



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources Department



Date: November 8, 2012
Board Meeting Date: November 20, 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

RECOMMENDATION:

Introduction of an ordinance amending the salary ordinance to reflect the deletion of two positions, addition of three positions, reclassification of four positions, and conversion of two positions to Confidential, 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 three positions;
- reclassification of four positions; and
- conversion of two positions to Confidential.

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 20000 RETIREMENT

Action: Add: One position of V237, Retirement Systems Technologist
Biweekly Salary: \$3,184.00 - \$3,980.00
Approximate Monthly Salary: \$6,899.00 - \$8,624.00

Explanation: This is the addition of one Retirement Systems Technologist position. The additional technology position is crucial in maintaining the current infrastructure and to move forward with Retirement's plan to transition its retirement management system and other modernization projects. This action represents a monthly salary and benefits cost of \$12,246. Funding for the addition of this position has already been approved by the Retirement Board. The total number of authorized positions is increased by one.

ORGANIZATION 30000 SHERIFF'S OFFICE

Action: Delete: One position of D184S, Management Analyst Series
Biweekly Salary: \$2,800.80 - \$3,500.80
Approximate Monthly Salary: \$6,069.00 - \$7,586.00

Add: One position of D004, Sheriff's Property Manager
Same Salary

Explanation: This is the deletion of one vacant Management Analyst III position and the addition of a Sheriff's Property Manager position. The duties and responsibilities of this position are more appropriately aligned with the Sheriff's Property Manager classification. This action represents no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

ORGANIZATION 57000 AGING AND ADULT SERVICES

Action: Reclassify: One position of E368, Public Services Specialist
Biweekly Salary: \$1,492.80 - \$1,866.40
Approximate Monthly Salary: \$3,235.00 - \$4,044.00

To: One position of E337, Office Specialist
Biweekly Salary: \$1,570.40 - \$1,963.20
Approximate Monthly Salary: \$3,403.00 - \$4,254.00

Explanation: This is the reclassification of one filled Public Services Specialist position to Office Specialist. A classification study was conducted and determined that the duties and responsibilities of this position are more appropriately aligned with the Office

Specialist classification. This action represents a monthly salary and benefits cost of \$288. There is no change in the total number of authorized positions.

ORGANIZATION 62000 PUBLIC HEALTH

Action: Reclassify: One position of D184S, Management Analyst Series
Biweekly Salary: \$2,800.80 - \$3,500.80
Approximate Monthly Salary: \$6,069.00 - \$7,586.00

To: One position of D023, Health Services Manager I
Biweekly Salary: \$3,088.00 - \$3,860.00
Approximate Monthly Salary: \$6,691.00 - \$8,364.00

Explanation: This is the reclassification of one filled Management Analyst III position to Health Services Manager I. A classification study determined that the duties and responsibilities of this position are more appropriately aligned with the Health Services Manager I classification. This action represents a monthly salary and benefits cost of \$1,105. There is no change in the total number of authorized positions.

ORGANIZATION 70000 HUMAN SERVICES

Action A: Reclassify: Two positions of E476, Executive Secretary – Confidential
Biweekly Salary: \$2,104.00 - \$2,630.40
Approximate Monthly Salary: \$4,559.00 - \$5,700.00

To: Two positions of E006-Y, Administrative Secretary III – Y Rated – Confidential
Biweekly Salary: \$2,630.40
Approximate Monthly Salary: \$5,700.00

Explanation: This is the downward reclassification of two filled Executive Secretary – Confidential positions to Administrative Secretary III - Confidential. The reclassification aligns the duties of the position to the correct classification. Consistent with the County's policy on downward reclassifications, the salaries of the incumbents in the position are being Y-Rated. Y Rating continues an employee's salary at a higher rate when the position has been reclassified to a classification that has a lower rate of compensation through a reclassification study. This action represents no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

Action B: Delete: One position of E476, Executive Secretary – Confidential
Biweekly Salary: \$2,104.00 - \$2,630.40
Approximate Monthly Salary: \$4,559.00 - \$5,700.00

Add: One position of E006, Administrative Secretary III - Confidential
Biweekly Salary: \$1,906.40 - \$2,383.20
Approximate Monthly Salary: \$4,131.00 - \$5,164.00

Explanation: This is the deletion of one vacant Executive Secretary – Confidential position to Administrative Secretary III - Confidential. The anticipated duties and responsibilities of this position are more appropriately aligned with the Administrative Secretary classification. This action represents a monthly salary and benefits savings of \$734. There is no change in the total number of authorized positions.

Action C: Convert: Two positions of E003 Administrative Secretary III
Biweekly Salary: \$1,906.40 - \$2,383.20
Approximate Monthly Salary: \$4,131.00 - \$5,164.00

To: Confidential

Explanation: This is the conversion of two vacant Administrative Secretary III positions to Confidential status. These duties and responsibilities of these positions are consistent with the County's definition of a Confidential employee, i.e., assists and/or acts in a confidential capacity to persons who formulate, determine and/or effectuate management policies in the field of labor relations. This action represents no change in the monthly salary and benefits cost. 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 \$12,905 or an estimated annual cost of \$154,860.