



Midpeninsula Regional
Open Space District

R-24-83
Meeting 24-18
June 26, 2024

AGENDA ITEM 7

AGENDA ITEM

Amend the Midpeninsula Regional Open Space District's Classification and Compensation Plan for Compensation Study Adjustments for Unrepresented Office, Supervisor, and Management Employees

GENERAL MANAGER'S RECOMMENDATIONS

(5)

Adopt a resolution amending the Classification and Compensation Plan based on the findings of a recent Compensation Study and recommendations from the Financial and Operations Sustainability Model (FOSM) Refresh, to:

Engineering and Construction:

1. Reassign the Capital Project Manager II from a current salary range of 31 to a new salary range of 36.
2. Reassign the Capital Project Manager III from a current salary range of 39 to a new salary range of 40.
3. Reassign the Senior Capital Project Manager from a current salary range of 43 to a new salary range of 44.

Information Systems and Technology:

4. Reassign the Data Analyst I from a current salary range of 30 to a new salary range of 32.
5. Reassign the Data Analyst II from a current salary range of 34 to a new salary range of 36.
6. Reassign the Senior Technologist from a current salary range of 38 to a new salary range of 40.
7. Reassign the Applications Engineer from a current salary range of 36 to a new salary range of 38.
8. Reassign the GIS Program Administrator from a current salary range of 43 to a new salary range of 45.
9. Reassign the Information Technology Program Administrator from a current salary range of 43 to a new salary range of 45.

Field Supervisors:

10. Reassign the Maintenance Construction & Resource Supervisor from a current salary range of 35 to a new salary range of 36.
11. Reassign the Capital Projects Field Manager from a current salary range 42 to a new salary range of 44.

New FOSM Classifications:

12. Establish new classification of Budget & Analysis Supervisor and assign to salary range 43.
13. Establish new classification of Capital Project Manager I and assign to salary range of 32.
14. Establish new classification of Information Systems Technology (IST) Applications Program Manager and assign to salary range 45.

SUMMARY

As provided for in *Board Policy 2.03 Employee Compensation Guiding Principles*, *Administrative Policy 3.10 Classification and Compensation*, and *Personnel Policies and Procedures Manual, Policy 2, Section 2.1*, the General Manager (GM) may periodically direct that a compensation and/or classification study be performed, organization-wide or for specific departments, work groups or classifications, in order to keep the District's Classification and Compensation (Class & Comp) Plan current and competitive. Such studies may result in recommended amendments to the Class & Comp Plan, including, but not limited to, new classifications, reclassifications, or abolishing existing classes, and/or may reassign a class from one salary range to another.

The GM recommends the following amendments to the Class & Comp Plan based on:

1. A thorough review and evaluation conducted by Gallagher, formerly known as Koff & Associates, ("Gallagher/K&A"):
 - a. Engineering and Construction (3 positions)
 - b. Information Systems and Technology (6 positions)
 - c. Field Supervisors (2 positions)
2. The recommendations from the FOSM refresh which concluded earlier this year. (3 positions)

DISCUSSION

At the direction of the GM, Human Resources (HR) staff recently commissioned a phased, comprehensive compensation study for unrepresented Office, Supervisory, and Management (OSM) classifications that was conducted by an outside human resources firm, Gallagher/K&A, who was selected through a competitive Request for Proposal (RFP) process. A compensation study is the process of thoroughly reviewing comparator agencies' compensation for the same or similar classifications (positions) to ensure that District's compensation is updated consistent with best practices, and more specifically determine if District compensation is externally competitive and internally equitable. Pursuant to *Board Policy 2.03 Employee Compensation Guiding Principles*, a competitive salary is defined as median to the 55th percentile of the comparator agencies, plus or minus five percent (when comparing to benchmark agencies using 'top-range salary'). The comparator agencies were approved by the Board in 2013 based on recommendations by Gallagher/K&A. In evaluating potential comparator agencies, Gallagher/K&A thoroughly analyzed a number of factors as discussed below.

1. Scope of Services Provided and Geographic Location– Organizations providing the same or similar services as the District ideally within the Bay Area. A sufficient number of

comparator agencies that provide similar open space services were not identified in the Bay Area. Thus, other agencies within the state of California were included due to the similarities in program areas to agencies in those areas.

2. Organization Type and Structure – Agencies of similar size providing similar services are generally recommended as comparators. However, due to the limited number of agencies meeting those criteria in the Bay Area, cities and specific departments in larger organizations were recommended. For example, several county parks departments were recommended as comparators for the District. With the more technical types of position classifications, such as open space or resources management, the size of the organization is less critical since the classification perform similar work.
3. Similarity of population, staff, and operational budgets – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services. Again, larger agencies were selected as comparators, even though they serve larger populations and have larger budgets.
4. Labor Market – Many agencies are in competition for the same pool of qualified employees. No longer do individuals necessarily live in the communities they serve. The geographic labor market area, where the District may be recruiting from or losing employees to, was taken into consideration when selecting comparator organizations. By selecting employers within a geographic proximity to the District, the resulting labor market data generally reflects the region’s cost of living, housing costs, growth rate, and other demographic characteristics to the same extent as competing employers to the District. However, it was difficult to find a sufficient number of agencies that provide a similar scope of open space services within the immediate geographic region. It was necessary to look at agencies that were outside of the immediate labor market to get sufficient market data related to the technical specialties within the District. When this occurs, we are able to apply geographic differentiators to adjust upward the compensation in those agencies that have a lower cost of labor.

The 14 comparator agencies approved by the Board in 2013, and consistently used in subsequent classification and compensation studies, include:

- City of Palo Alto
- City of Walnut Creek
- County of Marin
- County of Sacramento
- County of San Mateo
- County of Santa Clara
- County of Santa Cruz
- East Bay Regional Parks District
- Livermore Area Recreation and Parks District
- Marin Municipal Water District
- Riverside County Regional Park and Open Space District
- Santa Clara Valley Open Space Authority
- Santa Clara Valley Water District
- Sonoma County Agriculture Preserve and Open Space District

Compensation studies for employees represented by the Field Employees Association (FEA) and Midpeninsula Rangers Peace Officers Association (MRPOA) are conducted approximately every three years in advance of the negotiations process. Compensation studies for Board Appointees are conducted annually pursuant to *Board Policy 2.20 Board Appointee Performance Evaluation*

Process. The most recent compensation study for unrepresented OSM classifications occurred approximately 10 years ago, in 2013-14, and prior to that in 2010.

Although it has been some time since the last compensation study was conducted for OSM classifications, the District has since worked in other ways then to maintain compensation for these positions competitive with the market. For all but one year, the District has provided annual base wages adjustments to each classification. Since at least 2012, wages for unrepresented OSM employees have increased every July by three percent. Additionally, in November 2022 the Board approved a base wage adjustment of four percent as an unusual mid-year adjustment to account for a rapid and steep growth in inflation.

Prior compensation studies for unrepresented classifications have been conducted all at once. The current compensation study has been conducted in a phased approach in an effort to avoid significant impacts to other important and time sensitive HR functions, including ongoing recruitment efforts. A phased approach will also allow for a scheduled cyclical review of compensation for unrepresented OSM classifications, similar to the process for represented classifications.

All phases of this comprehensive compensation study have been completed.

Phase	Classifications	Status/Schedule
1a	Executives and Manager	Completed
1b	Administrative and Technicians	Completed
2a	Supervisors and Seniors	Completed
2b	Journey Level	Completed
3	Advanced Journey Level	Completed
4	Field Supervisors	Completed

As part of these compensation studies, HR Staff meets with all employees during the appropriate phase to discuss the process of the compensation studies, review the results, and answer questions and receive feedback from employees.

Only those positions that are determined to be below median and/or lack appropriate internal alignment will be brought forth to the Board of Directors (Board) for consideration of a compensation adjustment.

Phase 2, 3, and 4 Results and Recommendations:

As part of Phase 2, 3, and 4, Gallagher/K&A conducted compensation studies for the following 24 classifications:

- Accountant II
- Applications Engineer
- Area Manager
- Capital Project Manager II
- Capital Projects Field Manager
- Data Analyst II
- Environmental Education Specialist
- Facilities Maintenance Supervisor
- Field Resource Specialist
- Finance Supervisor
- GIS Program Administrator
- Human Resources Supervisor
- Information Technology Program Administrator
- Interpretation Education Program Manager

- Interpretive Specialist
- Management Analyst II
- Maintenance, Construction, & Resource Supervisor
- Planner II
- Property Management Specialist II
- Public Affairs Specialist II
- Real Property Specialist II
- Resource Management Specialist II
- Visitor Services Program Coordinator
- Volunteer Program Manager

Of the 24 classifications surveyed, seven were found to be below the adjusted top step median of comparators, the Applications Engineer, Capital Project Manager II, Capital Projects Field Manager, Data Analyst II, GIS Program Administrator, Information Technology Program Administrator, and Maintenance, Construction, & Resource Supervisor. Sixteen classifications were found to be at or above the adjusted top step median of comparators. One classification did not have the required minimum of four matches to perform a statistical analysis on the market data.

The following classifications were not surveyed by Gallagher/K&A, rather they are part of a classification series and are therefore aligned to the classifications surveyed using internal equity principles. Internal equity between certain levels of classifications is a fundamental factor to be considered when making salary decisions because it represents internal value of classifications within job families, as well as across the organization. When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity:

- Capital Project Manager I, Capital Project Manager III, and Senior Capital Project Manager (aligned with Capital Project Manager II)
- Data Analyst I and Senior Technologist (aligned with Data Analyst II)

Applications Engineer

The compensation study conducted by Gallagher/K&A on the Applications Engineer concluded that the position is 0.70 percent below the adjusted top step median of comparators, inclusive of the November 14, 2022, base wage adjustment of 4.0 percent. The GM recommends a reassignment from salary range 36 to salary range 38 to keep compensation competitive with the market and maintain appropriate internal alignment to the other positions within the Information Systems and Technology Department.

Capital Project Manager II

The compensation study conducted by Gallagher/K&A on the Capital Project Manager II concluded the position is 11.5 percent below the adjusted top step median of comparators, inclusive of the November 14, 2022, base wage adjustment of 4.0 percent. The GM recommends a reassignment from salary range 31 to salary range 36 to keep compensation competitive with the market.

Capital Projects Field Manager

The compensation study conducted by Gallagher/K&A on the Capital Projects Field Manager concluded the position is 4.1 percent below the adjusted top step median of comparators, inclusive of the November 14, 2022, base wage adjustment of 4.0 percent. The GM recommends a reassignment from salary range 42 to salary range 44 to keep compensation competitive with the market.

Data Analyst II

The compensation study conducted by Gallagher/K&A on the Data Analyst II concluded the position is 4.5 percent below the adjusted top step median of comparators, inclusive of the November 14, 2022, base wage adjustment of 4.0 percent. The GM recommends a reassignment from salary range 34 to salary range 36 to keep compensation competitive with the market.

GIS Program Administrator

The compensation study conducted by Gallagher/K&A on the GIS Program Administrator concluded the position is 3.2 percent below the adjusted top step median of comparators, inclusive of the November 14, 2022, base wage adjustment of 4.0 percent. The GM recommends a reassignment from salary range 43 to salary range 45 to keep compensation competitive with the market.

Information Technology Program Administrator

The compensation study conducted by Gallagher/K&A on the Information Technology Program Administrator concluded the position is 3.0 percent below the adjusted top step median of comparators, inclusive of the November 14, 2022, base wage adjustment of 4.0 percent. The GM recommends a reassignment from salary range 43 to salary range 45 to keep compensation competitive with the market.

Maintenance, Construction, & Resource Supervisor

The compensation study conducted by Gallagher/K&A on the Maintenance, Construction, & Resource Supervisor concluded the position is 1.1 percent below the adjusted top step median of comparators, inclusive of the November 14, 2022, base wage adjustment of 4.0 percent. The GM recommends a reassignment from salary range 35 to salary range 36 to keep compensation competitive with the market.

New Classifications for Fiscal Year 2024-2025

In 2024, the final report of the Financial and Operations Sustainability Model (FOSM) Refresh was approved by the board and included recommendations for short-term and long-term staffing growth. The following two new classifications were recommended for FY25 implementation:

IST Applications Program Manager

The FOSM Refresh report recommended this new position to support the applications and database needs related to growing number of application enterprise systems. The District has prioritized implementing an Information Technology governance structure to promote effective planning, priority setting and accountability of technology resources with business priorities. Growth in the technology arena has attempted to keep pace with the operational growth of the organization. This position will help IST keep up with operational demands.

HR Staff conducted an internal analysis of the proposed classification and recommends it be placed at salary range 45 based on other existing classifications with common characteristics and to maintain appropriate internal alignment to the other positions within the Information Systems and Technology Department.

Budget & Analysis Supervisor

Finance and Budget previously existed as separate units within the Administrative Services service line until they were merged as part of the FY24 budget to provide a more streamlined

operation. With the restructuring, the department lost some capacity in budget analysis work. The FOSM Refresh report proposed a new position of Budget and Analysis Supervisor responsible for the daily operations and activities of Budget & Analysis and supervising two Management Analysts I/II. The main duties will include the preparation and development of the annual Budget and Action Plan, assisting departments in the management and preparation of budgets and maintaining budgetary information using the District's Enterprise Resource Planning system. This position will report to the Budget & Finance Manager.

HR Staff conducted an internal analysis of the proposed classification and recommends it be placed at salary range 43 based on other existing classifications with common characteristics and to maintain appropriate internal alignment with the existing Finance Supervisor classification.

Capital Project Manager I

The FOSM also recommended (Recommendation 42) expanding career ladders to provide staff growth and advancement opportunities that encourage attraction and retention of qualified employees and reflect workload demands of the District. This includes the use of flexibly staffed classifications where they do not currently exist to enable promotions for qualified staff without need for additional personnel processes. To that end, the GM recommends establishing the new classification of Capital Project Manager I, flexibly staffed with Capital Project Manager II, and recommends it be placed at salary range 32 based on principles of appropriate internal alignment.

FISCAL IMPACT

If approved, the changes to compensation would take effect in FY25 on July 8, 2024 (the beginning of pay period 24-15). Individual employees will be moved to the step in the new salary range closest to, but not less than, their current hourly rate. There are sufficient funds in the proposed FY25 budget to cover the cost of the recommendation.

Classification	Current Annual Pay – FY24		Proposed Annual Pay – FY25	
	Range	Step 10	Range	Step 10
Capital Project Manager I	N/A	N/A	32	\$122,244
Capital Project Manager II	31	\$119,303	36	\$134,757
Capital Project Manager III	39	\$145,009	40	\$148,572
Senior Capital Project Manager	43	\$159,911	44	\$163,800
Data Analyst I	30	\$116,412	32	\$122,244
Data Analyst II	34	\$128,349	36	\$134,757
Applications Engineer	36	\$134,757	38	\$141,522
Applications Program Manager	N/A	N/A	45	\$167,883
Senior Technologist	38	\$141,522	40	\$148,572
GIS PA	43	\$159,911	45	\$167,883
IST PA	43	\$159,911	45	\$167,883
Budget & Analysis Supervisor	N/A	N/A	43	\$159,911
Capital Projects Field Manager	42	\$155,992	44	\$163,800
Maintenance Supervisor	35	\$131,538	36	\$134,757

PRIOR BOARD AND COMMITTEE REVIEW

May 16, 2023: The Action Plan and Budget Committee reviewed a recommendation to Amend the Midpeninsula Regional Open Space District's Classification and Compensation Plan for Compensation Study Adjustments for Unrepresented Office, Supervisor, and Management Employees (Phase 1a and 1b) ([R-23-53](#), [minutes](#))

June 28, 2023: The Board approved a Resolution Amending the Classification and Compensation Plan based on the findings of a recent Compensation Study for the purpose of remaining competitive within the labor market and attracting and retaining a qualified workforce (Phase 1a and 1b). ([R-23-71](#), [minutes](#))

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, these changes would be effective July 8, 2024 (the beginning of pay period 24-15), and the District's Classification and Compensation Plan would be amended accordingly.

Attachments

1. Resolution amending the Classification and Compensation Plan based on the findings of a recent Compensation Study
2. Classification and Compensation Plan reflecting compensation adjustments

Responsible Department Head:

Stefan Jaskulak, Chief Financial Officer/Director of Administrative Services

Prepared by/Contact person:

Rebecca Wolfe, Human Resources Supervisor, Human Resources Department

RESOLUTION NO. 24-XX

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

WHEREAS, the Board of Directors has considered certain amendments to the Midpeninsula Regional Open Space District (District) Classification and Compensation Plan based on results from compensation studies conducted on unrepresented Office, Supervisor, and Management (OSM) classifications; and

WHEREAS, the Board of Directors desires to adjust wages of certain classifications in keeping to Board Policy 2.03, *Employee Compensation Guiding Principles*, to “maintain competitive compensation within the District’s labor market” and attract and retain a qualified workforce to accomplish the work of the District.

WHEREAS, a thorough compensation study was conducted to review comparator agencies’ compensation for the same or similar classifications (positions) to ensure that District compensation systems are updated consistent with best practices, and more specifically determine if District compensation is externally competitive and internally equitable.

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

1. The District Classification and Compensation Plan shall be amended as set forth in Exhibit A, attached hereto and incorporated herein by reference, to incorporate the following:

Engineering and Construction:

1. Reassign the Capital Project Manager II from a current salary range of 31 to a new salary range of 36.
2. Reassign the Capital Project Manager III from a current salary range of 39 to a new salary range of 40.
3. Reassign the Senior Capital Project Manager from a current salary range of 43 to a new salary range of 44.

Information Systems and Technology:

4. Reassign the Data Analyst I from a current salary range of 30 to a new salary range of 32.
5. Reassign the Data Analyst II from a current salary range of 34 to a new salary range of 36.
6. Reassign the Senior Technologist from a current salary range of 38 to a new salary range of 40.
7. Reassign the Applications Engineer from a current salary range of 36 to a new salary range of 38.

- 8. Reassign the GIS Program Administrator from a current salary range of 43 to a new salary range of 45.
- 9. Reassign the Information Technology Program Administrator from a current salary range of 43 to a new salary range of 45.

Field Supervisors:

- 10. Reassign the Maintenance Construction & Resource Supervisor from a current salary range of 35 to a new salary range of 36.
- 11. Reassign the Capital Projects Field Manager from a current salary range 42 to a new salary range of 44.

New FOSM Classifications:

- 12. Establish new classification of Budget & Analysis Supervisor and assign to salary range 43.
- 13. Establish new classification of Capital Project Manager I and assign to salary range of 32.
- 14. Establish new classification of Information Systems Technology (IST) Applications Program Manager and assign to salary range 45.

- 2. The Classification and Compensation Plan attached as Exhibit A shall be effective as of July 8, 2024, and shall supersede the Classification and Compensation Plan for Fiscal Year 2024-2025 attached to Resolution 24-__.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on _____, 2024, at a regular meeting thereof, by the following vote:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

ATTEST:

APPROVED:

Curt Riffle, Secretary
Board of Directors

Margaret MacNiven, 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 2024/2025 - Effective July 8, 2024 (Pay Period 24-15)

Last revised: 06/26/2024, 04/10/2024, 11/08/2023, 10/11/2023, 06/28/2023, 06/14/2023, 04/26/2023, 01/25/2023, 11/09/2022, 08/10/2022

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Intern	6	24.9605	31.1647	4,326	5,402	51,918	64,823	PT
Seasonal Open Space Technician	10	27.5110	34.3673	4,769	5,957	57,223	71,484	PT
Seasonal Ranger Aide	10	27.5110	34.3673	4,769	5,957	57,223	71,484	PT
Seasonal Ranger	16	31.8597	39.7762	5,522	6,895	66,268	82,734	PT
Administrative Assistant	20	35.1267	43.8455	6,089	7,600	73,064	91,199	FT
Farm Maintenance Worker	20	35.1267	43.8455	6,089	7,600	73,064	91,199	FT
Open Space Technician*	20	35.1267	43.8455	6,089	7,600	73,064	91,199	FT
Accounting Technician	22	36.8675	46.0379	6,390	7,980	76,684	95,759	FT
Human Resources Technician	22	36.8675	46.0379	6,390	7,980	76,684	95,759	FT
GIS Technician	23	37.7989	47.1985	6,552	8,181	78,622	98,173	FT
Information Technology Technician I	24	38.7087	48.3518	6,710	8,381	80,514	100,572	FT
Senior Administrative Assistant	24	38.7087	48.3518	6,710	8,381	80,514	100,572	FT
Visitor Services Program Coordinator	25	39.6832	49.5556	6,878	8,590	82,541	103,076	FT
Volunteer Program Lead	25	39.6832	49.5556	6,878	8,590	82,541	103,076	FT
Facilities Maintenance Specialist	26	40.6432	50.7592	7,045	8,798	84,538	105,579	FT
Lead Open Space Technician*	26	40.6432	50.7592	7,045	8,798	84,538	105,579	FT
Ranger Recruit	26	40.6432	50.7592	7,045	8,798	84,538	105,579	FT
Senior Finance & Accounting Technician	26	40.6432	50.7592	7,045	8,798	84,538	105,579	FT
Executive Assistant	27	41.6605	52.0344	7,221	9,019	86,654	108,232	FT
Public Affairs Specialist I	27	41.6605	52.0344	7,221	9,019	86,654	108,232	FT
Ranger	27	42.9103	53.5954	7,438	9,290	89,253	111,478	FT
Equipment Mechanic/Operator	28	42.6850	53.2952	7,399	9,238	88,785	110,854	FT
Property Management Specialist I	28	42.6850	53.2952	7,399	9,238	88,785	110,854	FT
Real Property Specialist I	28	42.6850	53.2952	7,399	9,238	88,785	110,854	FT
Executive Assistant/Deputy District Clerk	29	43.7525	54.6279	7,584	9,469	91,005	113,626	FT
Executive Assistant/Legal Secretary	29	43.7525	54.6279	7,584	9,469	91,005	113,626	FT
Information Technology Technician II	29	43.7525	54.6279	7,584	9,469	91,005	113,626	FT
Planner I	29	43.7525	54.6279	7,584	9,469	91,005	113,626	FT
Lead Ranger	30	46.1646	57.6465	8,002	9,992	96,022	119,905	FT
Resource Management Specialist I	30	44.8200	55.9675	7,769	9,701	93,226	116,412	FT
Accountant I	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Environmental Education Specialist	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Interpretive Specialist	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Management Analyst I	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Planner II	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Capital Project Manager I	32	47.0552	58.7688	8,156	10,187	97,875	122,239	FT
Data Analyst I	32	47.0552	58.7688	8,156	10,187	97,875	122,239	FT
Resource Management Specialist II	34	49.4050	61.7062	8,564	10,696	102,762	128,349	FT
Accountant II	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Interpretation & Education Program Manager	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Management Analyst II	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Property Management Specialist II	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Real Property Specialist II	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Supervising Ranger	35	52.1564	65.1366	9,040	11,290	108,485	135,484	FT
Volunteer Program Manager	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Capital Project Manager II	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT
Data Analyst II	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT
Maintenance, Construction & Resource Supv.	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT
Procurement Specialist	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Public Affairs Specialist II	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT
Training & Safety Specialist	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT
Applications Engineer	38	54.4703	68.0394	9,442	11,793	113,298	141,522	FT
Data Administrator	38	54.4703	68.0394	9,442	11,793	113,298	141,522	FT
Field Resource Specialist	38	54.4703	68.0394	9,442	11,793	113,298	141,522	FT
Governmental Affairs Specialist	38	54.4703	68.0394	9,442	11,793	113,298	141,522	FT
Grants Program Manager	38	54.4703	68.0394	9,442	11,793	113,298	141,522	FT
Facilities Maintenance Supervisor	39	55.8316	69.7160	9,677	12,084	116,130	145,009	FT
Planner III	39	55.8316	69.7160	9,677	12,084	116,130	145,009	FT
Public Affairs Specialist III	39	55.8316	69.7160	9,677	12,084	116,130	145,009	FT
Resource Management Specialist III	39	55.8316	69.7160	9,677	12,084	116,130	145,009	FT
Capital Project Manager III	40	57.1999	71.4282	9,915	12,381	118,976	148,571	FT
Senior Technologist	40	57.1999	71.4282	9,915	12,381	118,976	148,571	FT
Senior Accountant	41	58.6185	73.2194	10,161	12,691	121,926	152,296	FT
Senior Management Analyst	41	58.6185	73.2194	10,161	12,691	121,926	152,296	FT
Budget & Analysis Supervisor	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
District Clerk/Assistant to General Manager	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Finance Supervisor	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Human Resources Supervisor	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Senior Planner	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Senior Property Management Specialist	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Senior Real Property Specialist	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Senior Resource Management Specialist	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Area Superintendent	44	63.0603	78.7500	10,930	13,650	131,165	163,800	FT
Capital Projects Field Manager	44	63.0603	78.7500	10,930	13,650	131,165	163,800	FT
Senior Capital Project Manager	44	63.0603	78.7500	10,930	13,650	131,165	163,800	FT
Area Manager	45	64.6364	80.7131	11,204	13,990	134,444	167,883	FT
GIS Program Administrator	45	64.6364	80.7131	11,204	13,990	134,444	167,883	FT
Information Technology Program Administrator	45	64.6364	80.7131	11,204	13,990	134,444	167,883	FT
IST Application Program Manager	45	64.6364	80.7131	11,204	13,990	134,444	167,883	FT
Budget & Finance Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Engineering & Construction Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Human Resources Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Information Systems & Technology Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Land & Facilities Services Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Natural Resources Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Planning Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Public Affairs Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Real Property Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Visitor Services Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Assistant General Counsel I	53	78.5568	98.1153	13,617	17,007	163,398	204,080	FT
Assistant General Counsel II	55	82.4899	103.0228	14,298	17,857	171,579	214,287	FT
Assistant General Manager	59	90.9510	113.5830	15,765	19,688	189,178	236,253	FT
Chief Financial Officer/Director Administrative Services	59	90.9510	113.5830	15,765	19,688	189,178	236,253	FT

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

Midpeninsula Regional Open Space District Field Employees Association

Midpeninsula Rangers Peace Officers Association

Board Appointee Group Compensation	Hourly	Monthly	Annual	Effective	Last Revised
General Manager	\$147.2841	\$25,529	\$306,351	7/1/2023	11/8/2023
Controller - Part-time position	\$101.4615	\$4,397	\$52,760	7/1/2023	11/8/2023

ATTACHMENT 1 - EXHIBIT A

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
General Counsel	\$131.7644	\$22,839	\$274,070	7/1/2023		11/8/2023		
Elected Officials Compensation	Per Meeting		Monthly Maximum		Effective Date			
Board Director		\$121.28		\$727.68		6/9/2024		

Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

Fiscal Year 2024/2025 - Effective July 8, 2024 (Pay Period 24-15)

Last revised: 06/26/2024, 04/10/2024, 11/08/2023, 10/11/2023, 06/28/2023, 06/14/2023, 04/26/2023, 01/25/2023, 11/09/2022, 08/10/2022

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Intern	6	24.9605	31.1647	4,326	5,402	51,918	64,823	PT
Seasonal Open Space Technician	10	27.5110	34.3673	4,769	5,957	57,223	71,484	PT
Seasonal Ranger Aide	10	27.5110	34.3673	4,769	5,957	57,223	71,484	PT
Seasonal Ranger	16	31.8597	39.7762	5,522	6,895	66,268	82,734	PT
Administrative Assistant	20	35.1267	43.8455	6,089	7,600	73,064	91,199	FT
Farm Maintenance Worker	20	35.1267	43.8455	6,089	7,600	73,064	91,199	FT
Open Space Technician*	20	35.1267	43.8455	6,089	7,600	73,064	91,199	FT
Accounting Technician	22	36.8675	46.0379	6,390	7,980	76,684	95,759	FT
Human Resources Technician	22	36.8675	46.0379	6,390	7,980	76,684	95,759	FT
GIS Technician	23	37.7989	47.1985	6,552	8,181	78,622	98,173	FT
Information Technology Technician I	24	38.7087	48.3518	6,710	8,381	80,514	100,572	FT
Senior Administrative Assistant	24	38.7087	48.3518	6,710	8,381	80,514	100,572	FT
Visitor Services Program Coordinator	25	39.6832	49.5556	6,878	8,590	82,541	103,076	FT
Volunteer Program Lead	25	39.6832	49.5556	6,878	8,590	82,541	103,076	FT
Facilities Maintenance Specialist	26	40.6432	50.7592	7,045	8,798	84,538	105,579	FT
Lead Open Space Technician*	26	40.6432	50.7592	7,045	8,798	84,538	105,579	FT
Ranger Recruit	26	40.6432	50.7592	7,045	8,798	84,538	105,579	FT
Senior Finance & Accounting Technician	26	40.6432	50.7592	7,045	8,798	84,538	105,579	FT
Executive Assistant	27	41.6605	52.0344	7,221	9,019	86,654	108,232	FT
Public Affairs Specialist I	27	41.6605	52.0344	7,221	9,019	86,654	108,232	FT
Ranger	27	42.9103	53.5954	7,438	9,290	89,253	111,478	FT
Equipment Mechanic/Operator	28	42.6850	53.2952	7,399	9,238	88,785	110,854	FT
Property Management Specialist I	28	42.6850	53.2952	7,399	9,238	88,785	110,854	FT
Real Property Specialist I	28	42.6850	53.2952	7,399	9,238	88,785	110,854	FT
Executive Assistant/Deputy District Clerk	29	43.7525	54.6279	7,584	9,469	91,005	113,626	FT
Executive Assistant/Legal Secretary	29	43.7525	54.6279	7,584	9,469	91,005	113,626	FT
Information Technology Technician II	29	43.7525	54.6279	7,584	9,469	91,005	113,626	FT
Planner I	29	43.7525	54.6279	7,584	9,469	91,005	113,626	FT
Lead Ranger	30	46.1646	57.6465	8,002	9,992	96,022	119,905	FT
Resource Management Specialist I	30	44.8200	55.9675	7,769	9,701	93,226	116,412	FT
Accountant I	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Environmental Education Specialist	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Interpretive Specialist	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Management Analyst I	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Planner II	31	45.9378	57.3574	7,963	9,942	95,551	119,303	FT
Capital Project Manager I	32	47.0552	58.7688	8,156	10,187	97,875	122,239	FT
Data Analyst I	32	47.0552	58.7688	8,156	10,187	97,875	122,239	FT
Resource Management Specialist II	34	49.4050	61.7062	8,564	10,696	102,762	128,349	FT
Accountant II	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Interpretation & Education Program Manager	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Management Analyst II	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Property Management Specialist II	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Real Property Specialist II	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Supervising Ranger	35	52.1564	65.1366	9,040	11,290	108,485	135,484	FT
Volunteer Program Manager	35	50.6373	63.2394	8,777	10,961	105,326	131,538	FT
Capital Project Manager II	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT
Data Analyst II	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT
Maintenance, Construction & Resource Supv.	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT
Procurement Specialist	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Public Affairs Specialist II	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT
Training & Safety Specialist	36	51.8840	64.7870	8,993	11,230	107,919	134,757	FT
Applications Engineer	38	54.4703	68.0394	9,442	11,793	113,298	141,522	FT
Data Administrator	38	54.4703	68.0394	9,442	11,793	113,298	141,522	FT
Field Resource Specialist	38	54.4703	68.0394	9,442	11,793	113,298	141,522	FT
Governmental Affairs Specialist	38	54.4703	68.0394	9,442	11,793	113,298	141,522	FT
Grants Program Manager	38	54.4703	68.0394	9,442	11,793	113,298	141,522	FT
Facilities Maintenance Supervisor	39	55.8316	69.7160	9,677	12,084	116,130	145,009	FT
Planner III	39	55.8316	69.7160	9,677	12,084	116,130	145,009	FT
Public Affairs Specialist III	39	55.8316	69.7160	9,677	12,084	116,130	145,009	FT
Resource Management Specialist III	39	55.8316	69.7160	9,677	12,084	116,130	145,009	FT
Capital Project Manager III	40	57.1999	71.4282	9,915	12,381	118,976	148,571	FT
Senior Technologist	40	57.1999	71.4282	9,915	12,381	118,976	148,571	FT
Senior Accountant	41	58.6185	73.2194	10,161	12,691	121,926	152,296	FT
Senior Management Analyst	41	58.6185	73.2194	10,161	12,691	121,926	152,296	FT
Budget & Analysis Supervisor	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
District Clerk/Assistant to General Manager	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Finance Supervisor	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Human Resources Supervisor	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Senior Planner	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Senior Property Management Specialist	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Senior Real Property Specialist	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Senior Resource Management Specialist	43	61.5558	76.8802	10,670	13,326	128,036	159,911	FT
Area Superintendent	44	63.0603	78.7500	10,930	13,650	131,165	163,800	FT
Capital Projects Field Manager	44	63.0603	78.7500	10,930	13,650	131,165	163,800	FT
Senior Capital Project Manager	44	63.0603	78.7500	10,930	13,650	131,165	163,800	FT
Area Manager	45	64.6364	80.7131	11,204	13,990	134,444	167,883	FT
GIS Program Administrator	45	64.6364	80.7131	11,204	13,990	134,444	167,883	FT
Information Technology Program Administrator	45	64.6364	80.7131	11,204	13,990	134,444	167,883	FT
IST Application Program Manager	45	64.6364	80.7131	11,204	13,990	134,444	167,883	FT
Budget & Finance Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Engineering & Construction Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Human Resources Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Information Systems & Technology Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Land & Facilities Services Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Natural Resources Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Planning Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Public Affairs Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Real Property Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Visitor Services Manager	51	74.8169	93.4442	12,968	16,197	155,619	194,364	FT
Assistant General Counsel I	53	78.5568	98.1153	13,617	17,007	163,398	204,080	FT
Assistant General Counsel II	55	82.4899	103.0228	14,298	17,857	171,579	214,287	FT
Assistant General Manager	59	90.9510	113.5830	15,765	19,688	189,178	236,253	FT
Chief Financial Officer/Director Administrative Services	59	90.9510	113.5830	15,765	19,688	189,178	236,253	FT

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

Midpeninsula Regional Open Space District Field Employees Association

Midpeninsula Rangers Peace Officers Association

Board Appointee Group Compensation	Hourly	Monthly	Annual	Effective	Last Revised
General Manager	\$147.2841	\$25,529	\$306,351	7/1/2023	11/8/2023
Controller - Part-time position	\$101.4615	\$4,397	\$52,760	7/1/2023	11/8/2023

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/Part Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
General Counsel	\$131.7644	\$22,839	\$274,070	7/1/2023		11/8/2023		
Elected Officials Compensation	Per Meeting		Monthly Maximum		Effective Date			
Board Director		\$121.28		\$727.68		6/9/2024		