




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

**DATE:** March 18, 2004

**BOARD MEETING DATE:** April 6, 2004

**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 seven positions, and
- changing the salary rate for one classification.

These actions were approved for study by the County Manager'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.

**Fiscal Impact**

The reclassification action represents a monthly salary and benefit cost of \$9927 or an annual cost of \$119,124.

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

**ORGANIZATION 13000 OFFICE OF THE ASSESSOR-COUNTY CLERK-RECORDER**

**Action:**            Reclassify: One position of E334S, Office Assistant series  
Biweekly Salary: \$1056.80 - 1518.40  
Approximate Monthly Salary: \$2290 - 3290

To: One position of B049, Principal Auditor-Appraiser - unclassified  
Biweekly Salary: \$2631.20 - 3288.80  
Approximate Monthly Salary: \$5701 - 7126

**Explanation:**    This is an upward reclassification of one vacant position of Office Assistant to the classification of Principal Auditor-Appraiser - unclassified. Because of increases in reappraisals and appeals a number of extra help staff have been added to cover the workload. That additional staff has impacted the ability of the two unit supervisors to properly direct staff. This change will add one supervisor for approximately two years to provide that staff direction. The position is unclassified due to the anticipated limited duration of the assignment. This action represents a monthly salary and benefits cost of \$4987 based on filling the position at the top step of the range. There is no change in the total number of authorized positions.

**ORGANIZATION 32000 PROBATION DEPARTMENT**

**Action A:**            Reclassify: One position of C004, Group Supervisor I  
Biweekly Salary: \$1528.00 - 1910.40  
Approximate Monthly Salary: \$3311 - 4140

To: One position of C005, Group Supervisor II  
Biweekly Salary: \$1724.80 - 2156.00  
Approximate Monthly Salary: \$3737 - 4672

**Explanation:**    This is an upward reclassification of one filled position of Group Supervisor I to the classification of Group Supervisor II. The employee in this position is responsible for transporting and coordinating the transportation of juveniles at the hall and Camp Glenwood. Because of the coordinative work these duties are more appropriately allocated to the Group Supervisor II classification. This action represents a monthly salary and benefits cost of \$692 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 C006, Group Supervisor III  
Biweekly Salary: \$1917.60 - 2396.80  
Approximate Monthly Salary: \$4155 - 5193

And: Two positions of C005, Group Supervisor II  
Biweekly Salary: \$1724.80 - 2156.00  
Approximate Monthly Salary: \$3737 - 4672

To: Three positions of C001S, Deputy Probation Officer series  
Biweekly Salary: \$1836.80 - 2562.40  
Approximate Monthly Salary: \$3980 - 5552

**Explanation:** This is an upward reclassification of three filled positions of Group Supervisor II and III to the classification of Deputy Probation Officer I/II. The staff in these positions are providing in-home probation tracking and monitoring. These duties are essentially those of a Probation Officer and it is appropriate that the positions be so classified. This action represents a monthly salary and benefits cost of \$2755 based on filling the positions at the top step of the range. There is no change in the total number of authorized positions.

#### ORGANIZATION 62000 PUBLIC HEALTH DEPARTMENT

**Action:** Reclassify: One position of F100, Lead Epidemiologist  
Biweekly Salary: \$2285.60 - 2856.80  
Approximate Monthly Salary: \$4953 - 6190

To: One position of F101, Supervising Epidemiologist  
Biweekly Salary: \$2398.40 - 2997.60  
Approximate Monthly Salary: \$5197 - 6495

**Explanation:** This is an upward reclassification of one position of Lead Epidemiologist to the classification of Supervising Epidemiologist. Adding the Supervising Epidemiologist position will provide full supervisory leadership to other epidemiology staff in the County. This work is currently being provided through a combination of the Lead position and higher-level management without specific experience in the field. With the growth of the unit full supervisory authority is needed to appropriately direct staff. This action represents a monthly salary and benefits cost of \$397 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 MEDICAL CENTER

**Action A:** Change: The salary range of the classification of Operating Room Technician from:  
Biweekly Salary: \$1316.80 - 1645.60  
Approximate Monthly Salary: \$2853 - 3566

To: Biweekly Salary: \$1653.60 - 2067.20  
Approximate Monthly Salary: \$3583 - 4479

**Explanation:** This is the salary range adjustment of one classification of Operating Room Technician. SMMC has been unable to recruit for this classification for several years and a survey of comparable agencies indicates that the County is significantly behind in compensation. This change will raise the salary to the same rate as paid to Licensed Vocational Nurses. This increase will be more than offset by savings generated as a result of filling support positions in the OR with the Operating Room Technician classification instead of with Staff Nurse's as the work is currently covered. This action represents a monthly salary and benefits cost of \$1187 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:** Delete: One position of E423S, Data Entry Operator series  
Biweekly Salary: \$1048.80 - 1518.40  
Approximate Monthly Salary: \$2273 - 3290

Add: One position of E414, Patient Services Specialist  
Biweekly Salary: \$1526.40 - 1908.00  
Approximate Monthly Salary: \$3307 - 4134

**Explanation:** This action eliminates one vacant position of Data Entry Operator I/II and adds one new position of Patient Services Specialist. This position has been reassigned to provide support in scheduling and coordinating patient visits, services and surgeries in the operating room. These duties are consistent with the classification of Patient Services Specialist. This action represents a monthly salary and benefits cost of \$1097 based on filling the position at the top step of the range. There is no change in the total number of authorized positions.

**Position Status Report Fiscal Year 2003-2004**

**April 6, 2004**

<b>Department</b>	<b># of Auth. Positions in 03-04 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	123	123	0	10	
Board of Supervisors	15	15	0	0	
Controller's Office	41	41	0	3	
County Counsel's Office	37	38	1	1	1 Deputy County Counsel position restored (11-03)
County Manager's Office	23	23	0	1	
Employee and Public Services	175	175	0	22	
Information Services	144	144	0	23	
Retirement Office	11	11	0	0	
Tax Collector/Treasurer	28	28	0	0	
First 5, San Mateo County	8	8	0	0	
<b>Criminal Justice</b>					
Child Support Services	122	121	-1	14	1 position cut in September revision (10-03)
Coroner	15	15	0	1	
District Attorney	123	123	0	5	
Probation	424	441	17	50	16 positions added in September revision (10-03) 1 full time position split into 2 half time positions (3-04)

Sheriff's Office	593	595	2	29	2 positions added in September revision (10-03)
<b>Environmental Management</b>					
Administration	3	3	0	0	
LAFCO	1	1	0	0	
Library	122	123	1	5	1 position added in September revision (10-03)
Agricultural Commissioner/Sealer	33	33	0	2	
Cooperative Extension	2	2	0	1	
Parks and Recreation	55	55	0	4	
Coyote Point Marine Reserve	5	5	0	0	
Planning	43	44	1	0	1 position added in September revision (10-03)
<b>Health Services Agency</b>					
Business Administration	21	20	-1	1	1 position cut in September revision (10-03)
Aging and Adult Services	117	117	0	6	
Environmental Health	73	76	3	3	2 positions added in September revision (10-03) 1 position added for the Waste Tire grant (11-03)
Food Services	62	35	-27	3	27 positions cut in September revision (10-03)
Mental Health	293	295	2	18	1 position added in September revision (10-03) 1 full time position split into 2 half time positions (11-03)
Public Health	273	272	-1	25	1 position cut in September revision (10-03)
Emergency Medical Services	5	5	0	0	
Correctional Health	56	55	-1	3	1 position cut in September revision (10-03)

**San Mateo Medical Center**

San Mateo Medical Center	891	1209	318	159	226 positions added for BHC (9-03) 74 positions added in September revision (10-03) 5 full time positions split into 10 half time positions (10-03) 8 positions added for the Same Day Clinics grant (10-03) 1 position added for the Senior Care Center (11-03) 4 positions changed from extra help to regular status (1-04)
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**Public Works**

Administrative Services	29	29	0	5	
Engineering Services	40	40	0	6	
Road Maintenance	65	65	0	16	
Road Construction and Operations	8	8	0	0	
Facilities Services	93	95	2	1	2 positions added for BHC (9-03)
Construction Services	26	26	0	0	
Vehicle and Equipment Maintenance	26	26	0	0	
Waste Management	10	10	0	0	
Transportation Services	5	5	0	0	
Utilities	13	13	0	1	
Airports	8	8	0	1	

**Human Services Agency**

Human Services Agency	728	749	21	81	21 positions added in September revision (10-03)
Totals	4988	5325	337	500	