



SUMMARY REPORT

Agenda Date: 9/14/2021

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

Supervisory District(s): Countywide

Title:

Miscellaneous Classification, Compensation, and Allocation Changes

Recommended Action:

1. Adopt a Concurrent Resolution approving the revised and retitled Electrician/Instrumentation Technician classification specification; adopt new Water Agency Electrician/Instrumentation classifications, and amend the Memorandum of Understanding between the International Union of Operating Engineers, Stationary Engineers - Local 39, Salary Table Scales to reflect the retitled classification and establish the new classifications and salaries, effective September 7, 2021.
2. Adopt a Concurrent Resolution amending the Salary Resolution 95-0926, Salary Tables, to establish the new classification and salary for Assistant Retirement Administrator/Chief Legal Counsel, and abolish the Assistant Retirement Administrator classification, effective September 7, 2021.
3. Adopt a Concurrent Resolution amending the Department Allocation Lists of Department of Child Support Services, Sonoma County Water Agency, and University of California Cooperative Extension, effective September 7, 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

of Department of Child Support Services, Sonoma County Water Agency, and University of California Cooperative Extension.

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.

Department of Child Support Services

During the FY 21-22 budget process, an administrative error occurred which resulted in the elimination of 1.0 FTE Legal Processor II to Department of Child Support Services' (DCSS) Department Allocation List. This position was budgeted as part of the department's adopted FY 21-22 budget, and it is currently funded. There are no fiscal impacts associated with this change.

Human Resources seeks approval to add one Legal Processor II to the DCSS's Department Allocation List to correct an administrative error.

Sonoma County Employees' Retirement Association

In July of 2021, the Retirement Administrator requested the development of a new classification for use solely with Sonoma County Employees' Retirement Association (SCERA), which would consolidate the duties of the recently vacated classification of Assistant Retirement Administrator and the vacant SCERA Chief Retirement Counsel. The Assistant Retirement Administrator/Chief Legal Counsel will provide leadership and direction for the Member Services and Accounting divisions through supervising management staff, and in its dual role, also provide expert legal professional assistance to the Retirement Administrator and Retirement Board, and oversee outside counsel for a variety of associated legal work for the Sonoma County Employees' Retirement Association. The Civil Service Commission approved the specification for the new classification at their August 5, 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 Assistant Retirement Administrator/Chief Legal Counsel 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 Assistant Retirement Administrator/Chief Legal Counsel should be set at \$16,105.61/I-step monthly. For on-going administration, the salary should be tied to Chief Deputy County Counsel.

Human Resources seeks approval to establish the new classification and salary of Assistant Retirement Administrator/Chief Legal Counsel, and to abolish the current classification of Assistant Retirement Administrator.

Sonoma County Water Agency (Sonoma Water)

A position classification study of Electrician/Instrumentation Technicians was requested by Sonoma Water, as the single classification was insufficient to meet their operational needs. Through the study process, Human Resources determined that a three-level series comprised of an entry-, a journey-, and an advanced journey-level class would be appropriate. In the new class series, incumbents in the entry-level classification are learning to perform the full range of diverse technical support duties in the installation, maintenance, and repair of assigned process control and systems monitoring equipment. At the journey-level, incumbents perform the full range of diverse technical support duties in the installation, maintenance, and repair of assigned process control and systems monitoring equipment. Lastly, at the new advanced journey-level classification, the incumbents will be expected to take a lead role in coordinating the work for larger and more complex projects. In addition to education and experience, the journey- and advanced journey-level classifications require Water Treatment Operator T2 and the Water Distribution Operator D1 certification.

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 Water Agency Electrician/Instrumentation Technician I and Water Agency Senior Electrician/Instrumentation Technician classification to be International Union of Operating Engineers, Stationary Engineers - Local 39 (Local 39). Human Resources further determined that the classifications are non-exempt and eligible for overtime pay, pursuant to the guidelines of the Fair Labor Standards Act.

Based on an evaluation of both market data and internal equity factors and the fact that Water Agency Electrician/Instrumentation Technician (II) is already an established benchmark class, Human Resources recommends setting and administering the salary for the Water Agency Electrician/Instrumentation Technician I at 10% below that of the Water Agency Electrician/Instrumentation Technician (II), \$9,286/Monthly I-Step. Human Resources recommends setting and administering the salary for the Water Agency Senior Electrician/Instrumentation Technician at 10% above that of the Water Agency Electrician/Instrumentation Technician (II), \$11,237/Monthly I-Step.

Human Resources, Sonoma Water, and Local 39 met and conferred regarding the class study recommendations, which resulted in a Letter of Agreement between the parties (Resolution 1; Attachment B). Human Resources seeks approval to amend the Local 39 Memorandum of Understanding to establish the new classifications and salaries, retitle Electrician/Instrumentation Technician, and to establish the two new classifications and salaries.

Additionally, Sonoma Water seeks approval to delete 3.0 vacant FTE Water Agency Electrician/Instrumentation

Technician II allocations and add 3.0 Water Agency Senior Electrician/Instrumentation Technician allocations.

University of California Cooperative Extension

Human Resources recently concluded a Position Review study of a Department Analyst position at the University of California Continuing Education (UCCE). Based on information provided in the study, it was determined that the scope of work assigned to the position had increased substantially with added educational program responsibilities recently assigned. As such, it was determined a reclassification of the position to Administrative Services Officer I with the retention of the incumbent, in accordance with Civil Service Rule 3.3B, was appropriate. The Civil Service Commission approved the recommendation of the Position Review study at their August 5, 2021, meeting.

Human Resources seeks approval to change the UCCE's department allocation table to reflect the deletion of one Department Analyst allocation and the addition of one Administrative Services Officer I.

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

Expenditures	FY 21-22 Adopted	FY22-23 Projected	FY 23-24 Projected
Budgeted Expenses		SCWA: \$49,289	SCWA: \$50,275
Additional Appropriation Requested	SCWA: \$32,215 UCCE: \$16,482	UCCE: \$25,603	UCCE: \$36,679
Total Expenditures	\$48,697	\$74,892	\$86,954
Funding Sources			
General Fund/WA GF	SCWA: \$32,215 UCCE: \$16,482	SCWA: \$49,289 UCCE: \$25,603	SCWA: \$50,275 UCCE: \$36,679
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	\$48,697	\$74,892	\$86,954

Narrative Explanation of Fiscal Impacts:**Department of Child Support Services**

There are no fiscal impacts. The department had previously budgeted this allocation as part of their FY 21-22 budget. Adding a 1.0 FTE Legal Processor II will correct an administrative error.

Sonoma County Water Agency (Sonoma Water)

Salary and benefits are budgeted in the General Fund, which is funded through property tax revenue and grants. The General Fund is reimbursed by 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 3.0 FTE Senior E/I Technician allocations and deleting 3.0 FTE E/I Technician II allocations represents a FY 21-22 annual increase in salary and benefits of \$48,323. If filled in November 2021, the FY 21-22 increase in costs would be \$32,215. These additional appropriations will be added during First Quarter Consolidated Budget Adjustments. Increase in costs in FY 22-23 and FY 23-24 would be \$49,289 and \$50,275 respectively, assuming a 2% COLA each year.

University of California Cooperative Extension

Additional appropriations may be required to cover the increased cost of the upgraded position of 1.0 FTE Administrative Services Officer I from 1.0 FTE Department Analyst. FY 21-22 appropriations will be monitored to determine availability of existing appropriations. A consolidated budget adjustment (CBA) may be needed at Q2 for additional appropriations. The increased annualized cost starting in FY 22-21 will require a General Fund adjustment.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A - I Step)	Additions (Number)	Deletions (Number)
Legal Processor II	\$3,755.08 - \$4,563.84	1.0	
Water Agency Electrician/Instrumentation Technician II	\$8,402.40 - \$10,214.71		(3.0)
Water Agency Senior Electrician/Instrumentation Technician	\$9,244.00 - \$11,237.00	3.0	
Department Analyst	\$6,083.95 - \$7,397.10		(1.0)
Administrative Services Officer I	\$7,171.00 - \$8,715.47	1.0	

Narrative Explanation of Staffing Impacts (If Required):

Department of Child Support Services

There are no staffing impacts associated with correcting the administrative error.

Sonoma County Water Agency (Sonoma Water)

There are no staffing impacts with the deletion of the vacant 3.0 Water Agency Electrician/Instrumentation Technician II allocations and the addition of 3.0 Water Agency Senior Electrician/Instrumentation Technician allocations. Sonoma Water will work with Human Resources to conduct a recruitment to fill the positions.

University of California Cooperative Extension

There is no net change to the number of FTEs. The incumbent in the studied Department Analyst position will be retained in the Administrative Services Officer I position, in accordance with Civil Service Rule 3.3B.

Attachments:

1. Resolution 1: Concurrent Resolution approving the revised and retitled Electrician/Instrumentation Technician classification; adopting the new Water Agency Electrician/Instrumentation Technician

classifications; and amending the Memorandum of Understanding between the International Union of Operating Engineers, Stationary Engineers - Local 39, Salary Table Scales to reflect the retitled classification and establish the new classifications and salaries.

2. Resolution 1: Attachment A - Appendix A - Salary Tables.
3. Resolution 1: Attachment B - Side Letter Agreement.
4. Resolution 2: Concurrent Resolution amending the Salary Resolution 95-0926, Salary Tables, to establish the new classification and salary for Assistant Retirement Administrator/Chief Legal Counsel, and abolish the Assistant Retirement Administrator classification.
5. Resolution 2: Attachment A - Appendix A - Salary Tables.
6. Resolution 3: Concurrent Resolution amending the Department Allocation Lists of Department of Child Support Services Sonoma County Water Agency, and University of California Cooperative Extension.
7. Classification Study & Salary report by Human Resources for Electrician/Instrumentation Technician.

Related Items “On File” with the Clerk of the Board:

1. Classification Study Report by Human Resources on Assistant Retirement Administrator in Sonoma County Employees' Retirement Association
2. Classification Study Report by Human Resources on Department Analyst in the University of California Cooperative Extension