

STAFF REPORT

SUBJECT: Classification and Compensation Plan

MEETING DATE: September 17, 2015

AGENDA ITEM: 5E

STAFF CONTACT: Bobbi Didier and Jim Kemp

RECOMMENDATION:

Adopt a resolution rescinding all prior classification and compensation plans and establishing a new compensation and classification plan, including an updated job class table and updated salary schedule reflecting a cost of living adjustment and benefit adjustment, retroactive to the first pay period of the fiscal year (Pay period 14-2015).

DISCUSSION:

The board authorized a contract in January with Koff and Associates to complete a compensation and classification study. The purpose of the study was to complete an objective evaluation of SBCAG's position classifications and compensation systems and to develop recommendations to help ensure that SBCAG's salaries and benefits are competitive. The last SBCAG compensation study was completed in 2007.

Per the board's direction, the SBCAG Executive Committee (Richardson, Wolf, Lavagnino, Adam and Clark) served as a steering committee for the compensation and classification study. The committee met three times with the consultant to receive updates on the study progress and provide input. The study shows that, overall, SBCAG's salaries are 2.1% below the median of peer agencies although the difference between SBCAG salaries and those of peer agencies varies by position. Total compensation including benefits is 7.8% below the median of peer agencies.

During closed session at the board's August 20, 2015 meeting, Koff and Associates presented recommendations for adjusting salaries for specific position classifications as well as increasing the benefit allowance amount provided to all SBCAG employees to bring SBCAG into alignment with the other comparator agencies. The attached resolution is consistent with the direction provided by the board during the closed session. It is recommended that the board adopt the resolution which provides for the following:

- Rescinds existing classification and compensation plans and policies,
- Adopts a new classification and compensation plan which includes:
 - An updated job class table and authorizes 20 FTE positions (no change)
 - An updated salary schedule reflecting a 1.5% cost of living adjustment
 - Increase in the benefit allowance of \$50/pay period at the beginning of each year in FY 15/16 through FY 18/19

- Makes the salary and benefit adjustments effective retroactive to the first pay period of FY 15/16.

Staff has estimated that the cost of implementing all of the recommended salary and benefit adjustments in FY 15/16 is approximately \$81,200. This increase is within the amount authorized by the board for salaries and benefits in the adopted FY 15/16 budget; therefore no budget appropriation increase is needed.

COMMITTEE REVIEW:

The Executive Committee served as a steering committee for the classification and compensation study and adopted recommendations that were presented to the full board at its August 20, 2015 closed session meeting.

Attachments:

Resolution No. 15-29

A RESOLUTION OF THE SANTA BARBARA
COUNTY ASSOCIATION OF GOVERNMENTS

SALARY RESOLUTION OF THE SANTA BARBARA) RESOLUTION NO. 15-29
COUNTY ASSOCIATION OF GOVERNMENTS)
ESTABLISHING A NEW CLASSIFICATION AND)
COMPENSATION PLAN)

WHEREAS, the Santa Barbara County Association of Governments (SBCAG) has been using the County of Santa Barbara's compensation and classification plan since separating from the County of Santa Barbara in 1990, and;

WHEREAS, SBCAG desires to implement its own compensation and classification plan for its current needs, and;

WHEREAS, SBCAG conducted a classification and compensation study in the first half of 2015 for the purpose of creating a competitive, market driven compensation plan and updated classification descriptions, and;

WHEREAS, the SBCAG Board of Directors wishes to adopt certain recommendations from the study including an updated compensation and classification plan, position classification table for FY 15/16, salary and benefit adjustments and a salary cost of living adjustment for FY 15/16; and

WHEREAS, the Board of Directors of the Santa Barbara County Association of Governments finds that there is good cause for the adoption of the provisions of this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

RESCISSION: Resolution No. 90-23 of the Santa Barbara County Association of Governments and all other Resolutions and their amendments establishing a classification and compensation plan and authorizing position allocations in conflict herewith are hereby rescinded with respect to the employees of the Santa Barbara County Association of Governments. The provisions of this Resolution, insofar as they are substantially the same as provisions of the aforesaid rescinded Resolutions relating to the same subject matter, shall be construed as restatements.

CLASSIFICATION AND COMPENSATION PLAN: The Board of Directors adopts the Classification and Compensation plan as follows:

Section 1. Classification and Positions Authorized.

- A. There are hereby established such job classifications and authorized positions of the Santa Barbara County Association of Governments as are hereinafter set forth in Exhibit A, Job Class Table. Changes in classifications and authorized positions as may be required from time to time shall be approved by the SBCAG Board of Directors.
- B. A position classification description shall be established for each authorized position which identifies the duties and responsibilities, education, required skills and experience, scope of authority and reporting relationships. The Executive Director shall approve each position classification description.

Section 2. Compensation

- A. Salary payable to employees appointed to each position shall be at a rate as set forth in said Exhibit B, Salary Schedule.
- B. When an incumbent employee's current salary exceeds the maximum in the salary range due to a reclassification, the current salary shall remain in effect and "Y-rated." The salary shall be fixed at the current rate and the employee will not be eligible to receive cost of living or other salary adjustments until such time as the maximum salary in the range is increased and exceeds the employee's current salary. Any Y-rated salaries shall expire upon vacancy of the position.
- C. The Board of Directors hereby approves a salary Cost of Living Adjustment of 1.5% (based on the CPI (Consumer Price Index – All Urban Wage Earners, Los Angeles-Riverside-Orange County, CA) for the twelve (12) month period ending December 31, 2014) for all SBCAG employees which is included in Exhibit B, Salary Schedule. The Cost of Living Adjustment shall be effective retroactive to the first pay period in fiscal year 2015-16 (Pay period No. 14-2015).
- D. Upon appointment, employees shall be paid at a rate consistent with the adopted Salary Schedule and commensurate with the appointee's

qualifications, relevant experience and previous salary history. Appointment at a rate higher than Step A shall require approval of the Executive Director.

- E. Salary increases for merit within a range shall not be automatic, but shall be authorized by the Executive Director only upon an affirmative recommendation of the employee's supervisor, including written certification that the employee's overall job performance has been satisfactory or better. Employees shall be eligible for salary merit increases according to the following time intervals:

Step A

Step B – 6 months of continuous service at Step A

Step C – 12 months of continuous service at Step B

Step D – 12 months of continuous service at Step C

Step E – 12 months of continuous service at Step D

- F. The Board of Directors shall annually review the adopted Salary Schedule as part of the budget development process and determine the need for a Cost of Living Adjustment. The Executive Director shall provide the Board with the change in the Consumer Price Index – All Urban Wage Earners, Los Angeles-Riverside-Orange County, CA) for the twelve (12) month period ending December 31st for the previous 12 month period and any other information desired by the Board.
- G. SBCAG shall complete a market classification and compensation study no less frequently than every 5 years to provide the Board with information needed to ensure that SBCAG is providing competitive salaries and benefits and is able to recruit and retain qualified staff.

Section 3. BENEFIT ALLOWANCE:

The benefit allowance paid to each full time SBCAG employee will increase from \$200 per pay period to \$400 per pay period according to the following schedule:

\$250 per pay period effective PPN 14-2015

\$300 per pay period effective PPN 14-2016

\$350 per pay period effective PPN 14-2017; and

\$400 per pay period effective PPN 14-2018

UNCONSTITUTIONALITY: If any paragraph, sentence, clause, phrase, or part of this Resolution for any reason is held to be unconstitutional or invalid, or inadvertently omitted, such shall not affect the remaining portions of this Resolution, and the Board of Directors hereby declares it would have passed each paragraph, sentence, clause, phrase, and part thereof, irrespective of the fact that any one or more than one paragraph, sentence, clause, phrase, or part thereof be declared unconstitutional or invalid.

OPERATIVE DATE: The Board of Directors of the Santa Barbara County Association of Governments further resolves that this Resolution shall be effective immediately with all compensation and benefit adjustments effective retroactive to the first pay period in fiscal year 2015-16 (Pay Period Number 14 - 2015.)

PASSED AND ADOPTED by the Board of Directors of the Santa Barbara County Association of Governments, State of California, this 17th day of September, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Jim Kemp, Executive Director

Jim Richardson, Chair
Santa Barbara County Association
of Governments

APPROVAL AS TO FORM:

for Victoria Parks Tuttle
William M. Dillon
Senior Deputy County Counsel

Exhibit A

**JOB CLASS TABLE
FISCAL YEAR 2015-16**

Classification Title	Number of Positions	Range Number	Monthly Equivalent		Unit
			Minimum	Maximum	
Executive Director	1.00	N/A	Monthly Salary =	**14,037.05	43
Deputy Executive Director	2.00	48	9,391.19	11,415.05	43
Director of Administrative Services	1.00	41	7,900.48	9,603.09	43
Director of Traffic Solutions	1.00	39	7,519.79	9,140.35	43
Flexible Series as Follows: ²	6.00				24
Transportation Planner I		23	5,065.52	6,157.17	
Transportation Planner II		28	5,731.17	6,966.27	
Senior Transportation Planner		33	6,484.29	7,881.70	
Principal Transportation Planner		38	7,336.38	8,917.42	
Finance Manager	1.00	35	6,812.56	8,280.71	24
Regional Data Analyst	1.00	28	5,731.17	6,966.27	24
Flexible Series as Follows: ¹	1.00				24
Govt. Affairs & Public Information Manager I		29	5,874.45	7,140.43	
Govt. Affairs & Public Information Manager II		35	6,812.56	8,280.71	
Traffic Solutions Design and Marketing Coord.	1.00	28	5,731.17	6,966.27	24
Flexible Series as Follows: ²	1.00				24
Transportation Engineer I		25	5,321.96	6,468.88	
Transportation Engineer II		30	6,021.31	7,318.94	
Senior Transportation Engineer		35	6,812.56	8,280.71	
Principal Transportation Engineer		40	7,707.79	9,368.86	
Clerk of the Board	1.00	17	4,367.98	5,309.31	32
Flexible Series as Follows: ¹	1.00				24
Traffic Solutions Project Coordinator II		22	4,941.97	6,007.00	
Flexible Series as Follows: ³	2.00				24
Administrative Assistant I		3	3,091.34	3,757.54	
Administrative Assistant II		9	3,585.01	4,357.60	
Administrative Assistant III		15	4,157.51	5,053.48	
Total Number of Positions	20.00				

¹ An employee can be appointed at I or II.

² An employee can be appointed at I, II, Senior or Principal level.

³ An employee can be appointed at I, II, III

* Includes 1.5% COLA

** Per terms of employment agreement

Exhibit B

Salary Ranges effective PP 14-2015

(Includes 1.5% COLA)

Range #	Hourly Salary Rate				
	Step A	Step B	Step C	Step D	Step E
1	\$16.975	\$17.824	\$18.715	\$19.651	\$20.634
2	\$17.400	\$18.270	\$19.183	\$20.142	\$21.149
3	\$17.835	\$18.726	\$19.663	\$20.646	\$21.678
4	\$18.281	\$19.195	\$20.154	\$21.162	\$22.220
5	\$18.738	\$19.674	\$20.658	\$21.691	\$22.776
6	\$19.206	\$20.166	\$21.175	\$22.233	\$23.345
7	\$19.686	\$20.670	\$21.704	\$22.789	\$23.929
8	\$20.178	\$21.187	\$22.247	\$23.359	\$24.527
9	\$20.683	\$21.717	\$22.803	\$23.943	\$25.140
10	\$21.200	\$22.260	\$23.373	\$24.541	\$25.768
11	\$21.730	\$22.816	\$23.957	\$25.155	\$26.413
12	\$22.273	\$23.387	\$24.556	\$25.784	\$27.073
13	\$22.830	\$23.971	\$25.170	\$26.428	\$27.750
14	\$23.401	\$24.571	\$25.799	\$27.089	\$28.444
15	\$23.986	\$25.185	\$26.444	\$27.766	\$29.155
16	\$24.585	\$25.815	\$27.105	\$28.461	\$29.884
17	\$25.200	\$26.460	\$27.783	\$29.172	\$30.631
18	\$25.830	\$27.121	\$28.477	\$29.901	\$31.396
19	\$26.476	\$27.799	\$29.189	\$30.649	\$32.181
20	\$27.138	\$28.494	\$29.919	\$31.415	\$32.986
21	\$27.816	\$29.207	\$30.667	\$32.200	\$33.810
22	\$28.511	\$29.937	\$31.434	\$33.005	\$34.656
23	\$29.224	\$30.685	\$32.220	\$33.831	\$35.522
24	\$29.955	\$31.452	\$33.025	\$34.676	\$36.410
25	\$30.704	\$32.239	\$33.851	\$35.543	\$37.320
26	\$31.471	\$33.045	\$34.697	\$36.432	\$38.253
27	\$32.258	\$33.871	\$35.564	\$37.343	\$39.210
28	\$33.064	\$34.718	\$36.454	\$38.276	\$40.190
29	\$33.891	\$35.586	\$37.365	\$39.233	\$41.195
30	\$34.738	\$36.475	\$38.299	\$40.214	\$42.225
31	\$35.607	\$37.387	\$39.256	\$41.219	\$43.280
32	\$36.497	\$38.322	\$40.238	\$42.250	\$44.362
33	\$37.409	\$39.280	\$41.244	\$43.306	\$45.471
34	\$38.345	\$40.262	\$42.275	\$44.389	\$46.608
35	\$39.303	\$41.268	\$43.332	\$45.498	\$47.773

36	\$40.286	\$42.300	\$44.415	\$46.636	\$48.968
37	\$41.293	\$43.358	\$45.525	\$47.802	\$50.192
38	\$42.325	\$44.442	\$46.664	\$48.997	\$51.447
39	\$43.383	\$45.553	\$47.830	\$50.222	\$52.733
40	\$44.468	\$46.691	\$49.026	\$51.477	\$54.051
41	\$45.580	\$47.859	\$50.252	\$52.764	\$55.402
42	\$46.719	\$49.055	\$51.508	\$54.083	\$56.787
43	\$47.887	\$50.282	\$52.796	\$55.435	\$58.207
44	\$49.084	\$51.539	\$54.116	\$56.821	\$59.662
45	\$50.311	\$52.827	\$55.468	\$58.242	\$61.154
46	\$51.569	\$54.148	\$56.855	\$59.698	\$62.683
47	\$52.858	\$55.501	\$58.276	\$61.190	\$64.250
48	\$54.180	\$56.889	\$59.733	\$62.720	\$65.856
49	\$55.534	\$58.311	\$61.227	\$64.288	\$67.502
50	\$56.923	\$59.769	\$62.757	\$65.895	\$69.190
51	\$58.346	\$61.263	\$64.326	\$67.543	\$70.920
52	\$59.805	\$62.795	\$65.934	\$69.231	\$72.693
53	\$61.300	\$64.365	\$67.583	\$70.962	\$74.510
54	\$62.832	\$65.974	\$69.272	\$72.736	\$76.373
55	\$64.403	\$67.623	\$71.004	\$74.554	\$78.282
56	\$66.013	\$69.314	\$72.779	\$76.418	\$80.239
57	\$67.663	\$71.046	\$74.599	\$78.329	\$82.245
58	\$69.355	\$72.823	\$76.464	\$80.287	\$84.301
59	\$71.089	\$74.643	\$78.375	\$82.294	\$86.409
60	\$72.866	\$76.509	\$80.335	\$84.352	\$88.569
61	\$74.688	\$78.422	\$82.343	\$86.460	\$90.783
62	\$76.555	\$80.383	\$84.402	\$88.622	\$93.053
63	\$78.469	\$82.392	\$86.512	\$90.837	\$95.379
64	\$80.430	\$84.452	\$88.675	\$93.108	\$97.764
65	\$82.441	\$86.563	\$90.891	\$95.436	\$100.208