



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 24-080

Board Meeting Date: 1/30/2024

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Rocio Kiryczun, Human Resources Director
Subject: Recommended Revision to the Master Salary Resolution

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the Master Salary Resolution 079812 to delete six positions, add seventeen positions, reclassify seventeen positions, correct one special compensation provision, and add of one special compensation; and accept the updated report of biweekly salaries by classification.

BACKGROUND:

On July 11, 2023, this Board adopted Master Salary Resolution 079812 which specifies the number of and provides compensation and benefits for persons employed by the County of San Mateo, sets appropriate rules and regulations, and repeals all inconsistent ordinances and resolutions. Throughout the year, the salary resolution is amended from time to time to meet the needs of the County.

DISCUSSION:

The salary resolution changes herein represent the:

- deletion of six positions;
- addition of seventeen positions;
- reclassification of seventeen positions;
- correction of one special compensation provision; and
- addition of one special compensation.

These amendments to the resolution have been reviewed and approved by the County Attorney's Office as to form. The specific actions are discussed in detail below.

ALL DEPARTMENTS

Action: Amend Section 5 - Special Compensation of the Master Salary Resolution to provide a 10% salary differential on top of all other compensation to an IS Project Manager II who is assigned to supervise the work of other IS Project Manager I and IS Project Manager II, as well as oversee the work of contracted information technology project managers.

Explanation: This action adds a 10% salary differential on top of all other compensation for an IS Project Manager II who is assigned to supervise the work of other IS Project Manager I and IS Project Manager II, as well as oversee the work of contracted information technology project managers. This role is being compensated via allowance as opposed to creating a new supervisory classification at this time because the work of project managers, and the number of project managers and contracts to oversee, change frequently depending on the needs of the department. And with the workload shift, supervisory and contract governance might also switch over to another manager. The approximate monthly and salary benefits cost of this action is unknown as departments have yet to identify who and how many IS Project Managers II would be assigned. There is no change in the total number of authorized positions.

14000 CONTROLLER'S OFFICE

Action A: Delete: One position of D026, Controller Division Manager
Biweekly Salary: \$5,672.00 - \$7,089.60

Add: One position of D111, Department Director of Automation
Biweekly Salary: \$6,565.60 - \$8,207.20

Explanation: This is the deletion of one vacant Controller Division Manager position and the addition of one Department Director of Automation. The latter classification is better suited to oversee various existing and newly added automated systems to streamline processes for greater efficiency. This action represents a monthly salary and benefits cost of \$3,705. There is no change in the total number of authorized positions.

Action B: Delete: Two positions of V260S, IS Support Series
Biweekly Salary: \$4,853.60 - \$6,066.40

Add: Two positions of D110, Information Technology Manager
Biweekly Salary: \$5,144.00 - \$6,430.40

Explanation: This is the deletion of two vacant IS Support Series (IS Business Analyst III positions) and the addition of two Information Technology Managers. These converted positions will provide critical support and direction in the management of the Controller's Property Tax System as well as develop and implement short- and long-range automation strategies. This action represents a monthly salary and benefits cost of \$2,413. There is no change in the total number of authorized positions.

16000 COUNTY ATTORNEY'S OFFICE

Action: Add: One position of G243S, Program Coordinator Series
Biweekly Salary: \$3,131.20 - \$4,593.60

Explanation: This is the addition of one Program Coordinator II - Confidential position. The Human Resources Department is transferring some Risk Management functions related to the processing of government claims against the County to the County Attorney's Office thereby providing more synergy with the work the County Attorney's Office does around litigation and litigation preparation. The Program Coordinator II - Confidential position being added would support this additional work and will also provide administrative support to attorneys reviewing workers compensation matters. This action represents a monthly salary and benefits cost of \$15,228. The total number of authorized positions is increased by one.

30000 SHERIFF'S OFFICE

Action A: Reclassify: One position of E334S, Office Assistant Series
Biweekly Salary: \$1,807.20 - \$2,598.40

To: One position of E337, Office Specialist
Biweekly Salary: \$2,293.60 - \$2,866.40

Explanation: This is the reclassification of one filled Office Assistant II position to Office Specialist as recommended by a recently completed classification study of the position. This action represents an approximate monthly salary and benefits cost of \$888. There is no change in the total number of authorized positions.

39000 PARKS DEPARTMENT

Action A: Reclassify: One position of E055, Communication Specialist-Confidential
Biweekly Salary: \$4,089.60 - \$5,112.00

To: One position of D105, Communications Officer
Biweekly Salary: \$4,900.00 - \$6,122.40

Explanation: This is the reclassification of one filled Communication Specialist-Confidential position to Communications Officer as recommended by a recently completed classification study of the position. This action represents an approximate monthly salary and benefits cost of \$3,349. There is no change in the total number of authorized positions.

Action B: Add 5.74 percent pay differential for Park Ranger III who is assigned periodic specialized multimedia work responsibilities.

Explanation: This action amends a 5.74 percent multimedia pay differential for one Park Ranger I or Park Ranger II assigned to perform specialized multimedia work responsibilities that was approved by the Board on December 12, 2023. This action amends the allowance to (a) include Park Ranger III to the classification that may be eligible for the assignment; and (b) to allow up to two Rangers to be selected for the assignment . The 5.74 percent differential shall be paid only for such hours spent performing work related to the multimedia assignment. The additional salary and benefits cost of this action is unknown at this time as it will depend on who is assigned, and how many hours they work on the assignment for any given month. There is no change in the total number of authorized positions.

43000 DEPARTMENT OF EMERGENCY MANAGEMENT

Action: Add: One position of D088, Program Services Manager II
Biweekly Salary: \$4,900.00 - \$6,122.40

Explanation: This is the addition of one Program Services Manager II position which was erroneously deleted and converted to Assistant Director of Emergency Management on the December 12, 2023, Salary Resolution Amendment. It was not the department's intent to convert the vacant Program Services Manager II position to Assistant Director but rather to add a new position of Assistant Director. This action represents a monthly salary and benefits cost of \$20,296, and the total number of authorized positions is increased by one.

47300 PUBLIC WORKS - FACILITIES

Action: Add: Two positions of T041S, Stationary Engineer Series
Biweekly Salary: \$2,856.00 - \$3,571.20

Explanation: This is the addition of two Stationary Engineer Series positions to support operational needs of the department. This action represents a monthly salary and benefits cost of \$23,677 with some of the cost offset by service charges. The total number of authorized positions is increased by two.

55500 PUBLIC HEALTH, POLICY AND PLANNING

Action A: Delete: One position of E030S, Accountant Series
Biweekly Salary: \$2,755.20 - \$4,027.20

Add: One position of G247S, Contract Administrator Series
Biweekly Salary: \$3,131.20 - \$4,593.60

Explanation: This is the deletion of one vacant Accountant II position and the addition of one Contract Administrator II. The Contract Administrator II is better aligned to support the ongoing administrative and fiscal restructuring of both Public Health, Policy and Planning Division and Family Health Services and to provide contract support for each program. This action represents a monthly salary and benefits cost of \$1,878. There is no change in the total number of authorized positions.

Action B: Reclassify: Fifteen positions of G240S, Case Management/Assessment Specialist Series
Biweekly Salary: \$2,998.40 - \$4,464.80

To: Fifteen positions of G253S, Care Management Specialist Series
Biweekly Salary: Same

Explanation: This is the reclassification of fourteen filled and one vacant Case Management / Assessment Specialist Series positions to the newly created Care Management Specialist Series which better represents the duties and qualification of the work performed by the Specialists in Public Health. This action represents no change in monthly salary and benefits costs and no change in the total number of authorized positions.

57000 AGING AND ADULT SERVICES

Action: Delete: One position of E350, Fiscal Office Specialist
Biweekly Salary: \$2,474.40 - \$3,092.00

Add: One position of E030S, Accountant Series
Biweekly Salary: \$2,755.20 - \$4,027.20

Explanation: This is the deletion of one vacant Fiscal Office Specialist and the addition of one Accountant II to support current fiscal operational needs of the department. This action represents a monthly salary and benefits cost of \$3,100. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Add: Two B112S, Mental Health Caseworker Series - Unclassified
Biweekly Salary: \$3,484.80 - \$4,900.80

Action B: Add: One B013S, Case Management Assessment Specialist Series-Unclassified
Biweekly Salary: \$2,998.40 - \$4,464.80

Explanation: This is the addition of two Mental Health Caseworker Series - Unclassified (Psychiatric Social Worker/Marriage and Family Therapist Series - Unclassified) positions, and one Case Management Assessment Specialist Series - Unclassified position. These positions are being added to support the expansion of the Behavioral Health Homeless, Engagement, Assessment and Linkage (HEAL) Team through Bridge Housing Grant Program (BHBH), which addresses the immediate and sustainable needs of people experiencing homelessness with serious behavioral health conditions. The monthly salary and benefits cost to add these positions is \$47,293 which have already been reflected and approved in the FY 2023-2024 budget. The cost is funded entirely by the Bridge Housing Program grant and therefore, there are no additional net county costs for these actions. The total number of authorized positions is increased by three.

Action C: Add: One G081, Mental Health Program Specialist
Biweekly Salary: \$4,236.80 - \$5,295.20

Action D: Add: Two G040S, Mental Health Caseworker Series
Biweekly Salary: \$3,484.80 - \$4,900.80

Action E: Add: One G115S, Peer Support Series
Biweekly Salary: \$2,096.80 - \$3,181.60

Action F: Add: One E375, Legal Office Specialist
Biweekly Salary: \$2,719.20 - \$3,398.40

Explanation: This is the addition of one Mental Health Program Specialist, two Mental Health Caseworker Series (Psychiatric Social Worker/Marriage and Family Therapist Series), one Peer Support Series and one Legal Office Specialist to support and comply with the CARE Act and the expansion of the Assisted Outpatient Treatment (AOT). The CARE Act creates a civil court process

for eligible individuals living with untreated schizophrenia spectrum or other psychotic disorder and requires BHRS to conduct assessments, create voluntary CARE agreements or court-ordered CARE plans that may include comprehensive treatment, housing, and supportive services for up to 2 years. The salary and benefits cost to add these positions is \$71,859; however, this cost has already been incorporated in the BHRS FY 23-24 budget. These actions have no additional net county cost. The total number of authorized positions is increased by four.

62400 FAMILY HEALTH SERVICES

Action: Delete: One position of D088, Program Services Manager II
Biweekly Salary: \$4,900.00 - \$6,122.40

Add: One position of D033, Health Services Manager II
Biweekly Salary: \$5,402.40 - \$6,753.60

Explanation: This is the deletion of one vacant Program Services Manager II position and addition of one Health Services Manager II for the purpose of aligning management responsibility for multi-disciplinary program areas, specifically Immunization, Quality Assurance, and Strategic Planning for program and equity/inclusion initiatives across the department. This action represents a monthly salary and benefits cost of \$2,092. There is no change in the total number of authorized positions.

Financial Impact on County's Retirement System

Government Code Section 31515.5 requires the County to provide the estimated financial impact that proposed benefit changes or salary increases for current employees would have on the funding status of SamCERA's retirement fund, the County's retirement system.

As reflected in the attached letter from SamCERA's actuary, Milliman, the changes reflected in this amendment that are in addition to the assumed annual salary increases of affected current employees, increases the Actuarial Accrued Liability (AAL) by approximately \$119,000. While the Unfunded Actuarial Accrued Liability (UAAL) of SamCERA will be higher by this amount, the funded ratio, rounded to the nearest one basis point, will be unchanged.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$76,627 or an annual cost estimate of \$919,523.