

CALIFORNIA COASTAL COMMISSION

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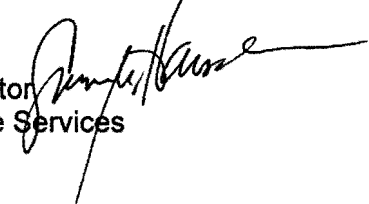
November 28, 2000

Wed. 8a

TO: California Coastal Commission

FROM: Susan M. Hansch, Chief Deputy Director
Patricia Beck, Chief, Human Resource Services
Lane Yee, Chief, Fiscal Services

SUBJECT: **AUTHORIZATION TO ENTER INTO A CONTRACT WITH
COOPERATIVE PERSONNEL SERVICES FOR A SALARY SURVEY
OF THE COASTAL PROGRAM ANALYST I AND II CLASSES
ITEM #: WEDNESDAY, 8a**

**STAFF RECOMMENDATION**

Staff recommends that the Commission authorize the Executive Director to enter into a contract with Cooperative Personnel Services to conduct a salary survey of positions in the public sector comparable to the Coastal Program Analyst I and II civil service classifications for a contract amount of approximately \$7,000.

STAFF ANALYSIS

Recruitment and retention of qualified staff is a continuing challenge for the Commission and we want to do all we can to make sure that we can hire and retain the best staff possible. A competitive salary is a major factor in attracting qualified people, and a comprehensive salary survey is needed as a first step in working with the Department of Personnel Administration (DPA) in adjusting the salary rate of these classes.

Cooperative Personnel Services (CPS) was originally a state agency and is now a Joint Powers Agency which has provided human resource management services to public agencies for over 60 years. In consultation with Commission's human resources staff and a small team of coastal analysts, CPS will develop and distribute a survey instrument to public entities and prepare a report of the findings. They will develop draft recommendations and prepare a request to the Department of Personnel Administration based on the conclusions of the salary survey. In addition, the consultant will meet with DPA to solicit their approval of any recommended actions.

Conducting and documenting a salary survey is time consuming and if done by Commission staff, would take staff away from their core regulating and permitting duties. Therefore, Coastal Commission staff proposes a contract for a salary survey to determine if the current salary for our Coastal Program Analyst classes are at prevailing rate for comparable classes in the public sector, specifically in the areas in which the Commission has offices, as well as generally throughout California.