




**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**

Employee and Public Services

**DATE:** November 27, 2001

**BOARD MEETING DATE:** December 11, 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:

- reclassifying one position, and
- adding one new position.

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

The reclassification actions represent a monthly salary and benefit cost of \$735 or an annual cost of \$8820.

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

ORGANIZATION 17000 EMPLOYEE AND PUBLIC SERVICES

Action:            Reclassify: One position of N040, Graphics Associate  
Biweekly Salary: \$1396.00 - 1744.80  
Approximate Monthly Salary: \$3025 - 3781

To: One position of N042, Graphics Specialist  
Biweekly Salary: \$1604.80 - 1992.80  
Approximate Monthly Salary: \$3477 - 4346

Explanation:        This is the upward reclassification of one existing filled position of Graphics Associate to Graphics Specialist. A review of the position indicates that the work involves performing highly skilled graphics design and layout work using a wide variety of automated desktop publishing, spreadsheet, file management, web publishing and word processing systems. The position further requires that the incumbent exercise significant judgement in defining needs, evaluating alternatives and developing effective educational and informational materials. These duties are more appropriately described in the Graphics Specialist classification concept. This action represents a monthly salary and benefits cost of \$735 based on filling the position at the top step in the range. There is no change in the total number of authorized positions.

ORGANIZATION 19500 CHILDREN AND FAMILIES FIRST PROGRAM

Action:            Add: One position of B182S, Community Program Specialist - unclassified series  
Biweekly Salary: \$1527.20 - 2508.80  
Approximate Monthly Salary: \$3309 - 5436

Explanation:        This is the addition of one position of Community Program Specialist - unclassified to the Children and Families First Program. This position is grant funded and will be used to staff the new School Readiness Program. The CFFP Advisory Committee has approved the addition of this position. The action represents a monthly salary and benefits cost of \$7067 based on filling the position at the top step in the range. The action increases the total number of authorized positions by one.

**Position Status Report Fiscal Year 2001-2002  
December 11, 2001**

Department	# of Auth. Positions in 01-02 Bud	Current # of Positions	Change	Current Vacant Positions	Comments
<b>Administration and Fiscal</b>					
Assessor/County Clerk/Recorder	122	122	0	10	
Board of Supervisors	15	15	0	0	
Controller's Office	50	50	0	6	
County Counsel's Office	37	37	0	0	
County Manager's Office	25	25	0	2	
Employee and Public Services	181	181	0	27	
Information Services	142	153	11	30	11 positions added for web support (9-01)
Retirement Office	9	9	0	0	
Tax Collector/Treasurer	28	28	0	0	
Children and Families First Program	3	3	0	0	
<b>Criminal Justice</b>					
Coroner	15	15	0	1	
District Attorney	248	247	-1	17	2 part time positions combined into one full time position (8-01) 1 position eliminated in Final Budget changes (9-01)

									1 position added to the Family Support Division (11-01)
Probation	416	434	18	51					18 positions added in Final Budget changes (9-01)
Sheriff's Office	593	593	0	37					
<b>Environmental Management</b>									
Administration	3	3	0	0					
Library	122	122	0	9					
Agricultural Commissioner/Sealer	34	34	0	0					
Cooperative Extension	2	2	0	0					
Parks and Recreation	63	63	0	3					
Coyote Point Marine Reserve	5	5	0	0					
Planning	47	47	0	2					
<b>Health Services Agency</b>									
Business Administration	15	15	0	1					
Aging and Adult Services	120	120	0	7					
Environmental Health	74	74	0	4					
Food Services	74	74	0	4					
Mental Health	260	267	7	27					1 full time position split into two part time positions (8-01) 6 positions added in Final Budget changes

							(9-01)
County Health Center	604	606	2	56	1 position added to the Payroll/Personnel unit (8-01) 1 full time position split into 2 half time positions (10-01)		
Public Health	224	225	1	19	1 grant position added for the BIH program (10-01)		
AIDS Program	41	41	0	5			
Emergency Medical Services	5	5	0	0			
Correctional Health	65	66	1	14	1 position added in Final Budget changes (9-01)		
Community Health Clinics	277	281	4	47	1 full time position split into two part time positions (9-01) 3 grant positions added (9-01)		
<b>Public Works</b>							
Administrative Services	31	31	0	4			
Engineering Services	48	48	0	11			
Building Facilities Maint and Operations	76	76	0	6			
Road Maintenance	67	67	0	7			
Tower Road	25	25	0	2			
Fleet Maintenance and Replacement	27	27	0	1			
Waste Management	9	9	0	2			
Transportation Services	4	5	1	0	1 position added for C/CAG support (9-01)		

Special Districts	15	15	0	0	0
Airports	9	9	0	1	
<b>Human Services Agency</b>					
Human Services Agency	712	718	6	77	4 positions added in Final Budget changes (9-01) 2 grant positions added (10-01)
Totals	4942	4992	50	490	

**ORDINANCE NO. \_\_\_\_\_**  
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,  
STATE OF CALIFORNIA

\* \* \* \* \*

AN ORDINANCE AMENDING ORDINANCE NUMBER 04060

The Board of Supervisors of the County of San Mateo, State of California, ordains as follows:

**SECTION 1.** Part 12 of the Ordinance is amended as indicated:

ORGANIZATION 17000 EMPLOYEE AND PUBLIC SERVICES

1. Item N040, Graphics Associate, is decreased by 1 position for a new total of 0 positions.
2. Item N042, Graphics Specialist, is increased by 1 position for a new total of 1 position.

ORGANIZATION 19500 CHILDREN AND FAMILIES FIRST PROGRAM

1. Item B182S, Community Program Specialist - unclassified series, is increased by 1 position for a new total of 1 position.

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