



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Health System



**Date:** April 2, 2015  
**Board Meeting Date:** April 28, 2014  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Jean S. Fraser, Chief, Health System  
Srija Srinivasan, Director, Family Health Services

**Subject:** Amendment to the Master Salary Resolution 073703 to add two positions

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the Master Salary Resolution 073703 to reflect the addition of one Senior Management Analyst and one Administrative Assistant II-Confidential.

**BACKGROUND:**

In February 2015, the Health System completed a recruitment for the Family Health Services (FHS) Director position and selected Ms. Srija Srinivasan, the Health Coverage Unit (HCU) director. To assure leadership continuity for HCU, Srija will continue to oversee HCU, in addition to FHS. As a part of this transition, the Health System has identified some responsibilities that will require support once the two divisions are combined under a single director.

**DISCUSSION:**

The Master Salary Resolution 073703 changes herein represent the addition of two positions.

The amendment and resolution have been reviewed and approved by County Counsel as to form.

This change will contribute to the Shared Vision outcome of a Healthy Community by maintaining HCU's health coverage outcomes and supporting its administrative functions in a manner that optimizes service quality, financial stewardship and community partnership.

**Action A:** Add: One (1) of D185, Senior Management Analyst  
Biweekly Salary: \$3,473.60 - \$4,342.40

Approximate Monthly: Salary: \$7,527.00 - \$9,409.00

Action B: Add: One: (1) of E090 Administrative Assistant II Confidential  
Biweekly Salary: \$2,461.60 - \$3,076.80  
Approximate Monthly: Salary: \$5,334.00 - \$6,667.00

**Explanation:**

In order to lead FHS and HCU, the new Director will need assistance with the following responsibilities: managing complex projects; coordinating duties that HCU performs as a partner to Covered California, participating in various workgroups at the local, regional, and state levels; leading the community-wide Children's Health Initiative and San Mateo County health coverage coalition; and performing various analytical responsibilities. These responsibilities can best be carried out by a Senior Management Analyst, as outlined in Action A above. The Director will supervise this position.

The Director and the FHS team currently perform a broad scope of duties requiring administrative support that does not currently exist. This includes administrative support for contracts, personnel, payroll, ergonomics, scheduling, meeting logistics and IT. Action B, the addition of one Administrative Assistant II-Confidential, will enable appropriate support of this range of functions.

**FISCAL IMPACT:**

These actions represent a net estimated monthly salary and benefits increase of \$3,663, or an estimated annual increase of \$43,961, considering other savings achieved by redesigning work within the FHS and HCU teams and off-setting revenues. The increased expense will be included in the HCU FY 2015-16 Recommended Budget. Similar arrangements will be made for future budget years.

Expenses are supported by claiming to available federal and state programs, as well as funding partnerships with entities that support the Children's Health Initiative. The portion of expenses that are not covered by other sources are supported with net county cost funding, and are within the existing annual appropriation.