



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: March 31, 2016

Board Meeting Date: April 12, 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 nine positions, delete nine positions, adjust the salary for six classifications, convert one unclassified position to classified, and convert two unclassified positions to classified status as required by Measure D.

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 nine positions;
- deletion of nine positions;
- salary adjustment for six classifications;
- conversion of one unclassified position to classified status; and
- conversion of two unclassified positions to classified status as required by Measure D.

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.

13000 ASSESSOR-COUNTY CLERK - RECORDER

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

To: Classified

Explanation: This is the conversion of one Senior Appraiser – Unclassified position to a classified. 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.

16000 COUNTY COUNSEL

Action: Increase: Base pay for B204, County Counsel - Unclassified by 8%

Explanation: This action adjusts the salary range for County Counsel – Unclassified classification by 8% to align the pay rate with its internal comparator. This action represent an approximate monthly salary and benefits costs of \$1,896. There is no change in the total number of authorized positions.

20000 RETIREMENT

Action: Delete: One position of E032S, Retirement Accounting Technician Series
Biweekly Salary: \$1,896.80 - \$2,370.40

Add: One position of E489S, Retirement Accountant Series
Biweekly Salary: \$2,471.20 - \$3,088.00

Explanation: This is the deletion of one Retirement Accounting Technician II and the addition of one Retirement Accountant II. This add-delete actions supports the staffing needs of the department, enhances oversight of financial accounting transactions and insures more robust coverage within the accounting and finance division of the department. This action represents a monthly salary and benefits costs of \$1,555. There is no change in the total number of authorized positions.

39000 PARKS

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

Add: One position of E089, Administrative Assistant II - E
Biweekly Salary: \$2,560.80 - \$3,200.80

Explanation: This is the deletion of one Fiscal Office Specialist position and the addition of one Administrative Assistant II position. When this position vacated, the department expanded the duties and responsibilities of the position to better support the needs of the department. The appropriate classification for the new scope of work is the Administrative Assistant II classification. This action represents a monthly salary and benefits costs of \$2,465. There is no change in the total number of authorized positions.

55000 – 60000 HEALTH – ALL

Action A: Increase: Base pay for D144, Clinical Services Manager I - Nursing by 5%

Action B: Increase: Base pay for D154, Clinical Services Manager II - Nursing by 5%

Action C: Increase: Base pay for D036, Clinics Manager by 5%

Action D: Increase: Base pay for D155, Medical Director by 3%

Explanation: These salary adjustments addresses various salary compaction issues between classification levels. With a total of 33 filled positions in these classifications, these actions represent an approximate monthly salary and benefits costs of \$20,288. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Delete: One position of G040S, Mental Health Case Worker Series
Biweekly Salary: \$2,813.60 - \$3,517.60

Add: One position of F005S, Mental Health Supervisor Series
Biweekly Salary: \$3,482.40 - \$4,352.00

Action B: Delete: One position of G081, Mental Health Program Specialist
Biweekly Salary: \$3,043.20 - \$3,803.20

Add: One position of F005S, Mental Health Supervisor Series
Biweekly Salary: \$3,482.40 - \$4,352.00

Explanation: This is the deletion of one Mental Health Case Worker Series (Marriage and Family Therapist II) and one Mental Health Program Specialist positions and the addition of two Mental Health Supervisor Series (Supervising Mental Health Clinician –

Exempt) positions to support the staffing needs of the department. This action represents a monthly salary and benefits costs of \$4,106. There is no change in the total number of authorized positions.

Action C: **Convert:** One position of B013S, Case Management/Assessment Specialist Series - U
Biweekly Salary: \$2,300.80 - \$2,876.00

To: Classified

Action D: **Convert:** One position of B186S, Peer Support Worker Series - U
Biweekly Salary: \$1,758.40 - \$2,197.60

To: Classified

Explanation: This is the conversion of two filled positions from unclassified status to classified status. Measure D adopted by the voters in November 2004 requires that any unclassified positions continuously filled for at least three years be converted to classified status. This position meets that requirement. This action represents no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action: Increase: Base pay for D214, Deputy Director of Inpatient Services by 31%

Explanation: This action adjusts the salary range for Deputy Director of Inpatient Services classification by 31%. This change aligns the pay rate to market and internal salaries. This action represent an approximate monthly salary and benefits costs of \$5,368. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action A: **Delete:** One position of G061S, Shelter Care Counselor Series
Biweekly Salary: \$2,420.80 - \$3,026.40

Add: One position of G063, Senior Shelter Care Counselor - E
Biweekly Salary: \$2,688.00 - \$3,360.00

Action B: **Delete:** One position of F150, Rehabilitation Production Manager - E
Biweekly Salary: \$3,048.00 - \$3,810.40

Add: One position of G221, Human Services Program Policy Analyst
Biweekly Salary: \$2,998.40 - \$3,748.00

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

Add: One position of D090, Human Services Manager I
Biweekly Salary: \$3,577.60 - \$4,472.80

Action D: Delete: One position of G200S, Vocational Rehabilitation Counselor Series
Biweekly Salary: \$2,713.60 - \$3,391.20

Add: One position of G221, Human Services Program Policy Analyst
Biweekly Salary: \$2,998.40 - \$3,748.00

Action E: Delete: One position of G112S, Community Worker Series
Biweekly Salary: \$1,758.40 - \$2,197.60

Add: One position of G069, Benefit Analyst III
Biweekly Salary: \$2,267.20 - \$2,833.60

Explanation: This is the deletion of one Shelter Care Counselor, one Rehabilitation Production Manager – Exempt, one Management Analyst, one Vocational Rehabilitation Counselor II and one Community Worker II positions, and the addition of one Senior Shelter Care Counselor- Exempt, two Human Services Program Policy Analysts, one Human Services Manager I, and one Benefit Analyst III positions. These changes supports operational needs of the department. These actions represent a monthly salary and benefits cost of \$5,037. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$40,714 or an annual cost of \$488,574.