



Napa County Resource Conservation District Special Meeting of the Board of Directors

AGENDA

When: Thursday, August 10, 2023 at 9:20 A.M.

Where: NVTA Board Room at 625 Burnell St, Napa, CA, or
Tele/videoconference

Bruce Barge President	Rainer Hoenicke Vice President	Paul Asmuth Director	Jim Lincoln Director	Bill Pramuk Director	Gretchen Stranzl McCann Director	Karen Turjanis Director
		Lucas Patzek Executive Director	Corey Utsurogi District Counsel	Tracy Schulze Auditor-Controller		

GENERAL INFORMATION

The Napa County Resource Conservation District (“Napa RCD” or “District”) will hold a special meeting of its Board of Directors on Thursday, August 10, 2023 at 9:20 A.M. You can participate in the meeting as follows:

In person at:

NVTA Board Room at 625 Burnell St, Napa, CA 94559

Via videoconference at:

<https://us02web.zoom.us/j/82059392613?pwd=RnFMaFdML2hlUE1vNU8vcjg4SXlldz09>

Meeting ID: 820 5939 2613, Password: 422

Via teleconference at:

(669) 900-9128, Meeting ID: 820 5939 2613

We will provide time for oral public comments at the meeting. All comments will be considered a public record and will be put into the meeting record. Requests for disability related modifications or accommodations, aids or services must be made to the District office no less than 24 hours prior to the meeting date by contacting 707-690-3110, Frances@NapaRCD.org. All materials relating to the agenda are available for public inspection at the District office Monday through Friday, between the hours of 8:00 A.M. and 5:00 P.M., except for District Holidays. The agenda is available online at: <http://naparc.org/>

1. CALL TO ORDER, ROLL CALL

- A. Roll call** – The meeting is to be called to order by the Chair at 9:20 A.M., and the Executive Director will take attendance.

2. PUBLIC COMMENTS

In this time-period, anyone may comment to the Board regarding any subject over which the District has jurisdiction. No comments will be allowed involving any subject matter scheduled for hearing, action, or discussion as part of the current agenda other than to request discussion on a specific consent item. Individuals are requested to limit their comment to three minutes. No action will be taken by the Board as a result of any item presented at this time.

3. BUSINESS

- A. Possible action to amend the salary schedule to create the new “Finance Manager” position with recommended salary range/step levels.** *Lucas Patzek*

4. ADJOURNMENT



August 8, 2023

To: Napa County Resource Conservation District Board of Directors
From: Lucas Patzek, Executive Director
RE: Finance Manager Compensation Study

Summary

Napa County Resource Conservation District (Napa RCD) requested the assistance of consultant BDO-FMA with conducting a compensation study for a Finance & Administrative Manager role (a.k.a. Finance Manager). This was created using a Finance Manager base position/responsibilities and adding personnel and HR responsibilities/competencies to build a dual role. The consultant ran this role through multiple scenarios and used multiple job matches within the broader region. My recommendation for the salary range for the Finance Manager position based on this analysis is \$112,000-\$125,000. If we advertise the position lower than \$115,000, we might not attract the experience level we need for this role.

Compensation Benchmark & Recommended Range/Step Levels

Position	Geography	Sector	Size	Base 25th	Base 50th	Base 75th
Finance Manager or Fiscal & Administrative Manager	All United States	Government	<\$5M Rev	97.00	108.40	122.90
		Non-profit	<25 FTEs	97.40	108.80	123.40
		Civic & Environmental Advocacy		97.50	108.90	123.60
	California (State)	Government	<\$5M Rev	103.80	115.90	131.50
		Non-profit	<25 FTEs	104.20	116.40	132.10
		Civic & Environmental Advocacy		104.40	116.50	132.20
	San Francisco, CA (Metro)	Government	<\$5M Rev	112.40	125.50	142.40
		Non-profit	<25 FTEs	112.90	126.10	143.00
		Civic & Environmental Advocacy		113.00	126.20	143.20
Range Recommendation:				\$112,000	125,000	

Role	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Finance Manager (or Fiscal & Administrative Manager)	\$112,000	\$114,000	\$117,000	\$120,000	\$122,000	\$125,000

Market-Matched Position

The Base Role was "Finance Manager" and additional HR skills/competencies were added. This is not a job description or posting, which we are developing separately with the support of BDO-FMA.

Napa County Resource Conservation District

1303 Jefferson St., Ste. 500B, Napa, California 94559

(707) 690-3110, NapaRCD.org

Family	Finance & Accounting
Level	Managers
FLSA Status	Exempt
Reports To	Senior/Top management
Certifications/Licenses	Possibly a CPA but not required
Alternate Job Title(s)	Finance Policy and Operations Manager
Benchmark Job	Finance Manager (FA06000941)
Responsibilities for Salary Benchmark	<p>Manages the daily financial activities and functions for an organization including accounting, budget, credit, insurance, tax, and treasury. Ensures all financial operations are in compliance with governmental rules and regulations. Forecasts and manages a cash flow that meets the needs of the company. Provides guidance to managers in financial reporting objectives and standards to ensure accurate, compliant and useful financial reporting is produced. Oversees the budget process and works with managers to produce and manage effective budgets. Acts as an advisor to management on regulations and other matters that may impact the financial activities of the company, engaging with outside consultants. Typically has a bachelor's degree. Typically reports to Senior/Top management. Manages 1 subordinate staff in the day-to-day performance of their jobs. Ensures that project/department milestones/goals are met and adhere to approved budgets. Has full authority for personnel actions. Typically requires 5 years' experience in related area. 1 - 3 years supervisory experience. Extensive knowledge of the function and department processes.</p> <p>Competencies/Skills:</p> <p><u>Financial (Existing with core job match)</u> GASB Standards Corporate Finance Financial Management Financial Reporting Fiscal Management Accounting Software Financial Analysis Software</p> <p><u>Human Resources (Added)</u> Compensation & Benefits Contract Negotiation Employee Relations Grant Management Payroll Process Optimization Staffing Pay Decisions Training-Knowledge Evaluation Supervision Process/Policies</p>

FY 2023-2024 SALARY LEVEL AND STEP SCHEDULE

Effective July 1, 2023. Adopted June 8, 2023, amended August 10, 2023.

	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5		STEP 6	
	Hourly Rate	Total Annual	Hourly Rate	Total Annual	Hourly Rate	Total Annual	Hourly Rate	Total Annual	Hourly Rate	Total Annual	Hourly Rate	Total Annual
Executive Director	\$57.62	\$119,855	\$59.35	\$123,453	\$61.13	\$127,159	\$62.97	\$130,973	\$64.86	\$134,918	\$66.81	\$138,972
Program Director	\$53.40	\$111,077	\$55.01	\$114,415	\$56.65	\$117,840	\$58.35	\$121,372	\$60.10	\$125,013	\$61.91	\$128,763
Finance Manager	\$53.85	\$112,000	\$54.81	\$114,000	\$56.25	\$117,000	\$57.69	\$120,000	\$58.65	\$122,000	\$60.10	\$125,000
Office Manager	\$34.19	\$71,111	\$35.55	\$73,951	\$36.96	\$76,877	\$38.45	\$79,976	\$39.60	\$82,360	\$40.79	\$84,852
Office Manager II	\$42.02	\$87,409	\$43.28	\$90,032	\$44.58	\$92,719	\$45.92	\$95,516	\$47.30	\$98,376	\$48.71	\$101,324
Assistant Coordinator	\$25.97	\$54,011	\$27.27	\$56,720	\$28.63	\$59,559						
Project Manager	\$29.97	\$62,333	\$31.45	\$65,411	\$33.03	\$68,705	\$34.68	\$72,129	\$36.42	\$75,749	\$38.23	\$79,520
Program Manager	\$40.15	\$83,508	\$41.76	\$86,867	\$43.42	\$90,314	\$45.15	\$93,911	\$46.96	\$97,683	\$48.83	\$101,563
Environmental Scientist I	\$50.31	\$104,640	\$51.83	\$107,804	\$53.37	\$111,013	\$54.98	\$114,350	\$56.62	\$117,774	\$58.33	\$121,328
Environmental Scientist II	\$29.97	\$62,333	\$31.45	\$65,411	\$33.03	\$68,705	\$34.68	\$72,129	\$36.42	\$75,749	\$38.23	\$79,520
Senior Environmental Scientist	\$40.15	\$83,508	\$41.76	\$86,867	\$43.42	\$90,314	\$45.15	\$93,911	\$46.96	\$97,683	\$48.83	\$101,563
Forestry Program Manager I	\$50.31	\$104,640	\$51.83	\$107,804	\$53.37	\$111,013	\$54.98	\$114,350	\$56.62	\$117,774	\$58.33	\$121,328
Forestry Program Manager II	\$29.97	\$62,333	\$31.45	\$65,411	\$33.03	\$68,705	\$34.68	\$72,129	\$36.42	\$75,749	\$38.23	\$79,520
Forestry Program Manager III	\$40.15	\$83,508	\$41.76	\$86,867	\$43.42	\$90,314	\$45.15	\$93,911	\$46.96	\$97,683	\$48.83	\$101,563
Sustainable Agriculture Program Manager I	\$50.31	\$104,640	\$51.83	\$107,804	\$53.37	\$111,013	\$54.98	\$114,350	\$56.62	\$117,774	\$58.33	\$121,328
Sustainable Agriculture Program Manager II	\$29.97	\$62,333	\$31.45	\$65,411	\$33.03	\$68,705	\$34.68	\$72,129	\$36.42	\$75,749	\$38.23	\$79,520
Sustainable Agriculture Program Manager III	\$40.15	\$83,508	\$41.76	\$86,867	\$43.42	\$90,314	\$45.15	\$93,911	\$46.96	\$97,683	\$48.83	\$101,563
Intern (Extra Help Only)	\$20.00	Hourly										

* 4.2% COLA applied based on April 2023 Consumer Price Index, San Francisco Area - https://www.bls.gov/regions/west/news-release/consumerpriceindex_sanfrancisco.htm