



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 21-783

Board Meeting Date: 10/5/2021

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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 078309 to add two positions, reclassify one position, and set the salary range of two classifications; 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 two positions; and
- reclassification of one position; and
- setting of the salary range for two classifications.

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.

**17000 HUMAN RESOURCES DEPARTMENT**

**Action:** Reclassify: One position of D106, Employee Relations Manager  
Biweekly Salary: \$5,667.20 - \$7,084.80

To: One position of D027, Human Resources Manager III  
Biweekly Salary: \$5,776.80 - \$7,220.80

**Explanation:** This is the reclassification of one filled Employee Relations Manager position to Human Resources Manager III (Deputy Director of HR) per the recommendation of a classification study that was conducted on the position. This action represents a monthly salary and benefits cost of \$451. There is no change in the total number of authorized positions.

### **30000 SHERIFF'S OFFICE**

**Action:** Add: Two positions of B309, Deputy Director of Northern California High Intensity Drug Trafficking Area/Regional Intelligence Center (NCHIDTA/NCRIC) - Unclassified  
Biweekly Salary: \$5,667.20 - \$7,084.80

**Explanation:** This is the addition of two Deputy Director of NCHIDTA/NCRIC -Unclassified positions. These roles are currently performed by extra help employees and the addition of these positions addresses the need of the department to make these permanent roles in the organization. Funding for these two positions was already incorporated in the department's FY 2021-22 Recommended Budget, so therefore, the addition of these positions does not represent any additional monthly salary and benefits cost. The total number of authorized positions is increased by two.

### **38000 PLANNING AND BUILDING**

**Action:** Set: Salary for J066, Building Permit Technician III at \$33.88 to \$42.37 per hour

**Explanation:** This action sets the salary of the new Building Permit Technician III classification at \$33.88 to \$42.37 per hour. This action represents no monthly salary and benefits cost, and there is no change in the total number of authorized positions.

### **66000 SAN MATEO MEDICAL CENTER**

**Action:** Set: Salary for F083, Supervising Medical Services Assistant at \$27.33 to \$34.16 per hour

**Explanation:** This action sets the salary of the new Supervising Medical Services Assistant classification at \$27.33 to 34.16 per hour. This action represents no monthly salary and benefits cost, and 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 \$16,000. 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 \$451 or an annual cost estimate of \$5,412.