



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 18-499

Board Meeting Date: 6/19/2018

Special Notice / Hearing: None
Vote Required: Majority

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

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the Master Salary Resolution to delete two positions, add two positions, reclassify six positions, and convert four 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 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 six positions; and
- conversion of four 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.

12200 REAL PROPERTY SERVICES

Action: Reclassify: One position of E089, Administrative Assistant II - E
Biweekly Salary: \$2,716.80 - \$3,396.00

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

Explanation: This is the reclassification of one filled Administrative Assistant II position to Management Analyst. A classification study was conducted and determined the latter classification to be more appropriate for the work being performed and expectations of the job. This action represents a monthly salary and benefits cost of \$3,005. There is no change in the total number of authorized positions.

32000 PROBATION

Action: Reclassify: One position of T064S, Utility Worker Series
Biweekly Salary: \$1,740.80 - \$2,295.20

Add: One position of T062, Senior Utility Worker
Biweekly Salary: \$2,024.00 - \$2,529.60

Explanation: This is the reclassification of one filled Utility Worker II position to Senior Utility Worker. This reclassification aligns the expanded work assignment to the correct lead classification. This action represents a monthly salary and benefits cost of \$777. There is no change in the total number of authorized positions.

47600 PUBLIC WORKS - VEHICLE AND EQUIPMENT SERVICES

Action: Reclassify: One position of G243S, Program Coordinator Series
Biweekly Salary: \$2,548.00 - \$3,736.80

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

Explanation: This is the reclassification of one filled Program Coordinator II position to Management Analyst, based on a classification study that was conducted on the position. The incumbent in the position is currently working out of classification as a Management Analyst and this reclassification officially aligns the classification of the position with the work being performed. This action represents a monthly salary and benefits cost of \$1,875. There is no change in the total number of authorized positions.

55000 HEALTH ADMIN

Action: Delete: One position of E337, Office Specialist
Biweekly Salary: \$1,866.40 - \$2,332.00

Action: Add: One position of T064S, Utility Worker Series
Biweekly Salary: \$1,740.80 - \$2,295.20

Explanation: This is the deletion of one vacant Office Specialist position and the addition of one Utility Worker II position to support increased facilities-related needs brought about by the expansion of department's Car Sharing Program. This action represents a monthly salary and benefits savings of \$122. There is no change in the total number of authorized positions.

61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action A: Convert: One position of B112S, Mental Health Case Worker Series - Unclassified
Biweekly Salary: \$2,661.60 - \$3,732.00

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 are no changes in the total number of authorized positions.

Action B: Delete: One position of B112S, Mental Health Case Worker Series - Unclassified
Biweekly Salary: \$2,661.60 - \$3,732.00

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

Explanation: This is the deletion of one vacant Mental Health Case Worker Series - Unclassified and the addition of one Mental Health Program Specialist to coordinate implementation and program manage the Neurosequential Model of Therapeutics. This change represents a monthly salary and benefits cost of \$1,005. There are no changes in the total number of authorized positions.

62400 FAMILY HEALTH

Action: Convert: Three part-time positions of B186S, Peer Support Worker Series - Unclassified
Biweekly Salary: \$1,689.60 - \$2,331.20

To: Classified

Explanation: This is the conversion of three filled part time 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 conversions 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: Reclassify: One position of E337, Office Specialist
Biweekly Salary: \$1,866.40 - \$2,332.00

To: One position of E420, Medical Office Specialist

Biweekly Salary: \$2,123.20 - \$2,654.40

Explanation: This is the reclassification of one filled Office Specialist position to Medical Office Specialist. A classification study was conducted on the position and found the latter classification to be more appropriate for the work being performed. This action represents a monthly salary and benefits cost of \$1,069. There is no change in the total number of authorized positions.

70000 HUMAN SERVICES AGENCY

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

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

Action B: Reclassify: One position of F151, Rehabilitation Marketing Manager
Biweekly Salary: \$3,093.60 - \$3,868.00

To: One position of G232Y, Human Services Supervisor - Y Rated
Biweekly Salary: \$3,868.00

Explanation: This is the reclassification of one filled Financial Services Manager I to Financial Services Manager II, and one filled Rehabilitation Marketing Manager to Human Services Supervisor - Y Rated. These actions are all based on the recommendations of a classification study that was conducted on these positions. These actions represent a monthly salary and benefits cost of \$2,480. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$10,088 or an annual cost estimate of \$121,059.