



## Legislation Text

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**File #:** 2021-1485, **Version:** 1

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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:**

- A) Adopt a Resolution amending the Department Allocation Lists of Auditor-Controller-Treasurer-Tax Collector and General Services, effective January 25, 2022.
- B) Approve the revised classification specification of Director, Independent Office of Law Enforcement Review and Outreach, effective January 25, 2022.

**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 you today, Human Resources seeks approval to update the specification of Director, Independent Office of Law Enforcement Review and Outreach (Director of IOLERO) in preparation for upcoming recruitment efforts, and to implement amendments to the Department Allocation Lists for Auditor-Controller-Treasurer-Tax Collector and General 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.

#### **Auditor-Controller-Treasurer-Tax Collector**

The Assistant Property Tax Manager role is currently allocated as an Accountant III within the Auditor-Controller-Treasurer-Tax Collector's office (ACTTC). To better align with complexity of work, level of oversight needed, classifications of staff supervised, and overall department structure, ACTTC is requesting a change in allocation from 1.0 FTE Accountant III to 1.0 FTE Supervising Accountant.

#### **Director of IOLERO**

In preparation for the upcoming recruitment, Human Resources reviewed the classification specification for the Director of IOLERO. An accurate and up-to-date classification specification provides an organization with the necessary tools for successfully administering recruitment, performance management, compensation, and succession planning programs.

Human Resources found that the Director of IOLERO classification specification was last revised in 2015, and does not accurately reflect the scope of the Director's role given the expansion of the department's organizational structure. Additionally, the minimum qualifications for the Director of IOLERO have been updated to reflect the changes that were prescribed with the passage of Measure P and which are not the focus of legal challenges. These include the requirement that Director possess an active practicing attorney's license and they be qualified as a "certified practitioner of oversight by NACOLE (National Association for Civilian Oversight of Law Enforcement)" at time of employment, or a reasonable time after date of hire.

Human Resources has recommended edits the classification specification. The edits have been reviewed and approved by the County Administrator. Human Resources seeks the Board's approval to revise the specification as presented.

#### **General Services**

The Senior Capital Project Manager (SCPM) is directly responsible for execution of the Capital Plan, whose annual volume is approximately \$3.5 million each year, and the program to remove accessibility barriers under the ADA Self Evaluation Transition Plan, which is approximately \$1.9 million per year. The Capital Improvement program is a mandated service that ensures public safety in the built environment that implements industry standards and practices in design, construction and the policies and laws governing construction. Supervising a staff of eleven Project Specialists, the SCPM ensures projects are delivered to meet scopes of work authorized by the Board of Supervisors, on-time and on-budget and within applicable laws and the policies and directives of the Director of General Services. Further, the position provides technical direction regarding design and construction practices, code and other regulatory compliance, serves as a point of escalation for customer project issues, and provides expert opinion in Strategic Planning Initiatives where building design and construction impacts goals.

The General Services Department is requesting the addition of 1.0 Senior Capital Project Manager since the workload of the new County Government Center will increase significantly for the Deputy Director who had assumed the role of the Senior Capital Project Manager as a cost reduction measure.

**Strategic Plan:**

N/A

**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 21-22 Adopted</b>	<b>FY22-23 Projected</b>	<b>FY 23-24 Projected</b>
Budgeted Expenses	ACTTC: \$5,736 GS: \$104,421	ACTTC: \$5,908 GS: \$251,526	ACTTC: \$6,085 GS: \$259,072
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$110,157</b>	<b>\$257,434</b>	<b>\$265,157</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	ACTTC: \$5,736 GS: \$104,421	ACTTC: \$5,908 GS: \$251,526	ACTTC: \$6,085 GS: \$259,072
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$110,157</b>	<b>\$257,434</b>	<b>\$265,157</b>

**Narrative Explanation of Fiscal Impacts:****Auditor-Controller-Treasurer-Tax Collector**

Position funded by property tax administration and collection fees. Projected costs include estimates for merits and potential cost of living adjustments. If approved, increased expenditures will be fully absorbed by existing revenues, no impact to General Fund

**General Services**

The addition of 1.0 FTE Senior Capital Project Manager is expected to cost \$104,421 in FY21/22. This includes Salaries and Benefits (\$97,502), Services and Supplies (\$6,919), and Reimbursements (\$104,421). The cost for the position will be covered by current capital project rates, no rate increase is expected. New appropriations will be included in an upcoming quarterly Consolidated Budget Adjustment item.

**Independent Office of Law Enforcement Review and Outreach**

There are no fiscal impacts.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A -I Step)	Additions (Number)	Deletions (Number)
Supervising Accountant	\$7,223.17 - \$8,779.82	1.0	
Accountant III	\$6,840.54 - \$8,317.17		(1.0)
Senior Capital Project Manager	\$9,597.27 - \$11,665.26	1.0	

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

**Auditor-Controller-Treasurer-Tax Collector**

There are no staffing impacts associated with the addition of the new allocation, the current Accountant III allocation is vacant. Auditor-Controller-Treasurer-Tax Collector will work with Human Resources to conduct a recruitment to fill the position.

**General Services**

There are no staffing impacts associated with the addition of the new allocation. General Services will work with Human Resources to conduct a recruitment to fill the position.

**Independent Office of Law Enforcement Review and Outreach**

There are no staffing impacts.

**Attachments:**

1. Resolution 1: Resolution amending the Department Allocation Lists of Auditor-Controller-Treasurer-Tax Collector and General Services.
2. Director, Independent Office of Law Enforcement Review and Outreach Class Specification

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

None