



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 19-215

Board Meeting Date: 3/12/2019

Special Notice / Hearing: None
Vote Required: Majority

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

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the Master Salary Resolution 076017 to add eight positions, delete eight positions, reclassify one position, adjust the salary of 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 provides 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 eight positions;
- deletion of eight positions;
- reclassification of one position;
- salary adjustment 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 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.

37000 LIBRARY

Action A: Delete: One position of E335, 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

Action B: Delete: One positions of K011, Library Assistant Bookmobile Operator
Biweekly Salary: \$2,204.80 - \$2,755.20

Add: One position of G228, Senior Community Program Specialist
Biweekly Salary: \$2,990.40 - \$3,736.80

Action C: Delete: One positions of K008, Circulation Supervisor
Biweekly Salary: \$2,536.80 - \$3,171.20

Action D: Delete: One positions of K001S, Librarian Series
Biweekly Salary: \$2,524.80 - \$3,440.00

Action E: Add: Two positions of K003, Senior Librarian
Biweekly Salary: \$2,944.80 - \$3,680.80

Explanation: This is the deletion of one Fiscal Office Specialist, one Bookmobile Operator, one Circulation Supervisor, and one Librarian, and the addition of one Accountant, one Senior Community Program Specialist, and two Senior Librarians. These actions are being made to align the classification of the positions being deleted to how positions are currently filled. These actions represent a monthly salary and benefits cost of \$13,656. There is no change in the total number of authorized positions.

38000 PLANNING AND BUILDING

Action: Reclassify: One position of E337, Office Specialist
Biweekly Salary: \$1,940.80 - \$2,425.60

To: One position of E003, Administrative Secretary III
Biweekly Salary: \$2,356.80 - \$2,944.80

Explanation: This is the reclassification of one filled Office Specialist position to Administrative Secretary III. A classification study was conducted and determined the latter classification to be more appropriate for the work being performed. This action represents a monthly salary and benefits cost of \$1,721. There is no change in the total number of authorized positions.

62400 FAMILY HEALTH SERVICES

Action A: Delete: Four positions of E416S, Medical Office Assistant Series
Biweekly Salary: \$1,768.00 - \$2,380.80

Add: Four positions of G117, Senior Community Worker
Biweekly Salary: \$2,160.80 - \$2,700.80

Explanation: This is deletion of four vacant Medical Office Assistant Series positions and the addition of four Senior Community Worker positions. This action supports staffing needs of the department. This action represents a monthly salary and benefits cost of \$4,243. There is no change in the total number of authorized positions.

Action B: Convert: One position of B182S, Community Program Specialist Series - Unclassified
Biweekly Salary: \$2,365.60 - \$3,312.00

To: Classified

Explanation: This is the conversion of one filled vacant 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 is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Adjust: Salary of D157, Director of Health Information Management to
\$66.13 to 82.67 per hour.

Explanation: This action adjusts the salary for Director of Health Information Management so that it would align closer with the average market pay for similar positions in similar hospitals. This action represents a monthly salary and benefits cost of \$3,104. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$22,724 or an annual cost estimate of \$272,688.