



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources Department

DATE: October 20, 2008
BOARD MEETING DATE: November 4, 2008
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: Donna Vaillancourt, Human Resources 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.

Vision Alignment

Commitment: Responsive, effective and collaborative government.

Goal 20: Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain.

The salary adjustment of one classification, reclassification of nine filled positions, the conversion of two positions to unclassified, and the conversion of one position to classified will assist departments in meeting their individual performance expectations by assuring that they have staff with the skills necessary to perform the work.

Background

Each year following budget deliberations your Board adopts the annual salary ordinance. The ordinance enacts the decisions made during budget hearings concerning the number of positions in the County service. Throughout the year, because of changes in the operating needs of departments, salary ordinance amendments are recommended that make adjustments to department staffing configurations.

Discussion

The salary ordinance changes herein represent:

- adjusting the salary of one position,
- reclassifying nine filled positions,
- converting two classified positions to unclassified, and
- converting one unclassified position to classified.

These actions were approved for study by the County Manager's Office and the amendment has been reviewed by the County Counsel's Office.

The specific actions are discussed in detail below.

ORGANIZATION 13000 ASSESSOR-COUNTY CLERK-RECORDER

Action: Add: 10% to the base pay, in addition to all compensation, for the Deputy Assessor-County Clerk-Recorder classification.

Explanation: This is the addition of 10% to the base pay, in addition to all other compensation of all Deputy Assessor-County Clerk-Recorders in this department. The adjustment will align the classification's salary with comparable positions in similar jurisdictions and assist in recruiting for the position. This action represents a monthly salary and benefits cost of \$3,108. There is no change in the total number of authorized positions.

ORGANIZATION 30000 SHERIFF'S OFFICE

Action A: Convert: One position of G050, Crime Analyst
 Biweekly Salary: \$2,349.60 – \$2,936.80
 Approximate Monthly Salary: \$5,091.00– \$6,364.00

To: Unclassified Status

Action B: Convert: One position of G051, Lead Crime Analyst
 Biweekly Salary: \$2,584.00 – \$3,230.40
 Approximate Monthly Salary: \$5,599.00– \$7,000.00

To: Unclassified Status

Explanation: This is the conversion of one Crime Analyst and one Lead Crime Analyst positions in the Regional Terrorism Threat Assessment Center (RTTAC) of the Sheriff's Office to unclassified positions. These two positions were incorrectly converted to classified status under Measure D provisions; however, Measure D provisions do not cover positions in RTTAC. These positions are funded through a grant from the Department of Homeland Security. These actions represent no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

ORGANIZATION 48200 PUBLIC WORKS – WASTE MANAGEMENT

Action A: Reclassify: One position of E337, Office Specialist
Biweekly Salary: \$1,524.80 – \$1,906.40
Approximate Monthly Salary: \$3,304.00 – \$4,131.00

To: One position of N010S, Public Works Technician Series
Biweekly Salary: \$2,132.00 – \$2,664.80
Approximate Monthly Salary: \$4,620.00 - \$5,774.00

Explanation: This is an upward reclassification of one currently filled position of Office Specialist to the classification of Public Works Technician II. A reclassification study determined that the duties and responsibilities of this position are more appropriately represented by the Public Works Technician II classification. The action represents a monthly salary and benefits cost of \$2,251. There is no change in the total number of authorized positions.

Action B: Reclassify: One position of N010S, Public Works Technician Series
Biweekly Salary: \$2,132.00 – \$2,664.80
Approximate Monthly Salary: \$4,620.00 – \$5,774.00

To: One position of J083S, Resource Conservation Specialist Series
Biweekly Salary: \$2,351.20 – \$2,939.20
Approximate Monthly Salary: \$5,095.00 – \$6,369.00

Explanation: This is an upward reclassification of one currently filled position of Public Works Technician II to the classification of Resource Conservation Specialist II. A job study was conducted and it was found that the incumbent is performing a range of duties that falls within the scope of a Resource Conservation Specialist II classification. The action represents a monthly salary and benefits cost of \$816. There is no change in the total number of authorized positions.

ORGANIZATION 48300 PUBLIC WORKS – TRANSPORTATION SERVICES

Action: Reclassify: One position of D052, Program Coordinator
Biweekly Salary: \$2,349.60 – \$2,936.80
Approximate Monthly Salary: \$5,091.00 – \$6,364.00

To: One position of D131, Program Services Manager I
Biweekly Salary: \$2,719.20 – \$3,399.20
Approximate Monthly Salary: \$5,892.00 – \$7,366.00

Explanation: This is an upward reclassification of one currently filled position of Program Coordinator to the classification of Program Services Manager I. A job study was conducted and it was found that the incumbent is performing a range of duties that falls within the Program Services

Manager I classification. The action represents a monthly salary and benefits cost of \$1,423. There is no change in the total number of authorized positions.

ORGANIZATION 48500 PUBLIC WORKS - AIRPORTS

Action: Convert: One position of B063, Construction Projects Mgr - Unclassified
Biweekly Salary: \$2,696.00 – \$3,369.60
Approximate Monthly Salary: \$5,842.00– \$7,301.00

To: Classified Status

Explanation: This is the conversion of one filled Construction Projects Manager – Unclassified to classified status. This position was created to oversee the delivery of specific capital improvements that were funded through one-time grants of limited duration anticipated not to exceed two years. Since then, the Airports have been successful in developing and securing funding through outside grants and loans, for a five-year capital improvement program covering both the San Carlos and Half Moon Bay Airports. The action represents no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

ORGANIZATION 61000 BEHAVIORAL HEALTH AND RECOVERY

Action A: Reclassify: One position of D090, Human Services Manager I
Biweekly Salary: \$2,997.60 – \$3,747.20
Approximate Monthly Salary: \$6,495.00 – \$8,120.00

To: One position of D023, Health Services Manager I
Biweekly Salary: \$2,997.60 – \$3,747.20
Approximate Monthly Salary: \$6,495.00 – \$8,120.00

Action B: Reclassify: One position of D091, Human Services Manager II
Biweekly Salary: \$3,470.40 – \$4,338.40
Approximate Monthly Salary: \$7,520.00 – \$9,401.00

To: One position of D033, Health Services Manager II
Biweekly Salary: \$3,470.40 – \$4,338.40
Approximate Monthly Salary: \$7,520.00 – \$9,401.00

Explanation: This is a reclassification of one Human Services Manager I to Health Services Manager I and one Human Services Manager II to Health Services Manager II. These positions are in the Alcohol and Other Drug Services, a section previously under the Human Services Agency and recently consolidated into Behavioral Health and Recovery Services. Given the new division assignment, allocation to these new health-specific

classifications is appropriate. The action represents no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

ORGANIZATION 62400 FAMILY HEALTH

Action: Reclassify: Three positions of E334S, Office Assistant Series
Biweekly Salary: \$1,380.80 – \$1,725.60
Approximate Monthly Salary: \$2,992.00 – \$3,739.00

To: Three position of E416S, Medical Office Assistant Series
Biweekly Salary: \$1,496.80 – \$1,871.20
Approximate Monthly Salary: \$3,243.00 – \$4,055.00

Explanation: This is an upward reclassification of three currently filled positions of Office Assistant II to the classification of Medical Office Assistant II. A job study was conducted and it was found that the incumbents are performing a range of duties that falls within the Medical Office Assistant classification. The action represents a monthly salary and benefits cost of \$1,299. There is no change in the total number of authorized positions.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

Action: Reclassify: One position of E415, Patient Services Supervisor
Biweekly Salary: \$2,190.40 – \$2,737.60
Approximate Monthly Salary: \$4,746.00 – \$5,932.00

To: One position of E486, Health Benefits Supervisor
Biweekly Salary: \$2,476.00 – \$3,095.20
Approximate Monthly Salary: \$5,365.00 – \$6,707.00

Explanation: This is an upward reclassification of one currently filled position of Patient Services Supervisor to the classification of Health Benefits Supervisor. A job study was conducted and it was found that the incumbent is performing a range of duties that falls outside of the scope of her current classification. The study recommended the creation of a new classification of Health Benefits Supervisor-E, which encompasses the scope of duties performed by the incumbent. The action represents a monthly salary and benefits cost of \$1,062. There is no change in the total number of authorized positions.

Fiscal Impact

The add and delete actions represent a monthly salary and benefits cost of \$9,959.00 or an annual cost of \$119,508.00.