



*Central Marin Police Authority*  
Staff Report

**TO:** Central Marin Police Council

**FROM:** Management Committee, Central Marin Police Authority Council

**DATE:** August 12, 2021

**RE:** **AUTHORIZING THE MANAGEMENT COMMITTEE TO AMEND THE HUMAN RESOURCES MANAGER SALARY RANGE**

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**ACTION REQUESTED**

That the Council approve the attached resolution.

**FISCAL IMPACT**

As this item memorializes a necessary correction of an administrative error, it has no fiscal impact.

**BACKGROUND AND ANALYSIS**

At its May 3, 2018 meeting, the Council authorized the Management Committee to hire a Human Resources Manager for the Authority. As the Council will see in the attached Resolution 2018/12, the salary range for the position was established at \$92,500 to \$138,817.60. At the Council's November 12, 2020 meeting, The Council adopted the attached Resolution 2020/06, which amended the salary table for the Authority to add the Human Resources Manager position, which had been inadvertently omitted from prior reports. Staff recently discovered that the salary range included in Resolution 2020/06 for the Human Resources Manager did not account for cost-of-living adjustments previously approved by the Council for management level employees. The attached resolution 2021/10 formally approves the correct pay amount (which includes two cost-of-living adjustments since the creation of the position) of \$97,656.88 to \$146,556.64.

**STAFF RECOMMENDATION**

Staff recommends Council adopt Resolution No. 2021/10.



*Central Marin Police Authority*  
Staff Report

Respectfully submitted,

Dave Donery  
Management Committee

Daniel Schwarz  
Management Committee

Todd Cusimano  
Management Committee

Attachments:

1. Resolution No. 2018/12
2. Resolution No. 2020/06
3. Resolution No. 2021/10

**CENTRAL MARIN POLICE AUTHORITY  
RESOLUTION NO. 2018/12**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL  
MARIN POLICE AUTHORITY AUTHORIZING THE MANAGEMENT COMMITTEE  
TO RECRUIT AND EMPLOY A HUMAN RESOURCES MANAGER**

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**WHEREAS**, the Management Committee believes the Authority would benefit operationally and financially through the employment of a human resources manager; and

**WHEREAS**, the Authority does not require a full-time human resources manager; and

**WHEREAS**, Central Marin Fire, the Town of Corte Madera, and the City of Larkspur are interested in obtaining similar services.

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the Central Marin Police Council approve the attached job specification, Exhibit A, and authorizes the Management Committee to recruit for a human resources manager.

**IT IS FURTHER RESOLVED**, that the Central Marin Police Council authorizes the Management Committee to employ a human resources manager for a starting salary up to the midpoint of the range indicated in the attached Exhibit B upon execution of agreements with Central Marin Fire, the Town of Corte Madera, and the City of Larkspur to share proportionately in the cost of the position.

**IT IS HEREBY CERTIFIED**, that the forgoing resolution was duly introduced and adopted at a public meeting of the Central Marin Police Council of the Central Marin Police Authority held on the 3<sup>rd</sup> day of May 2018 by the following vote, to wit:

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AYES:	COUNCILMEMBERS:	Wright, Condon, Greene, Furst, Morrison, Chu
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	
ABSTAIN:	COUNCILMEMBERS:	
ATTEST:		



Zaneta Feleo, Authority Clerk  
Central Marin Police Authority



John Wright, Council Chair  
Central Marin Police Authority

**CENTRAL MARIN POLICE AUTHORITY**

**EXHIBIT A**

**Salary and Compensation**

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**Salary Range**

Central Marin Human Resources Manager	\$92,500 to \$138,817.60
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Benefits will be consistent with those benefits provided to the Authority's represented miscellaneous employees.

Administrative Leave will be provided to the position consistent with the Administrative Leave provided to sworn management positions.

**CENTRAL MARIN POLICE AUTHORITY  
RESOLUTION NO. 2020/06**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL AMENDING THE  
AUTHORIZED POSITIONS AND ASSIGNING A SALARY RANGE TO EACH  
POSITION FOR FISCAL YEAR 2020-2021**

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**BE IT RESOLVED** by the Central Marin Police Authority Council that effective the first full pay period of July 2020, the following positions and salary ranges are hereby effective:

<u>POSITION</u>	<u>MONTHLY SALARY RANGE</u>		
Police Chief	\$13,166	to	\$16,853
Police Captain	\$10,921	to	\$14,438
Police Lieutenant	\$9,107	to	\$12,448
Police Sergeant	\$7,762	to	\$10,017
Police Corporal	\$6,661	to	\$8,750
Police Officer	\$6,335	to	\$8,333
Police Officer Trainee	\$5,626	to	\$5,626
Public Safety Comm/Records Sup	\$5,955	to	\$7,252
Police Records Specialist	\$4,452	to	\$5,740
Property Technician	\$3,738	to	\$5,591
Human Resources Manager	\$7,708	to	\$11,603


**IT IS HEREBY CERTIFIED**, that the foregoing resolution was duly adopted by the Central Marin Police Council at a regular meeting held on the 12<sup>th</sup> day of November 2020, by the following vote, to wit:

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AYES: COUNCILMEMBERS: Way, Greene, Haroff, Wright, Beckman, Ravasio  
 NOES: COUNCILMEMBERS: none  
 ABSENT: COUNCILMEMBERS:  
 ABSTAIN: COUNCILMEMBERS:

ATTEST:

  
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 Zaneta Feleo, Authority Clerk  
 Central Marin Police Authority

  
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 Catherine Way, Council Chair  
 Central Marin Police Authority

**CENTRAL MARIN POLICE AUTHORITY  
RESOLUTION NO. 2021/10**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL  
MARIN POLICE AUTHORITY AUTHORIZING THE MANAGEMENT COMMITTEE  
TO AMEND THE HUMAN RESOURCES MANAGER SALARY RANGE**

**WHEREAS**, the Council authorized the hiring of a Human Resources Manager and established a salary range for the position with the adoption of Resolution No. 2018/12;

**WHEREAS**, the Council formally added the Human Resources Manager position to the Authority's salary table for all positions with the adoption of Resolution No. 2020/06;

**WHEREAS**, staff has determined that the range it presented in Resolution No. 2020/06 was incorrect and did not account for approved cost-of-living adjustments.

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, the Council acknowledges the administrative error found in Resolution 2020/06 that reflects an incorrect salary range for the Human Resources Manager and affirms that the correct salary range is \$97,656.88 to \$146,556.64 for Fiscal Year 2020-2021.

**IT IS HEREBY CERTIFIED**, that the forgoing resolution was duly introduced and adopted at a public meeting of the Central Marin Police Council of the Central Marin Police Authority held on the 12<sup>th</sup> day of August 2021 by the following vote, to wit:

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AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:  
ATTEST:

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Rebecca Vaughn, Authority Clerk  
Central Marin Police Authority

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Ford Greene, Council Chair  
Central Marin Police Authority