

Fort Ord Reuse Authority

2016 Base Salary Study

Board of Directors

September 9, 2016

Agenda

- Study Objectives
- Survey Agencies
- Survey Classifications
- Survey Results
- Conclusion
- Recommendations

Study Objectives

- Update base salary study that was conducted in 2011 to verify if Authority salaries are consistent with the labor market
- Review survey data including:
 - Salary schedules
 - Job descriptions
 - Organizational charts
- Analyze base salary data for survey classes
- Review existing salaries and identify inconsistencies with market
- Present findings and recommendations to the Executive Committee and Board of Directors

Survey Agencies

- Carmel Area Wastewater District
- City of Marina
- City of Salinas¹
- City of Sand City
- City of Seaside
- Marina Coast Water District
- Monterey Bay Unified Air Pollution Control District
- Monterey County
- Monterey Regional Waste Management District
- Monterey Regional Water Pollution Control Agency
- Monterey-Salinas Transit District
- Transportation Agency for Monterey County

¹Replaced Salinas Valley Solid Waste Authority

Survey Classifications

- Accountant
- Administrative Assistant
- Administrative Coordinator
- Assistant Executive Officer
- Associate Planner
- Controller/Finance Manager
- Deputy Clerk/Executive Assistant
- Economic Development Coordinator
- ESCA Program Coordinator
- ESCA/Senior Program Manager
- IT-Communications Coordinator
- Principal Analyst
- Principal Planner
- Project Coordinator/Specialist

Survey Results

FORA Classification	FORA's Maximum Base Salary	Labor Market Maximum Base (60 th percentile)	% FORA is Above or Below Market (60 th percentile)
Accountant	\$6,776	\$7,209	-6.39%
Administrative Assistant	\$4,643	\$5,299	-14.14%
Administrative Coordinator	\$7,265	\$6,890	5.17%
Assistant Executive Officer	\$14,297	\$15,000	-4.92%
Associate Planner	\$7,265	\$7,494	-3.15%
Controller/Finance Manager	\$10,924	\$13,088	-19.81%
Deputy Clerk/Executive Assistant	\$7,265	\$6,536	10.03%
Economic Development Coordinator	\$10,189	\$8,923	12.43%
ESCA Program Coordinator	\$7,337	\$6,890	6.10%
ESCA/Senior Program Manager	\$11,597	Insuff Data	---
IT-Communications Coordinator	\$6,258	Insuff Data	---
Principal Analyst	\$10,189	\$10,093	0.94%
Principal Planner	\$9,317	\$9,665	-3.74%
Project Coordinator/Specialist	\$7,337	\$8,359	-13.92%

Conclusion

- The following classification is more than 15% but less than 20% behind market:
 - Controller/Finance Manager
- The following classifications are more than 10% but less than 15% behind market:
 - Administrative Assistant
 - Project Coordinator/Specialist
- The following classification is more than 5% but less than 10% behind market:
 - Accountant
- The following classifications are less than 5% behind market:
 - Assistant Executive Officer
 - Associate Planner
 - Principal Planner

Conclusion

- The following classifications are more 10% but less than 15% over market:
 - Deputy Clerk/Executive Assistant
 - Economic Development Coordinator
- The following classifications are more than 5% but less than 10% over market:
 - ESCA Program Coordinator
 - Administrative Coordinator
- The following classification is less than 5% over market:
 - Principal Analyst

Recommendations

Classification Title	Current Maximum Monthly Base Salary	Labor Market 60 th Percentile	Recommended Range	Recommended Maximum Monthly Base Salary	Recommended Internal Relationship
Accountant	\$6,776	\$7,209	132	\$7,192.89	Market
Administrative Assistant	\$4,643	\$5,299	91	\$4,783.30	10% Below Market
Administrative Coordinator	\$7,337	\$6,890	122	\$6,912.23	Same as ESCA Program Coordinator
Assistant Executive Officer	\$14,297	\$15,000	206	\$15,020.53	Market
Associate Planner	\$7,265	\$7,494	136	\$7,484.95	Market
Controller/Finance Manager	\$10,924	\$13,088	192	\$13,067.31	Market
Deputy Clerk/Executive Assistant	\$7,265	\$6,536	122	\$6,511.63	Market
Economic Development Coordinator	\$10,189	\$8,923	154	\$8,953.11	Market
ESCA Program Coordinator	\$7,337	\$6,890	122	\$6,912.23	Market
ESCA/Senior Program Manager	\$11,597	Insuff Data (Federal data is \$10,860)	173	\$10,816.33	Market (Federal data)
IT-Communications Coordinator	\$6,258	Insuff Data	122	\$6,912.23	Same as ESCA Program Coordinator
Prevailing Wage/Risk Coordinator	\$7,337	---	157	\$9,224.40	10% below Principal Analyst
Principal Analyst	\$10,189	\$10,093	167	\$10,189.47	Market
Principal Planner	\$9,317	\$9,665	162	\$9,694.93	Market
Project Coordinator/Specialist	\$7,337	\$8,359	147	\$8,350.73	Market

Implementation

- It is recommended that the ranges be set as recommended by the consultant to be competitive with the market and internally consistent
- It is recommended that incumbent salaries be placed in the new range at a point that is closest to their current salary

Salary Survey Update Report Recommendation

Presentation to the FORA Board

September 9, 2016

Salary Range Adjustments



RECOMMENDED SALARY SCHEDULE								Max per FORA Schedule	Per Survey Report	Over/ (Under)
Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6			
Accountant	132	67,630	71,011	74,562	78,290	82,204	86,315	7,192.89	7,192.89	0.00%
Administrative Assistant *	91	44,974	47,223	49,584	52,063	54,666	57,400	4,783.30	4,783.30	0.00%
Administrative Coordinator *	128	64,991	68,241	71,653	75,235	78,997	82,947	6,912.23	6,912.23	0.00%
Assistant Executive Officer	206	141,228	148,289	155,704	163,489	171,663	180,246	15,020.53	15,020.53	0.00%
Associate Planner	136	70,376	73,895	77,589	81,469	85,542	89,819	7,484.95	7,484.95	0.00%
Controller/Finance Manager	192	122,863	129,006	135,456	142,229	149,341	156,808	13,067.31	13,067.31	0.00%
Deputy Clerk/Executive Assistant	133	68,306	71,721	75,308	79,073	83,027	87,178	7,264.82	6,511.63	10.37%
Economic Development Specialist	167	95,805	100,595	105,625	110,906	116,451	122,274	10,189.47	8,953.11	12.13%
ESCA / Senior Program Manager	180	109,035	114,486	120,211	126,221	132,532	139,159	11,596.57	10,816.33	6.73%
ESCA Program Coordinator	134	68,989	72,439	76,061	79,864	83,857	88,050	7,337.47	6,912.23	5.80%
IT /Communications Coordinator	128	64,991	68,241	71,653	75,235	78,997	82,947	6,912.23	6,912.23	0.00%
Prevailing Wage/Risk Coordinator	157	86,731	91,067	95,621	100,402	105,422	110,693	9,224.40	9,224.40	0.00%
Principal Analyst	167	95,805	100,595	105,625	110,906	116,451	122,274	10,189.47	10,189.47	0.00%
Principal Planner	162	91,155	95,713	100,498	105,523	110,799	116,339	9,694.93	9,694.93	0.00%
Project Manager	147	78,516	82,442	86,564	90,892	95,437	100,209	8,350.73	8,350.73	0.00%
Total		1,271,393	1,334,963	1,401,711	1,471,797	1,545,386	1,622,656	135,221.31	132,026.27	2.36%

* Position currently under recruitment

CURRENT SALARY SCHEDULE - FY 16-17								Max per FORA Schedule	Per Survey Report	Over/ (Under)
Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6			
Accountant	126	63,710	66,896	70,241	73,753	77,440	81,312	6,776.03	7,192.89	-6.15%
Administrative Assistant	88	43,651	45,834	48,126	50,532	53,059	55,711	4,642.62	4,783.30	-3.03%
Administrative Coordinator	133	68,306	71,721	75,308	79,073	83,027	87,178	7,264.82	6,912.23	4.85%
Assistant Executive Officer	201	134,429	141,150	148,208	155,618	163,399	171,569	14,297.40	15,020.53	-5.06%
Associate Planner	133	68,306	71,721	75,308	79,073	83,027	87,178	7,264.82	7,484.95	-3.03%
Controller/Finance Manager	174	102,716	107,851	113,244	118,906	124,851	131,094	10,924.50	13,067.31	-19.61%
Deputy Clerk/Executive Assistant	133	68,306	71,721	75,308	79,073	83,027	87,178	7,264.82	6,511.63	10.37%
Economic Development Coordinator	167	95,805	100,595	105,625	110,906	116,451	122,274	10,189.47	8,953.11	12.13%
ESCA / Senior Program Manager	180	109,035	114,486	120,211	126,221	132,532	139,159	11,596.57	10,816.33	6.73%
ESCA Program Coordinator	134	68,989	72,439	76,061	79,864	83,857	88,050	7,337.47	6,912.23	5.80%
IT /Communications Coordinator	118	58,835	61,777	64,866	68,109	71,515	75,091	6,257.55	6,912.23	-10.46%
Prevailing Wage Coordinator	134	68,989	72,439	76,061	79,864	83,857	88,050	7,337.47	9,224.40	-25.72%
Principal Analyst	167	95,805	100,595	105,625	110,906	116,451	122,274	10,189.47	10,189.47	0.00%
Principal Planner	158	87,598	91,978	96,577	101,406	106,476	111,800	9,316.64	9,694.93	-4.06%
Project Coordinator/Specialist	134	68,989	72,439	76,061	79,864	83,857	88,050	7,337.47	8,350.73	-13.81%
Total		1,203,469	1,263,643	1,326,825	1,393,166	1,462,824	1,535,966	127,997.14	132,026.27	-3.15%

- Fiscal Impact - \$0.00 (Negligible impact to FY 16-17 Approved Budget offset by staffing changes.
- Recommendations:
 - Accept Updated Study performed by Bryce Consulting.
 - Adopt Salary Adjustments:
 - As recommended by Consultants – except maintaining salary ranges for classifications above market.
 - Salaries to adjusted to nearest Step within adjusted salary range.
 - Acknowledge that the Board may choose to restrict future Cost of Living Adjustments for above market level position classifications.

Questions?