



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 21-195

Board Meeting Date: 3/9/2021

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 delete two positions and add eight positions; 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:

- deletion of two positions; and
- addition of eight 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.

14000 CONTROLLER'S OFFICE

Action: Delete: One position of E468, Executive Assistant-Confidential
Biweekly Salary: \$2,925.60 - \$3,655.20

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 Executive Assistant-Confidential and the addition of one Administrative Assistant II to better align with and support the department's organizational needs. This action represents the monthly salary and benefits cost of \$427. There are no changes in the total number of authorized positions.

37000 COUNTY LIBRARY

Action: Add: One position of K003, Senior Librarian
Biweekly Salary: \$3,154.40 - \$3,943.20

Add: One position of K001S, Librarian Series
Biweekly Salary: \$2,704.00 - \$3,684.80

Add: One position of G226S, Community Program Specialist Series
Biweekly Salary: \$2,533.60 - \$3,548.00

Add: Three positions of K009S, Library Assistant Series
Biweekly Salary: \$2,070.40 - \$2,732.00

Explanation: This is the addition of one Senior Librarian, one Librarian Series, one Community Program Specialist Series and three Library Assistant Series (two part-time, one full-time). The San Mateo County Libraries recently reached agreement to takeover management and operations of the North Fair Oaks Library. These positions are being added to support the transition of services. These actions represent a monthly salary and benefits costs of \$55,162; however, The Libraries do not receive general funds and therefore these actions have no net County cost. The total number of authorized positions is increased by six.

70000 HUMAN SERVICES AGENCY

Action: Delete: One position of G233, Human Services Hearings Officer
Biweekly Salary: \$3,407.20 - \$4,260.00

Add: One position of G252, Supervising Human Services Hearings Officer
Biweekly Salary: \$3,748.00 - \$4,686.40

Explanation: This is the deletion of one vacant Human Services Hearings Officer position and the addition of one Supervising Human Services Hearings Officer to better support staffing structure of the unit. This action represents the monthly salary and benefits cost of \$1,414. There are no changes in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$1,840 for an annual cost estimate of \$22,086.