



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 19-1217

Board Meeting Date: 12/10/2019

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**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 076798 to delete four positions, add four positions, set salary of two classifications, and convert three unclassified positions to classified via Measure D.

**BACKGROUND:**

On July 9, 2019, your Board adopted Master Salary Resolution 076798 which specifies the number of and providing 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 four positions;
- addition of four positions;
- salary setting of two classifications; and
- conversion of three unclassified positions to classified via Measure D.

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

**38000 PLANNING AND BUILDING**

**Action:** Delete: One position of E337, Office Specialist  
Biweekly Salary: \$2,018.40 - \$2,522.40

Add: One position of E002, Administrative Secretary II

Biweekly Salary: \$2,335.20 - \$2,919.20

**Explanation:** This is the deletion of one vacant Office Specialist position and the addition of one Administrative Secretary II position to meet operational needs and fill gaps in work assignments. This position will be the primary support staff for the Administration Division under the Administrative Services Manager. This action represents a monthly salary and benefits cost of \$1,315. There is no change in the total number of authorized positions.

### **47300 FACILITIES SERVICES**

**Action:** Set: Salary of N109, Supervising Capital Project Manager at \$57.76 to \$72.22 per hour.

**Explanation:** This action sets the salary range of the newly created Supervising Capital Project Manager at \$57.76 to \$72.22 per hour. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

### **61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES**

**Action A:** Convert: Three positions of B112S - Mental Health Case Worker - Series - Unclassified  
Biweekly Salary: \$3,066.40 - \$4,311.20  
To: Classified

**Explanation:** This is the conversion of three filled positions from unclassified status to classified status. Measure D adopted by the voters in November 2004 requires that any unclassified positions continuously filled for at least three years be converted to classified status. These positions meet 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.

**Action B:** Delete: One position of G040S, Mental Health Case Worker Series  
Biweekly Salary: \$3,066.40 - \$4,311.20

Add: One position of G081, Mental Health Program Specialist  
Biweekly Salary: \$3,728.00 - \$4,659.20

**Explanation:** This is the deletion of one vacant Mental Health Case Worker Series (Psychiatric Social Worker II) and the addition of one Mental Health Program Specialist. This action corrects a long term overfill situation in the department and supports staffing needs of the department. This action represents a monthly salary and benefits cost of \$1,154. There is no change in the total number of authorized positions.

**Action C:** Set: Salary of G242, Lead Behavioral Health and Recovery Specialist at \$41.56 to \$51.93 per hour.

**Explanation:** This action sets the salary range of the Lead Behavioral Health and Recovery Specialist classification to \$41.56 to \$51.93 per hour. This classification's salary range was adjusted

in the November 12, 2019 Salary Resolution Amendment but the new salary was incorrectly stated in the amendment. This action represents no monthly salary and benefits cost. There is no change in the total number of authorized positions.

### **66000 SAN MATEO MEDICAL CENTER**

**Action A:** Delete: One half-time position of B157, Staff Physician - Unclassified  
Biweekly Salary: \$7,359.20 - \$8,699.20

Add: One position of D182S, Management Analyst Series  
Biweekly Salary: \$3,092.80 - \$4,474.40

**Explanation:** This is the deletion of one vacant half-time Staff Physician - Unclassified and the addition of one Management Analyst Series. The Management Analyst will coordinate clinic analytics and reporting. This action represents a monthly salary and benefits cost of \$414. There is no change in the total number of authorized positions.

### **70000 HUMAN SERVICES AGENCY**

**Action:** Delete: One G216, Veterans Services Officer  
Biweekly Salary: \$3,308.00 - \$4,136.00

Add: One position of D091, Human Services Manager II  
Biweekly Salary: \$4,570.40 - \$5,713.60

**Explanation:** This is the deletion of one vacant Veterans Services Officer position and addition of one Human Services Manager II position. The roles and responsibilities of this position has increased and is more aligned with the Human Services Manager II classification. This action represents a monthly salary and benefits cost of \$5,230. There is no change in the total number of authorized positions.

### **FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$8,113 or an annual cost estimate of \$97,356.