



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 4/22/2025

To: Board of Supervisors

Department or Agency Name(s): Sonoma County Public Infrastructure

Staff Name and Phone Number: Johannes J. Hoevertsz, 707-565-2550

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Sonoma County Transit Proposed Position Changes

Recommended Action:

Adopt a Resolution amending the Department Allocation List for the Sonoma County Public Infrastructure Department by deleting 2.0 Full-Time Equivalent (FTE) Office Assistant II positions and adding 1.0 FTE Senior Office Assistant position and adding 1.0 FTE Administrative Aide position within the Sonoma County Transit Division, effective April 22, 2025.

Executive Summary:

Sonoma County Public Infrastructure Department (SPI) - Transit Division (SCT) is requesting that 2.0 FTE vacant Office Assistant II positions be deleted and a 1.0 FTE Senior Office Assistant and a 1.0 FTE Administrative Aide position be added to improve departmental efficiency, enhance customer service, and better support Transit's operational goals and objectives. County Human Resources has reviewed the recommended position changes and has approved the request from a classification perspective.

Discussion:

Sonoma County Transit's information office is currently staffed by two Office Assistant II (OA II) positions and one Senior Office Assistant (SOA), which currently serve as the primary points of contact for public inquiries regarding fixed-route and paratransit services. These staff members provide trip planning assistance, fare and bus stop information, real-time bus location updates, and facilitate transit pass sales through walk-ins, mail orders, and online transactions. Given the workload distribution, having the two OAI positions limits the opportunity for role differentiation and advancement. To address this issue and enhance operational efficiency, Transit is requesting the deletion of one Office Assistant (OAI) position to a Senior Office Assistant (SOA) and the other to an Administrative Aide.

The first requested allocation change, from an Office Assistant II to Senior Office Assistant, reflects the need for advanced clerical support within the Division including the ability to provide a higher level of administrative support than the OAI position including managing more complex administrative duties, and working with greater independence in task execution. The second requested allocation change, from Office Assistant II to Administrative Aide, will expand staff capabilities to assist Transit Specialist II personnel with processing ADA paratransit applications, representing Sonoma County Transit at meetings, and coordinating

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with fixed-route and paratransit contractors regarding customer complaints, service requests, and accommodations. In addition, SPI anticipates that this position will be designated and filled as a bilingual position, ensuring effective outreach and support for Spanish-speaking transit users.

If approved, these position allocation changes will improve Transit Division efficiency, enhance customer service, and better support Transit's operational objectives including providing the necessary administrative support to sustain and strengthen the Transit Division operations.

In Fiscal Year 2024-25, the expenditure increase for these positions is estimated to be \$12,000 for the last two months of the fiscal year. In Fiscal year 2025-26, the expenditures are anticipated to be \$281,000 for the full year which is an increase of approximately \$44,640. Position costs for the two positions will be funded by Transportation Development Act (TDA) funds.

Strategic Plan:

N/A

Racial Equity:

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

No

Prior Board Actions:

None.

FISCAL SUMMARY

Expenditures	FY24-25 Adopted	FY25-26 Projected	FY26-27 Projected
Budgeted Expenses	\$12,000	\$44,640	\$45,979
Additional Appropriation Requested			
Total Expenditures	\$12,000	\$44,640	\$45,979
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$12,000	\$44,640	\$45,979
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$12,000	\$44,640	\$45,979

Narrative Explanation of Fiscal Impacts:

Transit revenues are derived from grants, fare revenue, state and federal funding, and local sales tax revenue. The increase in salary and benefit expenditures associated with reclassifying the Senior Office Assistant and Administrative Aide positions in FY 2024-25 are estimated at \$12,000, and appropriations are currently available in the SPI Transit Division Adopted Budget. If approved, the total estimated salary and benefits increase for these two positions in FY 2025-26 will be \$44,640 and \$45,979 in FY 2026-27 and are included in the SPI Transit Recommended Budget. The positions will be funded using Transportation Development Act (TDA) funds.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
<u>Office Assistant II</u>	\$4,489.05 - \$5,456.08	0	2.0
<u>Senior Office Assistant</u>	\$5,036.92 - \$6,123.96	1.0	0
Administrative Aide	\$6,452.68 - \$7,845.83	1.0	0

Narrative Explanation of Staffing Impacts (If Required):

If approved, the total number of Full-Time Equivalents (FTEs) will remain unchanged, but the job classifications and designated roles will be adjusted to better meet operational needs. These changes will ensure more effective administrative support and enhanced bilingual communication without impacting overall staffing levels. SPI will work with Human Resources to conduct recruitments to fill the positions.

Attachments:

Resolution

Related Items “On File” with the Clerk of the Board:

None.