



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 18-1045

Board Meeting Date: 11/13/2018

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 delete three positions, add five positions, reclassify one position, adjust the salary of one classification, correct the salary of three classifications, and convert five positions to classified via Measure D.

BACKGROUND:

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

- deletion of three positions;
- addition of five positions;
- reclassification of one position;
- adjustment of salary for one classification;
- correction of salary for three classifications; and
- conversion of five positions to classified via Measure D.

The specific actions are discussed in detail below.

ALL DEPARTMENTS

Action: Correct: The Salary of I070, STEP Intern; E071, Library Aide - Extra Help; and L046, Park Aide to \$16.00 - \$20.01 (from \$18.75 - \$20.01) per hour.

Explanation: The salaries of these classifications were adjusted via a Salary Resolution Amendment adopted by your Board in September to align the minimum salary of the range with San Mateo County's living wage ordinance. The salary quoted in the Amendment however, incorrectly stated a starting hourly rate of \$18.75 instead of \$16. This action is a correction item only and represents no monthly salary and benefits cost. There is no change in the total number of authorized positions.

12000 COUNTY MANAGER'S OFFICE

Action: Delete: One position of D170, Senior Capital Projects Manager
Biweekly Salary: \$4,613.60 - \$5,768.00

To: One position of D217, Assistant Project Development Director
Biweekly Salary: \$5,607.20 - \$7,010.40

Explanation: This is the deletion of one Senior Capital Projects Manager and the addition of one Assistant Project Development Director to support staffing and organizational needs of the Project Development Unit. This action represents a monthly salary and benefits cost of \$4,119. There is no change in the total number of authorized positions.

16000 COUNTY COUNSEL'S OFFICE

Action: Add: One position of B039S, Deputy County Counsel - Unclassified Series
Biweekly Salary: \$3,516.80 - \$8,525.60

Explanation: This is the addition of one Deputy County Counsel - Unclassified Series to enable the County Counsel's Office to support an increased need for legal services. This action represents an approximate monthly salary and benefits cost of \$28,262. The total number of authorized positions is increased by one position.

26000 DEPARTMENT OF CHILD SUPPORT SERVICES

Action: Add: One position of E437, Child Support Analyst III
Biweekly Salary: \$2,255.20 - \$3,185.60.

Explanation: This is the addition of one Child Support Analyst III to lead the newly created training unit for the Department. This action represents a monthly salary and benefits cost of \$17,424. The total number of authorized positions is increased by one.

45000 PUBLIC WORKS - ADMIN

Action: Set: Salary for D006, Deputy Director of Public Works at \$70.09 to \$87.63 per hour.

Explanation: This action reduces the current salary for the Deputy Director of Public Works classification by 5% to correspond with the removal of the licensed Civil Engineer (CE) requirement from the classification specification. The 5% would be added back to the salaries of current Deputy

Directors who are licensed CEs in the form of a differential pay. Any future hires for Deputy Director will be provided a 5% differential if they hold and maintain a CE license. Public Works currently has three Deputy Directors, one for Engineering and Utilities, one for Roads and a recently vacated one for Facilities. The two current Deputies are both licensed Civil Engineers as was the previous Deputy for Facilities. This action is being done in anticipation of recruitment issues that may arise in recruiting for a Deputy Director over functions that are not necessarily requiring CE license such as Facilities. Based on one vacant position of Deputy Director, this action represents a monthly salary and benefits savings of \$1,167. There is no change in the total number of authorized positions.

47300 PUBLIC WORKS - FACILITIES SERVICES

Action: Reclassify: One position of D182S, Management Analyst Series
Biweekly Salary: \$2,973.60 - \$3,717.60

To: One position of D185, Senior Management Analyst
Biweekly Salary: \$3,795.20 - \$4,745.60

Explanation: This is the reclassification of one filled Management Analyst Series position to Senior Management Analyst. A classification study was conducted and determined the latter classification to be more appropriate for the work being performed and expectations of the job. This action represents a monthly salary and benefits cost of \$3,408. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Delete: One position of G081, Mental Health Program Specialist
Biweekly Salary: \$3,228.80 - \$4,035.20

Add: One position of F005S, Mental Health Supervisor Series
Biweekly Salary: \$3,695.20 - \$5,025.60

Explanation: This is the deletion of one vacant Mental Health Program Specialist and the addition of one Mental Health Supervisor Series (Supervising Mental Health Clinician - Exempt). This new position will oversee clinical and administrative implementation of the "Pathway to Well-being" program and CCR regulations. This action represents a monthly salary and benefits cost of \$3,283. There is no change in the total number of authorized positions.

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

To: Classified

Action C: Convert: One position of B013S, Case Management/Assessment
Specialist Series - Unclassified
Biweekly Salary: \$2,416.00 - \$3,051.20

To: Classified

Explanation: This is the conversion of four filled positions from unclassified status to classified status. Measure D adopted by the voters in November 2004 requires that any positions that are unclassified pursuant to the terms of Article 502(b)(3) and continuously filled for at least three years must be converted to classified status. These positions meet that requirement. These actions represent 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 E414, Patient Services Specialist
Biweekly Salary: \$2,155.20 - \$2,696.00

Add: One position of E413, Lead Patient Services Assistant
Biweekly Salary: \$2,155.20 - \$2,696.00

Explanation This is the deletion of one vacant Patient Services Specialist and the addition of one Lead Patient Services Assistant. This change is needed to provide more staff support and quality assurance review in the unit. This action represents no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

Action B: Convert: One position of B183S, Community Worker Series -
Unclassified
Biweekly Salary: \$1,689.60 - \$2,331.20

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 positions that are unclassified pursuant to the terms of Article 502(b)(3) and continuously filled for at least three years must be converted to classified status. These positions meet that requirement. These actions represent no change in the monthly salary and benefits cost. There are no changes in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$55,329 or an annual cost estimate of \$663,944.