



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 19-516

Board Meeting Date: 6/4/2019

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

**To:** Honorable Board of Supervisors  
**From:** Rocio Kirczun, 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 set the salary of three classifications and delete one position.

**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:

- salary setting of three classifications; and
- deletion of one position.

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.

**12000 COUNTY MANAGER'S OFFICE**

**Action:** Set: Salary of D030, County Chief Financial Officer at \$97.70 to \$122.11 per hour.

**Explanation:** This action sets the salary of the County Chief Financial Officer (previously called

Budget Director) to \$97.70 to \$122.11. This is a 15% adjustment to current salary to align with the market average rate for similar positions in comparable jurisdictions. This action represents a monthly salary and benefits cost of \$2,881. There is no change in the total number of authorized positions.

### **50000 HEALTH - ALL**

**Action:** Set: Salary of G081, Mental Health Program Specialist and B156, Mental Health Program Specialist - Unclassified at \$44.81 to \$56.00 per hour.

**Explanation:** This action adjusts the salary of the Mental Health Program Specialist classifications by 5.74% to offset salary compaction resulting from the equity increases provided in the newest contract with AFSCME. This action represents a monthly salary and benefits cost of \$9,484.80 with eighteen employees impacted. There is no change in the total number of authorized positions.

### **70000 HUMAN SERVICES AGENCY**

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

**Explanation:** This is the deletion of one vacant Human Services Manager I position that was added in a previous amendment but lost its funding. This action represents no monthly salary and benefits cost or saving as the position is currently unfunded. The total number of authorized positions is decreased by one position.

### **FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$12,366 or an annual savings estimate of \$148,392.