



# CITY OF COSTA MESA

77 Fair Drive  
Costa Mesa, CA 92626

## Agenda Report

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**File #:** 23-1353

**Meeting Date:** 9/5/2023

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**TITLE:**

**COMPENSATION PLAN AND SALARY SCHEDULE REVISIONS FOR THE PARKS AND COMMUNITY SERVICES DIRECTOR CLASSIFICATION**

**DEPARTMENT:** CITY MANAGER'S OFFICE - HUMAN RESOURCES DIVISION

**PRESENTED BY:** KASAMA LEE, HUMAN RESOURCES MANAGER

**CONTACT INFORMATION:** KASAMA LEE, HUMAN RESOURCES MANAGER, (714) 754-5169

**RECOMMENDATION:**

Staff recommends the City Council:

1. Adopt Resolution Number 2023-XX updating the pay range for the Parks and Community Services Director.

**BACKGROUND:**

The Human Resources Division makes recommendations to the City Manager regarding positions that may require compensation adjustments based on input from City departments and labor associations along with recruitment and retention trends. Hard-to-fill positions include positions that are currently vacant, positions that are not currently vacant but are traditionally hard to fill, and positions which are currently filled but are expected to be difficult to fill in the future or retain for long term due to their relative position in the marketplace as being well under market compensation. Further, certain positions would adversely impact City operations if the position were to become vacant, and would be difficult to fill at current salaries. Some adjustments are also recommended to maintain internal alignment or to address compaction issues with supervisory classifications.

The Parks and Community Services Director position is currently vacant and the Human Resources Division is preparing to open this recruitment. To ensure the most qualified and competitive candidates apply for the position, an adjustment to the compensation for this position is recommended. This position is the last executive position to have a market review and adjustment in the last several years.

**ANALYSIS:**

The market analysis includes an evaluation of the average total compensation of comparable classifications in the five cities that border the City of Costa Mesa. These cities include the cities of Fountain Valley, Huntington Beach, Irvine, Santa Ana and Newport Beach. The total compensation for each classification includes: the classifications' base salary, PERS retirement benefit formulas,

employee retirement contributions, and City contribution(s) to medical and dental plans or cafeteria plans. This framework is similar to the framework that has been used for market compensation studies in the past.

The Parks and Community Services Director salary range is currently 14% below market. The Parks and Community Services Director salary range is recommended for an adjustment to bring it closer to the current market and to address internal alignment among the executive and management staff. Adjusting the salary range for the Parks and Community Services Director will allow the City to attract a higher qualified applicant pool for the current vacancy.

**ALTERNATIVES:**

Do not approve the recommendation action(s) and direct staff accordingly.

**FISCAL REVIEW:**

Staff recommends adjusting the salary range for the Parks and Community Services Director classification. The annual estimated impact of \$15,316 is fully burdened and will be absorbed within the Department's budget in the first year through salary savings.

**LEGAL REVIEW:**

The City Attorney's Office has reviewed the attached resolution and approved it as to form.

**CITY COUNCIL GOALS AND PRIORITIES:**

This item supports the following City Council Goal:

- Recruit and Retain High Quality Staff

**CONCLUSION:**

Staff recommends the City Council:

1. Adopt Resolution Number 2023-XX revising the pay range for the Parks and Community Services Director.