



Midpeninsula Regional
Open Space District

R-11-06
Meeting 11-02
January 12, 2011

AGENDA ITEM 11

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Presentation of District's Classification and Compensation Study Methodologies, Findings and Recommendations by Koff & Associates, Inc.

GENERAL MANAGER'S RECOMMENDATION

Receive report on the District's Classification and Compensation Study methodologies, findings and recommendations made by Koff & Associates.

SUMMARY

The current Memorandum of Agreement with the District Field Employees Association requires the District to complete a comprehensive classification and compensation survey to determine market placement of the bargaining unit classifications prior to March 31, 2011. At its meeting of June 9, 2010, the Board approved a professional services contract with Koff & Associates for a District-wide classification and compensation study. At its meeting of August 11, 2010, the Board approved an amendment to the professional services contract to include a benefits study for a comprehensive classification and compensation study (see Board Report 10-90). Then, at its meeting of October 27, 2010, the Board approved Koff & Associates' recommendation of thirteen (13) benchmark agencies, including cities, and special districts, both dependent and independent (see Board Report 10-113).

DISCUSSION

Koff & Associates held employee orientation meetings to explain the process for completion of the individual Position Description Questionnaires (PDQs), and Managers have reviewed the PDQ forms for accuracy. Individual employee and group interviews were held to further clarify job duties, knowledge, skills and abilities required to perform within their job classification. A position allocation list was created with recommended job classification title changes and re-classifications. Draft job classifications were completed October 1, 2010, and distributed to managers for review. After manager's review, each employee received a copy of their newly written job classification with a cover letter for employee signature. Katie Kaneko from Koff & Associates presented the recommended thirteen (13) comparator agencies to benchmark salary ranges and benefits. The Mountains Recreation and Conservation Authority comparator was

recommended by the District Field Employees Association and, after consultation with Koff & Associates, was found to be a close fit for the District and was therefore included. The salary and benefits benchmarking is now complete. Employees in benchmarked job classifications received the comparator agencies' salary and benefits information on January 7. This information is prepared in three spreadsheets: top monthly salary data, benefits detail, and total monthly compensation data. The comparison data includes the comparator agencies, classification titles, top monthly salaries, geographic differentiator percentage for non Bay Area agencies and the adjusted top monthly salaries, effective date of salaries, and employer paid benefits including PERS, health and life insurances, leave time, uniform allowance and other miscellaneous benefits as compared to the District. Katie Kaneko, President of Koff & Associates, is here to present the progress on the District's Classification and Compensation study including methodologies, findings, and recommendations.

FISCAL IMPACT

The results of the study have not yet been reviewed to determine overall fiscal impacts. After the study information is provided to staff, the information in the study will be evaluated to determine the fiscal impacts of implementation in view of District budget guidelines and forecasts.

PUBLIC NOTICE

Notice was provided pursuant to the Brown Act. No additional notice is necessary.

CEQA COMPLIANCE

No compliance is required as this action is not a project under the California Environmental Quality Act (CEQA).

NEXT STEP

Once staff comments have been received and evaluated, the General Manager will review the opportunities and constraints involved in implementing any recommended market adjustments identified in the study with the Administration and Budget Committee prior to bringing them to the full Board for approval.

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