



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



**Date:** June 1, 2016  
**Board Meeting Date:** June 21, 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 three positions, delete three positions, and convert one classified 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 three positions;
- deletion of three positions;
- conversion of one 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.

### **38000 PLANNING AND BUILDING**

**Action:**     Delete: One position of E357, Lead Word Processor  
Biweekly Salary: \$1,847.20 - \$2,309.60

Add: One position of E001, Administrative Secretary I  
Biweekly Salary: \$1,885.60 - \$2,356.00

**Explanation:** This is the deletion of one Lead Word Processor position and the addition of one Administrative Secretary I position. The latter classification is the more appropriate classification based on newly added duties and responsibilities to this position. This action represents a monthly salary and benefits cost of \$138. There is no change in the total number of authorized positions.

### **61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES**

**Action:**     Convert: One position of D182S, Management Analyst Series

To: Unclassified

**Explanation:** This is the correction of an amendment from previous month that erroneously added one position of Management Analyst – Classified instead of one Management Analyst – Unclassified Series. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

### **70000 HUMAN SERVICES AGENCY**

**Action A:**    Delete: One position of V235, Information Technology Analyst  
Biweekly Salary: \$3,396.00 - \$4,244.80

Add: One position of V233, Departmental Systems Analyst  
Biweekly Salary: \$3,396.00 - \$4,244.80

**Action B:**    Delete: One position of G067, Investigative Analyst  
Biweekly Salary: \$2,176.00 - \$2,720.00

Add: One position of G065S, Fraud Investigator Series  
Biweekly Salary: \$2,727.20 - \$3,409.60

**Explanation:** This is the deletion of one Information Technology Analyst position and one Investigative Analyst position, and the addition of one Departmental Systems

Analyst position and one Fraud Investigator Series position. These add-delete actions support the staffing needs of the department and represents an approximate monthly salary and benefits cost of \$2,047. There is no change in the total number of authorized positions.

**FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$2,185 or an annual cost of \$26,220.