



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 3/3/2026

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

Supervisorial District(s): Countywide

Title:

Miscellaneous Classification, Compensation, and Allocation Changes

Recommended Action:

- A) Adopt a Resolution amending the Department Allocation Lists for the Department of Health Services and Permit Sonoma, effective February 17, 2026.
- B) Receive a copy of Human Resources' Recruitment and Classification Unit and Civil Service Commission Workload Summary Update - Fiscal Year 2024/2025 in accordance with Civil Service Rule 2.3 (I).

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 studies for the Department of Health Services and Permit Sonoma. Additionally, Human Resources is submitting a copy of the department's annual Recruitment and Classification Unit and Civil Service Commission Workload Summary Update - Fiscal Year 2024/2025 report to the Board in accordance with Civil Service Rule 2.3 (I).

Discussion:

Department of Health Services (DHS)

At the request of the incumbents, Human Resources conducted a position review study of four Public Health Nurse II positions assigned to the Disease Control Unit of the Department of Health Services' Public Health Division. Through the classification study process, it was determined that the Senior Public Health Nurse classification was a better match for the positions' duties due to the level of independence, required subject matter knowledge, decision-making, and problem-solving skills, the impact on the community, and lead responsibility for training, providing direction, and overseeing the work of other staff.

Based on Human Resources' recommendation, the Civil Service Commission approved the reclassification of the positions to Senior Public Health Nurse and the retention of the incumbents in accordance with Civil Service Rule 3.3B, on January 15, 2026. Human Resources seeks approval to amend the Department Allocation List for DHS to delete 4.0 full-time equivalent (FTE) Public Health Nurse II allocations and add 4.0 FTE Senior Public Health Nurse allocations.

Permit Sonoma (PRD)

At the request of the Permit Sonoma Department, Human Resources engaged with a consulting firm to conduct a position review study of a Business Development Manager position assigned to the Administration Division of Permit Sonoma. Through the classification study process, it was determined that the Department Administrative Services Director classification was a better match for the position's purpose, preponderance of duties and responsibilities, scope of responsibility, decision-making, and impact.

Based on Human Resources' recommendation, the Civil Service Commission approved the reclassification of the position to Department Administrative Services Director and the retention of the incumbent in accordance with Civil Service Rule 3.3B, on January 15, 2026. Human Resources seeks approval to amend the Department Allocation List for PRD to delete a 1.0 FTE Business Development Manager allocation and add a 1.0 FTE

Department Administrative Services Director allocation.

Human Resources Department (HRD) Annual Update

In compliance with Civil Service Rule 2.3 (l), which states, “The Human Resource Director shall... Maintain an official record of all actions taken by the Commission and shall prepare an annual report which summarizes such actions. After Commission review, this report shall be submitted to the Board of Supervisors.” Human Resources respectfully submits a copy of Human Resources’ Recruitment and Classification Unit and Civil Service Commission Workload Summary Update - Fiscal Year 2024/2025 for the Board’s review.

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	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	PRD: \$5,825	DHS: \$80,788 PRD: \$11,705	DHS: \$83,212 PRD: \$12,056
Additional Appropriation Requested	DHS: \$26,145		
Total Expenditures	\$31,970	\$92,493	\$95,268
Funding Sources			
General Fund/WA GF			
State/Federal	DHS: \$26,145	DHS: \$80,788	DHS: \$83,212
Fees/Other	PRD: \$5,825	PRD: \$11,705	PRD: \$12,056
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$31,970	\$92,493	\$95,268

Narrative Explanation of Fiscal Impacts:

Department of Health Services (DHS)

As of result of the classification study, additional expenses for the 4.0 FTE reclassified positions of \$26,145, prorated for the final four months of fiscal year (FY) 25-26, are anticipated. Additional appropriations will be requested in FY 25-26 Quarter 3 Consolidated Budget Adjustments, if necessary. The additional personnel costs are projected at \$80,788 in FY 26-27, and \$83,212 for FY 27-28, assuming an annual 3% cost of living adjustment. These positions will be funded by 1991 Public Health Realignment.

Permit Sonoma (PRD)

The salary and benefit differential between the Business Development Manager and Department Administrative Services Director prorated for the remainder of FY 25-26 is \$5,825 and will be absorbed within existing budget appropriations. Costs for FY 26-27 and FY27-28 assume a 3% cost of living adjustment and will be funded within existing resources, sourced primarily through fees and charges for services.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Public Health Nurse II	\$10,486.04 - \$12,745.35		(4.0)
Senior Public Health Nurse	\$11,232.18 - \$13,653.24	4.0	
Business Development Manager	\$10,919.12 - \$13,272.34		(1.0)
Department Administrative Services Director	\$11,458.29 - \$13,926.31	1.0	

Narrative Explanation of Staffing Impacts (If Required):

Department of Health Services (DHS)

There is no net change to the number of FTEs, as all allocations will be changed to Senior Public Health Nurse to align with the class study recommendations. Three incumbents in the studied Public Health Nurses II positions will be retained in the Senior Public Health allocations and one will remain a Public Health Nurse II in accordance with Civil Service Rule 3.3B.

Permit Sonoma (PRD)

There is no net change to the number of FTEs. The incumbent in the studied Business Development Manager allocation will be retained in the Department Administrative Services Director allocation in accordance with Civil Service Rule 3.3B.

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Attachments:

1. Resolution amending Department Allocation Lists for the Department of Health Services and Permit Sonoma.
2. Human Resources' Recruitment and Classification Unit and Civil Service Commission Workload Summary Update - Fiscal Year 2024/2025

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

1. Classification Study Report on Public Health Nurse IIs - Disease Control Unit - Department of Health Services
2. Classification Study Report on Business Development Manager - Permit Sonoma