
Date: June 2, 2020

Item Number: _____
Resolution Number: _____

☐ 4/5 Vote Required

Resolution of the Board of Directors of the Sonoma County Water Agency to Add One Full Time Equivalent Senior Office Assistant and Delete One Full Time Equivalent Office Assistant II in the Records Management/Clerical Section of the Sonoma Water Administrative Services Division to Provide Higher Level Administrative Support to Sonoma Water Divisions, Convert .75 Water Agency Senior Technical Writing Specialist to 1.0 Full Time Equivalent in the Technical Writing Section of the Engineering and Resource Planning Division to Support Ongoing Construction Project Workflows, and Add One (1) Full Time Equivalent Department Information Systems Coordinator and Delete One (1) Full Time Equivalent Department Information Systems Specialist II in the Sonoma Water Computer Instrumentation/Applications Support Section of the Water/Wastewater Operations Division To Implement and Coordinate Ongoing Administration of Maximo.

Whereas, Sonoma Water requires a higher level of administrative support to process agenda items, water supply agreements and other time-sensitive reports; and

Whereas, Adding a Senior Office Assistant and deleting an Office Assistant II in the Records Management/Clerical section will meet this need; and

Whereas, The workload in the Technical Writing Section of the Engineering and Resources Planning Division continues to increase; and

Whereas, Converting the existing .75 Water Agency Senior Technical Writing Specialist to 1.0 will enable the section to better manage development of technical project manuals and the construction project work flow; and

Whereas, Sonoma Water's current staffing is insufficient to coordinate the implementation and ongoing administration of the Maximo Asset Management System; and

Whereas, Adding a Department Information Systems Coordinator and deleting a Department Information Systems Specialist II in the Computer Instrumentation Support Section will provide the appropriate resource to lead this work.

Now, Therefore, Be It Resolved that the Sonoma Water Allocation List for Office Assistant II, Senior Office Assistant, Water Agency Senior Technical Writing Specialist, Department Information Systems Coordinator, and Department Information Systems Specialist II is hereby revised as follows:

Budget Index	Job Class	Class Title	Existing Positions In Class	Change In Position Allocation	New Total Allocation For Class	Effective Date	Monthly Salary Range
33010100	0002	Office Assistant II	2.00	-1.00	1.00	6/2/20	\$3280.26 - \$3986.40
33010100	0003	Senior Office Assistant	4.00	+1.00	5.00	6/2/20	\$3737.68 - \$4541.23
33010100	0987	Water Agency Senior Technical Writing Assistant	1.75	+0.25	2.00	6/2/20	\$7130.00 - \$8666.77
33010100	0159	Department Information Systems Specialist II	3.00	-1.00	2.00	6/2/20	\$6560.51 - \$7974.54
33010100	0160	Department Information Systems Coordinator	0.00	+1.00	1.00	6/2/20	\$7183.17 - \$8732.86

Directors:

Rabbitt: Zane: Gore: Hopkins: Gorin:

Ayes: Noes: Absent: Abstain:

So Ordered.