

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:	Ab	sent:	Abstain:	
		So Ordered.			