To: Commissioners, First 5 Ventura County

From: Lauren Arzu, Director of Human Resources and Operations (on behalf of the Administration/Finance Committee)

Date: May 15, 2025

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

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 for new hires 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. Staff conducted a full salary study and updated salary schedules in May 2021.The Commission's ranges were then increased by 3% in May 2022 to account for significant inflation. The top of the range was further increased by an additional 5% in April 2024 to allow for a merit increase of up to 5% during the annual performance review process.

In early 2025, a salary and 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 2021 was also considered. See the data summary in Attachment A. Overall, the proposed updates to the ranges (Attachment B) track with the averages and medians for all positions surveyed, along the CPI adjustment.

Based on the salary data collected and the minimum starting salary for exempt employees, staff also proposes to split the existing Administrator class (which currently includes both non-exempt and exempt positions) into three classifications: Administrator, Senior Administrator, and Supervising Administrator.

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. The Administration/Finance Committee reviewed and approved this recommendation.

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.

Summary of Data for Salary Updates
May 2025

					Comparable Positions** All Sources			
		Current Range*	CPI 13% ***	Proposed	Span	Median	Average (Mean)	N
Deputy or Associate Director:	**Begin Range**	$111,200	$125,656	**$125,000**	$89,428 - $176,966	$123,401	$128,803	19
Director of Finance and Administration	**Top of Range**	$163,000	$184,190	**$185,000**	$117,200 - $280,400	$167,276	$175,405	
Directors:	**Begin Range**	$89,600	$101,248	**$100,000**	$84,160 - $146,182	$114,000	$116,246	18
Program & Eval, HR & Operations, Early Childhood	**Top of Range**	$141,000	$159,330	**$160,000**	$98,160 - $200,949	$160,000	$156,347	
Manager:	**Begin Range**	$66,900	$75,597	**$75,000**	$69,950 - $116,558	$84,000	$86,362	24
Program, Operations, Human Resources Communications & Advocacy, NfL, Early Childhood	**Top of Range**	$108,000	$122,040	**$115,000**	$83,560 - $184,954	$110,760	$114,691	
Supervising Administrator: Exempt	**Begin Range**	$51,500	$58,195	**$71,000**	$61,586 - $94,380	$71,061	$73,136	15
New range for EXEMPT - NfL, Early Childhood	**Top of Range**	$84,000	$94,920	**$95,000**	$83,195 - $114,634	$91,937	$95,668	
Sr. Administrator (NEW)	**Begin Range**	new		**$66,000**	$62,444 - $72,873	$70,044	$68,797	8
Fiscal, Purchasing & Operations, Q&TA	**Top of Range**	classification		**$94,000**	$79,463 - $97,698	$91,523	$90,437	
Administrator: Non-Exempt	**Begin Range**	$51,500	$58,195	**$60,000**	$47,341 - $81,068	$65,455	$64,701	25
Fiscal, Purchasing & Operations, Q&TA	**Top of Range**	$84,000	$94,920	**$85,000**	$63,494 - $99,500	$84,812	$84,823	
Coordinator	**Begin Range**	$48,400	$54,692	**$55,000**	$47,821 - $79,960	$60,196	$60,575	21
Office, HMG, Early Childhood	**Top of Range**	$75,700	$85,541	**$80,000**	$63,494 - $107,000	$78,200	$80,276	
Sr. Specialist	**Begin Range**	$45,300	$51,189	**$52,000**	Insufficient data			
Early Childhood Family Support	**Top of Range**	$70,200	$79,326	**$75,000**				
Specialist	**Begin Range**	$42,200	$47,686	**$47,000**	$42,640 - $75,998	$55,614	$55,556	21
Early Childhood Family Support	**Top of Range**	$64,900	$73,337	**$70,000**	$51,480 - $92,300	$71,458	$71,500	
Assistant/Aide	**Begin Range**	$37,000	$41,810	**$39,000**	$36,937 - $61,235	$49,660	$51,478	15
Administrative or Program	**Top of Range**	$57,300	$64,749	**$65,000**	$49,379 - $82,680	$63,602	$67,491	

* Last updated April 2024. N= number of positions compared
** Some organizations are reprsented twice for multiple classifications
*** CPI for greater LA increased 20% between Feb 2021 and Feb 2025. Nationally 21.6% and Western region 21.5%. On average, a 21% increase.
Since the salary schedule was increased by 3% (CPI related) in 2022 and the top of the range was increased by 5% in 2024 for merit increases, 13% was used for comparison.
Market comparisons include: First 5 Commissions with similar Prop 10 allocation and/or geography and
local community organizations, such as CDR, VCOE and special districts

First 5 Ventura County

Attachment B
Proposed 5/15/2025

Classification Salary/Wage Ranges:	Annualized[1] Range	Biweekly Range	Hourly Range
Deputy or Associate Director Director of Finance and Administration	$125,000 - $185,000	$4,807.69 - $7,115.38	$60.10 - $88.94
Director: Early Childhood, HR & Operations, Program and Evaluation	$100,000 - $160,000	$3,846.15 - $6,153.85	$48.08 - $76.92
Manager: Operations or Program (e.g., Comms, HMG, NfL, Quality & TA)	$75,000 - $115,000	$2,884.62 - $4,423.08	$36.06 - $55.29
Supervising Administrator: (Exempt) Early Childhood, NfL	$71,000 - $95,000	$2,730.77 - $3,653.85	$34.13 - $45.67
Sr. Administrator: Fiscal, Purchasing & Operations, Q&TA	$66,000 - $94,000	$2,538.46 - $3,615.38	$31.73 - $45.19
Administrator: Fiscal, Purchasing & Operations, Q&TA	$60,000 - $85,000	$2,307.69 - $3,269.23	$28.85 - $40.87
Coordinator: Early Chidhood, HMG, Office, NfL	$55,000 - $80,000	$2,115.38 - $3,076.92	$26.44 - $38.46
Senior Specialist: Early Childhood Family Support	$52,000 - $75,000	$2,000.00 - $2,884.62	$25.00 - $36.06
Specialist: Early Childhood Family Support	$47,000 - $70,000	$1,807.69 - $2,692.31	$22.60 - $33.65
Assistant/Aide: NfL Aide, Administrative Assistant	$39,000 - $65,000	$1,500.00 - $2,500.00	$18.75 - $31.25

Temporary Staff Salary Ranges:	Comparable Regular Staff Hourly Rates	Temporary Staff Hourly Ranges *
Manager	$36.06 - $55.29	$43.27 - $66.35
Administrator	$28.85 - $40.87	$34.62 - $49.04
Coordinator	$26.44 - $38.46	$31.73 - $46.15
Specialist	$22.60 - $33.65	$27.12 - $40.38
Assistant	$18.75 - $31.25	$22.50 - $37.50

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

*Temporary Ranges are 20% higher than comparable regular staff rates and do not include medical benefits, retirement, sick leave, holidays or paid vacation.

**Beginning salary range for salaried employees will be $70,840 beginning 1/1/2026 based on FLSA guidelines