



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources Department

DATE: November 20, 2008
BOARD MEETING DATE: December 9, 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, deletion of three positions, addition of three positions and reclassification of three positions, 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,

- deleting three positions,
- adding three positions, and
- reclassifying three positions.

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 15000 TAX COLLECTOR-TREASURER

Action: Delete: One position of E346S, Fiscal Office Assistant Series
 Biweekly Salary: \$1,479.20 – \$1,848.80
 Approximate Monthly Salary: \$3,205.00 – \$4,006.00

Add: One position of E350, Fiscal Office Specialist
 Biweekly Salary: \$1,694.40 – \$2,117.60
 Approximate Monthly Salary: \$3,672.00 – \$4,589.00

Explanation: This is the conversion of one vacant Fiscal Office Assistant II position to a Fiscal Office Specialist. This action is necessary to resolve a personnel related action. The action represents a monthly salary and benefits cost of \$799. There is no change in the total number of authorized positions.

ORGANIZATION 17000 HUMAN RESOURCES DEPARTMENT

Action A: Add: One position of D184S, Management Analyst Series
 Biweekly Salary: \$2,800.80 – \$3,500.80
 Approximate Monthly Salary: \$6,069.00– \$7,586.00

Action B: Add: One position of D120, Human Resources Manager, SMMC
 Biweekly Salary: \$3,243.20 – \$4,053.60
 Approximate Monthly Salary: \$7,028.00– \$8,782.00

Explanation: This is the addition of one filled Management Analyst Series and one vacant Human Resources Manager position. These two positions are being transferred from the San Mateo Medical Center in order to provide centralized human resource services for the combined Health System. These actions represent a monthly salary and benefits cost of \$23,242. These changes represent an increase of two in the total number of authorized positions.

Action C: Reclassify: One position of E465S, Fiscal Office Assistant Series – C
 Biweekly Salary: \$1,479.20 – \$1,848.80
 Approximate Monthly Salary: \$3,205.00 – \$4,006.00

To: One position of E470, Fiscal Office Specialist – Confidential

Biweekly Salary: \$1,694.40 – \$2,117.00
Approximate Monthly Salary: \$3,672.00 - \$4,589.00

Explanation: This is the upward reclassification of one filled position of Fiscal Office Assistant II to Fiscal Office Specialist. A recent organizational review of the Benefits Division resulted to several recommendations on process improvements and staff changes. A classification review determined that the duties and responsibilities of this position are more appropriately represented by the Fiscal Office Specialist classification. The reclassification will further assist the division in implementing the recommended process improvements. This action represents a monthly salary and benefits cost of \$799. There is no change in the total number of authorized positions.

Action D: Reclassify: One position of E479, Fiscal Office Services Supervisor – C
Biweekly Salary: \$2,012.20 – \$2,515.20
Approximate Monthly Salary: \$4,360.00 – \$5,450.00

To: One position of E013, Human Resources Technician – Confidential
Biweekly Salary: \$1,893.60 – \$2,367.20
Approximate Monthly Salary: \$4,103.00 - \$5,129.00

Explanation: This is the downward reclassification of one filled position of Fiscal Office Services Supervisor to a Human Resources Technician. A recent organizational review of the Benefits Division resulted to several recommendations on process improvements and staff changes and a classification review determined that the duties and responsibilities of this position are more appropriately represented by the Human Resources Technician classification. This action represents a monthly salary and benefits saving of \$440. There is no change in the total number of authorized positions.

ORGANIZATION 47600 PW VEHICLE AND EQUIPMENT MANAGEMENT

Action: Add: 6% to the base pay, in addition to all compensation of the Equipment Mechanic Supervisor classification.

Explanation: This is the addition of 6% to the base pay, in addition to all other compensation of the Equipment Mechanic Supervisor classification. The adjustment will address salary compaction between the advance journey level mechanic classification and the supervisor classification. This action represents a monthly salary and benefits cost of \$425. There is no change in the total number of authorized positions.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of D184S, Management Analyst Series
Biweekly Salary: \$2,800.80 – \$3,500.80
Approximate Monthly Salary: \$6,069.00– \$7,586.00

Action B: Delete: One position of D120, Human Resources Manager, SMMC
Biweekly Salary: \$3,243.20 – \$4,053.60
Approximate Monthly Salary: \$7,028.00– \$8,782.00

Explanation: This is the deletion of one filled Management Analyst Series and one vacant Human Resources Manager position. These two positions are being transferred to the Human Resources Department in order to provide centralized human resource services for the combined Health System. These actions represent a monthly salary and benefits savings of \$23,242. These changes represent a decrease of two in the total number of authorized positions.

ORGANIZATION 70000 HUMAN SERVICES AGENCY

Action A: Reclassify: One position of S035, Food Services Supervisor-E
Biweekly Salary: \$1,816.00 – \$2,030.40
Approximate Monthly Salary: \$3,935.00 – \$4,400.00

To: One position of F041S, Rehabilitation Production Supervisor Series
Biweekly Salary: \$2,022.40 – \$2,528.00
Approximate Monthly Salary: \$4,382.00 - \$5,478.00

Explanation: This is an upward reclassification of one currently filled positions of Food Services Supervisor to the classification of Rehabilitation Production Supervisor II. A reclassification study determined that the duties and responsibilities of this position are more appropriately represented by the Rehabilitation Production Supervisor classification. The action represents a monthly salary and benefits cost of \$1,477. 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 \$3,060.00 or an annual cost of \$36,720.00.