



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Department of Housing



Date: June 22, 2015
Board Meeting Date: July 21, 2015
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors (Sitting as the Board of Commissioners for the Housing Authority)

From: William Lowell, Executive Director, Housing Authority

Subject: Resolution Establishing Salaries for Two Unrepresented Management and Confidential Employees

RECOMMENDATION:

Acting as the Governing Board of Commissioners of the Housing Authority of the County of San Mateo, adopt a resolution establishing salaries for two unrepresented management and confidential employees for the period of August 2, 2015 through September 30, 2017.

BACKGROUND:

In October 2014, the Board of Commissioners approved a resolution establishing salaries and benefits for the Housing Authority of the County of San Mateo (HACSM) unrepresented and confidential employees.

HACSM is requesting to adjust salaries for two of its positions – the Planning and Program Innovation Manager and the Program Compliance Officer – as the position responsibilities have increased over time and the current salaries do not reflect the increased responsibilities.

DISCUSSION:

The recommended resolution for two management and confidential employees covers the period starting August 2, 2015, through September 30, 2017.

The Planning and Program Innovation Manager position was created in 2013 to address HACSM's critical need of developing and monitoring activities of the agency's Moving-to-Work (MTW) program and supervising the agency's self-sufficiency staff and its functions. This position has successfully completed and submitted the MTW Annual Plans and Reports and conducted the essential ongoing research associated with each submission. In addition, the self-sufficiency team activities and case management

processes have expanded in its outreach to the many San Mateo County providers of services relevant to the MTW program. Effective July 1, 2015, this management position will oversee additional Continuum of Care Permanent Supportive Housing programs and direct referral programs, such as Family Unification and Veterans Affairs Supportive Housing (VASH), resulting in added reporting and monitoring responsibilities. The recommended salary range increase for this position is 5.74%.

The Program Compliance Officer I/II position was created in 2002 to address HACSM's reporting requirements to the Department of Housing and Urban Development (HUD) and oversee HACSM's quality assurance program elements. When initially created, the Program Compliance Officer position was based on the County of San Mateo Management Analyst I/II/III position. The PCO I (entry level) position was similar to the Management Analyst I (entry level) position while the PCO II position was similar to the Management Analyst II/III (full journey level) position. Over time, the compensation connection between the County MA positions and the HACSM PCO position weakened and the PCO now earns significantly less than the MA which serves as its model.

The responsibilities of the PCO position have also morphed significantly over time as the needs and reporting requirements of the agency have changed. Previously, the position was responsible primarily for HACSM's quality assurance functions such as ongoing file reviews, inspections, and program monitoring; however, the responsibilities of the position are much more aligned to the County's current Management Analyst classification. In addition to ongoing quality assurance, the PCO oversees a staff person responsible for the department's internal scanning, provides back-up to the Departmental Systems Analyst (DSA) and Administrative Services Manager, conducts training on HACSM's software programs, provides technical and program assistance to staff, and completes research and reporting for the aforementioned MTW Annual Plans and Reports.

In accordance with the HACSM Personnel Policies and Procedures (Section XVII), whenever the salary range for a class is revised, each incumbent in a position to which the revised schedule applies shall remain at the step held in the previous range, unless otherwise specifically provided by the Board of Commissioners.

There are no other changes in the benefits, terms or conditions of the positions.

County Counsel has reviewed and approved the resolution as to form.

Approval of this Resolution contributes to the Shared Vision 2025 outcome of a Livable Community by ensuring cost-effective compensation structures for HACSM employees that serve low-income residents living in affordable housing.

FISCAL IMPACT:

There is no net county cost associated with this action. HACSM is funded 100% by the U.S. Department of Housing and Urban Development. The salary changes will increase HACSM's salary and benefits budget by approximately \$36,088 for the first year.