



**To:** Commissioners, First 5 Ventura County

**From:** Lauren Arzu, Director of Human Resources & Operations (On Behalf of the Administration/Finance Committee)

**Date:** April 22, 2021

**Re: Recommendation to Update Employee Compensation Schedule**

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### **Background**

In September 2006, the Commission adopted salary procedures and a salary schedule in accordance with legislative requirements. Salary procedures affirm that starting compensation for employees are within the salary range established for that position. New employees are offered a starting salary commensurate with their experience and education. The maximum starting compensation can be no greater than 90% of the upper range for the position, unless specifically approved by the Commission.

Employee compensation ranges are reviewed periodically. The Commission's ranges were last updated in May 2016. A salary/wage survey is currently underway to recommend updates to the compensation schedule. Data is being collected from First 5 commissions of similar size and geography and from community agencies in Ventura County. The percent change in the consumer price index (CPI) since 2016 is also being reviewed. Staff anticipates bringing forward the proposed updates to the employee compensation schedule for existing classifications in May 2021.

An immediate need exists to add two new classifications to the Commission's existing compensation schedule to bring the Neighborhoods for Learning (NfL) initiative in-house and hire staff. The proposed update (see Attachment 1) to the salary/wage schedule reflects adding new classifications for Specialists and Senior Specialists related to parent and child together and family support positions. These new classifications and their associated ranges are based on the ranges established by Interface Children and Family Services, adjusted to reflect the current market rate based on comparative data. Acknowledging F5VCs longstanding commitment to addressing workforce pay issues in the early childhood field, these ranges are higher than average local preschool teacher wages. The Senior Specialist classification reflecting an 8% adjustment over the Specialist-level position. Since these new ranges are based upon current data collected in 2021, they will not need to be adjusted with the proposed update scheduled for May 2021.

In addition to adding the two new classifications, examples of positions and titles that fall within the existing classifications have been included to reflect the current and future staffing pattern when the NfL initiative is staffed internally.

This update has been reviewed and approved by the Administration Finance Committee.

## **Recommendation**

The recommended action is to approve the updated employee compensation schedule, as attached.

# First 5 Ventura County

Proposed 4/22/2021

<b><u>Classification Salary/Wage Ranges:</u></b>	<b><u>Annualized<sup>1</sup> Range</u></b>		<b><u>Biweekly Range</u></b>	<b><u>Hourly Range</u></b>
<b><u>Director of Finance &amp; Administration</u></b> (e.g., Associate Director, Deputy Director)	\$95,000 - \$135,000 *		\$3,653.85 - \$5,192.31	\$45.67 - \$64.90
<b><u>Director:</u></b> Director of Program & Evaluation Director of Human Resources & Operations Director of Neighborhoods for Learning (NfL)	\$80,000 - \$118,000 *		\$3,076.92 - \$4,538.46	\$38.46 - \$56.73
<b><u>Manager:</u></b> Program Manager (e.g., NfL, HMG, Communications) Operations Manager	\$60,000 - \$90,000 *		\$2,307.69 - \$3,461.54	\$28.85 - \$43.27
<b><u>Administrator:</u></b> Fiscal Administrator Neighborhoods for Learning Administrator	\$45,000 - \$73,000 *		\$1,730.77 - \$2,807.69	\$21.63 - \$35.10
<b><u>Coordinator:</u></b> Office Coordinator HMG Care Coordinator, Quality & TA Coordinator	\$42,000 - \$63,000 *		\$1,615.38 - \$2,423.08	\$20.19 - \$30.29
<b><u>Senior Specialist:</u></b> PACT/Family Support	<u>\$44,000 - \$65,000</u> **		<u>\$1,692.31 - \$2,500.00</u>	<u>\$21.15 - \$31.25</u>
<b><u>Specialist:</u></b> PACT/Family Support	<u>\$41,000 - \$60,000</u> **		<u>\$1,576.92 - \$2,307.69</u>	<u>\$19.71 - \$28.85</u>
<b><u>Administrative/Office Assistant</u></b>	\$35,000 - \$47,000 *		\$1,346.15 - \$1,807.69	\$16.83 - \$22.60
<b><u>Temporary Staff Salary Ranges:</u></b>	<b><u>Comparable Regular Staff Hourly Rates</u></b>		<b><u>Temporary Staff Hourly Ranges</u></b> ***	
Manager	\$28.85 - \$43.27		\$33.17 - \$49.76	*
Administrator	\$21.63 - \$35.10		\$24.88 - \$40.36	*
Coordinator/Administrator	\$20.19 - \$30.29		\$23.22 - \$34.83	*
Administrative Assistant	\$16.83 - \$22.60		\$19.35 - \$25.99	*

<sup>1</sup> annualized using 2080 hours (non-exempt) or 260 work days (exempt) per year; actual may differ based on when bi-weekly pay dates fall in a calendar/fiscal year.

\* Range last updated 2016, pending update in May 2021.

\*\* New classification and range that reflects current market rate comparison conducted in 2021.

\*\*\* Note: Temporary Staff Salary Ranges are 15% higher than comparable regular staff positions and do not include medical benefits, retirement, sick leave, holidays or paid vacation.