



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



**Date:** September 21, 2012

**Board Meeting Date:** October 23, 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 one 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 32000 PROBATION**

**Action:** Add: One position of E375, Legal Office Specialist  
Biweekly Salary: \$1,860.80 - \$2,326.40  
Approximate Monthly Salary: \$4,032.00 - \$5,041.00

**Explanation:** This is the addition of one Legal Office Specialist position. The addition of this position to the department salary ordinance was erroneously omitted in the September salary ordinance amendment. This action represents no salary and benefits cost as funding has already been included in the FY 2012-2013 Adopted Budget. The total number of authorized positions is increased by one.

### **ORGANIZATION 61000 BEHAVIORAL HEALTH AND RECOVERY**

**Action:** Delete: One position of G081, Mental Health Program Specialist  
Biweekly Salary: \$2,718.40 - \$3,397.60  
Approximate Monthly Salary: \$5,890.00 - \$7,362.00

**Explanation:** This is the deletion of one vacant Mental Health Program Specialist position. This position was inadvertently added in the September salary ordinance amendment. This action represents no additional salary and benefits savings as it is a correction item only. The total number of authorized positions is decreased by one.

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

**Action A:** Delete: One position of D155, Medical Program Manager  
Biweekly Salary: \$6,113.60 - \$7,642.40  
Approximate Monthly Salary: \$13,247.00 - \$16,560.00

**Action B:** Delete: One position of F059, Pharmacist  
Biweekly Salary: \$3,755.20 - \$4,693.60  
Approximate Monthly Salary: \$8,137.00 - \$10,170.00

**Explanation:** This is the deletion of one vacant Medical Program Manager and one vacant Pharmacist position. These positions were inadvertently added in the September salary ordinance amendment, when in fact they were already included in the June budget. These actions represent no additional salary and benefits savings as they are correction items only. The total number of authorized positions is decreased by two.

**Action C:** Convert: One position of B114S, Public Health Educator –

Unclassified Series

Biweekly Salary: \$2,528.00 - \$3,160.00

Approximate Monthly Salary: \$5,478.00 - \$6,847.00

To: Classified

**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.

**FISCAL IMPACT:**

The actions presented in this amendment represent no monthly salary and benefits cost. The funding for the added and deleted positions was already included in the FY 2012 – 2013 Adopted Budget.