



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources Department



DATE: September 19, 2011
BOARD MEETING DATE: October 4, 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 one position; and
- conversion of one classified position to unclassified.

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 12600 CMO – AGRICULTURE COMMISSION/SEALER

Action: Convert: One position of J062S, Biologist/Standards Specialist Series
Biweekly Salary: \$1,808.80 - \$2,970.40
Approximate Monthly Salary: \$3,919.00 – \$6,436.00

To: One position of B096S, Biologist/Standards Specialist – Unclassified Series

Explanation: This is the conversion of one Biologist/Standards Specialist position to unclassified. This action is to correct an previous salary ordinance amendment that erroneously converted this position to classified status due to Measure D. This action represents no monthly salary and benefits cost. There is no change in the total number of authorized positions.

ORGANIZATION 62000 PUBLIC HEALTH

Action: Reclassify: One position of E403, Payroll/Personnel Services Specialist
Biweekly Salary: \$1,694.40 - \$2,117.60
Approximate Monthly Salary: \$3,672.00 - \$4,589.00

To: One position of E003, Administrative Secretary III
Biweekly Salary: \$1,906.40 - \$2,383.20
Approximate Monthly Salary: \$4,131.00 - \$5,164.00

Explanation: This is the upward reclassification of one currently filled position of Payroll/Personnel Services Specialist to Administrative Secretary III. A classification study determined that the Administrative Secretary III classification more appropriately represents the duties and responsibilities of this position. This action represents a monthly salary and benefits cost of \$788 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 \$788.00 or an estimated annual cost of \$9,456.00.

Position Status Report for Fiscal Year 2011 - 2012

As of 9-14-11

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	8	
Sheriff's Office (30000)	640	640	0	35	
Probation Department (32000)	395	395	0	7	
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	4	
Environmental Health (59000)	74	74	0	2	
Behavioral Health & Recovery Services (61000)	392	392	0	28	
Public Health (62000)	93	93	0	2	
Family Health Services (62400)	163	163	0	7	
Correctional Health (63000)	88	88	0	5	
San Mateo Medical Center (66000)	1222	1222	0	90	
First 5 San Mateo County (19500)	12	12	0	2	
Prosperous Community					
Department of Child Support Services (26000)	90	90	0	4	
Human Services Agency (70000)	695	695	0	28	
Livable Community					
LAFCO (35700)	1	1	0	0	
County Library (37000)	126	126	0	8	
Planning (38000)	50	50	0	5	
Department of Housing (79000)	14	14	0	0	
Environmentally Conscious Community					
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	
Collaborative Community					
Board of Supervisors (11000)	20	20	0	0	
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	6	
Tax Collector/Treasurer's Office (15000)	63	63	0	5	
County Counsel (16000)	38	38	0	1	
Human Resources (17000)	51	51	0	3	
Information Services (18000)	140	140	0	5	
Retirement Office (20000)	20	20	0	1	
Totals	5332	5332	0	311	
				6%	<i>Vacancy Rate</i>

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

* * * * *

AN ORDINANCE AMENDING ORDINANCE NUMBER 04515

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 12600 CMO – AGRICULTURE COMMISSION/SEALER

1. Item B096S, Biologist/Standards Specialist – Unclassified Series is increased by 1 position for a new total of 3 positions.
2. Item J062S, Biologist/Standards Specialist Series is decreased by 1 position for a new total of 17 positions.

ORGANIZATION 62000 PUBLIC HEALTH

1. Item E403, Payroll/Personnel Services Specialist is decreased by 1 position for a new total of 0 positions.
2. Item E003, Administrative Secretary III is increased by 1 position for a new total of 1 position.

SECTION 2. The change in Section 1, Organization 66000, items 1 and 2 are effective retroactive to June 17, 2011. All other changes are effective at the start of the first pay period 30 days following adoption.