



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 21-1016

Board Meeting Date: 12/14/2021

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 adjust the salary of one position, delete twelve positions, add twelve positions, convert three positions to classified, and amend Section 5 - Special Compensation of the Master Salary Resolution to incorporate the provisions of the County's Resolution to provide continued employment status for reservists called to active duty in connection with the Global War on Terrorism; 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 positions and provides compensation and benefits for persons employed by the County of San Mateo. The Master Salary Resolution also sets appropriate rules and regulations and repeals all inconsistent ordinances and resolutions related to employee compensation and benefits. Throughout the year, the salary resolution is amended from time to time to meet the needs of the County.

DISCUSSION:

The amendments to the Master Salary Resolution herein include the:

- adjustment of salary for one position;
- deletion of twelve positions;
- addition of twelve positions;
- conversion of three positions to classified; and
- amendment of Section 5 - Special Compensation of the Master Salary Resolution.

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.

ALL DEPARTMENTS

Action: Amend Section 5 - Special Compensation, Miscellaneous of the Master Salary Resolution to provide continued employment status for reservists called to active duty in connection with military expeditions and operations in support of the Global War on Terrorism, in connection with military operations in Iraq and Afghanistan.

Explanation: Under provisions of the California Government Code, the County is required, under some circumstances, to provide up to 30 calendar days per fiscal year of military leave with pay for any County employee who is in the Reserves or National Guard. There is no provision in the Code requiring leave with pay beyond the 30-calendar-day period. In order to reduce the disruption to the lives of County employees called to active duty, this Board passed a resolution in September 2001 providing assurance to County employees serving in support of the Global War on Terrorism that they would receive full pay for the first 30 days of their service and thereafter the difference between their military and civilian pay. In addition, the resolution provided that full benefits would be provided. Since January 2002 these benefits have been extended continuously, and most recently through June 30, 2021.

This action amends Section 5 - Special Compensation, Miscellaneous of the Master Salary Resolution to define compensation and benefits for any permanent County employee, whether full-time or part-time, who is ordered to active duty in connection with military expeditions and operations in support of the Global War on Terrorism, in connection with military operations in Iraq and Afghanistan as follows:

- a. For the first thirty days of the employee's term of active duty, the employee shall be entitled to the paid military leave as set forth in section 395.01 (a) of the California Military and Veteran's Code, to the extent that the employee has not already received thirty days of paid military leave during the fiscal year in which the employee is called to active duty. Thereafter, the employee shall receive the difference between the employee's total military compensation, including the employee's base pay and all taxable and nontaxable allowances, and the employee's base pay from the County.
- b. Full benefits as would be provided if working for the County to the extent such provision of benefits is consistent with the contractual obligations of the County. Benefits shall include accrual of vacations, sick leave, compensatory time, health coverage, dental coverage, life insurance, and credit for hours worked towards retirement.
- c. The re-employment upon completion of active military duty of any permanent employee of the County who is ordered to active duty in connection with military expeditions and operations in support of the Global War on Terrorism, in connection with military operations in Iraq and Afghanistan, and in connection with the response to COVID 19, shall be governed by applicable law, such as the Veterans' Reemployment Rights Act, subject to the additional compensation and benefits provided in paragraph (a) above.

This action represents no approximate monthly salary and benefits cost at this time. The approximate cost per effected employee is calculated at potentially \$8,000 per month; however, this amount will

vary depending on the County and military salaries of the employees who are called up. There is no change in the total number of authorized positions.

12000 COUNTY MANAGER'S OFFICE

- Action A:** Delete: Two positions of B321, DEM Coordinator - Unclassified
Biweekly Salary: \$3,032.80 - \$3,792.00
- Action B:** Delete: Four positions of Q002, DEM Coordinator
Biweekly Salary: \$3,032.80 - \$3,792.00
- Action C:** Delete: One position of D230, Director of Emergency Management
Biweekly Salary: \$6,246.40 - \$7,810.40
- Action D:** Delete: One position of D182S, Management Analyst Series
Biweekly Salary: \$3,313.60 - \$4,793.60
- Action E:** Delete: One position of D088, Program Services Manager II
Biweekly Salary: \$4,440.00 - \$5,549.60
- Action F:** Delete: One position of Q005, Supervising Coordinator, DEM
Biweekly Salary: \$3,547.20 - \$4,434.40

Explanation: These actions delete and transfer a total of ten filled and vacant positions to Org 43000 - Department of Emergency Management which was established as a separate County department via Ordinance 4852 that the Board adopted on September 28, 2021. These actions do not represent a salary and benefits cost. The total number of authorized positions is decreased by ten positions.

30000 SHERIFF'S OFFICE

- Action:** Adjust: Salary for A024, Sheriff - Elective to \$150.17 per hour.

Explanation: This action adjusts the salary range for the Sheriff - Elective position by 11% in order to address internal salary compaction. This action represents an approximate monthly salary and benefits cost of \$2,579. There is no change in the total number of authorized positions.

43000 DEPARTMENT OF EMERGENCY MANAGEMENT

- Action A:** Add: Two positions of B321, DEM Coordinator - Unclassified
Biweekly Salary: \$3,032.80 - \$3,792.00
- Action B:** Add: Four positions of Q002, DEM Coordinator
Biweekly Salary: \$3,032.80 - \$3,792.00
- Action C:** Add: One position of D230, Director of Emergency Management
Biweekly Salary: \$6,246.40 - \$7,810.40
- Action D:** Add: One position of D182S, Management Analyst Series

Biweekly Salary: \$3,313.60 - \$4,793.60

Action E: Add: One position of D088, Program Manager II
Biweekly Salary: \$4,440.00 - \$5,549.60

Action F: Add: One position of Q005, Supervising Coordinator, DEM
Biweekly Salary: \$3,547.20 - \$4,434.40

Explanation: These actions add a total of ten filled and vacant positions transferred from Org 12000 - County Manager's Officer to the Department of Emergency Management which was established as a separate County department via Ordinance 4852 that the Board adopted on September 28, 2021. These actions do not represent a salary and benefits cost. The total number of authorized positions is increased by ten positions.

59000 ENVIRONMENTAL HEALTH SERVICES

Action: Delete: One position of F346S, Fiscal Office Assistant Series
Biweekly Salary: \$1,857.60 - \$2,446.40

Add: One position of F350, Fiscal Office Specialist
Biweekly Salary: \$2,242.40 - \$2,802.40

Explanation: This is the deletion of one vacant Fiscal Office Assistant II position and the addition of one Fiscal Office Specialist position. The latter classification is better aligned to department's fiscal staffing needs. This action represents a monthly salary and benefits cost of \$1,180. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of D144, Clinical Services Manager I-Nursing
Biweekly Salary: \$5,652.80 - \$7,066.40

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

Explanation: This is the deletion of one vacant Clinical Services Manager I - Nursing position and the addition of one Management Analyst Series position. This action supports the department's operational needs and represents a monthly salary and benefits cost savings of (\$7,534). There is no change in the total number of authorized positions.

Action B: Convert: One position of B219S - Management Analyst - Unclassified Series
Biweekly Salary: \$3,313.60 - \$4,793.60

To: Classified

Action C: Convert: One position of B417 - Community Health Planner - Unclassified
Biweekly Salary: \$3,376.80 - 4,222.40

To: Classified

Action D: Convert: One position of B418 - Community Program Analyst II - Unclassified
Biweekly Salary: \$2,837.60 - \$3,548.00

To: Classified

Explanation: This is the conversion of three vacant positions from unclassified status to classified status. These positions were approved in the budget as classified but were erroneously reported in the Master Salary Resolution as unclassified. This action represents no change in the monthly salary and benefits cost and 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 \$186,000. 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 \$3,775 or an annual cost estimate of \$45,300.