



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** HUMAN RESOURCES

**File #:** 22-213

Board Meeting Date: 3/22/2022

---

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Rocio Kiryczun, Human Resources Department  
**Subject:** Recommended Revision to the Master Salary Resolution

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the Master Salary Resolution 078309 to delete six positions, add seven positions, convert one position to unclassified, and convert one position to classified 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 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 salary resolution changes herein represent the:

- deletion of six positions;
- addition of seven positions;
- conversion of one position to unclassified; and
- conversion of one position to classified via Measure D.

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.

**17000 HUMAN RESOURCES DEPARTMENT**

**Action:** Delete: One position of D060, Financial Services Manager I

Biweekly Salary: \$4,228.00 - \$5,286.40

Add: One position of D045, Administrative Services Manager I  
Biweekly Salary: \$4,440.00 - \$5,549.60

**Explanation:** This is the deletion of one vacant Financial Services Manager I position and the addition of one Administrative Services Manager I position. The latter classification is better aligned in meeting the department's operational needs. This action represents a monthly salary and benefits cost of \$873. There is no change in the total number of authorized positions.

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

**Action A:** Delete: One position of B010, Crime Analyst-Unclassified  
Biweekly Salary: \$3,233.60 - \$4,040.80

Add: One position of B182S, Community Program Specialist-Unclassified Series  
Biweekly Salary: \$2,533.60 - \$3,548.00

**Explanation:** This is the deletion of one vacant Crime Analyst-Unclassified position and the addition of one Community Program Specialist II-Unclassified position. The latter classification is better aligned with the work that is defined per grant funding requirements. This action represents a monthly salary and benefits savings of \$1,634. There is no change in the total number of authorized positions.

**Action B:** Delete: One position of E406S, Storekeeper Series  
Biweekly Salary: \$1,664.80 - \$2,535.20

Add: One position of E030S, Accountant Series  
Biweekly Salary: \$2,497.60 - \$3,649.60

Add: One position of E091, Administrative Assistant II  
Biweekly Salary: \$3,026.40 - \$3,784.00

**Explanation:** This is the deletion of one vacant Storekeeper II position and the addition of one Accountant Series and one Administrative Assistant II positions. Over time, changes in law enforcement have led to substantial growth in the Sheriff's Office (SO) and increased the range of services being provided. This expansion has also impacted the demands placed on the Fiscal Bureau which necessitates the addition of an Accountant I to perform a full range of accounting functions and alleviate some of the demands placed on current fiscal staff, and the Administrative Assistant II to support budget, fiscal, and contracting functions. This action represents a monthly salary and benefits cost of \$16,238. The total number of authorized positions is increased by one position.

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

**Action A:** Delete: One position of G112S, Community Worker Series  
Biweekly Salary: \$1,900.80 - \$2,621.60

Add: One position of J047, Communicable Disease Investigator

Biweekly Salary: \$2,740.00 - \$3,424.00

**Explanation:** This is the deletion of one vacant Community Worker II position and the addition of one Communicable Disease Investigator position. This change supports operational needs of Public Health. This action represents a monthly salary and benefits cost of \$2,660. There is no change in the total number of authorized positions.

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

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

Delete: One position of E411S, Patient Services Assistant Series  
Biweekly Salary: \$1,988.80 - \$2,625.60

Add: Two positions of G081, Mental Health Program Specialist  
Biweekly Salary: \$3,840.00 - \$4,799.20

**Explanation:** This is the deletion of one vacant Case Management Assessment Specialist and one vacant Patient Services Assistant II positions, and the addition of two Mental Health Program Specialists to address operational needs resulting from changes to business practices and service operations due to the implementation of CalAIM, which is reforming Medi-Cal. The Mental Health Program Specialists will set up service delivery systems; evaluate and integrate changes in legislation into program procedures; compile data and prepare program evaluations and other reports; establish and maintain program procedures which are consistent with Federal, State, and local laws; support of the Final Rule requirements; and implement and maintain Medi-Cal reform in the County. This action represents a monthly salary and benefits cost of \$9,701. There is no change in the total number of authorized positions.

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

To: Unclassified

**Explanation:** This action converts a vacant Mental Health Case Worker position which was erroneously converted classified in the January 25, 2022 salary resolution amendment. This action represents no monthly salary and benefits cost and no change in the total number of authorized positions.

**Action C:** Convert: One position of B156 - Mental Health Program Specialist - Unclassified  
Biweekly Salary: \$3,840.00 - \$4,799.20

To: Classified

**Explanation:** This is the conversion of one filled position 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. This position meets 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.

**FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$27,838 or an annual cost estimate of \$334,057.