



SUMMARY REPORT

Agenda Date: 11/17/2020

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 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, Salary Table Scales, to establish the new classification and salary for Parking and Facility Officer and abolish the classification of Event Services Worker, effective November 17, 2020.
2. Adopt a Concurrent Resolution amending the Memorandum of Understanding between the County and Sonoma County Law Enforcement Managers Association, Salary Table Scales, to establish the new classification and salary of Chief Park Ranger, effective November 17, 2020.
3. Adopt a Concurrent Resolution amending the Salary Resolution 95-0926, Salary Tables, to establish the new classifications and salaries for Integrated Waste Utility & Infrastructure Coordinator and Law Enforcement Auditor, effective November 17, 2020.
4. Adopt a Concurrent Resolution amending the Department Allocation Lists of the Agricultural Preservation and Open Space District, Community Development Commission, General Services, Independent Office of Law Enforcement Review and Outreach, and Regional Parks, effective November 17, 2020.
5. Adopt a Resolution amending the General Services Department Allocation List to add 1.0 FTE time-limited Janitorial Services Supervisor allocation through 9/21/22, effective November 17, 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 resulting from classification studies in General Services, Independent Office of Law Enforcement Review and Outreach, Regional Parks, and Transportation and Public Works, and, additional allocation changes for the Agricultural Preservation and Open Space District, Community Development Commission, and General Services.

Discussion:

Classification is a method for categorizing jobs based on duties, responsibilities, and a variety of other factors. A classification plan contains all of the classifications in the agency and forms the basis for setting job expectations, consistent and fair job entrance requirements, equitable compensation, and plays an important role in the budget. Human Resources is responsible for managing the County's classification plan by evaluating job descriptions for vacant, filled, and new positions to ensure that they are assigned to the appropriate classifications. Positions are assigned, or allocated, to departments based on Human Resources' determination of the appropriate classification.

The majority of the County's positions/classifications are in the County's Civil Service System. Therefore, most classification changes and new classifications are reviewed and approved by the Civil Service Commission, and the Board has final approval authority prior to the implementation of any classification changes. However, four agencies (i.e., Agricultural Preservation and Open Space District, Community Development Commission, Sonoma County Fair, and Sonoma County Water Agency) are not governed by the County's Civil Service System, and the Board has sole authority for the related classification and compensation issues. As part of this effort, Human Resources is seeking approval for the following changes in classifications and allocations.

General Services:

At the request of the General Services Department, Human Resources developed the classification of Parking and Facility Officer to enforce parking regulations on County-owned property, issue parking citations, check for parking permits, patrol and monitor parking areas for proper use, assist with event coordination and set-up for special events at County facilities, log daily activities, and related duties. Human Resources determined a reclassification and retention of the incumbents in accordance with Civil Service Rule 3.3B, was appropriate, as well as the abolishment of the Event Services Worker after the new classification is established. The Civil Service Commission approved the specification for the new classification and recommendations at their February 20, 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 Parking and Facility Officer classification to be Bargaining Unit 0005 - SEIU/Service & Technical Support, Non-Supervisory. This classification is non-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 Parking and Facility Officer should be set at \$4,833 Monthly/I-Step. For on-going administration, the salary should be tied to the Community Services Officer II classification.

Human Resources, General Services Management, and Service Employees International Union (SEIU) participated in a meet and confer session regarding the new classification, which resulted in a Letter of Agreement between the parties (Resolution 1; Attachment B).

Human Resources seeks approval to establish the new classification and salary of Parking and Facility Officer and to make adjustments to the General Services Department's Allocation List to reflect the new classification and retention of incumbents.

Additionally, on September 22, 2020, the Board of Supervisors approved General Services' funding request for a Janitorial Services Supervisor position in the amount of \$109,452. As a result, General Services seeks approval to add of 1.0 FTE time-limited Janitorial Services Supervisor allocation, with an end date of 9/21/22, to its Department Allocation List.

Independent Office of Law Enforcement Review and Outreach:

At the request of the Director of the Independent Office of Law Enforcement Review and Outreach (IOLERO), Human Resources developed a new attorney classification, Law Enforcement Auditor. Positions in the new classification will be responsible for conducting and supporting audits of law enforcement citizen complaints, and allegations of misconduct, including use of force, personnel, and administrative investigations; analyzing data and drafting reports; making recommendations on law enforcement policies, training, procedures, and offering recommendations on other preventative measures; representing the Office and promoting collaboration between County law enforcement and the various communities of the County; and assisting with community outreach and education of the public on the role of the Office. The Civil Service Commission approved the specification for the new classification at their November 5, 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 classification Law Enforcement Auditor 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 Law Enforcement Auditor should be set at \$12,749 Monthly/I-Step. For on-going salary administration purposes, the salary for the new class will be tied to Deputy County Counsel III.

Human Resources seeks approval to establish the new classification and salary of Law Enforcement Auditor. The Independent Office of Law Enforcement Review and Outreach seeks approval for the addition of 2.0 FTE Law Enforcement Auditor allocations to their Department Allocation List.

Regional Parks:

At the request of the Regional Parks, Human Resources developed the new classification of Chief Park Ranger.

Reporting to the Park Manager, the Chief Park Ranger will plan, supervise, coordinate, and evaluate the work of Park Rangers and other staff who carry out day-to-day activities within the Regional Parks system; supervise the training of employees in law enforcement, emergency services, and other related subjects; and participate in the development and monitoring of the park operations annual budget. The Civil Service Commission approved the specification for the new classification at their June 18, 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 Chief Park Ranger classification to be Bargaining Unit 044 - Sonoma County Law Enforcement 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 Chief Park Ranger should be set at \$8,662 Monthly/I-Step. For on-going administration, the salary should be linked to the Park Manager classification with a 23% differential.

Human Resources, Regional Parks Management, and the Sonoma County Law Enforcement Management Association participated in a meet and confer session regarding the new classification, which resulted in a Letter of Agreement between the parties (Resolution 2; Attachment B).

Human Resources seeks approval to establish the new classification and salary for Chief Park Ranger. Regional Parks seeks approval for the addition of a 1.0 FTE Chief Park Ranger allocation and deletion of 1.0 FTE Park Ranger III to its Department Allocation List.

Transportation and Public Works:

At the request of the Department of Transportation and Public Works, Human Resources developed the classification of Integrated Waste Utility & Infrastructure Coordinator to oversee the work of contractors and consultants performing: mitigation and cleanup of natural disasters and other debris; removal of hazardous waste; infrastructure maintenance; and, capital improvement project work for the County Service Areas (CSA) water systems, closed landfills, and lighting districts. The Civil Service Commission approved the specification for the new classification at their August 6, 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 Integrated Waste Utility & Infrastructure Coordinator 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 Integrated Waste Utility & Infrastructure Coordinator should be set at \$9,091 Monthly/I-Step. For on-going salary administration purposes, the salary should be linked to the Integrated Waste Division Manager with a 20% differential.

Human Resources seeks approval to establish the new classification and salary of Integrated Waste Utility &

Infrastructure Coordinator.

Agricultural Preservation and Open Space District:

The Agricultural Preservation and Open Space District (Ag + Open Space) requests to add one (1.0) full-time Time-Limited APOSD Planner position through June 30, 2022. This position will work on the backlog of work associated with conservation easement baselines, enforcement, use requests and amendments, and land management work. These are technical documents and investigations that require significant staff time to complete. Staff worked with Human Resources to evaluate the best staffing plan. Because this work has been conducted by extra-help for some time and the department has estimated there is still a significant length of time needed to tackle the backlog of work, a time-limited position allocation is necessary.

Having the allocation be time-limited also gives the future APOSD General Manager time to evaluate the organization and workload and it provides the flexibility to extend, convert to ongoing, or allow the allocation to end. The budgetary appropriations were already added to the budget and this action completes the staff plan by adding the time-limited allocation.

Community Development Commission:

The Community Development Commission added a Senior Client Support Specialist allocation in the March 10th, 2020 board item that addressed homelessness and strengthened the sheltering, housing, and service system of care. Currently, there is a significant delay in housing voucher referrals and navigation, to the point where new referrals are placed on hold. Having an additional Housing Negotiator/Inspector would enable the Interdepartmental Multi-Disciplinary Team (IMDT) to re-open voucher processing, allow faster processing of applications, and connect individuals with housing opportunities within a shorter period. This means the other IMDT staff, who have been filling in, can focus on outreach and engage more homeless individuals with services.

The Community Development Commission seeks to amend the Community Development Commission Department Allocation List to add a time-limited 1.0 FTE Housing Negotiator/Inspector, through 6/30/22, and delete a vacant time-limited 1.0 FTE Senior Client Support Specialist, funded with one-time Reinvestment & Revitalization Funding.

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 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected
Budgeted Expenses	CDC: \$7,170 GS:\$109,452 IOLERO: \$314,724 APOSD: \$165,218 RPK:\$6,148	CDC: \$7,385 GS: \$109,452 IOLERO: \$556,000 APOSD: \$168,523 RPK:\$12,664	CDC: N/A IOLERO: \$556,000 APOSD: \$173,579 RPK:\$13,044

Additional Appropriation Requested			
Total Expenditures	\$602,712	\$854,024	\$742,623
Funding Sources			
General Fund/WA GF	IOLERO: \$276,338 RPK:\$6,148	IOLERO: \$556,000 RPK:\$12,664	IOLERO: \$556,000 RPK:\$13,044
State/Federal	CDC: \$7,170 GS: \$109,452	CDC: \$7,385 GS: \$109,452	
Fees/Other	IOLERO: \$38,386 (PG&E Settlement funds) APOSD:\$165,218	APOSD: \$168,523	APOSD: \$173,579
Use of Fund Balance			
Contingencies			
Total Sources	\$602,712	\$854,024	\$742,623

Narrative Explanation of Fiscal Impacts:

Agricultural Preservation and Open Space District: Appropriations were already included in the FY 20/21 Budget in anticipation of the addition of this position allocation with the funding source being Measure F sales tax revenue. Having a time-limited position allocation was needed based on the backlog of work and the ongoing use of extra-help not being an appropriate staffing model.

Community Development Commission: Deleting a time-limited 1.0 FTE Senior Client Support Specialist and adding a time-limited 1.0 FTE Housing Negotiator/Inspector will result in an increased cost of \$7,170 for FY 20/21 and an increased cost of \$7,385 in FY 21/22. There will be no significant fiscal impact in FY 22/23. The funding for this position was provided in a board action on March 10, 2020.

General Services: There are no costs associated with the allocation changes as a result of the classification study. The addition of 1.0 FTE Janitorial Services Supervisor time-limited totaling \$109,452. This funding was approved by the Board on 9/21/20.

Independent Office of Law Enforcement Review and Outreach: The cost for the remainder of FY 20/21 is approximately \$314,724, and \$556,000 for FY 21/22 and FY 22/23. Positions will be financed primarily with discretionary general fund and a small allocation of PG&E Settlement Funds approved by the Board over a three year period during FY 20/21 Budget Hearings. Funding for salary and benefits costs for future years will be requested as part of the annual budget process.

Regional Parks: Salary and benefits are budgeted in the General Fund which is funded primarily through transient-occupancy tax funding and fees for services raised through camping fees, membership sales, and day-use parking fees. Adding 1.0 FTE Chief Park Ranger and deleting 1.0 FTE Park Ranger III will result in a modest

budgetary increase of \$6,148 for the remainder of FY 20/21, \$12,664 in FY 21/22, and \$13,044 in FY 22/23. Regional Parks will reduce the extra-help budget by the modest increase cost resulting in a net zero adjustment.

Transportation and Public Works: There are no costs associated with establishing the new job classification.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
APOSD Planner	\$6,468.33 - \$7,861.49	1.0	
Housing Negotiator/Inspector	\$5,266.50 - \$6,400.50	1.0	
Senior Client Support Specialist	\$4,948.21 - \$6,014.38	(1.0)	
Parking and Facility Officer	\$3,977.70 - \$4,833.42	2.5	
Community Services Officer II	\$3,977.70 - \$4,833.42		(2.5)
Janitorial Services Supervisor	\$3,913.35 - \$4,756.89	1.0	
Law Enforcement Auditor	\$10,487.78 - \$12,748.82	2.0	
Chief Park Ranger	\$7,125.78 - \$8,661.55	1.0	
Park Ranger III	\$5,628.27 - \$6,840.54		(1.0)

Narrative Explanation of Staffing Impacts (If Required):

Agricultural Preservation and Open Space District: There is no staffing impact and as this is a time-limited allocation, this position will expire on June 30, 2022.

Community Development Commission: There are no staffing impacts associated with this change. The position Senior Client Support Specialist allocation is currently vacant. The Community Development Commission will work with Human Resources to conduct a recruitment to fill the new Housing Negotiator/Inspector allocation once it has been approved.

General Services: As the result of a classification study, 2.5 FTE Community Services Officer II positions are being reclassified to Parking and Facility Officers, and the incumbents are being retained in accordance with Civil Service Rule 3.3B. There is no staffing impact associated with adding 1.0 FTE Janitorial Services Supervisor. General Services will work with Human Resources to conduct a recruitment to fill the Janitorial Services Supervisor position once it has been approved.

Independent Office of Law Enforcement Review and Outreach: There are no staffing impacts associated with the addition of these positions. The department will work with Human Resources to conduct recruitments to fill the new positions once they have been approved.

Regional Parks: There are no staffing impacts associated with this change. The position Park Ranger III is currently vacant. Regional Parks will work with Human Resources to conduct a recruitment to fill the new

Chief park Ranger allocation once it has been approved.

Transportation and Public Works: There are no staffing impacts associated with establishing the new job classification.

Attachments:

1. Resolution 1: Concurrent Resolution amending the Memorandum of Understanding between the County and SEIU, Local 1021, Salary Table Scales
2. Resolution 1: Attachment A - Salary Table Scales
3. Resolution 1: Attachment B - Side Letter Agreement
4. Resolution 2: Concurrent Resolution amending the Memorandum of Understanding between the County and SCLEMA, Salary Table Scales
5. Resolution 2: Attachment A - Salary Table Scales
6. Resolution 2: Attachment B - Side Letter Agreement
7. Resolution 3: Concurrent Resolution amending Salary Resolution No. 95-0926
8. Resolution 3: Appendix A - Salary Tables
9. Resolution 4: Concurrent Resolution amending the Department Allocation Lists of Agricultural Preservation and Open Space District, Community Development Commission, General Services, Independent Office of Law Enforcement Review and Outreach, and Regional Parks.
10. Resolution 5: Resolution amending the General Services Department Allocation List to add 1.0 time limited Janitorial Services Supervisor allocation, through 9/21/22.

Related Items “On File” with the Clerk of the Board:

1. Classification Study Report by Human Resources on the new job classification of Parking and Facility Officer
2. Classification Study Report by Human Resources on the new job classification of Chief Park Ranger
3. Classification Study Report by Human Resources on the new job classification of Integrated Waste Utility & Infrastructure Coordinator
4. Classification Study Report by Human Resources on the new job classification of Law Enforcement Auditor