



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 23-936

Board Meeting Date: 11/14/2023

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 delete six positions, add seven positions; 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:

Enter The salary resolution changes herein represent the:

- deletion of six positions; and
- addition of seven 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.

38000 PLANNING AND BUILDING

Action: Delete: One position of E002, Administrative Secretary II
Biweekly Salary: \$2,654.40 - \$3,316.80

Add: One position of E003, Administrative Secretary III
Biweekly Salary: \$2,786.40 - \$3,480.00

Explanation: This is the deletion of one vacant Administrative Secretary II position and the addition of one Administrative Secretary III. The latter classification is better aligned to perform the duties required to support the SFO Roundtable Committee and the LAFCO Executive Officer. This action represents a monthly salary and benefits cost of \$541. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action: Delete: One position of G081, Mental Health Program Specialist
Biweekly Salary: \$4,236.80 - \$5,295.20

Add: One position of D023, Health Services Manager I
Biweekly Salary: \$4,664.80 - \$5,832.00

Explanation: This is the deletion of one vacant Mental Health Program Specialist position and the addition of one Health Services Manager I. The Health Services Manager will provide strategic leadership for programmatic, administrative, and legislative compliance demands within the Office of Consumer and Family Affairs. This action represents a monthly salary and benefits cost of \$1,779. There is no change in the total number of authorized positions.

63000 CORRECTIONAL HEALTH SERVICES

Action: Delete: One position of E416S, Medical Office Assistant Series
Biweekly Salary: \$2,088.80 - \$2,814.40

Add: One position of E414, Patient Services Specialist
Biweekly Salary: \$2,648.80 - \$3,313.60

Explanation: This is the deletion of one vacant Medical Office Assistant II position and the addition of one Patient Services Specialist. The Patient Services Specialist will support billing services as department implements new procedures for CalAim processing and client billing. This action represents a monthly salary and benefits cost of \$1,655. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of F009S, Patient Care Series (Medical Surgical Nurse)
Biweekly Salary: \$5,319.20 - \$6,286.40

Action B: Delete: One position of V250, Resource Specialist Patient Financial Services System
Biweekly Salary: \$4,427.20 - \$5,535.20

Action C: Add: Two positions of V400S, Electronic Health Record Analyst Series
Biweekly Salary: \$3,649.60 - \$5,700.80

Explanation: This is the deletion of one vacant Medical Surgical Nurse and one vacant Resource Specialist Patient Financial Services System positions and adding two Electronic Health Record

Analyst Series in alignment with staffing needs to support implementation and maintenance of a new electronic health records management system. These actions represent a monthly salary and benefits cost of \$1,392. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action: Delete: One position of G074S, Overpayments and Collections Analyst Series
Biweekly Salary: \$2,591.20 - \$3,667.20

Add: One position of G232, Human Services Supervisor
Biweekly Salary: \$3,760.00 - \$4,700.80

Explanation: This is the deletion of one vacant Overpayments and Collections Analyst II position and the addition of one Human Services Supervisor. This is a clean-up item only, reversing the change that was made to the position in the September recommended budget. This action represents no change in the monthly salary and benefits cost as position was already budgeted as Human Services Supervisor. There is no change in the total number of authorized positions.

79000 DEPARTMENT OF HOUSING

Action: Add: One position of D182S, Management Analyst Series
Biweekly Salary: \$3,656.00 - \$5,288.80

Explanation: This is the addition of one Management Analyst to take the lead in coordinating efforts between Department of Housing and Human Services Agency for providing housing opportunities for homeless individuals and families. This action represents a monthly salary and benefits cost of \$17,532. The total number of authorized positions is increased by one position.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$20,115 or an annual cost estimate of \$241,385.