
Date: February 27, 2024

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution of the Board of Directors of the Sonoma County Water Agency (Sonoma Water) to Add One Full Time Equivalent Administrative Services Officer II to the Financial Services Section and Add One Full Time Equivalent Water Agency Senior Technical Writing Specialist and Delete One Full Time Equivalent Water Agency Technical Writing Specialist to the Grants and Funded Projects Section of the Sonoma Water Business Services and External Affairs Division.

Whereas, a significant increase in recent years in the complexity, diversity, and scope of Sonoma Water’s finance, budgeting, grant management, and accounting requires advanced professional administrative and senior level specialist support to perform and oversee the section’s responsibilities; and

Whereas, Sonoma Water is requesting approval to add 1.0 Full Time Equivalent (FTE) Water Agency Senior Technical Writing Specialist and 1.0 FTE Administrative Services Officer II, and delete a 1.0 FTE Water Agency Technical Writing Specialist, to better align positions with the operational needs of the department; and

Whereas, the Human Resources Department has reviewed the job duties of the positions and determined that the job classification changes are appropriate.

Now, Therefore, Be It Resolved that the Allocation List for Sonoma Water is hereby revised as follows:

Budget Section/ Subsection	Job Class	Class Title	Existing Positions In Class	Change In Position Allocation	New Total Allocation For Class	Duration/ End Date	Salary Range
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Resolution #24-

Date:

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33010100	0987	Water Agency Senior Technical Writing Specialist	2.0	1.0	3.0	Ongoing	5035
33010100	0985	Water Agency Technical Writing Specialist	8.0	(1.0)	7.0	Ongoing	4604
33010100	0828	Administrative Services Officer II	2.0	1.0	3.0	Ongoing	5441

Directors:

Gorin:

Coursey:

Gore:

Hopkins:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.