



# COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 3/3/2026

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**To:** Sonoma County Board of Supervisors

**Department or Agency Name(s):** Sonoma County Agriculture/Weights & Measures Department

**Staff Name and Phone Number:** Andrew F. Smith, 565-2371

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Amend the Department of Agriculture/Weights & Measures Department Allocation List

**Recommended Action:**

Adopt a Resolution amending the Department Allocation List of the Department of Agriculture/Weights & Measures, effective February 17, 2026.

**Executive Summary:**

The Department of Agriculture/Weights & Measures is requesting approval of a resolution to add 1.0 Full Time Equivalent (FTE) Department Analyst; and delete a filled 1.0 FTE Administrative Aide and a vacant 1.0 FTE Office Assistant II to address critical workload in the Department of Agriculture/Weights & Measures and to better align allocations with the needs of the office. The cost of the change will be paid for through the deletion of related positions.

**Discussion:**

The Department of Agriculture/Weights & Measures requests the addition of a 1.0 FTE Department Analyst to manage the department's safety program. This work was formerly performed by the Chief Deputy Sealer when the department and the Weights & Measures Division were much smaller. Since then, the Division and the Department have grown, and it has been determined that this department-wide program will be best managed by the centralized Administration Division and will ensure that all divisions are receiving focused information appropriate for the type of work performed by each group. It will also ensure that records will be maintained in a centralized area and readily available for review and audit.

If approved, the Department Analyst will collaborate with each division manager to create a safety plan unique to the needs of that division. The Department Analyst will work with each division manager to schedule routine safety trainings and inspections as well as department-wide trainings and inspections. The Department Analyst will be trained to become the Department's ergonomics coordinator and assist all staff from their first day in the office with critical evaluations and ongoing needs, and perform the work completed by the administrative aide. This includes supervising a senior office assistant and receptionist; serving as Fish & Wildlife Commission coordinator and public records act liaison; coordinating Department website updates and online program workflows; and acting as human resources liaison. The Department Analyst will be underfilled with an Admin Aide until a recruitment is conducted to fill the Department Analyst position.

The funding for this position will be accomplished by deleting a filled 1.0 FTE Administrative Aide position and

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a vacant 1.0 FTE Office Assistant II position. The work previously done by the Office Assistant II is mostly obsolete and will be absorbed by existing staff.

**Strategic Plan:**

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

**Pillar:** Organizational Excellence

**Goal:** Goal 1: Strengthen operational effectiveness, fiscal reliability, and accountability

**Objective:** Objective 1: Align the Board of Supervisor’s strategic priorities, policy, and operational goals with funding and resources.

**Racial Equity:**

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

No

**Prior Board Actions:**

N/A

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY25-26 Adopted</b>	<b>FY26-27 Projected</b>	<b>FY27-28 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

There is no funding request associated with this change. The addition of 1.0 FTE Department Analyst (FY 2025-26 salary and benefits cost of \$199,328) will be offset by the deletion of 1.0 FTE Administrative Aide (FY 2025-26 salary and benefits cost of \$163,369) and the deletion of 1.0 FTE Office Assistant II (FY 2025-26 salary and benefits cost of \$118,595).

**Staffing Impacts:**

Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Department Analyst	\$8,028.45 - \$9,757.29	1.0 <input type="checkbox"/>	
Administrative Aide	\$6,452.68 - \$7,845.83		(1.0)
Office Assistant II	\$4,489.05 - \$5,456.08		(1.0)

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

This change is expected to have minimal impact on existing staff. The nature of the work better aligns with the Department Analyst job class. By deleting a 1.0 FTE Administrative Aide allocation, that body of work will shift to the Department Analyst. We have found the work of the Office Assistant II has been mostly obsolete and has been absorbed by other staff. Department-wide, this change will benefit most department staff as the Department Analyst will create systems that improve workflows and provide in-house training processes for a variety of staffing needs. The department will work with Human Resources to conduct a recruitment to fill the allocation.

**Attachments:**

Personnel Resolution

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

None