



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Human Resources Department



**DATE:** August 29, 2011  
**BOARD MEETING DATE:** September 13, 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:

- reclassification of two positions.

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 32000 PROBATION**

**Action:** Reclassify: One position of D151, Financial Services Manager II  
Biweekly Salary: \$3,575.20 – \$4,468.80  
Approximate Monthly Salary: \$7,747.00 – \$9,683.00

To: One position of D011, Deputy Director of Probation - Administration

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 vacant position of Financial Services Manager II to Deputy Director of Probation - Administration. Upon the retirement of the incumbent in the Deputy position this year, the department intended to reallocate some of the Deputy's duties and responsibilities of the position to other sections in the department. However, after considering the department's needs and its future direction, it was determined that the Financial Services Manager II to which the Deputy position was converted in the June budget hearings, is not the appropriate classification and that the duties and level of responsibilities of the position are within the scope of the Deputy Director of Probation – Administration classification. This action represents a monthly salary and benefits cost of \$690. There is no change in the total number of authorized positions.

### **ORGANIZATION 66000 SAN MATEO MEDICAL CENTER**

**Action:** Reclassify: One position of N041, Graphics Specialist  
Biweekly Salary: \$2,012.00 - \$2,515.20  
Approximate Monthly Salary: \$4,360.00 - \$5,450.00

To: One position of E055, Communications Specialist – Confidential  
Biweekly Salary: \$2,800.80 - \$3,500.80  
Approximate Monthly Salary: \$6,069.00 - \$7,586.00

**Explanation:** This is the upward reclassification of one currently filled position of Graphics Specialist to the new classification of Communications Specialist - Confidential. A classification study determined that Communications Specialist – Confidential more appropriately represents the duties and responsibilities of this position. This action represents a monthly salary and benefits cost of \$2,927 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 an estimated monthly salary and benefits cost of \$3,617.00 or an estimated annual cost of \$43,404.00.

**Position Status Report for Fiscal Year 2011 - 2012**

**As of 8/25/11**

<b>Department</b>	<b># of Authorized Positions</b>	<b>Current # of Positions</b>	<b>Change</b>	<b>Current Vacant Positions</b>	<b>Comments</b>
<b>Safe Neighborhoods</b>					
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	37	
Probation Department (32000)	395	395	0	10	
Coroner's Office (33000)	14	14	0	1	
<b>Healthy Community</b>					
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	4	
Environmental Health (59000)	74	74	0	3	
Behavioral Health & Recovery Services (61000)	392	392	0	28	
Public Health (62000)	93	93	0	4	
Family Health Services (62400)	163	163	0	7	
Correctional Health (63000)	88	88	0	5	
San Mateo Medical Center (66000)	1222	1222	0	86	
First 5 San Mateo County (19500)	12	12	0	1	
<b>Prosperous Community</b>					
Department of Child Support Services (26000)	90	90	0	4	
Human Services Agency (70000)	695	695	0	29	
<b>Livable Community</b>					
LAFCO (35700)	1	1	0	0	
County Library (37000)	126	126	0	7	
Planning (38000)	50	50	0	5	
Department of Housing (79000)	14	14	0	0	
<b>Environmentally Conscious Community</b>					
PW - Administrative Services (45100)	33	33	0	3	
Road Construction and Operations (45200)	66	66	0	4	
Engineering Services (46000)	25	25	0	5	
Facilities Services (47300)	97	97	0	8	

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 (12200)	4	4	0	0	
<b>Collaborative Community</b>					
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	
<b>Totals</b>	<b>5332</b>	<b>5332</b>	<b>0</b>	<b>312</b>	
				<b>6%</b>	<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 32000 PROBATION

1. Item D151, Financial Services Manager II is decreased by 1 position for a new total of 0 positions.
2. Item D011, Deputy Director of Probation Services – Administration is increased by 1 position for a new total of 1 position.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

1. Item N041, Graphics Specialist is decreased by 1 position for a new total of 0 positions.
2. Item E055, Communications Specialist - Confidential is increased by 1 position for a new total of 1 position.

**SECTION 2.** The changes in Section 1, Organization 66000, items 1 and 2 are effective retroactive to May 6, 2011. All other changes are effective at the start of the first pay period 30 days following adoption.