



Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

**LOCATION: REPUBLIC SERVICES ROOM
320 CIVIC DRIVE
PLEASANT HILL, CA 94523**

**PERSONNEL COMMITTEE
THURSDAY, OCTOBER 20, 2022
SPECIAL MEETING – 6:30 p.m.**

Chair: Quy Tran
Member: Zac Shess

1. **Public Comment**
This item on the agenda provides an opportunity for members of the public to comment on any item within the jurisdiction of the Board that is not on the agenda. When an item is not listed on the agenda, State law prohibits Board discussion or action. Board members may only “briefly respond” to statements made and questions posed. For example, State law allows Board members to ask questions for clarification and provide a reference to staff or other resources for factual information. Additionally, the Board may direct staff to report back and/or place a matter on a future agenda for discussion.
2. **Review and Recommendation Regarding Changes to the Salary Range Adjustment Policy (Attachment A)**

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.

The Pleasant Hill Recreation & Park District will provide reasonable disability-related modification or accommodations to a person who requires such in order to participate in the meeting of the Board of Directors. Please contact Susie Kubota (925) 682-0896 at least 48 hours before the meeting.

STAFF REPORT

Date: October 20, 2022

To: Personnel Committee

From: Michelle Lacy, General Manager

Re: Review Recommended Changes to the Salary Adjustment Policy

DISCUSSION:

The Personnel Committee reviewed the proposed changes to the Salary Adjustment portion of the Employee Handbook at its meeting on September 15, 2022. Below is the new version of the policy based upon the recommendations and requests of the Committee.

SALARY RANGE ADJUSTMENTS: *The purpose of salary range adjustments is to recruit and retain diverse and talented staff with fair and equitable salaries. Salary range adjustments are effective on the date specified by the Board of Directors and are to be distinguished from individual merit salary adjustments which are intended to recognize quality of performance.*

When financially feasible, the District Board of Directors may consider salary adjustments by the following methods:

1. *External Salary Survey*
 - a. *Each position may be compared with comparable positions in the seven (7) comparable agencies every two years.*
 - b. *The General Manager shall review job descriptions for each position to determine comparable positions within the stated agencies with similar scope of responsibilities.*
 - c. *The District desires to set competitive salaries for comparable positions.*
 - d. *The comparable agencies shall be Hayward Area Recreation District, City of Concord, City of Walnut Creek, City of Pleasant Hill, Livermore Area Recreation and Park District, East Bay Regional Park District and City of Martinez.*
2. *Cost-of-Living Adjustments*
 - a. *On an annual basis the General Manager will consider cost-of-living adjustments for salary ranges during the budget process.*
 - b. *The General Manager will use the Consumer Price Index for San Francisco-Bay Area comparing April of the prior fiscal year to April of the current fiscal year.*
3. *Internal Benchmarking and Organizational Performance*
 - a. *Every two years, internal salaries and steps for each position may be reviewed for internal consistency and to ensure that positions with similar*

ATTACHMENT A

responsibilities and experience levels have equal salaries across the organization.

- b. The District desires to recognize the contribution of all staff for providing exceptional value for the District and may consider a recommendation from the General Manager to consider additional salary adjustments based on outstanding organizational performance.*

It is recommended the Committee provide direction to staff regarding the proposed final version to be forwarded to the Board of Directors for consideration.