



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 8/26/2025

To: Sonoma County Board of Supervisors
Department or Agency Name(s): Sonoma County Regional Parks
Staff Name and Phone Number: Bert Whitaker, 707-565-2041
Vote Requirement: 4/5th
Supervisory District(s): Countywide

Title:
Regional Parks Administration Staffing Request

Recommended Action:

Adopt a Resolution approving an amendment to the Regional Parks Department Allocation List reflecting the addition of a 1.0 full-time equivalent (FTE) position and the deletion of 2.0 FTEs.

Executive Summary:

Regional Parks is requesting the addition of 1.0 FTE Administrative Aide allocation. Funding for this position would come from deleting 2.0 FTE vacancies, an Executive Secretary and Office Assistant II, within the Administrative Division, both of which are funded through internal service rates charged to other Regional Parks divisions.

Discussion:

The proposed 1.0 FTE Administrative Aide would be a new addition to the Administrative Division, providing support to the Director, Assistant Director, and the leadership team. The higher-level role offers greater autonomy and will be responsible for tracking strategic initiatives, managing special projects, preparing board items, coordinating meetings, and engaging with internal and external stakeholders. The Administrative Aide will also oversee coordination of public records requests. The Administrative Aide's responsibilities and level of autonomy are better aligned with the division's current needs.

Funding for the full-time Administrative Aide would come from deleting two existing vacant allocations within the Regional Parks Administrative Division - Executive Secretary and Office Assistant II. Both positions are funded through internal service rates charged to Regional Parks. There are no additional one-time program costs as the necessary workspace and equipment are already in place.

Strategic Plan:

N/A

Racial Equity:

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

No

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Prior Board Actions:

N/A

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	\$270,516	\$153,392	\$158,084
Additional Appropriation Requested			
Total Expenditures	\$270,516	\$153,392	\$158,084
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$270,516	\$153,392	\$158,084
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$270,516	\$153,392	\$158,084

Narrative Explanation of Fiscal Impacts:

Proposed Position Costs

Requested Position	FY 2025-2026	FY 2026-2027
Administrative Aide	\$151,837	\$153,392
Deleted Executive Secretary	(\$151,552)	0
Deleted Office Assistant	(\$118,964)	0
Total	(\$118,679)	\$153,392

With the deletion of the two vacant positions, Regional Parks can fund the requested position with \$118,679 savings generated in administrative costs that will be passed on to the various divisions. If necessary, Regional Parks will present a budget adjustment later in the year detailing this change

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Administrative Aide	\$6,452.68-\$7,845.83	1.0	
Executive Secretary	\$6,050.91 - \$7,355.36		1.0
Office Assistant II	\$4,489.05 - \$5,456.08		1.0

Narrative Explanation of Staffing Impacts (If Required):

There are no staffing impacts as both proposed deleted allocations are vacant.

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Attachments:

Personnel Resolution

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

None