



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: November 19, 2015
Board Meeting Date: December 15, 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 the Master Salary Resolution to add ten positions, delete four positions, reclassify thirteen positions, adjust salary for eight positions, split one position to two half-time positions, modify one special compensation language, and convert one unclassified position to classified.

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. On July 21, 2015 your Board adopted Master Salary Resolution 073949 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:

- addition of ten positions;
- deletion of four positions;
- reclassification of thirteen positions;
- salary adjustment of eight positions;
- split of one position to two half-time positions;
- modification of one special compensation language; and
- conversion of one unclassified 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.

13000 ASSESSOR-COUNTY CLERK-RECORDER

Action: Increase: Base pay for A010, Assessor-County Clerk-Recorder-Elective by 3%

Explanation: This action is intended to reflect and memorialize an adjustment to the base pay for the Assessor-County Clerk-Recorder by 3%, effective January 1, 2016. Pursuant to San Mateo County Ordinance 2.71.060, the County Manager is directed to determine the salaries of elected department heads for the coming year by applying the same percentage increase received by non-elected department heads. Non-elected department heads received a 3% salary adjustment in October 2015, per the terms of the Management Resolution. Pursuant to the Ordinance, the County Manager has applied this same percentage increase to the elected department heads and has sent the required notice to the Board of Supervisors and the elected department heads. This action has resulted in monthly salary and benefits costs of \$482. There is no change in the total number of authorized positions.

14000 CONTROLLER'S OFFICE

Action A: Reclassify: Four positions of D151, Financial Services Manager II
Biweekly Salary: \$4,142.40 - \$5,178.40

To: Four positions of D026, Controller Division Manager
Biweekly Salary: \$4,348.80 - \$5,436.80

Explanation: This is the reclassification of four Financial Services Manager II positions to Controller Division Managers. A classification review was conducted which resulted to the creation of the Controller Division Manager classification. Reclassifying these positions supports the department's recruitment and retention strategies. This action represents a monthly salary and benefits costs of \$3,180. There is no change in the total number of authorized positions.

Action B: Delete: One position of E349, Lead Fiscal Office Assistant
Biweekly Salary: \$1,806.40 - \$2,256.80

Add: One position of E350, Fiscal Office Specialist
Biweekly Salary: \$1,896.80 - \$2,370.40

Explanation: This is the deletion of one Lead Fiscal Office Assistant position and the addition of one Fiscal Office Specialist. The duties of this position has changed and is more aligned to the Fiscal Office Specialist classification. This action represents a monthly salary and benefits costs of \$335. There is no change in the total number of authorized positions.

Action C: Increase: Base pay for A012, Controller – Elective by 3%

Explanation: This action is intended to reflect and memorialize an adjustment to the base pay for the Controller by 3%, effective January 1, 2016. Pursuant to San Mateo County Ordinance 2.71.060, the County Manager is directed to determine the salaries of elected department heads for the coming year by applying the same percentage increase received by non-elected department heads. Non-elected department heads received a 3% salary adjustment in October 2015, per the terms of the Management Resolution. Pursuant to the Ordinance, the County Manager has applied this same percentage increase to the elected department heads and has sent the required notice to the Board of Supervisors and the elected department heads. This action has resulted in monthly salary and benefits costs of \$636. There is no change in the total number of authorized positions.

15000 TAX COLLECTOR-TREASURER'S OFFICE

Action: Increase: Base pay for A054, Treasurer-Tax Collector-Elective by 6%

Explanation: This action adjusts the base pay for the Treasurer-Tax Collector by a total of 6%, effective January 1, 2016. First, this action is intended to reflect and memorialize an adjustment to the base pay for the Tax Collector-Treasurer by 3%, effective January 1, 2016. Pursuant to San Mateo County Ordinance 2.71.060, the County Manager is directed to determine the salaries of elected department heads for the coming year by applying the same percentage increase received by non-elected department heads. Non-elected department heads received a 3% salary adjustment in October 2015, per the terms of the Management Resolution. Pursuant to the Ordinance, the County Manager has applied this same percentage increase to the elected department heads and has sent the required notice to the Board of Supervisors and the elected department heads. Second, an additional 3% is also added to address issues of salary compaction with the next level manager. This action represents a monthly salary and benefits cost of \$851. There is no change in the total number of authorized positions.

25000 DISTRICT ATTORNEY'S OFFICE

Action A: Increase: Base pay for A018, District Attorney – Elective by 3%

Explanation: This action is intended to reflect and memorialize an adjustment to the base pay for the District Attorney by 3%, effective January 1, 2016. Pursuant to San

Mateo County Ordinance 2.71.060, the County Manager is directed to determine the salaries of elected department heads for the coming year by applying the same percentage increase received by non-elected department heads. Non-elected department heads received a 3% salary adjustment in October 2015, per the terms of the Management Resolution. Pursuant to the Ordinance, the County Manager has applied this same percentage increase to the elected department heads and has sent the required notice to the Board of Supervisors and the elected department heads. This action has resulted in monthly salary and benefits costs of \$742. There is no change in the total number of authorized positions.

Action B: Add: One position of B234, Director of Welfare Fraud Investigations & Northern California Regional Intelligence Center - Unclassified
Biweekly Salary: \$5,460.80 - \$6,826.40

Explanation: This is the addition of one Director of Welfare Fraud Investigations & Northern California Regional Intelligence Center - Unclassified. This position is being transferred from the Sheriff's Office under a new classification and is being made to meet State compliance. This action represents a monthly salary and benefits cost \$14,790. The total number of authorized positions is increased by one.

30000 SHERIFF'S OFFICE

Action A: Reclassify: One position of G244S, Program Coordinator Series
Biweekly Salary: \$2,818.40 - \$3,522.40

To: One position of D131, Program Services Manager I
Biweekly Salary: \$3,244.00 - \$4,055.20

Action B: Reclassify: One position of E407S, Storekeeper Series
Biweekly Salary: \$1,716.00 - \$2,145.60

To: One position of Q002, District Coordinator, Office of Emergency Services
Biweekly Salary: \$2,566.40 - \$3,208.80

Action C: Reclassify: One position of E350, Fiscal Office Specialist
Biweekly Salary: \$1,896.80 - \$2,370.40

To: One position of E089, Administrative Assistant II - Exempt
Biweekly Salary: \$2,560.80 - \$3,200.80

Explanation: This is the reclassification of one Program Coordinator II to Program Services Manager I, one Storekeeper II to District Coordinator, and one Fiscal Office Specialist to one Administrative Assistant II. A classification study recommended the reclassification of these positions to classifications that are more appropriate for the work being performed by incumbents in these positions. These actions represent a

monthly salary and benefits cost of \$7,642. There is no change in the total number of authorized positions.

Action D: Increase: Base pay for A024, Sheriff – Elective by 6%

Explanation: This action adjusts the base pay for the Sheriff by a total of 6%, effective January 1, 2016. First, this action is intended to reflect and memorialize an adjustment to the base pay for the Sheriff by 3%, effective January 1, 2016. Pursuant to San Mateo County Ordinance 2.71.060, the County Manager is directed to determine the salaries of elected department heads for the coming year by applying the same percentage increase received by non-elected department heads. Non-elected department heads received a 3% salary adjustment in October 2015, per the terms of the Management Resolution. Pursuant to the Ordinance, the County Manager has applied this same percentage increase to the elected department heads and has sent the required notice to the Board of Supervisors and the elected department heads. Second, an additional 3% is also added to align the pay with market average. This action represents a monthly salary and benefits costs of \$1,123. There is no change in the total number of authorized positions.

Action E: Delete: One position of B246, Sheriff's Captain - Unclassified
Biweekly Salary: \$5,460.80 - \$6,826.40

Explanation: This is the deletion of one Sheriff's Captain – Unclassified position. This position is being transferred to the District Attorney's Office under a new classification. This transfer is needed to meet State compliance. This action represents a monthly salary and benefits savings \$14,790. The total number of authorized positions is decreased by one.

33000 CORONER'S OFFICE

Action: Increase: Base pay for A014, Coroner - Elective by 3%

Explanation: This action is intended to reflect and memorialize an adjustment to the base pay for the Coroner by 3%, effective January 1, 2016. Pursuant to San Mateo County Ordinance 2.71.060, the County Manager is directed to determine the salaries of elected department heads for the coming year by applying the same percentage increase received by non-elected department heads. Non-elected department heads received a 3% salary adjustment in October 2015, per the terms of the Management Resolution. Pursuant to the Ordinance, the County Manager has applied this same percentage increase to the elected department heads and has sent the required notice to the Board of Supervisors and the elected department heads. This action has resulted in monthly salary and benefits costs of \$360. There is no change in the total number of authorized positions.

55000 – 66000 HEALTH SYSTEM (ALL)

Action A: Expand: Base pay for I050, Mental Health Intern

Explanation: This action expands the base pay for Mental Health Intern classification from \$10.00 per hour to a range of \$10.00 - \$20.00 per hour. This change aligns the pay rate to current standards for mental health intern stipends. Incoming interns can be hired anywhere between the range and therefore monthly salary and benefits cost resulting from this adjustment is currently unknown. There is no change in the total number of authorized positions.

Action B: Adjust: Base pay for B066, Psychiatric Resident - Unclassified (Psychiatric Emergency Services)

Explanation: This action adjusts the base pay for Psychiatric Emergency Services Residents from \$75 to \$130 per hour. This change aligns the pay rate to market average salary and addresses recruitment and retention issues. This action represents a monthly salary and benefits cost of \$9,533. There is no change in the total number of authorized positions.

Action C: Modify: Current language for night shift differential pay for Physicians required to work a night shift in inpatient psychiatry as part of their 40-hour work week to \$202 per hour for Physicians in the B129, Psychiatric Specialist – Inpatient classification.

Explanation: This action modifies current night shift differential pay for physicians which states, “Physicians who are required to work a night shift in inpatient psychiatry as part of their 40-hour work week shall receive a night shift pay rate of \$175 per hour for all work performed between the hours of 6:00 p.m. and 6:00 a.m.” to say, “Physicians who are required to work a night shift in inpatient psychiatry as part of their 40-hour work week shall receive a night shift pay rate of \$175 per hour, or \$202 per hour for physicians in the B129, Psychiatric Specialist – Inpatient classification, for all work performed between the hours of 6:00 p.m. and 6:00 a.m.” This change to the night shift rate is consistent with negotiated physician salary increases and will assist in recruiting and retaining physicians to staff the night shift. The monthly salary and benefits cost resulting from this modification is currently unknown and will depend on the number of night shift hours worked on a given month. There is no change in the total number of authorized positions.

55500 PUBLIC HEALTH POLICY AND PLANNING

Action A: Delete: One position of E350, Fiscal Office Specialist
Biweekly Salary: \$1,896.80 - \$2,370.40

Explanation: This is the deletion of one Fiscal Office Specialist. This position is being transferred to Org 62400 Family Health Services and supports the department’s

organizational needs. This action represents a monthly salary and benefits savings of \$7,036. The total number of authorized positions is decreased by one.

Action B: Reclassify: One position of D033, Health Services Manager II
Biweekly Salary: \$4,142.40 - \$5,178.40

To: One position of D116, Clinical Services Manager – Public Health
Biweekly Salary: \$ \$4,565.60 - \$5,707.20

Explanation: This is the reclassification one Health Services Manager II position to Clinical Services Manager – Public Health position. A classification study recommended the reclassification of this position to Clinical Services Manager – Public Health, which is the more appropriate classification for the work being performed by the incumbent in the position. This action represents a monthly salary and benefits costs of \$1,628. There is no change in the total number of authorized positions.

57000 AGING AND ADULT SERVICES

Action A: Add: One position of G096S, Social Worker Series
Biweekly Salary: \$2,713.60 - \$3,391.20

Explanation: This is the addition of one Social Worker III position. Funding for this position was approved during the June budget hearings. This addition aligns budget documents with the salary resolution. This action represents a monthly salary and benefits cost of \$10,066. The number of authorized positions is increased by one.

Action B: Convert: One position of B183S, Community Worker Series - Unclassified
Biweekly Salary: \$1,758.40 - \$2,197.60

To: Classified

Explanation: This is the conversion of one vacant Community Worker Series – Unclassified to Classified to support staffing needs of the department. This action represents no monthly salary and benefits cost and there is no change in the number of authorized positions.

59000 ENVIRONMENTAL HEALTH

Action A: Add: One position of J048S, Environmental Health Specialist Series
Biweekly Salary: \$3,146.40 - \$3,932.00

Action B: Add: One half-time position of B033S, Hazardous Materials Specialist Series – Unclassified
Biweekly Salary: \$3,146.40 - \$3,932.00

Explanation: This is the addition of one Environmental Health Specialist III – Unclassified and one half-time Hazardous Materials Specialist – Unclassified positions to align budget document with the master salary resolution. Funding for these positions were approved as part of September revisions. These actions represent a monthly salary and benefits cost of \$17,507. The number of authorized positions is increased by two.

62400 FAMILY HEALTH SERVICES

Action: Add: One position of E009, Senior Accountant - Exempt
Biweekly Salary: \$3,030.40 - \$3,789.60

Explanation: This is the addition of one Senior Accountant – Exempt position. This position is being transferred from Org 55500 Public Health Policy and Planning under a new classification. This action represents a monthly salary and benefits costs of \$11,249. The total number of authorized positions is increased by one.

66000 SAN MATEO MEDICAL CENTER

Action A: Reclassify: One position of F029, Creative Arts Therapist
Biweekly Salary: \$2,342.40 - \$2,928.80

To: One position of G236, Community Program Supervisor
Biweekly Salary: \$3,100.80 - \$3,876.00

Explanation: This is the reclassification of one Creative Arts Therapist to Community Program Supervisor. A classification study recommended the reclassification of the position to a classification that is more appropriate for the work being performed. This action represents a monthly salary and benefits cost of \$2,812. There is no change in the total number of authorized positions.

Action B: Split: One position of F009S, Patient Care Series
Biweekly Salary: \$3,891.20 - \$4,600.00

To: Two half-time positions

Explanation: This is the splitting of one Patient Care Series (Critical Care Nurse) position to two half-time positions to support department operational needs. This action represents a monthly salary and benefits cost of \$6,827. The total number of authorized positions is increased by one.

Action C: Delete: One position of D184S, Management Analyst Series
Biweekly Salary: \$3,244.00 - \$4,055.20

Add: One position of D045, Administrative Services Manager I
Biweekly Salary: \$3,756.80 - \$4,696.00

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Explanation: This is the deletion of one Management Analyst position and the addition of one Administrative Services Manager I position. Based on the duties and responsibilities of the incumbent in this position, the Administrative Services Manager I position is deemed the more appropriate classification. This action represent a monthly salary and benefits cost of \$1,972. There is no change in the total number of authorized positions.

Action D: Add: One position of D184S, Management Analyst Series
 Biweekly Salary: \$3,244.00 - \$4,055.20

Action E: Add: Two positions of F039S, Patient Care Support Series
 Biweekly Salary: \$1,628.00 - \$2,035.20

Action F: Add: One position of F032, Dentist
 Biweekly Salary: \$11,070.80 - \$13,838.93

Explanation: This is the addition of one Management Analyst, two Patient Care Support Series (Dental Assistants) and one Dentist positions. These positions are being added to align the master salary resolution with the budget. Since funding for these positions were approved in the June budget, these actions represent no added monthly salary and benefits cost. The total number of authorized positions is increased by four positions.

70000 HUMAN SERVICES AGENCY

Action A: Reclassify: One position of G093, Social Work Supervisor - Exempt
 Biweekly Salary: \$3,194.40 - \$3,992.80

To: One position of F005, Supervising Mental Health Clinician
 Biweekly Salary: \$3,482.40 - \$4,352.00

Action B: Reclassify: One position of G098S, Social Worker Series
 Biweekly Salary: \$2,713.60 - \$3,391.20

To: One position of G040S, Mental Health Case Worker Series
 Biweekly Salary: \$2,813.60 - \$3,517.60

Action C: Reclassify: Two positions of G098S, Social Worker Series
 Biweekly Salary: \$2,713.60 - \$3,391.20

To: Two positions of G098-Y, Social Worker III Y-Rated
 Biweekly Salary: \$3,391.20

Explanation: This is the reclassification of one Social Work Supervisor - Exempt to one Supervising Mental Health Clinician, one Social Worker III position to Mental Health

Case Worker (Psychiatric Social Worker Series) and two Social Worker III positions to two Social Worker III Y-Rated positions. These positions perform work requiring clinical license. These actions represent a monthly salary and benefits cost of \$1,443. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$71,715 or an annual cost of \$860,580.