



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 9/12/2023

To: Board of Supervisors of the County of Sonoma, Board of Directors of the Sonoma County Water Agency, Board of Commissioners of the Community Development Commission, and Board of Directors of the Sonoma County Agricultural Preservation and Open Space District

Department or Agency Name(s): Human Resources Department

Staff Name and Phone Number: Spencer Keywood, 707-565-3568

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Miscellaneous Classification, Compensation, and Allocation Changes

Recommended Action:

1. Adopt a Concurrent Resolution amending Salary Resolution 95-0926, Salary Tables, to establish the new classification and salary for the Director of Public Infrastructure, amend the salary for Community Development Assistant Manager, and amend the salary for Water Agency Operations Superintendent and revise the title to Water Agency Operations Supervisor, effective September 12, 2023.
2. Approve the Resolution amending the Department Allocation Lists of General Services and Transportation and Public Works (Sonoma Public Infrastructure), effective September 12, 2023.

Executive Summary:

The County's Human Resources Department is responsible for managing the County-wide classification and compensation structure. Components of this responsibility include ensuring employees are appropriately classified, administering the County's Compensation Plan, and assisting departments with organizational changes when they involve classification reviews. Regularly, the department conducts classification and compensation analyses, and develops reports and presents recommendations to incumbents, unions, departments, and in many situations the Civil Service Commission.

In resolutions before your Board today, Human Resources requests approval to correct an administrative error related to a job classification at the Community Development Commission, to implement recommendations resulting from reorganizations and classification and compensation studies for the Sonoma County Water Agency and Sonoma Public Infrastructure, and to extend the duration of a time-limited allocation in Public Infrastructure.

Discussion:

Community Development Commission

On July 11, 2023, as part of the adoption of the updated Salary Resolution, the job classification of Affordable Housing Assistant Manager received a 5.44% salary adjustment. This resulted in the position being compensated at \$11,406/monthly I-step. The salary for a different job classification, Community Development Assistant Manager, is tied to (the same as) the Affordable Housing Assistant Manager classification. However, due to an error, the salary for the Community Development Assistant Manager was not simultaneously

adjusted. The Community Development Assistant Manager job classification is not currently in use, which has minimized the impact of this error, however pay parity between the classifications should be maintained. Therefore, Human Resources is requesting the salary for the Community Development Assistant Manager be adjusted to \$11,406/monthly I-step.

Sonoma County Water Agency

The Sonoma County Water Agency (Sonoma Water) has not utilized the job classification of Water Agency Operations Superintendent in many years, and as a result the salary administration for this classification has not been maintained. Human Resources recognized that the lack of maintenance of this classification's salary administration has caused the salary to fall below the subordinate class which could report directly to this classification should Sonoma Water opt to request an allocation for this class in the future. To appropriately align the Water Agency Operations Superintendent's salary within the classification plan, Human Resources is requesting the salary for the Water Agency Operations Superintendent be adjusted to \$13,262/monthly I-step and be administered with a 12.5% differential above Water Agency Senior Plant Operator. Additionally, Human Resources seeks approval to revise the Water Agency Operations Superintendent specification and revise the title to Water Agency Operations Supervisor.

Sonoma Public Infrastructure

On August 2, 2022, the Board of Supervisors approved the consolidation of the General Services and Transportation and Public Works Departments. On December 13, 2022, the Board of Supervisors approved "Sonoma County Public Infrastructure" as the name of the newly merged departments. As a result of the merger, Human Resources was tasked with the creation of a new department head classification to provide leadership and direct the operations of the new department. Human Resources has developed the classification of Director of Public Infrastructure to fulfill this request.

Bargaining Unit, Fair Labor Standards Act (FLSA), and Salary Determinations:

Pursuant to the County's Employee Relations Policy, and consistent with other department head positions across the organization, Human Resources determined the appropriate bargaining unit for the new department head is Bargaining Unit 0052, and that the classification should be exempt, pursuant to the guidelines of the Fair Labor Standards Act.

Based on an evaluation of both market data and internal equity factors, Human Resources has determined that the salary for the Director of Public Infrastructure should be \$22,445/monthly I-step.

Human Resources seeks approval to establish the new classification specification and salary of the Director of Public Infrastructure and amend the Department Allocation List of Transportation and Public Works to delete a 1.0 FTE Director of Transportation & Public Works and add a 1.0 FTE Director of Public Infrastructure.

Additionally, the Sonoma County Public Infrastructure Department is requesting an extension of the 0.5 Full Time Equivalent (FTE), time-limited Parking and Facilities Officer through April 1, 2024. The position was originally due to be eliminated June 30, 2023, but was extended through October 2, 2023, by Board approval on March 14, 2023. During this time, the Department has worked with Human Resources and the County Administrator's Office to seek funding for a permanent position as parking and security needs around the County campus necessitated ongoing support. Extending the position through April 1, 2024, will allow the department sufficient time to return to the Board with a request for this funding and prevent layoff

proceedings from occurring for the time-limited position.

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

Throughout the year, Human Resources submits several Miscellaneous Classification, Compensation, and Allocation Change Board Items that require Board approval in order to be fully adopted and implemented.

FISCAL SUMMARY

Expenditures	FY 23-24 Adopted	FY24-25 Projected	FY 25-26 Projected
Budgeted Expenses	GSO (SPI): \$32,404		
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF	GSO (SPI): \$32,404		
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	GSO (SPI): \$32,404		

Narrative Explanation of Fiscal Impacts:

Community Development Commission

There are no fiscal impacts associated with this change. The job classification being adjusted is not currently allocated.

Sonoma County Water Agency

There are no fiscal impacts associated with this change. The job classification being adjusted is not currently allocated.

Sonoma Public Infrastructure

The current director of Transportation and Public Works has been the acting director of General Services, for which he received an 8% premium, which is in line with the proposed salary for the Director of Public Infrastructure. All expenses for this position have been budgeted, and there is no fiscal impact to this change. Costs for the requested extension are estimated at \$32,404 (pro-rated for five months) and will be funded using salary savings from vacant positions. The position is located within the General Services Facilities Operations budget and is sourced from General Fund.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Director of Transportation and Public Works	\$17,097 - \$20,783		(1.0)
Director of Public Infrastructure	\$18,466 - \$22,445	1.0	

Narrative Explanation of Staffing Impacts (If Required):

Community Development Commission

There are no staffing impacts.

Sonoma County Water Agency

There are no staffing impacts.

Sonoma Public Infrastructure

There are no staffing impacts related to establishing the Director of Public Infrastructure classification. The request for the Parking and Facilities Officer will extend a .5 FTE position from October 3, 2023, through April 1, 2024.

Attachments:

1. Resolution 1: Concurrent Resolution amending Salary Resolution 95-0926, Salary Tables, to establish the new classification and salary for the Director of Public Infrastructure, amend the salary for Community Development Assistant Manager, and amend the salary for Water Agency Operations Superintendent and revise the title to Water Agency Operations Supervisor
2. Resolution 1: Attachment A - Appendix A - Salary Tables
3. Resolution 2: Resolution amending the Department Allocation Lists for General Services and Transportation and Public Works (Sonoma Public Infrastructure)
4. Water Agency Operations Supervisor Specification
5. Director of Public Infrastructure Specification

Related Items "On File" with the Clerk of the Board:

None