



# COUNTY of VENTURA

**MELISSA LIVINGSTON**  
Director

December 19, 2023

## HUMAN SERVICES AGENCY

855 Partridge Drive  
Ventura, CA 93003  
805-477-5100

Board of Supervisors  
County of Ventura  
800 S. Victoria Avenue  
Ventura, CA 93009

**JENNIE PITTMAN**  
Deputy Director  
Administrative Services

**VICTORIA JUMP**  
Deputy Director  
Aging & Disability Services

**Subject: Adoption of a Resolution Adding 2 New Regular Full-Time Equivalent Positions to the Workforce Development Board to Assist with Workforce Services and Compliance, Adding 44 New Regular Full-Time Equivalent Positions to Community Services Department to Assist with Medi-Cal Services and Deleting 3 Regular Full-Time Equivalent Positions; and Authorization for the Director of Human Resources to Transfer 22 Regular Position Allocations Between Human Services Agency Budget Units at No Additional Net Cost to the County.**

**DAVID SWANSON HOLLINGER**  
Deputy Director  
Children & Family Services

**MARISSA MACH**  
Deputy Director  
Community Access & Engagement

**ELAINE MARTINEZ**  
Deputy Director  
Community Services

### **Recommendations:**

1. Adopt a resolution (Exhibit 1) adding forty-six (46) new regular full-time equivalent (FTE) positions and deleting three (3) regular FTE vacant positions, as presented herein, to meet increased workloads and expanded program requirements.

Forty-six (46) positions to add:

Job Code	Title	FTE	Budget Unit	Annual Salary Range
00036	HS Client Benefit Specialist III	30.0	3414	\$56,527.21 - \$62,059.22
00037	HS Client Benefit Specialist IV	5.0	3414	\$59,161.45 - \$65,162.17
00015	HS Client Benefit Supervisor	5.0	3414	\$69,967.56 - \$79,231.95
01270	Clerical Supervisor II	1.0	3414	\$49,061.81 - \$68,695.48
01347	Office Assistant IV	3.0	3414	\$41,515.76 - \$58,058.44
01527	HS Program Assistant II	1.0	3451	\$55,660.75 - \$78,065.06
00104	HSA Administrative Spec III	1.0	3451	\$85,632.83 - \$114,188.30

Three (3) positions to delete:

Job Code	Title	FTE	Budget Unit	Annual Salary Range
00078	HS Case Aide II	3.0	3431	\$41,448.62 - \$55,270.24

2. Authorize the Director of Human Resources to transfer twenty-two (22) regular position allocations and incumbents between Human Services Agency (HSA) budget units to align staffing with service needs.

Job Code	Position Control Number	Title	From Business Unit	From Budget Unit	To Business Unit	To Budget Unit
00452	00022472	Agency Public Info Officer I	AAAVC	3501	HSAVC	3411
01904	00004224	Deputy Director Human Services Agency	AAAVC	3501	HSAVC	3411
00405	00004223	Senior Accounting Assistant	AAAVC	3501	HSAVC	3411
00648	00028018	Senior Accounting Technician	AAAVC	3501	HSAVC	3411
00812	00030031	Senior Accountant	AAAVC	3501	HSAVC	3411
00840	00030615	Medical Billing Specialist III	AAAVC	3509	HSAVC	3411
00084	00021012	HS Senior Program Coordinator	HSAVC	3452	HSAVC	3415
00104	00020963	HSA Administrative Spec III	HSAVC	3452	HSAVC	3412
00178	00022175	HS Program Coordinator III	HSAVC	3452	HSAVC	3412
00297	00020681	HS Employment Specialist III	HSAVC	3452	HSAVC	3415
00297	00021735	HS Employment Specialist III	HSAVC	3452	HSAVC	3415
00297	00020690	HS Employment Specialist III	HSAVC	3452	HSAVC	3415
00297	00024674	HS Employment Specialist III	HSAVC	3452	HSAVC	3415
00297	00024804	HS Employment Specialist III	HSAVC	3452	HSAVC	3415
00297	00020683	HS Employment Specialist III	HSAVC	3452	HSAVC	3412
00297	00020702	HS Employment Specialist III	HSAVC	3452	HSAVC	3412
00297	00020703	HS Employment Specialist III	HSAVC	3452	HSAVC	3412
00297	00021014	HS Employment Specialist III	HSAVC	3452	HSAVC	3412
00297	00021056	HS Employment Specialist III	HSAVC	3452	HSAVC	3412
00297	00022177	HS Employment Specialist III	HSAVC	3452	HSAVC	3412
00298	00022176	HS Employment Specialist IV	HSAVC	3452	HSAVC	3412
01332	00020700	Management Assistant II	HSAVC	3452	HSAVC	3412

**Fiscal/Mandates Impact:**

Mandatory: No  
Source of Funding: Federal, State, County General Fund  
Funding Match Required: No  
Impact on other Departments: None

**Summary of Revenue and Costs:**

	<u>FY 2023-24</u>	<u>FY 2024-25</u>
<b>Revenue:</b>		
Direct	\$1,519,466	\$4,558,400
<b>Total Revenue</b>	<b>\$1,519,466</b>	<b>\$4,558,400</b>
<b>Costs:</b>		
Direct	\$1,519,466	\$4,558,400
Indirect	Minimal	Minimal
<b>Total Costs</b>	<b>\$1,519,466</b>	<b>\$4,558,400</b>
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>

There is no Net County Cost associated with these positions. There are sufficient appropriations and revenues in the Adopted Budget for fiscal year (FY) 2023-24 for the recommended action and no budget adjustment is requested for these changes. The additional FTE positions will be supported through federal and state allocations, grant funding, and General Fund cost savings associated with the deletion of positions. The position transfers are cost neutral. It is anticipated some of the new positions will be filled in December, while others will be filled in stages over the next several months due to the time required to complete the recruitment process for the proposed positions, allowing for additional savings in this first year.

<b>FY 2023-24 Budget for HSA Program Operations – Division 3410</b>				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$205,531,529	\$210,807,318	\$210,807,318	\$0
Revenue	\$181,427,098	\$181,427,098	\$181,427,098	\$0
Net Cost	\$24,104,431	\$29,380,220	\$29,380,220	\$0

<b>FY 2023-24 Budget for HSA Workforce Development – Division 3450</b>				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$10,047,682	\$12,490,867	\$12,490,867	\$0
Revenue	\$10,047,682	\$10,047,682	\$10,047,682	\$0
Net Cost	\$0	\$2,443,185	\$2,443,185	\$0

<b>FY 2023-24 Budget for HSA Area Agency on Aging – Division 3500</b>				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$12,480,795	\$13,556,216	\$13,556,216	\$0
Revenue	\$11,068,330	\$11,068,330	\$11,068,330	\$0
Net Cost	\$1,412,465	\$2,487,886	\$2,487,886	\$0

### **Discussion:**

We are requesting that your Board adopt a resolution adding forty-six (46) new regular FTE positions and deleting three (3) vacant FTE positions to meet increased workloads and expanded program requirements, and authorize the transfer of twenty-two (22) regular position allocations and incumbents between various HSA budget units to align staffing with service needs.

### **Workforce Development Board – 2 New Positions**

On October 10, 2023, your Board approved a contract with Career TEAM, LLC to provide Career Center System Services for Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Workers throughout Ventura County, transitioning the functions from HSA to a contracted service provider in line with requirements for the competitive selection of service providers contained in federal law. This change, while efficient and fiscally sound,

necessitates a new oversight and management role for the Ventura County Workforce Development Board (WDB). The addition of two (2) new staff positions will provide support to ensure a smooth transition of the contracted services, as well as the ongoing resources necessary to provide technical assistance, conduct performance management activities, and oversee data collection/reporting in compliance with WIOA legislative requirements.

#### Community Services Department – 44 New Positions

Recent legislative and policy changes related to Medi-Cal have created increased workloads for the Client Benefit Specialist (CBS) staff processing public assistance benefits for clients who are most in need, including unprecedented caseloads, and long wait times on the phones and in office lobbies. After a difficult time hiring staff during the recent COVID pandemic, the labor market has eased, and HSA is now having significant success in onboarding CBS staff. Since July 1, 2023, HSA has hired 98 CBS staff and the next cohort of CBS new hires to fill the remaining vacancies have a pending start date of January 21, 2024. A valid eligible list remains active with candidates in the pipeline for future employment and HSA seeks to open another recruitment in the new year to meet high service demands that will continue into FY 2024-25. The addition of forty-four (44) positions will help reduce customer wait times, ensure that eligible clients retain much-needed Medi-Cal coverage, and provide customary levels of clerical support and supervision for eligibility staff.

#### Position Deletions – 3 Vacant Positions

The positions listed on the attached resolution to be deleted are three (3) HS Case Aide II positions in the RAIN Transitional Living Center budget that are vacant. HSA will continue to recruit to fill the remaining HS Case Aide II positions that are vacant in this budget unit.

#### Position Transfers Between HSA Budget Units – 22 Transfer Positions

HSA has recently undergone an organizational restructure that allows improved synergies when serving clientele, including merging the Area Agency on Aging (AAA) into HSA to form an Aging and Disability Services Department and integrating administrative and fiscal functions into HSA Administrative Services; realigning Career Services from the former Adult and Family Services Department to the WDB; and creating a new Community Access and Engagement Department. These changes allow HSA to effectively serve older clients with multiple needs and focus attention on underserved populations, as well as integrate administrative functions and streamline employment and business solutions activities into their respective departments. The next step to complete the organizational restructure is to align current staffing to the new structure and associated budget units.

#### Summary:

We ask that your Board adopt a resolution adding forty-six (46) regular FTE positions and deleting three (3) regular vacant positions, and authorize the Director of Human Resources to transfer twenty-two (22) regular position allocations and incumbents between HSA budget units.

#### Strategic Plan:

This item contributes to the Board of Supervisors (Board's 2024-2027) strategic priority to provide 'Diverse and Innovative Workforce Dedicated to Service Excellence', Goal (2) Leverage innovation and continuous improvement to provide efficient and effective services.

This item has been reviewed by the County Executive Office, the Auditor-Controller's Office, County Human Resources Division, and County Counsel. If you have any questions, please contact me at 805-477-5301, or Jennie Pittman, Deputy Director, Administrative Services, at 805-477-5340.

A handwritten signature in cursive script, reading "Melissa Livingston". The signature is written in dark ink and is positioned above the printed name and title.

Melissa Livingston  
Director

Attachment:  
Exhibit 1 – Resolution