



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: January 7, 2013
Board Meeting Date: February 26, 2013
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:

Adoption of an ordinance amending the salary ordinance to reflect the conversion of one position to classified, conversion of five positions to correct classifications, deletion of three positions, addition of three positions and reclassification of five positions; and accepting the report on the total number of positions in the County, previously introduced on February 12, 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. 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:

- conversion of one position to classified;
- conversion of five positions to correct classifications;
- deletion of three positions;
- addition of three positions; and
- reclassification of five 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 13000 ASSESSOR-CLERK-RECORDER

Action: Convert: One position of B264, Deputy Assessor-Clerk-Recorder-
Unclassified
Biweekly Salary: \$3,940.80 - \$4,926.40
Approximate Monthly Salary: \$8,539.00 - \$10,675.00

To: One position of D095 – Classified, Deputy Assessor-Clerk-Recorder
Biweekly Salary: \$4,345.60 - \$5,432.00
Approximate Monthly Salary: \$9,416.00 - \$11,770.00

Explanation: This is the conversion of one vacant Deputy Assessor-Clerk-Recorder – Unclassified position to a classified position. Converting this position to classified will assist the department in carrying out its functions as well as in recruiting and retaining staff for this critical position. This action represents a salary and benefits cost of \$966. There is no change in the total number of authorized positions.

ORGANIZATION 61000 BEHAVIORAL HEALTH AND RECOVERY

Action: Delete: One position of G040S, Mental Health Caseworker Series
Biweekly Salary: \$2,241.60 - \$3,142.40
Approximate Monthly Salary: \$4,857 - \$6,809.00

Add: 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 Caseworker Series (Psychiatric Social Worker I/II) and the addition of one Mental Health Program Specialist. This conversion is consistent with the department's agreement with AFSCME to expand supervisory coverage in the unit. This action represents a salary and benefits cost of \$1758. There is no change in the total number of authorized positions.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

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

Add: One position of F009S, Patient Care Series (Clinical Nurse)
Biweekly Salary: \$3,920.80 - \$4,635.20
Approximate Monthly Salary: \$8,496.00 - \$10,044.00

Explanation: This is the deletion of one vacant Pharmacist position and the addition of one Clinical Nurse. The Pharmacist position was added in June as a placeholder, pending finalization of the duties and responsibilities of the position. The duties have since been finalized and should be appropriately classified as Clinical Nurse. This action represents a salary and benefits savings of \$173. There is no change in the total number of authorized positions.

ORGANIZATION 70000 HUMAN SERVICES AGENCY

Action A: Convert: Three positions of G069, Benefits Analyst III
 Biweekly Salary: \$2,024.80 - \$2,531.64
 Approximate Monthly Salary: \$4,387.00 - \$5,485.00

To: Three positions of G071S, Benefits Analyst Series
 Biweekly Salary: \$1,859.20 - \$2,354.40
 Approximate Monthly Salary: \$4,029.00 - \$5,102.00

Explanation: This is the conversion of four filled Benefits Analyst III positions to Benefits Analyst II. This conversion aligns the duties of the position with the correct classification. This action represents a salary and benefits savings of \$1,572. There is no change in the total number of authorized positions.

Action B: Reclassify: Five positions of G232, Human Services Supervisor - E
 Biweekly Salary: \$2,550.40 - \$3,188.00
 Approximate Monthly Salary: \$5,526.00 - \$6,908.00

To: Five positions of G221, Human Services Program Policy Analyst
 Biweekly Salary: \$2,677.60 - \$3,347.40
 Approximate Monthly Salary: \$5,801.00 - \$7,253.00

Explanation: This is the reclassification of five filled Human Services Supervisor – E positions to a Human Services Program Policy Analyst. The classification study conducted on these five positions determined that the work currently being performed was outside the scope of the Human Services Supervisor classification. The Human Services Program Policy Analyst classification was created so that the current work can be appropriately classified. This action represents a salary and benefits cost of \$2,365. There is no change in the total number of authorized positions.

Action C: Delete: One position of B060, Human Services Supervisor – E -
 Unclassified
 Biweekly Salary: \$2,550.40 - \$3,188.00
 Approximate Monthly Salary: \$5,526.00 - \$6,908.00

Add: One position of B231, Human Services Program Policy Analyst -
 Unclassified

Biweekly Salary: \$2,677.60 - \$3,347.40
Approximate Monthly Salary: \$5,801.00 - \$7,253.00

Explanation: This is the deletion of one Human Services Supervisor – E - Unclassified position and the addition of one Human Services Program Policy Analyst - Unclassified. The duties and responsibilities of this position fall under the latter classification. This action represents a salary and benefits cost of \$473. There is no change in the total number of authorized positions.

ORGANIZATION 79000 HOUSING

Action: Convert: One position of E476, Executive Secretary – Confidential
Biweekly Salary: \$2,104.00 - \$2,630.00
Approximate Monthly Salary: \$4,559.00 - \$5,700.00

To: One position of E090, Administrative Assistant II – Confidential
Biweekly Salary: \$2,286.40 - \$2,858.40
Approximate Monthly Salary: \$4,945.00 - \$6,194.00

Explanation: This is the conversion of one filled Executive Secretary – Confidential position to Administrative Assistant II – Confidential. This action aligns the current work being performed to the appropriate classification. This action represents a salary and benefits cost of \$677. There is no change in the total number of authorized positions.

FISCAL IMPACT:

The action presented in this amendment represents an estimated monthly salary and benefits cost of \$4,494 or an estimated annual cost of \$53,928.