



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 18-829

Board Meeting Date: 9/4/2018

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Rocio Kiryczun, Human Resources Director
Subject: Recommended Revision to the Master Salary Resolution Subject

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the Master Salary Resolution 075338 to delete seven positions, add seven positions, and adjust the salary of six classifications.

BACKGROUND:

On July 11, 2018 your Board adopted Master Salary Resolution 076017 which specifies the number of and provides 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 seven positions;
- addition of seven positions; and
- salary adjustment of six classifications.

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.

VARIOUS DEPARTMENTS

Action A: Adjust: Salary of E333, Office Assistant Intern, E340, Office Assistant Summer Jobs for Youth, and I052, Intern/Fellow I to \$16.00 per hour.

Action B: Adjust: Salary of I070, STEP Intern, E071, Library Aide - Extra Help, and L046, Park Aide to \$18.75 - \$20.01 per hour.

Explanation: Salaries for these classifications are being adjusted to align the minimum salary of the range with San Mateo County's living wage ordinance. These actions represent an approximate monthly salary and benefits cost of \$38,275 calculated at the top end of the salary range. There is no change in the total number of authorized positions.

18000 INFORMATION SERVICES DEPARTMENT

Action: Delete: One position of G247S, Contract Administrator Series
Biweekly Salary: \$2,548.00 - \$3,736.80

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

Explanation: This is the deletion of one vacant Contract Administrator Series and the addition of one Management Analyst Series. This change will address department's increased need for budget analysis work. This action represents a monthly salary and benefits cost of \$1,875. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of E414, Patient Services Specialist
Biweekly Salary: \$2,155.20 - \$2,696.00

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

Explanation This is the deletion of one vacant Patient Services Specialist and the addition of one Management Analyst Series to oversee complex studies and evaluate strategies on improving the Medical Center's healthcare revenue cycle. This action represents a monthly salary and benefits cost of \$5,325. There is no change in the total number of authorized positions.

Action B: Delete: One position of F032, Dentist
Biweekly Salary: \$5,583.20 - \$6,980.00

Add: One position of F030, Supervising Dentist
Biweekly Salary: \$5,848.80 - \$7,309.60

Explanation: This is the deletion of one vacant Dentist position and the addition of one Supervising Dentist. This change supports the growing dental program at the Medical Center. This action represents a monthly salary and benefits cost of \$1,093. There is no change in the total number of authorized positions.

Action C: Delete: One position of E029, Administrative Assistant I
Biweekly Salary: \$2,391.20 - \$2,989.60

Add: One position of G243S, Program Coordinator Series
Biweekly Salary: \$2,548.00 - \$3,736.80

Explanation: This is the deletion of one vacant position of Administrative Assistant I and the addition of one Program Coordinator Series. This position will support process improvement and initiatives for revenue cycle. This action represents a monthly salary and benefits cost of \$2,477. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action A: Delete: Two positions of G230S, Human Services Analyst Series
Biweekly Salary: \$2,316.80 - \$3,394.40

Add: Two positions of G247S, Contract Administrator Series
Biweekly Salary: \$2,548.00 - \$3,736.80

Action B: Delete: One position of G069, Benefits Analyst III
Biweekly Salary: \$2,405.60 - \$3,005.60

Add: One position of G247S, Contract Administrator Series
Biweekly Salary: \$2,548.00 - \$3,736.80

Explanation: This is the deletion of two vacant Human Services Analyst and one Benefits Analyst III positions and the addition of three Contract Administrator Series positions. Based on reorganization of duties, the Contract Administrator classification is in better alignment with the new work assignment. These actions represent a monthly salary and benefits cost of \$4,694. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$53,739 or an annual cost estimate of \$644,868.