



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: April 22, 2013
Board Meeting Date: May 7, 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 addition of eleven positions; deletion of ten positions, reclassification of two positions, conversion of three positions from unclassified to classified, salary adjustment of one position, modification of one special compensation provision, and addition of four new extra-help 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:

- addition of eleven positions;
- deletion of ten positions;
- reclassification of two positions;
- conversion of three positions from unclassified to classified;
- salary adjustment of one position;
- modification of one special compensation provision; and
- addition of four new extra-help 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 contributes 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.

ALL DEPARTMENTS

Action: Add: Items I052, I053, I054 and I055 to Section 10 of the Master Salary Ordinance regarding Extra-Help classifications.

Explanation: This is the addition of four new undergraduate intern and graduate fellow classifications with the following salary ranges:

| <u>Item #</u> | <u>Title</u> | <u>Rate of Pay</u> |
|---------------|-------------------|--------------------------|
| I052 | Intern/Fellow I | \$10.40 – 12.00 per hour |
| I053 | Intern/Fellow II | \$15.99 – 20.00 per hour |
| I054 | Intern/Fellow III | \$23.99 – 30.00 per hour |
| I055 | Intern/Fellow IV | \$32.00 – 40.00 per hour |

The addition of these classifications will allow departments to provide more fellowship and internship opportunities to graduate and undergraduate students. This also supports the County's efforts to attract and recruit the next generation of employees. The monthly salary cost for this action is unknown at the moment. The total number of authorized positions is not impacted as these are student aide positions.

HEALTH SYSTEM - ALL

Action: Modify: Section 5 of the Master Salary Ordinance, Special Compensation language under Health System which states, "A Clinical Services Manager I – Nursing designated as the Director of Public Health Nursing shall receive a differential of 5% in addition to all other compensation. Only one employee at a time may be so assigned."

To: A Clinical Services Manager I – Nursing or Clinical Services Manager II - Nursing designated as the Director of Public Health Nursing shall receive a differential of 5% in addition to all other compensation. Only one employee at a time may be so assigned.

Explanation: This is the modification of Section 5 in the Master Salary Ordinance pertaining to 5% special compensation for one Clinical Services Manager I – Nursing who is designated as the Director of Public Health Nursing. The modification expands the eligibility for said differential to include the Clinical Services Manager II – Nursing classification. This action has no monthly salary and benefits cost. There is no change in the total number of authorized positions.

ORGANIZATION 12000 COUNTY MANAGER

Action: Reclassify: One position of D088, Program Services Manager II
Biweekly Salary: \$3,243.20 - \$4,053.60
Approximate Monthly Salary: \$7,028.00 - \$8,784.00

To: One position of D190, Chief Communications Officer
Biweekly Salary: \$3,729.68 - \$4,661.64
Approximate Monthly Salary: \$8,081.00 - \$10,100.00

Explanation: This is reclassification of one filled Program Services Manager II position. A classification study was conducted on this position and determined that the duties and responsibilities are more aligned to the Chief Communications Officer classification which is a newly created classification. This action represents a salary and benefits cost of \$1,869. There is no change in the total number of authorized positions.

ORGANIZATION 18000 INFORMATION SERVICES

Action: Delete: One position of D113, Deputy Director of Information Services
Biweekly Salary: \$4,563.20 - \$5,704.00
Approximate Monthly Salary: \$9,888.00 - \$12,360.00

Explanation: This is the deletion of one filled Deputy Director of Information Services. This position is being deleted as a result of department re-organization and the transfer of positions to the Health System. This action represents a monthly salary and benefits savings of \$17,551. The total number of authorized positions is decreased by one.

ORGANIZATION 19500 FIRST 5 SAN MATEO COUNTY

Action A: Delete: One position of B222, First 5 SMC Deputy Director - Unclassified
Biweekly Salary: \$3,575.20 - \$4,468.80
Approximate Monthly Salary: \$7,474.00 - \$9,683.00

Add: One position of B219S, Management Analyst – Unclassified Series
Biweekly Salary: \$2,090.40 – \$3,500.80
Approximate Monthly Salary: \$4,530.00 - \$7,586.00

Explanation: This is the deletion of one vacant First 5 SMC Deputy Director – Unclassified position and the addition of a Management Analyst – Unclassified Series. The work that will be performed is more appropriately represented by the Management Analyst classification. This action represents a salary and benefits savings of \$2,978. There is no change in the total number of authorized positions.

Action B: Decrease: By 5% the base pay of the Executive Director, First 5 SMC – Unclassified classification.

Explanation: This is the reduction of the base pay for Executive Director, First 5 SMC – Unclassified by 5%. This adjustment aligns the base pay of this classification with management classifications in the County with similar scope and level of responsibilities. This action represents a salary and benefits savings of \$560. There is no change in the total number of authorized positions.

ORGANIZATION 55000 HEALTH ADMIN

Action: Delete: One position of E029, Administrative Assistant I
Biweekly Salary: \$2,012.00 - \$2,515.20
Approximate Monthly Salary: \$4,360.00 - \$5,450.00

Add: One position of G247S, Contract Administrator Series
Biweekly Salary: \$2,144.00 - \$2,680.00
Approximate Monthly Salary: \$4,646.00 - \$5,807.00

Explanation: This is the deletion of one vacant position of Administrative Assistant I and the addition of one Contract Administrator Series. A review of the duties of the position determined that the work is more aligned with the Contract Administrator classification. This action represents a salary and benefits cost of \$490. The total number of authorized positions is increased by one.

ORGANIZATION 55500 HEALTH POLICY AND PLANNING

Action A: Add: One position of G085S, Public Health Educator Series
Biweekly Salary: \$2,528.00 - \$3,160.00
Approximate Monthly Salary: \$5,478.00 - \$6,847.00

Explanation: This is the addition of one vacant position of Public Health Educator Series (Community Health Planner). This vacancy is being transferred from Org 62000 – Public Health and is being converted to Community Health Planner which is the more appropriate classification for the work that will be performed. This transfer and conversion supports the Health System's "Get Healthy San Mateo County" initiative. This action represents a salary and benefits cost of \$9,380. The total number of authorized positions is increased by one.

Action B: Delete: One position of E483S, Health Benefits Analyst Series
Biweekly Salary: \$1,859.20 - \$2,354.40
Approximate Monthly Salary: \$4,029.00 - \$5,102.00

Add: One position of E485, Lead Health Benefits Analyst
Biweekly Salary: \$2,024.80 - \$2,531.20
Approximate Monthly Salary: \$4,387.00 - \$5,485.00

Explanation: This is the deletion of one vacant position of Health Benefits Analyst Series and the addition of one Lead Health Benefits Analyst. This conversion best

meets the needs of the section for supervisory support. This action represents a salary and benefits cost of \$524. There is no change in the total number of authorized positions.

ORGANIZATION 57000 AGING AND ADULT SERVICES

Action A: Convert: One position of B003, Senior Accountant - Unclassified
Biweekly Salary: \$2,706.40 - \$3,383.20
Approximate Monthly Salary: \$5,864.00 - \$7,331.00

To: Classified

Action B: Convert: One position of B001S, Accountant – Unclassified Series
Biweekly Salary: \$1,887.20 - \$2,758.40
Approximate Monthly Salary: \$4,089.00 - \$5,977.00

To: Classified

Action C: Convert: One position of B327, Estate Property Officer – Unclassified Series
Biweekly Salary: \$1,691.20 - \$2,114.40
Approximate Monthly Salary: \$3,665.00 - \$4,582.00

To: Classified

Explanation: This is the conversion of one Senior Accountant – Unclassified, Accountant Series – Unclassified and Estate Property Office – Unclassified Series to classified status. These conversions will assist the department in carrying out its function. These actions represent no change in the salary and benefits cost. There is no change in the total number of authorized positions.

ORGANIZATION 62000 PUBLIC HEALTH

Action A: Delete: One position of G226S, Community Program Specialist Series
Biweekly Salary: \$1,914.40 - \$3,145.00
Approximate Monthly Salary: \$4,148.00 - \$6,816.00

Explanation: This is the deletion of one vacant position of Community Program Specialist Series. This vacancy is being transferred to Org 55500 – Health Policy and Planning to support the Health System’s “Get Healthy San Mateo County” initiative. This action represents a salary and benefits savings of \$9,338. The total number of authorized positions is decreased by one.

Action B: Reclassify: One position of D144, Clinical Services Manager I - Nursing
Biweekly Salary: \$3,575.20 - \$4,468.80
Approximate Monthly Salary: \$7,747.00 - \$9,683.00

To: 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

Explanation: This is reclassification of one filled Clinical Services Manager I – Nursing position. A classification study was conducted on this position and determined that the duties and responsibilities are more aligned to the Clinical Services Manager II – Nursing classification. This action represents a salary and benefits cost of \$2,169. There is no change in the total number of authorized positions.

ORGANIZATION 63000 CORRECTIONAL HEALTH

Action: Add: One position of F009S, Patient Care Series
Biweekly Salary: \$3,569.60 - \$4,220.00
Approximate Monthly Salary: \$7,735.00 - \$9,144.00

Explanation: This is the addition of one part-time Patient Care Series (Correctional Health Nurse). To create this part-time position, one vacant Correctional Health Nurse vacancy is also being reduced to a 0.5 FTE. This action provides greater flexibility in scheduling coverage and patient care at Maguire and the women's adult facility. This action represents a salary and benefits cost of \$12,527. The total number of authorized positions is increased by one.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

Action A: Delete: Two positions of S038S, Food Service Worker Series
Biweekly Salary: \$1,518.40 - \$1,789.60
Approximate Monthly Salary: \$3,290.00 - \$3,678.00

Add: One position of F009S, Patient Care Series
Biweekly Salary: \$1,487.20 - \$1,859.20
Approximate Monthly Salary: \$3,223.00 - \$4,029.00

Action B: Delete: One position of S030S, Cook Series
Biweekly Salary: \$1,678.40 - \$2,030.40
Approximate Monthly Salary: \$3,637.00 - \$4,067.00

Add: One position of E411S, Patient Services Assistant Series
Biweekly Salary: \$1,503.20 - \$1,983.20
Approximate Monthly Salary: \$3,257.00 - \$4,297.00

Action C: Delete: One position of G093, Social Work Supervisor - E
Biweekly Salary: \$2,852.80 - \$3,566.40
Approximate Monthly Salary: \$6,182.00 - \$7,728.00

Add: One position of G040S, Mental Health Caseworker Series
Biweekly Salary: \$2,241.60 - \$3,142.40
Approximate Monthly Salary: \$4,857.00 - \$6,071.00

Action D: Delete: One position of S025, Supervising Dietitian
Biweekly Salary: \$2,548.80 - \$3,186.40
Approximate Monthly Salary: \$5,523.00 - \$6,904.00

Add: One position of S024, Dietitian
Biweekly Salary: \$2,308.80 - \$2,886.40
Approximate Monthly Salary: \$5,003.00 - \$6,254.00

Action E: Delete: One position of E420, Medical Office Specialist
Biweekly Salary: \$1,787.20 - \$2,230.60
Approximate Monthly Salary: \$3,873.00 - \$4,840.00

Add: One position of E006, Administrative Secretary III - Confidential
Biweekly Salary: \$1,906.40 - \$2,383.20
Approximate Monthly Salary: \$4,131.00 - \$5,164.00

Action F: Add: One position of B182S, Community Program Specialist –
Unclassified Series
Biweekly Salary: \$1,914.40 - \$3,145.00
Approximate Monthly Salary: \$4,148.00 - \$6,816.00

Explanation: This is the deletion of two Food Service Worker Series, one Cook Series, one Social Work Supervisor, one Supervising Dietitian and one Medical Office Specialist position and the addition of one Patient Care Series (Medical Services Assistant II, one Patient Services Assistant Series, one Mental Health Caseworker Series (Psychiatric Social Worker I/II), one Dietitian, one Administrative Secretary III and one Community Program Specialist – Unclassified Series. These additions and deletions will assist the department in carrying out its function and ensure efficiency of services. These actions represent a salary and benefits cost of \$2,378. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits savings of \$1,090 or an estimated annual savings of \$13,080.