



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: November 8, 2012
Board Meeting Date: December 11, 2012
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Donna Vaillancourt, Human Resources Director

Subject: Recommended Revision to the Salary Ordinance in its entirety.

RECOMMENDATION:

Introduction of an ordinance amending the salary ordinance to reflect the deletion of two positions, addition of eight positions, and reclassification of one position; and accepting the report on the total number of positions in the County and waiver of reading the ordinance in its entirety.

BACKGROUND:

Each year following budget deliberations your Board adopts the annual salary ordinance. The ordinance enacts the decisions made during budget hearings concerning the number of positions in the County. Throughout the year, because of changes in the operating needs of departments, salary ordinance amendments are recommended that make adjustments to department staffing configurations.

DISCUSSION:

The salary ordinance changes herein represent the:

- deletion of two positions;
- addition of eight positions; and
- reclassification of one position.

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.

ORGANIZATION 30000 SHERIFF'S OFFICE

Action: Add: Four positions of H058S, Sheriff's Correctional Officer Series
Biweekly Salary: \$2,662.40 - \$3,328.00
Approximate Monthly Salary: \$5,769.00 - \$7,211.00

Action: Add: One position of E375, Legal Office Specialist
Biweekly Salary: \$1,860.80 - \$2,326.40
Approximate Monthly Salary: \$4,032.00 - \$5,041.00

Action: Add: One position of D184S, Management Analyst Series
Biweekly Salary: \$1,860.80 - \$2,326.40
Approximate Monthly Salary: \$4,032.00 - \$5,041.00

Explanation: This is the addition of four Sheriff's Correctional Officer Series, one Legal Office Specialist and one Management Analyst Series positions which would be allocated to jail planning efforts. This action represents no salary and benefits cost as funding has already been included in the FY 2012-2013 Adopted Budget. The total number of authorized positions is increased by six.

ORGANIZATION 55500 HEALTH POLICY AND PLANNING

Action: Delete: One position of N041, Graphics Specialist
Biweekly Salary: \$2,012.00 - \$2,515.20
Approximate Monthly Salary: \$4,360.00 - \$5,450.00

Add: One position of V238, Senior Graphics Specialist
Biweekly Salary: \$2,451.20 - \$3,064.00
Approximate Monthly Salary: \$5,311.00 - \$6,639.00

Explanation: This is the deletion of one vacant Graphics Specialist position and the addition of a Senior Graphics Specialist position. The duties and responsibilities of this vacant position are more appropriately aligned with the senior level position. This action represents a monthly salary and benefits cost of \$1,629. There is no change in the total number of authorized positions.

ORGANIZATION 61000 BEHAVIORAL HEALTH AND RECOVERY

Action: Delete: One position of E420, Medical Office Specialist
Biweekly Salary: \$1,787.20 - \$2,233.60
Approximate Monthly Salary: \$3,873.00 - \$4,840.00

Add: One position of E416S, Medical Office Assistant Series
Biweekly Salary: \$1,541.60 - \$1,927.20
Approximate Monthly Salary: \$3,340.00 - \$4,176.00

Explanation: This is the deletion of one vacant Medical Office Specialist position and the addition of a Medical Office Assistant Series position. The duties and responsibilities of this vacant position are more appropriately aligned with the Medical Office Assistant classification. This action represents a monthly salary and benefits savings of \$910. There is no change in the total number of authorized positions.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

Action: Reclassify: One position of E415, Patient Services Supervisor-E
Biweekly Salary: \$2,256.00 - \$2,820.00
Approximate Monthly Salary: \$4,888.00 - \$6,111.00

To: One position of E486, Health Benefits Supervisor
Biweekly Salary: \$2, 550.40 - \$3,188.00
Approximate Monthly Salary: \$5,526.00 - \$6,908.00

Explanation: This is the reclassification of one filled Patient Services Supervisor - E position to Health Benefits Supervisor. A classification study determined that the duties and responsibilities of this position are more appropriately aligned with the Health Benefits Supervisor classification. This action represents a monthly salary and benefits cost of \$1,092. There is no change in the total number of authorized positions.

FISCAL IMPACT:

The actions presented in this amendment represent an estimated monthly salary and benefits cost of \$1,811 or an estimated annual cost of \$21,732.