



OFFICE OF THE  
COUNTY ADMINISTRATOR

Matthew H. Hymel  
COUNTY ADMINISTRATOR

November 4, 2014

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Board of Supervisors  
County of Marin Board  
3501 Civic Center Drive  
San Rafael, CA 94903

**SUBJECT:** Equity salary adjustments for non-represented executive management positions

Dear Board Members:

**RECOMMENDATION:** It is recommended that your Board approve equity salary adjustments as detailed in this staff report effective November 9, 2014:

Overview

In 2009, all represented non-sworn positions received a 3% cost-of-living salary adjustment. Since the County was facing an estimated \$40 million five-year budget shortfall, County Department Heads and Assistant Department Heads offered to forego their annual 3% cost of living salary increase. This helped to close our budget shortfalls and annually saved the County approximately \$300,000 since fiscal year 2009-10.

The Executive Management Team has played a significant role in our efforts to balance our budget in a thoughtful and deliberate manner. Now that we have a structurally balanced budget, based on your Board's direction, we are recommending market equity adjustments. These adjustments are based on salaries of similar positions within comparable counties, internal equity and performance considerations. Based on this review, we are recommending salary adjustments ranging from 1% to 6% depending on where positions are relative to other similar County positions. The average adjustment is 2.6% which is below what a 3% cost-of-living adjustment would cost.

Our recommended equity adjustments for Department Head classifications are as follows:

<b>Job Class Code</b>	<b>Department Head-Job Class Title</b>	<b>Adjustment</b>
104	Assessor-Recorder-County Clerk	1%
115	Director of Child Support Services	1%
120	District Attorney	3%
125	Director of Finance	1.5%
127	Sheriff-Coroner	4%
201	County Administrator	5%
204	Director of Human Resources	3.5%
208	County Counsel	3%
213	Public Defender	3% (11/9/14) 3% (1 <sup>st</sup> pp 2015-16)
216	Chief Probation Officer	6%
221	Fire Chief	6%
224	Chief Information Officer	1%
227	Director of Parks & Open Space	1%
229	Director of Public Works	1%
238	Director of Health & Human Services	1%
241	Agriculture, Weights & Measures Director	2.5%
248	Director of County Library Services	3%
600	Director of Community Development	2%

<b>Class Code</b>	<b>Assistant Department Head-Job Class Title</b>	<b>Adjustment</b>
105/106	Assistant Assessor-Recorder-County Clerk	3%
114	Assistant Director Community Development	2.5%
116	Assistant Director Child Support Services	3%
121	Assistant District Attorney	2.4%
128	Undersheriff	5%
205	Deputy County Administrator	1.9%
210	Assistant County Counsel	4%
214	Assistant Public Defender	3%
217	Chief Deputy Probation Officer	4%
225	Deputy Fire Chief	6%
230	Assistant Director-Public Works	1%
232	Deputy Director – Cultural Services	6%
233	Deputy Director Parks & Open Space Admin	1%
236	Chief Assistant Director H&HS	1%
237	Assistant Director HHS- Social Services	1%
240	Deputy Agricultural Comm/Deputy Dir W&M	4%
251	Deputy Director County Library Services	1%
257	Assistant Director Parks and Open Space	2.5%
260	Chief Assistant Director Public Works	1%
261	Deputy Director Public Works	3%
265	Assistant Director HHS- Mental Health	1%
322	Deputy Director Human Resources	1%
340	Assistant Director Human Resources	1%
362	Assistant Director of Finance	1.5%
501	Chief Deputy Public Defender	2.1%
922	Deputy Director IST	1%
923	Assistant Director IST	1%

**FISCAL IMPACT:** If these equity adjustments are approved effective the pay period beginning November 9, 2014, the full cost including benefits for the remainder of year is approximately \$165,000. On an annual basis, the full cost including benefits is approximately \$272,000. Funds are available within the existing budget for this purpose.

Please let me know if you have any questions or concerns.

Respectfully submitted,



Matthew H. Hymel  
County Administrator



Joanne Peterson  
Director of Human Resources