



County of Sonoma

State of California

Date: December 9, 2025

Item Number: _____

Resolution Number: _____

☐ 4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Amending the Department Allocation List of the Human Services Department, Effective
December 9, 2025.**

Whereas, the Human Services Department is requesting approval to delete 1.0 Full-Time Equivalent (FTE) Office Assistant II and add 1.0 FTE Senior Office Assistant to better reflect the business needs and the job duties assigned to the position; and

Whereas, with the implementation of the new statewide eligibility system, the job duties of the Office Assistant II changed considerably and now more closely align with the job duties of a Senior Office Assistant; and

Whereas, the Human Resources Department has reviewed the job duties of the positions and determined that the job classification change is appropriate; and

Now, Therefore, Be It Resolved that the department allocation list of the Human Services Department is hereby revised as follows, effective December 9, 2025.

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
24030114	0002	Office Assistant II	1.00	-1.00	0.00	12/9/2025	2581
24030114	0003	Senior Office Assistant	4.00	1.00	5.00	Ongoing	2896

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Supervisors:

Hermosillo:

Rabbitt:

Coursey:

Gore:

Hopkins:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.