



Midpeninsula Regional  
Open Space District

R-18-134  
Meeting 18-37  
November 14, 2018

## AGENDA ITEM 5

### AGENDA ITEM

Amendment to the Classification and Compensation Plan

### GENERAL MANAGER'S RECOMMENDATION

Adopt a resolution amending the Classification and Compensation Plan to reflect current market levels for the following four positions: Volunteer Program Manager, Docent Program Manager, Senior Real Property Specialist, and Senior Property Management Specialist.

### SUMMARY

The Board of Directors (Board) of the Midpeninsula Regional Open Space District (District) approved the Employee Compensation Guiding Principles in 2015, which presents competitive compensation guidelines for attracting and retaining high-quality employees. The philosophy of the Guiding Principles provides flexibility in considering “a competitive salary as median to 55<sup>th</sup> percentile of the comparable agencies, plus or minus five percent” among other relevant factors when determining District compensation levels. Furthermore, the Board states that the General Manager may periodically direct that a compensation study be performed organization-wide or for specific departments, work groups, or classifications.

In accordance with the Compensation Guiding Principles, the General Manager directed Human Resources to review current market data for specific positions for which the scope and span of responsibilities has changed over time to respond to District business needs. Based on this research, the General Manager recommends salary adjustments to four classifications: Volunteer Program Manager, Docent Program Manager, Senior Real Property Specialist, and Senior Property Management Specialist.

### DISCUSSION

#### *Volunteer Program Manager and Docent Program Manager*

The outward facing volunteer and docent programs overseen by both the Volunteer Program Manager and Docent Program Manager are vital to fulfilling the District's public outreach and education goals, and engaging the community in stewardship activities. Over time, the responsibilities and span of these two classifications have grown to allow the District to expand the range of activities and total number of active docents and volunteers in each program. Since 2015, the District has added two Volunteer Program Leads who report directly to the Volunteer Program Manager, greatly increasing the geographic capacity and number of volunteer projects completed for the program. Close to 1,000 volunteers and docents serve annually and volunteers log over 17,000 hours of work to support District stewardship efforts. The docent program is

also robust and thriving. Docents provide more than 4,500 hours of interpretation and education on behalf of the District. As the District continues to open new areas to the public, such as Bear Creek Redwoods in 2019, docent and volunteer support will continue to play an important role in expanding the District’s capacity to provide enriching nature experiences for the public.

In light of the growth in scope and responsibilities of the Volunteer Program Manager and Docent Program Manager, staff reviewed the compensation of the positions within the District’s comparable agencies and the local labor market. Currently, the top-step salary of the two positions is comparable to entry-level departmental positions. Based on market data and for internal alignment, the General Manager recommends bringing the compensation for these two classifications in line with other positions of greater responsibility and specialized skills such as the Supervising Ranger and Maintenance, Construction & Resource Supervisor classifications in the District’s Classification and Compensation Plan.

***Senior Property Management Specialist and Senior Real Property Specialist***

In January 2015, the District reclassified two Real Property Specialist positions to Senior Real Property Specialists after a job and market analysis by and upon recommendation of the consultant, Koff and Associates. One year later, per the recommendations from the Financial and Operational Sustainability Model, one of the positions moved to the newly created Land and Facilities Department to manage the Property Management Program and was retitled as Senior *Property Management* Specialist. Presently one Senior Property Management Specialist is in the Land and Facilities Department and one Senior Real Property Specialist at the same salary range in the Real Property Department.

These two classifications continue to take on complex projects and oversee staff at a level comparable to senior level classifications in other District departments. However, the compensation for these positions is lower than similar internal District classifications and lower than the external local labor market. Staff recently reviewed the compensation of similar positions in District comparable agencies. In light of the highly competitive labor market coupled with the supervisory duties, high level of independent judgement, impact of decision-making, and scope of responsibilities for these two classifications, it is timely to bring the compensation for these positions on par with similar senior positions such as the Senior Planner and Senior Capital Project Manager at the District.

The recommended range and compensation changes are provided in the chart below.

Current			Recommended		
Classification	Range	Salary	Range	Salary	% of Range Change
Volunteer Program Manager	30	\$77,324-\$96,556	35	\$87,360-\$109,102	+12.99%
Docent Program Manager	30	\$77,324-\$96,556	35	\$87,360-\$109,102	+12.99%
Senior Property Management Specialist	40	\$98,682-\$123,229	43	\$106,197-\$132,635	+7.63%
Senior Real Property Specialist	40	\$98,682-\$123,229	43	\$106,197-\$132,635	+7.63%

**FISCAL IMPACT**

If approved, the changes to compensation would take effect November 19, 2018, the beginning of the pay period after Board Approval. The total cost of the proposed increase for the remainder of FY2018-19 based on the top of the ranges is as follows:

	<b><u>FY 2018-19 Increase</u></b>
Volunteer Program Manager	7,569.90
Docent Program Manager	7,569.90
Senior Propert Management Specialist	5,675.51
Senior Real Property Specialist	5,675.51
<b>Total</b>	<b>26,490.82</b>

The Fiscal Year 2018-19 budget has sufficient resources to absorb the proposed increase.

**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**

If approved by the Board, staff will implement compensation changes with an effective date of November 19, 2018, which is the beginning of the pay period after Board approval.

## Attachments

1. Resolution Approving Changes to the District Classification and Compensation Plan to reflect changes to four classifications.

Responsible Department Head:

Stefan Jaskulak, Chief Financial Officer/Administrative Services Director

Prepared by:

Candice Basnight, Human Resources Manager

**RESOLUTION NO. 18-\_\_**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AMENDING THE CLASSIFICATION & COMPENSATION PLAN BY CHANGING COMPENSATION FOR FOUR CLASSIFICATION SPECIFICATIONS**

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WHEREAS, the General Manager has proposed an amendment to the Midpeninsula Regional Open Space District Classification and Compensation Plan to change the compensation for the classifications of Volunteer Program Manager, Docent Program Manager, Senior Real Property Specialist and Senior Property Management Specialist; and

WHEREAS, the Board of Directors having considered such proposals and recommendations;

The Board of Directors of Midpeninsula Regional Open Space District does hereby resolve as follows:

1. The Board of Directors hereby amends the Classification and Compensation Plan of the Midpeninsula Regional Open Space District changing the compensation for the titles of Volunteer Program Manager, Docent Program Manager, Senior Real Property Specialist and Senior Property Management Specialist to the compensation as set forth in the attached exhibit hereto.
2. Except as herein modified, the Classification and Compensation Plan, Resolution No. 18-22 as amended, shall remain in full force and effect.
3. This resolution shall be effective November 19, 2018, the first day of the pay period following Board approval.

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:**

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Secretary  
Board of Directors

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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

# Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

**Fiscal Year 2018/2019 - Effective 11/19/2018 (Pay Period 18-25)**

Last revised: 11/19/2018, 10/10/2018, 9/26/18, 8/8/18, 6/13/2018, 1/24/2018, 12/13/2017, 7/1/17, 5/10/17, 4/12/2017

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/PT Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Seasonal Open Space Technician	6	20.7030	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
Administrative Assistant	20	29.1351	36.3669	5,050	6,304	60,601	75,643	FT
Farm Maintenance Worker	20	29.1351	36.3669	5,050	6,304	60,601	75,643	FT
Open Space Technician*	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
GIS Technician	23	31.3516	39.1479	5,434	6,786	65,211	81,428	FT
Facilities Maintenance Specialist	24	32.1063	40.1046	5,565	6,951	66,781	83,418	FT
Lead Open Space Technician*	24	32.1063	40.1046	5,565	6,951	66,781	83,418	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
Volunteer Program Lead	25	32.9144	41.1029	5,705	7,125	68,462	85,494	FT
Ranger	26	33.7107	42.1013	5,843	7,298	70,118	87,571	FT
Senior Finance & Accounting Technician	26	33.7107	42.1013	5,843	7,298	70,118	87,571	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
Public Affairs Specialist I	27	34.5545	43.1590	5,989	7,481	71,873	89,771	FT
Equipment Mechanic/Operator	28	35.4043	44.2048	6,137	7,662	73,641	91,946	FT
Lead Ranger	28	35.4043	44.2048	6,137	7,662	73,641	91,946	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
Resource Management Specialist I	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
<b>Docent Program Manager</b>	<b>35</b>	<b>42.0002</b>	<b>52.4528</b>	<b>7,280</b>	<b>9,092</b>	<b>87,360</b>	<b>109,102</b>	<b>FT</b>
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
<b>Volunteer Program Manager</b>	<b>35</b>	<b>42.0002</b>	<b>52.4528</b>	<b>7,280</b>	<b>9,092</b>	<b>87,360</b>	<b>109,102</b>	<b>FT</b>
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
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 Property Management Specialist	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Senior Real Property Specialist	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.