



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: December 17, 2014
Board Meeting Date: January 27, 2015
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Donna Vaillancourt, Human Resources Director
Subject: Recommended Revision to the Salary Ordinance

RECOMMENDATION:

Adoption of an ordinance amending the salary ordinance to reclassify twelve positions, accepting the report on the total number of positions in the County, previously introduced on January 13, 2015, and waiving the reading of the ordinance in its entirety

BACKGROUND:

Each year following budget deliberations your Board adopts the annual salary ordinance. The ordinance enacts the decisions made during budget hearings concerning the number of positions in the County. Throughout the year, because of changes in the operating needs of departments, salary ordinance amendments are recommended that make adjustments to department staffing configurations.

DISCUSSION:

The salary ordinance changes herein represent the:

- reclassification of twelve positions.

These actions were approved for study by the County Manager's Office and the amendment has been reviewed and approved by the County Counsel's Office.

These changes contributes to the Shared Vision 2025 outcome of a Collaborative Community by ensuring that departments have staff with the skills necessary to perform the work and allow departments to provide exceptional service to the community.

The specific actions are discussed in detail below.

12000 COUNTY MANAGERS OFFICE

Action: Reclassify: One position of D184S, Management Analyst Series
Biweekly Salary: \$3149.60 - \$3936.80
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D185, Senior Management Analyst
Biweekly Salary: \$3473.60 - \$4342.40
Approximate Monthly Salary: \$7527.00 - \$9409.00

15000 TAX COLLECTOR-TREASURER

Action: Reclassify: One position of D184S, Management Analyst Series
Biweekly Salary: \$3149.60 - \$3936.80
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D045, Administrative Services Manager I
Biweekly Salary: \$3647.20 - \$4559.20
Approximate Monthly Salary: \$7903.00 - \$9879.00

17000 HUMAN RESOURCES

Action: Reclassify: One position of D184S, Management Analyst Series
Biweekly Salary: \$3149.60 - \$3936.80
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D049S, Human Resources Manager Series
Biweekly Salary: \$3473.60 - \$4342.40
Approximate Monthly Salary: \$7527.00 - \$9409.00

45100 PUBLIC WORKS ADMINISTRATION

Action: Reclassify: One position of D184S, Management Analyst Series
Biweekly Salary: \$3149.60 - \$3936.80
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D049S, Human Resources Manager Series
Biweekly Salary: \$3473.60 - \$4342.40
Approximate Monthly Salary: \$7527.00 - \$9409.00

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action: Reclassify: One position of D184S, Management Analyst Series
Biweekly Salary: \$3149.60 - \$3936.80
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D088, Program Services Manager II
Biweekly Salary: \$3647.20 - \$4559.20
Approximate Monthly Salary: \$7903.00 - \$9879.00

62000 PUBLIC HEALTH

Action: Reclassify: One position of D184S, Management Analyst Series
Biweekly Salary: \$3149.60 - \$3936.80
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D088, Program Services Manager II
Biweekly Salary: \$3647.20 - \$4559.20
Approximate Monthly Salary: \$7903.00 - \$9879.00

66000 SAN MATEO MEDICAL CENTER

Action A: Reclassify: Two positions of D184S, Management Analyst Series
Biweekly Salary: \$3149.60 - \$3936.80
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: Two positions of D088, Program Services Manager II
Biweekly Salary: \$3647.20 - \$4559.20
Approximate Monthly Salary: \$7903.00 - \$9879.00

Action B: Reclassify: One position of D184S, Management Analyst Series
Biweekly Salary: \$3149.60 - \$3936.80
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D049S, Human Resources Manager Series
Biweekly Salary: \$3473.60 - \$4342.40
Approximate Monthly Salary: \$7527.00 - \$9409.00

70000 HUMAN SERVICES AGENCY

Action A: Reclassify: One position of D184S, Management Analyst Series
Biweekly Salary: \$3149.60 - \$3936.80
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D105, Communications Officer
Biweekly Salary: \$3647.20 - \$4559.20
Approximate Monthly Salary: \$7903.00 - \$9879.00

Action B: Reclassify: One position of D184S, Management Analyst Series
Biweekly Salary: \$3149.60 - \$3936.80
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D090, Human Services Manager I
Biweekly Salary: \$3473.60 - \$4342.40
Approximate Monthly Salary: \$7527.00 - \$9409.00

Explanation: The above reclassifications for Organizations 12000, 15000, 17000, 61000, 62000, 66000 and 70000 are actions resulting from a countywide Management Analyst Study. The study reviewed all the Management Analyst positions to determine if they are appropriately classified. The above positions were recommended for reallocation to more appropriate classifications. All these actions have an approximate monthly salary and benefits cost of \$13,405. There are no changes to the total number of authorized positions for each of these departments.

66000 SAN MATEO MEDICAL CENTER

Action: Reclassify: One positions of V230, Information Technology Technician
Biweekly Salary: \$2587.20 - \$3234.40
Approximate Monthly Salary: \$5606.00 - \$7008.00

To: One position of V235, Information Technology Analyst
Biweekly Salary: \$3264.00 - \$4080.00
Approximate Monthly Salary: \$7073.00 - \$8841.00

Explanation: This is the reclassification of an Information Technology Technician position to Information Technology Analyst which is the more appropriate classification for work that incumbent in this position is expected to perform. This action represents a monthly salary and benefits cost of \$2,511. There is no change the number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$15,916 or an estimated annual cost of \$190,992.