

## **ITEM 3**

### **Salary Adjustment Executive Director to the Commission Government Code Section 17530**

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#### **Executive Summary**

The Executive Director position is established at Level D of the Exempt Salary Schedule.

Ms. Higashi last received a salary adjustment in October 2006. Since Ms. Higashi's salary level is below the maximum salary of Level D she is eligible for a salary adjustment. Therefore, the Commission may adjust the Executive Director's salary up to the top step of Level D which would be a 5.83 percent increase.

However, any salary adjustment must be within the Commission's budget. The Commission's budget can absorb an increase in salary for the Executive Director.

#### **Recommendation**

If the Commission decides to adjust the Executive Director's salary, the following motion and action must be taken:

"I move to adjust the Executive Director's salary by \_\_\_ percent, effective \_\_\_\_\_.