



SUMMARY REPORT

Agenda Date: 9/13/2022

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 Senior Parks and Grounds Maintenance Worker and amend the salary of Parks and Grounds Maintenance Supervisor, effective September 6, 2022.
2. Adopt a Resolution amending the County of Sonoma Salary Resolution No. 95-0926, Appendix A Salary Tables, To Amend the Salary of County Administrator, effective September 6, 2022.
3. Adopt a Concurrent Resolution amending the Department Allocation Lists for Community Development Commission and General Services, effective July 1, 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.

In resolutions before your Board today, Human Resources requests approval to implement the final recommendations resulting from classification and compensation studies and amendments to the Department Allocation Lists for Community Development Commission, General Services, and Regional Parks.

Discussion:

Regional Parks

A classification study was conducted at the request of the Regional Parks Department in order to create an advanced working-level/lead worker classification within the Parks and Grounds Maintenance Worker (PGMW) series. Human Resources accepted the classification study request and CPS HR, a professional consulting firm, completed the study. At the conclusion of the study, Human Resources agreed with CPS HR's recommendation that the County adopt the proposed classification of Senior Parks and Grounds Maintenance

Worker. The new class would be a lead and advanced journey-level classification responsible for coordinating, assigning, and reviewing the work of the entry- and journey-level staff; performing complex maintenance and construction tasks and repairs; and reviewing work orders, establishing priorities, and preparing estimates of materials and labor for park projects.

The Civil Service Commission approved Human Resources' recommendation to approve the new Senior Parks and Grounds Maintenance Worker classification at their January 20, 2022, 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 Senior Parks and Grounds Maintenance Worker to be Bargaining Unit 10-SEIU. This classification is non-exempt, pursuant to the guidelines of the Fair Labor Standards Act.

Based on an evaluation of both market data and internal equity factors, the salary for Senior Parks and Grounds Maintenance Worker should be set at \$6,040/I-step monthly. For on-going salary administration purposes, the salary will be linked to Parks and Grounds Maintenance Worker II classification with a 12% differential.

The new classification creates salary compaction with the Parks and Grounds Maintenance Supervisor classification, which is the supervisory-level classification in the Parks and Grounds Maintenance series. Based on an evaluation of both market data and internal equity factors, the salary for Parks and Grounds Maintenance Supervisor should be set at \$7,508. For on-going salary administration purposes, the salary will be linked to Senior Parks and Grounds Maintenance Worker with a 24% differential.

Human Resources, Regional Parks' Management, and Service Employees International Union (SEIU) met the meet and confer obligation regarding the new classification's salary and the revised salary for the supervisor, 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 revise the salary for Parks and Grounds Maintenance Supervisor.

County Administrator

The County has moved away from flat rate salaries for non-elected department heads. The County Administrator's salary is the last remaining appointed department head flat rate salary. The County is preparing to recruit for this position with the upcoming retirement of the incumbent and should establish a salary range consistent with the County's existing pay scale structure. A pay scale is appropriate because it provides the ability for the Board of Supervisors to take experience into consideration during the hiring process. Staff conducted a salary review to determine the appropriate salary range and recommend setting the salary at \$27,216/I-step monthly. The "I" step is the top of the salary range. This reflects an approximate 4% salary adjustment to the current flat rate level. Staff believe this action will establish a salary structure that will attract high quality candidates for this critical position for the organization.

Human Resources seeks the Board's approval to amend Salary Resolution 95-0926, Salary Tables, to adjust the salary from a flat rate to a scale, as recommended.

Human Resources Administrative Changes

During the FY 22-23 budget process, two administrative errors occurred which resulted in one additional 1.0 FTE Housing Negotiator/Inspector allocation being added to the Community Development Commission's (CDC) Department Allocation List and the omission of a 1.0 FTE Senior Capital Project Manager allocation from General Services' Department Allocation List. Human Resources seeks authority to correct these errors.

There are no fiscal impacts associated with these changes. Budgets for the respective departments accurately reflect the costs for the appropriate number of allocations in each department.

Human Resources seeks approval to remove 1.0 FTE Housing Negotiator/Inspector from the CDC's Department Allocation List and add a 1.0 FTE Senior Capital Project Manager to General Services' Department Allocation List to correct the administrative errors.

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 22-23 Adopted	FY23-24 Projected	FY 24-25 Projected
Budgeted Expenses	\$86,628		
Additional Appropriation Requested			
Total Expenditures	\$86,628	\$0	\$0
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$86,628		
Use of Fund Balance			
Contingencies			
Total Sources	\$86,628	\$0	\$0

Narrative Explanation of Fiscal Impacts:

Board of Supervisors/County Administrator

There is no fiscal impact to convert the County Administrator salary from a flat rate to a salary scale

Community Development Commission

There are no fiscal impacts.

General Services

There are no fiscal impacts.

Regional Parks

Due to compaction, the Parks and Grounds Maintenance Supervisor classification salary range has been increased by \$28,876 (I-step). This results in a total increase of \$86,628 for the 3 existing Supervisor allocations. Additional fee revenue has been identified as the revenue source and any necessary budgetary adjustments will be handled during 2nd Quarter Consolidated Budget Adjustments.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Housing Negotiator/Inspector	\$5,520.43 - \$6,711.83		(1.0)
Senior Capital Project Manager	\$9,859.90 - \$11,985.29	1.0	

Narrative Explanation of Staffing Impacts (If Required):

Board of Supervisors/County Administrator

There are no staffing impacts.

Community Development Commission

There are no staffing impacts associated with correcting the administrative error.

General Services

There are no staffing impacts associated with correcting the administrative error.

Regional Parks

Regional Parks will be returning to the Board in the near future to seek approval for position allocation adjustments based on Human Resources' class and compensation findings.

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 Senior Parks and Grounds Maintenance Worker and amend the salary of Parks and Grounds Maintenance 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 amend the salary of County Administrator.
5. Resolution 2: Attachment A - Appendix A - Salary Tables.
6. Resolution 3: Concurrent Resolution amending the Department Allocation Lists for Community Development Commission and General Services.

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

Classification Study Report by CPS on the Parks and Grounds Maintenance Series