



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: December 10, 2013
Board Meeting Date: January 7, 2014
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 delete three positions, add three positions, convert two positions to new classifications, and adjust two base-pay salaries; 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 three positions;
- addition of three positions;
- conversion of two positions to new classifications; and
- adjustment of two base pay salaries.

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 12000 COUNTY MANAGER'S OFFICE

Action A: Increase: By 15% the base-pay of the Budget Director classification.

Explanation: This action adjusts the base pay of the classification named above by 15% and aligns the salary for this position with market average and internal comparators. This action represents a monthly salary and benefits cost of \$1,910. There is no change in the total number of authorized positions.

Action B: Convert: One position of D090, Human Services Manager I
Biweekly Salary: \$3,180.80 - \$3,976.00
Approximate Monthly Salary: \$6,892.00 - \$8,615.00

To: One position of D180, Principal Management Analyst
Biweekly Salary: \$4,059.20 - \$5,074.40
Approximate Monthly Salary: \$8,796.00 - \$10,995.00

Action C: Convert: One position of D091, Human Services Manager II
Biweekly Salary: \$3,682.40 - \$4,603.20
Approximate Monthly Salary: \$7,979.00 - \$9,974.00

To: One position of D018, Director of Workforce & Economic Development
Biweekly Salary: \$4,700.00 - \$5,875.20
Approximate Monthly Salary: \$10,184.00 - \$12,731.00

Explanation: This is the conversion of one Human Services Manager I to Principal Management Analyst and the conversion of one Human Services Manager II to Director of Workforce and Economic Development. These conversions result from the transfer of management for the Workforce Investment Act (WIA) from Human Services Agency to the County Manager's Office and supports WIA's operational needs at this time. These actions represent a monthly salary and benefits cost of \$7,295. There is no change in the total number of authorized positions.

ORGANIZATION 32000 PROBATION

Action: Delete: Two positions of E372S, Legal Office Assistant Series
Biweekly Salary: \$1,675.20 - \$2,094.00
Approximate Monthly Salary: \$3,630.00 - \$4,538.00

Add: Two positions of E375, Legal Office Specialist
Biweekly Salary: \$1,916.80 - \$2,396.00
Approximate Monthly Salary: \$4,153.00 - \$5,192.00

Explanation: This is the deletion of two Legal Office Assistant Series vacancies and the addition of two Legal Office Specialist positions. This add-delete action results from shifting duties and responsibilities and will support the current needs of the department. This action represents a monthly salary and benefits cost of \$896. There is no change in the total number of authorized positions.

ORGANIZATION 62000 PUBLIC HEALTH, POLICY AND PLANNING

Action A: Delete: One position of G112S, Community Worker Series
Biweekly Salary: \$1,617.60 - \$2,022.40
Approximate Monthly Salary: \$3,505.00 - \$4,382.00

Add: One position of J047, Communicable Disease Investigator
Biweekly Salary: \$2,112.00 - \$2,640.00
Approximate Monthly Salary: \$4,576.00 - \$5,720.00

Explanation: This is the deletion of one vacant Community Worker Series and the addition of one Communicable Disease Investigator. This add-delete action supports the department's operational needs at this time. This action represents a monthly salary and benefits cost of \$1,833. There is no change in the total number of authorized positions.

Action B: Increase: By 5% the base-pay of the Director of Public Health, Policy and Planning classification.

Explanation: This action adjusts the base pay of the classification named above by 5%. This adjustment aligns the salary of said position with internal comparators and maintains equity of salary between similar level director positions. This action represents a monthly salary and benefits cost of \$606. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$10,630 or an estimated annual savings of \$127,560.