



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 18-334

Board Meeting Date: 4/24/2018

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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 075338 to add one special compensation and reclassify one position.

**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:

- reclassification of one position; and
- addition of one special compensation.

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 11.48% CTO differential pay

**Explanation:** This action amends Section 5 - Special Compensation of the Master Salary Resolution

to add an 11.48% differential pay for any dispatchers who are assigned to serve as Communications Training Officer (CTO), in addition to all other compensation. This differential pay supports the Department's efforts to recruit and retain interest among staff to become CTOs. Usage of CTO differential will vary depending on hiring and training activities in the department and so therefore, the approximate monthly salary and benefits cost of this action is unknown at this time. There is no change in the total number of authorized positions.

### **79000 HOUSING DEPARTMENT**

**Action:** Reclassify: One position of R001S, Housing/Community Development Series  
Biweekly Salary: \$2,484.00 - \$4,217.60

To: One positions of R011, Senior Housing and Community Development Policy Analyst  
Biweekly Salary: \$3,840.00 - \$4,800.00

**Explanation:** This is the reclassification of one filled Housing/Community Development Specialist III position to Senior Housing and Community Development Policy Analyst, as recommended in a recent classification study that was conducted. This action also supports reorganization efforts in the department. This action represents a monthly salary and benefits cost of \$1,931. There is no change in the total number of authorized positions.

### **FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$1,931 or an annual cost estimate of \$23,167.