



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 2/25/2020

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 Change

Recommended Action:

Adopt a Resolution reflecting the recommendations of completed classification studies and other position allocation changes:

- A) Adopt a Concurrent Resolution amending the Salary Resolution 95-0926, Salary Table Scales, to establish the new classification and salary for Assistant Information Systems Director, effective February 25, 2020.
- B) Adopt a Resolution amending the Departmental Allocation List for the Board of Supervisors/County Administrator's Office and the Information Systems Department, effective February 25, 2020.

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. Ensuring employees are appropriately classified and having a sound classification plan results in the County's ability to attract and retain a highly qualified, engaged workforce charged with providing the most efficient services possible for our community.

In resolutions before your Board today Human Resources requests approval to change an allocation in the First Supervisorial District to improve how services are provided to the community, and implement classification, compensation, and program change requests in the Information Systems Department.

Discussion:

Board of Supervisors/County Administrators' Office

The First District is bounded on the north by Franz Valley School Road, the Napa county line to the east, to the west by Petaluma Hill, Summerfield, Brush Creek, Wallace, and Riebli Roads, and San Pablo Bay to the south. Population is concentrated in the City of Santa Rosa (Bennett Valley, Rincon Valley and the community of Oakmont), the City of Sonoma, and the adjacent unincorporated communities of Kenwood, Agua Caliente,

Glen Ellen, El Verano, Boyes Hot Springs, Schellville, and Vineburg.

The District has been staffed for many years with one District Director, and two Board of Supervisor Aide positions. Recently, a new job class, Board of Supervisors' Field Representative was developed, which added to the list of job classes that Supervisorial Districts could use to staff the respective Districts. It has been determined that changing one Aide position to a Field Representative position would better serve the needs of the First District. The Field Representative position will serve as back up to the District Director and have greater autonomy. The Aide and Field Representative positions will both perform office support functions and community work as needed and assigned by the District Director. It has been determined that changing one Aide position to a Field Representative position would better serve the needs of the First District. There will be no negative impact to the existing staff.

Information Systems Department:

County of Sonoma's Information Systems Department provides a portfolio of information technology services and products to all County departments and many special agencies/districts.

Information Systems services are critical to virtually all department's business operations and provide both personal and organizational productivity. The systems and tools in the County technology portfolio amplify the abilities of employees to deliver County services with improved work processes and information access. Effective management helps coordinate and deliver support services to make sure an appropriate level of expertise and knowledge is available across the diverse set of technologies to deliver a timely and highly reliable resource to County departments and the public.

Recent vacancies in senior management have emphasized the importance of maintaining a leadership structure that is responsive to evolving technology needs and innovation at the County of Sonoma. Information Systems leadership worked with one of the County's leading organizational consultants, Delia and Associates, to evaluate the department's structure. Changes were recommended that will facilitate organizational efficiencies, innovation, and a focus on critical cross-functional Information Technology management functions. These changes will clarify reporting structures needed to increase hands-on leadership of specific areas deemed critical to success.

In January 2020, the Information Systems Department received authority from the Board to begin implementing a department reorganization. One of the recommendations of the reorganization was to establish an Assistant Information Systems Director classification to expand leadership capacity and to improve operational oversight across all department functions. Human Resources worked with the Information Systems Department to develop the new classification, which was approved by the Civil Service Commission on February 6, 2020.

Bargaining Unit, Fair Labor Standards Act (FLSA), and Salary Determination:

Agenda Date: 2/25/2020

Pursuant to the County's Employee Relations Policy, Human Resources determined the appropriate bargaining unit for the new Assistant Information Systems Director classification to be Bargaining Unit 0050-Administrative Management. This classification is 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 that the salary for Assistant Information Systems Director should be set at \$14,523 Monthly/I-Step. For on-going administration, the salary should be 12% above Information Systems Division Director.

Human Resources seeks approval to establish the new classification and salary of Assistant Information Systems Director. The Information Systems Departments seeks approval to add 1.0 full-time equivalent (FTE) Assistant Information Systems Director allocation to its departmental allocation list and to delete a vacant 1.0 FTE Administrative Aide allocation to partially offset the cost.

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

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses	BOS/CAO:\$5,442 ISD: \$98,492	BOS/CAO:\$15,548 ISD: \$295,476	BOS/CAO:\$15,548 ISD: \$303,340
Additional Appropriation Requested			
Total Expenditures	\$103,934	\$311,024	\$318,888
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	BOS/CAO:\$5,442 ISD: \$98,492	BOS/CAO: 15,548 ISD: \$295,476	BOS/CAO:\$15,548 ISD: \$303,340
Use of Fund Balance			
Contingencies			
Total Sources	\$103,934	\$311,024	\$318,888

Narrative Explanation of Fiscal Impacts:

The additional cost for replacing one Board of Supervisor's Aide position with one Board of Supervisors' Field Representative position is \$5,442 for FY 19-20, \$15,548 for FY 20-21 and FY 21-22, respectively. The First District will cover the increased cost by utilizing a portion of Transit Occupancy Tax funds allocated to the

District.

Information Systems Department: The cost for adding the Assistant Director position is \$98,492 for FY 19-20, \$295,476 for FY 20-21 and \$303,340 for FY 21-22, respectively. Information Systems will cover the increased cost using salary and service/supplies savings in FY 19/20 and the deletion of a vacant position and allocation through administrative overhead for future fiscal years.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Board of Supervisors' Aide	\$4,576-\$5,562		(-1.0)
Board of Supervisors' Field Representative	\$5,400-\$6,564	1.0	
Assistant Information Systems Director	\$11,947-\$14,523	1.0	
Administrative Aide	\$4,576-\$5,562		(-1.0)

Narrative Explanation of Staffing Impacts (If Required):

There will be no negative impact to existing staff. Once the position is allocated at the Field Representative level the First District will have the flexibility to utilize the most appropriate staffing model for their needs.

Information Systems Director: There are no staffing impacts. The allocation being deleted is vacant and the new allocation will remain vacant until a recruitment has been conducted to fill the position.

Attachments:

1. Resolution 1: Concurrent Resolution amending Salary Resolution No. 95-0926
2. Resolution 1: Appendix A - Salary Tables
3. Resolution 2: Resolution amending the Departmental Allocation List for the Board of Supervisors/County Administrator's Office and the Information Systems Department.

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

1. Classification Study Report by Human Resources on the new job class of Assistant Information Systems Director