



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Human Resources Department



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<b>Date:</b>	March 22, 2012
<b>Board Meeting Date:</b>	April 10, 2012
<b>Special Notice / Hearing:</b>	None
<b>Vote Required:</b>	Majority

**To:** Honorable Board of Supervisors  
**From:** Donna Vaillancourt, Human Resources Director  
**Subject:** Recommended Revision to the Salary Ordinance

**RECOMMENDATION:**

Adopt an ordinance amending the salary ordinance and accept the report on the total number of positions in the County.

**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:

- salary adjustment of one position; and
- conversion of two positions.

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 14000 CONTROLLER**

**Action:** Add: 11% to the base pay, in addition to all other compensation, of the Controller-Elective

**Explanation:** This is the addition of 11% to the base pay for the Controller position. This adjustment will align the position's salary with comparable positions in similar jurisdictions. This action represents a monthly salary and benefits cost of \$1,503. There is no change in the total number of authorized positions.

#### **ORGANIZATION 66000 SAN MATEO MEDICAL CENTER**

**Action A:** Convert: One position of E420, Medical Office Specialist  
Biweekly Salary: \$1,787.20 - \$2,233.60  
Approximate Monthly Salary: \$3,873.00 - \$4,840.00

To: One position of E411S, Patient Services Assistant Series  
Biweekly Salary: \$1,503.20 - \$1,983.20  
Approximate Monthly Salary: \$3,257.00 - \$4,297.00

**Action B:** Convert: One position of F009S, Patient Care Series  
Biweekly Salary: \$3,844.00 - \$4,544.00  
Approximate Monthly Salary: \$8,329.00 – \$9,846.00

To: One position of F012, Charge Nurse  
Biweekly Salary: \$3,844.00 - \$4,544.00  
Approximate Monthly Salary: \$8,329.00 – \$9,846.00

**Explanation:** This is the conversion of one vacant Medical Office Specialist to Patient Services Assistant Series, and the conversion one vacant Patient Care Series (Clinical Nurse) to Charge Nurse. The conversion of these vacancies aligns the classification of the positions with the actual work assignment and the needs of the department. These actions will also assist in the overall strategic effectiveness of the department. These actions represent a monthly salary and benefits savings of \$1,045. There is no change in the total number of authorized positions.

#### **FISCAL IMPACT:**

The actions presented in this amendment represent an estimated monthly salary and benefits cost of \$458 or an estimated annual cost of \$5,496.