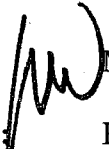




**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
**Employee and Public Services Department**

**DATE:** June 20, 2001

**BOARD MEETING DATE:** July 3, 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,
- combining two half time positions into one full time position, and
- adding eight new positions for Proposition 36 implementation.

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

The reclassification actions represent a monthly salary and benefit cost of \$2,804 or an annual cost of \$33,648.

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

ORGANIZATION 13000 ASSESSOR-COUNTY CLERK-RECORDER'S OFFICE

Action: Delete: One position of B275, Information Technology Manager - unclassified

Biweekly Salary: \$2584.80 - 3231.20

Approximate Monthly Salary: \$5601 - 7002

Add: One position of B271, Program Services Manager II - unclassified

Biweekly Salary: \$2461.60 - 3076.80

Approximate Monthly Salary: \$5334 - 6667

Explanation: This is a reclassification of one vacant position of Information Technology Manager to the classification of Program Services Manager II. The reclassification of this position reflects that the job requires general project and systems management in a variety of non-technical areas. As such, the duties are more appropriately represented by the Program Services Manager II classification. This action represents a monthly salary and benefits savings of \$436 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 A: Add: Four positions of C001S, Deputy Probation Officer series

Biweekly Salary: \$1610.40 - 2377.60

Approximate Monthly Salary: \$3489 - 5152

Explanation: This is the addition of four new positions. These positions will be added to support the service delivery expansion required by the recent passage of Proposition 36. This action represents a monthly salary and benefits increase of \$26,790 based on filling the positions at the top step in the range. The action increases the total number of authorized positions by four.

Action B: Reclassify: One position of E355, Legal Word Processor

Biweekly Salary: \$1272.00 - 1590.40

Approximate Monthly Salary: \$2756 - 3446

To: One position of E356, Lead Legal Word Processor

Biweekly Salary: \$1403.20 - 1754.40

Monthly Salary: \$3041 - 3802

Explanation: This is an upward reclassification of one filled position of Legal Word Processor to the classification of Lead Legal Word Processor. This change reflects a change in duties with the incumbent exercising lead support to 6 other Legal Word Processor staff. These duties are more appropriately classified as a Lead Legal Word Processor. This action represents a monthly salary and benefits cost of \$463 based on filling the position at the top step in the range. There is no change in the total number of authorized positions.

ORGANIZATION 61000 MENTAL HEALTH SERVICES

Action: Reclassify: One position of G081, Mental Health Program Specialist  
Biweekly Salary: \$2044.00 - 2555.20  
Approximate Monthly Salary: \$4429 - 5537

To: One position of F005, Supervising Mental Health Clinician  
Biweekly Salary: \$2340.00 - 2924.80  
Approximate Monthly Salary: \$5070 - 6338

Explanation: This is the upward reclassification of one existing filled Mental Health Program Specialist position to the classification of Supervising Mental Health Clinician. The Mental Health Division has made changes in organizational structure, increasing the number of staff reporting to the incumbent as part of the new "Outreach and Support Team" and assigning responsibility as the primary liaison with a newly legislated program serving homeless mentally ill individuals. This position will contribute to reducing unnecessary hospitalization and homelessness and to increasing safe, supported housing. This will equate the position with others in Mental Health, which are similar in scope and size. This action represents a monthly salary and benefits cost of \$1041 based on filling the position at the top step in the range. There is no change in the total number of authorized positions.

ORGANIZATION 68500 COMMUNITY HEALTH CLINICS

Action A: Combine: Two half time positions of F075S, Radiologic Technician series  
Biweekly Salary: \$1471.20 - 2056.80  
Approximate Monthly Salary: \$3188 - 4457

Into: One full time position  
Same salary range

Explanation: This is the combining of two half time positions of Radiologic Technician into 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.

Action B: Delete: One position of B182S, Community Program Specialist series -- unclassified

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

Add: One position of B237, Health Services Manager I - unclassified  
Biweekly Salary: \$2344.00 - 2930.40  
Approximate Monthly Salary: \$5079 - 6350

Explanation: This is an upward reclassification of one position in the CAPI program of Community Program Specialist series to the classification of Health Services Manager I. The reclassification of this position is a result of a change in anticipated service delivery for the program. This action represents a monthly salary and benefits increase of \$1736 based on filling the position at the top step in the range. There is no change in the total number of authorized positions.

#### ORGANIZATION 70100 HSA ADMINISTRATION

Action:        Add: One position of E030S, Accountant series  
                  Biweekly Salary: \$1433.60 - 2095.20  
                  Approximate Monthly Salary: \$3106 - 4540

Explanation: This is the addition of one new position. This position will be added to support the service delivery expansion required by the recent passage of Proposition 36. This action represents a monthly salary and benefits increase of \$5,902 based on filling the position at the top step in the range. The action increases the total number of authorized positions by one.

#### ORGANIZATION 74100 HSA ALCOHOL AND DRUG SERVICES

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

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

Explanation: This is the addition of three new positions. These positions will be added to support the service delivery expansion required by the recent passage of Proposition 36. This action represents a monthly salary and benefits increase of \$21,221 based on filling the positions at the top step in the range. The action increases the total number of authorized positions by three.

**Position Status Report Fiscal Year 2000-2001  
July 3, 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	6	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	27	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	19	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	2	
Children and Families First Program	3	3	0	0	
<b>Criminal Justice</b>					

Coroner	15	15	0	2	
District Attorney	239	243	4	20	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	39	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	39	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	8	1 position deleted in September revisions
Mental Health	245	259	14	22	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	50	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	5	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	33	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	11	1 position added in September revisions
Building Facilities Maint and Operations	76	76	0	7	
Road Fund	78	78	0	9	
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	37	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	7	
Child Care	11	11	0	0	
Alcohol and Drug Services	24	25	1	5	1 SB2030 position added (05-01)
Children and Family Services	189	196	7	16	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	455	

**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 13000 ASSESSOR-COUNTY CLERK-RECORDER

1. Item B275, Information Technology Manager - unclassified, is decreased by 1 position for a new total of 1 position.
2. Item B271, Program Services Manager II - unclassified, is increased by 1 position for a new total of 1 position.

ORGANIZATION 32000 PROBATION DEPARTMENT

1. Item C001S, Deputy Probation Officer series, is increased by 4 positions for a new total of 151 positions.
2. Item E346, Lead Legal Word Processor, is increased by 1 position for a new total of 2 positions.
3. Item E355, Legal Word Processor, is decreased by 1 position for a new total of 11 positions.

ORGANIZATION 61000 MENTAL HEALTH SERVICES

1. Item G081, Mental Health Program Specialist, is decreased by 1 position for a new total of 5 positions.
2. Item F005S, Supervising Mental Health Supervisor series, is increased by 1 position for a new total of 21 positions.

ORGANIZATION 68500 COMMUNITY HEALTH CLINICS

1. Item B182S, Community Program Specialist - unclassified series, is decreased by 1 position for a new total of 2 positions.
2. Item B237, Health Services Manager I - unclassified, is increased by 1 position for a new total of 1 position.
3. Item F075S, Radiologic Technician series, is decreased by 1 position for a new total of 2 positions.

ORGANIZATION 74100 HSA – ADMINISTRATION

1. Item E030S, Accountant series, is increased by 1 position for a new total of 4 positions.

ORGANIZATION 74100 HSA – ALCOHOL AND DRUG SERVICES

1. Item D090, Human Services Manager I, is increased by 1 position for a new total of 1 position.
2. Item G098S, Social Worker series, is increased by 2 positions for a new total of 10 positions.

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