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Recruitment and Classification Unit Workload Summary Update and Civil Service Commission Statistics

Fiscal Year 2024/2025

December 18, 2025

Agenda



- ▶ Recruitment and Classification (R&C) Unit Workload Summary Update
 - Scope of Services
 - Allocation, Vacancy, and Turnover
 - Staffing and Recruitment Workload
 - Hiring and Separation Trends
 - Class Study Workload
 - Strategic Plan Work
 - Priorities for the Remainder of Fiscal Year (FY) 25/26 and Beyond

- ▶ Civil Service Commission (CSC) Statistics

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R&C Unit Scope of Services

- ▶ Recruitment and Employment Services
- ▶ Civil Service Rules and Policy Interpretation
- ▶ Classification and Compensation Studies
- ▶ Position Changes
- ▶ Staffing Reductions
- ▶ Reorganizations
- ▶ Administer Contracts for:
 - Applicant Tracking System, Background Check Services, Temporary Service Workforce, Examination Materials and Testing Venues, Classification and Compensation
- ▶ HR Liaison, Employee, and Job Applicant Trainings
- ▶ Payroll Action and Position Allocation Approvals
- ▶ Coordinate Disaster Service Worker Staffing During Emergencies
- ▶ Work Related to the Racial Equity and Social Justice Strategic Pillar

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County Allocation, Vacancy, and Turnover Trends

	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total Increase
FTE Adopted in FY Budget	4107.73	4155.73	4271.93	4390.73	4501.93	4483.63	375.90
% Increase		2.3%	2.8%	2.8%	2.5%	-0.4%	9.2%

	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Turnover Rate	9%	12%	12%	9% (356 people)	8% (328 people)
Resignations	45%	56%	51%	46% (165 people)	41% (135 people)
Retirements	42%	35%	40%	42% (149 people)	44% (145 people)

	01/02/20	01/03/21	01/04/22	12/30/22	12/29/23	01/07/25
Vacancy Rate	9.61%	9.07%	10.78%	12.31%	11.90% (534.71 FTEs)	8.9% (406.92 FTEs)

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Staffing and Recruitment Workload Trends

	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Recruitments Conducted	423	473	466	463	415
No. of Apps Submitted	16,468	14,785	18,838	24,505	22,862

Staffing No.	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Totals	14**^	14.5**^	14.5**^	15.5**^	15.5**^
R&C Manager	1	1	1	1	1
Sup. Analysts	2*	2*	2*	2	2
HR Analysts	4.5 (+1.5)**	5 (+1.5)**	4.5 (+2)**	4.5 (+3)**	4.5 (+3)**
HR Techs	3 (+2)^	3 (+2)^	3 (+2)^	3 (+2)^	3 (+2)^

* One position underfilled with an HR Analyst

** Positions funded by other departments

^ Positions not performing recruitment/classification duties

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Recruitments by the Numbers

- ▶ Highest Volume Departments by Recruitment
 - Department of Health Services: 82
 - (100 in 23/24, 80 in 22/23, 73 in 21/22, 86 in 20/21)
 - Human Services Department: 71
 - (68 in 23/24, 73 in 22/23, 56 in 21/22, 60 in 20/21)
 - Public Infrastructure: 37
- ▶ Highest Volume Recruitments by Applications Submitted
 - 911 Dispatcher – 839 (339 in 23/24 = 147% increase)
 - Park Ranger Trainee – 539
 - Deputy Sheriff Trainee – 366 (695 in 23/24 = 47% decrease)
 - Eligibility Specialist I – 285
 - Storekeeper– 275

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Hiring and Separation Trends

Hires		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 23/24 to FY 24/25
	Regular	358	440	533	621	419	-32.5%
	Promotions	267	282	400	331	263	-20.5%
	TOTAL	625	722	933	952	682	-28.4%
	EH	455	287	234	244	207	-15.2%
	TOTAL	1080	1009	1167	1196	889	-25.7%
Separations		FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 23/24 to FY 24/25
	Regular	349	473	464	356	328	-7.9%

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Class Study Workload Statistics

▶ Class Studies Completed in FY 24/25

Type of Change	FY 22/23 Studies	FY 22/23 Results	FY 23/24 Studies	FY 23/24 Results	FY 24/25 Studies	FY 24/25 Results
Position Review	6	86.5	7	4	7	10
New Class	4	12	4	14	2	10
Spec Update	3	9	2	27	11	32
TOTAL	13	107.5	13	45	20	52

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Class Study Current Workload

- ▶ 32 Outstanding Studies
 - 8 of these class studies were submitted in calendar year (CY) 2025
- ▶ Types of Outstanding Studies:
 - 24 – Position Reviews
 - 4 – Specification Updates
 - 4 – New Classifications
- ▶ Status of Outstanding Studies:
 - 11 – Released/In Meet and Confer
 - 18 – In Process
 - 2 – Accepted/Not Yet Started
 - 1 – Request Under Review



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Summary and Updates on Outstanding Studies

- ▶ 2 Studies Outstanding from 2021 (Same as 23/24)
 - Probation Officer Series
 - Released. In Meet and Confer
 - Senior Geographic Information Technician
 - In Progress
 - Study being conducted in parallel with ISD, HSD, SHF, and WTR IT studies due to overlapping classes
- ▶ 4 Studies Outstanding from 2022 (Compared to 9 in 23/24)
 - Janitor
 - Released. Salary Recommendation in Progress
 - Geographic Information Technician II
 - In Progress
 - Study being conducted in parallel with ISD, HSD, SHF, and WTR IT studies due to overlapping classes
 - Assistant Facility Manager
 - In Progress
 - Eligibility Worker and Supervisor
 - In Progress

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Summary and Updates on Outstanding Studies

- ▶ **8 Studies Outstanding from 2023**
 - Compared to 20 outstanding studies from 23/24
 - Current Status: 4 Released; 4 in Progress
- ▶ **10 Studies Outstanding from 2024**
 - Compared to 13 Studies Outstanding from 23/24
 - Current Status: 2 Released; 8 In Progress
- ▶ **8 Studies Outstanding from 2025**
 - Current Status: 3, Released; 2 in Progress, 1 Under Review, 2 Accepted Not Yet Started

- ▶ **Average Age of a Class Study is 21 Months**
 - This is up from a 16-month average in FY 22/23
 - Delays due to complexity of studies, size of studies, and workload

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Summary of Significantly Sized Studies

- ▶ Administrative Services Management Study
 - 26 departments
 - 8 job classifications
 - Approx. 292 positions
 - Being conducted by Gallagher
- ▶ IT Studies
 - 5 departments
 - 37 job classifications
 - Approx. 141 positions
 - Being conducted by Gallagher



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Strategic Plan: Racial Equity and Social Justice

- ▶ In FY 20/21, began work on our objectives outlined in the County's Five-Year Strategic Plan
 - **Objective 1:** Identify opportunities to enhance recruitment, hiring, employee development, and promotional processes to reflect the value of having the perspectives of people of color represented at all levels in the County workforce.
 - **Objective 2:** Implement countywide strategies to recruit, hire, develop, promote, and retain County employees of color, produce an annual report card assessing progress, and update strategies as needed.

SONOMA COUNTY FIVE-YEAR STRATEGIC PLAN

2021-2026



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Racial Equity and Social Justice Work: Achievements and Progress

- ▶ Advertising and outreach to attract qualified and diverse applicant pools
- ▶ Increased participation in community-based events
- ▶ Continued efforts to revise Minimum Qualifications (MQs) on class specs to remove artificial barriers
- ▶ In December 2024, the Commission approved revisions to class specifications to include gender-neutral and person first language
- ▶ Currently evaluating Rules and exam processes to identify barriers to employment
- ▶ Start Here training
 - 453 participants in FY 24/25. 1,785 since 2018 launch
- ▶ Employee Demographic Dashboard updates

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Priorities for the Remainder of FY 25/26 and Beyond

- ▶ Make progress on outstanding classification studies and reduce timelines
- ▶ Refine internal guidance documents and educate County partners on best practices
- ▶ Launching an internal HR working group and partnering with Core Team 2.0 to evaluate Civil Service Rules, class specs, and County recruitment/examination processes to identify and remove barriers
- ▶ Exploring additional ways increase our talent pipeline



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Civil Service Commission (CSC)

- ▶ The CSC oversees the County personnel system; takes action on classification study recommendations and probation extensions; and hears appeals of classification, discipline, discrimination, examination, and layoff
- ▶ The CSC has five members who are appointed to four-year terms by the Board of Supervisors
- ▶ During FY 24/25, the Commissioners were:
 - John Hadzess
 - Anthony Withington
 - Patricia Sabo
 - Jerry Dunn
 - Jeff Berk
- ▶ The Commission is scheduled to meet on the first and third Thursday of each month at 3:00 pm

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CSC FY 24/25 Meeting Statistics

- ▶ The Commission met 11 times during the Fiscal Year
 - During those meetings, the Commission approved 16 classification studies, which resulted in:
 - 29 updated specifications
 - 5 positions being reclassified
 - The creation of 6 new classifications
- ▶ **The Commission:**
 - Approved updates to the Civil Service Rules to Remove Gendered Pronouns
 - Delegated authority to the HR Director to revise all class specifications for the sole purpose of reflecting person first language and removing gender pronouns, following meet and confer with the representative labor organization.

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sococareers



sococareers Happy Holidays to you and your loved ones! Enjoy and stay safe! ❤️

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