




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 |
|-------------------------------------|-----------------------------------|------------------------|--------|--------------------------|---|
| Administration and Fiscal | | | | | |
| 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 | |
| | | | | | |
| Criminal Justice | | | | | |

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|----------------------------------|-----|-----|----|----|---|
| 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) |
| | | | | | |
| Environmental Management | | | | | |
| 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 | |

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|-------------------------------|-----|-----|-----|----|---|
| Planning | 45 | 47 | 2 | 6 | 1 Senior Planner added (12-00) 1 Bldng Permit Technician added (12-00) |
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| Health Services Agency | | | | | |
| 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) |

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|----------------------------|-----|-----|----|----|---|
| | | | | | 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) |
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| Public Works | | | | | |
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|--|-----|-----|----|----|--|
| 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 | |
| | | | | | |
| Human Services Agency | | | | | |
| 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 | |

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|------------------------------------|------|------|----|-----|--|
| 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.