

South Bay Cities Council of Governments

May 11, 2026

TO: Steering Committee

FROM: Jacki Bacharach, Executive Director

SUBJECT: Proposed Salary Ranges

BACKGROUND

The South Bay Cities Council of Governments (SBCCOG) contracted with CPS HR Consulting Services (CPS HR) to conduct an agency-wide classification study to help ensure that incumbents are properly classified, update classification specifications, and evaluate salary ranges. Their recommendations for revised classifications were presented and approved by the SBCCOG Board at the April 2026 meeting.

SBCCOG salary ranges are included in the annual and mid-year budget packets and approved by the Board twice a year. Most revisions have been due to state law minimum wage requirements which not only increase nonexempt employees but also require exempt employees' salary minimums to be set at double that of nonexempt employees. State law has required increases annually for at least the past five years. As a result, the lower-level positions have increased, but the mid- and high-level ranges have been only slightly adjusted, causing these ranges to be very compressed.

Prior to the current analysis, a full organizational compensation market analysis was done in 2014 and 2022.

ANALYSIS

CPS HR conducted a compensation study to determine the competitiveness of the SBCCOG's salaries in the labor market as well as compliance with State law. CPS HR reviewed market trends by comparing the span of control, duties, responsibilities, knowledge, and skill to determine whether these are comparable enough to utilize as a match. The study does not rely on classification specification titles. The median salary for comparable agencies was used to help balance any lows or highs. When a minimum of three comparisons was not identified for a given class, internal alignment was applied. This methodology does not adjust for the size of an organization.

The following agencies were determined to be the labor market in which the SBCCOG competes for talent for compensation:

- City of El Segundo
- City of Gardena
- City of Lomita
- City of Rolling Hills Estates
- Gateway City Council of Governments
- Los Angeles County

- San Gabriel Valley Cities Council of Governments
- Southern California Association of Governments
- Western Riverside Cities Council of Governments

CONSULTANT RECOMMENDATION

In most instances, the SBCCOG’s top step salaries were found to be below the market median at the top step. Where internal alignment was not a limiting factor, CPS HR recommended adjusting the top step to align with the market median. In cases where direct alignment to the market would have negatively impacted internal equity or appropriate separation between classifications, CPS HR recommended revised salary levels that balanced external market data with internal alignment to establish a clear differentiation between classification levels. Two positions were determined to be over the market median – Intern and Administrative Assistant. Currently, this affects only one Administrative Assistant since the organization has no interns.

CPS HR established a salary range structure using a 30% bandwidth for most classifications. Exceptions were made for the Project Coordinator and Senior Project Coordinator classifications, where a 17% bandwidth was applied to ensure that minimum salary thresholds required under State Law were met, and for the Intern classification, where a flat hourly rate was established. For the two over-market classifications, the recommendation is to reduce the Intern position as this position is vacant and keep the Administrative Assistant at the current top step as reducing the range would negatively impact the current staff.

Based on the analysis the following lists all of the positions with their recommended compensation ranges:

Position	Monthly			Annual		
Administrative Assistant	\$4,205.60	\$5,106.80	\$6,008.00	\$50,467.20	\$61,281.60	\$72,096.00
Administrative Manager	\$8,879.65	\$10,782.43	\$12,685.21	\$106,555.80	\$129,389.16	\$152,222.52
Analyst	\$5,931.96	\$7,203.10	\$8,474.23	\$71,183.52	\$86,437.20	\$101,690.76
Dept. Director	\$9,767.61	\$11,860.67	\$13,953.73	\$117,211.32	\$142,328.04	\$167,444.76
Dept. Manager	\$8,879.65	\$10,782.43	\$12,685.21	\$106,555.80	\$129,389.16	\$152,222.52
Deputy Executive Dir.	\$13,172.98	\$15,995.76	\$18,818.54	\$158,075.76	\$191,949.12	\$225,822.48
Executive Dir.	\$15,149.17	\$18,395.42	\$21,641.67	\$181,790.04	\$220,745.04	\$259,700.04
Finance Analyst	\$6,467.65	\$7,853.57	\$9,239.50	\$77,611.80	\$94,242.84	\$110,874.00
Finance Assistant	\$4,205.60	\$5,106.80	\$6,008.00	\$50,467.20	\$61,281.60	\$72,096.00
Finance Manager	\$8,879.65	\$10,782.43	\$12,685.21	\$106,555.80	\$129,389.16	\$152,222.52
Intern - \$20/hr			\$3,466.67			\$41,600.04
Project Assistant	\$4,644.32	\$5,639.54	\$6,634.75	\$55,731.84	\$67,674.48	\$79,617.00
Project Coordinator	\$6,240.00	\$6,836.38	\$7,512.50	\$74,880.00	\$82,036.56	\$90,150.00
Project Manager	\$6,652.32	\$8,077.81	\$9,503.31	\$79,827.84	\$96,933.72	\$114,039.72
Senior Analyst	\$6,525.15	\$7,923.40	\$9,321.65	\$78,301.80	\$95,080.80	\$111,859.80
Sr. Project Coordinator	\$6,858.91	\$7,520.01	\$8,263.75	\$82,306.92	\$90,240.12	\$99,165.00
Sr. Project Manager	\$8,062.81	\$9,794.19	\$11,522.58	\$96,753.72	\$117,530.28	\$138,270.96

Current approved ranges are below (*Note that titles have changed, new positions added, and one position removed per April 2026 Board action*):

POSITION	RANGE	
Accountant	\$74,880	\$87,655
Administrative Assistant (Hourly)	37,440	72,100
Administrative Officer	97,850	133,900
Deputy Executive Director	123,600	169,025
Executive Director	180,250	216,300
Project Coordinator	74,880	79,880
Project Manager	79,881	84,880
Senior Project Manager	84,881	105,472
Program Manager	105,473	115,772
Senior Program Manager	115,773	126,072
Project Assistant (Hourly)	37,440	51,500
Intern (Hourly)	37,440	51,500
Part-Time Staff (Hourly)	\$18.00/hour	\$25.75/hour

POTENTIAL BUDGET IMPACT

SBCCOG staff reviewed current employee salaries to determine the impact of the recommendations on each incumbent and the FY 26-27 budget. Most individuals' current compensation falls within the proposed ranges. There are six incumbents that do not fall within the proposed ranges and would receive increases in the FY26-27 budget period at a total cost of \$22,759.49. These positions are Project Assistant, Senior Project Manager, Department Manager, Department Director, and Deputy Executive Director. The percentage increases for the employees range from 7% to 13%. Further adjustments may be made as justified through annual performance evaluations. There is adequate budget revenue to fund this adjustment which has less than 1% impact; on the budget, and these costs would be recovered primarily through contracts and grants.

RECOMMENDATION

That the Board approve the revised Salary Ranges.