



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources Department



Date:	May 7, 2012
Board Meeting Date:	May 22, 2012
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:

Adopt an ordinance amending the salary ordinance and accept the report on the total number of positions in the County.

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:

- conversion of three positions;
- conversion of one unclassified position to classified;
- deletion of one position; and
- addition of one position.

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 contribute 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.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

Action A: Convert: One position of F009S, Patient Care Series
Biweekly Salary: \$4,103.20 - \$4,850.40
Approximate Monthly Salary: \$8,891.00 - \$10,510.00

To: One position of F012, Charge Nurse
Biweekly Salary: \$3,844.00 - \$4,544.00
Approximate Monthly Salary: \$8,329.00 - \$9,846.00

Action B: Convert: One position of E304S, Medical Records Technician Series
Biweekly Salary: \$1,531.20 - \$2,248.00
Approximate Monthly Salary: \$3,318.00 - \$4,871.00

To: One position of E305S, Medical Records Coder Series
Same Salary

Explanation: This is the conversion of one filled Patient Care Series (Nurse Practitioner) to Charge Nurse and one filled Medical Records Technician Series to Medical Records Coder Series. The conversion of these positions aligns the classification of the positions with the actual classifications that incumbents were hired into and the corresponding work assignments. These actions represent a monthly salary and benefits savings of \$910. There is no change in the total number of authorized positions.

Action C: Convert: One position of D045, Administrative Services Manager I
Biweekly Salary: \$3,243.20 - \$4,053.60
Approximate Monthly Salary: \$7,028.00 - \$8,784.00

To: One position of D219, Manager, Corporate & HIPAA Compliance
Same Salary

Explanation: This is the conversion of one filled Administrative Services Manager I to Manager, Corporate & HIPAA Compliance. The conversion of this position aligns the position with the correct classification that is appropriate for the corresponding work assignments. This action represents no monthly salary and benefits cost. There is no change in the total number of authorized positions.

ORGANIZATION 70000 HUMAN SERVICES AGENCY

Action A: Convert: One position of B238, Human Services Manager I -
Unclassified
Biweekly Salary: \$3,088.00 - \$3,860.00
Approximate Monthly Salary: \$6,691.00 - \$8,364.00

To: Classified

Explanation: This is the conversion of one vacant Human Services Manager I –
Unclassified position to Classified. The conversion of this position will
assist in the overall strategic effectiveness of the department. This
action represents no change in the monthly salary and benefits cost.
There is no change in the total number of authorized positions.

Action B: Delete: One position of E336, Lead Office Assistant
Biweekly Salary: \$1,570.40 – \$1,963.20
Approximate Monthly Salary: \$3,403.00 – \$4,254.00

Add: One position of E368, Public Services Specialist
Biweekly Salary: \$1,492.80 – \$1,866.40
Approximate Monthly Salary: \$3,235.00 – \$4,044.00

Explanation: This is the deletion of one vacant Lead Office Assistant position and
the addition of one Public Services Specialist position. The duties and
responsibilities of this position are more appropriately classified as
Public Services Specialist. This action represents a monthly salary and
benefits savings of \$288. There is no change in the total number of
authorized positions.

FISCAL IMPACT:

The actions presented in this amendment represent an estimated monthly salary and
benefits savings of \$1,197 or an estimated annual savings of \$14,369.