



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 23-119

Board Meeting Date: 2/28/2023

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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 delete fourteen positions, add seventeen positions, set the salary range of nine classifications, and reclassify four 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:

- deletion of fourteen positions;
- addition of seventeen positions;
- setting of salary range of nine classifications; and
- reclassification of four 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.

**25100 DISTRICT ATTORNEY'S OFFICE**

**Action A:** Delete: One position of G111S, DA's Office Victim Advocate Series  
Biweekly Salary: \$2 ,226.40 - \$3,478.40

Add: One position of G110, DA's Office Supervising Victim Advocate  
Biweekly Salary: \$3,060.80 - \$3,827.20

**Explanation:** This is the deletion of one vacant District Attorney's Office Victim Advocate II position and the addition of one District Attorney's Office Supervising Victim Advocate. This change best supports the staffing needs of the department. This action represents a monthly salary and benefits cost of \$1,156. There is no change in the total number of authorized positions.

**Action B:** Set: Salary of H035, District Attorney's Inspector at \$66.76 to \$83.45 per hour.

**Action C:** Set: Salary of B026, District Attorney's Inspector-Unclassified at \$66.76 to \$83.45 per hour.

**Action D:** Set: Salary of H100, Senior District Attorney's Inspector at \$73.50 to \$91.89 per hour.

**Explanation:** These actions set the salary range of the District Attorney's Inspector, District Attorney's Inspector - Unclassified and Senior District Attorney's Inspector classifications as per MOU. These actions only set the compensation for the classification and therefore, there is no monthly salary and benefits cost associated and there is no change in the total number of authorized positions.

### **26000 DEPARTMENT OF CHILD SUPPORT SERVICES**

**Action A:** Delete: One position of E431, Child Support Customer Service Specialist  
Biweekly Salary: \$2,378.40 - \$2,971.20

**Action B:** Delete: One position of E436S Child Support Analyst Series  
Biweekly Salary: \$2,664.80 - \$3,508.80

**Action C:** Add: Two positions of E432, Child Support Technician  
Biweekly Salary: \$2,378.40 - \$2,971.20

**Explanation:** This is the deletion of one vacant Child Support Customer Service Specialist and one vacant Child Support Analyst II positions and the addition of two Child Support Technician positions. The latter classification is more appropriate for the client support work that these positions are expected to perform. These actions represent a monthly salary and benefits savings of \$1,782. There is no change in the total number of authorized positions.

### **30000 SHERIFF'S OFFICE**

**Action A:** Set: Salary of H061, Deputy Sheriff Trainee at \$53.87 to \$56.96 per hour.

**Action B:** Set: Salary of H060, Deputy Sheriff at \$53.87 to \$67.35 per hour.

**Action C:** Set: Salary of B014, Deputy Sheriff -Unclassified at \$53.87 to \$67.35 per hour.

**Action D:** Set: Salary of H058, Sheriff's Correctional Officer at \$45.79 to \$57.25 per hour.

**Action E:** Set: Salary of H044, Sheriff's Sergeant at \$64.64 to \$80.81 per hour.

**Explanation:** These actions set the salary range of the Deputy Sheriff, Deputy Sheriff - Unclassified, Deputy Sheriff-Trainee, Deputy Sheriff Trainee - Unclassified, Sheriff's Correctional Officer and Sheriff's Sergeant classifications as per Memorandum of Understanding with their respective unions. These actions only set the compensation for the classification and therefore, there is no monthly salary and benefits cost associated and there is no change in the total number of authorized positions.

**Action F:** Set: Salary of D111, Deputy Director of Automation at \$78.91 to \$98.64 per hour.

**Explanation:** This action adjusts the salary of D111, Deputy Director of Automation by 5% to maintain alignment with internal comparators performing similar roles. This action represents a monthly salary and benefits cost of \$811. There is no change in total number of authorized positions.

### **38000 PLANNING AND BUILDING DEPARTMENT**

**Action:** Delete: One position of D028, Deputy Director of Community Development  
Biweekly Salary: \$6,012.80 - \$7,516.80

Add: One position of D140, Assistant Director of Planning and Building  
Biweekly Salary: \$6,626.40 - \$8,286.40

**Explanation:** This is the deletion of one Deputy Director of Community Development position and the addition of one Assistant Director of Planning and Building. This is a cleanup action item. This position was added using Deputy Director as placeholder classification, pending completion of the new classification for Assistant Director. Position was originally budget as Assistant Director and so therefore this action represents no change in the monthly salary and benefits. There is no change in the total number of authorized positions.

### **45100 PUBLIC WORKS ADMINISTRATION**

**Action:** Delete: One position of B163, C/CAG Program Director-Unclassified  
Biweekly Salary: \$5,861.60 - \$7,328.00

Add: One position of B333, C/CAG Stormwater Program Director-Unclassified  
Biweekly Salary: \$5,453.60 - \$6,816.80

**Explanation:** This is the deletion of one vacant C/CAG Program Director-Unclassified position and the addition of one C/CAG Stormwater Program Director to better meet the operational needs of the department. This action represents a monthly salary and benefits savings of \$1,695. There is no change in the total number of authorized positions.

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

**Action:** Delete: One position of G226S, Community Program Specialist Series  
Biweekly Salary: \$2,688.00 - \$3,764.00

Add: One position of F055, Community Health Planner  
Biweekly Salary: \$3,582.40 - \$4,479.20

**Explanation:** This is the deletion of one vacant Community Program Specialist II position and the addition of one Community Health Planner to better meet the current operational and organizational needs of the department. This action represents a monthly salary and benefits cost of \$2,371. There is no change in the total number of authorized positions.

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

**Action:** Delete: One position of D023, Health Services Manager I  
Biweekly Salary: \$4,485.60 - \$5,608.00

Add: One position of D033, Health Services Manager II  
Biweekly Salary: \$5,194.40 - \$6,493.60

**Explanation:** This is the deletion of one vacant Health Services Manager I position and the addition of one Health Services Manager II. The latter classification is the more appropriate classification to support the department's needs in compliance, quality and regulatory matters. This action represents a monthly salary and benefits cost of \$2,936. There is no change in the total number of authorized positions.

### **70000 HUMAN SERVICES AGENCY**

**Action A:** Add: Three positions of G230S, Human Services Analyst Series  
Biweekly Salary: \$2,765.60 - \$4,049.60

**Explanation:** This is the addition of three Human Services Analyst II positions responsible for managing various analytical support functions for the Center on Homelessness. This action represents a monthly salary and benefits cost of \$40,273. The total number of authorized positions is increased by three.

**Action B:** Delete: Two positions of E460S, Records Center Assistant Series  
Biweekly Salary: \$2,095.20 - \$2,756.00

Add: Two positions of N106S, Department Facilities Projects Coordinator Series  
Biweekly Salary: \$2,995.20 - \$4,425.60

**Explanation:** This is the deletion of two vacant Records Center Assistant II positions and the addition of two Department Facilities Projects Coordinator II. The latter classification better aligns with the department's operational and organizational need. This action represents a monthly salary and benefits cost of \$11,069. There is no change in the total number of authorized positions.

**Action C:** Delete: Three positions of G071S, Benefits Analyst Series  
Biweekly Salary: \$2,634.40 - \$3,338.40

**Action D:** Delete: One position of G069, Benefits Analyst III  
Biweekly Salary: \$2,868.80 - \$3,587.20

**Action E:** Add: Four positions of G073, Overpayments and Collections Analyst  
Biweekly Salary: \$3,033.60 - \$3,792.00

**Explanation:** This is the deletion of three vacant Benefits Analyst I/II and one Benefits Analyst III positions and the addition of four Overpayments and Collections Analysts to better align classification with duties and responsibilities of the position. These actions represent a monthly salary and benefits cost of \$5,190. There is no change in the total number of authorized positions.

**Action F:** Delete: One position of G232, Human Services Supervisor-Exempt  
Biweekly Salary: \$3,615.20 - \$4,520.00

Add: One position of G072, Overpayments and Collections Supervisor  
Biweekly Salary: \$3,615.20 - \$4,520.00

**Explanation:** This is the deletion of one vacant Human Services Supervisor position and the addition of one Overpayments and Collections Supervisor. This change supports department's staffing and supervisory needs in Overpayments and Collections Unit. There is no monthly salary and benefits costs and no change in the total number of authorized positions.

**Action E:** Reclassify: One position of D090, Human Services Manager I  
Biweekly Salary: \$4,485.60 - \$5,608.00

To: One position of D235, Children's Services Program Manager I  
Biweekly Salary: \$4,711.20 - \$5,887.20

Reclassify: Three positions of D091, Human Services Manager II  
Biweekly Salary: \$5,194.40 - \$6,493.60

To: Three positions of D236, Children's Services Program Manager II  
Biweekly Salary: \$5,453.60 - \$6,816.80

**Explanation:** This is the reclassification of one filled Human Services Manager I position to Children's Services Program Manager I; and the reclassification of three filled Human Services Manager II positions to Children's Services Program Manager II as recommended by a recently completed classification study of the positions. This action represents an approximate monthly salary and benefits cost of \$4,140. 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 \$236,000. 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 \$62,874 or an annual cost estimate of \$754,490.