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October 29, 2024

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

Subject: Adoption of a Resolution Amending the Job Title of One Classification (Harbor Lease Manager) and Deleting Three Classifications (Primary Care Clinic Pediatrician, Crisis Team Clinician, and Senior Crisis Team Clinician); Adoption of an Amended Exhibit 1 to the 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:
 - a. Amending the job title of the following one (1) classification, effective November 10, 2024:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
878	From: Harbor Lease Manager To: Agency Lease Manager	P	MB3	Salaried	\$111,073.39 - \$155,502.73

- b. Deleting the following three (3) classifications and assigned salary ranges, effective November 10, 2024:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
679	Primary Care Clinic Pediatrician	P	KDR	Salaried	\$211,711.00 - \$245,227.83
195	Crisis Team Clinician	N	UPH	Hourly	\$32.286476 - \$45.257674
196	Senior Crisis Team Clinician	N	UPH	Hourly	\$33.907326 - \$47.495608

2. We recommend your Board adopt the proposed amended Exhibit 1 to the Management, Confidential Clerical, and Other Unrepresented Employees Resolution (Management Resolution) to amend the job title of the Harbor Lease Manager to Agency Lease Manager.
3. We recommend that your Board adopt the attached proposed amended Management Resolution, to correct the third (3rd) effective date under Article 5, Section 502.C.3., Medical Plan Opt-Out Option.

Strategic Priority

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

Recommendation 1

1.a. Amendment of Classification Title

HARBOR - ONE CLASSIFICATION

Fiscal Impact

This reflects a title change only, with no fiscal impact anticipated.

Discussion

The classification of Harbor Lease Manager was established by your Board on February 21, 1999, to provide staff specifically tasked with overseeing the leasing program for the Harbor Department. When the classification was established, the leasing functions and duties were performed solely by the Harbor Director and their designated staff. The Director of the Department of Airports recently informed County Human Resources of their need for staff to oversee a leasing program. County Human Resources staff reviewed the job duties and the organization. The review found that the Department of Airports is of similar size as the Harbor Department, is also an Enterprise Fund, and also has staff who oversee a leasing program with virtually the same duties and responsibilities as those of the Harbor Department. Rather than create a separate classification for the Department of Airports, we recommend retitling the existing Harbor Lease Manager classification to Agency Lease Manager. This will allow other agencies/departments with similar leasing programs to make use of a single classification rather than establishing separate classifications for each agency.

1.b. Deletion of Classifications

HEALTH CARE AGENCY - THREE CLASSIFICATIONS

Discussion

The new classification series of Intensive Services Clinician I-IV was approved by your Board on September 10, 2024. This series was established to create a classification series that mirrors that of the Behavioral Health Clinician and to address the expanded services required by state mandate, including creating a full-services partnership to provide 24-hour client support. Positions allocated as Crisis Team Clinician and Senior Crisis Team Clinician have been, or will be, reclassified within the new classification structure. The former classifications will be deleted once they are no longer budgeted and no longer have incumbents in them. These two classifications are represented by the Service Employees International Union (SEIU), Local 721. Several attempts were made by Human Resources staff to meet with SEIU over the proposed new classification and reclassification of incumbents. A final email communication was sent to SEIU on June 25, 2024, with a request to meet on July 2, 2024. This communication requested a confirmation response or proposed alternative date by close of business on June 28, 2024, and informed SEIU that if the County received no response, our office would move forward with deleting the obsolete classifications series. No response was received from SEIU.

Recommendation 2. Amended Exhibit I to the Management Resolution

Amendment of the classification job title of Harbor Lease Manager to Agency Lease Manager requires that Exhibit 1 of the Management Resolution be updated to ensure the retitled classification is included in all provisions set forth therein. Copies of the proposed amended Exhibit 1 to the Management Resolution are attached as Exhibit 1 (redlined) and Exhibit 2 (clean copy).

Recommendation 3. Amended Management Resolution

Amendment of the third effective date under the Management Resolution, Article 5, Section 502.C.3., Medical Plan Opt-Out Option from December 15 to December 8, 2024, to reflect the actual date the new rate will go into effect. There is no anticipated fiscal impact resulting from this action. Copies of the proposed amended Management Resolution are attached as Exhibit 3 (redlined) and Exhibit 4 (clean copy).

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) 654-2561.

Respectfully submitted,



Danielle Keys
County Human Resources Director/Labor Relations



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, County Chief Financial Officer

Attachments:

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