



## COUNTY OF SONOMA

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

### SUMMARY REPORT

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**Agenda Date:** 9/16/2025

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**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 the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District

**Department or Agency Name(s):** Human Resources Department

**Staff Name and Phone Number:** Janell Crane, 707-565-2885; Lisa Conner, 707-565-3207

**Vote Requirement:** Majority

**Supervisory District(s):** Countywide

**Title:**

Miscellaneous Classification, Compensation, and Allocation Changes

**Recommended Action:**

- A) Adopt a Concurrent Resolution amending the Memorandum of Understanding (MOU) between the County and Sonoma County Law Enforcement Association (SCLEA), to establish the new classification and set the salary for Fire Prevention Specialist and revise the classification title of Senior Welfare Fraud Investigator to Supervising Welfare Fraud Investigator, effective September 16, 2025.
- B) Adopt a Concurrent Resolution amending the MOU between the County and Service Employees International Union (SEIU), Local 1021 to revise the classification title of Graphics Designer/Photographer to Graphic Design Specialist, effective September 16, 2025.
- C) Adopt a Concurrent Resolution amending the MOU between the County and Western Council of Engineers (WCE) to establish the classifications and set the salaries for Assistant Land Surveyor and Associate Land Surveyor, effective September 16, 2025.
- D) Adopt a Concurrent Resolution amending Salary Resolution 95-0926 to establish the Director of Research and Innovation classification and set the salary, effective September 16, 2025.
- E) Adopt a resolution amending the Department Allocation Lists for Department of Health Services, Probation, and Regional Parks, effective September 16, 2025.

**Executive Summary:**

The County's Human Resources (HR) 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, develops reports, and presents recommendations to incumbents, unions, departments, and in many situations the Civil Service Commission. However, four agencies (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 to approve revisions to their classifications.

In this item before your Board today, HR requests approval to implement recommendations for the Department of Health Services and those resulting from classification and compensation studies for the Human Services Department, Permit Sonoma, Probation, and Regional Parks.

**Discussion:**

***Department of Health Services (DHS)***

The executive leadership of the Department of Health Services (DHS) consists of a Director and two Assistant Directors. To strengthen operations, support staff retention, and build a culture of shared responsibility, the Department is requesting to restructure its executive leadership team by adding a third Assistant Director of Health Services.

This new position, focused on fiscal operations, will serve as the Department's Chief Financial Officer. By providing dedicated oversight of finance-related functions, this role will improve efficiency, enhance accountability, and allow the existing leadership team to focus more effectively on strategic priorities and program performance. Adding this position will also reduce the risk of leadership fatigue, create more sustainable workloads, and ensure the Department continues to deliver high-quality services to the community while maintaining long-term operational and fiscal sustainability.

The Assistant Directors are currently required to be more involved in fiscal and administration functions than would normally be expected due to significant leadership turnover over the past five years as well as ongoing departmental challenges and structural deficits. As a result, the Assistant Directors must take on a greater role

in unit-level decision-making and the daily management of critical departmental functions, including compliance, privacy and security, human resources, facilities, fiscal operations, information technology, procurement, contracting, and preparation of Board items.

To rectify these challenges, DHS proposes to add and hire a third Assistant Director to oversee fiscal operations and several other administrative areas. Adding this position at this level offers several benefits including:

- Improved ability of DHS to recruit for an individual experienced in county and health financial matters who can take over leadership of the Fiscal team and transform and improve operations.
- Better day-to-day support and management for high-volume work units and redistribute workload in a sustainable way.
- Improved turnaround times and reduced error rates.
- Enhanced team morale and retention by creating a more manageable work environment for all leaders in the Administrative Division.
- Accelerate the improvements in Fiscal and other administrative operations with respect to timeliness, accuracy, and the utility of reporting tools.

At this time, Department of Health Services seeks approval to amend the Department Allocation list to delete a vacant 1.0 FTE Departmental Accounting Manager and add a 1.0 FTE Assistant Director of Health Services.

### ***Human Services Department (HSD)***

HR engaged classification and compensation consultant, Cooperative Personnel Service Human Resources (CPS HR) Consulting, to ensure that the Welfare Fraud Investigator series classification specifications accurately reflected duties performed and that the stated training and certification minimum qualifications met current and future business needs. Through the classification study process, CPS HR determined that the title of Senior Welfare Fraud Investigator was no longer appropriate and recommended the updated title of Supervising Welfare Fraud Investigator. The Senior Welfare Fraud Investigator classification was confirmed to be defined by its responsibilities for supervising the work of subordinate investigative staff, handling the more sensitive and complex investigations in connection with public assistance programs administered by the HSD, and serving as the head of the investigative unit in the absence of the Chief Welfare Fraud Investigator. The Civil Service Commission approved the retitling at their July 17, 2025, meeting.

HR, HSD management, and SCLEA met and conferred regarding the new classification title, which resulted in the

Letter of Agreement between the parties (Resolution 1; Attachment C).

HR seeks approval to amend the SCLEA MOU to retitle the existing classification specification of Senior Welfare Fraud Investigator to Supervising Welfare Fraud Investigator.

***Permit Sonoma (PRMD)***

HR has completed two classification studies for PRMD. Due to the unique nature of each study, each is presented independently in this Summary.

**Fire Inspector Series**

HR engaged CPS HR to ensure that the classification specifications of PRMD's Fire Prevention and Hazardous Materials Division's Fire Inspector classification series accurately reflected duties performed and that the training and certification minimum qualifications reflected current State of California requirements. Through the classification study process, the creation of a new entry-level Fire Prevention Specialist classification was recommended. The new classification provides flexibility for the department to hire at the entry-level and alternately promotes employees from the entry-level classification through the Fire Inspector I (first working level) and Fire Inspector II (full working journey- level) in the series.

The Civil Service Commission approved the new classification at their June 5, 2025, meeting.

***Bargaining Unit, Fair Labor Standards Act, and Salary Determinations:***

Pursuant to the County's Employee Relations Policy, HR determined the appropriate bargaining unit for the new Fire Prevention Specialist to be SCLEA and the appropriate bargaining unit to be SCLEA-40. This classification is non-exempt, pursuant to the guidelines of the Fair Labor Standards Act.

Based on an evaluation of both market data and internal compensation factors, HR has determined the salary for Fire Prevention Specialist be set at \$9,042/top monthly step. To maintain internal compensation factors and ensure consistency between levels in the Fire Inspector classification series for ongoing salary administration, the Fire Prevention Specialist should be set 10% below the Fire Inspector I classification (\$9,946/top monthly step).

HR, PRMD management, and SCLEA met and conferred regarding the new classification, which resulted in the Letter of Agreement between the parties (Resolution 1; Attachment B).

### **Licensed Land Surveyor Series**

Through Labor Management Committee discussions with WCE, HR agreed to conduct a position review classification study of incumbents in the Licensed Land Surveyor classification. In addition, HR took the opportunity to create a Land Surveyor series, as desired by the PRMD, by adding new job classifications levels to support the work of the current Licensed Land Surveyor who serves as the County Surveyor.

HR evaluated the department's organizational structure and the County's classification plan and determined that a new journey-level Associate Land Surveyor classification would provide County departments with the ability to have a lower-level professional surveyor position, supervised by a Licensed Land Surveyor, providing additional surveying support as well as continuity and coverage when the Licensed Land Surveyor was not available. In addition, HR found that a new entry-level Assistant Land Surveyor would allow County departments to hire less experienced, unlicensed staff who could learn to perform and assist with a variety of professional and para-professional land surveying work, as well as providing departments with more options for succession planning. The Assistant Land Surveyor would have the ability to alternately promote to Associate Land Surveyor upon obtaining registration as a Professional Land Surveyor by the State of California. As a result, HR created the new classifications of Associate Land Surveyor and Assistant Land Surveyor to perform a variety of field and office land surveying work in connection with the design and construction of public works projects, right-of-way, easement, property acquisition and disposal, and the checking and processing of survey and final maps.

The Civil Service Commission approved the new classifications at their June 5, 2025, meeting.

### ***Bargaining Unit, Fair Labor Standards Act (FLSA), and Salary Determinations:***

Pursuant to the County's Employee Relations Policy, HR conducted a Community of Interest review to determine the appropriate representation and bargaining unit for the new classifications of Associate Land Surveyor and Assistant Land Surveyor. The review determined representation by WCE, Bargaining Unit 21, would be most appropriate and that the classifications should be exempt, pursuant to the guidelines of the Fair Labor Standards Act.

As there was insufficient market data for this classification, HR analyzed internal compensation factors and determined the salary for Associate Land Surveyor should be \$11,940/top monthly step and ongoing salary administration for the classification should be set 10% below the existing, supervisory-

level Licensed Land Surveyor classification. HR also determined the salary for Assistant Land Surveyor should be \$10,375/top monthly step and ongoing salary administration for the classification should be set 15% below the new journey-level job classification of Associate Land Surveyor.

HR, WCE, and management representatives from Permit Sonoma, Sonoma Public Infrastructure, and Sonoma County Water Agency, met and conferred regarding the new classifications, which resulted in the Letter of Agreement between the parties (Resolution 3; Attachment B).

HR seeks approval to establish the three new classifications and set the salaries for the Assistant Land Surveyor, Associate Land Surveyor, and Fire Prevention Specialist classifications.

***Probation (PRB)***

HR received a request from PRB to create a new, single position, management-level classification to lead the department's strategic planning research, evaluation, implementation, and performance outcome efforts. HR evaluated the department's organizational structure and the County's classification plan and determined that a classification does not currently exist that can appropriately perform the identified body of work and meet the requirements necessary to carry out the essential functions of the position. As a result, HR created the new classification of Director of Research and Innovation to plan, organize, evaluate, and direct enterprise- wide strategic initiatives and performance outcomes of PRB in the course of service delivery.

On August 21, 2025, the Civil Service Commission approved the creation of the new classification.

***Bargaining Unit, Fair Labor Standards Act (FLSA), and Salary Determinations:***

Pursuant to the County's Employee Relations Policy, HR conducted a Community of Interest review to determine the appropriate representation and bargaining unit for the new classification of Director of Research and Innovation. The review determined representation by Sonoma County Administrative Management Council (SCAMC - 50) would be most appropriate and that the classification should be exempt, pursuant to the guidelines of the Fair Labor Standards Act.

Based on an evaluation of both market data and internal equity factors, HR has determined the salary for Director of Research and Innovation should be \$13,926/top monthly step, and that the classification should be tied (0% differential) to the Department Administrative Services Director job classification for ongoing salary administration purposes.

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During the Fiscal Year (FY) 2025-26 Budget Hearings, the Board of Supervisors approved a program change request for the addition of a Director of Research and Innovation, funded by department revenue streams, pending creation of an appropriate classification. Based on this prior direction, HR seeks approval to establish the classification and salary of Director of Research and Innovation, and to amend PRB's Department Allocation List to add a 1.0 full-time equivalent (FTE) Director of Research and Innovation. Funding for the position was included in the department's adopted budget, and no budgetary adjustments are needed.

***Regional Parks (PRK)***

PRK submitted a classification study request to HR requesting the review of a Parks and Grounds Maintenance Worker II (PGMW II) position assigned to their Sign Shop. HR agreed that the position needed to be evaluated for appropriateness of classification and engaged CPS HR to conduct the study. On July 17, 2025, the Civil Service Commission reviewed the report and approved the reclassification of the studied PGMW II position as well as the revisions to and retitling of the classification specification for Graphics Designer/Photographer to Graphic Design Specialist.

HR, PRK management, and SEIU met and conferred and reached agreement which resulted in the Letter of Agreement between the parties (Resolution 2; Attachment B).

HR seeks approval to amend the SEIU MOU to retitle Graphics Designer/Photographer to Graphic Design Specialist and amend PRK's Department Allocation List to delete a 1.0 FTE PGMW II and add a 1.0 FTE Graphic Design Specialist.

**Strategic Plan:**

N/A

**Racial Equity:**

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

No

**Prior Board Actions:**

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

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY25-26 Adopted</b>	<b>FY26-27 Projected</b>	<b>FY27-28 Projected</b>
Budgeted Expenses	DHS: \$191,426 PRB: \$214,242 PRK: \$3,193	DHS: \$197,169 PRB: \$284,787 PRK: \$3,289	DHS: \$203,084 PRB: \$296,179 PRK: \$3,388
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$408,861</b>	<b>\$482,506</b>	<b>\$496,981</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	DHS: \$191,426	DHS: \$197,169	DHS: \$203,084
Fees/Other	PRB: \$214,242 PRK: \$3,193	PRB: \$282,048 PRK: \$3,289	PRB: \$290,509 PRK: \$3,388
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>	<b>\$408,861</b>	<b>\$482,506</b>	<b>\$496,981</b>

**Narrative Explanation of Fiscal Impacts:*****Department of Health Services (DHS)***

The addition of a 1.0 FTE Assistant Director of Health Services and the deletion of a 1.0 FTE Departmental Accounting Manager in the DHS Fiscal Section results in a net increase in expenditures of \$191,426 in the Administration Division of the Department. This increase can be absorbed this fiscal year through salary savings resulting from vacancies within the fiscal unit. Future year costs will be included in the applicable year budgets.

***Human Services (HSD)***

There are no fiscal impacts.

***Permit Sonoma (PRMD)***

There are no fiscal impacts.



***Probation (PRB)***

The cost for 1.0 FTE Director of Research and Innovation in FY25-26 from 9/16/25-6/30/26 is \$214,242 at the I-Step, and is included in the FY 25-26 Adopted Budget. The cost for 1.0 FTE Director of Research and Innovation in subsequent fiscal years is \$282,048 and \$290,509. The increased cost for FYs 2026/2027 and 2027/2028 includes a 3% Cost of Living Adjustment (COLA) each year. In FY25-26, the position will be funded by AB177 funding. Beginning in FY26-27, the remaining gap, estimated to be \$61,820 and approximately 20% of the position cost, plus cost increases over time (as the AB177 amount does not grow) will be funded utilizing on-going support the County receives from the state associated with SB 823. No additional general fund is requested.

***Regional Parks (PRK)***

The salary difference between the Parks and Grounds Maintenance Worker II and the Graphic Design Specialist, both at Step I, is \$3,193.29 annually. This position is allocated to the Marketing Division of Regional Parks, which is primarily funded by revenue from Annual Park Pass sales and renewals and Measure M. The anticipated increase in cost will be covered by these existing funding sources.

<b>Staffing Impacts</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A- I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
Assistant Director of Health Services	\$17,825.74 - \$21,666.04	1.0	
Department Accounting Manager	\$9,705.11 - \$11,797.45		(1.0)
Parks and Grounds Maintenance Worker II	\$5,612.61 - \$6,821.40		(1.0)
Graphic Design Specialist	\$5,830.02 - \$7,087.51	1.0	
Director of Research and Innovation	\$11,458.29 - \$13,926.31	1.0	

**Narrative Explanation of Staffing Impacts (If Required):*****Department of Health Services (DHS)***

There is no net change to the number of FTEs. The Departmental Accounting Manager allocation requested for deletion is vacant. DHS will work with Human Resources to conduct a recruitment to fill the Assistant

Director of Health Services position.

***Human Services (HSD)***

There are no staffing impacts to retitling Senior Welfare Fraud Investigator to Supervising Welfare Fraud Investigator.

***Permit Sonoma (PRMD)***

There is no net change to the number of FTEs with the establishment of the three new classifications. Permit Sonoma may request allocations through independent Board actions.

***Probation (PRB)***

There are no staffing impacts associated with the addition of the new 1.0 FTE allocation. Probation will work with HR to conduct a recruitment to fill the position.

***Regional Parks (PRK)***

There is no net change to the number of FTEs. The incumbent in the studied Parks and Grounds Maintenance Worker II position will be retained in the Graphic Design Specialist allocation in accordance with Civil Service Rule 3.3B.

**Attachments:**

1. Resolution 1: Concurrent Resolution amending the MOU between the County and SCLEA to establish the new classification and set the salary for Fire Prevention Specialist and revise the classification title of Senior Welfare Fraud Investigator to Supervising Welfare Fraud Investigator.
2. Resolution 1: Attachment A - Appendix A - Salary Table
3. Resolution 1: Attachment B - Side Letter of Agreement, Fire Prevention Specialist
4. Resolution 1: Attachment C - Side Letter of Agreement, Senior Welfare Fraud Investigator Retitling
5. Resolution 2: Concurrent Resolution amending the MOU between the County and SEIU, Local 1021, to revise the classification title of Graphics Designer/Photographer to Graphic Design Specialist.
6. Resolution 2: Attachment A - Appendix A - Salary Table Scales
7. Resolution 2: Attachment B - Side Letter of Agreement, Graphics Designer/Photographer Retitling
8. Resolution 3: Concurrent Resolution amending the MOU between the County and WCE to establish the new classifications and set the salaries for Assistant Land Surveyor and Associate Land Surveyor

9. Resolution 3: Attachment A - Appendix A - Salary Table
10. Resolution 3: Attachment B - Side Letter of Agreement, New Classifications
11. Resolution 4: Concurrent Resolution amending Salary Resolution 95-0926 to establish the Director of Research and Innovation classification and set the salary
12. Resolution 4: Attachment A - Appendix A - Salary Table
13. Resolution 5: Resolution amending the Department Allocation Lists for Department of Health Services, Probation, and Regional Parks

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

1. Fire Inspector Series - Class Study Report
2. Welfare Fraud Investigator Series - Class Study Report
3. Parks and Grounds Maintenance Worker II Class Study Memo, Report, and Revised Specification
4. Memo to Civil Service Commission - Land Surveyor Series and Specifications
5. Director of Research and Innovation - Class Study Report