



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



**Date:** July 30, 2012  
**Board Meeting Date:** August 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:**

Introduction of an ordinance amending the salary ordinance and accepting the report on the total number of positions in the County 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. 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:

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

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 37000 COUNTY LIBRARY**

**Action:** Delete: One position of D082, Assistant Director of Library

Services

Biweekly Salary: \$4,345.60 – \$5,432.00

Approximate Monthly Salary: \$9,416.00 - \$11,770.00

Add: One position of D142, Deputy Director of Library Services

Biweekly Salary: \$4,139.20 – \$5,173.60

Approximate Monthly Salary: \$8,969.00 – \$11,210.00

**Explanation:**

This is the deletion of one Assistant Director of Library Services position and the addition of one Deputy Director of Library Services. The Assistant Director position is currently under-filled with a Deputy Director after a review conducted last year of library management structure, span of control and scope of management responsibilities determined a need for two deputy-level positions instead of one assistant director. This conversion corrects the salary ordinance to reflect the appropriate classification of the position. This action represents a monthly salary and benefits savings of \$795. There is no change in the total number of authorized positions.

**ORGANIZATION 57000 AGING AND ADULT SERVICES**

**Action:**

Convert: 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

To: Classified

**Explanation:**

This is the conversion of one vacant Fiscal Office Specialist – Unclassified to Classified. This position was inadvertently added as Unclassified in a previous salary ordinance. This action represents no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

**ORGANIZATION 66000 SAN MATEO MEDICAL CENTER**

**Action A:**

Delete: One position of D184S, Management Analyst Series

Biweekly Salary: \$2,090.40 - \$3,500.80

Approximate Monthly Salary: \$4,530.00 - \$7,586.00

Add: 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:**

Delete: One position of D154, Clinical Services Manager II –

Nursing

Biweekly Salary: \$4,139.20 - \$5,173.60

Approximate Monthly Salary: \$8,969.00 - \$11,210.00

Add: One position of D114, Clinical Services Manager I –  
Nursing

Biweekly Salary: \$3575.20 - \$4,468.80

Approximate Monthly Salary: \$7,747.00 - \$9,683.00

**Explanation:**

This is the deletion of one Management Analyst and one Clinical Services Manager II – Nursing positions and the addition of one Charge Nurse and one Clinical Services Manager I – Nursing positions. This addition/deletion of positions is necessary to support placements resulting from the Burlingame Long Term Care transition. These actions represent a monthly salary and benefits cost of \$549. 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 \$246.00 or an estimated annual cost of \$2,952.