

August 7, 2007

Board of Commissioners  
Housing Authority of the County of Marin  
Marin Civic Center  
San Rafael, CA 94903

**SUBJECT: Increase Staffing Allocation by 1.0 FTE for Deputy Director and Adjust Compensation**

**RECOMMENDATIONS:** 1.) Authorize Executive Director to increase the management team by 1.0 FTE Deputy Director position (2 total) and 2.) Adopt the equity adjustments to keep management salaries competitive in the marketplace and to rectify recruitment and retention issues and 3.) Adopt updated classification specifications and establish 4-step range in the compensation schedule.

**SUMMARY:** In December 2006, your Board approved the establishment of a Deputy Director position and an Analyst position. The recruitment process for these positions has been underway for over six months. Recruitment for the Analyst position has not proven fruitful and the recruitment for the Deputy Director position presented two very qualified candidates with complementary skills. Staff is recommending an increase to the management team by adding an additional Deputy Director to build needed capacity to address the significant changes undergoing the agency. However, market studies show that the Deputy Director position is substantially below market and staff is recommending a compensation adjustment. The position was vacant at the time and not included in the Salary and Compensation Survey conducted by Marin Housing in 2005. MHA conducted a market analysis and the salary proposed is within the median range. The current job description of the Deputy includes responsibilities of the Analyst. What follows is a workload breakdown for the two Deputy Directors.

Deputy Director salary range from:

<i>Current Salary</i>	Step 2 <u>\$7,407</u>	Step 3 <u>\$7,778</u>	Step 4 <u>\$8,166</u>	Step 5 <u>\$8,575</u>
<i>Proposed Salary</i>	Step 2 <u>\$7,930</u>	Step 3 <u>\$8,346</u>	Step 4 <u>\$8,763</u>	Step 5 <u>\$9,201</u>

**FISCAL IMPACT:** \$82,205 in funds is available from salary savings and by leaving the Analyst position vacant.

Sincerely,

Barbara Collins  
Executive Director

Attachment:

