



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 22-290

Board Meeting Date: 4/19/2022

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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 six positions, add six positions, reclassify two positions, and adjust the salary of one classification; 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:**

Enter The salary resolution changes herein represent the:

- deletion of six positions;
- addition of six positions;
- reclassification of two positions; and
- adjustment of salary of one classification.

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.

**14000 CONTROLLER'S OFFICE**

**Action A:** Delete: One position of D151, Financial Services Manager II

Biweekly Salary: \$4,896.00 - \$6,120.80

Add: One position of D026, Controller Division Manager

Biweekly Salary: \$5,140.00 - \$6,425.60

**Explanation:** This is the deletion of one vacant Financial Services Manager II position and the addition of one Controller Division Manager position. The department reevaluated their needs for this position and the current division structure and determined the work to be best aligned with the Division Manager classification. This action represents a monthly salary and benefits cost of \$1,010. There is no change in the total number of authorized positions.

**Action B:** Delete: One position of V234, Senior Information Technology Analyst  
Biweekly Salary: \$4,094.40 - \$5,117.60

Add: One position of V266S, IS Business Analyst Series

Biweekly Salary: \$3,440.00 - \$5,498.40

**Explanation:** This is the deletion of one vacant Senior Information Technology Analyst position and the addition of one IS Business Analyst III position. This action supports staffing needs of the department. This action represents a monthly salary and benefits cost of \$1,262. There is no change in the total number of authorized positions.

### **17000 HUMAN RESOURCES DEPARTMENT**

**Action:** Reclassify: One position of E013, Human Resources Technician-Confidential  
Biweekly Salary: \$2,580.80 - \$3,226.40

To: One position of G243S, Program Coordinator Series

Biweekly Salary: \$2,922.40 - \$4,288.00

**Explanation:** This is the reclassification of one filled Human Resources Technician-Confidential position to Program Coordinator II-Confidential per the recommendation of a classification study that was conducted on the position. This action represents a monthly salary and benefits cost of \$3,519. There is no change in the total number of authorized positions.

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

**Action:** Reclassify: One position of T074S, Community Services Officer Series  
Biweekly Salary: \$2,105.60 - \$2,868.80

To: One position of E309, Sheriff's Extradition and Warrant Specialist

Biweekly Salary: \$2,711.28 - \$3,388.00

**Explanation:** This is the reclassification of one filled Community Services Officer II position to a Sheriff's Extradition and Warrant Specialist per the recommendation of a classification study that was conducted on the position. This reclassification represents no monthly salary and benefits cost as incumbent is already currently receiving work-out-of-class and differential pay and therefore already receiving compensation at the same rate as classification to which they are being reclassified. There

is no change in the total number of authorized positions.

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

**Action:** Delete: One position of E416S, Medical Office Assistant Series  
Biweekly Salary: \$1,893.60 - \$2,550.40

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

**Explanation:** This is the deletion of one vacant Medical Office Assistant II position and the addition of one Medical Office Specialist position. The latter classification is better aligned with the duties and responsibilities expected of the position. This action represents a monthly salary and benefits cost of \$1,350. There is no change in the total number of authorized positions.

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

**Action:** Delete: One position of D033, Health Services Manager II  
Biweekly Salary: \$5,043.20 - \$6,304.80

Add: One position of D234, Clinical Services Manager II-Aging & Adult  
Biweekly Salary: \$5,294.40 - \$6,618.40

**Explanation:** This is the deletion of one vacant Health Services Manager II position and the addition of one Clinical Services Manager-Aging & Adult position. The latter classification better supports the department's current operational needs. This action represents a monthly salary and benefits cost of \$1,040. There is no change in the total number of authorized positions.

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

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

Add: One position of E415, Patient Services Supervisor  
Biweekly Salary: \$2,986.40 - \$3,732.80

**Explanation:** This is the deletion of one vacant Medical Office Specialist position and the addition of one Patient Services Supervisor position. The latter classification is better aligned in meeting the department's organizational workload needs. This action represents a monthly salary and benefits cost of \$2,570. There is no change in the total number of authorized positions.

### **62400 FAMILY HEALTH SERVICES**

**Action:** Adjust: Salary of F051, Supervising Public Health Nutritionist to \$49.16 - \$61.45 per hour.

**Explanation:** This action adjusts the salary range for Supervising Public Health Nutritionist (Supervising PH Nutritionist) to \$49.16 to \$61.45 per hour. Currently, the Supervising PH Nutritionist

position is receiving a 10% supervisory differential. The differential is a short-term solution to a salary compression issue between this classification and the Supervising Dietitian positions it currently supervises. The salary range is being adjusted so that the 10% differential can be incorporated into the base hourly rate. There is currently one employee who will be impacted with this salary adjustment. This action represents no monthly salary and benefits cost since the impacted employee is already currently compensated at this rate. This action also removes the said differential after new salary is implemented.

### **70000 HUMAN SERVICES AGENCY**

**Action:** Delete: One position of B107S, Social Worker/Children's Services Social Worker-  
Unclassified Series  
Biweekly Salary: \$3,072.00 - \$4,574.40

Add: One position of G230S, Human Services Analyst Series  
Biweekly Salary: \$2,684.80 - \$3,932.00

**Explanation:** This is the deletion of one vacant Social Worker/Children's Services Social Worker II-  
Unclassified position and the addition of one Human Services Analyst II position. The latter  
classification is better aligned with the requirements and duties of the position and existing  
classifications performing similar duties in the Center on Homelessness, where the position is being  
moved. This action represents a monthly salary and benefits cost savings of (\$2,130). 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 \$66,000. 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 \$8,622 or an annual cost  
estimate of \$103,460.