




**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
**Employee and Public Services Department**

**DATE:** June 5, 2001

**BOARD MEETING DATE:** June 19, 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.

**Discussion**

The salary ordinance changes herein represent:

- reclassifying five positions,
- adjusting the salary for one classification,
- converting one position from unclassified to classified status, and
- splitting one full time position into two half time positions.

These actions were approved by the County Manager's Office.

The reclassification actions represent a monthly salary and benefit cost of \$5,474 or an annual cost of \$65,688.

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

#### ORGANIZATION 14000 CONTROLLER'S OFFICE

Action:       Reclassify: One position of E095S, Internal Auditor series  
Biweekly Salary: \$1667.20 - 2176.80  
Approximate Monthly Salary: \$3613 - 4717

To: One position of E093, Senior Internal Auditor  
Biweekly Salary: \$2235.20 - 2793.60  
Approximate Monthly Salary: \$4843 - 6053

Explanation: This is an upward reclassification of one vacant position of Internal Auditor I/II to the classification of Senior Internal Auditor. The reclassification of this position is a result of an increase in the number of performance audits that the department is requested to perform. These duties are more appropriately classified at the Senior Internal Auditor level. This action represents a monthly salary and benefits increase of \$1737 based on filling the position at the top step in the range. There is no change in the total number of authorized positions.

#### ORGANIZATION 16000 COUNTY COUNSEL'S OFFICE

Action:       Reclassify: One position of D131, Program Services Manager I  
Biweekly Salary: \$2126.40 - 2657.60  
Approximate Monthly Salary: \$4608 - 5759

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

Explanation: This is a reclassification of one position of Program Services Manager I to the classification of Human Services Manager I. The reclassification of this position reflects that the incumbent specifically manages human service related programs in Child Protective Services cases. These duties are more appropriately represented by the Human Services Manager I classification. This action represents a monthly salary and benefits increase of \$788 based on filling the position at the top step in the range. There is no change in the total number of authorized positions.

#### ORGANIZATION 18000 INFORMATION SERVICES DEPARTMENT

Action:       Change: The salary range for V102, Lead Production Technician, from  
Biweekly Salary: \$1418.40 - 1772.80  
Approximate Monthly Salary: \$3073 - 3841

To: Biweekly Salary: \$1510.40 - 1888.00  
Monthly Salary: \$3272 - 4091

Explanation: This is the salary range adjustment for the classification of Lead Production Technician. With organizational changes as a result of assuming automated support responsibilities for the Health Department, additional job and production management tasks have been added to the Lead Production Technician classification. The recommended salary adjustment recognizes the additional duties. This action represents a monthly salary and benefits cost of \$338 based on filling the position at the top step in the range. There is no change in the total number of authorized positions.

#### ORGANIZATION 25000 DISTRICT ATTORNEY'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 vacant 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, increased grant accounting and reporting and related tasks. 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 30000 SHERIFF'S OFFICE

Action:        Reclassify: One position of D184S, Management Analyst series  
                 Biweekly Salary: \$1587.20 - 2657.60  
                 Approximate Monthly Salary: \$3439 - 5759

To: One position of D060, Financial Services Manager I  
                 Biweekly Salary: \$2344.00 - 2930.40  
                 Approximate Monthly Salary: \$5079 - 6350

Explanation: This is an upward reclassification of one position of Management Analyst to the classification of Financial Services Manager I. The reclassification of this position is a result of an office re-organization. Duties were added during the reorganization that are more appropriately represented by the Financial Services Manager I classification. This action represents a monthly salary and benefits increase of \$788 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

Action:     Split: One full time position of F040, Public Health Nurse  
              Biweekly Salary: \$2414.40 - 2854.40  
              Approximate Monthly Salary: \$5232 - 6185

Into: Two half time positions  
              Same salary range

Explanation: This is the splitting of one full time position of Public Health Nurse 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 62800 PRENATAL TO THREE PROGRAM

Action:     Convert: One position of B182S, Community Program Specialist series -  
unclassified  
              Biweekly Salary: \$1408.80 - 2314.40  
              Approximate Monthly Salary: \$3053 - 5015

To: Classified status  
              Same salary range

Explanation: This is the conversion of one unclassified position to classified status. This position was originally expected to be of limited duration for the Black Infant Health Program. Since implementation, however, the position has been integrated into the overall service delivery structure and provides continuing program services. As the position is anticipated to fill an ongoing need 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 70100 HSA ADMINISTRATION

Action:     Reclassify: One position of D195, Organization Development Manager  
              Biweekly Salary: \$2126.40 - 2657.60  
              Approximate Monthly Salary: \$4608 - 5759

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

Explanation: This is an upward reclassification of one position of Organization Development Manager to the classification of Human Services Manager I. The reclassification of this position is a result of an agency re-organization. Duties were added during the reorganization that are more appropriately represented by the Human Services Manager I classification. This action represents a monthly salary and benefits increase of \$788 based on filling the position 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**  
**June 19, 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	7	1 position added in September revisions
Board of Supervisors	15	15	0	1	
Controller's Office	51	51	0	6	
County Counsel's Office	34	35	1	2	1 Attorney added (10-00)
County Manager's Office	24	24	0	1	
Employee and Public Services	165	172	7	24	1 Recruiter added (10-00) 1 Office Assistant added (11-00) 1 Recruiter added (01-01) 4 unclassified Revenue Collectors added (05-01)
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	0	
Tax Collector/Treasurer	28	28	0	3	
Children and Families First Program	3	3	0	0	
<b>Criminal Justice</b>					

Coroner	15	15	0	2	
District Attorney	239	243	4	19	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	42	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	41	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)
<b>Environmental Management</b>					
Administration	3	3	0	0	
Library	122	122	0	3	
Agricultural Commissioner/Sealer	38	37	-1	3	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	6	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	4	1 position transferred from Health Administration (01-01)
Environmental Health	70	73	3	3	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	7	1 position deleted in September revisions
Mental Health	245	259	14	21	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	52	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	16	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	2	3 Packard foundation positions added (02-01)
AIDS Program	38	40	2	6	2 grant funded Community Workers added (04-01)
Emergency Medical Services	5	5	0	0	
Correctional Health	64	65	1	12	1 position added in September revisions
Community Health Clinics	226	256	30	32	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) 9 HRSA grant positions added (05-01)
<b>Public Works</b>					

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	8	
Tower Road	23	22	-1	3	1 position deleted in September revisions
Fleet Maintenance and Replacement	12	12	0	1	
Waste Management	9	9	0	1	
Transportation Services	4	4	0	0	
Special Districts	7	7	0	0	
Airports	9	9	0	1	
<b>Human Services Agency</b>					
Administration	99	105	6	6	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	1	1 position transferred to Administration (11-00)
Eligibility Determination	244	242	-2	36	3 positions transferred to Administration (11-00) 1 Human Services Analyst position added (02-01)
Employment Services	39	39	0	6	

Vocational Rehabilitation Services	45	45	0	6	
Child Care	11	11	0	0	
Alcohol and Drug Services	24	25	1	4	1 SB2030 position added (05-01)
Children and Family Services	189	196	7	14	2 part time positions combined into one full time position (11-00) 2 Office Assistant positions added (02-01) 6 SB2030 positions added (05-01)
Out of Home Placement	15	15	0	1	
Totals	4780	4849	69	449	

**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:

**ORGANIZATION 14000 CONTROLLER'S OFFICE**

1. Item E095S, Internal Auditor series, is decreased by 1 position for a new total of 3 positions.
2. Item E093, Senior Internal Auditor, is increased by 1 position for a new total of 5 positions.

**ORGANIZATION 16000 COUNTY COUNSEL'S OFFICE**

1. Item D131, Program Services Manager I, is decreased by 1 position for a new total of 0 positions.
2. Item D090, Human Services Manager I, is increased by 1 position for a new total of 1 position.

**ORGANIZATION 18000 INFORMATION SERVICES DEPARTMENT**

1. The salary for item V102, Lead Production Technician, is changed to range 2360.

#### ORGANIZATION 25000 DISTRICT ATTORNEY'S OFFICE

1. Item E470, Fiscal Office Specialist, is decreased by 1 position for a new total of 4 positions.
2. Item E539S, Accountant series, is increased by 1 position for a new total of 1 position.

#### ORGANIZATION 30000 SHERIFF'S OFFICE

1. Item D184S, Management Analyst series, is decreased by 1 position for a new total of 1 position.
2. Item D060, Financial Services Manager I, is increased by 1 position for a new total of 1 position.

#### ORGANIZATION 62000 PUBLIC HEALTH DEPARTMENT

1. Item F040, Public Health Nurse, is increased by 1 position for a new total of 33 positions.

#### ORGANIZATION 62800 PRENATAL TO THREE PROGRAM

1. Item B182S, Community Program Specialist – unclassified series, is decreased by 1 position for a new total of 0 positions.
2. Item G226S, Community Program Specialist series, is increased by 1 position for a new total of 1 position.

#### ORGANIZATION 70100 HSA – ADMINISTRATION

1. Item D195, Organization Development Manager, is decreased by 1 position for a new total of 0 positions.
2. Item D090, Human Services Manager I, is increased by 1 position for a new total of 1 position.

**SECTION 2.** Part Organization 18000 is 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.