



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: September 18, 2014
Board Meeting Date: September 30, 2014
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 reclassify six positions to new classifications; adjusting salaries of two classifications, addition of one position, and the deletion of one position; 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:

- the reclassification of six positions to new classifications;
- salary adjustment of two classifications;
- addition of one position; and
- deletion of one position

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 48400 PW UTILITIES

Action: Reclassify: Two positions of N010S, Public Works Technician Series
Biweekly Salary: \$1,928.00 - \$2,827.20
Approximate Monthly Salary: \$4,178.00 - \$6,126.00

To: Two positions of J083S, Resource Conservation Specialist Series
Biweekly Salary: \$2,267.20 - \$3,118.40
Approximate Monthly Salary: \$4,913.00 – \$6,757.00

Explanation: This is the reclassification of two filled Public Works Technician Series positions to the Resources Conservation Specialist Series. A classification study of these positions was conducted by a consultant and determined the appropriate higher level classification for the work currently performed. These actions represent an approximate monthly salary and benefits cost of \$1729. There is no change in the total number of authorized positions.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

Action A: Increase: By 7% the hourly rate for Clinical Laboratory Scientist – Relief Series

Action B: Increase: By 6.3% the base pay for the Laboratory Support Services Supervisor

Explanation: In an earlier ordinance amendment, the salaries for the Medical Laboratory Technician, regular Clinical Laboratory Scientist Series and the Supervising Clinical Laboratory Scientist classifications were adjusted to address significant recruitment and retention issues in the Medical Laboratory. The adjustments resulted to salary inequities with related classifications in the Laboratory. The action to adjust the hourly pay of the Clinical Laboratory Scientist – Relief series and the base pay of the Laboratory Support Services Supervisor classification corrects the salary inequity. Assuming 8 Relief positions and one regular Laboratory Support Services Supervisor, these actions represent an approximate monthly salary and benefits cost of \$2564. There is no change in the total number of authorized positions.

Action C: Reclassify: Two positions of E416S, Medical Office Assistant Series
Biweekly Salary: \$1,473.60 - \$1,984.80
Approximate Monthly Salary: \$3,193.00 - \$4,301.00

To: Two positions of E420, Medical Office Specialist
Biweekly Salary: \$1,840.80 - \$2,300.80
Approximate Monthly Salary: \$3,989.00 - \$4,985.00

Action D: Reclassify: One position of E416S, Medical Office Assistant Series
Biweekly Salary: \$1,473.60 - \$1,984.80
Approximate Monthly Salary: \$3,193.00 - \$4,301.00

To: One position of V230, Information Technology Technician
Biweekly Salary: \$2,475.20 – \$3,094.40
Approximate Monthly Salary: \$5,363.00 – \$6,705.00

Action E: Reclassify: One position of E334S, Office Assistant Series
Biweekly Salary: \$1,274.40 - \$1,831.20
Approximate Monthly Salary: \$2,761.00 - \$3,968.00

To: One position of E411S, Patient Services Assistant Series
Biweekly Salary: \$1,548.00 - \$2,042.40
Approximate Monthly Salary: \$3,354.00 – \$4,426.00

Explanation: These are the reclassification of two filled Medical Office Assistant Series to Medical Office Specialist, one filled Medical Office Assistant Series to Information Technology Technician, and one filled Office Assistant Series to Patient Services Assistant Series. A classification study of these positions was conducted by a consultant and determined the appropriate higher level classification for the work currently performed. These actions represent an approximate monthly salary and benefits cost of \$5809. There is no change in the total number of authorized positions.

Action F: Delete: One position of D036, Clinics Manager
Biweekly Salary: \$4,050.40 - \$5,063.20
Approximate Monthly Salary: \$8,777.00 – \$10,971.00

Add: One position of D144, Clinical Services Manager I - Nursing
Same Salary

Explanation: This add-delete action supports the department's operational needs at this time. This action represents no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$10,101 or an estimated annual cost of \$121,221.