

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of June 9, 2015**

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*

Approval of a Salary Increase for Unrepresented Employees.

SPECIFIC BOARD ACTION REQUESTED:

Requesting that the District approve a salary increase for management and confidential employees provided to all represented employees for 2014-2015 and 2015-2016.

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM. IF A VENDOR IS INVOLVED, PLEASE INCLUDE THE COMPANY NAME AS WELL AS THE INDIVIDUAL.)*

The District is recommending that unrepresented management and confidential employees receive the same salary increase provided to all represented employees provided for Fiscal Years 2014-2015 and 2015-2016.

For Fiscal Year 2014-2015:

Regular and Interim Employees

- The District will provide currently employed regular or interim unrepresented employees the equivalent of a 3% across-the-board salary increase effective July 1, 2014, on the regular employees' Salary Schedule for Fiscal Year 2014-2015, only for employees who were employed with the District on or after July 1, 2014, and who were employed by the District as of January 1, 2015.

Short-term (Hourly) Confidential Employees

- The District will provide unrepresented employees the equivalent of a 3% across-the-board salary increase effective July 1, 2014, on the short-term (hourly) confidential employees' Salary Schedule for Fiscal Year 2014-2015, only for employees who were employed with the District during Spring of 2015.

For Fiscal Year 2015-2016:

Regular and Interim Employees

- The District will provide currently employed regular or interim unrepresented employees the equivalent of a 3% across-the-board salary increase effective July 1, 2015, on the regular employees' Salary Schedule for Fiscal Year 2015-2016, only for employees employed with the District on or after July 1, 2015.

Short-term (Hourly) Confidential Employees

- The District will provide unrepresented employees the equivalent of a 3% across-the-board salary increase effective July 1, 2015, on the short-term (hourly) confidential employees' Salary Schedule for Fiscal Year 2015-2016, only for employees employed with the District on or after July 1, 2015.

The Chancellor recommends approval.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

GENERAL FUNDS

BACKGROUND/ANALYSIS:

N/A

DELIVERABLES AND SCOPE OF WORK:

N/A

ANTICIPATED COMPLETION DATE:

N/A

ALTERNATIVES/OPTIONS:

N/A

EVALUATION AND RECOMMENDED ACTION:

N/A

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY): NO

YES _____ NO _____

COMMENTS: N/A

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR):

VICE CHANCELLOR LARGENT

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: Trudy Largent, Vice Chancellor

Date: 06/02/15

[Enter Here - Your Name and Title of Individual]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Trudy Largent Date: 06/02/15
[Enter Here - Name of College President, (if originating from a college) or Vice-Chancellor (if originating from the District)]

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: Susan Rinne Date: 06/02/15
Susan Rinne, Interim Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____
General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: José M. Ortiz Date: 06/02/15
Dr. José M. Ortiz, Chancellor

**Peralta Community College District
Management Titles – Salary Ranges
Effective July 1, 2014**

Step					
Range	1	2	3	4	5

1 (Annual)	\$85,5016	\$90,330	\$95,644	\$100,956	\$106,270
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Benefits Manager
 Director of AANAPISI
 Director of Special Projects
 Director of ATLAS Program
 Director of Gateway to College Program
 Director of Green Technology Programs
 Energy & Environmental Sustainability Manager
 EOPS Director
 Food Service Manager
 Moving Manager
 Payroll Manager
 TRIO Student Support Services Director
 Director of Deputy Sector Navigator Program

2 (Annual)	\$95,644	\$100,956	\$106,270	\$111,584	\$116,898
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Budget Director
 Director of Purchasing Services
 Director of Student Activities and Campus Life
 Facilities Planning & Development Manager
 Facilities Project Manager
 Internal Auditor
 Project Design Manager
 East Bay Career Pathways Consortium Director
 Director for Building Efficiency for a Sustainable Tomorrow (BEST)
 Director of Workforce Systems

3 (Annual)	\$116,898	\$122,211	\$127,524	\$132,838	\$138,152
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Dean (All Positions)
 Director of Business & Administrative Services
 Director of Enterprise Services
 Director of Facilities and Operations
 Director of Financial Aid
 Director of Fiscal Services
 Director of Human Resources
 Director of Payroll Services
 Director of Risk Management
 Director of International Services & Student Support
 Director of Technology Services
 Executive Director, Public Information, Communications & Media

**Peralta Community College District
Management Titles – Salary Ranges
Effective July 1, 2014**

Step					
Range	1	2	3	4	5

4 (Annual)	\$138,152	\$143,465	\$148,778	\$154,092	\$159,406
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Associate Vice Chancellor for Student Services and Registrar
 Associate Vice Chancellor and Special Assistant to the Chancellor
 Director of Capital Projects
 Director of Economics and Workforce Development
 Director of Employee Relations and Diversity Programs
 Director of Institutional Research
 Vice President of Instruction
 Vice President of Student Services
 Vice President of Institutional Effectiveness – Planning, Research and Evaluation for Student Success

5 (Annual)	\$148,778	\$154,092	\$159,406	\$164,719	\$170,032
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Associate Vice Chancellor for Information Technology/CIO

Exec 1 (Annual)	\$159,406	\$170,032	\$180,660	\$191,286	\$201,914
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College President
 General Counsel
 Vice Chancellor for Educational Services
 Vice Chancellor for Finance and Administration
 Vice Chancellor for General Services
 Vice Chancellor for Human Resources and Employee Relations

Exec 2 (Annual)	\$175,346	\$187,036	\$198,725	\$210,416	\$222,105
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Deputy Chancellor and Chief Operating Officer (COO)

EXEC 3 (Annual)	Minimum \$175,346				Maximum \$318,811
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Chancellor

Initial placement on the salary schedule for newly-hired managers will be at Step 1; however, the Chancellor has the authority to place a new manager on the salary schedule up to Step 3 depending on prior experience.

Advancement to the next step on the salary schedule is not automatic and shall be based on serving one year in the regular position, a satisfactory management performance evaluation, and upon the recommendation of the Chancellor.

Created: May 11, 2014
 Updated: May 19, 2015
 Board Approved:

**Peralta Community College District
Management Titles – Salary Ranges
Effective July 1, 2015**

Range	Step			
	1	2	3	4

1 (Annual)	\$87,567	\$93,040	\$98,513	\$103,985	\$109,458
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- Benefits Manager
- Director of AANAPISI
- Director of Special Projects
- Director of ATLAS Program
- Director of Gateway to College Program
- Director of Green Technology Programs
- Energy & Environmental Sustainability Manager
- EOPS Director
- Food Service Manager
- Moving Manager
- Payroll Manager
- TRIO Student Support Services Director
- Director of Deputy Sector Navigator Program

2 (Annual)	\$98,513	\$103,985	\$109,458	\$114,932	\$120,405
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- Budget Director
- Director of Purchasing Services
- Director of Student Activities and Campus Life
- Facilities Planning & Development Manager
- Facilities Project Manager
- Internal Auditor
- Project Design Manager
- East Bay Career Pathways Consortium Director
- Director for Building Efficiency for a Sustainable Tomorrow (BEST)
- Director of Workforce Systems

3 (Annual)	\$120,405	\$125,877	\$131,350	\$136,823	\$142,296
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- Dean (All Positions)
- Director of Business & Administrative Services
- Director of Enterprise Services
- Director of Facilities and Operations
- Director of Financial Aid
- Director of Fiscal Services
- Director of Human Resources
- Director of Payroll Services
- Director of Risk Management
- Director of International Services & Student Support
- Director of Technology Services
- Executive Director, Public Information, Communications & Media

**Peralta Community College District
Management Titles – Salary Ranges
Effective July 1, 2015**

Range	Step				
	1	2	3	4	5
4 (Annual)	\$142,296	\$147,769	\$153,242	\$158,715	\$164,188

Associate Vice Chancellor for Student Services and Registrar
 Associate Vice Chancellor and Special Assistant to the Chancellor
 Director of Capital Projects
 Director of Economics and Workforce Development
 Director of Employee Relations and Diversity Programs
 Director of Institutional Research
 Vice President of Instruction
 Vice President of Student Services
 Vice President of Institutional Effectiveness – Planning, Research and Evaluation for Student Success

5 (Annual)	\$153,242	\$158,715	\$164,188	\$169,660	\$175,133
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Associate Vice Chancellor for Information Technology/CIO

Exec 1 (Annual)	\$164,188	\$175,133	\$186,080	\$197,025	\$207,971
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College President
 General Counsel
 Vice Chancellor for Educational Services
 Vice Chancellor for Finance and Administration
 Vice Chancellor for General Services
 Vice Chancellor for Human Resources and Employee Relations

Exec 2 (Annual)	\$180,607	\$192,647	\$204,687	\$216,728	\$228,768
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Deputy Chancellor and Chief Operating Officer (COO)

EXEC 3 (Annual)	Minimum \$180,606				Maximum \$328,375
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Chancellor

Initial placement on the salary schedule for newly-hired managers will be at Step 1; however, the Chancellor has the authority to place a new manager on the salary schedule up to Step 3 depending on prior experience.

Advancement to the next step on the salary schedule is not automatic and shall be based on serving one year in the regular position, a satisfactory management performance evaluation, and upon the recommendation of the Chancellor.

Created: May 11, 2014
 Updated: May 19, 2015
 Board Approved:

PERALTA COMMUNITY COLLEGE DISTRICT
CONFIDENTIALS REGULAR SALARY RANGES
Effective July 1, 2014

Job Code	Title	Range	STEPS				
			A	B	C	D	E
133	Administrative Asst., Chanc. Office	36	\$5,967	\$6,274	\$6,564	\$6,903	\$7,234
669	Assistant to the Chancellor	43	\$7,084	\$7,527	\$7,970	\$8,413	\$8,856
941	Benefits Coordinator	37	\$6,119	\$6,414	\$6,725	\$7,065	\$7,405
126	Clerical Assistant II, Typing	4	\$2,749	\$2,888	\$3,028	\$3,189	\$3,357
916	District Budget & Attendance Analyst	36	\$5,967	\$6,274	\$6,564	\$6,903	\$7,234
953	Exec Asst/Employee Relations	31	\$5,310	\$5,562	\$5,834	\$6,119	\$6,414
951	Exec Asst/Finance & Accounting	31	\$5,310	\$5,562	\$5,834	\$6,119	\$6,414
954	Exec Asst/President's Office	31	\$5,310	\$5,562	\$5,834	\$6,119	\$6,414
979	Exec Asst/Student Services	31	\$5,310	\$5,562	\$5,834	\$6,119	\$6,414
525	Exec. Asst., Vice Chan. Office	31	\$5,310	\$5,562	\$5,834	\$6,119	\$6,414
948	Executive Assistant/HR	31	\$5,310	\$5,562	\$5,834	\$6,119	\$6,414
930	Executive Asst/Chancellor's Of	34	\$5,699	\$5,967	\$6,274	\$6,564	\$6,903
942	Executive Asst/Legal	31	\$5,310	\$5,562	\$5,834	\$6,119	\$6,414
887	HR Systems and Data Analyst	32	\$5,422	\$5,699	\$5,967	\$6,274	\$6,564
894	Human Resources Analyst	32	\$5,422	\$5,699	\$5,967	\$6,274	\$6,564
961	Human Resources Generalist	28	\$4,941	\$5,175	\$5,422	\$5,699	\$5,967
506	Human Resources Supervisor	38	\$6,274	\$6,564	\$6,902	\$7,234	\$7,591
959	Payroll Coordinator	30	\$5,175	\$5,422	\$5,699	\$5,967	\$6,274
825	Sr. Clerical Assistant, Typing	8	\$3,028	\$3,189	\$3,357	\$3,512	\$3,681
893	Sr. Human Resources Analyst	36	\$5,967	\$6,274	\$6,564	\$6,903	\$7,234
911	Staff Asst/Educational Services	20	\$4,056	\$4,255	\$4,471	\$4,693	\$4,941
962	Staff Asst/Foundation and Chanc Office	20	\$4,056	\$4,255	\$4,471	\$4,693	\$4,941
964	Staff Asst/General Couns Risk Mgmt	20	\$4,056	\$4,255	\$4,471	\$4,693	\$4,941
896	Staff Asst/Human Resources	20	\$4,056	\$4,255	\$4,471	\$4,693	\$4,941
895	Staff Svcs Spec/Human Resrc	28	\$4,941	\$5,175	\$5,422	\$5,699	\$5,967
950	Supv, Accts Pybl & Enrlmt Mgmt	40	\$6,564	\$6,903	\$7,234	\$7,590	\$7,954
829	Systems Data Resource Analyst I	23	\$4,373	\$4,589	\$4,816	\$5,053	\$5,310
830	Systems Data Resource Analyst II	28	\$4,941	\$5,175	\$5,422	\$5,699	\$5,967
843	Systems Data Resource Analyst III	32	\$5,422	\$5,699	\$5,967	\$6,274	\$6,564

Created: May 11, 2015
Updated: May 19, 2015
Board Approved:

PERALTA COMMUNITY COLLEGE DISTRICT
 CONFIDENTIALS REGULAR SALARY RANGES
 Effective July 1, 2015

Job Code	Title	STEPS					
		Range	A	B	C	D	E
133	Administrative Asst., Chanc. Office	36	\$6,146	\$6,462	\$6,761	\$7,110	\$7,451
669	Assistant to the Chancellor	43	\$7,297	\$7,753	\$8,209	\$8,665	\$9,122
941	Benefits Coordinator	37	\$6,303	\$6,606	\$6,927	\$7,277	\$7,627
126	Clerical Assistant II, Typing	4	\$2,831	\$2,975	\$3,119	\$3,285	\$3,458
916	District Budget & Attendance Analyst	36	\$6,146	\$6,462	\$6,761	\$7,110	\$7,451
953	Exec Asst/Employee Relations	31	\$5,469	\$5,729	\$6,009	\$6,303	\$6,606
951	Exec Asst/Finance & Accounting	31	\$5,469	\$5,729	\$6,009	\$6,303	\$6,606
954	Exec Asst/President's Office	31	\$5,469	\$5,729	\$6,009	\$6,303	\$6,606
979	Exec Asst/Student Services	31	\$5,469	\$5,729	\$6,009	\$6,303	\$6,606
525	Exec. Asst., Vice Chan. Office	31	\$5,469	\$5,729	\$6,009	\$6,303	\$6,606
948	Executive Assistant/HR	31	\$5,469	\$5,729	\$6,009	\$6,303	\$6,606
930	Executive Asst/Chancellor's Of	34	\$5,870	\$6,146	\$6,462	\$6,761	\$7,110
942	Executive Asst/Legal	31	\$5,469	\$5,729	\$6,009	\$6,303	\$6,606
887	HR Systems and Data Analyst	32	\$5,585	\$5,870	\$6,146	\$6,462	\$6,761
894	Human Resources Analyst	32	\$5,585	\$5,870	\$6,146	\$6,462	\$6,761
961	Human Resources Generalist	28	\$5,089	\$5,330	\$5,585	\$5,870	\$6,146
506	Human Resources Supervisor	38	\$6,462	\$6,761	\$7,109	\$7,451	\$7,819
959	Payroll Coordinator	30	\$5,330	\$5,585	\$5,870	\$6,146	\$6,462
825	Sr. Clerical Assistant, Typing	8	\$3,119	\$3,285	\$3,458	\$3,617	\$3,791
893	Sr. Human Resources Analyst	36	\$6,146	\$6,462	\$6,761	\$7,110	\$7,451
911	Staff Asst/Educational Services	20	\$4,178	\$4,383	\$4,605	\$4,834	\$5,089
962	Staff Asst/Foundation and Chanc Office	20	\$4,178	\$4,383	\$4,605	\$4,834	\$5,089
964	Staff Asst/General Couns Risk Mgnt	20	\$4,178	\$4,383	\$4,605	\$4,834	\$5,089
896	Staff Asst/Human Resources	20	\$4,178	\$4,383	\$4,605	\$4,834	\$5,089
895	Staff Svcs Spec/Human Resrc	28	\$5,089	\$5,330	\$5,585	\$5,870	\$6,146
950	Supv, Accts Pybl & Enrlmt Mgnt	40	\$6,761	\$7,110	\$7,451	\$7,818	\$8,193
829	Systems Data Resource Analyst I	23	\$4,504	\$4,727	\$4,960	\$5,205	\$5,469
830	Systems Data Resource Analyst II	28	\$5,089	\$5,330	\$5,585	\$5,870	\$6,146
843	Systems Data Resource Analyst III	32	\$5,585	\$5,870	\$6,146	\$6,462	\$6,761

Created: May 8, 2015

Updated: May 19, 2015

Board Approved: