



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 22-622

Board Meeting Date: 8/2/2022

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 079043 to delete one position, add three positions, convert one position to classified via Measure D, and amend the Special Compensation Section of the Master Salary Resolution; and accept the updated report of biweekly salaries by classification.

BACKGROUND:

On July 12, 2022, your Board adopted Master Salary Resolution 079043 which specifies the number of and provides 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:

- deletion of one position;
- addition of three positions;
- conversion of one position to classified via Measure D; 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.

ALL ORGANIZATIONS

Action: Amend the Special Compensation Section of the Master Salary Resolution to add a 5%

differential pay for any professional staff designated by their department head to provide child or adult protective services work.

Explanation: This action amends Section 5 of the Master Salary Resolution to add a 5% differential, in addition to all other compensation for professional staff and supervisors who are assigned child or adult protective services work by their respective Directors or the Director's designee. This special compensation provision was previously defined in the exhibit section of the American Federation of State, County, and Municipal Employees (AFSCME) contract; however, a recent revision erroneously removed such provision. This action has no salary and benefits cost as this only corrects the erroneous deletion of the original provision.

32000 PROBATION DEPARTMENT

Action A: Add: One position of E458S, Revenue Collector Series
Biweekly Salary: \$2,106.40 - \$3,256.00

Action B: Add: One position of E455, Revenue Collection Supervisor-Exempt
Biweekly Salary: \$3,331.20 - \$4,163.20

Explanation: This is the addition of one Revenue Collector II position and one Revenue Collection Supervisor position. These positions are being added for the transition of Revenue Services staff. These actions represent an approximate monthly salary and benefits cost of \$24,597. The total number of authorized positions is increased by two.

57000 AGING AND ADULT SERVICES

Action A: Delete: One position of E350, Fiscal Office Specialist
Biweekly Salary: \$2,309.60 - \$2,886.40

Add: One position of E030S, Accountant Series
Biweekly Salary: \$2,572.80 - \$3,759.20

Explanation: This is the deletion of one vacant Fiscal Office Specialist position and the addition of one Accountant Series. This change supports business needs of the department. This action represents a monthly salary and benefits cost of \$2,894. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action: Convert: One position of B013S, Case Management/Assessment Specialist -
Unclassified Series
Biweekly Salary: \$2,799.20 - \$4,168.00

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 \$27,491 or an annual cost estimate of \$329,892.