INFORMATION SHEET 06.14.2022 TRUSTEES' MEETING

To: Jim Bridges

For: Board of Trustees

Prepared by: Emily Stroup

Re: Correction to Total Compensation Report and Corresponding Salary Schedule

In August 2021, the Board was presented with the findings of a Total Compensation Report completed by School Services of California, resulting in Salary Schedule revisions. An error in the computing done by School Services of California was recently found. As a result, an audit and recalculation of six affected positions was performed. Three of the positions were found to have been inaccurately compensated. We are proposing that we adjust the salary schedule for the following three positions, in accordance with the original recommendations and without retroactive payment.

Affected Positions:

- Administrative Assistant II (+3.4%)
- Human Resources Specialist (+2.5%)
- School Information Systems Specialist (+2.6)

Position	District Ranking			District's Total Compensation	Median Compensation	Median $ Difference Above/Below District	Median % Difference Above/Below District	Correction - % Increase
Administrative Assistant I	2	of	6	$5,885.00	$5,883.00	$2.00	0.00%	0.00%
Administrative Assistant II	4	of	6	$6,299.00	$6,235.00	$536.00	8.50%	3.40%
Business Services Specialist	3	of	5	$5,597.00	$5,597.00	$0.00	0.00%	0.00%
Human Resources Specialist	2	of	6	$5,885.00	$6,030.00	$145.00	2.50%	2.50%
Principal Secretary	2	of	6	$5,028.00	$4,982.00	-$46.00	-0.09%	0.00%
School Information Systems Specialist	5	of	6	$5,647.00	$6,481.00	$834.00	14.80%	2.60%

RECOMMENDATION:
Correction to Total Compensation Report and Corresponding Salary Schedule

2021-2022 CLASSIFIED MANAGEMENT/CONFIDENTIAL SALARY SCHEDULE

CLASSIFIED MANAGEMENT							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
10	CBO	252	$127,431	$131,258	$135,190	$139,247	$143,430
20	Director Maintenance, Operations & Transportation	261	$68,239	$71,592	$75,223	$78,985	$82,930
25	Information Technology Coordinator	251	$64,939	$68,231	$71,625	$75,219	$78,954
30	Director Food Services	220	$53,120	$54,765	$57,523	$60,373	$63,407

CONFIDENTIAL							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
310	*Administrative Assistant II	251	$29.43	$30.79	$32.25	$33.75	$35.35
320	Administrative Assistant I	251	$24.76	$26.00	$27.30	$28.67	$30.10
325	Human Resources Specialist	251	$25.38	$26.65	$27.98	$29.39	$30.85
330	School Information Systems Specialist	251	$25.93	$27.23	$28.60	$30.03	$31.54
340	Business Services Specialist	251	$23.35	$24.52	$25.75	$27.02	$28.37
350	Payroll/Accounts Specialist	251	$22.24	$23.35	$24.52	$25.75	$27.03
360	Principal Secretary	224	$20.55	$21.58	$22.65	$23.77	$24.96

*Includes a $25.00 per month special compensation for additional Board Meeting preparation and attendance.

RECOMMENDATION

- Acknowledge comparison districts have also provided increases since 2020
- Implement percentage to median using 2020 data
  - Positions at or above median will have no change
  - Positions below median will be increased by percentage to median up to 10%
  - MOT Director and Food Services Director will be increased 20%
    - MOT Director percentage to median is 48.1%
    - Food Services Director percentage to median is 31.7%
- Apply percentage increase to salary schedule after 4% approved June 15, 2021

August 17, 2021 Board Portfolio, Item 7.3, Slide #10