



Mike Pettit
Assistant County Executive Officer

April 29, 2025

Scott Powers
County Chief Financial Officer

County of Ventura Board of Supervisors
Ventura County Fire Protection District Board of Directors

Danielle Keys
County Human Resources Director
Labor Relations

Subject: First Public Hearing Regarding Adoption of an Ordinance to Place the Classification of Chief Data & Analytics Officer in the Unclassified Service; and Adoption of a Resolution Establishing Three Classifications (Chief Data & Analytics Officer, Trauma Registrar, Fire Department Professional Standards Administrator) and Deleting Five Classifications (Executive Assistant-CEO, Chief Investment Officer, Supervisor-Mental Health Services, Supervisor-Mental Health Services-Inpatient, County Chief Financial Officer).

Recommendations

1. We recommend that your Board adopt the attached proposed Resolution:
 - a. Establishing the following three (3) classifications and salary ranges, effective May 4, 2025:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
2250	Chief Data & Analytics Officer	P	MB2	Salaried	\$203,532.32 - \$284,945.25
2177	Trauma Registrar	H	UPC	Hourly	\$28.674451 - \$40.144231
753	Fire Department Professional Standards Administrator	P	MB3	Salaried	\$131,049.30 - \$183,487.00

- b. Deleting the following five (5) classifications and salary ranges when the classifications become vacant:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
189	Executive Assistant-CEO	N	MB4	Hourly	\$36.998968 - \$51.803635
2093	Chief Investment Officer	P	MB3	Salaried	\$119,466.35 - \$167,252.88
1148	Supervisor-Mental Health Services	P	MB4	Salaried	\$102,393.12 - \$143,364.43
1540	Supervisor-Mental Health-Inpatient	P	MB4	Salaried	\$130,869.41 - \$183,217.18

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
5293	County Chief Financial Officer	P	MB2	Salaried	\$252,710.18 - \$353,794.25

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 Chief Data & Analytics Officer in the unclassified service, read the proposed Ordinance in title only, and set a second hearing for May13, 2025.
3. We recommend that your Board adopt the proposed amended Exhibit 1 to the Management, Confidential Clerical, and Other Unrepresented Employees Resolution (Management Resolution) to add the classifications of Chief Data & Analytics Officer and Fire Department Professional Standards Administrator and to delete the classifications of Executive Assistant-CEO, Chief Investment Officer, County Chief Financial Officer, Supervisor-Mental Health Services and Supervisor-Mental Health-Inpatient.

Recommendation 1 Discussion

1.a. Establish Three Classifications and Salary Ranges

Health Care Agency – Chief Data & Analytics Officer and Trauma Registrar

Fiscal Impact

	FY 2024-25	FY 2025-26
Revenues	\$-0-	\$-0-
Costs	\$26,717.00	\$320,604.00
Net County Cost	(\$26,717.00)	(\$320,604.00)

Funding Source(s): VCMS Operating Revenue/Collections

Match Requirement: None

It is anticipated that the annual fiscal impact, including the cost of benefits, will be net neutral as this request is only to establish two classifications, and therefore there will be no immediate fiscal impact. Existing positions will be reclassified in the future when the need arises. There is no immediate cost, and any budget impacts will be addressed when the reclassification requests are submitted.

The Health Care Agency (HCA) requested establishment of the new classifications of Chief Data & Analytics Officer and Trauma Registrar and the County Executive Office-Human Resources (CEO-HR) staff concurs that the classifications are appropriate.

The Chief Data & Analytics Officer will lead and expand the use of data and analytic insights to enhance patient care and advance health equity across the HCA. The position will play a pivotal role in leveraging healthcare data to improve patient outcomes and optimize agency organizational performance. The position will oversee the design, management, and synthesis of internal and external analytics to drive business decisions and quality improvement. There is ample data from the private sector justifying a salary higher than that proposed as a job of this nature is prevalent and highly compensated in private hospitals but new in the public sector. Therefore, our salary recommendation is tempered due to internal equity considerations and will not exceed that of the Chief Financial Officer-Hospital.

The Trauma Registrar will be responsible for coding and abstracting the medical records of all Ventura County Medical Center or Santa Paula Hospital trauma patients. Incumbents will collect trauma patient information through chart requisition and medical records, will accurately code the relevant information into the medical records system, and will prepare monthly summaries of all trauma-related reports. SEIU approved the establishment of this new classification on March 10, 2025.

Fire Protection District – Fire Department Professional Standards Administrator

Fiscal Impact

	FY 2024-25	FY 2025-26
Revenues	\$-0-	\$-0-
Costs	\$-0-	\$233,629
Net County Cost	\$-0-	\$233,629

Funding Source(s): Fire Protection District – Fund S600

Match Requirement: None

It is anticipated that the annual fiscal impact, including the cost of benefits, will be net neutral as this request is only for the establishment of a classification, and therefore there will be no immediate fiscal impact. An existing position will be reclassified in the future when the need arises. There is no immediate cost, and any budget impacts will be addressed when the reclassification request is submitted.

The Fire Department requested establishment of a new classification of Fire Department Professional Standards Administrator and CEO-HR staff concurs that the classification is appropriate. The position will lead and direct the Fire Department's internal affairs function and will be responsible for conducting and supervising impartial investigations of

complaints filed against Fire Department personnel, both sworn and professional staff. The position will also review public complaint investigations and will develop and deliver related training programs for staff conducting effective and legally sound investigations.

1.b. Deletion of Five Classifications and Salary Ranges

County Executive Office – Executive Assistant-CEO and County Chief Financial Officer

Health Care Agency – Supervisor-Mental Health Services and Supervisor-Mental Health Services-Inpatient

Treasurer-Tax Collector – Chief Investment Officer

Fiscal Impact

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

A recent review of the County's classifications resulted in the recommendation to delete five (5) classifications that are no longer used or needed. The recommended action will increase the effectiveness of the classification process and reduce the potential confusion caused by the listing of obsolete job classifications.

Recommendation 2 Unclassified Service Discussion

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 new classification of Chief Data & Analytics Officer in the unclassified service.

The Chief Data & Analytics Officer will have high level responsibility to lead and expand the use of data and analytic insights to enhance patient care and advance health equity across the HCA. The position will play a pivotal role in leveraging healthcare data to improve patient outcomes and optimize organizational performance across to drive HCA business decisions and quality improvement.

Due to the scope and complexity of this new job classification, it is recommended that your Board adopt the attached proposed Ordinance placing it in the unclassified service. If your Board concurs, a second hearing to adopt the Ordinance will be set for May 13, 2025.

Recommendation 3 Amended Exhibit I to the Management Resolution Discussion

Establishment of the Chief Data & Analytics Officer and Fire Department Professional Standards Administrator requires updating Exhibit 1 to the Management Resolution to ensure these classifications are included in all provisions thereof and that the classifications of Executive Assistant-CEO, Chief Investment Officer, County Chief Financial Officer, Supervisor-Mental Health Services, and Supervisor-Mental Health-Inpatient are removed from all provisions. Copies of proposed amended Exhibit 1 to the Management Resolution are attached as Exhibit 1 (redlined) and Exhibit 2 (clean copy).

Strategic Plan

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

The County Executive Office, County Counsel, and the Auditor-Controller's Office have reviewed this letter.

If you have questions, please contact Danielle Keys 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
- Ordinance – Addition of Chief Data & Analytics Officer to the Unclassified Service
- Exhibit 1 – Exhibit I to Management Resolution (Redlined)
- Exhibit 2 – Exhibit I to Management Resolution (Clean)

