



County of Sonoma

State of California

Date: May 11, 2021

Item Number: _____

Resolution Number: _____



4/5 Vote Required

Concurrent Resolution of the Board of Supervisors of the County Of Sonoma, State of California, Amending the Department Allocation Lists of the County Administrator's Office, Department of Agriculture/Weights & Measures, Human Resources Department, Human Services Department, Information Systems Department, Office of Equity, and Sonoma County Water Agency, and Effective May 11, 2021.

Whereas, on April 15, 2021, the Civil Service Commission approved Human Resources' recommendation to establish the new classification of Supervising County Communications Specialist, and the County Administrator's Office seeks approval for the addition of 1.0 FTE Supervising County Communications Specialist; and

Whereas, the Department of Agriculture/Weights & Measures seeks approval to convert a time-limited 1.0 FTE Deputy Agricultural Commissioner allocation to on-going to support the countywide cannabis and hemp ordinances and related work; and

Whereas, on April 1, 2021, the Civil Service Commission approved Human Resources' recommendation to reclassify a Senior Office Assistant – Confidential in the Human Resources Department to a Human Resources Technician and retain the incumbent in accordance with Civil Service Ruler 3.3B; and

Whereas, on February 4, 2021, the Civil Service Commission approved Human Resources' recommendation to reclassify a Program Planning and Evaluation Analyst to a Public Assistance Systems Specialist and retain the incumbent in accordance with Civil Service Ruler 3.3B; and

Whereas, on January 5, 2021, the Board of Supervisors approved Board Item 2020-0373 - New County Government Center that included funding two time-limited positions for the Information Systems Department (ISD) for the Form and Record Digitization Project; and

Whereas, ISD now seeks approval to add a 1.0 FTE time-limited Business Systems Analyst and 1.0 FTE time-limited Information Technology Analyst III through December 31, 2025; and

Whereas, on July 7, 2020, the Board of Supervisors affirmed priority of Racial Equity and Social Justice and created the Office of Equity with the intention of adding a program manager position at a future date, and the County Administrator's Office has been providing a County

Communications Specialist to serve in the program manager role since September 2020; and

Whereas, it is necessary to transfer 1.0 FTE County Communications Specialist from the County Administrator's Office to the Office of Equity to allow Human Resources to conclude the classification study of the encumbered position and return to the Board to implement the study recommendations; and

Whereas, Sonoma Water seeks approval to add a 1.0 FTE time-limited Water Agency Assistant General Manager, through September 30, 2024, to address a growing demand for development and management of special programs and projects that span Sonoma Water Divisions, as well as other County Departments and independent agencies; and

Whereas, Sonoma Water also seeks approval to add a 1.0 FTE Water Agency Operations and Maintenance Manager as part of a larger succession planning effort;

Now, Therefore, Be It Resolved that the Department Allocation Lists of County Administrator's Office, Department of Agriculture/Weights & Measures, Human Resources Department, Human Services Department, Information Systems Department, Office of Equity, and Sonoma County Water Agency, are hereby revised as follows, effective May 11, 2021:

Budget Section/ Subsection	Job Class	Class Title	Existing Positions In Class	Change in Position Allocation	New Total Allocation For Class	Duration/ End Date	Salary Range
County Administrator's Office							
15020103	0906	County Communications Specialist	10.0	(1.0)	9.0	On-going	4115
15020103	0907	Supervising County Communications Specialist	0.0	1.0	1.0	On-going	4649
Department of Agriculture/Weights & Measures							
10010100	1137	Deputy Agricultural Commissioner	3.0	1.0	4.0	On-going	3498
Human Resources Department							
23010103	7003	Senior Office Assistant – Confidential	1.0	(1.0)	0.0	On-going	2215
23010103	7803	Human Resources Technician	0.0	1.0	1.0	On-going	2602
Human Services Department							
24030120	0880	Program Planning And Evaluation Analyst	7.0	(1.0)	6.0	On-going	3705

24030120	0176	Public Assistance Systems Specialist	0.0	1.0	1.0	On-going	3970
Information Systems Department							
25010141	0155	Business Systems Analyst	1.0	1.0	2.0	12/31/2025	3789
25010141	0154	Information Technology Analyst III	5.0	1.0	6.0	12/31/2025	4486
Office of Equity							
39010100	0906	County Communications Specialist	0.0	1.0	1.0	On-going	4115
Sonoma County Water Agency							
33010100	0912	Water Agency Assistant General Manager	2.0	1.0	3.0	9/30/2024	8405
33010100	5056	Water Agency Operations and Maintenance Manager	1.0	1.0	2.0	On-going	7327

Supervisors:

Gorin: Rabbitt: Coursey: Gore: Hopkins:
 Ayes: Noes: Absent: Abstain:

So Ordered.