



SUMMARY REPORT

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**Agenda Date:** 3/24/2026

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**To:** Board of Supervisors of the County of Sonoma, Board of Directors of the Sonoma County Water Agency, Board of Commissioners of the Community Development Commission, and the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District

**Department or Agency Name(s):** Human Resources Department

**Staff Name and Phone Number:** Janell Crane, 707-565-2885

**Vote Requirement:** Majority

**Supervisory District(s):** Countywide

**Title:**

Miscellaneous Classification, Compensation, and Allocation Changes

**Recommended Action:**

- A) Adopt a Concurrent Resolution amending the Memorandum of Understanding (MOU) between the County and Service Employees International (SEIU), Local 1021, to establish three new classifications and set the salaries and adjust the salaries for fifteen classifications, effective, March 17, 2026. Adopt a Concurrent.
- B) Resolution amending Salary Resolution 95-0926 to establish and set the salaries for two new classifications, effective March 17, 2026.
- C) Adopt a Resolution amending the Department Allocation List for the Human Services Department, effective March 17, 2026.

**Executive Summary:**

The County's Human Resources Department is responsible for managing the County-wide classification and compensation structure. Components of this responsibility include ensuring employees are appropriately classified, administering the County's Compensation Plan, and assisting departments with organizational changes when they involve classification reviews. Regularly, the department conducts classification and compensation analyses, develops reports, and presents recommendations to incumbents, unions, departments, and in many situations the Civil Service Commission. However, four agencies (Agricultural Preservation and Open Space District, Community Development Commission, Sonoma County Fair, and Sonoma County Water Agency) are not governed by the County's Civil Service System and the Board has sole authority to approve revisions to their classifications.

In this item before your Board today, Human Resources requests approval to implement recommendations resulting from classification studies for the Human Services Department and the Sonoma County Employees' Retirement Association. Additionally, Human Resources requests approval to implement the first set of recommendations resulting from the conclusion of the meet and confer process related to a SEIU 2023-2026 side letter agreement in which the County would evaluate salary administration differentials for non-benchmark job classifications.

**Discussion:**

***Human Services Department (HSD)***

At the request of the department and with support from the incumbents, a position review classification study was conducted by CPS HR Consulting (CPS HR), a classification services consultant, of the Human Services Aide II, Office Assistant II, Senior Office Assistant, and Office Support Supervisor job classes assigned to the Economic Assistance - Clerical Division of the Human Services Department. The study resulted in the development of the new Eligibility Assistant class series (Eligibility Assistant, Senior Eligibility Assistant, and Supervising Eligibility Assistant).

The Eligibility Assistant series performs specialized duties related to Eligibility services, requiring significant direct contact with clients in a busy customer service lobby. Duties include the use of specialized client-management software, such as the California Statewide Automated Welfare System and the Medi-Cal Eligibility Data System, and enhanced complexity around public benefit eligibility determinations, including CalFresh, County Medical Services Program, or General Assistance.

Human Resources also determined that reclassification and retention of the incumbents in accordance with Civil Service Rule 3.3C was appropriate, and the Civil Service Commission approved the recommendation of the position review study at their July 17, 2025, meeting.

***Bargaining Unit, Fair Labor Standards Act (FLSA), and Salary Determination***

Pursuant to the County’s Employee Relations Policy, Human Resources determined the appropriate bargaining unit for the new Eligibility Assistant and Senior Eligibility Assistant to be SEIU-0025 Social Services Non-Supervisory, and the appropriate bargaining unit for the new Supervising Eligibility Assistant to be SEIU-0095 General Supervisor. These classifications are non-exempt, pursuant to the guidelines of the Fair Labor Standards Act.

Based on an evaluation of both market data and internal compensation factors, Human Resources has determined the salary for Eligibility Assistant be set at \$6,251/top monthly step and be 20% below the benchmark of the Eligibility Specialist II classification, the salary for Senior Eligibility Assistant be set at \$6,877/top monthly step and be 10% above Eligibility Assistant, and the salary for Supervising Eligibility Assistant be set at \$7,773/top monthly step and be set at 13% above Senior Eligibility Assistant. To maintain internal compensation factors and ensure consistency between levels in the class series, the following table details ongoing salary administration for the Eligibility Assistant series.

<b>Class Title</b>	<b>Proposed Top Monthly Step</b>	<b>Ongoing Salary Administration</b>
Eligibility Assistant	\$6,251	20% below the benchmark of the Eligibility Specialist II
Senior Eligibility Assistant	\$6,877	10% above Eligibility Assistant
Supervising Eligibility Assistant	\$7,773	13% above Senior Eligibility Assistant

Human Resources, Human Services management, and SEIU met and conferred regarding the classifications, which resulted in the Letter of Agreement between the parties. (Resolution 1; Attachment B).

Human Resources seeks approval to establish the new Eligibility Assistant classification series and set the salaries for the Eligibility Assistant, Senior Eligibility Assistant, and Supervising Eligibility Assistant classifications; and amend the Human Services Department Allocation List.

***Sonoma County Employees' Retirement Association (SCERA)***

Human Resources received a request from the Sonoma County Employees' Retirement Association (SCERA) to create two new management-level classifications as there was a need to expand legal support within SCERA and address a growing complexity of administering and ensuring compliance of a defined benefit pension plan. Human Resources agreed with the request and engaged CPS HR Consulting to develop two new classifications.

CPS CHR Consulting developed a Retirement Compliance Officer classification to plan, organize, oversee, and implement the SCERA compliance program, including developing policies, charters, and procedures for SCERA to ensure that operations remain in compliance with laws and regulations. On December 4, 2025, the Civil Service Commission approved the creation of the new classification.

Additionally, CPS HR developed a Retirement Staff Attorney classification to provide support to the SCERA Board of Retirement in its adjudication of benefits appeals and disability retirement matters, and support to SCERA staff in family law, probate law, and other related legal matters. On December 4, 2025, the Civil Service Commission approved the creation of the new classification, and on February 19, 2026, the Civil Service Commission approved revisions to the approved classification.

***Bargaining Unit, Fair Labor Standards Act (FLSA), and Salary Determinations:***

Pursuant to the County's Employee Relations Policy, Human Resources conducted a Community of Interest review to determine the appropriate representation and bargaining unit for the new classifications of Retirement Staff Attorney and Retirement Compliance Officer. The review determined that representation by Sonoma County Administrative Management Council (SCAMC - 50) would be most appropriate both classifications, and that the classifications should be exempt, pursuant to the guidelines of the Fair Labor Standards Act.

Based on an evaluation of both market and internal equity factors, Human Resources has determined the salary for Retirement Compliance Officer should be set at \$13,185/top monthly step and for ongoing salary administration the classification should be tied to the Human Services Compliance Officer classification.

Based on an evaluation of both market and internal equity factors, Human Resources has determined the salary for Retirement Staff Attorney should be set at \$15,384/top monthly step and for ongoing salary administration the classification should be tied to the Deputy County Counsel II classification.

Human Resources seeks approval to establish the classifications and salaries of Retirement Compliance Officer and Retirement Staff Attorney.

**SEIU 2023-2026 Evaluation of Non-Benchmark Salary Administration Differentials**

In a side letter of agreement between the County of Sonoma and SEIU, the parties agreed that the County would evaluate fifteen (15) non-benchmark classifications during the term of the SEIU contract for the purpose of salary administration differential evaluations. To evaluate the classification differentials impacting salary ranges, Human Resources conducted informational meetings with representative samples of incumbents and thoroughly evaluated relevant factors associated with salaries, including both external market survey and internal salary reviews. Additionally, as needed, Human Resources, sought further subject matter expertise from representative department management.

Human Resources and SEIU representatives have participated in meet and confer sessions and reached agreement on the first eight of the fifteen job classifications' evaluations, which resulted in the first Letter of Agreement between the parties (Resolution 1; Attachment C).

Human Resources seeks approval to adjust the salaries associated with the evaluation determinations that resulted in salary adjustments as outlined in Resolution 1, Appendix A and the first Letter of Agreement between the parties (Resolution 1; Attachment C).

**Strategic Plan:**

N/A

**Racial Equity:**

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

No

**Prior Board Actions:**

Throughout the year, Human Resources submits several Miscellaneous Classification, Compensation, and Allocation Change Board Items that require Board approval to be fully adopted and implemented.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY25-26 Adopted</b>	<b>FY26-27 Projected</b>	<b>FY27-28 Projected</b>
Budgeted Expenses	DCSS: \$9,766 DHS: \$9,324 HSD: \$81,900 PDO: \$996 SPI: \$2,980	DCSS: \$39,062 DHS: \$38,413 HSD: \$296,800 PDO: \$3,983 SPI: \$7,865	DCSS: \$75,138 DHS: \$39,566 HSD: \$304,300 PDO: \$4,102 SPI: \$8,100
Additional Appropriation Requested	SHF: \$116,928	SHF: \$461,440	SHF: \$475,283
<b>Total Expenditures</b>	<b>\$221,894</b>	<b>\$847,563</b>	<b>\$906,489</b>

Funding Sources			
General Fund/WA GF	SHF: \$116,928 SPI: \$2,980 PDO: \$996	SHF: \$461,440 SPI: \$7,865 PDO: \$3,983	SHF: \$475,283 SPI: \$8,100 PDO: \$4,102
State/Federal	DCSS: \$9,766 HSD: \$81,900	DCSS: \$39,062 HSD: \$296,800	DCSS: \$75,138 HSD: \$304,300
Fees/Other			
Use of Fund Balance	DHS: \$9,324	DHS: \$38,413	DHS: \$39,566
General Fund Contingencies			
<b>Total Sources</b>	<b>\$221,894</b>	<b>\$847,563</b>	<b>\$906,489</b>

**Narrative Explanation of Fiscal Impacts:**

***Department of Child Support Services (DCSS)***

Additional expenses for Fiscal Year (FY) 2025-26 will be offset by salary savings identified through attrition and proactive vacancy management. Looking forward to FY 2026-27 and FY 2027-28, the department will ensure fiscal sustainability by leveraging strategic hiring methodologies and aligning departmental resources with State DCSS allocation frameworks.

***Department of Health Services (DHS)***

The Department has eight allocations classified at the level of a Social Service Worker III. It has one allocation at the Social Service Supervisor I level. The position in this allocation is currently underfilled with a Social Service Worker II. If the adjustments proposed in this evaluation are approved by the Board, the salary costs will increase for these allocations in the remaining three months of this year by \$9,324. If needed, additional appropriations may be requested in Q3 Consolidated Budget Adjustments to cover the cost increases. In the next fiscal year (FY 26-27), the increase in salary costs from the adjustments in wage for these nine allocations will be \$38,413, assuming a 3% increase in salaries and benefits. In Fiscal Year 27-28, the projected increase in salary costs will be \$39,566. The Department pays for these positions with a mix of State and Federal funds. The increases in costs may require an overall increase in the use of fund balances from the Behavioral Health Services Act funds, from the Maternal, Child, and Adolescent Health funding, and from the 1991 Health Realignment fund balance.

***Human Services Department (HSD)***

In FY 2025-2026, the increased cost to add 28.0 full-time equivalent (FTE) Eligibility Assistants, 15.0 FTE Senior Eligibility Assistants, and 6.0 FTE Supervising Eligibility Assistants, and delete 18.0 FTE Office Assistant

II, 10.0 FTE Human Services Aide II, 15.0 FTE Senior Office Assistants and 6.0 FTE Office Support Supervisors from 3/24/26 through 6/30/26 is estimated to be \$85,200. The increased cost in subsequent years is \$322,100 and \$331,300 in FY 2026-27 and 2027-28, respectively.

In FY 2025-2026, the increased cost to adjust the salaries of 12.0 FTE Social Work Assistants, 2.0 FTE Home Care Support Assistants, 52.0 FTE Social Service Worker III, and 9.0 FTE Social Service Supervisor I from 3/17/26 through 6/30/26 is estimated to be \$81,900. The increased cost in subsequent years is \$296,800 and \$304,300 in Fiscal Years 2026-27 and 2027-28, respectively.

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

***Public Defender's Office (PDO)***

The Public Defender's Office position allocation list includes 1.0 FTE Social Service Worker III allocation. The proposed increase in salaries is \$996 for the remainder of FY 2025-26, an increase for FY 2026-27 of \$3,982.75, and an estimated \$4,102 for FY 2027-28. The Public Defender's Office will offset the increased salary and benefit costs with salary savings to manage the General Fund impact.

***Sheriff's Office (SHF)***

The Recommended Action will result in cost increases for 67 position allocations at the Sheriff's Office. Due to the volume of positions affected, the Sheriff's Office may not be able to absorb the cost increase within the Adopted Budget. Therefore, additional appropriations may be requested to cover the General Fund cost increases. The amount requested for FY 2025-26 is based on the anticipated effective date of 3/17/26. The FY 2026-27 amount requested is based on the total cost increase for all affected positions for the full fiscal year. FY 2027-28 amounts are based on the FY 26-27 projection and include a 3% increase, which is consistent with historical increases.

***Sonoma County Employees' Retirement Association (SCERA)***

There are no fiscal impacts associated with the establishment of the new job classifications.

***Sonoma Public Infrastructure (SPI)***

SPI currently employs 1.0 FTE and two .5 FTE in the Parking and Facility Officer job classification. These positions are allocated to Facilities Operations (21020400) and Veterans Buildings (21030200) Divisions respectively which are primarily funded through annual contributions from the General Fund. Increased salary and benefits costs are calculated on the difference between the existing salary scale and the proposed increase at "I" step for each position. In addition, 10% was added to the calculation to reflect minor increases in pension, workers compensation, and other salary dependent benefits. Appropriations are available in FY 2025-26 Adopted Budgets for Facilities Operations and Veterans Building to absorb the recommended salary adjustment.

<b>Staffing Impacts</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
Office Assistant II	\$4,622.97 - \$5,621.31		18.0
Human Services Aide II	\$4,847.34 - \$5,890.90		10.0
Senior Office Assistant	\$5,188.23 - \$6,306.58		15.0
Office Support Supervisor	\$6,042.21 - \$7,344.92		6.0
Eligibility Assistant	\$5,143.01 - \$6,250.92	28.0	
Senior Eligibility Assistant	\$5,657.83 - \$6,877.06	15.0	
Supervising Eligibility Assistant	\$6,393.54 - \$7,772.78	6.0	

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

***Human Services Department (HSD)***

There is no net change to the number of full-time equivalent positions. The incumbents in the studied positions will be retained in the Eligibility Assistant series allocations in accordance with Civil Service Rule 3.3C.

***Sonoma County Employees' Retirement Association (SCERA)***

There are no staffing impacts associated with the establishment of the new job classifications.

***SEIU 2023-2026 Evaluation of Non-Benchmark Salary Administration Differentials***

There are no staffing impacts.

**Attachments:**

1. Resolution 1: Concurrent Resolution amending the MOU between the County and Service Employees International (SEIU), Local 1021, to establish three new classifications and set the salaries and adjust the salaries for fifteen classifications.
2. Resolution 1: Attachment A - Appendix A
3. Resolution 1: Attachment B - Side Letter of Agreement, Eligibility Assistance Classification Series
4. Resolution 1: Attachment C - Letter of Agreement, Evaluation of Salary Administration for Non-Benchmark Differentials
5. Resolution 2: Concurrent Resolution amending Salary Resolution 95-0926 to establish two new classifications and set the salaries.

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**Agenda Date:** 3/24/2026

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6. Resolution 2: Attachment A - Appendix A
7. Resolution 3: Resolution amending Department Allocation List for the Human Services Department.

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

1. Classification Study Report on the Human Services Department Economic Assistance Clerical positions
2. Classification Study Reports on the Retirement Staff Attorney position (new classification report and specification revision report)