



# COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 1/10/2023

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**To:** Sonoma County Board of Supervisors  
**Department or Agency Name(s):** Human Resources  
**Staff Name and Phone Number:** Janell Crane, (707) 565-2885  
**Vote Requirement:** Majority  
**Supervisorial District(s):** Countywide

**Title:**  
County Administrator Personal Services Agreement

**Recommended Action:**

Authorize the Chair of the Board to execute a Personal Services Agreement with Maria Christina Rivera appointing her as the County Administrator of the County of Sonoma placing her at the "C" step of the salary range with the agreement term of February 1, 2023 through February 1, 2026.

**Executive Summary:**

With the announcement of the retirement of County Administrator Sheryl Bratton, the Board of Supervisors initiated a recruitment utilizing the services of Bob Murray and Associates. Based on a nationwide search and extensive hiring process, Maria Christina Rivera was selected by the Board. Ms. Rivera is a seasoned executive manager with over 25 years of service with the County of Sonoma. Since 2017, Ms. Rivera has served as the Assistant County Administrator, which is the top assistant position next to the County Administrator. Ms. Rivera has extensive knowledge of the County's budget and general County operations. Ms. Rivera is also the first Latina, bi-lingual Administrator to serve in the position.

The Personal Services agreement places Ms. Rivera at the "C" step of the current salary range for County Administrator, which is \$282,116 annually, and enables Ms. Rivera to receive other negotiated and typical fringe benefits such as sick and vacation accrual, and health and welfare benefits where eligibility is met pursuant to the County's Salary Resolution. The term of the agreement is three years with a starting effective date of February 1, 2023.

**Discussion:**

The recommended action of approving the Chair of the Board of Supervisors to execute a three-year Personal Services Agreement with Maria Christina Rivera is the final step in appointing a new County Administrator.

With the incumbent County Administrator, Sheryl Bratton's retirement in early 2023, the Board of Supervisors requested Human Resources initiate the recruitment process for County Administrator. Bob Murray and Associates was selected to conduct the recruitment.

The recruitment process has been underway since early September 2022 and included an extensive recruitment campaign; a survey for stakeholders to provide input on important priorities and candidate qualifications; an interview with a select panel of community and government partners and leaders, and

County department heads; and multiple rounds of interviews with the Board of Supervisors. The recruitment effort resulted in 45 applicants of which 14 were considered qualified. The candidate pool was narrowed to eight of the most qualified candidates who moved through stages of the interview process.

The County Administrator is the principal administrative official of the County and carries out the policy direction of the Board of Supervisors. The position acts as an agent for the Board with responsibility for the prompt and efficient delivery of county services, as well as being responsible for the administration and execution of all aspects of County government within the Board of Supervisors' mission and legislative scope. Primary duties of the position include, but are not limited to: directing and coordinating the administration of all County functions and activities; advising the Board of Supervisors on significant policy issues including the County's Strategic Plan; community outreach and communication strategies; conducting administrative studies of County operations, procedures, and department budget requests; preparing and making recommendations to the Board for decision; developing collaborative working relationships with the State, local government entities, and tribes; and preparing the County budget. The County Administrator oversees the County's Emergency Operations during disasters and emergencies and serves as the Clerk of the Board. The position is the appointing authority for the heads of the Child Support Services, Emergency Management, Human Resources, Human Services, Information Systems, Permit Sonoma, Public Defender, and Community Development Commission departments. The County Administrator's Office has an operating budget of \$18 million for the current fiscal year and an Office staff of 77 FTE, which includes the five Sonoma County Supervisors and their District staff.

Ms. Rivera will be the County's first Latina and bi-lingual Administrator. She was born in Santa Rosa. Then, relocated with her family back to México, to Mexicali, Baja California. She received her Bachelor's Degree in Accounting from the Universidad Autónoma de Baja California and returned to Sonoma County and attended Sonoma State's MBA program. Ms. Rivera joined the County of Sonoma in 1996 as an administrative trainee and has enjoyed an exemplary career since. The County of Sonoma has availed Ms. Rivera successive promotions opportunities including her first executive management position as Transportation and Public Works' Administrative Services Officer. She later joined the County Administrator's Office in 2006 as an Administrative Analyst, which was followed by advancing to the Principle Administrative Analyst in the Budget team, and as one of the Deputy County Administrators and in 2017 became the Assistant County Administrator, which is intended to be the County Administrator position backup. With this wealth of experience, Ms. Rivera has managed a department budget, overseen the development of numerous department budgets, administered the County's annual budget process, has led numerous policy initiatives, has played a key role in the County's labor bargaining process, has participated in numerous emergency response operations and acted as the Emergency Operations Center Director, and has been managing the day-to-day functions of the County Administrator's Office. Ms. Rivera has deep ties to the community. She and her husband reside in West County where they raised their, now, young adult children. Ms. Rivera also serves as volunteer on the Board of Director's of Redwood Credit Union.

The Personal Services Agreement with Ms. Rivera places her at the "C" step of the salary range for the position, which is \$282,116 annually, and enables Ms. Rivera to receive other negotiated and typical fringe benefits such as sick and vacation accrual, and health and welfare benefits where eligibility is met pursuant to the County's Salary Resolution. The term of the agreement is three years with a starting effective date of February 1, 2023.

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**Strategic Plan:**

N/A

**Prior Board Actions:**

N/A

**FISCAL SUMMARY**

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

**Narrative Explanation of Fiscal Impacts:**

No new fiscal impacts. The annual salary associated with this position and the cost of benefits is already incorporated in the FY 22/23 budget.

<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>

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

None. This position is already allocated.

**Attachments:**

1. Personal Services Agreement for County Administrator - Maria Christina Rivera
2. Summary Report Translated

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

None