



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Probation



**Date:** December 11, 2014  
**Board Meeting Date:** January 27, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** John T. Keene, Chief Probation Officer  
**Subject:** Addition of One Administrative Secretary

**RECOMMENDATION:**

Introduction of an ordinance amending the salary ordinance to add one (1) classified Administrative Secretary II position (E002) and waiving the reading of the ordinance in its entirety.

**BACKGROUND:**

The Institutions Division currently operates two separate Juvenile Detention Facilities (the Youth Services Center and Camp Glenwood). A third program for girls operates at the Margaret J. Kemp Camp site during the day and in the Youth Services Center in the evenings. Each facility/program requires a high level of administrative support.

**DISCUSSION:**

In 2006, the Margaret J. Kemp Camp program opened as a 24-hour facility that provided gender responsive programming for girls. In 2010, the program was moved into the Youth Services Center (Juvenile Hall) due to budgetary constraints. At that time, the department had two Administrative Secretaries which provided support to the Kemp Program as well as Camp Glenwood Boys Ranch and the Youth Services Center (Juvenile Hall). Following Kemp's move to the Youth Services Center, the Department eliminated one Administrative Secretary position also due to budgetary constraints.

Since 2010, we have operated the three facilities/programs with only one Administrative Secretary. The workload is excessive for one Secretary resulting in overtime on a regular basis.

In January of 2015, we will be returning to the Margaret J. Kemp Camp for Girls on a 24-hour a day basis which will require additional administrative support. We believe the addition of the second position will allow adequate support to operate all three facilities more efficiently as well as eliminate the need for overtime hours dedicated to clerical and administrative support.

The salary ordinance changes herein represent the:

**Action:** Add: One (1) position of E002, Administrative Secretary II

Bi-weekly Salary: \$1,956.80 - \$2,445.60  
Approximate Monthly Salary: \$4,240.00 - \$5,299.00

The Ordinance has been reviewed and approved by County Counsel as to form.

This amendment to the Salary Ordinance Amendment contributes to the Shared Vision 2025 outcome of a Safe Neighborhood by ensuring that the department has staffing capacity to support the Institutions Division.

**FISCAL IMPACT:**

This action represents an estimated annual cost of \$95,000 in salaries and benefits. The position will be funded with salary and benefits savings for the remainder of this FY and will be funded with County General Fund in future fiscal years.