



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: March 17, 2015

Board Meeting Date: April 28, 2015

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 Resolution

RECOMMENDATION:

Adopt a resolution authorizing an amendment to Master Salary Resolution 073703 to delete twelve positions, add thirteen positions, reclassify three positions, set salary rate for one position, adjust salary rate for one position, and convert one unclassified position to classified.

BACKGROUND:

On February 10, 2015 your Board adopted Ordinance 04733 which repealed Master Salary Ordinance 04709 and allowed that a resolution establish the number of all appointed County officers and employees and their compensation and benefits. On March 17, 2015 your Board adopted Master Salary Resolution 073703 which specifies the number of and providing compensation and benefits for persons employed by the County of San Mateo, sets appropriate rules and regulations and repeals all inconsistent ordinances and resolutions. Throughout the year, because of changes in the operating needs of departments, salary resolution amendments are recommended that make adjustments to department staffing configurations.

DISCUSSION:

The salary resolution changes herein represent the:

- deletion of twelve positions;
- addition of thirteen positions;
- reclassification of three positions;
- setting the salary rate of one position;
- salary adjustment 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.

12000 COUNTY MANAGER

Action: Add: One position of J081, Resource Conservation Specialist III
Biweekly Salary: \$2,843.20 - \$3,554.40

Explanation: This is the addition of one Resource Conservation Specialist III position to coordinate the climate resiliency program under the Office of Sustainability. This action represents a monthly salary and benefits cost of \$7,701. The number of authorized positions is increased by one.

12400 CMO PUBLIC SAFETY COMMUNICATIONS

Action A: Delete: One position of D045, Administrative Services Manager I
Biweekly Salary: \$3,647.20 - \$4,559.20

Add: One position of D062, Communications Program Services Manager
Same salary

Explanation: This is the deletion of one Administrative Services Manager I position and addition of one Communications Program Services Manager. This position was erroneously reclassified in a previous salary resolution amendment. This action represents no change in the monthly salary and benefits cost and there is no change the number of authorized positions.

Action B: Delete: One position of V050S, Communications Dispatcher Series
Biweekly Salary: \$2,622.40 - \$3,278.40

Add: One position of D062, Communications Program Services Manager
Biweekly Salary: \$3,647.20 – \$4,559.20

Explanation: This is the deletion of one Communications Dispatcher position and addition of one Communications Program Services Manager. This action is being made in order to initiate recruitment and hire a new manager through an internal promotion. The position vacated by the individual promoted will later be converted back to Dispatcher Series. This action represents a monthly salary and benefits cost of \$4,296. There is no change the number of authorized positions.

13000 ASSESSOR-CLERK-RECORDER

Action A: Delete: Three positions of E322S, Assessor-Recorder Technician Series
Biweekly Salary: \$1,592.00 - \$1989.60

Add: Three positions of E323, Assessor-Recorder Technician III
Biweekly Salary: \$1,823.20 - \$2,279.20

Action B: Delete: One position of E322S, Assessor-Recorder Technician Series
Biweekly Salary: \$1,592.00 - \$1989.60

Add: One position of E029, Administrative Assistant I
Biweekly Salary: \$2,166.40 - \$2,708.00

Explanation: This is the deletion of four Assessor-Recorder Technician Series and the addition of three Assessor-Recorder Technician III positions and one Administrative Assistant I position. These changes support the current staffing needs of the department. These actions represent a monthly salary and benefits cost of \$4709. There is no change the number of authorized positions.

26000 DEPARTMENT OF CHILD SUPPORT

Action A: Decrease: By 5% the base-pay of the Deputy Director of Child Support classification.

Explanation: This action adjusts the base pay of the classification and aligns the salary for this position with internal comparators. This salary was adjusted in February 2014 to account of expanded duties and responsibilities of the Deputy Director in the absence of a Child Support Director. Now that a Director has been appointed, the duties of the Deputy Director have been reverted back to its original scope. This action represents a monthly salary and benefits savings of \$660. There is no change in the total number of authorized positions.

Action B: Convert: One position of B228S, Child Support Analyst Series -
Unclassified
Biweekly Salary: \$2,152.00 - \$2,690.40

To: Classified

Explanation: This is the conversion of one Unclassified Child Support Analyst Series to classified status. This change supports the current staffing needs of the department. This action represents no change in the monthly salary and benefits cost. There is also no change in the number of authorized positions.

55000 HEALTH ADMINISTRATION

Action A: Delete: One position of B134, Administrative Assistant II-E Unclassified
Biweekly Salary: \$2,461.6 - \$3,076.80

Add: One position of G243S, Program Coordinator Series
Biweekly Salary: \$2,708.80 - \$3,386.40

Explanation: This is the deletion of one vacant Administrative Assistant II-E position and the addition of one Program Coordinator II. The Program Coordinator classification is the more aligned to the duties and responsibilities of the position. This action represents a monthly salary and benefits cost of \$599. The total number of authorized positions is increased by one position.

Action B: Add: One position of D067, LEAP Institute Director
Biweekly Salary: \$4,888.00 - \$6,110.40

Explanation: This filled LEAP Institute Director position is being transferred from Org 55100 Health Coverage Unit. This action represents a monthly salary and benefits cost of \$18,799. The total number of authorized positions is increased by one position.

55100 HEALTH COVERAGE UNIT

Action: Delete: One position of D067, LEAP Institute Director
Biweekly Salary: \$4,888.00 - \$6,110.40

Explanation: This filled LEAP Institute Director position is being transferred to Org 55000 Health Administration. This action represents a monthly salary and benefits savings of \$18,799. The total number of authorized positions is decreased by one position.

62000 PUBLIC HEALTH POLICY AND PLANNING

Action: Delete: One position of D154, Clinical Services Manager II – Nursing
Biweekly Salary: \$4,655.20 – \$5,819.20

Explanation: This is the deletion of one vacant Clinical Services Manager II – Nursing position. The position is being transferred to Org 56000 Emergency Medical Services. This action represents a monthly salary and benefits savings of \$17,903. The total number of authorized positions is decreased by one position.

55600 HEALTH IT

Action: Delete: One position of E007, Senior Accountant
Biweekly Salary: \$3,647.20 - \$3,642.40

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Add: One position of V235, Information Technology Analyst
Biweekly Salary: \$3,264.00 - \$4,080.00

Explanation: This is the deletion of one vacant Senior Accountant position and the addition of one Information Technology Analyst. This action supports the current operational needs of the department. This action represents a monthly salary and benefits cost of \$599. The total number of authorized positions is increased by one position.

56000 EMERGENCY MEDICAL SERVICES

Action: Add: One position of D154, Clinical Services Manager II – Nursing
Biweekly Salary: \$4,655.20 – \$5,819.20

Explanation: This is the addition of one vacant Clinical Services Manager II – Nursing position. The position is being transferred from Org 55500 Public Health Policy and Planning. This action represents a monthly salary and benefits cost of \$17,903. The total number of authorized positions is decreased by one position.

57000 AGING AND ADULT SERVICES

Action A: Reclassify: One position of D033, Health Services Manager II
Biweekly Salary: \$4,021.60 - \$5,027.20

To: One position of D096, Deputy Director of Aging and Adult Services
Biweekly Salary: \$4,432.80 – \$5,540.80

Action B: Reclassify: One position of D023, Health Services Manager I
Biweekly Salary: \$3,473.60 – \$4,342.40

Reclassify: One position of D033, Health Services Manager II
Biweekly Salary: \$4,021.60 - \$5,027.20

Explanation: This is the reclassification of one filled Health Services Manager II position to Deputy Director of Aging and Adult Services, and one filled Health Services Manager I position to Health Services Manager II. A classification study was conducted and determined that these positions were performing work outside the scope of their current classification. The study recommended the reclassification of these positions to the appropriate classifications as indicated. These actions represent a monthly salary and benefits cost of \$3,687. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action: Set: Salary for G242, Lead Behavioral Health and Recovery Specialist at Range 3839

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Explanation: This action sets the salary for a new classification, Lead Behavioral Health and Recovery Services to Range 3839. This salary is 10% above the salary of the positions reporting to it consistent with County's salary structure. The monthly salary and benefits cost for this action is unknown at this time. No positions have been allocated to this classification. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action A: Reclassify: One position of D091, Human Services Manager II
Biweekly Salary: \$4,021.60 – \$5,027.20

To: One position of D130, Human Services Agency Director of Finance
Biweekly Salary: \$5,132.00 - \$6,415.20

Explanation: This is the reclassification of one filled Human Services Manager II position to Human Services Agency Director of Finance. The duties and responsibilities of this position have expanded overtime and a class study determined that Director of Finance is the appropriate classification for the work being performed. This action represents a monthly salary and benefits cost of \$4,270. There is no change in the total number of authorized positions.

Action B: Delete: Two positions of G098S, Social Worker Series
Biweekly Salary: \$2,634.40 – \$3,292.80

To: Two positions of G040S, Mental Health Case Worker Series
Biweekly Salary: \$2,732.00 - \$3,415.20

Explanation: This is the deletion of two vacant Social Worker Series positions and the addition of two Mental Health Case Worker Series (Psychiatric Social Worker I/II). This add-delete action supports the current caseload needs of the department. This action represents a monthly salary and benefits cost of \$727. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$25,928 or an estimated annual cost of \$311,136.