



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 19-098

Board Meeting Date: 1/29/2019

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 reclassify one position, delete three positions, add four positions, and revise Section 11.

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:

- reclassification of one position;
- deletion of three positions;
- addition of three positions; and
- revision to Section 11 - Extra Help Limited Term Employees Section

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.

ALL DEPARTMENTS

Action: Amend: Section 11-Extra Help Limited Term Employees of the Master Salary Resolution

Explanation: This action amends Section 11 of the Master Salary Resolution as follows to clarify compensation and benefits provisions for limited term employees:

1. Limited Term appointments are subject to approval of the Human Resources Director or their designee and employment period for limited term employees cannot exceed 6,240 hours.
2. Limited term employees are not eligible for pension benefits or retiree health benefits.
3. Limited Term employees will receive a 401A plan with 3-year graded vesting as follows: 1/3 after year one, 2/3 after year two, and 100% after year three. Employer contribution may vary but may include: 2% of compensation in year one, 3% of compensation in year two, 4% of compensation in year three and in addition 100% employer match up to the first 3% of the employee's contribution into the 401a.
4. Limited Term employees that are in classifications subject to a collective bargaining agreement, or are in the Management, Attorney or Confidential group, will receive health, vacation, holiday, sick leave and other special compensation benefits described in their respective Memorandum of Understanding or Resolution.
5. Limited Term employees that are in classifications not subject to a collective bargaining agreement, or not covered in the Management, Attorney, or Confidential Resolutions are eligible for the following:
 - a. All health benefits available to regular County employees covered by the AFSCME collective bargaining agreement with the County.
 - b. Vacation, holiday, and sick leave provided to regular employees as set forth in the County Code of Ordinances (Chapter 2.71).
 - c. Up to two days of paid bereavement leave upon the death of an employee's parent, spouse, domestic partner, child or step-child, sibling, mother-in-law, father-in-law, grandparent, or grandchild.
 - d. Any relevant Special Compensation provisions defined in the Master Salary Resolution for the employee's position. Authorization for special compensation is conditional on approval by the Human Resources Director.
 - e. A salary differential of Seventy Dollars (\$70.00) for incumbents in positions requiring bilingual proficiency as designated by the appointing authority and certified by Human Resources Director. Said differential shall be prorated for employees working less than full-time or who are in an unpaid leave of absence status for a portion of any given pay period.

This action represents no monthly salary and benefits cost. There is no change in the total number of authorized positions.

12000 COUNTY MANAGER'S OFFICE

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

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

Explanation: This is the reclassification of one Management Analyst position to Senior Management Analyst. A classification study was conducted of this position and determined the latter to be the more appropriate classification for the work being performed. This action represents a monthly salary and benefits cost of \$1,469. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action A: Delete: One position of G093-R, Social Work Supervisor - Exempt - R
Biweekly Salary: \$3,372.80 - \$4,215.20

Action B: Delete: One position of G232, Human Services Supervisor - Exempt
Biweekly Salary: \$3,029.60 - \$3,787.20

Action C: Delete: One position of G230S, Human Services Analyst Series
Biweekly: \$2,316.80 - \$3,394.40

Action D: Add: Two positions of G098S, Social Worker Series
Biweekly Salary: \$2,416.00 - \$3,597.60

Action E: Add: One position of G247S, Contract Administrator Series
Biweekly Salary: \$2,649.60 - \$3,886.40

Explanation: This is the deletion of one Social Work Supervisor position, one Human Services Supervisor position and one Human Services Analyst Series, and the addition of two Social Worker Series and one Contract Administrator Series. These actions support current staffing needs of the department. These actions represent a monthly salary and benefits savings of \$1,045. There is no change in the total number of authorized positions.

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

Explanation: This is the addition of one Management Analyst to manage and implement homeless service programs. These actions represent a monthly salary and benefits cost of \$14,262. The total number of authorized positions is increased by one position.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$14,686.78 or an annual cost estimate of \$176,241.31.