



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

DATE: December 17, 2001

BOARD MEETING DATE: January 8, 2002

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 two positions,
- splitting one full time position into two half time positions
- changing the salary range of two classifications, and
- implementing the Waste Management unit study in Public Works.

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

The reclassification actions represent a monthly salary and benefit cost of \$2037 or an annual cost of \$24,444.

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

ORGANIZATION 12000 COUNTY MANAGER'S OFFICE

Action: Change: The salary of the following classifications as follows:

Classification U003, Real Property Agent III,
From: Biweekly Salary: \$2226.40 - 2783.20
Approximate Monthly Salary: \$4824 - 6031

To: Biweekly Salary: \$2448.80 - 3061.60
Approximate Monthly Salary: \$5306 - 6633

And classification U004, Real Property Agent II,
From: Biweekly Salary: \$1900.00 - 2375.20
Approximate Monthly Salary: \$4117 - 5147

To: Biweekly Salary: \$2204.00 - 2755.20
Approximate Monthly Salary: \$4775 - 5970

Explanation: This is the upward adjustment of salary of two classifications; Real Property Agent III by 10% and Real Property Agent II by 16%. The department has not been able to successfully recruit for one of the two positions in this classification and has had to rely on extra help and retirees to continue the work of the unit. These adjustments will enable the County to recruit and fill these positions. These actions represent a monthly salary and benefits cost increase of \$1853 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 30000 SHERIFF'S OFFICE

Action: Split: One full time position of H060, Deputy Sheriff
Biweekly Salary: \$1979.20 - 2473.60
Approximate Monthly Salary: \$4289 - 5360

Into: Two half time positions
Same salary range

Explanation: This is the splitting of one full time position of Deputy Sheriff into two half time positions. This change will better meet the working needs of current staff and will give the department greater flexibility in filling positions. This action represents no change in monthly salary and benefits costs. The action increases the total number of authorized positions by one.

ORGANIZATION 47400 PUBLIC WORKS - ADMINISTRATION

Action: Reclassify: One position of E011, Accountant series
Biweekly Salary: \$1760. - 2200.
Approximate Monthly Salary: \$3814 - 4767

To: One position of E009, Senior Accountant
Biweekly Salary: \$2158.40 - 2698.40
Approximate Monthly Salary: \$4677 - 5847

Explanation: This is an upward reclassification of one currently filled position of Accountant I/II to the classification of Senior Accountant. The duties of this position involve significant responsibility for accounting, managing and reporting on all capital project funding and expenditures. This work is complex and specialized and is more appropriately described by the Senior Accountant classification. The action represents a monthly salary and benefits cost of \$1404 based on filling the position at the top step of the range. There is no change in the total number of authorized positions.

ORGANIZATION 48200 PUBLIC WORKS - WASTE MANAGEMENT

Action: Delete: Two positions of B009S, Environmental Health Specialist - unclassified series
Biweekly Salary: \$1717.60 - 2668.80
Approximate Monthly Salary: \$3722 - 5783

One position of B219S, Management Analyst - unclassified series
Biweekly Salary: \$1666.40 - 2790.40
Approximate Monthly Salary: \$3611 - 6046

One position of D184S, Management Analyst series
Biweekly Salary: \$1666.40 - 2790.40
Approximate Monthly Salary: \$3611 - 6046

One position of B193S, Public Works Technician - unclassified series
Biweekly Salary: \$1492.80 - 2189.60
Approximate Monthly Salary: \$3235 - 4745

One position of N010S, Public Works Technician series
Biweekly Salary: \$1492.80 - 2189.60
Approximate Monthly Salary: \$3235 - 4745

Add: Three positions of D008, Resource Conservation Programs Manager
Biweekly Salary: \$2461.60 - 3076.80
Approximate Monthly Salary: \$5334 - 6667

Three positions of J081S, Resource Conservation Specialist series
Biweekly Salary: \$1755.20 - 2607.20
Approximate Monthly Salary: \$3803 - 5649

Explanation: This is the implementation of the Waste Management division study. The Waste Management unit was organized in the early 1990's to carry out a variety of programs in the area of resource conservation. Over the years, as additional programs were added or mandated, additional positions were added using classification concepts then in the County. In the last several years these classifications no longer accurately describe the work performed by the unit and a comprehensive study of all positions in the unit was conducted. The result of the study was to establish a new separate professional series (Resource Conservation Specialist I-II-III) and one management classification of Resource Conservation Programs Manager. The action represents a monthly salary and benefits cost of \$2678 based on filling the position at the top step of the range. There is no change in the total number of authorized positions.

ORGANIZATION 66000 SAN MATEO COUNTY HEALTH CENTER

Action: Reclassify: One position of E411S, Patient Services Assistant series
Biweekly Salary: \$1181.60 - 1556.80
Approximate Monthly Salary: \$2560 - 3373

To: One position of E414, Patient Services Specialist
Biweekly Salary: \$1425.60 - 1781.60
Approximate Monthly Salary: \$3089 - 3860

Explanation: This is the upward reclassification of one existing filled Patient Services Assistant II position to the classification of Patient Services Specialist. The duties of the position have changed to involve broad patient report and reimbursement tasks and case auditing work. These duties are more consistent with the specialist level of this series. This action represents a monthly salary and benefits cost of \$633 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 2001-2002
January 8, 2002**

Department	# of Auth. Positions in 01-02 Bud	Current # of Positions	Change	Current Vacant Positions	Comments
Administration and Fiscal					
Assessor/County Clerk/Recorder	122	122	0	11	
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	25	
Information Services	142	153	11	29	11 positions added for web support (9-01)
Retirement Office	9	10	1	1	1 Retirement Analyst position added (12-01)
Tax Collector/Treasurer	28	28	0	0	
Children and Families First Program	3	3	0	0	
Criminal Justice					
Coroner	15	15	0	1	
District Attorney	248	248	0	16	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) 1 position added in the Family Support Division reorganization (11-01)
Probation	416	434	18	46	18 positions added in Final Budget changes (9-01)
Sheriff's Office	593	593	0	36	
Environmental Management					
Administration	3	3	0	0	
Library	122	122	0	9	
Agricultural Commissioner/Sealer	34	36	2	2	2 grant funded positions added (12-01)
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	
Health Services Agency					
Business Administration	15	15	0	1	
Aging and Adult Services	120	120	0	7	
Environmental Health	74	74	0	5	
Food Services	74	74	0	5	

Mental Health	260	267	7	25	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	603	-1	59	1 position added to the Payroll/Personnel unit (8-01) 1 full time position split into 2 half time positions (10-01) 3 positions eliminated in PES (11-01)
Public Health	224	225	1	17	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	13	1 position added in Final Budget changes (9-01)
Community Health Clinics	277	282	5	45	1 full time position split into two part time positions (9-01) 3 grant positions added (9-01) 1 full time position split into two part time positions (12-01)
Public Works					
Administrative Services	31	31	0	4	
Engineering Services	48	48	0	10	
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	
Airports	9	9	0	1	
Human Services Agency					
Human Services Agency	712	718	6	73	4 positions added in Final Budget changes (9-01) 2 grant positions added (10-01)
Totals	4942	4994	52	477	

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

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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 12000 COUNTY MANAGER'S OFFICE

1. The salary for item U003 is increased to range 3827.
2. The salary item U004 is increased to range 3444.

ORGANIZATION 30000 SHERIFF'S OFFICE

1. Item H060S, Deputy Sheriff series is increased by 1 position for a new total of 274 positions.

ORGANIZATION 47400 PUBLIC WORKS ADMINISTRATION

1. Item E030S, Accountant series, is decreased by 1 position for a new total of 1 position.
2. Item E007, Senior Accountant, is increased by 1 position for a new total of 1 position.

ORGANIZATION 48200 PUBLIC WORKS WASTE MANAGMENT

1. Item B009S, Environmental Health Specialist - unclassified series, is decreased by 2 positions for a new total of 0 positions.
2. Item D184S, Management Analyst series, is decreased by 1 position for a new total of 0 positions.
3. Item B219S, Management Analyst - unclassified series, is decreased by 1 position for a new total of 0 positions.
4. Item N010S, Public Works Technician series, is decreased by 1 position for a new total

of 1 position.

5. Item B193S, Public Works Technician - unclassified series, is decreased by 1 position for a new total of 0 positions.
6. Item D008, Resource Conservation Programs Manager, is increased by 3 positions for a new total of 3 positions. The salary for the classification is set at range 3846.
7. Item J081S, Resource Conservation Specialist series, is increased by 3 positions for a new total of 3 positions. The salary for the Resource Conservation Specialist I classification is set at range 2743. The salary for the Resource Conservation Specialist II classification is set at range 3018. The salary for the Resource Conservation Specialist III classification is set at range 3259.

ORGANIZATION 66000 SAN MATEO COUNTY HEALTH CENTER

1. Item E411S, Patient Services Assistant series, is decreased by 1 position for a new total of 25 positions.
2. Item E414, Patient Services Specialist, is increased by 1 position for a new total of 23 positions.

SECTION 2. Subsection Organization 12000 is effective on January 20, 2002. All other parts of this ordinance are effective at the start of the first pay period 30 days following adoption.