



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 7/19/2022

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 classification and salary for Supervising Assessment Specialist and abolish the classifications of Assessor's Change in Ownership Supervisor and Assessment Process Supervisor, effective July 12, 2022.
2. Adopt a Concurrent Resolution amending Salary Resolution 95-0926, Salary Tables, to establish the new classifications and salaries for Homelessness Services Division Director and Residential Clinical Manager, effective July 12, 2022.
3. Adopt a Resolution amending the Department Allocation Lists for Clerk-Recorder-Assessor-Registrar of Voters and the Department of Health Services, effective July 12, 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 studies and amendments to the Department Allocation Lists for Clerk-Recorder-Assessor-Registrar of Voters and Department of Health Services.

Discussion:

Clerk-Recorder-Assessor-Registrar of Voters

A classification study was conducted of two Assessment Process Supervisor positions in the Assessor's Division

of Clerk-Recorder-Assessor-Registrar of Voters (CRA). The Assessment Process Supervisors oversee unit staff who evaluate information, property tax exemptions, exclusions, the calculation of property values, and determine appropriate treatment of transactions. The findings in the study showed the primary purpose of the Assessment Process Supervisor class is the supervision of an assigned unit's operations and staff and performing the most complex work associated with the assigned unit. As legislation and the tax code have evolved, the Assessment Process Supervisors' body of work has taken on new complexities that are not reflected in the current class specification.

The study resulted in Human Resources recommending the development of a new job classification, Supervising Assessment Specialist, and reclassification and retention of the incumbents, in accordance with Civil Service Rule 3.3B, and the abolishment of the Assessor's Change In Ownership Supervisor and Assessment Process Supervisor. The Civil Service Commission approved Human Resources' recommendations at their October 7, 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 Supervising Assessment Specialist classification to be Bargaining Unit 95-SEIU. This classification is non-exempt, and eligible for overtime pay pursuant to the guidelines of the Fair Labor Standards Act.

Human Resources, CRA Management, and Service Employees International Union (SEIU) participated in a meet and confer session regarding the new classification, 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 classification and salary of Supervising Assessment Specialist and abolish the classifications Assessor's Change in Ownership Supervisor and Assessment Process Supervisor.

Based on an evaluation of both market data and internal equity factors, Human Resources has determined that the salary for Supervising Assessment Specialist should be set at \$6,924/1-step monthly. For ongoing salary administration purposes, the salary will be linked to the Assessment Specialist classification with a 20% differential.

Human Resources seeks approval to establish the new classification and salary for Supervising Assessment Specialist, abolish the classifications Assessor's Change in Ownership Supervisor and Assessment Process Supervisor, and make adjustments to CRA's Department Allocation List to reflect the deletion of 2.0 FTE Assessment Process Supervisors and the addition of 2.0 FTE Supervising Assessment Specialists. CRA will work with Human Resources to downgrade the vacant Assessor's Change in Ownership Supervisor to Supervising Assessment Specialist which can be done administratively.

Department of Health Services

In support of the restructuring of a number of homelessness services programs within a centralized division of the Department of Health Services, Human Resources has developed the new classification of Homelessness Services Division Director. The Homelessness Services Division Director will be responsible for managing, planning, advising, and coordinating many of the County's programs related to ending homelessness; ensuring there is collaboration and coordination of services with internal and external partners; and leading and

supervising staff in the accomplishment of the division's objectives.

Bargaining Unit, Fair Labor Standards Act (FLSA), and Salary Determination: Pursuant to the County's Employee Relations Policy, Human Resources determined the Homelessness Services Division Director job class should be allocated under Salary Resolution No. 95-0926, Administrative Management Bargaining Unit 0050, and that the classification is 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 Homelessness Services Division Director should be set at \$14,958/I-step monthly. For ongoing salary administration purposes, the salary will be linked to the Health Services Deputy Director classification with a 5% differential.

As part of the FY 22-23 budget adoption process Human Resources and DHS received authority to return to the Board at a later date to add three new positions to support the mission and operations of the new, expanded division and to ensure appropriate levels of management oversight and administrative support. The identified positions included a 1.0 FTE in each of the following new classifications: Accountant III, Senior Office Assistant, and Homelessness Services Division Director.

At this time, Human Resources seeks approval to establish the new classification and salary for Homelessness Services Division Director, and DHS seeks approval to add 1.0 FTE Accountant III, 1.0 FTE Senior Office Assistant, and 1.0 FTE Homelessness Services Division Director to their Department Allocation List.

Human Services

A position classification study was conducted in Human Services resulting in the development of the new classification of Residential Clinical Manager. Under general direction of the Human Services Section Manager, the Residential Clinical Manager will be responsible for the administration, management, and oversight of all clinical services including providing operational direction and oversight for the Short-Term Residential Therapeutic Programs (STRTP) facility and staff; developing and implementing clinical policies, procedures, and protocols; reviewing casework and directing staff and services; overseeing contracts for other clinical services; and serving as the primary liaison to the Department of Behavioral Health for clinical coordination and legislative standards, and other requirements as appropriate. The Board of Supervisors has not yet approved implementation of HSD's new STRTP program, which is anticipated to be presented for consideration after September 2022. HSD will only utilize this new job classification contingent upon the Board approving the STRTP program in the future; therefore, there is no immediate fiscal nor staffing impacts for HSD associated with creating this new position classification.

Bargaining Unit, Fair Labor Standards Act (FLSA), and Salary Determination: Pursuant to the County's Employee Relations Policy, Human Resources determined the Residential Clinical Manager job class should be allocated under Salary Resolution No. 95-0926, Administrative Management Bargaining Unit 0050, and that the classification is 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 Residential Clinical Manager should be set at \$10,446/I-step monthly. For ongoing

salary administration purposes, the salary will be linked to the Valley of the Moon Children’s Home Manager classification of the Human Services Department with a 5% differential.

Human Resources seeks approval to establish the new classification and salary for Residential Clinical 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	FY22-23 Projected	FY 23-24 Projected
Budgeted Expenses	CRA: \$20,174	CRA: \$20,779 DHS: \$618,300	CRA: \$21,402 DHS: \$629,500
Additional Appropriation Requested	DHS: \$607,500		
Total Expenditures	\$627,674	\$639,079	\$650,902
Funding Sources			
General Fund/WA GF	CRA: \$20,174 DHS:\$607,500	CRA: \$20,779 DHS: \$618,300	CRA: \$21,402 DHS: \$629,500
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	\$627,674	\$639,079	\$650,902

Narrative Explanation of Fiscal Impacts:

Clerk-Recorder-Assessor-Registrar of Voters

The estimated cost of the salary adjustment, including benefits, for the 2.0 Supervising Assessment Specialist positions for FY 2022-23 totals \$20,174. Beginning in Fiscal Year 2023-24, the increased annual salary and benefits will be budgeted for the position. The Clerk-Recorder-Assessor will absorb the applicable cost into its budget.

Department of Health Services

Total payroll costs - base salary/wage plus benefits - in year 1, or FY 22-23, is \$289,700 for the director, \$197,700 for the Accountant III, and \$120,100 for the Senior Office Assistant. The annual total is \$607,500 in

year 1. Year 2 and Year 3 payrolls costs assume a 3% Cost of Living Adjustment, or COLA. County General Fund will cover payroll costs for the aforesaid staff members. Appropriations for these positions will be added during first quarter budget adjustments.

Human Services

There are no fiscal impacts associated with establishing the new classification.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Accountant III	\$7,028.38 - \$8,543.28	1.0	
Assessment Process Supervisor	\$5,322.16 - \$6,470.07		(2.0)
Homelessness Services Division Director	\$12,305.00 - \$14,958.00	1.0	
Senior Officer Assistant	\$3,916.83 - \$4,760.37	1.0	
Supervising Assessment Specialist	\$5,694.36 - \$6,924.02	2.0	

Narrative Explanation of Staffing Impacts (If Required):

Clerk-Recorder-Assessor-Registrar of Voters

There is no net change to the number of FTEs. The incumbents in the studied Assessment Process Supervisor positions will be retained in the new Supervising Assessment Specialist positions, in accordance with Civil Service Rule 3.3B.

Department of Health Services

There are no staffing impacts associated with the addition of the new allocations. The Department of Health Services will work with Human Resources to conduct recruitments to fill the positions.

Human Services

There are no staffing impacts associated with establishing the new classification. It is anticipated that Human Services will request an allocation for the new classification at an upcoming meeting.

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 classification and salary for Supervising Assessment Specialist and abolish the classifications of Assessor's Change in Ownership Supervisor and Assessment Process 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 establish the new classifications and salaries for Homelessness Services Division Director and Residential Clinical Manager.

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5. Resolution 2: Attachment A - Appendix A - Salary Tables
6. Resolution 3: Resolution amending the Department Allocation Lists for Clerk-Recorder-Assessor-Registrar of Voters and Department of Health Services

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

1. Classification Study Report by Human Resources on Assessment Process Supervisor
2. Classification Study Report by Human Resources on Homelessness Services Division Director
3. Classification Study Report by Human Resources on Residential Clinical Manager