



June 18, 2024

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, California 93009

**Subject: First Public Hearing Regarding Adoption of an Ordinance to Place the Classification of Director of Victim and Family Justice Center Services in the Unclassified Service; Adoption of a Resolution Establishing Two Classifications (Director of Victim and Family Justice Center Services and Deputy Probation Officer I); Amending the Title of One Classification (Deputy Probation Officer); Adoption of an Amended Exhibit 1 to the Ventura County Management, Confidential Clerical, and Other Unrepresented Employees Resolution; and Adoption of an Amended Management, Confidential Clerical, and Other Unrepresented Employees Resolution.**

**Recommendations:**

1. We recommend that your Board adopt the attached proposed Resolution, which will have no material impact on the funding status of the retirement system:
  - a. Establishing one (1) classification and assigned salary range, effective June 23, 2024, as set forth below.

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
581	Director of Victim and Family Justice Center Services	P	MB2	Salaried	\$132,000.00 - \$184,800.00

- b. Establishing one (1) classification and assigned salary range, effective July 7, 2024, as set forth below.

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
612	Deputy Probation Officer I	N	PVP	Hourly	\$27.162096 - \$40.880159

- c. Deleting three (3) classifications and assigned salary ranges, effective August 4, 2024:

<b>Job Code</b>	<b>Classification</b>	<b>FLSA Status</b>	<b>Union Code</b>	<b>Compensation Frequency</b>	<b>Salary Range</b>
988	Corrections Officer I	N	PVP	Hourly	\$24.683110 - \$33.064357
989	Corrections Officer II	N	PVP	Hourly	\$31.724935 - \$36.450747
991	Corrections Officer III	N	PVP	Hourly	\$33.188163 - \$41.697507

- d. Amending the job title of one (1) classification as set forth in the discussion below, effective July 7, 2024:

<b>Job Code</b>	<b>Classification</b>	<b>FLSA Status</b>	<b>Union Code</b>	<b>Compensation Frequency</b>	<b>Salary Range</b>
614	From: Deputy Probation Officer To: Deputy Probation Officer II	N	PVP	Hourly	\$28.520200 - \$42.924170

2. We recommend that your Board hold a first public hearing regarding adoption of a proposed Ordinance amending the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Civil Service System, to place the classification of Director of Victim and Family Justice Center Services in the unclassified service, read the proposed Ordinance in title only, and set a second hearing for July 23, 2024.
3. We recommend that your Board adopt the proposed amended Exhibit 1 to the Ventura County Management, Confidential Clerical, and Other Unrepresented Employees Resolution (Management Resolution) to add the proposed new classification of Director of Victim and Family Justice Center Services in the unclassified service.
4. We recommend that your Board adopt the attached proposed amended Management Resolution:
  - a. Amending Article 19, Section 1901.D.2, Deferred Compensation, County Match, to clarify ongoing contributions by the County.
  - b. Amending Article 19, Section F, Deferred Compensation, to clearly define compensable elements included in determining County Match.

## Strategic Priority

The items recommended herein support the County's Strategic Priority to attract, hire, develop, and retain a diverse workforce empowered to meet the needs of our customers.

### 1.a. Establishment of Classification

#### DISTRICT ATTORNEY'S OFFICE – DIRECTOR OF VICTIM AND FAMILY JUSTICE CENTER SERVICES

##### Fiscal Impact

Mandatory: No  
Source of Funding: General Fund  
Funding Match Required: No  
Impact on Other Departments: None

##### Summary of Revenue and Total Costs:

	FY 2023/24	FY 2024/25 (Estimated)
Revenue:	\$ 0	\$ 0
Costs:		
Direct:	\$ 0	\$ 39,800
Indirect:	\$ 0	\$ 0
Total Costs:	\$ 0	\$ 39,800
Net County Cost Including Indirect:	\$ 0	\$ 39,800

Sufficient funds exist within the District Attorney's budget to absorb the net County cost.

##### Current FY Budget Projection:

##### Current FY 2023/2024 Budget for DAO/2103:

2103 - Criminal Prosecutions Division				
	FY 2024 Adopted Budget	FY 2024 Adjusted Budget	Estimate to Year-End	Savings/ (Cost)
<b>Expenditures</b>	\$45,697,950	\$60,683,427	\$53,026,098	\$7,657,329
<b>Revenue</b>	\$10,269,303	\$17,804,862	\$14,520,047	(\$3,284,815)
<b>Net Cost</b>	<b>\$35,428,647</b>	<b>\$42,878,565</b>	<b>\$38,506,051</b>	<b>\$4,372,514</b>

The District Attorney's Office will fund the new allocation by reclassifying an existing vacant allocation from Administrative Assistant III to Director of Victim and Family Justice Center Services and reclassifying downward an existing Staff Services Manager II/III position. The net annual fiscal impact to the District Attorney's Office budget will therefore

be minimized and is anticipated to be approximately \$39,800 in additional salary and benefits costs that will be absorbed within the existing budget for FY 2024-25. The Director of Victim and Family Justice Center Services position is expected to be filled by October 2024 through an open competitive recruitment. There will be no fiscal impact associated with this proposed action for FY 2023-2024.

#### Discussion

There is presently an operational Family Justice Center in the City of Ventura. The Carmen Ramírez Family Justice Center in Oxnard is expected to be partially operational by the end of the calendar year. A third Family Justice Center is being planned to serve the East County. With the opening of multiple Family Justice Centers (FJCs) comes the need to establish a single-position classification with dedicated oversight of the FJCs. The Director of Victim and Family Justice Center Services will be responsible for oversight of multiple FJCs and frontline Victim Advocates, and the District Attorney's Safe Harbor Program. The Director will also be responsible for policies, procedures, protocols, and staffing of all FJCs, and will provide presentations to the Board of Supervisors and community organizations. In addition, the Director will oversee strategic development, grants, management of federal, state, and local funds, and coordination of all communications with the Public Information Officer.

A classification specification was created, and a total compensation market study was completed to determine the appropriate salary for this proposed new classification. As part of this analysis, we included jobs in other jurisdictions with the same functions, including the Counties of Los Angeles, Riverside, San Bernardino, San Diego, and San Mateo. The proposed salary range for the new classification is in line with your Board's philosophy of paying between 95 to 105 percent of the market median.

#### **1.b. Establishment of Classification**

##### PROBATION AGENCY – ONE NEW CLASSIFICATION

#### Fiscal Impact

There will be no fiscal impact to the FY 2023-2024 Budget as these changes will be effective July 7, 2024.

Specific details of the fiscal impact for FY 2024-2025 will be detailed in the Board Letter that will be presented on July 23, 2024, requesting approval of the proposed Ventura County Professional Peace Officers' Association (VCPPOA) Memorandum of Agreement.

#### Discussion

As a result of negotiations with VCPPOA, an agreement was reached to merge the Correction Services Officer Series with the Deputy Probation Officer Series. In

conjunction with that merger, the Deputy Probation Officer I classification will be created, and the existing Deputy Probation Officer classification will be retitled as Deputy Probation Officer II. Along with this, revisions to the job specifications for the Senior Deputy Probation Officer will be implemented. Upon approval from your Board, with an effective date of July 7, 2024, all Corrections Service Officers I/II will be promoted into the Deputy Probation Officer I classification, and all current Deputy Probation Officers will be reclassified to the Deputy Probation Officer II classification. In addition, all current Corrections Service Officers III will be promoted into the Senior Deputy Probation Officer classification with the same effective date of July 7, 2024.

The initial salary range for the new Deputy Probation Officer I will have a minimum of \$56,497.16 and a maximum of \$85,030.73. This salary range is 5% below the Deputy Probation Officer II position. The Deputy Probation Officer II salary is not changing from the current Deputy Probation Officer range of \$59,322.02-\$89,282.27. The Senior Deputy Probation Officer salary is also not changing from its current range of \$75,719.51-\$98,909.26.

#### **1.c. Deletion of Classifications**

##### **PROBATION AGENCY - THREE CLASSIFICATIONS**

###### **Discussion**

The three Corrections Services Officer classifications will be deleted after all incumbents have been promoted to the applicable Deputy Probation Officer classification level. Once the employees have been promoted, the Corrections Service Officer I/II/III classifications will be deleted effective August 4, 2024.

#### **1.d. Classification Title Amendment**

##### **PROBATION AGENCY - ONE CLASSIFICATION**

###### **Discussion**

In alignment with the merger of the classifications of the Corrections Services Officer classification series with the Deputy Probation Officer classification series, the new Deputy Probation Officer I classification is being established. To provide clear career advancement opportunities, it is necessary to amend the title of the existing Deputy Probation Officer to Deputy Probation Officer II with no change in the current salary range.

## **2. Unclassified Service**

For the following reasons, we recommend that your Board hold a public hearing to adopt a proposed Ordinance amending the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Civil Service System, to place the classification of Director of Victim

and Family Justice Center Services in the unclassified service. If your Board concurs, a second hearing to adopt the Ordinance will be set for July 23, 2024.

The position classification will report directly to the Chief Deputy District Attorney of Victim and Community Services and will be responsible for oversight of multiple FJCs and frontline Victim Advocates, and the District Attorney's Safe Harbor Program. The position will also be responsible for strategic development, grants, management of federal, state, and local funds, policies, procedures, protocols, and staffing of all FJCs and will provide presentations to the Board of Supervisors and community organizations. This position will be among the highest-level managers within the District Attorney's Office.

Due to the scope and complexity of this job classification, it is recommended that your Board adopt the attached proposed Ordinance placing this classification in the unclassified service (see Exhibit 1).

### **3. Amended Exhibit I to the Management Resolution**

Establishment of the unrepresented Director of Victim and Family Justice Center Services classification requires that it be added to Exhibit 1 of the Management Resolution to ensure it is included in all provisions set forth therein. Copies of the proposed amended Exhibit 1 to the Management Resolution are attached as Exhibit 2 (redlined) and Exhibit 3 (clean copy).

### **4. Amended Management Resolution**

For the reasons below, we recommend revising the two sections outlined below in the attached proposed amended Management Resolution (redlined copy attached as Exhibit 4 and clean copy attached as Exhibit 5).

#### **4.a. Article 19, Section 1901.D.2, Deferred Compensation County Match**

##### Discussion and Fiscal Impact

It is anticipated that there will be no fiscal impact as a result of this action because the amendment merely clarifies the amount the County will continue to match to an employee's Deferred Compensation contribution should an employee reach their annual contribution limit before the end of the calendar year. This amendment does not in any way increase the current amount that the County matches to an employee's contribution.

There is no anticipated fiscal impact resulting from this action. The County's intent and actual practice from the onset has been to continue to contribute the value of the County match as of the pay period when the individual contribution limit was met. We recommend that it be revised prospectively to accurately reflect the County's intent and practice.

**4.b. Article 19, Section 1901.F, Amount of County Contribution to 401(k)**

Discussion and Fiscal Impact

It is anticipated that there will be no fiscal impact because of this action because the amendment corrects a previous error that included Deferred Compensation as a compensable element in determining the amount of contribution to the Deferred Compensation (401(k)) Plan. This compensation element has been omitted from use in calculating the deferral or match contributions from the onset. We recommend that it be prospectively removed as the payroll system programming of this compensation item will be administratively burdensome while only impacting the non-represented employees.

The County Executive Office, County Counsel, and the Auditor-Controller's Office have reviewed this letter. If you have questions, please contact me at (805) 654-3600.

Respectfully submitted,



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Interim Director of Human Resources



Sevet Johnson, PsyD  
County Executive Officer

c: Jeffery S. Burgh, Auditor-Controller  
Tiffany N. North, County Counsel  
Mike Pettit, Assistant County Executive Officer  
Scott Powers, Interim County Chief Financial Officer

Attachments:

- Resolution – Classifications and Salary Ranges
- Exhibit 1 – Ordinance
- Exhibit 2 – Exhibit 1 to Management Resolution (Redlined)
- Exhibit 3 – Exhibit 1 to Management Resolution (Clean Copy)
- Exhibit 4 – Management Resolution (Redlined)
- Exhibit 5 – Management Resolution (Clean Copy)