



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 18-408

Board Meeting Date: 5/22/2018

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 eleven positions, add twelve positions, reclassify two positions, and convert five 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 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 eleven positions;
- addition of twelve positions;
- reclassification of two positions; and
- conversion of five positions 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.

12000 COUNTY MANAGER'S OFFICE

Action A: Delete: One position of B219S, Management Analyst Series - Unclassified
Biweekly Salary: \$2,973.60 - \$4,302.40

Action B: Add: Two positions of D182S, Management Analyst Series
Biweekly Salary: \$2,973.60 - \$4,302.40

Explanation: This is the deletion of one vacant Management Analyst - Unclassified position and the addition of two classified Management Analyst Series positions. One of the positions will be reallocated to the Budget and Performance Unit, and the other newly added position will support Measure K reporting in addition to supporting client departments with budget development. These actions represent a monthly salary and benefits cost of \$14,262. The total number of authorized positions is increased by one.

13000 ASSESSOR-CLERK-RECORDER

Action: Delete: One position of E322S, Assessor/Recorder Technician Series
Biweekly Salary: \$1,667.20 - \$2,196.00

Add: One position of E323, Assessor/Recorder Technician III
Biweekly Salary: \$2,012.00 - \$2,515.20

Explanation: This is the deletion of one vacant Assessor/Recorder Technician II and the addition of one Assessor/Recorder Technician III to align the work with the appropriate classification. This action represents a monthly salary and benefits cost of \$1,058. There is no change in the total number of authorized positions.

45100 PUBLIC WORKS - ADMIN

Action: Delete: One position of D131, Program Services Manager I
Biweekly Salary: \$ 3,441.60 - \$4,302.40

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

Explanation: This is the deletion of one vacant Program Services Manager I position and the addition of a Management Analyst Series. This action supports the staffing needs of the department and aligns the classification with the available work. This action represents no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

46000 PUBLIC WORKS - ENGINEERING

Action: Delete: One position of N053S, Drafting Technician Series
Biweekly Salary: \$2,224.80 - \$3,260.80

Add: One position of N010S, Public Works Technician Series
Biweekly Salary: \$2,224.80 - \$3,260.80

Explanation: This is the deletion of one vacant Drafting Technician Series position and the addition

of one Public Works Technician Series. This action supports the staffing needs of the department and aligns the classification with the available work. This action represents no monthly salary and benefits cost. There is no change in the total number of authorized positions.

57000 AGING AND ADULT SERVICES

Action: Delete: One position of G081, Mental Health Program Specialist
Biweekly Salary: \$3,228.80 - \$4,035.20

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

Explanation: This is the deletion of a vacant Mental Health Program Specialist and the addition of one Management Analyst Series. This action aligns staffing needs of the department and best supports the Collaborative Care Team initiatives. This action represents a monthly salary and benefits cost of \$886. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

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

Add: One position of E411S, Patient Services Assistant Series
Biweekly Salary: \$1,785.60 - \$2,356.00

Explanation: This is the deletion of one vacant Medical Office Assistant Series position and the addition of a Patient Services Assistant Series. This change aligns the classification of the position with similar administrative positions in other BHRS clinics. This action represents a monthly salary and benefits cost of \$220. There is no change in the total number of authorized positions.

Action B: Convert: One position of B083S, Patient Services Assistant Series - Unclassified
Biweekly Salary: \$1,785.60 - \$2,356.00

To: Classified

Action C: Convert: Two positions of B112S, Mental Health Case Worker Series - Unclassified
Biweekly Salary: \$2,661.60 - \$3,732.00

To: Classified

Action D: Convert: One position of B183S, Community Worker Series - Unclassified
Biweekly Salary: \$1,689.60 - \$2,331.20

To: Classified

Action E: Convert: One position of B013S, Case Management/Assessment Specialist Series - Unclassified
Biweekly Salary: \$2,416.00 - \$3,051.20

To: Classified

Explanation: This is the conversion of five 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. These positions meet that requirement. These actions represent no change in the monthly salary and benefits cost. There are no changes in the total number of authorized positions.

66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of F059, Pharmacist
Biweekly Salary: \$4,515.20 - \$5,644.80

Add: One position of F090, Lead Pharmacist
Biweekly Salary: \$4,764.80 - \$5,956.80

Action B: Delete: One position of F039S, Patient Care Support Series
Biweekly Salary: \$2,299.20 - \$2,875.20

Add: One position of F009S, Patient Care Series (Psychiatric Nurse)
Biweekly Salary: \$4,398.40 - \$5,198.40

Explanation: This is the deletion of one vacant Pharmacist position and one vacant Patient Care Support position (Crisis Team Technician), and the addition of a Lead Pharmacist and a Patient Care Series (Psychiatric Nurse). These actions support the changing needs of the department and supports strategies for better delivery of patient services. These actions represent a monthly salary and benefits cost of \$8,736. There are no changes in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

Action A: Delete: One position of G232, Human Services Supervisor
Biweekly Salary: \$3,029.60 - \$3,787.20

Add: One position of E056, Communication Specialist - Confidential
Biweekly Salary: \$3,327.20 - \$4,158.40

Action B: Delete: One position of D105, Communications Officer
Biweekly Salary: \$3,985.60 - \$4,981.60

Add: One position of D060, Financial Services Manager I
Biweekly Salary: \$3,795.20 - \$4,745.60

Explanation: This is the deletion of one vacant Human Services Supervisor and one vacant Communications Officer, and the addition of one Communications Specialist and one Financial Services Manager I. These changes supports the department's reorganization efforts. These actions represent a monthly salary and benefits savings of \$448. There is no change in the total number of

authorized positions.

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

Add: One position of E030S, Accountant Series
Biweekly Salary: \$2,241.60 - \$3,276.00

Explanation: This is the deletion of one vacant Community Worker Series position and the addition of one Accountant Series. The Accountant position will support sub-recipient monitoring and procurement requirement needs of the department. This action represents a monthly salary and benefits cost of \$3,132. There is no change in the total number of authorized positions.

Action C: Reclassify: Two positions of D060, Financial Services Manager I
Biweekly Salary: \$3,795.20 - \$4,745.60

To: Two positions of D151, Financial Services Manager II
Biweekly Salary: \$4,394.40 - \$5,493.60

Explanation: This is the reclassification of two filled positions of Financial Services Manager I to Financial Services Manager II. A classification study was conducted of the two positions and determined the scope of work to be more aligned with the latter classification. This action represents a monthly salary and benefits cost of \$4,959. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$33,702 or an annual cost estimate of \$404,419.