



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



**Date:** January 15 , 2015  
**Board Meeting Date:** January 27, 2015  
**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 add ten positions, delete ten positions, reclassify five positions, convert one position to unclassified and one position to classified, split one position to two half time positions, accepting the report on the total number of positions in the County, and waiving the reading of 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

- delete ten positions;
- add ten positions;
- reclassify five positions;
- convert one position to unclassified status;
- convert one position to classified status; and
- split one position into two half time 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.

### **12400 CMO PUBLIC SAFETY COMMUNICATIONS**

**Action:**     Reclassify: One position of D062, Communications Program Services Manager  
Biweekly Salary: \$3,647.20 - \$4,559.20  
Approximate Monthly Salary: \$7,903.00 - \$9,879.00

To: One position of D045, Administrative Services Manager I  
Same salary

**Explanation:** This is the reclassification of one filled Communications Program Services Manager to Administrative Services Manager I. A review of the current duties and responsibilities of this position was conducted in conjunction with organizational and staffing changes that have occurred in the department. The review determined that the current work is more aligned to the Administrative Services Manager I classification. This action represents no change in the monthly salary and benefits cost and there is no change the number of authorized positions.

### **13000 ASSESSOR-CLERK-RECORDER**

**Action:**     Delete: One position of E324, Lead Assessor-Recorder Technician  
Biweekly Salary: \$1,736.00 - \$2,169.60  
Approximate Monthly Salary: \$3,726.00 - \$4,701.00

Add: One position of E325, Assessor-Recorder Support Services Supervisor  
Biweekly Salary: \$2,166.40 - \$2,708.00  
Approximate Monthly Salary: \$4,694.00 - \$5,868.00

**Explanation:** This is the deletion of one vacant Lead Assessor-Recorder Technician and the addition of one vacant Assessor-Recorder Support Services Supervisor. The conversion of this vacancy to Supervisor supports the current staffing needs of the department. This action represents a monthly salary and benefits cost of \$1,599. There is no change the number of authorized positions.

### **14000 CONTROLLERS**

**Action A:**    Delete: One position of E349, Lead Fiscal Office Assistant  
Biweekly Salary: \$1,736.00 - \$2,169.60  
Approximate Monthly Salary: \$3,726.00 - \$4,701.00

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Add: One position of E350, Fiscal Office Specialist  
Biweekly Salary: \$2,166.40 - \$2,708.00  
Approximate Monthly Salary: \$3,951.00 - \$4,939.00

**Explanation:** This is the deletion of one vacant Lead Fiscal Office Assistant and the addition of one vacant Fiscal Office Specialist. A review conducted of the duties and responsibilities of this position determined that the current work is more aligned with the Fiscal Office Specialist classification description. This action represents a monthly salary and benefits cost of \$326. There is no change the number of authorized positions.

**Action B:** Add: One position of V234, Senior Information Technology Analyst  
Biweekly Salary: \$3,329.60 - \$4,162.40  
Approximate Monthly Salary: \$7,215.00 - \$9,019.00

**Explanation:** This is the addition of one filled Senior Information Technology Analyst position. This function and the incumbent currently performing the work are being transferred from Org 18000, Information Services. The classification of the incumbent is converted to Senior Information Technology Analyst upon transfer to align with existing department IT classification structure. This action represents a monthly salary and benefits cost of \$12,356. The number of authorized positions is increased by one position.

#### **18000 INFORMATION SERVICES DEPARTMENT**

**Action:** Delete: One position of V200S, Systems Engineer Series  
Biweekly Salary: \$3,329.60 - \$4,162.40  
Approximate Monthly Salary: \$7,215.00 - \$9,019.00

**Explanation:** This is the deletion of one filled System Engineer Series (Systems Engineer) position. This function and the incumbent currently performing the work are being transferred to Org 14000, Controllers. The classification of the incumbent is converted to Senior Information Technology Analyst upon transfer to align with existing department IT classification structure. This action represents a monthly salary and benefits savings of \$12,356. The number of authorized positions is decreased by one position.

#### **26000 CHILD SUPPORT SERVICES**

**Action:** Convert: One position of E436S, Child Support Analyst Series  
Biweekly Salary: \$2,043.20 - \$2,690.40  
Approximate Monthly Salary: \$4,427.00 - \$5,830.00

To: Unclassified

**Explanation:** This is the conversion of one classified Child Support Analyst Series position to unclassified. The funding structure and temporary nature of the work of this position fall under the description of unclassified positions. This action represents no monthly salary and benefits cost and there is no change in the number of authorized positions.

### **ORGANIZATION 30000 SHERIFF'S OFFICE**

**Action:**     Delete: One position of E030S, Accountant Series  
Biweekly Salary: \$1,944.00 - \$2,840.80  
Approximate Monthly Salary: \$4,212.00 - \$6,156.00

Add: One position of E375, Legal Office Specialist  
Biweekly Salary: \$1,916.80 - \$2,396.00  
Approximate Monthly Salary: \$4,153.00 - \$5,192.00

**Explanation:** This is the conversion of one filled Accountant Series to Legal Office Specialist. This position was erroneously reclassified via a salary ordinance in November. This action represents an approximate monthly salary and benefits savings of \$1,322. There is no change in the total number of authorized positions.

### **57000 AGING AND ADULT SERVICES**

**Action:**     Convert: One position of B067, Fiscal Office Specialist - Unclassified  
Biweekly Salary: \$1,823.20 - \$2,279.20  
Approximate Monthly Salary: \$3,951.00 - \$4,939.00

To: Classified

**Explanation:** This is the conversion of one unclassified Fiscal Office Specialist position and its incumbent into classified. This conversion supports the current needs of the department. The incumbent meets all requirements for transfer into classified status as defined in the County's Civil Service Rules. This action represents no monthly salary and benefits cost and there is no change in the number of authorized positions.

### **61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES**

**Action:**     Delete: One position of G240S, Case Management/Assessment Specialist Series  
Biweekly Salary: \$2,211.20 - \$2,792.00  
Approximate Monthly Salary: \$4,791.00 - \$6,050.00

Add: One position of G040S, Mental Health Case Worker Series  
Biweekly Salary: \$2,436.00 - \$3,044.80  
Approximate Monthly Salary: \$5,278.00 - \$6,598.00

**Explanation:** This is the deletion of one vacant Case Management/Assessment Specialist Series position and the addition of one vacant Mental Health Case Worker Series (Psychiatric Social Worker) position to support the current needs of the department. This action represents a monthly salary and benefits cost of \$751. There is no change in the number of authorized positions.

### **63000 CORRECTIONAL HEALTH**

**Action:**     Delete: One position of G107S, Program Counselor Series  
Biweekly Salary: \$1,977.60 - \$2,472.00  
Approximate Monthly Salary: \$4,285.00 - \$5,356.00

Delete: One position of E421, Medical Office Services Supervisor-E  
Biweekly Salary: \$2,288.80 - \$2,860.80  
Approximate Monthly Salary: \$4,959.00 - \$6,199.00

Add: One position of E089, Administrative Assistant II-E  
Biweekly Salary: \$2,461.60 - \$3,076.80  
Approximate Monthly Salary: \$5,334.00 - \$6,667.00

Add: One position of D045, Administrative Services Manager I  
Biweekly Salary: \$3,647.20 - \$4,559.20  
Approximate Monthly Salary: \$7,903.00 - \$9,879.00

**Explanation:** This is the deletion of vacant Program Counselor and Medical Office Services Supervisor positions and the addition of vacant Administrative Assistant II-E and Administrative Services Manager I positions. These staffing changes will support the needs of the department for administrative support and oversight. This action represents a monthly salary and benefits cost of \$7,422. There is no change in the number of authorized positions.

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

**Action A:**     Delete: One position of F039S, Patient Care Support Series  
Biweekly Salary: \$1,932.80 - \$2,461.00  
Approximate Monthly Salary: \$4,188.00 - \$5,235.00

Add: One position of G226S, Community Program Specialist Series  
Biweekly Salary: \$2,308.80 - \$2,885.60  
Approximate Monthly Salary: \$5,003.00 - \$6,253.00

**Explanation:** This is the deletion of one vacant Patient Care Support Series (Pharmacy Technician) and the addition of one vacant Community Program Specialist series. This Program Specialist position will function as the hospital Chaplain, providing support to patients and families needing spiritual care and counseling during ailment. This action

represents a monthly salary and benefits cost of \$1,395. There is no change in the number of authorized positions.

**Action B:**    Delete: One position of E416S, Medical Office Assistant Series  
Biweekly Salary: \$1,659.20 - \$2,074.40  
Approximate Monthly Salary: \$3,595.00 - \$4,495.00

Add: One position of F009S, Patient Care Series  
Biweekly Salary: \$1,617.60 - \$2,021.60  
Approximate Monthly Salary: \$3,505.00 - \$4,380.00

**Explanation:** This is the deletion of a vacant Medical Office Assistant position and the addition of a vacant Patient Care Series (Medical Services Assistant II). This change supports the current needs of the department and allows for more flexibility in providing patient care. This action represents a monthly salary and benefits savings of \$157. There is no change in the number of authorized positions.

**Action C:**    Split: One position of F009S, Patient Care Series  
Biweekly Salary: \$3,920.80 - \$4,635.20  
Approximate Monthly Salary: \$8,496.00 - \$10,044.00

To: Two half-time positions

**Explanation:** This is the splitting of one Patient Care Series (Clinical Nurse) to two .05 FTEs to allow for greater flexibility in scheduling weekend coverage. This action represents a monthly salary and benefits cost of \$13,760. The total number of authorized positions is increased by one.

**Action D:**    Reclassify: Three positions of E304S, Medical Records Technician Series  
Biweekly Salary: \$1,954.40 - \$2,443.20  
Approximate Monthly Salary: \$4,235.00 - \$5,294.00

To: Three positions of E305S, Medical Records Coder Series  
Biweekly Salary: \$2,412.00 - \$3,014.70  
Approximate Monthly Salary: \$5,226.00 - \$6,532.00

**Explanation:** This is the reclassification of three filled Medical Records Technician II positions to Medical Records Coder II as recommended by a classification study conducted on all three positions. This action represents a monthly salary and benefits cost of \$5,087. There is no change in the number of authorized positions.

## **79000 HOUSING DEPARTMENT**

**Action A:**    Delete: One position of E090, Administrative Assistant II-C  
Biweekly Salary: \$2,461.60 - \$3,076.80  
Approximate Monthly Salary: \$5,334.00 - \$6,667.00

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Add: One position of R001S, Housing and Community Development Specialist Series  
Biweekly Salary: \$2,473.60 - \$3,092.00  
Approximate Monthly Salary: \$5,360.00 - \$6,700.00

**Explanation:** This is the deletion of one vacant Administrative Secretary II – Confidential position and the addition of one vacant Housing and Community Development Specialist Series position. This change supports current needs of the department. This action represents a monthly salary and benefits cost of \$45. There is no change in the number of authorized positions.

**Action B:** Reclassify: One position of R001S, Housing and Community Development Specialist Series  
Biweekly Salary: \$2,473.60 - \$3,092.00  
Approximate Monthly Salary: \$5,360.00 - \$6,700.00

To: One position of V233, Departmental Systems Analyst  
Biweekly Salary: \$3,264.00 - \$4,080.00  
Approximate Monthly Salary: \$7,073.00 - \$8,841.00

**Explanation:** This is the reclassification of one filled Housing and Community Development Specialist position to Departmental Systems Analyst as recommended by a classification study that was conducted. This action represents a monthly salary and benefits cost of \$2,933. There is no change in the number of authorized positions.

**FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$31,794 or an estimated annual cost of \$381,528.