



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



**DATE:** October 17, 2011  
**BOARD MEETING DATE:** November 1, 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:

- setting of a new extra-help salary.

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.

**Part 10 of the Master Salary Ordinance is amended as indicated:**

**Action:** Set: The hourly rate of pay for a new extra-help classification of B301, Advising Physician - Retirement

To: \$90.99 per hour

**Explanation:** This action is to set the hourly rate for a new extra-help only classification of Advising Physician – SamCERA. The incumbent in this classification will serve as an advisor to the SamCERA Board on medical disability retirement and related matters. This action represents a monthly salary and benefits cost of \$7886.00 based on part-time work. There is no change in the total number of authorized positions.

**FISCAL IMPACT:**

The action presented in this amendment represent an estimated monthly salary and benefits cost of \$7886.00 or an estimated annual cost of \$94,630.00.

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

**As of 10-17-11**

<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	0	
District Attorney's Office (25000)	118	118	0	8	
Sheriff's Office (30000)	640	640	0	38	
Probation Department (32000)	395	395	0	5	
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	5	
Environmental Health (59000)	74	74	0	2	
Behavioral Health & Recovery Services (61000)	392	392	0	30	
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	1235	13	107	+13 Coastside Positions
First 5 San Mateo County (19500)	12	12	0	2	
<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	8	
Planning (38000)	50	50	0	6	
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	3	
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	1	
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	0	
County Manager's/Clerk of the Board (12000)	38	38	0	3	
Assessor/County Clerk/Recorder (13000)	111	111	0	8	
Controller's Office (14000)	42	42	0	5	
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	7	
Retirement Office (20000)	20	20	0	1	
<b>Totals</b>	<b>5332</b>	<b>5345</b>	<b>13</b>	<b>331</b>	
				<b>6%</b>	<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 10 of the Ordinance is amended as indicated:

1. The Rate of Pay for Item B301, Advising Physician - SamCERA is set at \$90.99 per hour.

**SECTION 2.** The change in this ordinance is effective at the start of the first pay period 30 days following adoption.