



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



**Date:** June 27, 2013  
**Board Meeting Date:** July 9, 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 salary adjustment of two classifications, removal of a special pay differential and incorporation of the differential pay to the base pay of two classifications, deletion of one position, addition of one position, and the split of one full-time position to two half-time positions; 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:

- salary adjustment of two classifications;
- removal and incorporation of a salary differential pay for two classifications into the base pay;
- deletion of one position;
- addition of one position; and the
- split of one full-time position to two half-time positions.

These actions were approved for study by the County Manager's Office and the amendment has been reviewed and approved by County Counsel.

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.

### **HEALTH SYSTEM - ALL**

**Action A:**     Increase: By 5% the base pay of the Clinical Services Manager I - Nursing classification.

**Action B:**     Increase: By 5% the base pay of the Clinics Manager classification.

**Explanation:** This action adjusts the Clinical Services Manager I – Nursing (CSM I-N) and Clinics Manager base pay by 5%. CSM I-N and Clinics Manager positions provide direct supervision to various nursing classifications, including supervisory or lead level nurses. The CNA-represented nurses have received a combined 6% salary increase over the past 26 months while the managers’ salaries have remained flat, resulting in a salary compaction. The 5% adjustment to base pay will create a typical gap between the managers and the nurses’ salaries. This action represents a salary and benefits cost of \$10,770 for 20 positions. There is no change in the total number of authorized positions.

**Action C:**     Remove: The 5% salary differential pay assigned to the Clinical Services Manager I-Nursing and Clinics Manager classifications as defined in the Management Resolution and incorporate the 5% into the base pay.

**Explanation:** This action incorporates into the base pay various salary differential pay totaling 5% currently assigned to the Clinical Services Manager I – Nursing (CSM I-N) and Clinics Manager classifications. This action represents no salary and benefits cost. There is no change in the total number of authorized positions.

### **ORGANIZATION 30000 SHERIFF’S OFFICE**

**Action:**         Reclassify: One position of E376, Legal Office Services Supervisor - E  
Biweekly Salary: \$2,214.40 - \$2,768.00  
Approximate Monthly Salary: \$4,798.00 - \$5,998.00

To: One position of D135, Legal Office Services Manager  
Biweekly Salary: \$2,540.80 - \$3,176.00  
Approximate Monthly Salary: \$5,506.00 - \$6,882.00

**Explanation:** This is the reclassification of one filled Legal Office Services Supervisor – E position to Legal Office Services Manager. A classification study on the position was conducted and determined that the scope of the work being performed is more aligned with the Legal Office Services Manager classification. This action represents a monthly

salary and benefits cost of \$1,555. There is no change in the total number of authorized positions.

#### **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 W040S, Automotive Service Worker Series  
Biweekly Salary: \$1,461.60 - \$2,229.60  
Approximate Monthly Salary: \$3,167.60 - \$4,831.00

**Explanation:** This is the deletion of one vacant Utility Worker Series position and the addition of one vacant Automotive Service Worker Series. The addition of the Automotive Service Worker position best meets the current needs of the unit to ensure efficient delivery of services. This action represents a monthly salary and benefits cost of \$1,122. There is no change in the total number of authorized positions.

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

**Action:**     Split: One position of F009S, Patient Care Series (Medical-Surgical Nurse)  
Biweekly Salary: \$3,569.60 - \$4,220.00  
Approximate Monthly Salary: \$7,735.00 - \$9,144.00

To: Two half-time positions of F009S, Patient Care Series (Medical-Surgical Nurse)

**Explanation:** This action splits one full-time vacant Medical-Surgical Nurse position into two half-time positions. This action represents no monthly salary and benefits cost. The total number of authorized positions is increased by one.

#### **FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$13,447 or an estimated annual cost of \$161,364.