



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 23-196

Board Meeting Date: 3/28/2023

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 079043 to delete five positions, add thirty-four positions and set salary range of one classification; and accept the updated report of biweekly salaries by classification.

BACKGROUND:

On July 12, 2022, your Board adopted Master Salary Resolution 079043 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 five positions;
- addition of thirty-four positions; and
- setting of salary range of one classification.

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.

12000 COUNTY EXECUTIVE'S/CLERK OF THE BOARD

Action: Delete: One position of G112S, Community Worker Series
Biweekly Salary: \$2,016.00 - \$2,780.80

Add: One position of G226S, Community Program Specialist Series

Biweekly Salary: \$2,688.00 - \$3,764.00

Explanation: This is the deletion of one vacant Community Worker II position and the addition of one Community Program Specialist II. This change will best support department's increase in workload and outreach needs. This action represents a monthly salary and benefits cost of \$3,261. There is no change in the total number of authorized positions.

14000 CONTROLLER'S OFFICE

Action: Delete: One position of E007, Senior Accountant
Biweekly Salary: \$3,799.20 - \$4,751.20

Add: One position of E017, Senior Property Tax Specialist
Biweekly Salary: \$3,799.20 - \$4,751.20

Explanation: This is the deletion of one Senior Accountant position and the addition of one Senior Property Tax Specialist. The latter classification is better aligned to perform the tasks required of the position. This action has no monthly salary and benefits costs, and there is no change in the total number of authorized positions.

25100 DISTRICT ATTORNEY'S OFFICE

Action A: Add: One position of G111S, DA's Office Victim Advocate Series
Biweekly Salary: \$2,226.40 - \$3,478.40

Action B: Add: Two positions of H035, DA's Inspector
Biweekly Salary: \$5,096.00 - \$6,371.20

Action C: Add: One half-time position of B024S, Deputy District Attorney-Unclassified Series
Biweekly Salary: \$4,156.80 - \$10,076.00

Explanation: This is the addition of one District Attorney's Office Victim Advocate II position to support collaborative work with CORA on domestic violence; two full-time District Attorney's Inspector positions to support investigations on disability- and healthcare-related crimes, workers compensation fraud and consumer and environmental crimes; and one half-time Deputy District Attorney Series dedicated to prosecution of workers compensation and auto insurance fraud. These actions represent a monthly salary and benefits cost of \$76,547 which would be offset by California Department of Insurance and Commission grant, and Auto insurance Fraud and Workers Compensation grants. The total number of authorized positions is increased by four.

55600 HEALTH IT

Action A: Add: Fifteen positions of V400S, Electronic Health Record Analyst Series
Biweekly Salary: \$3,649.60 to \$6,127.20

Action B: Add: Five positions of V403, Electronic Health Record Supervising Analyst
Biweekly Salary: \$5,219.20 to \$6,524.80

Action C: Add: Two positions of D017, Health Information Systems and Technology Manager
Biweekly: \$6,010.40 - \$7,514.40

Explanation: This is the addition of a total twenty-two (22) new positions to support staffing needs resulting from the pending implementation and operation of San Mateo Health's new electronic health record system. Information regarding this new system was presented to the Board on December 13, 2022, with the Board authorizing via resolution San Mateo Health's agreement with Epic Systems Corporation and Epic Hosting, LLC to provide an Electronic Health Medical Record system, and to enter facilitated agreements with Up-To-Date, Intelligent Medical Objects (IMO) and CareSelect. The net three-year implementation cost for this project, including the addition of associated personnel were estimated at \$112,466,627. The approximated monthly salary and benefits cost associated to the addition of associated personnel is \$410,333. The total number of authorized positions is increased by twenty-two. (Note: The Electronic Health Record Analyst Series is a newly created job classification series, which will have Analyst I, Analyst II and Analyst III levels. It is currently unknown how many staff at each level will be needed; the biweekly salary is estimated at the mid-range of the Analyst II position.)

59000 ENVIRONMENTAL HEALTH SERVICES

Action A: Add: Two positions of J048S, Environmental Health Specialist Series
Biweekly Salary: \$3,204.00 - \$4,977.60

Action B: Add: One position of D127, Deputy Director of Environmental Health
Biweekly Salary: \$5,723.20 - \$7,156.80

Explanation: This is the addition of two Environmental Health Specialist III and one Deputy Director of Environmental Health positions. These positions were recommended by a workload assessment that department undertook as part of a fee study. The recommendations of the fee study served as basis for the fee ordinance approved by the Board on October 2022. These actions represent a monthly salary and benefits cost of \$56,726. The total number of authorized positions is increased by three.

62400 FAMILY HEALTH SERVICES

Action A: Delete: One position of G071S, Benefits Analyst Series
Biweekly Salary: \$2,668.80 - \$3,338.40

Add: One position of G112S, Community Worker Series
Biweekly Salary: \$2,016.00 - \$2,780.80

Explanation: This is the deletion of one vacant Family Health Benefits Analyst Series (working title Family Health Benefits Analyst-Terminal) position and the addition of one Community Worker II to align the work that position is expected to perform with the correct classification. This action represents a monthly salary and benefits savings of \$1,848. There is no change in the total number of authorized positions.

Action B: Delete: One position of E421, Medical Office Services Supervisor-Exempt

Biweekly Salary: \$2,985.60 - \$3,732.00

Action C: Delete: One position of G093, Social Work Supervisor-Exempt
Biweekly Salary: \$4,044.00 - \$5,054.40

Action D: Add: Two positions of G236, Community Program Supervisor
Biweekly Salary: \$3,887.20 - \$4,860.80

Explanation: This is the deletion of one vacant Medical Office Services Supervisor-Exempt and one vacant Social Work Supervisor-Exempt positions and the addition of two Community Program Supervisors. These add-delete of positions support staffing needs of the California Children's Services program resulting from a recent restructuring that was conducted to effectively implement Enhanced Case Management (ECM). These actions represent a monthly salary and benefits cost of \$3,100. There is no change in the total number of authorized positions.

Action E: Set: Salary range of D235, Clinical Services Manager - Community Health at \$74.96 to \$93.71 per hour.

Explanation: This is action sets the salary range of the new Clinical Services Manager - Community Health at \$74.96 to \$93.71 per hour. This action represents no monthly salary and benefits cost. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$548,119 or an annual cost estimate of \$6,557,426. Some of the costs associated to changes under Org 25100 (District Attorney's Office) will be offset by grant fundings. The projected three-year cost of the electronic health record project referenced under Org 55600 (Health IT) are funded from various funding sources including reserves, General Fund, Health Plan of San Mateo - State programs and other anticipated federal funds.