



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: November 23, 2016
Board Meeting Date: December 13, 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 thirty-one positions, delete thirty positions, reclassify three positions, convert one unclassified position to classified, adjust salaries for eight positions, establish new salary range for one position, and add two special compensation rules.

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 thirty-one positions;
- deletion of thirty positions;
- reclassification of three positions;
- conversion of one unclassified position to classified;
- adjustment of salaries for eight positions;
- establishment of new salary range for one position; and
- addition of two special compensation rules.

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 contributes 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.

ALL DEPARTMENTS

Action A: Adjust: Salaries for L046, Park Aide – Extra Help; E071, Library Aide – Extra Help; and I070, STEP Intern to salary range \$14.00 - \$17.50 per hour

Action B: Adjust: Salaries for all I052, Intern/Fellow I and E340 – Summer Jobs for Youth Intern to \$14.00 per hour

Action C: Adjust: Salary for I050, BHRS Intern to salary range \$14.00 - \$20.00 per hour

Action D: Adjust: Salary for I091, Project/Program Associate I to salary range \$14.00 - \$17.00 per hour

Explanation: These salary changes adjusts the range or salary step of the above positions so that beginning salary step is at \$14.00 per hour, consistent with the Board's five-year pilot program establishing a living wage that will increase up to \$17 per hour for all service contractors and subcontractors doing business with the County. Assuming that all 197 employees in the above classifications are at the minimum salary step, the proposed salary adjustment represents an approximate monthly salary and benefits cost of \$72,150. There is no change in total number of authorized positions.

Action E: Adjust: Salary for I092, Project/Program Associate II to salary range \$18.00 - \$22.00 per hour

Explanation: This action adjusts the salary of the Project/Program Associate II classification to \$18.00 - \$22.00 per hour to address salary compaction with Project/Program Associate I which is being adjusted to \$14.00 - \$17.00 per hour resulting from Board's approval of the living wage increase. Assuming that the two employees in this classification are at the minimum salary step, the proposed salary adjustment represents an approximate monthly salary and benefits cost of \$693. There is no change in total number of authorized positions.

12000 COUNTY MANAGER'S OFFICE

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

Explanation: This is the addition of one vacant Management Analyst Series – Unclassified in the new Capital Projects unit. This action represents a monthly salary and benefits cost of \$13,846. The total number of authorized position is increased by 1 position.

12400 PUBLIC SAFETY COMMUNICATIONS

Action: Add: A one-time, lump sum payment to full time employees in Public Safety Communications in the following unrepresented management classifications: D065, Communications Dispatch Manager; D062, Communications Program Services Manager; and D063, Supervising Communications Dispatcher.

Explanation: This action adds amends Section 5 – Special Compensation of the Master Salary Resolution and establishes Board’s authorization to provide a one-time, lump sum payment to full time employees in Public Safety Communications in the following unrepresented management classifications: D065, Communications Dispatch Manager; D062, Communications Program Services Manager; and D063, Supervising Communications Dispatcher. Contingent upon and following the County’s provision of Police Dispatch Services for City of Daly City by contract, full time employees in the above-named classifications in the department of Public Safety Communications would receive a one-time, non-recurring, non-pensionable lump sum payment in the amount of one thousand, five hundred dollars (\$1,500). This action represents and estimated cost of \$18,000.

13000 ASSESSOR-CLERK-RECORDER

Action: Delete: One position of N051, Senior Drafting Technician
Biweekly Salary: \$2,837.60 - \$3,547.20

Add: One position of V057, GIS Supervisor
Biweekly Salary: \$3,122.40 - \$3,902.40

Explanation: This is the deletion of one vacant Senior Drafting Technician and addition of one GIS Supervisor to support the staffing needs of the department, create supervisory capacity in the unit and allow promotional opportunities for staff. This action represents a monthly salary and benefits cost of \$2,064. There is no change in the total number of authorized positions.

16000 COUNTY COUNSEL

Action: Delete: One position of E382S, Legal Secretary Series - Confidential
Biweekly Salary: \$2,213.60 - \$2,766.40

Add: One position of D153, Office Services Manager
Biweekly Salary: \$2,887.20 - \$3,609.60

Explanation: This is the deletion of one vacant Legal Secretary Series – Confidential and the addition of one Office Services Manager. This change supports reorganization efforts in the department. This action represents a monthly salary and benefits cost of \$2,795. There is no change in the total number of authorized positions.

17000 HUMAN RESOURCES DEPARTMENT

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

Explanation: This is the addition of one vacant Management Analyst Series which was erroneously deleted in last month's salary resolution amendment. This position was added and budgeted in July. This action represents a monthly salary and benefits cost of \$13,846. The total number of authorized positions is increased by one.

17800 SHARED SERVICES

Action: Delete: One position of D060, Financial Services Manager I
 Biweekly Salary: \$3,684.80 - \$4,607.20

Add: One position of D203, Procurement Manager
Biweekly Salary: \$4,063.20 - \$5,079.20

Explanation: This is the deletion of one vacant Financial Services Manager I and the addition of one vacant Procurement Manager. The latter classification is more aligned to the duties and responsibilities of the position. The conversion of the position to Procurement Manager also supports recruitment and retention strategies for this crucial position. This action represents a monthly salary and benefits cost of \$1,565. There is no change in the total number of authorized positions.

18000 INFORMATION SERVICES DEPARTMENT

Action A: Delete: Five positions of V200S, Systems Engineer Series
 Biweekly Salary: \$3,834.40 - \$4,791.20

Add: Five positions of V260S, IS Support Series
Same

Action B: Delete: One position of E480, Telephone Operator
 Biweekly Salary: \$1,637.60 - \$2,045.60

Add: One position of D045, Administrative Services Manager I
Biweekly Salary: \$3,869.60 - \$4,836.80

Explanation: This is the deletion of five vacant Systems Engineer Series (Systems Engineer and Advisory Systems Engineer) positions and one vacant Telephone Operator position, and the addition of five vacant IS Support Series (IS Communications Specialist and IS Client Systems Specialist II and III) positions and one vacant Administrative Services Manager I position. These changes support the reorganization efforts in ISD and aligns existing Systems Engineer Series positions to the new IS classification series created as part of the recently concluded IS Classification Study. These actions represent a monthly salary and benefits cost of \$9,253. There is no change in the total number of authorized positions.

30000 SHERIFF'S OFFICE

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

Add: One position of D185, Senior Management Analyst
Biweekly Salary: \$3,684.80 - \$4,607.20

Explanation: This is the deletion of one vacant Management Analyst Series and the addition of one Senior Management Analyst position. This add-delete action represents a monthly salary and benefits cost of \$1,427. There is no change in the total number of authorized positions.

Action B: Add: One position of B245, Assistant Sheriff - Unclassified
Biweekly Salary: \$6,301.60 - \$7,878.40

Explanation: This is the addition of one vacant Assistant Sheriff – Unclassified. The addition of this position supports operational needs of the department. This action represents a monthly salary and benefits cost of \$29,872. The total number of authorized positions is increased by one position.

33000 CORONER'S OFFICE

Action: Add: A 2.5% or 5% Career Incentive Allowance (Special Compensation) paid biweekly in addition to all other compensation of the Coroner – Elective for possessing a Peace Officer Standards and Training certificate or Advanced Peace Officer Standards and Training certificate respectively, issued by the Commission of Peace Officer Standards and Training of the California State Department of Justice

Explanation: This action adds amends Section 5 – Special Compensation of the Master Salary Resolution to add a Career Incentive Allowance of 2.5% of base pay per biweekly in addition to all other compensation of the Coroner - Elective if he/she possesses a Peace Officer Standards and Training certificate or 5% of base pay per biweekly pay period in addition to all other compensation if he/she possess the Advanced Peace Officer Standards and Training certificate issued by the Commission of Peace Officer Standards and Training of the California State Department of Justice. This action represents a monthly salary and benefits cost of \$619. There is no change in the total number of authorized positions.

32000 PROBATION

Action A: Delete: Six positions of C005S, Group Supervisor Series
Biweekly Salary: \$2,372.00 - \$2,966.40

Add: Six positions of C006, Group Supervisor III
Biweekly Salary: \$2,637.60 - \$3,296.80

Explanation: This is the deletion of six vacant Group Supervisor Series and the addition of six vacant Group Supervisor III positions. This add-delete action creates lead

support for supervisors and promotional opportunities within the organization. This action represents a monthly salary and benefits cost of \$6,572. There is no change in the total number of authorized positions.

Action B: Delete: One position of E406S, Storekeeper Series
Biweekly Salary: \$1,767.20 - \$2,209.60

Add: One position of T064S, Utility Worker Series
Biweekly Salary: \$1,782.40 - \$2,228.00

Explanation: This is the deletion of one vacant Storekeeper II position and the addition of one Utility Worker II position. The responsibilities of the position have changed and are now more aligned to the Utility Worker classification. This action represents a monthly salary and benefits cost of \$61. There is no change in the total number of authorized positions.

46000 PW - ENGINEERING

Action: Delete: One position of N053S, Drafting Technician Series
Biweekly Salary: \$2,532.80 - \$3,165.60

Delete: One position of N035, Supervising Public Works Technician
Biweekly Salary: \$3,232.80 - \$4,040.80

Add: One position of N045S, Engineer Series
Biweekly Salary: \$3,695.20 - \$4,619.20

Explanation: This is the deletion of one vacant Drafting Technician Series and one Supervising Public Works Technician positions, and the addition of one Engineer Series (Associate Civil Engineer) position. These add-delete actions align with staffing changes in the department. This action represents a monthly salary and benefits savings of \$8,577. The total number of authorized positions is decreased by one.

47300 PW - FACILITIES

Action: Delete: One position of T048, Boiler Watch Engineer
Biweekly Salary: \$2,424.00 - \$3,029.60

Add: One position of T041S, Stationary Engineer Series
Biweekly Salary: \$3,304.80

Explanation: This is the deletion of one vacant Boiler Watch Engineer and the addition of one vacant Stationary Engineer Series. The duties and responsibilities of this position was reviewed and determined to be more aligned to Stationary Engineer. This action represents a monthly salary and benefits cost of \$912. There is no change in the total number of authorized positions.

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

Explanation: This is the deletion of one vacant Management Analyst Series – Unclassified. Duties and responsibilities of this position is being transferred to the new Capital Projects unit under the County Manager’s Office. This action represents a monthly salary and benefits savings of \$13,846. The total number of authorized position is decreased by 1 position.

57000 AGING AND ADULT SERVICES

Action A: Delete: One position of B325S, Deputy Public Administrator – Unclassified Series
Biweekly Salary: \$2,369.60 - \$2,962.40

Delete: One position of G223S, Deputy Public Administrator Series
Biweekly Salary: \$2,369.60 - \$2,962.40

Delete: Two positions of E443, Estate Property Officer
Biweekly Salary: \$1,951.20 - \$2,438.40

Action B: Add: One position of G098S, Social Worker Series
Biweekly Salary: \$2,795.20 - \$3,492.80

Add: One position of G218, Supervising Deputy Public Guardian-Conservator
Biweekly Salary: \$3,290.40 - \$4,112.80

Add: Two positions of G093, Social Work Supervisor
Biweekly Salary: \$3,290.40 - \$4,112.80

Explanation: This is the deletion of one Deputy Public Administrator Series – Unclassified, one Deputy Public Administrator Series and two Estate Property Officer positions, and the addition of one Social Worker Series, one Supervising Deputy Public Guardian and two Social Work Supervisor positions. These changes support the staffing needs of the department and allows for better delivery of services to clients. These actions represents a monthly salary and benefits cost of \$16,673. There is no change in the total number of authorized positions.

59000 ENVIRONMENTAL HEALTH

Action A: Convert: One position of B033S, Hazardous Materials Specialist – Unclassified Series
Biweekly Salary: \$3,240.80 - \$4,049.60

To: Classified

Action B: Delete: One position of E334S, Office Assistant Series
Biweekly Salary: \$1,640.80 - \$2,052.00

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

Explanation: This is the conversion of one Hazardous Materials Specialist Series – Unclassified to Classified, and the deletion of one Office Assistant Series and the addition of one Office Specialist position. The positions being converted and deleted were inadvertently added under the wrong classification when the positions moved into the new HRIS system. These actions represents a monthly salary and benefits cost of \$703. There is no change in the total number of authorized positions.

Action C: Reclassify: One position of D033, Health Services Manager II
 Biweekly Salary: \$4,266.40 - \$5,333.60

To: One position of D127, Deputy Director of Environmental Health
 Biweekly Salary: \$4,702.40 - \$5,878.40

Explanation: This is the reclassification of one filled Health Services Manager II position to Deputy Director of Environmental Health Services. The duties and responsibilities of this position has evolved over time and a recent classification study recommended the reclassification of the position to Deputy Director which is the more appropriate classification level for the work being performed. This action represents a monthly salary and benefits cost of \$1,806. There is no change in the total number of authorized positions.

62400 FAMILY HEALTH

Action: Delete: One position of D070, Director of Food and Nutrition
 Biweekly Salary: \$3,695.20 - \$4,619.20

Add: One position of D033, Health Services Manager II
 Biweekly Salary: \$4,266.40 - \$5,333.60

Explanation: This is the deletion of one Director of Food and Nutrition and addition of one Health Services Manager II position. The latter classification is the more appropriate classification given the scope of responsibilities of the position. This action represents a monthly salary and benefits cost of \$2,368. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

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

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

Explanation: This is the deletion of one Office Assistant Series, and addition of one Management Analyst Series position. The department requests this change as it better suits their current business needs. This action represents a monthly salary and benefits cost of \$6,476. There is no change in the total number of authorized positions.

Action B: Set: Salary for Range for F063, Registered Dental Assistant at \$53.68 to \$67.10 per hour

Explanation: This action sets the salary range for Registered Dental Assistant (RDA) classification which is a newly created classification level above the Dental Assistant. The monthly salary and benefits cost associated with this change will depend on how many current Dental Assistants have the registration and are qualified for the higher level RDA. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action A: Delete: One position of E003, Administrative Secretary III
Biweekly Salary: \$2,200.00 - \$2,748.80

Add: One position of E006, Administrative Secretary III - Confidential
Biweekly Salary: \$2,200.00 - \$2,748.80

Action B: Delete: One position of E334S, Office Assistant Series
Biweekly Salary: \$1,640.80 - \$2,052.00

Add: One position of E002, Administrative Secretary II
Biweekly Salary: \$2,096.00 - \$2,620.80

Explanation: This is the deletion of one Administrative Secretary III and one Office Assistant Series positions, and the addition of one Administrative Secretary III – Confidential and one Administrative Secretary II positions. These changes aligns with staffing and organizational changes in the department. These actions represent a monthly salary and benefits cost of \$1,886. There is no change in the total number of authorized positions.

Action C: Reclassify: One position of G232, Human Services Supervisor - E
Biweekly Salary: \$2,941.60 - \$3,676.80

To: One position of G216, Veterans Services Officer - E
Biweekly Salary: \$2,941.60 - \$3,676.80

Explanation: This is the reclassification of one Human Services Supervisor position to the newly created Veterans Services Officer classification. A classification study was conducted on the position and determined the appropriate classification to be Veterans Services Officer. The determination was based on the duties and responsibilities of the position, qualifications needed to be successful in the position, and its role in the organization. This action has no monthly salary and benefits cost and there is no change in the total number of authorized positions.

Action D: Reclassify: One position of G232, Human Services Supervisor - E
Biweekly Salary: \$2,941.60 - \$3,676.80

To: One position of D126, Department Facilities Project Manager
Biweekly Salary: \$3,341.60 - \$4,176.80

Explanation: This is the reclassification of one filled Human Services Supervisor position to Department Facilities Project Manager. The duties and responsibilities of this position has evolved over time and a recent classification study recommended the

reclassification of the position to the higher level classification which is the more appropriate classification the work being performed and its role in the organization. This action represents a monthly salary and benefits cost of \$1,658. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$183,037.00 or an estimated annual cost of \$2.1 million.