MEMORANDUM

TO: Personnel Committee
FROM: General Manager
DATE: March 5, 2014
RE: March 12, 2014 8:00 a.m. Personnel Committee Meeting

The following items will be discussed at the Personnel Committee meeting.

1. To Consider Salary Adjustments

There are a number of attachments that I would like to walk you through and review with you regarding where we are now, what it says in our own policy handbook (page 1), the organizational chart (Page 2), the District's current salaries (page 3 - 4)and comparables with other agencies (page 5). These attachments I have "hand" numbered pages 1 – 6. As you can see from the comparables the District has fallen considerably behind other local public agencies. I know this is not a surprise to anyone as we have had some difficult budget years since the major economic collapse of 2008.

The good news is that the District is now in a position to consider, review, and start to make some adjustments in the area of salaries. The reason I do not have a firm recommendation at this time is that I am attempting to ascertain how much of District funds we can designate to salary adjustments, along with benefit considerations, and some other possible positions within the District. I know we have some equity issues that I would like to see the District address, however I also know that the District cannot reach all the "targets." As I said on other occasions, we may not be able to do everything at once, but we can set goals. For example, if a position is 20% below the standards, we cannot give that position a 20% increase in one year, but maybe complete it over a 3 year period at 6% – 7% per year to make up the difference. As I said earlier, I would like to "walk" the committee through some ideas and some recommendations that the General Manager has to attain certain goals whether the Board so chooses, such as, if it's 90%, 95%, 100% comparable to other agencies.

For the first section of salary adjustments, I would like to focus on the full-time employees. I would also like to discuss possible expanded positions (Marketing), in other words from part-time to either full-time or Category "B" positions which includes the custodial "lead" positions. I would also like to discuss the Organizational Chart (Page 2) and the positions I would recommend to achieve increased efficiency and effectiveness in District operations.

We do have some part-time employee issues as well especially in the custodial area and that information is included by Building Maintenance Superintendent Carrie Miller (attached pages 9-10). We also need to consider part-time salary adjustments due to the increase in minimum wage by the state and federal government. As of July 1, 2014 the minimum wage will be adjusted to $9.00 per hour and on January 1, 2016 it will be increased to $10.00 per hour.

Pages 11 – 14 are an example of our current hourly rates for Recreation Leaders and Aquatic Positions.

2. To Consider Adjustments to District Benefit Program

This section, I am concentrating on the inequities of the current hires and especially compared to other agencies focusing on the health benefits only. The PERS retirement system is now established by State law and there is not much the District can do in making any adjustments. However, focusing on the District's health benefits compared to other agencies, the District is not in a comparable position. Again, I would like to discuss with you various options in regards to the health benefits. Please refer to pages 7 and 8. I have some real concerns regarding the inequities concerning the health benefits or lack thereof. And it doesn't matter if you have 60 applicants for a position, people do need jobs, but when they start working and find other positions at other local agencies that offer better benefits, the District will end up being a "training" ground for other agencies and then we start the process of rehiring again and again. We need to consider some options that will be fair to the District as well as the employee.

3. To Review Policy and Personnel Handbook

Accounting Supervisor Mark Blair is working on updating the Policy and Personnel Handbook. The District has purchased the CSDA Policy Handbook program that Mark is utilizing to update the policies. He has completed a majority of the Policies and will give the committee an update on where we are on the Policy and Personnel Handbook.

4. Report on District Legal Services

As you are aware, Attorney Mark Cornelius is retiring as of March, 2014 which will be his last month working with the District. I would like to discuss various options with the Personnel Committee as well as with the rest of the Board. However, in the "in between" time, I would like to use a person Mark Cornelius has worked with and is recommending. Mark's suggestion is Curt Kidder. Curt's resume is attached (pages 15-16). I have used him on a couple of projects with Recreation Park District and currently he is assisting us with the Mt. Diablo Unified School District on reviewing the existing agreement we have with them, he also worked on the Wine, Women and Shoes agreement late last year. My recommendation is to utilize Curt on a monthly basis until the Board decides if you would like to issue an RFP and interview selected legal candidates.

to partial weeks of work due to service as a juror, witness in court (other than as a litigant) or in the military or for lack of work. Category A employees will be provided with full pay for absences due to jury duty or as a witness in court (other than as a litigant) even if no work is performed during the term of the jury or witness service, provided that the employee pay to the District any jury fees received from the court.

This salary pay policy is intended to comply with the salary pay requirements of the Fair Labor Standards Act and shall be construed in accordance with the Act. Employees are encouraged to bring any question concerning their salary pay to their immediate supervisor or General Manager so that any inadvertent error can be corrected.

L2. SALARY ADJUSTMENTS

Salary adjustments may be considered by the following methods:

1. Cost-of-Living

Comparisons shall be made with nine agencies and the Consumer Price Index for the San Francisco Bay Area for across-the-board adjustments to be effective July 1st of each year. The agencies shall be:

a. Hayward Area Recreation District
b. City of Concord
c. City of Walnut Creek
d. City of Pleasant Hill
e. Livermore Recreation & Park District
f. East Bay Regional Park District
g. Mt. Diablo Unified School District
h. Contra Costa County
I. City of Martinez

The cost-of-living adjustment shall be determined by the following method:

a. Compute the average adjustment of all the agencies including the San Francisco CPI.
b. Compute the average adjustment of the agencies in the half receiving the greatest increase.
c. Average the results of (a) and (b).
d. The difference between the (c) and (a) shall be called the "above average factor."

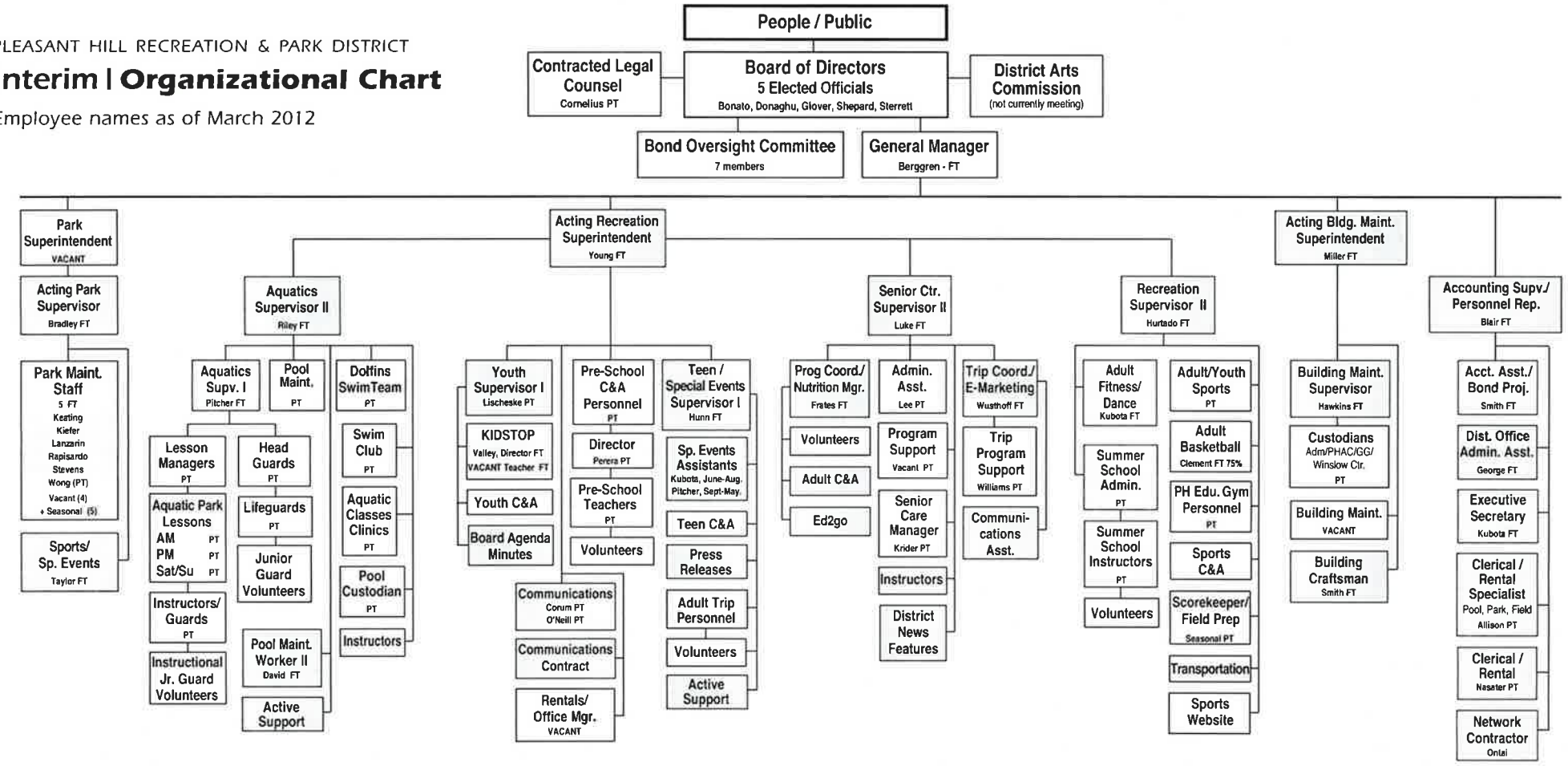
2. Job Comparables

Each position may be compared with comparable positions in the nine (9) stated agencies every two years with any adjustments becoming effective on January 1st. In addition to the determined comparable wage, the "above average factor," as determined under the above section, shall be used; however, the "above average factor" shall not accumulate each year.

PLEASANT HILL RECREATION & PARK DISTRICT

Interim | Organizational Chart

Employee names as of March 2012



New responsibilities

Pleasant Hill rec.

147 Gregory Lane
Pleasant Hill CA 94523
(925) 682-0896

PLEASANT HILL RECREATION AND PARK DISTRICT

FULL TIME SALARIES
EFFECTIVE 7/1/2013

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
GENERAL MANAGER					
MONTHLY	11,037				
YEARLY	132,444				
PARK SUPERINTENDENT					
MONTHLY	6732	7068	7421	7792	8182
YEARLY	80784	84816	89052	93504	98184
PARK SUPERVISOR					
MONTHLY	4887	5131	5388	5657	5940
YEARLY	58644	61572	64656	67884	71280
PARK MAINTENANCE WORKER II					
MONTHLY	4029	4230	4442	4664	4897
YEARLY	48348	50760	53304	55968	58764
PARK MAINTENANCE WORKER I					
MONTHLY	3585	3764	3952	4150	4357
YEARLY	43020	45168	47424	49800	52284
EXECUTIVE SECRETARY					
MONTHLY	4104	4309	4524	4750	4988
YEARLY	49248	51708	54288	57000	59856
DISTRICT OFFICE ADMIN. ASST.					
MONTHLY	3392	3562	3740	3927	4123
YEARLY	40704	42744	44880	47124	49476
ACCOUNTING SUPERVISOR					
MONTHLY	5220	5481	5755	6043	6345
YEARLY	62640	65772	69060	72516	76140
ACCOUNTING ASSISTANT					
MONTHLY	3499	3674	3858	4050	4253
YEARLY	41988	44088	46296	48600	51036
RECREATION SUPERINTENDENT					
MONTHLY	6663				
YEARLY	79956				
RECREATION SUPERVISOR II					
MONTHLY	5220	5481	5755	6043	6345
YEARLY	62640	65772	69060	72516	76140
RECREATION SUPERVISOR I					
MONTHLY	4583	4812	5053	5306	5571
YEARLY	54996	57744	60636	63672	66852

3

PLEASANT HILL RECREATION AND PARK DISTRICT

FULL TIME SALARIES EFFECTIVE 7/1/2013					
RECREATION COORDINATOR					
MONTHLY	3637	3819	4010	4210	4421
YEARLY	43644	45828	48120	50520	53052
CC OFFICE MANAGER					
MONTHLY	3726	3912	4108	4313	4529
YEARLY	44712	46944	49296	51756	54348
BUILDING SUPERINTENDENT					
MONTHLY	6754				
YEARLY	81048				
BUILDING MAINTENANCE SUPERVISOR					
MONTHLY	4472	4696	4931	5177	5436
YEARLY	53664	56352	59172	62124	65232
BUILDING MAINTENANCE WORKER II					
MONTHLY	4029	4230	4442	4664	4897
YEARLY	48348	50760	53304	55968	58764
BUILDING MAINTENANCE WORKER 1					
MONTHLY	3585	3765	3953	4150	4358
YEARLY	43020	45180	47436	49800	52296
BUILDING CRAFTSMAN					
MONTHLY	5940				
YEARLY	71280				
POOL OPERATIONS SUPERVISOR					
MONTHLY	4262	4475	4698	4933	5180
YEARLY	51144	53700	56376	59196	62160
POOL MAINTENANCE WORKER II					
MONTHLY	4029	4230	4442	4664	4897
YEARLY	48348	50760	53304	55968	58764
KIDSTOP DIRECTOR					
MONTHLY	4865	5109	5364	5632	5914
YEARLY	58380	61308	64368	67584	70968

pay rates as of Sep 30, 2013

Position/Title	Monthly Pay Rates At Top Step Level									Average Pay	PHRPD	% of PHRPD	Pay rate	Pay rate
	Livermore	Walnut Creek	Martinez	HARD	EBRPD	City of P Hill	MDUSD	Concord		All Agencies	Pay Rates	Pay to Avg	@90% of avg	@95% of avg
General Manager	$11,430.00	$16,038 (1)	$13,853 (2)	$12,954.00	$18,978.00	$15,149 (3)	na	$14,311 (4)	$88,402.00	$12,628.86	$11,037.00	87.40%	11365.97	11997.41
Park Superintendant	na	$9261 (5)	$10,651 (6)	$11,291.00	$13,054. (27)	$10,896 (7)	na	$10,831.00	$55,156.00	$9,192.67	$8,182.00	89.01%	8273.40	8733.03
Park Supervisor	$7,238.00	$8,530.00	$5,913.00	$7,757.00	$6,919.00	$10,023 (8)	na	$9159 (9)	$55,539.00	$7,934.14	$6,345.00	79.97%	7140.73	7537.44
Park Maintenance Staff II	$4,750.00	$5,559.00	$4,928.00	$5,425.00	na	$5,968(10)	na	$4,764.00	$31,394.00	$5,232.33	$4,897.00	93.59%		
Park Maintenance Staff I	$4,163.00	$5,172.00	$4,515.00	$5,177.00	$4,920.00	$4,798 (11)	na	$4,764.00	$33,509.00	$4,787.00	$4,357.00	91.02%		4547.65
Recreation Superintendant	na	$9256 (24)		$11,291.00	$10,778.00	na			$31,325.00	$10,441.67	$6,663.00	63.81%	9397.50	9919.58
Recreation Supervisor -Level II	na	$7,260.00	na	$7,757.00	na	na	na	na	$15,017.00	$7,508.50	$6,345.00	84.50%	6757.65	7133.08
Recreation Supervisor -Level I	$6,123.00	na	$6,258.00	$5,931.00	$5,543.00	na	na	na	$23,855.00	$5,963.75	$5,571.00	93.41%		5665.56
Recreation Coordinator	$4,834.00	$5,670.00	$5,289.00	$4,691.00	$5,270.00	na	na	$5,563.00	$31,317.00	$5,219.50	$4,421.00	84.70%	4697.55	4958.53
Building Superintendant	$7,238.00	$8,530.00	na	$7757 (18)	$9,799.00	$13,686.00	$7,374.75	$10,831.00	$54,384.75	$7,769.25	$6,754.00	86.93%	6992.33	7380.79
Building Maintenance Supervisor	$6,123.00	na	na	$ 6403 (19)	$6,398.00	$6,434 (12)	$5,429.25	$7,744.00	$38,531.00	$6,421.83	$5,436.00	84.65%	5779.65	6100.74
Building Maintenance Craftsman	$5068 (25)	$5,719.00	na	$ 6096 (20)	$5,944.00	$6,434 (12)	$5,042.25	$5144 (23)	$39,447.00	$5,635.29	$5,940.00	105.41%		
Pool Miantenance Worker II	$5,235.00	na	na	na	$5,833.00				$11,068.00	$5,534.00	$4,897.00	88.49%	4980.60	5257.30
Kidstop Director		na	na	na	na						$5,914.00			
Administrative Assistant	$4,650.00	$4,047.00	$4,515.00	$4,740.00	$4,479.00	$4,776 (14)	$4,714.67	$4,113.00	$34,347.00	$4,293.38	$4,123.00	96.03%		
Executive Secretary	$6,123.00	$5,788.00	$5,612.00	$5,682.00	$6,537.00	$6,144.00	$5,071.75	$5,827.00	$46,784.75	$5,848.09	$4,988.00	85.29%		
Acctg /Finance Manager	$7,567.00	$8,579 (15)	$11,244.00	$7,757.00	$10,777.87(26)	$11,541.00	$6,567 (16)	$8,426 (17)	$72,458.87	$9,057.36	$6,345.00	70.05%	8151.62	8604.49
Accounting Assistant/Payroll	$5,068.00	$5,469.00	$4,928.00	$4740 (22)	$4,924.00	$5,627.00	$4,003.33	$5,969.00	$40,728.33	$5,091.04	$4,253.00	83.54%	4581.94	4836.49
	$80,542.00	$61,744.00	$53,202.00	$90,453.00	$96,322.00	$36,998.00	$31,636.00	$60,406.00	$703,263.70	$118,558.65	$106,468.00	89.80%		

(1) Used Arts, Recreation $ Community Services Disrector
(2) Used Assistant City Manager-Administrative Services
(3) Used Director of Public Works & Community Dev
(4) Used Director of Parks & Recreation
(5) Used Project Manager
(6) Used Deputy Director Parks & Community Services
(7) Used Maintenance Superintendent
(8) Used Maintenance Supervisor
(9) Used Park Program Manager
(10) Used Senior Maintenance Worker
(11) Used Maintenance Worker
(12) Used Building Trades Worker II
(13) Used Building Trades Worker
(14) Used Secretary
(15) Used Senior Accountant
(16) Used Chief Accountant
(17) Used Financial Analyst
(18) Used Maint & Const Supervisor
(19) Used Custodian Supervisor
(20) Used Senior Maint & Const Worker
(21) Used Account Clerk III
(22) Used Account Clerk II
(23) Used Lead Maint Worker
(24) Used Program Manager
(25) Used Senior Maint Tech
(26) Used Assistant Finance Officer
(27) Used Chief park Operations

#REF! #REF!

Totals	$118,558.65	$106,468.00	90%

Employee	Current Salary	Position	90%	95%	100%	95% Diff	95%	90% Diff	90%
	$ 6,662	Accounting Supervisor	$ 8,151	$ 8,604	$ 9,057	$ 1,942	29%	$ 1,489	22%
	$ 6,663	Recreation Superintendent			$ 9,193				
	$ 6,345	Park Maintenance Supervisor			$ 7,934				
		Park Superintendent	$ 8,273	$ 8,773	$ 9,193	$ 2,428	38%	$ 1,928	30%
		Recreation Superintendent	$ 8,273	$ 8,773	$ 9,193	$ 2,110	32%	$ 1,610	24%
	$ 6,754	Building Maintenance Superintendent	$ 6,992	$ 7,381	$ 7,769	$ 627	9%	$ 238	4%
	$ 6,345	Park Supervisor	$ 7,141	$ 7,537	$ 7,934	$ 1,192	19%	$ 796	13%
	$ 6,345	Recreation Supervisor II	$ 6,757	$ 7,133	$ 7,508	$ 788	12%	$ 412	6%
	$ 5,571	Recreation Supervisor I	$ -	$ 5,665	$ 5,964	$ 94	2%		0%
	$ 4,357	Park Maintenance I		$ 4,547	$ 4,787	$ 190	4%		0%
	$ 4,897	Park Maintenance II		$ 4,970	$ 5,232	$ 73	1%		0%
	$ 4,421	Recreation/Facilities Coordinator	$ 4,698	$ 4,959	$ 5,220	$ 538	12%	$ 277	6%
	$ 5,436	Building Maintenance Supervisor	$ 5,780	$ 6,101	$ 6,422	$ 665	12%	$ 344	6%
	$ 5,940	Building Maintenance Craftsman			$ 5,635				
	$ 4,897	Pool Maintenance II	$ 4,980	$ 5,257	$ 5,534	$ 360	7%	$ 83	2%
	$ 5,914	KIDSTOP Director							
	$ 4,123	Adminstrative Assistant			$ 4,293				
	$ 4,988	Executive Secretary	$ 5,263	$ 5,556	$ 5,848	$ 568	11%	$ 275	6%
	$ 4,253	Accounting Assistant	$ 4,582	$ 4,836	$ 5,091	$ 583	14%	$ 329	8%
					Monthly	$ 16,594		$ 9,429	
					Annual	$ 199,128		$ 113,148	

		Retirement Plan Type	Employer Retirement Contribution as a % of EE Pay	Employee Retirement Contribution as a % of EE Pay	Employer % of Health Insurance paid for employee	Employer % of Health Insurance paid for dependants	Employer % of Dental Insurance paid for employee	Employer % of Dental Insurance paid for dependants	Employer % of Vision Insurance paid for employee & dependants
LARPD									
Walnut Creek									
Martinez									
HARD	employees hired before 1/1/2013	2.5% @55	21.46%	4.00%	100.00%	100.00%	100.00%	100.00%	$375/yr family
	employees hired after 1/1/13 perviously in CALPERS	2% @60	17.46%	7.00%	100.00%	100.00%	100.00%	100.00%	$375/yr family
	employees hired after 1/1/13 without CALPERS	2%@62	17.46%	6.25%	100.00%	100.00%	100.00%	100.00%	$375/yr family
EBRPD	hired before 1/1/13 or after 1/1/13 but previous CALPERS members	2.5% @ 55	25.86%	4% (1)	100.00%	100.00%	100.00%	100.00%	paid by employee
	hired after 1/1/13 and new members in CALPERS	2% @ 62	28.11%	6.25%	100.00%	100.00%	100.00%	100.00%	paid by employee
PHRPD	employees hired before 7/1/2011	2% @ 55	13.46%	7.00%	95.00%	95.00%	100.00%	100.00%	na
	employees hired between 7/1/11-12/31/12	2% @ 60	8.05%	7.00%	95.00%	0.00%	0.00%	0.00%	na
	employees hired after 1/1/2013	2%@ 62	6.25%	6.25%	95.00%	0.00%	0.00%	0.00%	na
City of Pleasant Hill	PACE Employees as of Nov 1, 2013	2% @ 55		7.00%	80.00%	80.00%	100.00%	100.00%	100.00%
	Local 1 as of Sep 1, 2013			6.00%	EE pays $125 for single, $250 for EE+1 and $350 for family coverage	EE pays $125 for single, $250 for EE+1 and $350 for family coverage	100.00%	100.00%	100.00%
	Management as of Nov 1, 2013	2% @ 55		Misc EE's-7%	80.00%	80.00%	100.00%	100.00%	100.00%
MDUSD									

(1) Current 8% employee rate is paid 4% by employer and 4% by the employee. The employee contribution is scheduled to increase to 5% effective 4/1/15, 6% on 10/1/15, 7% on 4/1/16 and 8% on 3/31/17.

Health

Livermore AAPD $1,180.71/monthly

City of Concord 86% of Kaiser Rate $1,651/monthly

Health Benefits		2/6/2014								
Kaiser 95% District/5% Employee										
Dental 100% District						Current	Current	Current	Current	Current
		Kaiser monthly	Kaiser District	Kaiser Employee	Dental District		Kaiser monthly	Kaiser District	Kaiser Employee	Dental Employee
EE+S	EE A	2911.00	2765.45	145.55	132.70		0.00	0.00	0.00	132.70
EE+S	EE B	1148.00	1090.60	57.40	132.70	EE only	411.00	390.46	20.54	73.76
EE+S+C	EE C	1765.00	1676.75	88.25	213.72		0.00	0.00	0.00	0.00
EE+S+C	EE D	1779.00	1690.05	88.95	213.72	EE only	586.00	556.70	29.30	213.72
EE+C	EE E	1160.00	1102.00	58.00	132.70	EE only	454.00	431.30	22.70	73.76
Total monthly cost		8763.00	8324.85	438.15	825.54		1451.00	1378.46	72.54	493.94
	current District Kaiser costs		1378.46							
	current District Dental costs		0							
	Total current costs		1378.46							
	District Kaiser costs to add Family coverage		8324.85							
	District costs to add dental coverage		825.54							
	total costs to add Family med and dental		9150.39							
	incemental monthly costs		7771.93							
	incremental annual costs		93263.16							

CUSTODIAL WAGES WITHOUT LEAD CUSTODIAN
Fiscal Year 2015

Category C		**18 hrs/week**	**936 hrs/yr**
Wage/hr Jul 2014	15.09	271.62	14,124.24
Medicare	1.45		204.80
PARS	2.5		353.11
WkrComp	5.7354		810.08
Unemployment	0.5		70.62
TOTAL			**15,562.85**

Category B		**29 hrs/wk**	**1508 hrs/yr**
Wage/hr Rico R	16.09	466.61	24,263.72
Medicare	1.45		351.82
Soc Sec	6.2		1,504.35
PERS	13.463		3,266.62
WkrComp	5.7354		1,391.62
Unemployment	0.5		121.32
Personal Time	10		2,426.37
COLA			
TOTAL			**33,325.82**

Wage/hr Chris M	18.98	550.42	28,621.84
Medicare	1.45		415.02
Soc Sec	6.2		1,774.55
PERS	13.463		3,853.36
WkrComp	5.7354		1,641.58
Unemployment	0.5		143.11
Personal Time	10		2,862.18
COLA			
TOTAL			**39,311.64**

Wage/hr Matt A	14.6	423.40	22,016.80
Medicare	1.45		319.24
PERS	13.463		2,964.12
Soc Sec	6.2		1,365.04
WkrComp	5.7354		1,262.75
Unemployment	0.5		110.08
Personal Time	10		2,201.68
COLA			
TOTAL			**30,239.71**

CUSTODIAL WAGES WITH LEAD CUSTODIAN
Fiscal Year 2015

Category C		**18 hrs/week**	**936 hrs/yr**
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Unemployment	0.5		110.08
Personal Time	10		2,201.68
COLA			
TOTAL			**30,239.71**

FT Lead Custodian		**40 hrs/wk** monthly wage	**2080 hrs/yr**		
Wage Rico R		3,515.00	42,180.00		
Medicare	1.45		611.61		
Soc Sec	6.2		2,615.16		
PERS	13.463		5,678.69		
WkrComp	5.7354		2,419.19		
Unemployment	0.5		210.90		
TOTAL			**53,715.55**	**55,327.02**	**3% COLA**
potential Health T2	95% single		8,686.80	note: calc from $15 co-pay	
TOTAL (Max.)			**62,402.35**	**64,013.82**	**3% COLA**

Above: Best estimates and calculation factors available as of 3/2/2014 for study purposes.
Use for reference for comparing scenarios on next page.

Pleasant Hill rec

MEMO

To: Bob Berggren, General Manager
From: Carrie Miller, Bldg Mnt Supt

Information for
Board Personnel Committee Study

3 SCENARIOS WITHOUT LEAD CUSTODIAN

Current Status	Site	hrs/yr	Wages			
2 cat B, 13 cat C includes min hrs & compliance training	CC	6552			Provides current level of facility care	
	SC	6552				
	TC	768				
	WC	804				
	KS	520				
	DO	224				
TOTAL		**15420**				
	Cat B x2	3016	72,637.46		74,816.58	3% COLA
	Cat C x13	12168	202,317.05		202,317.05	
TOTAL			**274,954.51**	>	**277,133.63**	

Upgrade Status 1	Site	hrs/yr	Wages			
5 cat B, 8 cat C includes min hrs & compliance training	CC	6552			Provides current available hours for cleaning; decreased turnover	
	SC	6552				
	TC	768				
	WC	804				
	KS	520				
	DO	224				
TOTAL		**15420**				
	Cat B x5	7540	163,356.59		168,257.28	3% COLA
	Cat C x8	7488	124,502.80		124,502.80	
TOTAL			**287,859.39**	>	**292,760.08**	

Upgrade Status 2	Site	hrs/yr	Wages			
5 cat B, 10 cat C includes plus hrs & compliance training	CC	7000			Provides increased major and daily cleaning hours	
	SC	7000				
	TC	1000				
	WC	800				
	KS	520				
	DO	250				
TOTAL		**16570**				
	Cat B x5	7540	163,356.59		168,257.28	3% COLA
	Cat C x10	9030	156,285.00		156,285.00	
TOTAL			**319,641.59**	>	**324,542.28**	

COMPARE FY14	Site	Hours	Wages	
approved budget	CC	6552	100,000.00	
Cat C x16 staff	SC	6552	108,000.00	
	TC	768	10,236.00	note: CC adjusted to full year
	WC	804	16,548.00	(budget was $50k for 6 months)
	KS	520	6,500.00	
	DO	224	4,000.00	
TOTALS		**15420**	**245,284.00**	

3 SCENARIOS WITH LEAD CUSTODIAN

Current Status	Site	hrs/yr	Wages			
1 cat A, 1 cat B, & 13 cat C includes min hrs & compliance training	CC	6552			Provides current level of facility care	
	SC	6552				
	TC	768				
	WC	804				
	KS	520				
	DO	224				
TOTAL		**15420**				
	Cat A x1	2080	53,715.55	>	55,327.02	3% COLA
	Cat B x1	1508	39,311.64	>	40,490.99	3% COLA
	Cat C x13	11832	202,317.05		202,317.05	
TOTAL			**295,344.24**	>	**298,135.06**	

Upgrade Status 1	Site	hrs/yr	Wages			
1 cat A, 4 cat B, & 8 cat C includes min hrs & compliance training	CC	6552			Provides current available hours for cleaning; decreased turnover	
	SC	6552				
	TC	768				
	WC	804				
	KS	520				
	DO	224				
TOTAL		**15420**				
	Cat A x1	2080	53,715.55	>	55,327.02	3% COLA
	Cat B x4	6032	130,030.77	>	133,931.69	3% COLA
	Cat C x8	7308	124,502.80		124,502.80	
TOTAL			**308,249.12**	>	**313,761.51**	

Upgrade Status 2	Site	hrs/yr	Wages			
1 cat A, 4 cat B, & 9 cat C includes plus hrs & compliance training	CC	7000			Provides increased major and daily cleaning hours	
	SC	7000				
	TC	1000				
	WC	800				
	KS	520				
	DO	250				
TOTAL		**16570**				
	C at A x1	2080	53,715.55	>	55,327.02	3% COLA
	Cat B x4	6032	130,030.77	>	133,931.69	3% COLA
	Cat C x9	8458	140,065.65		140,065.65	
TOTAL			**323,811.97**	>	**329,324.36**	

Aquatics Salary Comparables	PHRPD Current	PHRPD Proposed	Concord	Walnut Creek	Brentwood	Piedmont	San Ramon	HARD
Cashier	8-9.26	9-10.42	9.52-10.26					9.21
Lifeguard	9.25-11.24	10-12.16	9.52-10.26	10	10.25-12.46	11-15	10.22-14.93	9.67-11.21
Swim Instructor	9.25-11.24	10-12.16	9.52-10.26	10	10.98-13.36	12		9.67-11.21
Swim Instructor w/WSI	10.50-12.76	11.25-13.67			13.05-15.87	13-17	11.73-13.46	12.02-13.25
Senior LG/Instructor			10.51-11.04	11	11.83-14.37		12.57-15.45	13.92-15.34
Asst Pool Mgr	10.50-13.98	12.25-14.89	11.60-12.49	12	13.59-16.52	15-19	14.42-17.73	15.84-17.46
Pool Manager	13-15.80	13.75-16.71	15.22-16.99	13	15.22-18.50		15.99-20.34	18.33-20.21
Notes								
Concord adjusted 2 years ago. Will adjust rates in next budget cycle for $10 min wage								
Walnut Creek is starting rates, effective in 2013. All have room for step increases within the position. May adjust in 2014 pending budget								
Brentwood rates effective 7/1/14								
Piedmont had big jump 2 years ago due to UC Berkeley and City of Berkeley adjustments								
Piedmont raises are mostly in $0.50 increments								
San Ramon has 4 lifeguard classifications in the listed range								
HARD part timers are in union								

Pleasant Hill Recreation & Park District
Part-Time Salary Hourly Wage Scale (Category C)
January 1, 2007

RECREATION

Current employee salary adjustments will be made on the employee's anniversary date, for the appropriate year.

Recreation Leader I	Step 1	Step 2	Step 3	Step 4	Step 5
1/1/2008	$ 7.62	$ 8.00	$ 8.40	$ 8.82	$ 9.26

Definitions:

Step 1: Assistant position for entry level employees under 16 years of age, with limited or no experience. Wage may be used only during the first 90 consecutive calendar days of employment.

Steps 2-5: High school student or graduate, recreation experience or related field and/or college training. Assistant/Lead position. CPR and First Aid required. Direct supervision. Ability to effectively and courteously interact with the public and staff. Must be able to clearly communicate, as well as understand both verbal and written instructions. Able to lift 40 pounds effectively.

Recreation Leader II	Step 1	Step 2	Step 3	Step 4	Step 5
1/1/2008	$ 9.72	$ 10.21	$ 10.72	$ 11.26	$ 11.82

Definition: High school student or graduate, recreation experience or related field, and/or college training. Assistant/Lead position. CPR and First Aid required. Indirect/direct supervision. Ability to effectively and courteously interact with the public and staff. Must be able to clearly communicate, as well as understand both verbal and written instructions. Able to lift 40 pounds effectively.

Recreation Leader III	Step 1	Step 2	Step 3	Step 4	Step 5
1/1/2008	$ 12.41	$ 13.03	$ 13.68	$ 14.37	$ 15.09

Definition: College training/degree and/or work experience in recreation or related field. Assistant/Lead position. Program Specialist. CPR and First Aid required. Indirect supervision. Ability to effectively and courteously interact with the public and staff. Must be able to clearly communicate, as well as understand both verbal and written instructions. Able to lift 40 pounds

Pleasant Hill Recreation & Park District
Part-Time Salary Hourly Wage Scale (Category C)
January 1, 2008

AQUATICS

Current employee salary adjustments will be made on the employee's anniversary date, for the appropriate year.

Aquatic Aide	Step 1	Step 2	Step 3	Step 4	Step 5
1/1/2008	$ 7.62	$ 8.00	$ 8.40	$ 8.82	$ 9.26

Definitions: Aquatic Aide

Step 1: Assistant position for entry level employees under 16 years of age. Wage may only be used during first 90 consecutive calendar days of employment. No experience (may possess: CPR, First Aid, Lifeguard Training certificates).

AGE cert's

Steps 2-5: Limited volunteer experience (Jr. Guard). Works under direct supervision. Gives basic water adjustment skills, Level 1-3. Age 14-15. Ability to effectively and courteously interact with the public and staff. Must be able to clearly communicate, as well as understand both verbal and written instructions. Ability to lift 40 pounds effectively. Training rate for Lifeguards (must be 15 years or older & possess current Lifeguard Training, First Aid and CPR/FPR certificates, and successfully complete Title 22 course).

AGE cert's

Definition: Cashier

Steps 2-5: Limited or no experience. Primary responsibility is collecting and accounting for daily use fees for recreation swim and completing daily attendance reports. Must be able to clearly communicate, as well as understand both verbal and written instructions. Ability to lift 40 pounds effectively. Performs a variety of duties and other work as required.

AGE cert's

Aquatic Leader I	Step 1	Step 2	Step 3	Step 4	Step 5
1/1/2008	$ 9.25	$ 9.71	$ 10.20	$ 10.71	$ 11.24

Definition: Lifeguard

Limited or no experience, 15 years or older, with certification in Lifeguard Training, First Aid, CPR/FPR and must successfully complete Title 22 course. Provides aquatic supervision and safety by preventing loss of life or injury to patrons. Must be able to clearly communicate, as well as understand both verbal and written instructions. Ability to lift 40 pounds effectively. Performs a variety of duties and other work as required.

AGE cert's

13

Aquatic Leader II	Step 1	Step 2	Step 3	Step 4	Step 5
1/1/2008	$ 10.50	$ 11.03	$ 11.58	$ 12.16	$ 12.76

Definition: Swim Instructor

AGE cert's

Must be 16 years of age and an experienced swimmer, or possess a minimum of two years Jr. Guard or Aquatic Aide experience. Provides aquatic instruction for the learn-to-swim program (infant through adult). Must possess WSI, First Aid, CPR/FPR certifications and successfully complete Title 22 course. Lifeguard training certificate highly desirable. Must be able to clearly communicate, as well as understand both verbal and written instructions. Ability to lift 40 pounds effectively.

Sr Aquatic Leader I	Step 1	Step 2	Step 3	Step 4	Step 5
1/1/2008	$ 11.50	$ 12.08	$ 12.68	$ 13.31	$ 13.98

Definition: Head Lifeguard

AGE cert's

Minimum of 18 years of age with at least two years experience as a lifeguard. Must possess certification in Lifeguard Training, First Aid and CPR/FPR and successfully complete Title 22 course. Instructor Level certifications (LGI, CPR, etc.) highly desirable. Provides aquatic supervision for recreation swim, pool picnics, birthday parties and private pool parties. Must be able to clearly communicate, as well as understand both verbal and written instructions. Ability to lift 40 pounds effectively. Provides direct supervision of lifeguards, cashiers and Jr. guards. Performs a variety of duties and other work as required.

Sr Aquatic Leader II	Step 1	Step 2	Step 3	Step 4	Step 5
1/1/2008	$ 13.00	$ 13.65	$ 14.33	$ 15.05	$ 15.80

Definition: Lesson Manager

AGE cert's

Minimum of 18 years of age with at least two years experience as a swim instructor. Must possess certification in Lifeguard Training, First Aid, CPR/FPR, WSI and successfully complete Title 22 course. Instructor or Instructor-Trainer Level certifications (LGI, CPR, WSI-T, etc.) highly desirable. Assigns lesson instructors and oversees daily operations of the Summer School Program and AM, PM or Saturday lessons. Must be able to clearly communicate, as well as understand both verbal and written instructions. Ability to lift 40 pounds effectively. Performs a variety of duties and other work as required.

Curtis S. Kidder

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Education

University of California, Hastings College of the Law, San Francisco, CA
J.D. (California Bar No. 121727)

California State University at Sacramento
M.P.A. Emphasis in Economics

University of California at Berkeley
B.A. Political Science

Experience

Law Office of Curtis S. Kidder, January 1, 2014 to Present

Provide legal services to special districts, including Park and Recreation Districts and Sanitary Districts. Draft and assist in the negotiation of contracts, leases and other agreements. Provide advice on labor and personnel, real estate, contracts and public entity laws and regulations.

Los Angeles City Attorney's Office, June 2005 to Present [Part-time]
Assistant City Attorney-Economic Development/Redevelopment

Duties: October 1, 2010 to present: Serve as supervising attorney of the Economic Development Division. Negotiate and prepare agreements regarding HUD 108 and Community Development Block Grant funds and other Federal and State grant funds. Advise the Board of Deferred Compensation Administration and Joint Labor-Management Benefits Committee and negotiate and draft service provider contracts.

Duties: 2005-2010: Served as General Counsel to The Community Redevelopment Agency of the City of Los Angeles. Advised the Board of Commissioners and staff on redevelopment, real estate, contract and municipal law issues. Staffed Board of Commissioner meetings and provided advice on the Ralph M. Brown Act, Public Records Act, parliamentary procedure, conflicts of interest and Agency Bylaws. Drafted Closed Session memoranda and conducted Board Closed Sessions. Supervised all Agency litigation and made recommendations regarding the initiation of litigation, settlements, and appeals. Responsible for the selection, retention, and monitoring of outside counsel. Supervised 6 staff attorneys and three other staff members.

Snyder, Cornelius & Hunter, 2004-2005
Attorney

Duties: Provided advice to public agencies on the Brown Act, Public Records Act, conflicts of interests and other municipal law issues. Negotiated and drafted contracts and agreements.

Oakland City Attorney's Office, 1992-2004

Duties: 1995-2004: *Supervising Deputy City Attorney-Military Base Reuse*
General Counsel for the Oakland Base Reuse Authority, a joint powers authority created to plan for the reuse of closed military bases in the city of Oakland. Advised the governing body and staff on military base reuse, real estate, redevelopment and municipal law issues. Prepared Closed Session memoranda and conducted Closed Sessions. Negotiated and drafted leases for the Oakland Army Base.

Duties: 1992-1995: *Deputy City Attorney-Land Use*
Provided advice to the City's Community Restoration and Development Center—a one stop recovery center for victims of the 1991 fire in the Oakland hills. Drafted legislation regarding fire safety, reviewed building plans for compliance with code provisions and handled litigation emanating from the fire debris clean-up effort.

Kronick, Moskowitz, Tideman & Girard, 1991
Sacramento, CA
Associate Attorney

Provided advice to governmental entities on labor, land use, contract and municipal law issues. Handled Writs of Mandate and labor arbitrations and mediations. Drafted legal opinions and research memoranda.

Oakland City Attorney's Office, 1985-1991
Deputy City Attorney-Labor/Litigation

Duties: 1987-1991: Provided advice on labor and employment law to city departments. Represented the city on Writs of Mandate and in labor arbitrations. Assisted with the negotiation of memoranda of understanding with city unions.

Duties: 1985-1987: Handled a civil litigation caseload. Represented the city in trials, arbitrations and mediations on tort and contract cases.

Miscellaneous

California League of Cities – Brown Act Committee: 2013 – present.

Delta Sigma Phi Fraternity: Board Member - Hilgard Alumni Association, 2004-present. Undergraduate president.

Pages Victorian Court Homeowners' Association: President, 2007-present.

McNalley's Golf Club: Member, 2002-present.