

**COUNTY OF VENTURA
CONTRACT 8876
TEMPORARY STAFFING SERVICES**

This contract is entered into this first day of November, 2022, by and between the COUNTY OF VENTURA, a political subdivision of the State of California, hereinafter called "County" and Tryfacta, Inc., hereinafter called "Contractor."

WITNESSETH

WHEREAS, County issued the Temporary Staffing Services Request for Proposal #6072 (hereinafter referred to as 'RFP') to determine the most qualified contractor for such services for County; and

WHEREAS, Contractor submitted a proposal dated March 9, 2022, in response to the RFP (hereinafter referred to as "Contractor's Proposal"), to provide services to County;

WHEREAS, County determined, through competitive solicitation and careful review of submitted proposals, that Contractor's Proposal best meets the need of County for Temporary Staffing Services (as described in RFP) and that it is necessary and desirable that Contractor be engaged by County for the purpose of providing Temporary Staffing Services and related services hereinafter described; and

WHEREAS, County and Contractor are willing to enter into a Temporary Staffing Services Contract in accordance with the RFP and Contractor's response thereto, which by this reference are incorporated herein, though not attached, and the terms and conditions contained herein;

WHEREAS, it is necessary and desirable that Contractor be engaged by County for the purpose of performing Temporary Staffing Services hereinafter described:

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. **SERVICES TO BE PERFORMED BY CONTRACTOR**

In consideration of the payments hereinafter set forth, Contractor will perform services for County in accordance with the terms, conditions and specifications set forth herein and in the incorporated documents and in Exhibit A attached hereto and by this reference made a part hereof.

2. **PAYMENTS**

In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, County will make payment to Contractor in the manner specified in Exhibit B.

Payments for services rendered are not to exceed \$200,000.00.

3. **TERM**

This contract will be in effect for a period of November 1, 2022, through October 31, 2023, subject to all the terms and conditions set forth herein. This contract may, upon mutual written agreement, be extended for up to two (2) additional one (1) year periods. Time is of the essence in the performance of this contract.

Continuation of the contract is subject to the appropriation of funds for such purpose by the Board of Supervisors. If funds for such continued payment are not appropriated, County may terminate this project as thereby affected and Contractor will relieve County of any further obligation therefore.

4. **RESPONSIBILITY OF CONTRACTOR**

Contractor shall, prior to start of any work awarded hereby, secure at Contractor's own expense all persons, employees and equipment required to perform the contract requirements.

Contractor will be held fully responsible for performance of any subcontractors.

5. **WARRANTIES**

Contractor shall warrant and represent that:

- a. its work hereunder shall be of professional quality and performed consistent with generally accepted industry standards.
- b. there exists no actual or potential conflict of interest concerning the services to be performed under this contract. Contractor represents that performance under this contract does not require the breach of any contract or obligation to keep in confidence the proprietary information of another party.

6. **INDEPENDENT CONTRACTOR**

No relationship of employer and employee is created by this contract, it being understood that Contractor is an independent contractor, and neither Contractor nor any of the persons performing services for Contractor pursuant to this contract, whether said person be member, partner, employee, subcontractor, or otherwise, will have any claim under this contract or otherwise against County for sick leave, vacation pay, retirement benefits, social security, workers' compensation, disability,

unemployment insurance benefits, or employee benefits of any kind.

It is further understood and agreed by the parties hereto that, except as provided in this contract, Contractor in the performance of its obligation hereunder is subject to the control or direction of County merely as to the result to be accomplished by the services hereunder agreed to be rendered and performed and not as to the means and methods for accomplishing the results.

If, in the performance of this contract, any third persons are employed by Contractor, such persons will be entirely and exclusively under direction, supervision and control of Contractor. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other terms of employment or requirements of law, will be determined by Contractor, and County will have no right or authority over such persons or the terms of such employment, except as provided in this contract.

Contractor will comply with all of the provisions of the Worker's Compensation Insurance and Safety Acts of the State of California, the applicable provisions of Division 4 and 5 of the California Labor Code and all amendments, thereto; and all similar state and federal acts or laws applicable; and will indemnify and hold harmless the County of Ventura from and against all claims, demands, payments, suits, actions, proceedings and judgments of every nature and description, including attorney's fees and costs, presented, brought or recovered against the County of Ventura, for or on account of any liability under any of said Acts which may be incurred by reasons of any work to be performed under this contract.

7. NON-ASSIGNABILITY

Contractor will not assign this contract or any portion thereof to a third party without the prior written consent of County. Any attempted assignment without such prior written consent will be null and void and will be cause, at County's sole and absolute discretion, for immediate termination of this contract.

8. TERMINATION

County shall be able to cancel the contract, without penalty to County, as follows:

- a. County's obligation hereunder will be limited to the funds appropriated by the Board of Supervisors for this purpose for each fiscal year in which this contract is in effect. In the event that the Board of Supervisors fails to so appropriate said funds; County's obligation hereunder will terminate at the end of the fiscal year for

which funds were appropriated or at the end of the contract term, whichever occurs first.

- b. County may terminate this contract under the provisions of "Default" paragraph for cause.
- c. County at its sole option may terminate this contract upon thirty (30) days written notice with or without cause. In the event of termination under this paragraph, Contractor shall be paid for all work provided to the date of termination, as long as such work meets the terms and conditions of this contract. On completion or termination of this contract, County shall be entitled to immediate possession of and Contractor shall furnish all computations, correspondence and other pertinent data gathered or computed by Contractor specifically for the services required hereunder prior to such termination.

Contractor hereby expressly waives any and all claims for damages or compensation arising under this contract except as set forth in this paragraph in the event of such termination.

This right of termination belonging to County may be exercised without prejudice to any other remedy to which it may be entitled at law or under this contract.

Upon termination or other expiration of this contract, each party will assist the other party in the orderly termination of the contract and the transfer of all assets, tangible and intangible, as may facilitate the orderly, non-disrupted business continuation of each party.

9. DEFAULT

If Contractor defaults in the performance of any term or condition of this contract, Contractor must cure that default by a satisfactory performance within 10 days after service upon Contractor of written notice of the default. If Contractor fails to cure the default within that time, then County may terminate this contract without further notice.

The foregoing requirement for written notice and opportunity to cure does not apply with respect to paragraph 7 above.

10. INDEMNIFICATION, HOLD HARMLESS AND WAIVER OF SUBROGATION

All activities and/or work covered by this contract will be at the risk of Contractor alone. Contractor agrees to defend, indemnify, and save harmless the County of Ventura, including all of its boards, agencies, departments, officers, employees, agents and volunteers, against any

and all claims, lawsuits, whether against Contractor, County or others, judgments, debts, demands and liability, including without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of the obligations herein described or undertaken or out of operations conducted or subsidized in whole or in part by Contractor, save and except claims or litigation arising through the sole negligence or wrongdoing and/or sole willful misconduct of County. Contractor agrees to waive all rights of subrogation against County for losses arising directly or indirectly from the activities and/or work covered by this contract.

11. INSURANCE PROVISIONS

A) CONTRACTOR, at its sole cost and expense, will obtain and maintain in full force during the term of this contract the following types of insurance:

- 1) Commercial General Liability "occurrence" coverage in the minimum amount of \$1,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/completed operations, broad form blanket contractual and \$50,000 fire legal liability.
- 2) Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of CONTRACTOR and Employer's Liability in the minimum amount of \$1,000,000.

B) All insurance required will be primary coverage as respects County and any insurance or self-insurance maintained by County will be excess of CONTRACTOR'S insurance coverage and will not contribute to it.

C) County is to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet RFP 6072 Temporary Staffing Service requirements.

D) The County of Ventura, its boards, agencies, departments, officers, employees, agents, and volunteers are to be named as Additional Insured as respects work done by Contractor under the terms of this contract on all policies required (except Workers' Compensation).

E) Contractor agrees to waive all rights of subrogation against the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers for losses arising from work performed by Contractor under the terms of this contract.

- F) Policies will not be canceled, non-renewed or reduced in scope of coverage until after sixty (60) days written notice has been given to the County of Ventura, Risk Management Division.
- G) Contractor agrees to provide County with the following insurance documents on or before the effective date of this contract:
1. Certificates of Insurance for all required coverage.
 2. Additional Insured endorsements.
 3. Waiver of Subrogation endorsements (a.k.a.: Waiver of Transfer Rights of Recovery Against Others, Waiver of Our Right to Recover from Others)

Failure to provide these documents will be grounds for immediate termination or suspension of this contract.

12. NON-DISCRIMINATION

A. General.

No person will on the grounds of race, color, national origin, religious affiliation or non-affiliation, sex, gender, gender identify, gender expression, sexual orientation, age, physical disability, mental disability, medical condition, genetic information, marital status, military or veteran status or political affiliation, be excluded from participation in, be denied the benefits, or be subjected to discrimination under this contract.

B. Employment.

Contractor will insure equal employment opportunity based on objective standards of recruitment, selection, promotion, County of Ventura RFP 6072 Temporary Staffing Services classification, compensation, performance evaluations, and management relations, for all employees under this contract. Contractor's personnel policies will be made available to County upon request.

13. SUBSTITUTION

If particular people are identified in Exhibit A as working under this contract, Contractor will not assign others to work in their place without written permission from the County Purchasing Agent. Any substitution will be with a person of commensurate experience and knowledge.

14. INVESTIGATION AND RESEARCH

Contractor by investigation and research has acquired reasonable knowledge of all conditions affecting the work to be done and labor and material needed, and the execution of this contract is to be based upon such investigation and research, and not upon any representation made by County or any of its officers, agents or employees, except as provided herein.

15. CONTRACT MONITORING

County will have the right to review the work being performed by Contractor under this contract at any time during Contractor's usual working hours. Review, checking, approval or other action by County will not relieve Contractor of Contractor's responsibility for the thoroughness of the services to be provided hereunder. This contract will be administered by County Executive Office Human Resources Director or his/her authorized representative.

16. ADDENDA

County may from time to time require changes in the scope of the services required hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation which are mutually agreed upon by and between County and Contractor will be effective when incorporated in written amendments to this contract.

17. CONFLICT OF INTEREST

Contractor covenants that Contractor presently has no interest, including, but not limited to, other projects or independent contracts, and will not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this contract. Contractor further covenants that in the performance of this contract no person having such interest will be employed or retained by Contractor under this contract.

18. FORCE MAJEURE

Except for defaults of subcontractors, neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the offending party.

Such acts shall include but shall not be limited to acts of God, fire, flood, earthquake, other natural disaster, nuclear accident, strike, lockout, riot, freight embargo, public regulated utility, or governmental statutes or regulations superimposed after the fact.

If a delay or failure in performance by Contractor arises out of a default of its subcontractor, and if such default arises out of causes beyond the control of both Contractor and subcontractor, and without the fault or negligence of either of them, Contractor shall not be liable for damages of such delay or failure, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule.

19. NON-EXCLUSIVITY

County reserves the right to contract with providers of similar services and/or equipment other than Contractor when it is reasonably determined to be in the best interest of County.

20. CONFIDENTIALITY

Any reports, information, data, statistics, forms, procedures, systems, studies and any other communication or form of knowledge given to or prepared or assembled by Contractor under this contract which County requests in writing to be kept confidential, will not be made available to any individual or organization by Contractor without the prior written approval of County except as authorized by law.

All notices required under this contract will be made in writing and addressed or delivered as follows:

TO COUNTY: VENTURA COUNTY
 GENERAL SERVICES AGENCY
 PROCUREMENT SERVICES
 800 S. VICTORIA AVENUE
 VENTURA, CALIFORNIA 93009

TO CONTRACTOR: TRYFACTA INC.
 4637 CHABOT DRIVE, SUITE 100
 PLEASANTON, CA 94588

Either party may, by giving written notice in accordance with this paragraph, change the names or addresses of the persons of departments designated for receipt of future notices. When addressed in accordance with this paragraph and deposited in the United States mail, postage prepaid, notices will be deemed given on the third day following such deposit in the United States mail. In all other instances, notices will be deemed given at the time of actual delivery.

22. MERGER CLAUSE

This contract along with the following documents, which are incorporated

into this contract by reference, hereto constitute the final expression of the agreement of the parties and supersedes any and all other contracts, either oral or written, between Contractor and the County of Ventura, with respect to the subject of this contract. This contract contains all of the covenants and contracts between the parties with respect to the services required hereunder. Contractor acknowledges that no representations, inducements, promises or contracts have been made by or on behalf of County except those covenants and contracts embodied in this contract. No contract, statement, or promise not contained in this contract will be valid or binding.

This contract may not be altered, amended, or modified except by written instrument signed by the duly authorized representatives of both parties. In the event of an inconsistency in this contract, the inconsistency shall be resolved in the following order:

- 1) This contract;
- 2) Contractor's Best And Final Offer August 17, 2022
- 3) County of Ventura RFP #6072
- 4) Contractor's proposal dated March 9, 2022

23. GOVERNING LAW

The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties under this contract, will be construed pursuant to and in accordance with the laws of the State of California.

24. SEVERABILITY OF CONTRACT

If any term of this contract is held by a court of competent jurisdiction to be void or unenforceable, the remainder of the contract terms will remain in full force and effect and will not be affected.

25. CUMULATIVE REMEDIES

The exercise of, or failure to exercise, legal rights and remedies by the County of Ventura in the event of any default or breach hereunder will not constitute a waiver or forfeiture of any other rights and remedies, and will be without prejudice to the enforcement of any other right or remedy available by law or authorized by this contract.

26. COMPLIANCE WITH LAWS

Each party to this contract will comply with all applicable laws.

27. LIVING WAGE ORDINANCE

- A. Unless otherwise exempt in accordance with the provisions of the County of Ventura Living Wage Ordinance ("LWO"), this contract is subject to the applicable provisions of the LWO, Ordinance No. 4464, (replaced 4233 and 4236), set forth in Division 4, Chapter 9.5, sections 4950 et seq. of the Ventura County Code of Ordinances and as amended from time to time.
1. Payment of a minimum initial wage rate to employees as defined in the LWO and as may be adjusted each July 1 and provision of health benefits as defined in the LWO.
 2. Contractor agrees that it will not retaliate against employees for activities related to the LWO..
 3. Contractor, whether an employer, as defined in the LWO, or any other person employing individuals, shall not discharge, reduce in compensation, or otherwise discriminate against any employee for complaining to the County with regard to the employer's compliance or anticipated compliance with the LWO, for participating in proceedings related to the LWO, for seeking to enforce his or her rights under the LWO by any lawful means, or otherwise asserting rights under the LWO. Contractor shall post the Notice of Prohibition Against Retaliation provide by County.
 4. Any subcontract entered into by Contractor relating to this contract, to the extent allowed hereunder, shall be subject to the provisions of LWO and shall incorporate the "Living Wage Ordinance."
 5. Contractor shall comply with all rules, regulations, and policies promulgated by the designated administrative agency, which may be amended from time to time.
- B. Contractor shall complete a Declaration of Compliance within 10 days of contract award proclaiming to their adherence to the Living Wage Ordinance.
- C. Under the provisions of Section 4960 of the LWO, County shall have the authority, under appropriate circumstances, to terminate this contract and otherwise pursue legal remedies that may be available if County determines that the subject Contractor has violated provisions of the LWO.
- D. Where, under LWO Section 4959, the designated administrative agency has determined (1) that Contractor is in violation of the LWO in having

failed to pay some or all of the living wage, and (2) that such violation has gone uncured, the awarding authority in such circumstances may impound monies otherwise due Contractor in accordance with the following procedures. Impoundment shall mean that from monies due Contractor, the awarding authority may deduct the amount determined to be due and owing by Contractor to its employees. Such monies shall be placed in the holding account referred to in LWO policies and procedures. Whether Contractor is to continue work following an impoundment shall remain in the unfettered discretion of the awarding authority. Contractor may not elect to discontinue work either because there has been an impoundment or because of the ultimate disposition of the impoundment by County.

28. CONSTRUCTION OF COVENANTS AND CONDITIONS

Each term and each provision of this contract will be construed to be both a covenant and a condition.

IN WITNESS WHEREOF the parties hereto have executed this Contract.

COUNTY OF VENTURA

Authorized Signature

Melissa Lorenzen

Printed Name

Principal Buyer

Title

Date

CONTRACTOR*

Adesh Tyagi Digitally signed by Adesh Tyagi
Date: 2022.10.24 15:17:09 -07'00'

Authorized Signature

Adesh Tyagi

Printed Name

President

Title

October 24, 2022

Date

61-1732454

Tax Identification Number

C2192229

Secretary of State Entity Number

CONTRACTOR*

Ratika Tyagi Digitally signed by Ratika Tyagi
Date: 2022.10.24 15:23:49 -07'00'

Authorized Signature

Ratika Tyagi

Printed Name

CEO

Title

10/24/2022

Date

* If a corporation, this Contract must be signed by two specific corporate officers.

The first signature must be from either (1) the Chief Executive Officer, (2) the Chairman of the Board, (3) the President, or (4) a Vice President.

The second signature must be from either (a) the Secretary, (b) an Assistant Secretary, (c) the Chief Financial Officer(or Treasurer), or (d) and Assistant Treasurer.

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signatory to bind the company for this Contract.

Contract #8876
Exhibit A
TEMPORARY STAFFING SERVICES

Contractor Responsibilities

The Contractor shall provide all labor, material, and supervision necessary to furnish Temporary Staffing Services to the County of Ventura to fill job titles in various categories.

A “temporary” staff is defined as an individual who is recruited, employed, and supplied by the Contractor at the request of the County.

See **EXHIBIT C** for a list of the most commonly requested job titles, and a description of the function of each.

1. **Account Representation**

The scope of this contract is such that it is possible that a large number of work orders will need to be handled. The Contractor should have sufficient trained personnel available to handle requests in a timely manner.

The Customer Service Representative must become thoroughly familiar with the County’s Temporary Staffing Services Procedure, as well as the County’s temporary personnel needs and job requirements, and be available for periodic meetings. The account representative is expected to respond to any and all County inquiries within 24 hours of receipt; if a resolution cannot be provided within 24 hours of receipt, the account representative must provide a timeframe in which they can provide a resolution.

2. **Availability of Personnel**

The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the County.

Some of the County’s temporary labor requirements present an immediate (next day) need for personnel. Many of the remainder require short-term (two or three day) responses.

3. **Work Order Filling**

- a. The hiring department having a need for temporary staffing will obtain approval from County Human Resources (CEO HR). Human

Resources will then contact the Contractor on behalf of the hiring department.

- b. Contractor shall not accept orders placed by non-authorized requestors. Only orders bearing approved signatures from County Human Resources staff will be filled by the Contractor.
- c. County Human Resources (CEO HR) will notify/authorize the approximate total number of hours a temporary will be allowed. Contractor shall be responsible for monitoring worked hours and ensuring the same is not exceeded without authorization. Pay for unauthorized hours worked is the responsibility of the Contractor and will not be paid by the County.
- d. Repeated failure to provide **qualified** personnel, in a **timely** manner, or other unsatisfactory performance will be cause to terminate the contract.
- e. A temporary employee **may not** be reassigned or perform work for another County agency/department without prior written approval from County Human Resources.

4. Minimum Qualifications of Temporary Workers

The Contractor shall administer all necessary pre-qualifying tests to determine that each employee meets the requirements of each job. These tests will include, as appropriate, physical examinations, and verification of licenses and certifications. The temporary agency is liable for the behavior of staff provided to the County of Ventura.

5. Provisions of Job Description

Temporary employees provided by Contractor shall, at a minimum, meet the specifications and qualifications identified for similar County jobs. Specifications and qualifications for existing County classifications are posted on the County website at:

www.governmentjobs.com/careers/ventura/classspecs

The job specifications used to describe the work to be performed by temporary employees have been developed to designate an acceptable minimum level of requirements for temporary personnel.

Additional requirements may be requested at the time a work order is placed.

- As a result of changes to job descriptions, rates may be adjusted to reflect changes in responsibility.
- Should the County require staffing support for job categories or titles not delineated, the County will provide Contractor with a job description.

The County reserves the right to make periodic adjustments to the job descriptions including adding to special requirements, licenses, certifications, and related pay adjustments as necessary.

6. Managing and Supervising Temporary Staff Requirements

Contractor shall be responsible for personnel matters such as distribution of paychecks, performance evaluations, coaching and counseling.

Contractor contact is further responsible for dealing directly with temporary staff concerning their performance while on assignment. The County will not deal directly with temporary staff concerning performance.

At the termination of an assignment, Contractor will be responsible for notifying the temporary staff of assignment conclusion. A County supervisor will provide day-to-day oversight in relation to the assignment.

The County supervisor will not substantially change the assignment or job duties of temporary staff without prior approval from Human Resources and notification of the Contractor.

Contractor shall agree that while its temporary staff are on County premises, they will abide by County general rules of work and standard practice governing temporary staff behavior.

Contractor shall further agree to require temporary staff to work in a manner that will comply with the Occupational Safety and Health Act of 1970.

7. California Government Code Compliance

California Government Code 31000.4 states:

“The Board of Supervisors may contract with temporary help firms for temporary help to assist County agencies, departments, or offices during any peak load, temporary absence, or emergency other than a labor dispute, provided the Board determines that it is in the economic interest of the County to provide such temporary help by contract, rather than employing persons for such purpose. Use of temporary help under this section shall be limited to a period of **not to exceed 90 days** for any single peak load, temporary absence, or emergency situation.”

Contractor and County **must comply** with the maximum term for non-County employee individual temporary assignments to a period **NOT TO EXCEED (90) CALENDAR DAYS** for any single person, in any single position, at any single department and with any future amendments to Government Code 31000.4.

Contractor must notify the County in writing ten days prior to exceeding this limit.

Payment for any hours worked in violation of this Code will be the sole responsibility of the Contractor. The County will not provide compensation for temporary help used in violation of this provision.

Indicate your ability and methodology for monitoring and meeting this requirement.

8. Background Checks

The Contractor is required to conduct a work experience and a criminal background check for all temporary personnel assigned to the County. The criminal background check must include a review of criminal convictions for a possible nexus to the work to be assigned. Any resulting determinations will be made considering factors such as, but not limited to, nexus to work to be performed, gravity of conviction, and length of time since last conviction.

9. Drug Testing

Some positions may require drug testing under the Department of Transportation guidelines.

10. Special Qualifications

Some high visibility positions may require that the particular temporary person have special or superior skills. This person may be hired at an hourly rate higher than the entry rate for the particular occupational category title. The worker's hourly rate will be as agreed to by the Human Resources Department and the Contractor.

The billing rate shall remain the sum of the worker's hourly pay rate and the Contractor's percent mark-up.

11. Worker Certifications, Licenses, etc.

Contractor will assure that temporary employees hold all necessary certifications, licenses, etc. (such as valid, unrestricted California Driver

License) as required by the County, depending on requirements for the position for which the temporary employee is hired. The Contractor is responsible to provide a Department of Motor Vehicles printout to the County hiring agency/department whenever a California Driver License is required.

Copies of any special licenses, certifications, etc. must be provided to the department at the time of initial interview or upon arrival at job site, for any position requiring such licenses, certifications, etc.

Contractor shall keep copies of such documents on file, for a minimum of three (3) years, or as may be required by law.

12. Resumes

County departments may wish to interview candidates prior to final decision. Resumes or equivalent document may be required for all temporary help positions and must be provided at the time of interview with County department or upon arrival at job site.

13. Testing and Training

a. Skills

Personnel provided hereunder shall have necessary skills to meet job requirements.

b. Safety

Contractor shall be responsible for a safety training program, relative to the work involved, which is made available to temporary workers at the Contractor's expense. Training shall cover safety issues such as: working in confined space and at heights of approximately 20 feet or more.

Confirmation of an employee's successful completion of the training will be provided to the County.

14. Orientation

Contractor shall be responsible for an orientation program, including providing a handout, to introduce temporary employees to the County's workplace. Orientation will be made available to temporary workers at the Contractor's expense.

Training/orientation is to contain, but is not limited to, such policies as Nondiscrimination/harassment, Sexual Harassment Prevention, Americans with Disabilities Act, Drug/Tobacco Free Workplace, and

Information Technology Usage.

In addition, employees are to acknowledge that they will not smoke in County offices/vehicles. The employee is to review the policies, sign acknowledging receipt, and retain copies.

Contractor shall keep on file copies of signed documents for a minimum of three (3) years or as may be required by law. Furthermore, Contractor shall provide copies of said documents within 24 hours after request from the County.

15. Work Hours and Breaks

- a. Straight time shall be paid for the first 40 hours in a workweek. Overtime work shall be paid in accordance with wage and hour laws at time and one-half beyond forty (40) hours in a workweek, Temporary employees **will not** work overtime or beyond the work shift without **prior written authorization** from the hiring supervisor/manager.
- b. Hours worked will be reported in whole and quarter hours. The County will specify the time for the temporary employee's arrival and departure from the workstation. Temporary employees shall not be paid for time spent applying and testing/interviewing for County jobs nor for any time not actually spent in productive work for the County.
- c. Temporary employees shall receive one fifteen-minute break per each four hour work period and an unpaid lunch break of thirty minutes to one hour lunch, depending on the County's preference and upon the assigned work location.
- d. Work assignments shall vary depending on the needs of the hiring agency/department and work may include shifts, holidays, weekends, etc.
- e. In the event a temporary employee is requested initially to work a full shift and is released before four hours, due to circumstances other than quality of work performance, the County will be billed for four hours.
- f. The Contractor has the responsibility to abide by all labor laws.

16. Identification Badges, Uniforms and Dress Code

The County will provide one identification badge for each temporary agency employee. The badge is to be returned immediately upon termination of the work assignment. A penalty fee of \$300.00 will be assessed the Contractor for each badge not returned or lost. Contractor shall be required to assure that workers are properly attired for the position filled and that workers have all basic safety equipment (for example, safety shoes) necessary for the job. County may elect to provide some safety equipment.

17. Referrals

The County may from time to time refer applicants to temporary help contractor for payroll purposes.

18. Hiring of Temporary Agency Employee

Occasionally a temporary employee may be hired into a regular County position. There shall be no fee or waiting period for any temporary agency employee who subsequently applies for and is hired by the County.

19. Wages

The current County hourly rate ranges for classifications most often used for temporary assignments is listed in **EXHIBIT C**. The Mark-Up Percentage Pricing quoted in **EXHIBIT B** must provide for the payment by the Contractor of all costs including salary and benefits such as mandated payroll taxes and the appropriate worker's compensation coverage on each employee. The Mark-Up Percentage Pricing must remain firm for each year of the proposal.

Human Resources, in conjunction with the hiring department, will establish an hourly rate within the range that the employee will be paid. Normally, temporary employees with more experience and qualifications will be paid higher in the range. Conversely, employees with less experience and qualifications can expect to be paid lower in the range.

The Contractor will adhere to the established hourly rates to be paid to temporary employees. Any changes to the pay rates require written authority from County Human Resources.

20. Timekeeping Requirements

Contractor shall utilize weekly timekeeping sheets for each of its temporary staff.

- The temporary staff will complete the time sheets and have them reviewed by their County supervisor, who will validate hours worked by signing the timesheet.
- The timesheet will then be submitted by the temporary staff to the Contractor's designated contact for payroll and invoice processing. Monthly reports will be provided to both Human Resources and designated payroll and invoice contacts. Such

reports will include expenditure by location and number of positions, along with name of temporary employee by location.

21. Performance

Poor performance will not be tolerated. The County reserves the right to refuse or reject any person assigned under the contract with or without cause. If a person is removed from a County facility at the request of the County, that person is not to be re-assigned to another County facility without first advising that facility site supervisor of the person's previous assignment and the reasons for his/her removal.

22. Termination or Cancellation of Temporary Personnel

- a. In the event an unsatisfactory employee is removed from service, the Contractor shall provide a replacement, satisfactory to the County, within 24 hours.
- b. When an employee termination is made due to unsatisfactory performance within the first eight (8) hours worked, the County shall not reimburse the Contractor for any cost incurred in connection with such employee. Including, but not limited to, mobilization or relocation costs, wages, employer's statutory tax and insurance contributions and any profit or overhead for such employee. This is not to be construed as a penalty, but as an offset for damages incurred by the County due to the termination and efforts required to refill such position.
- c. Except as indicated in paragraph b., County shall pay Contractor for actual hours worked. If the County cancels an order after an employee has arrived at the job site, the County shall have the right to re-assign such employee.

23. Tax Obligations

The County will not be held responsible for any tax obligation, including, but not limited to, Federal Income Tax withholding, FICA, or unemployment compensation. Personnel furnished by the Contractor are not entitled to participate in any plans or benefits offered to County employees

24. Billing

The Contractor shall submit itemized monthly invoice statements in (duplicate per PO) by the tenth of the month for preceding month. The Contractor may use its own format, as long as it provides expenditure information for each agency/department.

Itemization will include, but not be limited to:

- | | |
|---------------------------|--------------------------------------|
| (1) Billable hours worked | (5) Billable hours by classification |
| (2) Hourly rate | (6) Overtime if applicable |
| (3) Total amount | (7) Personnel paid |
| (4) Service dates | |

Contractors are to provide a **monthly summary** billing, which shall include the following information, at a minimum:

- Date,
- work order number (as provided by the County),
- name of employee,
- classification,
- rate of pay, bill rate, budget unit and department,
- name of work assignment,
- number of hours approved,
- number of hours worked in the period.

All invoices shall include signed copies of timecards, which are legible and properly approved by the County hiring supervisor/manager. Copies of such billing will be sent to the Auditor-Controller's Office, to the department worksite, and to the County Human Resources contact.

25. Reimbursement for Improper Charges, etc.

Contractor shall reimburse the County for improper charges which may result from fraudulent timecards prepared by the Contractor's employee which are discovered within one year of payment by the County. Other improper charges to be reimbursed include, but are not limited to, unauthorized long-distance calls, incorrect timecards, improper rate charges, etc.

26. Living Wage Ordinance

The County of Ventura Board of Supervisors passed and adopted "Living Wage Ordinance" No. 4233 on April 24, 2001. On June 5, 2001, the Board passed and adopted an ordinance amending Ordinance 4233.

As a result, this proposal and any resulting contract are subject to the County of Ventura Living Wage Ordinance. The Ordinance requires the payment of a living wage and accompanying paid time off to all covered employees engaged in providing services pursuant to a service contract as defined in Sec.4952(f). Misrepresentation during the procurement or contracting process in order to secure the contract will disqualify a bidder or contractor from further consideration in the

procurement or contracting process. Failure to comply once a contract has been awarded will constitute a material breach of the contract and may result, among other things, in the suspension or termination of the affected contract and debarment from future County contracting opportunities for a period not to exceed three years.

Living Wage Ordinance 4233 is located on our County of Ventura website at:

<http://www.ventura.org/government-affairs/living-wage-ordinance>

The Ordinance amending Ordinance 4233 is also located on the same page.

27. Transition/Phase-in

The transition to a new program must allow for uninterrupted service to all departments.

Contractor(s) shall agree to allow current County temporary employees to transition to a new Contractor upon termination of their contract for any reason. Temporary employees may be hired by the County or by other contractors to perform work during the term of any contract which may arise as a result of this RFP or upon termination of any contract arising hereby.

Contractor agrees to release all temporary employees from any obligations owing to the Contractor which would prevent or delay continued County employment.

Contractor shall not be entitled to any additional compensation, fees, and/or penalties or liquidated damages from either the County or from such employee as a result of such employment with the County.

28. Program Marketing

The Contractor is expected to facilitate program information meetings, provide promotional media (brochures, newsletters) to County departments as part of program rollout and on-going departmental program orientation. The Contractor must maintain a County-centric presence using appropriate social media, websites, and/or online announcements or advertising.

29. Contract Monitoring/Inspection

Customer satisfaction is an important part of this program. Contractor shall monitor and report on the overall program.

30. Review Meetings

The Contractor must attend regularly scheduled meetings with County representatives including, but not limited to, General Services, Chief Administrative, and Human Resources staff. The purpose of the meetings, are to identify/resolve problems, make minor changes, etc. The review meetings are in addition to the quarterly business review meeting.

31. Reports

Contractor shall provide reports to County's authorized Human Resources representative as required by the County to meet all monitoring requirements within one (1) business day of request: At minimum, reports should include the following information:

- **Executive Summary and Reports Description**
- **Fill Analysis:** Detailed analysis of the total number of orders received, total orders filled, and length of time to fill orders.
- **Total Active Assignments/Duration:** Detailed list of all active temporaries by department or cost center, position, assignment start date, including hourly rates.
- **Weekly Labor Expenditures:** Detailed summary of weekly invoices by department or cost center.
- **Quarterly Business Review:** The Contractor may be required to participate in a quarterly business review with County representatives.

32. State Fraud and Abuse Laws Compliance

Contractor agrees to cooperate with the County (specifically the County of Ventura Medical Center-VCMC) as may be required for County to meet all requirements imposed on it by law or by the rules, regulations, and standards of applicable federal, state, or local agencies; by any agreement between County and any applicable federal, state, or local agency; the standards of the Joint Commission for the Accreditation of Health Care Organizations (JCAHO); any other agency that accredits VCMC; and all public and private third party payors, including without limitation, Medicare and Medi-Cal. Contractor will receive VCMC's Code of Conduct, agrees to abide by and to require its employees and agents to abide by the Code of Conduct, and will execute a certification to that effect. Contractor shall cooperate with all compliance-related activities of VCMC which includes, without limitation, sending one or more representatives to the appropriate compliance training session(s)

and providing certification of attendance. Failure to adhere to this provision shall be considered a material breach and/or default under this Agreement.

Contractor shall represent and warrant that Contractor and all of its owners, officers, directors, and managing employees are not, and during the term of the Agreement shall not be: (a) suspended or excluded from participation in any federal or state health care program (including, without limitation, Medicare, Medi-Cal, or CHAMPUS/Tricare); (b) convicted of any criminal offense related to the delivery of any good or service paid for by a federal or state health care program or to the neglect or abuse of patients; or (c) suspended, excluded, or sanctioned under any other federal program, including the Department of Defense and the Department of Veterans Affairs. Contractor shall notify the County immediately if any event occurs which would make the foregoing representations untrue in whole or part. Notwithstanding any other provision of this Agreement, the County shall have the right to immediately terminate this Agreement for any breach of any of the foregoing representations and warranties.

33. Adherence with Federal, State, and County Policies, Resolutions and Laws

Contractor shall provide a statement of compliance with all applicable Federal, State, and County policies/resolutions and laws.

34. Right to Audit

The Contractor shall maintain such financial records and other records as may be prescribed by the County or by applicable federal and state laws, rules, and regulations. The contractor shall retain these records for a period of seven (7) years after final payment, or until the County audits them, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent three-year period for examination, transcription, and audit by the County, its designees, or other authorized bodies. Such audits will be conducted during normal business hours.

35. Business Continuity Plan

In the event of a natural or manmade disaster, operations for the County and the Contractor may be impacted.

36. Permits And Licenses

Contractor will, without additional expense to County, be responsible for

obtaining any necessary licenses, permits, and professional credentials necessary to perform services as specified under this RFP, as well as for complying with any Federal, State, County, and municipal laws, codes, regulations, ordinances, and policies, and shall give all public notices necessary for the lawful performance of the resulting contract.

37. Insurance Requirements

Contractor shall acquire and maintain at his/her own expense all insurance as described in paragraph Eleven (11), Insurance Provisions, of this contract.

38. Non-Employee Information Technology Use Policy

Provisions set forth in the Ventura County Non-Employee Information Technology Usage Policy, which by this reference is made a part hereof. Any employee, subcontractor, or agent of the contractor who will access (which shall include, but is not limited to, the use, maintenance, repair or installation of) County Information Technology in the course of his, or her, work for the County is required to sign the Ventura County Non-Employee Information Technology Usage Policy before accessing, using, maintaining, repairing, or installing any County Information Technology system or component.

Information Technology shall include, but is not limited to, the network, internet access, electronic mail, voice mail, voice message systems, facsimile devices, or other electronic or telecommunication systems used by the County.

39. Worker's Compensation

The Contractor shall comply with all related laws and regulations in administering worker's compensation for its temporary employees. Markup percentage shall consider cost of administration of worker's compensation.

CONTRACT 8876
EXHIBIT B
TEMPORARY STAFFING SERVICES

Compensation Schedule

Contractor agrees to provide all necessary labor, supervision, materials, and supplies to provide temporary employees specified in the manner and time therein prescribed in Request for Proposal #6072. The cost of all labor, supervision, material, and supplies for providing the services, even though not shown or specified, shall be included in the percentage markup for the various groups of job classifications shown hereon.

County will establish the hourly rate for each temporary employee. For each temporary employee, County will pay Contractor the temporary employee's hourly wage plus the percentage service markup.

Percentage service markup to be figured as follows:

Amount paid to Temporary Staff **X** Percentage Markup = Charge to County

Payment of each invoice is due within 30 days of receipt.

OCCUPATIONAL CATEGORIES	TEMPORARY SERVICE MARKUP
1 Office Support (A-V)	27.00% Twenty-seven point zero%
2 Accounting (A-E)	28.00% Twenty-eight point zero%
3 Collections (A-C)	28.00% Twenty-eight point zero%
4 Graphics (A-D)	28.00% Twenty-eight point zero%
5 Custodial/Utility/Maintenance (A-O)	32.00% Thirty-two point zero %
6 Health Care (Non-certified/licensed) (A-FF)	31.00% Thirty-one point zero%
7 Health Care (licensed) (A-B)	31.00% Thirty-one point zero%
8 Information Technology (A-O)	31.00% Thirty-one point zero%

Where there is a discrepancy between words and figures, words will govern.

Note: There shall be no fee or waiting period for any temporary agency employee who subsequently applies for and is hired by the County

**CONTRACT 8876
EXHIBIT C
TEMPORARY STAFFING SERVICES**

Number	Job Code	Job Title	Current Min/Hour	Current Max/Hour
Office Support - Occupational Category 1 A-V				
1.A	00020	Administrative Aide	18.524472	25.930209
Assists administrative staff in the administrative, budgetary, or management activities in a County department.				
1.B	00030	Administrative Assistant I	23.071555	32.279632
1.C	00031	Administrative Assistant II	25.364906	35.574676
1.D	01611	Administrative Assistant III	27.901844	39.131592
1.E	01615	Administrative Assistant IV	30.674258	43.021819
These classifications are characterized by their responsibility to departmental management for the provision of a variety of staff administrative services and are primarily staff in nature. The functional difference between the levels relate to the complexity of the staff work regularly assigned and the size of the agency/department.				
1.F	01269	Clerical Supervisor I	20.335685	28.453552
1.G	01270	Clerical Supervisor II	22.357734	31.304903
1.H	01271	Clerical Supervisor III	24.62763	34.496300
Plans, organizes and supervises assigned clerical operations or support unit(s) which may involve highly technical and specialized (e.g., legal, administrative, law enforcement support, collections, accounting) journey or advanced journey level clerical work. The I serves as working supervisor of an organizational unit or shift. The work is characterized by the mix of journey/advanced journey level activities and supervisory responsibility over the assigned unit. The II is the journey level classification in this job series. Incumbents plan, organize and supervise the specialized clerical and technical work of one clerical operation or support services unit. The III is the advanced journey level classification in this job series. Incumbents plan, organize and supervise the specialized clerical and technical work of multiple work units or all three shifts of a 24-hour operation. It is utilized to describe positions responsible for several units performing multiple clerical functions or all three shifts on a 24-hour operation.				
1.I	00491	Data Entry Operator I	15.000000	18.707007
1.J	00492	Data Entry Operator II	15.000000	20.91247
1.K	00493	Data Entry Operator III	16.01722	22.391585
Classifies, codes, enters data in the computer and operates peripheral equipment. I is the entry level; II the intermediate level and				
1.L	01331	Management Assistant I	17.600867	24.613022
1.M	01332	Management Assistant II	19.843579	27.780665
1.N	01333	Management Assistant III	21.339152	29.863072
Performs a wide variety of secretarial and routine administrative functions for one to three directors and/or management personnel. These positions must possess considerable knowledge of the assigned agency/departmental programs, terminologies, policies, and procedures. I is the entry level classification and independently performs a variety of secretarial and clerical duties in support of assigned managers/professionals. II is the journey level and independently performs a variety of complex secretarial and clerical duties designed to relieve the assigned managers/professionals of routine administrative details and solve routine problems without assistance. Incumbents are responsible for a component of the program process which requires knowledge of specialized operational procedures. III is the advanced journey level classification and independently performs secretarial and administrative support duties in support of administrators or department/agency heads.				
1.O	01339	Office Assistant I	15.041762	20.320830
1.P	01344	Office Assistant II	16.011207	22.372303
1.Q	01345	Office Assistant III	17.600867	24.613022
1.R	01347	Office Assistant IV	18.918958	26.457545

Performs a variety of clerical duties in support of an operation, office, or program. Support activities may include public service, records maintenance, document production, and/or case management/processing. I is the entry level and incumbents perform routine clerical and/or manual tasks with simple, clear cut instructions involving no more than a few steps and limited knowledge of operational processes and procedures. II is the journey level and incumbents perform a variety of clerical duties according to established criteria and prescribed procedures. Some independent judgment is required in choosing among alternative courses of action in mostly standardized operations or routine situations. III is the advanced journey level and incumbents perform clerical duties requiring the application of specialized program knowledge in support of on-going operations and services. IV is the advanced journey/lead level and incumbents perform support duties requiring interpretation of rules and regulations and assessment of individual circumstances to determine appropriate course of action(s); OR serves as lead worker over office operations or satellite offices involving multiple bargaining units.

1.S	01358	Records Technician I	15.334580	21.424206
1.T	01359	Records Technician II	17.285773	24.172396
1.U	01360	Records Technician III	18.580269	25.983899
1.V	01363	Records Technician IV	19.488334	27.283334

Performs records management support duties for a centralized records depository that provides official records to the public. Requires compliance with federal/state codes and statutes in the tracking, indexing, filing, classification coding, microfilming, storage, security, computer-assisted retrieval and disposition of official records. The I performs entry level routine records management support with limited choice in deciding what is to be done beyond distinguishing between clearly discernible categories or circumstances and following directions for that category or circumstance. Documents examined are in substantially the same form, require the same kind of explanation, and deal with the same types of supporting documents. The II performs journey level technical work that is focused on examining a variety of materials for completeness, accuracy, and identification of subject matter (e.g., recordable documents, voter registrations, citations, and fingerprints), requiring knowledge of complex codes and statutes as well as operational procedures. Documents examined are in substantially different forms (e.g., recordable documents include grant deeds, deeds of trust, reconveyance, assignments, substitutions, lien notices, declarations of trust, etc.), governed under different statutory codes and requiring different types of recordation. The III performs advanced journey level technical work that is focused on medical, legal, or technical classification of subject matter requiring review of information from other files/records, previous correspondence or related subject matter and content familiarity in order to abstract information or make subjective decision pursuant to specific codes or statutes; may serve as a specialist or lead person over lower level Records Technicians. The IV performs complex technical work that is focused on overall records management and statistics; trains and audits work performed by lower level Records Technicians and serves as lead person over the unit.

Number	Job Code	Job Title	Current Min/Hour	Current Max/Hour
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Accounting - Occupational Category 2 A-E

2.A	00403	Accounting Assistant I	16.470507	23.058709
2.B	00404	Accounting Assistant II	18.300558	25.620785
2.C	00405	Senior Accounting Assistant	20.130617	28.182865

Each successive level in the Accounting Assistant series is distinguished by scope of independence and responsibility. The level of the position within the series is commensurate with the complexity of the assigned tasks. The I is the entry-level classification and incumbents perform routine duties. The II is fully experienced/journey-level competent to independently perform the full range of duties assigned with relative independence applying their working knowledge of fiscal policies and procedures to different work situations, and referring only non-procedural questions to their supervisor. The Senior is the advanced journey level performing the most complex duties and responsibilities assigned, exercising a significant level of independent judgment in the performance of their duties; work assigned to this advanced level requires a specialized technical or functional expertise beyond the journey level, such as processing complex transactions which require a specialized knowledge of multiple operational factors; positions may also be assigned functional, technical and lead supervisory duties over lower level staff when such assignments are a formal organizational responsibility, supervising at least three subordinate staff members.

2.D	00647	Accounting Technician	22.143676	31.001152
2.E	00648	Senior Accounting Technician	23.760169	33.326237

Performs full-charge bookkeeping and para-professional accounting work requiring evaluation and analysis of financial or fiscal data for a specified assigned area; examines, reconciles, and adjusts accounting records from subsidiary ledgers to the general ledger; makes adjustments to correct posting errors and misclassified transactions; prepares periodic summaries of financial transactions including trial balances, revenue and expense statements, and statistical, cost and operating reports to support annual reports to federal and state agencies. The Accounting Technician is fully experienced/journey-level competent to independently perform the full range of duties assigned to the classification. The Senior Accounting Technician is the advanced journey level and performs more complex duties and responsibilities, exercising a significant level of independent judgment in the performance of their duties; work assigned to this advanced level requires a specialized technical or functional expertise beyond the journey level, requiring a higher level of analysis and evaluation such as more complex bank and trust account reconciliations, cost apportionments and cost analyses; positions may also be assigned functional, technical and lead supervisory duties over lower level staff when such assignments are a formal organizational responsibility, supervising at least three subordinate staff members.

Number	Job Code	Job Title	Current Min/Hour	Current Max/Hour
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Collections - Occupational Category 3 A-C

3.A	01274	Collections Officer I	16.022984	22.389395
3.B	01275	Collections Officer II	17.989443	25.173598
3.C	01276	Collections Officer III	18.884693	26.423336

Collects monies owed the County for services rendered and/or taxes/fines/ fees levied; and performs related duties as required. The I is the entry level and demonstrate competency in collections, practices and techniques within the assigned area (e.g., tax, medical or court collections). The II is the journey level and manage a full caseload within an area of account specialization (e.g., tax, medical or court collections); and may return cases to court or initiate property liens for failure to pay. The III is the advanced journey and/or lead level and may file small claims actions, provide testimony in court and/or seize unsecured property (e.g., boats, airplanes) to recover money owed in addition to other activities associated with managing a collections caseload or serve as lead person over lower level Collections Officers.

Number	Job Code	Job Title	Current Min/Hour	Current Max/Hour
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Graphics Technician - Occupational Category 4 A-D

4.A	00154	Graphics Technician I	18.043058	21.604987
4.B	00153	Graphics Technician II	23.971223	28.252392
4.C	00152	Graphics Technician III	27.197949	29.875048
4.D	00151	Graphics Technician IV	28.512498	31.213929

Performs document production functions in such areas as print production, copying, scanning, indexing, bindery, and related services as required. The Graphics Aide differs from higher level Graphics Technicians in that the incumbent will be performing in a trainee capacity. The II differs from the I in that work is performed more independently. The III is knowledgeable in all phases or operations, to provide coverage for the section supervisor during absences or when unavailable for any reason, and to assist the section supervisor on occasions when absences or heavy workloads require, with such tasks as timekeeping, work scheduling, billings, workload preparation, taking inventory, supply ordering, production control, repairing equipment, keeping work areas clean and orderly. The IV is responsible in an overall lead function.

Number	Job Code	Job Title	Current Min/Hour	Current Max/Hour
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Custodial/Utility Worker/Maintenance Worker - Occupational Category 5 A-O

5.A	00266	Building Equip Utility Worker	15.550312	21.760201
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Performs a variety of heavy manual tasks in building maintenance including assembling, disassembling, arranging, and moving office furniture and equipment; loading and unloading trucks and transporting records, equipment and materials; assisting skilled trades with minor maintenance and repair of plumbing, heating and air conditioning equipment; painting and other miscellaneous repairs and clean-up.

5.B	01284	Courier I	15.267277	21.321581
5.C	01285	Courier II	16.011207	22.372303
5.D	01286	Courier III	17.24071	24.101235

Performs a variety of manual and clerical tasks associated with the pick up, transport and delivery of mail, supplies, equipment, books, and passengers from one destination to another. The I is the journey level classification in this series and operates a vehicle to pick up, transport, and deliver mail, supplies, and/or books to various outlying facilities in support of an agency or department working within a framework of clearly established routines and guidelines. The II has a broader scope of duties and responsibilities to include providing operational support (e.g., processing mail or rush inter-library loan requests) in addition to operating a vehicle to pick up, transport and deliver mail, supplies, lab specimens and/or books. The III operates a vehicle to pick up, transport and drop off passengers (e.g., patients, senior citizens, disabled clients) from one location to another. A higher degree of alertness and independent judgment is required to protect the safety and welfare of those being transported. Courier III's may also serve as the lead person over lower level couriers.

5.E	00481	Custodian I	15.127762	15.127762
5.F	00482	Custodian II	15.404940	21.484337
5.G	00485	Custodian III	16.15458	22.609493

Provides a variety of custodial services within assigned areas of public buildings. The III is assigned continuing lead responsibilities.

5.H	01521	HCA Housekeeper I	15.990972	22.307416
5.I	01524	HCA Housekeeper II	17.008313	23.958255

Performs custodial services within assigned area(s) of the hospital and/or other healthcare facility. This classification is distinguished from the Custodian series by its specialization in healthcare facilities with respect to maintenance of cleanliness and sanitary standards. The II serves as lead.

5.J	01312	Inventory Management Asstistant I	15.000000	20.220831
5.K	01313	Inventory Management Asstistant II	15.92833	22.266621

Performs manual and clerical work required for the operation of a storeroom, warehouse or hospital Central Supply unit, including purchasing, receiving, transporting, stocking, issuing, shipping, inventorying, assembling, packaging, sterilizing and record keeping. The I is entry level and performs limited inventory management support tasks associated with a few functional areas, (e.g., stock/issuance, central receiving, sterilization/ packaging). The II is the journey level and performs complex and varied inventory management duties in support of multiple functional areas of a large central supply/warehouse unit or all operations of a small storeroom with limited range of stock items.

5.L	00601	Maintenance Worker I	16.33288	22.836320
5.M	00600	Maintenance Worker II	18.031076	24.20737
5.N	00599	Maintenance Worker III	19.318992	27.091485
5.O	00598	Maintenance Worker IV	20.686361	29.035467

Performs a variety of routine maintenance and construction tasks on County facilities; operates trucks and other motorized equipment as needed; and performs related work as required. Level III may "act" as limited on site supervisor and assist in training new employees. The IV plans, organizes, supervises, and performs a variety of tasks necessary to maintain County property with limited on-site supervision responsibilities.

Number	Job Code	Job Title	Current Min/Hour	Current Max/Hour
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Health Care Related Jobs in Hospital or Clinic Setting (Non-Certificated/Licensed) - Occupational Category 6 A-FF

6.A	01473	Alcohol/Drug Treatment Specialist I	17.232044	24.097696
6.B	01474	Alcohol/Drug Treatment Specialist II	20.700611	28.986323
6.C	01476	Alcohol/Drug Treatment Specialist III	24.494415	34.322529

The I and II perform educational and counseling services for clients with alcohol and/or other drug problems. The III plans, organizes, and implements specialized alcohol and other drug use and abuse treatment programs and services and supervises subordinate staff as designated by the program manager or department administrator.

6.D	00166	Clinical Lab Scientist III	44.668671	59.968671
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Performs a variety of standardized chemical, microscopic, bacteriological and other technical analyses within the clinical laboratory and is primarily responsible for one of the specialty areas of analyses, Chemistry, Hematology, Bacteriology, Blood bank, or overall supervision on the P.M. shift.

6.E	00406	Community Services Coordinator	26.788728	37.55391
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Develops, coordinates and supervises community education, counseling or treatment programs in the areas of substance abuse or pregnant/parenting adolescents. It differs from other similar classifications in its administrative and supervisory responsibilities for a community services program with emphasis on educational outreach activities, substance abuse prevention, treatment or recovery programs.

6.F	01156	Community Services Worker I	15.000000	16.609808
6.G	01157	Community Services Worker II	15.000000	20.573510
6.H	01158	Community Services Worker III	16.220226	22.641766

Assists professional staff in providing transportation, referral, translation and program related services to culturally, economically, physically or mentally impaired or disadvantaged individuals in the community. The I is the entry level and work at the trainee capacity. The II is the journey level functioning independently and effectively performing all duties assigned. The III provides support or surveillance for minors/ dependents and elders under protective, custodial or probationary services requiring in-depth involvement with clients and their families and greater skill and depth of job knowledge in assessing problem situations and formulating plans for services.				
6.I	00857	Health Education Assistant I	17.743521	24.818932
6.J	00858	Health Education Assistant II	20.242689	28.428443
Assists other professional staff by performing selected tasks in community health education services. I is the entry level.				
6.K	00861	Health Technician I	15.000000	18.122290
6.L	00862	Health Technician II	15.000000	20.833154
6.M	00863	Health Technician III	16.457429	22.963615
Performs manual and non-professional work in Health, Hospital Nursing or Ancillary Services. The II is fully qualified to perform the more difficult technician duties in specialized programs. The III is responsible for patient and health care in specialized and more difficult programs, such as Public Health to assist in the conduct of the Family Planning Program, Venereal Disease Program, clinics, or to Behavioral Health to assist in mental health programs.				
6.N	00077	HS Case Aide I	17.197015	22.931611
6.O	00078	HS Case Aide II	18.888359	25.186949
Assists professional staff in providing indirect and direct case and program related services in various human service program service areas including but not limited to: Child Protective Services, Adoptions, Foster Care, Adult Protective Services, Homeless Services, Employment Services, In Home Support Services, Veteran Services, MediCal, Cal Fresh, and CalWORKS . The II level is expected to function independently and effectively in performing all duties assigned.				
6.P	01054	Laundry Worker I	15.000000	15.000000
Performs a variety of duties involved in daily operations of the hospital laundry facility.				
6.Q	00838	Medical Billing Specialist I	18.207053	23.092336
6.R	00839	Medical Billing Specialist II	20.872627	26.479744
6.S	00840	Medical Billing Specialist III	22.106476	28.055837
6.T	00841	Medical Billing Specialist IV	24.533195	31.144735
Performs and is responsible for billing and processing claims appropriately for timeliness in reimbursement and billing compliance with Medi-Cal, Medicare, and general insurance reimbursement requirements. The I is the entry level and works under supervision of higher level Medical Billing Specialists and with established guidelines. The II is the journey level and performs a variety of billing and processing claims for reimbursement by programs. The III is the advanced-journey level performing more complex work involving extensive analysis and research through the use of multiple systems such as MDX DSG to follow up on accounts. The IV is the lead and serves as technical advisor to lower level Medical Billing Specialists. In addition to performing advanced-journey billing work, IVs perform program administrative duties to assure that all claims are billed timely.				
6.U	01328	Medical Office Assistant I	15.000000	19.893547
6.V	01329	Medical Office Assistant II	15.670244	21.913746
6.W	01330	Medical Office Assistant III	17.251705	24.124753
6.X	02110	Medical Office Assistant IV	17.534380	24.514149
Performs a variety of clerical duties in support of a health or medical care delivery office or program. Support activities may include public service, records maintenance, document production and/or case management/processing. I is entry level performing routine clerical and/or manual tasks with simple, clear cut instructions involving no more than a few steps per task and possessing some program knowledge (i.e., medical terminology and medical office operations). The II is the journey level performing a variety of clerical duties according to established criteria and prescribed procedures. Some independent judgment is required in choosing among alternative courses of action in mostly standardized operations or routine situations. The III is the advanced journey level performing clerical duties requiring application of specialized program knowledge of ongoing operations and services, support duties requiring interpretation of rules and regulations, and assessment of individual circumstances to determine appropriate course(s) of action. The IV performs complex office support duties in a medical or health care facility, supervises office operations at a satellite office, and functions as a lead worker.				
6.Y	00156	Nursing Assistant I	15.000000	19.107986
6.Z	00157	Nursing Assistant II	15.000000	20.521152
6.AA	01404	Nursing Assistant III	16.366289	23.400411

Under general supervision of a licensed nurse, is responsible for performing a variety of support functions for professional staff involved in in-patient nursing services throughout the Ventura County Medical Center and Santa Paula Hospital and for performing other related work as required. I is entry level; II is journey level; III primarily provides support in a critical care area such as surgery.

6.BB	01401	Operating Room Technician I	19.503571	29.248823
6.CC	01402	Operating Room Technician II	20.666073	31.555654

Assists in nursing care and the preparation of patients for surgery; assists in the operating room during surgery and in the recovery room; and performs support duties to include the cleaning and maintenance of supplies, instruments, and sterilizers. The I is the entry level and performs routine duties assisting physicians and nurses in the preparation of surgical equipment used in the operating room and responsibilities relating to cleaning procedures in both the operating room and in sterile processing. The II is the journey level and performs a variety of duties that involve assisting physicians and nurses with the preparation of surgical equipment, direct assistance during operations, and scrub duties and responsibilities in the operating room.

6.DD	00756	Pharmacy Technician II	15.000000	20.726483
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Performs a variety of tasks to assist in the operation of the Ventura County Medical Center Inpatient, Outpatient or Infusion Pharmacy.

6.EE	00824	Physical Therapy Aide	14.469379	20.189622
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Assists professional staff therapists with direct patient care tasks and non-patient care tasks performing designated routine tasks related to the therapy services operation as designated by the therapist. This position does not require a professional license.

6.FF	01453	Radiologic Technologist	21.684232	32.360805
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Prepares and positions patients for radiographic and fluoroscopic examinations and makes exposures and performs quality control measures for the purpose of ensuring optimal quality images for interpretation by the radiologist in an accurate and timely manner.

Number	Job Code	Job Title	Current Min/Hour	Current Max/Hour
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Health Care Related Jobs (Certified/Licensed) - Occupational Category 7 A-B

7.A	00159	Certified Phlebotomy Technician I	16.358842	22.884070
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The Per Diem (PD) Certified Phlebotomy Technician performs phlebotomy tasks in the VCMC Clinical Laboratory and assists with general laboratory operations as needed. The I is the entry level.

7.B	00103	Coder-Certified	33.555549	51.221112
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Is responsible for coding and abstracting inpatient and/or outpatient medical records at the Ventura County Medical Center (VCMC), Santa Paula Hospital (SPH), or Ambulatory Care clinics.

Number	Job Code	Job Title	Current Min/Hour	Current Max/Hour
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Engineering (Licensed/Non-Licensed) - Occupational Category 8 A-B

8.A	00693	Engineer I	27.740864	41.790859
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8.B	00694	Engineer II	32.965461	49.582388
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Performs progressively complex Civil Engineering field and office duties which may include the supervision of other engineers and technicians on Public Works engineering projects. Requires completion of a Bachelor's degree in civil engineering, or registration as a Civil Engineer in California; or certification as an Engineer-in-Training in California and four years of civil engineering related experience; or a Bachelor's degree in a related engineering, physical science or mathematics curriculum and up to three years of civil engineering related experience. For certain positions, other fields or specializations may be substituted for Civil Engineering.

Number	Job Code	Job Title	Current Min/Hour	Current Max/Hour
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Information Technology - Occupational Category 9 A-O

9.A	00385	Automotive Systems Technician I	18.932306	23.952872
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9.B	00386	Automotive Systems Technician II	24.767743	31.208100
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9.C	00387	Automotive Systems Technician III	27.070668	34.115196
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Installs, tests, repairs, maintains, and removes electronic and electrical mobile equipment from vehicles and related equipment; may assist in new vehicle preparation, restoration and/or modification of vehicles and equipment in the course of performing customary work. The I is the entry-level works under the technical direction of the III on the more routine and less complex assignments. The II is the journey level and works under less supervision and more independently than the I. The III is the advanced journey and/or lead who work on the more difficult assignments and who provides technical assistance and training to subordinates.

9.D	01701	Telecommunications Network Installer I	18.932307	23.952872
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9.E	01704	Telecommunications Network Installer II	24.767743	31.208099
9.F	01869	Telecommunications Network Installer III	24.767743	31.208099
Installs, tests, repairs, maintains and terminates the use of telecommunication and electronic equipment. Various job assignments may involve support of either Voice/Data/Radio equipment. The I is the entry level and will complete assignments under immediate supervision. The II functions at a Journeyman level meeting job assignments expectations under general supervision. The III requires extensive relevant experience functioning as department resource for implementation/troubleshooting under minimal supervisionG				
9.G	01500	Telecommunications Network Specialist I	30.094849	37.921580
9.H	01501	Telecommunications Network Specialist II	32.805984	41.347417
Assembles, installs, maintains, modifies and/or repairs telecommunications network systems/wireless systems and equipment. The I assists journey level personnel and learns to install, maintain, modify and/or repair telecommunications network systems/wireless systems and equipment. The II is the full working level and requires journey level proficiency in the full range of activities (system and equipment installation, modification, maintenance and repair) for at least one of the telecommunications specialties (e.g., data communications, telephony, VOIP and/or wireless/radio). Incumbents of this level may be assigned to work with any of the telecommunications systems/wireless systems and equipment to ensure peak network performance.				
9.I	01553	Desktop Support Analyst I	24.693865	36.828034
9.J	01861	Desktop Support Analyst II	29.348365	44.529047
Provides desktop administration services for assigned departments; develops procedures and analyzes user requirements for desktop administration; provides technical assistance to the department(s) as needed to ensure the effective delivery of the services; coordinate activities within the Information Technology Services Department (IT Services) to complete customer requests; and performs related work as required. The I is entry level. The II is the journey level and may function in a lead role for new desktop technologies or supervise other Desktop Support Analysts and/or contracted staff.				
Number	Job Code	Job Title	Current Min/Hour	Current Max/Hour
9.K	01022	Office Systems Coordinator I	25.432535	35.736189
9.L	01023	Office Systems Coordinator II	27.912186	39.254697
9.M	01024	Office Systems Coordinator III	32.655909	45.802903
9.N	01621	Office Systems Coordinator IV	38.804116	51.535067
Provides technical assistance to department/agency personnel by supporting and coordinating tasks related to office automation systems requiring a working ability to do feasibility studies, problem analysis, conceptual systems design, micro-computer programming, occasional systems maintenance and repair, analysis and recommendations for purchase of new equipment and vendor liaison. The II is assigned a greater scope of responsibilities and exercises more independent judgment than the I. The III develops procedures and analyzes user requirements for office automation; designs complete, integrated solutions for personal business computers for specific office environments; provide technical assistance to department/agency personnel by supporting and coordinating tasks related to office automation systems; and may provide lead supervision to others. The IV coordinates and monitors the progress of office automation projects from original analysis through final implementation; performs high level systems analysis and provides technical assistance to department/agency personnel by supporting and coordinating tasks related to office automation systems; and may provide supervision to subordinate staff.				
9.O	01862	Office Systems Support Analyst I	37.080872	49.309785
Coordinates and monitors the progress of office systems network projects from analysis through implementation, including local area network analysis and installation; performs systems analysis and provides technical assistance to other office systems positions to support multiple user departments and agencies. The I holds primary responsibility for interfacing with user departments to establish the appropriate objectives for developing network strategies, as needed for those departments. It is also the primary interface with network consultants, hardware and software network vendors.				