

**MONTEREY PENINSULA REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING**

**DATE:** December 6, 2023  
**TO:** Board of Directors  
**FROM:** Shuran Parker, Administrative Services Manager  
**REVIEWED BY:** Rafael Payan, General Manager  
**SUBJECT:** Review of Updated Base Pay Compensation Data for all District Positions and Consideration of Classification Pay Freezes

---

**SUMMARY:**

The purpose of this item is to provide the Board with updated base pay data for the compensation study performed by Koff & Associates in 2022 and to get Board approval on moving forward with pay for employees in classifications that were above market median.

**FISCAL IMPACT:**

There would be no FY2023-24 fiscal impact if the staff recommendation were approved since salaries are included in the adopted budget.

**FUNDING SOURCE:**

Accounts 6102, 6103, 6104, 6202, 6204, 6302, 6303.1, 6304, 6502 and 6504

**FUNDING BALANCE:**

\$1,344,400 of \$1,957,600 budgeted is available as of report writing.

**DISCUSSION:**

In August 2021, the District contracted with Koff & Associates to conduct a compensation study and the report was presented to the Board in October 2022 (**ATTACHMENT 1**). Since the data was collected in late 2021 and the District subsequently approved Cost of Living Adjustments (COLAs) in fiscal years 2022-23 (4.20%) and 2023-24 (2.0%), the Board asked for updated base pay data for the comparator agencies approved in March 2022 (**ATTACHMENT 2**), to determine whether those agencies also had changes in pay. For Board review are the report results by classification (**ATTACHMENT 3**).

As a result of the report, the Board approved: 1) bringing the two classifications that were below market median (Administrative Assistant and Environmental Education Specialist) up to market, 2) a new Koff-designed five step pay schedule (**ATTACHMENT 4**), and 3) the FY2023-24 COLA. Staff is looking for direction on how to handle pay for incumbents in the remaining classifications. Given the updated pay information, Director feedback on the topic over the last several months, and in line with the consultant recommendation, the District's General Manager is recommending that employees in classifications where the base pay is more than 10% above market median be "y-rated", **maintaining employees at the same rate without any salary increases, including step (based on merit) or COLA until those positions "catch up" with comparable market salary rates.** For Board review is a chart by classification that provides a summary of District pay and market data

for the initial report along with updated information and comparisons for incumbents versus new hires that will be brought in on the new pay schedule (**ATTACHMENT 5**). For reference, highlighted are the classifications recommended be “y-rated”.

Staff also recommends that another study be completed in a year to see if any market changes have occurred that would affect District pay. We will continue to work with the Personnel Committee to provide updated information along with reviewing District benefits and potentially make recommendations on design changes or contributions for FY2024-25.

**RECOMMENDED ACTION:**

Staff asks the Board to review the updated pay data and provide direction on the recommendation to “y-rate”. Katie Kaneko our project lead from Koff & Associates will also be available at the meeting to answer questions.

**ATTACHMENTS:**

1. [Compensation Study Report](#)
2. [Report on Comparator Agencies](#)
3. [Updated Base Pay Information](#)
4. [New Hires Pay Schedule](#)
5. [Base Pay Results Summary](#)