



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 19-180

Board Meeting Date: 2/26/2019

Special Notice / Hearing: None
Vote Required: Majority

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

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the Master Salary Resolution 076017 to add nine positions, delete four positions, and adjust the salary of nine classifications.

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:

- addition of nine positions;
- deletion of four positions; and
- salary adjustment of thirteen 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.

12400 PUBLIC SAFETY COMMUNICATIONS

Action A: Adjust: Salary of D065, Public Safety Communications Director to \$69.43 - \$86.80 per hour.

Explanation: This action adjusts the salary of the Public Safety Communications Director salary by 15% to align with other comparable director positions in the County. This action represents a monthly salary and benefits cost of \$2,049. There is no change in the total number of authorized positions.

13000 ASSESSOR-COUNTY CLERK-RECORDER

Action: Delete: One position of E031, Administrative Assistant I - Confidential
Biweekly Salary: \$2,484.80 - \$3,108.00

Add: One position of E090, Administrative Assistant II - Confidential
Biweekly Salary: \$2,825.60 - \$3,532.00

Explanation: This is the deletion of one vacant Administrative Assistant I - Confidential and addition of one Administrative Assistant II - Confidential. The duties and responsibilities of this position have evolved from small administrative tasks to higher-level office and fiscal management responsibilities including supervision of clerical staff. This action represents a monthly salary and benefits cost of \$1,406. There is no change in the total number of authorized positions.

18000 INFORMATION SERVICES DEPARTMENT

Action: Delete: One position of E350, Fiscal Office Specialist
Biweekly Salary: \$2,092.80 - \$2,616.00

Add: One position of E030S, Accountant Series
Biweekly Salary: \$2,331.20 - \$3,407.20

Explanation: This is the deletion of one vacant Fiscal Office Specialist position and addition of one Accountant position. This action supports staffing needs of the department. This action represents a monthly salary and benefits cost of \$2,623. There is no change in the total number of authorized positions.

25100 DISTRICT ATTORNEY'S OFFICE

Action A: Add: Two positions of B401S, DA's Office Victim Advocate Series - Unc.
Biweekly Salary: \$1,865.60 - \$2,915.20

Explanation: This is the addition of two vacant DA's Office Victim Advocate - Unclassified positions. These positions are funded through a grant that the DA's Office received. This action represents a monthly salary and benefits cost of \$19,328. The total number of authorized positions is increased by two positions.

Action B: Adjust: Salary of H035, District Attorney's Inspector to \$56.22 - \$70.29 per hour.

Action C: Adjust: Salary of H100, Senior District Attorney's Inspector to \$62.26 - \$77.84 per hour.

Explanation: These actions increase the salary of the District Attorney's Inspector and Senior District Attorney's Inspector classifications by 3% as per Memorandum of Understanding with their

respective unions. This action represents an approximate monthly salary and benefits cost of \$4,985. There is no change in the total number of authorized positions.

30000 SHERIFF'S OFFICE

Action A: Add: One position of Q002, District Coordinator, OES
Biweekly Salary: \$2,831.20 - \$3,540.00

Action B: Add: One position of E375, Legal Office Specialist
Biweekly Salary: \$2,300.80 - \$2,875.20

Explanation: This is the addition of one vacant District Coordinator, OES and one vacant Legal Office Specialist to support service needs at contracted cities. These actions represent a monthly salary and benefits cost of \$11,735. The total number of authorized positions is increased by one position.

Action C: Adjust: Salary of B014, Deputy Sheriff - Unclassified and H060, Deputy Sheriff to \$45.37 - \$56.72 per hour.

Action D: Adjust: Salary of H058, Sheriff's Correctional Officer and H059, Sheriff's Correctional Officer - T to \$38.56 - \$48.21 per hour.

Action E: Adjust: Salary of H035, Deputy Sheriff Trainee to \$40.46 per hour.

Action F: Adjust: Salary of H044, Sheriff's Sergeant to \$54.75 - \$68.44 per hour.

Explanation: These actions increase the salary of the Deputy Sheriff, Deputy Sheriff - Unclassified, Deputy Sheriff Trainee, Sheriff's Correctional Officer, Sheriff's Correctional Officer - T and Sheriff's Sergeant classifications by 3% as per Memorandum of Understanding with their respective unions. These actions represent an approximate monthly salary and benefits cost of \$132,328 calculated at the top end of the salary range. There is no change in the total number of authorized positions.

33000 CORONER'S OFFICE

Action: Delete: One position of E361, Medical Transcriptionist
Biweekly Salary: \$2,061.60 - \$2,578.40

Add: One position of E468, Executive Assistant - Confidential
Biweekly Salary: \$2,730.40 - \$3,412.00

Explanation: This is the deletion of one vacant Medical Transcriptionist and the addition of one Executive Assistant - Confidential position to provide complex administrative support to the Coroner and the entire department. This action represents a monthly salary and benefits cost of \$2,763. The total number of authorized positions is increased by one position.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Delete: One position of E416S, Medical Office Assistant Series

Biweekly Salary: \$1,768.00 - \$2,380.80

Add: One position of E414, Patient Services Specialist
Biweekly Salary: \$2,241.60 - \$2,804.00

Explanation: This is the deletion of one vacant Medical Office Assistant Series and the addition of one Patient Services Specialist. A review of duties when position vacated determined the latter classification to be more appropriate for the available work. This action represents a monthly salary and benefits cost of \$1,403. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Adjust: Salary of F061, Lead Pharmacy Technician to \$31.71 - \$39.65 per hour.

Action B: Adjust: Salary of F047, Clinical Coordinator for Pharmacy Services to \$65.45 - \$81.82 per hour.

Action C: Adjust: Salary of F053, Pharmacy Buyer to \$31.64 to \$39.55 per hour.

Action D: Adjust: Salary of F152, Laboratory Support Services Supervisor to \$31.03 to \$38.79 per hour.

Explanation: These actions adjust the salaries for Lead Pharmacy Technician, Clinical Coordinator for Pharmacy Services, Pharmacy Buyer and Laboratory Support Services Supervisor to offset salary compaction with other classifications resulting from negotiated increases and salary equities. These actions represent a monthly salary and benefits cost of \$1,924. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action A: Add: One position of D090, Human Services Manager I
Biweekly Salary: \$3,947.20 - \$4,935.20

Explanation: This is the addition of one vacant Human Services Manager I position to provide oversight to the Veterans Services Office, the STEM program, and the Children's Fund. This position will also oversee Board of Supervisor contracts embedded in Human Services. This action represents a monthly salary and benefits cost of \$16,360. The total number of authorized positions is increased by one position.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$196,904 or an annual cost estimate of \$2.36 million.