



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 19-1101

Board Meeting Date: 11/12/2019

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 076798 to delete four positions, add five positions, set the salary of one classification, add one special compensation; and convert one unclassified position to classified via Measure D.

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 four positions;
- addition of five positions;
- salary setting of one classification;
- addition of one special compensation; and
- conversion of one unclassified 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. The specific actions are discussed in detail below.

12400 PUBLIC SAFETY COMMUNICATIONS

Action: Add: A 10% differential for any V051, 911 Communications Calltaker.

Explanation: This action amends Section 5 of the Master Salary Resolution to add a 10% differential, in addition to all other compensation for the 911 Communications Calltaker classification. This action extends a provision in the new AFSCME contract that provides a similar differential to all Communications Dispatcher to the 911 Communications Calltaker classifications also under the AFSCME contract. There are currently four Calltakers eligible for the 10% allowance and the monthly salary and benefits cost of which is \$2,453. There is no change in the number of authorized positions.

16000 COUNTY COUNSEL

Action: Add: One position of B039S, Deputy County Counsel - Unclassified Series
Biweekly Salary: \$3,657.60 - \$7,659.20

Explanation: This is the addition of one Deputy County Counsel III - Unclassified to oversee service provider contracting which is a function that is being transferred from Org 66000, San Mateo Medical Center to the County Counsel's Office. This action represents a monthly salary and benefits cost of \$25,390. The total number of authorized positions is increased by one position.

18000 INFORMATION SERVICES

Action: Delete: One position of D182S, Management Analyst Series
Biweekly Salary: \$3,092.80 - \$3,866.40

Add: One position of D119, IS Manager I
Biweekly Salary: \$4,623.20 - \$5,779.20

Explanation: This is the deletion of one vacant Management Analyst Series and the addition of one IS Manager I to better align with the ongoing needs of the department. This action represents a monthly salary and benefits cost of \$6,341. There is no change in the total number of authorized positions.

55500 PUBLIC HEALTH, POLICY AND PLANNING

Action: Delete: One position of G040S, Mental Health Case Worker Series
Biweekly Salary: \$3,066.40 - \$4,311.20

Add: One position of F007S, Epidemiologist Series
Biweekly Salary: \$2,988.80 - \$4,176.00

Explanation: This is the deletion of one vacant Mental Health Case Worker Series (Psychiatric Social Worker II) and the addition of one Epidemiologist Series. This action supports department's organizational changes. This action represents a monthly salary and benefits savings of \$448. There is no change in the total number of authorized positions.

56000 EMERGENCY MEDICAL SERVICES

Action: Add: One position of D182S, Management Analyst Series
Biweekly Salary: \$3,092.80 - \$3,866.40

Explanation: This is the addition of one vacant Management Analyst Series to perform essential medical/health emergency preparedness and response work. This work was previously performed by a limited term staff. This action represents no monthly salary and benefits cost as funding for this position was already approved in the adopted budget, however the addition of the position was inadvertently excluded from the September salary resolution. The total number of authorized positions is increased by one.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Set: Salary of G242, Lead Behavioral Health and Recovery Specialist at
\$38.76 to \$48.45 per hour.

Explanation: This action adjusts the salary range of the Lead Behavioral Health and Recovery Specialist classification by 5.74%. The adjustment is being made to offset salary compaction issues between this classification and the Case Management/Assessment Specialist Series classification that it oversees. This action represents a monthly salary and benefits cost of \$1,374 impacting three filled positions. There is no change in the total number of authorized positions.

Action B: Convert: One position of B013S, Case Management/Assessment
Specialist-Unclassified
Biweekly Salary: \$2,665.60 - \$3,928.80

To: Classified

Explanation: This is the conversion of one filled 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 and there are no changes in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of E411S, Patient Services Assistant Series
Biweekly Salary: \$1,931.20 - \$2,548.80

Add: Two positions of G243S, Program Coordinator Series
Biweekly Salary: \$2,755.20 - \$4,041.60

Explanation: This is the deletion of one vacant Patient Services Assistant Series and the addition of one Program Coordinator Series to help manage the front-end solution software, initiatives and training within Patient Access. This action represents a monthly salary and benefits cost of \$4,949. There is no change in the total number of authorized positions.

Action B: Delete: One position of D071, Director of Payor and Provider Contracting

Biweekly Salary: \$5,036.80 - \$6,296.80

Explanation: This is the deletion of one vacant Director of Payor and Provider Contracting. This function is being transferred to the County Counsel's Office. This action represents a monthly salary and benefits savings of \$20,874. The total number of authorized positions is decreased by one position.

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 \$49,000. 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 \$19,185 or an annual cost estimate of \$230,217.