



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 22-380

Board Meeting Date: 5/17/2022

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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 adjust the salary of two classification, delete seven positions, add seven positions, reclassify two positions, and amend the Special Compensation Section of the Master Salary Resolution; 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:

- adjustment of two salaries;
- deletion of seven positions;
- addition of seven positions;
- reclassification of two positions; and
- amendment to the Special Compensation Section of the Master Salary Resolution.

This amendment to the resolution has been reviewed and approved by the County Attorney's Office as to form. The specific actions are discussed in detail below.

**12000 COUNTY EXECUTIVE OFFICE/CLERK OF THE BOARD**

**Action A:** Adjust: Salary for E475, Agenda Administrator-Confidential to \$40.14 to \$50.18 per hour.

**Explanation:** This action adjusts the salary range for the Agenda Administrator-Confidential position by 8% to maintain internal salary alignment between this classification and other related classifications. This action represents an approximate monthly salary and benefits cost of \$971. There is no change in the total number of authorized positions.

**Action B:** Adjust: Salary for D003, County Executive Office Manager to \$49.37 to \$61.72 per hour.

**Explanation:** This action adjusts the salary range for the County Executive Office Manager position by 5% to maintain internal salary alignment between this classification's pay and other related classifications. This action represents an approximate monthly salary and benefits cost of \$779. There is no change in the total number of authorized positions.

### **18000 INFORMATION SERVICES DEPARTMENT**

**Action:** Delete: One position of D105, Communications Officer  
Biweekly Salary: \$4,573.60 - \$5,716.00

Add: One position of D119, IS Manager I  
Biweekly Salary: \$5,100.80 - \$6,376.00

**Explanation:** This is the deletion of one vacant Communications Officer position and the addition of one IS Manager I position which is the classification that better aligns with the intended duties and responsibilities of the position. This action represents a monthly salary and benefits cost of \$2,188. There is no change in the total number of authorized positions.

### **25100 DISTRICT ATTORNEY'S OFFICE**

**Action A:** Delete: One position of E375, Legal Office Specialist  
Biweekly Salary: \$2,464.80 - \$3,080.00

Add: One position of G111S, DA's Office Victim Advocate Series  
Biweekly Salary: \$2,161.60 - \$3,376.80

**Action B:** Delete: One position of E530, Legal Executive Assistant-Confidential  
Biweekly Salary: \$3,163.20 - \$3,954.40

Add: One position of D182S, Management Analyst Series  
Biweekly Salary: \$3,412.80 - \$4,937.60

**Explanation:** This is the deletion of one Legal Office Specialist and one Legal Executive Assistant - Confidential position, and the addition of one DA's Office Victim Advocate II and one Management Analyst Series position. These change address staffing needs of the department. These actions represent a monthly salary and benefits cost of \$4,243. There is no change in the total number of

authorized positions.

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

**Action A:** Reclassify: One position of D151, Financial Services Manager II  
Biweekly Salary: \$5,043.20 - \$6,304.80

To: One position of D096, Deputy Director of Aging and Adult Services  
Biweekly Salary: \$5,556.80 - \$6,948.00

**Explanation:** This is the reclassification of one filled Financial Services Manager II position to a Deputy Director of Aging and Adult Services per the recommendation of a classification study that was conducted on the position. This action represents no monthly salary and benefits cost because the incumbent is already currently working out of class in this higher classification. There is no change in the total number of authorized positions.

**Action B:** Reclassify: One position of D131, Program Services Manager I  
Biweekly Salary: \$3,949.60 - \$4,937.60

To: One position of D023, Health Services Manager I  
Biweekly Salary: \$4,355.20 - \$5,444.80

**Explanation:** This is the reclassification of one filled Program Services Manager I position to a Health Services Manager I per the recommendation of a classification study that was conducted on the position. This action represents a monthly salary and benefits cost of \$1,681. There is no change in the total number of authorized positions.

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

**Action:** Delete: One position of E377S, Legal Secretary Series  
Biweekly Salary: \$2,280.80 - \$3,176.00

Add: One position of E375, Legal Office Specialist  
Biweekly Salary: \$2,464.80 - \$3,080.00

**Explanation:** This is the deletion of one vacant Legal Office Secretary position and the addition of one Legal Office Specialist position. The classification of the vacancy is being updated to reflect the appropriate responsibilities of the position. This action represents a monthly salary and benefits savings of \$318. There is no change in the total number of authorized positions.

### **63000 CORRECTIONAL HEALTH SERVICES**

**Action:** Delete: One position of D131, Program Services Manager I  
Biweekly Salary: \$3,949.60 - \$4,937.60

Add: One position of G236, Community Program Supervisor  
Biweekly Salary: \$3,773.60 - \$4,719.20

**Explanation:** This is the deletion of one vacant Program Services Manager I position and the addition of one Community Program Supervisor position to create more staffing support in the organization. This action represents a monthly salary and benefits savings 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 E337, Office Specialist  
Biweekly Salary: \$2,079.20 - \$2,598.40

Add: One position of G243S, Program Coordinator Series  
Biweekly Salary: \$2,837.60 - \$4,163.20

**Explanation:** This is the deletion of one vacant Office Specialist position and the addition of one Program Coordinator I position. The latter classification is better aligned with the intended duties and responsibilities of the position. This action represents a monthly salary and benefits cost of \$5,187. There is no change in the total number of authorized positions.

**Action B:** Delete: One position of E349, Lead Fiscal Office Assistant  
Biweekly Salary: \$2,136.00 - \$2,668.00

Add: One position of E007, Senior Accountant  
Biweekly Salary: \$3,581.60 - \$4,478.40

**Explanation:** This is the deletion of one vacant Lead Fiscal Office Assistant position and the addition of one Senior Accountant position. This change will support department's effort to further improve Accounts Payable operations. This action represents a monthly salary and benefits cost of \$6,001. There is no change in the total number of authorized positions.

**Action C:** Amend the Special Compensation Section of the Master Salary Resolution under Health System, Item 9 to adjust pay rate of extra help nurses assigned to the Sexual Assault Reporting Team (SART).

**Explanation:** This amendment adjusts the on call pay rate for extra help SART Nurses to \$25.00 per hour for all hours in an on-call status and \$28 per hour for all hours in an on-call status during a holiday. When extra help SART Nurses are called to investigate an alleged sexual assault case, said nurse will be compensated at an hourly rate equal to that of a Clinical Nurse, Step E. Extra Help SART Nurses will receive a minimum of three hours of overtime at this hourly rate when called to investigate a case. Extra help SART Nurses shall not receive on call pay for time during which they are working on a specific case. Hours worked in a case review related to a subpoena, or to attend a meeting with the District Attorney in relation to a case, or to appear in court, or to attend mandatory meetings will be compensated at \$55 per hour. Additionally, as determined by and with the approval of the San Mateo Medical Center, participation in forensic nursing training and education would be compensated at \$55 per hour and not to exceed sixteen hours.

This amendment aligns the pay rate of Extra Help SART Nurses with the rate of pay for Nurses and Nurse Practitioners who work extra help assignments in SART at the Keller Center. There is no

monthly salary and benefits cost associated to this action as this only sets the pay rate. Actual cost impact would be dependent on actual hours worked and number of Extra Help SART Nurses working in a given period. There is no change in the 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 \$17,000. 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 \$20,004 or an annual cost estimate of \$240,045.