



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: July 24, 2014

Board Meeting Date: September 9, 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:

Adoption of an ordinance amending the salary ordinance to create two new salary differentials, delete nineteen positions, add three positions, reclassify two positions, correct one salary rate and convert one unclassified position to classified; and accepting the report on the total number of positions in the County, previously introduced August 5, 2014 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:

- the creation of two new salary differentials;
- deletion of nineteen positions;
- addition of three positions;
- reclassification of two positions;
- salary correction of one classification; 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 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 HEALTH SYSTEM - ALL

Action A: Add: A 5% Board Certification differential, in addition to all other compensation, for any managing physician who obtains Board Certification in a specialty that is their main assignment or a specialty area that is not their main assignment but is deemed by the Chief of the Health System or his/her designee to provide added value to the County. Such managing physician shall receive no more than two Board Certification differentials.

Explanation: This is the addition of a 5% salary differential for any physician covered by the Unrepresented Management Resolution who obtains Board Certification in a specialty area. No employee covered by this differential pay shall receive more than two Board Certification differentials. The changes to monthly salary and benefits cost will depend on the number of managing physicians who qualify for the differential. There is no change in the total number of authorized positions.

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Action B: Add: A \$175 per hour night shift rate for Physicians who are required to work a night shift in inpatient psychiatry as part of their 40-hour work week.

Explanation: This is the addition of a flat rate night shift rate for represented Physicians who are required to work a night shift in inpatient psychiatry as part of their 40-hour work week. The night shift pay rate is \$175 per hour for all work performed between the hours of 6:00 p.m. and 6:00 a.m. The addition of this night shift rate ensures crucial staffing coverage at night. The changes to monthly salary and benefits cost will depend on the number of night shift hours worked by staff that qualifies for this differential. There is no change in the total number of authorized positions.

ORGANIZATION 12000 COUNTY MANAGER'S OFFICE

Action A: Delete: One position of B061S, Human Services Analyst Series - Unclassified
Biweekly Salary: \$2,355.20 - \$2,944.00
Approximate Monthly Salary: \$5,103.00 - \$6,379.00

Action B: Delete: One position of G230S, Human Services Analyst Series
Biweekly Salary: \$2,355.20 - \$2,944.00

Approximate Monthly Salary: \$5,103.00 - \$6,379.00

- Action C:** Delete: Two positions of G232, Human Services Supervisor - E
Biweekly Salary: \$2,627.20 – \$3,284.00
Approximate Monthly Salary: \$5,693.00 - \$7,116.00
- Action D:** Delete: One position of B143S, Employment Services Specialist Series –
Unclassified
Biweekly Salary: \$2,116.80 - \$2,646.40
Approximate Monthly Salary: \$4,587.00 - \$5,734.00
- Action E:** Delete: Four positions of G237S, Employment Services Specialist Series
Biweekly Salary: \$2,116.80 - \$2,646.40
Approximate Monthly Salary: \$4,587.00 - \$5,734.00
- Action F:** Delete: Two positions of B140S, Job Development Specialist Series -
Unclassified
Biweekly Salary: \$2,008.80 – \$2,944.00
Approximate Monthly Salary: \$4,353.00 – \$6,379.00
- Action G:** Delete: Three positions of G234S, Job Development Specialist Series
Biweekly Salary: \$2,008.80 – \$2,944.00
Approximate Monthly Salary: \$4,353.00 – \$6,379.00
- Action H:** Delete: One position of E029, Administrative Assistant I
Biweekly Salary: \$2,072.00 – \$2,590.00
Approximate Monthly Salary: \$4,490.00 – \$5,613.00
- Action I:** Delete: One position of G112S, Community Worker Series
Biweekly Salary: \$1,617.60 - \$2,022.40
Approximate Monthly Salary: \$3,505.00 - \$4,382.00
- Action J:** Delete: One position of G236, Community Program Supervisor
Biweekly Salary: \$2,852.00 - \$3,564.80
Approximate Monthly Salary: \$6,180.00 - \$7,724.00

Explanation: This is the deletion of a total of seventeen positions in Workforce and Economic Development (WED). In compliance with State and Federal requirements that exclude WED staff from providing direct services to clients, WED has issued a Request for Proposal for One-Stop services. Due to this transition, existing WED staff has either been reassigned to other departments or will be reassigned by the end of September 2014. These actions represent a monthly salary and benefits savings of \$144,225. The total number of authorized positions is decreased by seventeen.

- Action K:** Delete: One position of B219S, Management Analyst Series - Unclassified
Biweekly Salary: \$2,884.80 - \$3,605.60

Approximate Monthly Salary: \$6,251.00 - \$7,813.00

Action L: Delete: One position of B182S, Community Program Specialist Series - Unclassified
Biweekly Salary: \$2,208.80 - \$2,760.80
Approximate Monthly Salary: \$4,786.00 - \$5,982.00

Action M: Add: Two positions of J083S, Resource Conservation Specialist Series
Biweekly Salary: \$2,494.40 – \$3,118.40
Approximate Monthly Salary: \$5,405.00 – \$6,757.00

Explanation: This is the deletion of one Management Analyst III – Unclassified and one Community Program Specialist II – Unclassified, and the addition of two Resource Conservation Specialist Series. These changes support staffing needs in the Office of Sustainability. These actions represent a monthly salary and benefits cost of \$776. There is no change in the total number of authorized positions.

ORGANIZATION 17000 HUMAN RESOURCES

Action A: Reclassify: One position of D184S, Management Analyst Series
Biweekly Salary: \$2,884.80 - \$3,605.60
Approximate Monthly Salary: \$6,251.00 - \$7,813.00

To: One position of D049S, Human Resources Manager Series I
Biweekly Salary: \$3,180.80 - \$3,976.00
Approximate Monthly Salary: \$6,892.00 - \$8,615.00

Action B: Reclassify: One position of E465S, Fiscal Office Assistant Series - Confidential
Biweekly Salary: \$1,523.20 - \$1,904.00
Approximate Monthly Salary: \$3,301.00 – \$4,126.00

To: One position of E470, Fiscal Office Specialist - Confidential
Biweekly Salary: \$1,744.80 – \$2,180.80
Approximate Monthly Salary: \$3,781.00 – \$4,725.00

Explanation: This is the reclassification of one filled Management Analyst Series to Human Resources Manager I and one filled Fiscal Office Assistant II to Fiscal Office Specialist. A classification study of these positions was conducted by a consultant and determined the appropriate higher level classification for the work currently performed. These actions represent an approximate monthly salary and benefits cost of \$1671. There is no change in the total number of authorized positions.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

Action A: Correct: The salary for Item F191, Supervising Clinical Laboratory Scientist to range 5171.

Explanation: This action corrects the salary range for the Supervising Clinical Laboratory Scientist classifications which was erroneously adjusted to range 6621 in a previous salary ordinance. This is a correction item. There is no impact to monthly salary and benefits and no employees were impacted by the error. There is no change in the total number of authorized positions.

Action B: Add: One position of F009S, Patient Care Series
Biweekly Salary: \$3,569.60 - \$4,220.00
Approximate Monthly Salary: \$7,735.00 - \$9,144.00

Explanation: This is the addition of one half-time Patient Care Series position (.5 FTE Critical Care Nurse) to support staffing needs in patient care and nurse education. This action represents an approximate monthly salary and benefits cost of \$6,263. The total number of authorized positions is increased by one.

ORGANIZATION 70000 HUMAN SERVICES AGENCY

Action: Convert: One position of B143S, Employment Services Specialist Series –
Unclassified
Biweekly Salary: \$2,116.80 - \$2,646.40
Approximate Monthly Salary: \$4,587.00 - \$5,734.00

To: Classified

Explanation: This is the conversion of one vacant Employment Services Specialist II – Unclassified to Classified to accommodate a transfer of an employee impacted by the Workforce and Economic Development transition. There is no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits savings of \$135,515 or an estimated annual savings of \$1.6 million.