

<h2 style="margin: 0;">COUNTY OF SONOMA</h2> <h3 style="margin: 0;">AGENDA ITEM SUMMARY REPORT</h3>			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: 565-2318	Board Date: June 23, 2009	Deadline for Board Action:
<p>Agenda Short Title: Miscellaneous Classification and Compensation Changes</p> <p>Requested Board Action:</p> <p>Concurrent Resolution adopting the new classification of Park Program Assistant and authorizing a Letter of Understanding between the County and SEIU, Local 1021, establishing the salary for Park Program Assistant, effective June 23, 2009.</p> <p>Resolution amending the Department Allocation List for the Department of Transportation and Public Works deleting 1.0 FTE Transit Specialist I/II, and adding 1.0 FTE Marketing Specialist, and the Sonoma County Employees' Retirement Association deleting 1.0 FTE Department Information Systems Coordinator and adding 1.0 FTE Department Information Systems Manager, effective June 30, 2009.</p>			
CURRENT FISCAL YEAR FINANCIAL IMPACT			
<u>Expenditures</u> Estimated Cost \$ 0 Amount Budgeted \$ Other Avail Approp \$ (Explain below)		<u>Add'l Funds Requiring Board Approval</u> Contingencies \$ (Fund Name:) Unanticipated Revenue \$ (Source:) Other Transfer(s) \$ (Source:)	
Additional Requested: \$ 0		Add'l Funds Requested: \$	
<p>Explanation (if required):</p> <p>Parks: this item establishes the class and salary only and Regional Parks will bring a subsequent item forward to allocate the new position and will detail any costs at that time.</p> <p>T&PW: Human Resources is requesting the salary of the affected incumbent be Y-rated, which will result in no change in cost as a result of the reclassification.</p> <p>Retirement: The FY 09/10 increased salary and benefit costs is estimated to be \$10,000 and will be managed within the Preliminary FY 09/10 Budget authority for SCERA as approved by the Board of Retirement.</p>			
<p>Prior Board Action(s): Board of Supervisors approved the Regional Parks Strategic Plan on September 25, 2007.</p>			
<p>Alternatives – Results of Non-Approval: The new classification and the reclassifications adopted by the Civil Service Commission would not take place.</p>			

Background:

Regional Parks Department:
New Classification of Park Program Assistant

In September 2007 Regional Parks completed work on its strategic plan. The plan's goals and objectives incorporate the expansion of educational programs provided to the public, including those at the Environmental Discovery Center (EDC).

Human Resources staff researched and developed the classification and specification for Park Program Assistant. The Park Program Assistant is responsible for assisting in coordinating, developing, marketing, and promoting the Spring Lake Park Environmental Discovery Center, and overseeing the public use of the EDC or ancillary facilities, including facilitating workshops and teaching groups program-specific educational content designed to promote environmental awareness, and other duties as assigned. The Park Program Assistant is a working level job class that will be used widely at Regional Parks Department facilities where an educational or public outreach program is being conducted. The new class is consistent with the areas identified in the Department's strategic plan and will be a critical asset in helping the department meet their goals. At their April 16, 2009 meeting, the Civil Service Commission established the new job class of Park Program Assistant.

Human Resources staff conducted a salary survey of comparison counties and due to insufficient market data, reviewed internal classifications for salary setting purposes. Human Resources proposes setting the salary for Park Program Assistant at \$4,231/Mo. I-step based on an internal comparison and internal equity with the Planning Technician class. The Planning Technician class is the most appropriate comparable classification due to the similarity in the minimum qualifications, level of knowledge, complexity, and scope and effect.

In accordance with Government Code 3500 et seq., SEIU Local 1021 and the County offered to meet and confer on the matter of salary for Park Program Assistant, which resulted in an agreement which sets the salary range as recommended by Human Resources.

Cost: The ongoing annualized salary for Park Program Assistant is estimated to be \$50,780. This action is to establish the classification and salary only. Regional Parks will bring forth a request to add the position allocation(s) and detail the costs at that time.

Department of Transportation and Public Works:
Reclassification

Human Resources conducted a classification study position review of one Transit Specialist I

Attachments: Resolutions, Attachment A

On File With Clerk: Civil Service Commission Reports, class specifications

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote:

Background (continued):

assigned to the Airport Division of the Department of Transportation and Public Works and found that the position's duties are more appropriately described by the Marketing Specialist classification than the current class of Transit Specialist I.

The position reviewed functions solely in the Airport Division, promoting the activities and operations of the Charles M. Schulz - Sonoma County Airport. The position is responsible for the Airport Marketing Plan and updating and writing ad copy for print and online ads. The position also manages the Airport's website and works with the web vendor to design and update the site and coordinates options to track site and ad usage and success.

The Marketing Specialist specification represents a majority of the position's duties and responsibilities and the Typical Duties of the Marketing Specialists directly describe this position, as well as align with the marketing needs and goals of the Airport Division. Human Resources did not find any other classification within the County that was more appropriate.

The Civil Service Commission, on June 18, 2009, approved the recommendation to reclassify one position of Transit Specialist I to Marketing Specialist and retain the incumbent pursuant to Civil Service Rule 3.3(B). This incumbent will be Y-rated as the salary of Marketing Specialist is approximately 4% below that of Transit Specialist I.

Cost: There is no immediate cost or savings due to the incumbent being Y-rated. The ongoing, annualized savings, including benefits, resulting from this reclassification are estimated to be \$2,902.

**Sonoma County Employees' Retirement Association:
Reclassification**

A consultant conducted a position review of one Department Information Systems Coordinator in the Sonoma County Employees' Retirement Association. The study found the position has overall project management responsibility for implementing a major information system within the department which includes coordinating and managing vendors, schedules and budget. The consultant found that the Department Information Systems Manager was the most appropriate classification for the position based on the level of responsibility and scope of duties performed by the position.

At their June 4, 2009 meeting the Civil Service Commission approved the consultant's recommendation to reclassify one position of Department Information Systems Coordinator to Department Information System Manager and promote the incumbent pursuant to Civil Service Rule 3.3(B).

Cost: The increase in FY 09/10 salary and benefits costs for the reclassification of the position is estimated to be \$10,000.

Recommendation:

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

- 1.) Adopt the new classification of Park Program Assistant and authorize a Letter of Understanding between the County and SEIU, Local 1021, establishing the salary for Park Program Assistant, effective June 23, 2009. (Attachment A)
- 2.) Amend the Department Allocation Lists for the Department of Transportation and Public Works deleting 1.0 FTE Transit Specialist I/II, and adding 1.0 FTE Marketing Specialist, and the Sonoma County Employees' Retirement Association deleting 1.0 FTE Department Information Systems Coordinator and adding 1.0 FTE Department Information Systems Manager, effective June 30, 2009.