



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



**Date:** March 28, 2013

**Board Meeting Date:** April 23, 2013

**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:**

Adoption of an ordinance amending the salary ordinance to reflect the deletion of three positions, addition of three positions and conversion of one position to classified status as required by Measure D; and accepting the report on the total number of positions in the County, previously introduced on April 9, 2013 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 three positions;
- addition of three positions;
- conversion of one unclassified position to classified status as required by 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.

## **ORGANIZATION 17000 HUMAN RESOURCES**

**Action:**     ~~Delete~~: One position of V232, Information Technology Technician - Confidential  
Biweekly Salary: \$2,403.20 - \$3,004.00  
Approximate Monthly Salary: \$5,207.00 - \$6,509.00

**Explanation:** This is the deletion of one filled Information Technology Technician – Confidential position. This position and the incumbent in this position are being transferred to Org 18000 – Information Services. This action represents a monthly salary and benefits savings of \$8,917. The total number of authorized positions is decreased by one.

## **ORGANIZATION 18000 INFORMATION SERVICES**

**Action:**     ~~Add~~: One position of V232, Information Technology Technician - Confidential  
Biweekly Salary: \$2,403.20 - \$3,004.00  
Approximate Monthly Salary: \$5,207.00 - \$6,509.00

**Explanation:** This is the addition of one filled Information Technology Technician – Confidential position. This position and the incumbent in this position are being transferred from Org 17000 – Human Resources. This action represents a monthly salary and benefits cost of \$8,917. The total number of authorized positions is increased by one.

## **ORGANIZATION 55500 HEALTH POLICY AND PLANNING**

**Action A:**   ~~Delete~~: One position of D016, Director of Policy and Planning  
Biweekly Salary: \$3,940.80 - \$4,926.40  
Approximate Monthly Salary: \$8,539.00 - \$10,675.00

~~Add~~: One position of D033, Health Services Manager II  
Biweekly Salary: \$3,575.20 - \$4,468.80  
Approximate Monthly Salary: \$7,747.00 - \$9,683.00

**Explanation:** This is the deletion of one vacant Director of Policy and Planning position and the addition of one Health Services Manager II position. The work that will be performed is more appropriately represented by the Health Services Manager II classification. This action represents a salary and benefits savings of \$1,409. There is no change in the total number of authorized positions.

**Action B:**   ~~Delete~~: One position of E090, Administrative Assistant II - Confidential  
Biweekly Salary: \$2,286.40 - \$2,858.40  
Approximate Monthly Salary: \$4,954.00 - \$6,194.00

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 Administrative Assistant II - Confidential position and the addition of one Administrative Secretary III - Confidential position. The duties and responsibilities of this position is more aligned to the Secretary classification. This action represents a salary and benefits savings of \$1,411. There is no change in the total number of authorized positions.

#### **ORGANIZATION 66000 SAN MATEO MEDICAL CENTER**

**Action:**      Convert: One position of B157, Staff Physician – Unclassified  
Biweekly Salary: \$5,481.60 - \$6,480.00  
Approximate Monthly Salary: \$11,878.00 - \$14,041.00

To: One position of F122S, Physician Series

**Explanation:** This is the conversion of one filled position from unclassified status 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.

#### **FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits savings of \$2,820 or an estimated annual savings of \$33,840.