
R-24-34
Meeting 24-07
April 11, 2024

AGENDA ITEM #1

To: Board of Directors
Open Space Authority

From: Andrea Mackenzie
General Manager

SUBJECT

Approve Revised Salary Position Pay Plan to Include Conservation Strategy Program Manager

REVENUE/COST

The proposed salary range for the Conservation Strategy Program Manager is \$58.54 to \$71.15 hourly, reflected as Range #39 in the 2023/2024 Salary Position Pay Plan. Due to vacancies in other positions throughout the 2023/2024 fiscal year, the reclassification of staff to this position will not result in salaries and benefits exceeding the approved budget.

BACKGROUND

The Open Space Authority's (Authority) Assistant General Manager, Matt Freeman, will be retiring from his role later in 2024. The Authority has evaluated how to best retain the expertise and institutional knowledge that he has provided over the last twelve years within existing staff. In January 2024, the Board approved the creation of new department manager roles and existing staff were promoted into those roles.

DISCUSSION

The Authority has continued to ensure that all necessary functions and expertise are reflected in the Authority's staff, specifically related to conservation strategy. Staff has evaluated the current classification of Real Property Program Manager and is reclassifying the position to Conservation Strategy Program Manager. This new classification is expanded to reflect the responsibility to identify, prioritize, and secure the most important natural and working lands to achieve the Authority's conservation objectives.

In consideration of the expanded responsibilities and expertise that have been identified through the classification of Conservation Strategy Program Manager, the position is recommended to be placed at Range #39 in the 2023/2024 Salary Position Pay Plan. This recommended salary range also takes into account the Authority's model for internal parity within the Salary Position Pay Plan.

Linda Kwong has been working in the Real Property Program Manager classification and would be promoted to the new classification of Conservation Strategy Program Manager upon approval. The Authority utilizes working titles for certain positions to clearly convey the role to external partners and the public, Linda Kwong will have the working title of Deputy Conservation Manager.

RECOMMENDATION

The General Manager recommends the Board approve the revised Salary Position Pay Plan to include the Conservation Strategy Program Manager position at Range #39, to be effective April 15, 2024.

Prepared by:

Elizabeth Loretto, Administrative Operations Manager

Attachment(s): Resolution 24-22 – A Resolution of the Governing Board of the Santa Clara Valley Open Space Authority Authorizing the General Manager or Assistant General Manager to Update the Authority's Salary Position Pay Plan to Include Conservation Strategy Program Manager

Exhibit C – DRAFT Salary Position Pay Plan Effective April 15, 2024

Exhibit D – Conservation Strategy Program Manager Classification