



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 24-301

Board Meeting Date: 4/23/2024

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 eleven positions, add thirteen positions, reclassify one position, convert one unclassified position to classified, add one special compensation provision; and set the salary range of two new classifications; and accept the updated report of biweekly salaries by classification.

BACKGROUND:

On July 11, 2023 this 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 eleven positions;
- addition of thirteen positions;
- reclassification of one position;
- conversion of one unclassified position to classified;
- addition of one special compensation provision;
- set the salary range of two new 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.

124000 PUBLIC SAFETY COMMUNICATIONS

Action: Delete: Five positions of V051, 911 Communications Calltaker
Biweekly Salary: \$2,573.60 - \$3,216.80

Add: Five positions of V050S, Communications Dispatcher Series
Biweekly Salary: \$3,216.80 - \$4,446.40

Explanation: This is the deletion of five vacant 911 Communications Calltaker positions and addition of five Communications Dispatcher positions. The latter classification is more appropriate for the current needs of the department. This action represents an approximate total monthly salary and benefits cost of \$20,381. There is no change in the total number of authorized positions.

30000 SHERIFF'S OFFICE

Action A: Delete: One position of E005, Administrative Secretary II-Confidential
Biweekly Salary: \$2,654.40 - \$3,316.80

Add: One position of E006, Administrative Secretary III-Confidential
Biweekly Salary: \$2,784.00 - \$3,479.20

Explanation: This is the deletion of one vacant Administrative Secretary II-Confidential position and addition of one Administrative Secretary III-Confidential. This position will be supporting the Assistant Sheriffs and so therefore, the III level of the series is the more appropriate classification for the position. This action represents an approximate total monthly salary and benefits cost of \$538. There is no change in the total number of authorized positions.

Action B: Add: One position of B416, Administrative Assistant II-Unclassified
Biweekly Salary: \$3,339.20 - \$4,175.20

Action C: Add: One position of B424, Sheriff's Sergeant-Unclassified
Biweekly Salary: \$5,431.20 - \$6,788.80

Explanation: This is the addition of one Administrative Assistant II-Unclassified and one Sheriff's Sergeant-Unclassified positions to the Organized Retail Theft Grant program. The approximate total monthly salary and benefits cost to add these positions is \$39,582 and is fully paid by the grant. The total number of authorized positions is increased by two.

Action D: Add: A 5.74% Special Compensation for a Sheriff's Correctional Officer designated as Correctional Deputy Officer as defined in California Penal Code section 830.1(c) and who has successfully completed the training program.

Explanation: This action amends Section 5 of the Master Salary Resolution to add a 5.74 percent allowance, in addition to all other compensation, to a Sheriff's Correctional Officer who is designated by the Sheriff's Office as a Correctional Deputy Officer under Penal Code 830.1(c) and required to transport inmates to and from court, medical appointments and other off-site locations; and who has successfully completed a 40-hour training conducted by the Sheriff's Office in addition to the PC 832 firearms training required by law. Per the Sheriff's Office's agreement with the Deputy Sheriff's

Association (DSA), this designation will be piloted with fourteen (14), and not to exceed sixteen (16) positions which represents a monthly salary and benefits cost of \$9,570 calculated at the E step of the salary range. There is no change in the number of authorized positions.

Action E: Set the salary range of H062, Deputy Sheriff Bailiff at \$56.58 to \$59.85 per hour.

Action F: Set the salary range of E448, Sheriff's Criminal Records Technician III at \$33.99 to \$42.48 per hour.

Explanation: These actions set the compensation rate of the two new classifications that were approved by the Civil Service Commission. These are salary setting actions only and has no associated salary and benefits cost. There is no change in the total number of authorized positions.

55000 HEALTH ADMINISTRATION

Action A: Delete: One position of D007, LEAP Implementation Manager
Biweekly Salary: \$4,230.40 - \$5,288.80

Explanation: This is the deletion of one vacant LEAP Implementation Manager position. The position is being converted to Clinical Services Manager II-Mental Health and transferred to Behavioral Health and Recovery Services. This action represents an approximate monthly salary and benefits savings of \$17,532. The total number of authorized positions is decreased by one.

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

To: One position of D033, Health Services Manager II
Biweekly Salary: \$5,402.40 - \$6,753.60

Explanation: This is the reclassification of one filled Administrative Services Manager I position to Health Services Manager II as recommended by a recently completed classification study of the position. This action represents no approximate monthly salary and benefits cost as the incumbent has been receiving a special allowance and therefore already paid at the higher salary range. The special allowance will be removed upon reclassification. There is no change in the total number of authorized positions.

55500 PUBLIC HEALTH, POLICY AND PLANNING

Action: Delete: One position of F038, Senior Public Health Nurse
Biweekly Salary: \$5,654.40 - \$7,067.20

Add: One position of F012, Charge Nurse
Biweekly Salary: \$6,075.20 - \$7,180.00

Explanation: This is the deletion of one vacant Senior Public Health Nurse position and the addition of one Charge Nurse position to expand clinical staff oversight and support growing needs of the mobile Clinic/Street Medicine program. This action represents an approximate monthly salary and

benefits cost of \$374. There is no change in the total number of authorized positions.

57000 AGING AND ADULT SERVICES

Action A: Delete: One position of T103, Transportation Officer
Biweekly Salary: \$2,416.00 - \$2,700.80

Add: One position of G245S, Community Program Analyst Series
Biweekly Salary: \$3,131.20 - \$4,593.60

Explanation: This is the deletion of one vacant Transportation Officer position and addition of one Community Program Analyst Series to address department's growing needs for data management and analysis in the Probate and LPS Conservatorship Programs. This action represents an approximate monthly salary and benefits cost of \$6,275. There is no change in the total number of authorized positions.

Action B: Delete: One position of D182S, Management Analysis Series
Biweekly Salary: \$3,656.00 - \$5,288.80

Explanation: This position is being transferred to Behavioral Health and Recovery Services. This action represents an approximate monthly salary and benefits savings of \$17,532. The total number of authorized positions is decreased by one.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Add: One position of D055, Clinical Services Manager II-Mental Health
Biweekly Salary: \$5,672.00 - \$7,089.60

Explanation: This is additional of one Clinical Services Manager II-Mental Health position to manage new Cordilleras Health and Healing Campus. This action represents an approximate monthly salary and benefits cost of \$23,502. The total number of authorized positions is increased by one.

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

Explanation: This position is being transferred from Aging and Adult Services. This action represents a monthly salary and benefits cost of \$17,532. The total number of authorized positions is increased by one.

Action C: Delete: One position of G078S, Behavioral Health and Recovery Services Analyst Series
Biweekly Salary: \$3,219.20 - \$4,720.80

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

Explanation: This is the deletion of one vacant Behavioral Health and Recovery Services Analyst Series and addition of one Mental Health Program Specialist position to support staff and

management in development and implementation of clinical workflows, policies and procedures. This action represents an approximate monthly salary and benefits cost of \$1,904. There is no change in the total number of authorized positions.

Action D: Convert: One position of B219S, Management Analyst-Unclassified Series
Biweekly Salary: \$3,656.00 - \$5,288.80

To: Classified

Explanation: This is the conversion of one vacant Management Analyst-Unclassified to Classified. This conversion supports the staffing needs of the unit through improved recruitment. There is no monthly salary and benefits cost to this change, and 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 \$5,000. 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 \$45,011 or an annual cost estimate of \$540,136.