



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: October 20, 2016
Board Meeting Date: November 1, 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 five positions, delete five positions, reclassify six positions, and adjust the salary of two 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 five positions;
- deletion of five positions;
- reclassification of six positions;
- and salary adjustment of two 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 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.

17000 HUMAN RESOURCES DEPARTMENT

Action A: Delete: One position of D182S, Management Analyst Series
Biweekly Salary: \$3,341.60 - \$4,176.80

Add: One position of D049S, Human Resources Manager Series
Biweekly Salary: \$4,063.20 - \$5,079.20

Explanation: This is the deletion of one vacant Management Analyst Series and the addition of one Human Resources Manager II position. This change will support staffing and reorganization needs of the department. This action represents a monthly salary and benefits cost of \$2,991. There is no change in the total number of authorized positions.

Action B: Adjust: The salary of B322, Human Resources Manager III – Unclassified to Range 78.66

Explanation: This action adjusts the salary of B322, Human Resources Manager III – Unclassified by approximately 7% to align salary with similar human resources managers in the department and maintain internal equity. This action represents a monthly salary and benefits cost of \$897. There is no change in the total number of authorized positions.

32000 PROBATION

Action: Delete: One position of V235, Information Technology Analyst
Biweekly Salary: \$3,497.60 - \$4,372.00

Add: One position of V234, Senior Information Technology Analyst
Biweekly Salary: \$3,568.00 - \$4,460.00

Explanation: This is the deletion of one vacant Information Technology Analyst and the addition of one Senior Information Technology Analyst. This add-delete action supports staffing needs of the department. This action represents a monthly salary and benefits cost of \$292. There is no change in the total number of authorized positions.

38000 PLANNING

Action: Delete: One position of R004S, Code Compliance Officer Series
Biweekly Salary: \$2,758.40 - \$3,449.60

Add: One position of R006, Senior Code Compliance Officer - E
Biweekly Salary: \$3,122.40 - \$3,903.20

Explanation: This is the deletion of one vacant Code Compliance Officer Series and the addition of one Senior Code Compliance Officer. This change would support department's needs for enhanced oversight in the North Fair Oaks community and respond to increased code compliance complaints from the area. This action represents a monthly salary and benefits cost of \$1,504. There is no change in the total number of authorized positions.

45000 DEPARTMENT OF PUBLIC WORKS

Action: Reclassify: One position of N021, Licensed Land Surveyor
Biweekly Salary: \$3,748.00 - \$4,685.60

To: One position of D228, County Surveyor
Biweekly Salary: \$4,343.20 - \$5,428.80

Explanation: This is the reclassification of one filled Licensed Land Surveyor to one County Surveyor position. A classification study recommended the reclassification of this position to County Surveyor which is the more appropriate classification for the work being performed by the incumbent. This action represents a monthly salary and benefits cost of \$2,464. There is no change in the total number of authorized positions.

55500 PUBLIC HEALTH POLICY AND PLANNING

Action: Adjust: The salary of D116, Clinical Services Manager – Public Health to Range 76.98

Explanation: This action adjusts the salary of D116, Clinical Services Manager – Public Health by approximately 4.7% to align salary with similar clinical managers in the department and maintain internal equity. This action represents a monthly salary and benefits cost of \$607. There is no change in the total number of authorized positions.

62400 FAMILY HEALTH

Action: Delete: One position of E416S, Medical Office Assistant Series
Biweekly Salary: \$1,778.40 - \$2,223.20

Add: One position of E350, Fiscal Office Specialist
Biweekly Salary: \$1,953.60 - \$2,441.60

Explanation: This is the deletion of one Medical Office Assistant Series and the addition of one Fiscal Office Specialist. This change supports the department's current staffing needs. This action represents a monthly salary and benefits cost of \$724. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action: Delete: One position of F009S, Patient Care Series
Biweekly Salary: \$5,268.00 - \$6,227.20

Add: One position of F008, Supervising Nurse Practitioner
Biweekly Salary: \$5,479.20 - \$6,849.92

Explanation: This is the deletion of one vacant Patient Care Series (Nurse Practitioner) and the addition of one Supervising Nurse Practitioner. This change will assist in addressing supervisory needs of the department. This action represents a monthly salary and benefits cost of \$2,064. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

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

To: One position of N106S, Dept. Facilities Projects Coordinator Series
Biweekly Salary: \$2,796.80 - \$3,496.00

Action B: Reclassify: One position of E029, Administrative Assistant I
Biweekly Salary: \$2,321.60 - \$2,902.40

To: One position of N106S, Dept. Facilities Projects Coordinator Series
Biweekly Salary: \$2,796.80 - \$3,496.00

Action C: Reclassify: One position of V235, Information Technology Analyst
Biweekly Salary: \$3,497.60 - \$4,372.00

To: One position of V233, Departmental Systems Analyst
Biweekly Salary: \$3,497.60 - \$4,372.00

Action D: Reclassify: Two positions of G230S, Human Services Analyst Series
Biweekly Salary: \$2,559.20 - \$3,199.20

To: Two positions of G222S, Veterans Services Representative Series
Biweekly Salary: \$2,796.80 - \$3,496.00

Explanation: This is the reclassification of one Human Services Analyst Series and one Administrative Assistant I to Department Facilities Projects Coordinator, one Information Technology Analyst to Departmental Systems Analyst and two Human Services Analyst Series to two Veterans Services Representative Series, which are the more appropriate classifications for the type of work being performed by each position. These actions represent a monthly salary and benefits cost of \$2,952. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$16,559.00 or an annual cost of \$198,708.00.