



## **Children & Families Commission of Orange County**

### **Commissioner Compensation**

A per-meeting stipend is required by the Proposition 10 voter initiative. For Orange County Commissioners the stipend is \$100, and was established by the Board of Supervisors in the 1999 enabling County ordinance. Under the ordinance, Commissioners receive the stipends for official monthly Commission meetings. They do not receive any other compensation or benefits for attending additional meetings related to Commission business. The per diem and expense reimbursement have remained at the same level since 1999.

### **Staff Compensation**

From its inception, the Commission's organizational structure and staffing plan are founded on three operating principles:

- Maintaining a small Core Internal Staff, made up of experienced and dedicated personnel.
- Leveraging Consultants to provide specialized technical expertise. This model is structured to be flexible, responsive and cost effective. Several key consultants provide financial advisory, administrative, and legal counsel services.
- Contracting with the County to provide necessary business operations services such as treasury/investment management, general accounting, purchasing, risk management, information technology, and other support services.

This organizational approach allows the Commission to provide cost effective services with a small core staff of sixteen; reduces the number of permanent employees who would otherwise receive benefits, maintains a strong team approach to balancing workload; and sustains organizational flexibility. The administrative expenses cannot exceed 10 percent of the total operating budget.

Employment by the Commission is at-will. The Executive Director is appointed, and serves at the discretion of the Commission. The Executive Director's compensation, and other terms and conditions of employment, are determined by the Commission. Compensation and terms and conditions of employment for subordinate employees are governed by the personnel policy and rules adopted by the Commission.

### **Staff Benefits**

Commission employees receive comparable benefits to County employees serving in similar position classifications. This includes holidays, sick and vacation leave. A difference is that Commission employees accrue separate sick and vacation leave balances, while County utilizes a flexible leave plan. Commission employees and the Commission each contribute to health, life and disability insurance plans. In 2005, the Commission approved participation in a 2.7% at age 55 pension plan through OCERS (Orange County Employee Retirement System). The plan is similar to the plan for County employees, except that it is not retroactive, and Commission employees are required fund the future cost of the enhanced benefit.

### **Salary Range Structure**

The salary range structure as of October 2010 is included in Attachment 1.

## SALARY RANGE STRUCTURE

October 2010

POSITION CLASSIFICATION	COMPENSATION
<b>Executive Positions</b>	
Executive Director	<ul style="list-style-type: none"> <li>• Currently at \$235,000 plus Executive Management Benefits</li> <li>• Two-step reduction to \$230,000 effective January 1, 2011, and \$225,000 effective July 1, 2012</li> </ul>
Chief Operation Officer	\$100,360 - \$160,388
<b>Administrative Management</b>	
Position Title Annual Minimum/Maximum	Salary Range
Administrative Manager II	\$63,252 - \$160,388
Senior Staff Analyst	\$51,334 - \$84,968
Administrative Manager I	\$47,840 - \$100,360
Staff Analyst III	\$46,238 - \$76,544
Executive Assistant	\$43,680 - \$93,600
Staff Analyst II	\$41,142 - \$68,120
Staff Specialist	\$39,749 - \$61,402
Staff Analyst I	\$32,594 - \$61,402
<i>There have been no cost of living adjustments since 2008.</i>	