



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 18-982

Board Meeting Date: 10/23/2018

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

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the Master Salary Resolution to set the salary of one position, delete seven positions, add seven positions, reclassify one position, and convert one position to classified via Measure D.

BACKGROUND:

On July 11, 2018 your Board adopted Master Salary Resolution 076017 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:

- setting of salary for one position;
- deletion of seven positions;
- addition of seven positions;
- reclassification of one position; 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.

12000 COUNTY MANAGER

Action: Set: Salary for B207, County Manager - Unclassified at \$160 per hour (\$332,800 per year), effective November 1, 2018.

Explanation: This action sets the salary for County Manager - Unclassified at \$160 per hour (\$332,800 per year) per Resolution 076002 adopted by the Board on July 10, 2018. This resolution authorized the execution of an agreement with Michael Callagy for services as County Manager for a period of two years. There is no change in the total number of authorized positions.

18000 INFORMATION SERVICES DEPARTMENT

Action A: Delete: One vacant position of V260S, IS Support Series
Biweekly Salary: \$3,088.00 - \$4,935.20

Add: One position of V300S, IS Supervisor Series
Biweekly Salary: \$4,204.80 - \$5,256.00

Action B: Delete: One vacant position of D114, ISD Division Manager
Biweekly Salary: \$5,087.20 - \$6,359.20

Add: One position of D112, Assistant Director of Information Services
Biweekly Salary: \$6491.20 - \$8,114.40

Explanation: This is the deletion of one vacant IS Support Series and one vacant ISD Division Manager positions, and the addition of one IS Supervisor Series and one Assistant Director of Information Services positions. These changes support the department's reorganization and its efforts to further align departmental and County-wide goals. These actions represent a monthly salary and benefits cost of \$6,882. There is no change in the total number of authorized positions.

25100 DISTRICT ATTORNEY'S OFFICE

Action: Delete: One position of B024S, Deputy District Attorney Series
Biweekly Salary: \$3,516.80 - \$8,525.60

Add: One position of B213, Chief Deputy District Attorney - Unclassified
Biweekly Salary: \$7,515.20 - \$9,392.80

Explanation: This is the deletion of one Deputy District Attorney - Unclassified position and the addition of one Chief Deputy District Attorney - Unclassified. This action will address a need for a new manager to oversee specialized prosecution units. This action represents a monthly salary and benefits cost of \$2,875. There is no change in the total number of authorized positions.

30000 SHERIFF'S OFFICE

Action: Delete: One vacant position of D175, Food Service Unit Manager
Biweekly Salary: \$2,446.40 - \$3,058.40

Add: One position of D070, Director of Food Services
Biweekly Salary: \$4,184.80 - \$5,231.20

Explanation: This is the deletion of one vacant Food Service Unit Manager and the addition of one Director of Food Series. The unit is undergoing a reorganization and requires the expertise of a director-level position. This action represents a monthly salary and benefits cost of \$7,203. There is no change in the total number of authorized positions.

59000 ENVIRONMENTAL HEALTH SERVICES DEPARTMENT

Action: Delete: One position of J048S, Environmental Health Specialist Series
Biweekly Salary: \$2,684.80 - \$4,171.20

Add: One position of J003S, Hazardous Materials Specialist Series
Biweekly Salary: \$2,684.80 - \$4,171.20

Explanation: This is the deletion of one vacant Environmental Health Specialist Series and the addition of one Hazardous Materials Specialist Series. This is a clean-up item only, intended to align the classification of the position to how the position is currently filled. This action represents no change in monthly salary and benefits cost. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action: Convert: One position of B112S, Mental Health Case Worker Series - Unclassified
Biweekly Salary: \$2,661.60 - \$3,732.00

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 are no changes in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of F009S, Patient Care Series
Biweekly Salary: \$4,398.40 - \$4,198.40

Add: One position of F012, Charge Nurse
Biweekly Salary: \$4,830.40 - \$5,710.40

Explanation: This is the deletion of one vacant Patient Care Series (Psychiatric Nurse) and the addition of one Charge Nurse to support a growing patient population. This action represents a monthly salary and benefits cost of \$5,012. There is no change in the total number of authorized positions.

Action B: Reclassify: One position of E420, Medical Office Specialist
Biweekly Salary: \$2,123.20 - \$2,654.40

To: One position of E414, Patient Service Specialist
Biweekly Salary: \$2,155.20 - \$2,696.00

Explanation: This is the reclassification of one Medical Office Specialist position to a Patient Service Specialist position. A classification study was conducted and determined that the work is more aligned to the Patient Services Specialist classification. This action represents a monthly salary and benefits cost of \$138. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action: Delete: One position of V233, Departmental Systems Analyst
Biweekly Salary: \$3,602.40 - \$4,503.30

Add: One position of V235, Information Technology Analyst
Biweekly Salary: \$3,602.40 - \$4,503.30

Explanation: This is the deletion of one vacant Departmental Systems Analyst position and the addition of one Information Technology Analyst position. The IT Analyst classification is in better alignment with the new work assignment. This action represents no change in 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 \$13,767 or an annual cost estimate of \$165,198.