



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 23-1013

Board Meeting Date: 12/12/2023

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 four positions, add four positions, and add one special compensation; and accept the updated report of biweekly salaries by classification.

BACKGROUND:

On July 11, 2023, the 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:

- deletion of four positions; and
- addition of four positions; and
- addition of one special compensation provision

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.

32000 PROBATION DEPARTMENT

Action: Delete: One position of D045, Administrative Services Manager I
Biweekly Salary: \$4,900.00 - \$6,122.40

Add: One position of D185, Senior Management Analyst

Biweekly Salary: \$4,664.80 - \$5,832.00

Explanation: This is the deletion of one vacant Administrative Services Manager I position and the addition of one Senior Management Analyst. The latter classification is better aligned to the expected duties of the positions which includes development and implementation of the department's equity initiatives, budget and performance support, and organizational analysis. This action represents a monthly salary and benefits cost savings of \$963. There is no change in the total number of authorized positions.

39000 PARKS DEPARTMENT

Action: Add 5.74 percent pay differential for Park Ranger I-II who is assigned periodic specialized multimedia work responsibilities.

Explanation: This action adds a 5.74 percent pay differential for a Park Ranger I-II who is periodically assigned to perform specialized multimedia work responsibilities, such as drone photography and videography. The 5.74 percent differential shall be paid only for such hours spent performing work related to the multimedia assignment. Only one Park Ranger I-II at a time may be assigned. The additional salary and benefits cost of this action is unknown at this time as it will depend on who is assigned, and how many hours they work on the assignment for any given month. There is no change in the total number of authorized positions.

43000 DEPARTMENT OF EMERGENCY MANAGEMENT

Action: Delete: One position of D088, Program Services Manager II
Biweekly Salary: \$4,900.00 - \$6,122.40

Add: One position of D241, Assistant Director of Emergency Management
Biweekly Salary: \$5,952.00 - \$7,443.20

Explanation: This is the deletion of one vacant Program Services Manager II position and the addition of one newly created Assistant Director of Emergency Management position. The latter classification will strengthen the leadership and operational capabilities of the department and allow for more effective preparation of emergencies. This action represents a monthly salary and benefits cost of \$4,378. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

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

Add: One position of E411S, Patient Services Assistant Series
Biweekly Salary: \$2,195.20 - \$2,896.00

Explanation: This is the deletion of one vacant Medical Office Assistant II position and the addition of one Patient Services Assistant II. The Patient Services Assistant II is better aligned to assist with all front and back office administrative work, as well as perform tasks that support telehealth and billing for the unit. This action represents a monthly salary and benefits cost of \$271. There is no

change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action: Delete: One position of D093, Custodial Services Manager
Biweekly Salary: \$3,656.00 - \$4,569.60

Add: One position of D239, Environmental Services Manager-Hospital and Clinics
Biweekly Salary: \$4,664.80 - \$5,832.00

Explanation: This is the deletion of one vacant Custodial Services Manager position and addition of one Environmental Services Manager-Hospital and Clinics for the purpose of providing higher and more expert level leadership. This action represents a monthly salary and benefits cost of \$4,185. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$7,871 or an annual cost estimate of \$94,454.