



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources Department



Date: June 19, 2014
Board Meeting Date: July 1, 2014
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Donna Vaillancourt, Human Resources Director

Subject: Salary Ordinance for Fiscal Year 2014-2015

RECOMMENDATION:

Introduction of an ordinance adopting the Master Salary Ordinance for FY 2014-2015 and waiver of reading the ordinance in its entirety.

BACKGROUND:

Each year your Board adopts the annual salary ordinance that enacts the decisions made by the Board concerning the number of positions in the County service. The ordinance is the base document identifying the number of authorized positions and classifications for all County jobs. It also establishes the compensation and certain benefits other than base pay for County officers and employees for fiscal year 2014-2015. Base pay and other compensation is established by resolution for each employee group and is listed herein as the amount paid for each bi-weekly pay period for information only. Throughout the year salary ordinance amendments indicate changes in positions and the compensation established herein that occur in the various operating departments.

DISCUSSION:

The total number of positions authorized by your Board for FY 2014-2015 is 5394. In FY 2013-2014 the Board authorized 5382 including adjustments made via salary ordinance amendments throughout the year. A net of 12 positions were added through a report of budget changes presented as summary to your Board by the County Manager on June 17, 2014. The positions are distributed among the departments as follows:

Department/Agency	FY 2013-14	FY 2014-15
<u>Safe Neighborhoods</u>		
• Sheriff's Office	758	761

Department/Agency	FY 2013-14	FY 2014-15
• Probation Department	412	413
• District Attorney's Office	122	122
• Coroner's Office	13	13
• CMO - Public Safety Communications	58	58
<u>Healthy Residents</u>		
• Health System		
• Health Administration	13	13
• Health Coverage Unit	31	31
• Health IT	13	13
• Emergency Medical Services	6	6
• Aging and Adult Services	135	136
• Environmental Health Services	78	78
• Behavioral Health and Recovery	429	429
• Public Health, Policy and Planning	101	101
• Family Health Services	181	181
• Correctional Health	89	90
• San Mateo Medical Center	998	999
• First 5 San Mateo County	8	8
<u>Prosperous Community</u>		
• Department of Child Support Services	89	89
• Human Services Agency	756	759
<u>Livable Community</u>		
• Planning	49	49
• LAFCO	1	1
• County Library	121	121
• Department of Housing	11	11
<u>Environmentally Conscious Community</u>		
• Public Works		
• Administration	33	33
• Engineering Services	24	24
• Facilities Services	97	98
• Vehicle and Equipment Maintenance	14	14
• Utilities	17	17
• Road Construction and Operations	77	77
• Construction Services	10	10
• Waste Management	9	9
• Transportation Services	1	0
• Airports	9	8
• Parks and Recreation	58	58
• Coyote Point Marina	3	3

Department	FY 2013-14	FY 2014-15
• CMO - Agriculture/Weights and Measures	30	30
• CMO - Real Property	4	4
<u>Collaborative Community</u>		
• Board of Supervisors	20	22
• County Manager's Office/Clerk of the Board	43	43
• Assessor/County Clerk/Recorder	117	117
• Controller's Office	42	42
• Tax Collector/Treasurer's Office	61	61
• County Counsel's Office	42	42
• Human Resources Department	52	52
• Shared Services	12	12
• Information Services	115	115
• Retirement Office	21	21
Total Positions	5,383	5,394

The ordinance also includes special compensation and benefits other than base pay for represented and management positions that have been adopted through ordinance amendments from the previous fiscal year as well as the following new items:

- Establishment of the salary range for the following new extra-help classifications:
 - I091, Project/Program Associate I to range 1500
 - I092, Project/Program Associate II to range 2000
 - I093, Project/Program Associate III to range 3000
 - I094, Project/Program Associate IV to range 4000
- Establishment of a special compensation in the form of pay differential of up to 10%, in addition to all other compensation for Management Analysts in the County Manager's Office who, at the discretion of the County Manager or his/her designee are assigned to lead a countywide special project or functional area.
- Amendment of the staffing guideline for the Office of the Board of Supervisors Districts Three and Four previously set forth in Ordinance 04694 adopted by your Board on April 8, 2014. The amendment expands staffing for the Office of the Board of Supervisors Districts Three and Four to four positions. The salary of any individual in any of these four positions may not exceed the top step of the classification plus ten percent provided that the total salaries of the combinations cannot exceed the combined top step salary for two Senior Legislative Aides and two Legislative Aides.

The adoption of this ordinance 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.

This Ordinance has been reviewed and approved by the County Counsel's Office.