



SUMMARY REPORT

Agenda Date: 2/6/2024

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 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: Jennifer Lelouarn, 707-565-2821

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Miscellaneous Classification, Compensation, and Allocation Changes

Recommended Action:

1. Approve a motion to adopt the revision of three Water Agency classifications, effective February 6, 2024.
2. Adopt a resolution amending this Department Allocation List for the Human Resources Department, effective February 6, 2024.

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 the adoption of revisions for three Water Agency classifications and approval to amend the Department Allocation List for Human Resources.

Discussion:

Sonoma County Water Agency

In an agreement between the County and Union Local 39, Human Resources retained the classification and compensation consultant, Gallagher Benefit Services, Inc. (previously Koff & Associates, Inc.) to conduct a study of the Water Agency Plant Operator classification series to ensure positions are appropriately classified and that the classification specifications accurately reflect the work being performed.

In their report, the consultant found that all the studied positions are appropriately classified but that the Water Agency Plant Operator series of classifications needed to be updated to ensure that the specifications are formatted consistently and that the duties and responsibilities properly reflect the currently required

knowledge, abilities, skills, and minimum qualifications. Following the release of these findings, Human Resources, Water Agency management, and Local 39 met and conferred over the recommendations and reached an agreement on the revisions to the classification specifications. Therefore, Human Resources requests approval to revise the Water Agency Plant Operator-In-Training, Water Agency Plant Operator, and Water Agency Senior Plant Operator job classification specifications.

Human Resources

The mission of the Human Resources Department is to provide comprehensive human resources and risk management services, leadership, and guidance that supports organizational effectiveness for an outstanding workforce. To better achieve these goals, Human Resources has identified the need to expand services in several key areas, such as employee engagement, organizational culture, workplace-related conflict and dispute resolution, internally focused equity and belonging work, and increase training on human resources-related matters for departmental managers. Based on the roles and responsibilities that will be assigned to the position, Human Resources determined the work would most appropriately be performed by a Principal (Supervising) Human Resources Analyst in the Employee and Labor Relations Unit of the Department. Therefore, with the support of the County Administrator’s Office, Human Resources requests the addition of a 1.0 FTE Supervising Human Resources Analyst allocation be added to the Department Allocation List.

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

Expenditures	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	HRD: \$98,500	HRD: \$247,000	HRD: \$253,000
Additional Appropriation Requested			
Total Expenditures	\$98,500	\$247,000	\$253,000
Funding Sources			
General Fund/WA GF	HRD: \$98,500	HRD: \$247,000	HRD: \$253,000
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$98,500	\$247,000	\$253,000

Narrative Explanation of Fiscal Impacts:

Sonoma County Water Agency

There are no fiscal impacts associated with this change.

Human Resources

Funding for the increase in Salary and Benefits will be absorbed within existing appropriations. Appropriations for the subsequent fiscal years will be included in the recommended budget process. In addition, subsequent fiscal years include an annual 4% inflation factor.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Supervising Human Resources Analyst	\$9,649.45 - \$11,727.88	1.0	

Narrative Explanation of Staffing Impacts (If Required):

Sonoma County Water Agency

There are no staffing impacts.

Human Resources

With Board approval, Human Resources will begin the recruitment process to fill the position.

Attachments:

1. Water Agency Plant Operator-In-Training, Water Agency Plant Operator, and Water Agency Plant Senior Operator specifications
2. Resolution amending the Department Allocation List for the Human Resources Department

Related Items "On File" with the Clerk of the Board:

None