



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
**San Mateo County Employees Retirement Association**

**DATE:** July 21, 2008  
**BOARD MEETING DATE:** August 5, 2008  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors  
**FROM:** David Bailey, Chief Executive Officer, *SamCERA*  
**SUBJECT:** Reclassifications and Salary Adjustments of *SamCERA* positions.

**Recommendation**

Adopt an amendment to the salary ordinance reclassifying seven positions and adjusting the salary of seven positions, and waiving the reading of the ordinance in its entirety. These changes will reclassify positions to match job duties and adjust salaries to market comparables.

**Vision Alignment**

**Commitment:** Responsive, effective and collaborative government.

**Goal 20:** Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain.

Retention of current experienced staff will be crucial for *SamCERA* with the increased workload brought on by large numbers of retiring baby boomers, with the need for *SamCERA* to program the knowledge of current staff into upgraded core information technology systems, and with a rapidly evolving world economy and investment markets.

**Background**

In recognition of changes to the job duties of some *SamCERA* positions and of a need to assure that *SamCERA* salaries are competitive with comparable agencies in the Bay Area, the *SamCERA* board approved adjustments to staff salaries in order to support staff retention and recruitment.

**Discussion**

The Human Resources Department conducted a study of the affected positions and a salary survey of all *SamCERA* classifications. The study recommended the:

- Creation of new, retirement-specific classifications.
- Reclassification of incumbents to the new retirement-specific classifications; and
- Salary adjustments for seven classifications that are behind market comparables.

The reclassifications and the adjustments will align *SamCERA's* classifications and salaries with similar jurisdictions in the Bay Area.

In summary, the changes are as follows:

**Action A:**        Reclassify: Two positions of E491S, Retirement Analyst Series  
 Biweekly Salary: \$1,892.80 – \$2,366.40  
 Approximate Monthly Salary: \$4,101.00– \$5,128.00

To: Two positions of E492, Senior Retirement Analyst  
 Biweekly Salary: \$2,400.00 – \$3,000.00  
 Approximate Monthly Salary: \$5,200.00 – \$6,500.00

**Action B:**        Reclassify: One position of E007, Senior Accountant  
 Biweekly Salary: \$2,628.00– \$3,284.80  
 Approximate Monthly Salary: \$5,694.00– \$7,118.00

To: One position of E012, Retirement Senior Accountant  
 Biweekly Salary: \$2,628.00 - \$3,284.80  
 Approximate Monthly Salary: \$5,694.00– \$7,118.00

**Action C:**        Reclassify: One position of E337, Office Specialist  
 Biweekly Salary: \$1,524.80 – \$1,906.40  
 Approximate Monthly Salary: \$3,304.00 – \$4,131.00

To: One position of E493, Retirement Support Specialist  
 Biweekly Salary: \$1,692.80 - \$2,116.00  
 Approximate Monthly Salary: \$3,668.00 – \$4,585.00

**Action D:**        Reclassify: One position of V235, Information Technology Analyst  
 Biweekly Salary: \$2,944.00 – \$3,680.00  
 Approximate Monthly Salary: \$6,379.00 – \$7,974.00

To: One position of V237, Retirement Systems Technologist  
 Biweekly Salary: \$3,090.40 - \$3,864.00  
 Approximate Monthly Salary: \$6,696.00 – \$8,372.00

**Action E:**        Reclassify: One position of D184S, Management Analyst Series  
 Biweekly Salary: \$2,719.20 – \$3,399.20  
 Approximate Monthly Salary: \$5,892.00 – \$7,366.00

To: One position of D075, Retirement Finance Officer  
Biweekly Salary: \$3,305.60 - \$4,132.00  
Approximate Monthly Salary: \$7,162.00 – \$8,953.00

**Action F:** Reclassify: One position of D110, Information Technology Manager  
Biweekly Salary: \$3,305.60 – \$4,132.00  
Approximate Monthly Salary: \$7,163.00 – \$8,953.00

To: One position of D079, Retirement Chief Technology Officer  
Biweekly Salary: \$3,966.40 - \$4,958.40  
Approximate Monthly Salary: \$8,594.00 – \$10,743.00

**Action G:** Add: 8% to the base pay, in addition to all other compensation, of the Retirement Analyst Series and Retirement Analyst Series – Confidential classifications.

**Action H:** Add: 33% to the base pay, in addition to all other compensation, of the Retirement Investment Analyst Series.

**Action I:** Add: 15% to the base pay, in addition to all other compensation, of the Chief Executive Officer, *SamCERA*.

**Action J:** Add: 20% to the base pay, in addition to all other compensation, of the Investment and Finance Manager, *SamCERA*.

**Action K:** Add: 10% to the base pay, in addition to all other compensation, of the Retirement Benefits Manager.

**Action L:** Add: 20% to the base pay, in addition to all other compensation, of the Assistant Executive Officer, *SamCERA*.

**Fiscal Impact**

The budget for *SamCERA* is separate from that of San Mateo County. As such there are no fiscal impacts to the County as a result of these actions. For *SamCERA* the changes will represent a monthly salary and benefits cost of \$22,448.00 or an annual cost of \$269,374.00.