



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 24-450

Board Meeting Date: 6/11/2024

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 set the salary range of two new extra help classifications.

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:

- setting of the salary range of two new extra help 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.

ALL DEPARTMENTS

Action A: Set salary range of E334-X, Office Assistant I - Extra Help at \$22.59 - \$28.25 per hour.

Action B: Set salary range of F077-X, Medical Services Assistant I - Extra Help at \$22.59 - \$28.25 per hour.

Explanation: These actions set the salary of two new extra help only classifications as noted above. These new classifications were created in anticipation of the Board's approval of the County

Executive's recommendation in the June 11, 2024 meeting to adjust the salaries of E334, Office Assistant I and F077, Medical Services Assistant I to a flat rate of \$30 per hour as part of County's efforts to provide a livable wage rate for its employees. Since the livable wage rate is only applicable to regular and limited term positions, the above actions are being recommended to cover the extra help positions in the impacted classifications. These actions represent no monthly salary and benefits cost. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent no monthly salary and benefits cost.