



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 16-146

Board Meeting Date: 5/16/2017

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 eighteen positions, delete eighteen positions, adjust salary of two positions, add one special compensation, modify one special compensation, 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 eighteen positions;
- deletion of eighteen positions;
- salary adjustment of two positions;
- addition of one special compensation;
- modification of one special compensation; 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 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.

HEALTH SYSTEM - ALL

Action: Adjust: Salary for D155, Medical Director to salary range \$96.75 - \$120.93 per hour

Explanation: This is action adjusts the salary for the Medical Director by 3% to offset salary compaction between the Medical Director classification and the Supervising Physician series which are receiving their negotiated salary increase on May 7, 2017. This action represents an approximate monthly salary and benefits cost of \$4,271 based on seven Medical Director positions throughout the Health System. There is no change in the total number of authorized positions.

13000 ASSESSOR-COUNTY CLERK-RECORDER

Action A: Add: A 2% Advanced Appraiser's Certificate differential pay

Explanation: This action amends Section 5 - Special Compensation of the Master Salary Resolution to add a 2% differential pay in addition to all other compensation for individuals in Property Tax Appraisal if they meet the following conditions: (A) they are a regular employee of the San Mateo County Assessor-County Clerk-Recorder's Office; (B) they have three years of experience with the San Mateo County Assessor-County Clerk-Recorder's Office in the class of Appraiser/Auditor-Appraiser or higher or held a permanent Board of Equalization Appraiser's Certificate for at least three years; and (C) they obtain and maintain an Advanced Appraiser's Certificate per §671 and §671 (b) of the Revenue Taxation Code, issued by the State Board of Equalization. Payment of this differential shall cease when any of the conditions above are no longer met. The number of staff who meet the above criteria is currently being analyzed and therefore the monthly salary and benefits cost of this action is not yet known. There is no change in the total number of authorized positions.

Action B: Convert: One position of B126, Assessor/Recorder Technician II - Unclassified
Biweekly Salary: \$1,705.60 - \$2,132.00

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.

14000 CONTROLLER'S OFFICE

Action: Delete: One position of D060, Financial Services Manager I
Biweekly Salary: \$3,684.80 - \$4,607.20

Add: One position of D026, Controller Division Manager
Biweekly Salary: \$4,479.20 - \$5,600.00

Explanation: This is the deletion of one Financial Services Manager I and addition of one Controller Division Manager to oversee and administer the payroll division. This action represents an approximate monthly salary and benefits cost of \$2,079. There is no change in the total number of authorized positions.

15000 TREASURER-TAX COLLECTOR'S OFFICE

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

Add: One position of E358, Supervising Cash Management Specialist
 Biweekly Salary: \$2,455.20 - \$3,068.80

Explanation: This is the deletion of one Fiscal Office Specialist position and add a Supervising Cash Management Specialist position. The addition of a supervisory level supports the staffing needs of the department. This action represents an approximate monthly salary and benefits cost of \$2,079. There is no change in the total number of authorized positions.

17000 HUMAN RESOURCES DEPARTMENT

Action: Adjust: Salary for D050, Human Resources Manager II to salary range \$53.33 - \$66.67 per hour

Explanation: This is action adjusts the salary for the Human Resources Manager II classification by 5% to align salary with average salary of similar classifications in comparable agencies. This action represents an approximate monthly salary and benefits cost of \$3,301 based on six HR Manager II positions. There is no change in the total number of authorized positions.

18000 INFORMATION SERVICES DEPARTMENT (ISD)

Action: Delete: Three positions of V260S, IS Support Series
 Biweekly Salary: \$3,834.40 - \$4,791.20

Add: Three positions of D114, ISD Division Manager
 Biweekly Salary: \$4,939.20 - \$6,173.60

Explanation: This is the deletion of three vacant IS Support Series positions and the addition of three ISD Division Managers. This action supports the department's new organizational structure. This action represents an approximate monthly salary and benefits cost of \$13,748. There is no change in the total number of authorized positions.

33000 CORONER'S OFFICE

Action: Amend: Section 5 - Special Compensation of the Master Salary Resolution to extend eligibility for the the 2.5% or 5% Career Incentive Allowance to the Assistant Coroner.

Explanation: This action amends Section 5 - Special Compensation of the Master Salary Resolution to add the Assistant Coroner in the classifications eligible for the Career Incentive Allowance. This amendment modifies the special compensation eligibility to state that a Career Incentive Allowance of 2.5% of base pay per biweekly in addition to all other compensation of the Coroner - Elective and the

Assistant Coroner if he/she possesses a Peace Officer Standards and Training certificate or 5% of base pay per biweekly pay period in addition to all other compensation if he/she possess the Advanced Peace Officer Standards and Training certificate issued by the Commission of Peace Officer Standards and Training of the California State Department of Justice. This action represents a monthly salary and benefits cost of \$523 assuming the incumbent is eligible for the 5% incentive. There is no change in the total number of authorized positions.

37000 COUNTY LIBRARY

Action: Delete: One position of E009, Senior Accountant - Exempt
Biweekly Salary: \$3,121.60 - \$3,903.20

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

Explanation: This is the deletion of one vacant Senior Accountant - Exempt and the addition of one Management Analyst Series position to address department's budget and personnel management needs. This action represents an approximate monthly salary and benefits cost of \$907. There is no change in the total number of authorized positions.

55000 HEALTH ADMINISTRATION

Action: Delete: One position of G243S, Program Coordinator Series
Biweekly Salary: \$2,903.20 - \$3,628.00

Add: One position of D007, LEAP Implementation Manager
Biweekly Salary: \$3,341.60 - \$4,176.80

Explanation: This is the deletion of one vacant Program Coordinator Series position and the addition of one LEAP Implementation Manager. A review of the position determined the latter classification to be more appropriate for the work assignment. This action represents an approximate monthly salary and benefits cost of \$1,819. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Delete: One position of D055, Clinical Services Manager II - MH
Biweekly Salary: \$4,479.20 - \$5,600.00

Add: One position of D051, Quality Assurance Manager
Biweekly Salary: \$4,266.40 - \$5,333.60

Explanation: This is the deletion of one Clinical Services Manager II - Mental Health position and the addition of one Quality Assurance Manager. This action supports departments plan to transition leadership of the BHRS Quality Management Unit to a unique job classification that recognizes the complexity of the duties of the position and clarifies its emphasis into more administrative and technical responsibilities rather than clinical which is what is expected of the Clinical Services Manager series. This action represents an approximate monthly salary and benefits savings of \$883. There is no change in the total number of authorized positions.

Action B: Delete: One position of B017, Administrative Secretary I - Unclassified

Biweekly Salary: \$1,942.40 - \$2,426.40

Add: One position of B112S, Mental Health Case Worker Series - Unclassified
Biweekly Salary: \$2,898.40 - \$3,623.20

Explanation: This is the deletion of one Administrative Secretary I - Unclassified position and the addition of one Mental Health Case Worker Series (Psychiatric Social Worker) position. This action addresses a need to embed behavioral health staff in the emergency department of the San Mateo Medical Center to coordinate follow up services for patients that end up in the emergency department and to avoid their re-admission at a later date. This approach was successfully piloted and supports the Care Coordination Team and Whole Person Care efforts. This action represents an approximate monthly salary and benefits cost of \$3,967. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of F122S, Physician Series
Biweekly Salary: \$6,669.60 - \$7,884.00

Add: One position of F127S, Supervising Physician Series
Biweekly Salary: \$8,390.40 - \$10,487.20

Action B: Delete: One position of T064S, Utility Worker Series
Biweekly Salary: \$1,782.40 - \$2,228.00

Add: One position of F009S, Patient Care Series
Biweekly Salary: \$1,716.00 - \$2,144.80

Action C: Delete: One position of T075, Custodian
Biweekly Salary: \$1,607.20 - \$2,008.00

Add: One position of T076, Lead Custodian
Biweekly Salary: \$1,746.40 - \$2,181.60

Action D: Delete: One position of E418, Hospital Unit Coordinator
Biweekly Salary: \$1,829.60 - \$2,287.20

Add: One position of E420, Medical Office Specialist
Biweekly Salary: \$2,061.60 - \$2,576.80

Explanation: This is the deletion of one Physician Series (Staff Physician), one Utility Worker, one Custodian and one Hospital Unit Coordinator positions, and the addition of one Supervising Physician Series (Supervising Adult Psychiatrist), one Patient Care Series (Medical Services Assistant II), one Lead Custodian and one Medical Office Specialist positions. These changes address staffing needs of the department and best support client services. These actions represent an approximate monthly salary and benefits cost of \$9,889. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action: Delete: Five positions of G092S, Children's Services Social Worker Series
Biweekly Salary: \$2,920.00 - \$3,650.40

Add: Five positions of G040S, Mental Health Case Worker Series
Biweekly Salary: \$2,898.40 - \$3,623.20

Explanation: This is the deletion of five vacant Children's Services Social Worker Series and the addition of five Mental Health Case Worker Series (Psychiatric Social Worker Series) positions to staff the new Continuum of Care Reform which is tied to a statewide legislation. The Reform transitions the current Children's Receiving Home to a Short Term Residential Therapeutic Program (STRTP). This action represents a monthly salary and benefits savings of \$450.84. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$42,463 or an estimated annual cost of \$509,553.