




**EAST BAY REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA STAFF REPORT**

DATE	November 19, 2024
TITLE	Authorization to Adopt an Amendment to the East Bay Regional Park District Salary Schedule to Implement Salary Table Adjustments for Unpresented Management and Confidential Classifications and Salary Adjustments for Certain Classifications.
DIVISION	The General Manager's Office and Human Resources Division
FROM	Allyson Cook, Deputy General Manager
APPROVED	Sabrina Landreth, General Manager 

RECOMMENDATION

The General Manager recommends that the Board of Directors (Board) approve and adopt an amendment to the East Bay Regional Park District's (Park District's) Salary Schedule (Attachment I) effective December 14, 2024, which designates all management and confidential classifications and the corresponding salary ranges for employees of the Park District. Additionally, the General Manager recommends that the Board of Directors authorize salary adjustments for certain classifications as described below due to internal equity alignment.

BACKGROUND

On October 3, 2017, the Board of Directors authorized a contract with Ralph Andersen & Associates (Consultant), a human resources consulting firm, to embark on a Park District-wide classification and compensation study (Study) to review and make recommendations regarding all Park District job classification specifications and evaluate internal compensation relationships within divisions, across the agency and between represented employee groups and unrepresented employee groups. On December 1, 2020, the Board of Directors received and accepted the final Classification and Compensation Study Reports for all Park District employee groups. Thereafter, the Park District has sought Board authorization implementing several of the Study recommendations, which include but are not limited to the following:

- On February 16, 2021, the Park District brought forward an item to eliminate the top merit step, "I," from the salary range structure for unrepresented Management and Confidential employee groups, restructure the MG00 salary range from 2.5% to 5% between steps, and to change certain job classification titles. (Resolution #2021-02-044)
- In September 2021, the Park District reached a tentative agreement with AFSCME Local 2428 which brought all classifications up to median as identified in the Study thereby implementing the Study for AFSCME members. (Resolution # 2021-09-266).
- In December 2022, the Park District reached a tentative agreement with the Police Association that remedied issues in their salary schedule which included inconsistent step

increases amongst PA represented classifications. (Resolution #2022-12-316).

- In July 2023, the Board aligned certain unrepresented Public Safety classifications with the Police Association. (Resolution #2023-07-157).
- Updated and revised (ongoing process) job classification specifications and meet and confer with the Unions to include the Study's recommended revisions.

ANALYSIS

The Park District seeks, by way of this Resolution, to finally implement certain recommendations in the Study to resolve structural issues within the Management and Confidential classification and compensation structure. Thus, this action serves as the final "technical cleanup" of the Park District's classification and compensation structure as partly identified in the Study. As set forth more thoroughly above, other than the limited item brought forward on February 16, 2021, the Study's recommendations for unrepresented Management and Confidential employees remain outstanding though the Study was implemented for other employee groups. The Park District does not intend to propose equity adjustments to median¹ as it did for AFSCME in 2021 and the Police Association agreements reached during successor negotiations in 2022; however, it seeks to address certain inequities and compensation concerns, identified in the Study. Consequently, the Park District seeks authorization as to the following:

- Recommendation to Approve Range Shift for Management and Removal of Merit Salary Steps for Management (Safety and Non-Safety) and Confidential Groups

The Park District's Management and Confidential job classifications are currently assigned to one of eight steps, Steps A through H, with G and H considered "merit steps." Based on the Study, current trends, and human resources best practices, the following is recommended:

- Narrow the salary range by dropping Step A from the current salary table. Very few employees occupy these range steps, less than five, and the Park District's recruitment practices indicate that Step A is not competitive when hiring/placing new management employees.
- Re-label Steps B through H to a new structure of Steps A through G. This structure better aligns with market practices while still providing a broad salary range for employee range progression which promotes retention.
- Maintain an annual step progression in the new salary range from Steps A to G and change the merit steps to time in step, rather than a discretionary, merit-based salary increase. With the recommended shift away from merit steps, this will leave seven salary steps with 5% increments between steps. This will ensure that no management classifications are below 5% of median.

2021 Range Structure for Management and Confidential:

Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
START	1 year	2 years	3 years	4 years	5 years	Merit	Merit	Merit

¹ It is important to note that the Classification and Compensation Study used Step F as its comparison step when assessing Management and Confidential employees in relation to comparative agencies even though the top step at the time was Step I. As a result, even though the Study found certain Management and Confidential below market, the Study did not use the highest earning capacity as a comparator.

Current Range Structure for Management and Confidential:

Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
START	1 year	2 years	3 years	4 years	5 years	Merit	Merit

Proposed Range Structure for Management and Confidential:

Step A	Step B	Step C	Step D	Step E	Step F	Step G
START	1 year	2 years	3 years	4 years	5 years	6 years

The recommended shift in range and removal of the merit salary steps will not provide any immediate wage increases to Management and Confidential staff that they would not otherwise be entitled to under the current range structure. All employees time in step calculations will remain in the proposed range structure, therefore there is no direct cost associated with this change nor a need for budget appropriations. For the less than five employees in Step A, they would be placed in the former Step B (Step A if this action is approved).

- Recommendation to Approve Revised Management (Safety and Non-Safety) and Confidential Range Structure

In alignment with what was approved for AFSCME Local 2428 in 2021 and the Police Association in 2022, the Management and Confidential salary range structure needs to be restructured to maintain consistent equity between the steps and between the ranges. Over time, this parity has dissipated due to rounding and system constraints which resulted in inconsistent step increases within the same ranges and inconsistent differentials between different MG0 and CON ranges. For example, one salary range (MG00) has anywhere from 3.46% to 5.02% between salary steps. To ensure that there is 5% between each step, each range in the table will need to be adjusted by \$0.01 to a high of \$4.27. This minor adjustment will result in approximately 85% of Management and Confidential employees netting an increase of less than \$1.00 per hour. Impacted employees will be placed in their existing salary range at the closest step which does not represent a decrease in pay. The annual cost for this recommendation for approximately 100 Management and Confidential staff is approximately \$99,857.

- Recommendation to Provide Salary Adjustments for Certain Management Classifications due to Internal Equity Alignment.

The Park District recommends providing the classifications identified below with a salary range adjustment to provide better internal equity alignment effective the first pay period of the budget year (December 14, 2024).

- Information Services Systems Manager (MG02)
 - This single incumbent Management position is currently paid at the MG02 salary range. This position is currently vacant and recruitment efforts have not successfully identified a viable candidate, most likely due to its salary range. To better align this position with other mid-level managers at the Park District, it is recommended that the Park District increase this classification's salary range from MG02 to MG03, a total increase of five percent (5%). Since this position is vacant, there is no cost associated with this item at this time.

- Clerk of the Board (MG02)
 - This single incumbent Management position is currently paid at the MG02 salary range. In or about early 2024, the Park District assigned all Board of Director committee meetings to the Clerk of the Board, increasing their responsibility to over seventy-three (73) meetings per year as well as two additional direct reports. To better align this position with other mid-level managers at the Park District based on the increased workload and number of direct reports, it is recommended that the Park District increase this classification's salary range from MG02 to MG03. The incumbent will be moved into the step in the new range which represents the closest step without a decrease in pay. In this case, that difference amounts to an increase of \$.03 per hour.
- Equity Officer, Chief of Government and Legislative Affairs, and Chief Communications Officer (to be retitled to Division Lead for Communications) (MG04)
 - These single incumbent Management positions are currently paid at the MG04 salary range. To provide better internal alignment and equity between other Chief level positions, it is recommended to increase these classification's salary range from MG04 to MG05, a total increase of ten percent (10%). Currently, these three positions are the only Chief-level positions paid at a Manager MG04 range thereby creating pay equity concerns. The incumbents will be moved into the step in the new range which represents the closest step without a decrease in pay. In this case, that difference amounts to an increase of \$0.07 per hour.
- AGM, Public Affairs (MG07)
 - This single incumbent Management position is currently the lowest paid Assistant General Manager classification at the MG07 salary range which creates pay equity concerns. This position is currently vacant and recruitment efforts have begun. To provide better internal alignment and equity between other Assistant General Manager level positions, it is recommended to increase this classification's salary range from MG07 to MG09. Since this position is vacant, there is no cost associated with this item at this time.
- AGM's - Human Resources, Acquisition, Stewardship, and Development, and Finance and Management Services (MG08)
 - These single incumbent Management positions are currently paid at the MG08 salary range. To provide better internal alignment and pay equity between other Assistant General Manager level positions, it is recommended to increase these classifications' salary range from MG08 to MG09. The incumbents will be moved into the step in the new range which represents the closest step without a decrease in pay. In this case, that difference amounts to an increase of \$0.88 per hour.
- Recommendation to Change in Work Week for Confidential Classifications

Currently, six confidential (CON) classifications work 7.5-hour workdays and one who was designated as an 8.0-hour workday. Since all 7.5-hour positions report to/and or directly support management classifications who work 8-hour workdays, it is recommended that these classifications be increased by 0.5 hours to 8-hour workdays to ensure appropriate coverage and support to the 8-hour workday managers. The annual salary cost for this recommendation is approximately \$156,253.²

² Over the last year, the Park District has paid approximately \$60,443 in overtime to Confidential employees working 7.5-hour days.

- Notification to Change the Title of “Chief” to “Division Lead” in Certain Management Classification Titles

Per staff request and support, the General Manager approved the Office of Equity to undertake and manage a process that included staff survey input, research on comparable agencies, and potential alternatives to change “Chief” in various titles. The core reasons relate to relationship building and service delivery of staff in constant engagement with and whose work and responsibilities affect Native communities. The approved change reflects considerations and constraints of our current organizational structure along with recommendations from peer organizations and others who have implemented a similar change. The final recommendation is one that reflects usage by some staff in comparable roles in the National Park Service that have also implemented this change in some fashion.

The following titles will now be called “Division Lead for”: Land Acquisition, Design & Construction, Planning, Trails, and GIS, Stewardship, Maintenance and Skilled Trades, Interpretive and Rec. Services, Park Operations, Workforce Development, Government and Legislative Affairs, Communications. This change is reflected in the attached salary schedule. The following titles are exempted from this change given certain statutory, industry, and business considerations: Police Chief, Fire Chief, Assistant Fire Chief, Chief Financial Officer, Chief Information Officer.

- Recommendation to Approve and Adopt an Amendment to the East Bay Regional Park District Salary Schedule.

As memorialized in the Board of Directors’ Board Operating Guidelines, Section III(A)(4), “[t]he Board is responsible for establishing...salary levels” of the Park District employees. Moreover, California Code of Regulations section 570.5(a) mandates that all public agencies that contract with CalPERS must approve and adopt publicly available pay schedules that contain, in part, every position in the organization with a corresponding pay rate. CalPERS believes that this publicly available information is a critical component to verifying all members’ pay rates when calculating retirement benefits and supports transparency. Failure to comply with the regulations may result in a CalPERS determining, in its sole discretion, an amount that will be considered as pay rate for a retiree and/or a retirement benefit being delayed. Consequently, there are no alternatives to this item as CalPERS regulations require the public posting of public agencies’ salary tables/schedules. As such the mentioned wage increases have been proposed and are reflected in the attached Salary Tables for adoption and authorization.

FISCAL IMPACT

If approved, adjustments to the 2025 budget can be made as needed. As of now, there will be no additional funds requested for 2025 with the proposed actions. The costs associated with these actions will be absorbed in the corresponding Division’s 2025 budget, utilizing salary savings from vacant positions as available. For 2026, these changes will be reflected in the corresponding Division’s baseline budget. The annual cost for all items is approximately \$262,100.

ATTACHMENTS

East Bay Regional Park District Salary Schedule for Management, Police Management, and Confidential Classifications Effective December 14, 2024



**EAST BAY REGIONAL PARK DISTRICT
RESOLUTION NO. 2024 – 11 -
NOVEMBER 19, 2024**

**AUTHORIZATION TO ADOPT AN AMENDMENT TO THE EAST BAY REGIONAL
PARK DISTRICT SALARY SCHEDULE TO IMPLEMENT SALARY TABLE
ADJUSTMENTS FOR UNREPRESENTED MANAGEMENT AND CONFIDENTIAL
CLASSIFICATIONS AND SALARY ADJUSTMENTS FOR CERTAIN
CLASSIFICATIONS.**

WHEREAS, the East Bay Regional Park District’s Board of Directors establishes wages and benefits for employees of the East Bay Regional Park District (Park District); and

WHEREAS, the Board of Directors is responsible for establishing the title, representation assignment, and compensation of each job classification at the Park District; and

WHEREAS, a review of the East Bay Regional Park District’s classification and compensation (Study) was conducted by Ralph Anderson & Associates and accepted by the Board of Directors on December 1, 2020; and

WHEREAS, based on the Study’s findings, realignment of the compensation structure with the public sector market is recommended by narrowing the salary range by dropping Step A from the current salary table and shifting the range for all Management and Confidential Employee Groups through the opening up of merit steps thereby creating steps A through G for Management and Confidential employees based on time in step; and

WHEREAS, the salary tables for Non-Safety Management, Safety Management, and Confidential Employee Groups will be aligned at 5% between steps; and

WHEREAS, Confidential Classifications currently assigned a 7.5-hour workday will increase to an 8-hour workday; and

WHEREAS, the change in the title of “Chief” to “Division Lead” in some classification titles will be executed to promote relationship building and service delivery of staff in constant engagement with and whose work and responsibilities affect Native communities; and

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of the East Bay Regional Park District hereby authorizes the adoption of the attached salary schedules for Non-Safety Management and Confidential classifications effective December 14, 2024; and

BE IT FURTHER RESOLVED, the Board of Directors hereby authorizes the following changes in salary range placements effective December 14, 2024:

- I. Information Services Systems Manager - Increase this classification’s salary range from MG02 to MG03.

2. Clerk of the Board – Increase this classification’s salary range from MG02 to MG03.
3. Equity Officer - Increase this classification’s salary range from MG04 to MG05.
4. Chief, Government and Legislative Affairs - Increase this classification’s salary range from MG04 to MG05.
5. Chief Communications Officer - Increase this classification’s salary range from MG04 to MG05.
6. AGM, Public Affairs - Increase this classification’s salary range from MG07 to MG09.
7. AGM, Human Resources - Increase this classification’s salary range from MG08 to MG09.
8. AGM, Acquisition, Stewardship, Development - Increase this classification’s salary range from MG08 to MG09.
9. AGM, Finance and Management Services - Increase this classification’s salary range from MG08 to MG09.

BE IT FURTHER RESOLVED, the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director _____, and seconded by Director _____, and adopted November 19, 2024, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: