

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

DATE: February 21, 2001
TO: Honorable Board of Supervisors
FROM: *mw* 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.

- splitting two full time positions into four half time positions,
- reclassifying six positions, and
- changing the salary range for one classification.

These actions were approved by the County Manager's Office

The reclassification action represents a monthly salary and benefit cost of \$3,008 or an annual cost of \$36,096

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

ORGANIZATION 12000 COUNTY MANAGER'S OFFICE

Action. Reclassify One position of V232, Information Technology Technician
Biweekly Salary: \$1825.60 - 2282.40
Approximate Monthly Salary \$3956 - 4946

To: One position of V236, Information Technology Analyst
Biweekly Salary: \$2303.20 - 2879.20
Approximate Monthly Salary: \$4991 - 6239

Explanation: This is an upward reclassification of one filled position of Information Technology Technician to the classification of Information Technology Analyst. The automation efforts of the County Manager's Office and the Board of Supervisors have evolved to place greater emphasis on more complex systems with County wide application. These duties are more consistent with the classification of Information Technology Analyst. This action represents a monthly salary and benefits cost of \$1681 based on filling the position at the top step in the range. There is no change in the total number of authorized positions.

ORGANIZATION 13000 ASSESSOR - COUNTY CLERK - RECORDER'S OFFICE

Action: Change: The salary for A010, Assessor - County Clerk - Recorder from
Biweekly Salary: \$4766 40
Approximate Monthly Salary: \$10,328

To: Biweekly Salary: \$5004.80
Approximate Monthly Salary. \$10,844

Explanation: This is the salary range adjustment of the classification of Assessor – County Clerk - Recorder. The change represents a 5% increase in salary. This action represents a monthly salary and benefits cost of \$671. There is no change in the total number of authorized positions

ORGANIZATION 15000 TAX COLLECTOR - TREASURER'S OFFICE

Action. Delete: One position of D045, Administrative Services Manager I
Biweekly Salary. \$2461.60 - 3076 80
Approximate Monthly Salary: \$5334 - 6667

Add: One position of B272, Deputy Tax Collector - Treasurer, unclassified
Biweekly Salary. \$2849 60 - 3562 40
Approximate Monthly Salary. \$6175 - 7719

Explanation This is the deletion of one position of Administrative Services Manager I and the addition of a new position of Deputy Tax Collector - Treasurer The organization

structure of the office has been changed to create this classification level. This action represents a monthly salary and benefits cost increase of \$1368 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 25000 DISTRICT ATTORNEY'S OFFICE

Action: Split: One full time position of E436S, Family Support Office series
Biweekly Salary: \$1441.60 - 1896.80
Approximate Monthly Salary: \$3124 - 4110

Into: Two half time positions
Same salary range

Explanation: This is the splitting of one full time position of Family Support Officer into two half time positions. 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 increases the total number of authorized positions by one.

ORGANIZATION 30000 SHERIFF'S OFFICE

Action: Delete: One position of E372S, Legal Office Assistant series
Biweekly Salary: \$1135.20 - 1496.80
Approximate Monthly Salary: \$2460 - 3243

Add: One position of E445S, Sheriff's Criminal Records Technician series
Biweekly Salary: \$1128.00 - 1492.80
Approximate Monthly Salary: \$2444 - 3235

Explanation: This is the reclassification of one existing vacant Legal Office Assistant position to the classification of Sheriff's Criminal Records Technician. Implementation of the automated records management system has caused a change in workflow between the Civil bureau and the Criminal Records bureau. The shift has resulted in a need for additional staff in the Criminal Records bureau that can be filled by an internal transfer of the vacant Legal Office Assistant position. The shift in assignments and subsequent change in duties results in the position being more appropriately classified as a Sheriff's Criminal Records Technician. This action represents a monthly salary savings of \$10 based on filling the position at the top step in the range. There is no change in the total number of authorized positions.

ORGANIZATION 32000 PROBATION DEPARTMENT

Action: Split: One full time position of C001S, Deputy Probation Officer series
 Biweekly Salary: \$1610.40 - 2377.60
 Approximate Monthly Salary: \$3489 - 5152

Into: Two half time positions
 Same salary range

Explanation: This is the splitting of one full time position of Deputy Probation Officer into two half time positions. 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 increases the total number of authorized positions by one

ORGANIZATION 37000 COUNTY LIBRARY

Action: Delete: One position of K014S, Library Technician series
 Biweekly Salary: \$1171.20 - 1548.80
 Approximate Monthly Salary: \$2538 - 3356

Add: One position of E334S, Office Assistant series
 Biweekly Salary: \$939.20 - 1350.40
 Approximate Monthly Salary: \$2035 - 2926

Explanation: This is the reclassification of one position of Library Technician to the classification of Office Assistant. This change reflects the change from technical duties to general office support duties and has been approved by the Library Board. This action represents a monthly salary and benefits savings of \$559 based on filling the positions at the top step of the salary range. There is no change in the total number of authorized positions

ORGANIZATION 47400 PUBLIC WORKS - TOWER ROAD CONSTRUCTION

Action: Reclassify: One position of E334S, Office Assistant series
 Biweekly Salary: \$939.20 - 1350.40
 Approximate Monthly Salary: \$2035 - 2926

To: One position of E337, Office Specialist
 Biweekly Salary: \$1194.40 - 1492.80
 Approximate Monthly Salary: \$2588 - 3235

Explanation: This is an upward reclassification of one currently filled position of Office Assistant to the classification of Office Specialist. The department has moved duties to this position previously performed by an Administrative Assistant. The new duties are more complex than normally seen in the classification of Office Assistant and combined with the

independence of action, the position is more appropriately classified as an Office Specialist. The action represents a monthly salary and benefits cost of \$402 based on filling the position at the top step of the range. There is no change in the total number of authorized positions.

ORGANIZATION 60000 FOOD AND NUTRITION SERVICES

Action. Delete: One position of S038S, Food Service Worker series
Biweekly Salary: \$1152.80 - 1360.00
Approximate Monthly Salary: \$2498 - 2947

Add: One position of E346S, Fiscal Office Assistant Series
Biweekly Salary: \$1065.60 - 1404.80
Approximate Monthly Salary: \$2309 - 3044

Explanation: This is the upward reclassification of one existing vacant Food Service Worker position to the classification of Fiscal Office Assistant. This position will assist the current Fiscal Office Specialist with the increased number of fiscal and personnel related functions and is more appropriately classified in the fiscal series. This action represents a monthly salary cost of \$126 based on filling the positions at the top step in the range. There is no change in the total number of authorized positions.

Position Status Report Fiscal Year 2000-2001
March 6, 2001

Department	# of Auth. Positions in 00-01 Bud	Current # of Positions	Change	Current Vacant Positions	Comments
Administration and Fiscal					
Assessor/County Clerk/Recorder	119	120	1	7	1 position added in September revisions
Board of Supervisors	15	15	0	0	
Controller's Office	51	51	0	6	
County Counsel's Office	34	35	1	1	1 Attorney added (10 00)
County Manager's Office	24	24	0	2	
Employee and Public Services	165	168	3	21	1 Recruiter added (10 00) 1 Office Assistant added (11-00) 1 Recruiter added (01 01)
Information Services	108	137	29	20	16 positions transferred from Health (08 00) 13 positions transferred from Health (09 00)
Retirement Office	9	9	0	1	
Tax Collector/Treasurer	28	28	0	2	
Children and Families First Program	3	3	0	0	
Criminal Justice					
Coroner	15	15	0	2	

District Attorney	239	241	2	13	1 full time Legal Secretary split into two half time positions (12 00) 1 Family Support Supervisor added (12 00)
Probation	403	408	5	42	1 Assistant Director position added (09 00) 4 positions added in September revisions
Sheriff's Office	580	584	4	29	2 positions added in September revisions 2 grant funded Community Services Officers added (12 00)
Environmental Management					
Administration	3	3	0	1	
Library	122	122	0	5	
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	4	
Coyote Point Marine Reserve	5	5	0	0	
Planning	45	47	2	4	1 Senior Planner added (12 00) 1 Bldng Permit Technician added (12 00)
Health Services Agency					
Business Administration	54	23	31	1	16 positions transferred to ISD (08 00) and one position eliminated 13 positions transferred to ISD (09 00) 1 position transferred to AAS (01 01)
Aging and Adult Services	114	115	1	6	1 position transferred from Health Administration (01 01)

Environmental Health	70	72	2	6	1 IT position added (01-01) 1 Haz Mat position added (02 01)
Food Services	79	78	1	5	1 position deleted in September revisions
Mental Health	245	259	14	23	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) 1 position added for the Adolescent Pregnancy program (01 01) 3 full time positions split into six part time positions (01-01) 2 positions added for the PATII (01 01) 1 Packard foundation position added (02 01)
County Health Center	630	599	-31	42	30 positions eliminated and 2 transferred to Mental Health (12 00) 1 security position added (01 01)
Public Health	167	175	8	27	1 PH Microbiologist added (09 00) 1 grant funded Sr PII Nurse added (09-00) 1 position added in September revisions 1 grant funded Epidemiologist added (12 00) 1 grant funded Comm Worker added (01 01) 2 positions added for the Adolescent Pregnancy program (01 01) 1 grant funded CPS added (02 01) 1 Packard foundation position added (02 01) 2 part time positions combined into one full time position (02 01)
Pic Natal to Thrice Program	27	30	3	2	3 Packard foundation positions added (02 01)

AIDS Program	38	38	0	6	
Emergency Medical Services	5	5	0	0	
Correctional Health	64	65	1	12	1 position added in September revisions
Community Health Clinics	226	247	21	35	4 positions added in September revisions 16 positions added for the Methodone Clinic (1 01) 1 full time position split into two part time positions (01 01)
Public Works					
Administrative Services	41	42	1	5	1 position added in September revisions
Engineering Services	47	48	1	8	1 position added in September revisions
Building Facilities Maint and Operations	76	76	0	5	
Road Fund	78	78	0	5	
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	

Human Services Agency

Administration	99	104	5	7	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	242	-2	32	3 positions transferred to Administration (11 00) 1 Human Services Analyst position added (02 01)
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	190	1	12	2 part time positions combined into one full time position (11 00) 2 Office Assistant positions added (02 01)
Out of Home Placement	15	15	0	1	
Totals	4780	4817	37	425	

ORDINANCE NO. _____
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,
STATE OF CALIFORNIA

* * * * *

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 12000 COUNTY MANAGER'S OFFICE

1. Item V232, Information Technology Technician, is decreased by 1 position for a new total of 0 positions
2. Item V236, Information Technology Analyst, is increased by 1 position for a new total of 1 position

ORGANIZATION 13000 ASSESSOR - COUNTY CLERK - RECORDER'S OFFICE

1. The salary range for item A010, Assessor - County Clerk - Recorder, is increased to 6256.

ORGANIZATION 15000 TAX COLLECTOR - TREASURER'S OFFICE

3. Item D045, Administrative Services Manager I, is decreased by 1 position for a new total of 0 positions.
4. Item B272, Deputy Tax Collector - Treasurer - unclassified, is increased by 1 position for a new total of 1 position. The salary is set at range 4453.

ORGANIZATION 25000 DISTRICT ATTORNEY'S OFFICE

1. Item E436S, Family Support Officer series, is increased by 1 position for a new total of 34 positions.

ORGANIZATION 30000 SHERIFF'S OFFICE

1. Item E372S, Legal Office Assistant series, is decreased by 1 position for a new total of 2 positions
2. Item E445S, Sheriff's Criminal Records Technician series, is increased by 1 position for a new total of 16 positions.

ORGANIZATION 32000 PROBATION DEPARTMENT

1. Item C001S, Deputy Probation Officer series, is increased by 1 position for a new total of 147 positions.

ORGANIZATION 37000 COUNTY LIBRARY

1. Item K014S, Library Technician series, is decreased by 1 position for a new total of 6 positions.
2. Item E334S, Office Assistant series, is increased by 1 position for a new total of 2 positions.

ORGANIZATION 47400 PUBLIC WORKS - TOWER ROAD CONSTRUCTION

1. Item E334S, Office Assistant series, is decreased by 1 position for a new total of 0 positions.
2. Item E337, Office Specialist, is increased by 1 position for a new total of 1 position.

ORGANIZATION 60000 FOOD AND NUTRITION SERVICES

1. Item S038S, Food Service Worker series, is decreased by 1 position for a new total of 28 positions.
2. Item E346S, Fiscal Office Assistant series, is increased by 1 position for a new total of 1 position

SECTION 2. This ordinance is effective at the start of the first pay period 30 days following adoption.