



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 18-585

Board Meeting Date: 7/10/2018

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Rocio Kiryczun, Human Resources Director
Subject: Master Salary Resolution for Fiscal Year 2018-2019

RECOMMENDATION:

Adopt a resolution authorizing the adoption of the Master Salary Resolution for FY 2018-2019.

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 2018-2019 is 5,684. This number includes positions authorized for the County Free Library System, the First 5 Commission, SamCERA and LAFCO. In FY 2017-2018 the Board authorized 5,685 positions including adjustments made via salary resolution amendments throughout the year.

The FY 2018-2019 positions are distributed among the departments as follows:

Department/Agency	FY 2017-18	FY 2018-19
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<u>Safe Neighborhoods</u>		
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• Sheriff's Office	811	811
• Probation Department	415	415
• District Attorney's Office	135	135
Department/Agency	FY 2017-18	FY 2018-19

• Coroner's Office	13	13
• CMO - Public Safety Commu	74	74

Healthy Residents

• Health System		
• Health Administration	24	24
• Health Coverage Unit	28	28
• Health IT	19	19
• Emergency Medical Services	9	9
• Aging and Adult Services	142	142
• Environmental Health Service	79	79
• Behavioral Health and Recov	471	471
• Public Health, Policy and Pla	107	107
• Family Health Services	183	183
• Correctional Health	83	83
• San Mateo Medical Center	1049	1049
• First 5 San Mateo County	8	8

Prosperous Community

• Department of Child Support	76	76
• Human Services Agency	766	766

Livable Community

• Planning	57	57
• LAFCO	2	2
• County Library	122	122
• Department of Housing	16	16

Environmentally Conscious Cc

• Public Works		
• Administration	36	36
• Engineering Services	21	21
• Facilities Services	111	113
• Vehicle and Equipment Maint	14	14
• Utilities	21	21
• Road Construction and Oper	77	77
• Construction Services	10	10
• Airports	9	9
• Parks and Recreation	71	72
• Coyote Point Marina	3	3
• CMO - Agriculture/Weights a	30	30

Department/Agency	FY 2017-18	FY 2018-19
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• CMO - Real Property	4	4
• Office of Sustainability	18	18
• Solid Waste Management	6	6

Collaborative Community

• Board of Supervisors	22	22
• County Manager's Office/Clerk	34	34
• CMO - Revenue Services	0	26
• Assessor/County Clerk/Recorder	126	126
• Controller's Office	46	46
• Tax Collector/Treasurer's Office	60	34
• County Counsel's Office	47	47
• Human Resources Department	61	61
• Shared Services	12	12
• Information Services	131	129
• Retirement Office	24	24

Total Positions	5,685	5,684
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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:

- Set shift hours for Relief Nurses for purposes of shift differential to align with shift hours for regular nurses.
- Reclassify one filled position of D060, Financial Services Manager I to D045, Administrative Services Manager in Org 57000 - Aging and Adult Services.
- Increase the salary range for D203, Procurement Manager to \$57.67 - \$72.10 per hour and the salary range for D210, Chief Financial Officer to \$103.57 - \$129.45 per hour. These actions fold special compensation into base pay for these two classifications and address recruitment and retention issues.
- Increase the salary range for D155, Medical Director to \$102.64 - \$128.30 per hour. This action addresses salary compaction issues resulting from negotiated increases for represented physicians.

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 as to form.

FISCAL IMPACT:

The total number of authorized positions for FY 2018-2019 is 5,684 with an estimated annual salary

and benefits cost of \$1.07 billion.