

Sonoma County

Civil Service Commission

Agenda

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

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

Thursday, October 16, 2025
3:00 p.m.

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

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. [Attend via Zoom:](https://sonomacounty.zoom.us/j/81273344334?pwd=vQDR0IE4z59rKaXatlJp0ZexZJZt6A.1)

Participate by computer, tablet, or smartphone application. Full URL below:

<https://sonomacounty.zoom.us/j/81273344334?pwd=vQDR0IE4z59rKaXatlJp0ZexZJZt6A.1>

Webinar ID: 812 7334 4334

Passcode: 176761

3. Listen through Zoom by telephone:

Dial +1 669 900 9128

Webinar ID: 812 7334 4334

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@sonomacounty.gov prior to 72 hours of the meeting to ensure arrangements for accommodation.

Public Comment:

Public Comment may be made live, in person, in the Commission meeting room and via Zoom. 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@sonomacounty.gov before 1:30 p.m. on the day of the meeting. Please provide your name, the agenda item(s) on which you wish to speak, and your comment in the email. These comments will be emailed to all Civil Service Commission members. 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 in time throughout the meeting.

During the Meeting:

Members of the public who wish to comment may do so according to the following procedure. Commenters in person 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 is permitted unless you are in the queue to speak or exiting the meeting room. To comment on any subsequent items, this process is to be repeated. Commenters on Zoom will be requested to use the “raise hands” feature in Zoom and wait for their turns to speak.

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 Department
575 Administration Drive, Suite 116B
Santa Rosa, CA 95403

3:00 p.m. Call to Order

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes from September 18, 2025**
- 4. Director's Report**
- 5. Agenda Items**
- 6. Reports**
 - A. Deputy Health Services Division Director – Homelessness – Department of Health Services – New Classification Study**
Jennifer Lelouarn, Human Resources Analyst

Recommendation: Approve the new job classification specification of Deputy Health Services Division Director – Homelessness.
- 7. Appeals**
 - A. Commission to Set Hearing Date for Two Appeals of Dismissal – Permit Sonoma**
- 8. Other Scheduling Matters**
- 9. Commissioners Closed Session**
- 10. Reconvene from Closed Session**
- 11. Commissioners Open Session**
- 12. 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.

13. Adjournment

The next Civil Service Commission meeting will be held on **Thursday, November 6, 2025**, 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, October 30, 2025.

Report to the Civil Service Commission

New Classification Study

Job Classification Studied:	Deputy Health Services Division Director – Homelessness
Department/Division:	Department of Health Services / Behavioral Health
Position Reports to (Classification):	Health Services Division Director (Behavioral Health)
Incumbent:	NA
Bargaining Unit:	SCAMC - 50
Study Requested by:	Department

Recommendation:

Approve the new job classification specification of Deputy Health Services Division Director – Homelessness.

Justification Submitted in the Request:

The Department of Health Services (DHS) requested a new, third-tier management job classification that will enable the department to facilitate the implementation of a DHS Division reorganization. Upon review and approval of the proposed changes by the County Administrator's Office and Human Resources, the request for a new job classification study was accepted.

Summary of Recommendation:

The Department of Health Services (DHS) is comprised of four divisions: Executive Management and Administration, Behavioral Health, Homelessness Services, and Public Health. These divisions, in partnership with the local health system, engage the community through a combination of direct services and a network of community-based contracts with provider agencies.

In March of 2024, California voters passed Proposition 1 (Prop 1), comprised of the Behavioral Health Services Act (BHSA) and the Behavior Health Bond. Prop 1's changes to California's Behavioral Health system created the need for operational changes within DHS and necessitated a reorganization of Divisions. For example, thirty percent (30%) of each county's BHSA funding must be allocated to housing interventions for Californians with the most significant behavioral health needs, who are also homeless or at risk of homelessness.

Upon review of changes in legislation and given BHSA's service delivery model, it was determined that moving the Homelessness Services body of work under the purview of the Behavioral Health Division would centralize support services, prevent duplicative efforts, strengthen client service delivery (by allowing for a 360-service model), and enhance the department's ability to receive reimbursement for services. Therefore, DHS sought and received approval to downgrade the Homelessness Services Division to a Homelessness Services Section, and to move the Section under the purview of the Behavioral Health Division.

The job classification of Homelessness Service Division Director is no longer appropriate, given the organizational structure of the Behavioral Health Division, and second-level management level responsibilities are to be absorbed by the Health Services Division Director allocated to Behavioral Health. This leaves a gap in critical management-level, section-wide homelessness services body of work which need to be performed.

Classification Review and Conclusion

A review of the County's current classification plan showed no existing classification which would be appropriate to perform the identified body of work and meet the requirements or specialized experience necessary to perform the essential functions of the position. Therefore, the new classification of Deputy Health Services Division Director – Homelessness was created.

Deputy Health Services Division Director – Homelessness

The proposed new job classification will allow DHS to have a single position to perform the full range of administrative management functions relative to the Homelessness Services Section in the Behavioral Health Division. Working under general direction, the position will manage, plan, advise, and

coordinate many of the County's homelessness services and related programs; and will ensure collaboration and coordination of services with County and external programs and partnerships. Further, the position will provide delegation, leadership, and supervision to professional, technical, and/or support staff in the accomplishment of Homelessness Services' objectives.

This classification holds a position of trust and confidence and, due to the position's level of authority, scope of responsibilities, and consequence of error, requires thorough knowledge of the principles of public policy, planning, and homelessness related services. Therefore, qualifications for the position include "Four years of full-time professional management experience working with federally assisted housing and/or homelessness services programs in a non-profit or government agency, which included supervising subordinate managers, supervisors, and employees. Experience managing teams and/or sections is desirable." In addition, the minimum qualifications include "Significant academic coursework and/or training in business or public administration, the Social Sciences, or a related field of study".

Recommendation

Approve the new job classification specification of Deputy Health Services Division Director - Homelessness.

Report Prepared by:	Jennifer Lelouarn, Human Resources Analyst
Report Approved by:	Lisa Conner, Recruitment and Classification Manager
Date:	September 10, 2025

DEPUTY HEALTH SERVICES DIVISION DIRECTOR – HOMELESSNESS

Definition

Under general direction, manages, plans, advises, and coordinates many of the County's homelessness services and related programs; ensures collaboration and coordination of services with County and external programs and partnerships; leads and supervises professional, technical, and/or support staff in the accomplishment of the Homelessness Services' section objectives and in ensuring a positive work culture; and performs related work as required.

Distinguishing Characteristics

Incumbents in this single-position classification perform the full range of administrative management functions for the Homelessness Services section of the Behavioral Health Division in the Department of Health Services through subordinate managers and staff. The incumbent is in a position of trust and confidence, has delegated authority, and is held accountable for the operations, performance, and work environment of the section.

Reporting to the Behavioral Health Division's Health Services Division Director, the incumbent in this position performs administrative and management activities related to directing and coordinating the work of the section through subordinate manager staff. The incumbent provides technical advice to the Behavioral Health Division's Health Services Division Director and other staff; recommends policies, procedures, and enhancements; and prepares, monitors, and administers the Homelessness Services section's budget.

Typical Duties

Duties include, but are not limited to, the following:

Plans, coordinates, and directs the operations of the section; prepares, recommends, and establishes policies, procedures, and program improvements; confers with staff in the identification of problems and development of solutions; determines priorities within the section and assists in setting goals and work plans; ensures success metrics are developed and analyzed and reports on the effectiveness of programs.

Oversees the preparation, justification, and administration of the section's budget, grants, homeless and housing finance sources, and contracts; interprets, monitors, and ensures compliance with contract and grant terms and conditions and other legislative requirements.

Either directly or through subordinate staff, develops and implements program and process improvements and practices in the section; evaluates and submits recommendations concerning the effectiveness of program operations; attends management staff meetings to

advise on the progress of projects, programs, and studies; proposes program modifications to meet changing needs and simplify procedures.

Selects, trains, evaluates, and supervises section staff, directly and through subordinate managers and supervisors; meets with employees and employee organizations to discuss and resolve grievances and problems within the limits of their authority; confers with professional staff to resolve complex issues.

Collaborates with business partners and stakeholders within the Health Services Department and other County departments, cities, government agencies, nonprofits, and service providers to align resources and develop a sustainable and responsive supportive system to improve client experiences.

Supports regional, state, and federal policies that reduce homelessness and improve the supportive housing system.

Reviews legislative proposals for content and appropriateness; provides recommendations on necessary changes and approaches to County advocacy positions; analyzes and interprets legislative or legal changes and regulations from federal, state, and local agencies which affect assigned programs; consults with legal counsel as needed.

May represent the department and the County before individuals, private groups, the Board of Supervisors, the Continuum of Care, and other public groups or agencies; conducts and participates in public hearings in order to present the department's position, provide information and clarification, and receive input from interested parties.

Develops procedures and ensures preparedness for emergency and disaster response and support services for homeless population; ensures staff are trained and prepared for disaster assignments.

Provides general and programmatic oversight of county shelter and housing facilities, contractors and associated programming.

Performs related duties as assigned.

Knowledge and Abilities

Thorough knowledge of: the principles of public policy, planning, and homelessness and related services; federal, state, and local statutes, regulations, and legislative considerations governing non-profits, state, and/or federally-assisted housing and homelessness services programs and funding sources; the general principles of land use planning and zoning related to housing assistance; social, economic, and health-related community issues that contribute to homelessness; the principles and practices of providing community services; policy and procedural development and the analysis and evaluation of programs; grant administration, housing finance, and budgeting; fluency in racial justice and social equity concepts; effective supervision and management, including work planning and organization, and the selection and performance management of employees.

Ability to: effectively supervise and direct the work of professional, technical, and operations support staff; develop and maintain effective working relationships; successfully manage complex assignments; manage, plan, and organize various aspects of work relating to administration, budget, grant management, and general management matters; understand and interpret policies, data, and technical and legal documents; understand and accept differences in human behavior; effectively interact with all populations, such as individuals from diverse racial, ethnic, cultural, educational, generational, and/or socio-economic backgrounds; communicate effectively orally and in writing; develop and support strategic objectives; provide effective leadership, motivate employees and foster an inclusive, equitable, and positive work culture; be decisive, and work independently.

Minimum Qualifications

Experience and Education:

Any combination of experience, training, and education that would provide an opportunity to acquire the knowledge and abilities listed herein. A typical way to qualify is:

Four years of full-time professional management experience working with federally assisted housing and/or homelessness services programs in a non-profit or government agency, which included supervising subordinate managers, supervisors, and employees. Experience managing teams and/or sections is desirable.

AND

Significant academic coursework and/or training in business or public administration, the Social Sciences, or a related field of study.

License:

Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

Sonoma County Civil Service Commission Meeting Minutes

Sonoma County Human Resources Department

September 18, 2025

Present

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

Human Resources Staff: Janell Crane, Colleen Goetz, Yuka Kamiishi

Commission Counsel:

1. Call to Order

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

2. Roll Call

Present: John Hadzess (Chair), Anthony Withington (Vice Chair), Jerry, Dunn
Patricia Sabo

Absent: Jeff Berk

3. Approval of Minutes from August 21, 2025

Motion: Commissioner Sabo

Second: Commissioner Dunn

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

4. Director's Report

Human Resources (HR) Director, Janell Crane introduced the newest HR Analyst in the Recruitment and Classification Unit, Konmally Kang, who was promoted from the R&C Technician position after six years. Director Crane noted that the Child Support Services Director recruitment is wrapping up and informed the

Commission of the upcoming Department Head recruitments, to include the Director of Permit Sonoma, County Executive Officer, and County Counsel positions.

5. Agenda Items

N/A

6. Reports

A. Senior Clerk-Recorder-Assessor Specialist – Clerk-Recorder-Assessor Department – Position Review Study

Reported by Amy Kraus, Principal Human Resources Analyst

Recommendation: Approve the revisions to the Senior Clerk-Recorder-Assessor Specialist classification specifications and no changes to one position of Senior Clerk-Recorder-Assessor Specialist assigned to the Homeowner's Exemption desk in the Clerk-Recorder-Assessor's Office.

Chair Hadzess noted typos on the revised specification document: On page two, line nine, "maintain and update" should be "maintains and updates". HR will make corrections with a SEIU consent. SEIU representatives, Kevin Arnold and David Cameron, who were present at the meeting, nodded in agreement. Chair Hadzess also mentioned hyphens were overly used in the document and suggested limiting the use of hyphens when they are not required.

Motion: Commissioner Withington

Second: Commissioner Sabo

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

B. Code Enforcement Inspector I, Code Enforcement Inspector II, Senior Code Enforcement Inspector, and Code Enforcement Supervisor – Permit Sonoma – Specification Revision Study

Reported by Colleen Goetz, Principal Human Resources Analyst

Recommendation: Approve the revised Code Enforcement Inspector I, Code Enforcement Inspector II, Senior Code Enforcement Inspector, and Code Enforcement Supervisor classification specifications.

Katie Audiss, Human Resources Officer from Permit Sonoma, was in attendance and answered the Commission's questions about the work of the Code Enforcement Inspectors and Building Inspectors, the impact of their work due to marijuana legalization, and their volume of work.

Motion: Commissioner Dunn

Second: Commissioner Sabo

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

7. Appeals

Director Crane informed the Commission that there are two appeals of dismissal that need to be scheduled. One appeal is expected to last two to three days; the other appeal, three to four days. First, Director Crane asked if the Commission would handle the appeals or refer to a Hearing Officer. The Commission decided to hear them without the use of a Hearing Officer.

The Commission directed Director Crane to schedule two days only for each hearing. The third day can be scheduled only if the appeal is not completed in two days. The Commission reiterated that both sides of the attorneys must provide a one-page synopsis of the appeal before the appeal. Commission Counsel, Jeff Walter, will be advised of the appeals.

The Commission identified the following availability: November 18-19 and December 1-4. HR will follow up with the involved parties' availability based on the Commission's noted availability.

8. Other Scheduling Matters

N/A

9. Commissioners Closed Session

N/A

10. Reconvene from Closed Session

N/A

11. Commissioners Open Session

N/A

12. Public Comment

N/A

13. Adjournment

The Civil Service Commission meeting adjourned at 3:33 p.m.