



# Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

## LOCATION: TELECONFERENCE

Join meeting by PC: <https://zoom.us> Meeting ID 879 1013 8614

Or by Phone 1 (669) 900-9128 Meeting ID: 879 1013 8614

## PERSONNEL COMMITTEE

WEDNESDAY, MAY 25

SPECIAL MEETING – 6:00 p.m.

IN ACCORDANCE WITH AB 361 ALL BOARD MEMBERS, STAFF, AND MEMBERS OF THE PUBLIC WILL PARTICIPATE IN THIS MEETING BY TELECONFERENCE TO MITIGATE THE SPREAD OF COVID-19

Members of the public may observe and participate in the meeting at the teleconference location above. Members of the public may offer public comment by email to [mlacy@pleasanthillrec.com](mailto:mlacy@pleasanthillrec.com) any time prior to the close of the public comment period for the agenda item on which they would like to comment. Staff will share all such comments with the Board and make them part of the record. Alternatively, members of the public may offer public comment orally during the teleconference by using the Zoom “raise hand” (for PC participants) or “\*9” function (for phone participants). Members of the public are requested, but not required, to send an email to [mlacy@pleasanthillrec.com](mailto:mlacy@pleasanthillrec.com) noting their desire to speak on a given agenda item.

The Board will take public comment on each listed agenda item when the item is taken up. Each speaker will be allotted five minutes for comment per item unless a shorter comment period is specified by the Board at the meeting (e.g., if there is an unusually large number of speakers).

Chair: Quy Tran  
Member: Zac Shess

### 1. Public Comment

This item on the agenda provides an opportunity for members of the public to comment on any item within the jurisdiction of the Board that is not on the agenda. When an item is not listed on the agenda, State law prohibits Board discussion or action. Board members may only “briefly respond” to statements made and questions posed. For example, State law allows Board members to ask questions for clarification and provide a reference to staff or other resources for factual information. Additionally, the Board may direct staff to report back and/or place a matter on a future agenda for discussion.

### 2. Review and Feedback Regarding Proposed Salary Scale for Full-time District Employees (Attachment A)

*Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.*

*The Pleasant Hill Recreation & Park District will provide reasonable disability-related modification or accommodations to a person who requires such in order to participate in the meeting of the Board of Directors. Please contact Susie Kubota (925) 682-0896 at least 48 hours before the meeting.*

# STAFF REPORT



Date: May 25, 2022  
To: Board of Directors  
From: Michelle Lacy, General Manager  
Re: Review and Feedback Regarding Proposed Salary Scale for Full-time District Employees

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## **BACKGROUND**

The current District Employee Handbook states that the District will undergo a survey of comparable positions in nine stated agencies every two years. The stated agencies include Hayward Area Recreation District, City of Concord, City of Walnut Creek, City of Pleasant Hill, Livermore Area Recreation and Park District, East Bay Regional Park District, Mt. Diablo Unified School District (MDUSD), Contra Costa County (CCC) and the City of Martinez. The District last completed a salary survey in 2018. The salary survey was due in 2020 but was delayed due to the COVID-19 pandemic and the District's limited financial resources.

Attached as Exhibit 1 is the compilation of the survey data which uses the top step of each comparable position. In the last salary survey, the District eliminated MDUSD and CCC and replaced it with the City of Lafayette since there are more comparable positions at the City of Lafayette. The survey was completed by the Administrative Services Manager.

The Employee Handbook does not currently address the District's stance on where its salaries should be in relation to comparable agencies. The handbook states that the comparable wage should be the "above average factor," but it is not clear what that truly means in relation to salaries.

Wages are typically set based on a variety of factors including survey of other agencies and available resources to adequately fund anticipated salaries and benefits. Exhibit 1 includes the following comparisons 100%, 110% and 125% of comparable agencies. In 2018, the Board chose to set wages as close to 95% of salary as possible.

In addition, to looking at pay rates outside of the organization it is important to assess comparability within the organization. This is commonly referred to as internal benchmarking. Internal benchmarking ensures that employees who have similar scope of responsibility within our organization are paid at the same rate. Positions that have been internally benchmarked have the same top step.

Exhibit 2 is the current pay scale that was approved July 1, 2021 and Exhibit 3 is the proposed pay scale for the organization's full-time employees.

**ATTACHMENT A**

## **DISCUSSION:**

It is recommended that the District consider setting salaries close to 100% of comparable agencies. As shown on the salary survey that will require increases of 5% - 19% depending on the classification. Some of the salaries are either below or above the recommended benchmark of 100% of average and this is due to either scope compared to other agencies or internal benchmarking with like positions or lower classifications. For example, the Lead Custodian is an exempt position which is similar in scope and responsibility to the Recreation Coordinator, so those positions are benchmarked at the same salary scale.

The proposed scale also deals with inconsistent ranges moving staff from a Maintenance Worker 1 to Maintenance Worker 2. Previous scales did not have the level 2 position align with the level 1 position and the first step of the level 2 position was less than the step 5 of level 1.

The proposed salary scales have been used to develop the draft budget and the District has the resources for the new pay ranges. When new pay scales are adopted, staff move to the new pay rate in their current step. The adjustments will be the only increases proposed and additional cost-of-living adjustments will not be recommended as part of the 2022/23 budget amendments.

While the General Manager's salary is included for comparison, the Board sets the General Manager's salary after the annual review, so there are no recommended changes to the General Manager's salary.

It is requested the Personnel Committee review and provide feedback on the proposed salary scale for full-time District employees. If recommended the new salary scale will be presented to the Board as part of the 2022/23 Operating Budget amendments.

## **EXHIBITS:**

- Exhibit 1: 2022 Salary Survey Including Pay Rates at 100%, 110%, and 125% of Total Average of Comparable Agencies
- Exhibit 2: Current Full-Time Salary Scale
- Exhibit 3: Proposed Full-Time Salary Scale

## SALARY SURVEY 2022

All amounts shown at highest step rate using 2021/22 pay levels on July 1, 2021 approved pay scale

*Monthly Pay Rates Shown at Top Step*

Position/Title								City of	Average Pay	100% of	110% of	125% of	PHRPD	% of PHRPD	2022/23	% to Average		ANNUAL
	LARPD	Walnut Creek	Martinez	HARD	EBRPD	City of P Hill	Concord	Lafayette	Comp Agencies	Average	Average	Average	Pay Rates	Pay to Avg	Proposed	Comp Agencies	% Increase	Proposed
General Manager	15,390	21,762	19,500	17,626	31,767	24,503	22,360	21,140	21,756	21,756	23,932	27,195	17,211	79.11%				
Admin Services/Finance Manager	13,924	19,947	14,495	16,505	17,630	17,286	14,478	17,718	16,498	16,498	18,148	20,622	12,186	73.86%	12,743	77%	5%	152,916
Building Maint. Superintendant	11,147	10,915	-	11,464	14,837	13,763	10,351	14,495	12,425	12,425	13,667	15,531	12,186	98.08%	12,743	103%	5%	152,916
Park Superintendant	11,147	15,344	12,804	15,011	17,630	13,763	18,942	14,506	14,893	14,893	16,383	18,617	12,186	81.82%	12,743	86%	5%	152,916
Recreation Superintendant	12,931	20,523	-	16,068	17,630	-	18,942	14,506	16,767	16,767	18,443	20,958	12,186	72.68%	12,743	76%	5%	152,916
Marketing & Communication Mgr	8,712	14,130	-	14,147	10,206	13,850	11,263	9,384	11,670	11,670	12,837	14,588	9,177	78.64%	9,984	86%	9%	119,808
Recreation & Parks Manager	8,712	11,844	8,350	-	14,837	-	14,478	8,263	11,081	11,081	12,189	13,851	9,177	82.82%	9,984	90%	9%	119,808
Recreation Program Manager	11,147	11,844	8,296	-	8,336	-	12,242	8,263	10,022	10,022	11,024	12,527	9,177	91.57%	9,984	100%	9%	119,808
Park Supervisor	7,892	10,915	8,310	10,263	10,060	8,894	8,040	-	9,196	9,196	10,116	11,495	8,104	88.12%	9,487	103%	17%	113,844
Kidstop Director	-	-	-	-	-	-	-	-	-	-	-	-	7,175	0.00%	7,677		7%	92,124
Recreation Supervisor	9,615	9,290	8,296	9,821	8,336	-	7,499	8,263	8,731	8,731	9,604	10,914	7,175	82.18%	7,677	88%	7%	92,124
Building Maintenance Craftsman	7,892	7,319	7,370	8,258	7,121	6,329	6,933	7,741	7,370	7,370	8,107	9,213	7,208	97.80%	7,578	103%	5%	90,936
Park Maintenance Worker II	6,165	6,618	6,628	6,869	5,487	6,619	6,729	6,218	6,417	6,417	7,058	8,021	6,366	99.21%	7,578	118%	19%	90,936
Executive Secretary	6,479	7,602	7,622	8,133	9,175	7,863	8,374	7,332	7,822	7,822	8,605	9,778	6,983	89.27%	7,316	94%	5%	87,792
Recreation Coordinator	6,165	7,256	5,736	7,713	7,189	-	7,499	5,665	6,746	6,746	7,421	8,433	5,793	85.87%	6,760	100%	17%	81,120
Lead Custodian	6,640	5,976	5,557	6,057	-	-	5,417	-	5,929	5,929	6,522	7,412	5,714	96.37%	6,760	114%	18%	81,120
Accounting Assistant/Payroll	6,975	6,730	4,886	6,676	5,263	7,201	8,374	6,498	6,575	6,575	7,233	8,219	6,201	94.31%	6,753	103%	9%	81,036
Administrative Assistant	6,165	5,782	5,333	6,198	4,994	6,187	7,572	6,376	6,076	6,076	6,683	7,595	5,473	90.08%	6,130	101%	12%	73,560
Park Maintenance Worker I	4,820	6,618	6,073	5,917	5,294	5,895	5,417	5,653	5,711	5,711	6,282	7,138	5,714	100.06%	6,112	107%	7%	73,346

**CURRENT APPROVED SALARY SCALE**

**PLEASANT HILL RECREATION AND PARK DISTRICT**

FULL TIME SALARIES		103.8%	COLA			
EFFECTIVE	7/1/2021					
BOARD APPROVED						
GENERAL MANAGER						
MONTHLY	16,391					
YEARLY	196,692					
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PARK SUPERINTENDENT						
MONTHLY	9,749	10,358	10,968	11,577	12,186	
YEARLY	116,987	124,298	131,610	138,922	146,233	
PARK SUPERVISOR						
MONTHLY	6,483	6,888	7,293	7,699	8,104	
YEARLY	77,800	82,658	87,516	92,386	97,244	
PARK MAINTENANCE WORKER II						
MONTHLY	5,092	5,411	5,730	6,047	6,366	
YEARLY	61,109	64,933	68,757	72,569	76,393	
PARK MAINTENANCE WORKER I						
MONTHLY	4,571	4,857	5,143	5,429	5,714	
YEARLY	54,856	58,282	61,719	65,145	68,570	
EXECUTIVE SECRETARY						
MONTHLY	5,587	5,935	6,284	6,634	6,983	
YEARLY	67,038	71,223	75,409	79,606	83,792	
ADMINISTRATIVE ASSISTANT						
MONTHLY	4,388	4,662	4,937	5,211	5,485	
YEARLY	52,652	55,940	59,241	62,529	65,818	
ADMIN SERVICES MANAGER						
MONTHLY	9,749	10,358	10,968	11,577	12,186	
YEARLY	116,987	124,298	131,610	138,922	146,233	
ACCOUNTING ASSISTANT						
MONTHLY	4,961	5,271	5,581	5,891	6,201	
YEARLY	59,527	63,252	66,976	70,688	74,412	
RECREATION SUPERINTENDENT						
MONTHLY	9,749	10,358	10,968	11,577	12,186	
YEARLY	116,987	124,298	131,610	138,922	146,233	
RECREATION MANAGER						
Aquatic Program/Senior Services/ Facilities/Youth Services						
MONTHLY	7,342	7,801	8,259	8,718	9,177	
YEARLY	88,101	93,607	99,112	104,618	110,123	

PLEASANT HILL RECREATION AND PARK DISTRICT

FULL TIME SALARIES						
EFFECTIVE	7/1/2021					
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
RECREATION SUPERVISOR						
Aquatics/Program						
	MONTHLY	5,740	6,098	6,457	6,816	7,175
	YEARLY	68,882	73,179	77,489	81,786	86,096
RECREATION COORDINATOR						
Special Events/Sports/Teen						
Rental/Youth						
	MONTHLY	4,635	4,924	5,214	5,503	5,793
	YEARLY	55,616	59,091	62,566	66,042	69,517
RECREATION & PARKS MANAGER						
	MONTHLY	7,342	7,801	8,259	8,718	9,177
	YEARLY	88,101	93,607	99,112	104,618	110,123
BLDG MAINTENANCE						
SUPERINTENDENT						
	MONTHLY	9,749	10,358	10,968	11,577	12,186
	YEARLY	116,987	124,298	131,610	138,922	146,233
BLDG MAINTENANCE						
SUPERVISOR						
	MONTHLY	6,483	6,888	7,293	7,699	8,104
	YEARLY	77,800	82,658	87,516	92,386	97,244
BLDG MAINTENANCE WORKER II						
	MONTHLY	5,092	5,411	5,730	6,047	6,366
	YEARLY	61,109	64,933	68,757	72,569	76,393
BLDG MAINTENANCE WORKER I						
	MONTHLY	4,571	4,857	5,143	5,429	5,714
	YEARLY	54,856	58,282	61,719	65,145	68,570
LEAD CUSTODIAN						
	MONTHLY	4,571	4,857	5,143	5,429	5,714
	YEARLY	54,856	58,282	61,719	65,145	68,570
BLDG MAINTENANCE CRAFTSMAN						
	MONTHLY	5,766	6,126	6,488	6,848	7,208
	YEARLY	69,193	73,515	77,850	82,172	86,494
MARKETING&COMMUNICATIONS						
MANAGER						
	MONTHLY	7,342	7,801	8,259	8,718	9,177
	YEARLY	88,101	93,607	99,112	104,618	110,123
KIDSTOP DIRECTOR						
	MONTHLY	5,740	6,098	6,457	6,816	7,175
	YEARLY	68,882	73,179	77,489	81,786	86,096

# PROPOSED PAY SCALE

## PLEASANT HILL RECREATION AND PARK DISTRICT

FULL TIME SALARIES							
EFFECTIVE		TBD					
GENERAL MANAGER							
7/1/2022	MONTHLY	17,211					
	YEARLY	206,532					
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PARK SUPERINTENDENT							
	MONTHLY		9,749	10,358	10,968	11,577	12,186
	YEARLY		124,551	131,106	138,007	145,270	152,916
PARK SUPERVISOR							
	MONTHLY		7,727	8,134	8,562	9,013	9,487
	YEARLY		92,727	97,607	102,744	108,152	113,844
PARK MAINTENANCE WORKER II							
	MONTHLY		6,172	6,497	6,839	7,199	7,578
	YEARLY		74,068	77,966	82,070	86,389	90,936
PARK MAINTENANCE WORKER I							
	MONTHLY		4,978	5,240	5,516	5,807	6,112
	YEARLY		59,741	62,885	66,195	69,679	73,346
EXECUTIVE SECRETARY							
	MONTHLY		5,959	6,273	6,603	6,950	7,316
	YEARLY		71,507	75,271	79,232	83,402	87,792
ADMINISTRATIVE ASSISTANT							
	MONTHLY		4,993	5,256	5,532	5,824	6,130
	YEARLY		59,915	63,069	66,388	69,882	73,560
ADMIN SERVICES MANAGER							
	MONTHLY		9,749	10,358	10,968	11,577	12,186
	YEARLY		124,551	131,106	138,007	145,270	152,916
ACCOUNTING ASSISTANT							
	MONTHLY		5,500	5,790	6,095	6,416	6,753
	YEARLY		66,006	69,480	73,137	76,986	81,038
RECREATION SUPERINTENDENT							
	MONTHLY		9,749	10,358	10,968	11,577	12,186
	YEARLY		124,551	131,106	138,007	145,270	152,916
RECREATION MANAGER							
Aquatic Program/Senior Services/ Facilities/Youth Services/Parks and Recreation							
	MONTHLY		8,132	8,560	9,011	9,485	9,984
	YEARLY		97,584	102,720	108,127	113,818	119,808

PLEASANT HILL RECREATION AND PARK DISTRICT

RECREATION COORDINATOR							
Special Events/Sports/Teen							
Rental/Youth							
	MONTHLY		5,506	5,796	6,101	6,422	6,760
	YEARLY		66,073	69,550	73,211	77,064	81,120
BLDG MAINTENANCE SUPERINTENDENT							
	MONTHLY		9,749	10,358	10,968	11,577	12,186
	YEARLY		124,551	131,106	138,007	145,270	152,916
BLDG MAINTENANCE WORKER II							
	MONTHLY		6,172	6,497	6,839	7,199	7,578
	YEARLY		74,068	77,966	82,070	86,389	90,936
BLDG MAINTENANCE WORKER I							
	MONTHLY		4,978	5,240	5,516	5,807	6,112
	YEARLY		59,741	62,885	66,195	69,679	73,346
LEAD CUSTODIAN							
	MONTHLY		5,506	5,796	6,101	6,422	6,760
	YEARLY		66,073	69,550	73,211	77,064	81,120
BLDG MAINTENANCE CRAFTSMAN							
	MONTHLY		6,234	6,546	6,873	7,217	7,578
	YEARLY		74,813	78,553	82,481	86,605	90,936
MARKETING&COMMUNICATIONS MANAGER							
	MONTHLY		8,132	8,560	9,011	9,485	9,984
	YEARLY		97,587	102,723	108,129	113,820	119,808
KIDSTOP DIRECTOR							
	MONTHLY		5,740	6,098	6,457	6,816	7,677
	YEARLY		75,036	78,985	83,142	87,518	92,124