



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 3/22/2022

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 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: Spencer Keywood, 707-565-3568

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Miscellaneous Classification, Compensation, and Allocation Changes

Recommended Action:

1. Adopt a Concurrent Resolution amending Salary Resolution 95-0926, Salary Tables, to establish three new classifications and salaries; abolish three classifications; and revise the salaries for three classifications, effective March 22, 2022.
2. Adopt a Concurrent Resolution amending the Memorandum of Understanding between the County and Service Employees International Union, Local 1021, Salary Table Scales, to abolish two classifications, effective March 22, 2022.
3. Adopt a Resolution amending the Department Allocation Lists of Board of Supervisors/County Administrator, Department of Health Services, and Office of Equity, effective March 22, 2022.

Executive Summary:

The County's Human Resources 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, and develops reports and presents recommendations to incumbents, unions, departments, and in many situations the Civil Service Commission. Ensuring employees are appropriately classified and having a sound classification plan results in the County's ability to attract and retain a highly qualified, engaged workforce charged with providing the most efficient services possible for our community.

In resolutions before you today, Human Resources seeks approval to amend the Salary Resolution 95-0926, Salary Tables and Service Employees International Union, Local 1021, Salary Table Scales; and, in order to implement the final recommendations resulting from classification and compensation studies, amend the Department Allocation Lists for Board of Supervisors/County Administrator, Department of Health Services, and Office of Equity.

Discussion:

Board of Supervisors/County Administrator

On January 25, 2022, the Board reviewed the Supervisorial District Staffing Policy presented by the CAO,

proposing the District staffing level range using a formula of 1.0 FTE per 40,000 of the District's total population; or 1.0 FTE per 12,000 of the District's unincorporated population, whichever results in the larger total position value. The proposed range was from 2.5 to 4.0 FTE, but without reducing the current FY 2021-22 allocations within each district. The described staffing level formula applicable to each district resulted in the Board's approval of the recommendation and adjustment to the current staffing level for District 5.

The requested Board action is being sought to codify amending District 5's position allocations to reflect the addition of 1.0 FTE Board of Supervisors' Filed Representative and, separate from the 1/25/2022 discussion at the request of Supervisor Gorin, to adjust District 1's position allocations to reflect the upgrade of an existing 1.0 FTE Board of Supervisors' Aide to a 1.0 FTE Board of Supervisors' Field Representative.

County Counsel

In an effort to move away from the practice of compensating department heads, with the exception of elected officials, using flat rate salaries, Human Resources conducted a compensation analysis for the County Counsel job classification. Compensation analysis ensures positions are compensated fairly for the work performed and that salaries are in alignment with the comparator labor market. A fair and competitive salary is a necessary component in ensuring the County is able to recruit and retain a well-qualified workforce to serve the needs of our community and affirms the County's commitment to compensating its employees in a manner that reflects and furthers workforce equity, retention, diversity, and stability.

For the analysis, Human Resources evaluated the compensation of positions equivalent to County Counsel at the eleven (11) agencies used as the County's comparator labor market. Human Resources found that Sonoma's County Counsel is compensated 12.7% below the market average and, amongst all comparators, is one of only two positions that is compensated with a flat rate salary versus a salary scale. Based on these findings, Human Resources recommends the salary for the position should be changed from a flat rate to a salary scale and that the salary range should set in alignment with the market average, from \$20,158/A-step to \$24,505/I-Step monthly.

Human Resources seeks the Board's approval to amend Salary Resolution 95-0926, Salary Tables, to adjust the salary from a flat rate to a scale, as recommended.

Department of Health Services

Human Resources recently concluded a position classification review study of one Department Analyst position in the Department of Health Services' Administration Division. Based on the information provided in the study, it was determined that the breadth and scope of duties and projects assigned to this position was accurately represented at a higher level within the administrative services classification series. As such, a reclassification of the position to Administrative Services Officer I with the retention of the incumbent in accordance with Civil Service Rule 3.3B, was appropriate. The Civil Service Commission approved the recommendation of the Position Review study at their February 3rd, 2022 meeting.

Human Resources seeks approval to change the Department of Health Services Department Allocation List to reflect the deletion of 1.0 FTE Department Analyst allocation and the addition of 1.0 FTE Administrative Services Officer I.

Human Resources

On December 14, 2021 the Board adopted a resolution to increase the living wage rate in Sonoma County to \$16.75, effective January 1, 2022. In preparation for the change, Human Resources conducted compensation analyses for a number of entry-level classifications to ensure they were aligned with the living wage rate. During the analysis, Human Resources identified five classifications that are no longer used by County departments: Agricultural Program Aide, Clerical Helper, Clerk Typist II-Law Library, Mental Health Trainee, and Office Assistant Trainee. The former three are unrepresented and the latter two are SEIU-represented. Human Resources discussed and reached agreement with SEIU on abolishing the Mental Health Trainee and Office Assistant Trainee classifications during the meet and confer process regarding living wage rates.

Abolishing classifications that are no longer in use allows Human Resources to ensure departments have access to appropriate job classifications and reduces administrative tasks associated with maintaining classifications in a number of County systems. On March 3, 2022, the Civil Service Commission approved the abolishment of the five classifications.

Human Resources is also responsible for managing the County-wide classification structure and ensuring the availability of classifications to meet departments' needs. In conjunction with that work, Human Resources has determined it is beneficial to create "project" versions of the Department Analyst and Department Program Manager classifications. Project classifications are designed for specific project-focused positions, are limited to duration to a maximum of five years, and allow departments to hire individuals with highly specialized areas of expertise specifically for project-based work, while limiting impacts operations at the end of the project term. On March 3, 2022 the Civil Service Commission approved the recommendation to establish the Department Analyst-Project and Department Program Manager-Project classifications.

Bargaining Unit, Fair Labor Standards Act, and Salary Determinations: With the exception of their limited duration, Project classifications are designed to mirror the employment conditions of their "regular" classification counterparts. Therefore, Human Resources has determined that the new classifications should be allocated under Salary Resolution No. 95-0926, Administrative Management Bargaining Unit 0050, and that both classifications are exempt and not eligible to overtime pay pursuant to the Fair Labor Standards Act. The recommended salaries for each of the classifications are tied to the non-project classifications and should be administered as detailed in the table below.

| Class Title | Proposed Monthly I-Step | Ongoing Salary Administration |
|--------------------------------------|--------------------------------|--------------------------------------|
| Department Analyst - Project | \$6,084 | Tied to Department Analyst |
| Department Program Manager - Project | \$6,922 | Tied to Department Program Manager |

On February 8, 2022, the Board adopted a resolution to amend Unrepresented job classifications in alignment with the County's living wage increase. An administrative error occurred for OSD Intern Undergraduate and OSD Intern Graduate and their respective hourly rates were transposed in the Resolution attachment documentation.

Human Resources seeks approval to amend Salary Resolution 95-0926, Salary Tables to establish the new classifications and salaries for Department Analyst - Project and Department Program Manager - Project, abolish Agricultural Program Aide, Clerical Helper, and Clerk Typist II-Law Library, correct the salaries for OSD

Intern Undergraduate and OSD Intern Graduate; and amend the Memorandum of Understanding between the County and Service Employees International Union, Local 1021, Salary Table Scales to abolish Mental Health Trainee and Office Assistant Trainee.

Office of Equity

A position classification study was conducted in the Office of Equity resulting in the development of the new classification of County Equity Program Manager. Under direction, this class organizes, manages, and leads the development of assigned equity programs for the County of Sonoma and coordinates county-wide equity efforts including training, capacity building and community engagement.

Consecutively, Human Resources determined a reclassification and retention of the incumbent, in accordance with Civil Service Rule 3.3B was appropriate, and the Civil Service Commission approved the recommendation of the position classification review study at their August 5, 2021, meeting.

Bargaining Unit, Fair Labor Standards Act (FLSA), and Salary Determination: Pursuant to the County’s Employee Relations Policy, Human Resources determined the County Equity Program Manager job class should be allocated under Salary Resolution No. 95-0926, Administrative Management Bargaining Unit 0050, and that both classifications are exempt and not eligible to overtime pay pursuant to the Fair Labor Standards Act.

Based on an evaluation of both market data and internal equity factors, Human Resources has determined that the salary range for County Equity Program Manager should be set at \$10,267/I-step monthly. For ongoing salary administration purposes, the salary will be tied to the Training Manager classification.

Human Resources seeks approval to establish the new classification and salary of County Equity Program Manager, and make the adjustment to the Office of Equity’s position allocation table to reflect the deletion of a 1.0 FTE County Communications Specialist, and the addition of a 1.0 FTE County Equity Program Manager.

Strategic Plan:

N/A

Prior Board Actions:

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

FISCAL SUMMARY

| Expenditures | FY 21-22 Adopted | FY 22-23 Projected | FY 23-24 Projected |
|------------------------------------|---|---|---|
| Budgeted Expenses | BOS/CAO: \$39,830 DHS: \$7,125 OOE: \$14,850 | BOS/CAO: \$170,800 DHS: \$30,101 OOE: \$15,300 | BOS/CAO: \$176,200 DHS: \$31,004 OOE: \$15,800 |
| Additional Appropriation Requested | | | |
| Total Expenditures | \$61,805 | \$216,201 | \$223,044 |

| Funding Sources | | | |
|--|--|---|---|
| General Fund/WA GF | DHS: \$7,125 OOE: \$14,850 | BOS/CAO: \$127,000 DHS: \$30,101 OOE: \$15,300 | BOS/CAO: \$131,000 DHS: \$31,004 OOE: \$15,800 |
| State/Federal | | | |
| Fees/Other: District 1 Community Investment Program District 5 Community Investment Program | BOS/CAO: D1: \$4,000 D5: \$4,000 | BOS/CAO: D1: \$21,900 D5: \$21,900 | BOS/CAO: D1: \$22,600 D5: \$22,600 |
| Use of Fund Balance | | | |
| Contingencies | BOS/CAO: \$31,830 | | |
| Total Sources | \$61,805 | \$216,201 | \$223,004 |

Narrative Explanation of Fiscal Impacts:

Board of Supervisors/County Administrator

Fiscal year 21-22 impact of District 5’s new allocation is approximately \$35,830 and will be covered using current fiscal year General Fund Contingencies as well as \$4,000 from the District 5’s \$100,000 annual Transient Occupancy Tax Community Investment Program allocation to finance the difference between Board Aide and Field Representative. Ongoing annual costs will be included in the FY 2022-23 County Administrator’s Recommended Budget.

Current fiscal year impact of District 1’s Board of Supervisors’ Aide to Board of Supervisors’ Field Representative job classification upgrade, of approximately \$4,000, will be financed by a portion of District 1’s \$100,000 annual Transient Occupancy Tax District’s Community Investment Program allocation, the annual cost differential will also be included in the FY 2022-23 Recommended Budget.

County Counsel

There is no fiscal impact to convert County Counsel salary from a flat rate to a salary scale.

Department of Health Services

Additional costs of \$7,125 in FY 21-22 will be offset by current year salary savings. Additional costs of \$30,101 in FY 22-23 and \$31,004 in FY23-24 will be included in future recommended budgets and funded by current funding sources.

Human Resources

There are no fiscal impacts.

Office of Equity

The budget allocation for this position will require increase in the General Fund Contribution of \$14,851 for the remainder of FY 21-22. The annual cost for the position beginning in FY 22-23 is \$15,300, with the standard annual increase in subsequent years.

| Staffing Impacts: | | | |
|--|--|---------------------------|---------------------------|
| Position Title (Payroll Classification) | Monthly Salary Range (A-I Step) | Additions (Number) | Deletions (Number) |
| Board of Supervisor's Aide | \$4,807.33 - \$5,842.20 | | (1.0) |
| Board of Supervisors' Field Representative | \$5,673.49 - \$6,896.19 | 2.0 | |
| Department Analyst | \$6,083.95 - \$7,397.10 | | (1.0) |
| Administrative Services Officer I | \$7,171.00 - \$8,715.47 | 1.0 | |
| County Communications Specialist | \$7,299.70 - \$8,872.00 | | (1.0) |

Narrative Explanation of Staffing Impacts (If Required):

Board of Supervisors/County Administrator

Approval of this action will result in adjusting the District 5 FY 2021-22 Adopted Budget and Position Allocation to add 1.0 FTE Board of Supervisors' Field Representative and upgrade a 1.0 FTE Board of Supervisor's Aide in District 1 to a 1.0 FTE Board of Supervisors' Field Representative.

County Counsel

There are no staffing impacts.

Department of Health Services

There is no net change to the number of FTEs. The incumbent in the studied Department Analyst position will be retained in the Administrative Services Officer I position, in accordance with Civil Service Rule 3.3B.

Human Resources

There are no staffing impacts.

Office of Equity

There is no net change to the number of FTEs. The incumbent in the studied County Communications Specialist position will be retained in the County Equity Program Manager position, in accordance with Civil Service Rule 3.3B.

Attachments:

1. Resolution 1: Concurrent Resolution amending Salary Resolution 95-0926, Salary Tables to establish three new classifications and salaries; abolish three classifications; and revise the salaries for three classifications.
2. Resolution 1: Attachment A - Appendix A - Salary Tables
3. Resolution 2: Concurrent Resolution amending the Memorandum of Understanding between the County and Service Employees International Union, Local 1021, Salary Table Scales, to abolish two classifications.
4. Resolution 2: Attachment A - Appendix A - Salary Table Scales

5. Resolution 3: Resolution amending the Department Allocation Lists of Board of Supervisors/County Administrator, Department of Health Services, and Office of Equity.

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

1. Classification Study Report by Human Resources on County Communications Specialist in the Office of Equity.
2. Civil Service Commission Memo to Establish New Project Classifications & Abolish Classifications No Longer in Use