



## SUMMARY REPORT

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**Agenda Date:** 1/26/2021

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**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 Salary Resolution 95-0926, Salary Tables, to establish the new classifications and salaries for Law Enforcement Auditor I and Law Enforcement Auditor II and retitle the classification of Law Enforcement Auditor to Law Enforcement Auditor III, effective January 26, 2021.
2. Adopt a Resolution amending the Department Allocation List of the Board of Supervisors/County Administrator and Human Resources, effective January 26, 2021.

**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 Independent Office of Law Enforcement Review and Outreach and amendments to the Board of Supervisors/County Administrator and Human Resources' Department Allocation Lists.

**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.

#### **Board of Supervisors/County Administrator**

The County Administrator requests to make the following three amendments to the Department Allocation List for Board of Supervisors/County Administrator.

The first request is to convert a 1.0 FTE Administrative Analyst III - Project (ending 6/30/23) that was added with the establishment of the Office of Recovery and Resiliency, to a permanent 1.0 FTE Administrative Analyst III allocation. As the Office of Recovery and Resiliency transitions to supporting County policy analysis, special projects that are of highest priority for the Board, and support the County's Strategic Plan, the County Administrator recognizes that this work will be ongoing, beyond the term of the Project allocation, and that there is a need to secure the resource capacity for this work by converting the position to one that is permanent.

The second request is to extend the end date for a 1.0 FTE Administrative Analyst III - Project allocation. On 9/1/2020, as part of COVID pandemic resources need, the Board added an Administrative Analyst III - Project allocation to create policy analysis capacity within the CAO with funding and a term ending on 6/30/21. Given COVID pandemic response needs and post-pandemic community recovery policies will require ongoing support to develop policies and programs beyond 6/30/21, the Board agreed to extend funding through FY 22-23 on 1/5/2021 as documented on item 38

<https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=4742239&GUID=225D386A-8F09-4B6A-B6AB-C0C56CD405F9&Options=&Search=&Search=&Search=>. This action will extend the end date of the allocation through 6/30/23.

Lastly, on behalf of the Board of Supervisors, the County Administrator requests the following amendments for two Supervisorial Districts.

The Third District includes most of central Santa Rosa and the City of Rohnert Park (east of Highway 101). To date, the Third District has been staffed with one Board of Supervisor's Staff Assistant II and two Board of Supervisors' Aide positions. It has been determined that changing one Aide position to a Field Representative position would better serve the needs of the Third District.

The Fourth District includes Northwest Santa Rosa (Fulton and Larkfield-Wikiup area), Town of Windsor, City of Healdsburg, community of Geyserville and the City of Cloverdale. To date, the Fourth District has been staffed

with one Board of Supervisor's Staff Assistant II, one Board of Supervisor's Field Representative, and one Board of Supervisors' Aide positions. It has been determined that changing one Aide position to a second Field Representative position would better serve the needs of the Fourth District.

The Field Representative positions will serve as back up to the District Directors and have greater autonomy. The positions will both perform office support functions and community work as needed and assigned by the District Directors. There will be no negative impact to the existing staff.

In total, the County Administrator seeks approval to add 1.0 FTE Administrative Analyst III and 2.0 FTE Board of Supervisors' Field Representatives allocations; delete 1.0 FTE Administrative Analyst III-Project and 2.0 FTE Board of Supervisors' Aide allocations; and to extend the end date of 1.0 FTE Administrative Analyst III - Project allocation from 06/30/21 to 06/30/23.

### **Human Resources (HR):**

Due to successive budget reductions in general fund over prior fiscal years, Human Resources staff support to the Commission on the Status of Women and the Human Rights Commission was significantly reduced. As the names of these Commission's imply, much of their work is rooted in civil rights and equity. Due to the reductions, Human Resources worked with the Commissions to find creative ways to provide limited staff support, including spreading support tasks amongst a number of Human Resources positions and by retooling the Commissioner's responsibilities. A structure and system was developed; however, it was not ideal and it negatively impacted the Commissions and their effectiveness.

After approximately two years with this support structure in place, it was evident the staff plan needed to be revisited. With the increased importance and emphasis on equity work for Sonoma County and the Commissions' role in this work, your Board approved the addition of 0.70 FTE Administrative Aide allocation to the Human Resources' Department Allocation List, on August 18, 2020, to provide these Commissions their needed administrative support.

Since that time, conversations between the County Administrator and Human Resources have concluded that the allocation should be increased by 0.30 FTE to 1.0 FTE, in total. This will allow the scope of the position to be expanded to provide support to the Human Resources Department's projects related to equity and other support needs such as pandemic response..

Human Resources seeks approval to add a 0.30 FTE Administrative Aide - Confidential allocation.

### **Independent Office of Law Enforcement Review and Outreach (IOLERO):**

On November 17, 2020, your Board approved the new classification of Law Enforcement Auditor and adding 2.0 FTE to the Department's Allocation List. Positions in this classification are 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.

Since that time, the IOLERO Director requested Human Resources develop entry- and journey-level attorney classifications, creating an alternately staffed Law Enforcement Auditor series. Human Resources developed the new classifications of Law Enforcement Auditor I and II, and revised and retitled the Law Enforcement Auditor classification to Law Enforcement Auditor III. The Civil Service Commission approved Human Resources' recommendations at their January 7, 2021 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 classifications of Law Enforcement Auditor I and Law Enforcement Auditor II to be Bargaining Unit 0050-Administrative Management. These classifications are 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 I should be set at approximately \$10,089.49 Monthly/I-Step. For on-going salary administration purposes, the salary for the I level will be tied to Deputy County Counsel I. The salary for Law Enforcement Auditor II should be set at approximately \$11,082.61 Monthly/I-Step. For on-going salary administration purposes, the salary for the II level will be tied to Deputy County Counsel II. There is no salary change associated with the retitling of Law Enforcement Auditor to Law Enforcement Auditor III.

Human Resources seeks approval to establish the new classifications and salaries of Law Enforcement Auditor I and II, and retitle Law Enforcement Auditor to Law Enforcement Auditor III.

**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**

<b>Expenditures</b>	<b>FY 20-21 Adopted</b>	<b>FY21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses	BOS/CAO: \$0 HR: \$1,400	BOS/CAO: \$214,218 HR: \$59,066	BOS/CAO: \$220,644 HR: \$60,837
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$1,400</b>	<b>\$273,284</b>	<b>\$281,481</b>
<b>Funding Sources</b>			
General Fund/WA GF	HR: \$1,400	HR: \$59,066	HR: \$60,837

State/Federal			
Fees/Other			
Use of Fund Balance		BOS/CAO: \$214,218	BOS/CAO: \$220,644
Contingencies			
<b>Total Sources</b>	<b>\$1,400</b>	<b>\$273,284</b>	<b>\$281,481</b>

**Narrative Explanation of Fiscal Impacts:**

**Board of Supervisors/County Administrator:**

The Administrative Analyst III - Project position expires 6/30/23 and is currently funded by three funding sources: General Fund (20%), Redevelopment and Reinvestment funds (30%), and Transient Occupancy Tax revenue (50%). Beginning in FY 22-23, the permanent allocation will be financed with ongoing discretionary funds mostly in the form of General Fund annual department contribution.

Costs for the extended term of the Administrative Analyst III - Project allocation Policy position will be financed through Covid-19 Disaster Fund balance in FY 21-22 and FY 22-23, and will be included in future CAO and Non-Departmental Disaster fund budgets.

The maximum additional cost for replacing two Board of Supervisor's Aides with two Board of Supervisors' Field Representatives is \$17,309 for the remainder of FY 20-21 (01/26/20 - 6/30/20), and \$42,620 in FY 21-22. Annual costs will increase in subsequent fiscal years due to inflation and COLAs. The Third and Fourth Districts will cover their respective increased costs by redirecting a portion of Transit Occupancy Tax funds allocated to each District; therefore, the allocation changes will not result in a net cost increase.

**Human Resources:**

The cost to increase the Administrative Aide position allocation from 0.7 FTE to 1.0 FTE will result in a modest budgetary increase of \$1,400 for the remainder of FY 20/21, \$59,066 in FY 21/22, and \$60,837 in FY 22/23. These costs will be absorbed within existing appropriations in the Human Resources General Fund budget.

**Independent Office of Law Enforcement Review and Outreach:** There is no fiscal impact with the establishment of the new classifications.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
Administrative Analyst III - Project	\$8,085.85 - \$9,826.86		(1.0)
Administrative Analyst III	\$8,085.85 - \$9,826.86	1.0	
Board of Supervisors' Aide	\$4,713.41 - \$5,729.14		(2.0)
Board of Supervisors' Field Representative	\$5,562.17 - \$6,760.53	2.0	
Administrative Aide	\$4,713.41 - \$5,729.14	0.30	

**Narrative Explanation of Staffing Impacts (If Required):**

**Board of Supervisors/County Administrator:**

There are no staffing impacts associated with the addition of an Administrative Analyst III allocation, the deletion of an Administrative Analyst III - Project allocation, or by extending the end date for an Administrative Analyst III - Project allocation.

Board of Supervisors' allocations are appointed by District Supervisors. Once both positions are allocated at the Field Representative level, the Districts will have the flexibility to utilize the most appropriate staffing model to meet their needs. There are no staffing impacts.

**Human Resources:**

There are no negative staffing impacts associated with this change. Increasing the allocation from 0.70 FTE to 1.0 FTE Administrative Aide will allow the incumbent to provide full-time support to the department.

**Independent Office of Law Enforcement Review and Outreach:**

There are no staffing impacts associated with the establishment of the new classifications.

**Attachments:**

1. Resolution 1: Concurrent Resolution amending Salary Resolution No. 95-0926
2. Resolution 1: Appendix A - Salary Tables
3. Resolution 2: Resolution amending the Department Allocation Lists of the Board of Supervisors/County Administrator and Human Resources

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

1. Classification Study Report by Human Resources on the new job classifications of Law Enforcement Auditor I and II and revisions and retitling of Law Enforcement Auditor to Law Enforcement Auditor III