



## **Memo**

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

**From:** Lauren Arzu, on behalf of the Administration and Finance Committee

**Date:** April 21, 2022

**Re: Recommendation to Provide Cost-of-Living Adjustment and Update Employee Compensation Schedule**

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### **Background**

Significant inflation nationwide is compounding recruitment and retention challenges. Based on survey data, the Administration and Finance Committee is recommending a cost-of-living adjustment (COLA) be implemented for FY 2022-23. As the Commission's work is primarily conducted through skilled staff, recruiting and retaining a high-quality workforce is essential to carryout desired programs and services.

The Consumer Price Index for All Urban Consumers (CPI-U) in the last year (February 2021 to February 2022) has risen 7.9% nationwide, 8.1% in the western U.S., and 7.4% in the Los Angeles region. Providing an adjustment equal to that of the index would be a budgetary challenge to sustain. In addition, proposed public policy efforts could mitigate inflation in the coming months. In consideration of these factors, implementing a 3.0% COLA is recommended. This level tracks just slightly higher than the annual average (nationwide - 2.2%, west - 2.5%, Los Angeles region - 2.6%) for the last 22 years. While limited data is currently available from other First 5 commissions and similar government entities, providing a COLA between 2.0% and 4.0% was generally the range.

### **Procedure**

Effective July 1, 2022, employees shall receive a one-time 3% cost-of-living adjustment (COLA) applied to their salary/wage as of June 30, 2022. The COLA will be processed with annual performance reviews and progression in the range based on merit.

The 3% COLA will also be applied to the Commission's salary/wage ranges, which were last updated in May 2021, as reflected on Attachment A. Market rate surveys are conducted periodically and this adjustment serves as an interim measure to reflect the change in the market. Adjusted salaries/wages for current employees were reviewed against the updated ranges and there are no employees that fall below the new beginning of the range nor exceed the top of the range.

### **Recommendation**

The recommended action is to approve a 3% cost-of-living adjustment (COLA) for current employees with a July 1, 2022 effective date and to update the employee compensation schedule, as attached.

# First 5 Ventura County

Proposed 4/21/2022

<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)	\$111,200 - \$154,500	\$4,276.92 - \$5,942.31	\$53.46 - \$74.28
<b><u>Director:</u></b> Director of Program & Evaluation Director of Human Resources & Operations Director of Neighborhoods for Learning (NFL)	\$89,600 - \$133,900	\$3,446.15 - \$5,150.00	\$43.08 - \$64.38
<b><u>Manager:</u></b> Program Manager (e.g., NFL, HMG, Communications) Operations Manager	\$66,900 - \$103,000	\$2,573.08 - \$3,961.54	\$32.16 - \$49.52
<b><u>Administrator:</u></b> Fiscal Administrator Neighborhoods for Learning Administrator	\$51,500 - \$82,400	\$1,980.77 - \$3,169.23	\$24.76 - \$39.62
<b><u>Coordinator:</u></b> Office Coordinator HMG Care Coordinator, Quality & TA Coordinator	\$48,400 - \$72,100	\$1,861.54 - \$2,773.08	\$23.27 - \$34.66
<b><u>Senior Specialist:</u></b> Early Childhood (PACT)/Family Support	\$45,300 - \$66,900	\$1,742.31 - \$2,573.08	\$21.78 - \$32.16
<b><u>Specialist:</u></b> Early Childhood (PACT)/Family Support	\$42,200 - \$61,800	\$1,623.08 - \$2,376.92	\$20.29 - \$29.71
<b><u>Administrative/Office Assistant/Aide:</u></b> NFL Assistant, NFL Aide, Administrative Assistant	\$37,000 - \$54,600	\$1,423.08 - \$2,100.00	\$17.79 - \$26.25
<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	\$32.16 - \$49.52	\$38.59 - \$59.42	
Administrator	\$24.76 - \$39.62	\$29.71 - \$47.54	
Coordinator	\$23.27 - \$34.66	\$27.92 - \$41.59	
Specialist	\$20.29 - \$29.71	\$24.35 - \$35.65	
Assistant	\$17.79 - \$26.25	\$21.35 - \$31.50	

<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.

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