



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 7/23/2019

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

Staff Name and Phone Number: Colleen Goetz, (707) 565-1701

Vote Requirement: Majority

Supervisorial District(s): All

Title:

Miscellaneous Classification, Compensation, and Allocation Changes

Recommended Action:

Adopt Resolutions reflecting the recommendations of completed classification studies and other position allocation changes:

- A) Adopt a Concurrent Resolution amending the Memorandum of Understanding between the County and Service Employees International Union, Local 1021, Salary Table Scales to abolish the classifications of Assessment Clerk and Assessment Clerk Trainee; establish the new classification and salary of Senior Airport Operations Specialist; and amend the salary of the Airport Operations Supervisor classification, effective July 16, 2019.
- B) Adopt a Resolution amending the Department Allocation Tables of the Clerk-Recorder-Assessor's Office, Community Development Commission, County Counsel's Office, and Transportation and Public Works Department, effective July 16, 2019.

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, and develops reports and presents recommendations to incumbents, unions, departments, and in many situations the Civil Service Commission. Ensuring employees are appropriately classified and having a sound classification plan results in the County's ability to attract and retain a highly qualified, engaged workforce charged with providing the most efficient services possible for our community.

In resolutions before your Board today, Human Resources requests approval to implement the final recommendations resulting from classification studies in the Clerk-Recorder-Assessor's Office and Transportation and Public Works Department; and amend the allocation table for County Counsel's Office.

Discussion:

Classification is a method for categorizing jobs based on duties, responsibilities, and a variety of other factors. A

classification plan contains all of the classifications in the agency and forms the basis for setting job expectations, consistent and fair job entrance requirements, equitable compensation, and plays an important role in the budget. Human Resources is responsible for managing the County's classification plan by evaluating job descriptions for vacant, filled, and new positions to ensure that they are assigned to the appropriate classifications. Positions are assigned, or allocated, to departments based on Human Resources' determination of the appropriate classification.

The majority of the County's positions/classifications are in the County's Civil Service System. Therefore, most classification changes and new classifications are reviewed and approved by the Civil Service Commission, and the Board has final approval authority prior to the implementation of any classification changes. However, four agencies (i.e., 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 for the related classification and compensation issues. As part of this effort, Human Resources is seeking approval for the following changes in classifications and allocations.

Clerk-Recorder-Assessor's (CRA) Office:

Human Resources recently concluded a study of five Clerk-Recorder-Assessor (CRA) positions in the alternate classifications of Assessment Clerk/Assessment Clerk Trainee. Through the study process, it became apparent that changes in the required duties and responsibilities of the positions had fundamentally changed their level and scope. Human Resources determined that reclassifying the positions to the appropriate levels of the Clerk-Recorder-Assessor Specialist series would afford the department greater operational efficiency while providing incumbents with greater opportunities for mobility and career growth. Furthermore, Human Resources determined that the Assessment Clerk and Assessment Clerk Trainee job classifications should be abolished as, upon Board approval, there will be no allocations filled, the specifications are outdated, and CRA will not use these specifications in the future.

Human Resources, CRA's Office Management, and Service Employees International Union (SEIU) participated in several meet and confer sessions, which resulted the recommendation that two of the studied positions be reclassified to the journey level Clerk-Recorder-Assessor Specialist II class and three positions be reclassified to the advanced journey level Senior Clerk-Recorder-Assessor Specialist class.

On June 6, 2019, the Civil Service Commission approved the reclassification of two Assessment Clerk positions to Clerk-Recorder Assessor Specialist II and the reclassification of three Assessment Clerk positions to Senior Clerk-Recorder Assessor Specialist, with the retention of incumbents pursuant to Civil Service Rule 3.3 B., and the deletion of the Assessment Clerk and Assessment Clerk Trainee classifications.

The CRA seeks approval for the addition of two Clerk-Recorder-Assessor Specialist II and three Senior Clerk-Recorder-Assessor Specialist allocations to its department allocation table.

Community Development Commission:

Since 2017 the demands on the Community Development Commission's (CDC) Ending Homelessness programs have increased. This increase, coupled with evolving state and federal regulations governing funding requirements, has resulted in the CDC needing to expand administrative oversight of the State Homeless Emergency Aid Program, Continuum of Care Program, Coordinated Entry System, and Homeless Management Information System. These duties have been performed under the Community Development Assistant Manager classification; however, to effectively address the evolving demands on these Ending Homelessness programs, the CDC is seeking to align the increased levels of responsibilities to the appropriate job classification of Community Development Manager. To this end, the Community Development Commission is requesting approval for the deletion of one Community Development Assistant Manager and 0.5 Senior Office Support Supervisor allocations, and the addition of one Community Development Manager allocation to its department allocation table.

County Counsel's Office:

Following the 2017 Sonoma Wildfires, County Counsel formed the Recovery & Resiliency Practice Group. The need for this group continues into FY 19-20, but has evolved towards long-term resiliency, requiring expertise in natural resource specialties. This natural shift in the recovery process has highlighted the need to establish the permanent fifth program area, Natural Resources & Resiliency, to more efficiently and effectively deliver legal services to both the Office of Recovery & Resiliency and the County's natural resource agencies, the Sonoma County Agricultural Preservation and Open Space District and Sonoma Water. To support this need, County Counsel seeks approval for the deletion of one vacant Deputy County Counsel IV allocation and the addition of one Chief Deputy County Counsel allocation to its department allocation table.

Transportation and Public Works Department:

The Department of Transportation and Public Works Department requested the creation of a new working lead level classification for the Airport Operations Specialist series. Through the study process, Human Resources determined the classification was warranted based on the growth of the Charles Schulz Sonoma County Airport, the Airport's hours of operation, the Airport Operations Supervisor's number of direct reports, and the unit's responsibility to ensure compliance with FAA and TSA regulations. Therefore, Human Resources recommended a new Senior Airport Operations Specialist classification be established to appropriately recognize the body of work.

Human Resources, TPW Department Management, and Service Employees International Union (SEIU) participated in a meet and confer session, which resulted in a Letter of Agreement between the parties (Resolution 1; Attachment B).

On June 6, 2019, the Civil Service Commission approved the adoption of the Senior Airport Operations Specialist classification.

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 Senior Airport Operations Specialist is SEIU Maintenance Non-Supervisory - 0010. This classification is non-exempt, pursuant to the guidelines of the Fair Labor Standards Act.

Based on an evaluation of market data and internal equity factors, Human Resources recommends the salary of the new classification should be set at \$5,903/top step monthly, 7.5% above the Airport Operations Specialist. In order to maintain internal equity, Human Resources also recommends that the salary of the existing Airport Operations Supervisor classification be adjusted to \$6,493/top step monthly, 10% above the Senior Airport Operations Specialist.

The Transportation and Public Works Department seeks Board approval for the deletion of one Airport Operations Specialist allocation and the addition of one Senior Airport Operations Specialist allocation to its department allocation table.

Prior Board Actions:

Throughout the year, Human Resources submits several Miscellaneous Classification, Compensation, and Allocation Change Board Items that require Board approval in order to be fully adopted and implemented.

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses	CRA: \$21,732 CNS: \$25,373	CRA: \$22,384 CNS: \$26,642 PWT: \$8,954	CRA: \$23,055 CNS: \$27,974 PWT: \$9,401
Additional Appropriation Requested			
Total Expenditures	CRA: \$21,732 CNS: \$25,373	CRA: \$22,384 CNS: \$26,642 PWT: \$8,954	CRA: \$23,055 CNS: \$27,974 PWT: \$9,401
Funding Sources			
General Fund/WA GF	CRA: \$21,732	CRA: \$22,384	CRA: \$23,055
State/Federal			
Fees/Other	CNS: \$25,373	CNS: \$26,642	CNS: \$27,974
Use of Fund Balance		PWT: \$8,954	PWT: \$9,401
Contingencies			
Total Sources	CRA: \$21,732 CNS: \$25,373	CRA: \$22,384 CNS: \$26,642 PWT: \$8,954	CRA: \$23,055 CNS: \$27,974 PWT: \$9,401

Narrative Explanation of Fiscal Impacts:

Clerk-Recorder-Assessor’s Office: The additional cost for replacing the Assessment Clerk with Clerk-Recorder-Assessor II and Senior Clerk-Recorder-Assessor Specialist allocations is \$21,732 for FY 19-20. The Department will request additional General Funds for the increased reclassification costs during mid-year estimates, if FY 19-20 appropriations are not sufficient.

Community Development Commission: The deletion of the one Community Development Assistant Manager and 0.5 Senior Office Support Supervisor allocations and the addition of one Community Development Manager allocation will result in a cost savings of \$18,000 for FY 19-20.

County Counsel’s Office: The additional cost for replacing the Deputy County Counsel IV with the Chief Deputy County Counsel allocation is approximately \$25,373 for FY 19-20. These costs will be funded by fees which will sufficiently cover increased costs.

Transportation and Public Works Department: The cost for replacing the Airport Operations Specialist allocation with the Senior Airport Operations Specialist allocation is approximately \$6,225 for FY 19-20. The cost associated with the adjustment to the Airport Operations Supervisor classification for FY 19-20 is approximately \$2,729. Therefore, total increases to position allocations are anticipated at \$8,954. Appropriations to cover these costs were included in the FY 19-20 adopted Airport Operations budget. These costs will be funded by the Airport’s Enterprise Financial fund which is expected to be sufficient to cover the increased costs.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Assessment Clerk	\$3,615.94 - \$4,395.13		(5.0)
Clerk-Recorder-Assessor Specialist II	\$3,615.94 - \$4,395.13	2.0	
Senior Clerk-Recorder-Assessor Specialists	\$3,977.70 - \$4,833.42	3.0	
Community Development Assistant Manager	\$7,440.58 - \$9,045.93		(1.0)
Community Development Manager	\$9,186.81 - \$11,166.09	1.0	
Senior Office Support Supervisor	\$4,729.07 - \$5,748.28		(0.5)
Deputy County Counsel IV	\$11,320.89 - \$13,761.08		(1.0)
Chief Deputy County Counsel	\$12,447.93-\$15,131.62	1.0	
Airport Operations Specialist	\$4,518.61 - \$5,490.87		
Senior Airport Operations Specialist	\$4,854.00 - \$5,903.00	1.0	(1.0)

Narrative Explanation of Staffing Impacts (If Required):

Clerk-Recorder-Assessor’s Office: There is no net change to the number of FTE’s. The incumbents in the studied Assessment Clerk positions will be retained in the Clerk-Recorder-Assessor Specialist positions, in accordance with Civil Service Rule 3.3C.

Community Development Commission: The change will result in the deletion of 0.5 FTE.

County Counsel’s Office: There is no net change to the number of FTE’s.

Transportation and Public Works Department: There is no net change to the number of FTE’s.

Attachments:

1. Resolution 1: Concurrent Resolution amending the Memorandum of Understanding between the County and Service Employees International Union, Local 1021, Salary Table Scales to abolish the classifications of Assessment Clerk and Assessment Clerk Trainee; establish the new classification and salary of Senior Airport Operations Specialist; and amend the salary of the Airport Operations Supervisor classification, effective July 16, 2019.
2. Resolution 1: Attachment A - Salary Tables.
3. Resolution 1: Attachment B - Letter of Agreement between the County of Sonoma and SEIU Local 1021.
4. Resolution 2: Resolution amending the Department Allocation Tables of the Clerk-Recorder-Assessor’s Office, Community Development Commission, County Counsel’s Office, and Transportation and Public Works

Department, effective July 16, 2019.

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

1. Classification Study Report by Human Resources on the Position Review of five Assessment Clerk positions at the Clerk-Recorder-Assessor’s Office.
2. Classification Study Report by Human Resources on the New Position and Specification Update Request at the Transportation and Public Works Department.