



Midpeninsula Regional
Open Space District

R-19-23
Meeting 19-04
February 27, 2019

AGENDA ITEM 3

AGENDA ITEM

Approval of Changes to the Classification and Compensation Plan

GENERAL MANAGER'S RECOMMENDATION(S)

Adopt a resolution to amend the Classification and Compensation Plan to include one new classification and title changes for three existing classifications.

SUMMARY

The General Manager recommends adding a new Environmental Education Specialist position in the Classification and Compensation Plan ("Plan"), which the Board of Directors (Board) previously approved as a part of the Fiscal Year 2018-19 Budget. In addition, the General Manager recommends changing titles for three other positions as follows:

- Change Docent Program Manager to Interpretation & Education Program Manager;
- Change Public Affairs Program Coordinator to Visitor Services Program Coordinator and;
- Change Grants Specialist to Grants Program Manager.

There is no cost associated with the proposed three title changes.

DISCUSSION

New Classification - Environmental Education Specialist in Visitor Services

In May 2018, the Board accepted the final report for the Docent and Volunteer Programs Structure Study conducted by the consultant Conservation by Design. The study recommended that the Midpeninsula Regional Open Space District (District) "staff the outdoor environmental education program with one or more professionally trained Environmental Education Specialist(s)." The recommendation was included to enhance the environmental education capabilities and capacity of the District's formal school-focused educational programming (grades elementary through high school; junior college).

The new Environmental Education Specialist position will focus on school programming and support the development of youth outreach programs. Primary responsibilities of the Environmental Education Specialist include coordination and scheduling of school field trips, and enhancing docent coaching and training. The new position will expand the capacity of the Interpretation & Education Program Manager (formerly known as the Docent Program Manager) to enhance environmental youth programs in response to high public interest (2018 Preserve Use Survey results) through new partnerships, enhanced program delivery, improved messaging, and program tracking. This position will also further the Board's Diversity, Inclusion, and Equity

goals by increasing outreach efforts and engagement amongst local children and teenagers. The Board approved this new position in the Fiscal Year 2018-19 Budget (R-18-63). Human Resources staff researched the level of compensation based on the job specifications for the classification for inclusion in the classification and compensation plan.

Classification Name Changes

Interpretation & Education Program Manager

The Docent and Volunteer Programs Structure Study included a recommendation for renaming the “*Docent Program*” to the “*Interpretation and Education Program*” to “clarify the nature and focus of the program using more common language for the public’s benefit.” The recommended title change from Docent Program Manager to Interpretation & Education Program Manager reflects this change in terminology. There is no cost associated with this title change.

Visitor Services Program Coordinator

The Financial and Operational Sustainability Model (FOSM) recommended organization-wide restructuring. As part of the implementation, the Docent Program moved from the Public Affairs Department to the Visitor Services Department in April 2016. The Public Affairs Program Coordinator classification name remained unchanged. The General Manager recommends changing the title of Public Affairs Program Coordinator to Visitor Services Program Coordinator to reflect the current organizational reporting structure. There is no cost associated with this title change.

Grants Program Manager

A portion of the Grants Specialist’s duties includes working with external entities to build the case for funding, developing funding partnerships, and executing projects in tandem with other organizations and agencies. In doing so, the incumbent has found that non-governmental organizations are unfamiliar with the term “Specialist,” and are unable to interpret the role correctly. External organizations often interpret this title as a “coordinator” or “assistant”, which leads them to assume that they should be communicating with a manager supervising the Grants Specialist position in order to make decisions. A title change from Grants Specialist to Grants Program Manager will assist external entities to identify the main point of contact for grants-related items and more accurately reflect the role of this position in the District. Furthermore, the proposed title change enables the incumbent to have more effective and productive interactions with external colleagues. There is no cost associated with this title change.

FISCAL IMPACT

There is no fiscal impact associated with the recommended title changes. Budget for the new Environmental Education Specialist position was approved as a part of the adoption of the Fiscal Year 2018-19 Budget & Action Plan (R-18-63) on June 13, 2018. There remains sufficient budget to cover the cost of this new classification.

BOARD COMMITTEE REVIEW

The Board discussed changes to the Docent and Volunteer Program Structure at the May 9, 2018 Board meeting. An informational memorandum from the General Manager to the Board of Directors regarding the implementation of changes to these two programs was included in the January 9, 2019 regular meeting agenda. No additional committee review is necessary.

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

If the Board approves the General Manager's recommendations, staff will implement the changes to the Classification and Compensation Plan with an effective date of February 27, 2019.

Attachment(s)

1. Resolution Approving Changes to the District Classification and Compensation Plan
2. Revised Classification and Compensation Plan

Responsible Department Head:

Stefan Jaskulak, Chief Financial Officer/Administrative Services Director

Prepared by:

Candice Basnight, Human Resources Manager

RESOLUTION NO. 19-__

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AMENDING THE CLASSIFICATION & COMPENSATION PLAN BY ADDING ONE NEW CLASSIFICATION SPECIFICATION AND AMENDING THREE EXISTING CLASSIFICATION SPECIFICATIONS

WHEREAS, the General Manager has proposed an amendment to the Midpeninsula Regional Open Space District Classification and Compensation Plan (“Plan”) to add the new job classification of Environmental Education Specialist and associated salary range; and

WHEREAS, the General Manager proposes amending the Plan to rename three existing job classifications to accurately reflect their respective roles in the organization.

NOW, THEREFORE, the Board of Directors of Midpeninsula Regional Open Space District does hereby resolve as follows:

1. The Plan shall be amended by adding the new job classification title of Environmental Education Specialist, with the classification specifications and salary range as set forth in the attached exhibits.
2. The Plan shall be amended to replace the following job classification titles: Docent Program Manager, Public Affairs Program Coordinator and Grants Specialist respectively with the following new job classification titles: Interpretation & Education Program Manager, Visitor Services Program Coordinator and Grants Program Manager. Classification specifications and salary ranges for these respective classifications remain unchanged and are set forth in the attached exhibits.
3. Except as herein modified, the Classification and Compensation Plan, Resolution No. 18-22 as amended, shall remain in full force and effect.
4. This resolution shall be effective February 27, 2019.

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on _____, 2019, 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

Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

Fiscal Year 2018/2019 - Effective 2/27/2019 (Pay Period 19-06)

Last revised: 2/27/2019, 12/12/2018, 11/19/2018, 10/10/2018, 9/26/18, 8/8/18, 6/13/2018, 1/24/2018, 12/13/2017, 7/1/17

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
Visitor Services 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
Environmental Education Specialist	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
Interpretation & Education Program Manager	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Grants Program Manager	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
Volunteer Program Manager	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
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.

Board Appointee Group Compensation	Hourly	Monthly	Annual	Effective	Last Revised
General Manager	\$108.1731	\$18,750	\$225,000	6/13/2018	12/13/2017
Controller - <i>Part-time position</i>	\$87.5243	\$3,792	\$45,512	12/12/2018	12/13/2017
General Counsel	\$98.5577	\$17,083	\$205,000	7/11/2018	12/13/2017
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% 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.