

STAFF REPORT



Meeting Date: October 18, 2023
To: Board of Directors
From: Michael J. Aho, District Administrator
Subject: Approval of Starting Pay Rate for the Recreation Coordinator (Marketing, Communications, & Public Relations)
Prepared By: Nick Davison, Recreation Manager

I. Recommendation

To provide the District Administrator with the authority to offer the current finalist for the Recreation Coordinator responsible for Marketing, Communications and Public Relations Step 4 on the District's salary schedule.

II. Background

For the past several months staff have experienced challenges in recruiting qualified individuals for the Marketing Coordinator position due to the current job market. The current finalist is requesting the starting pay to be at Step 4 of the Salary Schedule. The District Administrator is only authorized to offer candidate's pay up to step 3 on the salary schedule with anything above step 3 requiring Board approval

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

Following the Monday, October 16 meeting, the Committee is recommending the staff request to hire at Step 4.

III. Problem /Situation/ Request

Providing a higher starting salary to the Marketing Coordinator position candidate is a strategic move and a reflection of our commitment to our employees, our market position, and our long-term success.

The District is placing a large emphasis on marketing to obtain additional customers and drive revenue. Having an experienced and qualified Marketing Coordinator is paramount to the District's current and future success.

It is proposed that the Board of Directors consider this temporary authorization to ensure we can hire the most qualified candidate.

IV. Financial Analysis

The table below shows the step increases (1-4) displayed hourly, monthly and annual for the Recreation Coordinator (Marketing, Communications, & Public Relations).

STEP	Step 1	Step 2	Step 3	Step 4
Hourly	\$21.79	\$22.88	\$24.02	\$25.22
Monthly	\$3,77.93	\$3,965.87	\$4,163.47	\$4,371.47
Annual	\$45,323.20	\$47,590.40	\$49,961.60	\$52,457.60

The position was vacant for the entire FY 23-24, resulting in substantial savings in the budget. Approving a starting salary at Step 4 will not negatively impact the overall budget.

Respectfully Submitted,

Michael J. Aho
District Administrator

Attachment A: Current FY23-24 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)	\$ 4,917.15	\$ 5,163.01	\$ 5,421.16	\$ 5,692.22	\$ 5,976.83	\$ 6,275.67		\$ 6,589.45	\$ 6,918.92	\$ 7,264.87
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