



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 10/22/2024

To: Board of Supervisors
Department or Agency Name(s): Agriculture/Weights & Measures
Staff Name and Phone Number: Andrew Smith, 565-2371
Vote Requirement: Majority
Supervisorial District(s): Countywide

Title:
Agriculture/Weights & Measures Department Allocation List

Recommended Action:
Adopt a personnel Resolution amending the Agriculture/Weights & Measures Department Allocation List to, effective October 22, 2024.

Executive Summary:
The Agriculture/Weights & Measures Department is requesting approval to add 0.2 full-time equivalent Office Assistant II to an existing 0.8 full-time Office Assistant II allocation, effective October 22, 2024.

Discussion:
The Executive Management and Administration division of the Department of Agriculture/Weights & Measures (AWM) provides administrative, technical, human resources, and fiscal support to all four divisions of the department. The department has identified a service gap within the Administration division for those functions typically fulfilled by an Office Assistant II: routine office support tasks such as filing, data entry, responding to email, phone and in-person inquiries related to departmental services.

The existing 0.8 full-time equivalent (FTE) Office Assistant II position has been vacant for over five years. Previous recruitments for this part-time position have been unsuccessful, due largely to the position being a part-time allocation. Adding 0.2 FTE to this part-time position will assist the Department in conducting a successful recruitment and in filling the identified service gap.

The additional salaries and benefits costs will be absorbed within the FY 24-25 Department budget.

Sonoma County Human Resources has reviewed and approved this request.

Was this item identified as an opportunity to apply the Racial Equity Toolkit?
No

Prior Board Actions:
N/A

FISCAL SUMMARY

Expenditures	FY24-25 Adopted	FY25-26 Projected	FY26-27 Projected
Budgeted Expenses	\$11,526	\$23,974	\$24,933
Additional Appropriation Requested			
Total Expenditures	\$11,526	\$23,974	\$24,933
Funding Sources			
General Fund/WA GF			
State/Federal	\$11,526	\$23,974	\$24,933
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$11,526	\$23,974	\$24,933

Narrative Explanation of Fiscal Impacts:

FY 24-25 additional salaries and benefits expenditures will be absorbed in the FY 24-25 adopted AWM budget. The position recruitment process is expected to be completed by January 1, 2025. Future fiscal year salaries and benefits increased costs assume 4% increases year over year.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Office Assistant II	\$4,316.86 - \$5,247.37	0.2	

Narrative Explanation of Staffing Impacts (If Required):

There are no staffing impacts as the position is currently vacant.

Attachments:

Personnel Resolution

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

N/A