



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 6/9/2020

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

Supervisory District(s): Countywide

Title:

Miscellaneous Classification, Compensation, and Allocation Changes

Recommended Action:

Adopt a Resolution reflecting the recommendations of completed classification studies:

1. Adopt a Concurrent Resolution amending the Memorandum of Understanding between the County and Service Employees International Union, Local 1021, Appendix A - Salary Table Scales, to retitle the specifications of Agricultural Biologist/Standards Specialist I, II, III, and Senior Agricultural Biologist/Standards Specialist to Agricultural/Weights and Measures Inspector I, II, III, and Senior Agricultural/Weights and Measures Inspector, respectively, effective June 9, 2020.
2. Adopt a Concurrent Resolution amending the Salary Resolution 95-0926, Appendix A - Salary Tables, to retitle the classification of Assistant Agricultural Commissioner to Assistant Agricultural Commissioner/Sealer of Weights and Measures, to establish the new classification and salary for County Communications Specialist, and to adjust the salaries for the Clerical Helper and Intern-Work Experience classifications, effective June 9, 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 implement the final recommendations from classification studies in the Department of Agriculture/Weights and Measures and the

County Administrator's Office.

Discussion:

Department of Agriculture/Weights and Measures

The Department of Agriculture/Weights and Measures requested a position review study of 24 positions in nine classifications, including both represented program staff and department management. CPS HR Consulting, a professional consulting firm, was retained to conduct this study. The study included a review of the four classifications in the Agricultural Biologist/Standards Specialist series, and the classifications of Wildlife Specialist, Deputy Agricultural Commissioner, Chief Deputy Agricultural Commissioner, Chief Deputy Sealer, and Assistant Agricultural Commissioner.

The study concluded that all of the positions were classified at the appropriate level. Further recommendations included updates to all of the specifications and retitling the classification specifications of Agricultural Biologist/Standards Specialist I, II, III, and Senior Agricultural Biologist/Standards Specialist to Agricultural/Weights and Measures Inspector I, II, III, and Senior Agricultural/Weights and Measures Inspector, respectively, and Assistant Agricultural Commissioner to Assistant Agricultural Commissioner/Sealer of Weights and Measures.

Human Resources and SEIU came to agreement on the recommendations pertaining to the represented classifications through the meet and confer process. The Civil Service Commission approved the study recommendations at their May 7, 2020 meeting.

Human Resources seeks approval to retitle the Agricultural Biologist/Standards Specialist I, II, III, and Senior Agricultural Biologist/Standards Specialist to Agricultural/Weights and Measures Inspector I, II, III, and Senior Agricultural/Weights and Measures Inspector, respectively, and Assistant Agricultural Commissioner to Assistant Agricultural Commissioner/Sealer of Weights and Measures.

County Administrators' Office

In 2019, the County Administrator engaged Full Court Press Communications (FCP) to review the communications and organizational structure of County department's communication programs and evaluate opportunities for improvement. In summary, FCP's report recommended a more centralized communications organizational structure that resides in the County Administrator's Office. This structure would enable the County to have a more cohesive, consistent, and strategic communications program, which supports the Board of Supervisor's overall communication objectives.

From this review, a new County Communications Manager position was created to lead the county's communication efforts. The classification for the new position was adopted by the Civil Service Commission in December of 2019 and approved by the Board of Supervisors in January 2020.

In March of 2020, the Board of Supervisors approved the FCP recommendation of a centralized communication division within the County Administrator's Office. This centralized communication division will focus on development and implementation of county-wide strategic communication and outreach/engagement plans ensuring a cohesive communication approach that will allow for consistent and timely messaging and feedback from community groups, stakeholders, and the general public.

In response to this recommendation, and at the request of the County Administrator, Human Resources developed the classification of County Communications Specialist to perform the day-to-day professional level public information and community engagement work for the County and the majority of County departments. The Civil Service Commission approved the specification for the new classification at their May 7, 2020 meeting.

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

Pursuant to the County's Employee Relations Policy, Human Resources determined the appropriate bargaining unit for the new County Communications Specialist 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 County Communications Manager should be set at \$8,700 Monthly/I-Step. For on-going administration, the salary should be tied to Administrative Analyst II.

Human Resources seeks approval to establish the new classification and salary of County Communications Specialist.

Human Resources:

On October 1, 2019, the Santa Rosa City Council passed a local ordinance that would set minimum wage within the boundary of the City at no less than \$15 per hour effective July 1, 2020, for employers with 26 or more employees (\$14 for employers with fewer than 25).

Three classifications at the County have a starting wage under \$15 per hour, Clerical Helper, Student Intern-High School Extra Help, and Intern-Work Experience.

After reviewing the salary administration for these classifications, Human Resources recommends the following actions be taken to maintain consistency with the City of Santa Rosa's action:

- Increase the starting hourly wage for Clerical Helper to \$15.00/hourly.
- To avoid disrupting the pay scales and differentials between all internship levels, Human Resources recommends maintaining the existing salary range for Student Intern-High School Extra Help. However, to ensure compliance with the new City of Santa Rosa local wage law, Human Resources will approve advanced step placements for high school interns upon hire to a salary step greater than \$15.00/hourly (at present this is the f-step, \$15.13/hourly).
- Increase the starting wage for Intern-Work Experience to \$15.39/hourly. This will bring the salary in alignment with Student Intern-Under Graduate Extra-Help. Historically, the salaries of these two classifications have been linked, however, they become uncoupled due to an administrative error in January 2020, when the salary for the Student Intern-Under Graduate Extra-Help was last increased.

Human Resources seeks approval to amend the salaries of Clerical Helper and Intern-Work Experience.

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			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

There are no fiscal impacts associated with any of the recommended actions being taken.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

There are no staffing impacts associated with any of the recommended actions being taken.

Attachments:

1. Resolution 1: Concurrent Resolution amending the Memorandum of Understanding between the County and SEIU, Local 1021
2. Resolution 1: Appendix A - Salary Table Scales
3. Resolution 2: Concurrent Resolution amending Salary Resolution No. 95-0926
4. Resolution 2: Appendix A - Salary Tables

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

1. Department of Agriculture/Weights and Measures Classification Study conducted by CPS HR Consulting
2. Classification Study Report by Human Resources on the new job class of County Communications

Agenda Date: 6/9/2020

Specialist