



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 20-230

Board Meeting Date: 4/21/2020

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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 five positions, add six positions, set the salary of one classification, correct the salary adjustment of two classifications, and reclassify three 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 five positions;
- addition of six positions;
- salary setting of one classification;
- correction of salary adjustments for two classifications; and
- reclassification of three 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'S OFFICE**

**Action:** Delete: One position of E337, Office Specialist  
Biweekly Salary: \$2,018.40 - \$2,522.40

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

**Explanation:** This is the deletion of one vacant Office Specialist position and the addition of one Administrative Assistant I which more accurately describes the job duties of the position to be filled. This action represents a monthly salary and benefits cost of \$2,355. There is no change in the total number of authorized positions.

### **15000 TAX COLLECTOR - TREASURER**

**Action:** Delete: One position of E351, Fiscal Office Services Supervisor - E  
Biweekly Salary: \$2,586.40 - \$3,232.80

Add: One position of E007, Senior Accountant  
Biweekly Salary: \$3,477.60 - \$4,348.00

**Explanation:** This is the deletion of one vacant Fiscal Office Services Supervisor position and the addition of one Senior Accountant. The latter classification is in better alignment with the current needs of the department. This action represents a monthly salary and benefits cost of \$3,697. There is no change in the total number of authorized positions.

### **45100 PUBLIC WORKS - ADMIN**

**Action:** Set: Salary of B411, Associate Transportation Systems Coordinator - Unclassified at \$53.88 to \$67.35 per hour.

**Explanation:** This action sets the salary of the newly created Associate Transportation Systems Coordinator - Unclassified position to \$53.88 to \$67.35 per hour. This new classification is a unique classification allocated to Public Works' C/CAG agreement. This action is to set the salary only and represents no monthly salary and benefits cost. There is no change in the total number of authorized positions.

### **55500 PUBLIC HEALTH POLICY AND PLANNING**

**Action:** Add: One position of D010, Deputy Health Officer  
Biweekly Salary: \$7,742.40 - \$9,676.80

**Explanation:** This is the addition of one vacant Deputy Health Officer position. This change supports department's staffing and succession planning needs. This action represents an approximate monthly salary and benefits cost of \$32,079. The total number of authorized positions is increased by one.

### **57000 AGING AND ADULT SERVICES**

**Action A:** Reclassify: One position of G226S, Community Program Specialist Series  
Biweekly Salary: \$2,460.00 - \$3,444.80

To: One position of G228, Senior Community Program Specialist

Biweekly Salary: \$3,235.20 - \$4,041.60

**Explanation:** This is the reclassification of one filled Community Program Specialist II position to Senior Community Program Specialist. A classification study was conducted and deemed the duties and responsibilities of this position to be more aligned to the Senior Community Program Specialist classification. This action represents an approximate monthly salary and benefits cost of \$1,978. There is no change in the total number of authorized positions.

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

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

To: One position of G040S, Mental Health Case Worker Series (Marriage and Family Therapist I)  
Biweekly Salary: \$3,066.40 - \$3,833.60

**Explanation:** This is the reclassification of one filled Creative Arts Therapist position to Marriage and Family Therapist I. A classification study was conducted and deemed the duties and responsibilities of this position to be more aligned with the Marriage and Family Therapist classification. This action represents an approximate monthly salary and benefits cost of \$1,461. There is no change in the total number of authorized positions.

**Action B:** Delete: One position of G240S, Case Management/Assessment Specialist Series  
Biweekly Salary: \$2,638.40 - \$3,928.80

To: One position of G242, Lead Behavioral Health and Recovery Services (BHRS) Specialist  
Biweekly Salary: \$3,324.80 - \$4,154.40

**Explanation:** This is the deletion of one vacant Case Management/Assessment Specialist Series position and addition of one Lead BHRS Specialist. This add-delete supports department's need for a lead worker to support staffing structure. This action represents an approximate monthly salary and benefits cost of \$748. There is no change in the total number of authorized positions.

**Action C:** Delete: One position of G081, Mental Health Program Specialist  
Biweekly Salary: \$3,728.00 - \$4,659.20

Add: One position of F005S, Mental Health Supervisor Series (Supervising Mental Health Clinician-E)  
Biweekly Salary: \$4,060.80 - \$5,076.00

**Explanation:** This is the deletion of one vacant Mental Health Program Specialist position and addition of one Supervising Mental Health Clinician to supervise the expanded Psychiatric Emergency Response Team (PERT) program and staff. This action represents an approximate monthly salary and benefits cost of \$1,382. There is no change in the total number of authorized positions.

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

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

**Explanation:** These salary adjustments were introduced and approved in the March 10, 2020 Salary Resolution Amendment, however the items were inadvertently deleted in the actual resolution. These actions are clean up items to correct the salary resolution. These actions represent no salary and benefits cost. There is no change in the total number of authorized positions.

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

**Action:** Reclassify: One position of E416S, Medical Office Assistant Series  
Biweekly Salary: \$1,838.40 - \$2,476.00

To: One position of E420, Medical Office Specialist  
Biweekly Salary: \$2,296.00 - \$2,871.20

**Explanation:** This is the reclassification of one filled Medical Office Assistant II position to Medical Office Specialist. A classification study was conducted and deemed the duties and responsibilities of this position to be more aligned with the Marriage and Family Therapist classification. This action represents an approximate monthly salary and benefits cost of \$1,310. There is no change in the total number of authorized positions.

### **70000 HUMAN SERVICES AGENCY**

**Action:** Delete: One position of D090, Human Services Manager I  
Biweekly Salary: \$4,104.80 - \$5,132.80

To: One position of D049, Human Resources Manager I  
Biweekly Salary: Same

**Explanation:** This is the deletion of one vacant Human Services Manager I position and the addition of one Human Resources Manager I position. A review of duties and responsibilities determined that the Human Resources Manager I is the more appropriate classification for the work that will be assigned to this position. 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, 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 \$64,000. 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 \$45,010 or an annual cost estimate of \$540,117.