



SUMMARY REPORT

Agenda Date: 11/8/2022

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 Salary Resolution 95-0926, Salary Tables, to establish the new classification and salary for Principal Emergency Services Coordinator, abolish the classification of Emergency Services Coordinator, and revise and retitle the Water Agency Chief Engineer/Director of Groundwater Management classification specification to Water Agency Director of Engineering, effective November 1, 2022.
2. Adopt a Resolution amending the Department Allocation Lists for the Department of Emergency Management, Department of Health Services, and Transportation and Public Works, effective November 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 the Department of Emergency Management, Department of Health Services, and Transportation and Public Works.

Discussion:

Department of Emergency Management

The Department of Emergency Management requested a new classification in the department to address the need for senior-level, emergency management staff. Human Resources developed the new classification of Principal Emergency Services Coordinator, a broad job classification, which can be assigned to oversee a variety of professional-level emergency management services; providing supervision and administrative

oversight for Deputy Emergency Services Coordinators; and when necessary, serving in the Emergency Operations Center as the Director, and/or acting as the program manager for short-term disasters.

Bargaining Unit, Fair Labor Standards Act (FLSA), and Salary Determination: Pursuant to the County's Employee Relations Policy, Human Resources determined the Principal Emergency Services Coordinator job class should be allocated under Salary Resolution No. 95-0926, Administrative Management Bargaining Unit 0050, and that the classification is exempt and not eligible for overtime pay pursuant to the Fair Labor Standards Act.

Based on an evaluation of both market data and internal equity factors, Human Resources has determined that the salary for Principal Emergency Services Coordinator should be set at \$10,301.68/l-step monthly. For ongoing salary administration purposes, the salary will be linked to the Deputy Director of Emergency Management classification with a 25% differential.

As part of the class study, Human Resources and the Department of Emergency Management determined the classification of Emergency Services Coordinator will not be utilized as the class was specifically designed for the Fire and Emergency Services department, which no longer exists. The Civil Service Commission approved Human Resources' recommendations to establish the new classification of Principal Emergency Services Coordinator and abolish the classification of Emergency Services Coordinator at their September 1, 2022, meeting.

Human Resources seeks approval to establish the new classification and salary for Principal Emergency Services Coordinator, abolish the classification of Emergency Services Coordinator, and make adjustments to Department of Emergency Management's Department Allocation List to reflect the deletion of 1.0 FTE vacant Emergency Services Coordinator and the addition of 1.0 FTE Principal Emergency Services Coordinator.

Department of Health Services

At the request of the incumbent, Human Resources conducted a position review study of one Public Health Nurse II position assigned to the Disease Control Unit of the Department of Health Services' Public Health Division. Through the classification study process, it was determined that the Senior Public Health Nurse classification was a better match for the duties due to the specialized nature of the studied position's assigned caseload, complexity of medical determinations, and program coordination and oversight responsibility.

Based on Human Resources' recommendation, the Civil Service Commission approved the reclassification of the position to Senior Public Health Nurse and the retention of the incumbent in accordance with Civil Service Rule 3.3B, on September 1, 2022.

Sonoma County Water Agency

The Sonoma County Water Agency (SCWA) requested the Water Agency Chief Engineer/Director of Groundwater Management specification be revised to remove the groundwater management components and to retitle the specification to better represent the function of the position, which provides oversight of the Water Agency Engineering and Resource Planning Division.

Through the study process, Human Resources found the groundwater body of work at the Agency has shifted since the specification was last revised in 2014, and SCWA now addresses groundwater needs and management throughout multiple divisions including Community and Government Affairs, Resource Planning, and Engineering. As a result, revisions to the specification were determined to be appropriate with the understanding from SCWA that groundwater management work will continue to be performed throughout the

Agency and legislative requirements will continue to be met.

The current classification of Water Agency Chief Engineer/Director of Groundwater Management has “groundwater” incorporated through all segments of the classification including the title, definition, distinguishing characteristics, duties, knowledge and abilities, and minimum qualifications. To re-focus the classification to align with the director-level engineering responsibilities, the class specification has been revised to excise the groundwater management responsibilities and details were included to clearly define the classification and specific duties the position will continue to perform.

Human Resources, the General Manager of the Sonoma County Water Agency, and County Counsel are in agreement with revisions and retitling for the classification specification. At this time, Human Resources seeks approval to revise the specification of Water Agency Chief Engineer/Director of Groundwater Management and retitle the classification to Water Agency Director of Engineering.

Transportation and Public Works

At the request of the incumbent and Service Employees’ International Union Local 1021 (SEIU), Human Resources conducted a classification study of one Right of Way Agent II position at the Sonoma County Airport. Through the classification study process it became clear that the position’s responsibilities and the knowledge and skills required exceeded the scope of the Right of Way II class. In reviewing other classifications within the County’s Classification Plan, Human Resources determined that the positions’ duties and characteristics are most appropriately classified by the Real Estate Project Specialist classification.

Based on Human Resources’ recommendation, the Civil Service Commission approved the reclassification of the position and the retention of the incumbent in accordance with Civil Service Rule 3.3B, on October 6, 2022.

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	TPW: \$9,862	DHS: \$9,964 TPW: \$15,553	DHS: \$10,263 TPW: \$16,310
Additional Appropriation Requested	DHS: \$9,674		
Total Expenditures	\$19,536	\$25,517	\$26,573
Funding Sources			
General Fund/WA GF			
State/Federal	DHS: \$9,674	DHS: \$9,964	DHS: \$10,263

Fees/Other	TPW: \$9,862	TPW: \$15,553	TPW: \$16,310
Use of Fund Balance			
Contingencies			
Total Sources	\$19,536	\$25,517	\$26,573

Narrative Explanation of Fiscal Impacts:

Department of Emergency Management

There are no fiscal impacts associated with establishing the new classification and approving the deletion of 1.0 FTE Emergency Services Coordinator and the addition of 1.0 FTE Principal Emergency Services Coordinator.

Department of Health Services

The Department will fund the increase of \$9,674 via grant funding and realignment savings as needed for FY 2022-23. Appropriations for FY 2022-23 will be added during 2nd Quarter Consolidated Budget Adjustments. Future year appropriations will be included during the budget process, funding will be a mix of State grants and realignment funds.

Sonoma County Water Agency

There are no fiscal impacts.

Transportation and Public Works

The net cost of the proposed change is anticipated at \$14,793 annually, or \$9,862 when prorated for the remainder of the Fiscal Year. There are sufficient appropriations existing within the FY 2022-23 Airport Operations budget to support this increase. Position costs are funded through Airport revenues and for the first four years, will be reimbursed through the Coronavirus Aid, Relief and Economic Security Act (CARES), through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), and through the American Response Plan Act (ARP). Future year costs will be requested as part of the Department Recommended Budget.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A - I Step)	Additions (Number)	Deletions (Number)
Emergency Services Coordinator	\$8,750.25 - \$10,635.62		(1.0)
Principal Emergency Services Coordinator	\$8,473.71 - \$10,301.68	1.0	
Public Health Nurse II	\$8,031.93 - \$9,762.50		(1.0)
Senior Public Health Nurse	\$8,635.46 - \$10,496.47	1.0	
Right of Way Agent II	\$6,924.02 - \$8,414.57		(1.0)
Real Estate Project Specialist	\$7,176.21 - \$8,722.42	1.0	

Narrative Explanation of Staffing Impacts (If Required):

Department of Emergency Management

There are no staffing impacts, the department will work with Human Resources to conduct a recruitment to fill

the position.

Department of Health Services

There is no net change to the number of FTEs. The incumbent in the studied Public Health Nurse II position will be retained in the Senior Public Health Nurse position, in accordance with Civil Service Rule 3.3B.

Sonoma County Water Agency

There are no staffing impacts.

Transportation and Public Works

There is no net change to the number of FTEs. The incumbent in the studied Right of Way Agent II position will be retained in the Real Estate Project Specialist position, in accordance with Civil Service Rule 3.3B.

Attachments:

1. Resolution 1: Concurrent Resolution amending Salary Resolution 95-0926, Salary Tables to establish the new classification and salary for Principal Emergency Services Coordinator, abolish the classification of Emergency Services Coordinator, and revise and retitle the Water Agency Chief Engineer/Director of Groundwater Management classification specification to Water Agency Director of Engineering.
2. Resolution 1: Attachment A - Appendix A - Salary Tables
3. Resolution 2: Concurrent Resolution amending the Department Allocation Lists for Department of Emergency Management, Department of Health Services, and Transportation and Public Works.
4. Classification Study Report and classification specification revisions on Water Agency Chief Engineer/Director of Groundwater Management

Related Items “On File” with the Clerk of the Board:

1. Classification Study Report by Human Resources on Principal Emergency Services Coordinator
2. Classification Study Report by Human Resources on Public Health Nurse II
3. Classification Study Report by Human Resources on Right of Way Agent II