



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



**Date:** July 25, 2013  
**Board Meeting Date:** August 6, 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 add one lead pay differential, add four positions, delete one position, and reclassify two 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:

- addition of one lead pay differential;
- addition of four positions;
- deletion of one position; and
- reclassification of two positions.

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 16000 COUNTY COUNSEL**

**Action:**     Add: A 5.74% differential, in addition to all other compensation, to a Deputy County Counsel - Unclassified that is assigned to lead a specific work unit or function or assigned to lead other attorneys. The number of lead designations is at the discretion of County Counsel.

**Explanation:** This is the addition of a 5.74% differential to any Deputy County Counsel who is assigned by County Counsel to lead a specific work unit or function or perform lead work over other attorneys. This action represents a monthly salary and benefits cost of \$862, assuming one lead attorney is appointed. There is no change in the total number of authorized positions.

### **ORGANIZATION 30000 SHERIFF'S OFFICE**

**Action:**     Reclassify: One position of E349, Lead Fiscal Office Assistant  
Biweekly Salary: \$1,612.00 - \$2,015.20  
Approximate Monthly Salary: \$3,493.00 - \$4,367.00

To: One position of E350, Fiscal Office Specialist  
      Biweekly Salary: \$1,694.040 - \$2,117.60  
      Approximate Monthly Salary: \$3,672.00 - \$4,589.00

**Explanation:** This is the reclassification of one filled Lead Fiscal Office Assistant position to Fiscal Office Specialist. A classification study on the position was conducted and determined that the scope of the work being performed is more aligned with the Fiscal Office Specialist classification. This action represents a monthly salary and benefits cost of \$304. There is no change in the total number of authorized positions.

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

**Action:**     Reclassify: One position of E346S, Fiscal Office Assistant Series  
Biweekly Salary: \$1,403.20 - \$1,753.60  
Approximate Monthly Salary: \$3,041.00 - \$3,800.00

To: One position of E350, Fiscal Office Specialist  
      Biweekly Salary: \$1,694.040 - \$2,117.60  
      Approximate Monthly Salary: \$3,672.00 - \$4,589.00

**Explanation:** This is the reclassification of one filled Fiscal Office Assistant Series position to Fiscal Office Specialist. A classification study on the position was conducted and determined that the scope of the work being performed is more aligned with the Fiscal Office Specialist classification. This action represents a monthly salary and benefits cost of \$1,081. There is no change in the total number of authorized positions.

## **ORGANIZATION 47300 PW FACILITIES SERVICES**

**Action:**     Add: Three positions of B208, Capital Projects Manager - Unclassified  
Biweekly Salary: \$3,370.40 - \$4,212.80  
Approximate Monthly Salary: \$7,303.00 - \$9,128.00

**Explanation:** This is the addition of three positions of Capital Projects Manager – Unclassified. The addition of these positions will assist the department in ensuring efficient delivery of services. These positions are for a limited term and represent a salary and benefits cost of \$37,516. The total number of authorized positions is increased by three.

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

**Action:**     Delete: 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

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

**Explanation:** This is the deletion of one vacant Automotive Service Worker Series and the addition of one vacant Utility Worker Series. The Utility Worker position is added back after it was erroneously converted to Automotive Service Worker in a previous salary ordinance amendment. This action represents a monthly salary and benefits savings of \$1,122. There is no change in the total number of authorized positions.

### **FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$38,641 or an estimated annual cost of \$463,692.