



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

DATE: June 24, 2002

BOARD MEETING DATE: July 9, 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:

- changing one position from classified to unclassified status,
- reclassifying five positions
- adding one new position, and
- changing the salary rate for one classification, and

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

The reclassification actions represent a monthly salary and benefit cost of \$1366 or an annual cost of \$16,392.

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

Vision Alignment

This item keeps the commitment of responsive, effective and collaborative government through goal number 20: Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain.

RECOMMENDED
[Signature]
COUNTY MANAGER

ORGANIZATION 17000 EMPLOYEE AND PUBLIC SERVICES

Action: Reclassify: One position of B132, Administrative Assistant I - unclassified
Biweekly Salary: \$1604.80 - 2005.60
Approximate Monthly Salary: \$3477 - 4346

To: One position of B189S, Community Program Specialist - unclassified series
Biweekly Salary: \$1527.20 - 2136.80
Approximate Monthly Salary: \$3309 - 4630

Explanation: This is an upward reclassification of one currently filled position of Administrative Assistant I to Community Program Specialist I/II. The duties of this position involve significant responsibility for outreach and coordination of services to cities and non-profit organizations and overall program coordination. This work is complex and specialized and is more appropriately described by the Community Program Specialist classification series. The action represents a monthly salary and benefits cost of \$369 based on filling the position at the top step of the range. There is no change in the total number of authorized positions.

ORGANIZATION 19500 CHILDREN AND FAMILIES FIRST PROGRAM

Action: Change: The salary for B247, Executive Director, Children & Families First Program
From: Biweekly Salary: \$2992.80 - 3740.80
Approximate Monthly Salary: \$6485 - 8106

To: Biweekly Salary: \$3300.80 - 4125.60
Approximate Monthly Salary: \$7152 - 8940

Explanation: This is the upward adjustment of salary of the Executive Director, Children and Families First Program by 10%. This action has been approved by the CFFP governing board. The action represents a monthly salary and benefits cost of \$1084 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: Convert: One position of G050, Crime Analyst
Biweekly Salary: \$1929.60 - 2412.00
Approximate Monthly Salary: \$4181 - 5226

To: Unclassified status: Same salary range

Explanation: This is the conversion of one classified position to unclassified status. This position was originally placed into service as a classified position. However, due to the nature of the funding for the services, it is more appropriate that it be in the unclassified service. This action represents no change in monthly salary and benefits costs. There is no change in the total number of authorized positions.

ORGANIZATION 37000 COUNTY LIBRARY

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. This position will provide a variety of literacy outreach support services and is fully grant funded. The addition of this position has been approved by the Library JPA governing board. 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.

ORGANIZATION 70000 HUMAN SERVICES AGENCY

Action A: Reclassify: One position of V235, Information Technology Analyst
Biweekly Salary: \$2418.40 - 3023.20
Approximate Monthly Salary: \$5240 - 6551

To: One position of V240, Information Technology Supervisor
Biweekly Salary: \$2649.60 - 3312.00
Approximate Monthly Salary: \$5741 - 7177

Explanation:

This is an upward reclassification of one currently filled position of Information Technology Analyst to the classification of Information Technology Supervisor. The expansion of programs and functions in the Human Services Agency Business Systems Division has resulted in a span of control that is too broad to assure adequate supervision, direction and review of work efforts. This action will provide an additional supervisory position to assure an adequate span of control. The action represents a monthly salary and benefits cost of \$814 based on filling the position at the top step of the range. There is no change in the total number of authorized positions.

Action B:

Reclassify: One position of T064S, Utility Worker series
Biweekly Salary: \$1168.00 - 1542.40
Approximate Monthly Salary: \$2531 - 3342

To: One position of E460S, Records Center Assistant series
Biweekly Salary: \$1189.60 - 1567.20
Approximate Monthly Salary: \$2578 - 3396

Reclassify: One position of E410, Storekeeping Supervisor
Biweekly Salary: \$1489.60 - 1861.60
Approximate Monthly Salary: \$3228 - 4034

To: One position of E473, Records Center Supervisor
Biweekly Salary: \$1489.60 - 1861.60
Approximate Monthly Salary: \$3228 - 4034

Reclassify: One position of E406S, Storekeeper series
Biweekly Salary: \$1002.40 - 1527.20
Approximate Monthly Salary: \$2172 - 3309

To: One position of E460S, Records Center Assistant series
Biweekly Salary: \$1189.60 - 1567.20
Approximate Monthly Salary: \$2578 - 3396

Explanation:

This is the reclassification of three positions in the Human Services Agency Records Center. The HSA records center provides support to all district offices in the maintenance and retention of case records on clients and program participants. The services provided are the same as provided by Information Services Department and these three changes will bring the positions in HSA into the same staffing pattern as in the Information Services Department. The action represents a monthly salary and benefits cost of \$183 based on filling the positions at the top step of the range. There is no change in the total number of authorized positions.

Position Status Report Fiscal Year 2001-2002

July 9, 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	8	
Board of Supervisors	15	15	0	0	
Controller=s Office	50	50	0	6	
County Counsel=s Office	37	38	1	0	1 Deputy County Counsel position added (4-02)
County Manager=s Office	25	25	0	2	
Employee and Public Services	181	181	0	26	
Information Services	142	153	11	26	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	6	3	0	1 Grant management position added (1-02) 1 CPS position added (4-02) 1 CPS position added (5-02)
Criminal Justice					
Coroner	15	15	0	1	
District Attorney	248	254	6	11	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) 6 positions transferred from Probation (12-01)
Probation	416	444	28	42	18 positions added in Final Budget changes (9-01) 6 positions transferred to the DA (12-01) 16 positions added for the OR program (5-02)
Sheriff=s Office	593	619	26	41	1 full time position split into two part time positions (1-02) 6 positions added for the SamTrans security contract (2-02) 7 positions added as part of the February reorganization (2-02) 12 positions added for the OR program (5-02)

Environmental Management

Administration	3	3	0	0	
Library	122	122	0	6	
Agricultural Commissioner/Sealer	34	36	2	6	2 grant funded positions added (12-01)
Cooperative Extension	2	2	0	0	
Parks and Recreation	63	63	0	4	
Coyote Point Marine Reserve	5	5	0	0	
Planning	47	47	0	5	

Health Services Agency

Business Administration	15	15	0	1	
Aging and Adult Services	120	120	0	7	
Environmental Health	74	74	0	1	
Food Services	74	74	0	5	
Mental Health	260	293	33	50	1 full time position split into two part time positions (8-01) 6 positions added in Final Budget changes (9-01) 26 positions added to staff Canyon Oaks Youth Center (1-02)
County Health Center	604	608	4	57	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) 3 full time positions split into 6 half time positions (3-02) 1 position transferred to Public Works (3-02) 4 pharmacy positons added (3-02) 1 position eliminated as a mid-year reduction (5-02)
Public Health	224	228	4	19	1 grant position added for the BIH program (10-01) 1 grant position added for the South Coast Collaborative program (2-02) 2 grant positions added for the Brief Physician Intervention program (3-02)
AIDS Program	41	41	0	9	

Emergency Medical Services	5	5	0	0	
Correctional Health	65	66	1	11	1 position added in Final Budget changes (9-01)
Community Health Clinics	277	283	6	29	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) 2 grant positions added (1-02) 1 position eliminated as a mid year cut (3-02)
Public Works					
Administrative Services	31	31	0	4	
Engineering Services	48	48	0	9	
Building Facilities Maint and Operations	76	77	1	7	1 position transferred from the Hospital (3-02)
Road Maintenance	67	67	0	7	
Tower Road	25	25	0	2	
Fleet Maintenance and Replacement	27	27	0	1	
Waste Management	9	10	1	3	1 position added with the Waste Management study (1-02)
Transportation Services	4	5	1	0	1 position added for C/CAG support (9-01)
Special Districts	15	15	0	2	
Airports	9	9	0	1	

Human Services Agency					
Human Services Agency	712	724	12	71	4 positions added in Final Budget changes (9-01) 2 grant positions added (10-01) 2 grant positions added (12-01) 1 grant position added (1-02) 2 grant positions added for the Brief Physician Intervention program (3-02) 1 grant position added (1-02)
Totals	4942	5083	141	481	