



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 23-678

Board Meeting Date: 8/1/2023

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 079812 to reclassify one position and adjust salary range of one classification; and accept the updated report of biweekly salaries by classification.

BACKGROUND:

On July 11, 2023, your Board adopted Master Salary Resolution 079812 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:

- reclassification of one position; and
- adjustment of salary range of one classification.

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.

12400 PUBLIC SAFETY COMMUNICATIONS

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

To: One position of D045, Administrative Services Manager I
Biweekly Salary: \$4,711.20 - \$5,887.20

Explanation: This is the reclassification of one filled Management Analyst position to Administrative Services Manager I as recommended by a recently completed classification study of the position. This action represents an approximate monthly salary and benefits cost of \$2,657. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action: Adjust salary range of B224, Director of Human Services Agency-Unclassified to \$122.13 - \$152.64 per hour.

Explanation: This action adjusts the pay rate of the Director of Human Services Agency (HSA) - Unclassified classification by 10%. HSA is one of the largest and most complex departments in the County, providing vital services to vulnerable individuals and families of the community, enabling them to gain access to needed resources that will allow them to become protected, and more self-sufficient. The 10% adjustment moves the position's salary within the salary ranges of other County department head positions with comparable breadth and scope of responsibilities. This action represents an approximate monthly salary and benefits cost of \$3,680. 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 assumed annual salary increases of affected current employees, increases the Actuarial Accrued Liability (AAL) by approximately \$177,000. 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 \$6,338 or an annual cost estimate of \$76,051.