



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 11/5/2024

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: Janell Crane, 707-565-2885; Lisa Conner, 707-565-3207

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Miscellaneous Classification, Compensation, and Allocation Changes

Recommended Action:

- A) Adopt a Concurrent Resolution amending the Memorandum of Understanding between the County and the International Union of Operating Engineers, Stationary Engineers, Local No. 39 to establish the new classifications and salaries for the Water Agency Fleet Equipment Mechanic series, effective October 29, 2024.
- B) Adopt a Concurrent Resolution amending the Memorandum of Understanding between the County and the Western Council of Engineers to establish the new classification and salary for Senior Professional Geologist, effective October 29, 2024.
- C) Adopt a Resolution approving the reclassification of the studied Sonoma County Water Agency Fleet positions, with the retention of affected incumbents and amending the Sonoma County Water Agency's Department Allocation List, effective October 29, 2024.

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, 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, Human Resources requests approval to implement recommendations resulting from classification and compensation studies for Permit and Resource Management Department and Sonoma County Water Agency.

Discussion:

Permit and Resource Management Department (PRMD)

Human Resources received a request from PRMD, to create a new, supervisory-level Senior Professional Geologist classification to function as the head of a technical section, and to supervise and direct the work of subordinate professional and technical staff and consultants engaged in work related to geology, hydrogeology, geotechnical or civil engineering, stormwater, and mining geology.

Human Resources evaluated the department's organizational structure and the County's classification plan, and determined that a supervisory-level, licensed Senior Professional Geologist 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. As a result, Human Resources created the new classification of Senior Professional Geologist to plan, prioritize, and monitor the work of a technical section related to water and geologic resources, supervise and direct staff, review groundwater and geologic hazard reports, and supervise and participate in site inspections and environmental assessments.

On March 21, 2024, the Civil Service Commission approved the creation of the new classification. While this classification will, if approved by the Board, be available for future use, no position in this allocation is being added at this time. Permit Sonoma may look to create an allocation in the future using the Program Change Request process, and such an addition would be separately vetted by Human Resources and the County Administrator's Office before being presented to your Board.

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

Pursuant to the County's Employee Relations Policy, Human Resources conducted a Community of Interest review to determine the appropriate representation and bargaining unit for the new classification of Senior Professional Geologist. The review determined representation by the Western Council of Engineers (WCE), Bargaining Unit 21, would be most appropriate and that the classification should be exempt, pursuant to the guidelines of the Fair Labor Standards Act. Human Resources, the Permit and Resource Management Department, and WCE participated in a meet and confer session regarding the new classification, resulting in the attached Letter of Agreement between the parties (Resolution 2; Attachment B).

As there was insufficient market data for this classification, Human Resources analyzed internal compensation factors and determined the salary for Senior Professional Geologist should be \$13,893/top monthly I-Step and ongoing salary administration for the classification should be set at 10% above the journey-level job classification of Professional Geologist.

Human Resources seeks approval to establish the classification and salary of Senior Professional Geologist.

Sonoma County Water Agency

A classification study was conducted at the request of Sonoma County Water Agency (Sonoma Water) to study four positions in the Automotive Mechanic and Heavy Equipment Technician classifications within Sonoma Water's Fleet division. Human Resources accepted the classification study request and CPS HR Consulting Services (CPS), a professional consulting firm, completed the study.

The study identified that the classification series currently used by other County departments did not meet the needs of Sonoma Water which maintains specialized equipment not used by other County departments, including equipment which exposes the Fleet division to wastewater. This exposure necessitates the Sonoma

Water positions to learn and apply safety precautions as related to wastewater. Additionally, due to the size and organizational structure of the Sonoma Water, the Automotive and Heavy Equipment staff undertake a broader range of responsibilities that crossover several classifications, including basic maintenance to more complex repairs.

CPS recommended a series of three job classifications: Water Agency Fleet Equipment Mechanic I and II levels, which would be alternate-promote classifications and a Water Agency Lead Fleet Equipment classification, which would require a competitive exam process to promote into the classification. Currently, Sonoma Water has a 1.0 full-time equivalency (FTE) allocation for a Lead Heavy Equipment Technician that is underfilled as a Heavy Equipment Technician. Due to the underfill, a lead-level position was not directly studied. Sonoma Water anticipates conducting a recruitment soon for the lead-level of the new series, should the Board approve the Resolution to amend the Department Allocation List.

Bargaining Unit and Fair Labor Standards Determinations:

In accordance with the County's Employee Relations Policy, Human Resources conducted a Community of Interest analysis to determine the appropriate representation and bargaining unit for the new Water Agency Fleet Equipment Mechanic series. The review determined representation by International Union of Operating Engineers, Stationary Engineers, Local No. 39 (Local 39) would be most appropriate, and that it should be non-exempt under the Fair Labor Standards Act.

Based on an evaluation of both market data developed by CPS and internal equity factors, Human Resources has determined the following salaries for the Water Agency Fleet Equipment Mechanic series:

- Water Agency Fleet Equipment Mechanic II should be set at \$9,743/I-step monthly and set as a benchmark
- Water Agency Fleet Equipment Mechanic I should be set at \$8,855/I-step monthly and ongoing salary administration for the classification should be set at 10% below the benchmark classification of Water Agency Fleet Equipment Mechanic II
- Water Agency Lead Fleet Equipment Mechanic should be set at \$10,721/I-step monthly and ongoing salary administration for the classification should be set at 10% above the benchmark classification of Water Agency Fleet Equipment Mechanic II

Following the release of these findings, Human Resources, Water Agency management, and Local 39 met and conferred over the new classifications and salaries and reclassification of incumbents and reached agreement.

Human Resources seeks approval to reclassify three filled positions to the new classifications of Water Agency Fleet Equipment Mechanic I/II based on report recommendations and agreement with Local 39, and in accordance with the Sonoma County Water Agency Personnel Policies - Article V.; and amend the Department Allocation List to delete 2.0 FTE Automotive Technician, 1.0 FTE Heavy Equipment Technician, and 1.0 FTE Lead Heavy Equipment Technician and add 3.0 FTE Water Agency Fleet Equipment Mechanic II allocations and a 1.0 FTE Water Agency Lead Fleet Equipment Mechanic allocation.

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

Expenditures	FY24-25 Adopted	FY25-26 Projected	FY26-27 Projected
Budgeted Expenses	WTR: \$55,034	WTR: \$85,853	WTR: \$85,853
Additional Appropriation Requested			
Total Expenditures	\$55,034	\$85,853	\$85,853
Funding Sources			
General Fund/WA GF		WTR: \$85,853	WTR: \$85,853
State/Federal			
Fees/Other			
Use of Fund Balance	WTR: \$55,034		
General Fund Contingencies			
Total Sources	\$55,034	\$85,853	\$85,853

Narrative Explanation of Fiscal Impacts:

Permit and Resource Management Department (PRMD)

There are no staffing impacts to establish the new Senior Professional Geologist classification, as no allocations are being added in this classification. Should an allocation for a Senior Professional Geologist be added in the future, costs would be considered at that time.

Sonoma County Water Agency

Salary and benefits are budgeted in the Water Agency General Fund which is funded through property tax revenue and grants. The General Fund is reimbursed by Sonoma Water’s enterprise funds through the overhead rate using project costing. Sonoma Water’s cost accounting system allocates labor costs to its projects and are specific to its enterprise funds.

Adding these allocations represents a total net increase in Fiscal Year (FY) 2024/2025 salary costs of \$55,034. For FY 2025/2026 and FY 2026/27 the net increase for salary will be \$85,853, pending any future cost of living adjustments. Associated benefit costs will also increase. Additional appropriations to cover the increased costs of the new position classifications will be added during consolidated budget adjustments. FY 2025/2026 and

FY 2026/2027 appropriations will be budgeted in these fiscal years.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Automotive Technician	\$6,393.54 - \$7,772.78		(2.0)
Heavy Equipment Technician	\$6,793.58 - \$8,256.30		(1.0)
Lead Heavy Equipment Technician	\$7,398.84 - \$8,993.75		(1.0)
Water Agency Fleet Equipment Mechanic II	\$8,106.00 - \$9,743.00	3.0	
Water Agency Lead Fleet Equipment Mechanic	\$8,818.00 - \$10,721.00	1.0	

Narrative Explanation of Staffing Impacts (If Required):

Permit and Resource Management Department (PRMD)

There are no staffing impacts to establish the new Senior Professional Geologist classification.

Sonoma County Water Agency

Salary and benefits are budgeted in the General Fund which is funded through property tax revenue and grants. The General Fund is reimbursed by Sonoma Water’s enterprise funds through the overhead rate using project costing. Sonoma Water’s cost accounting system allocates labor costs to its projects and are specific to its enterprise funds.

Adding these allocations represents a total net increase in Fiscal Year (FY) 2024/2025 labor costs of \$306,904. For FY 2025/2026 the net increase for salary and benefits will be \$478,769 and \$478,769 for FY 2026/2027 assuming a 4% COLA in FY 2025/2026. Additional appropriations to cover the increased costs of the new position classifications will be added during consolidated budget adjustments. FY 2025/2026 and FY 2026/2027 appropriations will be budgeted in these fiscal years.

Attachments:

1. Resolution 1: Concurrent Resolution amending the Memorandum of Understanding between the County and Local 39 to establish the new classifications and salaries for the Water Agency Fleet Equipment Mechanic series
2. Resolution 1: Attachment A - Appendix A - Salary Tables
3. Resolution 1: Attachment B - Side Letter Agreement
4. Resolution 2: Concurrent Resolution amending the Memorandum of Understanding between the County and Western Council of Engineers to establish the new classification and salary for Senior Professional Geologist
5. Resolution 2: Attachment A - Appendix B - Salary Tables
6. Resolution 2: Attachment B - Side Letter Agreement
7. Resolution 3: Resolution approving the reclassification of the studied Sonoma County Water Agency Fleet positions, with the retention of affected incumbents and amending the Sonoma County Water Agency Department Allocation List

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8. Classification Study Report by CPS HR Consulting Services on County of Sonoma Water Agency Automotive Mechanic and Heavy Equipment Technician series

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

Classification Study Report by Human Resources on Engineer Series, Professional Geologist, and Air Quality Engineer