



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 23-741

Board Meeting Date: 9/12/2023

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 079812 to adjust salary range of one classification, set the salary range of one classification, add one special compensation provision, and amend one existing special compensation provision; and accept the updated report of biweekly salaries by classification.

BACKGROUND:

On July 11, 2023, your Board adopted Master Salary Resolution 079812 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:

Enter The salary resolution changes herein represent the:

- salary range adjustment of one classification;
- salary range setting of of one classification;
- addition of one special compensation provision; and
- amendment to one existing special compensation provision.

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.

66000 SAN MATEO MEDICAL CENTER

Action A: Adjust salary range of D016, Deputy Director of Ancillary Services to \$82.83 - \$103.58 per hour.

Explanation: This action adjusts the pay rate of the Deputy Director of Ancillary Services classification by 5% to alleviate salary compaction with its subordinate classifications and align pay rate with similar roles within the San Mateo Medical Center. This action represents an approximate monthly salary and benefits cost of \$856 if position is filled at the highest step of the salary range. There is no change in the total number of authorized positions.

Action B: Set: Salary range for D217, San Mateo Medical Center Well-Being and Engagement Officer at \$64.93 to \$81.17 per hour.

Explanation: This action sets the hourly salary range for the newly created San Mateo Medical Center Well-Being and Engagement Officer at \$64.93 to \$81.17. This action is setting the salary only and therefore represents no monthly salary and benefits cost and no change in the total number of authorized positions.

Action C: Amend Section 5 - Special Compensation, Subsection County Health of the Master Salary Resolution to add a licensure/certification allowance for a Deputy Director of Ancillary Services.

Explanation: This action amends the Special Compensation section of the Master Salary Resolution to add a 5% licensure/certification allowance for a Deputy Director of Ancillary Services who obtains and maintains a California-issued license or certification in one of the ancillary services they manage. Eligible licenses include license to practice pharmacy; physical, occupational or speech therapy; or respiratory care. Eligible certification includes certification as radiologic technologist; respiratory therapist; or clinical laboratory technologist. The monthly salary and benefits cost to provide such an allowance to one Deputy Director is \$898. There is no change in the total number of authorized positions.

Action D: Amend Section 5 - Special Compensation, subsection County Health, Item 9 of the Master Salary Resolution to amend eligibility requirements for the special compensation.

Explanation: This action amends the Item 9 of the Special Compensation section of the Master Salary Resolution which sets the hourly rate of Psychiatric Residents, when working additional shifts in the jail to provide treatment services for opioid use at \$101 per hour. The current language is amended to include hours worked in the emergency room to provide opioid-use related treatment. The monthly salary and benefits cost of this amendment is unknown at this time as department is yet to determine how many Psychiatric Residents will work and how much hours they would be working in this assignment.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$1,754 or an annual cost estimate of \$21,051.