



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



**Date:** March 30, 2017

**Board Meeting Date:** April 11, 2017

**Special Notice / Hearing:** None

**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Donna Vaillancourt, Human Resources Director

**Subject:** Recommended Revisions to the Master Salary Resolution

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the Master Salary Resolution to add fifteen positions, delete seventeen positions, reclassify nine positions, split one full-time position to two half-time positions, and convert one unclassified position to classified per 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 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 fifteen positions;
- deletion of seventeen positions;
- reclassification of nine positions;
- splitting of one full-time position to two half-time positions; and
- conversion of one unclassified position to classified per 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 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.

### **12000 COUNTY MANAGER**

**Action:**     Delete: One position of B219S, Management Analyst Series - Unclassified  
Biweekly Salary: \$3,341.60 - \$4,176.80

Add: One position of D131, Program Services Manager I  
Biweekly Salary: \$3,341.60 - \$4,176.80

**Explanation:** This is the deletion of one vacant Management Analyst - Unclassified Series and the addition of one Program Services Manager I to oversee staff in community affairs efforts and programs such as immigration services and North Fair Oaks Forward. This action does not result to a change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

### **14000 CONTROLLER'S OFFICE**

**Action A:**     Delete: One position of E030S, Accountant Series  
Biweekly Salary: \$2,545.60 - \$3,180.80

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

**Explanation:** This is the deletion of one Accountant Series and addition of one Fiscal Office Specialist position. This action reverts the conversion of this position in the February 28, 2017 Salary Resolution Amendment. This action represents an approximate monthly salary and benefits savings of \$2,450. There is no change in the total number of authorized positions.

**Action B:**     Delete: One position of E470, Fiscal Office Specialist - Confidential  
Biweekly Salary: \$1,953.60 - \$2,441.60

Add: One position of E479, Fiscal Office Services Supervisor - Confidential  
Biweekly Salary: \$2,320.00 - \$2,901.60

**Explanation:** This is the deletion of one Fiscal Office Specialist – Confidential position and addition of one Fiscal Office Services Supervisor – Confidential position to provide supervisory support to the section manager in directing day to day payroll operations. This action represents an approximate monthly salary and benefits cost of \$1,525. There is no change in the total number of authorized positions.

## **15000 TREASURER-TAX COLLECTOR**

**Action A:**    Reclassify: Five positions of E350, Fiscal Office Specialist  
Biweekly Salary: \$1,953.60 - \$2,441.60

To: Five positions of E348, Cash Management Specialist  
Biweekly Salary: \$2,065.60 - \$2,581.60

**Action B:**    Reclassify: One position of E350, Fiscal Office Specialist  
Biweekly Salary: \$2,051.28 - \$2,563.68 (includes 5% lead differential)

To: One position of E345, Senior Cash Management Specialist  
Biweekly Salary: \$2,184.00 - \$2,729.60

**Explanation:** This is the reclassification of five filled Fiscal Office Specialist positions to Cash Management Specialist, and one filled Fiscal Office Specialist position to Senior Cash Management Specialist. The reclassification of these positions results from a classification study that was conducted to ensure appropriate classification and compensation of work, and to address recruitment/retention issues in the classification. These actions represent an approximate monthly salary and benefits cost of \$2,870. There is no change in the total number of authorized positions.

## **18000 INFORMATION SERVICES DEPARTMENT**

**Action A:**    Delete: One position of G247S, Contract Administrator Series  
Biweekly Salary: \$2,903.20 - \$3,628.00

Add: One position of E337, Office Specialist  
Biweekly Salary: \$1,812.00 - \$2,264.00

**Explanation:** This is the deletion of one vacant Contract Administrator Series and the addition of one Office Specialist position to perform administrative work in support of the County's cardkey system. This action represents an approximate monthly salary and benefits savings of \$4,522. There is no change in the total number of authorized positions.

**Action B:**    Convert: One position of B274, Project Manager - Unclassified  
Biweekly Salary: \$4,479.20 - \$5,600.00

To: Classified

**Explanation:** This is the conversion of one Project Manager – Unclassified 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.

### **19500 FIRST 5 SAN MATEO COUNTY**

**Action A:**     Delete: One position of B160S, First 5 Program Specialist – Unclassified Series  
Biweekly Salary: \$2,903.20 - \$3,628.00

**Explanation:** This is the deletion of one First 5 Program Specialist - Unclassified position. The deletion of this vacancy offsets the increase in number of authorized positions resulting from the addition of a Director of Program and Planning position in the Salary Resolution Amendment adopted on February 28, 2017. The action also offsets part of the costs to add the Director position. This action represents an approximate monthly salary and benefits savings of \$12,052. The total number of authorized positions is decreased by one position.

**Action B:**     Reclassify: One position of B067, Fiscal Office Specialist - Unclassified  
Biweekly Salary: \$1,953.60 - \$2,441.60

To: One position of B131, Administrative Assistant I – Unclassified  
Biweekly Salary: \$2,321.60 - \$2,902.40

**Explanation:** This is the reclassification of one filled Fiscal Office Specialist – Unclassified position to Administrative Assistant I – Unclassified. A classification study was conducted and found the position to be doing work outside the scope of the Fiscal Office Specialist classification. This action represents an approximate monthly salary and benefits cost of \$1,528. The total number of authorized positions is decreased by one position.

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

**Action:**        Delete: One position of E030S, Accountant Series  
Biweekly Salary: \$2,545.60 - \$3,180.80

Add: One position of E011, Senior Accountant - Exempt  
Biweekly Salary: \$3,121.60 - \$3,903.20

**Explanation:** This is the deletion of one Accountant and addition of one Senior Accountant position to support staffing needs of the department. This action represents an approximate monthly salary and benefits cost of \$2,395. There is no change in the total number of authorized positions.

### **38000 PLANNING DEPARTMENT**

**Action:**        Delete: Two positions of E352S, Word Processing Operator Series

Biweekly Salary: \$1,752.00 - \$2,190.40

Add: Two positions of E337, Office Specialist  
Biweekly Salary: \$1,812.00 - \$2,264.00

**Explanation:** This is the deletion of two Word Processor positions and addition of two Office Specialist positions. This add-delete will align the work of the position to the appropriate and more up-to-date classification. This action represents an approximate monthly salary and benefits cost of \$488. There is no change in the total number of authorized positions.

### **39000 PARKS**

**Action:** Reclassify: One position of G243S, Program Coordinator Series  
Biweekly Salary: \$2,903.20 - \$3,628.00

To: One position of E055, Communication Specialist - Confidential  
Biweekly Salary: \$3,230.40 - \$4,037.60

**Explanation:** This is the reclassification of one filled Program Coordinator Series to Communication Specialist – Confidential. This change is resulting from a classification study that was conducted on the position. It also supports the findings and recommendations of a recent organizational study that was conducted by an outside consultant. This action represents an approximate monthly salary and benefits cost of \$1,358. There is no change in the total number of authorized positions.

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

**Action A:** Delete: One position of E420, Medical Office Specialist  
Biweekly Salary: \$2,061.60 - \$2,576.80

Add: One position of E415, Patient Services Supervisor - E  
Biweekly Salary: \$2,602.40 - \$3,252.80

**Explanation:** This is the deletion of one vacant Medical Office Specialist and the addition of one Patient Services Supervisor – E. This change creates supervisory support for staff processing and billing claims for up to 30 programs. Given the complexity of the claims and billing requirements, one supervisor for the unit is insufficient. This action represents an approximate monthly salary and benefits cost of \$2,240. There is no change in the total number of authorized positions.

**Action B:** Delete: One position of G228, Senior Community Program Specialist  
Biweekly Salary: \$2,903.20 - \$3,628.00

Add: One position of E030S, Accountant Series  
Biweekly Salary: \$2,545.60 - \$3,180.80

**Explanation:** This is the deletion of one vacant Senior Community Program Specialist and the addition of one Accountant Series. The department is repurposing the vacancy to address organizational needs in the accounting unit. This action represents an approximate monthly salary and benefits savings of \$1,485. There is no change in the total number of authorized positions.

**Action C:** Delete: One position of G240S, Case Management/Assessment Specialist Series  
Biweekly Salary: \$2,369.60 - \$2,962.40

Add: One position of F005S, Mental Health Supervisor Series  
Biweekly Salary: \$3,587.20 - \$4,482.40

**Explanation:** This is the deletion of one vacant Case Management/Assessment Specialist Series and addition of a Mental Health Supervisor Series (Supervising Mental Health Clinician). This position will provide support for existing case management staff and providers via complex case conference consultation for high risk and high need individuals with substance abuse disorders and co-occurring mental health and physical health needs. There is also a need for a clinically licensed supervisor to diagnose substance use disorders, oversee the County Care Coordination Team and IMAT services including residential evaluation, placement, client engagement, case management, treatment authorizations and reauthorization per Drug Medi-Cal Organized Delivery Systems (DMC-ODS) waiver specifications and the needs of Whole Person Care Pilot. This action represents an approximate monthly salary and benefits cost of \$5,039. There is no change in the total number of authorized positions.

## **62400 FAMILY HEALTH**

**Action A:** Delete: One position of S031, Dietetic Technician  
Biweekly Salary: \$1,948.00 - \$2,435.20

Add: One position of G226S, Community Program Specialist Series  
Biweekly Salary: \$2,473.60 - \$3,092.00

**Action B:** Delete: One position of B173, Dietetic Technician - Unclassified  
Biweekly Salary: \$1,948.00 - \$2,435.20

Add: One position of S024, Dietitian  
Biweekly Salary: \$2,663.20 - \$3,328.80

**Explanation:** This is the deletion of one Dietetic Technician and one Dietetic Technician – Unclassified positions and the addition of one Community Program Specialist Series, and one Dietitian. These add-delete changes support programming needs of the department. These actions represent an approximate monthly salary and benefits cost of \$5,139. There is no change in the total number of authorized positions.

## **66000 SAN MATEO MEDICAL CENTER**

**Action A:**    Delete: One half-time position of F116S, Psychologist Series  
Biweekly Salary: \$3,500.00 - \$4,375.20

**Explanation:** This deletion of one half-time Psychologist position which is no longer needed. This action represents an approximate monthly salary and benefits savings of \$7,252. The total number of authorized positions is decreased by one position.

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

Add: One position of E411S, Patient Services Assistant Series  
Biweekly Salary: \$1,829.60 - \$2,287.20

**Action C:**    Split: One position of F009S, Patient Care Services Assistant Series  
(Medical Services Assistant II)  
Biweekly Salary: \$1,829.60 - \$2,287.20

To: Two half-time positions

**Action C:**    Delete: One position of F122S, Physician Series  
Biweekly Salary: \$6,669.60 - \$7,884.00

Add: One position of D088, Program Services Manager II  
Biweekly Salary: \$3,869.60 - \$4,836.80

**Explanation:** This splitting of one full-time Patient Care Series to two half-time positions, the deletion of one Medical Office Assistant Series and one Physician Series positions, and the addition of one Patient Services Assistant Series and one Program Services Manager II positions. These changes support the organizational and staffing needs of the department. These actions represent an approximate monthly salary and benefits savings of \$2,307. The total number of authorized positions is increased by one position.

## **70000 HUMAN SERVICES AGENCY**

**Action A:**    Reclassify: One position of E003, Administrative Secretary III  
Biweekly Salary: \$2,199.20 - \$2,748.00

To: One position of E006, Administrative Secretary III - Confidential  
Biweekly Salary: \$2,199.20 - \$2,748.00

**Explanation:** This is the reclassification of one Administrative Secretary III position (currently under-filled with an Administrative Secretary II) to Administrative Secretary III – Confidential. The latter classification is more appropriate for the level and type of

administrative support the position is providing. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

**Action B:**    Delete: One position of G098S Social Worker Series  
Biweekly Salary: \$2,463.20 - \$3,667.20 (includes 5% protective services differential)

To: One position of G092S Children's Services Social Worker Series  
Biweekly Salary: \$2,463.20 - \$3,667.20

**Explanation:** This is the deletion of one vacant Social Worker Series and the addition of one Children's Services Social Worker Series. The latter series is a newly created classification and is the more appropriate classification for the vacancy and its work responsibilities. This action 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 cost of \$7,460 or an estimated annual cost of \$89,524.