



# COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 10/14/2025

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**To:** Board of Supervisors

**Department or Agency Name:** Human Services

**Staff Name and Phone Number:** Angela Struckmann, 707-565-5800, Charity Doronila, 707-565-4378

**Vote Requirement:** Majority

**Supervisory District:** Countywide

**Title:**

Human Services Department Position Request

**Recommended Action:**

Adopt a Resolution amending the Human Services Department Allocation List to add 3.0 Full-Time Equivalent Employment and Training Counselor II positions, effective October 14, 2025.

**Executive Summary:**

The Human Services Department requests the addition of 3.0 Full-Time Equivalent Employment and Training Counselor II positions to assume responsibility for California Work Opportunity and Responsibility to Kids program (CalWORKs) mandated employment-focused activities previously contracted to Goodwill Industries. These services are federally mandated and funded through Temporary Assistance for Needy Families as part of the Department of Health & Human Services.

**Discussion:**

For over 25 years, Goodwill provided Job Readiness Services and Learning Enhancement & Achievement Program (LEAP) support to SonomaWORKS (CalWORKs) participants. Following a January 2025 Request for Proposals, Goodwill was the sole bidder, but withdrew their proposal in May 2025, citing an inability to continue providing services. As of July 1, 2025, these required services are no longer being provided, creating a critical gap in service delivery for Welfare-to-Work participants. Current staffing levels in the program cannot absorb this workload, making new positions essential to maintain compliance with federal mandates as part of the Temporary Assistance for Needy Families (TANF) program, that is known as SonomaWORKS in Sonoma County.

The 3.0 FTE Employment & Training Counselor II (ETC II) positions will be part of the newly formed Business Services Unit in the Employment & Training (E&T) Division, a collaborative effort between SonomaWORKS, Job Link, and the General Assistance program to improve employment outcomes, streamline job seeker support, and leverage funding and resources. Without these positions, HSD cannot meet its mandated obligations and will not be well-positioned to support program recipients to meet the upcoming federal changes that expand work and community engagement requirements for the CalFresh and Medi-Cal programs. These positions will coordinate and deliver key Welfare-to-Work services, including Job Search Services, which is a four-to-six-week hybrid program focused on skill building, barrier removal, and targeted job search support. The positions will assist participants with finding Community Service placements, which provide unpaid work experience to build skills, develop positive work habits, and strengthen community ties. These positions will assist with

internship, educational and subsidized employment placements. In addition, they will manage the Learning Enhancement and Achievement Program (LEAP) program, which supports participants with learning disabilities through diagnostic assessments, individualized accommodation plans, and coordination with the LEAP Advisory Committee, providers, and County staff.

With no community organizations available to provide these mandated services, bringing the services in-house ensures the continuation of critical job readiness and employment programs, allows for greater integration with other supportive services, and strengthens the County's ability to meet program requirements.

**Strategic Plan:**

This item directly supports the County's Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

**Pillar:** Racial Equity and Social Justice

**Goal:** Goal 1: Expand integrated system of care to address gaps in services to the County's most vulnerable.

**Objective:** Objective 3: Create a "no wrong door" approach where clients who need services across multiple departments and programs are able to access the array of services needed regardless of where they enter the system.

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

No

**Prior Board Actions:**

None.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY25-26 Adopted</b>	<b>FY26-27 Projected</b>	<b>FY27-28 Projected</b>
Budgeted Expenses	\$401,100	\$556,500	\$573,300
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$401,100</b>	<b>\$556,500</b>	<b>\$573,300</b>
<b>Funding Sources</b>			
General Fund/WA GF			-
State/Federal	\$401,100	\$556,500	\$573,300
Fees/Other			
Use of Fund Balance		-	-
General Fund Contingencies		-	-
<b>Total Sources</b>	<b>\$401,100</b>	<b>\$556,500</b>	<b>\$573,300</b>

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**Narrative Explanation of Fiscal Impacts:**

HSD is not requesting to increase appropriations. This revenue was already budgeted in HSD's Fiscal Year 2025-2026 adopted budget.

The cost for a 1.0 FTE Employment & Training Counselor II (ETC II) in Fiscal Year 2025-26 is \$180,100 at the I-Step. The cost for 1.0 FTE ETC II in subsequent years is \$185,500 and \$191,100 in Fiscal Years 2026-27 and 2027-28, respectively.

The cost for 3.0 FTE ETC II in subsequent years is \$556,500 and \$573,300 in Fiscal Years 2026-27 and 2027-28, respectively.

The increased cost for Fiscal Years 2026-27 and 2027-28 includes a 3% Cost of Living Adjustment (COLA) each year.

The prorated cost for 1.0 FTE ETC II from 10/14/25 through 6/30/26 is \$128,200 at the I Step.

The prorated cost for 3.0 FTE ETC II from 10/14/25 through 6/30/26 is \$384,600 at the I Step.

A one-time cost of \$5,500 per new FTE added has been added to Fiscal Year 2025-26 for computer and internal rate expenses.

In Fiscal Year 2025-2026, and future fiscal years, the cost of the new 3.0 FTE ETC II positions will be funded using CalWORKs Employment Services Single Allocation. This allocation was previously part of HSD's contract with Goodwill Industries of the Redwood Empire.

**Staffing Impacts:**

Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Employment and Training Counselor II	\$7,153.60-\$8,696.33	3.0	0.0

**Narrative Explanation of Staffing Impacts (If Required):**

If unable to add these new positions, the workload would otherwise fall on existing staff who do not have the capacity to absorb it.

**Attachments:**

Position Resolution

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

None.