



STAFF REPORT

Meeting Date: October 18, 2023
To: Board of Directors
From: Michael J. Aho, District Administrator
Subject: Approval of Adjustment to Salary Schedule for Recreation Supervisor Position
Prepared By: Jennifer Larkin, Administrative Services Manager

I. Recommendation

Adopt the updated salary schedule to reflect an increase to the Recreation Supervisor position for FY 23-24.

II. Background

The overtime threshold in California is twice the state minimum wage of \$15.50 per hour. In 2023, the minimum salary for exempt employees in the state is \$64,480, according to the California Department of Industrial Relations (DIR). The Recreation Supervisor position at Step 1 of the current salary schedule is \$59,006. The District has 2 Recreation Supervisors who are at step 1 on the salary schedule.

The Management and Personnel Committee will meet on Monday, October 16 to review and discuss this issue, and their comments and recommendations will be added to this report.

III. Problem /Situation/ Request

The District’s Recreation Supervisor pay schedule falls below the required threshold for exempt classification for the first two steps on the current approved salary scale. The District has 2 options: re-classify the position to an hourly position or increase the salary at step 1 to meet the threshold. To successfully reclassify the position as non-exempt, the duties and responsibilities of the position would need to be evaluated as the positions are correctly classified based on current duties and responsibilities. Updating the salary schedule and leaving the positions exempt will maintain department continuity and allow the District to fairly compensate staff for the level of work they provide.

IV. Financial Analysis

The revised salary schedule, including a small increase in January 2024 to accommodate the increased threshold based on a new minimum wage of \$16 per hour, will cost the District an additional \$23K in FT salaries. In this fiscal year, the cost will be offset by the vacancy of the budgeted but not hired FT Park Worker position, which has been postponed due to the construction delay, as well as savings for other budgeted but unfilled PT positions.

Respectfully Submitted,

Michael J. Aho
District Administrator

Attachment A: Revised Salary Schedule

**Fair Oaks Recreation and Park District
SALARY SCHEDULE FY23-24**

| POSITION | TIME BASE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | OTHER (negotiated) | 10 Yrs. A | 15 Yrs. B | 20 Yrs. C |
|--------------------------------------------|------------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------------------|------------------|------------------|------------------|
| Full-Time Positions | | | | | | | | | | | |
| District Administrator | Salary (monthly) | | | | | | | \$13,759.23 | | | |
| Accountant | Salary (monthly) | \$ 4,499.04 | \$ 4,723.99 | \$ 4,960.19 | \$ 5,208.20 | \$ 5,468.61 | \$ 5,742.04 | | \$ 6,029.14 | \$ 6,330.60 | \$ 6,647.13 |
| Administrative Services Manager | Salary (monthly) | \$ 6,198.81 | \$ 6,508.75 | \$ 6,834.19 | \$ 7,175.90 | \$ 7,534.69 | \$ 7,911.43 | | \$ 8,307.00 | \$ 8,722.35 | \$ 9,158.47 |
| Administrative Assistant II | Hourly | \$ 20.85 | \$ 21.90 | \$ 22.99 | \$ 24.14 | \$ 25.35 | \$ 26.61 | | \$ 27.95 | \$ 29.34 | \$ 30.81 |
| Administrative Assistant I - Reg PT | Hourly | \$ 15.50 | \$ 16.28 | \$ 17.09 | \$ 17.94 | \$ 18.84 | \$ 19.78 | | | | |
| Recreation Superintendent | Salary (monthly) | \$ 6,819.66 | \$ 7,160.64 | \$ 7,518.67 | \$ 7,894.60 | \$ 8,289.33 | \$ 8,703.80 | | \$ 9,138.99 | \$ 9,595.94 | \$ 10,075.74 |
| Recreation Manager | Salary (monthly) | \$ 6,198.81 | \$ 6,508.75 | \$ 6,834.19 | \$ 7,175.90 | \$ 7,534.69 | \$ 7,911.43 | | \$ 8,307.00 | \$ 8,722.35 | \$ 9,158.47 |
| Recreation Supervisor | Salary (monthly) | \$ 5,373.33 | \$ 5,642.00 | \$ 5,924.10 | \$ 6,220.30 | \$ 6,531.32 | \$ 6,857.88 | | \$ 7,200.78 | \$ 7,560.81 | \$ 7,938.86 |
| Recreation Coordinator | Hourly | \$ 21.79 | \$ 22.88 | \$ 24.02 | \$ 25.22 | \$ 26.48 | \$ 27.81 | | \$ 29.20 | \$ 30.66 | \$ 32.19 |
| Preschool Teacher | Hourly | \$ 20.72 | \$ 21.75 | \$ 22.84 | \$ 23.98 | \$ 25.18 | \$ 26.44 | | \$ 27.76 | \$ 29.15 | \$ 30.61 |
| Preschool TA - Recreation Leader II Reg PT | Hourly | \$ 16.31 | \$ 17.13 | \$ 17.98 | \$ 18.88 | \$ 19.82 | \$ 20.82 | | | | |
| Senior Recreation Leader - Reg PT | Hourly | \$ 17.47 | \$ 18.35 | \$ 19.27 | \$ 20.23 | \$ 21.24 | \$ 22.30 | | | | |
| Parks & Facilities Superintendent | Salary (monthly) | \$ 6,819.66 | \$ 7,160.64 | \$ 7,518.67 | \$ 7,894.60 | \$ 8,289.33 | \$ 8,703.80 | | \$ 9,138.99 | \$ 9,595.94 | \$ 10,075.74 |
| Park & Facilities Manager | Salary (monthly) | \$ 6,198.81 | \$ 6,508.75 | \$ 6,834.19 | \$ 7,175.90 | \$ 7,534.69 | \$ 7,911.43 | | \$ 8,307.00 | \$ 8,722.35 | \$ 9,158.47 |
| Park Supervisor | Hourly | \$ 28.13 | \$ 29.54 | \$ 31.01 | \$ 32.56 | \$ 34.19 | \$ 35.90 | | \$ 37.70 | \$ 39.58 | \$ 41.56 |
| Lead Park Maintenance Worker | Hourly | \$ 24.95 | \$ 26.20 | \$ 27.51 | \$ 28.88 | \$ 30.32 | \$ 31.84 | | \$ 33.43 | \$ 35.10 | \$ 36.86 |
| Park Maintenance Worker | Hourly | \$ 24.11 | \$ 25.31 | \$ 26.58 | \$ 27.91 | \$ 29.30 | \$ 30.77 | | \$ 32.31 | \$ 33.92 | \$ 35.62 |
| Park Aide - Reg PT | Hourly | \$ 16.18 | \$ 16.99 | \$ 17.84 | \$ 18.73 | \$ 19.67 | \$ 20.65 | | | | |
| Arts and Entertainment Manager | Salary (monthly) | \$ 6,198.81 | \$ 6,508.75 | \$ 6,834.19 | \$ 7,175.90 | \$ 7,534.69 | \$ 7,911.43 | | \$ 8,307.00 | \$ 8,722.35 | \$ 9,158.47 |
| Part-Time Positions | | | | | | | | | | | |
| | | Step 1 | Step 1A | Step 2 | Step 2A | Step 3 | Step 3A | Step 4 | Step 4A | Step 5 | Step 5A |
| Arts and Entertainment Associate | Hourly | \$ 15.50 | \$ 15.89 | \$ 16.28 | \$ 16.69 | \$ 17.11 | \$ 17.54 | \$ 17.98 | \$ 18.42 | \$ 18.89 | \$ 19.36 |
| Park Aide I | Hourly | \$ 15.50 | \$ 15.89 | \$ 16.28 | \$ 16.69 | \$ 17.11 | \$ 17.54 | \$ 17.98 | \$ 18.42 | \$ 18.89 | \$ 19.36 |
| Park Aide II | Hourly | \$ 15.90 | \$ 16.30 | \$ 16.70 | \$ 17.12 | \$ 17.55 | \$ 17.99 | \$ 18.44 | \$ 18.90 | \$ 19.37 | \$ 19.86 |
| Facility Monitor | Hourly | \$ 15.50 | \$ 15.89 | \$ 16.28 | \$ 16.69 | \$ 17.11 | \$ 17.54 | \$ 17.98 | \$ 18.42 | \$ 18.89 | \$ 19.36 |
| Recreation Leader I | Hourly | \$ 15.50 | \$ 15.89 | \$ 16.28 | \$ 16.69 | \$ 17.11 | \$ 17.54 | \$ 17.98 | \$ 18.42 | \$ 18.89 | \$ 19.36 |
| Recreation Leader II | Hourly | \$ 15.90 | \$ 16.30 | \$ 16.70 | \$ 17.12 | \$ 17.55 | \$ 17.99 | \$ 18.44 | \$ 18.90 | \$ 19.37 | \$ 19.86 |
| Senior Recreation Leader | Hourly | \$ 16.57 | \$ 16.98 | \$ 17.41 | \$ 17.84 | \$ 18.29 | \$ 18.75 | \$ 19.22 | \$ 19.70 | \$ 20.19 | \$ 20.70 |
| Seasonal Positions | | | | | | | | | | | |
| Seasonal Coach | Stipend | | | | | | | | | | |

*District is on a semi-monthly pay schedule