

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – ROOM #6
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**2020 PERSONNEL COMMITTEE
AGENDA**

**Wednesday, May 27, 2020
4:00 PM**

In order to minimize the spread of COVID-19 and keep with social distancing, the meeting room will not be open to the public. To participate in the Board committee meeting from the comfort of your home or other Stay Well at Home compliant location, you may choose one of the following options:

- a. Email – If you wish to make a comment on a specific agenda item, please submit your comment via email by 2:00 pm on Wednesday, May 27, 2020 to Kathryn Drewry, Human Resources Specialist at kdrewry@pvrpd.org. Your email will be printed and distributed to the Personnel Committee members prior to the meeting.
- b. Phone – You may call the PVRPD office at 805-482-1996, ext. #113 by 2:00 pm on Wednesday, May 27, 2020 and provide your name, your phone number and your item of interest. PVRPD staff will call you on May 27 at 4:00 pm with instructions for participating or for making a general public comment.

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE COMMENTS**
- 4. 2021 MINIMUM WAGE INCREASE**
- 5. UPDATE SALARY SCHEDULE FOR ADMINISTRATIVE AND DEVELOPMENT ANALYST**
- 6. DISCUSSION ITEM – COVID-19**
- 7. ORAL COMMUNICATIONS**
- 8. ADJOURNMENT**

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: May 27, 2020

**SUBJECT: CONSIDERATION AND REVIEW OF 2021 PART TIME
SALARY SCHEDULE WITH MINIMUM WAGE IMPACT**

BACKGROUND

The Pleasant Valley Recreation and Park District staff completes an annual review of the upcoming State of California minimum wage increase and how it relates to our positions and salary schedule. The State of California is currently in the sixth year of a seven year plan to gradually increase minimum wage. Minimum wage will increase to \$14.00 per hour on January 1, 2021, this range started at \$10.00 in 2016 and is projected to increase to \$15.00 in 2022.

ANALYSIS

In 2021 the following classifications will be impacted by the change in the state’s minimum wage:

	2020 Current Rates		2021 Proposed Rates	
OFFICE ASSISTANT	\$13.00	\$14.64	\$14.00	\$14.64
HUMAN RESOURCES GENERALIST	\$14.25	\$16.97	\$14.25	\$16.97
ADMINISTRATIVE SERVICE WORKER	\$13.00	\$50.00	\$14.00	\$50.00
RECREATION LEADER	\$13.00	\$14.03	\$14.00	\$14.03
SENIOR LEADER	\$13.65	\$18.30	\$14.70	\$18.30
LIFEGUARD	\$13.65	\$15.75	\$14.70	\$15.75
AQUATIC CENTER ASSISTANT MANAGER	\$15.03	\$18.27	\$16.17	\$18.27
PARK RANGER	\$23.12	\$27.54	\$23.12	\$27.54
LANDSCAPE/CUSTODIAN I	\$13.00	\$13.37	\$14.00	\$14.00

LANDSCAPE/CUSTODIAN II	\$13.00	\$15.82	\$14.00	\$15.82
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FISCAL IMPACT

The Part Time employees can work a maximum hours of 960 hours per fiscal year, we currently have 82 part time employees who fall under the proposed minimum wage increases. Since this increase will only impact 6 months of the fiscal year we calculated the increase at 480 hours, this will create an increase of \$41,000.

RECOMMENDATION

Review and consider updated job description and accompanying salary schedule.

ATTACHMENTS

- 1) 2021 PT Salary Schedule



PART TIME SALARY SCHEDULE

(TEMPORARY, SEASONAL, AND RESTRICTED)

	2020 Current Rates		2021 Proposed Rates	
OFFICE ASSISTANT	\$13.00	\$14.64	\$14.00	\$14.64
HUMAN RESOURCES GENERALIST	\$14.25	\$16.97	\$14.25	\$16.97
ADMINISTRATIVE SERVICE WORKER	\$13.00	\$50.00	\$14.00	\$50.00
RECREATION LEADER	\$13.00	\$14.03	\$14.00	\$14.03
SENIOR LEADER	\$13.65	\$18.30	\$14.70	\$18.30
LIFEGUARD	\$13.65	\$15.75	\$14.70	\$15.75
AQUATIC CENTER ASSISTANT MANAGER	\$15.03	\$18.27	\$16.17	\$18.27
PARK RANGER	\$23.12	\$27.54	\$23.12	\$27.54
LANDSCAPE/CUSTODIAN I	\$13.00	\$13.37	\$14.00	\$14.00
LANDSCAPE/CUSTODIAN II	\$13.00	\$15.82	\$14.00	\$15.82

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: May 27, 2020

**SUBJECT: CONSIDERATION AND REVIEW OF SALARY RANGE
INCREASE FOR ADMINISTRATIVE/DEVELOPMENT
ANALYST**

BACKGROUND

In 2015 Pleasant Valley Recreation and Park District updated the position of Administrative Analyst and in May of 2020 we created the position of Development Analyst. Since 2015 the position of Administrative Analyst has taken on responsibilities that are vital to our organization such as large community studies, cost saving projects, Grants, IT services, as well as other analytical projects with all departments.

DISCUSSION

In 2017 District staff performed a salary study for the full-time positions and how they correlate to minimum wage. At that time, it was discovered that several positions within the District fell below median pay as compared to like Districts and Cities throughout the region. The role of an Analytical professional, with same to similar assignments paid an average of 16% more than PVRPD. In order to decrease the difference, we are proposing to increase the hourly rate of our Administrative and Development Analyst to match that of the Recreation and Park Supervisor.

2019/2020 Administrative/Development Analyst (current)	
Bottom	Top
Hourly: \$29.22	Hourly: \$37.12
Biweekly: \$2,337.87	Biweekly: \$2,969.78
2020/2021 Administrative/Development Analyst (proposed)	
Bottom	Top
Hourly: \$32.55	Hourly: \$41.38
Biweekly: \$2,604.19	Biweekly: \$3,310.51

FISCAL IMPACT

The total fiscal impact is calculated from the top of the salary range which is a \$8,858.98. Based on a maximum 5% merit increase it will take the District approximately four years to see the full impact.

STAFF RECOMMENDATION

Consideration and review of salary range increase for Administrative and Development Analyst positions.

ATTACHMENTS

- 1) 2020/2021 Full Time and Part-Time-Year-Round Salary Schedule



**FULL TIME/PART TIME YEAR ROUND
CLASSIFICATIONS AND SALARY RANGES**

	Bi-Weekly Hourly	Bi-Weekly Hourly
GENERAL MANAGER (Contract Employee)	\$5,743.29 \$71.79	\$6,464.12 \$80.80
ADMINISTRATIVE SERVICES MANAGER	\$3,152.41 \$39.41	\$4,005.11 \$50.06
ADMINISTRATIVE ANALYST	\$2,604.19 \$32.55	\$3,310.51 \$41.38
DEVELOPMENT ANALYST	\$2,604.19 \$32.55	\$3,310.51 \$41.38
HUMAN RESOURCES SPECIALIST	\$1,996.74 \$24.96	\$2,536.91 \$31.71
ACCOUNTING SPECIALIST	\$1,996.74 \$24.96	\$2,536.91 \$31.71
CUSTOMER SERVICE REP LEAD WORKER	\$1,708.03 \$21.35	\$2,169.35 \$27.12
CUSTOMER SERVICE REPRESENTATIVE I	\$1,412.00 \$17.65	\$1,794.28 \$22.43
CUSTOMER SERVICE REPRESENTATIVE II	\$1,552.75 \$19.41	\$1,973.37 \$24.67
RECREATION SERVICES MANAGER	\$3,152.41 \$39.41	\$4,005.11 \$50.06
RECREATION SUPERVISOR	\$2,603.86 \$32.55	\$3,310.14 \$41.38
RECREATION COORDINATOR	\$2,172.73 \$27.16	\$2,759.72 \$34.50
MARKETING SPECIALIST	\$1,628.72 \$20.36	\$2,068.91 \$25.86
RECREATION SPECIALIST	\$1,469.04 \$18.36	\$2,068.91 \$25.86
AQUATIC SPECIALIST	\$1,469.04 \$18.36	\$2,068.91 \$25.86
PARK SERVICES MANAGER	\$3,152.41 \$39.41	\$4,005.11 \$50.06
PARK SUPERVISOR	\$2,604.19 \$32.55	\$3,310.51 \$41.38
PARK MAINTENANCE LEAD WORKER	\$2,126.02 \$26.58	\$2,701.56 \$33.77
LEAD PARK RANGER	\$2,126.02 \$26.58	\$2,701.56 \$33.77
MECHANIC	\$2,126.02 \$26.58	\$2,701.56 \$33.77
IRRIGATION SPECIALIST	\$2,126.02 \$26.58	\$2,701.56 \$33.77
GROUNDS/FACILITIES I	\$1,599.42 \$19.99	\$2,032.50 \$25.41
GROUNDS/FACILITIES II	\$1,838.06 \$22.98	\$2,336.62 \$29.21