



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 21-163

Board Meeting Date: 2/23/2021

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 077624 to delete five positions and add seven positions; 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 changes herein represent the:

- deletion of five positions; and
- addition of seven positions.

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

12600 AGRICULTURAL COMMISSIONER/SEALER

Action: Delete: One position of E350, Fiscal Office Specialist
Biweekly Salary: \$2,242.40 - \$2,802.40

Add: One position of E029, Administrative Assistant I
Biweekly Salary: \$2,664.00-\$3,329.60

Explanation: This is the deletion of one vacant Fiscal Office Specialist and the addition of one Administrative Assistant I to support the department's organizational changes and needs. This action represents the monthly salary and benefits cost of \$1,748. There is no change in the total number of authorized positions.

30000 SHERIFF'S OFFICE

Action: Delete: One position of D088, Program Services Manager II
Biweekly Salary: \$4,440.00 - \$5,549.60

Add: One position of D049, Human Resources Manager I
Biweekly Salary: \$4,228.00 - \$5,286.40

Explanation: This is the deletion of one vacant Program Services Manager II and the addition of one vacant Human Resources Manager I. This change supports staffing and organizational needs of the department. This action represents the monthly salary and benefits savings of \$872. There is no change in the total number of authorized positions.

47300 FACILITIES SERVICES

Action A: Add: One position of T064S, Utility Worker Series
Biweekly Salary: \$1,957.60 - \$2,580.80

Action B: Add: Two positions of T041S, Stationary Engineer Series
Biweekly Salary: \$2,588.80 - \$3,828.80

Explanation: This is the addition of one Utility Worker Series and two Stationary Engineer Series positions. These positions will be providing facilities maintenance to and overseeing operations of the two hotels that the County recently purchased to use as homeless shelters. These actions represent a monthly salary and benefits cost of \$33,940. The total number of authorized positions is increased by three positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of F107S, Electrograph Technician Series
Biweekly Salary: \$2,104.00-\$3,033.60

Add: One position of F075S, Radiologic Technician Series
Biweekly Salary: \$3,401.60-\$4,752.00

Explanation: This is the deletion of one vacant Electrograph Technician Series and the addition of one Radiologic Technologist Series to address night shift staffing issues. This action represents a monthly salary and benefits cost of \$5,696. There is no change in the total number of authorized positions.

Action B: Delete: One position of E411S, Patient Services Assistant Series

Biweekly Salary: \$1,988.80-\$2,625.60

Add: One position of E413, Lead Patient Services Assistant
Biweekly Salary: \$2,400.80-\$3,003.20

Explanation: This is the deletion of one vacant Patient Services Assistant II and the addition of one Lead Patient Services Assistant to support Performance and Quality Control Actions initiative. This action represents a monthly salary and benefits cost of \$1,252. There is no change in the total number of authorized positions.

Action C: Delete: One position of F156, Laboratory Assistant II
Biweekly Salary: \$2,021.60-\$2,526.40

Add: One position of F074S, Clinical Laboratory Scientist Series
Biweekly Salary: \$3,718.40-\$4,920.80

Explanation: This is the deletion of one vacant Laboratory Assistant II and the addition of one Clinical Laboratory Scientist to support department's efforts to create stability in patient care. This action represents a monthly salary and benefits cost of \$7,937. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$49,701 or an annual cost estimate of \$596,414.