



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



**Date:** December 17, 2014  
**Board Meeting Date:** January 13, 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:**

Introduction of an ordinance amending the salary ordinance to reclassify twelve positions; 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:

- reclassification of twelve 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.

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**12000 COUNTY MANAGERS OFFICE**

**Action:**     Reclassify: One position of D184S, Management Analyst Series  
Biweekly Salary: \$3149.60 - \$3936.80  
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D185, Senior Management Analyst  
Biweekly Salary: \$3473.60 - \$4342.40  
Approximate Monthly Salary: \$7527.00 - \$9409.00

**15000 TAX COLLECTOR-TREASURER**

**Action:**     Reclassify: One position of D184S, Management Analyst Series  
Biweekly Salary: \$3149.60 - \$3936.80  
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D045, Administrative Services Manager I  
Biweekly Salary: \$3647.20 - \$4559.20  
Approximate Monthly Salary: \$7903.00 - \$9879.00

**17000 HUMAN RESOURCES**

**Action:**     Reclassify: One position of D184S, Management Analyst Series  
Biweekly Salary: \$3149.60 - \$3936.80  
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D049S, Human Resources Manager Series  
Biweekly Salary: \$3473.60 - \$4342.40  
Approximate Monthly Salary: \$7527.00 - \$9409.00

**45100 PUBLIC WORKS ADMINISTRATION**

**Action:**     Reclassify: One position of D184S, Management Analyst Series  
Biweekly Salary: \$3149.60 - \$3936.80  
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D049S, Human Resources Manager Series  
Biweekly Salary: \$3473.60 - \$4342.40  
Approximate Monthly Salary: \$7527.00 - \$9409.00

**61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES**

**Action:**     Reclassify: One position of D184S, Management Analyst Series  
Biweekly Salary: \$3149.60 - \$3936.80  
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D088, Program Services Manager II  
Biweekly Salary: \$3647.20 - \$4559.20  
Approximate Monthly Salary: \$7903.00 - \$9879.00

### **62000 PUBLIC HEALTH**

**Action:**     Reclassify: One position of D184S, Management Analyst Series  
Biweekly Salary: \$3149.60 - \$3936.80  
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D088, Program Services Manager II  
Biweekly Salary: \$3647.20 - \$4559.20  
Approximate Monthly Salary: \$7903.00 - \$9879.00

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

**Action A:**   Reclassify: Two positions of D184S, Management Analyst Series  
Biweekly Salary: \$3149.60 - \$3936.80  
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: Two positions of D088, Program Services Manager II  
Biweekly Salary: \$3647.20 - \$4559.20  
Approximate Monthly Salary: \$7903.00 - \$9879.00

**Action B:**   Reclassify: One position of D184S, Management Analyst Series  
Biweekly Salary: \$3149.60 - \$3936.80  
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D049S, Human Resources Manager Series  
Biweekly Salary: \$3473.60 - \$4342.40  
Approximate Monthly Salary: \$7527.00 - \$9409.00

### **70000 HUMAN SERVICES AGENCY**

**Action A:**   Reclassify: One position of D184S, Management Analyst Series  
Biweekly Salary: \$3149.60 - \$3936.80  
Approximate Monthly Salary: \$6825.00 - \$8530.00

To: One position of D105, Communications Officer  
Biweekly Salary: \$3647.20 - \$4559.20  
Approximate Monthly Salary: \$7903.00 - \$9879.00

**Action B:**   Reclassify: One position of D184S, Management Analyst Series  
Biweekly Salary: \$3149.60 - \$3936.80  
Approximate Monthly Salary: \$6825.00 - \$8530.00

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To: One position of D090, Human Services Manager I  
Biweekly Salary: \$3473.60 - \$4342.40  
Approximate Monthly Salary: \$7527.00 - \$9409.00

**Explanation:** The above reclassifications for Organizations 12000, 15000, 17000, 61000, 62000, 66000 and 70000 are actions resulting from a countywide Management Analyst Study. The study reviewed all the Management Analyst positions to determine if they are appropriately classified. The above positions were recommended for reallocation to more appropriate classifications. All these actions have an approximate monthly salary and benefits cost of \$13,405. There are no changes to the total number of authorized positions for each of these departments.

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

**Action:**      Reclassify: One positions of V230, Information Technology Technician  
Biweekly Salary: \$2587.20 - \$3234.40  
Approximate Monthly Salary: \$5606.00 - \$7008.00

To: One position of V235, Information Technology Analyst  
Biweekly Salary: \$3264.00 - \$4080.00  
Approximate Monthly Salary: \$7073.00 - \$8841.00

**Explanation:** This is the reclassification of an Information Technology Technician position to Information Technology Analyst which is the more appropriate classification for work that incumbent in this position is expected to perform. This action represents a monthly salary and benefits cost of \$2,511. There is no change the number of authorized positions.

### **FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$15,916 or an estimated annual cost of \$190,992.