



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: January 28, 2016
Board Meeting Date: February 9, 2016
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Donna Vaillancourt, Human Resources Director

Subject: Recommended Revision to the Master Salary Resolution

RECOMMENDATION:

Adopt a resolution authorizing an amendment to Master Salary Resolution to add five positions, delete five positions, and split one position to two half-time positions.

BACKGROUND:

On February 10, 2015 your Board adopted Ordinance 04733 which allowed that a resolution establish the number of all appointed County officers and employees and their compensation and benefits. On July 21, 2015 your Board adopted Master Salary Resolution 073949 which specifies the number of and providing compensation and benefits for persons employed by the County of San Mateo, sets appropriate rules and regulations and repeals all inconsistent ordinances and resolutions. Throughout the year, because of changes in the operating needs of departments, salary resolution amendments are recommended that make adjustments to department staffing configurations.

DISCUSSION:

The salary resolution changes herein represent the:

- addition of five positions;
- deletion of five positions; and
- splitting of one position to 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 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.

40000 OFFICE OF SUSTAINABILITY

Action: Delete: Two positions of D180, Principal Management Analyst
Biweekly Salary: \$4,565.60 - \$5,707.20

Add: Two positions of D083, Assistant Director of Office of Sustainability
Biweekly Salary: \$4,795.20 - \$5,993.60

Explanation: This is the conversion of two Principal Management Analyst positions to two Assistant Director of Office of Sustainability positions. The Principal Management Analyst positions were added as placeholders in the June budget pending the creation of the Assistant Director classification. This action corrects the classification of the position now that the classification has been established. This action represents a monthly salary and benefits costs of \$1,762. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Delete: One position of E305S, Medical Coder Series
Biweekly Salary: \$2,483.20 - \$3,104.80

Add: One position of E420, Medical Office Specialist
Biweekly Salary: \$2,001.60 - \$2,501.60

Action B: Delete: One position of B273, Senior Community Worker - Unclassified
Biweekly Salary: \$2,036.80 - \$2,546.40

Add: One position of B112S, Mental Health Case Worker Series -
Unclassified
Biweekly Salary: \$2,813.60 - \$3,517.60

Explanation: This is the deletion of one vacant Medical Coder Series and one vacant Senior Community Worker – Unclassified positions and the addition of one Medical Office Specialist and one Mental Health Case Worker Series - Unclassified (Psychiatric Social Worker II – Unclassified) positions. These add-delete changes supports the department organizational and staffing needs. These actions represents a monthly salary and benefits costs of \$1,093. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action: Split: One position of F122S, Physician Series
Biweekly Salary: \$6,475.20 - \$7,654.40

To: Two half-time positions

Explanation: This action splits one full-time Physician Series (Staff Physician) to two half-time positions. This change is being made to better provide services to patients. This action represents a monthly salary and benefits costs of \$10,486. The total number of authorized positions is increased by one.

70000 HUMAN SERVICES AGENCY

Action: Delete: One position of E476, Executive Secretary - Confidential
Biweekly Salary: \$2,356.00 - \$2,944.80

Add: One position of E006, Administrative Secretary III - Confidential
Biweekly Salary: \$2,135.20 - \$2,668.00

Explanation: This is the deletion of one vacant Executive Secretary – Confidential position and the addition of an Administrative Secretary III – Confidential. The latter classification is the more appropriate classification for the duties and responsibilities of this position. This action represents a monthly salary and benefits savings of \$822. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$12,519.00 or an annual cost of \$150,228.