



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** HUMAN RESOURCES

**File #:** 23-35

Board Meeting Date: 1/17/2023

---

**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 add one position and adjust salary range of one 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:

- addition of one position; and
- adjustment of salary range of 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.

**18000 INFORMATION SERVICES DEPARTMENT**

**Action:** Add: One position of V260S, IS Support Series (IS Systems Specialist III)  
Biweekly Salary: \$4,667.20 - \$5,832.80

**Explanation:** This is the addition of one IS Systems Specialist III position to operationalize and support countywide cybersecurity initiatives and efforts. This action represents a monthly salary and benefits cost of \$19,336. The total number of authorized positions is increased by one.

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

**Action:** Adjust salary range of 150, County Health Officer to \$141.38 - \$176.75 per hour.

**Explanation:** This action adjusts the pay rate of the County Health Officer classification by 15% to maintain external alignment with comparator agencies performing similar roles. This action represents an approximate monthly salary and benefits cost of \$4,063, affecting one position. There is no change in the total number of authorized positions.

### **FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost total of \$25,632 or an annual cost estimate of \$307,579.

Funding for the cost associated with the addition of position in Org 18000 which is estimated at \$232,029 annually, will come from ISD's Core-IT service charges already budgeted in FY 2022-23. This cost will be offset by reduction in on-going professional security services, which would otherwise be required in absence of this position.