



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 16-471

Board Meeting Date: 8/8/2017

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 the Master Salary Resolution 075338 to delete ten positions, add twelve positions, split one position to two half-time positions, reclassify one position, and convert one unclassified position to classified via Measure D.

BACKGROUND:

On July 11, 2017 your Board adopted Master Salary Resolution 075338 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, the salary resolution is amended from time to time to meet the needs of the County.

DISCUSSION:

The salary resolution changes herein represent the:

- deletion of ten positions;
- addition of twelve positions;
- splitting of one full-time position to two half-time positions;
- reclassification of one position; and
- conversion of one unclassified position to classified via Measure D.

This amendment to the resolution 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.

14000 CONTROLLER'S OFFICE

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

Add: One position of E029, Administrative Assistant I
Biweekly Salary: \$2,321.60 - \$2,902.40

Explanation: This change deletes a vacant Office Specialist and adds an Administrative Assistant I to perform fiscal and administrative functions that are of higher complexity and less clerical in nature. This action represents an approximate monthly salary and benefits cost of \$2,116. There is no change in the total number of authorized positions.

32000 PROBATION

Action: Delete: One position of E002, Administrative Secretary II
Biweekly Salary: \$2,096.00 - \$2,620.80

Add: One position of E006, Administrative Secretary III - Confidential
Biweekly Salary: \$2,199.20 - \$2,748.00

Explanation: This change deletes a vacant Administrative Secretary II and adds an Administrative Secretary III - Confidential position. The level of support work this position will be providing is more appropriate at the III level and falls within the definition of a confidential employee in the County. This action represents an approximate monthly salary and benefits cost of \$422. There is no change in the total number of authorized positions.

55000 HEALTH - ADMINISTRATION

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

Add: One position of D097S, LEAP Improvement Systems Mgr. Series
Biweekly Salary: \$3,684.80 - \$5,333.60 Biweekly

Explanation: This change deletes a vacant LEAP Implementation Manager and adds a LEAP Improvement Systems Manager Series. The latter classification aligns more with the anticipated duties and responsibilities of this position. This action represents an approximate monthly salary and benefits cost of \$3,835. There is no change in the total number of authorized positions.

55500 PUBLIC HEALTH POLICY AND PLANNING

Action: Delete: One position of E411S, Patient Services Assistant Series
Biweekly Salary: \$1,733.60 - \$2,287.20

Add: One position of G228, Senior Community Program Specialist
Biweekly Salary: \$2,903.20 - \$3,628.00 Biweekly

Explanation: This change deletes a vacant Patient Services Assistant Series and adds a Senior Community Program Specialist. The latter classification aligns more with the anticipated duties and responsibilities of this position, once filled. This action represents an approximate monthly salary and benefits cost of \$4,445. There is no change in the total number of authorized positions.

59000 ENVIRONMENTAL HEALTH SERVICES

Action: Delete: One position of E338, Office Services Supervisor - E
Biweekly Salary: \$2,207.20 - \$2,759.20

Add: One position of D182S, Management Analyst Series
Biweekly Salary: \$2,887.20 - \$4,176.80 Biweekly

Explanation: This change deletes one vacant Office Services Supervisor position and adds a Management Analyst position to address organizational and staffing needs of the department. This action represents an approximate monthly salary and benefits cost of \$4,699. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Delete: One position of E346S, Fiscal Office Assistant Series
Biweekly Salary: \$1,618.40 - \$2,132.00

Add: One position of E403, Payroll/Personnel Services Specialist
Biweekly Salary: \$1,953.60 - \$2,441.60

Explanation: This change deletes a vacant Fiscal Office Assistant Series and adds a Payroll/Personnel Services Specialist position. This change aligns the duties of the position with appropriate classification, and aligns the position with other similar positions in other County departments. This action represents an approximate monthly salary and benefits cost of \$1,026. There is no change in the total number of authorized positions.

Action B: Delete: One position of G040S, Mental Health Case Worker Series
Biweekly Salary: \$2,584.00 - \$3,623.20

Add: One position of G081, Mental Health Program Specialist
Biweekly Salary: \$3,134.40 - \$3,917.60

Explanation: This change deletes a vacant Mental Health Case Worker Series (Psychiatric Social Worker II) and adds a Mental Health Program Specialist position to work directly with providers and conduct QI review. Adding the latter position will improve overall quality of network, quality of audits, and client experience. This action represents an approximate monthly salary and benefits cost of \$976. There is no change in the total number of authorized positions.

Action C: Delete: One position of E002, Administrative Secretary II
Biweekly Salary: \$2,096.00 - \$2,620.80

Add: One position of E411S, Patient Services Assistant Series

Biweekly Salary: \$1,733.60 - \$2,287.20

Explanation: This change deletes a vacant Administrative Secretary II and adds a Patient Services Assistant II. This position interacts with clients, enters information into Avatar and conducts other client focused business tasks. The duties are more aligned with the Patient Services Assistant classification. This action represents an approximate monthly salary and benefits savings of \$1,106. There is no change in the total number of authorized positions.

Action D: Reclassify: One position of D053, Mental Health Office Manager
Biweekly Salary: \$3,031.20 - \$3,789.60

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

Explanation: This change reclassifies one filled Mental Health Office Manager position to Health Services Manager I. A classification study was conducted on the position and found the Health Services Manager I classification to be more appropriate the level of work being performed. This action represents an approximate monthly salary and benefits cost of \$2,710. There is no change in the total number of authorized positions.

62400 FAMILY HEALTH SERVICES

Action: Split: One position of S024, Dietitian
Biweekly Salary: \$2,663.20 - \$3,328.80

To: Two half-time positions

Explanation: This change splits one Dietitian position to two half-time (0.5 FTE) positions to assist with staffing needs of the department. This action represents an approximate monthly salary and benefits cost of \$11,035. The total number of authorized positions is increased by one position.

66000 SAN MATEO MEDICAL CENTER

Action: Delete: One position of F074S, Clinical Laboratory Scientist Series
Biweekly Salary: \$3,179.20 - \$4,207.20

Add: One position of N041, Graphics Specialist
Biweekly Salary: \$2,321.60 - \$2,902.40

Explanation: This change deletes a vacant Clinical Laboratory Scientist II and adds a Graphics Specialist position. This change supports current needs in the department. This action represents an approximate monthly salary and benefits cost of \$4,325. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action A: Convert: One position of B183S, Community Worker II Series - Unclassified
Biweekly Salary: \$1,640.00 - \$2,263.20

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 B: Delete: One position of D037, Deputy Director of Human Services
Biweekly Salary: \$4,939.20 - \$6,173.60

Add: One position of D037Y, Deputy Director of Human Services -Y Rated
Biweekly Salary: \$6,806.40

Explanation: This change deletes a Deputy Director of Human Services and adds a Deputy Director of Human Services - Y Rated to implement a recent classification study recommendation. This action represents an approximate monthly salary and benefits cost of \$2,098. There is no change in the total number of authorized positions.

79000 HOUSING DEPARTMENT

Action: Add: Two positions of R010, Housing & Community Development
Supervisor
Biweekly Salary: \$3,516.80 - \$4,396.00

Explanation: This change adds two Housing and Community Development Supervisors in support of the department's organizational needs. This change expands supervisory support for staff, and creates a promotional ladder in the organization. This action represents an approximate monthly salary and benefits cost of \$29,146. The total number of authorized positions is increased by two positions.

FISCAL IMPACT:

This action represents an estimated monthly salary and benefits cost of \$57,076 or an estimated annual cost of \$684,916.