



# COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 3/26/2024

**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:**

Adopt a Concurrent Resolution amending Salary Resolution 95-0926, Salary Tables, to establish the new classification and salary for Deputy Director, Community Development Commission and abolish the classification of Assistant Executive Director CDC, effective March 26, 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 approval to implement recommendations resulting from classification and compensation studies for the Community Development Commission.

**Discussion:**

Human Resources conducted a classification study at Community Development Commission's (CDC) request to develop a classification to support a "Deputy Director model" for the CDC's executive management needs. In the new model, each deputy director-level position would support distinct and complex CDC divisions - Housing Authority or Housing and Community Development. Currently, the CDC has an allocation for the classification of Assistant Executive Director CDC, which is characterized by being the sole position responsible for the supervision and coordination of day-to-day office functions and assisting the CDC Director in planning the overall operation of the office. In the new structure, this classification will no longer be utilized as it was not designed to oversee a specific CDC division.

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Human Resources developed the Deputy Director, Community Development Commission classification to manage, plan, advise on, and coordinate large, complex CDC divisions and assist the Executive Director in the administration and direction of the CDC. Unlike the single-position job class of Assistant Executive Director CDC, the new classification, Deputy Director, Community Development Commission can perform the full range of administrative and management functions for a CDC Division through subordinate managers and staff. Human Resources also performed a compensation study to determine the appropriate salary range and completed a Community of Interest (COI).

***Bargaining Unit and Fair Labor Standards Determinations***

In accordance with the County's Employee Relations Policy, Human Resources conducted a Community of Interest analysis to determine the appropriate representation and bargaining unit for the new classification of Deputy Director, Community Development Commission. 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 Human Resources' evaluation of external market data and internal compensation alignment, Human Resources is recommending the salary for Deputy Director, Community Development Commission be set at \$15,506/monthly I-step. For ongoing salary administration purposes, it is recommended that the new classification be linked at 12.5% above Community Development Manager.

Human Resources seeks approval to establish the Deputy Director, Community Development Commission classification and salary and abolish the Assistant Executive Director CDC classification, as the latter will no longer be utilized by the department.

**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			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
Funding Sources			
General Fund/WA GF			
State/Federal			

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Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

There are no fiscal impacts associated with the creation of the new job classification. The Community Development Commission will request approval to add allocations in this job classification at a future date, addressing any fiscal impact at that time.

<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>
N/A			

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

There are no staffing impacts associated with the creation of the new job classification. The Assistant Executive Director CDC is not included in the Department Allocation List. The Community Development Commission will request approval to add allocations in this job classification at a future date.

**Attachments:**

1. Deputy Director, Community Development Commission specification
2. Concurrent Resolution amending Salary Resolution 95-0926, Salary Tables, to establish the new classification and salary Deputy Director, Community Development Commission and abolish the classification of Assistant Executive Director CDC.
3. Attachment A - Appendix A - Salary Tables

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

None