



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Health System



**Date:** May 3, 2013  
**Board Meeting Date:** June 18, 2013  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Jean S. Fraser, Chief, Health System  
Susan Kole, Director, Correctional Health Services

**Subject:** Recommended Revision to the Master Salary Ordinance

**RECOMMENDATION:**

Adoption of an ordinance amending the Master Salary Ordinance to reflect the deletion of two positions, the addition of two positions, previously introduced on June 4, 2013 and waiver of reading the ordinance in its entirety.

**BACKGROUND:**

Correctional Health Services (CHS) provides comprehensive and timely physical health, mental health, and chemical dependency treatment services as well as quality, customer-oriented meals and nutrition services to the incarcerated population of San Mateo County in order to improve the health and well-being of detainees and contribute to the health and safety of the community as a whole. CHS has traditionally had a Clinical Services Manager I-Nursing responsible for the medical and nursing aspects of Correctional Health, and a Clinical Services Manager I-Mental Health responsible for the mental health, substance abuse and treatment, and the Choices programs.

**DISCUSSION:**

CHS has had great difficulty recruiting suitable candidates for these positions. The Clinical Services Manager I-Nursing has been vacant since September 3, 2010. CHS has been recruiting for the position since that time. There have been very few applicants, and the few that applied were not qualified. This position is critical because it is responsible for ensuring compliance with all State and Federal regulations and accreditation standards, thus reducing the County's liability. In comparing similar positions at other correctional facilities, a Clinical Services Manager II-Nursing is more comparable and should attract more highly qualified candidates. The Clinical Services Manager I-Mental Health position has been hard to fill because of salary compaction issues between mental health supervisory positions and the management position. This position is also responsible for ensuring compliance with all standards and will be

heavily involved in the integration of countywide re-entry activities for incarcerated inmates. CHS urgently needs to fill these positions as soon as possible in FY 2013-14 because they are essential management positions which direct care and treatment and ensure compliance with Title 15 regulations and accreditation standards.

The salary ordinance changes herein represent the:

- deletion of two position;
- addition of two positions.

These changes contribute to the Shared Vision 2025 outcome of a Healthy 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 63000 CORRECTIONAL HEALTH SERVICES**

**Action A:**     Delete: One position of D144, Clinical Services Manager I-Nursing  
Biweekly Salary: \$3,575.20 - \$4,468.80 Biweekly  
Approximate Monthly Salary: \$7,746.27 - \$9,682.40

                  Add: One position of D154, Clinical Services Manager II-Nursing  
Biweekly Salary: \$4,139.20 - \$5,173.60 Biweekly  
Approximate Monthly Salary: \$8,968.27 - \$11,209.47

**Action B:**     Delete: One position of D054 Clinical Services Manager I-Mental Health  
Biweekly Salary: \$3,243.20 - \$4,053.60  
Approximate Monthly Salary: \$7,026.93 - \$8,782.80

                  Add: One position of D055 Clinical Services Manager II-Mental Health  
Biweekly Salary: \$3,754.40 - \$4,692.80  
Approximate Monthly Salary: \$8,134.53 - \$10,167.73

### **FISCAL IMPACT:**

This action will result in a net increase in costs for FY 2013-14 of \$42,708. This increase will be funded by Realignment. These costs and revenues will be included in Correctional Health Services FY 2013-14 and 2014-15 Recommended Budgets. There will be no Net County Cost associated with the increase to the positions.