

# SONOMA COUNTY CIVIL SERVICE COMMISSION AGENDA

Mark Walsh, First District  
Anthony Withington, Second District  
Jerry Dunn, Third District  
Patricia Sabo, Fourth District  
John Hadzess, Fifth District

Janell Crane, Interim HR Director  
Spencer Keywood, Deputy HR Director  
Yuka Kamiishi, Executive Assistant

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**Thursday, May 18, 2023**  
**3:30 PM**

**HR Large Training Room/Virtual**  
575 Administration Drive 117C  
Santa Rosa, CA 95403

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Members of the public can watch, listen, or join the meeting using one of the three following methods:

1. JOIN IN PERSON:

Human Resources Large Training Room  
575 Administration Drive, Suite 117C, Santa Rosa, CA 95403  
Limited seating is available for public participants.

2. JOIN VIRTUALLY VIA ZOOM:

Participate by computer, tablet, or smartphone application. Go to:  
<https://sonomacounty.zoom.us/j/94953075927?pwd=TTN0S1hLekhCSldidjd1RDVVRN01zQT09>  
Webinar ID: 949 5307 5927  
Passcode: 176761

3. JOIN IN ZOOM BY TELEPHONE:

Dial +1 669 900 9128  
Webinar ID: 949 5307 5927  
Passcode: 176761

Please note the meeting may be recorded for transcription purposes.

**ACCOMODATION REQUEST:** If you need 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](mailto:yuka.kamiishi@sonoma-county.org) within 72 hours of the meeting to ensure arrangements for accommodation.

**CIVIL SERVICE COMMISSION AGENDA**  
**May 18, 2023**

**PUBLIC COMMENT:** Any member of the public may address the Commission on a matter listed on the agenda. Available time for comments is determined by the Chair based on agenda scheduling demands and total number of speakers. One public comment is allowed per person. Please follow instructions below.

**Public Comment Prior to the Commission Meeting – via Email:** Submit public comment by email to the Commission Secretary at [yuka.kamiishi@sonoma-county.org](mailto:yuka.kamiishi@sonoma-county.org) within 72 hours of the meeting to ensure the commissioners have time to review. Please provide your name, the agenda items on which you wish to speak, and your comment in the email. These comments will be emailed to all Civil Service Commission members.

**Public Comment During the Commission Meeting – In Person:** 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.

**Public Comment During the Commission Meeting – 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 when the Chair opens the public hearing for your item of interest. Please locate the raise hand feature in the app, press the Alt & Y keys together on your keyboard, or press \*9 to raise and lower your hand when calling in. Your name, or phone number if you call in, will be announced when it is your turn to speak.

**MATERIALS:**

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 below location during normal business hours.

County of Sonoma Human Resources  
575 Administration Drive, Suite 116B  
Santa Rosa, CA 95403

**3:30 P.M. CALL TO ORDER**

**I. Call to Order**

**II. Approval of Minutes from March 16, 2023**

**III. Director's Report**

**IV. Public Comment**

Any member of the public may address the Commission on a matter not listed on the agenda but within the subject matter jurisdiction of the Commission. Please state your name and who you represent, if applicable. Comments may be limited to 3 minutes, or as determined at the discretion of the Chair. Under State Law, matters presented during public appearances cannot be discussed or acted upon by the Civil Service Commissioners.

**V. Agenda Items**

**A. Human Resources Analyst III – Human Resources Department – Position Classification Review Study**

Spencer Keywood, Deputy Director, Human Resources

**Recommendation:** Approve the reclassification of a vacant Human Resources Analyst III position in Human Resources' Employee and Labor Relations Unit to Supervising Human Resources Analyst.

**VI. Reports**

**VII. Appeals**

**VIII. Other Scheduling Matters**

**IX. Commissioners Closed Session**

**X. Reconvene from Closed Session**

**XI. Commissioners Open Session**

**XII. Adjourn**

**CIVIL SERVICE COMMISSION AGENDA**  
**May 18, 2023**

The next Civil Service Commission meeting will be **Thursday, June 1, 2023** at 3:30 p.m., in the HR Large Training Room at 575 Administration Drive, Suite 117C, Santa Rosa, CA 95403. The Agenda deadline for this meeting is 2:00 p.m., Friday, May 26, 2023.



## MEMORANDUM

Date: May 11, 2023

To: Civil Service Commission

From: Spencer Keyword, Deputy Human Resources Director

Re: Position Review – Human Resources Analyst III, Employee and Labor Relations Unit

In 2022, HR contracted with CPS HR Consulting to conduct a position review classification study of a number of positions in the Human Resources Analyst and Risk Management Analyst series; update the specifications to reflect current duties, roles, and responsibilities; and to update and retitle the classification of Supervising Human Resources Analyst to Principal Human Resources Analyst, to reflect its use in either a supervisory or programmatic lead/coordinator capacity.

While the larger study is anticipated to be completed this summer, a vacancy in the Employee and Labor Relations Unit has elevated the department's need to prioritize the reclassification of that specific position. This will allow Human Resources to open a recruitment and hire an individual at the appropriate level.

Attached is a memo from CPS HR Consulting that describes their findings and recommendation to reclassify the position. Human Resources is in agreement with CPS HR's recommendation and requests the Civil Service Commission approve the reclassification of one Human Resources Analyst III position in the Employee and Labor Relations Unit to Supervising Human Resources Analyst at their meeting on May 18, 2023.

Attached: CPS HR Consulting's Memo – Classification Study – Human Resources Analyst III, Employee and Labor Relations Unit

Date: April 25, 2023

To: Spencer Keywood, Deputy Human Resources Director, County of Sonoma

From: Karen Rodriguez, Project Consultant, CPS HR Consulting

Subject: Classification Study – Human Resources Analyst III, Employee and Labor Relations Unit

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The purpose of this memo is to outline the initial recommendation pertaining to the County of Sonoma's request for CPS HR Consulting (CPS HR) to perform classification services for various classifications within the Human Resources Department. While the full scope of the classification services is still in progress, it became apparent that one Human Resources Analyst III position within the Employee and Labor Relations Unit is incorrectly classified. This position has subsequently become vacant, making it imperative for the County to proceed with the next steps in reclassifying the position and initiating a recruitment effort. This memo provides a recommendation to reclassify the aforementioned Human Resources Analyst III position. Further recommendations regarding the full scope of the classification services request will be forthcoming regarding other positions, inclusive of suggested revisions to the affected classification specifications.

### **Background**

CPS HR relied primarily upon the information provided in the Position Description Questionnaire (PDQ) completed by the incumbent occupying the position at the time of the study. The PDQ was reviewed by the incumbent's former supervisor, who added comments regarding the position's duties. A desk audit interview was conducted via Microsoft Teams. During this interview, the rationale behind the classification study request, the department's organizational structure, as well as the nature and scope of the duties performed were discussed. In addition, follow-up interviews with the prior supervisor, as well as the current supervisor of the position were conducted to address outstanding questions.

### **Classification Concepts**

An accurate and up-to-date classification system provides an organization with the necessary tools for successfully administering recruitment, performance management, compensation, and succession planning programs. In addition to providing the basis for these types of human resources management and process decisions, position classification can also effectively support systems of administrative and fiscal control.

Other relevant classification information used to update the current classification specification include the following:

- **Decision Making:** This factor consists of the decision-making responsibility and degree of independence or latitude that is inherent in the position and the impact of the decisions.
- **Scope and Complexity:** This factor defines the breadth and difficulty of the assigned function or program responsibility inherent in the classification.
- **Contact with Others Required by the Job:** This factor measures the types of contacts and the purpose of the contacts.
- **Supervision Received and Exercised:** This factor describes the level of supervision received from others and the nature of supervision provided to other workers. It relates to the independence of action inherent in a position.
- **Knowledge, Skills, and Abilities:** This factor defines the knowledge, skills, and abilities necessary to perform assigned responsibilities. In a classification series, classifications typically have the same basic knowledge, skills, and abilities, with increased knowledge, skills, and abilities for each advancing level within the series.

### **Summary of Interviews**

A focus group interview occurred on Tuesday, May 3, 2022, with the four (4) Human Resource Analyst IIIs in the Employee and Labor Relations Unit. During the interview process, standardized questions, as well as PDQ specific questions were addressed. Additional follow-up questions were addressed via email after the interview in an effort to further clarify a few items. An additional individual interview was held with Jeremie Jenkins on December 12, 2022. Separate interviews were held with the former Employee and Labor Relations Manager, confirming the level and complexity of the work performed. In addition, a follow-up interview occurred with the current Employee and Labor Relations Manager given a change of leadership during the study.

### **Analysis and Recommendation**

Based upon the information provided in the Position Description Questionnaire (PDQ) and interviews conducted with the incumbent (both the initial group interview as well as a follow-up individual interview), the prior Employee and Labor Relations Manager, the now current Employee and Labor Relations Manager, the Recruitment and Classification Manager, as well as the prior Human Resources Director; it is recommended that one of the Human Resources Analyst III positions (at the time of the interviews, this position was occupied by Jeremie Jenkins) assigned to Employee and Labor Relations be reclassified to the current Supervising Human Resources Analyst classification based upon the scope and complexity of duties performed. This position takes a lead role in reviewing, interpreting, and analyzing case law on a regular basis and providing summaries to other staff. In addition, this position is responsible for training new analysts on the team as the needs arise, and is assigned the most complex projects (e.g., Measure P).

In reclassifying this now vacant position to a Supervising Human Resources Analyst, this in turn also gives the Human Resources Department flexibility to assign supervisory and/or the most complex responsibilities to better support the Employee and Labor Relations team and management. The Supervising Human Resources Analyst classification was included in the larger classification study and forthcoming classification specification updates will reflect a title change to Principal Human Resources Analyst, as well as changing the language on the classification specification to reflect duties to allow for coordinating the work of subordinate staff or supervising subordinate staff. Therefore, this recommendation is contingent on the understanding that the County will proceed with the classification specification revisions of the Supervising Human Resources Analyst to Principal Human Resources Analyst.

**Next Steps**

It is recommended that the County of Sonoma take the necessary steps to reclassify one Human Resources Analyst III position currently assigned to the Employee and Labor Relations Unit, to reflect a Supervising Human Resources Analyst allocation. CPS HR will proceed with the ongoing classification services and provide further recommendations.

Should you have questions or concerns, please feel free to contact Karen Rodriguez at (916) 471-3348 or email [krodriguez@cpsshr.us](mailto:krodriguez@cpsshr.us), at any time.



# SONOMA COUNTY CIVIL SERVICE COMMISSION MEETING MINUTES

Sonoma County Human Resources Department  
**April 6, 2023**

## **PRESENT**

Commissioners: Jerry Dunn (Chair), Pat Sabo (Vice Chair), Mark Walsh, Anthony Withington, John Hadzess

Human Resources Staff: Spencer Keywood, Gail Papworth, Yuka Kamiishi

Commission Counsel:

### **I. CALL TO ORDER**

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

### **II. APPROVAL OF MINUTES FROM MARCH 16, 2023**

**Motion:** Commissioner Withington

**Second:** Commissioner Sabo

**Ayes - Roll Call Vote: 4 Abstain: 1 Absent: 0**

### **III. DIRECTOR'S REPORT**

Interim Human Resources Director Janell Crane reported that Jennifer Lelouran was selected to be the HR Recruitment and Classification Manager and that she is expected to start in mid-April.

The County Administrator selected Michelle Whitman, former District Director for Shirley Zane and director of the Renewal Enterprise District, to lead the Community Development Commission. Michelle's Personal Services Agreement will go to the Board for approval on April 18<sup>th</sup>.

The Economic Development Board Director's recruitment is currently in process. The Director of the Department of Emergency Management's recruitment is coming soon.

IV. **PUBLIC COMMENT**

N/A

V. **AGENDA ITEMS**

**A. Administrative Services Officer II – Department of Health Services and the Human Services Department – Position Classification Review Study**

Item presented by Gail Papworth, Human Resources Analyst. She requested the adoption of the new classification of Senior Department Human Resources Manager and approval of the reclassification of two Administrative Services Officer IIs to Senior Department Human Resources Manager and that the incumbents be retained pursuant to Civil Service Rule 3.3B.

**Motion:** Commissioner Sabo

**Second:** Commissioner Hadzess

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

**B. Report on Amendments to the Civil Service Ordinance**

Item presented by Spencer Keyword, Deputy Human Resources Director. The recommendation to the Commission are: 1) to approve the proposed edits to the Civil Service Ordinance as outlined in the report, and 2) to direct Human Resources staff to request the Board of Supervisors update the Civil Service Ordinance, at the request of the Civil Service Commission, to reflect the edits as outlined in the report.

Commissioner Hadzess disagreed with HR's recommendation to use only the term "sex," instead of specifically listing "sexual orientation," "gender identity," and "pregnancy" in section 21.12 [Discrimination Prohibited]. He argued there is no legal downside to having more specific language in ordinance to ensure individuals have an understanding of the types of discrimination that is prohibited.

Motion to include sexual orientation, gender identity, and pregnancy in Section 21.12:

**Motion:** Commissioner Hadzess  
**Second:** Commissioner Withington  
**Ayes – Roll Call Vote:** 5 Abstain: 0 Absent: 0

Motion to approve the proposed edits to the Civil Service Ordinance as outlined in the report, with sexual orientation, gender identity, and pregnancy included in Section 21-12; and to direct Human Resources staff to request the Board of Supervisors update the Civil Service Ordinance, at the request of the Civil Service Commission, to reflect the edits as outlined in the report.

**Motion:** Commissioner Withington  
**Second:** Commissioner Sabo  
**Ayes – Roll Call Vote:** 5 Abstain: 0 Absent: 0

VI. **REPORTS**  
N/A

VII. **APPEALS**  
N/A

VIII. **OTHER SCHEDULING MATTERS**  
N/A

IX. **COMMISSIONERS CLOSED SESSION**  
N/A

X. **RECONVENCE FROM CLOSED SESSION**  
N/A

XI. **COMMISSIONERS OPEN SESSION**  
HR will continue to mail the agenda packets to the Commissioners ahead of each meeting, but they do not need extra copies to be provided at the meeting.

XII. **ADJOURN**  
The Civil Service Commission meeting adjourned at 3:53 p.m.