



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 23-280

Board Meeting Date: 4/25/2023

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 delete six positions, add seven positions, set the salary range for eight classifications, and convert one unclassified position; 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:

- deletion of six positions;
- addition of seven positions;
- setting of salary range for eight classifications; and
- conversion of one unclassified position to classified.

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: Delete: Two positions of D185, Senior Management Analyst
Biweekly Salary: \$4,485.60 - \$5,608.00
Approximate Monthly Salary: \$9,718.80 - \$12,150.67

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

Explanation: This action deletes two vacant Senior Management Analyst positions and adds one Principal Management Analyst. In the salary resolution amendment that was submitted and adopted by the Board on January 31, 2023, these two Senior Management Analyst positions were erroneously added by converting a vacant Principal Management Analyst. This action reverses that action. This action represents a monthly salary and benefits savings of \$13,456. The total number of authorized positions is decreased by one.

Action B: Set: Salary range for D238, Assistant County Chief Financial Officer at \$91.35 to \$114.17 per hour.

Explanation: This action sets the hourly salary range for the newly created Assistant County Chief Financial Officer classification at \$91.35 to \$114.17. 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.

18000 INFORMATION SERVICES DEPARTMENT

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

Explanation: This is the addition of one Office Specialist to address increase in work across all business lines, as well as an increase in more complex, competitive public solicitations, agreements, and other administrative tasks in the department. This action represents a monthly salary and benefits costs of \$9,136 and funding will come from ISD's services charges already budgeted in the FY 2022-2023 Adopted Budget. The total number of authorized positions is increased by one.

38000 PLANNING AND BUILDING DEPARTMENT

Action A: Add: One position of R065S, Planner Series
Biweekly Salary: \$2,772.80 - \$4,704.00

Explanation: This is the addition of one Planner III position to meet workload needs of the department. This action represents a monthly salary and benefits costs of \$15,594. The total number of authorized positions is increased by one.

Action B: Set: Salary range for J068, Building Plans Examiner I at \$41.36 to \$51.70 per hour.

Action C: Set: Salary range for J069, Building Plans Examiner II at \$50.70 to \$63.38 per hour.

Explanation: These actions set the salary range for the newly created Building Plans Examiner Series. 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.

55500 PUBLIC HEALTH, POLICY AND PLANNING

Action: Convert: One position of B050, Communicable Disease Investigator-Unclassified
Biweekly Salary: \$2,907.20 - \$3,632.00

To: Classified

Explanation: This is the conversion of one vacant Communicable Disease Investigator-Unclassified to Classified. This conversion supports ongoing programmatic needs of the department. There is no monthly salary and benefits costs and no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND SERVICES

Action A: Delete: One position of G115S, Peer Support Worker Series
Biweekly Salary: \$2,016.00 - \$2,780.80

Add: One position G040S, Mental Health Case Worker Series
Biweekly Salary: \$2,577.60 - \$4,189.60

Explanation: This is the deletion of one vacant Peer Support Worker II position and the addition of one Mental Health Counselor II to support expansion of mental health counseling services. This action represents a monthly salary and benefits cost of \$4,670. There is no change in the total number of authorized positions.

Action B: Set: Salary range for G191, Peer Support Specialist I at \$27.72 to \$34.64 per hour.

Action C: Set: Salary range for G192, Peer Support Specialist II at \$30.61 to \$38.24 per hour.

Explanation: This action sets the hourly salary range for the newly created Peer Support Specialist I classification at \$27.72 to \$34.64 and Peer Support Specialist II classification at \$30.61 to \$38.24. These actions are to set the salary only and therefore, they represent no monthly salary and benefits cost and no change in the total number of authorized positions.

63000 CORRECTIONAL HEALTH SERVICES

Action: Delete: One position of G107S, Program Counselor Series
Biweekly Salary: \$2,756.00 - \$3,830.40

Add: One position of G040S, Mental Health Case Worker Series
Biweekly Salary: \$2,577.60 - \$4,189.60

Explanation: This is the deletion of one vacant Program Counselor II position and the addition of one Mental Health Counselor II. This action expands department's ability to conduct higher level assessments for the new Behavioral Health Unit and Medication Assisted Treatment Program. These actions represent a monthly salary and benefits cost of \$1,191. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action: Set: Salary range for D237, Environmental Services Manager at \$56.07 to \$70.10 per hour.

Explanation: This action sets the hourly salary range for the newly created Environmental Services Manager classification at \$56.07 to \$70.10. 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.

70000 HUMAN SERVICES AGENCY

Action A: 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 the Overpayments and Collections Unit. There is no monthly salary and benefits costs and no change in the total number of authorized positions.

Action B: Delete: One position of D091, Human Services Manager II
Biweekly Salary: \$5,194.40 - \$6,493.60

Add: One position of D236, Children's Services Program Manager II
Biweekly Salary: \$5,453.60 - \$6,816.80

Explanation: This is the deletion of one Human Services Manager II position and addition of one Children's Services Program Manager II. Similar positions in this unit were recently reclassified as a result of a classification study that was conducted. This action extends the finding of the study to this one remaining position which was vacant at the time of the study. This action represents an approximate monthly salary and benefits cost of \$1,071. There is no change in the total number of authorized positions.

Action C: Set: Salary range for G075, Overpayments and Collections Analyst I at \$31.14 to \$38.93 per hour.

Action D: Set: Salary range for G074, Overpayments and Collections Analyst II at \$35.27 to \$44.08 per hour.

Explanation: These actions set the hourly salary for the newly created Overpayments and Collections Analyst I classification at \$31.14 to \$38.93, and the Overpayments and Collections Analyst II classification at \$35.27 to \$44.08. These actions are to set the salary only and therefore, they represent no monthly salary and benefits cost and no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$18,206 or an annual cost estimate of \$218,472.