



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 19-704

Board Meeting Date: 7/9/2019

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Rocio Kiryczun, Human Resources Director
Subject: Master Salary Resolution for Fiscal Year 2019-2020

RECOMMENDATION:

Adoption of the Master Salary Resolution for FY 2019-2020.

BACKGROUND:

On February 24, 2015 your Board adopted Ordinance 04733 which allowed that a resolution establish the number of all appointed County officers and employees and their compensation and benefits. The resolution is the base document identifying the number of authorized positions and classifications for all County jobs. It also establishes the compensation and certain benefits other than base pay for County officers and employees. Base pay and other compensation is established by resolution for each employee group and is listed herein as the amount paid for each bi-weekly pay period for information only.

Each year, following budget hearings, your Board adopts the annual Master Salary Resolution that enacts the decisions made by the Board concerning the number of positions in the County service. Throughout the year salary resolution amendments indicate changes in positions and the compensation established herein that occur in the various operating departments.

DISCUSSION:

The total number of positions authorized by your Board for FY 2019-2020 is 5,717. This number includes positions authorized for the County Free Library System, the First 5 Commission, SamCERA and LAFCO. In FY 2018-2019 the Board authorized 5,705 positions including adjustments made via salary resolution amendments throughout the year.

The FY 2019-2020 positions are distributed among the departments as follows:

Department/Agency	FY 2018-19	FY 2019-20
<u>Safe Neighborhoods</u>		
• Sheriff's Office	820	822

• Probation Department	415	415
• District Attorney's Office	137	137
• Coroner's Office	13	13
• CMO - Public Safety Commu	74	74

Healthy Residents

Health System

• Health Administration	24	24
• Health Coverage Unit	28	28
• Health IT	19	19
• Emergency Medical Services	9	9
• Aging and Adult Services	142	142
• Environmental Health Service	79	79
• Behavioral Health and Recov	471	469
• Public Health, Policy and Pla	107	107
• Family Health Services	183	183
• Correctional Health	83	86
• San Mateo Medical Center	1049	1049
• First 5 San Mateo County	8	8

Prosperous Community

• Department of Child Support	77	73
• Human Services Agency	767	768

Livable Community

• Planning	58	58
• LAFCO	2	2
• County Library	122	123
• Department of Housing	16	16

Environmentally Conscious Cc

Public Works

• Administration	36	36
• Engineering Services	21	21
• Facilities Services	113	112
• Vehicle and Equipment Maint	14	14
• Utilities	21	21
• Road Construction and Oper	77	77
• Construction Services	10	10
• Airports	9	9
• Parks and Recreation	72	72
• Coyote Point Marina	3	3
• CMO - Agriculture/Weights a	30	30
• CMO - Real Property	4	4
• Office of Sustainability	19	14
• Solid Waste Management	6	6

Collaborative Community

• Board of Supervisors	22	22
• County Manager's Office/Cle36		41
• CMO - Revenue Services	26	22
• Assessor/County Clerk/Reco129		146
• Controller's Office	46	46
• Tax Collector/Treasurer's Off34		34
• County Counsel's Office	48	48
• Human Resources Departme61		61
• Shared Services	12	12
• Information Services	129	128
• Retirement Office	24	24
Total Positions	5,705	5,717

The resolution also includes special compensation and benefits other than base pay for represented and management positions that have been adopted through resolution amendments from the previous fiscal year as well as new special compensation and classification changes listed below:

- Peace Officer Standards and Training (POST) certificate differential for management employees in Public Safety who possess a POST Public Safety Dispatchers' Intermediate Certificate and/or Advanced Certificate.
- License differential for a Senior Capital Projects Manager in Public Works who possess an Engineer or Architect license and designated by the Director or his/her designee to use such license to perform assigned work.
- Alignment of salary schedules for select extra help classifications with corresponding or similar represented classifications.
- Set the salary range of D148, Director of Parks at \$93.05 to \$116.29 per hour. This classification is currently vacant.
- Set the salary range of D017, Healthcare Information Systems and Technology Manager at \$66.13 to \$82.67 per hour. This classification is currently vacant.
- Set the salary range of I070, STEP Intern at \$17.00 to \$21.25 per hour; and set the beginning salary of I052, Intern/Fellow II and the hourly salary of E333, Office Assistant Intern and E340, Office Assistant Summer Intern at \$17.00 per hour to align with the Living Wage Ordinance.

FISCAL IMPACT:

The total number of authorized positions for FY 2019-2020 is 5,717 with an estimated annual salary and benefits cost of \$1.12 billion.