



Date: July 14, 2022
To: Board of Directors
From: Anthony Constantouros, Interim General Manager
Subject: Administrative Staff Compensation & Salary Schedule

Recommendation:

Approve a 7 ½% increase to the compensation of the non-represented staff and adopt a revised salary schedule reflecting changes to the KPOA MOU and the Chief of Police contract.

Background:

Salaries of the District's administrative positions were last reviewed in July 2020. Since that time there have been substantial changes in economic conditions.

Discussion

Every organization relies upon securing and retaining a competent workforce. Given the nature of the current job market it is imperative that the District make every effort to maintain a competitive compensation package while recognizing its financial limitations. Because the staff is extremely small, everyone who works for this organization is called upon to perform numerous tasks which may be outside the normal duties of those who work for a larger organization. This is true of all of our sworn officers, as well as, those who work in support roles. Given the increases in the cost-of-living over the past two years and changes in the workforce nationwide, the proposed salary adjustments are warranted.

When changes to compensation are approved the District's salary schedule is required to be updated per CalPERS regulations.

It should be noted that this increase does not affect the Interim General Manager.

Fiscal Impact:

If approved, the estimated increase in cost to the district is approximately \$24,600. This was anticipated and is included in the adopted budget.

Attachment: Salary Schedule

KPPCSD

**KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT
COMPREHENSIVE SALARY SCHEDULE AS OF JULY 1, 2022**

| Bargaining Unit | Step-1 | Step-1 | Step-1 | Step-2 | Step-2 | Step-2 | Step-3 | Step-3 | Step-3 | Step-4 | Step-4 | Step-4 | Step-5 | Step-5 | Step-5 |
|--|----------|--------------|---------------|----------|--------------|---------------|----------|--------------|---------------|----------|--------------|---------------|----------|--------------|---------------|
| | Hourly | Monthly | Annually | Hourly | Monthly | Annually | Hourly | Monthly | Annually | Hourly | Monthly | Annually | Hourly | Monthly | Annually |
| Unrepresented Salaried Management | | | | | | | | | | | | | | | |
| General Manager | N/A | \$ 13,276.25 | \$ 159,315.00 | N/A | \$ 13,674.54 | \$ 164,094.45 | N/A | \$ 14,084.77 | \$ 169,017.28 | N/A | \$ 14,507.32 | \$ 174,087.80 | N/A | \$ 14,942.54 | \$ 179,310.44 |
| Police Chief | N/A | \$ 16,300.00 | \$ 195,600.00 | | | | | | | | | | | | |
| Police Lieutenant | N/A | \$ 11,951.42 | \$ 143,417.04 | | | | | | | | | | | | |
| Unrepresented Hourly Management | | | | | | | | | | | | | | | |
| Finance and Business Manager | \$ 66.65 | \$ 11,552.67 | \$ 138,632.00 | \$ 68.65 | \$ 11,899.25 | \$ 142,790.96 | \$ 70.71 | \$ 12,256.22 | \$ 147,074.68 | \$ 72.83 | \$ 12,623.91 | \$ 151,486.93 | \$ 75.02 | \$ 13,002.63 | \$ 156,031.54 |
| Unrepresented Staff | | | | | | | | | | | | | | | |
| Clerk of the Board | \$ 43.00 | \$ 7,453.33 | \$ 89,440.00 | \$ 44.29 | \$ 6,933.33 | \$ 83,200.00 | \$ 45.62 | \$ 3,953.62 | \$ 47,443.45 | \$ 46.99 | \$ 4,072.23 | \$ 48,866.75 | \$ 48.40 | \$ 4,194.40 | \$ 50,332.75 |
| Police Services Specialist | \$ 35.58 | \$ 6,167.63 | \$ 74,011.60 | \$ 36.65 | \$ 3,176.33 | \$ 38,115.97 | \$ 37.75 | \$ 3,271.62 | \$ 39,259.45 | \$ 38.88 | \$ 3,369.77 | \$ 40,437.24 | \$ 40.05 | \$ 3,470.86 | \$ 41,650.35 |
| Administrative Services Assistant | \$ 35.00 | \$ 6,066.67 | \$ 72,800.00 | \$ 36.05 | \$ 6,248.67 | \$ 74,984.00 | \$ 37.13 | \$ 6,436.13 | \$ 77,233.52 | \$ 38.25 | \$ 6,629.21 | \$ 79,550.53 | \$ 39.39 | \$ 6,828.09 | \$ 81,937.04 |
| Account Clerk | \$ 30.00 | \$ 2,600.00 | \$ 31,200.00 | \$ 30.90 | \$ 2,678.00 | \$ 32,136.00 | \$ 31.83 | \$ 2,758.34 | \$ 33,100.08 | \$ 32.78 | \$ 2,841.09 | \$ 34,093.08 | \$ 33.77 | \$ 2,926.32 | \$ 35,115.87 |
| KPOA @ 7/1/2022 7.5% Increase | | | | | | | | | | | | | | | |
| Sergeant | \$ 53.59 | \$ 9,288.08 | \$ 111,456.90 | \$ 55.73 | \$ 9,659.58 | \$ 115,915.01 | \$ 57.40 | \$ 9,949.37 | \$ 119,392.49 | \$ 59.70 | \$ 10,347.38 | \$ 124,168.56 | | | |
| Police Officer | \$ 41.99 | \$ 7,279.10 | \$ 87,349.25 | \$ 44.30 | \$ 7,679.47 | \$ 92,153.60 | \$ 46.74 | \$ 8,101.85 | \$ 97,222.14 | \$ 49.31 | \$ 8,547.44 | \$ 102,569.32 | \$ 52.07 | \$ 9,025.26 | \$ 108,303.11 |

*** The unrepresented management and unrepresented groups of employees have a 3% increase in between pay grade steps.

***As of July 1, 2022 Finance and Business Manager and unrepresented positions are paid hourly and are part time, except for Administrative Assistant, which is a full time hourly. All other positions, including KPOA, are based on annual salary.

7/10/2022

COMPREHENSIVE SALARY SCHEDULE

| Bargaining Unit | Step-1 | Step-1 | Step-1 | Step-2 | Step-2 | Step-2 | Step-3 |
|-------------------------------------|----------|--------------|---------------|----------|--------------|---------------|-----------|
| | Hourly | Monthly | Annually | Hourly | Monthly | Annually | Hourly |
| Unrepresented Management | | | | | | | |
| General Manager | \$ 95.00 | \$ 16,466.67 | \$ 197,600.00 | \$ 97.85 | \$ 16,960.67 | \$ 203,528.00 | \$ 100.79 |
| Police Chief | \$ 71.13 | \$ 12,329.20 | \$ 147,950.40 | \$ 73.26 | \$ 12,699.08 | \$ 152,388.91 | \$ 75.46 |
| Finance and Business Manager | \$ 62.00 | \$ 10,746.67 | \$ 128,960.00 | \$ 63.86 | \$ 11,069.07 | \$ 132,828.80 | \$ 65.78 |
| Clerk of the Board | \$ 40.00 | \$ 6,933.33 | \$ 83,200.00 | \$ 41.20 | \$ 7,141.33 | \$ 85,696.00 | \$ 42.44 |
| Unrepresented | | | | | | | |
| Police Services Specialist | \$ 33.10 | \$ 5,737.33 | \$ 68,848.00 | \$ 34.09 | \$ 5,909.45 | \$ 70,913.44 | \$ 35.12 |
| Parks and Recreation Administrator | \$ 26.00 | \$ 4,506.67 | \$ 54,080.00 | \$ 26.78 | \$ 4,641.87 | \$ 55,702.40 | \$ 27.58 |
| Administrative Assistant | \$ 26.00 | \$ 4,506.67 | \$ 54,080.00 | \$ 26.78 | \$ 4,641.87 | \$ 55,702.40 | \$ 27.58 |
| Accountant | \$ 40.00 | \$ 6,933.33 | \$ 83,200.00 | \$ 41.20 | \$ 7,141.33 | \$ 85,696.00 | \$ 42.44 |
| Custodian | \$ 20.00 | \$ 3,466.67 | \$ 41,600.00 | \$ 20.60 | \$ 3,570.67 | \$ 42,848.00 | \$ 21.22 |
| Landscaper | \$ 25.00 | \$ 4,333.33 | \$ 52,000.00 | \$ 25.75 | \$ 4,463.33 | \$ 53,560.00 | \$ 26.52 |
| KPOA @ 11/1/2019 8% Increase | | | | | | | |
| Captain | \$ 64.52 | \$ 11,182.70 | \$ 134,192.40 | \$ - | \$ - | \$ - | \$ - |
| Master Sergeant | \$ 53.40 | \$ 9,255.25 | \$ 111,063.00 | \$ 55.00 | \$ 9,532.92 | \$ 114,395.04 | \$ - |
| Sergeant | \$ 46.53 | \$ 8,065.79 | \$ 96,789.48 | \$ 48.39 | \$ 8,388.40 | \$ 100,660.80 | \$ 49.85 |
| Corporal | \$ 46.12 | \$ 7,994.32 | \$ 95,931.84 | \$ - | \$ - | \$ - | \$ - |
| Police Officer | \$ 36.47 | \$ 6,321.20 | \$ 75,854.40 | \$ 38.47 | \$ 6,668.87 | \$ 80,026.44 | \$ 40.59 |
| KPOA @ 7/1/2020 4% Increase | | | | | | | |
| Captain | \$ 67.10 | \$ 11,630.01 | \$ 139,560.10 | \$ - | \$ - | \$ - | \$ - |
| Master Sergeant | \$ 55.53 | \$ 9,625.46 | \$ 115,505.52 | \$ 57.20 | \$ 9,914.22 | \$ 118,970.64 | \$ - |
| Sergeant | \$ 48.39 | \$ 8,388.42 | \$ 100,661.04 | \$ 50.33 | \$ 8,723.94 | \$ 104,687.28 | \$ 51.84 |
| Corporal | \$ 47.97 | \$ 8,314.09 | \$ 99,769.08 | \$ - | \$ - | \$ - | \$ - |
| Police Officer | \$ 37.93 | \$ 6,574.04 | \$ 78,888.48 | \$ 40.01 | \$ 6,935.62 | \$ 83,227.44 | \$ 42.21 |
| KPOA @ 7/1/2021 3% Increase | | | | | | | |
| Captain | \$ 69.11 | \$ 11,978.91 | \$ 143,746.90 | \$ - | \$ - | \$ - | \$ - |
| Master Sergeant | \$ 57.20 | \$ 9,914.22 | \$ 118,970.64 | \$ 58.91 | \$ 10,211.65 | \$ 122,539.80 | \$ - |
| Sergeant | \$ 49.85 | \$ 8,640.07 | \$ 103,680.84 | \$ 51.84 | \$ 8,985.66 | \$ 107,827.92 | \$ 53.40 |
| Corporal | \$ 49.40 | \$ 8,563.51 | \$ 102,762.12 | \$ - | \$ - | \$ - | \$ - |
| Police Officer | \$ 39.06 | \$ 6,771.26 | \$ 81,255.12 | \$ 41.21 | \$ 7,143.69 | \$ 85,724.28 | \$ 43.48 |

*** The unrepresented management and unrepresented groups of employees have a 3% increase in between pay grade steps. There is no guarantee for raises.

***As of July 1, 2020 all management and unrepresented positions are paid hourly and are part time without benefits.

***The annual salary listed here is for information purposes only and the hourly rate of pay is used for all employees except for the sworn police employees represented by the KPOA U

E AS OF JULY 1, 2020

| Step-3 | Step-3 | Step-4 | Step-4 | Step-4 | Step-5 | Step-5 | Step-5 |
|--------------|---------------|-----------|--------------|---------------|-----------|--------------|---------------|
| Monthly | Annually | Hourly | Monthly | Annually | Hourly | Monthly | Annually |
| | | | | | | | |
| \$ 17,469.49 | \$ 209,633.84 | \$ 103.81 | \$ 17,993.57 | \$ 215,922.86 | \$ 106.92 | \$ 18,533.38 | \$ 222,400.54 |
| \$ 13,080.05 | \$ 156,960.58 | \$ 77.73 | \$ 13,472.45 | \$ 161,669.40 | \$ 80.06 | \$ 13,876.62 | \$ 166,519.48 |
| \$ 11,401.14 | \$ 136,813.66 | \$ 67.75 | \$ 11,743.17 | \$ 140,918.07 | \$ 69.78 | \$ 12,095.47 | \$ 145,145.62 |
| \$ 7,355.57 | \$ 88,266.88 | \$ 43.71 | \$ 7,576.24 | \$ 90,914.89 | \$ 45.02 | \$ 7,803.53 | \$ 93,642.33 |
| | | | | | | | |
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| | | | | | | | |
| \$ 6,086.74 | \$ 73,040.84 | \$ 36.17 | \$ 6,269.34 | \$ 75,232.07 | \$ 37.25 | \$ 6,457.42 | \$ 77,489.03 |
| \$ 4,781.12 | \$ 57,373.47 | \$ 28.41 | \$ 4,924.56 | \$ 59,094.68 | \$ 29.26 | \$ 5,072.29 | \$ 60,867.52 |
| \$ 4,781.12 | \$ 57,373.47 | \$ 28.41 | \$ 4,924.56 | \$ 59,094.68 | \$ 29.26 | \$ 5,072.29 | \$ 60,867.52 |
| \$ 7,355.57 | \$ 88,266.88 | \$ 43.71 | \$ 7,576.24 | \$ 90,914.89 | \$ 45.02 | \$ 7,803.53 | \$ 93,642.33 |
| \$ 3,677.79 | \$ 44,133.44 | \$ 21.85 | \$ 3,788.12 | \$ 45,457.44 | \$ 22.51 | \$ 3,901.76 | \$ 46,821.17 |
| \$ 4,597.23 | \$ 55,166.80 | \$ 27.32 | \$ 4,735.15 | \$ 56,821.80 | \$ 28.14 | \$ 4,877.20 | \$ 58,526.46 |
| | | | | | | | |
| | | | | | | | |
| \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| \$ 8,640.06 | \$ 103,680.72 | \$ 51.84 | \$ 8,985.69 | \$ 107,828.28 | \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| \$ 7,035.66 | \$ 84,427.92 | \$ 42.82 | \$ 7,422.62 | \$ 89,071.44 | \$ 45.22 | \$ 7,837.56 | \$ 94,050.72 |
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| \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| \$ 8,985.66 | \$ 107,827.92 | \$ 53.91 | \$ 9,345.12 | \$ 112,141.44 | \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| \$ 7,317.09 | \$ 87,805.08 | \$ 44.54 | \$ 7,719.52 | \$ 92,634.24 | \$ 47.03 | \$ 8,151.06 | \$ 97,812.72 |
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| \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - |
| \$ 9,255.23 | \$ 111,062.76 | \$ 55.53 | \$ 9,625.47 | \$ 115,505.64 | \$ - | \$ - | \$ - |
| | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - |
| \$ 7,536.60 | \$ 90,439.20 | \$ 45.87 | \$ 7,951.11 | \$ 95,413.32 | \$ 48.44 | \$ 8,395.59 | \$ 100,747.08 |

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Union.