



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 24-551

Board Meeting Date: 6/25/2024

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Rocio Kiryczun, Human Resources Director
Subject: Master Salary Resolution for Fiscal Year 2024-2025

RECOMMENDATION:

Adoption of the Master Salary Resolution for FY 2024-2025.

BACKGROUND:

On February 24, 2015, your Board adopted Ordinance 04733, which authorizes the number of all appointed County officers and employees and their compensation and benefits to be established by resolution. This Master Salary Resolution is the base document identifying the number of authorized positions and classifications for all County jobs. It also establishes the compensation and certain benefits other than base pay for County officers and employees. Base pay and other compensation are established by resolution for each employee group and is listed herein as the amount paid for each bi-weekly pay period for information only.

Each year, following budget hearings, your Board adopts the annual Master Salary Resolution that enacts the decisions made by the Board concerning the number of positions in the County service. Throughout the year salary resolution amendments indicate changes in positions and the compensation established herein that occur in the various operating departments.

DISCUSSION:

The total number of positions authorized by your Board for FY 2023-2024 was 6,009, including adjustments made via salary resolution amendments throughout the year. This number includes positions authorized for the County Library System, the First 5 Commission, Retirement (SamCERA), and LAFCO, and excludes Housing Authority. Pending the Board's approval of the FY 2024-2025 budget, the number of authorized positions for this fiscal year is 6,036 positions, which is a net increase of 27 in the total number of positions. The FY 2024-2025 positions are distributed among the departments as listed below. The number and distribution of authorized positions will be revised through a salary resolution amendment in August, if the Board makes changes to the proposed budget that is being presented to the Board concurrently with this action.

Department/Agency	FY 2023-24	FY 2024-25
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Criminal Justice

• Coroner's Office	17	17
• District Attorney's Office	151	153
• Probation Department	327	327
Department/Agency	FY 2023-24	FY 2024-25

• Sheriff's Office	827	827
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Health Services

• Health System		
• Aging and Adult Services	153	153
• Behavioral Health and Recovery	514	515
• Correctional Health	103	104
• Emergency Medical Services	10	11
• Environmental Health Services	85	85
• Family Health Services	169	169
• Health Administration	23	22
• Health Coverage Unit	26	26
• Health IT	48	47
• Public Health, Policy and Planning	163	163
• San Mateo Medical Center	1042	1043
• First 5 San Mateo County	8	8

Social Services

• Department of Child Support Services	56	56
• Department of Emergency Management	13	18
• Human Services Agency	808	808

Community Services

• Agriculture/Weights and Measures	30	30
• County Library	153	156
• Department of Housing	30	35
• LAFCO	2	2
• Office of Sustainability	22	22
• Parks Department	85	85
• Parks - Coyote Point Marina	3	3
• Planning and Building	69	70
• Public Safety Communications	81	81
• Public Works		
• Administration	42	42
• Engineering Services	22	22
• Facilities Services	131	133
• Vehicle and Equipment Maintenance	14	14
• Utilities	22	23
• Road Construction and Operations	79	79
• Construction Services	10	10
• Airports	13	13

Department/Agency		FY 2023-24	FY 2024
• Real Property	6	6	
• Solid Waste Management	11	11	
<u>Administration and Fiscal Services</u>			
• Assessor/County Clerk/Recorder	167	167	
• Board of Supervisors	22	22	
• County Executive Office/Clerk of the Board	66	79	
• Controller's Office	57	57	
• County Attorney's Office	52	52	
• Human Resources Department	71	76	
• Information Services	137	137	
• Retirement Office	23	23	
• Shared Services	12	0	
• Tax Collector/Treasurer's Office	34	34	
Total Positions	6,009	6,036	

The resolution also includes special compensation and benefits other than base pay for represented and management positions that have been adopted through resolution amendments from the previous fiscal year.

This resolution has been reviewed and approved by the County Attorney's Office as to form.

FISCAL IMPACT:

The total number of authorized positions for FY 2024-2025 is 6,036, including positions authorized for the County Library System, the First 5 Commission, Retirement (SamCERA) and LAFCO. The estimated annual salary and benefits cost is \$1.3 billion. The number of authorized positions and estimated cost is dependent upon the Board's approval of the FY 2024-2025 budget that is being presented concurrently in this action.