



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 23-382

Board Meeting Date: 5/23/2023

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 seventeen positions, add thirty-nine positions, reclassify one position, and convert two unclassified positions to classified; 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 seventeen positions;
- addition of thirty-nine positions;
- reclassification of one position; and
- conversion of two unclassified positions 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.

25100 DISTRICT ATTORNEY'S OFFICE

Action A: Add: One position of E377S, Legal Secretary Series
Biweekly Salary: \$2,420.00 - \$3,369.60

Action B: Add: Two positions of B024S, Deputy District Attorney-Unclassified Series
Biweekly Salary: \$4,156.80 - \$10,076.00

Explanation: This is the addition of one Legal Secretary II position and two Deputy District Attorney positions to support increased caseload related to Penal Code Section 1170(h) sentencing statute and navigate the various court programs that exists to channel defendants to alternative sentencing options. These actions represent a monthly salary and benefits cost of \$77,974. The total number of authorized positions is increased by three.

Action C: Reclassify: One position of V230, Information Technology Technician
Biweekly Salary: \$3,374.40 - \$4,218.40

To: One position of V231, Senior Information Technology Technician
Biweekly Salary: \$3,442.40 - \$4,304.00

Explanation: This is the reclassification of one filled Information Technology Technician position to Senior Information Technology Technician as recommended by a recently completed classification study of the position. This action represents an approximate monthly salary and benefits cost of \$284. There is no change in the total number of authorized positions.

30000 SHERIFF'S OFFICE

Action A: Delete: One position of E001, Administrative Secretary I
Biweekly Salary: \$2,364.80 - \$2,953.60

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

Explanation: This is the deletion of one vacant Administrative Secretary I position and the addition of one Executive Assistant-Confidential to provide administrative support to the elected Sheriff. This action represents a monthly salary and benefits cost of \$3,063. There is no change in the total number of authorized positions.

Action B: Convert: One position of B067, Fiscal Office Specialist-Unclassified
Biweekly Salary: \$2,379.20 - \$2,972.80

To: Classified

Explanation: This is the conversion of one Fiscal Office Specialist-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.

Action C: Delete: Two positions of E375, Legal Office Specialist
Biweekly Salary: \$2,614.40 - \$3,268.00

Action D: Add: One position of E090, Administrative Assistant II-Confidential
Biweekly Salary: \$3,210.40 - \$4,014.40

Action E: Add: One position of G243S, Program Coordinator Series
Biweekly Salary: \$3,010.40 - \$4,416.80

Explanation: This is the deletion of two vacant Legal Office Specialist positions and the addition of one Administrative Assistant II-Confidential to provide administrative support to contract cities; and one Program Coordinator II to coordinate the Sheriff's Activity League. These actions represent a total monthly salary and benefits cost of \$6,283. There is no change in the total number of authorized positions.

Action F: Delete: One position of D191, Sheriff's Lieutenant
Biweekly Salary: \$5,915.20 - \$7,395.20

Add: One position of D192, Sheriff's Captain
Biweekly Salary: \$6,847.20 - \$8,560.80

Explanation: This is the deletion of one vacant Sheriff's Lieutenant position and the addition of one Sheriff's Captain as the latter position is better aligned to meet the department's operational needs. This action represents a monthly salary and benefits cost of \$4,420. There is no change in the total number of authorized positions.

Action G: Delete: One position of E106S, Sheriff's Property Officer Series
Biweekly Salary: \$2,429.60 - \$3,638.40

Add: One position of E091, Administrative Assistant II
Biweekly Salary: \$3,210.40 - \$4,014.40

Explanation: This is the deletion of one vacant Sheriff's Property Officer II position and the addition of one Administrative Assistant II to provide administrative support to Coastside Substation operations. This action represents a monthly salary and benefits cost of \$1,246. There is no change in the total number of authorized positions.

Action H: Delete: One position of E406S, Storekeeper Series
Biweekly Salary: \$1,765.60 - \$2,689.60

Add: One position of D105, Communications Officer
Biweekly Salary: \$4,711.20 - \$5,887.20

Explanation: This is the deletion of one vacant Storekeeper II position and the addition of one Communications Officer to support expansion of the department's Communications Unit. This action represents a monthly salary and benefits cost of \$10,600. There is no change in the total number of authorized positions.

55500 PUBLIC HEALTH, POLICY AND PLANNING

Action A: Convert: One position of B067, Fiscal Office Specialist-Unclassified
Biweekly Salary: \$2,379.20 - \$2,972.80

To: Classified

Explanation: This is the conversion of one Fiscal Office Specialist-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.

Action B: Delete: One position of E055, Communication Specialist-Confidential
Biweekly Salary: \$3,932.00 - \$4,915.20

Add: One position of G243S, Program Coordinator Series
Biweekly Salary: \$3,010.40 - \$4,416.80

Explanation: This is the deletion of one vacant Communication Specialist-Confidential position and the addition of one Program Coordinator II to coordinate and support department's equity initiatives. This action represents a monthly salary and benefits savings of \$1,652. There is no change in the total number of authorized positions.

Action C: Delete: Two positions of B219S, Management Analyst-Unclassified Series
Biweekly Salary: \$3,515.20 - \$5,085.60

Action D: Add: One position of D060, Financial Services Manager I
Biweekly Salary: \$4,485.60 - \$5,608.00

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

Explanation: This is the deletion of two vacant Management Analyst-Unclassified positions and the addition of one Financial Services Manager I to administer and manage newly secured grants of increasing complexity; and one Health Services Manager I to oversee the Bridges to Wellness Program, initially a pilot program now permanent, serving up to 400 clients. These actions represent a total monthly salary and benefits cost of \$3,464. There is no change in the total number of authorized positions.

55600 HEALTH IT

Action: Add: Five positions of F009S, Patient Care Series (Clinical Nurse-Informatics)
Biweekly Salary: 5,841.60 - \$6,904.00

Explanation: This is the transfer of five vacant positions from 62400 - Family Health Services and upon transfer the conversion of the vacancies to Clinical Nurse-Informatics to support San Mateo Health's transition to the new electronic health record system, Epic. This action represents a monthly salary and benefits cost of \$114,434, and the total number of authorized positions is increased by five.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Add: Three positions of G040S, Mental Health Caseworker Series
Biweekly Salary: \$2,577.60 - \$4,712.00

Action B: Add: Two positions of G226S, Community Program Specialist Series
Biweekly Salary: \$2,688.00 - \$3,764.00

Action C: Add: One position of E334S, Office Assistant Series
Biweekly Salary: \$1,737.60 - \$2,498.40

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

Action E: Add: Five positions of E411S, Patient Services Assistant Series
Biweekly Salary: \$2,110.40 - \$2,784.80

Action F: Add: One position of E414, Patient Services Specialist
Biweekly Salary: \$2,547.20 - \$3,186.40

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

Action H: Add: Three positions of G243S, Program Coordinator Series
Biweekly Salary: \$3,010.40 - \$4,416.80

Action I: Add: Two positions of G027S, Residential Counselor Series
Biweekly Salary: \$2,756.00 - \$3,830.40

Explanation: This is the addition of three Mental Health Caseworker Series (two Psychiatric Social Worker/Marriage and Family Therapist and one Mental Health Counselor), two Community Program Specialist Series, one Office Assistant Series, one Office Specialist, five Patient Services Assistant Series, one Patient Services Specialist, one Peer Support Worker Series, three Program Coordinator Series and two Residential Counselor Series in order to convert nineteen extra-help positions to regular. These actions represent a monthly salary and benefits cost of \$224,494, and the total number of authorized positions is increased by nineteen.

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 E003, Administrative Secretary III
Biweekly Salary: \$2,679.20 - \$3,346.40

Explanation: This is the deletion of one vacant Medical Office Specialist position and the addition of one Administrative Secretary III to provide administrative support to the Division. These actions represent a monthly salary and benefits cost of \$692. There is no change in the total number of authorized positions.

Action B: Delete: One position of G098S, Social Worker/Children's Services Social Worker Series
Biweekly Salary: \$2,883.20 - \$4,292.80

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

Explanation: This is the deletion of one vacant Social Worker III position and the addition of one Senior Community Worker. This action expands program support for the Asthma Program and represents a monthly salary and benefits savings of \$4,935. There is no change in the total number of authorized positions.

Action C: Delete: One position of F040, Public Health Nurse
Biweekly Salary: \$5,435.20 - \$6,424.00

Action D: Delete: Two position of B100, Public Health Nurse-Unclassified
Biweekly Salary: \$5,435.20 - \$6,424.00

Action E: Delete: One position of F038, Senior Public Health Nurse
Biweekly Salary: \$5,436.80 - \$6,795.20

Action F: Delete: One position of F171S, Rehabilitation Therapist Series (Physical Therapist-California Children's Services)
Biweekly Salary: \$3,508.80 - \$4,387.20

Explanation: This is the deletion of one Public Health Nurse, two Public Health Nurse-Unclassified, one Senior Public Health Nurse, and one Physical Therapist II-CCS positions. These positions are being converted into five Clinical Nurse - Informatics positions and transferred to 55600 Health IT. These actions represent a monthly salary and benefits savings of \$100,956, and the total number of authorized positions is decreased by five.

66000 SAN MATEO MEDICAL CENTER

Action: Delete: One position of E416S, Medical Office Assistant Series
Biweekly Salary: \$2,008.80 - \$2,706.40

Add: One position of E411S, Patient Services Assistant Series
Biweekly Salary: \$2,110.40 - \$2,784.80

Explanation: This is the deletion of one vacant Medical Office Assistant II position and the addition of one Patient Services Assistant II which is the more appropriate classification for processing registrations for Emergency Room patients. This action represents a monthly salary and benefits cost of \$260. 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 \$4,000. 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 \$339,669 or an annual cost estimate of \$4,076,034.