



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



**Date:** September 26, 2013  
**Board Meeting Date:** October 8, 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:**

Introduction of an ordinance adopting the Master Salary Ordinance for FY 2013-2014 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 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:

| <b>Department/Agency</b>         | <b>FY 2012-13</b> | <b>FY 2013-14</b> |
|----------------------------------|-------------------|-------------------|
| <b><u>Safe Neighborhoods</u></b> |                   |                   |
| • Sheriff's Office               | 679               | 700               |
| • Probation Department           | 408               | 412               |
| • District Attorney's Office     | 121               | 121               |

| <b>Department/Agency</b>  | <b>FY 2012-13</b>   | <b>FY 2013-14</b>  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Coroner's Office</li> <li>• CMO - Public Safety Communications</li> </ul>  | 14<br>54  | 14<br>58   |
| <u>Healthy Residents</u>  |   |  |
| <ul style="list-style-type: none"> <li>• Health System <ul style="list-style-type: none"> <li>• Health Administration</li> <li>• Health Coverage Unit</li> <li>• Health IT</li> <li>• Health Policy and Planning</li> <li>• Emergency Medical Services</li> <li>• Aging and Adult Services</li> <li>• Environmental Health Services</li> <li>• Behavioral Health and Recovery</li> <li>• Public Health, Policy and Planning</li> <li>• Family Health Services</li> <li>• Correctional Health</li> <li>• San Mateo Medical Center</li> <li>• First 5 San Mateo County</li> </ul> </li> </ul> | 23<br>--<br>--<br>48<br>6<br>131<br>76<br>408<br>85<br>177<br>88<br>980<br>12 | 13<br>31<br>12<br>--<br>6<br>135<br>77<br>426<br>102<br>182<br>90<br>996<br>10 |
| <u>Prosperous Community</u>   |   |  |
| <ul style="list-style-type: none"> <li>• Department of Child Support Services</li> <li>• Human Services Agency</li> </ul>   | 87<br>763   | 90<br>767  |
| <u>Livable Community</u>  |   |  |
| <ul style="list-style-type: none"> <li>• Planning</li> <li>• LAFCO</li> <li>• County Library</li> <li>• Department of Housing</li> </ul>  | 48<br>1<br>122<br>11  | 48<br>1<br>121<br>11   |
| <u>Environmentally Conscious Community</u>  |   |  |
| <ul style="list-style-type: none"> <li>• Public Works <ul style="list-style-type: none"> <li>• Administration</li> <li>• Engineering Services</li> <li>• Facilities Services</li> <li>• Vehicle and Equipment Maintenance</li> <li>• Utilities</li> <li>• Road Construction and Operations</li> <li>• Construction Services</li> <li>• Waste Management</li> <li>• Transportation Services</li> <li>• Airports</li> </ul> </li> <li>• Parks and Recreation</li> <li>• Coyote Point Marina</li> </ul>  | 34<br>24<br>95<br>14<br>16<br>76<br>13<br>9<br>1<br>9<br>48<br>3              | 33<br>24<br>97<br>14<br>17<br>77<br>10<br>9<br>1<br>9<br>56<br>4               |

| <b>Department</b>  | <b>FY 2012-13</b>  | <b>FY 2013-14</b>  |
|--|--|--|
| <ul style="list-style-type: none"> <li>• CMO - Agriculture/Weights and Measures</li> <li>• CMO - Real Property</li> </ul>  | 30<br>4  | 30<br>4  |
| <u><b>Collaborative Community</b></u>  |  |  |
| <ul style="list-style-type: none"> <li>• Board of Supervisors</li> <li>• County Manager's Office/Clerk of the Board</li> <li>• Assessor/County Clerk/Recorder</li> <li>• Controller's Office</li> <li>• Tax Collector/Treasurer's Office</li> <li>• County Counsel's Office</li> <li>• Human Resources Department</li> <li>• Shared Services</li> <li>• Information Services</li> <li>• Retirement Office</li> </ul> | 20<br>23<br>117<br>42<br>61<br>42<br>63<br>--<br>113<br>21 | 20<br>42<br>117<br>42<br>61<br>42<br>52<br>12<br>115<br>21 |
| <b>Total Positions</b>   | <b>5,218</b>   | <b>5,332</b>   |

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.