

## **ITEM 14**

### **EXECUTIVE DIRECTOR DUTY STATEMENT AND SALARY LEVEL**

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#### **EXECUTIVE SUMMARY**

The Executive Director position is established by Government Code section 17530 and is established as a statutory exempt position. The salary has been set at Level F on the Exempt Salary Chart since July 2006. (See Exhibit A)

On October 26, 2006, the Commission approved a 4.9 % salary increase to the top step of Level F. Also, at this time, the Commission requested that staff look into reclassifying the Executive Director position so that a higher salary increase could be approved.

The Personnel Subcommittee reviewed and recommends approval of proposed revisions to the Executive Director's Duty Statement to more accurately reflect the Executive Director's legal duties. The revised Duty Statement is attached as Exhibit B.

The Personnel Subcommittee also reviewed the Exempt Salary Chart and recommends that the Executive Director position be set at Level D, because the work performed by the Executive Director continues to become more complex and difficult based on the following factors:

- The policy and legal framework for the CSM's decision-making is more complex and increasingly legal.
- The workload has changed, increased, and is more complex, based on the statutes and executive orders that are the subject of mandate claims.
- The cost of state mandates is a significant policy and fiscal matter for the Legislature, the Governor, local governments, and the public.

#### **RECOMMENDATION**

Therefore, the Personnel Subcommittee recommends that the Commission—

- Approve the proposed revisions to the Executive Director's Duty Statement;
- Request that the Executive Director position be set at Level D on the Exempt Salary Chart because the work performed by the Executive Director continues to become more complex and difficult; and,
- Authorize submission of this request to the Governor's Office and the Department of Personnel Administration to set the Executive Director's salary at Level D on the Exempt Salary Chart.

