



## Legislation Details (With Text)

**File #:** 2020-0996  
**Type:** Consent Calendar Item      **Status:** Agenda Ready  
**File created:** 9/23/2020      **In control:** Human Resources  
**On agenda:** 10/20/2020      **Final action:**  
**Title:** Civil Service Ordinance Updates  
**Sponsors:** Human Resources  
**Indexes:**  
**Attachments:** 1. Summary Report, 2. Attachment A - Resolution, 3. Civil Service Ordinance

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

**To:** Sonoma County Board of Supervisors  
**Department or Agency Name(s):** Human Resources  
**Staff Name and Phone Number:** Spencer Keywood 565-3568  
**Vote Requirement:** Majority  
**Supervisorial District(s):** Countywide

**Title:**  
Civil Service Ordinance Updates

### Recommended Action:

- A) Adopt a resolution reading the title of and waiving further reading of the proposed ordinance amending the Sonoma County Code to exempt the position of County Equity Officer from the Civil Service system.
- B) Adopt the ordinance (Second Reading - Ready for Adoption) position of County Equity Officer from Civil Service Ordinance, and remove the Director of Fire Services/Emergency Program Manager.

### Executive Summary:

The Civil Service Ordinance allows the Board of Supervisors to exempt department head positions from the Civil Service System by amending the Ordinance. This involves a two-part process in which there is a first reading that introduces the ordinance and a subsequent meeting for a second reading at which time the Board may formally adopt the proposed amendments to the Ordinance. At the Board's October 6, 2020 meeting, the new position and the corresponding Civil Service Ordinance amendment was introduced, along with the deletion of the abolished classification of Director of Fire Services/Emergency Program Manager. Today's action is the second part of the process and approves the resolution that waives further reading of the proposed ordinance and adopts the Ordinance.

### Discussion:

For the majority of departments at the County of Sonoma, the employees are "classified" and are in the County's Civil Service System. The Civil Service Ordinance has specific criteria on which positions may be

“unclassified,” which essentially means “at-will” positions. The Civil Service Ordinance allows the Board of Supervisors to exempt or designate as unclassified, department head positions from the Civil Service System. This involves a two-part process in which there is a first reading and the introduction of the ordinance, and the second part involves approving the Ordinance. The Board has the option of adopting a resolution reading the title of and waiving further reading of the proposed ordinance.

Today’s actions follow this process to add County Equity Officer as an unclassified position, and removes Director of Fire Services/Emergency Program Manager from the list of unclassified positions in the Sonoma County Code/Civil Service Ordinance. At the Board of Supervisor’s meeting on October 6, 2020, they took action by doing the first reading and introducing the proposed Ordinance amendments. As the first part of this process is completed, the Board of Supervisors may now approve the Ordinance as amended. The actual effective date of the ordinance change will be 30 days from the date of the Board’s final date of approval of October 20, 2020.

**Prior Board Actions:**

August 1994, Board of Supervisors approved a Civil Service Ordinance revision, which allows for the exemption of department head positions from the Civil Service System.

8/18/2020: Board of Supervisors approved the establishment of a new Office of Equity Department and County Equity Officer position.

10/6/2020 Board of Supervisors approved the first reading of a proposed Civil Service Ordinance change that exempts the County Equity Officer and removes the Director of Fire Services/Emergency Program Manager.

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

**Narrative Explanation of Fiscal Impacts:**

None.

**Staffing Impacts:**

Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

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

None.

**Attachments:**

Attachment A: Resolution

Attachment B: Ordinance Exempting the County Equity Officer from the Civil Service System, and deleting the Director of Fire Services/Emergency Program Manager

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

None.