
R-22-47
Meeting 22-07
April 14, 2022

CONSENT ITEM #C3

To: Board of Directors
Open Space Authority

From: Andrea Mackenzie
General Manager

SUBJECT

Approve Revised Salary Position Pay Plan to Include the Addition of GIS Specialist and Natural Resources Manager Position Classifications

REVENUE/COST

The proposed salary range for the GIS Specialist position is \$45.79 to \$55.65 hourly, reflected as Range #33 in the 2021/2022 Salary Position Pay Plan. The proposed salary range for the Natural Resources Manager position is \$64.70 to \$78.64 hourly, reflected as Range #47 in the 2021/2022 Salary Position Pay Plan. Due to vacancies in other positions throughout the 2021/2022 fiscal year, the addition of these position to the Salary Position Pay Plan will not result in staff salaries and benefits exceeding the approved budget.

BACKGROUND

The internal management and administration of the Authority's GIS program has resided within the Conservation Initiatives and Grants department. The function has been staffed through the positions of GIS Technician and Conservation GIS Program Manager.

The Authority's natural resources program has resided within the Field Operations Department. This program is currently staffed through the Natural Resources Program Manager and Natural Resources Technician positions.

DISCUSSION

Staff are continually evaluating how to deliver the mission of the Authority through the appropriate staffing that meets the agency's needs. Most recently this focus has been on the departments and programs that most directly impact how the Authority cares for and manages the land.

The GIS function at the Authority has previously been staffed through the entry level position of GIS Technician and the professional position of Conservation & GIS Program Manager. As of March 2022, both of these positions at the Authority are vacant, prompting Staff to re-evaluate how to best staff this function and meet the needs of Authority departments, programs, and projects. After internal discussions and review of position needs it was determined that this function is best staffed at the journey level position of GIS Specialist. In this role an individual can provide the management and implementation of the GIS program, while also providing mapping services and support to colleagues across the agency. With the GIS Specialist the Authority creates an opportunity to expand the career ladder for the GIS function.

As the Authority brings more acreage under management there is increased opportunity to implement natural resources based projects on the ground. Staff has realized that the growth of the natural resources program will be an essential need in the coming years. To begin taking steps towards this growth Staff will be creating a dedicated Natural Resources Department, elevating the profile of this important work and clarifying its expertise, role and responsibilities to achieve the agency's mission. To lead this new department Staff looks to add the position of Natural Resources Manager. This key position will address the growing needs of the agency to manage wildlife, vegetation, and water resources on a growing system of Authority managed lands. This position will also support the Authority's ability to respond to both challenges and opportunities created by the impacts of climate change. The Natural Resources Manager will work closely with the existing Field Operations Manager and Planning Manager positions to seamlessly integrate how the Authority approaches decisions impacting Authority lands.

After assessing the needs of these positions Staff conducted comparator salary research to identify the appropriate placement on the Salary Position Pay Plan. The placement recommendations consider comparator research and internal parity with related positions. The outcome of this research places the new positions on the Salary Position Pay Plan as follows:

Position Title	Range #	Minimum Hourly Rate	Maximum Hourly Rate
GIS Specialist	33	\$45.79	\$55.65
Natural Resources Manager	47	\$64.70	\$78.64

RECOMMENDATION

Staff recommends the Board approve the proposed Salary Position Pay Plan to include the GIS Specialist position at Range #33 and the Natural Resources Manager at Range #47.

Prepared by:

Elizabeth Loretto, Human Resources Officer

Attachment(s): Resolution 22-36 – A Resolution of the Governing Board of the Santa Clara Valley Open Space Authority Approving the Revised Salary Position Pay Plan

Exhibit C – DRAFT Salary Position Pay Plan