



County of Sonoma

State of California

Date: November 10, 2020

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 of the Department of Transportation and Public Works – Airport Division to add a 1.0 full-time equivalent Senior Office Assistant allocation and delete a 1.0 full-time equivalent Office Assistant II allocation, effective November 10, 2020.

Whereas, the staffing needs of the Airport front office have evolved such that a higher level of administrative support is needed; and

Whereas, the Airport front office staff is critical to delivering services to the public; and

Whereas, a proposed Senior Office Assistant position allocation to replace an Office Assistant II position allocation in the Airport front office has been approved by the Human Resources Department

Now, Therefore, Be It Resolved that the Allocation List of Department of Transportation and Public Works – Airport Division is hereby revised as follows:

Budget Index	Job Class	Class Title	Existing Positions In Class	Change in Position Allocation	New Total Allocation For Class	Duration/ End Date	Salary Range
34030101	0002	Office Assistant II	1.0	-1.0	0.0	Ongoing	1886
34030101	0003	Senior Office Assistant	2.0	1.0	3.0	Ongoing	2194

Supervisors:

Rabbitt:

Zane:

Gore:

Hopkins:

Gorin:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.