



## COUNTY OF SONOMA

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

### SUMMARY REPORT

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**Agenda Date:** 5/11/2021

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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:**

1. Adopt a Concurrent Resolution amending the Salary Resolution 95-0926, Salary Tables, to establish the new classification and salary for Supervising County Communications Specialist and retitle the specification of Employee Relations Manager to Employee and Labor Relations Manager, effective May 11, 2021.
2. Adopt a Concurrent Resolution 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, effective May 11, 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 and amendments to the Department Allocation Lists for County Administrator's Office, Department of Agriculture/Weights & Measures, Human Resources, Human Services, Information Systems Department, Office of Equity, and Sonoma County Water Agency. In addition, Human Resources requests approval of the revised classification specifications of Director of Child Support Services and Director of Health 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.

### **County Administrator's Office**

At the request of the County Administrator's Office (CAO), Human Resources developed the classification of Supervising County Communications Specialist to supervise professional Communications staff and perform work in support of County-wide communications strategies and programs, particularly in marketing and public outreach plans in support of the County's recent strategic plan. The Civil Service Commission approved the specification for the new classification at their April 15, 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 Supervising County Communications Specialist 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 Supervising Communications Specialist should be set at \$9,826.86/top monthly I-step. For ongoing salary administration purposes, a differential of 13% should be maintained with the County Communications Specialist.

Human Resources seeks approval to amend the Salary Resolution to establish the new classification and salary of Supervising County Communications Specialist. The County Administrator's Office seeks approval for the addition of 1.0 FTE Supervising County Communications Specialist allocation to their Department Allocation List.

### **Department of Agriculture/Weights & Measures**

During the 2019/2020 FY budget hearings, 1.0 FTE time-limited Deputy Agricultural Commissioner was added to the Department's Allocation List with an end date of June 30, 2021. Since that time, it has been determined that there is an ongoing need to support the countywide cannabis and hemp ordinances and related work.

The Department of Agriculture/Weights and Measures seeks approval to convert 1.0 FTE time-limited Deputy

Agricultural Commissioner allocation with an end date of June 30, 2021 on their Department Allocation List to ongoing.

### **Human Resources Department**

Human Resources recently concluded a position classification review study of one Senior Office Assistant - Confidential position in the Workforce Development division of the Human Resources Department.

Based on the study's findings, it was determined the preponderance of the work of this position is to provide administrative support for the County's Learning Management System - sonoma higher ed, and that a reclassification to Human Resources Technician is warranted. The Civil Service Commission approved the recommendation to reclassify the position to Human Resources Technician, with the retention of the incumbent in accordance with Civil Service Rule 3.3B, at their April 1, 2021 meeting.

Additionally, Human Resources conducted a classification study to update the specification of the Employee Relations Manager classification. The study resulted in edits to the specification to reflect modern industry nomenclature and best practices; level of responsibility and duties performed; and accurately describe the knowledge and abilities, and the minimum qualifications necessary upon entry. The study also concluded the classification should be re-titled to Employee and Labor Relations Manager as it more appropriately describes the scope of the position. It is anticipated that the Civil Service Commission shall approve revisions to the specification and re-titling the classification from Employee Relations Manager to Employee and Labor Relations Manager at their May 6, 2021 meeting.

Human Resources seeks approval to amend the Salary Resolution to re-title the classification of Employee Relations Manager to Employee and Labor Relations Manager and to update the Department's Allocation List to reflect the deletion of 1.0 FTE Senior Office Assistant - Confidential and the addition of 1.0 FTE Human Resources Technician.

### **Human Services Department**

Human Resources recently concluded a position classification review study of one Program Planning and Evaluation Analyst position in the Economic Assistance division of the Human Services Department.

Based on the study's findings, it was determined the preponderance of the work of this position was to provide technical support to the Economic Assistance staff, and their access State social services program systems. As such, a reclassification was warranted for this position to Public Assistance Systems Specialist, with the retention of the incumbent in accordance with Civil Service Rule 3.3B. The Civil Service Commission approved the recommendation of the position classification review study at their February 4, 2021 meeting.

Human Resources seeks approval to change the Human Service Department's Allocation List to reflect the deletion of 1.0 FTE Program Planning and Evaluation Analyst allocation and the addition of 1.0 FTE Public Assistance Systems Specialist.

### **Information Systems Department**

On January 5, 2021, the Board of Supervisors approved Board Item 2020-0373 - New County Government Center. This board item included funding for two time-limited positions for the Information Systems Department (ISD) for the Form and Record Digitization Project through December 31, 2025, however the

allocations were not added at that time. After discussions with Human Resources, it was determined the most appropriate classifications to allocate to the project are a Business Systems Analyst and Information Technology Analyst III.

The Information Systems Department seeks approval to add 1.0 FTE time-limited Business Systems Analyst and 1.0 FTE time-limited Information Technical Analyst III allocation to their Department Allocation List through December 31, 2025.

### **Office of Equity**

On July 7, 2020 the Board of Supervisors affirmed a new strategic priority of Racial Equity and Social Justice. At this meeting, the Board also agreed to staff's recommendations to establish a new department, the Office of Equity. On August 18, 2020, the Board approved the establishment of the first phase of the Office of Equity's position allocations, 1.0 FTE Equity Officer and 1.0 FTE Administrative Aide. At that time, it was noted that a third position, a program manager, would be added at a future date.

Since September 2020, the County Administrator's Office has been providing a County Communications Specialist to serve as staff support to the Office of Equity in the program manager role. Human Resources is currently conducting a classification study of the position to determine the most appropriate job classification to perform the work on a long term basis. However, in order to complete the classification study and implement any reclassification recommendations, the encumbered position needs to be re-allocated from the County Administrator's Office to the Office of Equity.

Today's action seeks the Board's approval to transfer 1.0 FTE County Communications Specialist allocation from the County Administrator's Office to the Office of Equity to allow for the completion of the classification study work. Human Resources will return to the Board in the future seeking approval to implement the reclassification recommendations.

### **Sonoma County Water Agency (Sonoma Water)**

Sonoma Water seeks approval to add a 1.0 FTE time-limited Water Agency Assistant General Manager through September 30, 2024 and a 1.0 FTE Water Agency Operations and Maintenance Manager to the Department Allocation List.

The time-limited Water Agency Assistant General Manager (AGM) position will focus on the growing demand for the development and management of special programs and projects that span Sonoma Water Divisions, as well as other County Departments and independent agencies. The AGM will work directly with the General Manager (GM) to respond to agency-wide needs as well as to develop innovative programs to benefit the County and the community as a whole with an initial focus on resiliency and preparedness. The duties of the AGM include assisting the GM with day-to-day operations as well as Board and community outreach and will include overall direction, strategic planning, development and administration of the organization. With approval of this time-limited AGM position, the GM will be able to focus on many other high-priority competing issues. As for utilizing existing staff for these duties, current staff does not have the capacity for additional assignments. The duties will be performed by the AGM who will report directly to the GM.

As part of a larger succession planning effort, Sonoma Water (SW) received Board approval in November 2019 to add a newly created division manager classification in the Operations and Maintenance (O&M) Division to support the AGM in managing the large span of control and ensuring reliable delivery of critical services. The SW succession plan included first adding the O&M Manager over Maintenance followed by the addition, within 12-18 months, of the O&M Manager over Operations. As planned, the O&M Manager over

Maintenance was filled in early 2020, and we are now requesting to add the O&M Manager over Operations in order to complete our succession planning efforts related to our O&M Division.

**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	HR: \$3,376	AGC: \$160,000 HR: \$19,008 ISD:\$408,500 SCWA:\$656,614	AGC: \$165,000 HR: \$19,008 ISD:\$408,500 SCWA:\$669,746
Additional Appropriation Requested	CAO: \$2,812 HSD: \$2,100 OOE: \$22,186	CAO: \$25,099 HSD: \$16,300 OOE:\$198,046	CAO: \$25,852 HSD: \$16,800 OOE:\$203,987
<b>Total Expenditures</b>	<b>\$30,474</b>	<b>\$1,483,567</b>	<b>\$1,508,893</b>
<b>Funding Sources</b>			
General Fund/WA GF	CAO: \$2,812 HR:\$1,350 OOE:\$22,186	CAO: \$25,099 HR: \$4,752 ISD:\$408,500 OOE:\$198,046 SCWA:\$656,614	CAO: \$25,852 HR: \$4,752 ISD:\$408,500 OOE:\$203,987 SCWA:\$669,746
State/Federal	HSD: \$2,100	HSD: \$16,300	HSD: \$16,800
Fees/Other	HR: \$2,026	AGC: \$160,000 HR: \$14,256	AGC: \$165,000 HR: \$14,256
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$30,474</b>	<b>\$1,483,567</b>	<b>\$1,508,893</b>

**Narrative Explanation of Fiscal Impacts:****County Administrator's Office**

An increase of \$2,812 (the additional cost of 1.0 Supervising County Communications Specialist for 3 pay periods) in FY20-21 will be absorbed in the current County Administrator's Office approved budget through salary savings.

**Department of Agriculture/Weights & Measures**

The position cost is currently in the FY 21-22 projected budget and is offset by program revenue.

**Human Resources Department**

The increased cost would be absorbed within existing appropriations in FY 20-21 and is currently included in

the FY 21-22 projected budget, which is funded by a combination of General Fund and Human Resources Information Systems (HRIS) Internal Service rates.

### **Human Services Department**

Additional appropriation would be required to cover the increased cost of the upgraded position of Public Assistance Systems Specialist (PASS) from Program Planning & Evaluation Analyst (PPEA). The pro-rated cost increase for the remaining period of the current fiscal year after Board approval is \$2,100. The increased cost for subsequent years are \$16,300 and \$16,800 in fiscal years 2021-22\* and 2022-23, respectively. Funding to pay for the cost increase will be reimbursed primarily from State and Federal sources.

### **Information Systems Department**

A General Fund contribution of \$1,931,840 has been approved by the Board to cover the Electronic Forms Digitization Program, to expand management of digital records online through the conversion of forms from paper to electronic format to improve efficiencies for all County operations. This covers staff salaries, benefits and overhead of the two position allocations.

### **Office of Equity**

Additional appropriations requested for the Office of Equity for FY20-21 include the cost for the Communications Specialist, approved on July 7, 2020, unfunded through the original budget appropriation to establish the Office of Equity budget (Resolution #20-0306) in order for a classification study to be completed. The cost of the Communications Specialist is \$22,186, for the remainder of the fiscal year. The increased annualized cost starting in FY21-22 will require a General Fund adjustment and be included in Supplementals.

### **Sonoma County Water Agency**

Salary and benefits are budgeted in the General Fund, which is funded through property tax revenue and grants. The General Fund is reimbursed by Sonoma Water's enterprise funds through the overhead rate using project costing. Sonoma Water's cost accounting system allocates labor costs to Sonoma Water projects specific to its enterprise funds.

Adding a 1.0 FTE Water Agency Assistant General Manager allocation represents an increase in salary and benefits of \$357,607 in FY 2021/2022 and \$364,759 in FY 2022/2023 assuming a 2% COLA each year.

Adding a 1.0 FTE Water Agency Operations and Maintenance Manager allocation represents an increase in salary and benefits of \$342,91400 in FY 2021/2022 and \$349,772 in FY 2022/2023 assuming a 2% COLA each year.

<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>
Supervising County Communications Specialist	\$8,085.85 - \$9,826.86	1.0	
County Communications Specialist (CAO)	\$7,157.08 - \$8,699.81		(1.0)
County Communications Specialist (OOE)	\$7,157.08 - \$8,699.81	1.0	

Senior Office Assistant - Confidential	\$3,852.48 - \$4,682.11		(1.0)
Human Resources Technician	\$4,525.57 - \$5,501.30	1.0	
Program Planning And Evaluation Analyst	\$6,443.98 - \$7,831.92		(1.0)
Public Assistance Systems Specialist	\$6,904.89 - \$8,393.70	1.0	
Business Systems Analyst	\$6,590.08 - \$8,009.32	1.0	
Information Technology Analyst III	\$7,802.35 - \$9,484.22	1.0	
Water Agency Assistant General Manager	\$14,618.54 - \$17,766.61	1.0	
Water Agency Operations and Maintenance Manager	\$12,743.61 - \$15,489.91	1.0	

**Narrative Explanation of Staffing Impacts (If Required):****County Administrator's Office**

There are no staffing impacts associated with the addition of the new allocation. The County Administrator's Office will work with Human Resources to conduct a recruitment to fill the position.

**Department of Agriculture/Weights & Measures**

There are no staffing impacts associated with converting the existing time-limited allocation to ongoing.

**Human Resources Department**

There is no net change to the number of FTEs. The incumbent in the studied Senior Office Assistant - Confidential position will be retained in the Human Resources Technician position, in accordance with Civil Service Rule 3.3B.

**Human Services Department**

There is no net change to the number of FTEs. The incumbent in the studied Program Planning and Evaluation Analyst position will be retained in the Public Assistance Systems Specialist position, in accordance with Civil Service Rule 3.3B.

**Information Systems Department**

No staffing impacts are anticipated. The department will work with Human Resources to conduct recruitments to fill the positions.

**Office of Equity**

1.0 FTE encumbered County Communications Specialist allocation is being transferred to the Office of Equity from the County Administrator's Office. Human Resources will return to the Board at a future date to implement the classification study recommendations.

**Sonoma County Water Agency**

There are no staffing impacts associated with the addition of the new allocations. The department will work with Human Resources to conduct recruitments to fill the new positions once approved.

**Attachments:**

1. Resolution 1: Concurrent Resolution amending the Salary Resolution 95-0926, Salary Tables, to establish the new classification and salary for Supervising County Communications Specialist and retitle the specification of Employee Relations Manager to Employee and Labor Relations Manager.
2. Resolution 1: Attachment A - Appendix A - Salary Tables
3. Resolution 2: Concurrent Resolution amending the Department Allocation Lists of the County Administrator's Office, Department of Agriculture/Weights & Measures, Human Resources, Human Services, Information Systems Department, Office of Equity, and Sonoma County Water Agency.

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

1. Classification Study Report by Human Resources on the Senior Office Assistant - Confidential position in Human Resources
2. Classification Study Report by Human Resources on Program Planning and Evaluation Analyst in Human Services
3. Classification Study Report by Human Resources on the New Classification and Salary for Supervising County Communications Specialist
4. Classification Study report by Human Resources on the Employee Relations Manager position in Human Resources