



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 18-206

Board Meeting Date: 3/13/2018

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 eighteen positions, add seventeen positions, adjust salary of sixteen classifications, reclassify two positions, 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 provides 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 eighteen positions;
- addition of seventeen positions;
- salary adjustment of sixteen classifications;
- reclassification of two positions; and
- conversion of one position to classified via Measure D.

These amendments to the resolution have been reviewed and approved by the County Counsel's Office as to form. 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.

VARIOUS DEPARTMENTS

Action A: Adjust: Salary of E333, Office Assistant Intern, E340, Office Assistant Summer Jobs for Youth, and I052, Intern/Fellow I to \$15.00 per hour.

Action B: Adjust: Salary of I070, STEP Intern, E071, Library Aide - Extra Help and L046, Park Aide to \$15.00 to \$18.75 per hour.

Explanation: Salary for these classifications are being adjusted to align the minimum salary of the range with San Mateo County's living wage ordinance. These actions represent an approximate monthly salary and benefits cost of \$21,351 calculated at the top end of the salary range. There is no change in the total number of authorized positions.

12600 AGRICULTURAL COMMISSIONER/SEALER

Action A: Convert: One position of B096S, Biologist/Standards Specialist Series - Unclassified Biweekly Salary: \$2,148.00 - \$3,527.20

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 J062S, Biologist/Standards Specialist Series Biweekly Salary: \$2,148.00 - \$3,527.20

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

Explanation: This is the deletion of one vacant Biologist/Standards Specialist Series and addition of one Management Analyst Series. This change will support department's reorganization and succession planning efforts. This action represents an approximate monthly salary and benefits cost of \$2,570. There is no change in the total number of authorized positions.

18000 INFORMATION SERVICES DEPARTMENT

Action: Delete: One position of E334S, Office Assistant Series Biweekly Salary: \$1,470.40 - \$1,837.60

Add: One position of E350, Fiscal Office Specialist Biweekly Salary: \$2,012.00 - \$2,515.20

Explanation: This is the deletion of one Office Assistant Series position and addition of one Fiscal Office Specialist position. Fiscal Office Specialist is the more appropriate classification for the revised work assignments of this position. This action represents an approximate monthly salary and benefits

cost of \$2,246. There is no change in the total number of authorized positions.

25000 DISTRICT ATTORNEY'S OFFICE

Action A: Adjust: Salary of H035, District Attorney's Inspector to \$54.58 to \$68.24 per hour.

Action B: Adjust: Salary of H100, Senior District Attorney's Inspector to \$60.61 to \$75.76 per hour.

Explanation: These actions increase the salary of the District Attorney's Inspector and Senior District Attorney's Inspector classifications by three percent as per Memorandum of Understanding with their respective unions. This action represents an approximate monthly salary and benefits cost of \$4,905. There is no change in the total number of authorized positions.

30000 SHERIFF'S OFFICE

Action A: Adjust: Salary of B014, Deputy Sheriff - Unclassified and H060, Deputy Sheriff to \$44.05 to \$55.07 per hour.

Action B: Adjust: Salary of H058, Sheriff's Correctional Officer and H059, Sheriff's Correctional Officer - T to \$37.44 to \$46.81 per hour.

Action C: Adjust: Salary of H035, Deputy Sheriff Trainee to \$38.14 per hour.

Action D: Adjust: Salary of H044, Sheriff's Sergeant to \$53.16 to \$66.45 per hour.

Explanation: These actions increase the salary of the Deputy Sheriff, Deputy Sheriff - Unclassified, Deputy Sheriff Trainee, Sheriff's Correctional Officer, Sheriff's Correctional Officer - T and Sheriff's Sergeant classifications by three percent as per Memorandum of Understanding with their respective unions. These actions represent an approximate monthly salary and benefits cost of \$128,294 calculated at the top end of the salary range. There is no change in the total number of authorized positions.

32000 PROBATION DEPARTMENT

Action A: Reclassify: One position of E356, Lead Legal Word Processor
Biweekly Salary: \$2,266.40 - \$2,832.00

To: One position of E375-Y, Legal Office Specialist - Y Rated
Biweekly Salary: \$2,832.00

Action B: Reclassify: One position of E355, Legal Word Processor
Biweekly Salary: \$2,053.60 - \$2,566.40

To: One position of E375, Legal Office Specialist
Biweekly Salary: \$2,212.00 - \$2,764.80

Explanation: This is the reclassification of one Lead Legal Word Processor position to Legal Office

Specialist - Y Rated, and one Legal Word Processor position to Legal Office Specialist. A classification study was conducted and found the Legal Office Specialist classification to be the more appropriate classification for the positions given the changes in work responsibilities over a period of time. These actions represent an approximate monthly salary and benefits cost of \$658. There is no change in the total number of authorized positions.

55100 HEALTH COVERAGE UNIT

Action A: Delete: Two positions of E483S, Health Benefits Analyst Series
Biweekly Salary: \$2,208.80 - \$2,797.60

Explanation: This is the deletion of two vacant Health Benefits Analyst Series positions which are being transferred to 6600B, San Mateo Medical Center. This action represents an approximate monthly salary and benefits savings of \$18,548. The total number of authorized positions is decreased by two.

Action B: Delete: One position of D088, Program Services Manager II
Biweekly Salary: \$3,985.60 - \$4,981.60

Add: One position of D033, Health Services Manager II
Biweekly Salary: \$4,394.40 - \$5,493.60

Explanation: This is the deletion of one vacant Program Services Manager II and the addition of one Health Services Manager II, which is the more appropriate classification for the scope of responsibilities. This action represents an approximate monthly salary and benefits savings of \$1,1697. There is no change in the total number of authorized positions.

55500 PUBLIC HEALTH, POLICY AND PLANNING

Action: Add: One position of F040, Public Health Nurse
Biweekly Salary: \$4,280.00 - \$5,059.20

Explanation: This is the addition of one vacant Public Health Nurse position which is being transferred from Family Health Services. This action represents an approximate monthly salary and benefits cost of \$16,771. The total number of authorized positions is increased by one position.

57000 AGING AND ADULT SERVICES

Action: Delete: One position of G112S, Community Worker Series
Biweekly Salary: \$1,689.60 - \$2,331.20

Add: One position of G098S, Social Worker Series
Biweekly Salary: \$2,416.00 - \$3,597.60

Explanation: This is the deletion of one vacant Community Worker Series and the addition of one Social Worker Series. This action supports the staffing needs of the IHSS Program. This action represents an approximate monthly salary and benefits cost of \$4,198. There is no change in the total number of authorized positions.

59000 ENVIRONMENTAL HEALTH SERVICES

Action: Delete: One part-time position of J048S, Environmental Health Specialist Series
Biweekly Salary: \$2,684.80 - \$4,171.20

Explanation: This is the deletion of one vacant part-time Environmental Health Specialist Series to offset cost of increasing the FTE of another position to full time. This action represents an approximate monthly salary and benefits savings of \$6,914. The total number of authorized positions is decreased by one position.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

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

Add: One position of F122S, Physician Series (Adult Psychiatrist)
Biweekly Salary: \$8,013.60 - \$10,017.60

Explanation: This is the deletion of one vacant Nurse Practitioner position and the addition of an Adult Psychiatrist. This change aligns classification of the vacancy with the staffing needs of the department. This action represents an approximate monthly salary and benefits cost of \$11,844. There is no change in the total number of authorized positions.

62400 FAMILY HEALTH SERVICES

Action: Delete: One position of F040, Public Health Nurse
Biweekly Salary: \$4,280.00 - \$5,059.20

Explanation: This is the deletion of one vacant Public Health Nurse position. This position is being transferred to 5550B - Public Health, Policy and Planning. This action represents an approximate monthly salary and benefits savings of \$16,771. The total number of authorized positions is decreased by one position.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of G085S, Public Health Educator Series
Biweekly Salary: \$3,001.60 - \$3,753.60

Add: One position of D023, Health Services Manager I
Biweekly Salary: \$3,795.20 - \$4,745.60

Explanation: This is the deletion of one vacant Public Health Educator Series and the addition of one Health Services Manager I. This action supports the needs of the department for develop a data management and reporting team. This action represents an approximate monthly salary and benefits cost of \$3,288. There is no change in the total number of authorized positions.

Action B: Delete: One position of G117, Senior Community Worker
Biweekly Salary: \$2,160.80 - \$2,700.80

Add: One position of E413, Lead Patient Services Assistant
Biweekly Salary: \$2,155.20 - \$2,696.00

Explanation: This is the deletion of one vacant Senior Community Worker position and the addition of one Lead Patient Services Assistant. This position change will help to narrow considerable gap between actual number of staff and staff needed to support patient and operational needs at the Fair Oaks Clinic. This action represents an approximate monthly salary and benefits savings of \$16. There is no change in the total number of authorized positions.

Action C: Add: Two positions of E483S, Health Benefits Analyst Series
Biweekly Salary: \$2,208.80 - \$2,797.60

Explanation: This is the addition of two vacant Health Benefits Analyst Series positions which are being transferred from 5510B, Health Coverage Unit. This action represents an approximate monthly salary and benefits cost of \$18,548. The total number of authorized positions is increased by two positions.

70000 HUMAN SERVICES AGENCY

Action A: Delete: Three positions of E334S, Office Assistant Series
Biweekly Salary: \$1,470.40 - \$2,113.60

Add: Three positions of E368, Public Services Specialist
Biweekly Salary: \$1,774.40 - \$2,216.80

Explanation: This is the deletion of three vacant Office Assistant Series and the addition of three Public Services Specialist. This change supports the front counter staffing needs of the department. 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: Three positions of E346S, Fiscal Office Assistant Series
Biweekly Salary: \$1,667.20 - \$2,196.00

Action C: Delete: One position of E349, Lead Fiscal Office Assistant
Biweekly Salary: \$1,916.80 - \$2,394.40

Add: Four positions of E350, Fiscal Office Specialist
Biweekly Salary: \$2,012.00 - \$2,515.20

Explanation: This is the deletion three Fiscal Office Assistant Series and one Lead Fiscal Office Assistant positions and the addition of three Fiscal Office Specialist positions. These changes align the classification of the positions with the complex fiscal support assignment. This action represents an approximate monthly salary and benefits cost of \$3,575. There is no change in the total number of authorized positions.

79000 HOUSING DEPARTMENT

Action A: Adjust: Salary of R001, Housing and Community Development Specialist I to \$31.05 to \$38.83 per hour.

Action B: Adjust: Salary of R002, Housing and Community Development Specialist II to \$36.83 to \$46.03 per hour.

Action C: Adjust: Salary of R003, Housing and Community Development Specialist III to \$42.17 to \$52.72 per hour.

Explanation: These actions adjust the salary of the Housing and Community Development Specialist series by nine percent. A classification study was conducted and determined the work to be within the scope of the classification but the salary to be significantly behind market. The nine percent adjustment will maintain parity with average market salary and help with recruitment and retention issues. Assuming the five positions allocated to R003 are filled at the top step, this action represents an approximate monthly salary and benefits cost of \$3,770. There is no change in the total number of authorized positions.

Action D: Adjust: Salary of R010, Housing and Community Development Supervisor to \$48.00 to \$60.00 per hour.

Explanation: This action adjusts the salary of the Housing and Community Development Supervisor by six percent to avoid salary compaction between the Supervisor level and the highest level in the Housing and Community Development Specialist Series. Assuming the two positions allocated to R010 are filled at the top step, this action represents an approximate monthly salary and benefits cost of \$1,179. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$183,870 or an annual cost estimate of \$2.206 million.