



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 19-1278

Board Meeting Date: 1/14/2020

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 delete twelve positions, add fourteen positions, set salary of two classifications, and convert one unclassified position to classified.

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 twelve positions;
- addition of fourteen positions;
- salary setting of two classifications; and
- conversion of one unclassified position to classified

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.

12000 COUNTY MANAGER

Action: Add: One position of E030S, Accountant Series
Biweekly Salary: \$2,424.80 - \$3,543.20

Explanation: This is the addition of one Accountant Series position. This action supports the staffing

and business needs of the department. This action represents a monthly salary and benefits cost of \$11,746. The total number of authorized positions is increased by one position.

12600 AGRICULTURAL COMMISSIONER-SEALER

Action: Delete: One position of J070, Pest Detection Supervisor - Exempt
Biweekly Salary: \$2,323.20 - \$2,904.80

Add: One position of D131, Program Services Manager I
Biweekly Salary: \$3,722.40 - \$4,653.60

Explanation: This is the deletion of one vacant Pest Detection Supervisor - Exempt and the addition of one Program Services Manager I who will manage the staff and activities of the Pest Detection unit. This action represents a monthly salary and benefits cost of \$5,797. There is no change in the total number of authorized positions.

18000 INFORMATION SERVICES DEPARTMENT

Action: Delete: One position of E403, Payroll/Personnel Services Specialist
Biweekly Salary: \$2,176.80 - \$2,720.80

Add: One position of E029, Administrative Assistant I
Biweekly Salary: \$2,586.40 - \$3,232.80

Explanation: This is the deletion of one vacant Payroll/Personnel Services Specialist position and the addition of one Administrative Assistant I. The latter classification is more appropriate for the duties that would be assigned to this position when filled. This action represents a monthly salary and benefits cost of \$1,697. There is no change in the total number of authorized positions.

30000 SHERIFF'S OFFICE

Action A: Set: Salary of D004, Sheriff's Property Manager at \$49.34 to \$61.69 per hour.

Explanation: This action sets the salary range of the Sheriff's Property Manager at \$49.34 to \$61.69 per hour. This action represents a monthly salary and benefits cost of \$998 affecting one filled position. There is no change in the total number of authorized positions.

Action B: Set: Salary of D202, Sheriff's Criminal Records Manager at \$51.81 to \$64.76 per hour.

Explanation: This action sets the salary range of the Sheriff's Criminal Records Manager at \$51.81 to \$64.76 per hour. This action represents a monthly salary and benefits cost of \$1,697 affecting one filled position. There is no change in the total number of authorized positions.

32000 PROBATION DEPARTMENT

Action: Delete: Nine positions of E375, Legal Office Specialist

Biweekly Salary: \$2,392.80 - \$2,990.40

Add: Nine positions of E020, Pre-trial Specialist
Biweekly Salary: \$2,530.40 - \$3,164.00

Explanation: This is the deletion of nine vacant Legal Office Specialist positions and the addition of nine Pre-trial Specialist positions. Six of the nine positions were added as placeholders in the 2019 - 2020 Adopted Budget pending completion of the creation of the new Pre-trial Specialist classification. The remaining three positions being deleted are vacant positions. These positions are needed to meet the Pre-Trial Grant fund requirements. This action represents a monthly salary and benefits cost of \$5,179. There is no change in the total number of authorized positions.

40000 OFFICE OF SUSTAINABILITY

Action: Add: One position of J083S, Resource Conservation/Sustainability Series
Biweekly Salary: \$2,853.60 - \$4,740.80

Explanation: This is the addition of one Resource Conservation/Sustainability Series (Senior Sustainability Specialist) position dedicated to community engagement support needed for various Office of Sustainability and County Manager initiatives. This action represents a monthly salary and benefits cost of \$15,716. The total number of authorized positions is increased by one position.

59000 ENVIRONMENTAL HEALTH SERVICES

Action A: Convert: One position of B033S - Hazardous Materials Specialist I -
Unclassified Series Biweekly Salary: \$3,066.40 - \$4,311.20 To: Classified

Explanation: This is the conversion of one filled position from unclassified status to classified status. Funding source for this position is stable and fully budgeted. This action represents no change in the monthly salary and benefits cost and no change in the total number of authorized positions.

Action B: Delete: One position of J003S, Hazardous Materials Specialist Series
Biweekly Salary: \$2,932.00 - \$4,555.20

Add: One position of J048S, Environmental Health Specialist Series
Biweekly Salary: \$2,932.00 - \$4,555.20

Explanation: This is the deletion of one vacant Hazardous Materials Specialist Series (Hazardous Materials Specialist III) and the addition of one Environmental Health Specialist Series (Environmental Health Specialist III). The job duties and skillset needed for this position are more in line with Environmental Health Specialist Series. This action represents no change in the monthly salary and benefits cost and 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 \$91,000. 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 \$42,173 or an annual cost estimate of \$506,080.