

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA

TO: BOARD OF COMMISSIONERS

FROM: Commissioners Karen Mitchoff and Federal Glover

DATE: September 13, 2022

SUBJECT: APPROVE WAGE CHANGE AND SALARY STEP INCREASE FOR JOSEPH E. VILLARREAL, EXECUTIVE DIRECTOR

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

I. RECOMMENDED ACTION:

APPROVE, effective January 1, 2022, a new five-step salary schedule for the position of Executive Director with a five percent (5%) increase between steps, with each step rounded down to the nearest whole dollar: Step 1 through Step 5 (\$190,446 - \$231,487).

APPROVE a merit step increase to step 4 of the new salary range effective January 1, 2022.

AUTHORIZE the Chair of the Board of Commissioners to sign an amendment to the Executive Director's employment agreement to reflect the new salary and salary schedule.

II. FINANCIAL IMPACT:

The maximum annual cost of this action (including pension cost) for calendar year 2022 would be \$60,723.44.

III. REASONS FOR RECOMMENDATION/BACKGROUND

On May 24, 2022, the Board of Commissioners completed a performance review of the Executive Director who is currently being paid at step one of the existing salary schedule for the position of Executive Director. It is recommended that a new five-step salary schedule be adopted for that position. The proposed new schedule reflects a 5% equity adjustment that was granted to represented employees on August 10, 2021, and to all management employees apart from the Executive Director on September 14, 2021. The Executive Director will also receive all COLAs approved for management staff by the Board on September 14, 2021.

The recommended merit step increase from Step 1 to Step 4 is as a result of the performance review that was due in January 2022, as permitted by the Executive Director's employment agreement, and because the Executive Director has not been given a performance review since December 2018.

IV. CONSEQUENCES OF NEGATIVE ACTION:

The Executive Director will not receive a salary increase.