



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Human Resources Department

DATE: August 28, 2009
BOARD MEETING DATE: September 15, 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 four positions, and
- Salary adjustment of one position.

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 18000 INFORMATION SERVICES

Action: Reclassify: One position of V200S, Systems Engineer Series
Biweekly Salary: \$3,323.20 - \$4,153.60
Approximate Monthly Salary: \$7,201.00 - \$9,000.00

To: One position of D115, Project Manager
Biweekly Salary: \$3,754.40 - \$4,692.80
Approximate Monthly Salary: \$8,135.00 - \$10,169.00

Explanation: This is the upward reclassification of one currently filled position of Advisory Systems Engineer - Confidential to the classification of Project Manager. A classification study determined that the duties and responsibilities of this position are more appropriately represented by the Project Manager classification. This action represents a monthly salary and benefits cost of \$2,110 based on filling the position at the top step of the range. There is no change in the total number of authorized positions.

ORGANIZATION 55000 HEALTH ADMINISTRATION

Action: Add: 10% to the base pay, in addition to all other compensation, of the Health Services Finance Director.

Explanation: This is the addition of 10% to the base pay for the Health Services Finance Director position. This increase reflects compensation commensurate with the current salary structure of the Health System and aligns with salaries from comparable agencies. This action represents a monthly salary and benefits cost of \$1,236. There is no change in the total number of authorized positions.

ORGANIZATION 62000 COMMUNITY HEALTH

Action: Reclassify: One position of E007, Senior Accountant
Biweekly Salary: \$2,706.40 - \$3,383.20
Approximate Monthly Salary: \$5,864.00 - \$7,331.00

To: One position of D060, Financial Services Manager I
Biweekly Salary: \$3,088.00 - \$ 3,860.00
Approximate Monthly Salary: \$6,691.00 - \$ 8,364.00

Explanation: This is the upward reclassification of one currently filled position of Senior Accountant to the classification of Financial Services Manager I. A classification study determined that the duties and responsibilities of this position are more appropriately represented by the Financial Services Manager I classification. This action represents a monthly salary and benefits cost of \$1,833 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: Reclassify: One position of E414, Patient Services Specialist
Biweekly Salary: \$1,815.20 - \$2,268.80
Approximate Monthly Salary: \$3,933.00 - \$4,916.00

To: One position of E483S, Health Benefits Analyst Series
Biweekly Salary: \$1,883.20 - \$2,354.40
Approximate Monthly Salary: \$4,081.00 - \$5,102.00

Explanation: This is the upward reclassification of one currently filled position of Patient Services Specialist to the classification of Health Benefits Analyst II. A classification study determined that the duties and responsibilities of this position are more appropriately represented by the Health Benefits Analyst II classification. This action represents a monthly salary and benefits cost of \$255 based on filling the position at the top step of the range. There is no change in the total number of authorized positions.

ORGANIZATION 70000 HUMAN SERVICES AGENCY

Action: Reclassify: One position of D160, Social Services Program Specialist - Management
Biweekly Salary: \$2,676.00 - \$3,344.80
Approximate Monthly Salary: \$5,798.00 - \$7,248.00

To: One position of D090, Human Services Manager I
Biweekly Salary: \$3,088.00 - \$3,860.00
Approximate Monthly Salary: \$6,691.00 - \$8,364.00

Explanation: This is the upward reclassification of one vacant position of Social Services Program Specialist-Management (SSPS-M), which is a terminal classification, to the classification of Human Services Manager I. A review of the duties and responsibilities of this position was conducted and it was determined that the duties are more appropriately represented by the Human Services Manager I classification. This action represents a monthly salary and benefits cost of \$1,585 based on filling the position at the top step of the range. There is no change in the total number of authorized positions.

FISCAL IMPACT:

These actions represent a monthly salary and benefits cost of \$7,019.00 or an annual cost of \$84,228.00.