



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 19-418

Board Meeting Date: 5/14/2019

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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 to add fourteen positions and delete twelve 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:

- addition of fourteen positions; and
- deletion of twelve positions.

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.

**12200 REAL PROPERTY**

**Action:** Delete: One position of U005S, Real Property Agent Series  
Biweekly Salary: \$2,782.40 - \$4,744.80

Add: One position of D185, Senior Management Analyst  
Biweekly Salary: \$3,947.20 - \$4,935.20

**Explanation:** This is the deletion of one vacant Real Property Agent Series and addition of one Senior Management Analyst to support the department's staffing changes and recruitment and retention efforts. This action represents a monthly salary and benefits cost of \$631. There is no change in the total number of authorized positions.

### **13000 ASSESSOR-COUNTY CLERK-RECORDER'S OFFICE**

**Action:** Add: One position of E467, Quality and Compliance Coordinator - Confidential  
Biweekly Salary: \$2,730.40 - \$3,412.00

**Explanation:** This is the addition of one Quality and Compliance Coordinator position to oversee and ensure the timely and appropriate filing of departmental documents related to the Assessor-County Clerk-Recorder-Elections (ACRE) Office. This action represents a monthly salary and benefits cost of \$11,311. The total number of authorized positions is increased by one position.

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

**Action:** Delete: One position of E534, Fiscal Office Services Supervisor  
Biweekly Salary: \$2,487.20 - \$3,108.80

Add: One position of E007, Senior Accountant  
Biweekly Salary: \$3,344.00 - \$4,180.80

**Explanation:** This is the deletion of one vacant Fiscal Office Services Supervisor and addition of one Senior Accountant position. Department conducted an internal assessment and determined a need for a higher-level accounting support position instead of a fiscal supervisor. This action represents a monthly salary and benefits cost of \$3,554. There is no change in the total number of authorized positions.

### **30000 CORONER'S OFFICE**

**Action:** Delete: One position of E368, Public Services Specialist  
Biweekly Salary: \$1,845.60 - \$2,305.60

Add: One position of E346S, Fiscal Office Assistant Series  
Biweekly Salary: \$1,733.60 - \$2,284.00

**Explanation:** This is the deletion of one vacant Public Services Specialist position and the addition of one Fiscal Office Assistant series. This action supports current staffing needs of the department. This action represents a monthly salary and benefits savings of \$72. There is no change in the total number of authorized positions.

### **37000 COUNTY LIBRARY**

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

**Explanation:** This is the addition of one Management Analyst Series position. This position will be responsible for managing the new library foundation. This action represents a monthly salary and benefits cost of \$14,833; however, the cost does not impact County funds. There is no change in the total number of authorized positions.

### **55000 HEALTH SYSTEM ADMINISTRATION**

**Action:** Delete: One position of D151, Financial Services Manager II  
Biweekly Salary: \$4,570.40 - \$5,713.60

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

**Explanation:** This is the deletion of one Financial Services Manager II position and the addition of one Management Analyst position. This change will align the position classification with how the position is currently filled. This is a correction item only and represents no change to the monthly salary and benefits cost. There is no change in the total number of authorized positions.

### **55500 PUBLIC HEALTH POLICY AND PLANNING**

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

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

**Explanation:** This is the deletion of one vacant Contract Administrator Series position and addition of one Management Analyst Series. The work formerly associated with the Contract Administrator has been expanded and made more complex to include management of funds for multiple programs with an approximate total of \$6 million, complex analysis of funding for projection and budget recommendations, creation of program evaluation and planning scope of work. This action represents a monthly salary and benefits cost of \$1,949. There is no change in the total number of authorized positions.

### **57000 AGING AND ADULT SERVICES**

**Action A:** Delete: Three positions of E350, Fiscal Office Specialist  
Biweekly Salary: \$2,092.80 - \$2,616.00

Add: Three positions of G098S, Social Worker Series  
Biweekly Salary: \$2,536.80 - \$3,777.60

**Action B:** Delete: One position of G093, Social Work Supervisor  
Biweekly Salary: \$3,558.40 - \$4,448.00

Add: One position of D023, Health Services Manager I  
Biweekly Salary: \$3,947.20 - \$4,935.20

**Explanation:** This is the reclassification of three vacant Fiscal Office Specialist and one vacant Social Work Supervisor positions, and the addition of one Health Services Manager I and three Social Worker Series positions. These changes align the classification of the positions with the needs of the program. These actions represent a monthly salary and benefits cost of \$13,167. There is no change in the total number of authorized positions.

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

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

Add: One position of E421, Medical Office Services Supervisor  
Biweekly Salary: \$2,627.20 - \$3,284.00

**Explanation:** This is the deletion of one vacant Medical Office Assistant Series position and the addition of one Medical Office Services Supervisor position. The new supervisor will oversee the combined coding and health information management units. This action represents a monthly salary and benefits cost of \$2,994. There is no change in the total number of authorized positions.

**Action B:** Delete: One position of D088, Program Services Manager II  
Biweekly Salary: \$4,144.80 - \$5,180.80

Add: One position of D023, Health Services Manager I  
Biweekly Salary: \$3,947.20 - \$4,935.20

**Explanation:** This is the deletion of one vacant Program Services Manager II position and the addition of one Health Services Manager I to manage community placement. This action represents a monthly salary and benefits savings of \$814. There is no change in the total number of authorized positions.

### **70000 HUMAN SERVICES AGENCY**

**Action:** Delete: One position of G230S, Human Services Analyst Series  
Biweekly Salary: \$2,432.80 - \$3,564.00

Add: One position of G221, Human Services Program Policy Analyst  
Biweekly Salary: \$3,340.00 - \$4,176.00

**Explanation:** This is the deletion of one vacant Human Services Analyst position and the addition of one Human Services Program Policy Analyst to ensure timely updates to policies and procedures related to children and family services. This action represents a monthly salary and benefits cost of \$2,029. There is no change in the total number of authorized positions.

### **FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$34,749 or an annual cost estimate of \$416,988.