



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: October 23, 2014
Board Meeting Date: November 4, 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 five positions and add one half-time 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:

- reclassification of five positions; and
- addition of one half-time 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 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 15000 TAX COLLECTOR/TREASURER

Action: Reclassify: One position of V231, Senior Information Technology Technician

Biweekly Salary: \$2,524.80 - \$3,156.00

Approximate Monthly Salary: \$5,471.00 - \$6,839.00

To: One position of V233, Departmental Systems Analyst

Biweekly Salary: \$3,123.00 - \$3,904.00

Approximate Monthly Salary: \$6,767.00 - \$8,459.00

Explanation: This is the reclassification of one filled Senior Information Technology Technician position. A classification study was conducted and determined that the appropriate classification for the work performed by incumbent in this position is the Department Systems Analyst classification. This position performs work that is outside the scope of a technician including vendor relations, business requirement analysis, and project lead and implementation among others. This action represents an approximate monthly salary and benefits cost of \$2,220. There is no change in the total number of authorized positions.

ORGANIZATION 30000 SHERIFF'S OFFICE

Action: Reclassify: One position of E375, Legal Office Specialist

Biweekly Salary: \$1,916.80 - \$2,396.00

Approximate Monthly Salary: \$4,153.00 - \$5,192.00

To: One position of E030S, Accountant Series

Biweekly Salary: \$1,944.00 - \$2,840.80

Approximate Monthly Salary: \$4,212.00 - \$6,156.00

Explanation: This is the reclassification of one filled Legal Office Specialist position. A classification study was conducted and determined that the duties of this position has expanded overtime to significantly include accounting duties that are appropriately represented by the Accountant II classification. This action represents an approximate monthly salary and benefits cost of \$1,322. There is no change in the total number of authorized positions.

ORGANIZATION 62400 FAMILY HEALTH

Action: Reclassify: Two positions of D144, Clinical Services Manager I - Nursing

Biweekly Salary: \$4,050.40 - \$5,063.20

Approximate Monthly Salary: \$8,777.00 - \$10,971.00

To: Two positions of D154, Clinical Services Manager II - Nursing

Biweekly Salary: \$4,263.20 - \$5,328.80

Approximate Monthly Salary: \$9,238.00 - \$11,547.00

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Explanation: This is the reclassification of two filled Clinical Services Manager I – Nursing positions. A classification study was conducted and determined that the appropriate classification for the work performed by incumbents in these positions are best represented by the Level II classification. These two positions have responsibilities for nursing programs that have countywide impact. This action represents an approximate monthly salary and benefits cost of \$1,635. There is no change in the total number of authorized positions.

ORGANIZATION 63000 CORRECTIONAL HEALTH

Action: Add: One position of F009S, Patient Care Series
 Biweekly Salary: \$2,108.80 - \$2,492.80
 Approximate Monthly Salary: \$4,569.00 - \$5,402.00

Explanation: This is the addition of one half-time Patient Care Series (Licensed Vocational Nurse) position. The addition of this position supports operational needs of the department. This action represents an approximate monthly salary and benefits cost of \$7400. The total number of authorized positions is increased by one.

ORGANIZATION 70000 HUMAN SERVICES AGENCY

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

 To: One position of D060, Financial Services Manager I
 Biweekly Salary: \$3,180.80 - \$3,976.00
 Approximate Monthly Salary: \$6,892.00 - \$8,615.00

Explanation: This is the reclassification of one filled Senior Accountant-E position. A classification study was conducted and determined that the appropriate classification for the work performed by incumbents is Financial Services Manager I. The position has management responsibility for all fiscal and operational activities related to claims and reimbursements. This action represents an approximate monthly salary and benefits cost of \$1,888. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$14,465 or an estimated annual cost of \$173,580.