

REPORT TO BOARD OF DIRECTORS
Special Meeting of October 9, 2023

TO: Board of Directors
FROM: Hilda Cantú Montoy, District Counsel
SUBJECT: Salary Range for the District Administrator Position

RECOMMENDATION:

That the Board consider options for establishing a salary range for the position of District Administrator and adopt Resolution establishing a salary range for the position of District Administrator.

EXECUTIVE SUMMARY:

This matter is brought before the Board per the Board's direction of October 4, 2023. The District is in the process of recruiting for a permanent District Administrator. State law requires a salary range as part of the recruitment process. If the Board adopts a salary range, the salary range will be posted on recruitment ads and documents. The salary range may then be used to negotiate a salary for a District Administrator.

BACKGROUND:

The California Labor Code was amended this year to require that pay scales be posted in recruitments and be provided to applicants upon request. The salary for the most recent District Administrator was \$51,000, the prior District Administrator's salary was \$54,000.

The Board has discussed various options including paying a salary commensurate with experience and depending on experience requiring the District Administrator to work less. In other words, if the District is able to get a highly experienced person, that person would receive a salary at the higher end of the range and could work less hours. And if the District hires a person with less experience, that person would get paid at the lowest part of the range and may need to work more hours per week.

The following identifies potential increased ranges for your consideration. **The Board may select one of these ranges or another range.**

- \$50,000 to \$80,000
- \$60,000 to \$80,000
- \$60,000 to \$100,000
- \$60,000 to \$110,000

Depending on the option selected by Board, the salary range chart would be filled in on the proposed resolution.

REASONS FOR RECOMMENDATION:

A Salary Range will comply with state law and provide guidance for negotiating the salary for the District Administrator position. It will provide flexibility for the Board in hiring a less or more experienced District Administrator

RESOLUTION NO. 2023-__

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA RECREATION AND PARK DISTRICT ESTABLISHING A SALARY RANGE FOR THE POSITION OF DISTRICT ADMINISTRATOR

WHEREAS, the Calwa Recreation and Park District does not have a salary range for the position of District Administrator; and

WHEREAS, the Board of Directors of the District desires to establish a salary range for the position of District Administrator.

NOW THEREFORE, the Board of Directors of the Calwa Recreation and Park District resolves as follows.

Section 1. The foregoing recitals are true and correct and incorporated by reference.

Section 2. The Board establishes the salary range for the position of District Administrator as follows:

Salary Range: \$ [redacted] to \$ [redacted]

Section 3. Prior salary ranges, if any, are hereby rescinded.

Section 4. This resolution is effective upon adoption.

CERTIFICATION

Adoption of the foregoing Resolution No. 2023-__ was moved by Director _____, seconded by Director _____, and adopted at a special meeting on October 9, 2023, by following vote:

AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENCES: _____

Esmeralda Zamora, Board Chair