



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 16-648

Board Meeting Date: 10/17/2017

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 eight positions, add ten positions, add one special compensation, and convert six unclassified positions to classified.

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 eight positions;
- addition of ten positions;
- addition of one special compensation; and
- conversion of six unclassified position to classified.

This amendment to the resolution 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.

15000 TREASURER-TAX COLLECTOR

Action: Delete: One position of E348, Cash Management Specialist
Biweekly Salary: \$2,065.60 - \$2,581.60

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

Explanation: This action converts one vacant Cash Management Specialist position to Fiscal Office Specialist, which is the more appropriate classification for the work that will be assigned to the position once filled. This action represents an approximate monthly salary and benefits savings of \$464. There is no change in the total number of authorized positions.

30000 SHERIFF'S OFFICE

Action: Add: One position of E089, Administrative Assistant II - Exempt
Biweekly Salary: \$2,637.60 - \$3,296.80

Explanation: This action adds one Administrative Assistant II position. The request for this position was included and approved in the September budget, however the change was not reflected in the September Salary Resolution Amendment. This action represents no additional monthly salary and benefits cost as funding was already approved in September. The total number of authorized positions is increased by one consistent with what was reflected in the September budget.

32000 PROBATION DEPARTMENT

Action: Add: A 5.74% Officer of the Day differential pay

Explanation: This action amends Section 5 - Special Compensation of the Master Salary Resolution to add a 5.74% differential pay for employees in the Group Supervisor II or Group Supervisor III classifications when assigned by an Institution Services Manager (ISM) to act as "Officer of the Day" (OD) shall receive, in addition to all other compensation for all hours worked as OD. There will only be one employee at a time assigned to be OD in each facility. An employee can only be assigned Officer of the Day if the following conditions are met: (1) There is no ISM or other management employee available in the building/facility, e.g., ISM is at an offsite meeting or training, on vacation or sick and not replaced by another manager, etc. and the employee has been assigned to be OD by a management employee; and (2) Employee is currently not receiving a Training Differential except in emergency situations AND with approval from the Chief Probation Officer or his/her designee. Only one employee at a time can be assigned as OD in each facility. The approximate monthly salary and benefits cost of this action is unknown at this time as usage of OD designation will vary depending on needs. There is no change in the total number of authorized positions.

39000 PARKS DEPARTMENT

Action: Delete: One position of L039, Park Ranger III
Biweekly Salary: \$2,690.40 - \$3,362.40

Add: One position of J083S, Resources Conservation Specialist Series
Biweekly Salary: \$2,537.60 - \$3,770.40

Explanation: This action deletes one vacant Park Ranger III position and adds a Resources Conservation Specialist Series to support staffing needs of the department in the area of natural resource conservation. This action represents an approximate monthly salary and benefits cost of \$1,352. There is no change in the total number of authorized positions.

40000 OFFICE OF SUSTAINABILITY

Action: Add: J083S, Resources Conservation Specialist Series
Biweekly Salary: \$2,537.60 - \$3,770.40

Explanation: This is the addition of one Resource Conservation Specialist Series. This position will be responsible for the administration of the Commute Alternatives Program. This action represents an approximate monthly salary and benefits cost of \$12,498. The total number of authorized positions is increased by one.

59000 ENVIRONMENTAL HEALTH SERVICES

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

Add: One position of E403, Payroll/Personnel Services Specialist
Biweekly Salary: Same

Explanation: This action deletes a would-be vacant Fiscal Office Specialist position and adds a Payroll/Personnel Services Specialist to address payroll staffing needs of the department. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Convert: Five positions of B013S, Case Management/Assessment Specialist II - Unclassified Series
Biweekly Salary: \$2,345.60 - \$2,962.40

To: Classified

Explanation: This action converts five filled Case Management/Assessment Specialist II - Unclassified positions to classified. These conversions support the department's staffing needs. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

Action B: Delete: One position of E419, Lead Medical Office Assistant
Biweekly Salary: \$2,061.60 - \$2,576.80

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

Explanation: This action deletes a vacant Lead Medical Office Assistant position, and adds a Mental Health Case Worker Series (Psychiatric Social Worker Series). This change creates a licensed mental health clinician position to administer Same Day Assistance (SDA) assessments at the South County Clinic. This is required due to the significant volume and complexity of clients needed this level of care. This will also mirror the staffing at other clinics. This action represents an approximate monthly salary and benefits cost of \$3,469. There is no change in the total number of authorized positions.

Action C: Delete: One position of B076, Medical Office Specialist - Unclassified
Biweekly Salary: \$2,061.60 - \$2,576.80

Add: One position of E414, Patient Services Specialist
Biweekly Salary: \$2,092.80 - \$2,617.60

Explanation: This action deletes a vacant Medical Office Specialist - Unclassified position and adds a Patient Services Specialist position. This change aligns the classification of the position to positions in the department that are performing similar work. This action represents an approximate monthly salary and benefits cost of \$135. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Convert: One position of B083S, Patient Services Assistant - Unclassified Series
Biweekly Salary: \$1,733.60 - \$2,287.20

To: Classified

Action B: Delete: One position of E483S, Health Benefits Analyst Series
Biweekly Salary: \$2,144.80 - \$2,716.00

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

Explanation: This action converts one vacant Patient Services Assistant II - Unclassified position to classified, deletes one vacant Health Benefits Analyst Series and adds one Patient Services Assistant Series to support hiring needs of the department. This action represents no monthly salary and benefits savings of \$1,421. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action: Delete: Two positions of E334S, Office Assistant Series
Biweekly Salary: \$1,427.20 - \$2,052.00

Add: Two positions of G112S, Community Worker Series
Biweekly Salary: \$1,640.00 - \$2,263.20

Explanation: This action deletes two vacant Office Assistant Series positions and adds two Community Worker Series. This change supports the department's need for positions that can operate the new mobile outreach van and also provide education and outreach work in the

community. This action represents an approximate monthly salary and benefits cost of \$1,400. There is no change in the total number of authorized positions.

FISCAL IMPACT:

This action represents an estimated monthly salary and benefits cost of \$16,970 or an estimated annual cost of \$203,642.