



# County of Sonoma

## State of California

Date: April 2, 2019

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

☐ 4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,  
Amending The Department Allocation List For Probation To Reflect The Deletion Of a 1.0 Full-  
Time Equivalent Secretary and the Addition Of a 1.0 Full-Time Equivalent Administrative  
Assistant Effective April 2, 2019.**

**Whereas**, the Probation Department has a need for dedicated administrative support to capture, analyze, and report meaningful data and assist in ensuring fidelity for the evidence-based programs at the Probation Camp.

**Whereas**, the Probation Department has an additional need at the Probation Camp for increased budgetary support, as well as revenue/expenditure tracking, analysis and management of the Probation Camp products.

**Whereas**, the Administrative Aide position description includes a wide array of duties, which would allow the Probation Camp the opportunity to have onsite administrative support and to meet the programming/budgetary analysis needs that are required to keep Camp moving forward and improving outcomes for youth.

**Whereas**, Probation Department is requesting the deletion of a vacant 1.0 FTE Secretary and the addition of 1.0 Administrative Aide.

**Now, Therefore, Be It Resolved** that the Probation Department Allocation List is hereby revised as follows:

Section/ Subsection ID	Job Class	Class Title	Existing Positions In Class	Change in Position Allocation	New Total Allocation For Class	Duration/ End Date	Salary Range
27014501	0023	SECRETARY	1.0	-1.00	0.0	Ongoing	2185
27014501	0810	ADMINISTRATIVE AIDE	0.0	1.00	1.00	Ongoing	2549

**Supervisors:**

Gorin:

Zane:

Gore:

Hopkins:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**