


**SAN MATEO COUNTY  
EMPLOYEE AND PUBLIC SERVICES DEPARTMENT  
Inter-Departmental Correspondence**

**DATE:** January 24, 2001  
**TO:** Honorable Board of Supervisors  
**FROM:**  Mary Welch, Employee and Public Services Director  
**SUBJECT:** Recommended Revision to the Salary Ordinance

RECOMMENDATION

Adopt an ordinance amending the salary ordinance and accept the report on the total number of positions in the County.

SUMMARY

The salary ordinance changes herein represent:

- combining two part time positions into one full time position,
- reclassifying four positions,
- changing the salary range for two classifications, and
- adding two new positions.

These actions were approved by the County Manager s Office.

The reclassification action represents a monthly salary and benefit cost of \$5,660 or an annual cost of \$67,920.

This amendment has been reviewed by the County Counsel s Office.

ORGANIZATION 18000 INFORMATION SERVICES DEPARTMENT

Action: Reclassify One position of D113, Deputy Director of Information Services  
Biweekly Salary: \$3434.40 - 4292.80  
Approximate Monthly Salary: \$7442 - 9302

To One position of D116, Assistant Director of Information Services  
Biweekly Salary: \$4212.80 - 5265 60  
Approximate Monthly Salary: \$9128 - 11,410

Explanation: This is the reclassification of one filled position from Deputy Director of Information Services to the new classification of Assistant Director of Information Services. The organization structure of the department has been changed to create an Assistant Director level. This action represents a monthly salary and benefits cost increase of \$2,740 based on filling the position at the top step of the salary range. There is no change in the total number of authorized positions.

ORGANIZATION 38000 PLANNING DEPARTMENT

Action: Change The salary rate of J055, Building Plans Specialist, from  
Biweekly Salary: \$2348.00 - 2935.20  
Approximate Monthly Salary: \$5088 - 6360

To: Biweekly Salary: \$2512 00 - 3140 80  
Approximate Monthly Salary: \$5443 - 6805

Explanation: This is the salary increase of 7% for one position of Building Plans Specialist. The County has been recruiting for this single position classification for a number of months and has not been successful in attracting candidates. A recent salary survey indicates that the County is currently 7% behind the salary paid by other agencies for this work. The increase will make us better able to attract candidates for the job. This action represents a monthly salary cost of \$579 based on filling the position at the top step in the range. There is no change in the total number of authorized positions.

ORGANIZATION 62000 PUBLIC HEALTH SERVICES

Action A: Combine Two part time positions of F040, Public Health Nurse  
Biweekly Salary: \$2310.40 - 2731 20  
Approximate Monthly Salary: \$5006 - 5918

To One full time position  
Same salary range

Explanation: This is the combination of two part time positions of Public Health Nurse to one full time position. This change will better meet the working needs of current staff and

will give the department greater flexibility in providing support to the community. This action represents no change in monthly salary and benefits costs. The action decreases the total number of authorized positions by one.

Action B     Delete: One position of F002, Epidemiologist  
Biweekly Salary: \$1817.60 - 2272.00  
Approximate Monthly Salary \$3938 - 4923

Add: One position of F100, Lead Epidemiologist  
Biweekly Salary: \$2032.00 - 2540.00  
Approximate Monthly Salary: \$4403 - 5503

Explanation: This is the upward reclassification of one existing vacant Epidemiologist position to the classification of Lead Epidemiologist. With the addition of epidemiologist positions in Public Health Services, there has been an increasing need to delegate the coordination of workloads and provision of technical support to an individual who is an epidemiologist. This position will enhance the unit's ability to provide the ongoing assessment of the community's health status and health needs called for by the Health Services Agency's mission. This action represents a monthly salary and benefits cost of \$754 based on filling the position at the top step in the range. There is no change in the total number of authorized positions.

ORGANIZATION 66000 SAN MATEO COUNTY HEALTH CENTER

Action A:     Change: The salary rate of D210, Deputy Director of Operations, from  
Biweekly Salary: \$3115.20 - 3893.60  
Approximate Monthly Salary \$6750 - 8437

To: Biweekly Salary. \$3300.80 - 4125.60  
Approximate Monthly Salary: \$4125 - 8940

Explanation: This is the salary increase of 5% for one position in the San Mateo County Health Center. This change reflects a shift of financial and budgeting responsibilities from Health Administration to the Health Center. The change in duties will provide greater control and management of the fiscal functions at the Health Center while Health Administration will provide overall coordination of services throughout the department. This action represents a monthly salary and benefits cost of \$654 based on filling the position at the top step in the range. There is no change in the total number of authorized positions.

Action B     Delete: One position of F078, Darkroom Technician  
Biweekly Salary: \$977.60 - 1222.40  
Approximate Monthly Salary \$2118 - 2649

Add: One position of E411S, Patient Services Assistant Series  
Biweekly Salary \$1105.60 - 1456.00  
Approximate Monthly Salary \$2396 - 3155

Explanation: This is the upward reclassification of one existing vacant Darkroom Technician position to the classification of Patient Services Assistant I-II. This will make the Radiology support staff classifications consistent as many of the Darkroom Technician duties have been replaced by automated methods. The support staff are primarily responsible for providing a variety of routine to difficult patient services and business office support. This action represents a monthly salary cost of \$658 based on filling the position at the top step in the range. There is no change in the total number of authorized positions.

#### ORGANIZATION 70100 HSA ADMINISTRATION

Action:        Reclassify: One position of D091, Human Services Manager II  
                  Biweekly Salary: \$2715.20-3393.60  
                  Approximate Monthly Salary: \$5883-7353

To: One position of D130, Deputy Director of the Human Services Agency  
                  Biweekly Salary: \$3143.20- \$3928.80  
                  Approximate Monthly Salary: \$6811-8513

Explanation: This is the reclassification of one filled position from Human Services Manager II to the new position of Deputy Director. Based on the current organizational structure, and the increasingly complex functions currently performed by the incumbent, the position is more appropriately classified at the Deputy Director level. This action represents a monthly salary and benefits cost increase of \$1,508 based on filling the position at the top step of the salary range. There is no change in the total number of authorized positions.

#### ORGANIZATION 74200 HSA CHILDREN AND FAMILY SERVICES

Action:        Add: Two positions of E334S, Office Assistant series  
                  Biweekly Salary: \$939.20 - 1350.40  
                  Approximate Monthly Salary: \$2035 - 2926

Explanation: This is the addition of one position of Office Assistant to the Peninsula Works Office in Daly City. The work being done in the office is currently supported by two extra help staff. The work of the unit is ongoing and is more appropriately performed by permanent staff. This action represents a monthly salary and benefits cost increase of \$7,608 based on filling the positions at the top step of the salary range. The action increases the total number of authorized positions by two.

**Position Status Report Fiscal Year 2000-2001  
February 6, 2001**

Department	# of Auth. Positions in 00-01 Bud	Current # of Positions	Change	Current Vacant Positions	Comments
<b>Administration and Fiscal</b>					
Assessor/County Clerk/Recorder	119	120	1	10	1 position added in September revisions
Board of Supervisors	15	15	0	1	
Controller's Office	51	51	0	5	
County Counsel's Office	34	35	1	0	1 Attorney added (10 00)
County Manager's Office	24	24	0	1	
Employee and Public Services	165	167	2	25	1 Recruiter added (10 00) 1 Office Assistant added (11 00)
Information Services	108	137	29	21	16 positions transferred from Health (08 00) 13 positions transferred from Ihealth (09 00)
Retirement Office	9	9	0	1	
Tax Collector/Treasurer	28	28	0	2	
Children and Families First Program	3	3	0	0	
<b>Criminal Justice</b>					
Coroner	15	15	0	2	

District Attorney	239	241	2	15	1 full time Legal Secretary split into two half time positions (12-00) 1 Family Support Supervisor added (12 00)
Probation	403	408	5	43	1 Assistant Director position added (09 00) 4 positions added in September revisions
Sheriff's Office	580	584	4	28	2 positions added in September revisions 2 grant funded Community Services Officers added (12 00)
<b>Environmental Management</b>					
Administration	3	3	0	0	
Library	122	122	0	3	
Agricultural Commissioner/Scaler	38	37	-1	5	1 position deleted in September revisions
Cooperative Extension	2	2	0	0	
Parks and Recreation	62	62	0	2	
Coyote Point Marine Reserve	5	5	0	0	
Planning	45	47	2	2	1 Senior Planner added (12 00) 1 Bldg Permit Technician added (12 00)
<b>Health Services Agency</b>					
Business Administration	54	24	30	2	16 positions transferred to ISD (08 00) and one position eliminated 13 positions transferred to ISD (09 00)
Aging and Adult Services	114	114	0	7	
Environmental Health	70	70	0	3	

Food Services	79	78	1	6	1 position deleted in September revisions
Mental Health	245	252	7	22	1 position added in September revisions 1 full time position split into two part time positions (11 00) 3 Wrap Around Pilot positions added (11 00) 2 positions transferred from the Health Center (12 00)
County Health Center	630	598	-32	43	30 positions eliminated and 2 transferred to Mental Health (12-00)
Public Health	167	172	5	22	1 PH Microbiologist added (09 00) 1 grant funded Sr PH Nurse added (09 00) 1 position added in September revisions 1 grant funded Epidemiologist added (12-00) 1 grant funded Comm Worker added (1-01)
Pre Natal to Three Program	27	27	0	1	
AIDS Program	38	38	0	6	
Emergency Medical Services	5	5	0	0	
Correctional Health	64	65	1	11	1 position added in September revisions
Community Health Clinics	226	246	20	34	4 positions added in September revisions 16 positions added for the Methodone Clinic (1-01)
<b>Public Works</b>					
Administrative Services	41	42	1	4	1 position added in September revisions
Engineering Services	47	48	1	9	1 position added in September revisions
Building Facilities Maint and Operations	76	76	0	6	

Road Fund	78	78	0	6	
Tower Road	23	22	-1	2	1 position deleted in September revisions
Fleet Maintenance and Replacement	12	12	0	2	
Waste Management	9	9	0	1	
Transportation Services	4	4	0	0	
Special Districts	7	7	0	0	
Airports	9	9	0	2	
<b>Human Services Agency</b>					
Administration	99	104	5	10	1 position transferred from Housing and Community Services (11 00) 3 positions transferred from Eligibility Determination (11 00) 1 Management Analyst added (1 01)
Housing and Community Services	19	18	1	1	1 position transferred to Administration (11 00)
Eligibility Determination	244	241	3	35	3 positions transferred to Administration (11 00)
Employment Services	39	39	0	5	
Vocational Rehabilitation Services	45	45	0	4	
Child Care	11	11	0	0	
Alcohol and Drug Services	24	24	0	3	
Children and Family Services	189	188	-1	13	2 part time positions combined into one full time position (11 00)



Out of Home Placement	15	15	0	1
Totals	4780	4796	16	427



**ORDINANCE NO. \_\_\_\_\_**  
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,  
STATE OF CALIFORNIA

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AN ORDINANCE AMENDING FISCAL YEAR 2000-2001  
SALARY ORDINANCE NUMBER 03987

The Board of Supervisors of the County of San Mateo, State of California, ordains as follows:

**SECTION 1.** Part 12 of Ordinance 03987 is amended as indicated:

PART 12: POSITION LISTING BY DEPARTMENT

ORGANIZATION 18000 INFORMATION SERVICES DEPARTMENT

1. Item D113, Deputy Director of Information Services, is decreased by 1 position for a new total of 2 positions.
2. Item D116, Assistant Director of Information Services, is increased by 1 position for a new total of 1 position. The salary is set at range 6582

ORGANIZATION 38000 PLANNING DEPARTMENT

1. The salary range for item J055, Building Plans Specialist, is changed to range 3926.

ORGANIZATION 62000 PUBLIC HEALTH SERVICES

1. Item F040, Public Health Nurse, is decreased by 1 position for a new total of 31 positions.
2. Item F002, Epidemiologist, is decreased by 1 position for a new total of 2 positions.
3. Item F100, Lead Epidemiologist, is increased by 1 position for a new total of 1 position.

ORGANIZATION 66000 SAN MATEO COUNTY HEALTH CENTER

1. Item F078, Darkroom Technician, is decreased by 1 position for a new total of 0 positions
2. Item E411S, Patient Services Assistant series, is increased by 1 position for a new total of 26 positions
3. The salary range for item D210, Deputy Director of Operations, is changed to range 5157

ORGANIZATION 70100 HSA ADMINISTRATION

1. Item D091, Human services Manager II, is decreased by 1 position for a new total of 2 positions.
2. Item D130, Deputy Director of Human Services, is increased by 1 position for a new total of 1 position. The salary is set at range 8513.

ORGANIZATION 74200 HSA CHILDREN AND FAMILY SERVICES

1. Item E334S, Office Assistant series, is increased by 2 positions for a new total of 16 positions.

**SECTION 2.** Section Organizations 38000 and part 3 of 66000 are effective at the start of the first pay period following adoption. All other parts of this ordinance are effective at the start of the first pay period 30 days following adoption.