



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Human Resources Department

DATE: July 16, 2009
BOARD MEETING DATE: August 4, 2009
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.

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 the:

- upward reclassification of one position;
- deletion of one position;
- addition of one position;
- split of one position to two half-time positions; and
- conversion of one unclassified position to classified status as required by Measure D.

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



These changes contribute to the Shared Vision 2025 outcome of a Prosperous Community by ensuring that departments have staff with the skills necessary to perform the work and allow departments to provide exceptional service to the community.

The specific actions are discussed in detail below.

ORGANIZATION 55500 HEALTH POLICY AND PLANNING

Action: Reclassify: One position of G226S, Community Program Specialist Series
Biweekly Salary: \$2,516.80 – \$3,145.60
Approximate Monthly Salary: \$5,454.00 - \$6,816.00

To: One position of E486, Health Benefits Supervisor
Biweekly Salary: \$2,550.40 – \$3,188.20
Approximate Monthly Salary: \$5,526.00 - \$6,908.00

Explanation: This is the reclassification of one filled Community Program Specialist III position to Health Benefits Supervisor. The duties and responsibilities of this position were reviewed and determined to be appropriately classified as Health Benefits Supervisor. This action represents a monthly salary and benefits cost of \$126. There is no change in the total number of authorized positions.

ORGANIZATION 62000 COMMUNITY HEALTH

Action: Delete: One position of F040, Public Health Nurse
Biweekly Salary: \$3,436.00 – \$4,062.40
Approximate Monthly Salary: \$7,445.00 - \$8,803.00

Add: One position of J047, Communicable Disease Investigator
Biweekly Salary: \$2,050.40 – \$2,563.20
Approximate Monthly Salary: \$4,443.00 - \$5,554.00

Explanation: This is the deletion of one vacant Public Health Nurse position and the addition of one Communicable Disease Investigator position. This change will assist with the overall strategic effectiveness of the department. This action represents a monthly salary and benefits savings of \$4,451. There is no change in the total number of authorized positions.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

Action: Split: One position of F009S, Patient Care Series
Biweekly Salary: \$3,364.80 – \$3,977.60
Approximate Monthly Salary: \$7,291.00 – \$8,619.00

Into: Two half-time positions. Same salary.

Explanation: This is the conversion of one full-time Staff Nurse to two half-time positions. The change will better meet the working needs of current staff. This action represents no change in the monthly salary and benefits cost. The total number of authorized positions is increased by one.

ORGANIZATION 70000 HUMAN SERVICES AGENCY

Action: Convert: One position of B143S, Employment Services Specialist –
Unclassified Series
Biweekly Salary: \$2,056.00 – \$2,569.60
Approximate Monthly Salary: \$4,455.00 – \$5,568.00

To: One position of G237S, Employment Services Specialist Series

Explanation: This is the conversion of one position from unclassified status to classified status. Measure D adopted by the voters in November 2004 requires that any unclassified positions continuously filled for at least three years be converted to classified status. This position meets that requirement. This action represents no change in the monthly salary and benefits cost. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent a monthly salary and benefits savings of \$4,325.00 or an annual savings of \$51,900.00.