



## COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 2/10/2026

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**To:** Board of Supervisors

**Department or Agency Name:** Human Services

**Staff Name and Phone Number:** Angela Struckmann, 707-565-5800; Charity Doronila, 707-565-4378

**Vote Requirement:** Majority

**Supervisorial District:** Countywide

**Title:**

Human Services Department Position Change Request

**Recommended Action:**

Adopt a Position Resolution amending the Human Services Department allocation list to delete 1.0 Full Time Equivalent Program Development Manager and add 1.0 Full Time Equivalent Human Services Section Manager allocation, effective February 3, 2026.

**Executive Summary:**

The Human Services Department is requesting to delete a vacant 1.0 Full Time Equivalent (FTE) Program Development Manager and add a 1.0 FTE Human Services Section Manager to ensure that the position is aligned with the job duties and responsibilities and will be responsible for managing the Job Link section, including overseeing the newly formed Business and Employment Services unit.

**Discussion:**

**Program Development Manager to Human Services Section Manager**

The proposed new Human Services Section Manager position will be responsible for managing the Job Link section, including overseeing the newly formed Business and Employment Services unit within the Employment and Training Division. The position will be responsible for overseeing the work of 29 employees and providing informal supervisory support for staff from other agencies co-located at Job Link. The Section Manager will also be responsible for providing oversight and guidance to program staff regarding business processes, including reviewing statewide regulations and guidance, and implementing changes in coordination with the requirements of the Workforce Innovation and Opportunity Act and California Work Opportunity and Responsibility to Kids (CalWORKs).

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The Business and Employment Services unit was established in June 2025. They were initially assigned within the Welfare to Work section, and in January 2026 moved to the Job Link section. The new Welfare to Work Section Manager promoted from the proposed deleted Program Development Manager position in November 2025, and kept the housing program that he oversaw, which initiated the need to move the Business and Employment Services unit into the Job Link section for better program efficiency and staffing capacity.

The change in job classification is needed to meet the evolving needs of the division, including changes coming from the implementation of H.R. 1, and will create better efficiency resulting in increased service quality and continuity, adherence to program requirements, and enhanced support for clients to meet employment goals.

The Human Resources Department has reviewed the job duties of the positions and determined that the job classification change is appropriate.

**Strategic Plan:**

This item directly supports the County's Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

**Pillar:** Healthy and Safe Communities

**Goal:** Goal 1: Expand integrated system of care to address gaps in services to the County's most vulnerable.

**Objective:** Objective 2: Identify gaps in the Safety Net system of services and identify areas where departments can address those gaps directly and seek guidance from the Board when additional resources and/or policy direction is needed.

**Racial Equity:**

**Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

**Prior Board Actions:**

None.

**FISCAL SUMMARY**

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Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	\$7,000	\$16,900	\$17,400
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$7,000</b>	<b>\$16,900</b>	<b>\$17,400</b>
Funding Sources			
General Fund/WA GF			
State/Federal	\$7,000	\$16,900	\$17,400
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>	<b>\$7,000</b>	<b>\$16,900</b>	<b>\$17,400</b>

**Narrative Explanation of Fiscal Impacts:**

The Human Services Department is not requesting to add appropriations for Fiscal Year 2025-2026. The cost to add 1.0 FTE Human Services Section Manager position and delete a 1.0 FTE Program Development Manager position from January 27, 2026 through June 30, 2026 is estimated to be \$7,000 and will be funded by a reduction of service and supplies in Fiscal Year 2025-26.

The cost to add 1.0 FTE Human Services Section Manager position and delete a 1.0 FTE Program Development Manager position in subsequent years is \$16,900 and \$17,400 in Fiscal Years 2026-27 and 2027-28, respectively, and will be funded with CalWORKs Single Allocation.

**STAFFING IMPACTS:**

Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Program Development Manager	\$10,051.22-\$12,218.35		-1.00
Human Services Section Manager	\$10,799.11-\$13,124.51	1.00	

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

The Program Development Manager position is currently vacant. This change in staffing will allow the Human Services Section Manager to oversee the expanded Job Link section and support mandated program requirements, program efficiencies, cross-division collaboration and improved participant outcomes.

**Attachments:**

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Position Resolution

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

None