



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 16-595

Board Meeting Date: 9/26/2017

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 to delete five positions, add five positions, reclassify fourteen positions, adjust salary of one position, add one special compensation, convert one unclassified position to classified, and convert seven unclassified positions 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 five positions;
- addition of five positions;
- reclassification of fourteen positions;
- adjustment of one salary;
- addition of one special compensation;
- conversion of one unclassified position to classified; and
- conversion of seven unclassified positions 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 actions are discussed in detail below.

12000 COUNTY MANAGER

Action: Reclassify: One position of D185, Senior Management Analyst
Biweekly Salary: \$3,684.80 - \$4,607.20

To: One position of D200, County Legislation Officer
Biweekly Salary: \$4,063.20 - \$5,079.20

Explanation: This action reclassifies one filled Senior Management Analyst position to County Legislation Officer consistent with the findings of a classification study conducted on the position. This action represents an approximate monthly salary and benefits cost of \$1,565. There is no change in the total number of authorized positions.

14000 CONTROLLER'S OFFICE

Action: 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: \$2,176.00 - \$3,180.80

Explanation: This action deletes a vacant Lead Fiscal Office Assistant and adds an Accountant Series position. This change supports the staffing and organizational needs of the department. This action represents an approximate monthly salary and benefits cost of \$2,838. There is no change in the total number of authorized positions.

15000 TREASURER-TAX COLLECTOR

Action: Add: A 5.74% Lead Fiscal Office Specialist differential pay

Explanation: This action amends Section 5 - Special Compensation of the Master Salary Resolution to add a 5.74% differential pay for any Fiscal Office Specialist designated by the Treasurer-Tax Collector to perform lead work over assigned staff. This action represents an approximate monthly salary and benefits cost of \$304. There is no change in the total number of authorized positions.

16000 COUNTY COUNSEL

Action: Convert: One position of B008, Paralegal - Unclassified
Biweekly Salary: \$2,380.80 - \$2,975.20

To: Classified - Confidential

Explanation: This action converts one vacant Paralegal - Unclassified position to classified status. This conversion supports the department's staffing and hiring needs. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

17000 HUMAN RESOURCES

Action: Reclassify: Four positions of D182S, Management Analyst Series
Biweekly Salary: \$3,341.60 - \$4,176.80

To: Four positions of D118, Employee and Labor Relations Analyst
Biweekly Salary: \$3,684.80 - \$4,607.20

Explanation: This action reclassifies four filled Management Analysts in Employee and Labor Relations to a new classification. This reclassification and the creation of this new classification resulted from a classification study conducted by a consultant on the four positions. This action represents an approximate monthly salary and benefits cost of \$5,707. There is no change in the total number of authorized positions.

32000 PROBATION

Action A: Delete: One position of E334S, Office Assistant Series
Biweekly Salary: \$1,427.20 - \$2,052.00

Add: One position of E375, Legal Office Specialist
Biweekly Salary: \$2,147.20 - \$2,684.00

Explanation: This action deletes a vacant Office Assistant Series and adds a Legal Office Specialist position. This change supports the department's need for legal support staffing. This action represents an approximate monthly salary and benefits cost of \$2,095. There is no change in the total number of authorized positions.

Action B: Adjust: Salary of B214, Director of Probation Services - Unclassified to \$86.86 - \$108.56 per hour.

Explanation: This action increases the salary of Director of Probation Services - Unclassified position by 5% to align with market average. This action represents an approximate monthly salary and benefits cost of \$896. There is no change in the total number of authorized positions.

39000 PARKS DEPARTMENT

Action: Delete: One position of L025, Park Ranger IV
Biweekly Salary: \$3,047.20 - \$3,809.60

Add: One position of L044, County Arborist - Urban Forester
Biweekly Salary: Same

Explanation: This action converts a vacant Park Ranger IV position that was added as a placeholder, pending the creation of a new County Arborist - Urban Forester classification. The new classification was approved by the Civil Service Commission in July and compensation was agreed to with union in August. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

57000 AGING AND ADULT SERVICES

Action: Delete: One position of G112S, Community Worker Series
Biweekly Salary: \$1,640.00 - \$2,263.20

Add: One position of G245S, Community Program Analyst Series
Biweekly Salary: \$2,473.60 - \$3,628.00 Biweekly

Explanation: This action deletes a vacant Community Worker Series and adds a Community Program Analyst Series position which is the more appropriate classification for the type of work that department would like to assign to the position. This action represents an approximate monthly salary and benefits cost of \$4,525. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Reclassify: Two positions of G240S, Case Management/Assessment Specialist Series
Biweekly Salary: \$2,345.60 - \$2,962.40

To: Two positions of G242, Lead Behavioral Health and Recovery Services (BHRS) Specialist
Biweekly Salary: \$2,607.20 - \$3,258.40

Action B: Reclassify: One position of G240S, Case Management/Assessment Specialist Series
Biweekly Salary: \$2,345.60 - \$2,962.40

To: One position of G243S, Program Coordinator Series
Biweekly Salary: \$2,473.60 - \$3,628.00

Explanation: This action reclassifies two filled Case Management/Assessment Specialist II positions to Lead BHRS Specialist, and one filled Case Management/Assessment Specialist II position to Program Coordinator II. A classification study that was conducted on these positions to determine appropriate classification based on the work being performed. These actions represent an approximate monthly salary and benefits cost of \$4,169. There is no change in the total number of authorized positions.

Action C: Convert: Six positions of B112S, Mental Health Case Worker Series - Unclassified
Biweekly Salary: \$2,584.00 - \$3,623.20

To: Classified

Action D: Convert: One position of B114S, Public Health Education Series - Unclassified
Biweekly Salary: \$2,584.00 - \$3,623.20

To: Classified

Explanation: This is the conversion of seven filled positions 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.

63000 CORRECTIONAL HEALTH

Action: Delete: One position of G226S, Community Program Specialist Series
Biweekly Salary: \$2,208.00 - \$3,092.00

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

Explanation: This action deletes a vacant Community Program Specialist Series position and adds a Senior Community Program Specialist. This change supports the department's need for a lead worker to coordinate and oversee staff assigned to both correctional facilities. This action represents an approximate monthly salary and benefits cost of \$1,777. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Reclassify: Four positions of F009S, Patient Care Series (Medical Services Assistant II)
Biweekly Salary: \$1,716.00 - \$2,144.80

To: Four positions of F085, Sterile Processing Specialist
Biweekly Salary: \$1,814.40 - \$2,268.00

Action B: Reclassify: Two positions of F076, Lead Central Services and Supply Assistant
Biweekly Salary: \$1,820.80 - \$2,276.80

To: Two positions of F086, Lead Sterile Processing Specialist
Biweekly Salary: \$1,925.60 - \$2,406.40

Explanation: These actions reclassifies four filled Medical Services Assistant II positions to Sterile Processing Specialist, and two filled Lead Central Services Supply Assistant positions to Lead Sterile Processing Specialist. This change is being made consistent with the findings of a classification review that was conducted on these positions. These actions represent an approximate monthly salary and benefits cost of \$2,493. There is no change in the total number of authorized positions.

FISCAL IMPACT:

This action represents an estimated monthly salary and benefits cost of \$26,368 or an estimated annual cost of \$316,418.