



Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
WOODLAND, CA 95695

Woodland: (530) 662-5428
Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext. 626

BOARD OF COMMISSIONERS

Duane Chamberlain
Marlene Garnes
Michael H. McGowan
Jim Provenza
Matt Rexroad
Helen M. Thomson
Bernita Toney

DATE: August 6, 2009
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Janis Holt, Resource Administrator
SUBJECT: Review and Approve the Proposed 5 Step Salary Ranges for the Restructured Housing and Facilities Departments

RECOMMENDED ACTION:

That the Board of Commissioners approve proposed salary ranges for the restructured Housing and Facilities Departments effective July 1, 2009.

BACKGROUND / DISCUSSION:

The Board of Commissioners approved the recommended restructuring of the Housing and Facilities Departments at the June 4, 2009 meeting. This approval included the adoption of the YCH organizational chart and revised position descriptions.

Staff conducted a salary survey in order to determine appropriate and competitive salary ranges for the revised position descriptions. Staff surveyed comparable positions in various housing authorities in Northern and Central California, as well as local government within the County of Yolo, published resources, and internet databases. Entry level salaries varied among all positions and locations. Staff calculated the median of the entry-level salaries for each position with and without the Bay area. As a result, staff propose to set the five salary steps for each position as follows:

<i>Position – General Unit</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
Housing Specialist I	14.80	15.54	16.32	17.14	18.00
Housing Specialist II	16.90	17.75	18.64	19.57	20.55
Housing Inspector	18.60	19.53	20.50	21.53	22.61
RIC/FSS Coordinator	19.25	20.21	21.22	22.28	23.40
Maintenance Worker I	15.25	16.01	16.81	17.65	18.52
Maintenance Worker II	16.81	17.65	18.53	19.46	20.43
Senior Maintenance Worker	19.00	19.95	20.95	21.99	23.09
Office Assistant I	12.20	12.81	13.45	14.12	14.83
Office Assistant II	13.50	14.18	14.88	15.63	16.40

<i>Position – Management Unit</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
Housing Program Supervisor	23.70	24.89	26.13	27.44	28.81
Facilities Administrator (Salary)	31.54	33.12	34.77	36.51	38.36

In addition to the revised position descriptions, staff conducted a salary survey in order to determine an appropriate and competitive salary range for the Director of Operations position. Entry level salaries ranged from a low of \$30.15 per hour to a high of \$44.07 per hour with the median at \$35.57 per hour. As a result, staff proposes to set the five salary steps as follows:

<i>Position</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
Director of Operations (Salary)	35.82	37.61	39.49	41.46	43.54

Staff has met with representatives of both bargaining units to discuss impacts to general unit and management unit employees prior to bringing this before the Board.

FISCAL IMPACT

The proposed salary structure is budgeted for FY 2009-2010.

CONCLUSION

Staff recommends that the Board review and approve proposed salary ranges for the restructured Housing and Facilities Departments effective July 1, 2009.