



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 20-860

Board Meeting Date: 11/10/2020

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 077624 to reclassify six positions, set the salary for two classifications, convert one position to classified via Measure D, and add back one special compensation; and accept the updated report of biweekly salaries by classification.

BACKGROUND:

On July 21, 2020, your Board adopted Master Salary Resolution 077624 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:

- reclassification of six positions;
- setting of salary for two classifications;
- conversion of one position to classified via Measure D; and
- add back of one special compensation.

This amendment to the resolution has been reviewed and approved by the County Counsel's Office as to form. The specific actions are discussed in detail below.

ALL DEPARTMENTS

Action: Set: Salary of J086, Natural Resource Specialist III at \$43.68 to \$54.60 per hour.

Explanation: This action sets the salary of the new Natural Resource Specialist III classification at \$43.68 to \$54.60 per hour. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

12000 COUNTY MANAGER'S OFFICE

Action: Set: Salary of D230, Director, Office of Emergency Services at \$75.81 - \$94.79 per hour.

Explanation: This action sets the salary of the new Director, Office of Emergency Services classification at \$75.81 - \$94.79/hour. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

12600 AGRICULTURAL COMMISSIONER/SEALER

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

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

Explanation: This is the reclassification of one filled Management Analyst Series to Administrative Services Manager I per the recommendation of a classification study that was conducted on the position. This action represents a monthly salary and benefits cost of \$2,435. There is no change in the total number of authorized positions.

45100 PUBLIC WORKS - ADMIN

Action: Reclassify: One position of B048S, Resources Conservation Specialist -
Unclassified Series
Biweekly Salary: \$2,939.20 - \$4,368.00

To: One position of B217S, C/CAG Programs Specialist - Unclassified Series
Biweekly Salary: \$2,837.60 - \$4,163.20

Explanation: This is the reclassification of one filled position of Resource Conservation Specialist II - Unclassified to C/CAG Program Specialist - Unclassified. A classification study was conducted on this position and found the duties of the position to be more aligned with the C/CAG Program Specialist - Unclassified classification. This action represents a monthly salary and benefits savings of \$680. There is no change in the total number of authorized positions.

45200 ROAD CONSTRUCTION AND OPERATIONS

Action: Reclassify: One position of J083S, Resources Conservation Specialist - Series
Biweekly Salary: \$2,939.20 - \$4,368.00

To: One position of J084S, Natural Resource Specialist Series
Biweekly Salary: Same

Explanation: This is the reclassification of one vacant Resource Conservation Specialist Series to Natural Resource Specialist per the recommendation of a classification study that was conducted on this position. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

48400 UTILITIES

Action A: Reclassify: Two positions of J083S, Resources Conservation Specialist - Series
Biweekly Salary: \$2,939.20 - \$4,368.00

To: Two positions of J084S, Natural Resource Specialist Series
Biweekly Salary: Same

Action B: Reclassify: One position of J083S, Resources Conservation Specialist - Series
Biweekly Salary: \$2,939.20 - \$4,368.00

To: One position of J087, Senior Natural Resource Specialist
Biweekly Salary: \$3,905.60 - \$4,883.20

Explanation: This is the reclassification of two filled Resource Conservation Specialist Series to Natural Resource Specialist, and one filled position to Senior Natural Resource Specialist per the recommendation of a classification study that was conducted on these positions. These actions represent a monthly salary and benefits cost of \$1,708. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Convert: One position of B107S - Social Worker/Children's Services Social Worker - Unclassified Series
Biweekly Salary: \$2,717.60 - \$4,046.40

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 certain 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.

Action B: Add back 5% Lead Orderly special compensation

Explanation: This action adds back a 5% Lead Orderly special compensation previously introduced and approved by the Board in FY 2016-2017 Master Salary Resolution (MSR). The item was erroneously removed from the MSR in 2018 when it was scheduled to be transferred into the AFSCME contract. One Medical Office Assistant I is currently receiving this differential. This action does not represent any additional salary and benefits cost and it does not change the 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 \$34,000. 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 \$3,463 or an annual cost estimate of \$41,554.