



# COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 7/7/2026

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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 (1) establish the new classification and set the salary of Sheriff's Custodian, and (2) adjust the salaries for three classifications, effective July 7, 2026.
- B) Adopt a Resolution amending the Department Allocation List for the Sheriff's Office, effective July 7, 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 study for the Sheriff's Office. Additionally, Human Resources requests approval to implement the third, and final, 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:**

***Sheriff's Office***

Incumbents in the Janitor classification at the Main Adult Detention Facility (MADF) within the Sheriff's Office submitted a request for a position review classification study, resulting in the development of the Sheriff's Custodian classification specification.

The Sheriff's Custodian classification performs routine cleaning of all areas of the MADF, inclusive of jail cells, bathrooms, and common areas accessed by incarcerated persons and basic janitorial services at the North County Detention Facility. Additionally, the Sheriff's Custodians are responsible for responding to priority requests and cleaning and sanitizing areas that have been contaminated with biohazards or infectious diseases. They consistently work among a population of incarcerated individuals and are required to possess an understanding of how to perform their duties safely in this environment.

Human Resources determined 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 November 6, 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 Sheriff's Custodian classification specification to be SEIU-10 Maintenance Non-Supervisory.

This classification is non-exempt pursuant to the guidelines of the Fair Labor Standards Act.

Based on an evaluation of internal compensation factors due to a lack of external market data, Human Resources has determined the salary for Sheriff's Custodian to be set at \$6,235.27/top monthly step. For

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ongoing salary administration, Human Resources recommends setting Sheriff's Custodian 10% below Detention Assistant through the Law Enforcement Services Specialist II benchmark.

Human Resources, Sheriff's Office management, and SEIU met and conferred regarding the new classification, which resulted in the Letter of Agreement between the parties (Resolution 1; Attachment B).

Human Resources seeks approval to establish the new classification and set the salary for Sheriff's Custodian; and amend the Sheriff's Office Department Allocation List.

***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 the representative department management.

Human Resources and SEIU representatives participated in meet and confer sessions and reached agreement on the third, and final, set of differential evaluations, inclusive of two of the fifteen job classifications (Payroll Clerk and Veterans Services Specialist II), which resulted in the third Letter of Agreement between the parties (Resolution 1; Attachment C).

As a result, Human Resources seeks approval to adjust the salaries for the identified job classifications (Veterans Services Specialist I, Veterans Services Specialist II, and Veterans Services Specialist III) as listed in Resolution 1, Attachment A - Appendix A, and the third 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>FY26-27 Adopted</b>	<b>FY27-28 Projected</b>	<b>FY28-29 Projected</b>
Budgeted Expenses	SHF: \$75,000 HSD: \$21,000	SHF: \$77,250 HSD: \$22,000	SHF: \$79,568 HSD: \$23,000
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$96,000</b>	<b>\$99,250</b>	<b>\$102,568</b>
<b>Funding Sources</b>			
General Fund/WA GF	SHF: \$75,000	SHF: \$77,250	SHF: \$79,568
State/Federal	HSD: \$21,000	HSD: \$22,000	HSD: \$23,000
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>	<b>\$96,000</b>	<b>\$99,250</b>	<b>\$102,568</b>

**Narrative Explanation of Fiscal Impacts:**

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

In Fiscal Year 2026-2027, the increased cost to adjust the salaries of 5.0 full-time equivalent (FTE) Veterans Services Specialist III from 7/7/26 through 6/30/27 is estimated to be \$21,000. The increased cost in subsequent years is \$22,000 and \$23,000 in Fiscal Years 2027-28 and 2028-29, respectively. The increased cost for Fiscal Years 2027-28 and 2028-29 includes a 3% Cost of Living Adjustment (COLA) each year. In Fiscal Year 2026-27, and future fiscal years, this cost will be funded through Federal funding.

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

This new classification will increase costs for these positions by approximately \$75,000 in Fiscal Year (FY) 26-27. Estimates for FY 27-28 and FY 28-29 will be based on future labor contracts. The table above assumes a 3% increase based on the most recent historical labor contract cost of living increases. The Sheriff's Office will work with the County Executive to monitor the impact of this change through the year and determine if

additional appropriations are needed in a future Consolidated Budget 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>
Janitor	\$4,475.13 - \$5,440.43		(5.0)
Sheriff's Custodian	\$5,129.10 - \$6,235.27	5.0	

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

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

There is no net change to the number of full-time equivalent (FTE) positions. The incumbents in the studied Janitor classification will be retained in accordance with Civil Service Rule 3.3C.

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

There are no staffing impacts.

**Attachments:**

1. Resolution 1: Concurrent Resolution amending the Memorandum of Understanding between the County and Service Employees International Union (SEIU), Local 1021, Salary Table Scales, to establish the new classification and set the salary of Sheriff's Custodian, and adjust the salaries for three classifications.
2. Resolution 1: Attachment A - Appendix A
3. Resolution 1: Attachment B - Side Letter of Agreement, Sheriff's Custodian
4. Resolution 1: Attachment C - Side Letter of Agreement, Evaluation of Salary Administration for Non-Benchmark Differentials
5. Resolution 2: Resolution amending the Department Allocation List for the Sheriff's Office.

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

Classification Study Report on the Janitor positions, Sheriff's Office