



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



**Date:** May 23, 2013  
**Board Meeting Date:** June 4, 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:**

Introduction of an ordinance amending the salary ordinance to reflect the deletion of two positions, addition of two 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 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 two positions; and
- 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 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.

## **ORGANIZATION 32000 PROBATION**

**Action:**     Delete: Two positions of E355, Legal Word Processor  
                  Biweekly Salary: \$1,728.80 - \$3,160.80  
                  Approximate Monthly Salary: \$3,746.00 - \$4,682.00

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

**Explanation:** This is the deletion of two vacant Legal Word Processor positions and the addition of two Legal Office Specialist positions. The anticipated workload for the vacant positions is more aligned with the Legal Office Specialist classification. This action represents a salary and benefits cost of \$984. There is no change in the total number of authorized positions.

## **ORGANIZATION 70000 HUMAN SERVICES AGENCY**

**Action:**     Convert: One position of B143S, Employment Services Specialist –  
                  Unclassified Series  
                  Biweekly Salary: \$1,820.00 - \$2,569.60  
                  Approximate Monthly Salary: \$3,944.00 - \$5,568.00

To: Classified

**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 cost of \$984 or an estimated annual cost of \$11,808.