



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Human Resources



**Date:** October 8, 2015  
**Board Meeting Date:** October 20, 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 to delete eleven positions, add twelve positions, reclassify four positions and split one position to two half-time positions.

**BACKGROUND:**

On February 10, 2015 your Board adopted Ordinance 04733 which allowed that a resolution establish the number of all appointed County officers and employees and their compensation and benefits. On July 21, 2015 your Board adopted Master Salary Resolution 073949 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:

- deletion of eleven positions;
- addition of twelve positions;
- reclassification of four positions; and
- splitting of one position to two half-time 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 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.

### **12800 WORKFORCE AND ENFORCEMENT DEVELOPMENT**

**Action:**     Delete: One position of E007, Senior Accountant  
Biweekly Salary: \$2,942.40 - \$3,679.20

**Explanation:** This is the deletion of one vacant Senior Accountant. This action represents a monthly salary and benefits savings of \$10,921. The total number of authorized positions is decreased by one.

### **13000 ASSESSOR-COUNTY CLERK-RECORDER**

**Action A:**     Add: One position of U068, Senior Appraiser  
Biweekly Salary: \$2,828.80 - \$3,536.00

**Action B:**     Add: One position of U063, Senior Auditor-Appraiser  
Biweekly Salary: \$2,828.80 - \$3,536.00

**Action C:**     Add: One position of U045, Principal Appraiser - Exempt  
Biweekly Salary: \$3,347.20 - \$4,184.80

**Explanation:** This is the addition of Senior Appraiser, Senior Auditor-Appraiser and Principal Appraiser positions to support the appraisal of approximately 10,000,000 square feet of new construction development in San Mateo County. The cost to add these positions are covered by the construction development team funding approved by the Board as part of the department's Fiscal Year 2015-2016 budget. This action represents a monthly salary and benefits cost of \$33,414. The total number of authorized positions is increased by three.

**Action D:**     Delete: Two positions of E322, Assessor/Recorder Technician II  
Biweekly Salary: \$1,608.00 - \$2,009.60

Add: Two positions of E323, Assessor Recorder Technician III  
Biweekly Salary: \$1,841.60 - \$2,301.60

**Explanation:** This is the deletion of two vacant Assessor/Recorder Technician II positions and the addition of two Assessor Recorder Technician III positions. This action supports the department's operational needs and represents a monthly salary and benefits cost of \$1,734. There is no change in the number of authorized positions.

### **30000 SHERIFF'S OFFICE**

**Action A:**    Reclassify: One position of G244S, Program Coordinator Series  
Biweekly Salary: \$2,736.00 - \$3,420.00

To: One position of D131, Program Services Manager I  
Biweekly Salary: \$3,149.60 - \$3,936.80

**Action B:**    Reclassify: One position of E407S, Storekeeper Series  
Biweekly Salary: \$1,666.40 - \$2,083.20

To: One position of Q002, District Coordinator  
Biweekly Salary: \$2,492.00 - \$3,115.20

**Action C:**    Reclassify: One position of E350, Fiscal Office Specialist  
Biweekly Salary: \$1,841.60 - \$2,301.60

To: One position of E089, Administrative Assistant II - Exempt  
Biweekly Salary: \$2,486.40 - \$3,107.20

**Explanation:** This is the reclassification of one Program Coordinator II to Program Services Manager I, one Storekeeper II to District Coordinator, and one Fiscal Office Specialist to one Administrative Assistant II. A classification study recommended the reclassification of these positions to classifications that is more appropriate for the work being performed by incumbents in these positions. These actions represent a monthly salary and benefits cost of \$7,415. There is no change in the total number of authorized positions.

### **32000 PROBATION**

**Action:**        Delete: One position of D164, Deputy Director of Probation Services  
Biweekly Salary: \$4,432.80 - \$5,540.80

Add: One position of D162, Probation Services Manager II  
Biweekly Salary: \$3,829.60 - \$4,787.20

**Explanation:** This is the deletion of one vacant Deputy Director of Probation Services and the addition of one Probation Services Manager II. This action supports the department's organizational changes. This action represents a monthly salary and benefits savings of \$2,319. There is no change in the number of authorized positions.

### **39000 PARKS**

**Action A:**    Delete: One position of G244S, Program Coordinator Series  
Biweekly Salary: \$2,736.00 - \$3,420.00

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Add: One position of L041S, Park Ranger Series  
Biweekly Salary: \$2,212.80 - \$2,766.40

**Action B:** Delete: One position of G244S, Program Coordinator Series  
Biweekly Salary: \$2,736.00 - \$3,420.00

Add: One position of L039, Park Ranger III  
Biweekly Salary: \$2,612.00 - \$3,264.80

**Explanation:** This is the deletion of two vacant Program Coordinator Series and the addition of one Park Ranger Series and one Park Ranger III. These positions were added in the department's FY 2015-2016 budget and the Program Coordinator Series was used as a placeholder classification, pending review of the duties and responsibilities of the new positions. The review determined that the Park Ranger Series and Park Ranger III are the appropriate classifications. This action represents a monthly salary and benefits savings of \$2,403. There is no change in the total number of authorized positions.

#### **45200 ROAD CONSTRUCTION AND OPERATIONS**

**Action:** Delete: One position of N011S, Public Works Technician Series  
Biweekly Salary: \$2,387.20 - \$2,984.00

Add: One position of J083S, Resource Conservation Specialist Series  
Biweekly Salary: \$2,632.00 - \$3,290.40

**Explanation:** This is the deletion of one vacant Public Works Technician Series and the addition of one Resource Conservation Specialist Series. Based on the duties and responsibilities of the position, the Resource Conservation Specialist classification is deemed the more appropriate classification. This action represents a monthly salary and benefits cost of \$909. There is no change in the total number of authorized positions.

#### **55000 HEALTH ADMINISTRATION**

**Action A:** Delete: Two positions of D033, Health Services Manager II  
Biweekly Salary: \$4,142.40 - \$5,178.40

Add: Three positions of D097S, LEAP Improvement Systems Manager Series  
Biweekly Salary: Same

**Action B:** Delete: One positions of D033, Health Services Manager II  
Biweekly Salary: \$4,142.40 - \$5,178.40

Add: One position of D099, LEAP Institute Deputy Director

Biweekly Salary: \$4,565.60 - \$5,707.20

**Explanation:** This is the deletion of three Health Services Manager II vacancies in the LEAP Institute and the addition of three LEAP Improvement Systems Managers. The Improvement Systems Manager classification is more appropriate for the positions. These actions represent a monthly salary and benefits cost of \$1,627. There is no change in the total number of authorized positions.

### **62400 FAMILY HEALTH SERVICES**

**Action:**     Split: One position of F171S, Rehabilitation Therapist Series  
Biweekly Salary: \$3,016.00 - \$3,769.60

To: Two half-time positions

**Explanation:** This is the splitting of one Rehabilitation Therapist Series (Physical Therapist) to two half-time positions. This action is cost neutral and supports the organizational needs of the department. The total number of authorized positions is increased by one.

### **66000 SAN MATEO MEDICAL CENTER**

**Action A:**    Reclassify: One position of F029, Creative Arts Therapist  
Biweekly Salary: \$2,274.40 - \$2,843.20

To: One position of G228, Senior Community Program Specialist  
Biweekly Salary: \$2,736.00 - \$3,420.00

**Explanation:** This is the reclassification of one Creative Arts Therapist to Senior Community Program Specialist. A classification study recommended the reclassification of this position to Senior Community Program 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 \$1,712. There is no change in the total number of authorized positions.

**Action B:**    Delete: One half-time position of F031S, Patient Care Series  
Biweekly Salary: \$3,891.20 - \$4,600.00

**Explanation:** This is the deletion of one half-time vacant Medical Surgical Nurse. This position is deleted to reduce costs. This action represents a monthly salary and benefits savings of \$6,827. There is no change in the total number of authorized positions.

### **70000 HUMAN SERVICES AGENCY**

**Action:**        Delete: One position of G096S, Social Worker Series  
Biweekly Salary: \$2,634.40 - \$3,292.80

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Add: One position of G093, Social Work Supervisor - Exempt  
Biweekly Salary: \$3,101.60 - \$3,876.80

**Explanation:** This is the deletion of one vacant Social Worker Series and the addition of one Social Worker Supervisor – Exempt position. These actions will oversee case records review and assist the department in meeting state requirements. This action represents a monthly salary and benefits cost of \$1,734. There is no change in the total number of authorized positions.

**FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$26,075.00 or an annual cost of \$312,900.