



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 22-814

Board Meeting Date: 10/18/2022

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 split one full-time position into two half-time positions, delete four positions, add nine positions, set the salary range of two classifications, add equity adjustment language for four classifications, and addition of two special compensation provisions; 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 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:

- splitting of one full-time position into two half-time positions;
- deletion of four positions;
- addition of nine positions;
- setting of salary range for two classifications;
- addition of equity adjustment language for four classifications; and
- addition of two special compensation provisions.

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

ALL DEPARTMENTS

Action: Amend Section 5 - Special Compensation, subsection Miscellaneous of the Master Salary Resolution to add professional reimbursement for all management employees who are practicing physicians.

Explanation: This action amends the Special Compensation section of the Master Salary Resolution to add a professional reimbursement for all management employees who are practicing physicians. Professional reimbursement covers all fees associated to the maintenance of licensure and certification to practice medicine. The monthly salary and benefits cost to provide such reimbursement is currently unknown and will fluctuate depending upon the number of employees who are eligible for such provision. There is no change in the total number of authorized positions.

13000 ASSESSOR-COUNTY CLERK-RECORDER

Action A: Add: One position of U045, Principal Appraiser
Biweekly Salary: \$4,196.80 - \$5,248.80

Action B: Add: One position of U068, Senior Appraiser
Biweekly Salary: \$3,547.20 - \$4,434.40

Action C: Add: Three positions of U081S, Appraiser Series
Biweekly Salary: \$2,826.40 - \$3,905.60

Explanation: These actions add a total of five new positions (one Principal Appraiser, one Senior Appraiser, and three Appraiser Series that is reflected at Appraiser I level). The addition of these positions supports the department's changing workload due to implementation of Proposition 19. These actions represent a monthly salary and benefits cost of \$70,941. The total number of authorized positions is increased by five.

47300 FACILITIES SERVICES

Action: Delete: One position of E334S, Office Assistant Series
Biweekly Salary: \$1,687.20 - \$2,425.60

Add: One position of E337, Office Specialist
Biweekly Salary: \$2,141.60 - \$2,676.00

Explanation: This is the deletion of one vacant Office Assistant II position and the addition of one Office Specialist position to support staffing needs of the department. This action represents a monthly salary and benefits cost of \$830. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Delete: One position of G081, Mental Health Program Specialist
Biweekly Salary: \$3,955.20 - \$4,943.20

Add: One position of F005S, Mental Health Supervisor Series
Biweekly Salary: \$4,308.00 - \$5,384.80

Explanation: This is the deletion of one vacant Mental Health Program Specialist position and the addition of one Mental Health Supervisor Series (Supervising Mental Health Clinician) to expand supervisory capacity in the unit. This action represents a monthly salary and benefits cost of \$1,464. There is no change in the total number of authorized positions.

Action B: Split: One position of F122S, Physician Series (Adult Psychiatrist)
Biweekly Salary: \$9,284.80 - \$11,607.20
Approximate Monthly Salary: \$20,117.07 - \$25,148.93

To: Two half-time positions.

Explanation: This action splits one full-time vacant Adult Psychiatrist position into two half-time positions to support recruitment efforts. This action represents no monthly salary and benefits cost. The total number of authorized positions is increased by one.

66000 SAN MATEO MEDICAL CENTER

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

Add: One position of E007, Senior Accountant
Biweekly Salary: \$3,688.80 - \$4,612.80

Explanation: This is the deletion of one vacant Fiscal Office Specialist position and the addition of one Senior Accountant to better meet the critical needs of the department. This action represents a monthly salary and benefits cost of \$5,723. There is no change in the total number of authorized positions.

Action B: Delete: One position of E415, Patient Services Supervisor-Exempt
Biweekly Salary: \$3,076.00 - \$3,844.80

Add: One position of G243S, Program Coordinator Series
Biweekly Salary: \$2,922.40 - 4,288.00

Explanation: This is the deletion of one vacant Patient Services Supervisor position and the addition of one Program Coordinator II position to provide oversight and support to the Call Center, Ambulatory Float Pool, and manage multiple programs within Ambulatory Services. Furthermore, this change provides job growth within the Call Center by creating a promotional track. This action represents a monthly salary and benefits cost of \$1,469. There is no change in the total number of authorized positions.

Action C: Add: 4.8% equity adjustment to the salary ranges of the F074S, Clinical Laboratory Scientist Series

Explanation: This action puts into writing the 4.8% equity adjustment that was added to the salary ranges of F074 - Clinical Laboratory Scientist I, B040 - Clinical Laboratory Scientist I-Unclassified, F023 - Clinical Laboratory Scientist II, and B041 - Clinical Laboratory Scientist II-Unclassified upon Board of Supervisor's approval of the AFSCME tentative agreement on February 22, 2022. The tentative agreement specified a 4.8% equity adjustment for the Supervising Clinical Laboratory Scientist classification, however the other classifications in the Clinical Laboratory Scientist series was erroneously left out in the listing. This action is effective retroactive to February 20, 2022, consistent with the effective date of the tentative agreement and the date when the salary adjustments were applied. This action does not represent any additional monthly salary and benefits cost as this is a correction item only. There is no change in the total number of authorized positions.

Action D: Amend Section 5 - Special Compensation, subsection Health System of the Master Salary Resolution and define compensation for extra help physicians required to physically report back to work during off-duty hours.

Explanation: This action amends Section 5 of the Master Salary Resolution to define rate of pay for extra help physicians required to physically report back to work during off-duty hours as minimum of three (3) hours of "call-back rate" pay. Hours worked during the employee's scheduled shift shall not be considered call-back pay. The monthly salary and benefits cost for this amendment is currently unknown and will fluctuate depending upon the number of physicians who are asked to report back during off-duty hours. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action A: Set: Salary for G071, Overpayments and Collections Analyst at \$37.92 to \$47.40 per hour

Explanation: This action sets the salary of the new Overpayments and Collections Analyst at \$37.92 to \$47.40 per hour. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

Action B: Set: Salary for G072, Overpayments and Collections Supervisor at \$45.19 to \$56.50 per hour

Explanation: This action sets the salary of the new Overpayments and Collections Supervisor at \$45.19 to \$56.50 per hour. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$80,427 or an annual cost estimate of \$965,126.