



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources Department



DATE: February 13, 2012
BOARD MEETING DATE: February 28, 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:

- salary adjustment of two 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 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 14000 CONTROLLER

Action: Add: 11% to the base pay, in addition to all other compensation, of the Controller-Elective

Explanation: This is the addition of 11% to the base pay for the Controller position. This adjustment will align the position's salary with comparable positions

in similar jurisdictions. This action represents a monthly salary and benefits cost of \$1,503. There is no change in the total number of authorized positions.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

Action: Add: 25% to the base pay, in addition to all other compensation, of the Chief Financial Officer – SMMC

Explanation: This is the addition of 25% to the base pay for the Chief Financial Officer – SMMC position. This adjustment will align the position's salary with comparable positions in similar hospitals. This action represents a monthly salary and benefits cost of \$3,283. 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 cost of \$4,786 or an estimated annual cost of \$57,432.

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
Safe Neighborhoods					
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	
Healthy Community					
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	
Prosperous Community					
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
Livable Community					
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	
Environmentally Conscious Community					
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	
Collaborative Community					
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	
Totals	5332	5388	56	372	
				7%	<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 4 of the Ordinance is amended as indicated:

ORGANIZATION 14000 CONTROLLER

1. The salary for item A012, Controller - Elective is changed to range 8750.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

1. The salary for item D210, Chief Financial Officer - SMMC is changed to range 9533.

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