



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 21-714

Board Meeting Date: 9/14/2021

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 078309 to add three positions, delete three positions, reclassify one position and convert one position to classified; and accept the updated report of biweekly salaries by classification.

BACKGROUND:

On July 13, 2021, your Board adopted Master Salary Resolution 078309 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:

- addition of three positions;
- deletion of three positions;
- reclassification of one position; and
- conversion of one position to classified.

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: Convert: One position of B221, Management Analyst -Unclassified
Biweekly Salary: \$3,834.40 - \$4,793.60

To: Classified

Explanation: This is the conversion of one filled position from unclassified status to classified status. This conversion supports the department's staffing needs. This action represents no change in the monthly salary and benefits cost and there are no changes in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action: Reclassify: One position of G081, Mental Health Program Specialist
Biweekly Salary: \$3,840.00 - \$4,799.20

To: One position of F005, Supervising Mental Health Clinician
Biweekly Salary: \$4,182.40 - \$5,228.00

Explanation: This is the reclassification of one filled Mental Health Program Specialist to Supervising Mental Health Clinician per the recommendation of a classification study that was conducted on the position. This action represents a monthly salary and benefits cost of \$1,421. There is no change in the total number of authorized positions.

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 D107, Hospital and Clinics Finance Manager
Biweekly Salary: \$5,667.20 - \$7,084.80

Explanation: This is the deletion of one vacant Management Analyst position and the addition of one Hospital and Clinics Finance Manager position to better support the needs of the department. This action represents a monthly salary and benefits cost of \$7,595. There is no change in the total number of authorized positions.

Action B: Delete: One position of E414, Patient Services Specialist
Biweekly Salary: \$2,400.80 - \$3,003.20

Add: One position of E413, Lead Patient Services Assistant
Biweekly Salary: \$2,400.80 - \$3,003.20

Explanation: This is the deletion of one vacant Patient Services Specialist position and the addition of one Lead Patient Services Assistant position to meet the needs of the clinic. 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 C: Delete: One position of D182S, Management Analyst Series
Biweekly Salary: \$3,313.60 - \$4,793.60

Add: One position of D023, Health Services Manager I
Biweekly Salary: \$4,228.00 - \$5,286.40

Explanation: This is the deletion of one vacant Management Analyst position and the addition of one Health Services Manager I position to better align the classification with the job duties and responsibilities of the position and the department's needs. This action represents a monthly salary and benefits cost of \$1,634. There is no change 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 \$23,000. 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 \$10,650 for an annual cost estimate of \$127,805.18.