



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: November 25, 2015
Board Meeting Date: December 8, 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 073949 to reclassify one position.

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:

- reclassification of one position.

This action was approved for study by the County Manager's Office and the amendment has been reviewed and approved by the County Counsel's Office.

This change 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 action is discussed in detail below.

66000 SAN MATEO MEDICAL CENTER

Action A: Reclassify: One position of D045, Administrative Services Manager I
Biweekly Salary: \$3,756.80 - \$4,696.00

To: One position of D088, Program Services Manager II
Biweekly Salary: 3,756.80 - \$4,696.00

Explanation: This is the reclassification of one Administrative Services Manager I to Program Services Manager II. A classification study recommended the reclassification of this position to a classification that is more appropriate for the work being performed. This action does not result in a change to monthly salary and benefits cost.

FISCAL IMPACT:

This action does not have a fiscal impact.