



County of Sonoma

State of California

Date: December 14, 2021

Item Number: _____

Resolution Number: _____



4/5 Vote Required

Resolution of the Board of Supervisors of the County Of Sonoma Amending the Department Allocation List of the County Administrator's Office, Effective November 16, 2021, and the Department Allocation Lists of County Counsel and Regional Parks, Effective December 14, 2021.

Whereas, on November 16, 2021, the Sonoma County Board of Supervisors approved Personnel Resolution 21-4061 amending the department allocation list for the County Administrator's Office, to reflect deleting 1.0 Department Analyst; and adding 1.0 Administrative Analyst I, effective November 16, 2021; and

Whereas, the Administrative Analyst series is an alternatively staffed, and the allocation list for the department needs to be corrected to reflect an Administrative Analyst III allocation should have been added on November 16, 2021, instead of an Administrative Analyst I allocation; and

Whereas, on July 1, 2021, the Civil Service Commission approved a classification study recommendation by Human Resources to reclassify 8.0 FTE Legal Assistant allocations in County Counsel to Paralegal, and retain the incumbents in accordance with Civil Service Rule 3.3B; and

Whereas, on September 16, 2021, the Civil Service Commission approved a classification study recommendation by Human Resources to reclassify a 1.0 FTE Administrative Aide in Regional Parks to a Project Specialist and retain the incumbent in accordance with Civil Service Rule 3.3B; and

Now, Therefore, Be It Resolved that the Department Allocation List of the County Administrator's Office is hereby revised as follows, effective November 16, 2021, and the Department Allocation Lists of County Counsel, and Regional Parks are hereby revised as follows, effective December 14, 2021:

Budget Section/ Subsection	Job Class	Class Title	Existing Positions In Class	Change in Position Allocation	New Total Allocation For Class	Duration/ End Date	Salary Range
County Administrator's Office							
15020101	0833	Administrative	1.00	(1.0)	0.0	On-going	3728

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		Analyst I					
15020101	0838	Administrative Analyst III	4.00	1.00	5.00	On-going	4742
County Counsel							
17010100	7019	Legal Assistant-Confidential	8.0	(8.0)	0.0	On-going	2756
17010100	0018	Paralegal	0.0	8.0	8.0	On-going	2947
Regional Parks							
29010101	0810	Administrative Aide	1.0	(1.0)	0.0	On-going	2764
29010102	1036	Project Specialist	0.0	1.0	1.0	On-going	4000

Supervisors:

Gorin:

Rabbitt:

Coursey:

Gore:

Hopkins:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.