



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 21-393

Board Meeting Date: 5/18/2021

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 set the salary of three classifications, delete four positions, and add four 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:

- setting of salary for three classifications;
- deletion of four positions; and
- addition of four positions.

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.

30000 SHERIFF'S OFFICE

Action A: Set: Salary of B309, Deputy Director of NCHIDTA/NCRIC-Unclassified at \$70.84 - \$88.56 per hour.

Explanation: This action sets the salary range of the newly created Deputy Director of NCHIDTA/NCRIC-Unclassified classification at \$70.84 - \$88.56/hour. This action only sets the

compensation for the classification, and therefore, there is no monthly salary and benefits cost associated and no change in the total number of authorized positions.

Action B: Set: Salary of B307, NCHIDTA/NCRIC Medical Liaison Officer-Unclassified at \$58.28 - \$72.85 per hour.

Explanation: This action sets the salary range of the newly created NCHIDTA/NCRIC Medical Liaison Officer-Unclassified classification at \$58.28 - \$72.85 per hour. This action only sets the compensation for the classification, and therefore, there is no monthly salary and benefits cost associated and no change in the total number of authorized positions.

32000 PROBATION DEPARTMENT

Action: Delete: One position of E006, Administrative Secretary III-Confidential Biweekly Salary: \$2,523.20 - \$3,153.60

Explanation: This is the deletion of one vacant Administrative Secretary III-Confidential position. This position is being transferred to Org 61000, Behavioral Health and Recovery Services and upon transfer will be converted to a Case Management/Assessment Specialist Series. This action represents the monthly salary and benefits savings of \$10,454 and a decrease in the total number of authorized positions by one.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Delete: One position of G098S, Social Worker/Children's Services Social Worker series Biweekly Salary: \$2,717.60 - \$4,046.40

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

Explanation: This is the deletion of one vacant Social Worker III position and the addition of one Community Program Specialist Series to support State required workforce development and mandated reporting. This action represents the monthly salary and benefits cost savings of \$1,652. There is no change in the total number of authorized positions.

Action B: Add: One position of G240S, Case Management/Assessment Specialist Series Biweekly Salary: \$2,717.60 - \$4,046.40

Explanation: This is the addition of one Case Management/Assessment Specialist Series position. This was an Administrative Secretary III-Confidential position that was transferred from Org 32000, Probation Department and converted to Case Management/Assessment Specialist after transfer to support the department's Veteran's Court program. This action represents a monthly salary and benefits cost of \$13,414 and an increase in the total number of authorized positions by one.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of D182S, Management Analyst Series Biweekly Salary: \$3,313.60 - \$4,793.60

Add: One position of D168, Assistant Medical Director
Biweekly Salary: \$7,974.40 - \$9,967.20

Explanation: This is the deletion of one vacant Management Analyst position and the addition of one Assistant Medical Director position. This action supports efforts to ensure patient care needs are met and that services are compliant. This action represents a monthly salary and benefits cost of \$17,150. There is no change in the total number of authorized positions.

Action B: Set: Salary of S021, Dietitian II at \$40.79 - \$51.00 per hour.

Explanation: This action sets the salary of the new Dietitian II classification at \$40.79- \$51.00/hour. This action only sets the compensation for the classification, and therefore, there is no monthly salary and benefits cost associated and no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$18,458 for an annual cost estimate of \$221,495.