

Setting the Standard in Health Care Excellence

April 29, 2025

County of Ventura Board of Supervisors

Subject:

Adopt a Resolution to Add 63 Full-Time Equivalent Positions for the Operation of the Ventura County Health Care Agency Outpatient Surgical Clinic

Recommendation:

Adoption of a resolution (Exhibit 1) to create 63 full-time equivalent (FTE) positions as outlined below for the Health Care Agency's (HCA) Ambulatory Care Clinic Integration Project, effective April 29, 2025.

| Job Code | Classification Title | FTE | Range | Annual Salary |
|----------|-------------------------------|-----|-------------------------------------|-----------------------------|
| 00030 | Administrative Assistant I | 1 | \$26.200105 - \$36.656814 (H) | \$54,496.22 - \$76,246.17 |
| 00031 | Administrative Assistant II | 1 | \$28.804438 - \$40.398673 (H) | \$59,913.23 - \$84,029.24 |
| 00103 | Coder-Certified | 1 | \$38.105748 - \$58.166797 (H) | \$79,259.96 - \$120,986.94 |
| 01271 | Clerical Supervisor III | 2 | \$27.967180 - \$39.174068 (H) | \$58,171.73 - \$81,482.06 |
| 00712 | Medical Assistant II | 16 | \$25.059678 - \$35.083551 (H) | \$52,124.13 - \$72,973.79 |
| 00713 | Medical Assistant III | 4 | \$26.939155 - \$37.714816 (H) | \$56,033.44 - \$78,446.82 |
| 00841 | Medical Billing Specialist IV | 1 | \$27.859946 - \$35.368023 (H) | \$57,948.69 - \$73,565.49 |
| 01330 | Medical Office Assistant III | 12 | \$21.000000 - \$27.396118 (H) | \$43,680.00 - \$46,983.93 |
| 02110 | Medical Office Assistant IV | 1 | \$21.381588 - \$29.892784 | \$44,473.70 - \$62,176.99 |
| 00552 | PCC Nurse Practitioner | 3 | \$5,660.330800 - \$6,330.683280 (S) | \$147,168.60 - \$164,597.77 |
| 01041 | Outpatient Clinic Admin II | 1 | \$3,761.338400 - \$5,265.873760 (S) | \$97,794.80 - \$136,912.72 |

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|--------------|----------------------------------|-----------|-------------------------------------|-----------------------------|
| 00658 | PCC Lic Vocational Nurse II | 6 | \$40.100199 - \$41.960383 (H) | \$83,408.41 - \$87,277.60 |
| 00664 | PCC Lic Vocational Nurse III | 1 | \$43.835056 - \$46.714211 (H) | \$91,176.92 - \$97,165.56 |
| 00618 | PCC Senior Registered Nurse | 3 | \$55.384447 – \$65.251068 (H) | \$115,199.65 - \$135,722.22 |
| 00609 | PCC Physician Assistant | 5 | \$5,660.330720 - \$6,330.683280 (S) | \$147,168.60 - \$164,597.77 |
| 00622 | Program Administrator I | 1 | \$2,771.066320 - \$3,879.874080 (S) | \$72,047.72 - \$100,876.73 |
| 02205 | Referral Coordinator I | 2 | \$23.491026 - \$32.887436 (H) | \$48,861.33 - \$68,405.87 |
| 02206 | Referral Coordinator II | 1 | \$24.661862 - \$34.526606 (H) | \$51,269.67 - \$71,815.34 |
| 01406 | Sterile Processing Technician II | 1 | \$21.000000 - \$29.110994 (H) | \$43,680.00 - \$60,550.87 |
| Total | | 63 | | |

VCMC FISCAL IMPACT:

There is no Fiscal Impact to Ventura County Medical Systems (VCMS). Sufficient appropriations are included in the preliminary FY 26 budget.

Discussion:

Following the Ambulatory Care clinic integration in June 2021 there was one remaining clinic operating as a County Owned entity operated under a private medical corporation providing outpatient surgical clinic operations. The contract to operate the clinic will terminate on June 30, 2025. Ventura County Health Care Agency's Ambulatory Care Department (AC) will then assume operations with the intent of having a fully integrated health system providing outpatient care. Compared to the current model, AC is projecting an annual net savings of \$352,097. There are other expected benefits of integrating under AC including standardized scheduling templates that will increase access, processing referrals and surgery scheduling through the centralized referral center, and providing more support for expansion of services for contracted surgical sub-specialties.

The below listed positions are required to maintain day-to-day operations at the clinics. To determine the staffing needs, AC has used existing staffing benchmarks based on provider to staff ratios, patient volume, and complexity of service to devise a staffing framework for the clinic. The total number of support staff required is 63 FTE positions.

| Classification Title | FTE |
|-----------------------------|-----|
| Administrative Assistant I | 1 |
| Administrative Assistant II | 1 |

| | |
|----------------------------------|-----------|
| Coder-Certified | 1 |
| Clerical Supervisor III | 2 |
| Medical Assistant II | 16 |
| Medical Assistant III | 4 |
| Medical Billing Specialist IV | 1 |
| Medical Office Assistant III | 13 |
| PCC Nurse Practitioner | 3 |
| Outpatient Clinic Admin II | 1 |
| PCC Lic Vocational Nurse II | 6 |
| PCC Lic Vocational Nurse III | 1 |
| PCC Senior Registered Nurse | 3 |
| PCC Physician Assistant | 5 |
| Program Administrator I | 1 |
| Referral Coordinator I | 2 |
| Referral Coordinator II | 1 |
| Sterile Processing Technician II | 1 |
| Total | 63 |

Strategic Plan Priority:

Healthy, Safe, and Resilient Communities; Fiscal Responsibility and Economic Vitality;
and Diverse and Innovative Workforce Dedicated to Service Excellence

This letter has been reviewed by the County Counsel, the Auditor-Controller's Office, the General Services Agency, and the County Executive Office. If you have any questions regarding this item, please call Martin Hahn 805-339-1113.



Theresa Cho, MD, MHA
Health Care Agency Director

Exhibits:

Exhibit 1- Outpatient Surgical Clinic Staffing Resolution