



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 21-091

Board Meeting Date: 1/26/2021

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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 077624 to reclassify one position, delete six positions, add six positions, and convert one position to classified via Measure D; 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 one position;
- deletion of six positions;
- addition of six positions; and
- conversion of one position to classified via Measure D

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.

**16000 COUNTY COUNSEL**

**Action:** Delete: One position of B039S, Deputy County Counsel-Unc Series  
Biweekly Salary: \$3,918.40 - \$9,497.60

Add: One position of B212, Chief Deputy County Counsel-Unclassified

Biweekly Salary: \$8,372.80-\$10,464.00

**Explanation:** This is the deletion of one Deputy County Counsel - Unclassified Series and the addition of one Chief Deputy County Counsel - Unclassified to support the department's organizational changes and needs. This action represents a monthly salary and benefits cost of \$3,203. There is no change in the total number of authorized positions.

### **32000 PROBATION DEPT**

**Action:** Reclassify: One position of E355, Legal Word Processor  
Biweekly Salary: \$2,288.00 - \$2,858.40

To: One position of E375, Legal Office Specialist  
Biweekly Salary: \$2,464.80 - \$3,080.00

**Explanation:** This is the reclassification of one filled Legal Word Processor to Legal Office Specialist per the recommendation of a classification study that was conducted on the position and as part of the department's ongoing plan to phase out the legal word processing work. This action represents a monthly salary and benefits cost of \$734. There is no change in the total number of authorized positions.

### **55100 HEALTH COVERAGE UNIT**

**Action:** Delete: One position of D185, Senior Management Analyst  
Biweekly Salary: \$4,228.00- \$5,286.40

**Explanation:** This is the deletion of one vacant Senior Management Analyst position. This position is being transferred to Org 55500, Public Health, Policy and Planning to support SMC Health's equity initiatives. This action represents a monthly salary and benefits savings of \$17,524. The total number of authorized positions is decreased by one position.

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

**Action A:** Add: One position of D185, Senior Management Analyst  
Biweekly Salary: \$4,228.00- \$5,286.40

**Explanation:** This is the addition of one vacant Senior Management Analyst transferred from the Health Coverage Unit. This position will support SMC Health's equity initiatives. This action represents a monthly salary and benefits cost of \$17,524. The total number of authorized positions is increased by one position.

**Action B:** Delete: One position of E337, Office Specialist  
Biweekly Salary: \$2,079.20- \$2,598.40

Add: One position of E090, Administrative Assistant II-Confidential  
Biweekly Salary: \$3,026.40-\$3,784.00

**Explanation:** This is the deletion of one vacant Office Specialist and the addition of one

Administrative Assistant II-Confidential. This action supports and aligns with Public Health's program needs. This action represents a monthly salary and benefits cost of \$3,930. There is no change in the total number of authorized positions.

**Action C:** Convert: One position of B050, Communicable Disease Investigator -Unclassified  
Biweekly Salary: \$2,740.00 - \$3,424.00

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. These positions meet 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.

### **59000 ENVIRONMENTAL HEALTH SERVICES**

**Action:** Add: One position of J007, Environmental Health Program Supervisor  
Biweekly Salary: \$4,548.80-\$5,684.80

**Explanation:** This is the addition of one Environmental Health Program Supervisor. This position was a vacant Dietitian position transferred from Org 62400, Family Health Services and upon transfer is being converted to an Environmental Health Program Supervisor. This action supports and aligns with the organizational needs in Environmental Health's Food Inspection Program. This action represents a monthly salary and benefits cost of \$18,845. The total number of authorized positions is increased by one position.

### **62400 FAMILY HEALTH SERVICES**

**Action:** Delete: One position of S024, Dietitian  
Biweekly Salary: \$3,084.80- \$3,856.00

**Explanation:** This is the deletion of one vacant Dietitian. The position is being transferred to Environmental Health Services and converted to an Environmental Health Program Supervisor. This action represents a monthly salary and benefits cost saving of \$12,782. The total number of authorized positions is decreased by one position.

### **63000 CORRECTIONAL HEALTH SERVICES**

**Action:** Delete: One position of G107S, Program Counselor Series  
Biweekly Salary: \$2,098.40 - \$3,038.40

Add: One position of V260S, IS Support Series  
Biweekly Salary: \$3,440.00-\$5,498.40

**Explanation:** This is the deletion of one vacant Program Counselor Series and the addition of one IS Support Series (IS Application Support Analyst III). This action supports the department's organizational changes and needs. This action represents the monthly salary and benefits cost of

\$8,154.74. There are no changes 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 \$37,000. 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 \$22,087 or an annual cost estimate of \$265,046.