
Finance Manager	48	\$140,395 to \$175,334

Proposed Salary Range		
Classification	Range	Annual Salary Range
Budget & Finance Manager	51	\$151,087 to \$188,703
Finance Supervisor	43	\$124,307 to \$155,253

PRIOR 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

If approved, staff will finalize the new classification specifications for the reclassified positions and the Classification and Compensation Plan will be amended accordingly.

Attachment(s)

1. Resolution Approving Restructuring and Reclassifications
2. Classification and Compensation Plan Reflecting Restructuring and Reclassifications

Responsible Department Head:

Stefan Jaskulak, Chief Financial Officer/Director of Administrative Services

Prepared by:

Rebecca Wolfe, Human Resources Supervisor

Contact person:

Rebecca Wolfe, Human Resources Supervisor

RESOLUTION NO. 23-__

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT APPROVING THE CONSOLIDATION AND RESTRUCTURING OF THE BUDGET & ANALYSIS AND FINANCE DEPARTMENTS WITHIN THE FINANCE & ADMINISTRATIVE SERVICES BUSINESS LINE INTO ONE DEPARTMENT CALLED THE BUDGET & FINANCE DEPARTMENT AND AMENDING THE CLASSIFICATION AND COMPENSATION PLAN TO REFLECT THE RECLASSIFICATION OF THE BUDGET & ANALYSIS MANAGER TO BUDGET & FINANCE MANAGER AND RECLASSIFICATION OF THE FINANCE MANAGER TO FINANCE SUPERVISOR

WHEREAS, the Midpeninsula Regional Open Space District Classification and Compensation Plan shall be adopted and may be amended by the Board of Directors; and

WHEREAS, the Board of Directors has approved a consolidation and restructuring of the Budget & Analysis and Finance departments within Finance & Administrative Services business line into one department called the Budget & Finance Department; and

WHEREAS, the Board of Directors has approved a reclassification of the Budget & Analysis Manager at Range 48 to Budget & Finance Manager at Range 51, and reclassification of the Finance Manager at Range 48 to Finance Supervisor at Range 43.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves corresponding changes to the Classification and Compensation Plan of the Midpeninsula Regional Open Space District to amend classifications and salary ranges as set forth in the exhibit attached hereto and incorporated herein as Exhibit A. Except as herein modified, the Classification and Compensation Plan shall remain in full force and effect.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on _____, 2023, at a special 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 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, District Clerk

Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

Fiscal Year 2022/2023 - Effective May 1, 2023 (Pay Period 23-10)

Last revised: 04/26/2023, 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

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
Finance Supervisor	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
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
Budget & Finance Manager	51	72.6378	90.7225	12,591	15,725	151,087	188,703	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	