



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Human Services Agency



**Date:** April 7, 2014  
**Board Meeting Date:** May 6, 2014  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Iliana Rodriguez, Director, Human Services Agency

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

**RECOMMENDATION:**

Introduction of an ordinance amending the Master Salary Ordinance to delete an Office Specialist position and add a Human Services Supervisor position, and waiver of reading the ordinance in its entirety.

**BACKGROUND:**

There is currently a vacant Office Specialist position assigned to support the childcare program(s) within the CalWORKs and Children and Family Services divisions under the Human Services Agency. After careful consideration and review, it is agreed upon by both the CalWORKs and Children and Family Services management representatives that the responsibilities previously assigned to the Office Specialist can be carried forth by child care staff and community workers.

Currently, staff for the CalWORKs Employment Services Program, Job Information Center, and childcare programs are spread throughout three separate units situated in Daly City, Belmont, and Redwood City. Additionally, one staff person assigned to the California Alternative Payment Program (CAPP) program reports directly to a Human Services Manager in the Children and Family Services division. As a result of the current structure, there is no specified supervisor for childcare programs, and effective oversight and attention for the childcare programs and staff have become challenging.

**DISCUSSION:**

Deleting the vacant Office Specialist position and adding a Human Services Supervisor position will provide for effective programmatic oversight and guidance, along with the support and structure necessary for childcare staff to successfully administer the program(s).

Part 14 of the Ordinance is amendment as indicated:

## ORIGIZATION 70000 HUMAN SERVICES AGENCY

1. Item E337, Office Specialist is decreased by 1 position for a new total of 10 positions.
2. Item G232, Human Services Supervisor-E is increased by 1 position for a new total of 38 positions.

These changes are effective at the start of the first pay period 30 days following adoption.

Approval of this Salary Ordinance amendment contributes to the Shared Vision 2025 outcome of a Prosperous Community by providing quality childcare.

### **FISCAL IMPACT:**

There is no Net County Cost as a result of the changes in the Master Salary Ordinance. The Salaries and Benefits cost of an Office Specialist is \$89,610 and the Salaries and Benefits of a Human Services Supervisor is \$134,670. There is a total salary savings for FY 2013-14 in the amount of \$77,388 as a result of the vacancy of the Office Support position. The increased cost per year is \$45,060. The cost of the added Human Services Supervisor is fully funded through the CalWORKs allocation and there is sufficient appropriation in the current year budget.