



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** HUMAN RESOURCES

**File #:** 18-250

Board Meeting Date: 3/27/2018

---

**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, add one position, reclassify three positions, add one special compensation, and convert one unclassified position to classified via Measure D.

**BACKGROUND:**

On July 11, 2017 your Board adopted Master Salary Resolution 075338 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:

- deletion of one position;
- addition of one position;
- reclassification of three positions;
- addition of one special compensation; and
- conversion of one position to classified via Measure D.

These amendments to the resolution have 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.

## **12400 PUBLIC SAFETY COMMUNICATIONS**

**Action:** Add: An eight percent Officer of the Day differential pay

**Explanation:** This action amends Section 5 - Special Compensation of the Master Salary Resolution to add an eight percent differential pay for any represented Public Safety Communications employee who is designated by the Director or his/her designee for rotation to the Gang Task Force.

Assignment to this task force is usually for two to three months and requires working independently offsite and in a fast-paced environment. The approximate monthly salary and benefits cost of this action is unknown at this time and will depend on the classification and compensation grade of the assigned employee. There is no change in the total number of authorized positions.

## **15000 TREASURER-TAX COLLECTOR**

**Action:** Delete: One position of E030S, Accountant Series  
Biweekly Salary: \$2,241.60 - \$3,276.00

Add: One position of E351, Fiscal Office Services Supervisor - Exempt  
Biweekly Salary: \$2,391.20 - \$2,989.60

**Explanation:** This is the deletion of one vacant Accountant II position and the addition of a Fiscal Office Services Supervisor to support reorganization in the department. This action represents a monthly salary and benefits savings of \$949. There is no change in the total number of authorized positions.

## **66000 SAN MATEO MEDICAL CENTER**

**Action A:** Reclassify: Three positions of G112S, Community Worker Series  
Biweekly Salary: \$1,689.60 - \$2,331.20

To: Three positions of G117, Senior Community Worker  
Biweekly Salary: \$2,160.80 - \$2,700.80

**Explanation:** This is the reclassification of three Community Worker positions to Senior Community Worker. A classification study was conducted on these three positions and determined that the work is more aligned to Senior Community Worker. This action represents a monthly salary and benefits cost of \$1,225. There is no change in the total number of authorized positions.

**Action B:** Convert: One position of B182S, Community Program Specialist Series - Unclassified  
Biweekly Salary: \$2,274.40 - \$3,184.80

To: Classified

**Explanation:** This is the conversion of one filled position from unclassified status to classified status. Measure D adopted by the voters in November 2004 requires that any unclassified positions continuously filled for at least three years be converted to classified status. This position meets that requirement. This action represents no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

**FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$276 or an annual cost estimate of \$3,310.