



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



**Date:** January 22, 2015  
**Board Meeting Date:** March 17, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Donna Vaillancourt, Human Resources Director

**Subject:** Master Salary Resolution to Replace the Master Salary Ordinance

**RECOMMENDATION:**

Adopt a resolution specifying the number of and providing compensation and benefits for persons employed by the County of San Mateo, setting appropriate rules and regulations and repealing all inconsistent ordinances and resolutions.

**BACKGROUND:**

On February 10, 2015 your Board adopted Ordinance 04733 which repealed Master Salary Ordinance 04709 and allowed that a resolution establish the number of all appointed County officers and employees and their compensation and benefits and that all prior existing Salary Ordinances, including but not limited to Ordinance No. 04709 and any amendments thereto, shall be repealed upon the passing of the first Salary Resolution.

**DISCUSSION:**

On July 15, 2014 your Board adopted Master Salary Ordinance 04709 which established the number of County appointed officers and employees and their compensation and benefits as required in County's Charter. On February 10, 2015 your Board adopted Ordinance 04733 which repealed the Master Salary Ordinance and allowed the utilization of salary resolutions as opposed to salary ordinance amendments.

The recommended Master Salary Resolution is being introduced to replace the Master Salary Ordinance and reestablishes the total number of positions authorized by your Board for FY 2014-2015 and all the adopted ordinance amendments since July 2014. The positions are distributed among the departments as follows:

**Department/Agency****FY 2014-15**Safe Neighborhoods

|                                      |     |
|--------------------------------------|-----|
| • Sheriff's Office                   | 762 |
| • Probation Department               | 414 |
| • District Attorney's Office         | 122 |
| • Coroner's Office                   | 13  |
| • CMO - Public Safety Communications | 59  |

Healthy Residents

|                                      |      |
|--------------------------------------|------|
| • Health System                      |      |
| • Health Administration              | 14   |
| • Health Coverage Unit               | 31   |
| • Health IT                          | 13   |
| • Emergency Medical Services         | 6    |
| • Aging and Adult Services           | 136  |
| • Environmental Health Services      | 79   |
| • Behavioral Health and Recovery     | 454  |
| • Public Health, Policy and Planning | 101  |
| • Family Health Services             | 181  |
| • Correctional Health                | 91   |
| • San Mateo Medical Center           | 1018 |
| • First 5 San Mateo County           | 8    |

Prosperous Community

|  |     |
|--|-----|
| • Department of Child Support Services | 86  |
| • Human Services Agency                | 764 |

Livable Community

|                         |     |
|-------------------------|-----|
| • Planning              | 50  |
| • LAFCO                 | 1   |
| • County Library        | 121 |
| • Department of Housing | 11  |

Environmentally Conscious Community

|                                     |    |
|-------------------------------------|----|
| • Public Works                      |    |
| • Administration                    | 33 |
| • Engineering Services              | 24 |
| • Facilities Services               | 98 |
| • Vehicle and Equipment Maintenance | 14 |
| • Utilities                         | 17 |
| • Road Construction and Operations  | 77 |
| • Construction Services             | 10 |
| • Waste Management                  | 9  |
| • Transportation Services           | 0  |
| • Airports                          | 9  |

- Parks and Recreation 58
- Coyote Point Marina 3
- CMO - Agriculture/Weights and Measures 30
- CMO - Real Property 4

## Collaborative Community

|  |     |
|--|-----|
| • Board of Supervisors                       | 22  |
| • County Manager's Office/Clerk of the Board | 26  |
| • Assessor/County Clerk/Recorder             | 117 |
| • Controller's Office                        | 43  |
| • Tax Collector/Treasurer's Office           | 61  |
| • County Counsel's Office                    | 43  |
| • Human Resources Department                 | 52  |
| • Shared Services                            | 13  |
| • Information Services                       | 115 |
| • Retirement Office                          | 24  |

**Total Positions** **5,437**

The resolution also includes new amendments to the number of authorized positions and special compensation provisions to address changes in the operating needs and staffing configurations of departments, including the:

- Addition of one E007, Senior Accountant, one D080, Director Office of Sustainability, and one B219S, Management Analyst – Unclassified Series in Organization 12000 – County Manager’s Office.
- Deletion of one V231, Senior Information Technology Technician and addition of one V235, Information Technology Analyst in Organization 14000 - Controller’s Office.
- Deletion of one B039S, Deputy County Counsel – Unclassified Series and addition of one B212, Chief Deputy County Counsel – Unclassified in Organization 16000 – County Counsel.
- Addition of one D112, Assistant Director of Information Services to Organization 18000 – Information Services.
- Addition of one D076, Assistant Executive Officer in Organization 20000 – Retirement.
- Deletion of one D131, Program Services Manager I and addition of two D226, Assistant Airports Manager in Organization 45800 – PW Airports.
- Deletion of one V200S, Systems Engineer Series and addition of one D115, Project Manager in Organization 55600 – Health IT.
- Splitting of one J048S, Environmental Health Specialist Series to two half time J048S, Environmental Health Specialist Series in Organization 59000 – Environmental Health.
- Deletion of one E334S, Office Assistant Series, one D195, Assistant Director of Public Health Lab and addition of one E416S, Medical Office Assistant Series and

one F062, Supervising Public Health Microbiologist-E in Organization 62000 – Public Health, Policy and Planning.

- Deletion of one F168, Supervising Creative Arts Therapist-E, one F012, Charge Nurse, one F122S, Physician Series (Staff Physician), one E337, Office Specialist, and one E416S, Medical Office Assistant Series in Organization 66000 – San Mateo Medical Center.
- Addition of one F187, Supervising Therapist-E, one F011, Patient Care Series (Clinical Nurse), one E403, Payroll/Personnel Services Specialist, and one F039S, Patient Care Support Series (Dental Assistant) in Organization 66000 – San Mateo Medical Center.
- Splitting of two F009S, Patient Care Series (Medical Services Assistant II) to four half time positions and one F009S, Patient Care Series (Psychiatric Nurse) to two half time positions in Organization 66000 – San Mateo Medical Center.
- Deletion of one B231, Human Services Program Policy Analyst- Unclassified and addition of one B060, Human Services Supervisor Unclassified-E and to Organization 70000 – Human Services Agency.
- Reclassification of two D184S, Management Analyst Series to one position of D105, Communications Officer and one position of D090, Human Services Manager I in Organization 70000 – Human Services Agency.
- Adjustment of salary for Item I071, Chief Deputy Coroner – Extra Help to \$69.73.
- Adjustment of salary for Item B101, Physician Specialist – Extra Help, B125, Physician Specialist Pediatrics – Extra Help and B113, Psychiatric Specialist – Extra Help to \$91.56
- Modification of Special Compensation language for extra help employees assigned to the Sexual Assault Reporting Team (SART) under Health System to state that “Extra help employees assigned to the Sexual Assault Reporting Team (SART) will receive on call pay at the rate of \$15.00 per hour for all hours in an on call status and \$20 per hour for all hours in an on call status during a holiday. When such employees are called to investigate an alleged sexual assault case, said employees shall receive a flat rate payment of \$350.00 for all hours spent in relationship to the specific case. Employees shall not receive on call pay for time during which they are working on a specific case. Hours worked in a case review related to a subpoena, or to attend a meeting with the District Attorney in relation to a case, or to appear in court, or to attend mandatory meetings will be compensated at \$55 per hour. Additionally, as determined by and with the approval of the San Mateo Medical Center, participation in forensic nursing training and education would be compensated at \$55 per hour and not to exceed sixteen hours.”

These actions were approved for study by the County Manager's Office and the resolution has been reviewed and approved by the County Counsel's Office.

The adoption of this resolution 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.

.  
. .  
.

**FISCAL IMPACT:**

The additional changes outlined above represent an estimated monthly salary and benefits cost of \$109,268 or an estimated annual cost of \$1.3 million.