



County of Sonoma

State of California

Date: August 26, 2025

Item Number: _____

Resolution Number: _____

☒ 4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Amending The Regional Parks Department Allocation List, Adding 1.0 Full Time Equivalent
(FTE) Allocation and Deleting 2.0. FTE Allocations, Effective September 2, 2025.**

Whereas, the Regional Parks Department is requesting authorization to add 1.0 FTE allocation equivalent Administrative Aide to their Administrative Division. This position supports the Director and administrative team and will be responsible for tracking strategic initiatives, managing special projects, preparing board items, coordinating meetings, and engaging with internal and external stakeholders. This position will also oversee coordination of public records requests; and

Whereas, the Regional Parks Department is requesting authorization to delete a 1.0 FTE Executive Secretary and a 1.0 full time equivalent Office Assistant II position in the Administrative Division; and

Whereas, the Human Resources Department has reviewed the job duties of the position and determined the job classification changes are appropriate;

Now, Therefore, Be It Resolved by the Board of Supervisors of the County of Sonoma the Regional Parks Allocation List is hereby revised, effective September 2, 2025, as follows:

Budget Section / Subsection	Job Class	Class Title	Existing Positions in Class	Change in Position Allocation	New Total Allocation Class	Duration / End Date	Salary Range
29010400	0810	Administrative Aide	2.0	1.0	3.0	Ongoing	3710
29010400	0025	Executive Secretary	1.0	(1.0)	0.0	Ongoing	3479
29010400	0002	Office Assistant II	1.0	(1.0)	0.0	Ongoing	2581

Supervisors:

Hermosillo:

Rabbitt:

Coursey:

Gore:

Hopkins:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.