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Recruitment & Classification Unit Workload Summary Update & Civil Service Commission Statistics

Fiscal Year 2023/2024

December 19, 2024

Agenda



The image displays two recruitment posters for Sonoma County. The top poster is yellow and features two QR codes. The first QR code is linked to <http://bit.ly/8j888Vv> and has the text "¡Empiece Aquí!" (Start Here!) and "APRENDA COMO TENES EXITO EN EL PROCESO DE SOLICITUD" (Learn how you succeed in the application process). The second QR code is linked to <http://bit.ly/88a5Teh> and has the text "¡Oportunidades de Empleo Disponible!" (Job Opportunities Available!) and "LISTA DE OPORTUNIDADES DE EMPLEO ACTUALIZADA FRECUENTEMENTE" (Job Opportunities List Updated Frequently). Below the posters is a large blue and red graphic with the text "CONDADO DE SONOMA" in red, "¡Usted, es" in blue, "quien" in blue, "estamos" in blue, and "buscando!" in blue. To the right of this text is the Sonoma County Seal. At the bottom, there is a small paragraph of text in Spanish and a URL: <http://www.yourpathinsonomacounty.org>.

- ▶ Recruitment and Classification Unit Workload Summary Update
 - Scope of Services
 - Allocation, Vacancy, and Turnover
 - Staffing & Recruitment Workload
 - Hiring & Separation Trends
 - Class Study Workload
 - Strategic Plan Work
 - Priorities for the Remainder of Fiscal Year 24/25 & CY 25
- ▶ Civil Service Commission Statistics

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R&C Unit Scope of Services

- ▶ Recruitment & Employment Services
- ▶ Civil Service Rules & Policy Interpretation
- ▶ Classification & Compensation Studies
- ▶ Position Changes
- ▶ Staffing Reductions
- ▶ Reorganizations
- ▶ Administer:
 - Background Check Services Contracts
 - Temporary Service Workforce Contracts
 - Applicant Tracking System Contract
 - Class & Comp Consultant Contracts
- ▶ HR Liaison, Employee, and Job Applicant Trainings
- ▶ Payroll Action and Position Allocation Approvals
- ▶ Coordinate Disaster Service Worker Staffing During Emergencies
- ▶ Work Related to the Racial Equity and Social Justice Strategic Pillar

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County Allocation, Vacancy, and Turnover Trends

	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total Increase
FTE Adopted in FY Budget	4061.33	4107.73	4155.73	4271.93	4390.73	4501.93	440.60
% Increase		1.1%	2.3%	2.8%	2.8%	2.5%	10.85%

	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Turnover Rate	9%	9%	12%	12%	9% (356 people)
Resignations	43%	45%	56%	51%	46% (165 people)
Retirements	41%	42%	35%	40%	42% (149 people)

	01/04/2019	01/02/2020	01/03/2021	01/04/2022	12/30/2022	12/29/2023
Vacancy Rate	8.90%	9.61%	9.07%	10.78%	12.31%	11.90% (534.71 FTEs)

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Staffing & Recruitment Workload Trends

	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Recruitments Conducted	341	423	473	466	463
No. of Apps Submitted	15,623	16,468	14,785	18,838	24,505

Staffing No.	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Totals	14**^	14**^	14.5**^	14.5**^	15.5**^
R&C Manager	1	1	1	1	1
Sup. Analysts	2	2*	2*	2*	2
HR Analysts	4.5 (+1.5)**	4.5 (+1.5)**	5 (+1.5)**	4.5 (+2)**	4.5 (+3)**
HR Techs	3 (+2)^	3 (+2)^	3 (+2)^	3 (+2)^	3 (+2)^

* One position underfilled with an HR Analyst

** Positions funded by other departments

^ Positions not performing recruitment/classification duties

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Recruitments by the Numbers

- ▶ Highest Volume Departments by Recruitment
 - Department of Health Services: 100
 - (80 in 22/23, 73 in 21/22, 86 in 20/21, 56 in 19/20)
 - Human Services Department: 68
 - (73 in 22/23, 56 in 21/22, 60 in 20/21, 44 in 19/20)
 - Permit Sonoma: 38

- ▶ Highest Volume Recruitments by Applications Submitted
 - Correctional Deputy I – 987 (639 in 22/23 = 54% increase)
 - Deputy Sheriff Trainee – 695 (559 in 22/23 = 24% increase)
 - Juvenile Correctional Counselor – 449
 - Park Aide Extra Help – 377
 - 911 Dispatcher – 339 (562 in 22/23 = 40% decrease)

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Hiring & Separation Trends

		FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 22/23 to FY 23/24
Hires:							
	Regular	334	358	440	533	621	16.5%
	Promotions	295	267	282	400	331	-17.3%
	TOTAL	629	625	722	933	952	2%
	EH	178	455	287	234	244	4.3%
	TOTAL	807	1080	1009	1167	1196	2.5%
Separations:							
	Regular	351	349	473	464	352	-24.1%

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Class Study Workload Statistics

► Class Studies Completed in FY 23/24

Type of Change	FY 21/22 Studies	FY 21/22 Results	FY 22/23 Studies	FY 22/23 Results	FY 23/24 Studies	FY 23/24 Results
Position Review	6	15	6	86.5	7	4
New Class	6	9	4	12	4	14
Spec Update	5	10	3	9	2	27
TOTAL	17	34	13	107.5	13	45

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Class Study Current Workload

- ▶ 48 Outstanding Study Requests
 - 12 of these class study requests were submitted in CY 2024

- ▶ Types of Outstanding Studies:
 - 33 – Position Reviews
 - 14 – Specification Updates
 - 1 – New Classifications

- ▶ Status of Outstanding Study Requests:
 - 8 – Released/In Meet and Confer
 - 32 – In Process
 - 4 – Accepted/Not Yet Started
 - 1 – Request Under Review
 - 3 – On Hold



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Summary and Updates on Outstanding Studies

- 1 Study Outstanding from 2020 (Compared to 3 in 22/23)
 - **Legal Processor Series in Sheriff's Office**
 - CSC approved new class specs and reclassification earlier this year.
 - Meet and confer over salary recommendation on-going.
- 2 Studies Outstanding from 2021 (Compared to 3 in 22/23)
 - **Probation Officer Series**
 - Released. In Meet and Confer.
 - **Senior Geographic Information Technician**
 - In Progress.
 - Study being conducted in parallel with ISD, HSD, SHF, and WTR IT studies due to overlapping classes.

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Summary and Updates on Outstanding Studies

- ▶ 9 Studies Outstanding from 2022 (Compared to 12 in 22/23)
 - Current Status: 3 Released, 6 In Progress
- ▶ 20 Studies Outstanding from 2023 (Compared to 22 in 22/23)
 - Current Status: 3 Released, 16 In Progress, 1 Accepted/Not Yet Started
- ▶ 13 Studies Outstanding from 2024
 - Current Status: 9 In Progress, 3 Accepted/Not Yet Started, 1 Under Review

- ▶ Average Age of a Class Study is 16 Months
 - This is up from a 10.5-month average in FY 22/23
 - Delays due to complexity of studies, size of studies, increased recruitment activity

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Summary of Significantly Sized Studies

- ▶ Administrative Services Management Study
 - 26 departments
 - 8 job classifications
 - Approx. 292 positions
 - Being conducted by Gallagher

- ▶ IT Studies
 - 5 departments
 - 37 job classifications
 - Approx. 141 positions
 - Being conducted by Gallagher

- ▶ HSD Economic Assistance Clerical Study
 - HSD department
 - 5 job classifications
 - Approx. 34 positions
 - Being conducted by CPS

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Strategic Plan: Racial Equity & Social Justice

- ▶ In FY 20/21, R&C began working on our objectives outlined in the County's Five-Year Strategic Plan
 - **Objective 1:** Identify opportunities to enhance recruitment, hiring, employee development, and promotional processes to reflect the value of having the perspectives of people of color represented at all levels in the County workforce.
 - **Objective 2:** Implement countywide strategies to recruit, hire, develop, promote, and retain County employees of color, produce an annual report card assessing progress, and update strategies as needed.

SONOMA COUNTY FIVE-YEAR STRATEGIC PLAN

2021-2026



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Racial Equity & Social Justice Work: Achievements and Progress

- ▶ Advertising and outreach to attract qualified and diverse applicant pools
- ▶ Increased participation in community-based events
- ▶ Proposed revisions to the MQs for 25 class specs to remove artificial barriers
- ▶ Proposed revisions to class specs to utilize gender neutral and person first language
- ▶ Civil Service Rule revisions: CSC approved gender-neutral language; Currently evaluating Rules and exam processes to identify barriers to employment
- ▶ Start Here training
 - 433 participants in FY 23/24. 1,390 since 2018 launch
- ▶ Employee Demographic Dashboard updates

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Priorities for the Remainder of FY 24/25 & Beyond

- ▶ Make progress on outstanding classification studies and reduce timelines
- ▶ Recruit!
- ▶ Refine internal guidance documents and educate County partners on best practices
- ▶ Continue evaluating CSR rules, class specs, and County recruitment/examination processes to identify and remove barriers
- ▶ Abolish Job Classification project
- ▶ Exploring additional ways increase our talent pipeline



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Civil Service Commission (CSC)

- ▶ The Civil Service Commission oversees the County personnel system; takes action on classification study recommendations and probation extensions; and hears appeals of classification, discipline, discrimination, examination, and layoff
- ▶ The Civil Service Commission has five members who are appointed to four-year terms by the Board of Supervisors
- ▶ During FY 23/24, the Civil Service Commissioners were:
 - Anthony Withington
 - Jerry Dunn
 - Patricia Sabo
 - John Hadzess
 - Mark Walsh – through December 2023
 - Jeff Berk – Appointed April 16, 2024
- ▶ The Commission is scheduled meet on the first and third Thursday of each month at 3:00pm

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CSC FY 23/24 Meeting Statistics

- ▶ The Commission met 12 times during the Fiscal Year
 - During those meetings, the Commission approved 8 classification studies which resulted in:
 - 7 updated specifications
 - 3 positions being reclassified
 - The creation of 12 new classifications
- ▶ The Commission approved updates to Section 21-12 of the CS Ordinance regarding Prohibition of Discrimination
- ▶ The Commission approved updates to CSR 2.2B regarding Public Comment
- ▶ The Commission heard and ruled on one appeal of Classification Study Request and one appeal of Minimum Qualification Determination

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sococareers



sococareers Happy Holidays to you and your loved ones! Enjoy and stay safe! ❤️

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