



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: June 4, 2015
Board Meeting Date: June 16, 2015
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Donna Vaillancourt, Human Resources Director

Subject: Recommended Revision to the Master Salary Resolution

RECOMMENDATION:

Adopt a resolution authorizing an amendment to Master Salary Resolution 073703 to reclassify six positions, delete five positions, add five positions, split two positions to half-time and convert one unclassified position to classified

BACKGROUND:

On February 10, 2015 your Board adopted Ordinance 04733 which repealed Master Salary Ordinance 04709 and allowed that a resolution establish the number of all appointed County officers and employees and their compensation and benefits. On March 17, 2015 your Board adopted Master Salary Resolution 073703 which specifies the number of and providing compensation and benefits for persons employed by the County of San Mateo, sets appropriate rules and regulations and repeals all inconsistent ordinances and resolutions. Throughout the year, because of changes in the operating needs of departments, salary resolution amendments are recommended that make adjustments to department staffing configurations.

DISCUSSION:

The salary resolution changes herein represent the:

- reclassification of six positions;
- deletion of five positions;
- addition of five positions;
- splitting of two positions to four half-time positions; and
- conversion of one unclassified position to classified.

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 contribute 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.

14000 CONTROLLER'S OFFICE

Action: Reclassify: One position of E539S, Accountant Series – Confidential
Biweekly Salary: \$2,375.20 - \$2,968.80

To: One position of E004, Senior Accountant - Confidential
Biweekly Salary: \$2,913.60 - \$3,641.60

Explanation: This is the reclassification of one Accountant II – Confidential to Senior Accountant – Confidential. A classification study recommended the reclassification of this position to Senior Accountant which is the more appropriate classification for the work being performed by the incumbent in the position. This action represents a monthly salary and benefits cost of \$1,997. There is no change in the total number of authorized positions.

26000 DEPARTMENT OF CHILD SUPPORT

Action: Delete: One position of B330, Child Support Customer Service Specialist -
Unclassified
Biweekly Salary: \$1,822.40 - \$2,277.60

Add: One position of E350, Fiscal Office Specialist
Biweekly Salary: \$1,823.20 - \$2,279.20

Explanation: This is the deletion of one vacant Child Support Customer Service Specialist – Unclassified and the addition of one vacant Fiscal Office Specialist. This action supports the department operational needs. This action represents a monthly salary and benefits cost of \$5. There is no change the number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action: Reclassify: One position of E411S, Patient Services Assistant Series
Biweekly Salary: \$1,707.20 - \$2,134.40

To: One position of E420, Medical Office Specialist
Biweekly Salary: \$1,924.00 - \$2,404.80

Explanation: This is the reclassification of one Patient Services Assistant II to Medical Office Specialist. A classification study recommended the reclassification of this position to Medical Office Specialist which is the more appropriate classification for the

work being performed by the incumbent in the position. This action represents a monthly salary and benefits cost of \$1,928. There is no change in the total number of authorized positions.

62400 FAMILY HEALTH SERVICES

Action: Convert: One position of B182S, Community Program Specialist –
Unclassified Series
Biweekly Salary: \$2,308.80 - \$2,885.60

To: Classified

Explanation: This is the conversion of one filled Community Program Specialist II to classified status. This change supports the current needs of the department. There is no change in the monthly salary and benefits cost and there is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of E411S, Patient Services Assistant Series
Biweekly Salary: \$1,707.20 - \$2,134.40

Add: One position of E413, Lead Patient Services Assistant II
Biweekly Salary: \$1,953.60 - \$2,442.40

Action B: Delete: One position of B083S, Patient Services Assistant – Unclassified
Series
Biweekly Salary: \$1,707.20 - \$2,134.40

Add: One position of F009S, Patient Care Series (Medical Services Asst.
– Unclassified)
Biweekly Salary: \$1,617.60 - \$2,021.60

Action C: Delete: One position of E411S, Patient Services Assistant Series
Biweekly Salary: \$1,707.20 - \$2,134.40

Add: One position of F009S, Patient Care Series (Medical Services Asst.)
Biweekly Salary: \$1,617.60 - \$2,021.60

Action D: Delete: One position of G040S, Mental Health Case Worker Series
Biweekly Salary: \$2,732.00 - \$3,415.20

Add: One position of F194, Supervising Mental Health Psychologist - E
Biweekly Salary: \$ 3,679.20 - \$4,599.20

Action E: Split: One position of F116S, Psychologist Series

Biweekly Salary: \$3,299.20 - \$4,124.00

To: Two half-time positions

Action F: Split: One position of F009S, Patient Care Series (Psychiatric Nurse)
Biweekly Salary: \$3,891.20 - \$4,600.00

To: Two half-time positions

Explanation: This is the deletion of two vacant positions of Patient Services Assistant Series, one Patient Services Assistant–Unclassified Series and one Mental Health Case Worker Series; the addition of one Lead Patient Services Assistant, one Supervising Psychologist and two Patient Care Series; and the splitting of one Psychologist Series to two half-time positions and one Psychiatric Nurse to two half-time positions. These changes support the department's operational needs. These actions represent a monthly salary and benefits cost of \$15,325. The total number of authorized positions is increased by two positions.

Action G: Reclassify: Four positions of G112S, Community Worker Series
Biweekly Salary: \$ 1,707.20 - \$2,133.60
Monthly Salary: \$ \$ 3,698.93 - \$4,622.80

To: Four positions of G117, Senior Community Worker
Biweekly Salary: \$ 1,977.60 - \$2,472.00
Monthly Salary: \$ \$ 4,284.80 - \$5,356.00

Explanation: This is the reclassification of four filled Community Worker Series positions to Senior Community Worker. A classification study determined that the Senior Community Worker is the more appropriate classification for the work being performed. These reclassifications represent a monthly salary and benefits cost of \$4,023. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$23,278 or an estimated annual cost of \$279,336.00.