



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 22-1010

Board Meeting Date: 12/13/2022

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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 079043 to reclassify two positions, delete two positions, add four positions, split one full-time position into two half-time positions, adjust salary range of three classifications, set the salary range of two classifications, and add one special compensation; 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:

- reclassification of two positions;
- deletion of two positions;
- addition of four positions;
- splitting of one full-time position into two half-time positions;
- setting of salary range of two classifications;
- adjustment of salary range of three classifications; and
- addition of one special compensations.

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:** Set: Salary for G084, Milieu Program Specialist at \$46.80 to \$58.47 per hour.

**Explanation:** This action sets the salary range of the newly created Milieu Program Specialist classification at \$46.80 to \$58.47 per hour. This action is for salary setting only and so therefore, there is no monthly salary and benefits cost and no change in the total number of authorized positions.

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

**Action:** Add: One position of D182S, Management Analyst Series  
Biweekly Salary: \$3,515.20 - \$5,085.60

**Explanation:** This is the addition of one Management Analyst Series to support countywide diversity, inclusion and belonging initiatives and efforts. This action represents a monthly salary and benefits cost of \$16,859. The total number of authorized positions is increased by one.

### **17000 HUMAN RESOURCES DEPARTMENT**

**Action:** Add: One position of D182S, Management Analyst Series  
Biweekly Salary: \$3,515.20 - \$5,085.60

**Explanation:** This is the addition of one Management Analyst Series position to support countywide learning and development programs. This action represents a monthly salary and benefits cost of \$16,859. The total number of authorized positions is increased by one.

### **47300 PW-FACILITIES SERVICES**

**Action:** Reclassify: One position of E334S, Office Assistant series  
Biweekly Salary: \$1,737.60 - \$2,498.40

To: One position of E029, Administrative Assistant I  
Biweekly Salary: \$2,826.40 - \$3,532.80

**Explanation:** This is the reclassification of one filled Office Assistant II position to Administrative Assistant I as recommended by a recently completed classification study of the position. This action represents an approximate monthly salary and benefits cost of \$3,429. There is no change in the total number of authorized positions.

### **55500 PUBLIC HEALTH, POLICY AND PLANNING**

**Action:** Delete: One position of B078S, Medical Office Assistant-Unclassified Series  
Biweekly Salary: \$2,008.80 - \$2,706.40

Add: One position of B076, Medical Office Specialist-Unclassified  
Biweekly Salary: \$2,508.80 - \$3,137.60

**Explanation:** This is the deletion of one vacant Medical Office Assistant II-Unclassified position and

the addition of one Medical Office Specialist-Unclassified. The duties and responsibilities of the position were reviewed and are deemed to be more in alignment with the Medical Office Specialist classification. This action represents a monthly salary and benefits cost of \$1,429. There is no change in the total number of authorized positions.

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

**Action:** Delete: One position of E350, Fiscal Office Specialist  
Biweekly Salary: \$2,379.20 - \$2,972.80

Add: One position of G112S, Community Worker Series  
Biweekly Salary: \$2,016.00 - \$2,780.80

**Explanation:** This is the deletion of one vacant Fiscal Office Specialist position and the addition of one Community Worker Series to better meet current staffing needs of the department. This action represents a monthly salary and benefits savings of \$636. There is no change in the total number of authorized positions.

### **62400 FAMILY HEALTH SERVICES**

**Action:** Reclassify: One position of D151, Financial Services Manager II  
Biweekly Salary: \$5,194.40 - \$6,493.60

To: One position of D223, Dep Director for Admin & Finance-SMC Health  
Biweekly Salary: \$6,012.80 - \$7,516.80

**Explanation:** This is the reclassification of one filled Financial Services Manager II position to Deputy Director for Administration and Finance-SMC Health as recommended by a recently completed classification study of the position. This action represents no salary and benefits cost as the incumbent affected by the reclassification is already working out of class in this position. There is no change in the total number of authorized positions.

### **63000 CORRECTIONAL HEALTH SERVICES**

**Action A:** Adjust salary range of G106, Program Counselor I to \$34.45 to \$43.08 per hour.

**Action B:** Adjust salary range of G107, Program Counselor II to \$38.32 to \$47.88 per hour.

**Explanation:** These actions adjust the pay rate of the Program Counselor I/II classification series to align with other counselor positions in the County. The adjustment is a result of a classification and compensation study that was completed as per AFSCME contract agreement. This action represents an approximate monthly salary and benefits cost of \$5,262 affecting four positions that are projected at the highest step of the Program Counselor II salary range. There is no change in the total number of authorized positions.

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

**Action A:** Split: One position of F122S, Physician Series (Adult Psychiatrist)

Biweekly Salary: \$10,399.20 - \$13,000.00  
Approximate Monthly Salary: \$22,531.60 - \$28,166.67

To: Two half-time positions.

**Explanation:** This action splits one full-time 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.

**Action B:** Set: Salary range for F135, Respiratory Therapy Supervisor at \$53.47 to \$66.85 per hour.

**Explanation:** This action sets the salary of the newly created Respiratory Therapy Supervisor at \$53.47 to \$66.85 per hour. This action is setting the salary only and therefore represents no monthly salary and benefits cost and no change in the total number of authorized positions.

**Action C:** Adjust salary range of D219, Manager, Corporate and HIPPA Compliance to \$64.93 - \$81.17 per hour.

**Explanation:** This action adjusts the pay rate of the Manager, Corporate and HIPPA Compliance classification to maintain internal alignment with management classifications performing similar roles. This action represents an approximate monthly salary and benefits cost of \$2,010 affecting one position. There is no change in the total number of authorized positions.

### **70000 HUMAN SERVICES AGENCY**

**Action:** Amend Section 5 - Special Compensation of the Master Salary Resolution to provide a 3.5% salary differential on top of all other compensation to any Human Services Supervisor who is currently permanently supervising a Senior Human Services Care Counselor.

**Explanation:** This action adds a 3.5% salary differential on top of all other compensation for any Human Services Supervisor who is currently permanently supervising a Senior Human Services Care Counselor. This action is an interim solution to a salary compression issue between the two classifications and the allowance shall be removed upon completion of a classification study in January 2023. The approximate monthly and salary benefits cost of this action is \$686, impacting two individuals. 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 \$181,000. 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:**

This action represents an estimated monthly salary and benefits cost of \$49,290 or an annual cost estimate of \$591,475.