



MAGNOLIA PUBLIC SCHOOLS

Board Of Directors

Board Agenda Item #	III D
Date:	09.10.2015
To:	Board of Directors
From:	Terri Boatman. Director of Human Resource
Staff Lead:	Terri Boatman. Director of Human Resource
RE:	Home Office Compensation

Proposed Board Recommendation

I move that the board approve the new compensation model for Home Office Positions.

Background

One of the most basic functions of management is to establish a compensation scheme that is competitive and equitable and that promotes employee engagement and high performance. A well-designed compensation philosophy supports the organization's strategic plan and initiatives, business goals, competitive outlook, operating objectives, and compensation and total reward strategies.

For recruiting and retention purposes, we recommend establishing salary ranges and pay bands to CMO positions versus applying compensation per the pay sheets.

Salary range is the range of pay that has been established to be paid to employees performing a particular job or function. Salary range generally has a minimum pay rate, a maximum pay rate, and a series of mid-range opportunities for pay increases. The salary range was determined by market pay rates, established through market pay studies, for people doing similar work in similar industries in the same region of the country.

Pay rates and salary ranges are also set up by individual employers and recognize the level of education, knowledge, skill, and experience needed to perform each job. The salary range demonstrates the interrelationships of the jobs utilized by an employer. The salary range reflects our needs such as the overlap in salary ranges that will allow career development and pay increases without promotion at each level and the percentage of increase the organization will offer an employee for a promotion.

Currently our home office salaries are based on the components of the pay sheet. The pay sheet identifies compensation components based on a variety of variables including degree, credential, years of experience, time with Magnolia and extra duty. In theory, a member of the finance team will not have a credential, and the degree should be a consideration in the offer process, but not necessarily be a variable in compensation decisions, as years of experience may off set formal learning.



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In addition, we face recruiting competition from other non-profits, CMO's and for profit businesses. An analysis of financial and technical roles shows that Magnolia's current compensation scale lags in comparison to other industries and non profits in Southern CA. The new salaries of the home office employees will be implemented retroactively starting July 1, 2015.

Budget Implications

Several of the employees in accounting and technology positions have current salaries that fall below the minimum levels of the proposed ranges. After adoption of the new scale, those employees will be moved to the minimum end of the range. This is an increase of \$58,000 to the salaries of those eleven positions; however that amount has been more than offset by the \$176,000 saved by not filling other home office positions.

Name of Staff Originator:

Terri Boatman, Director of Human Resource

Attachments

Compensation Overview
New Salary Scale for Home Office Positions

Magnolia Home Office Salary Bands
2015-2016

Department C-Level Positions	Current Job Title All C-level positions	New Job Title	FLSA Status	Band	Min	Mean	Max
Administration	Administrative Assistant	Administrative Assistant	Non-Exempt	9	\$ 20.00	\$ 25.00	\$ 31.00
	HR Admin	Human Resources Assistant	Non-Exempt	9	\$ 20.00	\$ 25.00	\$ 31.00
	Education Admin Assistant		Non-Exempt	9	\$ 20.00	\$ 25.00	\$ 31.00
Information Technology	Intern		Non-Exempt	8	\$ 10.00	\$ 12.00	\$ 14.00
	Infrastructure/Telecom Manager	IT Director	Exempt	13	\$ 92,400.00	\$ 103,500.00	\$ 114,600.00
	IT Coordinator	Computer Systems Administrator	Exempt	12	\$ 74,900.00	\$ 85,398.00	\$ 105,294.00
Academic	Ops System and Knowledge Manager		Exempt	12	\$ 74,900.00	\$ 85,398.00	\$ 105,294.00
	Document Control Admin		Exempt	11	\$ 67,405.00	\$ 88,246.00	\$ 113,755.00
	Coolis Manager	Computer Systems Manager	Exempt	13	\$ 92,400.00	\$ 103,500.00	\$ 114,600.00
	Director of Instructional Technology		Exempt	13	\$ 92,400.00	\$ 103,500.00	\$ 114,600.00
	Director of Operations, Project Manager		exempt	13	\$ 92,400.00	\$ 103,500.00	\$ 114,600.00
	Program Analyst		exempt	10	\$ 43,387.00	\$ 52,778.00	\$ 63,941.00
	Deputy CAO		Exempt	13	\$ 90,000.00	\$ 101,000.00	\$ 112,000.00
	Instructional Data Support		Exempt	13	\$ 90,000.00	\$ 101,000.00	\$ 112,000.00
	Blended Learning and Science Advisor		Exempt	13	\$ 90,000.00	\$ 101,000.00	\$ 112,000.00
	Parent University		Exempt	12	\$ 74,900.00	\$ 85,398.00	\$ 105,294.00
Development	Director of Student Affairs		Exempt	13	\$ 90,000.00	\$ 101,000.00	\$ 112,000.00
	Director of Instructional and Curricular Models		Exempt	13	\$ 90,000.00	\$ 101,000.00	\$ 112,000.00
	Manager of Assessments and Academic Information		Exempt	13	\$ 90,000.00	\$ 101,000.00	\$ 112,000.00
	EL Coordinator		Exempt	12	\$ 74,900.00	\$ 85,398.00	\$ 105,294.00
	Compliance Administrative Manager		Exempt	11	\$ 67,405.00	\$ 88,246.00	\$ 113,755.00
	New School Development Fellow		Exempt	13	\$ 90,000.00	\$ 101,000.00	\$ 112,000.00
	Director of New School Development	Program Manager (New School Development)	Exempt	12	\$ 74,900.00	\$ 85,398.00	\$ 105,294.00
	Director of Parent and Community	Program Manager (Parent and Community)	Exempt	12	\$ 74,900.00	\$ 85,398.00	\$ 105,294.00
	Director of Partnership Development		Exempt	13	\$ 90,000.00	\$ 101,000.00	\$ 112,000.00
	Finance	Controller		Exempt	13	\$ 103,407.00	\$ 114,507.00
Document Compliance Manager			Exempt	12	\$ 73,433.00	\$ 88,542.00	\$ 105,144.00
Accounting Analyst		Senior Financial Analyst	Exempt	12	\$ 73,433.00	\$ 88,542.00	\$ 105,144.00
Accountant		Financial Analyst	Exempt	10	\$ 43,387.00	\$ 52,778.00	\$ 63,941.00
Purchasing and Payroll Manager			Exempt	11	\$ 67,405.00	\$ 88,246.00	\$ 113,755.00
Revenue and Compliance Manager			Exempt	11	\$ 67,405.00	\$ 88,246.00	\$ 113,755.00
Human Resources	HR Director		Exempt	13	\$ 103,407.00	\$ 114,507.00	\$ 125,607.00
	Director of Talent		Exempt	12	\$ 73,433.00	\$ 88,542.00	\$ 105,144.00
	Recruitment and Career Advancement		Exempt	11	\$ 43,387.00	\$ 52,778.00	\$ 63,941.00
	Office Manager		exempt	10	\$ 43,387.00	\$ 52,778.00	\$ 63,941.00