



# COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 5/9/2023

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**To:** Sonoma County Board of Supervisors  
**Department or Agency Name(s):** County Administrator's Office  
**Staff Name and Phone Number:** Anna Yip 565-2132  
**Vote Requirement:** Majority  
**Supervisorial District(s):** Countywide

**Title:**

County Administrator's Office Position Allocation Resolution

**Recommended Action:**

Adopt a Resolution amending the County Administrator's Office Department Allocation List to add 1.0 Full-Time Equivalent Department Analyst, as approved by the Board of Supervisors on February 7, 2023.

**Executive Summary:**

On February 7, 2023, your Board approved Strategic Plan funding to add 1.0 FTE to the County Administrator's Office (CAO) Department Allocation List to execute specific Strategic Plan objectives. Adoption of this Resolution completes the process of adding this FTE to the Department Allocation List.

**Discussion:**

On February 7, 2023, your Board approved Year 2 Strategic Plan funding recommendations to include the addition of 1.0 FTE "Grants Analyst" position to the Climate Action and Resiliency Division of the County Administrator's Office (CAO). The primary responsibilities of this position align with the goals and objectives within the Strategic Plan by monitoring, tracking, and applying to climate-related external grant opportunities, as well as coordinating the implementation of successful grant applications. This position was approved as an ongoing permanent position during the Year 2 Strategic Plan funding distributions.

After funding was secured for this position, CAO staff worked closely with Human Resources (HR) to ensure the correct classification for this position. HR staff completed an in-depth analysis and determined that Department Analyst is the correct classification for the position, with a working title of "Grants Analyst".

This position will increase the County of Sonoma's capacity to pursue climate-related funding opportunities, which is critical given current staffing constraints and the unprecedented amounts of climate-related funding becoming available to local governments. Upcoming grant opportunities include:

- Department of Energy - Energy Efficiency and Conservation Block Grant (minimum award \$233k) to fund energy efficiency projects. Applications due: July 31, 2023.
- California Office of Planning and Research - Integrated Climate Adaptation and Resiliency Program: Round 1 Regional Resilience Grant Program (up to \$650k for planning or up to \$3 million). Applications due: "Summer 2023".
- California Strategic Growth Council - Transformative Climate Communities (up to \$5 million) to fund climate resilience project development in disadvantaged communities. Application due: August 1,

2023.

- CA Strategic Growth Council Community Resilience Centers (up to \$10 million) to fund new construction and upgrades of neighborhood-level resilience centers to provide shelter and resources during climate and other emergencies. Applications open in “Spring of 2023”.
- CA SGC Regional Climate Collaboratives (up to \$1.75 million) for collaborative community capacity building to address climate resilience. Applications due: August 1, 2023.

The department would like to take full advantage of these funding opportunities by filling this position by mid-July 2023. Approval to amend the CAO department position allocation listing to add 1.0 Department Analyst allows time to initiate the recruitment process with HR, and meet the timeline of hiring a candidate by mid-July 2023.

**Strategic Plan:**

This item directly supports the County’s Five-year Strategic Plan and is aligned with a number of pillars, goals, and objectives.

This position will pursue funding opportunities that could help implement all goals and objectives within the Climate Action and Resiliency Pillar, as well as a number of objectives within the Resilient Infrastructure Pillar. It received funds through the Strategic Plan funding process because of its direct alignment with these objectives.

**Racial Equity:**

**Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

**Prior Board Actions:**

February 7, 2023 - Approved Round 2 Strategic Plan Projects

June 15, 2022 - Adopted Budget

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 22-23 Adopted</b>	<b>FY23-24 Projected</b>	<b>FY 24-25 Projected</b>
Budgeted Expenses		\$173,974	\$180,933
Additional Appropriation Requested			
<b>Total Expenditures</b>		\$173,974	\$180,933
<b>Funding Sources</b>			
General Fund/WA GF		\$173,974	\$180,933
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>		\$173,974	\$180,933

**Narrative Explanation of Fiscal Impacts:**

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Given that this allocation is being added late in the fiscal year, it will not be filled until FY23-24, so there are no FY22-23 fiscal impacts. Funding for this position will be included in the department's budget through the Supplemental Adjustment process. The funding for this position was approved through the Year 2 Strategic Plan funding distributions.

<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>
Department Analyst	\$6,250.92 - \$7,598.86	1.0	0

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

This item will amend the CAO's Department Allocation List to include an additional 1.0 FTE Department Analyst. CAO will work with HR to begin the recruitment process to fill the position.

**Attachments:**

Attachment A: Position Resolution

**Related Items "On File" with the Clerk of the Board:**

None