



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources Department



DATE: July 25, 2011
BOARD MEETING DATE: August 9, 2011
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. 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:

- addition of thirteen positions; and
- deletion of one position.

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

These changes contribute to the Shared Vision 2025 outcome of a Collaborative 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 47300 PW FACILITIES SERVICES

Action: Delete: One position of T075, Custodian
Biweekly Salary: \$1,393.60 - \$1,741.60
Approximate Monthly Salary: \$3,020.00 - \$3,774.00

Explanation: This is the deletion of one vacant Custodian position. This action represents a monthly salary and benefits savings of \$5,170. The total number of authorized positions is decreased by 1 position.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

Action A: Add: Five positions of F009S, Patient Care Series
Biweekly Salary: \$1,276.00 – \$4661.60
Approximate Monthly Salary: \$2,765.00 – \$10,100.00

Action B: Add: One position of F116S, Psychologist Series
Biweekly Salary: \$2,767.20 - \$3,794.40
Approximate Monthly Salary: \$5,996.00 - \$8,221.00

Action C: Add: One position of E411S, Patient Services Assistant Series
Biweekly Salary: \$1,503.20 - \$1,983.20
Approximate Monthly Salary: \$3,257.00 - \$4,297.00

Action D: Add: One position of G112S, Community Worker Series
Biweekly Salary: \$1,422.40 - \$1,963.20
Approximate Monthly Salary: \$3,082.00 - \$4,254.00

Action E: Add: One position of F012, Charge Nurse
Biweekly Salary: \$3,695.20 - \$4,368.00
Approximate Monthly Salary: \$8,006.00 - \$9,464.00

Action F: Add: One position of F032, Dentist
Biweekly Salary: \$4,757.60 - \$5,947.20
Approximate Monthly Salary: \$10,308.00 - \$12,886.00

Action G: Add: One position of F039S, Patient Care Support Series
Biweekly Salary: \$1,454.40 - \$1,818.40
Approximate Monthly Salary: \$3,151.00 - \$3,940.00

Action H: Add: One position of F122S, Physician Series
Biweekly Salary: \$5,481.60 - \$6,480.00
Approximate Monthly Salary: \$11,877.00 - \$14,040.00

Action I: Add: One position of F127S, Supervising Physician Series
Biweekly Salary: \$5,910.40 - \$6,987.20
Approximate Monthly Salary: \$12,806.00 - \$15,139.00

Explanation: This is the addition of five Patient Care Series (one Licensed Vocational Nurse, two Medical Services Assistant II, one Nurse Practitioner and one Long Term Care Nurse), one Psychologist II, one Patient Services Assistant II, one Community Worker II, one Charge Nurse, one Dentist, one Patient Care Support Series (Dental Assistant), one Staff Physician and one Supervising Physician positions to provide expanded clinic

services to the coast side. These actions represent a monthly salary and benefits cost of \$142,833.00 funded by Federal stimulus money. The total number of authorized positions is increased by 13 positions.

FISCAL IMPACT:

These actions represent an estimated monthly salary and benefits cost of \$137,663.00 or an estimated annual cost of \$1.6 million. The cost to add the 13 positions for expanded coast side services is funded by Federal stimulus money for extending services to migrant workers. The funding for these positions was adopted during the June budget hearings.

Position Status Report for Fiscal Year 2011 - 2012

As of 7/25/11

Department	# of Authorized Positions	Current # of Positions	Change	Current Vacant Positions	Comments
Safe Neighborhoods					
CMO - Public Safety Communications (12400)	54	54	0	5	
District Attorney's Office (25000)	118	118	0	7	
Sheriff's Office (30000)	640	640	0	34	
Probation Department (32000)	395	395	0	14	
Coroner's Office (33000)	14	14	0	1	
Healthy Community					
Health Administration (55000)	12	12	0	0	
Health Policy and Planning (55500)	48	48	0	2	
Emergency Medical Services (56000)	5	5	0	0	
Aging and Adult Services (57000)	117	117	0	5	
Environmental Health (59000)	74	74	0	3	
Behavioral Health & Recovery Services (61000)	392	392	0	30	
Public Health (62000)	93	93	0	4	
Family Health Services (62400)	163	163	0	7	
Correctional Health (63000)	88	88	0	4	
San Mateo Medical Center (66000)	1222	1222	0	98	
First 5 San Mateo County (19500)	12	12	0	1	
Prosperous Community					
Department of Child Support Services (26000)	90	90	0	4	
Human Services Agency (70000)	695	695	0	48	
Livable Community					
LAFCO (35700)	1	1	0	0	
County Library (37000)	126	126	0	6	
Planning (38000)	50	50	0	4	
Department of Housing (79000)	14	14	0	0	
Environmentally Conscious Community					
PW - Administrative Services (45100)	33	33	0	5	
Road Construction and Operations (45200)	66	66	0	4	
Engineering Services (46000)	25	25	0	7	
Facilities Services (47300)	97	97	0	7	

Department	# of Authorized Positions	Current # of Positions	Change	Current Vacant Positions	Comments
Construction Services (47400)	16	16	0	3	
Vehicle and Equipment Maintenance (47600)	25	25	0	4	
Waste Management (48200)	9	9	0	2	
Transportation Services (48300)	1	1	0	0	
Utilities (48400)	16	16	0	1	
Airports (48500)	9	9	0	1	
Parks and Recreation (39000)	51	51	0	4	
Coyote Point Marina (39800)	4	4	0	0	
CMO - Agriculture/Weights and Measures (12600)	30	30	0	2	
CMO - Real Property	4	4	0	0	
Collaborative Community					
Board of Supervisors (11000)	20	20	0	1	
County Manager's/Clerk of the Board (12000)	38	38	0	3	
Assessor/County Clerk/Recorder (13000)	111	111	0	7	
Controller's Office (14000)	42	42	0	5	
Tax Collector/Treasurer's Office (15000)	63	63	0	4	
County Counsel (16000)	38	38	0	1	
Human Resources (17000)	51	51	0	3	
Information Services (18000)	140	140	0	4	
Retirement Office (20000)	20	20	0	2	
Totals	5332	5332	0	347	
				7%	<i>Vacancy Rate</i>

ORDINANCE NO.
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,
STATE OF CALIFORNIA

* * * * *

AN ORDINANCE AMENDING THE MASTER SALARY ORDINANCE

The Board of Supervisors of the County of San Mateo, State of California, ordains
as follows:

SECTION 1. Part 13 of the Ordinance is amended as indicated:

ORGANIZATION 47300 PW FACILITIES

1. Item T075, Custodian is decreased by 1 position for a new total of 22 positions.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

1. Item F009S, Patient Care Series is increased by 5 positions for a new total of 559 positions.
2. Item F116S, Psychologist Series is increased by 1 position for a new total of 6 positions.
3. Item E411S, Patient Services Assistant Series is increased by 1 position for a new total of 96 positions.
4. Item G112S, Community Worker Series is increased by 1 position for a new total of 19 positions.
5. Item F012, Charge Nurse is increased by 1 position for a new total of 31 positions.
6. Item F032, Dentist is increased by 1 position for a new total of 7 positions.
7. Item F039S, Patient Care Support Series is increased by 1 position for a new total of 25 positions.
8. Item F122S, Physician Series is increased by 1 position for a new total of 55 positions.
9. Item F127S, Supervising Physician Series is increased by 1 position for a new total of 10 positions.

SECTION 2. The changes in this ordinance are effective at the start of the first pay period 30 days following adoption.

