



# OFFICE OF THE COUNTY ADMINISTRATOR

## COUNTY OF SONOMA

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DATE: June 14, 2022  
TO: Members of the Board of Supervisors  
FROM: Sheryl Bratton, County Administrator  
SUBJECT: Summary of Position Changes

### **Recommended Budget Change Overview**

Exhibit D of the Budget Resolution (Tab 14) includes a detailed listing of Position Allocation changes. This memo provides an overview of them.

The FY 2021-22 Revised Budget includes 4,223.23 FTEs. Of those, 22 are time-limited positions that expire on or before June 30, 2022 and 20 are recommended for deletion for other reasons; most of these are in the Department of Child Support Services and are being reduced to align staffing with state funding. Four of the reduced positions have been requested to be restored as Add Backs by General Services, Information Systems Department, and Probation (two positions). The County Administrator is recommending that two of these be restored (General Service Buyer position and Information Systems Department Records Manager). The other two are vacant positions in Probation and are not being recommended for restoration due to the fact that the department prioritized adding other positions utilizing available departmental resources.

Two time-limited position reductions may result in layoffs. One in the Economic Development Board (EDB) and one in the Community Development Commission (CDC). The EDB is not requesting an extension of their time-limited position as the funding for the project is ending and they are exploring ways to mitigate the layoff through internal staffing adjustments. The position in the Community Development Commission may result in a layoff, however, this allocation will be retained if the department Program Change Request (CDC-PCR-04) is approved. This is a self-funded request that the County Administrator is recommending. Should the CDC's Program Change Request not be approved, or should the EDB not be able to mitigate their layoff through internal staffing adjustments, Human Resources will return to the Board in

July to initiate lay off proceedings. If a layoff of either position is required, it would occur in October of 2022.

**12-month Vacancy Sweeps**

One of the Board adopted Financial Policies is to eliminate positions vacant for longer than 12 months. A total of approximately 92 FTEs have been vacant for more than 12 months. Of that total, 4.0 are recommended for deletion as a part of the Budget Hearing actions, and will be reflected in Exhibit D of the Budget Resolution. The remaining positions are either in active recruitment or are being planned for recruitment during FY 2022-23.

<b>Department Name</b>	<b>FTE</b>	<b>Position</b>
General Services Department	1.00	JANITORIAL SERVICES SUPERVISOR
Probation Department	3.00	PROBATION OFFICER III
<b>Total FTEs</b>	<b>4.00</b>	

**Summary of Other Position Changes**

Between March 2, 2022 (when the Recommended Budget was submitted) and present, departments have made a number of position changes through Board items or under Board Resolution 70506. In addition, a few positions are being added/extended or changed as part of Supplemental Adjustments. Tab 13 – Supplemental Adjustments provides a detailed listing of these changes.