

## Second Amendment to Agreement for Personal Services

### Director of Health Services and Executive Director of the Community Development Commission

This Second Amendment to the Agreement for Personal Services by and between, the County of Sonoma, a political subdivision of the State of California (hereinafter "County") and Barbie Robinson (hereinafter called "Employee") is entered into this \_\_\_\_ day of January, 2020. County and Employee shall collectively be referred to as the "Parties."

#### Recitals

Whereas, County and Employee entered into a Personal Services Agreement (the "Agreement") for the position of Director of Health Services of the County of Sonoma dated February 7, 2017 for a three year term through February 7, 2020; and

Whereas, on March 12, 2019, the Parties entered into a First Amendment to the Agreement to extend Employee's term an additional three (3) years ending on February 4, 2023;

Whereas, there is an immediate and critical need for an experienced leader to take on additional responsibilities as the Director of the Community Development Commission ("CDC") for the CDC due to the recent resignation of the Executive Director;

Whereas, the County Health Department and CDC both play a critical role in seeking solutions for addressing housing and homelessness;

Whereas, the County of Sonoma is in a unique position to provide assistance to the CDC;

Whereas, under and through Employee's agreement with the County, having CDC appoint Employee on a temporary basis to the position of Executive Director of the CDC pending a future recruitment will be symbiotic with her current role as the Director of the Health Department and will provide continuity of leadership for the organization;

Whereas, in exchange for a temporary increase of 8% to Employee's current base salary (the "I" step of the Director of Health Services salary range), Employee has agreed to take on the additional interim leadership responsibility as Executive Director of the CDC in addition to her duties as Director of Health Services effective January 14, 2020;

Now, therefore, for good and valuable consideration, the Parties hereby agree as follows:

#### Agreement

1. Section 2, "Duties," of the Agreement, is hereby amended as follows:

"Employee shall perform the duties of Director of Health Services as set forth in the County job specifications, attached hereto as **Exhibit A**, as it now provides or may hereafter be amended, and such other duties as may be prescribed by the County Board of Supervisors. Additionally, effective January 14, 2020 Employee's duties shall also include acting as Executive Director of the Community Development Commission

("CDC") as set forth in the job specifications, attached hereto as **Exhibit B**, as it now provides or may hereafter be amended, and such other duties as may be prescribed by the County Board of Supervisors."

2. Section 3., "Compensation," of the Agreement and First Amendment to Agreement, at subsection (a) shall be amended as follows:

"(a) The Employee's salary shall be at the "I" step rate of the salary range for the position of Director of Health Services as established by the Sonoma County Salary Resolution 95-0926. Additionally, for the period commencing on January 14, 2020 when Employee is concurrently acting as the Executive Director of the CDC, through the date in which Employee's services as Interim Executive Director of the CDC are no longer necessary, Employee shall receive an additional 8% of base salary. Employee shall not be entitled to any additional salary directly from the CDC or from County based on monies paid by CDC to County, if any, for performance of this work through the temporary appointment. Any provision of the Salary Resolution regarding merit increases or step advances are not applicable or made a part of this agreement. Employee may advance in the salary range if the Board of Supervisors determines that Employee is eligible or advancement based upon annual performance evaluations."

3. Exhibit B, Job Specifications for "Executive Director, Sonoma County Community Development Commission, is hereby added as attached.

4. Except as set forth in Paragraphs 1, 2 and 3 above, all other provisions in the Agreement shall remain in full force and effect.

Attest:

County of Sonoma

\_\_\_\_\_  
Clerk of the Board

By \_\_\_\_\_  
Susan Gorin,  
Chair, Board of Supervisors

Employee

\_\_\_\_\_  
Barbie Robinson

**Exhibit A**

County of Sonoma

CAT. NO. 1 JGRP NO. II

2677

Established 8/94

**DIRECTOR OF HEALTH SERVICES****Definition**

Under general policy direction of the Board of Supervisors and the County Administrator, provides leadership and administrative policy direction for programs and services of the Department of Health Services; and performs related duties as required.

**Distinguishing Characteristics**

The incumbent of this class serves as the department head for the Sonoma County Department of Health Services. The incumbent is in a position of trust and confidence and serves as the department head and appointing authority for all employees in the Department of Health Services except for the Public Health Officer who, by law, is appointed by the Board of Supervisors. The Director of Health Services reports to the Board of Supervisors through the County Administrator to provide advice and consultation on all matters related to the requirements of the department and the administrative performance of the Public Health Officer. The Director of Health Services has been delegated authority and is held accountable for the overall resource development and administration of all programs, services and employees of the Department of Health Services. Work is performed with a maximum amount of independent judgment and initiative within broad policy objectives established by the Board of Supervisors and the County Administrator. The incumbent serves a one-year probationary period.

**Typical Duties**

Provides leadership and administrative policy direction; coordinates administration of all departmental divisions; evaluates performance of subordinate managers; conducts meetings and conferences with department staff; advises the Board of Supervisors regularly of health services issues.

Develops an organizational chart which identifies department divisions and sections with an explanation of how authority will be delegated and work will flow; develops and recommends changes as necessary; refines management structure with particular attention to lines of communication, decision making, and accountability; develops and implements administrative policies and procedures.

Directs the research, analysis and formulation of the department budget; determines departmental budget priorities; prepares and justifies program and budget recommendations to the County Administrator and the Board of Supervisors; ensures that budget expenditures are properly controlled.

Submits estimates of facility requirements with estimated costs and time lines for relocation and/or modifications.

Establishes and evaluates monitoring and evaluation systems; establishes measurable standards for reviewing the success of the plan and the new systems and services.

Interviews and selects top management staff; reviews and approves staff training program; recommends changes in position classification consistent with organizational structure; evaluates the performance of subordinate managers; approves or disapproves merit salary increases; adjusts employee grievances within limits of delegated authority, has authority to hire and discharge in the Health Services Department; delegates authority and holds subordinate managers accountable for the efficient administration of their divisions or sections.

Reviews and approves Board of Supervisors' agenda items, personnel, operational and budgetary actions recommended by Division Directors.

Coordinates the administration of public health, mental health and environmental health divisions, initiates, implements, and reconciles management practices and policies; consults with the Public Health Officer concerning medical protocols that affect the delivery of public health, mental health and environmental health services; approves changes and modifications recommended by the Public Health Officer and ensures intra-departmental communication and implementation of changes and modifications of protocols.

Advises the Board of Supervisors and the County Administrator of any changes in state laws or regulations that will have an impact on the delivery of public health, mental health and environmental health services; provides the Board of Supervisors and the County Administrator with specific plans, costs and recommendations needed to meet legal requirements.

Establishes and maintains effective communication and working relationships with related County departments and key officials of state, federal and local agencies.

With concurrence of the Board of Supervisors and the County Administrator, seeks and applies for grants in aid to improve or enhance the delivery of mental health, public health and environmental health services.

Coordinates preparation and release to the media of information related to the programs and services of the Department of Health Services.

Coordinates and directs the provision of technical and professional assistance to other county departments, other health agencies, businesses and members of the general public on matters affecting the health and safety of the citizens of Sonoma County.

Serves as the local Mental Health Director, or may delegate authorities and responsibilities.

Conducts meetings and conferences with department staff; interprets policies, rules and regulations to staff members; allocates and reallocates department resources to meet mental health, public health and environmental health service needs; analyzes difficult management and fiscal problems, considers available options, evaluates possible solutions, selects an appropriate solution and implements a decision to resolve the problem.

Knowledge and Abilities

**Extensive knowledge of:** modern personnel, financial and program management processes and procedures required to effectively plan, organize and direct a Health Services Department.

**Knowledge of:** federal, state and local laws, ordinances, rules and regulations relating to the management and operations of a Health Services Department; research methodology, report writing and basic statistics.

**Thorough knowledge of:** modern organizational and planning techniques used to manage a multi-service health services agency.

**Considerable knowledge of:** the social and economic problems that have an impact on the public health, mental health, and environmental health of the community; communications and conflict resolution techniques.

**Ability to:** evaluate the performance of subordinates, identify behavior and performance problems, communicate appropriate employment standards to affected employees and hold those employees to the standards; analyze management problems, to reach practical conclusions, and institute effective changes; develop and update departmental rules, regulations and policies; direct or prepare comprehensive, clear written reports and oral presentations containing alternate solutions and recommendations regarding specific resources, plans and policies; establish and maintain effective professional and working relationships with the Board of Supervisors, the County Administrator, other County department heads, subordinates, community groups, medical professionals, other health agencies, the general public and others who have an interest in health services issues; understand and appreciate differing views on the role of the Department of Health Services in the management of sensitive health services issues.

Minimum Qualifications

**Education:** Any combination of education or training that would provide the opportunity to acquire the knowledge and abilities listed. Normally, graduation from an accredited college or university with a degree in health care administration, public administration, hospital administration, business administration or a closely related field would provide such opportunity. Possession of a Masters degree is desirable. Incumbent must meet the standards contained in the California Administrative Code, Title IX, Section 620.

**Experience:** Any combination of experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, five years of increasingly responsible experience managing a health services organization or large division of such organization would provide such opportunity.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**EXECUTIVE DIRECTOR  
SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION**

Definition:

Under administrative direction, plans, organizes, directs, and coordinates Sonoma County's affordable housing, homelessness, redevelopment and community development programs, and all operations of the Sonoma County Community Development Commission, Housing Authority, and Redevelopment Agency; serves as Executive Director of the Sonoma County Community Development Commission, Sonoma County Housing Authority, and Sonoma County Redevelopment Agency; provides and directs staff services to the Commissioners of the Sonoma County Community Development Commission, Housing Authority and Redevelopment Agency, and to their advisory committees; supervises subordinate staff; and performs related duties as required.

Distinguishing Characteristics:

This is a single-position class that reports to the Commissioners of the Sonoma County Community Development Commission, Housing Authority, and Community Redevelopment Agency. This class is characterized by the responsibility for administering multiple programs and functions through subordinate managers. Extensive initiative, independent judgment, and creativity are required in formulating plans and programs, directing effective and efficient operations, resolving difficult and complex problems, and modifying plans to meet unexpected situations. Control over work performed is manifested in general plans, broad policy or budgetary limitations.

This class is distinguished from the Redevelopment Manager, Community Development Manager, and Leased Housing Manager by having overall executive responsibility for all operations of the Sonoma County Community Development Commission, Housing Authority, and Community Redevelopment Agency.

This position is with the Sonoma County Community Development Commission, a separate entity from the County of Sonoma, and is not within the Sonoma County Civil Service System.

Typical Duties:

*Duties may include but are not limited to the following:*

Directs the administration of the Sonoma County Community Development Commission, Housing Authority and Redevelopment Agency to include planning, organizing, and directing Sonoma County's affordable housing, housing assistance, homelessness, redevelopment and community development programs.

Plans, organizes, directs and evaluates the activities of subordinate staff; interviews, selects and trains professional and management staff; assigns and reviews work; establishes performance standards; evaluates staff performance; trains and counsels employees; takes or approves disciplinary actions; negotiates and administers agreements with consultants and contractors.

Plans and recommends program and policy direction for the Sonoma County Community Development Commission, Housing Authority and Community Redevelopment Agency; develops or directs the development of program policies; explains, advises and recommends action on policy matters to the Commissioners of the Sonoma County Community Development Commission, Housing Authority, and Community Redevelopment Agency; advises the appropriate governing body of problems and potential problems and recommends appropriate course of action.

Consults with and solicits the cooperation of community groups and government agencies in assessing, identifying and analyzing affordable housing, homelessness, and community development needs and objectives in Sonoma County; develops responsive programs to meet those needs and objectives.

Develops agreements, methods and procedures to implement, administer and evaluate the County's affordable housing, homelessness, redevelopment and community development programs; oversees and directs program compliance reviews and analyzes performance outcome measures to measure program effectiveness; develops process improvement plans and strategies to enhance service delivery; reviews projects and related records in order to assess the progress of projects and to assure program continuity and compliance with established guides.

Analyzes the impact of newly-enacted state and federal legislation on operations; addresses legislative and regulatory bodies to influence or persuade them to form supportive opinions or take actions related to advancing program goals; makes recommendations and decisions regarding the implementation of related changes; reviews economic trends and regulatory changes to determine the impact on operations; reviews and critiques codes and ordinances; initiates studies of technical problems and recommends revisions.

Prepares and administers an annual budget; establishes, revises and maintains accounting systems and procedures in order to effectively monitor income sources and loan portfolios, and to provide internal accounting controls; certifies the purchase of supplies, equipment and services; makes recommendations regarding the purchase and sale of property; develops and implements management information systems in order to track and analyze performance measures; directs the preparation, review and approval of fiscal, special and technical reports, justifications, and proposals; researches, identifies, develops and negotiates public and private funding opportunities in order to support existing programs and generate additional funding opportunities to expand or create new programs and opportunities; submits grant applications for funding; issues directives related to fund distribution, and policy and procedural constraints of grant requirements. .

Coordinates program planning and day-to-day activities with County departments, participating planning jurisdictions, federal funding agencies and community interest groups; stays informed on community, social, and political problems, and their relevance to and impact upon programs; directs the development of a public relations program to inform the public about affordable housing, homelessness, redevelopment and community development programs, goals and objectives; provides consultation to individuals, citizen groups, business organizations, consultants and governmental agencies on all matters related to affordable housing, homelessness assistance, redevelopment, and community development projects.

Performs the statutory duties of Executive Director and Secretary of the Community Development Commission, Housing Authority, and Community Redevelopment Agency. represents the Community Development Commission, Housing Authority, and Community Redevelopment Agency at governmental hearings, various representative groups, in front of administrative bodies, and at public meetings.

Performs related duties as assigned.

Knowledges and Abilities:

**Considerable knowledge of:** the current trends, theories, principles, and practices related to housing, homelessness, redevelopment, and community development Programs; , administrative principles and practices, including goal setting, program development, implementation and evaluation, and the preparation of policies and procedures; principles and practices of employee supervision including selection, work planning, organization, performance review and evaluation, and employee training and discipline; federal and state legislation related to affordable housing, homelessness, redevelopment and community development programs; Housing program functions and services; principles and practices of local government redevelopment, housing and community development administration; principles, practices, funding sources and administrative techniques for community services and low-income housing programs; principles and practices of project management and performance measurement; fiduciary responsibilities of a lender, best practices for effective grant proposal writing, obtaining and administering grants, and grant-funding processes; County government organization as it relates to affordable housing and redevelopment functions, and the relationship with the organization and functions of federal, state and municipal governments.

**Ability to:** plan, organize and direct Sonoma County's affordable housing, homelessness, redevelopment and community development programs; identify community affordable housing, homelessness, redevelopment and community development needs and objectives, and to formulate responsive plans to meet them; supervise, assign, direct and evaluate the work of personnel within the division; interpret federal, state and local rules and regulations governing the operation of county and community development programs; develop policies, agreements, methods, and procedures to implement, administer and evaluate housing and community development programs to establish accountability and to measure program effectiveness;



coordinate program planning and day-to-day operational activities of the Community Development Commission, Housing Authority and Redevelopment Agency; assure financial solvency of affordable housing, redevelopment and community development programs; provide professional consultation and program leadership; prepare clear and concise records and reports; Effectively assemble, organize and present, in either written or oral form, the logical conclusions and sound recommendations resulting from analysis of administrative, financial, factual or other information derived from a variety of sources; utilize sound judgment, tactfulness, persuasion and authority in the performance of duties; work under pressure, establish priorities and meet deadlines; establish and maintain effective work relationships with subordinates, County officials, representatives of other agencies, administrative personnel and the general public.

Minimum Qualifications:

**Education:** Any combination of educational course work and training, which would provide for the knowledge and abilities listed above. Normally, academic course work equivalent to a four-year degree from an accredited college or university with major work in urban studies, urban planning, public administration, public policy, business administration, economics, finance or a closely related field, will provide this opportunity. A Master's Degree is desirable.

**Experience** Any combination of experience and training which would provide the opportunity to acquire the knowledges and abilities listed above. Normally, five years of full-time public administration/management experience supervising professional staff engaged in housing rehabilitation, affordable housing policy/development and redevelopment or community development, including specific experience in financial, budget, program and organizational administration, analysis and planning, or will provide this opportunity.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.