




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

**DATE:** June 21, 2004

**BOARD MEETING DATE:** July 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 two positions, and
- adding one new position

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 actions represent a monthly salary and benefits cost of \$766 or an annual cost of \$9192.

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

**RECOMMENDED**  
  
**ASSISTANT COUNTY MANAGER**

## ORGANIZATION 26000 DEPARTMENT OF CHILD SUPPORT SERVICES

**Action:**            Reclassify: One position of D045, Administrative Services Manager I  
Biweekly Salary: \$2769.60 - 3461.60  
Approximate Monthly Salary: \$6001 - 7501

To: One position of D044, DCSS Administrative Division Manager  
Biweekly Salary: \$2907.20 - 3634.40  
Approximate Monthly Salary: \$6299 - 7875

**Explanation:**    This is an upward reclassification of one position of Administrative Services Manager I to the new classification DCSS Administrative Division Manager. With the completion of the installation of a new software system and as part of the budget process the Department of Child Support Services has eliminated their Information Technology Manager position. These duties are being absorbed by this new classification. Additionally, the classification will assume backup responsibilities for the departmental complaint resolution and outreach programs and activities. These duties are more appropriately performed by the new classification. This action represents a monthly salary and benefits cost of \$486 based on filling the position at the top step of the range. There is no change in the total number of authorized positions.

## ORGANIZATION 30000 SHERIFF'S OFFICE

**Action:**            Add: One position of D184S, Management Analyst series  
Biweekly Salary: \$1784.80 - 2989.60  
Approximate Monthly Salary: \$3867 - 6478

**Explanation:**    This is the addition of one Management Analyst position. The new position will be responsible for directing, supervising and coordinating all of the training, hiring and related administrative support functions of the department. These duties had been performed in the past by a sworn officer at much higher cost. The position is fully funded in the Office budget but the position was inadvertently eliminated from the salary ordinance. This action restores the necessary position. This action represents a monthly salary and benefits cost of \$8421 based on filling the position at the top step of the range. The action increases the total number of authorized positions by one.

## ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

**Action:**            Reclassify: One position of E007, Senior Accountant  
Biweekly Salary: \$2312.00 - 2890.40  
Approximate Monthly Salary: \$5010 - 6263

To: One position of D184S, Management Analyst series  
Biweekly Salary: \$1784.80 - 2989.60  
Approximate Monthly Salary: \$3867 - 6478

**Explanation:**

This is an upward reclassification of one currently filled position of Senior Accountant to the classification of Management Analyst. The incumbent is fully responsible for the Medicare/MediCal third party reimbursement process. This is a critical process that is highly specialized, complex and constantly changing. Management and external consultants have in the past been directly involved in this area because of the complexities and serious financial consequences of errors. With the elimination of external consultants and with new duties added to the manager's position, the incumbent's duties are more consistent with the Management Analyst classification. The action represents a monthly salary and benefits cost of \$280 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**

**July 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	9	
Board of Supervisors	15	15	0	0	
Controller's Office	41	41	0	4	
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	25	
Information Services	144	144	0	22	
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	13	1 position cut in September revision (10-03)
Coroner	15	15	0	0	
District Attorney	123	123	0	5	
Probation	424	441	17	49	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	37	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	5	
Coyote Point Marine Reserve	5	5	0	0	
Planning	43	44	1	1	1 position added in September revision (10-03)
<b>Health Services Agency</b>					
Business Administration	21	20	-1	0	1 position cut in September revision (10-03)
Aging and Adult Services	117	117	0	9	
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	22	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	29	1 position cut in September revision (10-03)
Emergency Medical Services	5	5	0	0	

Correctional Health	56	55	-1	2	1 position cut in September revision (10-03)
<b>San Mateo Medical Center</b>					
San Mateo Medical Center	891	1236	345	129	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) 25 positions added because of nursing ratio legislation (4-04) 4 part time positions combined into 2 full time positions (5-04) 4 positions added because of Clinic reorganization (6-04)
<b>Public Works</b>					
Administrative Services	29	29	0	5	
Engineering Services	40	40	0	7	
Road Maintenance	65	65	0	17	
Road Construction and Operations	8	8	0	0	
Facilities Services	93	95	2	2	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	
<b>Human Services Agency</b>					
Human Services Agency	728	752	24	86	21 positions added in September revision (10-03) 3 positions added for the Medi-cal program (5-04)
Totals	4988	5355	367	496	