



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: June 5, 2014
Board Meeting Date: June 17, 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 add ten positions, delete ten positions, reclassify one position and convert one position to classified; 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 ten positions;
- deletion of ten positions;
- reclassification of one position; and
- conversion of one position to classified.

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 12000 COUNTY MANAGER'S OFFICE

Action A: Delete: One position of B061S, Human Services Analyst Series -
Unclassified
Biweekly Salary: \$2,355.20 - \$2,944.00
Approximate Monthly Salary: \$5,103.00 - \$6,379.00

Add: One position of E009, Senior Accountant - E
Biweekly Salary: \$2,788.00 - \$3,484.80
Approximate Monthly Salary: \$6,041.00 - \$7,551.00

Action B: Delete: One position of G232, Human Services Supervisor - E
Biweekly Salary: \$2,627.20 – \$3,284.00
Approximate Monthly Salary: \$5,693.00 - \$7,116.00

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

Action C: Convert: One position of B143S, Employment Services Specialist -
Unclassified
Biweekly Salary: \$2,116.80 - \$2,646.40
Approximate Monthly Salary: \$4,587.00 - \$5,734.00

To: Classified

Explanation: This is the deletion of one vacant Human Services Analyst Series – Unclassified and one Human Services Supervisor – E, the addition of one Senior Accountant – E and Community Program Supervisor, and the conversion of one Employment Services Specialist – Unclassified to Classified. These changes support the Workforce and Economic Development division's ongoing reorganization and transition to the County Manager's Office from the Human Services Agency. These actions represent a monthly salary and benefits cost of \$1,990. There is no change in the total number of authorized positions.

ORGANIZATION 39000 PARKS AND RECREATION

Action A: Add: One position of L040S, Park Ranger Series
Biweekly Salary: \$2009.60 – 2512.00
Approximate Monthly Salary: \$4,354.00 – \$5,443.00

Explanation: This is the addition of one Park Ranger Series. This position is being transferred from Organization 39800 - Coyote Point Marina. This action represents a

monthly salary and benefits cost of \$7,457. There total number of authorized positions is increased by one.

Action B: Delete: One position of D001, Park Superintendent
Biweekly Salary: \$4,059.20 - \$5,074.40
Approximate Monthly Salary: \$8,796.00 - \$10,995.00

Action C: Add: One position of E350, Fiscal Office Specialist
Biweekly Salary: \$1,774.80 - \$2,180.80
Approximate Monthly Salary: \$3,781.00 – \$4,725.00

Action D: Add: One position of D184S, Management Analyst Series
Biweekly Salary: \$2,884.80 - \$3,605.60
Approximate Monthly Salary: \$6,251.00 - \$7,813.00

Explanation: This is the deletion of one vacant Park Superintendent position and addition of one Fiscal Office Specialist and one Management Analyst Series positions. These changes support the department's current staffing needs. These actions represent a monthly salary and benefits cost of \$1,955. The total number of authorized positions is increased by one.

ORGANIZATION 39800 COYOTE POINT MARINA

Action: Delete: One position of L040S, Park Ranger Series
Biweekly Salary: \$2009.60 – 2512.00
Approximate Monthly Salary: \$4,354.00 – \$5,443.00

Explanation: This is the deletion of one Park Ranger Series. This position is being transferred to Organization 39000 – Parks and Recreation. This action represents a monthly salary and benefits savings of \$7,457. The total number of authorized positions is decreased by one.

ORGANIZATION 62000 PUBLIC HEALTH, POLICY AND PLANNING

Action: Delete: One position of F040, Public Health Nurse
Biweekly Salary: \$3,647.20 - \$4,312.00
Approximate Monthly Salary: \$7,903.00 - \$9,343.00

Add: One position of E055, Communications Specialist - Confidential
Biweekly Salary: \$2,884.80 – \$3,605.60
Approximate Monthly Salary: \$6,251.00 – \$7,813.00

Explanation: This is the deletion of one vacant one Public Health Nurse position and the addition of Communication Specialist – Confidential. This supports the current operational needs of the department in the area of communication, public outreach and

education. This action represents a monthly salary and benefits savings of \$2,096. There is no change in the total number of authorized positions.

ORGANIZATION 63000 CORRECTIONAL HEALTH

Action A: Delete: One position of F009S, Patient Care Series
Biweekly Salary: \$1,994.40 - \$2,492.80
Approximate Monthly Salary: \$4,322.00 - \$5,402.00

Action B: Delete: One position of G040S, Mental Health Case Worker Series
Biweekly Salary: \$2,589.60 – \$3,236.80
Approximate Monthly Salary: \$5,611.00 – \$7,014.00

Action C: Add: One position of F116S, Psychologist Series
Biweekly Salary: \$3,126.40 - \$3,908.00
Approximate Monthly Salary: \$6,774.00 – \$8,468.00

Explanation: This is the deletion of one vacant one Patient Care Series (Licensed Psychiatric Technician) position and one vacant half time Mental Health Case Worker Series (Marriage and Family Therapist) position, and addition of one Psychologist Series. These changes are in alignment with current department needs. This action represents a monthly salary and benefits savings of \$604. There is no change in the total number of authorized positions.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of F009S, Patient Care Series
Biweekly Salary: \$4,561.60 - \$5,392.80
Approximate Monthly Salary: \$9,884.00 - \$11,685.00

Add: One position of F122S, Physician Series
Biweekly Salary: \$5,632.80 - \$6,659.20
Approximate Monthly Salary: \$12,205.00 - \$14,429.00

Action B: Delete: Two positions of F074S, Clinical Laboratory Scientist Series
Biweekly Salary: \$2,809.60 - \$3,512.00
Approximate Monthly Salary: \$6,088.00 - \$7,610.00

Add: Two positions of F157, Medical Laboratory Technician
Biweekly Salary: \$1,916.00 - \$2,395.20
Approximate Monthly Salary: \$4,152.00 - \$5,190.00

Explanation: This is the deletion of one vacant Patient Care Series (Nurse Practitioner) and two vacant Clinical Laboratory Scientist Series positions and adding one Physician Series (Staff Physician) and two Medical Laboratory Technician positions. These changes support the current operational needs of the department. These actions

represent a monthly salary and benefits savings of \$6,632. There is no change in the total number of authorized positions.

Action C: Reclassify: One position of T060, Supervising Custodian - E
Biweekly Salary: \$1,669.60 - \$2,087.20
Approximate Monthly Salary: \$3,618.00 - \$4,523.00

To: One position of D093, Custodial Services Manager
Biweekly Salary: \$2,492.00 - \$3,115.20
Approximate Monthly Salary: \$5,400.00 - \$6,750.00

Explanation: This is the reclassification of one Supervising Custodian position to Custodial Services Manager. This reclassification aligns the duties and responsibilities of the position with the appropriate classification. The role of the Supervising Custodian has expanded over the years as a result of reorganizations and other staffing changes. Reclassifying this position better supports the current needs of the department. This action represents a monthly salary and benefits cost of \$3,389. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits savings of \$1,998.00 or an estimated annual savings of \$23,976.