



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



**DATE:** March 23, 2012  
**BOARD MEETING DATE:** April 10, 2012  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors  
**FROM:** Donna Vaillancourt, Human Resources Director  
**SUBJECT:** Recommended Revision to the Salary Ordinance

**RECOMMENDATION:**

Adopt an ordinance amending Ordinance 04578, increasing the Controller-Elective's salary.

**BACKGROUND:**

On February 10, 2012, Controller Tom Huening submitted his letter of resignation to the Board effective March 31, 2012. When positions at the department head level and above are vacated, it is standard practice to conduct a salary survey of comparable jurisdictions prior to recruitment or appointment. A survey was conducted with neighboring counties and the survey determined that the Controller-Elective salary is behind its counterparts. Additionally, there is compression (only 5% difference) between the Controller-Elective and Assistant Controller salaries.

**DISCUSSION:**

The salary ordinance change herein represents the addition of 11% to the base pay. This adjustment will align the position's salary with comparable positions in similar jurisdictions and eliminate the compression between the Controller-Elective and Assistant Controller salaries.

This change contributes to the Shared Vision 2025 outcome of a Collaborative Community by ensuring that departments have leaders that have the skills necessary to perform the work and allow departments to provide exceptional service to the community.

**FISCAL IMPACT:**

The action represents an estimated monthly salary and benefits cost of \$1,503 or an estimated annual cost of \$18,036.

**ORDINANCE NO.**  
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,  
STATE OF CALIFORNIA

\* \* \* \* \*

AN ORDINANCE AMENDING ORDINANCE NUMBER 04578

The Board of Supervisors of the County of San Mateo, State of California,  
ordains as follows:

**SECTION 1.** Part 4 of the Ordinance is amended as indicated:

ORGANIZATION 14000 CONTROLLER

1. The salary for item A012, Controller-Elective is changed to range 8750.

**SECTION 2.** The change in this ordinance is effective at the start of the first pay period following adoption.