



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Health System



**Date:** February 13, 2013  
**Board Meeting Date:** April 9, 2013  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Jean S. Fraser, Chief, Health System  
Jon Walton, CIO/Director, Information Services Department

**Subject:** Amending the Master Salary Ordinance

**RECOMMENDATION:**

Adoption of an ordinance amending the Master Salary Ordinance, previously introduced on March 26, 2013 and waiver of reading the ordinance in its entirety.

**BACKGROUND:**

Since about 2001 most of the information technology support for the various divisions of the Health System has been provided by staff members in the County's Information Services Department (ISD). Over the past decade health information technology has become central to the delivery of health care, and technology and health service will only grow more intertwined as the pace of electronic record implementation accelerates. Recognizing the very specialized nature of health information technology services and the centrality of these services to the success of the Health System, in 2012 the Health System and ISD agreed to move the responsibility for providing health information technology application support from ISD to Health System during FY 2012-13. In the FY 2012-13 Budget a position for Health Chief Information Officer was added; an excellent candidate has been recruited and will begin March 18.

**DISCUSSION:**

The Health System and ISD propose to transfer Health System-specific applications development and support staff members from ISD to the Health System. The change is being made to bring tighter alignment between the health programs and the Information Technology (IT) applications and staff that support those programs. Health System and ISD believe that health programs will be more successful if the program staff and IT staff who are supporting them are all members of the same department. Responsibility for core IT functions (desktop support, network, telephone services, service desk) will remain with ISD.

The action proposes to transfer 18 of the 21 health IT-supporting applications development and support positions from ISD to the Health System. Because of other initiatives being undertaken by the County, ISD will retain three positions previously assigned to Health IT. To replace those positions that ISD is keeping, three health IT staff are proposed to be added. In addition, Health System is deleting one vacant Medical Office Assistant and adding one position of Senior Accountant to provide accounting support for the new Health IT unit. The proposed actions are summarized below.

**ACTION:**

Delete:	Two (2) positions of D115, Project Manager	ISD
	Sixteen (16) position of V200S, System Engineer Series	ISD
	One (1) position of E416S Medical Office Assistant	Health System
Add:	Three (3) positions of D115, Project Manager	Health System
	Seventeen (17) positions of V200S, System Engineer Series	Health System
	One (1) position of E029, Administrative Assistant I	Health System
	One (1) position of E007, Senior Accountant	Health System

The transfer of the filled ISD staff positions will be done administratively effective March 17. The official change in the County budget and salary ordinance will occur at the end of this fiscal year to keep the accounting as simple as possible. Finally, the vacant transferred positions, the deletion of the vacant Medical Office Assistant and the addition of the Project Manager, Administrative Assistant, and Senior Accountant positions will occur immediately so that recruitments to fill these positions can start.

The proposed Salary Ordinance Amendment contributes to the Shared Vision 2025 outcome of a Healthy Community by providing organizational alignment between health programs and the IT application support staff that support those programs.

**FISCAL IMPACT**

Because the Health System already pays ISD for the cost of the employees who are providing health IT services, the net financial effect of these changes for the Health System will be minimal and are included in the Health System FY 2012-13 approved Budget. The positions remaining in ISD will be covered by providing services to all County departments and the costs will be recovered consistent with the ISD Budget plan.