



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: January 7, 2016
Board Meeting Date: January 26, 2016
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 add nine positions, delete nine positions, reclassify seven positions, adjust salary for two positions, and correct the official classification title of 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:

- addition of nine positions;
- deletion of nine positions;
- reclassification of seven positions;
- salary adjustment of two positions; and
- correction of the classification title of one position.

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 contribute 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.

17000 HUMAN RESOURCES

Action: Reclassify: One position of E465S, Fiscal Office Assistant – Confidential Series
Biweekly Salary: \$1,656.00 - \$2,069.60

To: One position of E470, Fiscal Office Specialist - Confidential
Biweekly Salary: \$1,896.80 - \$2,370.40

Explanation: This is the reclassification of one Fiscal Office Assistant II – Confidential to Fiscal Office Specialist. A classification study recommended the reclassification of this to Fiscal Office Specialist, 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 costs of \$892. There is no change in the total number of authorized positions.

25000 DISTRICT ATTORNEY'S OFFICE

Action: Correct: Classification Title of B234 to Director of Welfare Fraud Investigations & the Northern California Regional Intelligence Center (NCRIC) /Northern California High Intensity Drug Trafficking Area (NCHIDTA) - Unclassified

Explanation: The resolution adding this position was adopted by your board via a Salary Resolution Amendment on December 15, 2015. This action corrects, for the record, the official classification title of the position added to Director of Welfare Fraud Investigations & the Northern California Regional Intelligence Center (NCRIC) /Northern California High Intensity Drug Trafficking Area (NCHIDTA) – Unclassified. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

26000 DEPARTMENT OF CHILD SUPPORT

Action: Reclassify: One position of V230, Information Technology Technician
Biweekly Salary: \$2,691.20 - \$3,364.00

To: One position of V234, Senior Information Technology Analyst
Biweekly Salary: \$3,464.00 - \$4,330.40

Explanation: This is the reclassification of one Information Technology Technician to Senior Information Technology Analyst. A classification study recommended the reclassification of this position to Senior Information Technology Analyst, which is the more appropriate classification for the work being performed by the incumbent. This action represents a monthly salary and benefits costs of \$2,869. There is no change in the total number of authorized positions.

32000 PROBATION DEPARTMENT

Action: Reclassify: One position of E029, Administrative Assistant I
Biweekly Salary: \$2,253.60 - \$2,817.60

To: One position of E090, Administrative Assistant II - Confidential
Biweekly Salary: \$2,560.80 - \$3,200.80

Explanation: This is the reclassification of one Administrative Assistant I to Administrative Assistant II - Confidential. A classification study recommended the reclassification of this position to the higher level Administrative Assistant II, which is the more appropriate classification for the work being performed by the incumbent. This action represents a monthly salary and benefits costs of \$1,137. There is no change in the total number of authorized positions.

33000 CORONER'S OFFICE

Action: Increase: Base pay for I071, Chief Deputy Coroner – Extra Help by 3%

Explanation: This action adjusts the salary range of the Chief Deputy Coroner – Extra Help classification by 3%, consistent with the October 2015 management cost of living adjustment. This action represents a monthly salary and benefits costs of \$363. There is no change in the total number of authorized positions.

37000 LIBRARY

Action A: Reclassify: One position of V234, Senior Information Technology Analyst
Biweekly Salary: \$3,464.00 - \$4,330.40

To: One position of D110, Information Technology Manager
Biweekly Salary: \$3,944.80 - \$4,931.20

Action B: Reclassify: One position of E030S, Accountant Series
Biweekly Salary: \$2,471.20 - \$3,088.00

To: One position of E009, Senior Accountant - E
Biweekly Salary: \$3,030.40 - \$3,789.60

Explanation: This is the reclassification one Senior Information Technology Analyst to Information Technology Manager and one Accountant II to Senior Accountant - Exempt. A classification study recommended the reclassification of these positions to more appropriate classifications for the work being performed by incumbents. These actions represents a monthly salary and benefits costs of \$4,400. There is no change in the total number of authorized positions.

39000 PARKS

Action A: Reclassify: One position of L040S, Park Ranger Series
Biweekly Salary: \$2,279.20 - \$2,849.60

To: One position of L039, Park Ranger III
Biweekly Salary: \$2,612.00 - \$3,264.80

Explanation: This is the reclassification of one Park Ranger II position to Park Ranger III. A classification study recommended the reclassification of this position to Park Ranger III, 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 costs of \$1,232. There is no change in the total number of authorized positions.

Action B: Add: One position of B308, Assistant Director of Parks - Unclassified
Biweekly Salary: \$5,034.40 - \$6,293.60

Explanation: This is the addition of one Assistant Director of Parks – Unclassified to assist with succession planning and organizational restructuring in the department. This action represents a monthly salary and benefits costs of \$20,596. There is no change in the total number of authorized positions.

55000 – 66000 HEALTH SYSTEM (ALL)

Action: Adjust: Base pay for B113, Psychiatric Specialist – Unclassified to \$130 per hour

Explanation: This action adjusts the base pay for Psychiatric Specialists - Unclassified from \$95.68 to \$130 per hour. This change aligns the pay rate to market average salary and addresses recruitment and retention issues. This action represents an estimated monthly salary cost of \$29,000 assuming there are ten half-time positions. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action: Delete: One position of G226S, Community Program Specialist Series
Biweekly Salary: \$2,401.60 - \$3,001.60

Add: One position of E055, Communications Specialist - Confidential

Biweekly Salary: \$3,136.00 - \$3,920.00

Explanation: This is the deletion of one vacant Community Program Specialist II and the addition of one Communications Specialist. This action supports the department's operational needs. This action represents a monthly salary and benefits cost of \$2,726. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of D181S, Management Analyst Series
Biweekly Salary: \$3,244.00 - \$4,055.20

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

Explanation: This is the deletion of one Management Analyst position and the addition of one Administrative Services Manager I position. This action was presented in the salary resolution amendment memo for December 15, 2015 but was erroneously omitted in the adopted resolution and is therefore resubmitted for correction only. Based on the duties and responsibilities of the incumbent in this position, the Administrative Services Manager I position is deemed the more appropriate classification. This action represent a monthly salary and benefits cost of \$1,972. There is no change in the total number of authorized positions.

Action B: Delete: One position of E411S, Patient Services Assistant Series
Biweekly Salary: \$1,776.00 - \$2,220.80

Add: One position of E415, Patient Services Supervisor - Exempt
Biweekly Salary: \$2,526.40 - \$3,158.40

Action C: Delete: One position of E411S, Patient Services Assistant Series
Biweekly Salary: \$\$1,776.00 - \$2,220.80

Add: One position of E414, Patient Services Specialist
Biweekly Salary: \$2,032.00 - \$2,541.60

Action D: Delete: One position of G247S, Contract Administrator Series
Biweekly Salary: \$2,818.40 - \$3,522.40

Add: One position of D181S, Management Analyst Series
Biweekly Salary: \$3,244.00 - \$4,055.20

Action E: Delete: One position of G112S, Community Worker Series
Biweekly Salary: \$1,758.40 - \$2,197.60

Add: One position of F009S, Patient Care Series (Medical Services Assistant II)
Biweekly Salary: \$1,666.40 - \$2,082.40

Action F: Delete: One position of B182S, Community Program Specialist Series - Unclassified
Biweekly Salary: \$2,401.60 - \$3,001.60

Explanation: This is the deletion of two Patient Services Assistant II, one Community Worker II, one Contract Administrator II and one Community Program Specialist II – Unclassified positions, and the addition of one Patient Services Specialist, one Management Analyst, one Medical Services Assistant II and one Patient Services Supervisor positions. These changes supports operational needs at the Medical Center and clinics. These actions represent a monthly salary and benefits savings of \$3,496. The total number of authorized positions is decreased by one position.

Action G: Reclassify: One position of E420, Medical Office Specialist
Biweekly Salary: \$2,001.60 - \$2,501.60

To: One position of D181S, Management Analyst Series
Biweekly Salary: \$3,244.00 - \$4,055.20

Explanation: This is the reclassification one Medical Office Specialist position to Management Analyst. A classification study recommended the reclassification of this position to the higher level position given the duties and responsibilities currently being performed by the incumbent in the position. This action represents a monthly salary and benefits costs of \$5,051. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action A: Delete: One position of G093, Social Work Supervisor - Exempt
Biweekly Salary: \$3,194.40 - \$3,992.80

Add: One position of D090, Human Services Manager I
Biweekly Salary: \$3,577.60 - \$4,472.80

Action B: Delete: One position of G234S, Job Development Specialist Series
Biweekly Salary: \$2,559.20 - \$3,199.20

Add: One position of E334S, Office Assistant Series
Biweekly Salary: \$1,592.80 - \$1,992.00

Explanation: This is the deletion of a vacant Social Work Supervisor and a vacant Job Development Specialist position and the addition of a Health Services Manager I and an Office Assistant II. These change are being made to support department's

organizational restructuring and staffing changes. This action represents a monthly salary and benefits savings of \$1,458. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$64,052 or an annual cost of \$768,622.