



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



**Date:** March 5, 2014

**Board Meeting Date:** April 8, 2014

**Special Notice / Hearing:** None

**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Donna Vaillancourt, Human Resources Director

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

**RECOMMENDATION:**

Adoption of an ordinance amending the salary ordinance to add sixty two positions, delete five positions, reclassify three positions, and add special compensation provision; and accepting the report on the total number of positions in the County, previously introduced on March 25, 2014 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. Throughout the year, because of changes in the operating needs of departments, salary ordinance amendments are recommended that make adjustments to department staffing configurations.

**DISCUSSION:**

The salary ordinance changes herein represent the:

- addition of sixty two positions;
- deletion of five positions;
- reclassification of three positions; and
- the addition of special compensation provision in the Master Salary Ordinance.

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 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.

The specific actions are discussed in detail below.

### **ORGANIZATION 11000 BOARD OF SUPERVISORS**

**Action:**     Add: Provision under Section 5 (Special Compensation) of the Master Salary Ordinance regarding staffing guidelines for the Office of the Board of Supervisors. This provision supersedes the staffing guidelines set forth in Resolution No. 072883 at section 16 under the heading Board of Supervisors. However, any subsequent board resolutions addressing these guidelines may supersede the provision of this Salary Ordinance Amendment.

**Explanation:** The Office of the Board of Supervisors may be staffed with three positions. The salary of any individual in any of these three 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 one Legislative Aide. This action represents no change in the monthly salary and benefits cost for each of these positions; however, this action increases the combined salary cap for each district by 10%, depending on the staffing combination each district selects to utilize. There is no change in the total number of authorized positions.

### **ORGANIZATION 17000 HUMAN RESOURCES**

**Action:**     Reclassify: One position of E004, Senior Accountant – C  
Biweekly Salary: \$2,788.00 - \$3,484.80  
Approximate Monthly Salary: \$6,041.00 - \$7,551.00

To: One position of D060, Financial Services Manager I  
Biweekly Salary: \$3,180.80 - \$3,976.00  
Approximate Monthly Salary: \$6,892.00 - \$8,615.00

**Explanation:** This is the reclassification of one filled Senior Accountant – Confidential to Financial Services Manager I. An outside consultant conducted a study of this position and found the current duties and responsibilities to be outside the scope of the Senior Accountant classification. The scope of work is more aligned to the higher level Financial Services Manager I classification. This action represents a monthly salary and benefits cost of \$1,511. There is no change in the total number of authorized positions.

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

**Action A:**   Add: Two positions of G226S, Community Program Specialist Series  
Biweekly Salary: \$2,208.80 - \$2,760.80  
Approximate Monthly Salary: \$4,786.00 - \$5,982.00

**Action B:**   Add: Two positions of D192, Sheriff's Sergeant

Biweekly Salary: \$3,512.00 - \$4,390.40  
Approximate Monthly Salary: \$7,610.00 - \$9,513.00

**Action C:** Add: One position of H060S, Deputy Sheriff Series  
Biweekly Salary: \$3,056.80 - \$3,820.80  
Approximate Monthly Salary: \$6,624.00 - \$8,279.00

**Action D:** Add: Thirty-four positions of H058S, Sheriff's Correctional Officer Series  
Biweekly Salary: \$2,517.60 - \$3,147.20  
Approximate Monthly Salary: \$5,455.00 - \$6,820.00

**Action E:** Add: Eight positions of E375, Legal Office Specialist  
Biweekly Salary: \$1,916.80 - \$2,396.00  
Approximate Monthly Salary: \$4,153.00 - \$5,192.00

**Action F:** Add: Two positions of E334S, Office Assistant Series  
Biweekly Salary: \$1,464.80 - \$1,831.20  
Approximate Monthly Salary: \$3,174.00 - \$3,968.00

**Action G:** Add: Seven positions of T064S, Utility Worker Series  
Biweekly Salary: \$1,592.00 - \$1,990.40  
Approximate Monthly Salary: \$3,450.00 - \$4,313.00

**Action H:** Add: One position of D191, Sheriff's Lieutenant  
Biweekly Salary: \$4,195.20 - \$5,244.00  
Approximate Monthly Salary: \$9,090.00 - \$11,363.00

**Explanation:** This is the addition of two Community Program Specialists, two Sheriff's Sergeant, one Deputy Sheriffs, thirty-four Correctional Officers, eight Legal Office Specialists, two Fiscal Office Assistants and seven Utility Workers for a total of fifty-seven (57) new positions. These positions will staff the new jail when it opens in 2015. These actions represent an estimated monthly salary and benefits cost of \$496,748. The cost of these positions for six months (approximately \$4.2 million) was already approved as part of the two year budget adopted on September 2013. The total number of authorized positions is increased by fifty seven.

#### **ORGANIZATION 62000 PUBLIC HEALTH, POLICY AND PLANNING**

**Action A:** Reclassify: One position of D184S, Management Analyst Series  
Biweekly Salary: \$2,884.80 - \$3,605.60  
Approximate Monthly Salary: \$6,251.00 - \$7,813.00

To: One position of D105, Communications Officer  
Biweekly Salary: \$3,340.00 - \$4,175.20  
Approximate Monthly Salary: \$7,237.00 - \$9,047.00

**Explanation:** This is the reclassification of a filled Management Analyst III position to Communications Officer. A classification study of this position was conducted and found the current duties and responsibilities to be outside the scope of the Management Analyst series. The scope of work is more aligned to the newly created Communications Officer classification. This action represents a monthly salary and benefits cost of \$1,752. There is no change in the total number of authorized positions.

**Action B:**    Add: One position of G112S, Community Worker Series  
Biweekly Salary: \$1,617.60 - \$2,022.40  
Approximate Monthly Salary: \$3,505.00 - \$4,382.00

Delete: One position of J047, Communicable Disease Investigator  
Biweekly Salary: \$2,112.00 - \$2,640.00  
Approximate Monthly Salary: \$4,576.00 - \$5,720.00

**Explanation:** This is the addition of one Community Worker II position and the deletion of one Communicable Disease Investigator. This add-delete action reverses a previous salary ordinance amendment that inadvertently converted a Community Worker position to Communicable Disease Investigator. This action represents a monthly salary and benefits savings of \$1,833. There is no change in the total number of authorized positions.

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

**Action A:**    Delete: Three positions of D151, Financial Services Manager II  
Biweekly Salary: \$3,682.40 - \$4,603.20  
Approximate Monthly Salary: \$7,979.00 - \$9,974.00

Add: Three positions of D107, Hospital and Clinics Finance Manager  
Biweekly Salary: \$4,263.20 - \$5,328.80  
Approximate Monthly Salary: \$9,238.00 - \$11,547.00

**Explanation:** This is the deletion of three vacant Financial Services Manager II positions and the addition of the newly created Hospital and Clinics Finance Manager classification. The creation of this new classification and this add-delete action addresses recruitment and retention issues in these key finance positions at the Medical Center and aligns the positions with the average market rate. This action represents a monthly salary and benefits cost of \$6,702. There is no change in the total number of authorized positions.

**Action B:**    Reclassify: One position of E337, Office Specialist  
Biweekly Salary: \$1,617.60 - \$2,022.40  
Approximate Monthly Salary: \$3,505.00 - \$4,382.00

To: One position of E029, Administrative Assistant I  
Biweekly Salary: \$2,072.00 - \$2,590.40

Approximate Monthly Salary: \$4,490.00 - \$5,613.00

**Explanation:** This is the reclassification of a filled Office Specialist position to Administrative Assistant I. A classification study of this position was conducted and found the current duties and responsibilities to be outside the scope of the Office Specialist classification. The scope of work is more aligned to the higher level Administrative Assistant I classification. This action represents a monthly salary and benefits cost of \$1,691. There is no change in the total number of authorized positions.

**Action C:** Delete: One position of F009S, Patient Care Series  
Biweekly Salary: \$3,920.80 - \$4,635.20  
Approximate Monthly Salary: \$8,496.00 - \$10,044.00

To: One position of D007, LEAP Implementation Coordinator  
Biweekly Salary: \$2,884.00 - \$3,605.60  
Approximate Monthly Salary: \$6,251.00 - \$7,813.00

**Explanation:** This is the deletion of one vacant Patient Care Series (Clinical Nurse) position and the addition of a LEAP Implementation Coordinator. This add-delete action supports the Medical Center's organizational needs and its efforts to implement the Health System's Lean-based management system and process improvement program. This action represents a monthly salary and benefits savings of \$2,666. There is no change in the total number of authorized positions.

**FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$509,237 or an estimated annual cost of \$6.1 million. Cost for six months associated with the added positions in the Sheriff's Office (approximately \$4.2 million) has already been approved in the September budget.