



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Department of Housing



**Date:** September 2, 2015  
**Board Meeting Date:** September 22, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

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

**From:** William Lowell, Executive Director, Housing Authority

**Subject:** Resolution Establishing Salaries for Three 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 three unrepresented management and confidential employees for the period of September 27, 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 the salary ranges for three of its management employees – Administrative Services Manager, Financial Services Manager, and Rental Programs Manager. When the positions were originally created, the salaries were linked to County positions of the same or similar classifications. In recent years, the linkage between the County and Housing Authority compensation was allowed to sever and the County salaries advanced by approximately one step. The responsibilities of the positions have also increased over time and the current salaries do not reflect the increased responsibilities. The proposed increases will bring all three of the senior managers in the Housing Authority to an equitable compensation level with the County colleagues with whom they work.

**DISCUSSION:**

The recommended resolution for the three management and confidential employees covers the period starting September 27, 2015, through September 30, 2017.

The Financial Services Manager oversees the entire Department of Housing budget of approximately \$80 million for both the Housing Authority (HA) and the Housing and Community Development (HCD) divisions. With the recent influx of the County's Measure A funding and the Affordable Housing Funds, the amount of accounting and performance reporting has increased significantly. The position manages four accounting staff and a Payroll/Personnel Specialist.

The Rental Programs Manager oversees the operations of all of the Housing Authority's rental subsidy programs with three supervisors, one middle-level manager, and 18 line staff.

The Administrative Services Manager oversees the operations of the Department that are not related to rental programs or finances; in other words, procurement, quality assurance, human resources, IT, and any other support needed within the department. The position oversees four positions and works closely with the Payroll/Personnel Specialist due to the HR role assigned to the position.

The recommended salary range increase for all three positions is 5.74%.

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 \$24,000 for the first year.