COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 8/4/2026

To: Board of Supervisors
Department or Agency Name(s): County Executive's Office
Staff Name and Phone Number: David Guhin, 707-565-2431
Vote Requirement: Majority
Supervisorial District(s): Countywide

Title:
Department Head Personal Services Agreement First Amendment - Director of Human Resources

Recommended Action:
Authorize the County Executive to execute the First Amendment to the Personal Services Agreement with Janell Crane, Director of Human Resources, extending the term of the agreement from June 12, 2026, to June 12, 2029, continuing at the "I" step in the position's salary range, and maintaining eligibility for other County benefits in accordance with Salary Resolution 95-0926.

Executive Summary:
The salary and fringe benefits provided to County department and agency heads must be considered by the Board of Supervisors at a regularly scheduled Board meeting, and an oral summary of the recommended action to be taken on the salary and benefits must be presented at the meeting where the final Board action is taken. (California Government Code sections 54953, 54956).

Janell Crane was appointed as the Director of Human Resources for a three-year term from June 13, 2023, to June 12, 2026. The recommended action amends the employment agreement, extending the term for three additional years, through June 12, 2029.

Discussion:
The Director of Human Resources reports to the County Executive and supports County departments and special districts through three service areas: Human Resource Services, Employee Benefits, and Risk Management Services.

- Human Resources Services is responsible for recruitment, classification and compensation administration, employee and labor relations, the County's workforce development program, ensuring equal opportunity employment, and the County's Human Resources Information System (HRIS).

- Employee Benefits is responsible for managing employee benefits programs and non-pension retiree benefit programs.

- Risk Management Services is responsible for all self-insured and purchased insurance programs, administering self-insured tort claims and litigation filed against the County, Worker's Compensation and leave management programs, occupational safety and health, and workplace violence prevention

programs.

The Department and Director oversees the administration of the County's Civil Service System with the Director serving as the Secretary to the Commission. The Commission on the Status of Women and the Commission on Human Rights are also under the umbrella of the Human Resources Department.

The Human Resource Department has a fiscal year 2026/2027 budget of approximately $160.2 million and 68.5 full-time equivalent employees.

This First Amendment to the Personal Services Agreement continues Ms. Crane's current salary at the "I" step of the salary range, which is $266,776.68 annually, with a term of June 12, 2026, to June 12, 2029, and includes all other benefits and compensation as prescribed in the County's Salary Resolution 95-0296.

Strategic Plan:
N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?
No

Prior Board Actions:
June 12, 2023 (Item 23; File Number 2023-0710 <https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=6252523&GUID=C5F404DC-F978-4F9F-9737-3AD9FE70460D&Options=&Search=>) - Initial Personal Services Agreement, effective June 13, 2023, through June 12, 2026.

FISCAL SUMMARY

Narrative Explanation of Fiscal Impacts:
There is no anticipated fiscal impact to the Human Resources Department's budget for approving the recommended action. The salary and benefit costs of the Director are already programmed within the FY 2025-26 countywide budget and are included in the FY 2026-27 Recommended Budget.

Narrative Explanation of Staffing Impacts (If Required):
None.

Attachments:
First Amended and Reinstated Personal Services Agreement - Director of Human Resources

Related Items "On File" with the Clerk of the Board:
None.