



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



**Date:** April 30, 2014

**Board Meeting Date:** June 3, 2014

**Special Notice / Hearing:** None

**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Donna Vaillancourt, Human Resources Director

**Subject:** Recommended Revision to the Master Salary Ordinance

**RECOMMENDATION:**

Introduction of an ordinance amending the Master Salary Ordinance to reclassify thirty-nine positions, add three positions, delete three positions, and adjust the salary of six 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:

- reclassification of thirty-nine positions;
- addition of three positions;
- deletion of three positions; and
- salary adjustment of six 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.

### **ORGANIZATION 57000 AGING AND ADULT SERVICES**

**Action A:**    Reclassify: One position of E337, Office Specialist  
Biweekly Salary: \$1,617.60 – \$2,022.40  
Approximate Monthly Salary: \$3,505.00 - \$4,382.00

To: One position of G098S, Social Worker Series  
Biweekly Salary: \$2,496.80 - \$3,120.80  
Approximate Monthly Salary: \$5,410.00 - \$6,762.00

**Explanation:** This is the reclassification of one vacant Office Specialist position to a Social Worker Series. Changes in work assignments have eliminated a need for clerical support in the unit. Reclassifying this vacancy to Social Worker better supports the current needs of the department. This action represents a monthly salary and benefits cost of \$3,260. There is no change in the total number of authorized positions.

**Action B:**    Reclassify: One position of E030S, Accountant Series  
Biweekly Salary: \$2,272.80 - \$2,840.80  
Approximate Monthly Salary: \$4,925.00 - \$6,156.00

To: One position of E009, Senior Accountant - E  
Biweekly Salary: \$2788.00 – \$3484.80  
Approximate Monthly Salary: \$6,041.00 – \$7,551.00

**Explanation:** This is the reclassification of one vacant Accountant position to Senior Accountant. The duties and responsibilities of this vacant position expanded include supervision of fiscal staff. This reclassification creates a promotional path for fiscal staff and creates succession planning opportunities within the unit. This action represents a monthly salary and benefits cost of \$1,912. There is no change in the total number of authorized positions.

### **ORGANIZATION 61000 BEHAVIORAL HEALTH AND RECOVERY**

**Action A:**    Add: Two positions of B112S, Mental Health Case Worker Series -  
Unclassified  
Biweekly Salary: \$2,589.60 – \$3,236.80  
Approximate Monthly Salary: \$5,611.00 - \$7,014.00

**Explanation:** This is the addition of two filled positions of Mental Health Case Worker Series – Unclassified (Psychiatric Social Worker II). These positions and respective incumbents are transferred from Family Health Services. This action represents a monthly salary and benefits cost of \$19,218. The total number of authorized positions is increased by two.

**Action B:** Reclassify: Sixteen positions of G112S, Community Worker Series  
Biweekly Salary: \$1,617.60 - \$2,022.40  
Approximate Monthly Salary: \$3,505.00 – \$4,382.00

To: Sixteen positions of G115S, Peer Support Worker Series  
Same Salary

**Action C:** Reclassify: One position of B183S, Community Worker Series -  
Unclassified  
Biweekly Salary: \$1,617.60 - \$2,022.40  
Approximate Monthly Salary: \$3,505.00 – \$4,382.00

To: One position of B186S, Peer Support Worker Series - Unclassified  
Same Salary

**Action D:** Reclassify: One position of G112S, Community Worker Series  
Biweekly Salary: \$1,617.60 - \$2,022.40  
Approximate Monthly Salary: \$3,505.00 – \$4,382.00

To: One position of G117, Senior Community Worker  
Biweekly Salary: \$1,874.40 - \$2,343.20  
Approximate Monthly Salary: \$4,061.00 – \$5,077.00

**Explanation:** This is the reclassification of sixteen Community Worker Series positions to Peer Support Worker Series; one Community Worker Series to Senior Community Worker; and one Community Worker Series – Unclassified to Peer Support Worker Series – Unclassified. These actions result from a Countywide classification study conducted on over 100 Community Worker positions. The study recommended the reclassification of these positions to align duties and responsibilities with appropriate classifications. These actions represent a monthly salary and benefits cost of \$952. There is no change in the total number of authorized positions.

#### **ORGANIZATION 62000 PUBLIC HEALTH, POLICY AND PLANNING**

**Action:** Delete: One position of D023, Health Services Manager I  
Biweekly Salary: \$3,180.80 - \$3,976.00  
Approximate Monthly Salary: \$6,892.00 - \$8,615.00

**Explanation:** This is the deletion of one vacant Health Services Manager I. Organization changes has eliminated the need for this management position in the division. This action represents a monthly salary and benefits savings of \$12,223. The total number of authorized positions is decreased by one.

## **ORGANIZATION 62400 FAMILY HEALTH SERVICES**

**Action A:**    Delete: Two positions of B112S, Mental Health Case Worker Series -  
Unclassified  
Biweekly Salary: \$2,589.60 – \$3,236.80  
Approximate Monthly Salary: \$5,611.00 - \$7,014.00

**Explanation:** This is the deletion of two filled positions of Mental Health Case Worker Series – Unclassified (Psychiatric Social Worker II). These positions and respective incumbents are transferred to Behavioral Health and Recovery Services. This action represents a monthly salary and benefits savings of \$19,218. The total number of authorized positions is decreased by two.

**Action B:**    Reclassify: One position of G236, Community Program Supervisor  
Biweekly Salary: \$2,852.00 – \$3,564.80  
Approximate Monthly Salary: \$6,180.00 - \$7,724.00

To: One position of E421, Medical Office Services Supervisor - E  
Biweekly Salary: \$2,189.60 - \$2,736.80  
Approximate Monthly Salary: \$4,745.00 - \$5,930.00

**Explanation:** This is the reclassification of one vacant Community Program Supervisor position to Medical Office Services Supervisor. This reclassification aligns the current duties and responsibilities of the position to the correct classification. This action represents a monthly salary and benefits savings of \$2,457. There is no change in the total number of authorized positions.

**Action C:**    Add: One position of D088, Program Services Manager II  
Biweekly Salary: \$3,340.00 - \$4,175.20  
Approximate Monthly Salary: \$7,237.00 - \$9,047.00

**Explanation:** This is the addition of one vacant Program Services Manager II to lead Lean efforts in Family Health Services specifically in the areas of home visiting programs (Pre-to-Three, Field Nursing, and Nurse Family Partnership) and the California Children's Services/Health Plan of San Mateo pilot. This position will also oversee performance management and quality improvement for the division. This action represents a monthly salary and benefits cost of \$12,847. The total number of authorized positions is increased by one.

**Action D:**    Reclassify: Three positions of B183S, Community Worker Series -  
Unclassified  
Biweekly Salary: \$1,617.60 - \$2,022.40  
Approximate Monthly Salary: \$3,505.00 – \$4,382.00

To: Three positions of B186S, Peer Support Worker Series - Unclassified  
Same Salary

**Action E:**    Reclassify: Nine positions of G112S, Community Worker Series  
Biweekly Salary: \$1,617.60 - \$2,022.40  
Approximate Monthly Salary: \$3,505.00 – \$4,382.00

To: Nine positions of G117, Senior Community Worker  
Biweekly Salary: \$1,874.40 - \$2,343.20  
Approximate Monthly Salary: \$4,061.00 – \$5,077.00

**Action F:**    Reclassify: One position of G112S, Community Worker Series  
Biweekly Salary: \$1,617.60 - \$2,022.40  
Approximate Monthly Salary: \$3,505.00 – \$4,382.00

To: One position of G115S, Peer Support Worker Series  
Same Salary

**Explanation:** This is the reclassification of one Community Worker Series position to Peer Support Worker Series; nine Community Worker Series to Senior Community Worker; and three Community Worker Series – Unclassified to Peer Support Worker Series – Unclassified. These actions result from a Countywide classification study conducted on over 100 Community Worker positions. The study recommended the reclassification of these positions to align duties and responsibilities with appropriate classifications. These actions represent a monthly salary and benefits cost of \$8,568. There is no change in the total number of authorized positions.

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

**Action A:**    Increase: By 7% the base-pay of the Clinical Laboratory Scientist I, Clinical Laboratory Scientist II, Clinical Laboratory Scientist I – Unclassified, Clinical Laboratory Scientist II – Unclassified and Supervising Clinical Laboratory Scientist classifications.

**Action B:**    Increase: By 5% the base-pay of the Medical Laboratory Technician classification.

**Explanation:** This action adjusts the base pay of the classifications listed in Action A and Action B above by 7% and 5% respectively. This adjustment is necessary to align the salary of these classifications to its market equivalent, and address ongoing recruitment and retention issues. These adjustments represent an approximate monthly salary and benefits cost of \$8,365 for thirteen Clinical Laboratory Scientist positions, two Medical Laboratory Technicians, and two Supervising Clinical Laboratory Scientists. There is no change in the total number of authorized positions.

#### **ORGANIZATION 70000 HUMAN SERVICES AGENCY**

**Action A:**    Reclassify: Three positions of G112S, Community Worker Series

Biweekly Salary: \$1,617.60 - \$2,022.40  
Approximate Monthly Salary: \$3,505.00 – \$4,382.00

To: Three positions of G117, Senior Community Worker  
Biweekly Salary: \$1,874.40 - \$2,343.20  
Approximate Monthly Salary: \$4,061.00 – \$5,077.00

**Action F:** Reclassify: One position of G112S, Community Worker Series  
Biweekly Salary: \$1,617.60 - \$2,022.40  
Approximate Monthly Salary: \$3,505.00 – \$4,382.00

To: One position of E337, Office Specialist  
Same Salary

**Explanation:** This is the reclassification of three Community Worker Series position to Senior Community Worker; and one Community Worker Series to Office Specialist. These actions result from a Countywide classification study conducted on over 100 Community Worker positions. The study recommended the reclassification of these positions to align duties and responsibilities with appropriate classifications. These actions represent a monthly salary and benefits cost of \$2,856. There is no change in the total number of authorized positions.

**FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$23,128 or an estimated annual cost of \$277,536.