



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 24-377

Board Meeting Date: 5/21/2024

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 five positions, add five positions, reclassify one position, and convert one unclassified position to classified; and accept the updated report of biweekly salaries by classification.

BACKGROUND:

On July 11, 2023 this 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:

The salary resolution changes herein represent the:

- deletion of five positions;
- addition of five positions;
- reclassification of one position; and
- conversion of one unclassified position to classified.

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.

14000 CONTROLLER'S OFFICE

Action: Delete: One position of E462, Payroll/Personnel Supervisor - Confidential
Biweekly Salary: \$2,986.40 - \$3,732.80

Add: One position of D182S, Management Analyst Series
Biweekly Salary: \$3,656.00 - \$5,288.80

Explanation: This is the deletion of one vacant Payroll/Personnel Supervisor - Confidential and addition of one Management Analyst Series. This change supports the organizational restructuring and reassignment of responsibilities that department is instituting to better distribute and support the work of unit and its customers. This action represents an approximate monthly salary and benefits cost of \$5,138. There is no change in the total number of authorized positions.

55600 HEALTH IT

Action: Delete: One position of D031, Health System Information Security Officer
Biweekly Salary: \$5,144.00 - \$6,430.40

Add: One position of D017, Health Information Systems and Technology Manager
Biweekly Salary: \$6,251.20 - \$7,815.20

Explanation: This is the deletion of one vacant Health System Information Security Officer and addition of one Health Information Systems and Technology Manager position to provide a higher level of technical oversight necessary for the implementation of the new Epic System and other technology changes within the department. This action represents an approximate monthly salary and benefits cost of \$4,591. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Delete: One position of B416, Administrative Assistant II-Unclassified
Biweekly Salary: \$3,339.20 - \$4,175.20

Add: One position of E003, Administrative Secretary III
Biweekly Salary: \$2,786.40 - \$3,480.00

Explanation: This is the deletion of one vacant Administrative Assistant II-Unclassified and addition of one Administrative Secretary III position to support two executive level staff. This action represents an approximate monthly salary and benefits savings of \$2,305. There is no change in the total number of authorized positions.

Action B: Convert: One position of B013S, Case Management/Assessment Specialist-Unclassified Series
Biweekly Salary: \$2,998.40 - \$4,464.80

To: Classified

Explanation: This is the conversion of one filled Case Management/Assessment Specialist II-Unclassified to Classified. This conversion supports the Primary Care Interface Program which supports 2500 clients annually with complex co-occurring mental health and substance use disorders and/or chronic medical conditions. There is no monthly salary and benefits cost to this change, and no change in the total number of authorized positions.

62400 FAMILY HEALTH SERVICES

Action A: Reclassify: One position of D033, Health Services Manager II
Biweekly Salary: \$5,402.40 - \$6,753.60

To: One position of D237, Clinical Services Manager-Community Health
Biweekly Salary: \$6,236.80 - \$7,796.80

Explanation: This is the reclassification of one filled Health Services Manager II position to Clinical Services Manager-Community Health as recommended by a recently completed classification study of the position. This action represents an approximate monthly salary and benefits cost of \$3,458. There is no change in the total number of authorized positions.

Action B: Delete: One position of F171S, Rehabilitation Therapist Series (Therapy Aide)
Biweekly Salary: \$2,303.20 - \$2,878.40

Add: One position of G117, Senior Community Worker
Biweekly Salary: \$2,680.80 - \$3,352.00

Explanation: This is the deletion of one vacant Therapy Aide position and addition of one Senior Community Worker position to support the Childhood Lead Poisoning Prevention Program. This action represents an approximate monthly salary and benefits cost of \$1,570. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action: Delete: One position of D182S, Management Analyst Series
Biweekly Salary: \$3,656.00 - \$5,288.80

Add: One position of D060, Financial Services Manager I
Biweekly Salary: \$4,664.80 - \$5,832.00

Explanation: This is the deletion of one vacant Management Analyst position and addition of one Financial Services Manager I position. The latter classification is better aligned to perform regulatory compliance analytics and reporting functions associated with Medicare and Medicaid funding. This action represents an approximate monthly salary and benefits cost of \$1,801. 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 to filled position reflected in this amendment that are in addition to the assumed annual salary increases of affected current employee will not have an impact on the Actuarial Accrued Liability (AAL) or the funded ratio of SamCERA.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$14,253 or an annual cost estimate of \$171,038. This estimated cost will be reflected in the FY 2024-2025 September Revisions budget cycle.