



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 16-773

Board Meeting Date: 11/21/2017

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**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 two positions, add two positions, reclassify one position, split one position to two half time positions, and adjust the salary of eight classifications.

**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 two positions;
- addition of two positions;
- reclassification of one position;
- splitting of one full time position to two half time positions; and
- salary adjustment of eight classifications.

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.

## **18000 INFORMATION SERVICES DEPARTMENT**

**Action:** Delete: One position of E029, Administrative Assistant I  
Biweekly Salary: \$2,391.20 - \$2,989.60

Add: One position of G247S, Contract Administrator Series  
Biweekly Salary: \$2,548.00 - \$3,736.80

**Explanation:** This action converts one vacant Administrative Assistant I position to Contract Administrator which is the more appropriate classification for the assigned duties and responsibilities. This action represents an approximate monthly salary and benefits cost of \$2,477. There is no change in the total number of authorized positions.

## **55100 HEALTH COVERAGE UNIT**

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

**Explanation:** This action deletes one vacant Health Benefits Analyst position. The work of the position has been transitioned to the Medical Center and position is no longer needed. This action represents an approximate monthly salary and benefits savings of \$9,004. The total number of authorized positions is decreased by one position.

## **66000 SAN MATEO MEDICAL CENTER**

**Action A:** Split: One position of F009S, Patient Care Series (Nurse Practitioner)  
Biweekly Salary: \$5,452.00 - \$6,444.80

To: Two half-time positions

**Explanation:** This action splits one full time Nurse Practitioner position to two half time positions. This action supports department's current staffing and coverage needs. This action represents an approximate monthly salary and benefits cost of \$10,682. The total number of authorized positions is increased by one position.

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

**Explanation:** This action adds back one Health Benefits Analyst position which was erroneously deleted in the October Salary Resolution Amendment. This action is a clean-up item only and funding for position was not removed, therefore this action represents no change in the monthly salary and benefits cost. The total number of authorized positions is increased by one position.

**Action C:** Adjust: Salary of D034, Clinical Services Manager - Respiratory Therapy  
to \$49.82 - \$62.27 per hour (Management Compensation Band 11)

**Explanation:** This action adjusts the salary of the Clinical Services Manager - Respiratory Therapy by 10% to align with average market salary for this classification. New salary also incorporates an

existing 5% of special pay differential into the base pay. The approximate monthly salary and benefits cost to adjust the salary of 1 position is \$1,471.60. There is no change in the total number of authorized positions.

**Action D:** Reclassify: One position of E415, Patient Services Supervisor  
Biweekly Salary: \$2,680.80 - \$3,350.40

To: One of position of D182S, Management Analyst Series  
Biweekly Salary: \$2,973.60 - \$4,302.40

**Explanation:** This action reclassifies one filled Patient Services Supervisor position to Management Analyst Series. A classification study was conducted on the position and determined the appropriate classification for the work being performed to be the Management Analyst series. This action represents an approximate monthly salary and benefits cost of \$3,156. There is no change in the total number of authorized positions.

### **70000 HUMAN SERVICES AGENCY**

**Action A:** Adjust: Salary of G090, Children's Services Social Worker I-Classified and B286, Children's Services Social Worker I-Unclassified to \$33.14 - \$37.04 per hour.

**Action B:** Adjust: Salary of G091, Children's Services Social Worker II-Classified and B287, Children's Services Social Worker II-Unclassified to \$33.46 - \$41.83 per hour.

**Action C:** Adjust: Salary of G092, Children's Services Social Worker III-Classified and B288, Children's Services Social Worker III-Unclassified to \$39.48 - \$49.35 per hour.

**Action D:** Adjust: Salary of G094, Children's Services Social Work Supervisor to \$46.48 - \$58.10 per hour.

**Explanation:** These actions adjust the salaries of the Children's Services Social Worker Series, Children's Services Social Worker Series - Unclassified and the Children's Services Social Work Supervisor by 5%. These adjustments incorporate existing differential pay into the base salary and simplifies administration of compensation for these classifications. The approximate monthly salary and benefits cost to adjust salary of 96 positions is \$40,487. There is no change in the total number of authorized positions.

### **FISCAL IMPACT:**

This action represents an estimated monthly salary and benefits cost of \$49,270 or an estimated annual cost of \$591,244.