



# County of San Mateo

## Inter-Departmental Correspondence

**Department:** HUMAN RESOURCES

**File #:** 22-559

Board Meeting Date: 7/12/2022

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

**To:** Honorable Board of Supervisors  
**From:** Rocio Kiryczun, Human Resources Director  
**Subject:** Master Salary Resolution for Fiscal Year 2022-2023

**RECOMMENDATION:**

Adoption of the Master Salary Resolution for FY 2022-2023.

**BACKGROUND:**

On February 24, 2015 your Board adopted Ordinance 04733 which allowed that a resolution establish the number of all appointed County officers and employees and their compensation and benefits. The resolution is the base document identifying the number of authorized positions and classifications for all County jobs. It also establishes the compensation and certain benefits other than base pay for County officers and employees. Base pay and other compensation is established by resolution for each employee group and is listed herein as the amount paid for each bi-weekly pay period for information only.

Each year, following budget hearings, your Board adopts the annual Master Salary Resolution that enacts the decisions made by the Board concerning the number of positions in the County service. Throughout the year salary resolution amendments indicate changes in positions and the compensation established herein that occur in the various operating departments.

**DISCUSSION:**

The total number of positions authorized by your Board for FY 2021-2022 is 5,799 including adjustments made via salary resolution amendments throughout the year. This number includes positions authorized for the County Free Library System, the First 5 Commission, Retirement (SamCERA) and LAFCO and excludes Housing Authority. In FY 2022-2023 the Board authorized 5,795 positions. The FY 2022-2023 positions are distributed among the departments as follows:

Department/Agency	FY 21-22	FY 22-23
<u>Criminal Justice</u>		
• Coroner's Office	15	15

• District Attorney's Office	141	144
• Probation Department	383	352
• Sheriff's Office	811	812

<b>Department/Agency</b>	<b>FY 21-22</b>	<b>FY 22-23</b>
--------------------------	-----------------	-----------------

#### Health Services

• Health System		
○ Aging and Adult Services	144	150
○ Behavioral Health and Recovery	467	467
○ Correctional Health	88	88
○ Emergency Medical Services	10	10
○ Environmental Health Services	81	81
○ Family Health Services	174	174
○ Health Administration	24	24
○ Health Coverage Unit	26	26
○ Health IT	19	19
○ Public Health, Policy and Planning	150	150
○ San Mateo Medical Center	1042	1042
• First 5 San Mateo County	8	8

#### Social Services

• Department of Child Support Services	61	57
• Department of Emergency Management	10	10
• Human Services Agency	777	777

#### Community Services

• Agriculture/Weights and Measures	30	30
• County Library	135	146
• Department of Housing	22	24
• LAFCO	2	2
• Office of Sustainability	19	20
• Parks and Recreation	75	75
• Parks - Coyote Point Marina	3	3
• Planning and Building	67	68
• Public Safety Communications	78	78
• Public Works		
○ Administration	39	40
○ Engineering Services	21	21
○ Facilities Services	118	118
○ Vehicle and Equipment Maintenance	14	14
○ Utilities	22	22
○ Road Construction and Operations	77	77
○ Construction Services	10	10

○ Airports	10	10
<b>Department/Agency</b>	<b>FY 21-22</b>	<b>FY 22-23</b>
• Real Property	6	6
• Solid Waste Management	9	10
<b>Administration and Fiscal Services</b>		
• Assessor/County Clerk/Recorder	156	156
• Board of Supervisors	22	22
• County Executive Office/Clerk of the Board	54	54
• CMO - Revenue Services	9	9
• Controller's Office	53	53
• County Attorney's Office	49	49
• Human Resources Department	64	66
• Information Services	135	137
• Retirement Office	23	23
• Shared Services	12	12
• Tax Collector/Treasurer's Office	34	34
<b>Total Positions</b>	<b>5,799</b>	<b>5,795</b>

The resolution also includes special compensation and benefits other than base pay for represented and management positions that have been adopted through resolution amendments from the previous fiscal year. Furthermore, this resolution also includes the following compensation changes:

- Adjust salary range of D013, Director of Correctional Health Services to \$84.47 - \$105.61 per hour. This is a 15% adjustment to align salary with internal, similar level division director salaries and address salary compression between the Director and highest-level direct report.
- Adjust salary range of D137, Victim Programs Services Manager to \$66.18 - \$82.73. A salary survey was conducted and found the current pay range to be significantly behind the market median. This 25% adjustment will align the pay with comparable classifications in comparable counties.
- Adjust salary range of D029, Sheriff's Office Director of Finance to \$80.42 - \$100.56 per hour. This 10% adjustment incorporates into the base salary range the 10% allowance that the classification is currently receiving. There is no additional cost related to this action.
- Amend Section 5 - Special Compensation, Item 2 under Public Works to include Director of Public Works in classifications eligible for 5% allowance if licensed as Civil Engineer.
- Adjust salary range of the following extra help classifications to \$18.61 - \$23.26 per hour to align with County's Living Wage Ordinance:
  - F155 - Laboratory Assistant
  - I070 - STEP Intern
- Adjust flat hourly rate of following extra help classifications to \$18.61 per hour to align with the County's Living Wage Ordinance:
  - I020 - Revenue Collector, Extra Help

- I052 - Intern/Fellow I
- Adjust salary range of the following extra help classifications to align with the County's Living Wage Ordinance and maintain salary gaps within levels in a classification series:
  - I091, Project/Program Associate I - \$18.61 - \$20.81 per hour
  - I053, Intern/Fellow II - \$19.68 - \$20.81 per hour

This resolution has been reviewed and approved by the County Attorney's Office as to form.

### **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 adjustments to the salaries of D013 and D137 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 \$67,000. 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. (Adjustment to D029 has no impact as the incumbent in this position is already receiving adjusted salary through a special allowance.)

### **FISCAL IMPACT:**

The total number of authorized positions for FY 2022-2023 is 5,795 with an estimated annual salary and benefits cost of \$1.199 billion.