



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 18-107

Board Meeting Date: 2/13/2018

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 delete one position and add five positions.

BACKGROUND:

On July 11, 2017 your Board adopted Master Salary Resolution 075338 which specifies the number of and 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 one position; and
- addition of five positions

This amendment to the resolution has been reviewed and approved by the County Counsel's Office as to form. These changes contribute 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 actions are discussed in detail below.

15000 TAX COLLECTOR-TREASURER

Action: Delete: One position of E350, Fiscal Office Specialist
Biweekly Salary: \$2,012.00 - \$2,515.20

Add: One position of V230, Information Technology Technician
Biweekly Salary: \$2,855.20 - \$3,568.80

Explanation: This is the deletion of one Fiscal Office Specialist position and addition of one Information Technology Technician to support desktop and application support needs of the department. This action represents an approximate monthly salary and benefits cost of \$3,493. There is no change in the total number of authorized positions.

16000 COUNTY COUNSEL

Action: Add: Two positions of B039S, Deputy County Counsel - Unclassified Series
Biweekly Salary: \$3,516.80 - \$8,525.60

Explanation: This is the addition of two Deputy County Counsel - Unclassified Series to enable the County Counsel's Office to support an increased need for legal services. This action represents an approximate monthly salary and benefits cost of \$56,531. The total number of authorized positions is increased by two positions.

35700 LOCAL AGENCY FORMATION COMMISSION (LAFCo)

Action: Add: One position of D182S, Management Analyst Series
Biweekly Salary: \$2,973.60 - \$4,302.40

Explanation: This is the addition of one Management Analyst Series to support operational needs of the Commission. This action represents an approximate monthly salary and benefits cost of \$14,262. The total number of authorized positions is increased by one position.

40000 OFFICE OF SUSTAINABILITY

Action: Add: One position of D105, Communications Officer
Biweekly Salary: \$3,985.60 - \$4,981.60

Explanation: This is the addition of one Communications Officer to coordinate communications for the department's complex and countywide initiatives. This action represents an approximate monthly salary and benefits cost of \$16,514. The total number of authorized positions is increased by one position.

FISCAL IMPACT:

This action represents a monthly salary and benefits cost estimate of \$90,800 or an annual cost estimate of \$1.1 million.