



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: April 2, 2014
Board Meeting Date: April 22, 2014
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:

Introduction of an ordinance amending the salary ordinance to delete one position, add one position, convert two positions to different classifications, and adjust the salary for two classifications; and accepting the report on the total number of positions in the County and waiver of reading the ordinance in its entirety

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:

- deletion of one position;
- addition of one position;
- conversion of two positions to new classifications; and
- the salary adjustment of two classifications.

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.

ORGANIZATION 26000 CHILD SUPPORT SERVICES

Action: Delete: One positions of B240, Director of Child Support Services -
Unclassified
Biweekly Salary: \$5,712.00 - \$7,140.00
Approximate Monthly Salary: \$12,377.00 - \$15,471.00

Explanation: This is the deletion of one vacant Director of Child Support Services – Unclassified. Overall direction of the Department of Child Support Services is currently performed by the Human Services Agency Director. This action represents a monthly salary and benefits savings of \$21,969. The total number of authorized positions is decreased by one.

ORGANIZATION 32000 PROBATION

Action A: Increase: By 5% the base-pay of the Deputy Director of Probation Services

Action B: Increase: By 5% the base-pay of the Deputy Director of Probation Administration

Explanation: This action adjusts the base pay of the classifications named above by 5% and aligns the salary for this position with market comparators. This action represents a monthly salary and benefits cost of \$3715 for five positions. There is no change in the total number of authorized positions.

ORGANIZATION 70000 HUMAN SERVICES AGENCY

Action A: Add: One position of D022, Human Services Agency Assistant Director
Biweekly Salary: \$5,181.60 - \$6,476.80
Approximate Monthly Salary: \$11,228.00 - \$14,034.00

Explanation: This is the addition of one Human Services Agency Assistant Director. The current Human Services Agency Director also provides direction to the Department of Child Support Services and the addition of an Assistant Director will further strengthen the delivery of services by both departments and by the different program divisions in the Human Services Agency. This action represents a monthly salary and benefits cost of \$19,928. The total number of authorized positions is increased by one.

Action B: Convert: One position of G069, Benefits Analyst III
Biweekly Salary: \$2,085.60 - \$2,607.20
Approximate Monthly Salary: \$4,519.00 - \$5,649.00

To: One position of D184S, Management Analyst Series

Biweekly Salary: \$2,884.80 - \$3,605.60
Approximate Monthly Salary: \$6,251.00 - \$7,813.00

Explanation: This is the conversion of one vacant Benefits Analyst III position to Management Analyst Series. When this position was vacated, the department modified the duties and responsibilities of the position based on department needs. Based on the proposed list of responsibilities, the appropriate classification is the Management Analyst series. This action represents a monthly salary and benefits cost of \$3,355, funding for which was already approved in last year's budget. This action aligns position count with the Salary Ordinance for the department. There is no change in the total number of authorized positions.

Action C: Convert: One position of G040S, Mental Health Caseworker Series
Biweekly Salary: \$2,589.60 - \$3,236.80
Approximate Monthly Salary: \$5,611.00 - \$7,014.00

To: One position of G221, Human Services Program Policy Analyst
Biweekly Salary: \$2,758.40 - \$3,448.00
Approximate Monthly Salary: \$5,977.00 - \$7,471.00

Explanation: This is the conversion of one vacant Mental Health Caseworker Series (Psychiatric Social Worker Series) to Human Services Program Policy Analyst. This action supports the current programming needs of the department. Based on changes to the duties and responsibilities of the vacated position, the Human Services Agency Program Policy Analyst is the appropriate classification for this position. This action represents a monthly salary and benefits cost of \$626. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$2,300 or an estimated annual cost of \$27,600. Cost for the conversion of a Benefits Analyst III to Management Analyst Series in Organization 70000 Action B has already been approved in the September budget.