



## COUNTY OF SONOMA

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

### SUMMARY REPORT

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**Agenda Date:** 4/20/2021

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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):** County Administrator

**Staff Name and Phone Number:** Sheryl Bratton, 565-3578

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Department Head Personal Services Agreement - Human Resources Director

**Recommended Action:**

Authorize the County Administrator to execute a Second Amendment to the Personal Services Agreement with Christina Cramer as Human Resources Director, extending the term of the agreement from April 29, 2021 to April 29, 2024, maintaining the current salary at the "I" step and eligibility for other County benefits in accordance with Salary Resolution 95-0926.

**Executive Summary:**

Salary and benefits provided to County department and agency heads must be considered by the Board of Supervisors at a regularly scheduled Board meeting. Further, an oral summary of the salary and benefits recommended action must be presented at the meeting where the final Board action is taken. (California Government code §54953, 54956)

Christina Cramer was initially appointed as the Director of Human Resources for a three-year term, from April 28, 2015 through April 28, 2018. A First Amendment was executed to extend the contract through April 28, 2021. The recommended action of this item extends the term of the current agreement for an additional three years, through April 29, 2024. The action will maintain Ms. Cramer at the top step of the salary range, which is currently \$205,268 annually.

**Discussion:**

The Director of Human Resources reports to the County Administrator and supports County departments and special districts through two divisions: Human Resource Services and Risk Management Services. The Department has a fiscal year budget of \$108,910,326 and 62.0 full-time staff.

The Human Resource Services division is responsible for labor and employee relations, recruitments, classification and compensation administration, the County's workforce development program, employee health and welfare benefits and retiree health benefits, ensuring equal opportunity employment, and the

**County's Human Resources Information System (HRIS).**

The Risk Management Services Division is responsible for all self-insured and purchased insurance programs, administering self-insured tort claims and litigation filed against the County, and Workers' Compensation and leave management programs. Human Resources administrative and fiscal unit support the department and also has responsibility for managing the financial aspects of the self-insured programs and the fiscal administration of the County's other post-employment benefit program.

The Department and Director oversees the administration of the County's Civil Service System and the Director serves as the Secretary to the Commission. The Commissions on the Status of Women, and Human Rights, are also currently under the umbrella of the Human Resources Department.

Recently, Human Resources has been focused on supporting County operations through the COVID-19 pandemic, with the development and implementation of policies, procedures, and programs related to legislation, public health orders, pay and benefits, safety protocols and remote working guidelines. Additionally, the Department has recently developed and released "Hiring + Diversity: A Best Practices Toolkit," a guide of best practices and resources for County departments that supports the County's strategic plan pillars of Racial Equity and Social Justice and Organizational Excellence to create a more diverse workforce. HR has also supported emergency operations and filled critical Disaster Service Worker Roles during the Kincaide and LNU Complex Fires, as well as for the COVID-19 Pandemic.

Following a nationwide recruitment, Ms. Cramer was initially appointed to the position for a three-year term, from April 28, 2015 through April 28, 2018. The First Amendment extended the contract for an additional three-year term through April 28, 2021. The Second Amendment to the Personal Services Agreement extends the term of Ms. Cramer's agreement from April 29, 2021 to April 29, 2024 at "I" Step of the salary range, which is \$205,268, and maintains eligible benefits.

**Prior Board Actions:**

None.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 20-21 Adopted</b>	<b>FY21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			

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Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

Ongoing annualized salary and benefit costs associated with this position has been incorporated into Human Resources budget. This action does not increase any budget appropriations.

<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>

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

None.

**Attachments:**

A. Second Amendment of the Personal Services Agreement - Human Resources Director

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

None.