



**COUNTY of VENTURA**  
COUNTY EXECUTIVE OFFICE

**Sevet Johnson, PsyD**  
County Executive Officer

**Mike Pettit**  
Assistant County Executive Officer

**Kaye Mand**  
County Chief Financial Officer

**Shawn Atin**  
Assistant County Executive  
Officer/  
Human Resources Director  
Labor Relations

March 14, 2023

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

**Subject: Adoption of a Resolution Amending the Salary Range of One Classification (Chief-Public Defender Investigator) to Align with Market-Based Adjustments to Subordinate Staff, Establishing One Classification (Per Diem Nurse Extern) and Deleting Two Classifications (Director Probation Agency and Senior Information Systems Support Analyst); Adoption of an Amended Schedule of Market-Based Adjustments for Management Classifications to Correct the MBA for One Management Classification (Supervisor-Public Health Services); and Adoption of a Proposed Amended Management, Confidential Clerical, and Other Unrepresented Employees Resolution to Replace the Classification of Director Probation Agency with Chief Probation Officer, Add Certification Pay for One Classification (Assistant Insurance Services Administrator), Amend Bereavement Leave of Absence, and Approve, With an Effective Date of March 1, 2023, an Extension of Time to Utilize Excess Leave Hours by an Additional Four Months, and Continue Accrual Hours in Excess of the Otherwise Applicable Maximum Accrual Amounts Through December 31, 2023, With No Material Impact on Funding Status of Retirement System.**

**Recommendations:**

We recommend that your Board:

1. Adopt the attached proposed Resolution:
  - a. Amending the salary range of the following one (1) classification, effective March 19, 2023:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
746	Chief-Public Defender Investigator	P	MB4	Salaried	Fr: \$107,930.40 - \$151,117.36 To: \$113,326.92 - \$158,673.23

- b. Establishing one (1) classification and assigned salary range effective March 19, 2023.

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
00543	Per Diem Nurse Extern	N	NCP	Hourly	\$28.000000

- c. Deleting two (2) classifications and assigned salary ranges, effective March 19, 2023.

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
00814	Director Probation Agency	P	MMA	Salaried	\$173,562.49 - \$243,011.31
00132	Senior Information Systems Support Analyst	P	MB4	Salaried	\$91,568.39 - \$128,208.33

2. Adopt the attached proposed Amended Schedule of Market-Based Adjustments (MBAs) for Management Classifications to correct the MBA for one (1) management classification (Supervisor-Public Health Services). The correction to the MBA that was approved by your Board on December 13, 2022, would be effective in two equal steps: the first retroactive to January 8, 2023; and the second on January 7, 2024. The proposed Amended Schedule of Market-Based Adjustments for Management Classifications is attached as Exhibit 3 (redlined) and as Exhibit 4 (clean copy).
3. Adopt the attached proposed amended Management, Confidential Clerical, and Other Unrepresented Employees Resolution (Management Resolution), attached as Exhibit 5 (redlined) and as Exhibit 6 (clean copy):
  - a. Updating Section 1901-A to replace the classification of Director Probation Agency with the classification of Chief Probation Officer.
  - b. Updating Section 403-D to include in the list of classifications eligible for certification pay, Assistant Insurance Services Administrator, who serves as the Director of Health Services for the Ventura County Health Care Plan (VCHCP).
  - c. In compliance with California Assembly Bill No. 1949, updating Section 1404-A to provide additional days of unpaid Bereavement Leave of Absence.
  - d. Approving an amendment to Section 1204, With an Effective Date of March 1, 2023, for an Extension of time to utilize excess leave hours by an additional four months, and continue accrual hours in excess of the otherwise applicable maximum accrual amounts through December 31, 2023.

- e. Update Exhibit 1 to the Management Resolution to remove the deleted classifications.

### **Recommendation 1.a.: Classification Salary Amendment**

#### **Fiscal Impact**

We anticipate that this recommendation will have an annual fiscal impact of approximately \$7,500 as the base pay of only one (1) employee will be increased. The recommended action is not expected to materially impact the retirement system funding.

#### **Discussion**

On December 13, 2022, your Board approved MBAs for SEIU-represented classifications, including the classifications of Public Defender Investigator I-II, wherein each received a total MBA of 5.0 percent. These two classifications report directly to the Chief-Public Defender Investigator (CPDI). However, the unrepresented CPDI was not awarded an MBA. The recommended increase in salary of 5.0 percent to the CPDI will maintain the appropriate differential between the CPDI classification and assigned staff.

### **Recommendation 1.b.: Establishment of One Classification**

#### **Fiscal Impact**

We anticipate no fiscal impact resulting from the establishment of this classification as it will be used to underfill existing budgeted nurse positions.

#### **Discussion**

Establishment of the Per Diem Nurse Extern is needed to increase the candidate pool for existing vacancies. Adding this classification will help recruitment and retention efforts with our nurses as the Nurse Extern specification will allow the hospital to bring nursing students, who are close to being finished with their educations but do not yet have their licenses, on board. This enhances our recruitment efforts because we are able to reach an otherwise untapped pool of candidates. Offering employment to a yet-unlicensed per diem nurse will encourage those hired to apply for other registered nurse opportunities within the County once their licenses have been officially issued.

As there are no surveys that include this classification, Classification & Compensation staff used three different salary analysis approaches to determine an appropriate hourly rate. The recommended hourly rate of \$28.00 is supported by: (1) comparison of salaries of existing Per Diem Nurse classifications within the County; (2) slotting of proposed salary between the County's classifications of Per Diem Registered Nurse I and Nursing Assistant III; and (3) comparison of currently advertised openings at comparator jurisdictions for equivalent classifications. The different methods resulted in similar rates of between \$27.95 per hour and \$28.21 per hour.

As this will be a represented classification, the California Nurses Association (CNA) and representatives of the County have met and conferred in good faith and CNA has no objections to the establishment of the proposed Per Diem Nurse Extern classification.

**Recommendation 1.c.: Delete Two Classifications; 3.d: Exhibit 1 to Management Resolution**

**Fiscal Impact**

We anticipate no fiscal impact resulting from deletion of these classifications.

**Discussion**

Establishment of the Chief Probation Officer classification on December 13, 2022, and a recent review of the County's Information Technology Services Department (ISD) classification series, leads to the recommendation to delete two (2) classifications that are no longer used or needed. The recommended action will increase effectiveness of the classification process and reduce potential confusion caused by listing obsolete job classifications.

Such review and recommendation to delete obsolete job classifications are standard operational functions of Human Resources. Approval of the recommendation will ensure the equitable and logical arrangement of classifications that promotes and increases the effectiveness and efficiency of County service. The proposed action to delete obsolete classifications will result in no additional costs. These classifications would be scheduled to be deleted effective March 19, 2023. Because both of these classifications are unrepresented, no union notice is required.

In connection with these deletions, we recommend amending Exhibit 1 to the Management Resolution, Classifications and Benefits Summary, to remove the deleted classifications.

**Recommendation 2: Market-Based Adjustments Correction**

Mandatory:	No
Source of Funding:	Various
Funding Match Required:	None
Impact on Other Departments:	Varies

### **Summary of Revenue/Costs**

#### **Summary of Fiscal Impact**

Original Total	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
Cost:	\$7,036,008	\$11,555,849	\$9,741,586	\$4,290,758
Corrected Total	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
Cost:	\$7,038,269	\$11,560,287	\$9,743,896	\$4,290,901
Increase	\$2,261	\$4,438	\$2,310	\$143

### **Fiscal Impact**

California Government Code sections 31515.5 and 23026 require the County to give written notice of salary and benefit changes, including an explanation of the financial impact of the changes, on the funding of the County's retirement system. With the addition of the single recommended MBA salary increase, the average annual value remains unchanged at 4.48 percent as reported in the December 13, 2022, Board Letter. As reported to your Board on December 13, 2022, this is higher than the actuarially assumed annual increase of 3.25 percent for the retirement system.

### **Discussion**

On December 13, 2022, your Board approved General Salary Increases (GSIs) for all unrepresented classifications and MBAs for specified classifications. Due to clerical error, the Supervisor-Public Health Services classification, with a single incumbent, was tied to the wrong benchmark in the original MBA presentation that was approved by your Board on December 13, 2022. This error resulted in no MBA for this classification. We recommend that your Board approve Exhibit 3 which will move the classification under the appropriate benchmark and will provide the correct total MBA of 5.0 percent to the classification of Supervisor-Public Health Services. The first increase of 2.5 percent will be retroactive to match the date of the original MBA increases on January 8, 2023.

### **Recommendation 3: Management Resolution Amendments**

#### **3.a. Article 19, Additional Employee Benefits – Section 1901-A Employees Hired On Or After June 27, 2010**

### **Discussion and Fiscal Impact:**

We recommend that Management Resolution section 1901-A be amended to replace the obsolete classification of Director Probation Agency with the recently established classification of Chief Probation Officer. There is no fiscal impact to this amendment.



**3.b. Article 4, Premium Pay – Section 403-D Nursing, Cardiopulmonary, and Rehabilitation Personnel**

**Discussion and Fiscal Impact:**

We recommend that Management Resolution section 403-D be amended to add the classification of Assistant Insurance Services Administrator (AISA), serving as the Director of Health Services for the VCHCP, to the list of classifications eligible for certification pay.

The AISA classification currently has two distinct functions. The first is oversight and responsibility for Member and Provider Services for the VCHCP and does not require the incumbent to possess specific certifications or licenses. The second is oversight of clinical and non-clinical operations in the Utilization Management, Case Management, Disease Management, Pharmacy, and Quality Assurance departments and oversight of staff performing such functions and programs of the VCHCP. This position is responsible for ensuring compliance with the Department of Managed Health Care regulatory requirements.

These duties and responsibilities require the incumbent performing the second function to possess a valid California Registered Nurse license and several additional certifications standard for nurses who work in these areas. This position is functionally the same as the Hospital Nurse Manager II who oversees the Utilization Management department within the Ventura County Medical Center, and who is currently eligible for the certification pay.

The specific request is to add eligibility for certification pay only to the single position allocated as AISA position that serves as the Director of Health Services for the VCHCP. The estimated total annual fiscal impact for a single incumbent with five (5) eligible certifications is \$8,450.

**3.c. Article 14, Leaves of Absence – Section 1404-A Bereavement**

**Background:**

On September 29, 2022, Section 12945.7 of the California Government Code (CGC) was amended per Assembly Bill No. 1949 (AB 1949). The amendment to the CGC makes it an unlawful employment practice for an employer to refuse to grant a request by an eligible employee to take up to five (5) days of bereavement leave upon the death of a designated family member. The amended CGC does not require that the bereavement leave be paid but does allow an employee to use accrued leave balances (e.g., administrative leave, sick leave, vacation, etc.) to continue their salary while on bereavement leave.

**Discussion and Fiscal Impact:**

We recommend that Management Resolution section 1404-A be amended to comply with AB 1949 to allow an additional two (2) days of unpaid bereavement leave for a total of five (5) days of bereavement leave. The County will continue to pay for three (3) days of bereavement leave and will allow employees to take an additional two (2) days of unpaid bereavement leave, or to use accrued annual leave for the additional bereavement days. As the additional two days are unpaid, there is no fiscal impact to this amendment.

**3.d. Article 12, Paid Leave, Section 1204, Maximum Accrual**

**Background, Discussion, and Fiscal Impact**

Previously, your Board approved an amendment, effective March 22, 2020, to the Management Resolution to allow that during a period of natural disaster declared by the Board of Supervisors (such as the COVID-19 pandemic), employees would be permitted to accrue up to an additional 60 leave hours in excess of their otherwise applicable maximum accrual limit. This amendment also provided that within six months from the date of the end of the declared natural disaster, such excess accrued leave amounts would be required to be drawn down (by use of paid time off or cash redemption), or the value of all hours in excess of the applicable maximum accrual would be lost. Your Board approved this amendment because it was recognized that during the period of a natural disaster, employees would be called upon to perform extraordinary service and that time off from work could often not be taken, and as such, the leave bank hour limitations were temporarily increased.

At the time this amendment was approved it was unforeseen that the declared natural disaster would be in place for almost three years or that the impact of the pandemic would create the dramatic labor shortages we are now experiencing.

With the termination of the natural disaster declaration as of February 28, 2023, employees' maximum accruals will return to their pre-pandemic limits, and the six-month window to utilize the allotted additional 60-hour accruals begins. Approximately 525 County of Ventura employees have accrued, or are close to accruing, the additional 60 hours that were permitted during the natural disaster period. It is anticipated that the existing requirement to utilize or lose the additional 60 hours paid leave time within six months will likely create an incentive for employees to take more than normal amounts of time off from work during the next six months.

We recommend amending the management resolution to allow an extension of time to December 31, 2023, for continued accrual of leave hours in excess of the otherwise applicable maximum accrual amounts and to grant an extension of time to utilize the excess hours by an additional four months, also through December 31, 2023. We anticipate that this additional time will alleviate incentives to employees to request more

than normal time off from work and it will prevent potential operational issues at County agencies/departments during the current labor shortage.

The fiscal impact of this amendment should be de minimis and driven by the costs related to staffing coverage required by departments/agencies, while employees utilize their accrued time.

We therefore recommend that your Board approve this amendment to allow for the continued accrual of the additional 60 hours, and an extension of the time to use the excess accruals through the end of this year. This letter has been reviewed by the County Executive Office, County Counsel, and the Auditor-Controller's Office. If you have questions regarding the information presented, please contact me at (805) 654-2561.

Respectfully submitted,

S. Atin

Shawn Atin  
Assistant County Executive Officer-Human Resources Director



Sevet Johnson, PsyD  
County Executive Officer

c: Jeffery S. Burgh, Auditor-Controller  
Tiffany N. North, County Counsel  
Mike Pettit, Assistant County Executive Officer  
Kaye Mand, Assistant County Executive Officer/Chief Financial Officer

Attachments:

- Resolution Concerning Classifications and Salary Ranges
- Exhibit 1 – Exhibit 1 to Management Resolution – Redlined
- Exhibit 2 – Exhibit 1 to Management Resolution – Clean Copy
- Exhibit 3 – Amended 2022 Management MBA Schedule – Redlined
- Exhibit 4 – Amended 2022 Management MBA Schedule – Clean Copy
- Exhibit 5 – Management Resolution - Redlined
- Exhibit 6 – Management Resolution - Clean Copy