



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



**Date:** February 28, 2013

**Board Meeting Date:** March 12, 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:**

Introduction of an ordinance amending the salary ordinance to reflect the deletion of four positions, addition of four positions, salary adjustment of two positions, and conversion of eleven positions to appropriate classifications; 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 four positions;
- addition of four positions;
- salary adjustment of two positions; and
- conversion of eleven positions to appropriate classifications.

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 12000 COUNTY MANAGER'S OFFICE**

**Action:**     Delete: One position of E089, Administrative Assistant II - E  
Biweekly Salary: \$2,286.40 - \$2,858.40  
Approximate Monthly Salary: \$4,954.00 - \$6,194.00

**Explanation:** This is the deletion of one filled Administrative Assistant II – E position. This position is being transferred to the Public Works and Parks Department. This action represents a salary and benefits savings of \$8,486. The total number of authorized positions is decreased by one.

### **ORGANIZATION 17000 HUMAN RESOURCES**

**Action:**     Delete: One position of D027, Administrative Services Manager II  
Biweekly Salary: \$3,940.80 - \$4,926.40  
Approximate Monthly Salary: \$8,539.00 - \$10,675.00

Add: One position of D060, Financial Services Manager I  
Biweekly Salary: \$3,088.00 - \$3,860.00  
Approximate Monthly Salary: \$6,691.00 - \$8,364.00

**Explanation:** This is the deletion of one vacant Administrative Services Manager II position and the addition of a Financial Services Manager I position. The work that will be performed is more appropriately represented by the Financial Services Manager I classification. This action represents a salary and benefits savings of \$3,281. There is no change in the total number of authorized positions.

### **ORGANIZATION 32000 PROBATION**

**Action:**     Add: 10% to the base pay, in addition to all other compensation, of the Director of Probation Services – Unclassified classification.

**Explanation:** This is the addition of 10% to the Director of Probation Services – Unclassified base pay. This adjustment aligns the base pay of this classification with its comparable classification in similar jurisdictions. This action represents a salary and benefits cost of \$1,362. There is no change in the total number of authorized positions.

### **ORGANIZATION 45100 PUBLIC WORKS ADMINISTRATION**

**Action:**     Add: One position of E089, Administrative Assistant II - E  
Biweekly Salary: \$2,286.40 - \$2,858.40  
Approximate Monthly Salary: \$4,954.00 - \$6,194.00

**Explanation:** This is the addition of one filled Administrative Assistant II – E position. This position is being transferred from the County Manager’s Office. This action represents a salary and benefits cost of \$8,486. The total number of authorized positions is increased by one.

#### **ORGANIZATION 47600 VEHICLE AND EQUIPMENT MANAGEMENT**

**Action:**     Delete: One position of T064S, Utility Worker Series  
Biweekly Salary: \$1,465.60 - \$1,932.80  
Approximate Monthly Salary: \$3,176.00 - \$4,188.00

Add: One position of E406S, Storekeeper Series  
Biweekly Salary: \$1,256.80 - \$1,915.20  
Approximate Monthly Salary: \$2,723.00 - \$4,150.00

**Explanation:** This is the deletion of one vacant Utility Worker Series position and the addition of one Storekeeper Series. An analysis of the duties and responsibilities of the position determined that the work is more aligned with the Storekeeper classification. This action represents a salary and benefits savings of \$52. There is no change in the total number of authorized positions.

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

**Action:**     Add: 35.36% to the base pay, in addition to all other compensation, of the Physician’s Assistant classification.

**Explanation:** This is the addition of 35.36% to the Physician’s Assistant base pay. This adjustment aligns the base pay of this classification with its comparable classification in similar jurisdictions and maintains internal equity between the Nurse Practitioner and Physician’s Assistant classification as agreed to with AFSCME. This salary adjustment affects two incumbents and represents a salary and benefits cost of \$6,105. There is no change in the total number of authorized positions.

#### **ORGANIZATION 70000 HUMAN SERVICES AGENCY**

**Action:**     Convert: Eleven positions of G071S, Benefits Analyst Series with 14.2% Program and Lead Differential  
Biweekly Salary: \$2,123.21 - \$2,688.72  
Approximate Monthly Salary: \$4,601.00 - \$5,826.00

To: Eleven positions of G069, Benefits Analyst III with 5.74% Lead Differential  
Biweekly Salary: \$2,140.17 - \$2,676.96  
Approximate Monthly Salary: \$4,639.00 - \$5,800.00

**Explanation:** This is the conversion of eleven filled Benefits Analyst II positions to Benefits Analyst III. This conversion aligns the duties of the position with the correct classification. This action represents a salary and benefits savings of \$286. There is no change in the total number of authorized positions.

### **ORGANIZATION 79000 HOUSING**

**Action:**     Delete: One position of R001S, Housing/Community Development Series  
Biweekly Salary: \$1,919.20 - \$2,844.80  
Approximate Monthly Salary: \$4,159.00 - \$6,164.00

Add: One position of R010, Housing/Community Development Supervisor  
Biweekly Salary: \$3,050.40 - \$3,812.80  
Approximate Monthly Salary: \$6,610.00 - \$8,262.00

**Explanation:** This is the deletion of one vacant Housing/Community Development Specialist II position and the addition of a Housing/Community Development Supervisor. This conversion will assist the department in carrying out its functions and ensure appropriate staff supervision. This action represents a salary and benefits cost of \$2,874. 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 \$6,722 or an estimated annual cost of \$80,664.