



## SUMMARY REPORT

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**Agenda Date:** 7/11/2023

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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 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:** Spencer Keywood, 707-565-3568

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Miscellaneous Classification, Compensation, and Allocation Changes

**Recommended Action:**

1. Adopt a Concurrent Resolution amending Salary Resolution 95-0926, Salary Tables, to establish the new classification and salary for Senior Department Human Resources Manager, effective July 11, 2023.
2. Adopt a Resolution amending the Department Allocation Lists of the Department of Health Services, Human Resources, and Human Services Department, effective July 11, 2023.

**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, and develops reports and presents recommendations to incumbents, unions, departments, and in many situations the Civil Service Commission.

In resolutions before your Board today, Human Resources requests approval to implement the recommendations resulting from classification and compensation studies for the Department of Health Services, Human Resources, and Human Services Department.

**Discussion:**

***Department of Health Services & Human Services Department***

Human Resources conducted a classification study of two Administrative Services Officer II positions in the Department of Health Services and Human Services Department. The study identified that the preponderance of duties associated with these positions include the management of the full complement of departmental human resources functions with the responsibility of managing other professional and support staff in the delivery of these services.

The positions require specific knowledge, skills, and experience to train and oversee human resources functions. Therefore, Human Resources recommended the establishment of a new management class, Senior Department Human Resources Manager, for Health and Human Services' use and the reclassification of the

two positions, including the retention of the incumbents. Human Resources' recommendation was approved by the Civil Service Commission on April 6, 2023. To finalize the establishment of the new class, Human Resources performed a compensation study and Community of Interest (COI) review to determine the appropriate bargaining unit and salary range.

#### Bargaining Unit and Fair Labor Standards Determinations

In accordance with the County's Employee Relations Policy, Human Resources conducted a COI analysis to determine the appropriate representation and bargaining unit for the new classification of Senior Department Human Resources Manager. The review determined representation by Sonoma County Administrative Management Council (SCAMC - 50) would be most appropriate, and that it should be exempt under the Fair Labor Standards Act.

Based on the evaluation of external market data and internal compensation alignment, Human Resources is recommending the salary for Senior Department Human Resources Manager be set at 5% below Department Administrative Services Director at \$11,050/monthly I-step. For ongoing salary administration purposes, it is recommended that the new class be placed in the Human Resources Analyst III benchmark group and linked at 7% above the Human Resources Manager job classification.

Human Resources seeks approval to establish the new classification and salary for Senior Department Human Resources Manager and make adjustments to Department of Health Services and Human Services Department Allocation Lists to reflect the deletion of 1.0 FTE Administrative Services Officer II and the addition of 1.0 FTE Senior Department Human Resources Manager for each respective list.

#### ***Human Resources***

At the request of Human Resources, CPS HR Consulting (CPS HR) is in the process of conducting a classification study of several allocations and specifications in the department. While the full scope of the classification study is still in progress, it became apparent that one Human Resources Analyst III position within the Employee and Labor Relations Unit is incorrectly classified. The position is responsible for a body of work that is beyond the scope and complexity of work performed by the Human Resources Analyst III classification. This position takes a lead and supervisory role in reviewing, interpreting, and analyzing case law on a regular basis and providing summaries to other staff. Recently, this position has subsequently become vacant, making it imperative for the County to proceed with the next steps in reclassifying the position and initiating a recruitment effort.

CPS HR developed a recommendation that the County of Sonoma take the necessary steps to reclassify one Human Resources Analyst III position currently assigned to the Employee and Labor Relations Unit to a Supervising Human Resources Analyst allocation. Human Resources agreed with CPS HR's recommendation that the County reclassify the vacant position.

The Civil Service Commission approved Human Resources' recommendation to reclassify the Human Resources Analyst III in the Employee and Labor Relations Unit at their May 18, 2023, meeting. Human Resources seeks approval to amend their Department Allocation list to delete a 1.0 FTE Human Resources Analyst III allocation and add a 1.0 FTE Supervising Human Resources Analyst allocation.

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**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 in order to be fully adopted and implemented.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 22-23 Adopted</b>	<b>FY23-24 Projected</b>	<b>FY 24-25 Projected</b>
Budgeted Expenses	HR: \$30,000	DHS: \$9,500 HR: \$30,900 HSD: \$9,500	DHS: \$9,800 HR: \$31,827 HSD: \$9,800
Additional Appropriation Requested	DHS: \$9,100 HSD: \$9,100		
<b>Total Expenditures</b>	<b>\$48,200</b>	<b>\$49,900</b>	<b>\$51,427</b>
<b>Funding Sources</b>			
General Fund/WA GF	HR: \$30,000	HR: \$30,900	HR: \$31,827
State/Federal	HSD: \$9,100	HSD: \$9,500	HSD: \$9,800
Fees/Other	DHS: \$9,100	DHS: \$9,500	DHS: \$9,800
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$48,200</b>	<b>\$49,900</b>	<b>\$51,427</b>

**Narrative Explanation of Fiscal Impacts:**

***Department of Health Services & Human Service Department***

For each respective department, the Administrative Services Officer II (ASO II) salary in Fiscal Year 2023-2024 is \$228,200. The Fiscal Year 2023-2024 salary for a 1.0 FTE Senior Department Human Resources Manager (SDHRM) is \$237,500, which would increase costs by \$9,300 in Fiscal Year 2023-2024.

The cost for 1.0 FTE ASO II from 7/11/23 through fiscal year-end 6/30/24 is \$223,800 at the I-Step. The cost for 1.0 FTE SDHRM in Fiscal Year 2023-24 from 7/11/23 through fiscal year-end 6/30/24 is \$232,900 at the I-Step, which would increase costs by \$9,100 in Fiscal Year 2023-2024.

The cost for 1.0 FTE ASO II in subsequent years is \$235,100 and \$242,200 in Fiscal Years 2024-2025 and 2025-2026, respectively. The cost for 1.0 FTE SDHRM in subsequent years is \$244,600 and \$252,000 in Fiscal Years 2024-2025 and 2025-2026, respectively. Replacing 1.0 FTE SDHRM with 1.0 FTE ASO II would increase costs by \$9,500 and \$9,800 in Fiscal Years 2024-2025 and 2025-2026, respectively.

The increased cost for Fiscal Year 2023-2024 includes a 4% Cost of Living Adjustment (COLA). The increased cost for Fiscal Year 2024-2025 and Fiscal Year 2025-2026 each include a 4% COLA.

The job class upgrade in Fiscal Year 2023-2024, and future fiscal years, will be funded by State/Federal funds. Human Services will add \$9,100 of appropriations during 1st Quarter Consolidated Budget Adjustment for the change in the job class of the position.

#### ***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 3% inflation factor.

<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>
Administrative Services Officer II	\$8,474 - \$10,302		(2.0)
Senior Department Human Resources Manager	\$9,091- \$11,050	2.0	
Human Resources Analyst III	\$7,368 - \$8,955		(1.0)
Supervising Human Resources Analyst	\$8,465 - \$10,290	1.0	

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

##### ***Department of Health Services***

There is no net change to the number of FTEs. The incumbent in the studied Administrative Services Officer II position will be retained in the Senior Department Human Resources Manager position, in accordance with Civil Service Rule 3.3B.

#### ***Human Resources***

There is no net change to the number of FTEs.

##### ***Human Services Department***

There is no net change to the number of FTEs. The incumbent in the studied Administrative Services Officer II position will be retained in the Senior Department Human Resources Manager position, in accordance with Civil Service Rule 3.3B.

#### **Attachments:**

1. Resolution 1: Concurrent Resolution amending Salary Resolution 95-0926, Salary Tables to establish the new classification and salary for Senior Department Human Resources Manager
2. Resolution 1: Attachment A - Appendix A - Salary Tables
3. Resolution 2: Resolution amending the Department Allocation Lists for Department of Health Services, Human Resources, and Human Services Department

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

1. Classification Study Report by Human Resources on Administrative Services Officer II
2. Classification Study Report by CPS on the Human Resources Analyst III, Employee and Labor Relations Unit