



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Health System



Date: November 1, 2012
Board Meeting Date: December 11, 2012
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Jean S. Fraser, Chief, Health System
Dean D. Peterson, P.E., REHS, Director, Environmental Health

Subject: Recommended Revision to the Salary Ordinance

RECOMMENDATION:

Introduction of an Ordinance amending Ordinance number 04629 and waiver of reading the Ordinance in its entirety.

BACKGROUND:

The Food and Public Pool Inspection Programs consist of one Environmental Health Program Supervisor with 18 direct reports. The Program Supervisor is responsible for overseeing development, implementation, auditing, and maintenance of the programs. The proposed Salary Ordinance Amendment will delete a vacant Environmental Health Specialist position and add an Environmental Health Program Supervisor position for the Food Program thus reducing the span of control.

DISCUSSION:

A number of changes in State and local law have required Environmental Health (EH) to develop and implement new programs such as the Cottage Food Industry, menu labeling, and other nutritional and environmental goals. These changes coupled with recent findings and expectations by the Civil Grand Jury for both pool and food programs, reveal that the current span of control and structure greatly restrict EH's ability to effectively supervise and manage these two programs at a level that is fully protective of public health.

The Public Pool Program and one (1) Environmental Health Specialist IV position will move under an existing water program supervisor increasing that span of control from eight (8) to nine (9).

The existing food program supervisor will supervise three (3) Environmental Health Specialist IV positions and one (1) Environmental Health Technician position. In

addition, this supervisor will manage emerging issues and focus on program development within the Food Program.

The proposed Food Program Supervisor will supervise the remaining thirteen (13) Environmental Health Specialist I/II/III positions and will be responsible for program implementation, audits and standardization of field staff. The addition of a supervisor will enable EH to move the Food Program forward technologically and conduct essential audits and standardization. San Mateo County has historically had one of the top food inspection programs in the Bay Area and this reorganization will allow us to continue a program of excellence.

Action: Delete: One position of J048S, Environmental Health Specialist Series
Biweekly Salary: \$2,740.80 - \$3,426.40
Approximate Monthly Salary: \$5,938.00 - \$7,424.00

Add: One position of J007, Environmental Health Program Supervisor-E
Biweekly Salary: \$3,320.00 - \$4150.40
Approximate Monthly Salary: \$7,193.00 - \$8,993.00

The Ordinance has been reviewed and approved by County Counsel as to form.

The proposed amendment contributes to the Shared Vision 2025 outcome of an Environmentally Conscious Community by insuring that EH has staff with the skills necessary to provide exceptional service to the community. It is anticipated that 94% of permitted facilities will receive an annual inspection in FY 2012-13. These annual inspections help prevent and control illness related to the transmission of infection or contamination in food and water, and help prevent disease transmission and injury.

PERFORMANCE MEASURE(S):

Measure	FY 2011-12 Actual	FY 2012-13 Projected
Percent of permitted facilities receiving an annual inspection	94%	94%

FISCAL IMPACT:

The action presented in this Amendment represents an estimated annual cost increase of \$24,000. Salary savings from vacant positions offset the increased cost in the FY 2012-13. A revision to the fee Ordinance is being developed for 2013-14 and will include recovery of the increased program cost in future years. There is no Net County Cost.