



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources Department



Date: June 11, 2012
Board Meeting Date: July 10, 2012
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Donna Vaillancourt, Human Resources Director

Subject: Salary Ordinance for Fiscal Year 2012-2013

RECOMMENDATION:

Introduction of an ordinance adopting the Master Salary Ordinance for FY 2012-2013 and waiver of reading 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 service. The ordinance is the base document identifying the number of authorized positions and classifications for all County jobs. It also establishes the compensation and certain benefits other than base pay for County officers and employees for fiscal year 2012-2013. Base pay and other compensation is established by resolution for each employee group and is listed herein as the amount paid for each bi-weekly pay period for information only. Throughout the year salary ordinance amendments indicate changes in positions and the compensation established herein that occur in the various operating departments.

DISCUSSION:

The total number of positions authorized by your Board during budget hearings is 5,104. Twenty-seven (27) positions were added during FY 2011-2012 and net two hundred fifty-five (255) positions were deleted in the FY 2012-2013 budget. The positions are distributed among the departments as follows:

Department/Agency	FY 2011-12	FY 2012-13
<u>Safe Neighborhoods</u>		
• Sheriff's Office	665	673
• Probation Department	406	407
• District Attorney's Office	118	118

Department/Agency	FY 2011-12	FY 2012-13
• Coroner's Office	14	14
• CMO - Public Safety Communications	54	54
<u>Healthy Residents</u>		
• Health System		
• Health Administration	12	12
• Health Policy and Planning	47	47
• Emergency Medical Services	5	6
• Aging and Adult Services	118	129
• Environmental Health Services	74	74
• Behavioral Health and Recovery	395	395
• Public Health	99	86
• Family Health Services	164	173
• Correctional Health	88	87
• San Mateo Medical Center	1194	957
• First 5 San Mateo County	12	10
<u>Prosperous Community</u>		
• Department of Child Support Services	90	90
• Human Services Agency	704	704
<u>Livable Community</u>		
• Planning	49	48
• LAFCO	1	1
• County Library	126	122
• Department of Housing	14	11
<u>Environmentally Conscious Community</u>		
• Public Works		
• Administration	33	33
• Engineering Services	25	24
• Facilities Services	97	97
• Vehicle and Equipment Maintenance	16	16
• Utilities	16	16
• Road Construction and Operations	75	74
• Construction Services	16	13
• Waste Management	9	9
• Transportation Services	1	1
• Airports	9	9
• Parks and Recreation	51	46
• Coyote Point Marina	4	3
• CMO - Agriculture/Weights and Measures	30	30
• CMO - Real Property	4	4
<u>Collaborative Community</u>		
• Board of Supervisors	20	20

• County Manager's Office/Clerk of the Board	38	35
• Assessor/County Clerk/Recorder	112	112
• Controller's Office	43	42
• Tax Collector/Treasurer's Office	61	61
• County Counsel's Office	38	40
• Human Resources Department	51	51
• Information Services	141	130
• Retirement Office	20	20
Total Positions	5,359	5,104

The ordinance also includes special compensation and benefits other than base pay for represented and management positions that have been adopted through ordinance amendments from the previous fiscal year, as well as a new special pay item for a Chief Investment Officer in SamCERA and pay for a new extra-help classification, Special Projects Coordinator Series. The special compensation items will be incorporated into future labor contracts or resolutions (for non-represented employees).

The adoption of this ordinance 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.

This Ordinance has been reviewed and approved by the County Counsel's Office.