



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



**Date:** April 6, 2016  
**Board Meeting Date:** April 26, 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 ten positions, delete thirteen positions and convert one position to unclassified 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 ten positions;
- deletion of thirteen positions; and
- conversion of classified position to unclassified 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 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.

### **30000 SHERIFF'S OFFICE**

- Action A:** Delete: One position of E089, Administrative Assistant II - E  
Biweekly Salary: \$2,560.80 - \$3,200.80
- Action B:** Delete: Four positions of H060S, Deputy Sheriff Series  
Biweekly Salary: \$3,322.40 - \$4,153.60
- Action C:** Delete: Four positions of E375, Legal Office Specialist  
Biweekly Salary: \$2,084.80 - \$2,605.60
- Action D:** Delete: Two positions of T064S, Utility Worker Series  
Biweekly Salary: \$1,730.40 - \$2,163.20
- Action E:** Delete: One position of N108, Capital Projects Manager  
Biweekly Salary: \$3,772.00 - \$4,716.00
- Action F:** Delete: One position of E334S, Office Assistant Series  
Biweekly Salary: \$1,592.80 - \$1,992.00
- Action G:** Add: One position of D192, Sheriff's Captain  
Biweekly Salary: \$5,460.80 - \$6,826.40
- Action H:** Add: Eight positions of H058S, Sheriff's Correctional Officer Series  
Biweekly Salary: \$2,824.80 - \$3,530.40
- Action I:** Add: One position of E376, Legal Office Services Supervisor - E  
Biweekly Salary: \$2,480.80 - \$3,100.80

**Explanation:** This is the deletion of four Deputy Sheriff, four Legal Office Specialist, two Utility Worker Series, one Capital Projects Manager, one Office Assistant Series, and one Administrative Assistant II-E positions, and the addition of one Sheriff's Captain, eight Sheriff's Correctional Officer positions and one Legal Office Services Supervisor-E. These changes supports operational needs of the department. These actions represent a monthly salary and benefits savings of \$8,470. The total number of authorized positions is decreased by three.

### **70000 HUMAN SERVICES AGENCY**

- Action:** Convert: One position of G112S, Community Worker Series  
Biweekly Salary: \$1,758.40 - \$2,197.60
- To: Unclassified

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**Explanation:** This is the conversion of one Community Worker II position to unclassified to better support the department's staffing needs. This change represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

**FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits savings of \$8,470 or an annual savings of \$101,640.