



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources Department



Date:	May 21, 2012
Board Meeting Date:	June 5, 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:

- addition of 10 positions; and
- conversion 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 16000 COUNTY COUNSEL

Action: Add: One position of B321S, Deputy County Counsel Series -
Unclassified

Biweekly Salary: \$2,861.60 - \$6,936.80
Approximate Monthly Salary: \$6,201.00 - \$15,031.00

Explanation: This is the addition of one Deputy County Counsel Series – Unclassified position to provide legal services relating to complex and confidential Public Administrator matters. The addition of this position will assist the department's overall strategic effectiveness. This action represents a monthly salary and benefits cost of \$21,344. The total number of authorized positions is increased by one position.

ORGANIZATION 57000 AGING AND ADULT SERVICES

Action A: Add: Three positions of B325S, Deputy Public Administrator Series - Unclassified
Biweekly Salary: \$2,035.20 - \$2,569.60
Approximate Monthly Salary: \$4,410.00 - \$5,568.00

Action B: Add: Three positions of B327, Estate Property Officer - Unclassified
Biweekly Salary: \$1,691.20 - \$2,114.40
Approximate Monthly Salary: \$3,665.00 - \$4,582.00

Action C: Add: One position of B003, Senior Accountant - Unclassified
Biweekly Salary: \$2,706.40 - \$3,383.20
Approximate Monthly Salary: \$5,864.00 - \$7,331.00

Action D: Add: One position of B001S, Accountant Series - Unclassified
Biweekly Salary: \$1,887.20 - \$2,758.40
Approximate Monthly Salary: \$4,089.00 - \$5,977.00

Action E: Add: One position of B067, Fiscal Office Specialist - Unclassified
Biweekly Salary: \$1,694.40 - \$2,117.60
Approximate Monthly Salary: \$3,672.00 - \$4,589.00

Explanation: This is the addition of the following unclassified positions: three Deputy Public Administrator II, three Estate Property Officer, one Senior Accountant, one Accountant II and one Fiscal Office Specialist to address unresolved Public Administrator cases that were recently transferred to Aging and Adult Services. The positions that are being added are unclassified due to the limited-term nature of the assignments. The addition of these positions represents a monthly salary and benefits cost of \$60,055. The total number of authorized positions is increased by nine positions.

ORGANIZATION 61000 BEHAVIORAL HEALTH AND RECOVERY

Action A: Convert: One position of E002, Administrative Secretary II

Biweekly Salary: \$1,817.60 - \$2,272.00
Approximate Monthly Salary: \$3,938.00 - \$4,923.00

To: One position of E420, Medical Office Specialist
Biweekly Salary: \$1,787.20 - \$2,233.60
Approximate Monthly Salary: \$3,873.00 - \$4,840.00

Explanation: This is the conversion of an Administrative Secretary II position which will be vacant at the end of May to Medical Office Specialist. This action will align the classification of the position with the actual work that will be performed based on the current needs of the organization. This action represents a monthly salary and benefits savings of \$114. The total number of authorized positions is increased by one position.

FISCAL IMPACT:

The actions presented in this amendment represent an estimated monthly salary and benefits cost of \$81,285 or an estimated annual cost of \$975,420.