



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 20-113

Board Meeting Date: 3/10/2020

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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 delete forty-four positions, add three positions, adjust the salary of nine classifications, reclassify one position, 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 forty-four positions;
- addition of three positions;
- salary adjustment of nine classifications;
- reclassification of one position; 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.

**25100 DISTRICT ATTORNEY'S OFFICE**

**Action A:** Adjust: Salary of H035, District Attorney's Inspector to \$57.91 to 72.40 per hour.

**Action B:** Adjust: Salary of H100, Senior District Attorney's Inspector to \$64.13 - \$80.18 per hour.

**Explanation:** These actions increase the salary of the District Attorney's Inspector and Senior District Attorney's Inspector classifications by 3% as per Memorandum of Understanding with their respective unions. This action represents an approximate monthly salary and benefits cost of \$5,931 impacting 16 filled positions calculated at the highest salary step. There is no change in the total number of authorized positions.

### **30000 SHERIFF'S OFFICE**

**Action A:** Adjust: Salary of B014, Deputy Sheriff - Unclassified and H060, Deputy Sheriff to \$46.73 to \$58.42 per hour.

**Action B:** Adjust: Salary of H058, Sheriff's Correctional Officer to \$39.72 to 49.66 per hour.

**Action C:** Adjust: Salary of H061, Deputy Sheriff Trainee to \$41.67 per hour.

**Action D:** Adjust: Salary of H044, Sheriff's Sergeant to \$56.39 to \$70.49 per hour.

**Explanation:** These actions increase the salary of the Deputy Sheriff, Deputy Sheriff - Unclassified, Deputy Sheriff Trainee, Sheriff's Correctional Officer and Sheriff's Sergeant classifications by 3% as per Memorandum of Understanding with their respective unions. These actions represent an approximate monthly salary and benefits cost of \$137,795 impacting 484 filled positions calculated at the top end of the salary range. There is no change in the total number of authorized positions.

### **32000 PROBATION**

**Action A:** Delete: Ten positions of C001S, Deputy Probation Officer Series  
Biweekly Salary: \$2,887.20 - \$4,262.40

**Action B:** Delete: Twenty-five positions of C005S, Group Supervisor Series  
Biweekly Salary: \$2,320.00 - \$3,272.80

**Action C:** Delete: Six positions of C006, Group Supervisor Series  
Biweekly Salary: \$2,910.40 - \$3,637.60

**Explanation:** This is the deletion of ten vacant Deputy Probation Officer positions, twenty-five vacant Group Supervisor I/II positions and six vacant Group Supervisor III positions. These deletions are based on an evaluation of current operational policies and structures, staffing and client population. Over the past five years there has been a continued decrease in the juvenile population both housed in the Juvenile Hall and Camp Kemp; and since FY 2015-16, Probation's vacancy rates have steadily increased primarily due to thoughtful hiring practices based on needs and changes in the provision of service components. These changes represent a monthly salary and benefits savings of \$484,884. There total number of authorized positions is decreased by 41 positions.

**Action D:** Delete: Two positions of D163, Probation Services Manager I  
Biweekly Salary: \$3,911.20 - \$4,888.80

Add: Two D181S, Management Analyst Series  
Biweekly Salary: \$3,216.80 - \$4,653.60

**Action E:** Delete: One position of D162, Probation Services Manager II  
Biweekly Salary: \$4,526.40 - \$5,658.40

Add: One D181S, Management Analyst Series  
Biweekly Salary: \$3,216.80 - \$4,653.60

**Explanation:** This is the deletion of two vacant Probation Services Manager I and one vacant Probation Services Manager II positions, and the addition of three Management Analyst Series to accommodate operational needs. These changes will allow Probation to merge the management oversight of Juvenile Hall, Camp Kemp, and supervised community supervision for juveniles. These changes represent a monthly salary and benefits savings of \$484,884. There is no change in the total number of authorized positions.

### **39000 PARKS DEPARTMENT**

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

To: One D151, Financial Services Manager II  
Biweekly Salary: \$4,753.60 - \$5,942.40

**Explanation:** This is the reclassification of one filled Administrative Services Manager I position to Financial Services Manager II. A classification study was conducted and deemed the duties and responsibilities of this position to be more aligned to the Financial Services Manager II classification. This action represents an approximate monthly salary and benefits cost of \$1,838. There is no change in the total number of authorized positions.

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

**Action A:** Delete: One position of F029, Creative Arts Therapist  
Biweekly Salary: \$2,712.80 - \$3,392.80

Add: One position of G081, Mental Health Program Specialist  
Biweekly Salary: \$3,728.00 - \$4,659.20

**Explanation:** This is the deletion of one vacant Creative Arts Therapist position and the addition of one Mental Health Program Specialist position. This change allows the department to better serve the needs of students/clients in need of mental health services in the school-based program. This change represents a monthly salary and benefits cost of \$4,198. There is no change in the total number of authorized positions.

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

Add: One position of G078S, Behavioral Health and Recovery Services Analyst Series  
Biweekly Salary: \$2,781.60 - \$4,080.00

**Explanation:** This is the deletion of one vacant Patient Services Assistant Series position and the addition of one Behavioral Health and Recovery Services Analyst Series. The Analyst position is needed to support electronic health record implementation and data analysis. This action represents a monthly salary and benefits cost of \$5,076 and there is no change in the total number of authorized positions.

**Action C:** Adjust: Salary of G078, Behavioral Health and Recovery Services Analyst I to \$35.41 to \$44.26 per hour.

**Action D:** Adjust: Salary of G079, Behavioral Health and Recovery Services Analyst II to \$41.56 to \$43.93 per hour.

**Explanation:** These actions increase the salary of the Behavioral Health and Recovery Services Analyst Series by approximately 1.8% to align with internal comparator. These actions represent an approximate monthly salary and benefits cost of \$1,128 based on seven filled positions calculated using the highest step of the salary range. There is no change in the total number of authorized positions.

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

**Action:** Convert: One position of B083S - Patient Services Assistant Unclassified Series  
Biweekly Salary: \$2,038.40 - \$2,548.80

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.

### **70000 HUMAN SERVICES AGENCY**

**Action:** Delete: One position of D037-Y, Deputy Director of Human Services Y-Rated  
Biweekly Salary: \$7,291.20

Add: One position of D037, Deputy Director of Human Services  
Biweekly Salary: \$5,502.40 - \$6,878.40

**Explanation:** This is the deletion of one vacant Deputy Director of Human Services Y-Rated position and the addition of one Deputy Director of Human Services. The latter classification will be eligible for COLA and Step Progressions. This action represents a monthly salary and benefits savings of \$1,368. 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 are in addition to the actually assumed annual salary increases of affected current employees increases the Actuarial Accrued Liability (AAL) by approximately \$47,000. 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 savings of \$337,014 or an annual savings estimate of \$4 million.