



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 16-387

Board Meeting Date: 7/11/2017

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Donna Vaillancourt, Human Resources Director
Subject: Master Salary Resolution for Fiscal Year 2017-2018

RECOMMENDATION:

Adopt a resolution authorizing the adoption of the Master Salary Resolution for FY 2017-2018.

BACKGROUND:

On July 12, 2016 your Board adopted Resolution 074671 which allowed that a resolution establish the number of all appointed County officers and employees and their compensation and benefits. The 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 is 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 2017-2018 is 5,662. This number includes positions authorized for the County Free Library System, the First 5 Commission and SamCERA. In FY 2016-2017 the Board authorized 5,643 positions including adjustments made via salary resolution amendments throughout the year.

The FY 2017-2018 positions are distributed among the departments as follows:

DEPARTMENT/AGENCY	FY 2016-2017	FY 2017-18
Safe Neighborhoods		
• Sheriff's Office	803	812

• Probation Department	415	415
• District Attorney's Office	131	131
• Coroner's Office	13	13
• CMO - Public Safety Communications	65	66

Healthy Residents

• Health System		
• Health Administration	24	24
• Health Coverage Unit	31	31
• Health IT	19	19
• Emergency Medical Services	9	9
• Aging and Adult Services	142	142
• Environmental Health Services	80	80
• Behavioral Health and Recovery	471	471
• Public Health, Policy and Planning	106	106
• Family Health Services	183	183
• Correctional Health	78	83
• San Mateo Medical Center	1046	1046
• First 5 San Mateo County	8	8

Prosperous Community

• Department of Child Support Services	80	78
• Human Services Agency	769	766

Livable Community

• Planning	56	56
• LAFCO	1	1
• County Library	121	122
• Department of Housing	14	14

Environmentally Conscious Community

• Public Works		
• Administration	36	36
• Engineering Services	22	21
• Facilities Services	111	111
• Vehicle and Equipment Maintenance	14	14
• Utilities	20	21
• Road Construction and Operations	77	77
• Construction Services	10	10
• Airports	9	9
• Parks and Recreation	68	68
• Coyote Point Marina	3	3
• CMO - Agriculture/Weights and Measures	30	30
• CMO - Real Property	4	4
• Office of Sustainability	15	16
• Solid Waste Management	6	6

Collaborative Community

• Board of Supervisors	22	22
• County Manager's Office/Clerk of the Board	32	33
• Assessor/County Clerk/Recorder	121	126
• Controller's Office	46	46
• Tax Collector/Treasurer's Office	61	60
• County Counsel's Office	45	45
• Human Resources Department	59	61
• Shared Services	12	12
• Information Services	131	131
• Retirement Office	24	24
TOTAL POSITIONS	5,643	5,662

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 as well as new items and classification changes listed below:

- Create a differential pay for Medical Directors in the Health System assigned supervisory responsibility for Supervising Adult Psychiatrists or Supervising Child Psychiatrists in the amount necessary to insure that its base pay is two steps higher than the base pay for Supervising Adult Psychiatrist or Supervising Child Psychiatrist.
- Update the classification of the Deputy Counsel position assigned to the Michael P. Murphy Impact Litigation/Public Law Fellowship in Org 16000 - County Counsel, from Deputy County Counsel I to Deputy County Counsel I/II/III to allow for flexibility in hiring and retaining fellows.
- Reclassify four filled E416S, Medical Office Assistant Series, four filled E411S, Patient Services Assistant Series, and one vacant E419, Lead Medical Office Assistant to E420, Medical Office Specialist in Org 62400 - Family Health Services effective retroactive to January 15, 2017.
- Reclassify one vacant D110, Information Technology Manager
- Set the salary range for I096, Project/Program Associate V - Extra Help at \$42.00 - \$50.00 per hour.
- Increase the salary range for D075, Retirement Finance Office to \$55.99 - \$70.00 per hour.
- Increase the salary range for D072, Special Projects Coordinator I - Extra Help to \$68.00 - 88.00 per hour.

- Increase the salary range for D073, Special Projects Coordinator II - Extra Help to \$90.00 - \$118.00 per hour.
- Increase the salary range for D074, Special Projects Coordinator III - Extra Help to \$120.00 - 160.00 per hour.
- Increase the salary range for I053, Intern/Fellow II to \$16.00 - \$22.00 per hour.
- Increase the salary range for I054, Intern/Fellow III to \$24.00 - \$32.00 per hour.
- Increase the salary range for I059, Intern/Fellow IV to \$34.00 - \$42.00 per hour.
- Include language defining County's process for determining Affordable Care Act (ACA) eligibility of extra help employees which states that, "The County will determine Affordable Care Act (ACA) eligibility of extra help employee by virtue of the extra-help worker's appointed FTE (Full-time Equivalent) upon hire or actual hours worked within a measurement period. Category A (Appointed FTE) - Extra-help workers who work a Full Time Equivalent (FTE) of 0.75 or more (as defined by the Patient Protection and Affordable Care Act (ACA) of 2010) will be offered coverage effective the first of the following month after hire. Workers who remain in this Category will be included in the County's Standard Measurement Period (October of current year to October of next year) and will be part of the annual open enrollment process. Extra-help workers in classifications designated as "relief" and "seasonal" are not eligible for coverage under this category. Category B (Actual Hours Worked) - For the purposes of the Patient Protection and Affordable Care Act (ACA) of 2010 the following types of employee classification will be placed in an initial measurement period (IMP) of twelve (12) months from hire date to determine if actual hours worked during this time is an average of thirty (30) hours or more per week:
 - Part-time worker: the County reasonably expects worker to be employed on average less than thirty (30) hours of service per week during the initial measurement period, based on all facts and circumstances on worker's start date.
 - Seasonal worker: customary annual employment for the position is six (6) months or less, and that period begins each calendar year in approximately the same part of the year.
 - Variable hour worker: based on the facts and circumstances on your start date, the County cannot determine whether the worker is reasonably expected to be employed an average of at least thirty (30) hours of service per week during the initial measurement period because the hours will be variable or otherwise uncertain.

The adoption of this resolution 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.

This resolution has been reviewed and approved by the County Counsel's Office.

FISCAL IMPACT:

The total number of authorized positions for FY 2017-2018 is 5,662 with an estimated annual salary and benefits cost of \$1.03 billion.