

**ORDINANCE NO. \_\_\_\_\_**  
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,  
STATE OF CALIFORNIA

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ORDINANCE SPECIFYING THE NUMBER OF AND PROVIDING COMPENSATION  
AND BENEFITS FOR PERSONS EMPLOYED BY THE COUNTY OF SAN MATEO,  
SETTING APPROPRIATE RULES AND REGULATIONS AND REPEALING ALL  
INCONSISTENT ORDINANCES AND RESOLUTIONS

The Board of Supervisors of the County of San Mateo, State of California,  
ordains as follows:

**WHEREAS**, section 206a(4) of the San Mateo County Charter authorizes the Board of Supervisors to establish the number of all appointed officers and employees;  
and

**WHEREAS**, sections 206a(5) and 508 of the San Mateo County Charter authorize the Board of Supervisors to establish by ordinance or resolution the compensation and benefits of County officers and employees;

**NOW, THEREFORE IT IS HEREBY ORDERED** that the following shall constitute the number and classifications of positions, as well as compensation and benefits other than base pay for County officers and employees for fiscal year 2012-2013.

**SECTION 1. TITLE**

This is the Salary and Position Ordinance of the County of San Mateo.

**SECTION 2. APPLICATION**

The provisions of this ordinance apply to all County positions except as exempted by general law or the County Charter.

### **SECTION 3 – APPOINTMENTS**

Department heads or their designees are authorized to make or continue appointments during the fiscal year to the positions specified in their respective schedules in Section 13.

### **SECTION 4 - STANDARD COMPENSATION**

The compensation of persons employed by the County is a specified amount, which can be stated as an hourly amount or a bi-weekly amount as appropriate. Bi-weekly payment amounts apply to full-time employment, which is 40 hours per week. The bi-weekly amount for a non-exempt classification for full-time work is determined by multiplying the 80 hours worked in the full-time bi-weekly pay period by the hourly rate. In Section 13, under the heading “Class/Pattern” is the item code or series code and the title of each position or series. Under the heading “Biweekly Compensation Range” is stated, for information only, the amount which specifies the range of compensation for full-time work during a bi-weekly pay period for each classification. Under the heading “# of Positions” is the number of positions of each classification or classification series.

### **SECTION 5 - SPECIAL COMPENSATION**

The term “differential” as used in this ordinance shall mean an amount added to the base compensation. When such a differential is stated in terms of a percentage, the differential is a percentage of the base compensation alone.

#### **All Departments**

1. Extra help assigned to work off shifts may, based on recruitment and retention conditions, receive the same shift differential as paid to regular employees in these classifications. Authorization for such differential must be requested by the department head and is conditional on approval by the Human Resources Director.
2. An individual in a management classification who is assigned to lead a special project or assignment shall receive a differential of up to 10%, in addition to all other compensation. Assignments must meet criteria for special project as determined and approved by the Human Resources Department and must be for short-term assignments, with end dates and demonstrated alignment to performance and organizational goals. Authorization for such differential must be requested by the department head and is subject to review and approval by the Human Resources Director.

## **Agriculture/Weights and Measure**

1. Any Biologist/Standards Specialist I/II/III/IV who obtain and maintain a valid Deputy Agricultural or Deputy Sealer License, and any Deputy Director of Agricultural Services who obtain and maintain a valid Commissioner or Sealer of Weights and Measures License shall receive a 3.5% differential in addition to all other compensation.

## **Controller's Office**

1. Senior Internal Auditors assigned to conduct operational/management audits shall receive a 20% differential for all hours worked in said assignment.

## **District Attorney's Office**

1. Deputy District Attorneys who are assigned by the District Attorney to work as Deputy-in-Charge of the following work units shall receive a differential of 5.74% of base pay in addition to all other compensation. Only one employee at a time may receive payment in each area:
  - Each Branch of the Superior Court
  - Juvenile Court Division
  - Consumer Fraud
  - General Office Support

## **Health System**

1. All Divisions – 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. (Move to Management Resolution, delete in 2013.)
2. Aging and Adult Services - One employee assigned to provide lead direction to staff in the community based services unit shall receive a differential of 5% in addition to all other compensation. Only one employee at a time may be so assigned.
3. Behavioral Health and Recovery Services – One Medical Program Manager assigned to supervise employees in the classifications of Supervising Child Psychiatrist and Supervising Adult Psychiatrist shall receive a differential of 9.2% in addition to all other compensation. Only one employee at a time may be so assigned

4. Family Health Services – One Supervising Therapist designated as Chief Therapist shall receive a 5.74% differential, in addition to all other compensation for having responsibilities for the overall organization and planning of the California Children Services Medical Therapy Unit. Only one employee at a time may be so assigned.
5. San Mateo Medical Center - Staff Nurses in an extra help capacity required to be in an on-call status shall be paid the hourly equivalent of one-half ( $\frac{1}{2}$ ) the relief nurse day rate of pay for time they are in an on-call status. Nurses shall not receive on-call pay for periods when they are actually at work.
6. San Mateo Medical Center - Staff Nurses in an extra help capacity working on a holiday shall be compensated for such time worked at the rate of one and one-half ( $1\frac{1}{2}$ ) times the straight time rate.
7. San Mateo Medical Center - Extra Help Physician Specialists who are pediatricians will receive on-call pay at the rate of \$25.00 per hour when assigned to be in an on-call status. Such pediatricians shall receive a minimum of three hours of call-back pay if required to report back to work while in an on-call status. Employees shall not receive on-call pay for time during which they are receiving callback pay.
8. San Mateo Medical Center - Extra Help Psychiatric Specialists – Inpatient will receive on-call pay at the rate of \$25.00 per hour when assigned to be in an on-call status. Such psychiatrists shall receive a minimum of three hours of callback pay if required to report back to work while in an on-call status. Employees shall not receive on-call pay for time during which they are receiving call-back pay. These employees shall also receive a night shift differential at the rate of 10% of base in addition to all other compensation, for all work performed between the hours of 6:00 p.m. and 6:00 a.m.
9. San Mateo Medical Center - Extra help employees assigned to the Sexual Assault Reporting Team (SART) will receive on call pay at the rate of \$10.00 per hour for all hours in an on call status. When such employees are called to investigate an alleged sexual assault case said employees shall receive a flat rate payment of \$300.00 for all hours spent in relationship to the specific case. Employees shall not receive on call pay for time during which they are working on a specific case.

### **Housing Department**

1. A Housing/Community Development Specialist I/II assigned lead responsibilities, shall receive a 5.74% differential, in addition to all other compensation. Only one employee at a time may be so assigned.

## **Information Services Department**

1. Up to three Systems Engineers assigned to provide full supervision of other information technology staff shall receive a 7.4% differential in addition to all other compensation.
2. Up to four Systems Engineers assigned to provide lead direction for other information technology staff shall receive a 5% differential in addition to all other compensation.
3. Up to three Advisory Systems Engineers, Senior System Engineers and Project Managers assigned to provide advanced support to MVS and OS/390 operating systems including installing, troubleshooting and maintaining system software and related components may, dependent upon external market factors, receive a one step differential in addition to all other compensation.
4. Up to three Advisory Systems Engineers assigned to provide advanced UNIX/NT systems programmer support including installing, configuring, troubleshooting and tuning operating systems, databases and large complex applications on UNIX/NT servers providing enterprise wide services may, dependent upon external market factors, receive a one step differential in addition to all other compensation.
5. Up to three Advisory Systems Engineers assigned to provide advanced Cisco CCNP, CCDP, CCIE or equivalent support including programming and troubleshooting multi-protocol routers and switches may, dependent upon external market factors, receive a one step differential in addition to all other compensation.
6. Up to two Advisory Systems Engineers assigned to provide advanced network design support including designing and implementing enterprise wide IP networks switches may, dependent upon external market factors, receive a two step differential in addition to all other compensation.

## **Probation Department**

1. A Deputy Probation Officer assigned to the Narcotics Task Force shall receive a one-step differential, in addition to all other compensation. Only one employee at a time may be so assigned.

## **Public Works Department**

1. A Transportation Systems Coordinator assigned to manage special projects and programs requiring technical expertise and State licensure in civil engineering shall receive a one-step differential, in addition to all other compensation. Only one employee at a time may be so assigned.

### **Retirement (SamCERA)**

1. Per the discretion of the Chief Executive Officer – SamCERA, the employee in the classification of Chief Investment Officer – SamCERA shall receive a 5% differential in addition to all other compensation for the successful management of retirement resources. Once awarded, the Chief Executive Officer will annually review and determine continuation of the special pay.

### **Tax Collector-Treasurer's Office**

1. A Fiscal Office Specialist who is assigned lead responsibilities over cashiering functions in the department shall receive a 5% differential in addition to all other compensation.

### **Miscellaneous**

1. Retirement Contribution Pick-up
  - A. The County shall make employee contributions to the retirement system on behalf of affected employees pursuant to relevant memoranda of understanding or resolutions. Such contributions shall be treated as employer contributions in determining tax treatment under the Internal Revenue Code of the United States. Such contributions are being made by the County in lieu of employee contributions.
  - B. Employee contributions made under Paragraph A of this Section shall be paid from the same source of funds as used in paying the wages to affected employees.
  - C. Employee contributions made by the County under Paragraph A of this Section shall be treated for all purposes other than taxation in the same manner and to the same extent as employee contributions made prior to the effective date of this resolution.
  - D. An employee shall not have the option of choosing to receive directly the contributions made by the County pursuant to Paragraph A of this Section instead having them paid to the retirement system.
  - E. Notwithstanding the provisions of other sections of this resolution, the gross wages of affected employees shall be offset by a deduction equal to the amount of employee contributions made by the County.

- F. This section shall be operative only as long as the County pick-up of employee contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.
- G. For purposes of this Section, the following definitions govern:
1. Affected Employees: The term "affected employees" shall mean those employees of the County of San Mateo who make employee contributions to the retirement system.
  2. Employee Contributions: The term "employee contributions" shall mean those contributions to the retirement system which are deducted from the pay of employees, credited to individual employees' accounts, and are required as a condition of obtaining benefits under the retirement system, including retirement service credit for public service and prior service.
  3. Employer: The term "employer" shall mean the County of San Mateo.
  4. Gross Income: The term "gross income" shall mean the total compensation paid to affected employees by the County as defined by the Internal Revenue Code and in rules and regulations established by the Internal Revenue Service.
  5. Retirement System: The term "retirement system" shall mean that retirement system which has been established and maintained for the officers and employees of the County in accordance with the provisions of the County Employees Retirement Law of 1937 as amended.
  6. Wages: The term "Wages" shall mean the compensation prescribed in the current salary resolution for the County of San Mateo.
2. Employees covered by the Confidential Employees resolution shall receive a 1% differential in addition to all other compensation.

## **SECTION 6 - PAY FOR WORKING OUT OF CLASSIFICATION**

When an employee not covered by a Memorandum of Understanding has been assigned in writing by the department head or designated representative to perform the work of a permanent position having a different classification and being paid at a higher rate, and if he/she has worked in such classification for five (5) consecutive workdays (or four (4) consecutive workdays for employees working 4 day - 10 hour shifts), he/she shall be entitled to payment for the higher classification, as prescribed for promotions in section 2.28.040 of the Ordinance Code, retroactive to the first (1st) workday and continuing during the period of temporary assignment, under the conditions specified below:

1. The assignment is caused by the temporary or permanent absence of the incumbent;
2. The employee performs the duties regularly performed by the absent incumbent, and these duties are clearly not included in the job description of his/her regular classification;
3. The temporary assignment to work out of classification which extends beyond twenty (20) working days be approved by the Human Resources Department Director, a copy of the approval form to be given to the employee; and
4. A copy of the department head's written approval must be submitted in advance to the Human Resources Department Director. If the Human Resources Department Director determines that he/she will not approve pay for work in the higher classification which exceeds twenty (20) workdays, the employee will be so notified and have the opportunity to discuss this matter with the Human Resources Department Director whose decision shall be final.

## **SECTION 7 – TRANSPORTATION ALLOWANCE**

In lieu of reimbursement for transportation expenses for travel within San Mateo County, the City and County of San Francisco, Alameda County, Contra Costa County and Santa Clara County, members of the Board of Supervisors and the County Manager may elect to receive a maximum biweekly transportation allowance in the amount of up to \$513 or as is currently set by the Board of Supervisors. Department heads, elected officials, and certain management employees designated by the County Manager may elect to receive such transportation allowance in a maximum biweekly amount not to exceed \$513, dependent on usage and approval by the County Manager.

## **SECTION 8 – MILEAGE**

At the option of the department head, employees assigned to remote work locations may be allowed mileage reimbursement for travel to and from work provided that:



1. The first twenty-five (25) miles traveled in one day are excluded;
2. The employee is reimbursed for no more than twenty-five (25) miles traveled in one day; and
3. The Board of Supervisors has established the rate of reimbursement.

**SECTION 9 - MEALS AND CHARGES**

The following personnel will not be charged for meals while on duty:

1. Cooks, Food Service Workers or other personnel involved in the preparation of food as determined by the Human Resources Department Director.
2. Group Supervisors.
3. Sheriff's personnel assigned to the County Jail or Work Furlough Facility who are not allowed to leave during their tour of duty.
4. Shelter Care Counselors and Supervisors assigned to the dependent Children's Home.
5. Non-County personnel providing professional services at Youth Services Center Juvenile Hall or Camp Glenwood.
6. Deductions for meals for other employees shall be the same whether taken as prepared at the institution and other places, or prepared by an employee out of food provisions supplied by the County.

**SECTION 10 - EXTRA HELP**

No person shall be employed in an extra help capacity for longer than one thousand forty (1040) hours in any one classification in the same department during the fiscal year unless otherwise authorized by the County Manager.

The rate of compensation for all extra help shall be reduced by 7.5% from the listed rate for the classification.

The following classifications, in addition to those listed in Section 13, are determined appropriate classifications for Extra Help employment:

<u>ITEM NO.</u>	<u>TITLE</u>	<u>RATE OF PAY</u>
B101	Physician Specialist - U	\$80.00 per hour
B125	Physician Specialist – Pediatrics - U	\$80.00 per hour
B066	Psychiatric Resident – PES	\$75.00 per hour

B089	Permit Appeals Board Member – U	\$50.00 per hour
B113	Psychiatric Specialist - U	\$90.00 per hour
B129	Psychiatric Specialist – Inpatient - U	\$130.00 per hour
F155	Laboratory Assistant I	\$17.06 - 21.32 per hour
F098	Relief Nursing Supervisor	\$45.09 – 56.36 per hour
F104	Relief Nurse	\$42.94 –53.67 per hour
L064	Senior Lifeguard	\$8.88 - 11.10 per hour
L065	Lifeguard	\$8.24 - 10.30 per hour
B079	Transportation Officer - U	\$14.42 per hour
E333	Office Assistant Intern	\$12.00 per hour
E340	Office Assistant Summer Intern	\$12.00 per hour
I055	Seasonal Worker	\$8.24 - 10.30 per hour
D072	Special Projects Coordinator I - EH	\$68.00 – 85.00 per hour
D073	Special Projects Coordinator II – EH	\$90.39 – 113.00 per hour
D074	Special Projects Coordinator III – EH	\$119.99 – 150.00 per hour
K013	Bookmobile Operator	\$10.40 - 13.00 per hour
I020	Revenue Collector – EH	\$17.31 per hour
I050	Mental Health Intern	\$10.00 per hour
I055	Seasonal Worker – EH	\$8.24 – 10.30 per hour
I071	Chief Deputy Coroner – EH	\$66.41 per hour
I080	Mental Health Peer Counselor	\$20.00 per hour
I090	Relief Respiratory Therapist – night shift	\$30.98 per hour

### **SECTION 11 – VACATION**

The County Manager shall have the authority to permit department heads to accumulate up to 100 hours of vacation credits in excess of the limitation in the accumulation of vacation time established by Ordinance Code section 2.28.110.

### **SECTION 12 – SEPARABILITY**

If any portion of this ordinance is for any reason held to be unconstitutional or invalid, such unconstitutionality shall not affect the constitutionality or validity of the remaining portions of this ordinance.

### **SECTION 13 - POSITION LISTING BY DEPARTMENT**

On the following pages are the authorized positions by department for fiscal year 2012-2013.

### **SECTION 14 – EFFECTIVE DATE**

This Ordinance is effective at the start of the first pay period 30 days following adoption.