



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** HUMAN RESOURCES

**File #:** 22-909

Board Meeting Date: 11/15/2022

---

**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 reclassify two positions, delete two positions, add three positions, and set the salary of one classification; 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:

- reclassification of two positions;
- deletion of two positions;
- addition of three positions; and
- setting of salary for one classification.

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.

**40000 OFFICE OF SUSTAINABILITY**

**Action:** Set: Salary of D008, Resource Conservation Program Manager at \$58.89 to \$73.59

**Explanation:** This action is a 5% adjustment to the salary of the Resource Conservation Program

Manager classification. This adjustment is needed to maintain alignment with market salary and to assist with recruitment efforts. This action represents an approximate monthly salary and benefits cost of \$3,628 and impacting four filled positions. There is no change in the total number of authorized positions.

### **61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES**

**Action:** Reclassify: One position of E415, Patient Services Supervisor-Exempt  
Biweekly Salary: \$3,168.00 - \$3,960.00

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

**Explanation:** This is the reclassification of one filled Patient Services Supervisor-Exempt position to Associate Management Analyst as recommended by a recently completed classification study of the position. This action represents an approximate monthly salary and benefits cost of \$3,731. There is no change in the total number of authorized positions.

### **62400 FAMILY HEALTH SERVICES**

**Action A:** Delete: One position of E420, Medical Office Specialist  
Biweekly Salary: \$2,508.80 - \$3,137.60

Add: One position of V260S, IS Support Series (IS Business Analyst)  
Biweekly Salary: \$3,649.60 - \$5,429.60

**Explanation:** This is the deletion of one vacant Medical Office Specialist position and the addition of one IS Business Analyst II position which is the classification that better support the on-going information technology needs of the department. This action represents a monthly salary and benefits cost of \$7,598. There is no change in the total number of authorized positions.

**Action B:** Add: One position of G117, Senior Community Worker  
Biweekly Salary: \$2,577.60 - \$3,223.20

**Explanation:** In the FY 2022-2023 Adopted Budget, the department converted a vacant Dietetic Technician position to Senior Community Worker; however, the actual deletion of the position was erroneously not reflected in the Salary Resolution that was presented to the Board. This addition is to correct the error only and reflect the addition of the position in the Master Salary Resolution. Since this is a correction item only, there is no monthly salary and benefits cost and no actual change in the total number of authorized positions.

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

**Action A:** Delete: One position of D154, Clinical Services Manager II-Nursing  
Biweekly Salary: \$6,128.80 - \$7,661.60

Add: One position of D212, Deputy Director of Nursing Services  
Biweekly Salary: \$6,433.60 - \$8,044.80

**Explanation:** This is the deletion of one vacant Clinical Services Manager II-Nursing position and the addition of one Deputy Director of Nursing Services position which is the classification that better meets the organizational and operational needs of the department. This action represents a monthly salary and benefits cost of \$1,270. There is no change in the total number of authorized positions.

**Action B:** Reclassify: One position of E410, Storekeeping Supervisor-Exempt  
Biweekly Salary: \$2,622.40 - \$3,279.20

To: One position of F080, Central Services and Supply Supervisor-Exempt  
Biweekly Salary: \$3,708.00 - \$4,635.20

**Explanation:** This is the reclassification of one filled Storekeeping Supervisor-Exempt position to Central Services and Supply Supervisor-Exempt as recommended by a recently completed classification study of the position. This action represents an approximate monthly salary and benefits cost of \$4,495. 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 \$322,000. 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 \$21,674 or an annual cost estimate of \$260,086.