



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, State Of California,
Amending the Department Allocation List for the County Administrator's Office, To Reflect
adding a 1.0 Administrative Aide (Confidential), Effective December 14, 2021.**

Whereas, the Department needs to support the expanded volume and scope within the Department's Cannabis Coordination and Community Investments programs and within the Legislative and Intergovernmental Affairs program; and

Whereas, the County Administrator's Office analyzed job classes to determine the correct position for providing the administrative and clerical support necessary for these programs; and

Whereas, the Human Resources Department has reviewed the job duties and job classes, and determined that an Administrative Aide (Confidential) is the appropriate job classification for the Department; and

Now, Therefore, Be It Resolved by the Board of Supervisors of the County of Sonoma that the Department Allocation List be amended for the County Administrator's Office as follows:

| Budget Section/Subsection | Job Class | Class Title | Existing Positions in Class | Change in Position Allocation | New Total Allocation for Class | Salary Range (Monthly) |
|---------------------------|-----------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|-------------------------|
| 15020100 | 0823 | Administrative Aide (Confidential) | 6.00 | 1.00 | 7.00 | \$4,807.33 - \$5,842.20 |

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Supervisors:

Gorin:

Rabbitt:

Coursey:

Gore:

Hopkins:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.