



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: September 22, 2016
Board Meeting Date: October 4, 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 ten positions, and reclassify nine 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 12, 2016 your Board adopted Master Salary Resolution 074671 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 ten positions; and
- reclassification of nine 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.

12000 COUNTY MANAGER'S OFFICE

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

Explanation: This is the addition of one filled Information Technology Analyst position. This position is being transferred from the County Manager's Office. This action represents a monthly salary and benefits savings of \$14,072. The total number of authorized positions is decreased by one position.

18000 INFORMATION SERVICES DEPARTMENT

Action A: Delete: Two positions of D113, Deputy Director of Information Services
Biweekly Salary: \$5,285.60 - \$6,608.00

Action B: Delete: Two positions of V200S, Systems Engineer Series
Biweekly Salary: \$4,052.80 - \$5,064.80

Action C: Add: Four positions of D114, Information Services Department Division Manager
Biweekly Salary: \$4,795.20 - \$5,993.60

Explanation: This is the deletion of two vacant Deputy Director of Information Services and two System Engineer Series and the addition of Information Services Department Division Manager. The work of the unit has since been reorganized and the vacancies reassigned to support other operational needs. The more appropriate classification for the new work is Information Services Department Division Manager. This action represents a monthly salary and benefits cost of \$2,084. There is no change in the total number of authorized positions.

Action D: Add: One position of V235, Information Technology Analyst
Biweekly Salary: \$3,396.00 - \$4,244.80

Explanation: This is the addition of one filled Information Technology Analyst position. This position is being transferred from the County Manager's Office. This action represents a monthly salary and benefits cost of \$14,072. The total number of authorized positions is increased by one position.

32000 PROBATION

Action: Reclassify: One position of E374, Lead Legal Office Assistant
Biweekly Salary: \$2,084.80 - \$2,605.60

To: One position of E375, Legal Office Specialist
Same

Explanation: This is the reclassification of one Lead Legal Office Assistant to Legal Office Specialist which is the more appropriate classification for the work being performed. This action represents no monthly salary and benefits cost and no change in the total number of authorized positions.

38000 PLANNING AND BUILDING

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

To: One position of D045, Administrative Services Manager I
Biweekly Salary: \$3,756.80 - \$4,696.00

Explanation: This is the reclassification of one Management Analyst series to Administrative Services Manager I. A classification study was conducted and determined the Administrative Services Manager I as the appropriate classification for working being performed by the incumbent in the position. This action represents a monthly salary and benefits cost of \$2,142. There is no change in the total number of authorized positions.

62400 FAMILY HEALTH

Action A: Reclassify: One position of S023, Dietitian - Exempt
Biweekly Salary: \$2,585.60 - \$3,232.00

To: One position of S025, Supervising Dietitian
Biweekly Salary: \$2,853.60 - \$3,567.20

Action B: Reclassify: Five positions of S024, Dietitian
Biweekly Salary: \$2,585.60 - \$3,232.00

To: Five positions of S025, Supervising Dietitian
Biweekly Salary: \$2,853.60 - \$3,567.20

Explanation: This is the reclassification of one Dietitian - E position and five Dietitian positions to six Supervising Dietitian positions. A classification study found the work of the incumbents in these positions to be more aligned with the Supervising Dietitian classification. These actions represent a monthly salary and benefits cost of \$6,667. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Reclassify: One position of E337, Office Specialist
Biweekly Salary: \$1,759.20 - \$2,198.40

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

Explanation: This is the reclassification of one filled Office Specialist to one Human Resources Technician – Confidential position. A classification study recommended the reclassification of this position to Human Resources Technician - Confidential which is the more appropriate classification for the work being performed by the incumbent. This action represents a monthly salary and benefits cost of \$1,501. There is no change in the total number of authorized positions.

Action B: Delete: One position of F009S, Patient Care Series
Biweekly Salary: \$1,666.40 - \$2,082.40

Add: One position of F076, Lead Central Services and Supply Assistant
Biweekly Salary: \$1,768.00 - \$2,210.40

Action C: Delete: One position of S020, Supervising Cook
Biweekly Salary: \$2,164.00 - \$2,419.20

Add: One position of D187, Clinical Services Manager - Nutrition
Biweekly Salary: \$3,577.60 - \$4,472.80

Action D: Delete: One position of S038S, Food Service Worker Series
Biweekly Salary: \$1,791.20 - \$2,003.20

Add: One position of S035, Food Service Supervisor - Exempt
Biweekly Salary: \$2,033.60 - \$2,273.60

Explanation: This is the deletion of one vacant Patient Care Series (Medical Services Assistant II), one Supervising Cook and one Food Service Worker Series positions, and the addition of one Lead Central Services and Supply Assistant, one Clinical Services Manager – Nutrition and one Food Service Supervisor positions. These add-delete changes aligns with current operational needs of the department. This action represents a monthly salary and benefits cost of \$8,128. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action A: Delete: One position of G232, Human Services Supervisor - E
Biweekly Salary: \$2,856.00 - \$3,569.60

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

Action B: Delete: One position of G230S, Human Services Analyst Series
Biweekly Salary: \$2,559.20 - \$3,199.20

Add: One position of G069, Benefits Analyst III
Biweekly Salary: \$2,853.60 - \$3,567.20

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Explanation: This is the deletion of one Human Services Supervisor – E and Human Services Analyst Series and the addition of one Human Services Program Policy Analyst and Benefits Analyst III positions. These add-delete actions support staffing needs of the department. These actions represent a monthly salary and benefits cost of \$1,811. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$31,068 or an annual cost of \$372,818.