



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 12/16/2025

To: Board of Directors, Sonoma County Water Agency

Department or Agency Name(s): Sonoma County Water Agency

Staff Name and Phone Number: Grant Davis 707-547-1900, Brad Sherwood 707-547-1927

Vote Requirement: Majority

Supervisorial District(s): All

Title:

Sonoma Water Allocation Change Request

Recommended Action:

Adopt a Resolution amending the Department Allocation List for Sonoma Water, effective December 16, 2025.

Executive Summary:

Sonoma Water staff recommend and County Human Resources staff approved the addition of one position and deletion of one vacant position to enhance internal organizational effectiveness and to better respond to Sonoma Water's commitments to the community and achieve Sonoma Water's strategic goals.

The requested change will add one (1.0) Full-Time Equivalent (FTE) Administrative Aide and delete one (1.0) FTE Senior Office Assistant in the Human Resources Section of the Business Services and External Affairs Division to enhance internal organizational effectiveness, support recruitment and leave management processes, and align staffing with Sonoma Water's strategic goals and community commitments.

Discussion:

Addition of 1.0 FTE Administrative Aide and deletion of 1.0 FTE vacant Senior Office Assistant Sonoma Water requires the higher-level support of an Administrative Aide in the Human Resources section to effectively manage its recruitment and leave management needs. Currently, the section is managed by a Department Analyst that supports recruitment, leaves, and risk management responsibilities. The Senior Office Assistant (SOA) position is primarily responsible for assisting the Department Analyst by supporting the recruitment process and providing back-up support to leave management processes. Over time, the recruitment body of work has evolved beyond the scope of the SOA's clerical duties, causing the Department Analyst to spend a significant amount of time supporting the SOA by performing the higher-level technical duties. Due to the complexity of Sonoma Water's recruitment needs, this model is no longer sustainable. The Department Analyst supervising the recruitment and leave management bodies of work requires the higher-level support of an Administrative Aide to effectively and efficiently manage the recruitment needs of Sonoma Water. Deleting the current SOA vacancy and adding an Administrative Aide will help Sonoma Water achieve this goal.

County of Sonoma Strategic Plan Alignment:

N/A

Sonoma Water Strategic Plan Alignment:

This item directly supports Sonoma Water’s Strategic Plan and is aligned with the following goal, strategy, and action item.

Goal: 1. Organizational Excellence - Strengthen the organization and workforce to perform our core functions and responsibilities.

Strategy: 1.1 Create an environment that attracts, retains, and engages a high performing, diverse and inclusive workforce.

Action Item: 1.2.1 Evaluate and refine organizational structure to ensure optimal alignment and allocation of resources.

Racial Equity:

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

No

Prior Board Actions:

N/A

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	\$16,988	\$34,996	\$36,046
Additional Appropriation Requested			
Total Expenditures	\$16,988	\$34,996	\$36,046
Funding Sources			
General Fund/WA GF	\$16,988	\$34,996	\$36,046
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$16,988	\$34,996	\$36,046

Narrative Explanation of Fiscal Impacts:

Salary and benefits are budgeted in the General Fund, which is funded through property tax revenue and grant awards. The General Fund is reimbursed by Sonoma Water’s enterprise funds through the overhead rate using project costing. Sonoma Water’s cost accounting system allocates labor costs to Sonoma Water projects specific to its enterprise funds.

Adding this allocation represents a total net increase in FY 2025/2026 labor cost of \$16,988 and will take effect January 2026 and will be funded by existing funds in the Sonoma Water enterprise funds. For FY 2026/2027 the net increase for salary and benefits will be \$34,996 and \$36,046 for FY 2027/2028 assuming a 3% COLA

each year.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Administrative Aide (0810)	\$6,453 - \$7,846	1.0	0.0 <input type="checkbox"/>
Senior Office Assistant (0003)	\$5,037- \$6,124	0.0 <input type="checkbox"/>	(1.0)

Narrative Explanation of Staffing Impacts (If Required):

If approved, this request will increase Sonoma Water’s allocation tables as follows:

- Addition of 1.0 FTE Administrative Aide will increase allocation from 3 to 4
- Deletion of 1.0 FTE Senior Office Assistant will decrease allocation from 7 to 6

Attachments:

Resolution Amending Allocation List

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

None.