



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: November 14, 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:

Adoption of an ordinance amending the salary ordinance to adjust three salaries, reclassify three positions, delete four positions and add four positions; and, accepting the report on the total number of positions in the County, previously introduced on December 10, 2013 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:

- adjust three salaries;
- reclassify three positions;
- delete four positions; and
- add four 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.

ORGANIZATION 14000 CONTROLLERS

Action: Reclassify: One position of E368, Public Services Specialist
Biweekly Salary: \$1,492.00 - \$1,866.40
Approximate Monthly Salary: \$3,234.00 - \$4,044.00

To: One position of E337, Office Specialist
Biweekly Salary: \$1,570.040 - \$1,963.20
Approximate Monthly Salary: \$3,403.00 - \$4,254.00

Explanation: This is the reclassification of one vacant Public Services Specialist to Office Specialist. A review of the duties and responsibilities indicated that the scope of work is more aligned with the Office Specialist classification. This action represents a monthly salary and benefits cost of \$288. There is no change in the total number of authorized positions.

ORGANIZATION 15000 TAX COLLECTOR-TREASURER

Action: Reclassify: One position of E351, Fiscal Office Services Supervisor-E
Biweekly Salary: \$2,012.00 - \$2,515.20
Approximate Monthly Salary: \$4360.00 – \$5,450.00

To: One position of E354, Banking and Cash Management Supervisor-E
Biweekly Salary: \$2,443.20 - \$3,053.60
Approximate Monthly Salary: \$5,294.00 - \$6,617.00

Explanation: This is the reclassification of one filled Fiscal Office Services Supervisor to a newly created classification of Banking and Cash Management Supervisor. The duties and responsibilities of this position have expanded overtime and a classification study was conducted to determine the appropriate classification. The study recommended the creation of a new classification to merges the supervisors previous and still ongoing responsibilities along with the new banking and cash management functions. This action represents a monthly salary and benefits cost of \$1,599. There is no change in the total number of authorized positions.

ORGANIZATION 39000 PARKS AND RECREATION

Action: Delete: One position of L042, Gardener
Biweekly Salary: \$1,951.20 – \$2,439.20
Approximate Monthly Salary: \$4,228.00 – \$5,285.00

To: One position of L041S, Park Ranger Series
Biweekly Salary: \$1,951.20 – \$2,439.20
Approximate Monthly Salary: \$4,228.00 – \$5,285.00

Explanation: This is the deletion of one Gardener and the addition of one Park Ranger Series. This add-delete action supports the department's operational needs at this time. This action represents no monthly salary and benefits cost. There is no change in the total number of authorized positions.

ORGANIZATION 56000 EMERGENCY MEDICAL SERVICES

Action: Increase: By 20% the base pay of the EMS Administrator classification.

Explanation: This action adjusts the EMS Administrator base pay by 20% and aligns the salary for this position with market average. This action is also intended to attract and recruit qualified individuals for this crucial position. The recruitment has not been successful to date, with potential candidates declining job offers citing cost of living and salary as the reason. This action represents a monthly salary and benefits cost of \$2,034. There is no change in the total number of authorized positions.

ORGANIZATION 59000 ENVIRONMENTAL HEALTH SERVICES

Action: Increase: By 5% the base pay of the Director of Environmental Health.

Explanation: This action adjusts the Director of Environmental Health base pay by 5% and aligns the salary for this position with market average and internally, with similar division manager salaries. This action is essential to attracting qualified candidates as the department and Human Resources prepare to recruit for the position. This action represents a monthly salary and benefits cost of \$588. There is no change in the total number of authorized positions.

ORGANIZATION 62400 FAMILY HEALTH

Action: Reclassify: One position of E416S, Medical Office Assistant Series
Biweekly Salary: \$1,541.60 - \$1,927.20
Approximate Monthly Salary: \$3,340.00 - \$4,176.00

To: One position of E420, Medical Office Specialist
Biweekly Salary: \$1,787.20 - \$2,233.60
Approximate Monthly Salary: \$3,873.00 - \$4,840.00

Explanation: This is the reclassification of one filled Medical Office Assistant Series to Medical Office Specialist. A classification study was conducted and determined that the appropriate classification for the work performed is the Medical Office Specialist classification. This action represents a monthly salary and benefits cost of \$910. There is no change in the total number of authorized positions.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of T060, Supervising Custodian - E
Biweekly Salary: \$1,620.80 - \$2,026.40
Approximate Monthly Salary: \$3,512.00 - \$4,391.00

To: One position of E462, Payroll/Personnel Services Supervisor
Biweekly Salary: \$1,913.60 - \$2,392.00
Approximate Monthly Salary: \$4,146.00 - \$5,183.00

Explanation: This is the deletion of one vacant Supervising Custodian – E and the addition of one Payroll/Personnel Services Supervisor. This add-delete action results from organizational changes and shifting duties and responsibilities and also supports the current needs of the department for a full-time designated payroll supervisor. This action represents a monthly salary and benefits cost of \$1,085. There is no change in the total number of authorized positions.

Action B: Increase: By 5% the base pay of the Dental Program Manager.

Explanation: This action adjusts the Dental Program Manager base pay by 5%. Recently UAPD negotiated a salary adjustment for employees and classifications under its representation. This salary adjustment has resulted in a salary compaction between the manager and supervisor salaries. The 5% adjustment to the base pay will expand the gap to a typical salary percentage difference between managers and supervisors. This action represents a monthly salary and benefits cost of \$659. There is no change in the total number of authorized positions.

ORGANIZATION 79000 HOUSING

Action A: Delete: One position of D213, Deputy Director of Housing
Biweekly Salary: \$4,345.60 - \$5,432.00
Approximate Monthly Salary: \$9,416.00 - \$11,770.00

Add: One position of D184S, Management Analyst Series
Biweekly Salary: \$2,800.80 - \$3,500.80
Approximate Monthly Salary: \$6,069.00 - \$7,586.00

Action B: Delete: One position of R010, Housing & Community Development Supervisor
Biweekly Salary: \$3,050.40 - \$3,812.80
Approximate Monthly Salary: \$6,610.00 - \$8,262.00

Add: One position of R001S, Housing & Community Development Specialist Series
Biweekly Salary: \$2,276.00 - \$2,844.80
Approximate Monthly Salary: \$4,932.00 - \$6,164.00

Explanation: This is the deletion of one vacant Deputy Director of Housing and one vacant Housing and Community Development Supervisor and the addition of one Management Analyst Series and one Housing and Community Development Specialist Series. These changes results from organizational changes and supports the department's current operational needs. This action represents a monthly salary and benefits savings of \$8,815. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits savings of \$1,652 or an estimated annual savings of \$19,824.