



To: Commissioners, First 5 Ventura County

From: Jennifer Johnson, Director of Operations (On behalf of the Administration/Finance Committee)

Date: May 26, 2016

Re: Recommendation to approve adjustment to Commission salary schedule

Background

In September 2006, the Commission adopted salary procedures and a salary schedule in accordance with new legislative requirements. Salary procedures affirm that starting compensation for employees are within the salary range established for that position. New employees are offered a starting salary commensurate with their experience and education. The maximum starting compensation can be no greater than 90% of the upper range for the position, unless specifically approved by the Commission.

Salary ranges are reviewed periodically. The Commission's current salary ranges were established in February 2014. At the May 2016 meeting, the Committee reviewed salary range data that was collected from First 5 commissions of similar size and geography and from community agencies in Ventura County. Compensation data was also referenced from a published survey. The ranges for the Commission's current classifications were compared to the median ranges for all surveyed.

The proposed ranges (see Attachment 1) are based on a review of the salary data using the overall median range for both the beginning of the range and the top of the range.

Recommendation

The recommended action is to adopt a new salary schedule effective July 1, 2016, as attached.



Classification Salary Ranges:

	<u>Current Annual Range</u>	<u>Median* Annual Range</u> <small>(from salary survey data)</small>	<u>Proposed Annual Range</u>
Director of Operations (e.g., Associate Director, Deputy Director)	\$75,000 - \$125,000	\$97,768 - \$135,560	\$95,000 - \$135,000
<u>Director:</u> Director of Program/Evaluation Director of Communications, Education & Development	\$70,000 - \$110,000	\$80,013 - \$118,515	\$80,000 - \$118,000
<u>Manager:</u> Program Manager Operations Manager Resource Development Strategic Initiatives & Special Projects Manager	\$50,000 - \$80,000	\$59,800 - \$90,890	\$60,000 - \$90,000
Fiscal Administrator	\$40,000 - \$70,000	\$45,186 - \$73,861	\$45,000 - \$73,000
<u>Coordinator/Administrator:</u> Executive Assistant Office Coordinator Contracts Administrator Community Education Coordinator	\$40,000 - \$62,500	\$42,146 - \$63,141	\$42,000 - \$63,000
Administrative Assistant	\$30,000 - \$45,000	\$35,091 - \$47,603	\$35,000 - \$47,000

Temporary Staff Salary Ranges:

	<u>Current Temporary Staff Hourly Ranges **</u>	<u>Proposed Temporary Staff Hourly Ranges **</u>
Manager	\$27.64 - \$44.23	\$33.17 - \$49.76
Fiscal Administrator	\$22.12 - \$38.70	\$24.88 - \$40.36
Coordinator/Administrator	\$22.12 - \$34.56	\$23.22 - \$34.83
Administrative Assistant	\$16.59 - \$24.88	\$19.35 - \$25.99

** Note: Temporary Staff Salary Ranges are 15% higher than comparable regular staff positions and do not include medical benefits, retirement, sick leave, holidays or paid vacation.