



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 20-562

Board Meeting Date: 7/21/2020

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors
From: Rocio Kiryczun, Human Resources Director
Subject: Master Salary Resolution for Fiscal Year 2019-2020

RECOMMENDATION:

Adopt the Master Salary Resolution for FY 2020-21, specifying the number of and providing compensation and benefits for persons employed by the County of San Mateo, setting appropriate rules and regulations and repealing all inconsistent resolutions.

BACKGROUND:

On February 24, 2015 your Board adopted Ordinance 04733 which allowed that a resolution establish the number of all appointed County officers and employees and their compensation and benefits. The resolution is the base document identifying the number of authorized positions and classifications for all County jobs. It also establishes the compensation and certain benefits other than base pay for County officers and employees. Base pay and other compensation is established by resolution for each employee group and is listed herein as the amount paid for each bi-weekly pay period for information only.

Each year, following budget hearings, your Board adopts the annual Master Salary Resolution that enacts the decisions made by the Board concerning the number of positions in the County service. Throughout the year salary resolution amendments indicate changes in positions and the compensation established herein that occur in the various operating departments.

DISCUSSION:

The total number of positions authorized by your Board for FY 2020-2021 is 5,755. This number includes positions authorized for the County Free Library System, the First 5 Commission, Retirement (SamCERA) and LAFCO. In FY 2019-2020 the Board authorized 5,782 positions including adjustments made via salary resolution amendments throughout the year.

The FY 2020-2021 positions are distributed among the departments as follows:

Department/Agency	FY 2019-20	FY 2020-21
<u>Criminal Justice</u>		
• Coroner's Office	14	15
• District Attorney's Office	140	141
• Probation Department	385	384
<u>Department/Agency</u>		
	FY 2019-20	FY 2020-21
• Sheriff's Office	822	827
<u>Health Services</u>		
• Health System		
• Aging and Adult Services	144	144
• Behavioral Health and Recovery	469	465
• Correctional Health	88	88
• Emergency Medical Services	10	10
• Environmental Health Services	79	79
• Family Health Services	182	179
• Health Administration	24	24
• Health Coverage Unit	27	27
• Health IT	19	19
• Public Health, Policy and Planning	131	134
• San Mateo Medical Center	1048	1021
• First 5 San Mateo County	8	8
<u>Social Services</u>		
• Department of Child Support Services	73	68
• Human Services Agency	775	775
<u>Community Services</u>		
• Agriculture/Weights and Measures	30	30
• County Library	123	123
• Department of Housing	19	19
• LAFCO	2	2
• Office of Sustainability	18	18
• Parks and Recreation	74	74
• Parks - Coyote Point Marina	3	3
• Planning and Building	67	67
• Public Safety Communications	75	75
• Public Works		
• Administration	36	39
• Engineering Services	21	21

• Facilities Services	115	115
• Vehicle and Equipment Maintenance	14	14
• Utilities	21	21
• Road Construction and Operations	77	77
• Construction Services	10	10
• Airports	10	10
Department/Agency	FY 2019-20	FY 2020-21
• Real Property	5	5
• Solid Waste Management	8	8
Administration and Fiscal Services		
• Assessor/County Clerk/Recorder	155	155
• Board of Supervisors	22	22
• County Manager's Office/Clerk of the Board	50	50
• CMO – Revenue Services	22	22
• Controller's Office	51	51
• County Counsel's Office	49	49
• Human Resources Department	63	63
• Information Services	135	135
• Retirement Office	23	23
• Shared Services	12	12
• Tax Collector/Treasurer's Office	34	34
Total Positions	5,782	5,755

The resolution also includes special compensation and benefits other than base pay for represented and management positions that have been adopted through resolution amendments from the previous fiscal year.

Also reflected in this resolution is the conversion of five unclassified positions in Org 61000 - Behavioral Health and Recovery Services to classified via Measure D. Measure D which was adopted by San Mateo County voters in November 2004 requires that any unclassified positions continuously filled for at least three years be converted to classified status. The above positions meet this requirement. This action represents no change in the monthly salary and benefits cost and no changes in the total number of authorized positions. The positions being changed are as follows:

- One position of B244, Patient Services Specialist - Unclassified
- Four positions of B112S, Mental Health Case Worker Series - Unclassified

This resolution has been reviewed and approved by the County Counsel's Office as to form.

FISCAL IMPACT:

The total number of authorized positions for FY 2020-2021 is 5,755 with an estimated annual salary and benefits cost of \$1.14 billion.