



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 22-076

Board Meeting Date: 1/25/2022

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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 delete seven positions, add eight positions, reclassify one position, and convert three positions to classified, two via Measure D; 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:

- deletion of seven positions;
- addition of eight positions;
- reclassification of one position;
- conversion of one position to classified; and
- conversion of two positions to classified via Measure D.

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.

**12000 COUNTY MANAGER'S OFFICE**

**Action:** Add: One position of D232, Equity Manager  
Biweekly Salary: \$4,228.00 - \$5,286.40

**Explanation:** This is the addition of one Equity Manager position. The addition of this position is essential to the County's commitment to and ongoing work around the delivery of County services and evaluation of existing structures and issues through a lens of equity and inclusion. This action represents a monthly salary and benefits cost of \$17,524. There is no change in the total number of authorized positions.

### **35700 LAFCO**

**Action:** Delete: One position of D180, Principal Management Analyst  
Biweekly Salary: \$5,395.20 - \$6,745.60

Add: One position of B240, LAFCO Executive Officer - Unclassified  
Biweekly Salary: \$5,667.20 - \$7,084.80

**Explanation:** This is the deletion of one vacant Principal Management Analyst position and the addition of one LAFCO Executive Officer - Unclassified which is a newly created classification specific to LAFCO. This action represents a monthly salary and benefits cost of \$1,124. There is no change in the total number of authorized positions.

### **55500 PUBLIC HEALTH, POLICY AND PLANNING**

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

Add: One position of E420, Medical Office Specialist  
Biweekly Salary: \$2,364.80 - \$2,957.60

**Explanation:** This is the deletion of one vacant Administrative Secretary III-Confidential position and the addition of one Medical Office Specialist position. The latter classification is better aligned in meeting the department's operational needs. This action represents a monthly salary and benefits cost savings of (\$650). There is no change in the total number of authorized positions.

**Action B:** Reclassify: One position of D023, Health Services Manager I  
Biweekly Salary: \$4,228.00 - \$5,286.40

To: One position of D033, Health Services Manager II  
Biweekly Salary: \$4,896.00 - \$6,120.80

**Explanation:** This is the reclassification of one filled Health Services Manager I position to Health Services Manager II per the recommendation of a classification study that was conducted on the position. This action represents a monthly salary and benefits cost of \$2,766. There is no change in the total number of authorized positions.

### **56000 EMERGENCY MEDICAL SERVICES**

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

Add: One position of G245S, Community Program Analyst Series  
Biweekly Salary: \$2,837.60 - \$4,163.20

**Explanation:** This is the deletion of one vacant Community Program Specialist II position and the addition of one Community Program Analyst II position. The latter classification is better aligned in meeting the department's operational needs. This action represents a monthly salary and benefits cost of \$2,039. There is no change in the total number of authorized positions.

### **57000 AGING AND ADULT SERVICES**

**Action A:** Delete: One position of G217S, Deputy Public Guardian Conservator Series  
Biweekly Salary: \$2,717.60 - \$4,046.40

Add: One position of G096S, Social Worker Series  
Biweekly Salary: \$2,717.60 - \$4,046.40

**Explanation:** This is the deletion of one vacant Deputy Public Guardian Conservator III position and the addition of one Social Worker III position. The latter classification is better aligned in meeting the needs of the department's In-Home Supportive Services unit and its increased caseload. There is no change in the monthly salary and benefits cost and the total number of authorized positions remain the same.

**Action B:** Delete: One position of E009, Senior Accountant - Exempt  
Biweekly Salary: \$3,581.60 - \$4,478.40

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

**Explanation:** This is the deletion of one vacant Senior Accountant-Exempt position and the addition of one Management Analyst position. The latter classification better meets the needs of the department's Administrative and Financial Services unit in providing budget, performance and audit oversight for its complex funding sources. This action represents a monthly salary and benefits cost of \$1,045. There is no change in the total number of authorized positions.

### **61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES**

**Action A:** Convert: One position of B069S - Office Assistant - Unclassified Series  
Biweekly Salary: \$1,638.40 - \$2,355.20

To: Classified

**Action B:** Convert: One position of B112S - Mental Health Case Worker - Unclassified Series  
Biweekly Salary: \$3,158.40 - \$4,440.80

To: Classified

**Explanation:** This is the conversion of two filled positions from unclassified status to classified

status. Measure D adopted by the voters in November 2004 requires that certain unclassified positions continuously filled for at least three years be converted to classified status. These positions meet that requirement. 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:** Convert: One position of B244 - Patient Services Specialist - Unclassified  
Biweekly Salary: \$2,400.80 - \$3,003.20

To: Classified

**Explanation:** This is the conversion of one vacant position from unclassified status to classified status. This action represents no change in the monthly salary and benefits cost and there are no changes in the total number of authorized positions.

### **63000 CORRECTIONAL HEALTH SERVICES**

**Action:** Delete: One position of F116S, Psychologist Series  
Biweekly Salary: \$3,697.60 - \$5,069.60

Add: One position of G040S, Mental Health Case Worker Series  
Biweekly Salary: \$3,158.40 - \$4,440.80

**Explanation:** This is the deletion of one vacant Psychologist Series position and the addition of one Mental Health Case Worker Series position. This action is necessary to better meet the department's new standards and programs. This action represents a monthly salary and benefits savings of \$2,084. There is no change in the total number of authorized positions.

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

**Action:** Delete: One position of E359, Lead Medical Interpreter/Translator  
Biweekly Salary: \$2,676.80 - \$3,345.60

Add: One position of F130S, Respiratory Therapist Series Biweekly  
Salary: \$2,764.80 - \$4,582.40

**Explanation:** This is the deletion of one vacant Lead Medical Interpreter/Translator position and the addition of one Respiratory Therapist III position. The latter classification is necessary to meet the critical need for a dedicated Pulmonary Function Respiratory Therapist. This action represents a monthly salary and benefits cost of \$4,100. There is no change in the total number of authorized positions.

### **Financial Impact on County's Retirement System**

The reclassification in Org 55500, Action B has no financial impact on the County's Retirement System as the incumbent is currently in General Plan 7 (PEPRA).

### **FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$25,865 or an annual cost estimate of \$310,379.