



**ITEM ID:** 2025-198-0

**TRANSMITTAL DATE:** May 16, 2025

**MEETING DATE:** May 23, 2025

**TO:** Board of Directors

**FROM:** Alberto Lara, Chief People Officer

**SUBJECT:** Quarterly Compensation Report - 3rd Quarter of Fiscal Year 2025 - January 1, 2025 through March 31, 2025

**Issue**

In compliance with HR Policy No. 2.1, Wage and Salary Administration – Salary Program Administration, staff is required to make quarterly and annual reports to the Board on compensation matters.

**Recommendation**

Receive and file.

**Strategic Commitment**

This report aligns with the Strategic Business Plan commitment of:

- **Modernizing Business Practices:** We will improve our operational efficiency through transparency, objective metrics and streamlined governance, reducing over-reliance on subsidy while bringing our system into a state of good repair and investing in the development of our employees. As required by the HR Policy No. 2.1, Wage and Salary Administration – Salary Program Administration, staff is required to make quarterly reports to the Board on all compensation matters to maintain transparency.

**Background**

In accordance with the HR Policy No. 2.1, Wage and Salary Administration – Salary Program Administration, the Board requires the Chief People Officer to report all salary placements for

new hires, promotions, demotions, reclassifications, and other changes in employee compensation to the Board on a quarterly basis.

**Discussion**

There were 24 compensation transactions that occurred during the third quarter of fiscal year 2025, January 1, 2025 through March 31, 2025. The compensation transactions are summarized below and in Attachment A, and described in detail in Attachment B:

New Hires	12
Promotions	1
Acting Pay	1
Additional Pay – Temporary	1
ATU Salary Increase	2
Job Reclassification	2
Return from Acting Pay	5
TOTAL	24
Separations	2

In addition, there were 2 separations, and the position vacancy rate was 8.8%.

**Promotions**

In accordance with the HR Policy No. 2.1, Section 1.5 – Promotions:

A promotion is awarded when an employee moves from his/her current job classification to another when the new job classification is at least one salary grade higher than the previous job classification. The following factors may be taken into consideration in determining a promotional increase:

The employee’s new salary shall not be less than the minimum of the new salary range. The salaries and qualifications of employees in the same or similar positions and/or the same grade shall be taken into consideration to ensure internal equity. Demonstrated past performance and strength of experience and qualifications shall be considered in relation to the salary placement.

A salary increase of 48.05% was authorized by the CEO to maintain the internal equity within the salary grade for the position. The minimum qualification for this position is a bachelor’s degree and eight (8) years of related experience. The employee possesses a Juris Doctor (J.D) degree and eight (8) years of related experience. Additionally, the average salary for employees in a similar classification is \$186,826; hence the annual salary offered of \$157,000 reflects a reasonable and appropriate increase for the employee. Please see the table below for salary details.

Effective February 2, 2025:

Type of Change	Current Information	Reclassification Information
Job Title:	Business Analyst II	Assistant Director, Various
Salary Grade / Range:	Grade 7 / \$76,375 - \$118,381	Grade11B/\$126,185 - \$195,588
Annual Salary:	\$106,043.86	\$157,000.22

**Next Steps**

Human Resources will continue reporting compensation transactions on a quarterly basis. The next quarterly compensation report for the fourth quarter of fiscal year 2025 will be presented at the September Board meeting.

Prepared by: Agavni Bagdasarian, Senior Human Resources Analyst  
Alberto Lara, Chief People Officer

Approved by: Alberto Lara, Chief People Officer

**Attachment(s)**

- [Attachment A - Board Compensation Summary - Q3 FY25](#)
- [Attachment B - Board Compensation Report - Q3 FY25](#)
- [Presentation - Compensation Report Q3 FY25](#)