

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

DATE: April 17, 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:

- reclassifying thirty positions,
- adding eleven new 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 \$3,983 or an annual cost of \$47,796.

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

ORGANIZATION 14000 CONTROLLER'S OFFICE

Action: Delete: One position of E470, Fiscal Office Specialist
Biweekly Salary: \$1286.40 - 1608.00
Approximate Monthly Salary: \$2787 - 3484

Add: One position of E539S, Accountant series
Biweekly Salary: \$1433.60 - 2095.20
Monthly Salary: \$3106 - 4540

Explanation: This is an upward reclassification of one filled position of Fiscal Office Specialist to the classification of Accountant I/II. This change reflects a change in duties with increased emphasis on audits, expanded scope and complexity of reconciliation and the preparation of consolidated periodic fund transfers and postings. These duties are more appropriately classified in the Accountant series. This action represents a monthly salary and benefits cost of \$1373 based on filling the position at the top step in the range. There is no change in the total number of authorized positions.

ORGANIZATION 17000 EMPLOYEE AND PUBLIC SERVICES

Action: Add: Four positions of B043S, Revenue Collector series
Biweekly Salary: \$1146.40 - 1770.40
Approximate Monthly Salary: \$2484 - 3836

Explanation: This is the addition of four unclassified positions of Revenue Collector. These positions will be used to collect on additional accounts referred from the San Mateo County Health Center as part of an overall effort to reduce receivables and increase revenues. These accounts are not currently being worked by Hospital staff as they are concentrating on other accounts with an anticipated higher balances. These positions will be funded from the revenues that they collect. This action represents a monthly salary and benefits cost increase of \$19,947 based on filling the positions at the top step of the salary range. The action increases the total number of authorized positions by four.

ORGANIZATION 19500 CHILDREN AND FAMILIES FIRST PROGRAM

Action: Change the salary range for classification B247, Executive Director, Children's and Families First Program
From: Biweekly Salary: \$2849.60 - 3562.40
Approximate Monthly Salary: \$6175 - 7719

To: Biweekly Salary: \$2993.60 - 3742.40
Approximate Monthly Salary: \$6487 - 8109

Explanation: This is the salary range adjustment of one classification. The change represents a 5% increase in salary. This action represents a monthly salary and benefits cost of \$546. There is no change in the total number of authorized positions.

ORGANIZATION 70100 HSA ADMINISTRATION

Action: Reclassify: One position of D151, Financial Services Manager II
Biweekly Salary: \$2715.20 - 3393.60
Approximate Monthly Salary: \$5883 - 7353

To: One position of D092, Human Services Agency Deputy Director of Finance
Biweekly Salary: \$2993.60 - 3742.40
Approximate Monthly Salary: \$6487 - 8109

Explanation: This is the reclassification of one filled position from Financial Services Manager II to the new classification of Human Services Agency Deputy Director of Finance. 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 \$1,058 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 72200 HSA ELIGIBILITY DETERMINATION

Action: Reclassify: Twenty positions of G180, Benefits Analyst Supervisor
Biweekly Salary: \$1787.20 - 2233.60
Approximate Monthly Salary: \$3873 - 4840

To: Twenty positions of G232, Human Services Supervisor
Biweekly Salary: \$1937.60 - 2422.40
Approximate Monthly Salary: \$4198 - 5249

And Reclassify: One position of B127, Benefits Analyst Supervisor - unclassified
Biweekly Salary: \$1787.20 - 2233.60
Approximate Monthly Salary: \$3873 - 4840

To: One position of B060, Human Services Supervisor - unclassified
Biweekly Salary: \$1937.60 - 2422.40
Approximate Monthly Salary: \$4198 - 5249

Explanation: This is the reclassification of all Benefits Analyst Supervisor positions to the classification of Human Services Supervisor. This change will put all of the professional supervisory classifications into a single classification and provide the department with greater flexibility in assignment and coverage. This action completes the organizational changes implemented as part of the SUCCESS program. This action represents no change

in monthly salary and benefits costs as the employees in the classification of Benefits Analyst Supervisor currently receive a pay differential to equate their salary with the salary of Human Services Supervisor since they are directing multi-disciplinary units as part of the SUCCESS program. There is no change in the total number of authorized positions.

ORGANIZATION 74100 HSA ALCOHOL AND DRUG SERVICES

Action A: Add: One position of G098S, Social Worker series
Biweekly Salary: \$1545.60 - 2301.60
Approximate Monthly Salary: \$3349 - 4987

Explanation: See the explanation in 74200 Children and Family Services below.

Action B: Reclassify: Seven positions of G226S, Community Program Specialist series
Biweekly Salary: \$1408.80 - 2314.40
Approximate Monthly Salary: \$3053 - 5015

To: Seven positions of G230S, Human Services Analyst series
Biweekly Salary: \$1481.60 - 2170.40
Approximate Monthly Salary: \$3210 - 4703

Add: A differential of 6.6% effective with adoption and 10.0% on October 14, 2001 for employees in the classifications of Human Services Analyst I/II and Human Services Supervisor in the Alcohol and Drug Program.

Explanation: This is the reclassification of seven positions of Community Program Specialist in the Alcohol and Drug Program to the classification of Human Services Analyst. The duties performed by all staff in the division are the same but some positions on transfer from other departments to this program were in different classifications. The reclassification will provide that all employees performing similar duties in the division will receive the same compensation. The differential is being provided to equate the effective salary of the two classifications. This action represents a monthly salary and benefits cost increase of \$1552 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 74200 HSA CHILDREN AND FAMILY SERVICES

Action: Add: Four positions of G098S, Social Worker series
Biweekly Salary: \$1545.60 - 2301.60
Approximate Monthly Salary: \$3349 - 4987

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

Add: One position of D090, Human Services Manager I
Biweekly Salary: \$2344.00 - 2930.40
Approximate Monthly Salary: \$5079 - 6350

Explanation: This is the addition of seven positions to implement the SB2030 workload augmentation and to provide alcohol and drug assessments for adolescents. These positions are funded by state grant monies. This action represents a monthly salary and benefits cost increase of \$52,018 based on filling the positions at the top step of the salary range. The action increases the total number of authorized positions by seven.

**Position Status Report Fiscal Year 2000-2001
May 1, 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	9	1 position added in September revisions
Board of Supervisors	15	15	0	1	
Controller's Office	51	51	0	7	
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	22	1 Recruiter added (10-00) 1 Office Assistant added (11-00) 1 Recruiter added (01-01)
Information Services	108	137	29	16	16 positions transferred from Health (08-00) 13 positions transferred from Health (09-00)
Retirement Office	9	9	0	0	
Tax Collector/Treasurer	28	28	0	1	
Children and Families First Program	3	3	0	0	
Criminal Justice					
Coroner	15	15	0	1	

District Attorney	239	243	4	21	1 full time Legal Secretary split into two half time positions (12-00) 1 Family Support Supervisor added (12-00) 1 full time Family Support Supervisor split into two half time positions (03-01) 1 full time Family Support Supervisor split into two half time positions (04-01)
Probation	403	410	7	45	1 Assistant Director position added (09-00) 4 positions added in September revisions 1 full time Probation Officer split into two half time positions (03-01) 1 Probation Services Manager II position added (04-01)
Sheriff's Office	580	588	8	38	2 positions added in September revisions 2 grant funded Community Services Officers added (12-00) 2 Deputy Sheriff positions added (03-01) 2 Deputy Sheriff positions added (03-01)
Environmental Management					
Administration	3	3	0	0	
Library	122	122	0	2	
Agricultural Commissioner/Sealer	38	37	-1	4	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	6	1 Senior Planner added (12-00) 1 Bldng Permit Technician added (12-00)

Health Services Agency					
Business Administration	54	23	-31	3	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	8	1 position transferred from Health Administration (01-01)
Environmental Health	70	73	3	6	1 IT position added (01-01) 1 Haz Mat position added (02-01) 1 EH Specialist position added (03-01)
Food Services	79	78	-1	6	1 position deleted in September revisions
Mental Health	245	259	14	20	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	598	-32	56	30 positions eliminated and 2 transferred to Mental Health (12-00) 1 security position added (01-01) 2 part time positions combined into 1 full time position (04-01)

Public Health	167	176	9	23	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) 1 grant funded Community Worker added (03-01)
Pre-Natal to Three Program	27	30	3	3	3 Packard foundation positions added (02-01)
AIDS Program	38	38	0	5	
Emergency Medical Services	5	5	0	0	
Correctional Health	64	65	1	13	1 position added in September revisions
Community Health Clinics	226	247	21	24	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	10	1 position added in September revisions
Building Facilities Maint and Operations	76	76	0	6	

Road Fund	78	78	0	10	
Tower Road	23	22	-1	4	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	1	
Human Services Agency					
Administration	99	105	6	3	1 position transferred from Housing and Community Services (11-00) 3 positions transferred from Eligibility Determination (11-00) 1 Management Analyst added (01-01) 1 Fiscal Office Specialist added (04-01)
Housing and Community Services	19	18	-1	2	1 position transferred to Administration (11-00)
Eligibility Determination	244	242	-2	35	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	4827	47	451	

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 5: SPECIAL COMPENSATION

Add the following section to the Human Services Agency

- Employees in the classifications of Human Services Analyst I/II and Human Services Supervisor working in the Alcohol and Drug Program shall receive a 6.6% differential in addition to all other compensation. Effective on October 14, 2001 the differential shall be increased to 10.0%.

PART 12: POSITION LISTING BY DEPARTMENT

ORGANIZATION 14000 CONTROLLER'S OFFICE

1. Item E470, Fiscal Office Specialist, is decreased by 1 position for a new total of 3 positions.
2. Item E539S, Accountant series, is increased by 1 position for a new total of 1 position.

ORGANIZATION 17000 EMPLOYEE AND PUBLIC SERVICES

1. Item B042S, Revenue Collector – unclassified series, is increased by 4 positions for a new total of 4 positions.

ORGANIZATION 19500 CHILDREN AND FAMILIES FIRST PROGRAM

1. The salary range for item B247, Executive Director, Children's and Families First Program, is changed to 4678.

ORGANIZATION 70100 HSA ADMINISTRATION

1. Item D151, Financial Services Manager II, is decreased by 1 position for a new total of 1 position.
2. Item D092, Human Services Agency Deputy Director of Finance, is increased by 1 position for a new total of 1 position. The salary is set at range 4678.

ORGANIZATION 72200 HSA ELIGIBILITY DETERMINATION

1. Item G180, Benefits Analyst Supervisor, is decreased by 20 positions for a new total of 0 positions.
2. Item B127, Benefits Analyst Supervisor - unclassified, is decreased by 1 position for a new total of 0 positions.
3. Item G232, Human Services Supervisor, is increased by 20 positions for a new total of 21 positions.
4. Item B060, Human Services Supervisor - unclassified, is increased by 1 position for a new total of 1 position.

ORGANIZATION 74100 HSA ALCOHOL AND DRUG PROGRAM

1. Item G098S, Social Worker series, is increased by 1 position for a new total of 8 positions.
2. Item G226S, Community Program Specialist series, is decreased by 7 positions for a new total of 0 positions.
3. Item G230S, Human Services Analyst series, is increased by 7 positions for a new total of 12 positions.

ORGANIZATION 74200 HSA CHILDREN AND FAMILY SERVICES

1. Item D090, Human Services Manager I, is increased by 1 position for a new total of 1 position.
2. Item G093, Social Work Supervisor, is increased by 1 position for a new total of 16 positions.
3. Item G098S, Social Worker series, is increased by 4 positions for a new total of 99 positions.

SECTION 2. Part Organization 74100, subparts 2 and 3 is effective on October 14, 2001. All other parts of this ordinance are effective at the start of the first pay period 30 days following adoption.