



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources Department



Date: September 26, 2013
Board Meeting Date: October 22, 2013
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Donna Vaillancourt, Human Resources Director

Subject: Salary Ordinance for Fiscal Year 2013-2014

RECOMMENDATION:

Adoption of an ordinance adopting the Master Salary Ordinance for FY 2013-2014, previously introduced on October 8, 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 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 2013-2014. 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 during budget hearings is 5332. In FY 2012-2013 the Board authorized 5104 positions and a net of 114 positions were added via salary ordinance amendments. A net of 114 positions were also added in FY 2013-2014. The positions are distributed among the departments as follows:

Department/Agency	FY 2012-13	FY 2013-14
<u>Safe Neighborhoods</u>		
• Sheriff's Office	679	700
• Probation Department	408	412

• District Attorney's Office	121	121
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Department/Agency	FY 2012-13	FY 2013-14
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• Coroner's Office	14	14
• CMO - Public Safety Communications	54	58

Healthy Residents

• Health System		
• Health Administration	23	13
• Health Coverage Unit	--	31
• Health IT	--	12
• Health Policy and Planning	48	--
• Emergency Medical Services	6	6
• Aging and Adult Services	131	135
• Environmental Health Services	76	77
• Behavioral Health and Recovery	408	426
• Public Health, Policy and Planning	85	102
• Family Health Services	177	182
• Correctional Health	88	90
• San Mateo Medical Center	980	996
• First 5 San Mateo County	12	10

Prosperous Community

• Department of Child Support Services	87	90
• Human Services Agency	763	767

Livable Community

• Planning	48	48
• LAFCO	1	1
• County Library	122	121
• Department of Housing	11	11

Environmentally Conscious Community

• Public Works		
• Administration	34	33
• Engineering Services	24	24
• Facilities Services	95	97
• Vehicle and Equipment Maintenance	14	14
• Utilities	16	17
• Road Construction and Operations	76	77
• Construction Services	13	10
• Waste Management	9	9
• Transportation Services	1	1
• Airports	9	9
• Parks and Recreation	48	56
• Coyote Point Marina	3	4

Department	FY 2012-13	FY 2013-14
• CMO - Agriculture/Weights and Measures	30	30
• CMO - Real Property	4	4
<u>Collaborative Community</u>		
• Board of Supervisors	20	20
• County Manager's Office/Clerk of the Board	23	42
• 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	63	52
• Shared Services	--	12
• Information Services	113	115
• Retirement Office	21	21
Total Positions	5,218	5,332

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:

- Definition of employment benefits for unrepresented extra help – term positions for the agile workforce pilot (Section 11).
- Adjustment of salary range for D027, Administrative Services Manager II to range 6790 and retitling to Human Resource Manager III (Section 14, Org 17000). This change was included in the Human Resources Department's FY 2013-14 Adopted Budget.
- Establishment of the salary range for D102, Natural Resource Manager to range 5067 (Section 14, Org 39000).
- Deletion of three B208, Capital Projects Manager – Unclassified positions which were erroneously added in August, 2013 (Section 14, Org 47300).

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.