



Midpeninsula Regional
Open Space District

R-26-159
Meeting 26-26
October 28, 2026

AGENDA ITEM 4

AGENDA ITEM

Amendments to the Classification and Compensation Plan pertaining specifically to the Classifications of the Information Systems & Technology Department

GENERAL MANAGER'S RECOMMENDATION

(5) *deur*

Adopt a resolution amending the Classification and Compensation Plan for changes pertaining specifically to the classifications of the Information Systems & Technology Department to reflect the results of a recent Classification and Compensation Study.

SUMMARY

The 2023 Financial and Operational Sustainability Model (FOSM) Refresh recommended an evaluation of the classifications (i.e., job descriptions) within the Information Systems & Technology Department (IST) to confirm alignment with current organizational needs and future success in recruiting and hiring people with the necessary skills sets. A comprehensive classification and compensation study of all IST classifications was subsequently conducted by the human resources firm, Gallagher Benefit Services, Inc., (Gallagher) in early 2026. This report presents the recommended changes to the Classification and Compensation Plan that reflect the results from the study. If approved, the changes would take effect on November 9, 2026.

DISCUSSION

Classification and Compensation Study Process

A comprehensive classification and compensation study has two components: it starts with a classification study, followed by a compensation study that uses the findings of the classification study.

A **classification study** examines the responsibilities, duties, and required knowledge and skills for a position—not the individual—to ensure accurate job descriptions, titles, and internal alignment that reflect the actual work performed and the operational needs. The process includes:

- Orientation meeting with employees.
- Distribution and review of the Position Description Questionnaires (PDQ) that are completed by employees and reviewed by the Manager.
- Interviews with employees, supervisors, and managers to clarify job duties.
- Development of draft findings and recommendations for management review.

A **compensation study** is conducted based on the revised classification job description and title to examine whether the salary range continues to reflect the labor market. A compensation study thoroughly reviews comparator agency compensation (salary and benefits) for the same or similar classifications (positions) and compares this information against the District's current salary ranges and compensation philosophy.

Throughout each phase, draft materials and preliminary findings are shared with the incumbents to ensure transparency and allow for employee review and feedback. Employees have an opportunity to confirm the accuracy of their documented duties, clarify any discrepancies, and provide additional context as needed. All feedback is evaluated and necessary adjustments are incorporated, with questions addressed before finalizing the recommendations.

Classification and Compensation Study Recommendations for IST

Since 2016, IST has evolved into three defined program areas: Applications, Geographic Information Systems (GIS), and IT Infrastructure. The body of work performed within each program area requires unique knowledge, skills, and responsibilities. Based on the results of the classification and compensation study, the current job descriptions and titles of the IST positions no longer match the actual work performed or the titles that are common in the job market. The recommendations call for changes to the classification titles to better reflect the specialized nature of the work performed (refer to Attachment 1). Additionally, three classifications are recommended for reclassifications to reflect the higher complexity of work performed. One current classification (defunct vacant position) is recommended for elimination as it is no longer necessary for the District.

Based on these recommended changes, there is an opportunity to develop career ladders within each program area. Career ladders provide structured paths of progression from entry-level to senior roles within a job family. Certain positions within a career ladder are flexibly staffed positions, namely the I/II levels, allowing for promotion into a higher-level position once the employee meets specific tenure, qualifications, and performance criteria. Other positions within the career ladder require employees to apply and compete for the position once there is a vacancy. In both cases, these types of opportunities support the District's retention goals, motivate employees to remain engaged and grow professionally, and assist with operational efficiencies in filling vacancies and reducing turnover. Included in Attachment 1 are new and existing classifications that will establish clear career ladders for each program area. Certain classifications are filled with one or more incumbents, and others would remain on the Classification and Compensation Plan with no incumbent, and available for use when the District is recruiting for a vacancy. The career ladders can also be viewed by comparing the current and proposed organizational charts for the department in Attachment 2.

With all the proposed changes, no new full-time equivalent positions are proposed, only changes to classification titles and the addition or retainment of classifications to establish career ladders for use when filling vacancies.

No classification changes were recommended for the IST Manager.

Compensation Study Recommendations

A comprehensive compensation study was conducted that incorporated the proposed classifications updates to determine whether any changes to the salary ranges are warranted based on the labor market of comparable agencies and in alignment with the District's compensation philosophy.

Attachment 1 includes the proposed compensation adjustments (where applicable) by position. The total increase in cost for the District is \$60,836 (when comparing step 10 from the current salary range to step 10 of the proposed new range), with slight increases expected in the future to reflect Board-approved base wage adjustments. With benefits, the total increase in cost is approximately \$85,170.

Pursuant to the Personnel Manual Section 2.2 Reclassification, subsection C – Applicable Pay Following Reclassification, employees would be placed in the new pay range that is closest to a 5.0% increase and be eligible for annual increases until they reach their new step 10 (top of the salary range).

After reviewing Gallagher's recommendations, the IST Manager, CFO/Director of Administrative Services, and HR staff reached consensus on both the classification and compensation findings, consistent with the General Manager's final recommendations.

FISCAL IMPACT

There is sufficient funding in the current budget to cover the cost of the recommendation, with any increase in IST personnel costs being covered with salary savings.

PRIOR BOARD AND COMMITTEE REVIEW

None

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 Classification and Compensation Plan will be amended accordingly, and compensation changes will be effective November 9, 2026.

Attachments

1. Classification and Compensation Changes for IST Department
2. Current and Recommended IST Organizational Charts
3. Resolution Amending Classification and Compensation Plan for Adjustments to the Classifications Pertaining to the Information Systems & Technology Department

Responsible Department Head:

Stefan Jaskulak, Chief Financial Officer/Director of Administrative Services

Candice Basnight, Human Resources Manager

Prepared by/Contact person:

Rebecca Wolfe Human Resources Supervisor

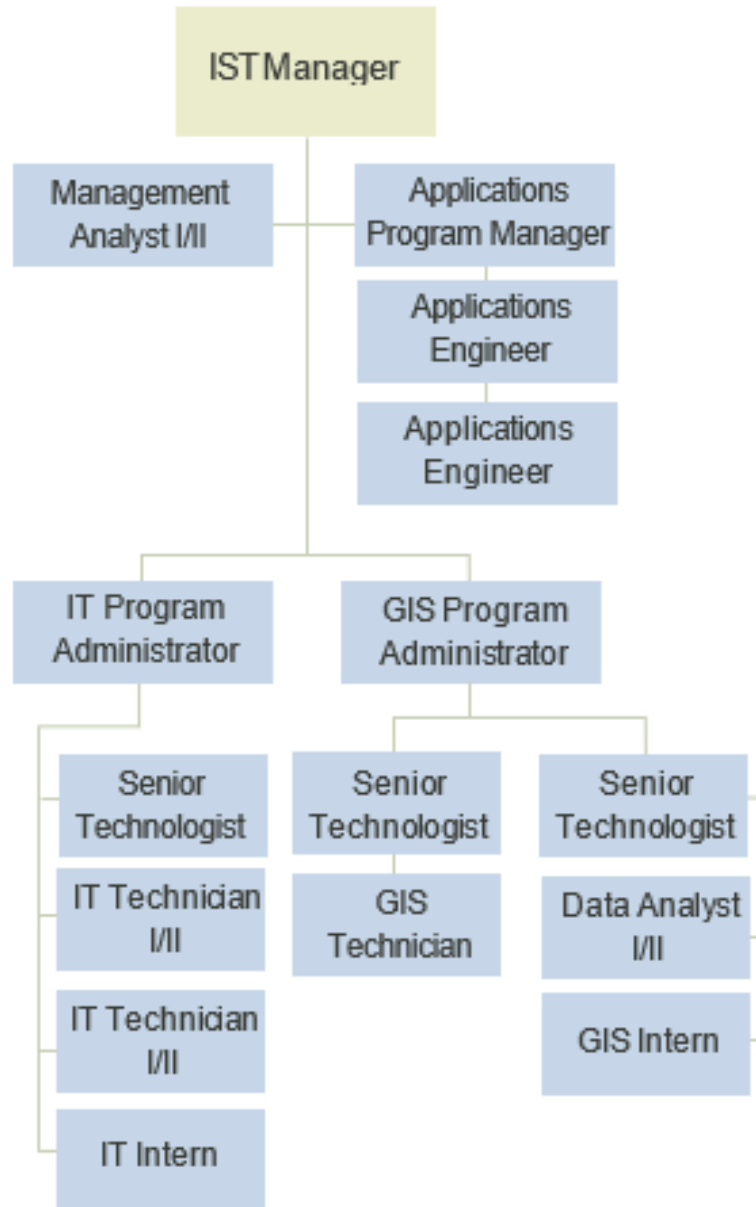
ATTACHMENT 1

Classification and Compensation Changes for IST Department

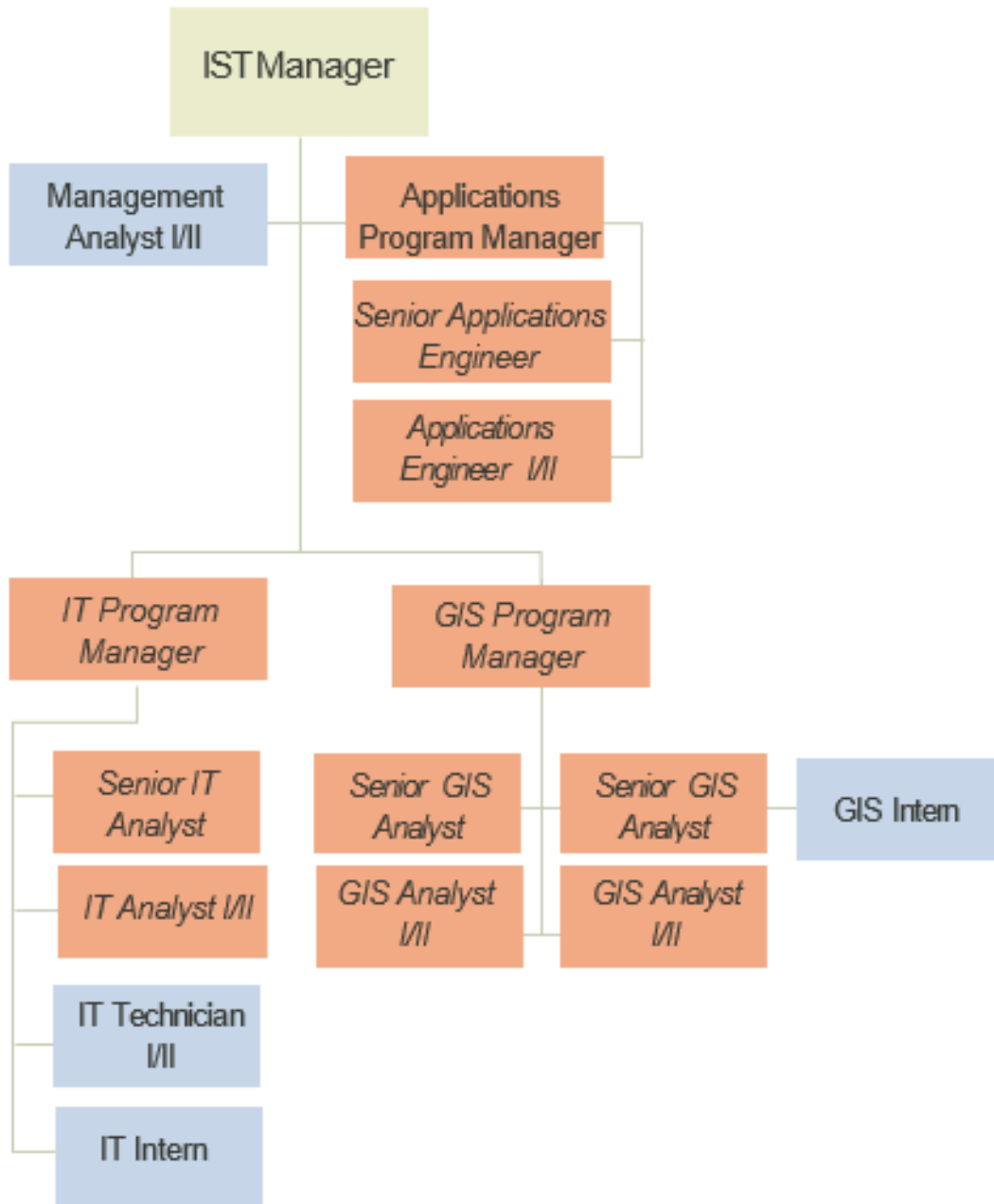
Current Classification	Recommended Classification	Action: Rationale / Comments	Current Range #	Proposed Range #	# of Range Increase	% Increase
IST Manager	IST Manager	No Title Change, Range Change: 1.0 FTE	56	58	2	5.00
IST Applications Program Manager	Applications Program Manager	Title Change & Range Change: 1.0 FTE for consistent organizational terminology	52	53	1	2.50
Applications Engineer	Senior Applications Engineer	Reclassify: 1.0 FTE to reflect complexity of work	44	48	4	10.30
Applications Engineer	Applications Engineer II	Title Change: 1.0 FTE to reflect body of work performed	44	44	0	0.00
-----	Applications Engineer I	New: 0.0 FTE to establish a career ladder and allow for future flexibility in hiring	--	40	--	---
Data Administrator	-----	Eliminate: No longer in use and vacant	38	--	--	---
GIS Program Administrator	GIS Program Manager	Title Change: 1.0 FTE for consistent organizational terminology	52	52	0	0.00
Senior Technologist	Senior GIS Analyst	Title Change: 2.0 FTEs to reflect body of work performed	46	46	0	0.00
-----	GIS Analyst II	New classification: 0.0 FTE to establish a career ladder and allow for future flexibility in hiring	--	42	--	---
Data Analyst II	GIS Analyst II	Title Change: 0.0 FTE to establish a career ladder and allow for future flexibility in hiring	42	42	0	0.00
Data Analyst I	GIS Analyst I	Title Change: 0.0 FTE to establish a career ladder and allow for future flexibility in hiring	38	38	0	0.00
GIS Technician	GIS Analyst I	Reclassify: 1.0 FTE to reflect complexity of work	34	38	4	10.30
GIS Technician	GIS Technician	No change: 0.0 FTE	34	34	0	0.00
IT Program Administrator	IT Program Manager	Title Change: 1.0 FTE for consistent organizational terminology	52	52	0	0.00
Senior Technologist	Senior IT Analyst	Title Change: 1.0 FTE to reflect body of work performed	46	46	0	0.00
----	IT Analyst II	New: 0.0 FTE to establish a career ladder and allow for future flexibility in hiring	--	41	--	---
IT Technician II	IT Analyst I	Reclassify: 1.0 FTE to reflect complexity of work	34	37	3	7.60
IT Technician II	IT Technician II	No Change: 0.0 FTE	34	34	0	0.00
IT Technician I	IT Technician I	No Change: 1.0 FTE	30	30	0	0.00

NOTE: The Management Analyst I/II classification assigned to the IST Department was not included in the scope of this study.

IST Current Organizational Chart



IST Proposed Organizational Chart



RESOLUTION NO. 26-XX

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT
APPROVING THE CLASSIFICATION AND COMPENSATION
PLAN PERTAINING SPECIFICALLY TO THE
CLASSIFICATIONS OF THE INFORMATION SYSTEMS &
TECHNOLOGY DEPARTMENT**

WHEREAS, the General Manager has proposed amendments to the Midpeninsula Regional Open Space District Classification and Compensation Plan pertaining specifically to the classifications of the Information Systems & Technology Department to reflect the results of a recent classification and compensation study; and

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 by the Board of Directors of the Midpeninsula Regional Open Space District as follows:

1. The Classification and Compensation Plan of the Midpeninsula Regional Open Space District shall be amended as follows and as set forth in Exhibit A, attached hereto and incorporated herein, effective November 9, 2026:
 - a. Establish Applications Engineer I/II at Ranges 40/44
 - b. Eliminate Applications Engineer
 - c. Eliminate Data Administrator
 - d. Eliminate Data Analyst I/II
 - e. Establish GIS Analyst I/II at Ranges 38/42
 - i. Reclassification of 1.0 FTE GIS Technician to GIS Analyst I
 - f. Title Change from GIS Program Administrator to GIS Program Manager
 - g. Title Change from IST Applications Program Manager to Applications Program Manager, and Range change from Range 52 to Range 53
 - h. Establish IT Analyst I/II at Ranges 37/41
 - i. Reclassification of 1.0 FTE IT Technician II to IT Analyst I
 - i. Title Change from IT Program Administrator to IT Program Manager
 - j. Range change for the Information Systems & Technology Manager from Range 56 to Range 58
 - k. Establish Senior Applications Engineer at Range 48
 - i. Reclassification of 1.0 FTE Applications Engineer to Senior Applications Engineer
 - l. Eliminate Senior Technologist
 - m. Establish Senior GIS Analyst at Range 46
 - n. Establish Senior IT Analyst at Range 46
2. Except as herein modified, the Classification and Compensation Plan, Resolution No. 26-28, as amended, shall remain in full force and effect.

* * * * *

Passed and adopted by the Board of Directors of the Midpeninsula Regional Open Space District on October 28, 2026, at a regular meeting thereof, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

APPROVED:

Margaret MacNiven, Secretary
Board of Directors

Zoe Kersteen-Tucker, 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 2026/2027 - Effective November 9, 2026 (Pay Period 26-24)

Last revised: 10/28/2026, 10/14/2026, 06/24/2026, 11/12/2025, 08/27/2025, 06/11/2025, 04/09/2025, 10/23/2024, 07/10/2024, 06/26/2024

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Intern	7	27.9481	34.9000	4,844	6,049	58,132	72,592	PT
Seasonal Ranger Aide	11	30.8135	38.4856	5,341	6,671	64,092	80,050	PT
Seasonal Open Space Technician	15	33.9763	42.4233	5,889	7,353	70,671	88,240	PT
Seasonal Ranger	17	35.6674	44.5529	6,182	7,723	74,188	92,670	PT
Administrative Assistant	22	40.2861	50.3068	6,983	8,720	83,795	104,638	FT
Accounting Technician	26	44.4120	55.4660	7,698	9,614	92,377	115,369	FT
Senior Administrative Assistant	26	44.4120	55.4660	7,698	9,614	92,377	115,369	FT
Farm Maintenance Worker	27	45.5235	56.8594	7,891	9,856	94,689	118,268	FT
Human Resources Technician	27	45.5235	56.8594	7,891	9,856	94,689	118,268	FT
Open Space Technician*	27	45.5235	56.8594	7,891	9,856	94,689	118,268	FT
Ranger Recruit	28	46.6431	58.2371	8,085	10,094	97,018	121,133	FT
Visitor Services Program Coordinator	28	46.6431	58.2371	8,085	10,094	97,018	121,133	FT
Ranger	29	47.8096	59.6933	8,287	10,347	99,444	124,162	FT
Executive Assistant	30	48.9760	61.1572	8,489	10,601	101,870	127,207	FT
Information Technology Technician I	30	48.9760	61.1572	8,489	10,601	101,870	127,207	FT
Senior Finance & Accounting Technician	30	48.9760	61.1572	8,489	10,601	101,870	127,207	FT
Volunteer Program Lead	30	48.9760	61.1572	8,489	10,601	101,870	127,207	FT
Environmental Education Specialist	31	50.1975	62.6759	8,701	10,864	104,411	130,366	FT
Interpretive Specialist	31	50.1975	62.6759	8,701	10,864	104,411	130,366	FT
Property Management Specialist I	31	50.1975	62.6759	8,701	10,864	104,411	130,366	FT
Lead Ranger	32	51.4185	64.2183	8,913	11,131	106,950	133,574	FT
Facilities Maintenance Specialist	33	52.6946	65.8233	9,134	11,409	109,605	136,912	FT
Lead Open Space Technician*	33	52.6946	65.8233	9,134	11,409	109,605	136,912	FT
Planner I	33	52.6946	65.8233	9,134	11,409	109,605	136,912	FT
Public Affairs Specialist I	33	52.6946	65.8233	9,134	11,409	109,605	136,912	FT
Resource Management Specialist I	33	52.6946	65.8233	9,134	11,409	109,605	136,912	FT
Accountant I	34	53.9862	67.4280	9,358	11,688	112,291	140,250	FT
Executive Assistant/Deputy District Clerk	34	53.9862	67.4280	9,358	11,688	112,291	140,250	FT
Executive Assistant/Legal Secretary	34	53.9862	67.4280	9,358	11,688	112,291	140,250	FT
GIS Technician	34	53.9862	67.4280	9,358	11,688	112,291	140,250	FT
Information Technology Technician II	34	53.9862	67.4280	9,358	11,688	112,291	140,250	FT
Real Property Specialist I	34	53.9862	67.4280	9,358	11,688	112,291	140,250	FT
Capital Project Manager I	35	55.3327	69.1034	9,591	11,978	115,092	143,735	FT
Equipment Mechanic/Operator*	35	55.3327	69.1034	9,591	11,978	115,092	143,735	FT
Fleet Services Specialist	35	55.3327	69.1034	9,591	11,978	115,092	143,735	FT
Property Management Specialist II	35	55.3327	69.1034	9,591	11,978	115,092	143,735	FT
Information Technology Analyst I	37	58.1121	72.5639	10,073	12,578	120,873	150,933	FT
Interpretation & Education Program Manager	37	58.1121	72.5639	10,073	12,578	120,873	150,933	FT
Management Analyst I	37	58.1121	72.5639	10,073	12,578	120,873	150,933	FT
Planner II	37	58.1121	72.5639	10,073	12,578	120,873	150,933	FT
Public Affairs Specialist II	37	58.1121	72.5639	10,073	12,578	120,873	150,933	FT
Resource Management Specialist II	37	58.1121	72.5639	10,073	12,578	120,873	150,933	FT
Volunteer Program Manager	37	58.1121	72.5639	10,073	12,578	120,873	150,933	FT
Accountant II	38	59.5211	74.3485	10,317	12,887	123,804	154,645	FT
Data Administrator	38	59.5211	74.3485	10,317	12,887	123,804	154,645	FT
Data Analyst I	38	59.5211	74.3485	10,317	12,887	123,804	154,645	FT
GIS Analyst I	38	59.5211	74.3485	10,317	12,887	123,804	154,645	FT
Real Property Specialist II	38	59.5211	74.3485	10,317	12,887	123,804	154,645	FT
Capital Project Manager II	39	61.0087	76.1806	10,575	13,205	126,898	158,456	FT
Supervising Ranger	39	61.0087	76.1806	10,575	13,205	126,898	158,456	FT
Applications Engineer I	40	62.5039	78.0514	10,834	13,529	130,008	162,347	FT
Information Technology Analyst II	41	64.0541	80.0089	11,103	13,868	133,233	166,419	FT
Management Analyst II	41	64.0541	80.0089	11,103	13,868	133,233	166,419	FT
Planner III	41	64.0541	80.0089	11,103	13,868	133,233	166,419	FT
Resource Management Specialist III	41	64.0541	80.0089	11,103	13,868	133,233	166,419	FT

EXHIBIT A

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
~~Data Analyst II~~	42	~~65.6198~~	~~81.9504~~	~~11,374~~	~~14,205~~	~~136,489~~	~~170,457~~	~~FT~~
Facilities Maintenance Supervisor	42	65.6198	81.9504	11,374	14,205	136,489	170,457	FT
Field Resource Supervisor	42	65.6198	81.9504	11,374	14,205	136,489	170,457	FT
GIS Analyst II	42	65.6198	81.9504	11,374	14,205	136,489	170,457	FT
Maintenance, Construction & Resource Supv.	42	65.6198	81.9504	11,374	14,205	136,489	170,457	FT
Senior Accountant	42	65.6198	81.9504	11,374	14,205	136,489	170,457	FT
Training & Safety Specialist	42	65.6198	81.9504	11,374	14,205	136,489	170,457	FT
Capital Project Manager III	43	67.2637	84.0091	11,659	14,562	139,908	174,739	FT
Governmental Affairs Specialist	43	67.2637	84.0091	11,659	14,562	139,908	174,739	FT
Procurement Specialist	43	67.2637	84.0091	11,659	14,562	139,908	174,739	FT
Public Affairs Specialist III	43	67.2637	84.0091	11,659	14,562	139,908	174,739	FT
Senior Property Management Specialist	43	67.2637	84.0091	11,659	14,562	139,908	174,739	FT
~~Applications Engineer~~	44	~~68.9077~~	~~86.0523~~	~~11,944~~	~~14,916~~	~~143,328~~	~~178,989~~	~~FT~~
Applications Engineer II	44	68.9077	86.0523	11,944	14,916	143,328	178,989	FT
Senior Real Property Specialist	44	68.9077	86.0523	11,944	14,916	143,328	178,989	FT
Senior GIS Analyst	46	72.3444	90.3582	12,540	15,662	150,476	187,945	FT
Senior IT Analyst	46	72.3444	90.3582	12,540	15,662	150,476	187,945	FT
~~Senior Technologist~~	46	~~72.3444~~	~~90.3582~~	~~12,540~~	~~15,662~~	~~150,476~~	~~187,945~~	~~FT~~
Area Superintendent	47	74.1528	92.6206	12,853	16,054	154,238	192,651	FT
Budget & Analysis Supervisor	47	74.1528	92.6206	12,853	16,054	154,238	192,651	FT
Finance Supervisor	47	74.1528	92.6206	12,853	16,054	154,238	192,651	FT
Grants Program Manager	47	74.1528	92.6206	12,853	16,054	154,238	192,651	FT
Human Resources Supervisor	47	74.1528	92.6206	12,853	16,054	154,238	192,651	FT
Senior Management Analyst	47	74.1528	92.6206	12,853	16,054	154,238	192,651	FT
Senior Planner	47	74.1528	92.6206	12,853	16,054	154,238	192,651	FT
Senior Resource Management Specialist	47	74.1528	92.6206	12,853	16,054	154,238	192,651	FT
Area Manager	48	75.9691	94.8753	13,168	16,445	158,016	197,341	FT
Capital Projects Field Manager	48	75.9691	94.8753	13,168	16,445	158,016	197,341	FT
District Clerk/Assistant to General Manager	48	75.9691	94.8753	13,168	16,445	158,016	197,341	FT
Senior Applications Engineer	48	75.9691	94.8753	13,168	16,445	158,016	197,341	FT
Senior Capital Project Manager	49	77.8637	97.2475	13,496	16,856	161,956	202,275	FT
GIS Program Administrator Manager	52	83.7588	104.5985	14,518	18,130	174,218	217,565	FT
Information Technology Program Administrator Manager	52	83.7588	104.5985	14,518	18,130	174,218	217,565	FT
~~IST Application Program Manager~~	53	~~85.8411~~	~~107.2133~~	~~14,879~~	~~18,584~~	~~178,549~~	~~223,004~~	~~FT~~
Budget & Finance Manager	55	90.1389	112.5758	15,624	19,513	187,489	234,158	FT
Facilities and Fleet Manager	55	90.1389	112.5758	15,624	19,513	187,489	234,158	FT
Human Resources Manager	55	90.1389	112.5758	15,624	19,513	187,489	234,158	FT
Natural Resources Manager	55	90.1389	112.5758	15,624	19,513	187,489	234,158	FT
Public Affairs Manager	55	90.1389	112.5758	15,624	19,513	187,489	234,158	FT
Real Property Manager	55	90.1389	112.5758	15,624	19,513	187,489	234,158	FT
Visitor Services Manager	55	90.1389	112.5758	15,624	19,513	187,489	234,158	FT
Assistant General Counsel I	56	92.3468	115.3236	16,007	19,989	192,081	239,873	FT
Engineering & Construction Manager	57	94.6482	118.2047	16,406	20,489	196,868	245,866	FT
Land Stewardship and Trails Manager	57	94.6482	118.2047	16,406	20,489	196,868	245,866	FT
Planning Manager	57	94.6482	118.2047	16,406	20,489	196,868	245,866	FT
Information Systems & Technology Manager	58	96.9578	121.0776	16,806	20,987	201,672	251,841	FT
Assistant General Counsel II	60	101.8115	127.1371	17,647	22,037	211,768	264,445	FT
Assistant General Manager	65	115.0497	143.6790	19,942	24,904	239,303	298,852	FT
Chief Financial Officer/Director Administrative Services	67	117.1097	145.7390	20,299	25,261	243,588	303,137	FT

* OST, LOST, EMO will receive an additional 2% stipend for Class A license

Midpeninsula Regional Open Space District Field Employees Association

Midpeninsula Rangers Peace Officers Association

EXHIBIT A

Board Appointee Group Compensation	Hourly	Monthly	Annual	Effective	Last Revised
General Manager	\$176.1490	\$30,533	\$366,390	7/1/2025	11/12/2025
Controller - <i>Part-time position</i>	\$116.1633	\$6,720	\$80,641	7/1/2025	11/12/2025
General Counsel	\$154.3639	\$26,756	\$321,077	7/1/2025	11/12/2025
Elected Officials Compensation	Per Meeting		Monthly Maximum	Effective Date	
Board Director	\$127.34		\$764.04	10/19/2025	