



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 19-032

Board Meeting Date: 1/8/2019

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**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 076017 to delete one position, add three positions, and reclassify two positions.

**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:

- deletion of one position;
- addition of three positions; and
- reclassification of two positions.

These amendments to the resolution have been reviewed and approved by County Counsel 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.

**25100 DISTRICT ATTORNEY'S OFFICE**

**Action:** Delete: One position of G098S, Social Worker Series  
Biweekly Salary: \$2,416.00 - \$3,597.60

Add: One position of G111S, District Attorney's Office Victim Advocate Series  
Biweekly Salary: \$1,865.60 - \$2,331.20

**Explanation:** This is the deletion of one vacant Social Worker Series position and the addition of one Victim Advocate Series position. This action supports the staffing needs of the department to address current workload. This action represents a monthly salary and benefits savings of \$4,198. There is no change in the total number of authorized positions.

### **30000 SHERIFF'S OFFICE**

**Action A:** Add: One position of B321, District Coordinator Sheriff's Office of Emergency Services -  
Unclassified  
Biweekly Salary: \$2,722.40 - \$3,404.00

**Action B:** Add: One position of D088, Program Services Manager II  
Biweekly Salary: \$8,635.47 - \$10,793.47

**Explanation:** This is the addition of one District Coordinator - Unclassified and one Program Services Manager II to support staffing and organizational needs of the Office of Emergency Services. This action represents a monthly salary and benefits cost of \$47,065. The total number of authorized positions is increased by two positions.

### **61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES**

**Action A:** Reclassify: One position of B128, Systems Engineer - Unclassified  
Biweekly Salary: \$3,675.20 - \$4,593.60

To: One position of D181-Y, Management Analyst Y-Rate  
Biweekly Salary: \$4,593.60

**Action B:** Reclassify: One position of E411S, Patient Services Assistant Series  
Biweekly Salary: \$1,785.60 - \$2,356.00

To: One position of E483S, Health Benefits Analyst Series  
Biweekly Salary: \$2,208.80 - \$2,797.60

**Explanation:** This is the reclassification of one filled Systems Engineer - Unclassified position to Management Analyst - Y Rated and one Patient Services Assistant II position to Health Benefits Analyst. A classification study was conducted on these two positions to determine the appropriate classification for the work being performed and the expectations of the job. This action represents a monthly salary and benefits cost of \$1,462. There is no change in the total number of authorized positions.

### **FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$44,329 or an annual cost estimate of \$531,948.