



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources Department



Date: July 6, 2015
Board Meeting Date: July 21, 2015
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Donna Vaillancourt, Human Resources Director

Subject: **Master Salary Resolution for Fiscal Year 2015-2016**

RECOMMENDATION:

Adoption of the Master Salary Resolution for FY 2015-2016

BACKGROUND:

On February 10, 2015 your Board adopted Ordinance 04733 which allowed that a resolution establish the number of all appointed County officers and employees and their compensation and benefits. The resolution is the base document identifying the number of authorized positions and classifications for all County jobs. It also establishes the compensation and certain benefits other than base pay for County officers and employees. Base pay and other compensation is established by resolution for each employee group and is listed herein as the amount paid for each bi-weekly pay period for information only.

Each year, following budget hearings, your Board adopts the annual master salary resolution that enacts the decisions made by the Board concerning the number of positions in the County service. Throughout the year salary resolution amendments indicate changes in positions and the compensation established herein that occur in the various operating departments.

DISCUSSION:

The total number of positions authorized by your Board for FY 2015-2016 is 5,529. This number includes positions authorized for the County Library, First 5 and Retirement. In FY 2014-2015 the Board authorized 5,441 positions including adjustments made via salary resolution amendments throughout the year.

The FY 2015-2016 positions are distributed among the departments as follows:

Department/Agency	FY 2014-15	FY 2015-16
<u>Safe Neighborhoods</u>		
• Sheriff's Office	762	770
• Probation Department	414	415
• District Attorney's Office	122	127
• Coroner's Office	13	13
• CMO - Public Safety Communications	59	59
<u>Healthy Residents</u>		
• Health System		
• Health Administration	15	23
• Health Coverage Unit	32	33
• Health IT	13	17
• Emergency Medical Services	7	6
• Aging and Adult Services	136	138
• Environmental Health Services	79	78
• Behavioral Health and Recovery	454	462
• Public Health, Policy and Planning	100	104
• Family Health Services	181	186
• Correctional Health	91	91
• San Mateo Medical Center	1019	1035
• First 5 San Mateo County	8	8
<u>Prosperous Community</u>		
• Department of Child Support Services	86	80
• Human Services Agency	764	769
<u>Livable Community</u>		
• Planning	50	52
• LAFCO	1	1
• County Library	121	121
• Department of Housing	11	11
<u>Environmentally Conscious Community</u>		
• Public Works		
• Administration	33	34
• Engineering Services	24	24
• Facilities Services	98	99
• Vehicle and Equipment Maintenance	14	14
• Utilities	17	18
• Road Construction and Operations	77	77
• Construction Services	10	10
• Waste Management	9	0
• Airports	9	9
• Parks and Recreation	58	62
• Coyote Point Marina	3	3

• CMO - Agriculture/Weights and Measures	30	30
• CMO - Real Property	4	4
• Office of Sustainability		20

Collaborative Community

• Board of Supervisors	22	22
• County Manager's Office/Clerk of the Board	26	22
• Workforce and Enforcement Development		1
• Assessor/County Clerk/Recorder	117	118
• Controller's Office	43	46
• Tax Collector/Treasurer's Office	61	61
• County Counsel's Office	43	43
• Human Resources Department	52	57
• Shared Services	13	12
• Information Services	115	120
• Retirement Office	24	24

Total Positions	5,441	5,529
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The resolution also includes special compensation and benefits other than base pay for represented and management positions that have been adopted through resolution amendments from the previous fiscal year as well as the following new items:

- Adjust salary range for Item D156, Clinical Services Manager I – Diagnostic Imaging to 7274 to address recruitment and retention issues.
- Adjust salary range for Item F098, Relief Nursing Supervisor to Range 6338.
- Adjust salary range for Item F104, Relief Nurse to Range 6037
- Set salary for Item R007, Code Compliance Officer III (new classification), to Range 4064.
- Effective July 1, 2015, upon working thirty (30) days within one (1) year of beginning employment and on an annual basis thereafter for the period of continued employment, extra help employees shall be granted twenty-four (24) hours or the equivalent of three (3) regularly scheduled shifts of paid sick leave. Unused sick leave shall expire at the end of the fiscal year upon receipt of the new, annual allocation or failure to return to employment.

The adoption of this resolution 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.

This resolution has been reviewed and approved by the County Counsel's Office.

FISCAL IMPACT:

The total number of authorized positions for FY 2015-2016 is 5,529 with an estimated annual salary and benefits cost of \$880,466,655.