

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – CONFERENCE ROOM
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**PERSONNEL COMMITTEE
AGENDA**

**Wednesday, November 8, 2023
10:00 am**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE COMMENTS**
- 4. REVIEW MINIMUM WAGE INCREASE**
- 5. ORAL DISCUSSION**
- 6. ADJOURNMENT**

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: November 8, 2023

**SUBJECT: REVIEW OF 2022 PART TIME SALARY SCHEDULE
WITH MINIMUM WAGE IMPACT**

BACKGROUND

The Personnel Committee along with District staff have been reviewing the California Minimum Wage increases since April 2016. In the upcoming year minimum wage will increase to \$15.50 per hour.

In April of 2016 Governor Jerry Brown signed into legislation Senate Bill (SB) 3 which raised minimum wage from \$10.00 in 2016 to \$15.00 in 2022. The year 2022 marked the end of scheduled increases. In 2024, minimum wage will be determined by the United States Consumer Price Index for Urban Wage Earners and Clerical Workers and dependent upon the State Budget; the increase was capped at \$16.00.

CA Minimum Wage	
2016	\$10.00
2017	\$10.50
2018	\$11.00
2019	\$12.00
2020	\$13.00
2021	\$14.00
2022	\$15.00
2023	\$15.50
2024	\$16.00

The District has been addressing the compaction within the part time salary listing as well as reviewing the impact on our various full-time positions. Over the past several years staff has eliminated or combined close to fifteen positions due to minimum wage.

ANALYSIS

In 2024 the minimum wage increase will affect nine of our ten part time positions.

	2023 Current Rates		2024 Proposed Rates	
HUMAN RESOURCES GENERALIST	\$15.50	\$18.60	\$16.00	\$18.60
OFFICE ASSISTANT	\$15.50	\$18.60	\$16.00	\$18.60
ADMINISTRATIVE SERVICE WORKER	\$15.50	\$50.00	\$16.00	\$50.00
RECREATION LEADER	\$15.50	\$18.60	\$16.00	\$18.60
SENIOR LEADER	\$16.28	\$19.54	\$16.80	\$19.54
LIFEGUARD	\$16.28	\$19.54	\$16.80	\$19.54
AQUATIC CENTER ASSISTANT MANAGER	\$17.91	\$21.49	\$18.48	\$21.49
PARK RANGER	\$23.12	\$27.54	\$23.12	\$27.54
LANDSCAPE/CUSTODIAN	\$15.50	\$18.60	\$16.00	\$18.60

FISCAL IMPACT

In the 2022/2023 Fiscal Year, the District employed twenty-two (37) Lifeguards and seven (33) Recreation Leaders for a combined total of 16,048 hours. Based off the hours worked in 2022/2023, the cost increase will be approximately \$7,750.

STRATEGIC PLAN COMPLIANCE

Strategic Plan Goal 5.1: Position the District to attract and retain high-quality employees.

RECOMMENDATION

It is recommended the Board approve the 2023 part time salary schedule with minimum wage impact.

ATTACHMENTS