



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: September 10, 2015
Board Meeting Date: September 22, 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 fourteen positions, add nineteen positions, convert one classified position to unclassified and one unclassified position to classified, reclassify two positions and adjust the salary for four extra-help physician classifications.

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:

- addition of nineteen positions;
- deletion of fourteen positions;
- reclassification of two positions;
- conversion of one classified position to unclassified;
- conversion of one unclassified position to classified; and
- salary adjustment for four extra-help physician classifications.

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.

32000 PROBATION

Action: Delete: One position of E372S, Legal Office Assistant Series
Biweekly Salary: \$1,769.60 - \$2,211.20

Add: One position of E375, Legal Office Specialist
Biweekly Salary: \$2,024.00 - \$2,529.60

Explanation: This is the deletion of one vacant Legal Office Assistant II position and the addition of one Legal Office Specialist position. Based on the duties and responsibilities of the position the Legal Office Specialist classification is deemed the more appropriate classification. This action represents a monthly salary and benefits cost of \$945. There is no change in the number of authorized positions.

38000 PLANNING AND BUILDING

Action: Add: One position of V234, Senior Information Technology Analyst
Biweekly Salary: \$3,363.20 - \$4,204.00

Explanation: This is the addition of one vacant Senior Information Technology Analyst position. This position was approved for addition in the June budget hearings but was not reported in the Master Salary Resolution. This addition aligns budget documents with the salary resolution. This action represents a monthly salary and benefits cost of \$12,479. The number of authorized positions is increased by one.

40000 OFFICE OF SUSTAINABILITY

Action: Delete: One position of D060, Financial Services Manager I
Biweekly Salary: \$3,473.60 - \$4,342.40

Add: One position of D151, Financial Services Manager II
Biweekly Salary: \$4,021.60 - \$5,027.20

Explanation: This is the deletion of one vacant Financial Services Manager I and the addition of one Financial Services Manager II. During the June budget hearings, the Board approved the addition of one Financial Services Manager II in the Office of Sustainability; however, the position was erroneously added as a Financial Services

Manager I in the master resolution and is being corrected through this action. This action represents a monthly salary and benefits cost of \$2,107. This cost has been approved in the June budget. There is no change in the total number of authorized positions.

55500 PUBLIC HEALTH, POLICY AND PLANNING

Action: Reclassify: One position of F158S, PH Laboratory Technician Series
Biweekly Salary: \$1,985.60 - \$2,481.60

To: One position of F160, Lead PH Laboratory Technician
Biweekly Salary: \$ 2,099.20 - \$2,624.00

Explanation: This is the reclassification of one PH Laboratory Technician II to Lead PH Laboratory Technician. A classification study recommended the reclassification of this position to Lead PH Laboratory Technician 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 \$423. There is no change in the total number of authorized positions.

55600 HEALTH IT

Action: Delete: One position of V200S, Systems Engineer Series
Biweekly Salary: \$3,363.20 - \$4,204.00

Add: One position of D031, Health System Information Security Officer
Biweekly Salary: \$3,829.60 - \$4,787.20

Explanation: This is the deletion of one Systems Engineer vacancy and the addition of one Health System Information Security Officer to ensure the confidentiality, integrity, and availability of data and systems across all divisions of the Health System and meet compliance requirements. This action represents a monthly salary and benefits cost of \$2,250. The total number of authorized positions is decreased by one.

56000 EMERGENCY MEDICAL SERVICES

Action: Delete: One position of D144, Clinical Services Manager I - Nursing
Biweekly Salary: \$4,423.20 - \$5,528.80

Explanation: This is the deletion of one Clinical Services Manager I – Nursing position. This position is being transferred to Org 62400 Family Health Services. This action represents a monthly salary and benefits savings of \$17,010. The total number of authorized positions is decreased by one.

57000 AGING AND ADULT SERVICES

Action A: Convert: One position of B325S, Deputy Public Administrator Series -
Unclassified
Biweekly Salary: \$2,233.60 - \$2,792.00

To: Classified

Action B: Delete: One position of B325S, Deputy Public Administrator Series -
Unclassified
Biweekly Salary: \$2,233.60 - \$2,792.00

Add: One position of G226S, Community Program Specialist Series
Biweekly Salary: \$2,332.00 - \$2,914.40

Action C: Delete: One position of B329, Supervising Deputy Public Guardian /
Conservator- Unclassified
Biweekly Salary: \$3,101.60 - \$3,876.80

Add: One position of D023, Health Services Manager I
Biweekly Salary: \$3,473.60 - \$4,342.40

Explanation: This is the conversion of one Deputy Public Administrator Series – Unclassified to Classified, deletion of one Deputy Public Administrator Series – Unclassified and Supervising Deputy Public Guardian / Conservator – Unclassified and the addition of one Community Program Specialist, and one Health Services Manager I. These position changes were approved as part of June budget revisions but were not captured in the Master Salary resolution. These actions represent a monthly salary and benefits cost of \$3,230. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Delete: Three positions of G112S, Community Worker Series
Biweekly Salary: \$1,707.20 - \$2,133.60

Add: Three positions of G115S, Peer Support Worker Series
Biweekly Salary: Same

Explanation: This is the deletion of three Community Worker II positions and the addition of three Peer Support Worker II positions. Based on the duties, responsibilities and funding requirements of the position, the Peer Support Worker classification is deemed as the more appropriate classification. This action represents no monthly salary and benefits cost and no change in the total number of authorized positions.

Action B: Convert: One position of E414, Services Specialist - Classified
Biweekly Salary: \$1,972.80 - \$2,467.20

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To: One position of B244, Patient Services Specialist – Unclassified
Biweekly Salary: Same

Explanation: This is the conversion of one Patient Services Specialist – Classified to one Patient Services Specialist - Unclassified. This position was incorrectly added as a classified position in a previous salary resolution amendment. This action has no monthly salary and benefits cost and there is no change in the total number of authorized positions.

62400 FAMILY HEALTH SERVICES

Action A: Reclassify: One position of F124S, Physician Series
Biweekly Salary: \$6,475.20 - \$7,654.40

To: One position of D155, Medical Director
Biweekly Salary: \$6,876.80 - \$8,596.00

Explanation: This is the reclassification of one Staff Physician to Medical Director. A classification study recommended the reclassification of this position to Medical Director 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 \$3,726. There is no change in the total number of authorized positions.

Action B: Add: Three positions of F040, Public Health Nurse
Biweekly Salary: \$3,976.00 - \$4,700.00

Add: One position of F038, Senior Public Health Nurse (0.5 FTE)
Biweekly Salary: 3,977.60 - \$4,972.00

Explanation: This is the addition of three Public Health Nurse and one Senior Public Health Nurse positions. These positions were approved for addition in the June budget hearings but were not reported in the Master Salary Resolution. These actions align budget documents with the salary resolution. These actions represent a monthly salary and benefits cost of \$49,233. The number of authorized positions is increased by four.

Action C: Add: One position of D144, Clinical Services Manager I - Nursing
Biweekly Salary: \$4,423.20 - \$5,528.80

Explanation: This is the addition of one Clinical Services Manager I – Nursing position. This position is being transferred from Org 56000 Emergency Medical Services. This action represents a monthly salary and benefits costs of \$17,010. The total number of authorized positions is increased by one.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of F124S, Physician Series
Biweekly Salary: \$6,475.20 - \$7,654.40

Add: One position of F127S, Supervising Physician Series
Biweekly Salary: \$6,982.40 - \$8,254.40

Explanation: This is the deletion of one vacant Staff Physician-Pediatrics and the addition of one Supervising Physician. This action supports the department operational needs. This action represents a monthly salary and benefits cost of \$1,781. There is no change in the number of authorized positions.

Action B: Increase: By 4% the hourly rate for Physician Specialist – Unclassified, Psychiatric Specialist – Unclassified and Physician Specialist – Pediatrics/Unclassified

Explanation: This action adjusts the salary rate for the above-listed extra help positions to the same pay rate as the regular physician positions. This action represents an approximate monthly salary and benefits cost of \$14,282 assuming there are 10 per diem positions, each working 520 hours a year. There is no change in the total number of authorized positions.

Action C: Increase: By 20% the hourly rate for Physician Specialist - Inpatient / Unclassified

Explanation: This action adjusts the salary rate for the Inpatient Physician Specialist to market average. This salary adjustment will help address per diem physician recruitment and retention issues. This action represents an approximate monthly salary and benefits cost of \$23,400 assuming there are 5 per diem positions each working 520 hours a year. There is no change in the total number of authorized positions.

Action D: Delete: One position of D181S, Management Analyst Series
Biweekly Salary: \$ 3,149.60 - \$3,936.80

Add: One position of D151, Financial Services Manager II
Biweekly Salary: \$4,021.60 - \$5,027.20

Action E: Delete: One position of E412S, Patient Services Assistant Series
Biweekly Salary: \$1,724.00 - \$2,156.00

Add: One position of E413, Lead Patient Services Assistant
Biweekly Salary: \$1,972.80 - \$2,467.20

Explanation: This is the conversion of one Management Analyst Series position to one Financial Services Manager II position; and the conversion of one Patient Services

Assistant series position to one Lead Patient Services Assistant position. These position changes were approved as part of June budget revisions but were not captured in the Master Salary resolution. These actions represent a monthly salary and benefits cost of \$4,279. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action A: Delete: One position of D091, Human Services Manager II
Biweekly Salary: \$4,021.60 - \$5,027.20

Add: One position of D037, Deputy Director of Human Services
Biweekly Salary: 4,655.20 - \$5,819.20

Explanation: This is the deletion of one Human Services Manager II and the addition of one Deputy Director of Human Services position. Based on the duties and responsibilities of the position, the Deputy Director of Human Services classification is deemed the more appropriate classification. This action represents a monthly salary and benefits cost of \$2,437. There is no change in the total number of authorized positions.

Action B: Delete: One position of G098S, Social Worker Series
Biweekly Salary: 2,634.40 - \$3,292.80

Add: One position of G230S, Human Services Analyst Series
Biweekly Salary: \$2,484.80 - \$3,106.40

Explanation: This is the deletion of one Social Worker and the addition of one Human Services Analyst II position. Based on the duties and responsibilities of the position, the Human Service Analyst classification is deemed as the more appropriate classification. This action represents a monthly salary and benefits savings of \$553. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$121,125 or an estimated annual cost of \$1.4 million. Some of these costs have already been approved in the June budget.