



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Human Resources Department



**Date:** June 30, 2016  
**Board Meeting Date:** July 12, 2016  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Donna Vaillancourt, Human Resources Director

**Subject:** **Master Salary Resolution for Fiscal Year 2016-2017**

**RECOMMENDATION:**

Adoption of the Master Salary Resolution for FY 2016-2017

**BACKGROUND:**

On February 10, 2015 your Board adopted Ordinance 04733 which allowed that a resolution establish the number of all appointed County officers and employees and their compensation and benefits. The resolution is the base document identifying the number of authorized positions and classifications for all County jobs. It also establishes the compensation and certain benefits other than base pay for County officers and employees. Base pay and other compensation is established by resolution for each employee group and is listed herein as the amount paid for each bi-weekly pay period for information only.

Each year, following budget hearings, your Board adopts the annual master salary resolution that enacts the decisions made by the Board concerning the number of positions in the County service. Throughout the year salary resolution amendments indicate changes in positions and the compensation established herein that occur in the various operating departments.

**DISCUSSION:**

The total number of positions authorized by your Board for FY 2016-2017 is 5,593. This number includes positions authorized for the County Free Library System, the First 5 Commission and SamCERA. In FY 2015-2016 the Board authorized 5,571 positions including adjustments made via salary resolution amendments throughout the year.

The FY 2016-2017 positions are distributed among the departments as follows:

<b>Department/Agency</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>
<u>Safe Neighborhoods</u>		
• Sheriff's Office	772	772
• Probation Department	415	415
• District Attorney's Office	129	131
• Coroner's Office	13	13
• CMO - Public Safety Communications	59	59
<u>Healthy Residents</u>		
• Health System		
• Health Administration	23	24
• Health Coverage Unit	32	32
• Health IT	19	19
• Emergency Medical Services	9	9
• Aging and Adult Services	142	142
• Environmental Health Services	80	80
• Behavioral Health and Recovery	464	468
• Public Health, Policy and Planning	98	98
• Family Health Services	188	183
• Correctional Health	98	100
• San Mateo Medical Center	1038	1040
• First 5 San Mateo County	8	8
<u>Prosperous Community</u>		
• Department of Child Support Services	80	80
• Human Services Agency	768	768
<u>Livable Community</u>		
• Planning	55	55
• LAFCO	1	1
• County Library	121	121
• Department of Housing	11	14
<u>Environmentally Conscious Community</u>		
• Public Works		
• Administration	34	36
• Engineering Services	23	23
• Facilities Services	111	115
• Vehicle and Equipment Maintenance	14	14
• Utilities	20	20
• Road Construction and Operations	77	77
• Construction Services	10	10
• Airports	9	9
• Parks and Recreation	63	67
• Coyote Point Marina	3	3
• CMO - Agriculture/Weights and Measures	30	30

• CMO - Real Property	4	4
• Office of Sustainability	21	15
• Solid Waste Management	0	6

Collaborative Community

• Board of Supervisors	22	22
• County Manager's Office/Clerk of the Board	22	25
• Assessor/County Clerk/Recorder	121	121
• Controller's Office	46	46
• Tax Collector/Treasurer's Office	61	61
• County Counsel's Office	43	43
• Human Resources Department	58	58
• Shared Services	12	12
• Information Services	120	120
• Retirement Office	24	24

<b>Total Positions</b>	<b>5,571</b>	<b>5,593</b>
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The resolution also includes special compensation and benefits other than base pay for represented and management positions that have been adopted through resolution amendments from the previous fiscal year as well as the following new items:

- A differential pay of up to 10% for any Confidential employee assigned to lead a special project or assignment, subject to approval by the Human Resources Department.
- A differential pay of 5.74% for one Medical Services Assistant I who is designated as Lead Orderly.
- Set the salary range for I070, STEP Intern at \$12.00 – 15.00 per hour.
- Deferred Compensation language for non-represented Extra Help and Limited Term Employees which states that, "Subject to applicable federal regulations, the County will provide a deferred compensation plan that allows unrepresented Extra Help and Limited Term employees that are hired on or after July 17, 2016 to defer compensation on a pre-tax basis through payroll deduction. All Extra Help and Limited Term employees hired on or after said date will be automatically enrolled in the County's Deferred Compensation program, at the rate of one percent (1%) of their pre-tax wages, unless he/she chooses to opt out or to voluntarily change deferrals to greater than or less than the default one percent (>1%) as allowed in the plan or as allowed by law. The pre-tax deduction will be invested in the target fund associated with the employees' date of birth. All deferrals are fully vested at the time of deferrals; there will be no waiting periods for vesting rights."

- Relocation Allowance provision which states, “The County may provide a one-time Relocation Allowance of up to \$15,000.00 in order to alleviate the costs of relocation related expenses, for any new hires into a Department Head, Deputy or Assistant Department Head position; or a hard-to-fill management position, as determined by the Human Resources Director or his/her designee.” The Relocation Allowance is subject to approval by Human Resources, is non-retroactive and not applicable to current County employees. The amount of allowance will depend on level of the position in the organization, recruitment history and distance between the new hire’s old residence and new work place, and is not to exceed \$15,000. It is subject to repayment should the new hire terminate County employment within twelve months.

The adoption of this resolution contributes to the Shared Vision 2025 outcome of a Collaborative Community by ensuring that departments have staff with the skills necessary to perform the work and allow departments to provide exceptional service to the community.

This resolution has been reviewed and approved by the County Counsel’s Office.

**FISCAL IMPACT:**

The total number of authorized positions for FY 2016-2017 is 5,593 with an estimated annual salary and benefits cost of \$3.5 million.