

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

MINUTES

**THURSDAY, MAY 9, 2019
11:00 A.M.**

Robert Livermore Community Center
4444 East Avenue, Livermore, CA 94550-5053
West Wing Conference Room

Committee Members Present: Chair Palajac, Director Wilson

Staff Present: Mat Fuzie, Patricia Lord, Jeffrey Schneider,
Jill Kirk, Jessie Masingale, Robert Sanchez,
Linda VanBuskirk

Public Present: None

1. Call to Order: The meeting of the Personnel Committee was called to order at 11:00 a.m.

2. Public Comment: There was no public comment.

3. Salary and Benefits for FY 19-20 Operating Budget: (action)

The Committee reviewed and discussed the staff report given by Administrative Services Manager Jeffrey Schneider. In preparation for the upcoming budget workshop, Staff recommended changes to the salary schedule structure, including creation of uniform step sizes at 5%, moving to five steps for each job classification, and the introduction of salary ranges.

ASM Schneider handed out a schedule to the Committee for discussion which summarized how the District compares vs. median market value vs. average. (see "View of Current Survey Data: LARPD Supervisor/Similar Roles" attached.) Staff recommended a new set of salary ranges for supervisory roles to get closer to market value.

- Staff to address minimum wage and compaction in relation to the minimum wage.

ASM Schneider handed out an email to the Committee for discussion which showed the latest data from the Bureau of Labor Statistics measure for the San Francisco Bay area. (see "COLA Data Points – Survey Completed..." attached.)

- The Committee expressed support for raising the minimum wage to \$15 to get ahead of the impending minimum wage increase.
- Staff will consider the financial impact of the possible move to the \$15 minimum wage and will present its analysis to the Finance Committee, then to the Budget Workshop.

The Committee stated that the salary schedule, with adjustments as discussed, seems equitable and fair, while acknowledging staff's need to further assess the financial implications of the salary structure under consideration.

4. Matters Initiated:

- a) GM Fuzie reported that a disciplinary matter is moving through the system and will result in termination.
- b) ASM Schneider reported that the implementation of KRONOS is moving along. Staff is in the midst of a parallel test with the new system for time reporting along with the manual effort. The new system will go live with the first pay period in June. Feedback received has been very good.
 - Staff to give a demonstration to the Committee at the next meeting, scheduled for June 13.

5. Adjournment: The meeting was adjourned at 11:58 a.m.

Documents handed out during the meeting: (see attached)

- 1) View of Current Survey Data: LARPD Supervisor/Similar Roles
- 2) COLA Data Points – Survey Completed by Sheri and Alternatives to the BLS SF Bay Area Measure

View of Current Survey Data: LARPD Supervisor/Similar Roles

	LARPD current				AVERAGE from Agencies surveyed in Apr/May 2019			LARPD Proposal (COLA, New Ranges)				
	Min	Max	Simple Average	Ratio vs Survey Avg	Min	Max	Simple Average	Range	Min	Max	Simple Average	Ratio vs Survey Avg
Youth Services Administrator (1)	\$39,13	\$47,70	\$43,42	70	\$55,32	\$68,19	\$61,75	53	\$44,86	\$54,53	\$49,70	80
Finance Officer (2)	\$38,92	\$47,47	\$43,20	78	\$48,65	\$62,53	\$55,59	53	\$44,86	\$54,53	\$49,70	89
Human Resources Officer (3)	\$38,92	\$47,47	\$43,20	82	\$46,65	\$58,87	\$52,76	51	\$42,70	\$51,90	\$47,30	90
Marketing and Public Information Officer (4)	\$39,13	\$47,70	\$43,42	91	\$45,15	\$50,26	\$47,70	51	\$42,70	\$51,90	\$47,30	99
Community Outreach Supervisor (5)	\$37,26	\$45,44	\$41,35	93	\$40,63	\$48,12	\$44,38	49	\$40,64	\$49,39	\$45,02	101
Facilities Maintenance Supervisor	\$37,26	\$45,44	\$41,35	86	\$42,83	\$52,82	\$47,82	49	\$40,64	\$49,39	\$45,02	94
Parks Supervisor	\$39,13	\$47,70	\$43,42	97	\$40,13	\$49,56	\$44,84	49	\$40,64	\$49,39	\$45,02	100
Chief Ranger	\$39,13	\$47,70	\$43,42	94	\$42,23	\$50,06	\$46,14	49	\$40,64	\$49,39	\$45,02	98
Recreation Supervisor (6)	\$37,26	\$45,44	\$41,35	88	\$42,11	\$51,69	\$46,90	49	\$40,64	\$49,39	\$45,02	96

(1) current title is Youth Services Supervisor, title to be confirmed prior to publication of the Final FY19-20 Salary Schedule

(2) currently titled Financial Analyst, this title change is more reflective of the seniority of the position

(3) currently titled Human Resources Analyst, this title change is more reflective of the seniority of the position

(4) currently titled Marketing and Operations Supervisor within Recreation: moving to report to AGM in July, with change in responsibilities (District-wide marketing and public information focus, adding special events, eliminating operations role - facility attendants)

(5) previously titled Recreation Supervisor; this role will be added as a separate line in the final FY19-20 Salary Schedule

(6) the Recreation Supervisor pay range will be set at the current Aquatics Supervisor pay in response to Rec Manager Ikeda's revised organization - reflecting the move to a single job description for all recreation supervisor level roles

Question remains where we will place our staff in the new Ranges (eg, step 4 today could become step 2 tomorrow - eg, for the finance officer role), so the annual increases are not, necessarily, as material as the overall shift in the ranges for these staff members.

Jeff Schneider

From: Jeff Schneider
Sent: Monday, May 06, 2019 6:37 PM
To: Mathew Fuzie; Patricia Lord; Jill Kirk; Bruce Aizawa; Alexandra Ikeda
Cc: Sheri Fleming; Julie Dreher
Subject: COLA data points - survey completed by Sheri and Alternatives to the BLS SF Bay Area measure

Here's a view of COLAs assumed by agencies that are geographically near/similar to ours.

LARPD Administrative Services
FY19-20 COLA - data points

1. 3.50% Cost of Living Index, San Francisco Bay Area (12 months through Feb19)
2. COLA Survey of other Agencies:
 - 3.0% City of Dublin effective 7/1/19 based on SF Bay Area CPI
 - 4.0% City of Tracy effective 1/1/19 based on SF Bay Area CPI
 - 3.0% Pleasant Hill effective 7/1/19 based on SF Bay Area CPI
 - 3.0% Mid-Peninsula Open Space effective 7/1/19 based on Santa Clara County CPI
 - 2.5% City of Livermore effective 4/1/19 for association of Livermore employees

As well, neither Julie nor I have been able to track down alternative measures of the SF Bay Area CPI (the BLS does not have a measure for San Joaquin County and we've tried to find a source of inflation calcs beyond the BLS, to no avail).

JS

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