



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 19-1017

Board Meeting Date: 10/22/2019

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 delete seven positions, add eight positions, reclassify one position, set salary of eight classifications, and revise Section 11 of the Master Salary Resolution.

BACKGROUND:

On July 9, 2019 your Board adopted Master Salary Resolution 076798 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:

- deletion of seven positions;
- addition of eight positions;
- reclassification of one position;
- salary setting of eight classifications; and
- revision of Section 11 - Extra Help Limited Term Employees section of the Master Salary Resolution.

These amendments to the resolution have been reviewed and approved by the County Counsel's Office as to form.

The specific actions are discussed in detail below.

ALL DEPARTMENTS

Action: Amend: Section 11.4 and 11.5 - Extra Help - Term Employees of the Master Salary Resolution.

Explanation: This action amends Section 11.4 and 11.5 of the Master Salary Resolution as follows to clarify health, vacation, holiday, sick leave and other special compensation and benefits for limited term employees:

Section 11.4 - Limited Term employees that are in classifications for which regular employees occupying the same classification are subject to a collective bargaining agreement or the Management, Attorney or Confidential Resolutions, will receive health, vacation, holiday, sick leave and other special compensation and benefits provided to the regular employees by the respective collective bargaining agreement or Resolution. This section does not apply to Limited Term employees covered by the AFSCME/SEIU Extra Help Memorandum of Understanding as the terms and conditions for those employees are governed by the provisions of the AFSCME/SEIU Extra Help Memorandum of Understanding.

Section 11.5 - Limited Term employees that are in classifications for which there is no equivalent regular classification are eligible for the following:

- a) All health benefits available to regular County employees covered by the AFSCME collective bargaining agreement with the County.
- b) Vacation, holiday, sick leave and other benefits available to regular County employees covered by the Resolution for Unrepresented Confidential Employees *excluding* any provisions in the resolution related to pay, health benefits, pension, retiree health benefits, and severance benefits.
- c) Any relevant Special Compensation provisions defined in the Master Salary Resolution for the term employee's classification. Authorization for special compensation is conditional on approval by the Human Resources Director.
- d) A salary differential of Seventy Dollars (\$70.00) for incumbents in positions requiring bilingual proficiency as designated by the appointing authority and certified by Human Resources Director. Said differential shall be prorated for employees working less than full-time or who are in an unpaid leave of absence status for a portion of any given pay period.

This action represents no monthly salary and benefits cost and no change in the total number of authorized positions.

12000 COUNTY MANAGER'S OFFICE

Action: Set: Salary of E019, Legislative Analyst - Confidential at \$44.74 to \$55.93 per hour.

Explanation: This action sets the salary of the Legislative Analyst - Confidential, which is a newly created classification at \$44.74 to \$55.93 per hour. This classification performs research, interpretation, analysis, and coordination of Federal and State legislative matters impacting the County; provides staff support in preparing legislative research and positions; and perform varied, complex tasks in support of the County's Intergovernmental Affairs unit and the County Counsel's Office. This action is to set the salary of the new classification and therefore there is no change in the monthly salary and benefits cost at this time. There is no change in the total number of authorized

positions.

12600 AGRICULTURAL COMMISSIONER/SEALER

Action A: Set: Salary of J062, Biologist/Standards Specialist I at \$33.83 per hour.

Action B: Set: Salary of J063, Biologist/Standards Specialist II at \$34.90 - \$43.63 per hour.

Action C: Set: Salary of J064, Biologist/Standards Specialist III at \$39.01 - \$48.77 per hour.

Action D: Set: Salary of J065, Biologist/Standards Specialist IV at \$43.71 - \$54.65 per hour.

Explanation: These actions adjust the salary of the Biologist/Standards Specialist I classification by 20% and the Biologist/Standards Specialist II, III and IV by 18%. A salary survey of comparable agencies was conducted, as well as internal alignment analysis of County classifications that have similar duties/responsibilities, qualifications and certification/licensure requirements as the Biologist Series. The survey and analysis found the pay range of the Biologist series to be significantly behind its comparators. The salary adjustment also supports the department's recruitment and retention efforts. This action represents a monthly salary and benefits cost of \$23,545 impacting 18 filled positions. There is no change in the total number of authorized positions.

Action E: Set: Salary of D220, Deputy Director of Agricultural Services at \$49.21 - \$61.52 per hour.

Explanation: This action adjusts the salary of the Deputy Director of Agricultural Services by 10% to address salary compaction issues resulting from the salary adjustment of the Biologist Series. This action represents a monthly salary and benefits cost of \$3,004 impacting 2 filled positions and one vacant position. There is no change in the total number of authorized positions.

16000 COUNTY COUNSEL

Action: Add: One position of E016, Paralegal - Confidential
Biweekly Salary: \$2,549.60 - \$3,186.40

Explanation: This is the addition of one Paralegal - Confidential to enable the County Counsel's Office to support an increased need for legal services. This action represents an approximate monthly salary and benefits cost of \$10,563. The total number of authorized positions is increased by one position.

32000 PROBATION

Action: Set: Salary of E020, Pre-Trial Specialist at \$31.63 to \$39.55 per hour.

Explanation: This action sets the salary of the Pre-Trial Specialist, which is a newly created classification at \$31.63 to \$39.55 per hour. This classification will perform support work for the Pre-Trial Services Unit of the Probation Department including interviewing pre-arraignment criminal defendants in custody; assessing and determining detainee's eligibility for release from custody or appropriate level of supervision; and making appropriate recommendations to the court. This action is to set the salary of the new classification and therefore there is no change in the monthly salary and

benefits cost at this time. There is no change in the total number of authorized positions.

47300 PW - FACILITIES SERVICES

Action: Set: Salary of D229, Capital Programs Manager at \$66.13 to \$82.67 per hour.

Explanation: This action sets the salary of the Capital Programs Manager, which is a newly created classification at \$66.13 to \$82.67 per hour. This position will manage staff and activities of the Public Works Department's Capital Program and maintain the County's long-range capital construction program and tenant improvements. This action is to set the salary of the new classification and therefore there is no change in the monthly salary and benefits cost at this time. There is no change in the total number of authorized positions.

56000 EMERGENCY MEDICAL SERVICES

Action: Delete: One position of B100, Public Health Nurse - Unclassified
Biweekly Salary: \$4,674.40 - \$5,524.80

Add: One position of F009S, Patient Care Series
Biweekly Salary: \$5,024.00 - \$5,939.20

Explanation: This is the deletion of one vacant Public Health Nurse - Unclassified and the addition of one Patient Care Series (Clinical Nurse). This action supports department's organizational changes. This action represents a monthly salary and benefits cost of \$1,374. There is no change in the total number of authorized positions.

59000 ENVIRONMENTAL HEALTH SERVICES

Action: Delete: One position of J003S, Hazardous Materials Specialist Series Biweekly Salary: \$2,819.20 - \$4,380.00

Add: One position of J048S, Environmental Health Specialist Series
Biweekly Salary: Same

Explanation: This is the deletion of one vacant Hazardous Materials Specialist Series and addition of one Environmental Health Specialist Series. This change aligns the duties and responsibilities of the position with the correct classification. This action represents no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Delete: One position of D060, Financial Services Manager I
Biweekly Salary: \$3,947.20 - \$4,935.20

Add: One position of D054S, Clinical Services Manager - Mental Health Series
Biweekly Salary: \$4,144.80 - \$5,998.40

Explanation: This is the deletion of one filled Financial Services Manager I position and the addition of one Clinical Services Manager - Mental Health Series position. This is a clean-up item intended to

align the classification of the position with the actual classification of the incumbent in the position. Because the position has been overfilled with Clinical Services Manager over the last few years, the position has been budgeted as Clinical Services Manager and therefore this change 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 E411S, Patient Services Assistant Series
Biweekly Salary: \$1,856.80 - \$2,322.40

Explanation: This is the deletion of one vacant Medical Office Assistant Series position and the addition of one Patient Services Assistant Series. A review of the duties and responsibilities determined the work to be more aligned with the latter classification. This action represents a monthly salary and benefits cost of and there is no change in the total number of authorized positions.

63000 CORRECTIONAL HEALTH

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

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

Explanation: This is the deletion of one vacant Medical Office Assistant Series position and the addition of one Patient Services Assistant Series. This action supports the changing needs of the department. This action represents a monthly salary and benefits cost of \$231. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action: Delete: Two positions of F009S, Patient Care Series
Biweekly Salary: \$1,855.20 - \$2,319.20

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

Explanation: This is the deletion of two vacant Patient Care Series (Medical Services Assistant II - Unclassified) positions and the addition of two Respiratory Therapist Series. This action supports the staffing needs of the department to support expansion of adult and pediatric pulmonary function testing. This action represents a monthly salary and benefits cost of \$12,984. 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: The reclassification of one filled IS Manager position to Healthcare Information and

Systems Manager as recommended by a classification study was included in the August 6, 2019 Salary Resolution Amendment memo; however, the item was erroneously excluded from the adopted resolution that accompanied the memo. This reclassification is being reintroduced so the action can be re-stated in the resolution. This action represents no monthly salary and benefits cost and 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, estimates the increase in the Actuarial Accrued Liability (AAL) due to the salary and benefit increases for filled positions that are reflected in this amendment to be approximately \$1,065,000 and this corresponds to a decrease of 0.04% in the Funded Ratio of SamCERA.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$51,931 or an annual cost estimate of \$623,176.