



# County of San Mateo

## Inter-Departmental Correspondence

**Department:** HUMAN RESOURCES

**File #:** 24-551

Board Meeting Date: 6/25/2024

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Rocio Kiryczun, Human Resources Director  
**Subject:** Master Salary Resolution for Fiscal Year 2024-2025

**RECOMMENDATION:**

Adoption of the Master Salary Resolution for FY 2024-2025.

**BACKGROUND:**

On February 24, 2015, your Board adopted Ordinance 04733, which authorizes the number of all appointed County officers and employees and their compensation and benefits to be established by resolution. This Master Salary Resolution is the base document identifying the number of authorized positions and classifications for all County jobs. It also establishes the compensation and certain benefits other than base pay for County officers and employees. Base pay and other compensation are established by resolution for each employee group and is listed herein as the amount paid for each bi-weekly pay period for information only.

Each year, following budget hearings, your Board adopts the annual Master Salary Resolution that enacts the decisions made by the Board concerning the number of positions in the County service. Throughout the year salary resolution amendments indicate changes in positions and the compensation established herein that occur in the various operating departments.

**DISCUSSION:**

The total number of positions authorized by your Board for FY 2023-2024 was 6,009, including adjustments made via salary resolution amendments throughout the year. This number includes positions authorized for the County Library System, the First 5 Commission, Retirement (SamCERA), and LAFCO, and excludes Housing Authority. Pending the Board's approval of the FY 2024-2025 budget, the number of authorized positions for this fiscal year is 6,036 positions, which is a net increase of 27 in the total number of positions. The FY 2024-2025 positions are distributed among the departments as listed below. The number and distribution of authorized positions will be revised through a salary resolution amendment in August, if the Board makes changes to the proposed budget that is being presented to the Board concurrently with this action.

| <b>Department/Agency</b> | <b>FY 2023-24</b> | <b>FY 2024-25</b> |
|--------------------------|-------------------|-------------------|
|--------------------------|-------------------|-------------------|

### Criminal Justice

|                              |                   |                   |
|------------------------------|-------------------|-------------------|
| • Coroner's Office           | 17                | 17                |
| • District Attorney's Office | 151               | 153               |
| • Probation Department       | 327               | 327               |
| <b>Department/Agency</b>     | <b>FY 2023-24</b> | <b>FY 2024-25</b> |

|                    |     |     |
|--------------------|-----|-----|
| • Sheriff's Office | 827 | 827 |
|--------------------|-----|-----|

### Health Services

|                                      |      |      |
|--------------------------------------|------|------|
| • Health System                      |      |      |
| • Aging and Adult Services           | 153  | 153  |
| • Behavioral Health and Recovery     | 514  | 515  |
| • Correctional Health                | 103  | 104  |
| • Emergency Medical Services         | 10   | 11   |
| • Environmental Health Services      | 85   | 85   |
| • Family Health Services             | 169  | 169  |
| • Health Administration              | 23   | 22   |
| • Health Coverage Unit               | 26   | 26   |
| • Health IT                          | 48   | 47   |
| • Public Health, Policy and Planning | 163  | 163  |
| • San Mateo Medical Center           | 1042 | 1043 |
| • First 5 San Mateo County           | 8    | 8    |

### Social Services

|  |     |     |
|--|-----|-----|
| • Department of Child Support Services | 56  | 56  |
| • Department of Emergency Management   | 13  | 18  |
| • Human Services Agency                | 808 | 808 |

### Community Services

|                                     |     |     |
|-------------------------------------|-----|-----|
| • Agriculture/Weights and Measures  | 30  | 30  |
| • County Library                    | 153 | 156 |
| • Department of Housing             | 30  | 35  |
| • LAFCO                             | 2   | 2   |
| • Office of Sustainability          | 22  | 22  |
| • Parks Department                  | 85  | 85  |
| • Parks - Coyote Point Marina       | 3   | 3   |
| • Planning and Building             | 69  | 70  |
| • Public Safety Communications      | 81  | 81  |
| • Public Works                      |     |     |
| • Administration                    | 42  | 42  |
| • Engineering Services              | 22  | 22  |
| • Facilities Services               | 131 | 133 |
| • Vehicle and Equipment Maintenance | 14  | 14  |
| • Utilities                         | 22  | 23  |
| • Road Construction and Operations  | 79  | 79  |
| • Construction Services             | 10  | 10  |
| • Airports                          | 13  | 13  |

| <b>Department/Agency</b>                         |              | <b>FY 2023-24</b> | <b>FY 2024</b> |
|--|--------------|-------------------|----------------|
| • Real Property                                  | 6            | 6                 |                |
| • Solid Waste Management                         | 11           | 11                |                |
| <b><u>Administration and Fiscal Services</u></b> |              |                   |                |
| • Assessor/County Clerk/Recorder                 | 167          | 167               |                |
| • Board of Supervisors                           | 22           | 22                |                |
| • County Executive Office/Clerk of the Board     | 66           | 79                |                |
| • Controller's Office                            | 57           | 57                |                |
| • County Attorney's Office                       | 52           | 52                |                |
| • Human Resources Department                     | 71           | 76                |                |
| • Information Services                           | 137          | 137               |                |
| • Retirement Office                              | 23           | 23                |                |
| • Shared Services                                | 12           | 0                 |                |
| • Tax Collector/Treasurer's Office               | 34           | 34                |                |
| <b>Total Positions</b>                           | <b>6,009</b> | <b>6,036</b>      |                |

The resolution also includes special compensation and benefits other than base pay for represented and management positions that have been adopted through resolution amendments from the previous fiscal year.

This resolution has been reviewed and approved by the County Attorney's Office as to form.

**FISCAL IMPACT:**

The total number of authorized positions for FY 2024-2025 is 6,036, including positions authorized for the County Library System, the First 5 Commission, Retirement (SamCERA) and LAFCO. The estimated annual salary and benefits cost is \$1.3 billion. The number of authorized positions and estimated cost is dependent upon the Board's approval of the FY 2024-2025 budget that is being presented concurrently in this action.