



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 23-63

Board Meeting Date: 1/31/2023

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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 one position, delete five positions, and add nine positions; 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 one position;
- deletion of five positions; and
- addition of nine positions.

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.

**12000 COUNTY EXECUTIVE'S/CLERK OF THE BOARD**

**Action A:** Delete: One position of D180, Principal Management Analyst  
Biweekly Salary: \$5,723.20 - \$7,156.80  
Approximate Monthly Salary: \$12,400.27 - \$15,506.40

**Action B:** Add: Two positions of D185, Senior Management Analyst

Biweekly Salary: \$4,485.60 - \$5,608.00  
Approximate Monthly Salary: \$9,718.80 - \$12,150.67

**Explanation:** These actions delete one vacant Principal Management Analyst position and adds two Senior Management Analyst positions to support changes to organization and staffing. This action represents a monthly salary and benefits cost of \$13,456. The total number of authorized positions is increased by one.

#### **15000 TREASURER-TAX COLLECTOR**

**Action:** Delete: One position of E468, Executive Assistant-Confidential  
Biweekly Salary: \$3,104.00 - \$3,877.60

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

**Explanation:** This is the deletion of one vacant Executive Assistant-Confidential position and the addition of one Management Analyst. The latter classification is more in alignment with the intended new duties and responsibilities of the position. This action represents a monthly salary and benefits cost of \$4,005. There is no change in the total number of authorized positions.

#### **45200 PW-ROAD CONSTRUCTION AND OPERATIONS**

**Action A:** Reclassify: One position of E337, Office Specialist  
Biweekly Salary: \$2,205.60 - \$2,756.00

To: One position of E002, Administrative Secretary II  
Biweekly Salary: \$2,552.00 - \$3,189.60

**Explanation:** This is the reclassification of one filled Office Specialist position to Administrative Secretary II as recommended by a recently completed classification study of the position. This action represents an approximate monthly salary and benefits cost of \$1,437. There is no change in the total number of authorized positions.

**Action B:** Delete: One position of T064S, Utility Worker Series  
Biweekly Salary: \$2,076.80 - \$2,738.40

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

**Explanation:** This is the deletion of one vacant Utility Worker II position and the addition of one Administrative Assistant I. The latter classification is better aligned with the new duties and responsibilities of the position. This change best supports the staffing needs of the department. This action represents a monthly salary and benefits cost of \$2,633. 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: \$4,073.60 - \$5,091.20

Add: One position of G084, Milieu Program Specialist  
Biweekly Salary: \$3,744.00 - \$4,680.80

**Explanation:** This is the deletion of one vacant Mental Health Program Specialist position and the addition of one Milieu Program Specialist to better meet operational needs of the department. This action represents a monthly salary and benefits savings of \$1,360. There is no change in the total number of authorized positions.

**Action B:** Delete: One position of G240S, Case Management/Assessment Specialist Series  
Biweekly Salary: \$2,883.20 - \$4,292.80

Add: One position of G242, Lead Behavioral Health and Recovery Services Specialist  
Biweekly Salary: \$3,632.80 - \$4,539.20

**Explanation:** This is the deletion of one vacant Case Management/Assessment Specialist III position and the addition of one Lead Behavioral Health and Recovery Services Specialist. The latter classification is the more appropriate classification to support the department's needs. This action represents a monthly salary and benefits cost of \$817. There is no change in the total number of authorized positions.

## **70000 HUMAN SERVICES AGENCY**

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

**Explanation:** This is the addition of one Management Analyst position responsible for planning and managing all Center on Homelessness data. This action represents a monthly salary and benefits cost of \$16,859. The total number authorized positions is increased by one.

## **79000 DEPARTMENT OF HOUSING**

**Action A:** Add: One position of D094, Housing Program Manager  
Biweekly Salary: \$5,194.40 - \$6,493.60

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

**Explanation:** This is the addition of one Housing Program Manager and one Financial Services Manager. These changes better position the department to respond to increased demands due to expansions of programs and funding, and increased complexity of duties and responsibilities. These actions represent a monthly salary and benefits cost of \$43,053. The total number of authorized positions is increased by two.

**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 \$3,000. 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 \$80,899 or an annual cost estimate of \$970,791.