



County of Sonoma

State of California

Date: July 11, 2023

Item Number: _____

Resolution Number: _____



Majority Vote Required

Resolution of the Board of Supervisors of the County of Sonoma Amending the Department of Health Services, Human Resources, and Human Services Department Allocation List, Effective July 11, 2023.

Whereas, Human Resources conducted a classification study of 2.0 FTE (full-time equivalent) Administrative Service Officer II positions, 1.0 FTE in the Department of Health Services and 1.0 FTE in the Human Services Department, and determined the new classification of Senior Department Human Resources Manager would more appropriately reflect the scope of duties and related knowledge, skills, and abilities required for the identified body of work; and

Whereas, at their April 6, 2023, meeting, the Civil Service Commission approved the establishment of the Senior Department Human Resources Manager classification, the reclassification of the studied positions, and the retention of incumbents; and

Whereas, the Department of Health Services and Human Services Department seek approval to amend their respective Department Allocation List to each delete 1.0 FTE Administrative Services Officer II allocations and add 1.0 FTE Senior Department Human Resources Manager allocations; and

Whereas, CPS HR Consulting is in the process of conducting a classification study for Human Resources and recommended the reclassification of a vacant 1.0 FTE Human Resources Analyst III to 1.0 FTE Supervising Human Resources Analyst to align the complex body of work with the appropriate classification; and

Whereas, at their May 18, 2023, meeting, the Civil Service Commission approved the recommendation to reclassify the Human Resources Analyst III in the Employee and Labor Relations Unit; and

Now, Therefore, Be It Resolved that the Department Allocation Lists for Department of Health Services, Human Resources, and Human Services Department is hereby revised effective July 11, 2023, as follows:

Budget Section/ Subsection	Job Class	Class Title	Existing Positions In Class	Change in Position Allocation	New Total Allocation For Class	Duration/ End Date	Salary Range
Department of Health Services							
22010101	0828	Administrative Services Officer II	3.0	(1.0)	2.0	Ongoing	4872
22010101	0799	Senior Department Human Resources Manager	0.0	1.0	1.0	Ongoing	5227
Human Resources							
23010105	0807	Human Resources Analyst III	3.0	(1.0)	2.0	Ongoing	4236
23010105	0808	Supervising Human Resources Analyst	0.0	1.0	1.0	Ongoing	4867
Human Services							
24030102	0828	Administrative Services Officer II	1.0	(1.0)	0.0	Ongoing	4872
24030102	0799	Senior Department Human Resources Manager	0.0	1.0	1.0	Ongoing	5227

Supervisors:

Gorin: Rabbitt: Gore: Hopkins Coursey:

Ayes: Noes: Absent: Abstain:

So Ordered.