



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 16-273

Board Meeting Date: 6/27/2017

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

**To:** Honorable Board of Supervisors  
**From:** Donna Vaillancourt, Human Resources Director  
**Subject:** Recommended Revision to the Master Salary Resolution

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the Master Salary Resolution to adjust the salary for one position.

**BACKGROUND:**

On February 10, 2015 your Board adopted Ordinance 04733 which allowed that a resolution establish the number of all appointed County officers and employees and their compensation and benefits. On July 12, 2016 your Board adopted Master Salary Resolution 074671 which specifies the number of and providing 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:

- adjustment of salary for one position.

The County Manager's contract with the County provides that, after an annual review of his performance, the Board shall consider his compensation and adjust as appropriate. The Board has evaluated the County Manager's performance and determined an increase in salary of 8% to be appropriate.

This amendment to the resolution has been reviewed and approved by the County Counsel's Office as to form. This change contributes to the Shared Vision 2025 outcome of a Collaborative Community by ensuring that departments have staff with the skills necessary to perform the work and allow departments to provide exceptional service to the community.

The specific action is discussed in detail below.

## **COUNTY MANAGER'S OFFICE**

**Action:** Adjust: Salary for B207, County Manager - Unclassified by 8%

**Explanation:** This change adjusts the salary range of the County Manager - Unclassified to \$153.93 - \$185.88 per hour. This action represents an approximate monthly salary and benefits cost of \$3,651. There is no change in the total number of authorized positions. Because this item will result in an increase in compensation for the County Manager, recent state law requires an oral report summarizing the recommendation for final action at the Board meeting. A new contract for the current County Manager is being presented to the Board concurrently with this action.

### **FISCAL IMPACT:**

This action represents an estimated monthly salary and benefits cost of \$3,651 or an estimated annual cost of \$43,821.