



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

San Mateo Medical Center

**DATE:** August 6, 2002

**BOARD MEETING DATE:** August 20, 2002

**TO:** Honorable Board of Supervisors  
**FROM:** Nancy Steiger, CEO, San Mateo Medical Center  
**SUBJECT:** Addition/Deletion of Positions

**Recommendation**

Adopt an ordinance amending the salary ordinance adding a Deputy Director of Ancillary and Support Services and deleting two positions, Management Analyst III and Administrative Secretary III.

**Background/Discussion**

During the last few months, the Department of Hospital and Clinics has developed several major work plans to stabilize the financial and organizational strength of the organization. Having leadership in the right areas is critical to the success of these plans.

There is currently a Deputy Director level position for Inpatient services, Ambulatory Care and Finance. I am asking for approval of a similar position to direct the ancillary and support departments. These departments include areas such as Pharmacy, Laboratory, and Radiology and represent approximately 194 employees and a budget of \$31 million.

The Hospital is asking to delete one Management Analyst position and one Administrative Secretary III to cover the costs of this new position.

I will be continuing to review and modify the organizational structure to evaluate our effectiveness. Creating this position will allow the organization the resources to meet its goals while giving me time to complete that review.

The Hospital Board of Directors recommended approval on August 1, 2002.

**Vision Alignment**

This agreement keeps the County's commitment to provide responsive, effective and collaborative governments and goal number 20: Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain.

**Fiscal Impact**

The addition of the Deputy Director position and the deletion of the Management Analyst and Administrative Secretary result in a net annual savings of approximately \$ 9,338.00.

RECOMMENDED  
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COUNTY MANAGER