



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 County Administrator's Office, Effective
November 10, 2020**

Whereas, the Clerk of the Board division manages Board of Supervisors meetings and mandated public access to Board of Supervisors agendas and content; and

Whereas, the technological requirements to perform these duties have increased; and

Whereas, the volume of Board of Supervisors meetings has continuously increased over 10 years exacerbating staff capacity within the Clerk of the Board division; and

Whereas, it has been determined that an addition of a 1.0 FTE Agenda Coordinator is necessary to maintain agenda management operations; and

Whereas, the Human Resources Department has reviewed the job description and determined the classification of Department Analyst to be appropriate; and

Whereas, the County Administrator's Office seeks approval to add the position of Agenda Coordinator to the Clerk of the Board division to meet the demand of agenda management duties; and

Now, Therefore, Be It Resolved that the allocation table of the County Administrator's Office is hereby revised as follows:

Resolution #20-

Date:

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Budget Index	Job Class	Class Title	Existing Positions In Class	Change in Position Allocation	New Total Allocation For Class	Duration/ End Date	Salary Range
150101106	0826	Department Analyst	0.0	1.0	1.0	Ongoing	3429

Supervisors:

Rabbitt:

Zane:

Gore:

Hopkins:

Gorin:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.