

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: Christina Cramer	Phone: (707) 565-2988	Board Date: 9/29/09	Deadline for Board Action:	
Agenda Short Title: Miscellaneous Classification and Compensation Changes				
Requested Board Action: Concurrent resolution authorizing a Letter of Understanding between the County and SEIU, Local 1021, adjusting the salaries for Human Services Aide I and Human Services Aide II; and amending the SEIU MOU, Social Services Non-Supervisor - 0025 Salary Table, effective September 8, 2009. Concurrent Resolution adopting the new classifications of OSD Administrative and Fiscal Services Manager and Fairgrounds Financial Services Officer; and amending the Salary Resolution 95-0926, Salary Table, Administrative Management - 0050, to incorporate the job classifications, and to establish the salary of OSD Administrative and Fiscal Services Manager and Fairgrounds Financial Services Officer, effective September 29, 2009. Resolution adopting the new classification and establishing the salary of OSD Administrative and Fiscal Services Manager, and amending the Agricultural Preservation and Open Space District Departmental Allocation List by deleting 1.0 FTE Administrative Services Officer and adding 1.0 FTE OSD Administrative and Fiscal Services Manager, effective October 6, 2009. Resolution amending the Fair and Exposition, Inc. Departmental Allocation List by adding 1.0 FTE Fairgrounds Financial Services Officer, effective September 29, 2009.				
CURRENT FISCAL YEAR FINANCIAL IMPACT				
<u>Expenditures</u>		<u>Add'l Funds Requiring Board Approval</u>		
Estimated Cost	\$ 48,073	Contingencies	\$	
		(Fund Name:)		
Amount Budgeted	\$	Unanticipated Revenue	\$	
		(Source:)		
Other Avail Approp (Explain below)	\$ _____	Other Transfer(s)	\$ _____	
		(Source:)		
Additional Requested:	\$ _____	Add'l Funds Requested:	\$ _____	
Explanation (if required): Open Space District: Increased expense for the current year will be absorbed in salary savings. Fair and Exposition, Inc.: Increased expense for the current year will be absorbed through salary savings resulting from position restructuring. Human Services: Increased expense for the current year will be absorbed in salary savings.				
Prior Board Action(s): January 27, 2009, the Board of Supervisors approved amending OSD's Allocation List deleting 1.0 FTE Financial Analyst position and adding 1.0 FTE Administrative Services Officer I as a temporary placeholder job class. February 10, 2009, the Board of Supervisors approved the Fairground's Reorganization Plan, which included approval for the Fairgrounds Financial Services Officer class concept.				
Alternatives – Results of Non-Approval: HSA I/II salaries would not increase as agreed upon with SEIU Local 1021. The new classifications OSD Administrative and Fiscal Services Manager and Fairgrounds Financial Services Officer would not take place and the class concepts previously approved by the Board will not be established.				

Background:

Human Services:

Human Services Aide I/II (HSA I/II) job classifications salary adjustment

During the SEIU bargaining discussions, the union presented a salary adjustment request for the HSA I/II positions to Human Resources. Because of the many issues already on the table, both parties mutually agreed to meet and confer on this request as a side discussion.

Human Resources conducted research and analyzed salary market data and evaluated these classes' internal equity. Human Resources concluded that the current salary differential between the HSA I/II and its closely related class of Social Work Assistant was not most appropriate. Human Resources proposed an adjustment of 4.3%, setting the salary at \$3,658/monthly "I" step, for the HSA II, to bring the internal equity more in alignment. Human Resources further proposed keeping the same differential between the HSA II and the HSA I, which places the HSA I at \$3,261/monthly "I" step.

In accordance with Government Code 3500 et seq., SEIU Local 1021 and the County met and conferred on the matter of salaries for HSA I/II, which resulted in an agreement that sets the salary ranges as proposed by Human Resources.

Cost: FY 09-10 cost, including salary and benefits for 13 incumbents is estimated to be \$26,065. Annualized salary and benefits increase is estimated to be \$34,753.

Agricultural Preservation and Open Space District and Sonoma County Fair and Exposition, Inc.:

New Classifications OSD Administrative and Fiscal Services Manager and Fairgrounds Financial Services Officer

On February 10, 2009, the Board of Supervisors approved the Fairground's Reorganization Plan, including the concept of a "Controller" position to replace the Fair Supervising Accountant position deleted effective April 1, 2009. The creation of the new Fairgrounds Financial Services Officer will allow support staff in the accounting unit to perform day-to-day tasks with the oversight and management of the Fairgrounds Financial Services Officer, and will also allow the Fair Manager to focus on Department goals, processes, results, and maintain overall management.

On January 27, 2009 the Board of Supervisors authorized approval for the creation of a similar new position in the Agricultural Preservation and Open Space District (OSD). OSD requested a management professional position with a strong administrative as well as fiscal focus and expertise to address the long-range financial and administrative needs of the OSD. On this same day the OSD Department Allocation List was amended to add 1.0 FTE Administrative Services Officer I as a placeholder for this new position, while the classification was being created.

Background (continued):

Human Resources conducted research and analyzed salary market data for the two positions and found insufficient data for a salary basis. Due to a lack of market data, Human Resources staff reviewed internal job classifications for internal equity and salary establishment. Because of the similar focus, scope, and responsibility of these two proposed new classes, the salary recommendation proposes that these classes be tied, and established at the same salary. Human Resources recommends setting the salary at \$8,079/Monthly "I" step, tied to the Department Accounting Manager, based on internal equity and similar scope and responsibilities.

Cost: The annualized ongoing salary cost for each position is \$101,352. The FY 09-10 increased cost for the OSD Administrative and Fiscal Services Manager, salary and benefits is estimated to be \$9,255. The FY 09-10 increased cost for the Fairgrounds Financial Services Officer is estimated to be \$12,753.

Recommendation:

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

Adopt a concurrent resolution authorizing a Letter of Understanding between the County and SEIU, Local 1021, adjusting the salaries for Human Services Aide I and Human Services Aide II; and amending the SEIU MOU Social Services Non-Supervisor - 0025 Salary Table, effective September 8, 2009.

Adopt a concurrent Resolution adopting the new classifications of OSD Administrative and Fiscal Services Manager and Fairgrounds Financial Services Officer; and amending the Salary Resolution 95-0926, Salary Table, Administrative Management - 0050, to incorporate the job classifications, and to establish the salary of OSD Administrative and Fiscal Services Manager and Fairgrounds Financial Services Officer, effective September 29, 2009.

Adopt a Resolution adopting the new classification and establishing the salary of OSD Administrative and Fiscal Services Manager, and amending the Agricultural Preservation and Open Space District Departmental Allocation List by deleting 1.0 FTE Administrative Services Officer and adding 1.0 FTE OSD Administrative and Fiscal Services Manager, effective September 29, 2009.

Adopt a resolution amending the Fair and Exposition, Inc. Departmental Allocation List by adding 1.0 FTE Fairgrounds Financial Services Officer, effective September 29, 2009.

Attachments: Resolutions, Attachment A & B, Letter of Understanding.

On File With Clerk: Related classification studies, Human Services Aide I and II Job Class Specifications, OSD Administrative and Fiscal Services Manager and Fairgrounds Financial Service Officer Job Class Specifications.

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote:

