



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
Human Resources Department



**DATE:** January 30, 2012  
**BOARD MEETING DATE:** February 14, 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 change herein represents the:

- reclassification of one position;
- deletion of 36 positions;
- addition of 1 position; and
- conversion of one unclassified position to classified status as required by Measure D.

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 12600 CMO AGRICULTURE COMMISSION/SEALER**

**Action:** Convert: One position of B096S, Biologist/Standards Specialist –  
Unclassified Series

Biweekly Salary: \$1,808.80 - \$2,970.40  
Approximate Monthly Salary: \$3,919.00 - \$6,436.00

To: One position of J062S, Biologist/Standards Specialist Series

**Explanation:** This is the conversion of one filled position from unclassified status to classified status. Measure D adopted by the voters in November 2004 requires that any unclassified positions continuously filled for at least three years be converted to classified status. This position meets that requirement. This action represents no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

### **ORGANIZATION 62400 FAMILY HEALTH**

**Action:** Reclassify: One position of G112S, Community Worker Series  
Biweekly Salary: \$1,422.40 - \$1,963.20  
Approximate Monthly Salary: \$3,082.00 - \$4,245.00

To: One position of G226S, Community Program Specialist Series  
Biweekly Salary: \$1,914.40 - \$2,680.00  
Approximate Monthly Salary: \$4,148.00 - \$5,807.00

**Explanation:** This is the reclassification of one vacant Community Worker position to Community Program Specialist. When the position was vacated, the department determined the need to assign new duties and responsibilities to the position. The new duties and responsibilities are more within the scope of the Community Program Specialist classification than the Community Worker. This action represents a monthly salary and benefits cost of \$2,140. There is no change in the total number of authorized positions.

### **ORGANIZATION 66000 SAN MATEO MEDICAL CENTER**

**Action A:** Delete: One position of F009S, Patient Care Series  
Biweekly Salary: \$2,900.00 - \$4,137.60  
Approximate Monthly Salary: \$2,684.00 - \$8,966.00

Add: One position of F039S, Patient Care Support Series  
Biweekly Salary: \$1,936.00 - \$2,420.00  
Approximate Monthly Salary: \$4,195.00 - \$5,244.00

**Explanation:** This is the deletion of one vacant Patient Care Series (Perioperative Nurse) and the addition of one Patient Care Support Series (Operating Room Technician). This action will assist in the overall strategic effectiveness of the department. This action represents a monthly salary and benefits savings of \$5,099. There is no change in the total number of authorized positions.

- Action B:**     Delete: Twenty-five positions of F009S, Patient Care Series  
Biweekly Salary: \$1,487.20 - \$4,137.60  
Approximate Monthly Salary: \$3,223.00 - \$8,966.00
- Action C:**     Delete: Two positions of E411S, Patient Services Assistant Series  
Biweekly Salary: \$1,503.20 - \$1,983.20  
Approximate Monthly Salary: \$3,257.00 - \$4,297.00
- Action D:**     Delete: Three positions of F122S, Physician Series  
Biweekly Salary: \$5,481.60 - \$7,015.20  
Approximate Monthly Salary: \$11,877.00 - \$15,200.00
- Action E:**     Delete: One position of F116S, Psychologist Series  
Biweekly Salary: \$2,767.20 - \$3,794.40  
Approximate Monthly Salary: \$5,996.00 - \$8,221.00
- Action F:**     Delete: One position of F075S, Radiologic Technician Series  
Biweekly Salary: \$1,976.80 - \$2,471.20  
Approximate Monthly Salary: \$4,283.00 - \$5,354.00
- Action G:**     Delete: One position of T075, Custodian  
Biweekly Salary: \$1,393.60 - \$1,741.60  
Approximate Monthly Salary: \$3,019.00 - \$3,773.00
- Action H:**     Delete: One position of F012, Charge Nurse  
Biweekly Salary: \$3,844.00 - \$4,544.00  
Approximate Monthly Salary: \$8,329.00 - \$9,845.00
- Action I:**     Delete: One position of F029, Creative Arts Therapist  
Biweekly Salary: \$2,092.80 - \$2,616.00  
Approximate Monthly Salary: \$4,534.00 - \$5,668.00
- Action J:**     Delete: One position of G112S, Community Worker Series  
Biweekly Salary: \$1,422.40 - \$1,963.20  
Approximate Monthly Salary: \$3,082.00 - \$4,254.00
- Explanation:**     This is the deletion of 25 vacant Patient Care Series (2 Nurses, 19 Medical Services Assistant IIs and 4 Licensed Vocational Nurses), two Patient Services Assistant Series, three Physician Series (1 Staff Physician, 2 Adult Psychiatrist), one Psychologist Series, one Radiologic Technician Series (Lead Electrograph Technician), one Custodian, one Charge Nurse, one Creative Arts Therapist, and one Community Worker Series positions. The Medical Center is not filling these vacant positions and the positions are therefore being deleted as part of mid-year adjustments. These actions represent a monthly salary and benefits savings of \$198,087. The total number of authorized positions is decreased by 36.

## **ORGANIZATION 70000 HUMAN SERVICES**

**Action:**        Reclassify: One position of D090, Human Services Manager I  
Biweekly Salary: \$3,088.00 - \$3,860.00  
Approximate Monthly Salary: \$6,691.00 - \$8,364.00

To: One position of D094, Human Services Manager II  
Biweekly Salary: \$3,575.20 - \$4,468.80  
Approximate Monthly Salary: \$7,747.00 - \$9,683.00

**Explanation:**    This is the reclassification of one filled Human Services Manager I position to Human Services Manager II. A classification study determined that the Human Services Manager II classification more appropriately represents the duties and responsibilities of this position. This action represents a monthly salary and benefits cost of \$1,873. 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 \$186,890 or an estimated annual savings of \$2.2 million.

Position Status Report for Fiscal Year 2011 - 2012					
As of 01-26-12					
Department	# of Authorized Positions	Current # of Positions	Change	Current Vacant Positions	Comments
<b>Safe Neighborhoods</b>					
CMO - Public Safety Communications (12400)	54	54	0	0	
District Attorney's Office (25000)	118	118	0	6	
Sheriff's Office (30000)	640	664	24	58	+1 CSO, +1 IT Sup-Unc, +1Cap Mgr, +1 Crime Analyst, +1 Lt, +4 Sgts, +9 Deputies, +4 CSO, +1 OA II, +1 Records Tech
Probation Department (32000)	395	403	8	14	+6 DPO, +1 LOS, +1 PSM I
Coroner's Office (33000)	14	14	0	1	
<b>Healthy Community</b>					
Health Administration (55000)	12	12	0	0	
Health Policy and Planning (55500)	48	47	-1	0	-1 Sr Graph Spec
Emergency Medical Services (56000)	5	5	0	0	+1 MH Prog Spec
Aging and Adult Services (57000)	117	118	1	5	
Environmental Health (59000)	74	74	0	3	
Behavioral Health & Recovery Services (61000)	392	394	2	22	+1 PSW, +1 Case Mgmt
Public Health (62000)	93	95	2	3	+2 CDI
Family Health Services (62400)	163	168	5	13	-1 PSW, +4 PH Nurse, +1 Sr PH Nurse, +1 MOA
Correctional Health (63000)	88	88	0	7	
San Mateo Medical Center (66000)	1222	1230	8	106	+13 Coastside Positions, +1 HS Mgr, +1 Med Prog Mgr, +1Resp Ther, +1 SP-Ped, +1 Dentist, +1 PSA, +1 LVN, -12 Methadone Positions
First 5 San Mateo County (19500)	12	12	0	2	
<b>Prosperous Community</b>					
Department of Child Support Services (26000)	90	90	0	8	
Human Services Agency (70000)	695	702	7	39	+1 Dir of CFS-Unc, +1 BA III-U, +1CW-U, +1SW-U, +2 ESS-Unc, +1 CW-Unc
<b>Livable Community</b>					
LAFCO (35700)	1	1	0	0	
County Library (37000)	126	126	0	8	

Department	# of Authorized Positions	Current # of Positions	Change	Current Vacant Positions	Comments
Planning (38000)	50	49	-1	2	-1 Long Range Mgr
Department of Housing (79000)	14	14	0	0	
<b>Environmentally Conscious Community</b>					
PW - Administrative Services (45100)	33	33	0	3	
Road Construction and Operations (45200)	66	75	9	4	+5 RW Series, +1 UT, +1 Equip Mec, +1 Equip Mec Supv, +1 Equip Svc Wkr
Engineering Services (46000)	25	25	0	5	
Facilities Services (47300)	97	97	0	9	-1 Cap Mgr, +1 Custodian
Construction Services (47400)	16	16	0	3	
Vehicle and Equipment Maintenance (47600)	25	16	-9	3	-5 RW Series, -1UT, -1 Equip Mec, -1 Equip Mec Supv, -1 Equip Svc Wkr
Waste Management (48200)	9	9	0	2	
Transportation Services (48300)	1	1	0	0	
Utilities (48400)	16	16	0	1	
Airports (48500)	9	9	0	1	
PW - Parks and Recreation (39000)	51	51	0	7	
PW- Coyote Point Marina (39800)	4	4	0	0	
CMO - Agriculture/Weights and Measures (12600)	30	30	0	1	
CMO - Real Property (12200)	4	4	0	0	
<b>Collaborative Community</b>					
Board of Supervisors (11000)	20	20	0	1	
County Manager's/Clerk of the Board (12000)	38	38	0	5	
Assessor/County Clerk/Recorder (13000)	111	112	1	4	+1 ES III
Controller's Office (14000)	42	43	1	4	+1 IT Mgr
Tax Collector/Treasurer's Office (15000)	63	61	-2	7	-1 IT Mgr, -1 IT Tech
County Counsel (16000)	38	38	0	1	
Human Resources (17000)	51	51	0	5	
Information Services (18000)	140	141	1	8	+1 Sys Engr
Retirement Office (20000)	20	20	0	1	
<b>Totals</b>	<b>5332</b>	<b>5388</b>	<b>56</b>	<b>372</b>	
				<b>7%</b>	<i>Vacancy Rate</i>

**ORDINANCE NO.**  
**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,**  
**STATE OF CALIFORNIA**

\* \* \* \* \*

AN ORDINANCE AMENDING ORDINANCE NUMBER 04515

The Board of Supervisors of the County of San Mateo, State of California,  
ordains as follows:

**SECTION 1.** Part 13 of the Ordinance is amended as indicated:

ORGANIZATION 12600 CMO AGRICULTURE COMMISSION/SEALER

1. Item B096S, Biologist/Standards Specialist – Unclassified Series is decreased by 1 position for a new total of 2 positions.
2. Item J062S, Biologist/Standards Specialist Series is increased by 1 position for a new total of 18 positions.

ORGANIZATION 62400 FAMILY HEALTH

1. Item G112S, Community Worker Series is decreased by 1 position for a new total of 23 positions.
2. Item G226S, Community Program Specialist Series is increased by 1 position for a new total of 5 positions.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

1. Item F039S, Patient Care Support Series is increased by 1 position for a new total of 26 positions.
2. Item F009S, Patient Care Series is decreased by 26 positions for a new total of 531 positions.
3. Item E411S, Patient Services Assistant Series is decreased by 1 position for a new total of 94 positions.
4. Item F122S, Physician Series is decreased by 3 positions for a new total of 52 positions.
5. Item F116S, Psychologist Series is decreased by 1 position for a new total of 5 positions.
6. Item F075S, Radiologist Technician Series is decreased by 1 position for a new

total of 17 positions.

7. Item T075, Custodian is decreased by 1 position for a new total of 44 positions.
8. Item F012, Charge Nurse is decreased by 1 position for a new total of 30 positions.
9. Item F029, Creative Arts Therapist is decreased by 1 position for a new total of 6 positions.
10. Item G112S, Community Worker Series is decreased by 1 position for a new total of 14 positions.

#### ORGANIZATION 70000 HUMAN SERVICES

1. Item D090, Human Services Manager I is decreased by 1 position for a new total of 6 positions.
2. Item D094, Human Services Manager II is increased by 1 position for a new total of 13 positions.

**SECTION 2.** The changes in this ordinance are effective at the start of the first pay period 30 days following adoption.