

COUNTY OF SONOMA AGENDA ITEM SUMMARY REPORT			Clerk of the Board Use Only Meeting Date Held Until ____/____/____ ____/____/____	
			Agenda Item No: Agenda Item No: _____ _____	
Department: Human Resources			() 4/5 Vote Required	
Contact: Sonja Rhoades	Phone: (707) 565-2318	Board Date: May 12, 2009	Deadline for Board Action:	
Agenda Short Title: Miscellaneous Classification and Compensation Changes				
Requested Board Action: Concurrent Resolution adopting the new classifications of Compliance and Departmental Risk Manager and Water Agency CAD/GIS Coordinator, abolishing the classification of Compliance/Privacy Officer, and amending Salary Resolution 95-0926, Salary Table, Administrative Management, to incorporate the job classifications and establish the salaries of Compliance and Departmental Risk Manager and Water Agency CAD/GIS Coordinator, effective May 12, 2009. Resolution amending the department allocation lists for Sonoma County Water Agency deleting 1.0 FTE Engineering Technician IV and adding 1.0 FTE Water Agency CAD/GIS Coordinator, and the Department of Health Services, deleting 1.0 FTE Compliance/Privacy Officer and adding 1.0 FTE Compliance and Departmental Risk Manager, effective May 19, 2009.				
CURRENT FISCAL YEAR FINANCIAL IMPACT				
<u>Expenditures</u>			<u>Add'l Funds Requiring Board Approval</u>	
Estimated Cost	\$ 3,481	Contingencies	\$	(Fund Name:)
Amount Budgeted	\$	Unanticipated Revenue	\$	(Source:)
Other Avail Approp (Explain below)	\$ _____	Other Transfer(s)	\$ _____	(Source:)
Additional Requested:	\$ 0	Add'l Funds Requested:	\$ _____	
Explanation (if required): The costs for FY 08/09 include \$3,481 in salary and benefits for the reclassification of 2.0 FTE. \$2,384 result from the Water Agency reclassification, which the Water Agency will fund the increase through the Water Agency's general fund. The Department of Health Services' reclassification costs are \$1,097 and will be funded through departmental salary savings.				
Prior Board Action(s): None				
Alternatives – Results of Non-Approval: The new classification approved by the Civil Service Commission and the concepts approved by the County Administrator's Office would not be adopted and the reclassifications of the incumbents would not take place.				

Background:

Water Agency

New Classification of Water Agency CAD/GIS Coordinator and Reclassification of Incumbent

Advances in technology, specifically Geographic Information Systems (GIS), and the need to track data more efficiently in recent years has required the Sonoma County Water Agency (Water Agency) to expand what was once their Computer Aided Drafting (CAD) unit. Historically, the drafting unit used CAD technology to work on various capital and graphics design projects. Now the unit also manages and maintains the Water Agency's GIS database. Over the last two years, the unit has expanded by adding two GIS Technicians (GIS Technician II and Senior GIS Technician), as well as has funds for extra-help positions to manage the additional workload of the unit. The Water Agency's GIS Master plan calls for further additions of staff to support the GIS effort.

Human Resources staff conducted a job classification study of one Engineering Technician IV position which has been responsible for their CAD/GIS unit. The position operates with considerable discretion and has decision making authority for workload assignments, unit staff and department training, the selection of technology resources, contract resources, and development of data management protocols.

Human Resources compared the duties and knowledge against the position's current classification of Engineering Technician IV and found that the Engineering Technician IV class does not adequately address the GIS duties and knowledge which is a significant portion of the position and does not reflect the appropriate level of decision making and autonomy, and management level duties that the position has. Since the County does not currently have an appropriate classification for this position, Human Resources determined that a new Water Agency specific classification is most appropriate.

The primary focus of this new classification is to manage, coordinate, and supervise the technical production services (a specialized unit) in the Water Agency including CAD and GIS systems and databases, manage and oversee related projects, establish and manage policies and processes related to the unit's service areas, assess the Water Agency's needs and priorities and develop strategies related to these services, coordinate with appropriate Water Agency, consultant, and other county staff on related projects, manage staff, etc.

Due to insufficient market data from our comparison counties, Human Resources staff determined that the salary for this proposed classification will need to be based on internal equity. Human Resources recommends setting the salary at \$8,082/Monthly I-step, the same as the GIS Coordinator, which has similar functioning, knowledge, and scope as the proposed new classification. The Human Resources Director and the County Administrator concur the salary is

Attachments: Resolutions, Attachment A

On File With Clerk: **Related** Civil Service Commission Report, Classification Study Report, Job Class Specifications

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote:

Background (continued):

appropriate. The annualized salary and benefits for this position is estimated to be \$145,476. The increase in FY 08-09 costs for the reclassification of the position from Engineering Technician IV to the new class at this proposed salary is estimated to be \$2,384 in salary and benefits costs.

Department of Health Services

New Classification of Compliance and Departmental Risk Manager and Reclassification of Incumbent

In December of 2006, the Department of Health Services (DHS) began working on a reorganization plan that would provide a stronger administrative, operational, and strategic planning capacity for the Department, which was later approved by the Board of Supervisors. The Compliance/Privacy Officer was studied as part of this comprehensive reorganization of the department's administrative division.

The Compliance/Privacy Officer was originally established in response to several changes in laws regarding health care compliance and privacy and to provide a dedicated resource with the appropriate knowledge to ensure the County could properly address the new regulations. As a result of the recent DHS reorganization, the scope of the responsibilities for the Compliance/Privacy Officer broadened to include a line management role with supervisory responsibility for ten staff, the addition of the department's entire risk management program including managing and monitoring all of the department's contracts/agreements, and management of the department's safety program, in addition to the continued compliance and privacy responsibilities.

Human Resources considered limiting this class study to a specification update to capture the new scope and duties. However, the changes to the specification were extensive which included re-titling the class and significant edits to all areas in the specification. Because of the new responsibilities and increased scope and significant changes that would be needed to the class specification for Compliance/Privacy Officer, Human Resources believes it's more appropriate to abolish the classification of Compliance/Privacy Officer and replace the class with the proposed new classification.

On May 15, 2008 the Civil Service Commission adopted Human Resources recommendation to establish the new class and reclassify the incumbent.

Human Resources conducted a salary survey of comparison agencies and reviewed internal comparable classifications for internal equity. Human Resources recommends setting the salary at \$9,025/Monthly I-step based on the sufficient and appropriate market data found, and the County's typical practice of utilizing this data when available. This establishes appropriate internal equities as well. The Human Resources Director and the County Administrator concur the salary is appropriate. The annualized salary and benefits for this position is estimated to be \$162,450. The FY 08-09 salary and benefits cost of the reclassification from Compliance/Privacy Officer to the new classification of Compliance and Departmental Risk Manager is estimated to be \$1,097.

Recommendations:

The recommendations before your Board, if approved, take the following actions:

1. Adopt the Concurrent Resolution adopting the new classifications of Compliance and Departmental Risk Manager and Water Agency CAD/GIS Coordinator, abolishing the classification of Compliance/Privacy Officer, and amending Salary Resolution 95-0926, Salary Table, Administrative Management, to incorporate the job classifications and establish the salaries of Compliance and Departmental Risk Manager and Water Agency CAD/GIS Coordinator, effective May 12, 2009.
2. Adopt the Resolution amending the department allocation lists for Sonoma County Water Agency deleting 1.0 FTE Engineering Technician IV and adding 1.0 FTE Water Agency CAD/GIS Coordinator, and the Department of Health Services, deleting 1.0 FTE Compliance/Privacy Officer and adding 1.0 FTE Compliance and Departmental Risk Manager, effective May 19, 2009.