



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 24-222

Board Meeting Date: 3/26/2024

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 six positions, reclassify one position, and add 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 six positions;
- reclassification of one position; and
- addition of one special compensation provision.

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.

26000 DEPARTMENT OF CHILD SUPPORT SERVICES

Action: Add: A 5.74 percent Special Compensation for a Child Support Technician designated as a Lead.

Explanation: This action amends Section 5 of the Master Salary Resolution to add a 5.74 percent allowance, in addition to all other compensation, for one Child Support Technician who is assigned lead responsibilities by the Director of Child Support Services or their designee. Only one Child Support Technician at a time may be assigned. This action represents a monthly salary and benefits cost of \$588. There is no change in the number of authorized positions.

30000 SHERIFF'S OFFICE

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

Add: One position of E445S, Sheriff's Criminal Records Technician Series
Biweekly Salary: \$2,237.60-\$2,960.80

Explanation: This is the deletion of one vacant Office Assistant II position and addition of one Sheriff's Criminal Records Technician. The change is being made to meet and support the staffing needs associated with the expansion of Records Services to the North Fair Oaks Substation. This action represents an approximate total monthly salary and benefits cost of \$1,201. There is no change in the total number of authorized positions.

55500 PUBLIC HEALTH, POLICY AND PLANNING

Action A: Delete: One position of E421, Medical Office Services Supervisor
Biweekly Salary: \$3,104.80 - \$3,881.60

Add: One position of E007, Senior Accountant
Biweekly Salary: \$3,951.20 - \$4,941.60

Explanation: This is the deletion of one vacant Medical Office Services Supervisor position and addition of one Senior Accountant in support of ongoing administrative and fiscal restructuring efforts for both Public Health, Policy and Planning and Family Health Services. This change will also expand grants and claims support for each program. This action represents an approximate monthly salary and benefits cost of \$3,514. There is no change in the total number of authorized positions.

Action B: Delete: One position of G112S, Community Worker Series
Biweekly Salary: \$2,096.80 - \$2,892.00

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

Explanation: This is the deletion of one vacant Community Worker and the addition of one Program Coordinator to better support the operational management and coordination needs of the growing mobile Clinic/Street Medicine program. This action represents an approximate monthly salary and benefits cost of \$5,641. There is no change in the total number of authorized positions.

56000 EMERGENCY MEDICAL SERVICES

Action A: Reclassify: One position of D023, Health Services Manager I

Biweekly Salary: \$4,664.80 - \$5,832.00

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

Explanation: This is the reclassification of one filled Health Services Manager I position to Health Services Manager II as recommended by a recently completed classification study of the position. This action represents an approximate monthly salary and benefits cost of \$1,122. There is no change in the total number of authorized positions.

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

Add: One position of D108, Assistant Director of Emergency Medical Services
Biweekly Salary: \$5,952.00 - \$7,443.20

Explanation: This is the deletion of one vacant Clinical Services Manager II-Nursing position and addition of one Assistant Director of Emergency Medical Services. The latter classification better meets the department's operational needs. This action represents an approximate monthly salary and benefits savings of \$2,533. There is no change in the total number of authorized positions.

62400 FAMILY HEALTH SERVICES

Action: Delete: One position of G115S, Peer Support Worker/Specialist Series
Biweekly Salary: \$2,096.80 - \$3,181.60

Add: One position of G112S, Community Worker Series
Biweekly Salary: \$2,096.80 - \$2,892.00

Explanation: This is the deletion of one vacant Peer Support Worker and the addition of one Community Worker to support the increased WIC caseload and provide more timely assistance to prenatal clients. This action represents an approximate monthly salary and benefits savings of \$960. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action: Delete: One position of E346S, Fiscal Office Assistant Series
Biweekly Salary: \$2,050.40 - \$2,700.00

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

Explanation: This is the deletion of one vacant Fiscal Office Assistant position and addition of one Fiscal Office Specialist to improve accounting efficiencies and provide support to the cash management function for the department. This action represents a monthly salary and benefits cost of \$1,299. 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, have no financial impact on the Actuarial Accrued Liability (AAL) or funded ratio of SamCERA as of June 30, 2023, which is the most recent valuation date.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$9,873 or an annual cost estimate of \$118,472.