



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: November 20, 2014
Board Meeting Date: January 6, 2015
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 adjust salary for six classifications, add four positions, delete two positions and reclassify two positions; and accepting the report on the total number of positions in the County, previously introduced December 9, 2014, 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

- salary adjustment of six classifications;
- addition of four positions;
- deletion of two positions; and
- reclassification of two positions.

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 HEALTH SYSTEM

Action: Increase: By 10% the hourly rate for the following classifications: Staff Physician, Staff Physician – Pediatrics, Staff Physician – Unclassified, Supervising Physician, Supervising Physician – Pediatrics and Supervising Physician - Unclassified.

Explanation: This action increases the salary range of the above-named classifications by 10% to address recruitment and retention issues. Assuming 57 filled positions at the highest level this action represents an approximate monthly salary and benefits cost of \$83,000. There is no change in the total number of authorized positions.

ORGANIZATION 20000 RETIREMENT

Action: Add: Two positions of E053S, Retirement Investment/Financial Analyst Series
Biweekly Salary: \$2,627.20 - \$4,104.80
Approximate Monthly Salary: \$5,693.00 - \$8,894.00

Explanation: This is the addition of one Retirement Investment/Financial Analyst Series position to support the department's operational needs at this time. This action has been approved by the Retirement Board and represents an approximate monthly salary and benefits cost of \$24,370. The total number of authorized positions is increased by two.

ORGANIZATION 26000 CHILD SUPPORT SERVICES

Action: Add: One position of B240, Director of Child Support Services
Biweekly Salary: \$5,997.60 - \$7,496.80
Approximate Monthly Salary: \$12,996.00 - \$16,244.00

Explanation: This is the addition of one Director of Child Support Services position to comply with State requirements. This action represents an approximate monthly salary and benefits cost of \$23,066. The total number of authorized positions is increased by one.

ORGANIZATION 45100 PUBLIC WORKS ADMINISTRATION

Action: Reclassify: One position of E350, Fiscal Office Specialist
Biweekly Salary: \$1,814.40 - \$2,268.00
Approximate Monthly Salary: \$3,932.00 - \$4,914.00

To: One position of E403, Payroll/Personnel Services Specialist
 Same Salary

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Explanation: This is the reclassification of a Fiscal Office Specialist position to Payroll/Personnel Services Specialist which is the more appropriate classification for work that incumbent in this position is expected to perform. This action represents no monthly salary and benefits cost and does not change the number of authorized positions.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of E462, Payroll/Personnel Services Supervisor - C
Biweekly Salary: \$1,971.20 - \$2,464.00
Approximate Monthly Salary: \$4,271.00 - \$5,339.00

Action B: Delete: One position of S038S, Food Service Worker Series
Biweekly Salary: \$1,642.40 - \$1,935.20
Approximate Monthly Salary: \$3,978.00 - \$4,193.00

Action C: Add: One position of D033, Health Services Manager II
Biweekly Salary: \$3,867.20 - \$4,833.60
Approximate Monthly Salary: \$8,380.00 - \$10,474.00

Explanation: This is the deletion of one vacant Payroll/Personnel Services Supervisor – Confidential and one vacant Food Services Worker Series positions, and the addition of one Health Services Manager II. These add/delete actions support the department's operational needs at this time. This action represents an approximate monthly salary and benefits cost of \$1,814. The total number of authorized positions is decreased by one.

Action D: Reclassify: One position of E346S, Fiscal Office Assistant Series
Biweekly Salary: \$1,444.80 - \$1,904.00
Approximate Monthly Salary: \$3,131.00 - \$4,126.00

Action E: To: One position of E405S, Buyer Series
Biweekly Salary: \$1,981.60 - \$2,855.20
Approximate Monthly Salary: \$4,294.00 - \$6,187.00

Explanation: This is the reclassification of one vacant Fiscal Office Assistant Series position to Buyer Series. The duties and responsibilities of this position have changed and the Buyer classification is the more appropriate classification for the work that would be performed. This action represents an approximate monthly salary and benefits cost of \$2,823. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$135,073 or an estimated annual cost of \$1.6 million.