
Date: July 13, 2021

Item Number: _____
Resolution Number: _____

☐ 4/5 Vote Required

Resolution of the Board of Directors of the Sonoma County Water Agency (Sonoma Water) to Add One Full Time Equivalent Senior Office Assistant and Delete One Full Time Equivalent Office Assistant II in the Records Management/Clerical Section of the Sonoma Water Administrative Services Division to Provide Higher Level Administrative Support to Sonoma Water Divisions, Add one (1) full-time equivalent Human Services Systems and Programming Analyst in the Sonoma Water Computer Instrumentation/Applications Support section of the Water/Wastewater Operations Division to support continued maintenance and development of internal applications; and Add three (3) full-time equivalent Water Agency Mechanics to the Operations and Maintenance Division to support completion of time critical infrastructure repair projects.

Whereas, Sonoma Water requires a higher level of administrative support to process agenda items, water supply agreements, and time-sensitive reports; and

Whereas, Adding a Senior Office Assistant and deleting an Office Assistant II in the Records Management/Clerical section will meet this need; and

Whereas, The maintenance and development of internal custom software applications is critical to financial, business and compliance processes; and

Whereas, Adding a Human Services Systems and Programming Analyst will enable the Sonoma Water's IT team to better support financial processing, compliance data, and business workflows; and

Whereas, Sonoma Water's current Operations and Maintenance staffing is insufficient to ensure completion of time critical infrastructure repair projects; and

Whereas, Adding three Water Agency Mechanics in the Maintenance Section of the Operations and Maintenance Division will provide the appropriate resources to complete this important infrastructure work.

Now, Therefore, Be It Resolved that the Sonoma Water Allocation List for Office Assistant II, Senior Office Assistant, Human Services Systems and Programming

Analyst, and Water Agency Mechanic is hereby revised as follows:

Budget Index	Job Class	Class Title	Existing Positions In Class	Change In Position Allocation	New Total Allocation For Class	Effective Date	Monthly Salary Range
33010100	0002	Office Assistant II	1	-1.00	0	7/13/21	\$3346.35 - \$4066.41
33010100	0003	Senior Office Assistant	6	+1.00	7	7/13/21	\$3812.47 - \$4635.15
33010100	0173	Human Services Systems and Software Analyst	1	+1.00	2	7/13/21	\$7,404.06-\$9,000.71
33010100	5129	Water Agency Mechanic	18	+3.00	21	7/13/21	\$7,609.29 - \$9,249.42

Directors:

Gorin: Rabbitt: Coursey: Gore: Hopkins:

Ayes: Noes: Absent: Abstain:

So Ordered.