



Midpeninsula Regional
Open Space District

R-18-23
Meeting 18-10
March 14, 2018

AGENDA ITEM 4

AGENDA ITEM

Approval of the Updated Classification and Compensation Plan

ACTING GENERAL MANAGER'S RECOMMENDATION

Adopt a resolution amending the Classification and Compensation Plan, to set the compensation for out-of-classification appointments pursuant to AB 1487.

SUMMARY

The recommended update to the Midpeninsula Regional Open Space District's (District) Classification and Compensation Plan complies with a new state law, which requires compensation for out-of-classification appointments to be set forth in a collective bargaining agreement or publicly available pay schedule. It also limits "acting" pay to 960 hours per fiscal year. The California Public Employees Retirement System (CalPERS) requires agencies to keep the Classification and Compensation Plan current.

DISCUSSION

AB 1487, approved in September 2017 and effective January 1, 2018, enacts Government Code section 20480, which limits out-of-class or "acting" pay to 960 hours per fiscal year. This limitation applies to employees working out-of-class in a vacant position during recruitment for a permanent employee to fill the position, but not to employees working out-of-class to fill in for an employee who is on temporary leave. The new law requires employers to track hours worked in upgraded positions and report them to CalPERS 30 days after the end of the fiscal year.

Section 7.4 of the District's Memorandum of Understanding with the Field Employees Association, a collective bargaining agreement, states that an employee placed in an acting position shall be paid at least 5% more than her/his current salary.

With respect to the District's office, supervisory, and management employees, the District's Personnel Policies and Procedures provide that the compensation for an employee's temporary out-of-class/Acting Assignment shall be at least 5% and not more than 10% above her/his current salary.

The new law also requires the compensation for out-of-classification appointments to be set forth in a collective bargaining agreement (which it is, as noted above), or posted on a publicly available pay schedule.

Therefore, updating the District Classification and Compensation Plan to reflect out-of-class/Acting pay complies with the new law.

FISCAL IMPACT

There is no fiscal impact associated with the recommended action.

BOARD COMMITTEE REVIEW

This item was not previously 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 approval of the resolution, staff will send the revised resolution to CalPERS to comply with CalPERS and state law.

Attachments:

1. Resolution to Amend the Classification and Compensation Plan

Responsible Department Head:

Candice Basnight, Human Resources Manager

Prepared by:

Alicia Gonzales, Human Resources Supervisor

RESOLUTION NO. 18-__

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

WHEREAS, The state of California Code of Regulations 570.5(a)(1) requires that all pay schedules (compensation plans) be duly approved and adopted by and employer’s governing body in accordance with the requirements of applicable public meeting laws; and

WHEREAS, in order to comply with the California Code of Regulations 570.5 and as directed by CalPERS, all updated compensation plans are presented for Board approval; and

WHEREAS, in order to comply with Assembly Bill 1487 (codified as California Government Code section 20480), the compensation for out-of-classification appointments must be set in a publicly available pay schedule.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Midpeninsula Regional Open Space District as follows:

The Board hereby adopts the Compensation Plan updated on March 14, 2018, set forth in the exhibit attached hereto and incorporated herein as Exhibit “A”

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on March 14, 2018, at a regular meeting thereof, by the following vote:

* * * * *

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Secretary
Board of Directors

President
Board of Directors

APPROVED AS TO FORM:

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.

District Clerk

Exhibit A: Classification & Compensation Plan

Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

Fiscal Year 2017/2018 - Effective 3/14/2018 (Pay Period 18-4)

Last revised: 1/24/18, 12/13/2017, 7/1/17, 5/10/17, 4/12/2017, 2/22/2017, 10/26/16, 8/29/16, 7/01/16, 4/28/2016

| Classification Title | Step Range # | Hourly Range \$ | | Monthly Range \$ | | Annual Range \$ | | Full/PT Time |
|--|--------------|-----------------|---------|------------------|---------|-----------------|---------|--------------|
| | | Minimum | Maximum | Minimum | Maximum | Minimum | Maximum | |
| Seasonal Open Space Technician | 6 | 20.1000 | 25.0962 | 3,484 | 4,350 | 41,808 | 52,200 | PT |
| Seasonal Ranger Aide | 6 | 20.1000 | 25.0962 | 3,484 | 4,350 | 41,808 | 52,200 | PT |
| Seasonal Ranger | 16 | 25.6558 | 32.0308 | 4,447 | 5,552 | 53,364 | 66,624 | PT |
| Farm Maintenance Worker | 19 | 27.6000 | 34.4712 | 4,784 | 5,975 | 57,408 | 71,700 | FT |
| Open Space Technician* | 19 | 27.6000 | 34.4712 | 4,784 | 5,975 | 57,408 | 71,700 | FT |
| Administrative Assistant | 20 | 28.2865 | 35.3077 | 4,903 | 6,120 | 58,836 | 73,440 | FT |
| Accounting Technician | 22 | 29.6885 | 37.0731 | 5,146 | 6,426 | 61,752 | 77,112 | FT |
| Human Resources Technician | 22 | 29.6885 | 37.0731 | 5,146 | 6,426 | 61,752 | 77,112 | FT |
| Information Technology Technician I | 22 | 29.6885 | 37.0731 | 5,146 | 6,426 | 61,752 | 77,112 | FT |
| Facility Maintenance Specialist | 23 | 30.4385 | 38.0077 | 5,276 | 6,588 | 63,312 | 79,056 | FT |
| GIS Technician | 23 | 30.4385 | 38.0077 | 5,276 | 6,588 | 63,312 | 79,056 | FT |
| Lead Open Space Technician* | 23 | 30.4385 | 38.0077 | 5,276 | 6,588 | 63,312 | 79,056 | FT |
| Volunteer Program Lead | 23 | 30.4385 | 38.0077 | 5,276 | 6,588 | 63,312 | 79,056 | FT |
| Risk Management Coordinator | 24 | 31.1712 | 38.9365 | 5,403 | 6,749 | 64,836 | 80,988 | FT |
| Senior Administrative Assistant | 24 | 31.1712 | 38.9365 | 5,403 | 6,749 | 64,836 | 80,988 | FT |
| Public Affairs Program Coordinator | 25 | 31.9558 | 39.9058 | 5,539 | 6,917 | 66,468 | 83,004 | FT |
| Ranger | 25 | 31.9558 | 39.9058 | 5,539 | 6,917 | 66,468 | 83,004 | FT |
| Senior Finance & Accounting Technician | 26 | 32.7288 | 40.8750 | 5,673 | 7,085 | 68,076 | 85,020 | FT |
| Equipment Mechanic/Operator | 27 | 33.5481 | 41.9019 | 5,815 | 7,263 | 69,780 | 87,156 | FT |
| Executive Assistant | 27 | 33.5481 | 41.9019 | 5,815 | 7,263 | 69,780 | 87,156 | FT |
| Information Technology Technician II | 27 | 33.5481 | 41.9019 | 5,815 | 7,263 | 69,780 | 87,156 | FT |
| Lead Ranger | 27 | 33.5481 | 41.9019 | 5,815 | 7,263 | 69,780 | 87,156 | FT |
| Public Affairs Specialist I | 27 | 33.5481 | 41.9019 | 5,815 | 7,263 | 69,780 | 87,156 | FT |
| Property Management Specialist I | 28 | 34.3731 | 42.9173 | 5,958 | 7,439 | 71,496 | 89,268 | FT |
| Real Property Specialist I | 28 | 34.3731 | 42.9173 | 5,958 | 7,439 | 71,496 | 89,268 | FT |
| Executive Assistant/Deputy District Clerk | 29 | 35.2327 | 43.9904 | 6,107 | 7,625 | 73,284 | 91,500 | FT |
| Planner I | 29 | 35.2327 | 43.9904 | 6,107 | 7,625 | 73,284 | 91,500 | FT |
| Data Analyst I | 30 | 36.0923 | 45.0692 | 6,256 | 7,812 | 75,072 | 93,744 | FT |
| Docent Program Manager | 30 | 36.0923 | 45.0692 | 6,256 | 7,812 | 75,072 | 93,744 | FT |
| Resource Management Specialist I | 30 | 36.0923 | 45.0692 | 6,256 | 7,812 | 75,072 | 93,744 | FT |
| Volunteer Program Manager | 30 | 36.0923 | 45.0692 | 6,256 | 7,812 | 75,072 | 93,744 | FT |
| Accountant | 31 | 36.9923 | 46.1885 | 6,412 | 8,006 | 76,944 | 96,072 | FT |
| Capital Project Manager II | 31 | 36.9923 | 46.1885 | 6,412 | 8,006 | 76,944 | 96,072 | FT |
| Planner II | 31 | 36.9923 | 46.1885 | 6,412 | 8,006 | 76,944 | 96,072 | FT |
| Management Analyst I | 31 | 36.9923 | 46.1885 | 6,412 | 8,006 | 76,944 | 96,072 | FT |
| Data Analyst II | 34 | 39.7846 | 49.6904 | 6,896 | 8,613 | 82,752 | 103,356 | FT |
| Resource Management Specialist II | 34 | 39.7846 | 49.6904 | 6,896 | 8,613 | 82,752 | 103,356 | FT |
| Grants Specialist | 35 | 40.7769 | 50.9250 | 7,068 | 8,827 | 84,816 | 105,924 | FT |
| Maintenance, Construction & Resource Supv. | 35 | 40.7769 | 50.9250 | 7,068 | 8,827 | 84,816 | 105,924 | FT |
| Management Analyst II | 35 | 40.7769 | 50.9250 | 7,068 | 8,827 | 84,816 | 105,924 | FT |
| Procurement & Contracting Agent/Specialist | 35 | 40.7769 | 50.9250 | 7,068 | 8,827 | 84,816 | 105,924 | FT |
| Property Management Specialist II | 35 | 40.7769 | 50.9250 | 7,068 | 8,827 | 84,816 | 105,924 | FT |
| Real Property Specialist II | 35 | 40.7769 | 50.9250 | 7,068 | 8,827 | 84,816 | 105,924 | FT |
| Supervising Ranger | 35 | 40.7769 | 50.9250 | 7,068 | 8,827 | 84,816 | 105,924 | FT |
| Training & Safety Specialist | 35 | 40.7769 | 50.9250 | 7,068 | 8,827 | 84,816 | 105,924 | FT |
| Applications Engineer | 36 | 41.7808 | 52.1712 | 7,242 | 9,043 | 86,904 | 108,516 | FT |

| | | | | | | | | |
|--|----|---------|---------|--------|--------|---------|---------|----|
| Public Affairs Specialist II | 36 | 41.7808 | 52.1712 | 7,242 | 9,043 | 86,904 | 108,516 | FT |
| Data Administrator | 38 | 43.8635 | 54.7904 | 7,603 | 9,497 | 91,236 | 113,964 | FT |
| Governmental Affairs Specialist | 38 | 43.8635 | 54.7904 | 7,603 | 9,497 | 91,236 | 113,964 | FT |
| Senior Technologist | 38 | 43.8635 | 54.7904 | 7,603 | 9,497 | 91,236 | 113,964 | FT |
| Facilities Maintenance Supervisor | 39 | 44.9596 | 56.1404 | 7,793 | 9,731 | 93,516 | 116,772 | FT |
| Capital Projects Field Manager | 39 | 44.9596 | 56.1404 | 7,793 | 9,731 | 93,516 | 116,772 | FT |
| Capital Project Manager III | 39 | 44.9596 | 56.1404 | 7,793 | 9,731 | 93,516 | 116,772 | FT |
| Planner III | 39 | 44.9596 | 56.1404 | 7,793 | 9,731 | 93,516 | 116,772 | FT |
| Public Affairs Specialist III | 39 | 44.9596 | 56.1404 | 7,793 | 9,731 | 93,516 | 116,772 | FT |
| Resource Management Specialist III | 39 | 44.9596 | 56.1404 | 7,793 | 9,731 | 93,516 | 116,772 | FT |
| Senior Property Management Specialist | 40 | 46.0615 | 57.5192 | 7,984 | 9,970 | 95,808 | 119,640 | FT |
| Senior Real Property Specialist | 40 | 46.0615 | 57.5192 | 7,984 | 9,970 | 95,808 | 119,640 | FT |
| Special Projects Manager | 40 | 46.0615 | 57.5192 | 7,984 | 9,970 | 95,808 | 119,640 | FT |
| Senior Accountant | 41 | 47.2038 | 58.9615 | 8,182 | 10,220 | 98,184 | 122,640 | FT |
| Senior Management Analyst | 41 | 47.2038 | 58.9615 | 8,182 | 10,220 | 98,184 | 122,640 | FT |
| Area Manager | 43 | 49.5692 | 61.9096 | 8,592 | 10,731 | 103,104 | 128,772 | FT |
| Area Superintendent | 43 | 49.5692 | 61.9096 | 8,592 | 10,731 | 103,104 | 128,772 | FT |
| District Clerk/Assistant to General Manager | 43 | 49.5692 | 61.9096 | 8,592 | 10,731 | 103,104 | 128,772 | FT |
| GIS Program Administrator | 43 | 49.5692 | 61.9096 | 8,592 | 10,731 | 103,104 | 128,772 | FT |
| Information Technology Program Administrator | 43 | 49.5692 | 61.9096 | 8,592 | 10,731 | 103,104 | 128,772 | FT |
| Human Resources Supervisor | 43 | 49.5692 | 61.9096 | 8,592 | 10,731 | 103,104 | 128,772 | FT |
| Senior Capital Project Manager | 43 | 49.5692 | 61.9096 | 8,592 | 10,731 | 103,104 | 128,772 | FT |
| Senior Planner | 43 | 49.5692 | 61.9096 | 8,592 | 10,731 | 103,104 | 128,772 | FT |
| Senior Resource Management Specialist | 43 | 49.5692 | 61.9096 | 8,592 | 10,731 | 103,104 | 128,772 | FT |
| Budget & Analysis Manager | 48 | 55.9846 | 69.9173 | 9,704 | 12,119 | 116,448 | 145,428 | FT |
| Finance Manager | 48 | 55.9846 | 69.9173 | 9,704 | 12,119 | 116,448 | 145,428 | FT |
| Human Resources Manager | 48 | 55.9846 | 69.9173 | 9,704 | 12,119 | 116,448 | 145,428 | FT |
| Information Systems & Technology Manager | 48 | 55.9846 | 69.9173 | 9,704 | 12,119 | 116,448 | 145,428 | FT |
| Engineering & Construction Manager | 51 | 60.2481 | 75.2481 | 10,443 | 13,043 | 125,316 | 156,516 | FT |
| Land & Facilities Services Manager | 51 | 60.2481 | 75.2481 | 10,443 | 13,043 | 125,316 | 156,516 | FT |
| Natural Resources Manager | 51 | 60.2481 | 75.2481 | 10,443 | 13,043 | 125,316 | 156,516 | FT |
| Operations Manager | 51 | 60.2481 | 75.2481 | 10,443 | 13,043 | 125,316 | 156,516 | FT |
| Planning Manager | 51 | 60.2481 | 75.2481 | 10,443 | 13,043 | 125,316 | 156,516 | FT |
| Public Affairs Manager | 51 | 60.2481 | 75.2481 | 10,443 | 13,043 | 125,316 | 156,516 | FT |
| Real Property Manager | 51 | 60.2481 | 75.2481 | 10,443 | 13,043 | 125,316 | 156,516 | FT |
| Visitor Services Manager | 51 | 60.2481 | 75.2481 | 10,443 | 13,043 | 125,316 | 156,516 | FT |
| Assistant General Counsel I | 53 | 63.2596 | 79.0096 | 10,965 | 13,695 | 131,580 | 164,340 | FT |
| Assistant General Counsel II | 55 | 66.4269 | 82.9615 | 11,514 | 14,380 | 138,168 | 172,560 | FT |
| Assistant General Manager | 59 | 73.2404 | 91.4654 | 12,695 | 15,854 | 152,340 | 190,248 | FT |
| Chief Financial Officer/Director Administrative Services | 59 | 73.2404 | 91.4654 | 12,695 | 15,854 | 152,340 | 190,248 | FT |

* OST will receive an additional 1% stipend for Class A or B license; Lead OST 1% for Class A.

| Board Appointee Group Compensation | Hourly | Monthly | Annual | Effective | Last Revised |
|---|--------------------|----------------|------------------------|-----------------------|---------------------|
| General Manager | \$122.6077 | \$21,252 | \$255,024 | 12/13/2017 | 7/1/2016 |
| Controller - <i>Part-time position</i> | \$84.9750 | \$3,682 | \$44,187 | 12/13/2017 | 11/1/2016 |
| General Counsel | \$110.3072 | \$19,120 | \$229,439 | 12/13/2017 | 7/1/2016 |
| Elected Officials Compensation | Per Meeting | | Monthly Maximum | Effective Date | |
| Board Director | \$100.00 | | \$500.00 | 1/1/2006 | |

The District's Personnel Policies and Procedures provide that the compensation for an employee's temporary out-of-class / Acting Assignment shall be at least 5% and not more than 10% above her/his current salary. Pursuant to Government Code 20480, out of class appointments shall not exceed a total of 960 hours in each fiscal year.