



# COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 8/9/2022

**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 the Memorandum of Understanding between the County and Service Employees International Union, Local 1021, Salary Table Scales, to establish the new classifications and salaries for Adult and Aging Social Worker and Adult and Aging Social Work Supervisor, effective August 9, 2022.
2. Adopt a Concurrent Resolution amending Salary Resolution 95-0926, Salary Tables, to amend the salary for Director of Public Health Nursing, effective August 9, 2022.
3. Adopt a Concurrent Resolution amending the Department Allocation Lists for Human Services and Sonoma County Water Agency, effective August 9, 2022.
4. Approve the revised classification specification of Information Systems Director, effective August 9, 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 your Board today, Human Resources requests approval to implement the final recommendations resulting from classification and compensation studies and amendments to the Department Allocation Lists for Human Services and Sonoma County Water Agency.

**Discussion:**

***Human Services***

A classification study was conducted of Social Service Worker IV and Social Service Supervisor II positions in

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the Adult and Aging Division of the Human Services Department. These positions perform or supervise complex and intensive social work to ensure the safety and well-being of Sonoma County's older and dependent adults, and people with disabilities. Incumbents conduct needs assessments using a variety of tools, develop person-centered care plans, make referrals for a wide variety of client issues, review and support the work of In-Home Supportive Services (IHSS) Social Service Workers, and collaborate with a broad spectrum of service providers and agencies.

The study resulted in Human Resources recommending the development of two new job classifications, Adult and Aging Social Worker and Adult and Aging Social Work Supervisor, and reclassification and retention of the incumbents, in accordance with Civil Service Rule 3.3C. The Civil Service Commission approved Human Resources recommendations at their June 3, 2021 meeting.

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

Pursuant to the County's Employee Relations Policy, Human Resources determined the appropriate bargaining unit for the new Adult and Aging Social Worker to be Bargaining Unit 25-SEIU and Adult and Aging Social Work Supervisor classifications to be Bargaining Unit 95-SEIU. These classifications are non-exempt, pursuant to the guidelines of the Fair Labor Standards Act.

Based on an evaluation of both market data and internal equity factors, Human Resources has determined that the salary for Adult and Aging Social Worker should be set at \$7,983/I-step monthly and the salary for Adult and Aging Social Work Supervisor should be set at \$8,943/I-step monthly. For ongoing salary administration purposes, Adult and Aging Social Worker will be a benchmark classification and the salary for the Adult and Aging Social Work Supervisor classification will be set 12% above Adult and Aging Social Worker.

Human Resources, Human Services Management, and Service Employees International Union (SEIU) participated in meet and confer sessions regarding the new classifications, which resulted in a Letter of Agreement between the parties (Resolution 1; Attachment B).

Human Resources seeks approval to amend the SEIU Memorandum of Understanding to establish the new classifications and salaries of Adult and Aging Social Worker and Adult and Aging Social Work Supervisor and to make adjustments to the Human Services Department's Allocation List to reflect the deletion of 53.5 FTE Social Service Worker IV positions and 10.0 FTE Social Work Supervisor II positions, and the addition of 53.5 FTE Adult and Aging Social Worker and 10.0 FTE Adult and Aging Social Work Supervisor positions.

**Sonoma County Water Agency**

A classification study was conducted of a Water Agency Maintenance Worker II position in the Environmental Services/Maintenance & Facilities Division of the Sonoma County Water Agency (SCWA). The findings from the study showed the incumbent is solely assigned to perform facility maintenance duties on a full-time basis within the division which were found to be substantially similar to those performed by the Building Mechanic I classification. Human Resources, SCWA, and the representing union of Service Employees International Union (SEIU) participated in a meet and confer session regarding the recommendation of reclassification of the position and incumbent to the classification of Building Mechanic I with satisfactory results.

Human Resources seeks approval to reclassify one position of Water Agency Maintenance Worker II to the classification of Building Mechanic I, retain its incumbent in accordance with the Sonoma County Water Agency Personnel Policies - Article V., and amend the Department Allocation List to delete a 1.0 FTE Water

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Agency Maintenance Worker II and add a 1.0 FTE Building Mechanic II.

***Department of Health Services***

Human Resources is seeking approval for a salary adjustment to the Director of Public Health Nursing classification. A compensation analysis was conducted due to concerns the classification was undercompensated in light of long-standing recruitment challenges. Compensation analyses are used to identify if positions are compensated fairly for the work performed and to determine if salaries are in alignment with the County's comparator labor market. Human Resources evaluated the total compensation package of the Director of Public Health Nursing classification in comparison to similar classifications at the County's eleven (11) comparator agencies and found the position's compensation to be below the market average. As a result, Human Resources recommends a 5.5% base salary increase to achieve parity with the market. Based on this recommendation, the salary for the Director of Public Health Nursing should be set at \$13,667/monthly I-Step.

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

***Information Systems Department***

As part of the Information Systems Director recruitment Human Resources reviewed the classification specification. An accurate and up-to-date classification specification provides an organization with the necessary tools for successfully administering recruitment, performance management, compensation, and succession planning programs. Human Resources found that the classification specification was last revised in 2002 and does not contain current industry nomenclature and best practices and updated information regarding the appointing authority, reporting requirements, department organizational structure, and scope of duties performed.

Human Resources has recommended edits to the classification specification that have been reviewed and approved by the County Administrator. Human Resources seeks the Board's approval to revise the specification as presented.

**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 22-23 Adopted	FY23-24 Projected	FY 24-25 Projected
Budgeted Expenses	DHS: \$14,124 WTR: \$15,311	DHS: \$14,477 HSD: \$468,518 WTR: \$17,120	DHS: \$14,840 HSD: \$480,231 WTR: \$17,548
Additional Appropriation Requested	HSD: \$457,091		
<b>Total Expenditures</b>	<b>\$486,526</b>	<b>\$500,115</b>	<b>\$512,619</b>

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<b>Funding Sources</b>			
General Fund/WA GF	DHS: \$14,124 WTR: \$15,311	DHS: \$14,477 WTR: \$17,120	DHS: \$14,840 WTR: \$17,548
State/Federal	HSD: \$457,091	HSD: \$468,518	HSD: \$480,231
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$486,526</b>	<b>\$500,115</b>	<b>\$512,619</b>

**Narrative Explanation of Fiscal Impacts:**

***Human Services***

Additional appropriations represent the salary differential between the existing position classes (Social Service Worker IV and Social Service Supervisor II) and the requested classes (Adult and Aging Social Worker and Adult and Aging Social Work Supervisor). Fiscal years 23-24 and 24-25 assume a 2.5% COLA.

In FY 22-23, additional expenditures of \$457,091 will be funded by a revenue set-aside of \$289,595 from the Adult Protective Services expansion and Home Safe program, with 1991 Realignment fund balance covering the remaining \$167,496. Adult Protective Services expansion funding will be ongoing and continue to cover most of the expenditure increase in outyears, with 1991 Realignment funding the remaining portion.

Appropriations for the increased expenditures will be added during first quarter Consolidated Budget Adjustments.

***Sonoma County Water Agency***

The increase in annual salary and benefits to add 1.0 FTE Building Mechanic II and delete 1.0 FTE WA Water Agency Maintenance Worker II is \$16,702 (based on hourly weighted rates of \$68.58 and \$60.55). The increase will take effect August 2022 and the prorated FY 22/23 increase of \$15,311 will be funded by existing funds in the SW enterprise funds. Labor costs for both FY 23/24 and 24/25 assume a 2.5% COLA. Salary and benefits are budgeted in the Water Agency General Fund which is funded through water sales revenue, taxes, and grants. The Water Agency General Fund is reimbursed by enterprise funds through project costing. These increased labor costs will be funded by existing funds in the Water Agency's enterprise funds. The Water Agency's cost accounting system allocates labor costs to Water Agency projects specific to its enterprise funds.

***Department of Health Services***

The estimated cost of the salary adjustment, including benefits, for Fiscal Year 2022-23 totals \$14,124. Year 2 and Year 3 payroll costs assume a 2.5% Cost of Living Adjustment. County General Fund will cover payroll costs for the position. These costs will be absorbed within existing appropriations in the Department of Health Services' budget.

***Information Systems Department***

There are no fiscal impacts.

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<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>
Social Service Worker IV	\$6,083.95 - \$7,397.10		(53.5)
Social Service Supervisor II	\$6,802.27 - \$8,268.47		(10.0)
Adult and Aging Social Worker	\$6,567.00 - \$7,983.00	53.5	
Adult and Aging Social Work Supervisor	\$7,357.00 - \$8,943.00	10.0	
Water Agency Maintenance Worker II	\$4,762.11 - \$5,790.02		(1.0)
Building Mechanic II	\$6,303.10 - \$7,661.47	1.0	

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

***Human Services***

There is no net change to the number of FTEs. The incumbents in the studied Social Service Worker IV and Social Service Supervisor II positions will be retained in the new Adult and Aging Social Worker and Adult and Aging Social Work Supervisor positions, in accordance with Civil Service Rule 3.3C.

***Sonoma County Water Agency***

There is no net change to the number of FTEs. The incumbent in the studied Water Agency Maintenance Worker II position will be reclassified to a Building Mechanic I in accordance with the Sonoma County Water Agency Personnel Policies - Article V.

***Department of Health Services***

There are no staffing impacts related to amending the salary for the Director of Public Health Nursing classification. Human Resources is conducting a recruitment to fill the vacant position.

***Information Systems Department***

There are no staffing impacts.

**Attachments:**

1. Resolution 1: Concurrent Resolution amending the Memorandum of Understanding between the County and Service Employees International Union, Local 1021, Salary Table Scales, to establish the new classifications and salaries for Adult and Aging Social Worker and Adult and Aging Social Work Supervisor.
2. Resolution 1: Attachment A - Appendix A - Salary Tables
3. Resolution 1: Attachment B - Side Letter Agreement
4. Resolution 2: Concurrent Resolution amending Salary Resolution 95-0926, Salary Tables, to amend the salary for Director of Public Health Nursing.
5. Resolution 2: Attachment A - Appendix A - Salary Tables
6. Resolution 3: Concurrent Resolution amending the Department Allocation Lists for Human Services and Sonoma County Water Agency.
7. Classification Study Report by Human Resources on Water Agency Maintenance Worker II
8. Information Systems Director Specification

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

Classification Study Report by Human Resources on Social Service Worker IV and Social Service Supervisor II