



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: August 22, 2013
Board Meeting Date: September 17, 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:

Adoption of an ordinance amending the salary ordinance to delete two positions, add two positions, reclassify one position and convert two positions to confidential status; and accepting the report on the total number of positions in the County, previously introduced on September 10, 2013 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:

- delete two positions;
- add two positions;
- reclassify one position;
- convert two positions to confidential status;

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.

ORGANIZATION 30000 SHERIFF'S OFFICE

Action: Delete: One position of E375, Legal Office Specialist
Biweekly Salary: \$1,860.80 - \$2,326.40
Approximate Monthly Salary: \$4,032.00 - \$5,041.00

To: One position of E337, Office Specialist
Biweekly Salary: \$1,570.040 - \$1,963.20
Approximate Monthly Salary: \$3,403.00 - \$4,254.00

Explanation: This is the deletion of one vacant Legal Office Specialist position and the addition of one vacant Office Specialist position. The work that will be performed by this position is more aligned with the Office Specialist classification. This action represents a monthly salary and benefits savings of \$1,081. There is no change in the total number of authorized positions.

ORGANIZATION 32000 PROBATION

Action A: Reclassify: One position of E002, Administrative Secretary II
Biweekly Salary: \$1,817.60 - \$2,272.00
Approximate Monthly Salary: \$3,938.00 - \$4,923.00

To: 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

Explanation: This is the reclassification of one filled Administrative Secretary II position to Administrative Secretary III – Confidential. A classification study on the position was conducted and determined that the appropriate classification, based on the work being performed, is the Administrative Secretary III – Confidential classification. This action represents a monthly salary and benefits cost of \$330. There is no change in the total number of authorized positions.

Action B: Convert: Two positions of E003, Administrative Secretary III
Biweekly Salary: \$1,906.40 - \$2,383.20
Approximate Monthly Salary: \$4,131.00 - \$5,164.00

To: Confidential

Explanation: This is the conversion of two filled Administrative Secretary III positions to confidential status. The work currently performed by the incumbents in this position fall within the definition of a confidential employee as defined in the County's Employer-Employee Relations Policy. This action represents a monthly salary and benefits cost of \$516. There is no change in the total number of authorized positions.

ORGANIZATION 55500 HEALTH POLICY AND PLANNING

Action: Delete: One position of V238, Senior Graphics Specialist
 Biweekly Salary: \$2,451.20 - \$3,064.00
 Approximate Monthly Salary: \$5,311.00 - \$6,639.00

To: One position of E055, Communications Specialist - Confidential
 Biweekly Salary: \$2,800.80 - \$3,500.80
 Approximate Monthly Salary: \$6,069.00 - \$7,586.00

Explanation: This is the deletion of one Senior Graphics Specialist position to Communications Specialist – Confidential. The scope of responsibilities for this position is more aligned with the higher level Communication Specialist classification. This action represents a monthly salary and benefits cost of \$1,298. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$1,063.00 or an estimated annual cost of \$12,756.00.