



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 19-357

Board Meeting Date: 4/23/2019

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Rocio Kiryczun, Human Resources Manager  
**Subject:** Recommended Revision 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 thirty-two positions, set the salary of four positions, and add one special compensation.

**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:

- addition of eight positions;
- deletion of eight positions;
- reclassification of thirty-two positions;
- setting of hourly salary of four positions; and
- addition of one special compensation.

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:** Set: Salary of E462, Payroll/Personnel Services Supervisor Confidential to \$31.58 - \$39.48 per hour.

**Explanation:** This action adjusts the salary of Payroll/Personnel Services Supervisor. A countywide classification study was recently conducted, and its recommendations included the creation of a new classification series for the payroll and personnel functions. The introduction of the new classification levels has created a salary compaction within the series thereby needing the salary of the supervisor level to be adjusted. This also aligns the salary of the supervisor with market average. This action represents a monthly salary and benefits cost of \$3,368 affecting four filled positions. There is no change in the total number of authorized positions.

## **12400 PUBLIC SAFETY COMMUNICATIONS**

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

To: One position of E535S, Payroll/Personnel Coordinator Series  
Biweekly Salary: \$1,978.40 - \$2,766.07

**Explanation:** This is the reclassification of one filled Office Specialist position to Payroll/Personnel Coordinator Series as recommended by a countywide classification study that was conducted. This action represents a monthly salary and benefits cost of \$1,129. There is no change in the total number of authorized positions.

## **12600 AGRICULTURAL COMMISSIONER/SEALER**

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

To: One position of E535S, Payroll/Personnel Coordinator Series  
Biweekly Salary: \$1,978.40 - \$2,766.07

**Explanation:** This is the reclassification of one filled Office Specialist position to Payroll/Personnel Coordinator Series as recommended by a countywide classification study that was conducted. This action represents a monthly salary and benefits cost of \$1,129. There is no change in the total number of authorized positions.

## **13000 ASSESSOR-CLERK-RECORDER**

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

To: One position of E535S, Payroll/Personnel Coordinator Series  
Biweekly Salary: \$1,978.40 - \$2,766.07

**Explanation:** This is the reclassification of one filled Fiscal Office Specialist position to

Payroll/Personnel Coordinator Series as recommended by a countywide classification study that was conducted. This action represents a monthly salary and benefits cost of \$497. There is no change in the total number of authorized positions.

### **14000 CONTROLLER'S OFFICE**

**Action A:** Reclassify: Two positions of E470, Fiscal Office Specialist - Confidential  
Biweekly Salary: \$2,092.80 - \$2,616.00

To: Two position of E538, Payroll/Personnel Coordinator IV  
Biweekly Salary: \$2,339.20 - \$2,924.80

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

To: One position of E538, Payroll/Personnel Coordinator IV  
Biweekly Salary: \$2,339.20 - \$2,924.80

**Action C:** Reclassify: One position of E479, Fiscal Office Services Supervisor - Confidential  
Biweekly Salary: \$2,487.20 - \$3,108.80

To: One position of E462, Payroll/Personnel Supervisor - Confidential  
Biweekly Salary: \$2,526.40 - \$3,158.40

**Explanation:** This is the reclassification of three filled Fiscal Office Specialist positions to Payroll/Personnel Coordinator Series, and one Fiscal Office Services Supervisor - Confidential to Payroll/Personnel Supervisor - Confidential as recommended by a countywide classification study that was conducted. These actions represent a monthly salary and benefits cost of \$3,237. There is no change in the total number of authorized positions.

### **17000 HUMAN RESOURCES DEPARTMENT**

**Action:** Reclassify: One position of E469, Payroll/Personnel Services Specialist - Confidential  
Biweekly Salary: \$2,092.80 - \$2,616.00

To: One position of E544, Payroll/Personnel Coordinator IV - Confidential  
Biweekly Salary: \$2,339.20 - \$2,924.80

**Explanation:** This is the reclassification of two filled and one vacant Payroll/Personnel Services Specialist positions to Payroll/Personnel Coordinator IV as recommended by a countywide classification study that was conducted. This action represents a monthly salary and benefits cost of \$1,798. There is no change in the total number of authorized positions.

### **18000 INFORMATION SERVICES DEPARTMENT**

**Action:** Delete: One position of D182S, Management Analyst Series  
Biweekly Salary: \$3,092.80 - \$4,474.40

Add: One position of E476, Executive Secretary - Confidential  
Biweekly Salary: \$2,599.20 - \$3,248.80

**Explanation:** This is the deletion of one vacant Management Analyst position and addition of one Executive Secretary - Confidential to support the department's executive team and address staffing needs of the department. This action represents a monthly salary and benefits savings of \$4,063. There is no change in the total number of authorized positions.

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

**Action A:** Delete: One position of E468, Executive Assistant - Confidential  
Biweekly Salary: \$2,730.40 - \$3,412.00

Add: One position of D182S, Management Analyst Series  
Biweekly Salary: \$3,092.80 - \$4,474.40

**Explanation:** This is the deletion of one vacant Executive Assistant and addition of a Management Analyst position. Through attrition the duties and responsibilities of this position has been restructured and is more in alignment with the Management Analyst classification. This action represents a monthly salary and benefits cost of \$3,522. There is no change in the total number of authorized positions.

**Action B:** Reclassify: Three positions of E403, Payroll/Personnel Services Specialist  
Biweekly Salary: \$2,092.80 - \$2,616.00

To: Three positions of E538, Payroll/Personnel Coordinator IV  
Biweekly Salary: \$2,339.20 - \$2,924.80

**Explanation:** This is the reclassification of two filled and one vacant Payroll/Personnel Services Specialist positions to Payroll/Personnel Coordinator IV as recommended by a countywide classification study that was conducted. This action represents a monthly salary and benefits cost of \$5,394. There is no change in the total number of authorized positions.

**Action C:** Add: A 5.74% Floating Records Technician Differential

**Explanation:** This action amends Section 5 of the Master Salary Resolution to add a 5.74% differential pay, in addition to all other compensation for a Sheriff's Criminal Records Technician who is selected to act as "floating" technician and expected to rotate between the records office in Redwood City and three sub-stations as needed for coverage. Assuming one Sheriff's Criminal Records Technician II is selected to be a "floating" technician, the monthly salary and benefits cost associated with this action is \$311. There is no change in the total number of authorized positions.

### **32000 PROBATION DEPARTMENT**

**Action:** Reclassify: One position of E403, Payroll/Personnel Services Specialist  
Biweekly Salary: \$2,092.80 - \$2,616.00

To: One position of E538, Payroll/Personnel Coordinator IV

Biweekly Salary: \$2,339.20 - \$2,924.80

**Explanation:** This is the reclassification of one filled Payroll/Personnel Services Specialist position to Payroll/Personnel Coordinator IV as recommended by a countywide classification study that was conducted. This action represents a monthly salary and benefits cost of \$1,798. There is no change in the total number of authorized positions.

### **37000 COUNTY LIBRARY**

**Action:** Reclassify: One position of E403, Payroll/Personnel Services Specialist  
Biweekly Salary: \$2,092.80 - \$2,616.00

To: One position of E535S, Payroll/Personnel Coordinator Series  
Biweekly Salary: \$1,978.40 - \$2,766.07

**Explanation:** This is the reclassification of one filled Payroll/Personnel Services Specialist position to Payroll/Personnel Coordinator Series as recommended by a countywide classification study that was conducted. This action represents a monthly salary and benefits cost of \$497. There is no change in the total number of authorized positions.

### **38000 PLANNING AND BUILDING**

**Action A:** Delete: One position of R004S, Code Compliance Officer Series  
Biweekly Salary: \$2,453.60 - \$3,730.40

Add: One position of D088, Program Services Manager II  
Biweekly Salary: \$4,144.80 - \$5,180.80

**Explanation:** This is the deletion of one vacant Code Compliance Officer Series and addition of one Program Services Manager II. This change supports department organizational and staffing needs. This action represents a monthly salary and benefits cost of \$11,457. There is no change in the total number of authorized positions.

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

To: One position of E535S, Payroll/Personnel Coordinator Series  
Biweekly Salary: \$1,978.40 - \$2,766.07

**Explanation:** This is the reclassification of one filled Fiscal Office Specialist position to Payroll/Personnel Coordinator Series as recommended by a countywide classification study that was conducted. This action represents a monthly salary and benefits cost of \$497. There is no change in the total number of authorized positions.

### **39000 PARKS DEPARTMENT**

**Action A:** Delete: One position of E334S, Office Assistant Series  
Biweekly Salary: \$1,529.60 - \$2,198.40

Add: One position of E089, Administrative Assistant II - E  
Biweekly Salary: \$2,825.60 - \$3,532.00

**Action B:** Delete: One position of N108, Capital Projects Manager  
Biweekly Salary: \$4,201.60 - \$5,253.60

Add: One position of L025, Park Ranger IV  
Biweekly Salary: \$3,295.20 - \$4,120.00

**Explanation:** This is the deletion of one vacant Office Assistant Series and one vacant Capital Projects Manager positions and the addition of one Administrative Assistant II and one Park Ranger IV position to support changing administrative and staffing needs of the department. These actions represent a monthly salary and benefits cost of \$663. There is no change in the total number of authorized positions.

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

To: One position of E535S, Payroll/Personnel Coordinator Series  
Biweekly Salary: \$1,978.40 - \$2,766.07

**Explanation:** This is the reclassification of one filled Fiscal Office Specialist position to Payroll/Personnel Coordinator Series as recommended by a countywide classification study that was conducted. This action represents a monthly salary and benefits cost of \$497. There is no change in the total number of authorized positions.

#### **45100 PUBLIC WORKS - ADMINISTRATION**

**Action A:** Reclassify: One position of E470, Fiscal Office Specialist - Confidential  
Biweekly Salary: \$2,092.80 - \$2,616.00

To: One position of E535S, Payroll/Personnel Coordinator Series  
Biweekly Salary: \$1,978.40 - \$2,766.07

**Action B:** Reclassify: One position of E403, Payroll/Personnel Services Specialist  
Biweekly Salary: \$2,092.80 - \$2,616.00

To: One position of E535S, Payroll/Personnel Coordinator Series  
Biweekly Salary: \$1,978.40 - \$2,766.07

**Explanation:** This is the reclassification of one filled Fiscal Office Specialist - Confidential and one Payroll/Personnel Services Specialist position to Payroll/Personnel Coordinator Series as recommended by a countywide classification study that was conducted. These actions represent a monthly salary and benefits cost of \$995. There is no change in the total number of authorized positions.

## **50000 HEALTH ALL**

**Action A:** Set: Salary of F104, Relief Nurse to \$56.78 to \$70.97 per hour.

**Action B:** Set: Salary of F098, Relief Nursing Supervisor to \$62.80 to \$78.50 per hour.

**Explanation:** The above salaries are being adjusted to maintain at least a 5% gap between the relief positions and regular nurse positions when the latter classifications receive their salary adjustment on May 5, 2019 as per collective bargaining contract. Employees in relief positions work on an as needed basis. They do not work a regular schedule and are not eligible for employment benefits and so their salaries are set 5% above the regular and benefitted positions. The monthly salary and benefits cost of these actions is unknown and dependent upon the number of hours the relief staff would work for the month, if any. Currently, there are approximately 50 relief staff workers between Correctional Health and the San Mateo Medical Center.

## **55600 HEALTH IT**

**Action:** Delete: One position of D115, IS Manager  
Biweekly Salary: \$4,798.40 - \$5,998.40

Add: One position of D113, Asst. Chief Information Officer - SMC Health  
Biweekly Salary: \$6,124.80 - \$7,656.80

**Explanation:** This is the deletion of one vacant IS Manager position and the addition of a new Assistant Chief Information Officer (CIO). The addition of an Assistant CIO supports SMC Health's ongoing IT reorganization. This action represents a monthly salary and benefits cost of \$5,498. There is no change in the total number of authorized positions.

## **59000 ENVIRONMENTAL HEALTH SERVICES**

**Action:** Reclassify: One position of E403, Payroll/Personnel Services Specialist  
Biweekly Salary: \$2,092.80 - \$2,616.00

To: One position of E535S, Payroll/Personnel Coordinator Series  
Biweekly Salary: \$1,978.40 - \$2,766.07

**Explanation:** This is the reclassification of one filled Payroll/Personnel Services Specialist position to Payroll/Personnel Coordinator Series as recommended by a countywide classification study that was conducted. This action represents a monthly salary and benefits cost of \$497. There is no change in the total number of authorized positions.

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

**Action A:** Set: Salary of G028, Residential Counselor III to \$33.95 - \$42.43 per hour.

**Explanation:** This action sets the salary of Residential Counselor III which is a newly established classification approved by the Civil Service Commission in December. Residential Counselor III is the

lead level in the Residential Counselor series and salary is set at 5.74% above the Residential Counselor II E Step, consistent with other lead salaries in the County. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

**Action B:** Reclassify: One position of E403, Payroll/Personnel Services Specialist  
Biweekly Salary: \$2,092.80 - \$2,616.00

To: One position of E535S, Payroll/Personnel Coordinator  
Biweekly Salary: \$1,978.40 - \$2,766.07

**Explanation:** This is the reclassification of one filled Payroll/Personnel Services Specialist position to Payroll/Personnel Coordinator Series as recommended by a countywide classification study that was conducted. These actions represent a monthly salary and benefits cost of \$497. There is no change in the total number of authorized positions.

### **66000 SAN MATEO MEDICAL CENTER**

**Action A:** Delete: One position of F171S, Rehabilitation Therapist Series (Therapy Aide)  
Biweekly Salary: \$1,948.80 - \$2,435.20

Add: One position of E411S, Patient Services Assistant Series  
Biweekly Salary: \$1,856.80 - \$2,450.40

**Action B:** Delete: One position of F009S, Patient Care Series (Nurse Practitioner)  
Biweekly Salary: \$5,332.80 - \$6,767.20

Add: One position of F059, Pharmacist  
Biweekly Salary: \$4,940.00 - \$6,175.20

**Explanation:** This is the deletion of one Therapy Aide and one Nurse Practitioner positions which will soon be vacated due to retirement, and the addition of one Patient Services Assistant Series and one Pharmacist. These add-delete changes support the staffing needs of the department. These actions represent a monthly salary and benefits savings of \$1,912. There is no change in the total number of authorized positions.

**Action C:** Reclassify: One position of D144, Clinical Services Manager I - Nursing  
Biweekly Salary: \$5,276.80 - \$6,596.80

To: One position of D154, Clinical Services Manager II - Nursing  
Biweekly Salary: \$5,554.40 - \$6,944.00

**Action D:** Reclassify: One position of E418, Hospital Unit Coordinator  
Biweekly Salary: \$1,960.00 - \$2,450.40

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

**Explanation:** This is the reclassification of one filled Clinical Services Manager I - Nursing to Clinical

Services Manager II - Nursing, and reclassification of one filled Hospital Unit Coordinator to Patient Services Specialists. Clinical Services Manager II - Nursing and Patient Services Specialist are the more appropriate classifications for the work being performed as determined by a classification study that was conducted on both positions. These actions represent a monthly salary and benefits cost of \$2,323. There is no change in the total number of authorized positions.

**Action E:** Reclassify: One position of D214, Deputy Director of Inpatient Services  
Biweekly Salary: \$8,616.80 - \$10,770.40

To: One position of D216, Chief Nursing Officer  
Biweekly Salary: Same

**Explanation:** This is the reclassification of one filled Deputy Director of Inpatient Services to Chief Nursing Officer (CNO). The title and role of Chief Nursing Officer is currently a designation assigned by the Chief Executive Officer - SMMC to the Deputy Director of Inpatient Services. The Deputy Director has been performing the CNO role in addition to other management roles and responsibilities. The CNO role has become even more critical to the organization and so therefore, an actual CNO classification has been created that describes the breadth and scope of the roles and responsibilities of this position. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

**Action F:** Reclassify: Two positions of E403, Payroll/Personnel Services Specialist  
Biweekly Salary: \$2,092.80 - \$2,616.00

To: Two positions of E535S, Payroll/Personnel Coordinator IV  
Biweekly Salary: \$2,339.20 - \$2,924.80

**Action G:** Reclassify: Four positions of E013, Human Resources Technician - Confidential  
Biweekly Salary: \$2,339.20 - \$2,924.80

To: Four positions of E538, Payroll/Personnel Coordinator IV  
Biweekly Salary: Same

**Explanation:** This is the reclassification of two filled Payroll/Personnel Services Specialist positions and four filled Human Resources Technician - Confidential positions to Payroll/Personnel Coordinator IV as recommended by a countywide classification study that was conducted. These actions represent a monthly salary and benefits cost of \$3,596. There is no change in the total number of authorized positions.

## **70000 HUMAN SERVICES AGENCY**

**Action:** Reclassify: Three positions of E403, Payroll/Personnel Services Specialist  
Biweekly Salary: \$2,092.80 - \$2,616.00

To: Three positions of E535S, Payroll/Personnel Coordinator IV  
Biweekly Salary: \$2,339.20 - \$2,924.80

**Explanation:** This is the reclassification of three filled Payroll/Personnel Services Specialist positions

to Payroll/Personnel Coordinator IV as recommended by a countywide classification study that was conducted. This action represents a monthly salary and benefits cost of \$5,394. There is no change in the total number of authorized positions.

### **79000 DEPARTMENT OF HOUSING**

**Action:** Reclassify: One position of E403, Payroll/Personnel Services Specialist  
Biweekly Salary: \$2,092.80 - \$2,616.00

To: One position of E535S, Payroll/Personnel Coordinator Series  
Biweekly Salary: \$1,978.40 - \$2,766.07

**Explanation:** This is the reclassification of one filled Payroll/Personnel Services Specialist position to Payroll/Personnel Coordinator Series as recommended by a countywide classification study that was conducted. This action represents a monthly salary and benefits cost of \$497. There is no change in the total number of authorized positions.

### **FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$49,119 or an annual cost estimate of \$589,431.