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Date: February 10, 2022  
To: Board of Directors  
From: Rick Benson, Interim General Manager  
Subject: General Manager Compensation

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**Recommendation:**

Discuss possible adjustments to the District General Manager position to include compensation, benefits and hours.

**Rationale for Recommendation:**

Without question, securing the services of a qualified individual to fill the top leadership role is critical to the stability and effectiveness of any organization. The District has had difficulty recruiting and retaining qualified individuals for the manager position. Therefore, an enhancement to the compensation is recommended.

**Background:**

For the KPPCSD, finding the right person to fill the role of General Manager has been an ongoing challenge. After more than one interim manager occupied the position, the District utilized the services of a professional recruiting agency successfully obtaining the services of the prior General Manager who left after less than a year. Her decision to leave was based, in part, on the compensation offered by the district. Kensington KPPCSD is competing with numerous cities, other districts and counties when seeking to hire a professional manager. Unfortunately, the pool of qualified individuals is rather limited.

Last October your Board addressed this issue and modified the compensation to include either medical insurance, a 457 plan contribution or additional compensation of \$1,383 per month.

**Discussion and Analysis:**

The current salary for the position has a range of \$95 per hour to \$106.25 per hour and it is designated to be part-time, defined as no more than 30 hours per week. Assuming the director works 30 hours every week at \$105 per hour this computes to an annual compensation of approximately \$158,000 or a full-time equivalent of \$211,000. This is before the application of the "cafeteria plan" compensation. Based on the responses to the District's recruiting efforts, this package may not be adequate.

The single greatest hindrance in securing the services of a permanent manager is that the position does not provide for CalPERS retirement, while at the same time, CalPERS does not allow a retired annuitant to serve as a permanent manager. Therefore, it may be necessary to provide for this benefit. CPS and district staff are currently exploring the options with CalPERS. At this time we do not have a full cost analysis to present to your Board.

Another obstacle is that the position is part-time. While this may be attractive to some it may also be a negative factor to others. A related factor is that the position currently pays an hourly rate rather than a set salary. While it could remain part-time, a salaried part-time position offers a greater sense of stability to potential candidates.

**Summary:**

The recommendation is to discuss the various options to make the position more attractive and to give staff direction regarding the general enhancements to the compensation your Board wishes to pursue.

**Fiscal Impact:**

There is no fiscal impact at this time. The fiscal impact will depend on which course of action is pursued and will be presented to your Board in the future as part of any compensation package revision.