

SBCAG STAFF REPORT

SUBJECT: Classification and Compensation Plan

MEETING DATE: November 18, 2021

AGENDA ITEM: 4H

STAFF CONTACT: Marjie Kirn and Martha Gibbs

RECOMMENDATION:

Adopt Resolution No. 21-37 rescinding all prior classification and compensation plan 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 effective pay period beginning November 15, 2021 (Pay period 25-2021).

DISCUSSION:

The Board of Directors has made a commitment to review the compensation and classification plan once every five years. In response to this commitment, a confidential review of the compensation and classification plan study was completed in September 2021 by the Segal Group. The purpose of the study was to complete an objective evaluation of SBCAG's position classifications and compensation and to develop recommendations to help ensure that SBCAG's salaries and benefits remain competitive. The last study was completed in 2015 and at that time the SBCAG Board made a commitment to review compensation plans once every five years.

Per the Board's direction, the attached Resolution No. 21-37 adopts certain recommendations from the 2021 compensation and classification plan study including:

- Rescinding the existing classification and compensation plan.
- Adopting a new classification and compensation plan which includes:
 - An updated job class table and authorization for 21.5 FTE positions (no change) and an equity adjustment for 3 classifications that were more than 10% out of market, and
 - An updated salary schedule reflecting a 3.0% cost of living adjustment; and
 - Increase in the benefit allowance by \$30 per pay period effective pay period 25-2021.
- Making the salary and benefit adjustments effective pay period 25-2021.

The annual cost of implementing the recommended salary and benefit adjustments are approximately \$128,800, with mid-year implementation costing approximately \$79,200. In anticipation of potential changes resulting from the study, staff placed \$157K in the FY 21-22 adopted budget as a place holder therefore a budget adjustment will not be necessary to implement the recommended changes.

Attachments:

- A. Resolution No. 21-37

ATTACHMENT A

A RESOLUTION OF THE SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS

SALARY RESOLUTION OF THE SANTA BARBARA) RESOLUTION NO. 21-37
COUNTY ASSOCIATION OF GOVERNMENTS)
ESTABLISHING A NEW CLASSIFICATION AND)
COMPENSATION PLAN)

WHEREAS, the Santa Barbara County Association of Governments (SBCAG) has been using the compensation and classification plan adopted by the SBCAG Board of Directors on September 17, 2015; and

WHEREAS, the Board of Directors has made a commitment to review the compensation and classification plan once every five years; and

WHEREAS, in response to this commitment, a review of the compensation and classification plan study was completed in September 2021 with the purpose of creating a workplace that attracts and retains highly competent professionals with a commitment to excellence; and

WHEREAS, the Board of Directors wishes to adopt certain recommendations, from the 2021 compensation and classification plan study including an updated position classification table for FY 2021-22, salary and benefit adjustments, and a salary cost of living adjustment for FY 2021-22; and

WHEREAS, the Board of Directors 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. 15-29 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 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 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. The Board of Directors hereby approves a salary Cost of Living Adjustment of 3.0% based on the CPI (Consumer Price Index – All Urban Wage Earners and Clerical Workers, Los Angeles-Long Beach-Anaheim, CA) on the average percent change for the twelve (12) month period ending September 30, 2021 for all SBCAG employees which is included in Exhibit B, Salary Schedule. The Cost-of-Living adjustment shall be effective the pay period beginning November 15, 2021 (Pay period No. 25-2021).
- C. 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.
- D. 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

- E. 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 of Directors with the change in the CPI (Consumer Price Index – All Urban Wage Earners and Clerical Workers, Los Angeles-Long Beach-Anaheim, CA) on the average percent change for the twelve (12) month period ending December 31st and any other information desired by the Board.
- F. SBCAG shall complete a market classification and compensation study no less frequently than every five (5) years to provide the Board of Directors 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 \$400 per pay period to \$430 per pay period.

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 the pay period beginning November 15, 2021 (Pay period No. 25-2021).

PASSED AND ADOPTED by the Board of Directors of the Santa Barbara County Association of Governments, State of California, this 18th day of November, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Marjie Kirn
Executive Director

Holly Sierra, Chair
Santa Barbara County Association
of Governments

APPROVED AS TO FORM:
Rachel Van Mullem
County Counsel

By Victoria Parks Tuttle
Deputy County Counsel

Exhibit A

**JOB CLASS TABLE
FISCAL YEAR 2021-22**

Classification Title	Pay Grade	Hourly Rate		Monthly Equiv	
		Minimum	Maximum	Minimum	Maximum
Executive Director **	N/A			Monthly =	N/A
CFO/Human Resources Director	53	71.077	86.394	12,320	14,975
Director of Planning/Programming	53	71.077	86.394	12,320	14,975
Director of Traffic Solutions	45	58.336	70.908	10,112	12,291
Director of Rail and Transit	45	58.336	70.908	10,112	12,291
Director of Project Delivery & Construction	45	58.336	70.908	10,112	12,291
Graphic Designer	28	38.338	46.600	6,645	8,077
Clerk of the Board	26	36.491	44.355	6,325	7,688
Financial Procurement Coordinator	15	27.811	33.805	4,821	5,860
Flexible Series as Follows:					
Transportation Engineer I	25	35.601	43.273	6,171	7,501
Transportation Engineer II	30	40.279	48.959	6,982	8,486
Senior Transportation Engineer	35	45.572	55.393	7,899	9,601
Flexible Series as Follows:					
Govt. Affairs & Public Information Manager I	32	42.318	51.438	7,335	8,916
Govt. Affairs & Public Information Manager II	37	47.879	58.197	8,299	10,087
Govt. Affairs & Public Information Manager III	42	54.171	65.845	9,390	11,413
Flexible Series as Follows:					
Finance Manager/HR Generalist I	35	45.572	55.393	7,899	9,601
Finance Manager/HR Generalist II	40	51.561	62.672	8,937	10,863
Flexible Series as Follows:					
Transportation Planner I	23	33.885	41.188	5,873	7,139
Transportation Planner II	28	38.338	46.600	6,645	8,077
Senior Transportation Planner	33	43.376	52.724	7,519	9,139
Principal Transportation Planner	38	49.076	59.652	8,507	10,340
Flexible Series as Follows:					
Traffic Solutions Project Coordinator I	16	28.507	34.650	4,941	6,006
Traffic Solutions Project Coordinator II	22	33.059	40.183	5,730	6,965
Flexible Series as Follows:					
Administrative Assistant I	3	20.679	25.136	3,584	4,357
Administrative Assistant II	9	23.982	29.150	4,157	5,053
Administrative Assistant III	15	27.811	33.805	4,821	5,860

** Per terms of employment agreement

Exhibit B
Salary Ranges effective PP 25-2021
(Includes 3.0% COLA)

Salary Range #	Step A	Step B	Step C	Step D	Step E
1	\$19.683	\$20.667	\$21.700	\$22.785	\$23.925
2	\$20.175	\$21.184	\$22.243	\$23.355	\$24.523
3	\$20.679	\$21.713	\$22.799	\$23.939	\$25.136
4	\$21.196	\$22.256	\$23.369	\$24.537	\$25.764
5	\$21.726	\$22.812	\$23.953	\$25.151	\$26.408
6	\$22.269	\$23.383	\$24.552	\$25.780	\$27.068
7	\$22.826	\$23.967	\$25.166	\$26.424	\$27.745
8	\$23.397	\$24.567	\$25.795	\$27.085	\$28.439
9	\$23.982	\$25.181	\$26.440	\$27.762	\$29.150
10	\$24.581	\$25.810	\$27.101	\$28.456	\$29.879
11	\$25.196	\$26.455	\$27.778	\$29.167	\$30.625
12	\$25.826	\$27.117	\$28.473	\$29.896	\$31.391
13	\$26.471	\$27.795	\$29.185	\$30.644	\$32.176
14	\$27.133	\$28.490	\$29.914	\$31.410	\$32.980
15	\$27.811	\$29.202	\$30.662	\$32.195	\$33.805
16	\$28.507	\$29.932	\$31.429	\$33.000	\$34.650
17	\$29.219	\$30.680	\$32.214	\$33.825	\$35.516
18	\$29.950	\$31.447	\$33.020	\$34.671	\$36.404
19	\$30.698	\$32.233	\$33.845	\$35.537	\$37.314
20	\$31.466	\$33.039	\$34.691	\$36.426	\$38.247
21	\$32.253	\$33.865	\$35.558	\$37.336	\$39.203
22	\$33.059	\$34.712	\$36.447	\$38.270	\$40.183
23	\$33.885	\$35.580	\$37.359	\$39.227	\$41.188
24	\$34.733	\$36.469	\$38.293	\$40.207	\$42.218
25	\$35.601	\$37.381	\$39.250	\$41.212	\$43.273
26	\$36.491	\$38.315	\$40.231	\$42.243	\$44.355
27	\$37.403	\$39.273	\$41.237	\$43.299	\$45.464
28	\$38.338	\$40.255	\$42.268	\$44.381	\$46.600
29	\$39.297	\$41.261	\$43.325	\$45.491	\$47.765
30	\$40.279	\$42.293	\$44.408	\$46.628	\$48.959
31	\$41.286	\$43.350	\$45.518	\$47.794	\$50.183
32	\$42.318	\$44.434	\$46.656	\$48.989	\$51.438
33	\$43.376	\$45.545	\$47.822	\$50.213	\$52.724
34	\$44.461	\$46.684	\$49.018	\$51.469	\$54.042
35	\$45.572	\$47.851	\$50.243	\$52.755	\$55.393
36	\$46.711	\$49.047	\$51.499	\$54.074	\$56.778
37	\$47.879	\$50.273	\$52.787	\$55.426	\$58.197
38	\$49.076	\$51.530	\$54.106	\$56.812	\$59.652
39	\$50.303	\$52.818	\$55.459	\$58.232	\$61.144
40	\$51.561	\$54.139	\$56.846	\$59.688	\$62.672
41	\$52.850	\$55.492	\$58.267	\$61.180	\$64.239
42	\$54.171	\$56.879	\$59.723	\$62.710	\$65.845
43	\$55.525	\$58.301	\$61.216	\$64.277	\$67.491

44	\$56.913	\$59.759	\$62.747	\$65.884	\$69.178
45	\$58.336	\$61.253	\$64.316	\$67.531	\$70.908
46	\$59.795	\$62.784	\$65.923	\$69.220	\$72.681
47	\$61.289	\$64.354	\$67.572	\$70.950	\$74.498
48	\$62.822	\$65.963	\$69.261	\$72.724	\$76.360
49	\$64.392	\$67.612	\$70.992	\$74.542	\$78.269
50	\$66.002	\$69.302	\$72.767	\$76.406	\$80.226
51	\$67.652	\$71.035	\$74.586	\$78.316	\$82.231
52	\$69.343	\$72.810	\$76.451	\$80.274	\$84.287
53	\$71.077	\$74.631	\$78.362	\$82.280	\$86.394
54	\$72.854	\$76.496	\$80.321	\$84.337	\$88.554
55	\$74.675	\$78.409	\$82.329	\$86.446	\$90.768
56	\$76.542	\$80.369	\$84.388	\$88.607	\$93.037
57	\$78.456	\$82.378	\$86.497	\$90.822	\$95.363
58	\$80.417	\$84.438	\$88.660	\$93.093	\$97.747
59	\$82.427	\$86.549	\$90.876	\$95.420	\$100.191
60	\$84.488	\$88.712	\$93.148	\$97.806	\$102.696
61	\$86.600	\$90.930	\$95.477	\$100.251	\$105.263
62	\$88.765	\$93.204	\$97.864	\$102.757	\$107.895
63	\$90.984	\$95.534	\$100.310	\$105.326	\$110.592
64	\$93.259	\$97.922	\$102.818	\$107.959	\$113.357
65	\$95.590	\$100.370	\$105.389	\$110.658	\$116.191
66	\$97.980	\$102.879	\$108.023	\$113.424	\$119.096
67	\$100.430	\$105.451	\$110.724	\$116.260	\$122.073
68	\$102.941	\$108.088	\$113.492	\$119.167	\$125.125
69	\$105.514	\$110.790	\$116.329	\$122.146	\$128.253
70	\$108.152	\$113.559	\$119.237	\$125.199	\$131.459
71	\$110.856	\$116.398	\$122.218	\$128.329	\$134.746