


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

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| <b>DATE</b>     | February 6, 2024   |
| <b>TITLE</b>    | Authorization to Approve and Adopt an Amendment to the East Bay Regional Park District Salary Schedule to Implement the Approved 2024 Budget |
| <b>DIVISION</b> | Human Resources  |
| <b>FROM</b>     | Monica Alvarez-Selles, Benefits Manager<br>Allyson Cook, AGM Human Resources   |
| <b>APPROVED</b> | Sabrina Landreth, General Manager                          |

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**RECOMMENDATION**

The General Manager recommends that the East Bay Regional Park District (Park District) Board of Directors approve and adopt an amendment to the Park District's Salary Schedule (Attachment I), which designates all classifications and the corresponding salary ranges for Park District classifications, including the addition of new classifications following the 2024 Budget process which was as adopted by the Board of Directors on December 19, 2023.

**BACKGROUND**

California Code of Regulations section 570.5(a) mandates that all public agencies that contract with CalPERS 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 in the public sector. 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.

As such, and pursuant to previous Board of Director action, the following new classifications and salary range increases to existing classifications<sup>1</sup> have been approved and reflected in the attached Salary Schedule for adoption and authorization:

- 1) Six (6) new classifications have been created through the 2024 Budget:
  - Financial Analyst
  - Information Services Application Manager
  - Cybersecurity Administrator
  - Training Manager
  - Sanitation System Maintenance Leader
  - Recruitment & Classification Manager
- 2) Two classifications have new salary ranges:

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<sup>1</sup> The Park District will engage in good faith meet and confer with its Unions over any represented classifications and proposed salary ranges. Should the meet and confer process yield any changes to classification titles or budget designated salary ranges, the Salary Schedule will be amended and presented to the Board of Directors for adoption.

- Sanitation/ Recycling Coordinator (Increased from AFS26 to AFS30)
- Sanitation/Recycling Supervisor (Increased from AFS32 to AFS36)

It is the express intent of the Report and the corresponding Board of Director authorization of the attached Salary Schedule (Attachment I) to ensure compliance with California's and CalPERS regulations.

## **ANALYSIS**

As set forth more thoroughly above, California Code of Regulations section 570.5(a) requires the Park District to post an up-to-date Salary Schedule to assist in the calculation of pensions and ensure transparency. Pay rates, which form, in part, the basis of pension calculations, shall be limited to the amount listed on a pay schedule that is duly approved and adopted by the Park District's governing body in accordance with requirements of applicable public meeting law. Failure to authorize and adopt a revised Salary Schedule can cause an inaccurate calculation of retirement benefits that may result in underpayment or overpayment for employees, retirees, and the Park District. Consequently, there are no alternatives to this item as CalPERS regulations require the public posting of public agencies' salary tables/schedules.

## **FISCAL IMPACT**

There is no additional cost in approving and adopting the amendments to the Park District Salary Schedule as this action is a formality to conform to the California Public Employees' Retirement System ("CalPERS") requirements (CalPERS Circular Letter 200-003-20). The proposed amendments in the Salary Schedule have already been authorized through the 2024 Budget process on December 19, 2023.

## **ATTACHMENTS**

- I) East Bay Regional Park District Salary Schedule Effective 01/01/2024



**EAST BAY REGIONAL PARK DISTRICT  
RESOLUTION NO. 2024 – 02 -  
FEBRUARY 6, 2024**

**AUTHORIZATION TO APPROVE AND ADOPT AN AMENDMENT TO THE EAST  
BAY REGIONAL PARK DISTRICT SALARY SCHEDULE TO IMPLEMENT THE  
APPROVED 2024 BUDGET**

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

**WHEREAS**, on December 19, 2023, the Board of Directors adopted the 2024 Budget which authorized five additional new, full-time classifications and salary range increases to two existing classifications.

**WHEREAS**, the salary ranges set forth in the Salary Schedule Attachment I shall reflect classification changes and salary upgrades approved through the 2024 Budget with an effective date of December 29, 2023 for the Sanitation/ Recycling Coordinator and Sanitation/Recycling Supervisor and January 1, 2024 for all other changes, with a revision date of December 29, 2023, and an adoption date of February 6, 2024

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the East Bay Regional Park District hereby authorizes the adoption of the salary schedule effective December 29, 2023 as presented to the Board on February 6, 2024; and

**BE IT FURTHER RESOLVED**, that 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 February 6, 2024, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: