



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



**Date:** February 16, 2017  
**Board Meeting Date:** February 28, 2017  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

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

**Subject:** Recommended Revisions to the Master Salary Resolution

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the Master Salary Resolution to add eleven positions, delete eight positions, reclassify one hundred twenty three positions, split one full-time position to two half-time positions, add one special compensation rule, increase one call back rate, convert two unclassified positions to classified, and convert one unclassified position to classified per Measure D.

**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 12, 2016 your Board adopted Master Salary Resolution 074671 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 eleven positions;
- deletion of eight positions;
- reclassification of one hundred twenty three positions;
- splitting of one full-time position to two half-time positions;
- addition of one special compensation rule;
- increase of one call back rate;
- conversion two unclassified positions to classified status; and
- conversion of one unclassified position to classified per Measure D.

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.

### **12000 COUNTY MANAGER**

**Action A:**     Delete: Three positions of N108, Capital Projects Manager  
Biweekly Salary: \$3,884.80 - \$4,857.60

**Explanation:** This is the deletion of three Capital Projects Manager positions in the Project Development Unit (PDU). These positions are three of six Capital Projects Manager positions added as part of the creation of the PDU in January 2017; however, a further staffing review determined that three Capital Projects Managers are not needed at this time. This action represents an approximate monthly salary and benefits savings of \$48,309. The total number of authorized position is decreased by three positions.

**Action B:**     Add: One position of D218, Project Development Director  
Biweekly Salary: \$6,302.40 - \$7,878.40

**Explanation:** This is the addition of one vacant Project Development Unit Director. The addition of this position meets the staffing requirements of the newly created unit in the County Manager's Office. This action represents an approximate monthly salary and benefits cost of \$26,117. The total number of authorized positions is increased by one position.

### **12400 PUBLIC SAFETY COMMUNICATIONS**

**Action:**        Add: One position of E337, Office Specialist  
Biweekly Salary: \$1,812.00 - \$2,264.00

**Explanation:** This is the addition of one Office Specialist position to provide much needed administrative support to the department. This action represents an approximate monthly salary and benefits cost of \$7,505. The total number of authorized position is increased by one position.

### **14000 CONTROLLER'S OFFICE**

**Action:**        Delete: One position of E350, Fiscal Office Specialist  
Biweekly Salary: \$1,953.60 - \$2,441.60

Add: One position of E030S, Accountant Series  
Biweekly Salary: \$2,545.60 - \$3,180.80

**Explanation:** This is the deletion of one vacant Fiscal Office Specialist position and the addition of one vacant Accountant Series. This add and delete supports staffing needs of the department. This action represents an approximate monthly salary and benefits cost of \$2,450. There is no change in the total number of authorized positions.

## **17000 HUMAN RESOURCES**

**Action A:**     Reclassify: One position of G249, Program Coordinator I - Confidential  
Biweekly Salary: \$2,473.60 - \$3,092.00

To: One position of D182S, Management Analyst Series  
Biweekly Salary: \$3,341.60 - \$4,176.80

**Explanation:** This is the reclassification of one Program Coordinator I – Confidential to Management Analyst Series. A classification study was conducted on the position and determined that work being performed is more aligned to the Management Analyst Series. This action represents an approximate monthly salary and benefits cost of \$3,596. There is no change in the total number of authorized positions.

**Action B:**     Delete: One position of F009S, Patient Care Series  
Biweekly Salary: \$4,188.80 - \$4,951.20

Add: One position of D182S, Management Analyst Series  
Biweekly Salary: \$3,341.60 - \$4,176.80

**Explanation:** This is the deletion of one vacant Patient Care Series and the addition of one Management Analyst. This add and delete supports operational and staffing needs of the department. This action represents an approximate monthly salary and benefits savings of \$2,567. There is no change in the total number of authorized positions.

## **18000 INFORMATION SERVICES DEPARTMENT**

**Action:**       Reclassify: One position of V260S, IS Support Series  
Biweekly Salary: \$3,834.40 - \$4,791.20

To: One position of V300S, IS Supervisor Series  
Biweekly Salary: \$4,082.40 - \$5,103.20

**Explanation:** This is the reclassification of one IS Support Series to IS Support Supervisor Series based on a review of duties and responsibilities of the position. This action represents an approximate monthly salary and benefits cost of \$1,034. There is no change in the total number of authorized positions.

## **19500 FIRST 5**

**Action:**       Add: One position of B225, First 5 Director of Program and Planning -  
Unclassified

Biweekly Salary: \$3,684.80 - \$4,607.20

**Explanation:** This is the addition of one First 5 Director of Program and Planning – Unclassified position. The addition of this position supports the department's organizational needs. The approximate monthly salary and benefits cost to add this position is \$15,273 and fully funded by First 5 funds. There is no County general fund cost for this action. The total number of authorized positions is increased by one.

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

**Action:**     Delete: Two positions of E346S, Fiscal Office Assistant Series  
Biweekly Salary: \$1,705.60 - \$2,132.00

Add: Two positions of E350, Fiscal Office Specialist  
Biweekly Salary: \$1,953.60 - \$2,441.60

**Explanation:** This is the conversion of two Fiscal Office Assistant Series positions to Fiscal Office Specialist. This action supports operational needs of the department and creates promotional opportunities for existing staff. This action represents an approximate monthly salary and benefits cost of \$2,052. There is no change in the total number of authorized positions.

### **45200 PW – ROAD CONSTRUCTION AND OPERATIONS**

**Action:**     Add: A 5.74% Traffic Engineer License Differential

**Explanation:** This action amends Section 5 – Special Compensation of the Master Salary Resolution to add a 5.74% differential pay in addition to all other compensation for one Engineer in Roads Services who is licensed by the State of California and designated by the Public Works Department as a Traffic Engineer. Only one employee at a time may be so designated. No Engineer may have this license differential and the half-step license differential defined in the San Mateo County Council of Engineers side letter at the same time. This action represents an approximate monthly salary and benefits cost of \$574. There is no change in the total number of authorized positions.

### **55000 HEALTH ADMINISTRATION**

**Action:**     Delete: One position of D023, Health Services Manager I  
Biweekly Salary: \$3,684.80 - \$4,607.20

Add: One position of D097S, LEAP Improvement Systems Manager Series  
Biweekly Salary: \$4,266.40 - \$5,333.60

**Explanation:** This is the deletion of one vacant Health Services Manager I and addition of one LEAP Improvement Systems Manager II position. This change supports staffing needs for ongoing LEAP projects. This action represents an approximate monthly salary

and benefits cost of \$2,408. There is no change in the total number of authorized positions.

### **59000 ENVIRONMENTAL HEALTH**

**Action A:** Convert: One position of B009S, Environmental Health Specialist Series - Unclassified  
Biweekly Salary: \$2,903.20 - \$3,628.00

To: Classified

**Action B:** Convert: One position of B033S, Hazardous Materials Specialist Series - Unclassified  
Biweekly Salary: \$3,240.80 - \$4,049.60

To: Classified

**Explanation:** This is the conversion of one Environmental Health Specialist Series – Unclassified and one Hazardous Materials Specialist Series – Unclassified to classified status. These conversions support programming needs of the department. There is no salary and benefits cost for these actions as existing funding for the project has been extended for another two years. The department is now working on a plan to establish a sustainable funding source so positions can continue when the funding expires in 2019. There is no change in the total number of authorized positions.

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

**Action A:** Split: One position of F116S, Psychologist Series  
Biweekly Salary: \$3,500.00 - \$4,375.20

To: Two Half-Time Positions

**Explanation:** This action splits one full-time Psychologist position to two half-time positions. This action supports staffing needs of the department. This action represents an approximate monthly salary and benefits cost of \$7,252. The total number of authorized positions is increased by one position.

**Action B:** Increase: “Call Back Rate” for Pediatricians

**Explanation:** Pediatricians, including extra help Physician Specialists in Pediatrics, if required to report back to work while in an on-call status are compensated for a minimum of three (3) hours of “call back rate” pay. This action increases the “call back rate” from \$120 per hour to a flat rate of \$150 per hour. Assuming one staff is required to report back for 5 hours every week in one month, the approximate monthly salary and benefits cost of this action is \$600. There is no change in the total number of authorized positions.

## **70000 HUMAN SERVICES AGENCY**

**Action A:**    Delete: One position of E349, Lead Fiscal Office Assistant  
Biweekly Salary: \$1,860.80 - \$2,324.80

Add: One position of E030S, Accountant Series  
Biweekly Salary: \$2,545.60 - \$3,180.80

**Action B:**    Delete: One position of V234, Senior Information Technology Analyst  
Biweekly Salary: \$3,568.00 - \$4,460.00

Add: One position of V260S, IS Support Series (Data Specialist Series)  
Biweekly Salary: \$3,568.00 - \$4,460.00

**Explanation:** This is the deletion of one vacant Lead Fiscal Office Assistant and one vacant Senior Information Technology Analyst positions, and the addition of one Accountant Series and one IS Data Specialist Series. These changes aligns the classification of current vacancies to workload needs of the department. These actions represent an approximate monthly salary and benefits cost of \$2,838. There is no change in the total number of authorized positions.

**Action C:**    Convert: One position of B143S, Employment Services Specialist Series -  
Unclassified  
Biweekly Salary: \$2,369.60 - \$2,962.40

To: Classified

**Explanation:** This is the conversion of one filled position from unclassified status to classified status. Measure D adopted by the voters in November 2004 requires that any unclassified positions continuously filled for at least three years be converted to classified status. This position meets that requirement. This action represents no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

**Action D:**    Reclassify: Ninety six positions of G098S Social Worker Series  
Biweekly Salary: \$2,463.20 - \$3,667.20 (includes 5% protective services  
differential)

To: Ninety six positions of G092S Children's Services Social Worker  
Series  
Biweekly Salary: \$2,463.20 - \$3,667.20

**Action E:**    Reclassify: Twenty positions of G093R Social Worker Supervisor –  
Exempt R  
Biweekly Salary: \$3,438.40 - \$4,297.60 (includes 5% protective services  
differential)

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To: Twenty positions of G094 Children's Services Social Work Supervisor  
Biweekly Salary: \$3,438.40 - \$4,297.60

**Action F:**    Reclassify: Five positions of B107S Social Worker Series - Unclassified  
Biweekly Salary: \$2,463.20 - \$3,667.20 (includes 5% protective services differential)

To: Five positions of B288S Children's Services Social Worker Series -  
Unclassified  
Biweekly Salary: \$2,463.20 - \$3,667.20

**Explanation:** This is the reclassification of 96 Social Worker positions, 20 Social Work Supervisor positions and five unclassified Social Worker positions to Children's Services Social Worker, Children's Services Social Work Supervisor and Children's Services Social Worker – Unclassified respectively. The reclassification of these positions aligns the positions with classification descriptions that best defines the qualifications and responsibilities of social workers in Children and Family Services. These actions represent no monthly salary and benefits cost. There is no change in the total number of authorized positions.

**FISCAL IMPACT:**

These actions represent an estimated monthly salary and benefits cost of \$5,551 or an estimated annual cost of \$66,614.