

# SONOMA COUNTY CIVIL SERVICE COMMISSION AGENDA

Patricia Sabo, Chair  
John Hadzess, Vice Chair  
Anthony Withington  
Jerry Dunn  
Jeff Berk

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

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**Thursday, July 18, 2024  
3:00 PM**

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

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

1. **ATTEND IN PERSON:**

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

2. **[WATCH/LISTEN TO MEETING IN ZOOM:](https://sonomacounty.zoom.us/j/95919818574?pwd=RaUglVq8GJ6lx3LuqnETaU6YXrPsaJ.1)**

Participate by computer, tablet, or smartphone application. Go to:  
<https://sonomacounty.zoom.us/j/95919818574?pwd=RaUglVq8GJ6lx3LuqnETaU6YXrPsaJ.1>  
Webinar ID: 959 1981 8574  
Passcode: 176761

3. **LISTEN THROUGH ZOOM BY TELEPHONE:**

Dial +1 669 900 9128  
Webinar ID: 959 1981 8574  
Passcode: 176761

Please note the meeting may be recorded for transcription purposes.

**ACCOMMODATION 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) prior to 72 hours of the meeting to ensure arrangements for accommodation.

**CIVIL SERVICE COMMISSION AGENDA**  
**July 18, 2024**

**PUBLIC COMMENT:** Public Comment may be made live, in person, in the Commission meeting room. Available time for comments is determined by the Commission Chair based on agenda scheduling demands and the total number of speakers. To guarantee that your comment is received and considered by the Commission, you may attend the meeting in person or submit your comment in writing in advance of the meeting to [yuka.kamiishi@sonoma-county.org](mailto:yuka.kamiishi@sonoma-county.org) before 1:30 PM on the day of the meeting. 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.

**DURING THE MEETING:** Members of the public who wish to comment may do so according to the following procedure. Commenters will be requested to line up by the podium when the Commission Chair announces Public Comment to commence. Upon completion of a comment, the individual should quietly take a seat or exit the meeting room. No standing unless in the queue to speak or exiting the meeting room. To comment on any subsequent items, this process is to be repeated.

**COMMITMENT TO CIVILITY:** The Civil Service Commission has adopted rules of procedures that include a commitment to civility. To assure civility in its public meetings, the public is encouraged to engage in respectful dialog that supports freedom of speech and values diversity of opinion. Commissioners, County staff, and members of the public are expected to establish and maintain a cordial and respectful atmosphere during discussions and foster meaningful dialogue free of personal attacks. Members of the public must also adhere to the speaking time limit if one is indicated by the Chair.

**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

**3:00 P.M. CALL TO ORDER**

- I. **Call to Order**
- II. **Approval of Minutes from June 6, 2024**
- III. **Director's Report**
- IV. **Agenda Items**
  - A. **Vacancy Rate Update**  
Spencer Keywood, Deputy Human Resources Director
  - B. **Sheriff's Office Recruitment Status**  
Eddie Engram, Sheriff/Coroner
  - C. **Park Ranger Update**  
Janell Crane, Human Resources Director
- V. **Reports**
- VI. **Appeals**
- VII. **Other Scheduling Matters**
- VIII. **Commissioners Closed Session**
- IX. **Reconvene from Closed Session**
- X. **Commissioners Open Session**
- XI. **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

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public appearances cannot be discussed or acted upon by the Civil Service Commissioners.

**XII. Adjourn**

The next Civil Service Commission meeting will be **Thursday, August 1, 2024** at 3:00 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 1:30 p.m., Thursday, July 25, 2024.



Date: July 15, 2024  
 To: Civil Service Commission  
 From: Spencer Keyword, Deputy Human Resources Director  
 Subject: Vacancy Rate Update

In December 2023, Human Resources staff presented your Commission with the annual Workload Summary Report. As part of that presentation, vacancy rate data from January 4, 2018 through December 30, 2021 was provided that indicated the County’s vacancy rate had increased from 9% historical averages (considered a healthy vacancy rate) to upwards of 12% as a result of the post-pandemic, great resignation/reshuffle. On February 6, 2024, Director Crane and I reported the vacancy rate was 11.49%, as of January 22, 2024, as part of a Recruitment and Workforce Status Update presentation to the Board of Supervisors.

	01/04/18	01/04/19	01/02/20	01/03/21	01/04/22	12/30/22	01/22/24
Vacancy Rate	9.30%	8.90%	9.61%	9.07%	10.78%	12.31%	11.49%

Through significant efforts by departments and Human Resources, as of June 28, 2024, the County’s vacancy rate is down to 9.04%, re-aligned with pre-pandemic impact averages. To better illustrate how these efforts are reflected in individual departments, the following chart compares departments’ total allocations (FTE), vacant FTE, and vacancy rates on December 30, 2022, January 22, 2024, and June 28, 2024.

Department	12/22 Total FTE	12/22 Vacant FTE	12/22 Vacancy Rate	01/24 Total FTE	01/24 Vacant FTE	01/24 Vacancy Rate	06/24 Total FTE	06/24 Vacant FTE	06/24 Vacancy Rate
Ag. and Open Space	34.00	6.00	18%	36.00	3.00	8%	36.00	2.50	7%
Ag. Commissioner	38.50	1.80	5%	38.50	5.50	14%	38.50	4.50	12%
Auditor-Controller	107.00	10.00	9%	107.00	8.10	8%	107.00	6.10	6%
Board of Supervisors/ County Administrator	72.70	5.58	8%	80.00	13.50	17%	81.00	11.50	14%
Child Support Services	66.00	4.20	6%	65.00	4.10	6%	65.00	9.10	14%
Clerk-Recorder-Assessor	111.80	10.00	9%	116.00	6.00	5%	116.00	6.00	5%
Community Development Comm.	63.50	10.50	17%	53.50	8.00	15%	55.50	10.00	18%
County Counsel	41.25	2.45	6%	41.25	1.25	3%	41.25	0.25	1%
District Attorney	130.00	1.00	1%	136.50	11.00	8%	135.50	6.00	4%
Economic Development	14.00	1.00	7%	16.00	1.00	6%	16.00	1.00	6%



Department	12/22 Total FTE	12/22 Vacant FTE	12/22 Vacancy Rate	01/24 Total FTE	01/24 Vacant FTE	01/24 Vacancy Rate	06/24 Total FTE	06/24 Vacant FTE	06/24 Vacancy Rate
Emergency Mgmt.	15.00	4.00	27%	15.00	2.00	13%	15.00	1.00	7%
Fairgrounds	26.00	2.00	8%	27.00	4.00	15%	27.00	4.00	15%
General Services	106.50	15.00	14%	96.00	15.00	16%	96.50	10.50	11%
Health Services	627.83	135.63	22%	711.83	142.46	20%	725.83	105.26	15%
Human Resources	65.00	4.00	6%	65.50	1.00	2%	66.50	3.00	5%
Human Services	983.55	121.50	12%	1019.55	118.70	12%	1019.55	89.70	9%
Information Systems	118.50	19.00	16%	118.50	13.00	11%	118.50	14.00	12%
IOLERO	6.00	2.00	33%	6.00	0.00	0%	6.00	0.00	0%
LAFCO	3.70	0.70	19%	3.70	0.70	19%	3.70	0.70	19%
Office of Equity	6.00	1.00	17%	9.00	1.00	11%	9.00	2.00	22%
Permit Sonoma	167.00	10.00	6%	183.50	19.50	11%	183.50	16.50	9%
Probation	271.00	33.00	12%	270.00	38.00	14%	270.00	24.00	9%
Public Defender	56.00	2.00	4%	61.00	1.00	2%	61.00	1.00	2%
Regional Parks	139.00	22.40	16%	141.00	19.90	14%	142.00	21.90	15%
Retirement	15.00	2.00	13%	15.00	0.00	0%	15.00	0.00	0%
Sheriff	630.50	77.00	12%	633.50	61.00	10%	634.50	30.50	5%
Sonoma Water	253.00	17.00	7%	260.00	12.00	5%	262.00	16.25	6%
Transportation and Public Works	175.00	14.00	8%	175.00	9.00	5%	176.00	12.00	7%
U.C. Cooperative Ext.	6.75	1.00	15%	6.00	0.00	0%	6.00	0.00	0%
<b>TOTALS</b>	<b>4350.08</b>	<b>535.76</b>	<b>12.31%</b>	<b>4506.83</b>	<b>517.71</b>	<b>11.49%</b>	<b>4529.33</b>	<b>409.26</b>	<b>9.04%</b>

Of particular note, are reductions in the vacancy rates at Health Services, from 22% to 15%, and the Sheriff's Office, from 12% to 5% from December 2022 to June 2024. Both departments have been and continue working diligently to hire and onboard new employees in some of the County's most hard-to-fill positions (law enforcement/corrections and those in health services settings).

Human Resources will continue monitoring vacancy rates throughout the remainder of the calendar year and provide your Commission with another update as part of staff's December 2024 Workload Summary report.

# SONOMA COUNTY CIVIL SERVICE COMMISSION MEETING MINUTES

Sonoma County Human Resources Department  
**June 6, 2024**

## **PRESENT**

Commissioners: Patricia Sabo (Chair), John Hadzess (Vice Chair), Anthony Withington, Jerry Dunn, Jeff Berk

Human Resources Staff: Janell Crane, Spencer Keyword, David Phillips, Jennifer Lelouarn, Yuka Kamiishi

Commission Counsel:

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

The meeting was called to order at 3:00 p.m.

### **II. APPROVAL OF MINUTES FROM MAY 2, 2024**

Motion: Commissioner Dunn

Second: Commissioner Hadzess

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

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

Deputy Human Resources Director Spencer Keyword reported on behalf of Director Janell Crane, who was attending Public Risk Innovation, Solutions, and Management (PRISM) meetings. Deputy Director Keyword provided updates to Human Resources' staffing: Lisa Conner has rejoined the department as the new Recruitment & Classification Manager. Lisa previously worked for the County as a Supervising Recruitment & Classification Analyst. She was most recently a Principal Consultant with CPS HR Consulting. Tony Fortunato has been promoted to the position of Disability Management Manager, after previously working as an Analyst on the Disability Management Unit and Recruitment & Classification Unit.

IV. **AGENDA ITEMS**

N/A

V. **REPORTS**

**A. Chief Deputy Law Enforcement Auditor – Independent Office of Law Enforcement Review and Outreach (IOLERO) – New Position Classification Study**

Item presented by David Phillips, Human Resources Analyst, requesting approval of the new job classification of Chief Deputy Law Enforcement Auditor for the Independent Office of Law Enforcement Review and Outreach. IOLERO Director, John Alden answered questions from the Commission about the new position.

**Motion:** Commissioner Hadzess

**Second:** Commissioner Dunn

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

**B. Human Services Compliance Officer – Human Services Department (HSD) – New Position Classification Study**

Item presented by Jennifer Lelouarn, Human Resources Analyst, requesting approval of the new classification of Human Services Compliance Officer. HSD Director, Angela Struckmann, and HSD Assistant Director, Paula Glodowski Valla, answered questions from the Commission about the new position.

**Motion:** Commissioner Dunn

**Second:** Commissioner Withington

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

VI. **APPEALS**

VII. **OTHER SCHEDULING MATTERS**

**A. July 4, 2024 Meeting**

The July 4<sup>th</sup> meeting falls on a holiday, and Chair Sabo directed that this meeting be canceled. Should an urgent matter necessitate a meeting on a different date, one will be scheduled.



**VIII. COMMISSIONERS CLOSED SESSION**

N/A

**IX. RECONVENE FROM CLOSED SESSION**

N/A

**X. COMMISSIONERS OPEN SESSION**

Commissioner Dunn reported that he was recently appointed for another four-year term.

Commissioner Withington requested an additional conversation on the Board of Supervisors' plan to change the Park Rangers' designation from Peace Officers to Public Officers and the role of the Commission, including information from the Commission's legal counsel if determined necessary by the Chair.

Commissioner Withington requested that parking passes for the Commissioners be updated so there would be no restriction to the 30-minute parking spots.

**XI. PUBLIC COMMENT**

N/A

**XII. ADJOURN**

The Civil Service Commission meeting adjourned at 3:50 p.m.