



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

**From:** Lauren Arzu, Director of HR & Operations (on behalf of the Administration and Finance Committee)

**Date:** May 20, 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, with the exception of the two new classifications that were added last month (Specialists and Senior Specialists) to reflect positions and titles needed for bringing the Neighborhoods for Learning (NfL) initiative in-house. As a result, the Specialist and Senior Specialist ranges do not require updating as they reflect data collected in 2021.

A salary/wage survey was conducted to inform the recommended adjustment to the compensation schedule. Data was 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 2017 was also reviewed. See the data summary on Attachment B. Overall, the proposed updates to the ranges track with the averages and medians for all surveyed, along the CPI adjustment. For temporary classifications, a 20% differential is recommended (up from 15%) due to increased retirement benefits and rising health care costs. See Attachment A.

Any existing staff falling below the new range would be adjusted to align with the new beginning range for their classification. Sufficient funds are available within existing budgets to cover the minor differential.

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

### **Recommendation**

The recommended action is to approve the updated employee compensation schedule, as attached. Any existing staff falling below the new range will be adjusted to align with the new beginning range.

## First 5 Ventura County

<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)	\$108,000 - \$150,000	\$4,153.85 - \$5,769.23	\$51.92 - \$72.12
<b><u>Director:</u></b> Director of Program & Evaluation Director of Human Resources & Operations Director of Neighborhoods for Learning (NfL)	\$87,000 - \$130,000	\$3,346.15 - \$5,000.00	\$41.83 - \$62.50
<b><u>Manager:</u></b> Program Manager (e.g., NfL, HMG, Communications) Operations Manager	\$65,000 - \$100,000	\$2,500.00 - \$3,846.15	\$31.25 - \$48.08
<b><u>Administrator:</u></b> Fiscal Administrator Neighborhoods for Learning Administrator	\$50,000 - \$80,000	\$1,923.08 - \$3,076.92	\$24.04 - \$38.46
<b><u>Coordinator:</u></b> Office Coordinator HMG Care Coordinator, Quality & TA Coordinator	\$47,000 - \$70,000	\$1,807.69 - \$2,692.31	\$22.60 - \$33.65
<b><u>Senior Specialist:</u></b> Early Childhood (PACT)/Family Support	\$44,000 - \$65,000 *	\$1,692.31 - \$2,500.00	\$21.15 - \$31.25
<b><u>Specialist:</u></b> Early Childhood (PACT)/Family Support	\$41,000 - \$60,000 *	\$1,576.92 - \$2,307.69	\$19.71 - \$28.85
<b><u>Administrative/Office Assistant</u></b>	\$36,000 - \$53,000	\$1,384.62 - \$2,038.46	\$17.31 - \$25.48
<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	\$31.25 - \$48.08	\$37.50 - \$57.70	
Administrator	\$24.04 - \$38.46	\$28.85 - \$46.15	
Coordinator	\$22.60 - \$33.65	\$27.12 - \$40.38	
Specialist	\$19.71 - \$28.85	\$23.65 - \$34.62	
Assistant	\$17.31 - \$25.48	\$20.77 - \$30.58	

<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.

\* New classification and range approved 4/22/2021.

\*\* Note: Temporary Staff Salary Ranges are **15% 20%** higher than comparable regular staff positions and do not include medical benefits, retirement, sick leave, holidays or paid vacation.

Summary of Data for Salary Updates  
April 2021

		<u>Current Range*</u>	<u>Proposed</u>	Comparable Positions				Consumer Price Index (CPI)	
				All Sources		Average	N	Mar 2017- Mar 2021	
				Span	Median	(Mean)		National 10.8%	LA Region 13.3%
<u>Director of Finance and Admin</u> (e.g., Asst. Director, Deputy)	<b>Begin Range</b>	\$95,000	\$108,000	\$74,880-\$151,923	\$106,725	\$107,897	19	\$105,260	\$107,635
	<b>Top of Range</b>	\$135,000	\$150,000	\$104,653-\$210,000	\$150,196	\$151,607	19	\$149,580	\$152,955
<u>Directors:</u>	<b>Begin Range</b>	\$80,000	\$87,000	\$63,232-\$118,100	\$83,046	\$86,099	17	\$88,640	\$90,640
Program/Evaluation	<b>Top of Range</b>	\$118,000	\$130,000	\$91,160-\$177,200	\$128,419	\$129,956	17	\$130,744	\$133,694
HR & Operations									
Neighborhoods for Learning									
<u>Manager:</u>	<b>Begin Range</b>	\$60,000	\$65,000	\$47,840-\$84,115	\$66,181	\$64,920	17	\$66,480	\$67,980
Program Mgr (NFL, HMG)	<b>Top of Range</b>	\$90,000	\$100,000	\$74,080-\$116,192	\$96,152	\$96,053	17	\$99,720	\$101,970
Operations Manager									
Communications & Advocacy									
<u>Administrator</u>	<b>Begin Range</b>	\$45,000	\$50,000	\$36,130-\$67,912	\$52,593	\$55,016	20	\$49,860	\$50,985
Fiscal, NFL	<b>Top of Range</b>	\$73,000	\$80,000	\$56,118-\$101,608	\$80,704	\$79,348	20	\$80,884	\$82,709
<u>Coordinator:</u>	<b>Begin Range</b>	\$42,000	\$47,000	\$35,277-\$67,912	\$47,746	\$48,008	16	\$46,536	\$47,586
Office Coordinator	<b>Top of Range</b>	\$63,000	\$70,000	\$53,373-\$84,053	\$74,339	\$71,761	16	\$69,804	\$71,379
HMG, Quality & TA									
<u>Assistant</u>	<b>Begin Range</b>	\$35,000	\$36,000	\$28,891-\$48,942	\$39,198	\$38,040	14	\$38,780	\$39,655
Administrative/Office	<b>Top of Range</b>	\$47,000	\$53,000	\$40,893-\$62,899	\$54,725	\$53,258	14	\$52,076	\$53,251

N=number of positions  
\* Last updated May 2016

**Market Comparisons Include:**

- First 5 Commissions with similar Prop 10 allocation and/or geography
- Local community organizations, such as, CDR, the Camarillo Health Care District and other special districts