

CIVIL SERVICE COMMISSION

Thursday, February 3, 2022

3:30 p.m.

In accordance with AB 361, Governor Newsom’s March 4, 2020 State of Emergency due to the COVID-19 Pandemic, the Sonoma County Public Health Officer’s Recommendation for Teleconferenced Meetings, and the Sonoma County Board of Supervisors Resolution 21-0399, the January 20, 2022 Civil Service Commission meeting will be held virtually.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

The February 3, 2022 Civil Service Commission will be facilitated virtually through Zoom.

1. Join the Zoom meeting application on your computer, tablet or smartphone:

Go to:

<https://sonomacounty.zoom.us/j/93854778625?pwd=cmFwVDBpUG1GM1FmQ0Q1allnR0xOQT09>

2. Call-in and listen to the meeting:

By telephone:

Number: +1 (669) 900-9128

Webinar ID: 938 5477 8625

Passcode: 677021

PUBLIC COMMENT PRIOR TO THE COMMISSION MEETING:

Public Comment may be submitted via email.

EMAIL PUBLIC COMMENT: To submit an emailed public comment to the commission secretary email yuka.kamiishi@sonoma-county.org by January 31, 2022. Please provide your name, the agenda items on which you wish to speak, and your comment. These comments will be emailed to all Civil Service Commission members.

PUBLIC COMMENT DURING THE COMMISSION MEETING:

PUBLIC COMMENT USING ZOOM: Members of the public who join the Zoom meeting, either through the Zoom app or by calling in, will be able to provide live public comment at specific points throughout the meeting.

CIVIL SERVICE COMMISSION AGENDA

February 3, 2022

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation or an alternative format to assist you in observing and commenting on this meeting, please contact the Commission Secretary at (707) 565-6195 or by email yuka.kamiishi@sonoma-county.org by 12pm Monday, January 31, 2022 to ensure arrangements for accommodation.

The rules for public observation and comment supersede and replace the standard provisions on page two for the duration of the public health emergency.

Disabled Accommodation: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact Yuka Kamiishi at (707) 565-6195, as soon as possible to ensure arrangements for accommodation.

Public Comment: Any member of the public may address the Commission on a matter listed on the agenda. Commenters are requested to come forward to the podium when recognized by the Commission Chair. Please state your name and limit your comments to the agenda or report item under discussion. Available time for comments is determined by the Commission Chair based on agenda scheduling demands and total number of speakers.

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Human Resources office at the above address during normal business hours.

- I. **Call to Order**
- II. **Approval of Minutes of January 20, 2021**
- III. **Director's Report**
- IV. **Public Comment**
Any member of the public may address the Commission on a matter not listed on the agenda. Please state your name and who you represent, if applicable. Comments will be limited to 3 minutes.
- V. **Agenda Items**

CIVIL SERVICE COMMISSION AGENDA

February 3, 2022

VI. Reports

A. Department Analyst – Department of Health Services – Position Classification Review Study

Recommendations: Reclassify one Department Analyst position to Administrative Services Officer I and retain the incumbent in accordance with Civil Service Rule 3.3B.

Gail Papworth, Human Resources Analyst

VII. Appeals

VIII. Other Scheduling Matters

IX. Commissioners Closed Session

X. Reconvene from Closed Session

XI. Commissioners Open Session

XII. Adjourn

The next Civil Service Commission meeting will be **Thursday, February 17, 2022** at 3:30 p.m., virtually with Zoom. The Agenda deadline for this meeting is 2:00 p.m., Monday, February 7, 2022.



COUNTY OF SONOMA

HUMAN RESOURCES DEPARTMENT

REPORT TO THE CIVIL SERVICE COMMISSION POSITION CLASSIFICATION REVIEW

Job Classification Studied:	Department Analyst
Department/Division:	Department of Health Services/Administration
Position Reports to (Classification):	Assistant Director of Health Services
Incumbent:	Doug Uyehara
Bargaining Unit:	SCAMC 50
Study Requested by:	Incumbent & Department
Recommendation:	
Reclassify one Department Analyst position to Administrative Services Officer I and retain the incumbent in accordance with Civil Service Rule 3.3B.	
Justification:	
<p>Human Resources received a position class study request from the incumbent and the Department of Health Services (DHS), for one Department Analyst position in the Administration Division.</p> <p>The request stated the work of the position had grown, with a higher level of responsibilities performed in the oversight of the department’s real property acquisition and management. The position is also responsible for administration duties that include the management of warehouse, mail, deliveries, and staff supervision, the department’s vehicle fleet, janitorial services, office remodels and relocations, ergonomic evaluations and related equipment installation, and oversight for facility repairs and improvements. Given the expansion of duties and level of responsibility, Human Resources approved the request for a position classification study.</p>	
Methodology:	
<p>Human Resources (HR) utilized the following methodology for this position classification study:</p> <ul style="list-style-type: none"> – Review of completed position description questionnaire by incumbent and subsequent desk audit interview – Interview with the DHS Human Resources Manager (Administrative Services Officer II - previous supervisor) – interview with interim DHS Director (current supervisor) – interviews with position contacts in other county departments 	
Findings/Analysis:	
<p>The Department of Health Services (DHS) is the third largest department of the County with 23 locations and approximately 570 employees, not including temporary staff. The studied position technically reports to the Assistant Director of DHS, however the incumbent is currently reporting to the interim Director, and works independently performing management and administrative duties related to the acquisition and maintenance of facilities/office space and buildings. This includes project management for office remodels, real estate acquisitions for office space, administration of security systems, relocation coordination, and addressing specialty facility needs for secure facilities and the Public Health laboratory. The incumbent is also responsible for the management and</p>	

supervision of departmental material handlers/storekeeper staff, the department's vehicles fleet (100+), and participation in the department's emergency support for DOC Logistics and DHS COOP for Operations.

The following is an estimated time allotment for the essential functions assigned to the position:

Approximately 45% of the incumbent's time is reported as oversight for all staff facility needs including performing real property project management for major department/division/staff relocations and build-outs. This encompasses researching and identifying viable site locations, acting on the department's behalf with real property managers, realtors, and owners, negotiation of space/facility acquisition, remodel planning, contractor management, and the determination of related technical and security needs. Project management tasks begin with initial broker contact, site selection and inspection, presentation and review of potential real estate sites to department executive team; coordination and management of office space build-outs which include working closely with Information Services and County Architects staff to recommend and finalize the appropriate build-out design specifications including technical infrastructure, and security systems installation and administration.

Approximately 55% of the incumbent's time is spent on general facility management and related administrative duties including the department's vehicle fleet oversight which requires oversight for vehicle purchasing, licensing, tracking, DMV pull notices, violations, assignment; supervision of Storekeeper/Material Handler staff (2 FTE and extra-help) with duties including daily delivery of time sensitive materials such as lab samples, mail, supplies and equipment delivery; oversight and management of related contractor work and service vendors such as janitorial services and facilities security for main office buildings; assignment and tracking of proximity cards, surveillance systems, and responsibility for first response to after-hours security calls. The incumbent is also responsible for the ergonomic review program for all staff including performing or sourcing evaluations and the acquisition of related equipment.

Human Resources' position study analysis and research included a review of how larger County departments assign facility management/administrative duties. Three County classifications were found to be predominantly used for some or all of these duties - Project Specialist, Department Analyst (current classification of position), and Administrative Services Officer I. The following analysis compares the incumbent's stated duties to these classes for the appropriateness of classification.

Project Specialist

This professional journey level class is found predominantly within the General Services Department and does not regularly supervise lower level staff. The class works under general direction, with responsibility for programming, planning, designing, and managing construction projects for County facilities; administers construction contracts; and may be responsible for a specialized program related to facility use and development. Incumbents have delegated authority and are held accountable for the development, planning, and execution of construction projects or specialized programs on County facilities and work with considerable independence. They are responsible for all phases as required for assigned projects including Project Initiation, Consultant Selection, Design, Bidding, Construction and Post Construction.

In comparison to the reviewed position, the Project Specialist performs substantially similar duties

for real property reconfigurations and facility construction management oversight. However, the studied position's duties expand further to include researching appropriate sites and acquisition. Also, the Project Specialist does not perform daily facility management oversight or administrative functions such as supervision of material handlers, janitorial services, and fleet management. As such, the Project Specialist classification was considered too narrow in scope, specific to construction project oversight, and not a suitable classification for this position.

Department Analyst

This professional level journey classification is the first level of the Administrative Services series. Under direction, positions in this class conduct analytical studies involving the operations and programs of a department to develop, improve, and/or implement new or existing programs, systems, procedures, and/or administrative services. Incumbents in this class provide professional analytical support to higher level management in the decision-making process and typically report to a higher level within the administrative series, or a division or program manager.

The class is broad in its application within an administrative and/or management role, and is distinguished by the responsibility in supporting department operations, programs, and/or services in one or more areas such as fiscal operations, budgeting, contract management, human resources, facilities, , and client services. Incumbents in the class frequently serve as the departmental expert in assigned areas of responsibility, and may provide supervision over office support staff.

In contrast, the Department Analyst is distinguished from Administrative Service Officers I in that the latter can serve as the sole administrative support a small to medium sized department, or is assigned a specific function in a large department, performing multiple, continuous long-term and short-term projects and assignments under direction of a department head, assistant department head, or division head. In contrast, the Department Analyst is assigned general administrative, homogeneous short-term assignments on a project basis, working in a single functional area, or small program administration for a medium sized department, or a major division of a large department, or central administrative services for a small department.

Given the studied position's high level of responsibility for facilities management within a large department, which requires a greater level of independence of action, and its responsibility for the full scope of related large real estate projects, along with the directly reporting to the department's executive management team, it was determined that the position's scope of responsibility has expanded, and that the Department Analyst classification no longer adequately represents the work assigned to the position.

Administrative Services Officer I (ASO I)

This classification is the next higher level within the Administrative Services series and is also broad in application within an administrative and/or management role. It is distinguished from the Department Analyst by a higher level of independence of action and responsibility, along with management responsibilities for projects and/or programs with department-wide impact which typically includes supervision of lower level staff.

The ASO I class works under direction from executive management in the planning, organizing, and supervision of one or more central administrative functions such as budgeting, accounting,

administration and human resources for department or major division, frequently supervising staff performing administrative support functions. This class is further distinguished from the Department Analyst by its typical assignment as the sole administrative support staff in small to medium-sized department, or assigned management responsibilities over a specific function within a large department which require performing a range of multiple continuous long-term or short-term projects and assignments.

Conclusion

The analysis of the duties of the studied position identified a high level of assigned authority to the position in facilities management and related real estate matters for DHS. The incumbent reports to the assistant department head or department head level, operating with a high level of independence in the management of the assigned functional administrative areas which require recommendations and administrative support to the department’s executive team. The position represents the department’s related needs with other county departments and with outside organizations, requiring a high level of responsibility and trust for the position when acting as the department’s agent. This level of responsibility and independence of action is consistent with higher level administrative support classifications within the County. Further, review of facilities management within large county departments established that these related administrative functions are found within the county’s broad administrative services class series, with management of facilities and property management typically assigned at the Administrative Services Officer I level. Therefore, based on an analysis of the body of work assigned to the position, Human Resources has determined the position would be most appropriately classified as an Administrative Services Officer I.

Recommendation

Reclassify one Department Analyst position to Administrative Services Officer I and retain the incumbent in accordance with Civil Service Rule 3.3B.

Report Prepared by:	Gail Papworth, Human Resources Analyst
Report Approved by:	Spencer Keywood, Recruitment & Classification Manager
Date:	February 3, 2022

CIVIL SERVICE COMMISSION MEETING MINUTES

Sonoma County Human Resources Department
January 20, 2022

PRESENT

Commissioners:	Mark Walsh, Anthony Withington, Jerry Dunn, Pat Sabo, John Hadzess
Human Resources Staff:	Christina Cramer, Spencer Keyword, Amy Kraus, Colleen Goetz, Michael Nielsen, Marissa Georges, Yuka Kamiishi
Commission Counsel:	Not Present

I. CALL TO ORDER

The virtual meeting was called to order at 3:30 p.m.

II. APPROVAL OF MINUTES

Motion: Commissioner Dunn

Second: Commissioner Withington

Ayes - Roll Call Vote: 5 Abstain: 0 Absent: 0

III. DIRECTOR'S REPORT

Christina Cramer, HR Director, introduced the new HR executive secretary, Yuka Kamiishi.

IV. PUBLIC COMMENT

V. AGENDA ITEMS

A. Election of Officers for 2022

- Chair of the Commission – Anthony Withington
- Vice Chair of the Commission – Jerry Dunn

Motion: Commissioner Walsh

Second: Commissioner Sabo

VI. REPORTS

A. Parks and Grounds Maintenance Worker Series – Regional Parks – Classification Study Recommendations: Approve the revised classification specifications for Parks and Grounds Maintenance Worker I, Parks and Grounds Maintenance Worker II, and Parks and Grounds Maintenance Supervisor, and adopt the new classification specification of Senior Parks and Grounds Maintenance Worker.

Amy Kraus, Human Resources Analyst, reported.

Motion: Commissioner Hadzess

Second: Commissioner Dunn

Ayes - Roll Call Vote: 5 Abstain: 0 Absent: 0

VII. APPEALS

A. Appeal of Termination – Account Clerk II

Decision and Findings Upholding Order of Dismissal

Before the roll call vote, Adiana Flores from the public commented against the termination.

Ayes - Roll Call Vote: 4 Abstain: 0 Absent: 0

VIII. OTHER SCHEDULING MATTERS

IX. COMMISSIONERS CLOSED SESSION

X. RECONVENCE FROM CLOSED SESSION

XI. COMMISSIONERS OPEN SESSION

A. The Commissioners thanked Marissa Georges of her assistance and welcomed Yuka.

B. Chairperson Withington asked the Civil Service Commission subcommittee (ad hoc) to resume their work.

Motion: Commissioner Dunn

Second: Commissioner Sabo

XII. ADJOURN

The Civil Service Commission meeting adjourned at 3:56 p.m.