



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 23-822

Board Meeting Date: 10/3/2023

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Rocio Kirczun, 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 adjust salary range of six classifications.

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:

- salary range adjustment for six classifications.

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: Adjust salary range of G111, District Attorney's Office Victim Advocate I to \$31.17 - \$38.93 per hour.

Action B: Adjust salary range of B401, District Attorney's Office Victim Advocate I-Unclassified to \$31.17 - \$38.93 per hour.

Action C: Adjust salary range of G114, District Attorney's Office Victim Advocate II to \$36.77 -

\$45.98 per hour.

Action D: Adjust salary range of B402, District Attorney's Office Victim Advocate II-Unclassified to \$36.77 - \$45.98 per hour.

Action E: Adjust salary range of G110, District Attorney's Office Supervising Victim Advocate to \$40.56 - \$50.71 per hour.

Explanation: These actions adjust the pay rates of the District Attorney's Office Victim Advocate I and II classifications and corresponding unclassified versions by 12% and 5.74%, respectively; and Supervising Victim Advocate classification by 6%. These adjustments will align the salaries with similar classifications in our comparable agencies and supports the department's recruitment and retention strategies for these crucial positions. These actions represent a approximate monthly salary and benefits cost of \$10,580 impacting a total of thirteen filled positions. There is no change in the total number of authorized positions.

33000 CORONER'S OFFICE

Action: Adjust salary range of T070, Forensic Autopsy Technician to \$27.92 - \$34.90 per hour.

Explanation: This action adjusts the pay rate of the Forensic Autopsy Technician classification by 3.5% to align salary with comparable agencies. This action represents an approximate monthly salary and benefits cost of \$626 impacting two positions. 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 \$128,000. 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. Note that 4 of the total 15 employees impacted by the changes were not included in the June 30, 2022 valuation and are therefore not included in this evaluation.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$11,206 or an annual cost estimate of \$134,476.