


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

**DATE:** March 21, 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:

- splitting one full time position into two half time positions,
- combining two half time positions into one full time position,
- converting two unclassified positions to classified status,
- adding one position,
- reclassifying eight 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 \$6,914 or an annual cost of \$82,968.

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

ORGANIZATION 13000 ASSESSOR - COUNTY CLERK - RECORDER'S OFFICE

Action:        Change: One position of B264, Deputy Assessor-County Clerk-Recorder - unclassified  
Biweekly Salary: \$2993.60 - 3742 40  
Approximate Monthly Salary: \$6487 - 8109

To: Classified status  
                  Same salary range

Explanation: This is the conversion of one position of Deputy Assessor-County Clerk-Recorder unclassified to classified status. This position has been designated by the Assessor-County Clerk-Recorder as his one unclassified position as authorized by the County Charter. The Assessor-County Clerk-Recorder has elected to change this position to classified status. This action represents no change in monthly salary and benefits costs. There is no change in the total number of authorized positions.

ORGANIZATION 16000 COUNTY COUNSEL'S OFFICE

Action:        Delete: One position of E382S, Legal Secretary series  
Biweekly Salary. \$1278.40 - 1776.80  
Approximate Monthly Salary: \$2770 - 3850

Add One position of E383, Lead Legal Secretary  
Biweekly Salary: \$1528 80 - 1911.20  
Approximate Monthly Salary: \$3313 - 4141

And        Change the salary range for classification D135, Legal Office Services Manager I  
From: Biweekly Salary: \$1820.00 - 2275.20  
Approximate Monthly Salary: \$3944 - 4930

To: Biweekly Salary: \$1912 00 - 2390.40  
Approximate Monthly Salary: \$4143 - 5180

Explanation: This is the reclassification of one vacant position from Legal Secretary to Lead Legal Secretary and the salary range adjustment of one classification. There are currently 10 staff reporting directly to the Legal Offices Services Manager I position resulting in a very broad span of control. At the same time, the Manager has significant legal processing responsibilities reducing the time that can be spent in coordination or support services for attorneys in the office. The reclassification of one Legal Secretary position will provide immediate and direct support for staff as well as relieving the Manager of some day to day responsibilities. With the addition of the Lead position it is appropriate to increase the salary range of the Manager by 5% to provide an adequate separation of salaries between the two classes. This change is consistent with County compensation policy. These actions represent a monthly salary and benefits cost increase of \$1407 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 18000 INFORMATION SERVICES DEPARTMENT

Action: Delete: One position of D114, Information Services Training Manager  
Biweekly Salary: \$2461.60 - 3076.80  
Approximate Monthly Salary: \$5334 - 6667

Add: One position of D115, Project Manager  
Biweekly Salary: \$2849.60 - 3562.40  
Approximate Monthly Salary: \$6175 - 7719

Explanation: This is the reclassification of one vacant position of Information Services Training Manager to the classification of Project Manager. The Training Manager position duties have been absorbed into the standard work of departmental managers and no longer needs to be performed by a specialized classification. However, with growth of services provided by the department there is the additional need of a Project Manager position and this change will meet that need. 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 E434, Family Support Supervisor  
Biweekly Salary: \$1892.80 - 2366.40  
Approximate Monthly Salary: \$4101 - 5128

Into: Two half time positions  
Same salary range

Explanation: This is the splitting of one full time position of Family Support Supervisor 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 32000 PROBATION DEPARTMENT

Action: Add: One full time position of D162, Probation Services Manager II  
Biweekly Salary: \$2461.60 - 3076 80  
Approximate Monthly Salary: \$5334 - 6667

Explanation: This is the addition of one position of Probation Services Manger II. This

position will be responsible for overseeing the planning, design, and construction of the new Juvenile Campus facility. This action represents a monthly salary and benefits cost of \$8667 based on filling the position at the top step in the range. The action increases the total number of authorized positions by one.

#### ORGANIZATION 45100 PUBLIC WORKS ADMINISTRATION

**Action:**        Reclassify: One position of V230, Information Technology Technician  
Biweekly Salary: \$1825.60 - 2282.40  
Approximate Monthly Salary: \$3956 - 4946

To One position of V235, Information Technology Analyst  
Biweekly Salary: \$2303.20 - 2879.200  
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 Public Works Department 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 55000 HEALTH SERVICES ADMINISTRATION

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

Add: One position of E414, Patient Services Specialist  
Biweekly Salary: \$1332.80 - 1666.40  
Approximate Monthly Salary: \$2888 - 3611

Explanation: See the explanation in Mental Health Action B below.

#### ORGANIZATION 61000 MENTAL HEALTH DEPARTMENT

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

Add: One position of E415, Patient Services Supervisor  
Biweekly Salary: \$1656.80 - 2071.20  
Approximate Monthly Salary: \$3590 - 4488

Explanation: This is the upward reclassification of one existing vacant Patient Services Assistant position to the classification of Patient Services Supervisor. This position will provide on-site supervision for five support staff at the Central County Mental Health Clinic and 2 support staff at the East Palo Alto Mental Health Clinic. This structure is parallel to the supervision structure at the North and South County Mental Health Clinics. This action represents a monthly salary and benefits cost of \$1733 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 E411S, Patient Services Assistant Series  
Biweekly Salary: \$1105.60 - 1456.00  
Approximate Monthly Salary: \$2396 - 3155

Add: One position of E414, Patient Services Specialist  
Biweekly Salary: \$1332.80 - 1666.40  
Approximate Monthly Salary: \$2888 - 3611

Explanation: This is the upward reclassification of two existing vacant Patient Services Assistant positions to the classification of Patient Services Specialist (one position is located in Health Services Administration - see above). This is one of two Health Services positions performing billing functions for the Mental Health Services Division. This change will equate the position with those at San Mateo County Health Center performing similar billing tasks. This action represents a monthly salary and benefits cost of \$1186 based on filling the positions at the top step in the range. There is no change in the total number of authorized positions.

#### ORGANIZATION 62000 PUBLIC HEALTH DEPARTMENT

Action:        Change: One position of B050, Communicable Disease Investigator - unclassified  
Biweekly Salary: \$1556.80 - 1946.40  
Approximate Monthly Salary: \$3373 - 4218

To: Classified status  
Same salary range

Explanation: This is the conversion of one position of Communicable Disease Investigator from unclassified to classified status. This position was originally established as an unclassified position because of grant funding. The funding has been stabilized and it is appropriate to convert the position to classified status. This action represents no change in monthly salary and benefits costs. There is no change in the total number of authorized positions.

#### ORGANIZATION 64000 AIDS PROGRAM

Action A:        Delete: One position of G226S, Community Program Specialist Series

Biweekly Salary: \$1408.80 - 2314.40  
Approximate Monthly Salary: \$3053 - 5015

Add: One position of E089, Administrative Assistant II  
Biweekly Salary: \$1736.00 - 2170.40  
Approximate Monthly Salary: \$3762 - 4703

Explanation: This is the downward reclassification of one existing vacant Community Program Specialist position to the classification of Administrative Assistant II. This position will supervise the administrative staff of the AIDS Program and oversee its contracts unit. This action represents a monthly salary and benefits savings of \$406 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 G040S, Mental Health Case Worker Series  
Biweekly Salary: \$1382.40 - 2364.00  
Approximate Monthly Salary: \$2995 - 5122

Add: One position of G093, Social Work Supervisor  
Biweekly Salary: \$2168.00 - 2709.60  
Approximate Monthly Salary: \$4698 - 5871

Explanation: This is the upward reclassification of one existing filled Psychiatric Social Worker position to the classification of Social Work Supervisor. As Coordinator of the Client Services Unit of the AIDS Program, the incumbent supervises a group of social workers, community workers and community program specialists. He also acts as liaison with all contractors who provide direct services to clients of the Program for food, dental and housing services. This action represents a monthly salary and benefits cost of \$974 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: Combine: Two part time positions of F016, Staff Nurse  
Biweekly Salary: \$2189.60 - 2588.80  
Approximate Monthly Salary: \$4745 - 5610

Into: One full time position  
Same salary range

Explanation: This is the combination of two part time positions of Staff 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.

**Position Status Report Fiscal Year 2000-2001**  
**April 4, 2001**

<b>Department</b>	<b># of Auth. Positions in 00-01 Bud</b>	<b>Current # of Positions</b>	<b>Change</b>	<b>Current Vacant Positions</b>	<b>Comments</b>
<b>Administration and Fiscal</b>					
Assessor/County Clerk/Recorder	119	120	1	8	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	20	1 Recruiter added (10 00) 1 Office Assistant added (11 00) 1 Recruiter added (01 01)
Information Services	108	137	29	18	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	
<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	27	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/Sealer	38	37	1	5	1 position deleted in September revisions
Cooperative Extension	2	2	0	0	
Parks and Recreation	62	62	0	5	
Coyote Point Marine Reserve	5	5	0	0	
Planning	45	47	2	3	1 Senior Planner added (12 00) 1 Bldng Permit Technician added (12 00)
<b>Health Services Agency</b>					
Business Administration	54	23	31	2	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	4	1 IT position added (01 01) 1 Haz Mat position added (02 01)
Food Services	79	78	1	4	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 PATH (01 01) 1 Packard foundation position added (02 01)
County Health Center	630	599	31	51	30 positions eliminated and 2 transferred to Mental Health (12 00) 1 security position added (01 01)
Public Health	167	175	8	24	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 (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)
Pre Natal to Threc Program	27	30	3	3	3 Packard foundation positions added (02-01)

AIDS Program	38	38	0	4	
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	21	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)
<b>Public Works</b>					
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	6	
Road Fund	78	78	0	6	
Tower Road	23	22	1	3	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	4	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	2	1 position transferred to Administration (11 00)
Eligibility Determination	244	242	2	34	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	
<b>Totals</b>	<b>4780</b>	<b>4817</b>	<b>37</b>	<b>413</b>	

**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 13000 ASSESSOR-COUNTY CLERK-RECORDER'S OFFICE

1. Item B264, Deputy Assessor-County Clerk-Recorder – unclassified, is decreased by 1 position for a new total of 0 positions.
2. Item D095, Deputy Assessor-County Clerk-Recorder, is increased by 1 position for a new total of 4 positions.

ORGANIZATION 16000 COUNTY COUNSEL'S OFFICE

1. Item E382S, Legal Secretary series, is decreased by 1 position for a new total of 9 positions.
2. Item E383, Lead Legal Secretary, is increased by 1 position for a new total of 1 position.
3. The salary range for item D135, Legal Office Services Manager I, is changed to 2988.

### ORGANIZATION 18000 INFORMATION SERVICES DEPARTMENT

1. Item D114, Information Services Training Manager, is decreased by 1 position for a new total of 0 positions.
2. Item D115, Project Manager, is increased by 1 position for a new total of 4 positions.

### ORGANIZATION 25000 DISTRICT ATTORNEY'S OFFICE

1. Item E434, Family Support Supervisor, is increased by 1 position for a new total of 13 positions.

### ORGANIZATION 32000 PROBATION DEPARTMENT

1. Item D162, Probation Services Manager II, is increased by 1 position for a new total of 6 positions.

### ORGANIZATION 45100 PUBLIC WORKS ADMINISTRATION

1. Item V230, Information Technology Technician, is decreased by 1 position for a new total of 1 position
1. Item V235, Information Technology Analyst, is increased by 1 position for a new total of 1 position.

### ORGANIZATION 55000 HEALTH SERVICES ADMINISTRATION

1. Item E411S, Patient Services Assistant series, is decreased by 1 position for a new total of 0 positions.
2. Item E414, Patient Services Specialist, is increased by 1 position for a new total of 1 position.

### ORGANIZATION 61000 MENTAL HEALTH SERVICES

1. Item E411S, Patient Services Assistant series, is decreased by 2 positions for a new total of 14 positions.
2. Item E414, Patient Services Specialist, is increased by 1 position for a new total of 2 positions.
1. Item E415, Patient Services Supervisor, is increased by 1 position for a new total of 3 positions.

ORGANIZATION 62000 PUBLIC HEALTH SERVICES

1. Item B050, Communicable Disease Investigator – unclassified, is decreased by 1 position for a new total of 0 positions.
2. Item J047, Communicable Disease Investigator, is increased by 1 position for a new total of 3 positions.

ORGANIZATION 64000 AIDS PROGRAM

1. Item G226S, Community Program Specialist series, is decreased by 1 position for a new total of 10 positions.
2. Item E089, Administrative Assistant II, is increased by 1 position for a new total of 1 position
3. Item G040S, Mental Health Caseworker series, is decreased by 1 position for a new total of 2 positions.
4. Item G093, Social Work Supervisor, is increased by 1 position for a new total of 1 position.

ORGANIZATION 66000 SAN MATEO COUNTY HEALTH CENTER

1. Item F009S, Patient Care series, is decreased by 1 position for a new total of 243 positions

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