



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 19-816

Board Meeting Date: 8/6/2019

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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 076798 to add eight positions, delete eight positions, reclassify four positions, add one special compensation, set the salary of four classifications, and convert one position to classified via Measure D.

**BACKGROUND:**

On July 9, 2019, your Board adopted Master Salary Resolution 076798, 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 four positions;
- addition of one special compensation;
- salary setting of four classifications;
- conversion of one position to classified via Measure D.

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.

## **18000 INFORMATION SERVICES DEPARTMENT**

**Action:** Add: A 5% Project Management differential for any D115, IS Manager who is assigned by the Director to supervise II Level IS Project Managers and/or temporarily supervise other IS Managers; or a 10% Project Management differential for any D115, IS Manager assigned by the Director to independently direct a major Countywide information services project.

**Explanation:** This action amends Section 5 of the Master Salary Resolution to add a 5% Project Management differential, in addition to all other compensation for an IS Manager who is assigned by the ISD Director to supervise II Level IS Project Managers and/or temporarily supervise other IS Managers. An IS Manager who is assigned by the ISD Director to direct a large-scale, Countywide information services project shall receive a 10% differential pay in addition to all other compensation. No IS Manager will have both a 5% and 10% differential. This differential pay will be removed when the assignment ends. Usage of this differential pay shall be reviewed annually by ISD management. Currently, one IS Manager is eligible for the 5% Project Management differential, with a monthly salary and benefits cost of \$300. There is no change in the number of authorized positions.

## **30000 SHERIFF'S OFFICE**

**Action A:** Set: Salary of T074, Community Services Officer I at \$23.86 to \$29.83 per hour.

**Action B:** Set: Salary of T073, Community Services Officer II at \$26.01 to \$32.51 per hour.

**Explanation:** This action adjusts the salary of the Community Services Officer I position by 5% to align with market average and sets the salary of the new Community Services Officer II classification. A review of the salary for T074 was agreed to during negotiations and survey found the salary to be behind the market average. The review also determined a need for a second level Community Services Officer differentiated from the I level for performing more complex work. This action represents a monthly salary and benefits cost of \$2,787 affecting six employees that are eligible for flexible promotions to the II level. There is no change in the total number of authorized positions.

**Action C:** Convert: One position of B306, Community Services Officer - Unclassified  
Biweekly Salary: \$1,908.80 - \$2,386.40

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.

## **47300 FACILITIES SERVICES**

**Action:** Delete: Two positions of N001, Construction Project Manager  
Biweekly Salary: \$3,461.60 - \$4,327.20

Add: Two position of N108, Capital Projects Manager  
Biweekly Salary: \$4,201.60 - \$5,253.60

**Explanation:** This is the deletion of two vacant Construction Project Managers and the addition of two Capital Projects Manager positions to support project and organizational needs in Facilities Services. This action represents a monthly salary and benefits cost of \$6,142. There is no change in the total number of authorized positions.

#### **48500 AIRPORTS**

**Action:** Delete: One position of E002, Administrative Secretary II  
Biweekly Salary: \$2,245.60 - \$2,807.20

Add: One position of M003S, Airport Operations Specialist Series  
Biweekly Salary: \$2,136.00 - \$2,971.20

**Explanation:** This is the deletion of one vacant Administrative Secretary II and the addition of one Airport Operations Specialist Series to support operational needs of the Airports. This action represents a monthly salary and benefits cost of \$544. There is no change in the total number of authorized positions.

#### **50000 - ALL HEALTH SYSTEM**

**Action:** Set: Salary of G241, Case Management/Assessment Specialist III at \$37.79 to \$47.22 per hour.

**Explanation:** This sets the salary of the new Case Management/Assessment Specialist III classification which was created to address a need for a higher level in the classification series that is distinguished for having higher experience and new license/certification requirements and for having responsibility for more complex assignments or leading projects requiring unique subject matter expertise. The salary was set at this rate to achieve internal alignment in pay between this classification series and the Social Worker series. Assuming one current employee is eligible for flexible promotion to the III level, this action represents a monthly salary and benefits cost of \$1,243. There is no change in the total number of authorized positions.

#### **55600 HEALTH IT**

**Action:** Reclassify: Two positions of D115, IS Manager  
Biweekly Salary: \$4,798.40 - \$5,998.40

To: Two positions of D017, Healthcare Information and Systems Manager  
Biweekly Salary: \$5,289.60 - \$6,611.20

**Explanation:** This is the reclassification of two filled IS Manager positions to Healthcare Information and Systems Manager, as recommended by a classification study that was conducted on the position. The reclassification is also in alignment with reorganization efforts of the of the Health System's Health IT Division to fully centralize all information technology positions. This action affects

two current employees and represents a monthly salary and benefits cost of \$4,063. There is no change in the total number of authorized positions.

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

**Action A:** Delete: One position of B260, Clinical Services Manager II - Mental Health Unclassified

Biweekly Salary: \$4,798.40 - \$5,998.40

Add: One position of D054S, Clinical Services Manager - Mental Health Series

Biweekly Salary: \$4,144.80 - \$5,998.40

**Explanation:** This is the conversion of one vacant Clinical Services Manager II - Mental Health Unclassified to classified to support organizational needs of the department. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

**Action B:** Delete: One position of E416S, Medical Office Assistant Series

Biweekly Salary: \$1,768.00 - \$2,380.80

Add: One position of E414, Patient Services Specialist

Biweekly Salary: \$2,241.60 - \$2,804.00

**Explanation:** This is the deletion of one vacant Medical Office Assistant Series and the addition of one Patient Services Specialist position. The latter is the more appropriate classification for the available assignment. This action represents a monthly salary and benefits cost of \$1,403. There is no change in the total number of authorized positions.

**Action C:** Reclassify: One position of D115, IS Manager

Biweekly Salary: \$4,798.40 - \$5,998.40

To: One position of D017, Healthcare Information and Systems Manager

Biweekly Salary: \$5,289.60 - \$6,611.20

**Explanation:** This is the reclassification of one filled IS Manager position to Healthcare Information and Systems Manager as recommended by a classification study that was conducted on the position. The reclassification is also in alignment with reorganization efforts of the of the Health System's Health IT Division to fully centralize all information technology positions. After reclassification, this position will be reassigned to the Health IT Division but continue to be paid out of its current funding source. This action affects one current employee and represents a monthly salary and benefits cost of \$2,031. There is no change in the total number of authorized positions.

## **62400 FAMILY HEALTH SERVICES**

**Action:** Delete: One position of G071S, Benefits Analyst Series

Biweekly Salary: \$2,318.40 - \$2,936.80

Add: One position of G117, Senior Community Worker  
Biweekly Salary: \$2,268.80 - \$2,836.00

**Explanation:** This is the deletion of one vacant Benefits Analyst Series and the addition of one Senior Community Worker. A classification study of this position determined the latter classification to be more appropriate for the work. Incumbent in the position retired prior to the completion of the classification study and position is currently vacant. This action represents a monthly salary and benefits savings of \$334. There is no change in the total number of authorized positions.

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

**Action A:** Delete: One position of F009S, Patient Care Series  
Biweekly Salary: \$1,855.20 - \$2,319.20

Add: One position of F130S, Respiratory Therapist Series  
Biweekly Salary: \$2,580.80 - \$4,277.60

**Explanation:** This is the deletion of one vacant Patient Care Series (Medical Services Assistant II) and addition of one Respiratory Therapist Series. The new Respiratory Therapist position will staff the pulmonary function laboratory and provide support for pediatrics section. This action represents a monthly salary and benefits cost of \$6,492. There is no change in the total number of authorized positions.

**Action B:** Set: Salary of E040, Medical Coding Supervisor at \$44.08 to \$55.11 per hour.

**Explanation:** This sets the salary of the new Medical Coding Supervisor classification, created to support a combined medical coding and medical records unit at the San Mateo Medical Center. This action represents no monthly salary and benefits cost as department will temporarily underfill a vacant management position to hire a new supervisor. There is no change in the total number of authorized positions.

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

To: One position of D017, Healthcare Information and Systems Manager  
Biweekly Salary: \$5,289.60 - \$6,611.20

**Explanation:** This is the reclassification of one filled IS Manager position to Healthcare Information and Systems Manager as recommended by a classification study that was conducted on the position. The reclassification is also in alignment with reorganization efforts of the of the Health System's Health IT Division to fully centralize all information technology positions. After reclassification, this position will be reassigned to the Health IT Division but continue to be paid out of its current funding source. This action affects one current employee and represents a monthly salary and benefits cost of \$2,031. There is no change in the total number of authorized positions.

#### **70000 HUMAN SERVICES AGENCY**

**Action:** Delete: One position of G069, Benefits Analyst III

Biweekly Salary: \$2,525.60 - \$3,156.00

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 Benefits Analyst III and add a Human Services Program Policy Analyst. The added position is needed to conduct additional induction training for Benefits Analysts to support the needs of Economic Self Sufficiency. This action represents a monthly salary and benefits cost of \$3,381. There is no change in the total number of authorized positions.

**Financial Impact on County's Retirement System**

Government Code Section 31515.5 requires the County to provide the estimated financial impact that proposed benefit changes or salary increases for current employees would have on the funding status of SamCERA's retirement fund, the County's retirement system. As reflected in the attached letter from SamCERA's actuary, Milliman, the changes reflected in this amendment that affect current employees increases the Actuarial Accrued Liability (AAL) by approximately \$171,000. While the Unfunded Actuarial Accrued Liability (UAAL) of SamCERA will be higher by this amount, the funded ratio, rounded to the nearest one basis point, will be unchanged.

**FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$30,084 or an annual cost estimate of \$361,003.