



PALISADES

CHARTER HIGH SCHOOL

CHIEF BUSINESS OFFICER

COVER SHEET FOR AGENDA ITEMS

March 15, 2022

TOPIC/ AGENDA ITEM:

IX. FINANCE

H. HR Director Salary Schedule

PERSONNEL INVOLVED:

Board of Trustees, Executive Director/Principal, Chief Business Officer, Finance, HR

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The purpose of this action is to approve an adjustment to the HR Director Salary schedule. The CBO is proposing to increase the HR Director salary schedule and align it to the Assistant Principal salary schedule.

This is the 2nd time the HR Director opening has been posted and increasing the salary schedule will lead to higher quality candidate pool.

The salary schedule and cost impact were discussed at the Budget & Finance committee.

IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):

The action requested of the Board today will support the goal of ensuring compliance.

OPTIONS OR SOLUTIONS:

The expectation is that the board approve the change to the HR Director salary schedule.

CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve the proposed HR Director salary schedule.

RECOMMENDED MOTION:

“To approve the change in the HR Director Salary schedule and align it with the Assistant Principal salary schedule.”

Juan Pablo Herrera
Chief Business Officer

HR Director Salary Schedule

March 15, 2022

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CBO would like to explore an adjustment to the HR Director Salary Schedule

We are proposing to increase the HR Director salary to align with the Assistant Principal/Director salary schedule.

PCHS - Administrative Salary Scale								
<i>effective: 7/1/2021</i>			2021-2022					
Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Executive Director /Principal	173,628.49	182,309.91	191,425.41	200,996.68	211,046.51			
Assistant Principal /Director	110,242.04	116,964.09	123,686.14	130,408.19	133,761.39	137,114.59	140,467.79	143,852.29
Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Chief Business Officer	118,032.64	123,900.74	130,215.94	136,736.79	140,090.00	143,443.20	146,796.40	151,200.26
Director of Operations	111,773.34	117,362.00	122,950.67	128,539.34	133,761.39	137,114.59	140,467.79	143,852.29
Director, Human Resources	89,418.67	93,051.30	96,683.94	100,596.00	105,625.80	110,935.04	117,362.00	124,068.40
Administrative Longevity increase: \$3,000 Longevity Stipend each year, after 2 years at the highest step has be reached. Administrative Doctoral Stipend: \$3,000 +1.75% Board Approved 9/21/21 Work Days = 229 (241 contract days when including holidays)								

Cost Impact

The budgeted HR Director salary is approximately \$127,068 (step 8 + longevity)

The cost of aligning the HR Director Salary & Assistant Principal salary schedule is reflected below.

Assuming the new HR Director starts at step 5, the cost over a five (5) year period is \$78,500.

This assumes (1) annual step increases, (2) Cost-of-Living Adjustments, and (3) STRS/PERS + taxes over **5 years**.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Assistant Principal /Director	\$ 110,242.04	\$ 116,964.09	\$ 123,686.14	\$ 130,408.19	\$ 133,761.39	\$ 137,114.59	\$ 140,467.79	\$ 143,852.29
Current HR Director Salary	\$ 127,068.40							
Difference (salary + taxes)	\$ (20,191.63)	\$ (12,125.18)	\$ (4,058.72)	\$ 4,007.74	\$ 8,031.58	\$ 12,055.42	\$ 16,079.26	\$ 20,140.66

Note, this is just a projection over the next 5 years. It is important to look at the long-term impact and not just the 22-23 cost increase.

In addition, the actual starting salary/step will be based on experience/knowledge/value.

While there is a fiscal impact, the benefit of hiring a qualified, experienced and trusted HR professional is critical to PCHS' success

The increased salary schedule is also attributed to the desired qualifications. PCHS desires an HR Director with a certificated credential, K-12 experience and someone that can grow/develop the position.

Areas such as hiring, recruiting, compliance, training, PD, litigation, benefits administration, etc.

For reference, at similar organizations, the HR Director salary is in-line with AP/Directors.