



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 18-028

Board Meeting Date: 1/9/2018

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Donna Vaillancourt, Director of Human Resources
Subject: Recommended Revision to the Master Salary Resolution

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the Master Salary Resolution to delete ten positions, add fifteen positions, reclassify one position, establish salary range for one new position and convert one position 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 ten positions;
- addition of fifteen positions;
- reclassification of one position;
- establishment of salary range for one new position; and
- conversion of one 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.

12400 PUBLIC SAFETY COMMUNICATIONS

Action: Set: Salary Range for V051, 911 Communications Calltaker to \$25.92 to \$32.40 per hour.

Explanation: This action sets the salary range for 911 Communications Calltaker which is a newly created classification level below the Communications Dispatcher series. The monthly salary and benefits savings associated with converting vacancies to this new classification will depend on the number of positions needed to support the department's operations. There is no change in the total number of authorized positions.

17000 HUMAN RESOURCES DEPARTMENT

Action: Reclassify: One position of E470, Fiscal Office Specialist - Confidential
Biweekly Salary: \$2,012.00 - \$2,515.20

To: One position of E539S, Accountant Series - Confidential
Biweekly Salary: \$2,241.60 - \$3,276.00

Explanation: This action reclassifies one filled Fiscal Office Specialist - Confidential position to Accountant I - Confidential. A classification study was conducted on this position and found the work to be more aligned to the entry level Accountant classification. This reclassification also supports reassignments within the unit to streamline accounting workload. This action represents an approximate monthly salary and benefits cost of \$2,522. There is no change in the total number of authorized positions.

25100 DISTRICT ATTORNEY'S OFFICE

Action A: Add: Two positions of E008, Paralegal
Biweekly Salary: \$2,452.00 - \$3,064.80

Action B: Add: One position of B024S, Deputy District Attorney Series - Unclassified
Biweekly Salary: \$3,516.80 - \$8,525.60

Action C: Add: One position of H035, District Attorney's Inspector
Biweekly Salary: \$4,239.20 - \$5,300.00

Explanation: This is the addition of two Paralegal, one Deputy District Attorney - Unclassified and one District Attorney's Inspector positions to support staffing needs of the department. These actions represent an approximate monthly salary and benefits cost of \$164,692. Funding for these positions have been allocated for the second year of department's two-year budget. The total number of authorized positions is increased by four positions.

26000 CHILD SUPPORT SERVICES

Action: Convert: One position of B330, Child Support Customer Service Specialist Unclassified
Biweekly Salary: \$2,011.20 - \$2,513.60

To: Classified

Explanation: This action converts one vacant Child Support Customer Service Specialist to classified status consistent with the type and duration of work expected of this position. The converted position will be allocated to the Shared Services Call Center. This action represents no monthly salary and benefits cost and there is no change in the total number of authorized positions.

32000 PROBATION DEPARTMENT

Action A: Delete: Three positions of C001S, Deputy Probation Officer Series
Biweekly Salary: \$2,695.20 - \$3,979.20

Action B: Add: Two positions of D163, Probation Services Manager I
Biweekly Salary: \$3,616.00 - \$4,520.00

Action C: Add: One position of D165, Institution Services Manager
Biweekly Salary: \$3,278.40 - \$4,098.40

Explanation: These actions delete three vacant Deputy Probation Officer Series positions and adds one Institution Services Manager and two Probation Services Manager I positions. The addition of an Institution Services Manager supports staffing needs at Camp Kemp, and the two Probation Services Managers will provide management of the Defense Tactic/Fire Arming training. These actions represent an approximate monthly salary and benefits cost of \$3,981. There is no change in the total number of authorized positions.

38000 PLANNING DEPARTMENT

Action: Add: One position of N018, Associate Engineer
Biweekly Salary: \$3,400.00 - \$4,249.60

Explanation: This action adds one vacant Associate Engineer position to perform in-house stormwater and drainage plan checks and reviews. This action represents an approximate monthly salary and benefits cost of \$14,087. The total number of authorized positions is increased by one position.

45100 PUBLIC WORKS - ADMIN

Action: Delete: Two positions of D041, Transportation Systems Coordinator
Biweekly Salary: \$4,613.60 - \$5,768.00

Add: Two positions of B163, C/CAG Program Director - Unclassified
Biweekly Salary: \$4,960.00 - \$6,200.80

Explanation: This action deletes two Transportation Systems Coordinator positions and adds two C/CAG Program Director - Unclassified positions for C/CAG planning, programming and project

delivery. This action represents an approximate monthly salary and benefits cost of \$2,869. There is no change in the total number of authorized positions.

62400 FAMILY HEALTH SERVICES

Action A: Delete: One position of S031, Dietetic Technician
Biweekly Salary: \$2,006.40 - \$2,508.00

Action B: Delete: One position of E416S, Medical Office Assistant Series
Biweekly Salary: \$1,700.00 - \$2,289.60

Action C: Delete: One position of E421, Medical Office Services Supervisor - E
Biweekly Salary: \$2,526.40 - \$3,157.60

Action D: Add: Two positions of G112S, Community Worker Series
Biweekly Salary: \$1,689.60 - \$2,331.20

Action E: Add: One position of G236, Community Program Supervisor
Biweekly Salary: \$3,289.60 - \$4,112.00

Explanation: These actions delete one vacant Dietetic Technician, one vacant Medical Office Assistant, and one vacant Medical Office Services Supervisor positions and adds two Community Worker Series and one Community Program Supervisor positions. These changes support organizational updates to the Women, Infant and Children (WIC) program. These actions represent an approximate monthly salary and benefits cost of \$2,716. There is no change in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of E418, Hospital Unit Coordinator
Biweekly Salary: \$1,884.80 - \$2,356.00

Add: One position of F009S, Patient Care Series
Biweekly Salary: \$1,767.20 - \$2,208.80

Explanation: This action deletes one vacant Hospital Unit Coordinator position and adds a vacant Patient Care Series (Medical Services Assistant II) position. This change provides the department staffing flexibility in accommodating varying day-to-day patient care needs and creates extra staffing support for emergency situations. This action represents an approximate monthly salary and benefits savings of \$487. There is no change in the total number of authorized positions.

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

Add: One position of D154, Clinical Services Manager II - Nursing
Biweekly Salary: \$5,340.80 - \$6,676.80

Explanation: This action deletes one vacant Management Analyst position and adds one Clinical

Services Manager II - Nursing position to support organizational changes in and create nursing structure for Ambulatory Services. This action represents an approximate monthly salary and benefits cost of \$7,871. There is no change in the total number of authorized positions.

FISCAL IMPACT:

This action represents an estimated monthly salary and benefits cost of \$198,250 or an estimated annual cost of \$2.3 million.