



## SUMMARY REPORT

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

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**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 classifications and salaries for Eligibility Systems Support Technician, Human Services Systems Technician, and Supervising Eligibility Systems Support Technician and abolish the classifications of Public Assistance Systems Technician and Supervising Public Assistance Systems Technician, effective January 10, 2023.
2. Approve the Resolution amending the Department Allocation List for the Human Services Department, effective January 10, 2023.

**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 a classification and compensation study for the Human Services Department.

**Discussion:**

A classification study was conducted for the Human Services Department, resulting in the development of the classifications of Eligibility Systems Support Technician, Supervising Eligibility Systems Support Technician, and Human Services Systems Technician. The classifications of Eligibility Systems Support Technician and Supervising Eligibility Systems Support Technician provide daily technical systems assistance and support to the department's benefit eligibility staff and other end users of the CalWIN and CalSAWS state public assistance programs. The Human Services Systems Technician provides a variety of technical assistance related to program-specific information systems within an assigned Human Services division requiring knowledge of state social services and children services management systems. Human Resources also determined a

reclassification and retention of the incumbents in accordance with Civil Service Rule 3.3B was appropriate, and the Civil Service Commission approved the recommendation of the position classification review study at their August 4, 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 Human Services Systems Technician and Eligibility Systems Support Technician classifications to be Bargaining Unit 05-SEIU, and the appropriate bargaining unit for the new Supervising Eligibility Systems Support Technician classification to be Bargaining Unit 95-SEIU. These classifications are non-exempt, pursuant to the guidelines of the Fair Labor Standards Act.

Based on an evaluation of both market data and internal equity factors, Human Resources has determined the salaries for the Eligibility Systems Support Technician should be set at step \$7130.99/I-step monthly, and the Supervising Eligibility Systems Support Technician should be set at \$7,847.57/I-step monthly. For ongoing salary administration purposes, the Eligibility Systems Support Technician is recommended to be maintained at 23% above Eligibility Specialist II. The Supervising Eligibility Systems Support Technician should be administered at 10% above the Eligibility Systems Support Technician. Additionally, Human Resources determined the salary of the Human Services Systems Technician should be set at \$7010.98/I-step monthly and administered at 9% above Department Information Systems Technician II.

Human Resources, Human Services Management, and Service Employees International Union (SEIU) met and conferred regarding the new classifications, which resulted in a Letter of Agreement between the parties (Resolution 1; Attachment B).

Human Resources seeks approval to establish the new classifications and salaries of Eligibility Systems Support Technician, Supervising Eligibility Systems Support Technician, and Human Services Systems Technician, and to abolish the classifications of Public Assistance Systems Technician and Supervising Public Assistance Systems Technician, and make adjustments to the Human Services' Department Allocation List to reflect the deletion of four allocations of Public Assistance Systems Technician and one allocation of the Supervising of Public Assistance Systems Technician, and the addition of three Eligibility Systems Support Technicians, one Supervising Eligibility Systems Support Technician, and one Human Services Systems Technician.

**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**

<b>Expenditures</b>	<b>FY 22-23 Adopted</b>	<b>FY23-24 Projected</b>	<b>FY 24-25 Projected</b>
Budgeted Expenses		\$28,200	\$28,800
Additional Appropriation Requested	\$13,600		
<b>Total Expenditures</b>	<b>\$13,600</b>	<b>\$28,200</b>	<b>\$28,800</b>

<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	\$13,600	\$28,200	\$28,800
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$13,600</b>	<b>\$28,200</b>	<b>\$28,800</b>

**Narrative Explanation of Fiscal Impacts:**

The cost for 1.0 FTE Public Assistance Systems Technician in Fiscal Year (FY) 2022-23 is \$146,500 at the I-Step. The cost for 1.0 FTE Eligibility Systems Support Technician in Fiscal Year (FY) 2022-23 is \$152,100 at the I-Step. The cost increase of 1.0 FTE is \$5,600 or \$16,800 for 3.0 FTEs. The cost increase of 3.0 FTE in FY 2022-23 from Board date 1/10/2023 through fiscal year end 6/30/23 is \$8,400.

The cost for 1.0 FTE Public Assistance Systems Technician in Fiscal Year (FY) 2022-23 is \$146,500 at the I-Step. The cost for 1.0 FTE Human Services Systems Technician in Fiscal Year (FY) 2022-23 is \$150,500 at the I-Step. The annual cost increase of 1.0 FTE is \$4,000. The cost increase of 1.0 FTE in FY 2022-23 from Board date 1/10/2023 through fiscal year end 6/30/23 is \$2,000.

The cost for 1.0 FTE Supervising Public Assistance Systems Technician in Fiscal Year (FY) 2022-23 is \$162,800 at the I-Step. The cost for 1.0 FTE Supervising Eligibility Systems Support Technician in Fiscal Year (FY) 2022-23 is \$169,200 at the I-Step. The annual cost increase of 1.0 FTE is \$6,400. The cost increase of 1.0 FTE in FY 2022-23 from Board date 1/10/2023 through fiscal year end 6/30/23 is \$3,200.

Additional cost will be funded by State and Federal revenues through the County Expense Claim overhead cost allocations. The Human Services Department anticipates it will be able to absorb these additional costs within its existing FY 2022-23 budgetary appropriations, due to anticipated salary savings; however, should anything change, the department may request additional appropriations as part of the midyear consolidated budget adjustment process.

<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>
Public Assistance Systems Technician	\$5,431.73 - \$6,602.26		(4.0)
Supervising of Public Assistance Systems Technician	\$5,976.12 - \$7,263.18		(1.0)
Eligibility Systems Support Technicians	\$5,866.55 - \$7,130.99	3.0	
Human Services Systems Technician	\$5,767.4 - \$7,010.98	1.0	
Supervising Eligibility Systems Support Technician	\$6,454.42 - \$7,847.57	1.0	

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

There is no net change to the number of FTEs. The incumbents in the studied Public Assistance Systems Technician and Supervising Public Assistance Systems Technician positions will be retained in the applicable new classifications.

**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 classifications and salaries for Eligibility Systems Support Technician, Human Services Systems Technician, and Supervising Eligibility Systems Support Technician and abolish the classifications of Public Assistance Systems Technician and Supervising Public Assistance Systems Technician.
2. Resolution 1: Attachment A - Appendix A - Salary Tables
3. Resolution 1: Attachment B - Side Letter Agreement
4. Resolution 2: Resolution amending the Department Allocation List for Human Services Department

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

Classification Study Report by Human Resources on Public Assistance Systems Technician and Supervising Public Assistance Systems Technician