

# South Bay Cities Council of Governments

November 14, 2016

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

SUBJECT: Updated Job Classifications

## Adherence to Strategic Plan:

*Goal D: Organizational Stability.* Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

## BACKGROUND

The South Bay Cities Council of Governments (SBCCOG) staff has determined a need to address two job classification issues: revision of the Environmental Services Analyst I compensation and the creation of a new Intern employee job category & compensation.

### Environmental Services Analyst I Compensation:

The U.S. Department of Labor set new standard salary levels at the 40<sup>th</sup> percentile of weekly earnings for full-time salaried workers raising the threshold to \$47,476 per year. This new standard goes into effect December 1, 2016. While all of the current SBCCOG employees' salaries are in compliance with this revision, the Environmental Services Analyst I tier levels are out of date. To address the new standards, staff is proposing the following revisions:

#### From:

##### Annual Compensation

- Tier 1: 42,000 – 47,000
- Tier 2: 47,001 – 52,000
- Tier 3: 52,001 – 57,000

#### To:

##### Annual Compensation

- Tier 1: 47,500 – 50,500
- Tier 2: 50,501 – 53,500
- Tier 3: 53,501 – 57,000

All other positions and corresponding salary tiers would remain the same.

### Intern Employee Job Category & Compensation:

The SBCCOG is known for its innovative programs and projects. Not only is our organization successful in acquiring grants, we are continually contacted to apply or partner with other organizations on new innovative projects. Very often the SBCCOG is also sought after to implement portions of grants that other organizations have obtained. This fluid environment lends itself to the work of interns. Many of the grants are “one time” for a short period time and require areas of specific study or technical expertise. The SBCCOG staff have found that many students are looking for these types of opportunities to enhance their education as well as their

resumes and interns can be helpful for the SBCCOG as well. In order to address this growing interest, staff is recommending creating an Intern position.

The position description (attached) has been written in general terms to address various assignments. The job functions include assisting with general programs, projects, research, field work, workshops, marketing, and outreach; writing content for web site, marketing materials, and social media; helping to develop reports; analyzing, tracking, monitoring, and inputting data; assisting in grant writing; helping with general program or office support as needed such as answering general inquiries.

Recommended compensation is \$15.00 - \$25.00 per hour.

### RECOMMENDATION

Steering Committee recommends SBCCOG Board approve:

- A. Restructure the Environmental Services Analyst I salary tiers to meet U.S. Department of Labor new standard salary levels as follows:
  - Annual Compensation
  - Tier 1: 47,500 – 50,500
  - Tier 2: 50,501 – 53,500
  - Tier 3: 53,501 – 57,000
  
- B. Creation of new Intern employee job category and compensation as detailed in the attachment.

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION**

**INTERN**

**Job Summary**

Intern level position to assist with general programs, projects, research, field work, workshops, marketing, and outreach; assists in the development of reports related to studies, pilot projects, and programs including analyzing, tracking, and monitoring; assists in grant writing; undertakes general program or office support as needed including answering general inquiries; attends meetings, workshops, and off-site events; works with volunteers.

**Essential Job Functions, Duties, and Responsibilities**

Assists with general programs, projects; studies; and pilots; aids in development of reports; conducts analysis, tracks progress, provides data entry, and monitors activities; conducts literature review; performs field work; presents findings; assists in grant writing.

Assists with marketing and outreach; works with social media channels; develops marketing materials; assists in event planning; takes photos; posts website content; writes press releases and newsletter articles; attends events, meetings, and workshops. Provides general office support as needed including answering general inquiries; meeting preparation; and takes minutes. Attends off-site events. Works with volunteers.

Develops and maintains knowledge of programs and activities. Demonstrates critical thinking and the use of discretion in communicating with others. Performs other work as assigned.

**Classification**

This position is part-time Non-Exempt (hourly) under the Fair Labor Standards Act.

**Qualifications**

Students must be currently enrolled in a course of study relevant to the focus of the project or work to be performed. Non-student applicants must at least have a bachelor's degree at the start of the internship with at least one degree in a discipline relevant to the focus of the project or work to be performed. Strong written and verbal communication skills, proficiency in browser-based web research, and knowledge of environmental, transportation, and/or sustainability fields of study. Proficient in Microsoft Word and Excel. Ability to function independently and as part of a team required. Must possess a valid California Driver's License.

**Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDI screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors, and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

**Compensation**

Compensation range is \$15.00 - \$25.00 per hour.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties, and skills required.