



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 22-430

Board Meeting Date: 6/14/2022

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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 reclassify three positions; 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:

- reclassification of three positions.

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.

**16000 COUNTY ATTORNEY'S OFFICE**

**Action:** Reclassify: One position of D153, Office Services Manager  
Biweekly Salary: \$3,412.80 - \$4,265.60

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

**Explanation:** This is the reclassification of one filled Office Services Manager position to Management Analyst as recommended by a recently completed classification study of the position.

This action represents an approximate monthly salary and benefits cost of \$2,228. There is no change in the total number of authorized positions.

### **32000 PROBATION DEPARTMENT**

**Action:** Reclassify: One position of D045, Administrative Services Manager  
Biweekly Salary: \$4,573.60 - \$5,716.00

To: One position of D184, Manager of Research & Performance Outcomes  
Biweekly Salary: \$5,043.20 - \$6,304.80

**Explanation:** This is the reclassification of one filled Administrative Services Manager position to Manager of Research and Performance Outcomes as recommended by a recently completed classification study of the position. This action represents a monthly salary and benefits cost of \$1,952. There is no change in the total number of authorized positions.

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

**Action:** Reclassify: One position of N041, Graphics Specialist  
Biweekly Salary: \$2,744.00 - \$3,429.60

To: One position of V238, Senior Graphics Specialist  
Biweekly Salary: \$3,342.40 - \$4,178.40

**Explanation:** This is the reclassification of one filled Graphics Specialist position to Senior Graphics Specialist as recommended by a recently completed classification study of the position. This action represents a monthly salary and benefits cost of \$2,482. 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 \$114,000. 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 \$6,662 or an annual cost estimate of \$79,942.