



Midpeninsula Regional  
Open Space District

R-18-94  
Meeting 18-31  
August 8, 2018

### AGENDA ITEM 3

#### AGENDA ITEM

Approval of Salary and Benefits Adjustments for the Office, Supervisory, and Management Employees for Fiscal Year 2018-19

#### GENERAL MANAGER'S RECOMMENDATIONS *dem*

1. Adopt a resolution approving the salary and benefits adjustments for the Office, Supervisory, and Management employees as set out in this report.
2. Approve an update to the Classification and Compensation Plan reflecting the salary adjustments.

#### SUMMARY

The General Manager recommends approval of salary and benefits adjustments to the Office, Supervisory, and Management employees for Fiscal Year 2018-19. Salary adjustments would take effect in the pay period of Board approval, which is the pay period starting August 6, 2018. Changes to benefits would take effect in the pay period that includes the date of January 1, 2019, which is when annual rate adjustments go into effect.

#### DISCUSSION

The Midpeninsula Regional Open Space District (District) and the Field Employees Association (FEA) traditionally negotiate a Memorandum of Understanding (MOU) with the agreement commencing on a July 1, for a period of 3 years. The previous 3-year MOU expired on June 30, 2018. Negotiations between the District and the FEA on a new MOU began in April and continue to this date.

Past practice has been to grant the Office, Supervisory, and Management employees (OSM) similar salary and benefits adjustments as those negotiated with the FEA. The District has customarily implemented the adjustments for OSM employees after the FEA and District have reached an agreement on a new MOU. Board appointees do not receive the proposed salary adjustments as they have individual contracts.

The current labor market is highly competitive, with public sector employers competing for the same or limited pools of qualified candidates. Also affecting public sector recruitment efforts are the high cost of living and housing in the region, wave of retirements by the Baby Boomer Generation, all-time low levels of unemployment, and competing private sector wages. In light of the extended negotiations process with the FEA so as to remain competitive in the

employment market for OSM positions, the General Manager recommends approval of following salary and benefits adjustments for OSM employees for Fiscal Year 2018-19:

Salary Adjustment: A 3% salary increase for OSM employees to be in effect in the pay period of Board approval, which commences August 6, 2018.

Medical Benefits Adjustment: Effective the first pay period that includes the date of January 1, 2019, increase the District's (employer) contribution to the medical insurance Cafeteria Plan as follows:

	<b>Current Contribution</b>	<b>New Contribution</b>
<b>Employee Only</b>	<b>\$859.33</b>	<b>\$860.00</b>
<b>Employee + 1</b>	<b>\$1,458.74</b>	<b>\$1,560.00</b>
<b>Family</b>	<b>\$1,819.44</b>	<b>\$2,020.00</b>

The proposed increases to compensation are in alignment with Board Policy 2.03 *Employee Compensation Guiding Principles* to “maintain competitive compensation within the District’s labor market”. In the meantime, the District continues ongoing discussions with the FEA to reach agreement on a new MOU.

### **FISCAL IMPACT**

Approval and implementation of the compensation changes for the OSM employees is estimated at \$340,000 over the next year based on current data. The Fiscal Year 2018-19 budget has sufficient funding to cover these increases.

### **BOARD COMMITTEE REVIEW**

This item was not previously reviewed by a Board Committee.

### **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act. No additional notice is necessary.

### **CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act.

### **NEXT STEPS**

The General Manager would direct the implementation of the salary and benefit adjustments upon approval by the Board.

### **Attachment**

1. Resolution Approving Adjustments to the Salaries and Benefits for the Office, Supervisory, and Management Employees of the District

Responsible Department Head:  
Stefan Jaskulak, CFO/Administrative Services Director

Prepared by:  
Candice Basnight, Human Resources Manager

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT APPROVING SALARY AND BENEFITS INCREASE FOR THE OFFICE, SUPERVISORY, AND MANAGEMENT STAFF**

**WHEREAS**, the General Manager has proposed an amendment to the Midpeninsula Regional Open Space District Classification and Compensation Plan to increase salary and benefits for office, supervisory, and management staff; and

**WHEREAS**, the office, supervisory, and management employees are employed by the District and as such receive and are subject to certain salaries and benefits; and

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF MIDPENINSULA REGIONAL OPEN SPACE DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

- 1. The Classification and Compensation Plan of the Midpeninsula Regional Open Space District shall be amended to include the salary range set forth in the exhibit attached hereto and incorporated herein as Exhibit A.
- 2. Except as herein modified, the Classification and Compensation Plan, Resolution No. 18-22, as amended, shall remain in full force and effect.
- 3. The benefits as set out in the Board Report R-18-94 shall be implemented as of the first pay period that includes January 1, 2019.
- 4. This resolution shall be effective for the pay period including August 8, 2018.

\* \* \* \* \*

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on \_\_\_\_\_, 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:**

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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.

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District Clerk

Exhibit A: Amended Classification & Compensation Plan

## Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

**Fiscal Year 2018/2019 - Effective 8/8/2018 (Pay Period 18-17)**

Last revised: 8/8/18, 6/13/2018, 6/13/2018, 1/24/2018, 12/13/2017, 7/1/17, 5/10/17, 4/12/2017, 2/22/2017, 10/26/16

Classification Title	Updated 8/8/2018	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/PT Time
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Seasonal Open Space Technician	✓	6	20.7030	25.8490	3,589	4,481	43,062	53,766	PT
Seasonal Ranger Aide	✓	6	20.7030	25.8490	3,589	4,481	43,062	53,766	PT
Seasonal Ranger	✓	16	26.4254	32.9917	4,580	5,719	54,965	68,623	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	29.1351	36.3669	5,050	6,304	60,601	75,643	FT
Accounting Technician	✓	22	30.5791	38.1853	5,300	6,619	63,605	79,425	FT
Human Resources Technician	✓	22	30.5791	38.1853	5,300	6,619	63,605	79,425	FT
Information Technology Technician I	✓	22	30.5791	38.1853	5,300	6,619	63,605	79,425	FT
Facilities Maintenance Specialist		23	30.4385	38.0077	5,276	6,588	63,312	79,056	FT
GIS Technician	✓	23	31.3516	39.1479	5,434	6,786	65,211	81,428	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	32.1063	40.1046	5,565	6,951	66,781	83,418	FT
Senior Administrative Assistant	✓	24	32.1063	40.1046	5,565	6,951	66,781	83,418	FT
Public Affairs Program Coordinator	✓	25	32.9144	41.1029	5,705	7,125	68,462	85,494	FT
Ranger		25	31.9558	39.9058	5,539	6,917	66,468	83,004	FT
Senior Finance & Accounting Technician	✓	26	33.7107	42.1013	5,843	7,298	70,118	87,571	FT
Equipment Mechanic/Operator		27	33.5481	41.9019	5,815	7,263	69,780	87,156	FT
Executive Assistant	✓	27	34.5545	43.1590	5,989	7,481	71,873	89,771	FT
Information Technology Technician II	✓	27	34.5545	43.1590	5,989	7,481	71,873	89,771	FT
Lead Ranger		27	33.5481	41.9019	5,815	7,263	69,780	87,156	FT
Public Affairs Specialist I	✓	27	34.5545	43.1590	5,989	7,481	71,873	89,771	FT
Property Management Specialist I	✓	28	35.4043	44.2048	6,137	7,662	73,641	91,946	FT
Real Property Specialist I	✓	28	35.4043	44.2048	6,137	7,662	73,641	91,946	FT
Executive Assistant/Deputy District Clerk	✓	29	36.2897	45.3101	6,290	7,854	75,483	94,245	FT
Planner I	✓	29	36.2897	45.3101	6,290	7,854	75,483	94,245	FT
Data Analyst I	✓	30	37.1751	46.4213	6,444	8,046	77,324	96,556	FT
Docent Program Manager	✓	30	37.1751	46.4213	6,444	8,046	77,324	96,556	FT
Resource Management Specialist I	✓	30	37.1751	46.4213	6,444	8,046	77,324	96,556	FT
Volunteer Program Manager	✓	30	37.1751	46.4213	6,444	8,046	77,324	96,556	FT
Accountant	✓	31	38.1021	47.5741	6,604	8,246	79,252	98,954	FT
Capital Project Manager II	✓	31	38.1021	47.5741	6,604	8,246	79,252	98,954	FT
Planner II	✓	31	38.1021	47.5741	6,604	8,246	79,252	98,954	FT
Management Analyst I	✓	31	38.1021	47.5741	6,604	8,246	79,252	98,954	FT
Data Analyst II	✓	34	40.9782	51.1811	7,103	8,871	85,235	106,457	FT
Resource Management Specialist II	✓	34	40.9782	51.1811	7,103	8,871	85,235	106,457	FT
Grants Specialist	✓	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Maintenance, Construction & Resource Supv.	✓	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Management Analyst II	✓	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Procurement & Contracting Agent/Specialist	✓	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Property Management Specialist II	✓	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Real Property Specialist II	✓	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Supervising Ranger	✓	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Training & Safety Specialist	✓	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Applications Engineer	✓	36	43.0342	53.7363	7,459	9,314	89,511	111,771	FT
Public Affairs Specialist II	✓	36	43.0342	53.7363	7,459	9,314	89,511	111,771	FT
Data Administrator	✓	38	45.1794	56.4341	7,831	9,782	93,973	117,383	FT
Governmental Affairs Specialist	✓	38	45.1794	56.4341	7,831	9,782	93,973	117,383	FT

Senior Technologist	✓	38	45.1794	56.4341	7,831	9,782	93,973	117,383	FT
Facilities Maintenance Supervisor	✓	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Capital Projects Field Manager	✓	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Capital Project Manager III	✓	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Planner III	✓	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Public Affairs Specialist III	✓	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Resource Management Specialist III	✓	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Senior Property Management Specialist	✓	40	47.4434	59.2448	8,224	10,269	98,682	123,229	FT
Senior Real Property Specialist	✓	40	47.4434	59.2448	8,224	10,269	98,682	123,229	FT
Special Projects Manager	✓	40	47.4434	59.2448	8,224	10,269	98,682	123,229	FT
Senior Accountant	✓	41	48.6200	60.7304	8,427	10,527	101,130	126,319	FT
Senior Management Analyst	✓	41	48.6200	60.7304	8,427	10,527	101,130	126,319	FT
Area Manager	✓	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Area Superintendent	✓	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
District Clerk/Assistant to General Manager	✓	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
GIS Program Administrator	✓	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Information Technology Program Administrator	✓	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Human Resources Supervisor	✓	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Senior Capital Project Manager	✓	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Senior Planner	✓	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Senior Resource Management Specialist	✓	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Budget & Analysis Manager	✓	48	57.6642	72.0148	9,995	12,483	119,941	149,791	FT
Finance Manager	✓	48	57.6642	72.0148	9,995	12,483	119,941	149,791	FT
Human Resources Manager	✓	48	57.6642	72.0148	9,995	12,483	119,941	149,791	FT
Information Systems & Technology Manager	✓	48	57.6642	72.0148	9,995	12,483	119,941	149,791	FT
Engineering & Construction Manager	✓	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Land & Facilities Services Manager	✓	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Natural Resources Manager	✓	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Operations Manager	✓	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Planning Manager	✓	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Public Affairs Manager	✓	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Real Property Manager	✓	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Visitor Services Manager	✓	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Assistant General Counsel I	✓	53	65.1574	81.3799	11,294	14,106	135,527	169,270	FT
Assistant General Counsel II	✓	55	68.4197	85.4504	11,859	14,811	142,313	177,737	FT
Assistant General Manager	✓	59	75.4376	94.2093	13,076	16,330	156,910	195,955	FT
Chief Financial Officer/Director Administrative Services	✓	59	75.4376	94.2093	13,076	16,330	156,910	195,955	FT

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

<b>Board Appointee Group Compensation</b>	<b>Hourly</b>	<b>Monthly</b>	<b>Annual</b>	<b>Effective</b>	<b>Last Revised</b>
General Manager	\$108.1731	\$18,750	\$225,000	6/13/2018	12/13/2017
Controller - <i>Part-time position</i>	\$84.9750	\$3,682	\$44,187	12/13/2017	11/1/2016
General Counsel	\$98.5577	\$17,083	\$205,000	7/11/2018	12/13/2017
<b>Elected Officials Compensation</b>	<b>Per Meeting</b>		<b>Monthly Maximum</b>	<b>Effective Date</b>	
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% but not more than 10% more than 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.

✓ Indicates positions receiving a salary adjustment on July 30, 2018.