

MONTEREY PENINSULA REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING

**DATE:** May 16, 2023  
**TO:** Board of Directors  
**FROM:** Shuran Parker, Administrative Services Manager  
**REVIEWED BY:** Rafael Payan, General Manager  
**SUBJECT:** Consideration of Revised Class Descriptions, Pay Schedule, Compensation, and Staff COLA

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**SUMMARY:**

The Board is being asked to review and approve the revised class (AKA “job”) descriptions and pay schedule prepared by Koff & Associates and decide if and how to proceed with administering compensation, including a cost of living adjustment (COLA) for Fiscal Year (FY) 2023-24.

**FISCAL IMPACT:**

The estimated fiscal impact will vary depending on Board action but could be between \$2,226,448 and \$2,335,544.

**FUNDING SOURCE:**

Salary and benefits will be allocated in all associated division accounts.

**FUNDING BALANCE:**

Budget in development and will be allocated according to Board direction at this meeting.

**DISCUSSION:**

In 2022, the District has engaged the services of Koff & Associates (“K&A”) to conduct Classification (**ATTACHMENT 1**) and Compensation and Benefits (**ATTACHMENT 2**) studies of its positions and organization. As part of the Classification study, K&A reviewed existing job descriptions (**ATTACHMENT 3**), reviewed questionnaires completed by staff, held one-on-one or group interviews with staff, then developed new class descriptions (**ATTACHMENT 4**) based on the aforementioned, and their experience and expertise in human resources. For the Compensation and Benefits report, K&A gathered District information, including our existing 6-step pay schedule (**ATTACHMENT 5**) and compared against a group of comparator agencies approved by the Board, to develop a new 5-step pay schedule (**ATTACHMENT 6**) and range placement recommendations (**ATTACHMENT 7**).

Additionally, with the above information and the 2022 Consumer Price Index (CPI) increase for the San Francisco area of 4.9% in mind, staff prepared the draft, proposed FY 2023-24 budget which includes a full COLA for all positions (**ATTACHMENT 8**). These amounts would further vary if the Board decided to “Y” rate positions and will be adjusted as necessary based on Board direction.

**RECOMMENDED ACTION:**

Now that the Board has had time to review both studies and consider the financial impacts, staff requests that they approve the new class descriptions, pay schedule, and advise how to move forward on compensation for positions that were below or above the targeted 5% median, including the application of a COLA. Our K&A project manager, Katie Kaneko will be available at the meeting to give a brief presentation and assist with answering questions.

**ATTACHMENTS:**

1. [Classification Study Report](#)
2. [Total Compensation Study Report](#)
3. [Current Job Descriptions](#)
4. [Draft Class Descriptions](#)
5. [Current Pay Schedule](#)
6. [Draft Pay Schedule](#)
7. [Salary Range Placement Recommendations](#)
8. [Salary & PERS Costs With\(out\) COLA](#)