



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 20-081

Board Meeting Date: 2/25/2020

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 seven positions and add twelve positions.

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; and
- addition of twelve positions.

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 A: Delete: One position of D151, Financial Services Manager II
Biweekly Salary: \$4,753.60 - \$5,942.40

Add: One position of D060, Financial Services Manager I
Biweekly Salary: \$4,104.80 - \$5,132.80

Explanation: This is the deletion of one vacant Financial Services Manager II position and the

addition of one Financial Services Manager I. The latter classification is more appropriate for the assignment after a restructuring of duties and responsibilities was conducted. This action represents a monthly salary and benefits savings of \$2,684. There is no change in the total number of authorized positions.

17800 SHARED SERVICES

Action: Delete: One position of D180, Principal Management Analyst
Biweekly Salary: \$5,238.40 - \$6,548.80

Add: One position of D045, Administrative Services Manager I
Biweekly Salary: \$4,310.40 - \$5,388.00

Explanation: This is the deletion of one vacant Principal Management Analyst position and the addition of one Administrative Services Manager I position. The latter classification is more appropriate for the duties and responsibilities that will be assigned to this position. This action represents a monthly salary and benefits savings of \$3,967. There is no change in the total number of authorized positions.

47300 FACILITIES SERVICES

Action A: Delete: One position of D170, Senior Capital Projects Manager
Biweekly Salary: \$4,990.40 - \$6,238.40

Add: One position of D229, Capital Programs Manager
Biweekly Salary: \$5,502.40 - \$6,878.40

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

Add: One position of N109, Supervising Capital Projects Manager
Biweekly Salary: \$4,620.80 - \$5,777.60

Explanation: This is the deletion of one vacant Senior Capital Projects Manager and one vacant Program Services Manager I positions and the addition of one Capital Programs Manager and one Supervising Capital Projects Manager positions. These actions support the staffing and other organizational needs of the department. This action represents a monthly salary and benefits cost of \$5,848. There is no change in the total number of authorized positions.

Action C: Delete: One position of T048, Boiler Watch Engineer
Biweekly Salary: \$2,726.40 - \$3,408.00

Add: One position of T041S, Stationary Engineer Series
Biweekly Salary: \$2,513.60 - \$3,717.60

Explanation: This is the deletion of one vacant Boiler Watch Engineer position and the addition of one Stationary Engineer Series position in order to align positions with business needs. This action represents a monthly salary and benefits cost of \$1,026. There is no change in the total number of

authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of B112S, Mental Health Case Worker Series - Unclassified
Biweekly Salary: \$3,066.40 - \$4,311.20

Add: One position of E040, Medical Coding Supervisor
Biweekly Salary: \$3,667.20 - \$4,584.80

Explanation: This is the deletion of one vacant Mental Health Case Worker Series - Unclassified (Psychiatric Social Worker Series - Unclassified) and the addition of one Medical Coding Supervisor. This action creates supervisory support for the medical coding staff and unit. This action represents a monthly salary and benefits cost of \$907. There is no change in the total number of authorized positions.

Action B: Delete: One position of E414, Patient Services Specialist
Biweekly Salary: \$2,331.20 - \$2,916.00

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

Explanation: This is the deletion of one vacant Patient Services Specialist Position and the addition of one Program Coordinator Series. This action supports department's staffing needs. This action represents a monthly salary and benefits cost of \$3,731. There is no change in the total number of authorized positions.

74000 HUMAN SERVICES AGENCY

Action A: Add: One position of E350, Fiscal Office Specialist
Biweekly Salary: \$2,176.80 - \$2,720.80

Action B: Add: Two positions of E030S, Accountant Series
Biweekly Salary: \$2,424.80 - \$3,543.20

Action C: Add: One position of D182S, Management Analyst Series
Biweekly Salary: \$3,216.80 - \$4,653.60

Action D: Add: One position of E009, Senior Accountant - Exempt
Biweekly Salary: \$3,477.60 - \$4,348.00

Explanation: This is the addition of one Fiscal Office Specialist position, two Accountant Series positions, one Management Analyst Series position, and one Senior Accountant - Exempt position. These added positions will provide fiscal and billing support to the Agency once the Receiving Home converts to a Short-Term Residential Treatment Program facility. These actions represent a monthly salary and benefits cost of \$62,351. The total number of authorized positions is increased by five positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$67,212 or an annual cost estimate of \$806,547.