



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 23-873

Board Meeting Date: 10/17/2023

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 delete eight positions, add nine positions, reclassify two positions, and correct salary stated for three classifications; 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:

- deletion of eight positions; and
- addition of nine positions;
- reclassification of two positions; and
- correction of the salary stated for three classifications.

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.

16000 COUNTY ATTORNEY'S OFFICE

Action: Add: One position of B039S, Deputy County Attorney - Unclassified Series
Biweekly Salary: \$4,156.80 - \$10,076.00

Explanation: This is the addition of one Deputy County Attorney - Unclassified Series to take lead on workers' compensation cases in close coordination with the Human Resources Department and outside counsel. This action represents a monthly salary and benefits cost of \$33,402 which will be charged back to Human Resources Department and fully offset by the Risk Management Trust Fund. The total number of authorized positions is increased by one position.

17000 HUMAN RESOURCES DEPARTMENT

Action A: Reclassify: One position of E464, Office Specialist-Confidential
Biweekly Salary: \$2,205.60 - \$2,756.00

To: One position of E013, Human Resources Technician-Confidential
Biweekly Salary: \$2,658.40 - \$3,323.20

Explanation: This is the reclassification of one filled Office Specialist-Confidential position to Human Resources Technician-Confidential as recommended by a recently completed classification study of the position. This action represents no change in the monthly salary and benefits cost as impacted individual is already currently working-out-of-class and is being compensated at the HR Technician pay rate. There is no change in the total number of authorized positions.

Action B: Delete: One position of D182S, Management Analyst Series
Biweekly Salary: \$3,515.20 - \$5,085.60

Add: One position of D198, Workers' Compensation Analyst
Biweekly Salary: Same

Explanation: This is the deletion of a vacant Management Analyst Series position and the addition of one Workers' Compensation Analyst. This change aligns the classification of the positions in the Workers' Compensation unit of the Risk Management Division. This action represents no change in the monthly salary and benefits cost as both classifications have the same pay rate. There is no change in the total number of authorized positions.

25100 DISTRICT ATTORNEY'S OFFICE

Action A: Correct the salary range stated for G111, District Attorney's Office Victim Advocate and B401, District Attorney's Office Victim Advocate I-Unclassified to \$31.17 to \$38.93 per hour.

Action B: Correct the salary range stated for G114, District Attorney's Office Victim Advocate II and B402, District Attorney's Office Victim Advocate II-Unclassified to \$36.77 - \$45.98 per hour.

Action C: Correct the salary range stated for G110, District Attorney's Office Supervising Victim Advocate to \$40.56 - \$50.71 per hour.

Explanation: These actions correct the salary range stated in a previous salary resolution amendment that the Board approved on September 12, 2023. In the September 12th amendment

reflected the incorrect percentage adjustment. These actions represent no change in the monthly salary and benefits cost as this is a correction item only and all calculations used in the September 12th amendment were based on the correct hourly rate as reflected above. There is no change in the total number of authorized positions.

39000 PARKS DEPARTMENT

Action: Reclassify: One position of E350, Fiscal Office Specialist
Biweekly Salary: \$2,379.20 - \$2,972.80

To: One position of E030S, Accountant Series
Biweekly Salary: \$2,649.60 - \$3,872.00

Explanation: This is the reclassification of one filled Fiscal Office Specialist position to Accountant I as recommended by a recently completed classification study of the position. This action represents an approximate monthly salary and benefits cost of \$2,981. There is no change in the total number of authorized positions.

46000 PUBLIC WORKS-ENGINEERING SERVICES

Action: Delete: One position of N010S, Public Works Technician Series
Biweekly Salary: \$2,629.60 - \$3,853.60

Add: One position of N045S, Engineer Series (Construction Inspector)
Biweekly Salary: \$3,028.80 - \$4,452.00

Explanation: This is the deletion of one vacant Public Works Technician Series position and the addition of one Construction Inspector Series to meet the workload needs of the construction unit. Typically, the design group have about 10 projects in construction each year, with each project requiring a full-time inspector. Adding a second inspector would support this workload and minimize the use of engineers to do inspection during the busiest times. This action represents a monthly salary and benefits cost of \$1,984. There is no change in the total number of authorized positions.

55000 HEALTH ADMINISTRATION

Action: Delete: One position of D007, LEAP Implementation Manager
Biweekly Salary: \$4,068.00 - \$5,085.60

Explanation: This is the deletion of one vacant LEAP Implementation Manager position which is being transferred to Public Health, Policy and Planning (PHPP). Upon transfer to PHPP, the position will be converted to Management Analyst in alignment with staffing needs at PHPP. This action represents a monthly salary and benefits savings of \$16,859. The total number of authorized positions is decreased by one.

55500 PUBLIC HEALTH, POLICY AND PLANNING

Action A: Delete: One position of B412, Health Services Manager II-Unclassified
Biweekly Salary: \$5,194.40 - \$6,493.60

Explanation: This is the deletion of one filled Health Services Manager II-Unclassified position. The position and its incumbent will be transferred to Behavioral Health and Recovery Services. This action represents a monthly salary and benefits savings of \$21,526. The total number of authorized positions is decreased by one.

Action B: Add: One position of D182S, Management Analyst Series
Biweekly Salary: \$3,515.20 - \$5,085.60

Explanation: This is the addition of one Management Analyst to meet the department's organizational needs. This position was originally a LEAP Implementation Manager but was transferred from Health Administration and converted to Management Analyst upon transfer. This action represents a monthly salary and benefits cost of \$16,859. The total number of authorized positions is increased by one.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Delete: Two positions of F122S, Physician Series (Adult Psychiatrist)
Biweekly Salary: \$10,711.20 - \$13,390.40

Add: Two positions of F127S, Supervising Physician Series (Supervising Adult Psychiatrist)
Biweekly Salary: \$11,551.20 - \$14,437.60

Explanation: This is the deletion of one vacant and one filled Adult Psychiatrist positions and the addition of two Supervising Adult Psychiatrist positions. The change to the filled position is a cleanup of an Adult Psychiatrist position that has traditionally been overfilled with Supervising Adult Psychiatrist. This action results to no change in salary and benefits cost as position is already budgeted as Supervising Adult Psychiatrist. The second change supports the need for a supervisory psychiatrist within the Interface Primary Care team to lead consultations with Medical Center primary care physicians and Behavioral Health and Recovery Services staff on issues regarding addiction medicine and medication assisted treatment. This action represents a monthly salary and benefits cost of \$3,471.

Action B: Add: One position of B412, Health Services Manager II-Unclassified
Biweekly Salary: \$5,194.40 - \$6,493.60

Explanation: This is the addition of one Health Services Manager II-Unclassified position which is being transferred from PHPP. The transfer of the position supports the department's organizational needs. This action represents a monthly salary and benefits cost of \$21,526. The total number of authorized positions is increased by one.

66000 SAN MATEO MEDICAL CENTER

Action: Delete: One position of E411S, Patient Services Assistant Series
Biweekly Salary: \$2,110.40 - \$2,784.80

Add: One position of E418, Hospital Unit Coordinator
Biweekly Salary: \$2,227.20 - \$2,784.80

Explanation: This is the deletion of one filled Patient Services Assistant II position and the addition of one Hospital Unit Coordinator. This action aligns the classification of the position with how the position is currently filled. This action has no monthly salary and benefits cost, and there is no change in the total number of authorized positions.

Action B: Delete: One position of E462, Payroll/Personnel Supervisor - Confidential
Biweekly Salary: \$2,871.20 - \$3,589.60

Add: One position of V400S, Electronic Health Record Analyst Series
Biweekly Salary: \$3,649.60 - \$5,700.80

Explanation: This is the deletion of one vacant Payroll/Personnel Supervisor - Confidential position and the addition of one Electronic Health Record Analyst Series to support implementation and maintenance of a new electronic health records management system. This action represents a monthly salary and benefits cost of \$6,999. There is no change 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 assumed annual salary increases of affected current employees, increases the Actuarial Accrued Liability (AAL) by approximately \$19,000. 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 \$48,837 or an annual cost estimate of \$586,039.