



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 22-146

Board Meeting Date: 2/22/2022

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 078309 to reclassify one position, delete seven positions, add seven positions, set the salary range of three classifications, and convert one position to classified; and accept the updated report of biweekly salaries by classification.

BACKGROUND:

On July 13, 2021, your Board adopted Master Salary Resolution 078309 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:

Enter The salary resolution changes herein represent the:

- reclassification of one position;
- deletion of seven positions;
- addition of seven positions;
- setting of salary range for three classifications; and
- conversion of one position to classified.

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.

12000 COUNTY MANAGER'S OFFICE

Action: Reclassify: One position of D200, County Legislation Officer
Biweekly Salary: \$4,662.40 - \$5,828.00

To: One position of D180, Principal Management Analyst
Biweekly Salary: \$5,395.20 - \$6,745.60

Explanation: This is the reclassification of one filled County Legislation Officer position to Principal Management Analyst per the recommendation of a classification study that was conducted on the position. This action represents a monthly salary and benefits cost of \$3,042. There is no change in the total number of authorized positions.

38000 PLANNING AND BUILDING

Action A: Delete: One position of E001, Administrative Secretary I
Biweekly Salary: \$2,228.80 - \$2,784.00

Add: One position of V240, Information Technology Supervisor
Biweekly Salary: \$4,399.20 - \$5,498.40

Explanation: This is the deletion of one vacant Administrative Secretary I position and the addition of one Information Technology Supervisor-Exempt position. This change supports the department's operational needs related to IT support and planning, including an increase in asset inventory and overall expansion of IT's role in the department. This action represents a monthly salary and benefits cost of \$8,998. There is no change in the total number of authorized positions.

Action B: Delete: One position of R065S, Planner Series
Biweekly Salary: \$2,613.60 - \$4,434.40

Add: One position of R004S, Code Compliance Officer Series
Biweekly Salary: \$2,628.80 - \$3,996.80

Explanation: This is the deletion of one vacant Planner III position and the addition of one Code Compliance Officer III position. This position was added as a Planner in the FY 2019-2020 adopted budget but was erroneously added as a Code Compliance Officer in the Master Salary Resolution. This action corrects the classification of the position. This change has no salary and benefits cost as the position is already budgeted as a Planner Series. There is no change in the total number of authorized positions.

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

Add: One position of E091, Administrative Assistant II
Biweekly Salary: \$3,026.40 - \$3,784.00

Explanation: This is the deletion of one vacant Administrative Assistant I position and the addition of one Administrative Assistant II position. The latter classification best represents the scope of work

that will be assigned to the position. This action represents a monthly salary and benefits cost of \$1,506. There is no change in the total number of authorized positions.

47300 FACILITIES SERVICES

Action A: Delete: One position of V260S, IS Business Analyst Series
Biweekly Salary: \$3,440.00 - \$5,498.40

Add: One position of V234, Senior Information Technology Analyst
Biweekly Salary: \$4,094.40 - \$5,117.60

Explanation: This is the deletion of one vacant IS Business Analyst II position and the addition of one Senior Information Technology Analyst position which is the more appropriate classification for the scope of work. This action represents a monthly salary and benefits savings of \$1,262. There is no change in the total number of authorized positions.

Action B: Delete: One position of T048, Boiler Watch Engineer
Biweekly Salary: \$2,808.00 - \$3,510.40

Add: One position of T041S, Stationary Engineer Series
Biweekly Salary: \$2,588.80 - \$3,828.80

Explanation: This is the deletion of one vacant Boiler Watch Engineer position and the addition of one Stationary Engineer position. This change supports current operational needs of the department. This action represents a monthly salary and benefits cost of \$1,055. There is no change in the total number of authorized positions.

55500 PUBLIC HEALTH, POLICY AND PLANNING

Action: Set: Salary for I097, Public Health Discharge Planning Nurse - Extra Help at \$60.79 to \$64.27 per hour

Explanation: This action sets the salary of the new Public Health Discharge Planning Nurse - Extra Help classification to \$60.79 - \$64.27 per hour. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

57000 AGING AND ADULT SERVICES

Action A: Set: Salary for D233, Clinical Services Manager I - Aging & Adult Services at \$55.50 to \$69.37 per hour

Explanation: This action sets the salary of the new Clinical Services Manager I - Aging & Adult Services at \$55.50 to \$69.37 per hour. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

Action B: Set: Salary for D234, Clinical Services Manager II - Aging & Adult Services at \$64.25 - \$80.32 per hour

Explanation: This action sets the salary of the new Clinical Services Manager II - Aging & Adult Services at \$64.25 to \$80.32 per hour. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of F140, Staff Physician Series (Adult Psychiatrist)
Biweekly Salary: \$9,284.80 - \$11,607.20

Add: One position of F142, Supervising Physician Series (Supervising Adult Psychiatrist)
Biweekly Salary: \$10,012.80 - \$12,515.20

Explanation: This is the deletion of one vacant Adult Psychiatrist position and the addition of one Supervising Adult Psychiatrist position to address needs of department to expand provider oversight. This action represents a monthly salary and benefits cost of \$3,010. There is no change in the total number of authorized positions.

Action B: Delete: One position of D107, Hospital and Clinics Finance Manager
Biweekly Salary: \$5,667.20 - \$7,084.80

Add: One position of D109, Hospital and Clinics Controller
Biweekly Salary: \$7,232.00 - \$9,040.00

Explanation: This is the deletion of one vacant Hospital and Clinics Finance Manager position and the addition of one Hospital and Clinics Controller position. This position has historically always been filled and budgeted as a Controller but the underlying classification has not been officially converted. This add-delete action represents no monthly salary and benefits cost as the position is already budgeted as a Controller. There is no change in the total number of authorized positions.

Action C: Convert: One position of B083S- Patient Services Assistant Series - Unclassified
Biweekly Salary: \$2,099.20 - \$2,625.60

To: Classified

Explanation: This is the conversion of one vacant position from unclassified status to classified status. This action represents no change in the monthly salary and benefits cost and there are no changes 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 actually assumed annual salary increases of affected current employees increases the Actuarial Accrued Liability (AAL) by approximately \$48,000. 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:

Enter These actions represent an estimated monthly salary and benefits cost of \$16,350 or an annual cost estimate of \$196,195.