



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources Department



DATE: November 28, 2011
BOARD MEETING DATE: December 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:

- conversion of five positions to different classifications;
- addition of seven positions;
- deletion of five positions; and the
- conversion of one unclassified position to classified status as required by Measure D.

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 14000 CONTROLLERS

Action: Convert: One position of V230, Information Technology Technician

Biweekly Salary: \$2,403.20 - \$3,004.00
Approximate Monthly Salary: \$5,207.00 - \$6,509.00

To: One position of E337, Office Specialist
Biweekly Salary: \$1,570.40 - \$1,963.20
Approximate Monthly Salary: \$3,403.00 - \$4,254.00

Explanation: This is the conversion of one vacant Information Technology Technician position to Office Specialist. The scope of responsibilities for this position is best represented by the Office Specialist classification. This action represents a monthly salary and benefits savings of \$3,089 based on filling the position at the top step of the range. There is no change in the total number of authorized positions.

ORGANIZATION 15000 TAX COLLECTOR/TREASURER

Action: Convert: One position of V230, Information Technology Technician
Biweekly Salary: \$2,403.20 - \$3,004.00
Approximate Monthly Salary: \$5,207.00 - \$6,509.00

To: One position of E014S, Investment Services Specialist Series
Biweekly Salary: \$1,820.00 - \$2,569.60
Approximate Monthly Salary: \$3,944.00 - \$5,568.00

Explanation: This is the conversion of one vacant Information Technology Technician position to an Investment Services Specialist Series. The conversion of this position will assist in the overall strategic effectiveness of the department. This action represents a monthly salary and benefits savings of \$1,289 based on filling the position at the top step of the range. There is no change in the total number of authorized positions.

ORGANIZATION 47300 PW FACILITIES SERVICES

Action: Add: 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 addition of one Custodian position. This position was inadvertently deleted in a previous salary ordinance amendment. This action represents a monthly salary and benefits cost of \$5,170. The total number of authorized positions is increased by one position.

ORGANIZATION 57000 AGING AND ADULT SERVICES

Action: Delete: One position of F005S, Mental Health Supervisor Series.
Biweekly Salary: \$3,110.40 - \$4,231.20
Approximate Monthly Salary: \$6,740.00 - \$9,168.00

Add: One position of G081, Mental Health Program Specialist
Biweekly Salary: \$2,718.40 - \$3,397.60
Approximate Monthly Salary: \$5,890.00 - \$7,362.00

Explanation: This is the deletion of one Mental Health Supervisor Series position and the addition of one Mental Health Program Specialist. This action corrects the inadvertent transfer of a Mental Health Supervisor Series position from Organization 61000, Behavioral Health and Recovery Services as part of September Revise instead of a Mental Health Program Specialist. This action represents a monthly salary and benefits savings of \$2,474. There is no change in the total number of authorized positions.

ORGANIZATION 61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

Action: Delete: One position of G081, Mental Health Program Specialist
Biweekly Salary: \$2,718.40 - \$3,397.60
Approximate Monthly Salary: \$5,890.00 - \$7,362.00

Add: One position of F005S, Mental Health Supervisor Series.
Biweekly Salary: \$3,110.40 - \$4,231.20
Approximate Monthly Salary: \$6,740.00 - \$9,168.00

Explanation: This is the deletion of a Mental Health Program Specialist position and the addition of one Mental Health Program Supervisor Series position. This action corrects the inadvertent transfer of a Mental Health Supervisor Series position to Organization 57000, Aging and Adult Services as part of September Revise instead of a Mental Health Program Specialist. This action represents a monthly salary and benefits cost of \$2,474. There is no change in the total number of authorized positions.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

Action A: Delete: One position of F009S, Patient Care Series
Biweekly Salary: \$2,047.20 - \$2,420.00
Approximate Monthly Salary: \$4,436.00 - \$5,244.00

Add: One position of E411S, Patient Services Assistant Series
Biweekly Salary: \$1,503.20 - \$1,879.20
Approximate Monthly Salary: \$3,257.00 - \$4,072.00

Explanation: This is the deletion of one vacant Patient Care Series (Licensed Vocational Nurse) and addition of one Patient Services Assistant Series to meet current business needs at the coast. This action represents a monthly salary and benefits savings of \$1,605 based on filling the position at the top step of the range. There is no change in the total number of authorized positions.

Action B: Convert: One position of F122S, Physician Series
Biweekly Salary: \$5,481.60 - \$6,480.00
Approximate Monthly Salary: \$11,878.00 - \$14,041.00

To: Two half time F009S, Patient Care Series
Biweekly Salary: \$4,022.40 - \$4,755.20
Approximate Monthly Salary: \$8,761.00 - \$10,304.00

Explanation: This is the conversion of one full time Physician Series (Staff Physician) vacancy into two half time Patient Care Series (Nurse Practitioner) positions to better meet patient access requirements. This action represents a monthly salary and benefits savings of \$1,719 based on filling the positions half time at the top step of the range. The total number of authorized positions is increased by one position.

Action C: Delete: One position of E006, Administrative Secretary III - Confidential
Biweekly Salary: \$1,906.40 - \$2,383.20
Approximate Monthly Salary: \$4,131.00 - \$5,164.00

Add: One E090, Administrative Assistant II - Confidential
Biweekly Salary: \$2,286.40 - \$2,858.40
Approximate Monthly Salary: \$4,954.00 - \$6,194.00

Explanation: This is the deletion of one vacant Administrative Secretary position and the addition of one Administrative Assistant II position to provide high level financial and budgeting support to the medical center finance department. This action represents a monthly salary and benefits cost of \$1,414 based on filling the positions at the top step of the range. There is no change in the total number of authorized positions.

Action D: Delete: One position of E414, Patient Services Specialist
Biweekly Salary: \$1,815.20 - \$2,268.80
Approximate Monthly Salary: \$3,933.00 - \$4,916.00

Explanation: This is the deletion of one vacant half-time Patient Services Specialist position. This action represents a monthly salary and benefits savings of \$6,735 based on filling the positions at the top step of the range. The total number of authorized positions is decreased by one position.

Action E: Add: One position of F009S, Patient Care Series
Biweekly Salary: \$3,432.00 - \$4,056.80
Approximate Monthly Salary: \$7,437.00 - \$8,790.00

Explanation: This is the addition of one half-time Patient Care Series (Psychiatric Nurse) position. The addition of this position will assist in the overall strategic effectiveness of the department. This action represents a monthly salary and benefits cost of \$12,042 based on filling the

positions at the top step of the range. The total number of authorized positions is increased by one position.

Action F: Add: One position of D144, Clinical Services Manager I - Nursing
Biweekly Salary: \$3,575.20 - \$4,468.80
Approximate Monthly Salary: \$7,747.00 - \$9,683.00

Explanation: This is the addition of one Clinical Services Manager I – Nursing position. The addition of this position will assist the department in addressing evening nursing supervisor coverage and reduction of costs associated with extra-help coverage. This action represents a monthly salary and benefits cost of \$13,750 based on filling the positions at the top step of the range. The total number of authorized positions is increased by one position.

ORGANIZATION 70000 HUMAN SERVICES

Action A: Convert: One position of B142, Director of Children and Family Services - Unclassified
Biweekly Salary: \$4,563.20 - \$5,704.00
Approximate Monthly Salary: \$9,888.00 - \$12,360.00

To: One position of D132, Director of Program Support
Biweekly Salary: \$4,563.20 - \$5,704.00
Approximate Monthly Salary: \$9,888.00 - \$12,360.00

Explanation: This is the conversion of one vacant Director of Children and Family Services – Unclassified position to Director of Program Support. The unclassified position was added in September 2011 as a placeholder until the department completes analysis of organizational structure and until Human Resources could appropriately classify the proposed duties and responsibilities of the new position. This action represents no monthly salary and benefits cost. There is no change in the total number of authorized positions.

Action B: Convert: One position of D111, Human Services Director of Automation
Biweekly Salary: \$4,139.20 - \$5,173.60
Approximate Monthly Salary: \$8,969.00 - \$11,210.00

To: One position of D037, Deputy Director of Human Services
Biweekly Salary: \$4,139.20 - \$5,173.60
Approximate Monthly Salary: \$8,969.00 - \$11,210.00

Explanation: This is the conversion of one vacant Human Services Director of Automation to Deputy Director of Human Services. This conversion will assist in the overall strategic effectiveness of the department and enhance delivery of services. This action represents no monthly salary and benefits cost. There is no change in the total number of authorized

positions.

Action C: Convert: One position of B061S, Human Services Analyst – Unclassified Series

Biweekly Salary: \$2,286.40 - \$2,858.40

Approximate Monthly Salary: \$4,954.00 - \$6,194.00

To: One position of G230S, Human Services Analyst Series

Explanation: This is the conversion of one filled position from unclassified status to classified status. Measure D adopted by the voters in November 2004 requires that any unclassified positions continuously filled for at least three years be converted to classified status. This position meets that requirement. This action represents no change in the monthly salary and benefits cost. 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 \$17,939.00 or an estimated annual cost of \$215,268.00.

Position Status Report for Fiscal Year 2011 - 2012

As of 11-28-11

Department	# of Authorized Positions	Current # of Positions	Change	Current Vacant Positions	Comments
Safe Neighborhoods					
CMO - Public Safety Communications (12400)	54	54	0	0	
District Attorney's Office (25000)	118	118	0	5	
Sheriff's Office (30000)	640	643	3	39	+1 CSO, +1 IT Sup-Unc, +1Cap Mgr
Probation Department (32000)	395	395	0	5	
Coroner's Office (33000)	14	14	0	1	
Healthy Community					
Health Administration (55000)	12	12	0	0	
Health Policy and Planning (55500)	48	47	-1	0	-1 Sr Graph Spec
Emergency Medical Services (56000)	5	5	0	0	
Aging and Adult Services (57000)	117	118	1	4	+1 MH Prog Spec
Environmental Health (59000)	74	74	0	2	
Behavioral Health & Recovery Services (61000)	392	392	0	25	
Public Health (62000)	93	95	2	5	+2 CDI
Family Health Services (62400)	163	162	-1	7	-1 PSW
Correctional Health (63000)	88	88	0	6	
San Mateo Medical Center (66000)	1222	1242	20	113	+13 Coastside Positions, +1 HS Mgr, +1 Med Prog Mgr, +1Resp Ther, +1 SP-Ped, +1 Dentist, +1 PSA, +1 LVN
First 5 San Mateo County (19500)	12	12	0	2	
Prosperous Community					
Department of Child Support Services (26000)	90	90	0	5	
Human Services Agency (70000)	695	696	1	30	+1 Dir of CFS-Unc
Livable Community					
LAFCO (35700)	1	1	0	0	
County Library (37000)	126	126	0	8	
Planning (38000)	50	49	-1	4	-1 Long Range Mgr
Department of Housing (79000)	14	14	0	0	
Environmentally Conscious Community					
PW - Administrative Services (45100)	33	33	0	3	

Department	# of Authorized Positions	Current # of Positions	Change	Current Vacant Positions	Comments
Road Construction and Operations (45200)	66	75	9	4	+5 RW Series, +1 UT, +1 Equip Mec, +1 Equip Mec Supv, +1 Equip Svc Wkr
Engineering Services (46000)	25	25	0	5	
Facilities Services (47300)	97	96	-1	9	-1 Cap Mgr
Construction Services (47400)	16	16	0	3	
Vehicle and Equipment Maintenance (47600)	25	16	-9	3	-5 RW Series, -1UT, -1 Equip Mec, -1 Equip Mec Supv, -1 Equip Svc Wkr
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	
PW - Parks and Recreation (39000)	51	51	0	5	
Coyote Point Marina (39800)	4	4	0	1	
CMO - Agriculture/Weights and Measures (12600)	30	30	0	1	
CMO - Real Property (12200)	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	4	
Assessor/County Clerk/Recorder (13000)	111	112	1	8	+1 ES III
Controller's Office (14000)	42	43	1	5	+1 IT Mgr
Tax Collector/Treasurer's Office (15000)	63	61	-2	6	-1 IT Mgr, -1 IT Tech
County Counsel (16000)	38	38	0	1	
Human Resources (17000)	51	51	0	4	
Information Services (18000)	140	140	0	6	+1 Sys Engr
Retirement Office (20000)	20	20	0	0	
Totals	5332	5355	23	334	
				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 14000 CONTROLLERS

1. Item V230, Information Technology Technician is decreased by 1 position for a new total of 0 positions.
2. Item E337, Office Specialist is increased by 1 position for a new total of 1 position.

ORGANIZATION 15000 TAX COLLECTOR/TREASURER

1. Item V230, Information Technology Technician is decreased by 1 position for a new total of 0 positions.
2. Item E014S, Investment Services Specialist Series is increased by 1 position for a new total of 3 positions.

ORGANIZATION 47300 PW FACILITIES SERVICES

1. Item T075, Custodian is increased by 1 position for a new total of 24 positions.

ORGANIZATION 57000 AGING AND ADULT SERVICES

1. Item F005S, Mental Health Supervisor Series is decreased by 1 position for a new total of 0 positions.
2. Item G081, Mental Health Program Specialist is increased by 1 position for a new total of 1 position.

ORGANIZATION 61000 BEHAVIORAL HEALTH AND RECOVERY SERVICES

1. Item G081, Mental Health Program Specialist is decreased by 1 position for a new total of 16 positions.
2. Item F005S, Mental Health Supervisor Series is increased 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 2 positions for a new total of 562 positions.
2. Item F122S, Physician Series is decreased by 1 position for a new total of 55 positions.
3. Item E411S, Patient Services Assistant Series is increased by 1 position for a new total of 98 positions.
4. Item E006, Administrative Secretary III - Confidential is decreased by 1 position for a new total of 3 positions.
5. Item E090, Administrative Assistant II - Confidential is increased by 1 position for a new total of 1 position.
6. Item E414, Patient Services Specialist is decreased by 1 position for a new total of 32 positions.
7. Item D144, Clinical Services Manager I - Nursing is increased by 1 position for a new total of 16 positions.

ORGANIZATION 70000 HUMAN SERVICES

1. Item B142, Director of Children and Family Services - Unclassified is decreased by 1 position for a new total of 0 positions.
2. Item D132, Director of Program Support is increased by 1 position for a new total of 2 positions.
3. Item D111, Human Services Director of Automation is decreased by 1 position for a new total of 0 positions.
4. Item D037, Deputy Director of Human Services is increased by 1 position for a new total of 1 position.
5. Item B061S, Human Services Analyst – Unclassified Series is decreased by 1 position for a new total of 1 position.
6. Item G230S, Human Services Analyst Series is decreased by 1 position for a new total of 15 positions.

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

