



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: February 25, 2016

Board Meeting Date: March 8, 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 the Master Salary Resolution to add eleven positions, delete six positions, reclassify two positions, adjust salary of three classifications and convert one unclassified position to classified status.

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 eleven positions;
- deletion of six positions;
- reclassification of two positions;
- salary adjustment of three classifications; and
- conversion of one unclassified position to classified status.

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.

12000 COUNTY MANAGER'S OFFICE

Action A: Add: One position of D180, Principal Management Analyst
Biweekly Salary: \$4,565.60 - \$5,707.20

Action B: Add: One position of D182S, Management Analyst Series
Biweekly Salary: \$3,244.00 - \$4,055.20

Explanation: This is the addition of one Principal Management Analyst and one Management Analyst position to support the department's succession planning efforts and organizational restructuring. These actions represent a monthly salary and benefits costs of \$30,036. The total number of authorized positions is increased by two.

13000 ASSESSOR-COUNTY CLERK - RECORDER

Action: Delete: One position of B305S, Appraiser II – Unclassified Series
Biweekly Salary: \$2,566.40 - \$3,208.80

Add: One position of B088, Senior Appraiser - Unclassified
Biweekly Salary: \$2,913.60 - \$3,642.40

Explanation: This is the deletion of one Appraiser – Unclassified position and the addition of one Senior Appraiser – Unclassified position. This position was erroneously reported as Appraiser II – Unclassified in the current Master Resolution. This action updates the position to its original budgeted classification which is Senior Appraiser – Unclassified. This action represents a monthly salary and benefits costs of \$1,287. There is no change in the total number of authorized positions.

14000 CONTROLLER'S OFFICE

Action A: Delete: One position of E350, Fiscal Office Specialist
Biweekly Salary: \$1,896.80 - \$2,370.40

Add: One position of E011S, Accountant Series
Biweekly Salary: \$2,471.20 - \$3,088.00

Action B: Delete: One position of E095S, Internal Auditor Series
Biweekly Salary: \$2,506 - \$2,802

Add: One position of E093, Senior Internal Auditor

Biweekly Salary: \$3,360 - \$4,200

Explanation: This is the deletion of one vacant Fiscal Office Specialist and one Internal Auditor II positions and addition of one Accountant II and one Senior Internal Auditor positions. A review of these positions determined the Accountant and Senior Internal Auditor to be appropriate classifications based on the duties and responsibilities of the positions. These actions represent a monthly salary and benefits costs of \$6,279. There is no change in the total number of authorized positions.

30000 SHERIFF'S OFFICE

Action A: Increase: Base pay for B206, Undersheriff - Unclassified by 9%

Action B: Increase: Base pay for B245, Assistant Sheriff - Unclassified by 5%

Action C: Increase: Base pay for D029, Deputy Director of Sheriff's Administration Services by 7%

Explanation: These actions adjust the salary range for Undersheriff – Unclassified, Assistant Sheriff – Unclassified, and Deputy Director of Sheriff's Administration Services classifications by 9%, 5% and 7% respectively. These changes align the pay rates to market average and address salary compaction issues between the classification levels. These actions represent an approximate monthly salary and benefits costs of \$3,917. There is no change in the total number of authorized positions.

37000 LIBRARY

Action: Reclassify: One position of E030S, Accountant Series
Biweekly Salary: \$2,471.20 - \$3,088.00

To: One position of E009, Senior Accountant - E
Biweekly Salary: \$3,030.40 - \$3,789.60

Explanation: This is the reclassification one Accountant II position to one Senior Accountant – Exempt position. A classification study recommended the reclassification of this position to Senior Accountant which is the more appropriate classification for the work being performed by the incumbent. This action represent a monthly salary and benefits cost of \$2,083. There is no change in the total number of authorized positions.

38000 PLANNING AND BUILDING

Action: Delete: One position of V238, Senior Graphics Specialist
Biweekly Salary: \$2,745.60 - \$3,432.00

Add: One position of R050S, Planner Series
Biweekly Salary: \$2,973.60 - \$3,716.80

Explanation: This is the deletion of one Senior Graphics Specialist position and the addition of one Planner position. This change supports the operational needs of the department. This action represents a monthly salary and benefits costs of \$845. There is no change in the total number of authorized positions.

55000 HEALTH ADMINISTRATION

Action: Add: One position of D033, Health Services Manager II
 Biweekly Salary: \$4,142.40 - \$5,178.40

Explanation: This is the addition of one Health Services Manager II position. This position is being transferred from Org 62400 Family Health Services under a new classification. This action represents a monthly salary and benefits costs of \$15,932. The total number of authorized positions is increased by one.

57000 AGING AND ADULT SERVICES

Action: Delete: One position of B235S, Deputy Public Administrator II –
 Unclassified Series
 Biweekly Salary: \$2,300.80 - \$2,876.00

Add: One position of G098S, Social Worker Series
 Biweekly Salary: \$2,713.60 - \$3,391.20

Explanation: This is the deletion of one vacant Deputy Public Administrator II – Unclassified position and the addition of one Social Worker III position. These action supports the department's organizational and staffing needs. This action represents a monthly salary and benefits costs of \$1,529. There is no change in the total number of authorized positions.

62400 FAMILY HEALTH

Action A: Delete: One position of B102, Senior Public Health Nurse - Unclassified
 Biweekly Salary: \$4,136.80 - \$5,171.20

Explanation: This is the deletion of one Senior Public Health Nurse – Unclassified position. This position is being transferred to Org 55000 Health Administration under a new classification and supports the department's organizational needs. This action represents a monthly salary and benefits savings of \$15,350. The total number of authorized positions is decreased by one.

Action B: Convert: One position of B100, Public Health Nurse - Unclassified
 Biweekly Salary: \$4,135.20 - \$4,888.00

To: Classified

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Explanation: This is the conversion of one Public Health Nurse – Unclassified position to a classified position. This conversion supports the staffing needs of the department and represents no monthly salary and benefits cost. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action: Reclassify: One position of E013, Human Resources Technician - Confidential
Biweekly Salary: \$2,120.00 - \$2,651.20

To: One position of D182S, Management Analyst Series
Biweekly Salary: \$3,244.00 - \$4,055.20

Explanation: This is the reclassification of one Human Resources – Confidential position to Management Analyst. A classification study recommended the reclassification of this position to the higher level position given the duties and responsibilities currently being performed by the incumbent in the position. This action represents a monthly salary and benefit costs of \$4,607. There is no change in the total number of authorized positions.

79000 HOUSING

Action A: Add: One position of E030S, Accountant Series
Biweekly Salary: \$2,471.20 - \$3,088.00

Action B: Add: Two positions of R001S, Housing/Community Development Specialist Series
Biweekly Salary: \$2,917.60 - \$3,647.20

Explanation: This is the addition of one Accountant and two Housing/ Community Development Specialist positions. These positions will provide support to the department in the area of fiscal reporting and in the management and administration of Measure A-funded projects. This action represents a monthly salary and benefits cost of \$30,818. The total number of authorized positions is increased by three.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$81,984 or an annual cost of \$983,808.