



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Health System



**Date:** May 3, 2013  
**Board Meeting Date:** June 4, 2014  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** John Beiers, County Counsel  
Jean S. Fraser, Chief, Health System  
Lisa Mancini, Director, Aging and Adult Services

**Subject:** Amendment to the Master Salary Ordinance

**RECOMMENDATION:**

Introduction of an ordinance amending the Master Salary Ordinance to delete one and add five unclassified positions and waiver of reading the ordinance in its entirety.

**BACKGROUND:**

The Public Administrator (PA) program has undergone many changes in operation, functionality and structure since joining Aging and Adult Services (AAS) in July 2011. Subsequently, it is necessary to make changes to the number and types of positions for the PA program this fiscal year in order to attend to the current backload of cases.

**DISCUSSION:**

It is proposed to increase staffing in the Office of County Counsel and in the Public Administrator function to be able to address the number and complexity of the backlog of open cases that were transferred to the Health System. Working through the backlog of cases that were transferred to the Health System from the District Attorney's Office is taking far more staff time per case than originally anticipated. The need for increased staffing is temporary, and the positions will be retained only until the backlog of cases is resolved.

**ORGANIZATION 57000 AGING AND ADULT SERVICES**

**Action A:** Add: One (1) position of B328, Supervising Deputy Public Guardian–  
Unclassified  
Biweekly salary \$2,852.80 – \$3,566.40  
Approximate monthly salary \$6,182.00 – \$7,828.00

**Explanation:** A dedicated Supervising Deputy Public Guardian – Unclassified is necessary to properly oversee the work of the Deputy Public Administrators – Unclassified currently working to resolve the cases. Once the backlog of cases is resolved this position will be eliminated in the budget. The total number of positions is increased by one.

**Action B:** Add: One (1) position of B325S, Deputy Public Administrator Series – Unclassified  
Biweekly salary \$2,035.20 – \$2,275.20  
Approximate monthly salary \$4,410.00 – \$4,930.00

**Explanation:** An additional Deputy Public Administrator – Unclassified is necessary to assist in resolving the backlog of mishandled cases. Once the backlog of cases is resolved this position will be eliminated in the budget. The total number of positions is increased by one.

**Action C:** Add: One (1) position of B067, Fiscal Office Specialist – Unclassified  
Biweekly salary \$1,694.40 – \$2,117.60  
Approximate monthly salary \$3,672.00 – \$4,589.00

**Explanation:** An additional Fiscal Office Specialist – Unclassified is necessary to support the Supervising Deputy Public Guardian – Unclassified and the Deputy Public Administrators – Unclassified in resolving the backlog of mishandled cases. Once the backlog of cases is resolved this position will be eliminated in the budget. The total number of positions is increased by one.

**Action D:** Delete One (1) position of B327, Estate Property Officer – Unclassified  
Biweekly salary \$1,691.20 – \$2,114.40  
Approximate monthly salary \$3,665.00 – \$4,582.00

**Explanation:** This is the deletion of one vacant Estate Property Officer – Unclassified position that is no longer necessary in assisting to resolve the mishandled cases. The total number of positions is decreased by one.

## **ORGANIZATION 16000 COUNTY COUNSEL**

**Action E:** Add: One (1) position of B039S, Deputy County Counsel Series - Unclassified  
Biweekly Salary: \$2,861.60 - \$6,939.80  
Approximate Monthly Salary: \$6,201.00 - \$15,031.00

**Explanation:** This is the addition of one Deputy County Counsel Series – Unclassified position to provide legal services relating to complex and confidential Public Administrator matters. The addition of this position will assist the

department's overall strategic effectiveness. The total number of authorized positions is increased by one.

**Action F:** Add: One (1) position of B008, Paralegal – Unclassified  
Biweekly Salary: \$2,063.20 - \$2579.20  
Approximate Monthly Salary: \$4,471.00 – \$5,589.00

**Explanation:** This is the addition of one Paralegal – Unclassified position to provide legal services and support in legal matters relating to complex and confidential Public Administrator matters. The total number of authorized positions is increased by one.

The amendment has been reviewed and approved by County Counsel's Office.

These changes contribute to the Shared Vision 2025 outcome of a Healthy Community by ensuring that the departments have staff with the skills necessary to perform the work and to provide exceptional services to the community. It is anticipated that 85% of Public Administrator cases valued less than \$150,000 will be resolved and closed within two years.

**PERFORMANCE MEASURE(S):**

Measure	FY 2012-13 Estimate	FY 2013-14 Projected
Percent of open Public Administrator cases transferred to Health System from DA that have been closed	4%	40%

**FISCAL IMPACT:**

This action will result in an annual net increase in costs of \$224,258 for the Public Administrator program of Aging and Adult Services; and of \$346,668 for County Counsel. The increase is funded by the General Fund. These costs will be included in the FY 2013-14 Recommended Budget.