



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 24-145

Board Meeting Date: 2/27/2024

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 seven positions, reclassify five positions, adjust the salary range of two classifications, set the salary range of eight classifications, convert one unclassified position to classified, and convert one unclassified position to classified via Measure D; 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 seven positions;
- reclassification of five positions;
- adjustment of salary range of two classifications;
- setting of salary range of eight classifications;
- conversion of one unclassified position to classified; and
- conversion of one unclassified position to classified via Measure D.

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.

12000 COUNTY EXECUTIVE'S/CLERK OF THE BOARD

Action A: Reclassify: One position of D131, Program Services Manager I
Biweekly Salary: \$4,230.40 - \$5,288.80

To: One position of D242, Chief of Community Affairs and Programming
Biweekly Salary: \$5,952.00 - \$7,443.20

Explanation: This is the reclassification of one filled Program Services Manager I to the newly created Chief of Community Affairs and Programming classification as recommended by a recently completed classification study of the position. This action represents an approximate monthly salary and benefits cost of \$2,626 (calculated at incumbent's current work-out-of-class rate). There is no change in the total number of authorized positions.

Action B: Reclassify: Two positions of D182S, Management Analyst Series
Biweekly Salary: \$3,656.00 - \$5,288.80

To: Two positions of D185, Senior Management Analyst
Biweekly Salary: \$4,664.80 - \$5,832.00

Explanation: This is the reclassification of two filled Management Analyst positions to Senior Management Analysts as recommended by a recently completed classification study of the positions. This action represents no monthly salary and benefits cost as the incumbents in these positions are already paid at Senior Management Analyst rate via work-out-of-class. There is no change in the total number of authorized positions.

Action C: Adjust salary range of D025, Deputy County Executive-Unclassified to \$121.24 - \$151.53 per hour.

Action D: Adjust salary range of D030, County Chief Financial Officer to \$121.24 - \$151.53 per hour.

Explanation: This action adjusts the pay rate of the Deputy County Executive-Unclassified and County Chief Financial Officer classifications by 5% in order to maintain external alignment with comparator agencies performing similar roles. This action represents an approximate monthly salary and benefits cost of \$ 5,744 affecting three positions. There is no change in the total number of authorized positions.

12400 PUBLIC SAFETY COMMUNICATIONS

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

Add: One position of V230, Information Technology Technician
Biweekly Salary: \$3,509.60 - \$4,387.20

Explanation: This is the deletion of one vacant Office Assistant II position and the addition of one

Information Technology Technician to provide support for CAD and technology functions for the department. This action represents a monthly salary and benefits cost savings of \$5,930. There is no change in the total number of authorized positions.

25100 DISTRICT ATTORNEY'S OFFICE

Action A: Set: Salary of H035, District Attorney's Inspector at \$70.12 to \$87.66 per hour.

Action B: Set: Salary of B026, District Attorney's Inspector-Unclassified at \$70.12 to \$87.66 per hour.

Action C: Set: Salary of H100, Senior District Attorney's Inspector at \$77.20 to \$96.52 per hour.

Explanation: These actions set the salary range of the District Attorney's Inspector, District Attorney's Inspector - Unclassified and Senior District Attorney's Inspector classifications as per MOU. These actions only set the compensation for the classification and therefore, there is no monthly salary and benefits cost associated and there is no change in the total number of authorized positions.

30000 SHERIFF'S OFFICE

Action A: Delete: One position of V231, Senior Information Technology Technician
Biweekly Salary: \$3,580.00 - \$4,476.00

Delete: Two positions of V234, Senior Information Technology Analyst
Biweekly Salary: \$4,517.60 - \$5,646.40

Add: Three positions of V260S, IS Support Series (IS Client Systems Specialist Series)
Biweekly Salary: \$3,795.20 - \$5,646.40

Explanation: This is the deletion of one vacant Senior IT Technician position and two Senior IT Analyst positions and addition of three IS Client System Specialist Series. The change is being made to support department's intent to classify its technology unit uniformly and consistent with duties/responsibilities they will be performing. This action represents an approximate total monthly salary and benefits cost of \$3,880. There is no change in the total number of authorized positions.

Action C: Add: One position of B423, IS Client Systems Specialist III-Unclassified
Biweekly Salary: \$4,853.60 - \$6,066.40

Explanation: This is the addition of one IS Client System III-Unclassified to support the Board of State and Community Corrections (BSCC) Organized Retail Theft Grant. This position is fully grant funded and represents no additional monthly salary and benefits cost. The total number of authorized positions is increased by one.

Action D: Set: Salary of H061, Deputy Sheriff Trainee at \$56.58 to \$60.12 per hour.

Action E: Set: Salary of H060, Deputy Sheriff at \$56.58 to \$70.73 per hour.

Action F: Set: Salary of B014, Deputy Sheriff -Unclassified at \$56.58 to \$70.73 per hour.

Action G: Set: Salary of H058, Sheriff's Correctional Officer at \$48.09 to \$60.12 per hour.

Action H: Set: Salary of H044, Sheriff's Sergeant at \$67.89 to \$84.86 per hour.

Explanation: These actions set the salary range of the Deputy Sheriff, Deputy Sheriff - Unclassified, Deputy Sheriff-Trainee, Deputy Sheriff Trainee - Unclassified, Sheriff's Correctional Officer and Sheriff's Sergeant classifications as per Memorandum of Understanding with their respective unions. These actions only set the compensation for the classification and therefore, there is no monthly salary and benefits cost associated and there is no change in the total number of authorized positions.

38000 PLANNING AND BUILDING DEPARTMENT

Action: Delete: One position of D224, Executive Aide
Biweekly Salary: \$4,476.00 - \$4,476.00

Add: One half-time position of D182S, Management Analyst Series
Biweekly Salary: \$3,656.00 - \$5,288.80

Explanation: This is the deletion of one vacant Executive Aide position and addition of one half-time Management Analyst. This position will provide analytical and administrative oversight of the SFO Roundtable Committee. This action represents an approximate monthly salary and benefits savings of \$6,072. There is no change in the total number of authorized positions.

55500 PUBLIC HEALTH, POLICY AND PLANNING

Action A: Convert: One position of B099, Patient Care Series (Nurse Practitioner-Unclassified)
Biweekly Salary: \$7,199.20 - \$8,509.60

To: Classified

Explanation: This is the conversion of one vacant Nurse Practitioner-Unclassified to Classified. This conversion supports ongoing programmatic needs of the department relating to ongoing street/shelter medicine efforts and mandates. There is no monthly salary and benefits costs and no change in the total number of authorized positions.

Action B: Convert: One position of B076, Medical Office Specialist-Unclassified
Biweekly Salary: \$2,608.80 - \$3,263.20

To: Classified

Explanation: This is the conversion of one filled position from unclassified status to classified status. Measure D adopted by the voters in November 2004 requires that certain unclassified positions continuously filled for at least three years be converted to classified status. This position meets that requirement. This action represents no change in the monthly salary and benefits cost and there are no changes in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action: Delete: One position of D154, Clinical Services Manager II-Nursing
Biweekly Salary: \$6,565.60 - \$8,207.20

Add: One position of D212, Deputy Director of Nursing Services (Acute Psychiatric Services)
Biweekly Salary: \$6,891.20 - \$8,617.60

Explanation: This is the deletion of one vacant Clinical Services Manager II-Nursing position and addition of one Deputy Director of Nursing Services (Acute Psychiatric Services) to provide executive level leadership and oversight over the acute psychiatry division and aligning the reporting structure for all service lines across the department. This action represents a monthly salary and benefits cost of \$1,360. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action A: Reclassify: Two positions of G232, Human Services Supervisor-Exempt
Biweekly Salary: \$3,760.00 - \$4,700.80

To: Two positions of G076, Supervising Human Services Care Counselor
Biweekly Salary: \$3,893.60 - \$4,486.00

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 no monthly salary and benefits cost as the incumbent in this position is already being compensated at this salary rate via differential pay. 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 \$433,000. The Unfunded Actuarial Accrued Liability (UAAL) of SamCERA will be higher by this amount causing the funded ratio, rounded to the nearest one basis point, to decrease by 0.01% from 88.34% to 88.33%.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$13,469 or an annual cost estimate of \$161,626.