



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 20-973

Board Meeting Date: 12/8/2020

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 to add one position, reclassify one position, add one special compensation, adjust the salary of one classification, and set the salary of one classification; and accept the updated report of biweekly salaries by classification.

BACKGROUND:

On July 21, 2020, your Board adopted Master Salary Resolution 077624 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 change herein represents the:

- addition of one position;
- reclassification of one position;
- addition of one special compensation;
- adjustment of salary for one classification; and
- set the salary of one classification.

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.

12000 COUNTY MANAGER'S OFFICE

Action: Add: One position of D139, Chief Equity Officer

Biweekly Salary: \$5,238.40 - \$6,548.80

Explanation: This is the addition of one position of Chief Equity Officer to plan, organize, direct and manage all functions that support Countywide equity efforts. This position will champion advancement of systematic changes in areas where the County has control or influence to address the cumulative impacts of institutional and structural inequities. This action represents a monthly salary and benefits cost of \$21,709 and an increase in the total number of authorized positions by one.

18000 INFORMATION SERVICES

Action: Adjust: Salary for D114, IS Division Manager to \$73.94 to \$92.44 per hour.

Explanation: This action adjusts the salary of the IS Division Manager classification by 7.5% to align salary with market average. A salary survey conducted on this classification showed the salary to be significantly behind the average salary of our comparable agencies. This action represents an approximate monthly salary and benefits cost of \$5,600 for five positions calculated at the highest step. There is no change in the total number of authorized positions.

19500 FIRST 5 SAN MATEO COUNTY

Action: Reclassify: One position of B160S, First 5 Program Specialist -
Unclassified Series
Biweekly Salary: \$2,837.60 - \$4,163.20

To: One position of B165, First 5 Research and Evaluation Specialist -
Unclassified Series
Biweekly Salary: Same

Explanation: This is the reclassification of one filled First 5 Program Specialist II -Unclassified to First 5 Research and Evaluation Specialist - Unclassified per the recommendation of a classification study that was conducted on this position. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

38000 PLANNING AND BUILDING

Action: Set: The salary of D140, Assistant Planning and Building Director at \$75.81 to \$94.79 per hour.

Explanation: This action sets the salary of the newly created Assistant Planning and Building Director classification at \$75.81 to \$94.79 per hour. This action is intended only for salary setting and therefore it does not represent a monthly salary and benefits cost at this time. There is also no change in the number of authorized positions.

48500 AIRPORTS

Action: Add: A 5.74% Special Compensation for an Airport Operations Specialist designated as a Lead.

Explanation: This action amends Section 5 of the Master Salary Resolution to add a 5.74% lead differential, in addition to all other compensation for one Airport Operations Specialist I or II who is assigned lead responsibilities by the Director of Public Works or their designee. Only one Airport Operations Specialist at a time may be assigned. This action represents a monthly salary and benefits cost of \$396. There is no change in the 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 actually 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 \$27,705 or an annual cost estimate of \$332,462.