



May 14, 2024

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

**Subject: Public Hearing Regarding Adoption of an Ordinance to Place the Classification of Public Health Officer in the Unclassified Service; Adoption of a Resolution Establishing Two Classifications (Public Health Officer and Intensive Services Coordinator) and Allocating One Position of Public Health Officer to the Health Care Agency; and Adoption of an Amended Exhibit I to the Ventura County Management, Confidential Clerical, and Other Unrepresented Employees Resolution.**

## Recommendations

1. We recommend that your Board adopt the attached Resolution which incorporates the following and which will have no material impact on the funding status of the retirement system.
  - a. Establishing two (2) classifications and assigned salary ranges, effective May 26, 2024:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
1558	Public Health Officer	P	MB2	Salaried	\$223,828.80 - \$313,360.32
1074	Intensive Services Coordinator	H	UPT	Hourly	\$29.392591 - \$41.204154

- b. Authorizing addition of the following position allocation in the Health Care Agency (HCA), effective May 26, 2024;

Job Code	Description	Business Unit	Dept. (Unit)	FTE	Compensation Frequency	Salary Range
1558	Public Health Officer	HCA	3103	1	Salaried	\$223,828.80 - \$313,360.32

2. We recommend that your Board hold a 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 Public Health Officer in the unclassified service, read the Ordinance in title only, and set a second hearing for May 21, 2024; and

3. We recommend that your Board adopt amended Exhibit 1 to the Ventura County Management, Confidential Clerical, and Other Unrepresented Employees Resolution (Management Resolution) to add the new classification of Public Health Officer.

### **Strategic Priority**

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

### **DISCUSSION**

#### **1.a. Classifications Establishment**

#### PUBLIC HEALTH OFFICER

##### Fiscal Impact

This request is to establish the recommended classification of Public Health Officer. The Public Health Officer functions are currently being performed through a professional services agreement that is set to expire on June 30, 2024. The net annual fiscal impact to the Health Care Agency budget will be approximately \$141,808 in additional benefits costs associated with a regular allocated position. There is no fiscal impact associated with this action for FY 2023-2024.

##### Discussion

Human Resources staff received from the Health Care Agency a request to create a new classification of Public Health Officer and agrees that the requested classification is appropriate. The Public Health Officer will be primarily responsible for enforcement of local health orders, ordinances, and state health laws and regulations. This role is currently being fulfilled through a professional services agreement. Pursuant to Ordinance Number 4610, as amended by Ordinance Number 4626, the Public Health Officer will be appointed by the County Executive Officer, with the concurrence of your Board.

A classification specification was written and a market salary study was completed to determine the appropriate salary for this new classification. As part of this analysis, we included jobs in other jurisdictions that were performing the same or similar functions. Jurisdictions included were the Counties of Riverside, San Bernardino, San Diego, San Mateo, and Santa Barbara. The proposed salary range is in line with the market mean for the Public Health Officer position.

## INTENSIVE SERVICES COORDINATOR

### Fiscal Impact

This request is to establish the recommended classification of Intensive Services Coordinator. We anticipate that forty-four (44) positions, currently classified as Community Services Coordinator, will be reclassified to the new Intensive Services Coordinator classification. There is no fiscal impact as the salary range for the new classification is the same as the existing classification.

### Discussion

Human Resources staff received a request to create a new classification of Intensive Services Coordinator for the Behavioral Health Department within the Health Care Agency and concurs that the classification is needed. The request was based on a state mandate to create a full-service partnership providing 24-hour support to clients receiving services. This classification will serve as the clients' main point of contact, will assist with connecting them with services, and will provide them with life skills training. The classification, similar to the Crisis Team Clinician and Senior Crisis Team Clinician, is intended to provide 24/7 support to clients. The classification will be paid on an hourly basis so that the incumbents can be paid appropriately for their time worked beyond the standard 8-5 schedule. The positions will be reclassified as part of a re-organization, not because the incumbents are currently performing the functions of the new classification.

We studied the state's requirements and met with management to determine the scope, depth, level, complexity, and responsibility of the job. After a classification specification was drafted, a market salary study was completed to determine the appropriate salary for this new classification. As part of this analysis, we looked for jobs in other jurisdictions that were performing the same or similar functions. Jurisdictions included were the Counties of Kern, Orange, Riverside, San Diego, San Bernardino, and Santa Barbara. We also looked at the internal classification structure within Behavioral Health.

CEO-HR representatives notified SEIU regarding establishment of this classification on April 24, 2024, and SEIU concurred.

**1.b. Classification Allocation Authorization**

Agency/Dept: Health Care Agency  
Classification to be established: Public Health Officer  
Fiscal/Mandates Impact  
Mandatory: No  
Source of Funding: Realignment and Various State Contracts  
Funding Match Required: None  
Impact on Other Departments: None

<b>Summary of Revenues and Costs:</b>	<b><u>FY 2023-24</u> (Current)</b>	<b><u>FY 2024-25</u> (Following)</b>
Revenue:	\$ 334,500	\$ 476,308
Costs:		
Direct	\$ 334,500	\$ 476,308
Indirect-Dept.	\$ -0-	\$ -0-
Indirect-County CAP	\$ -0-	\$ -0-
Net Costs	\$ -0-	\$ -0-
Recovered Indirect Costs	\$ -0-	\$ -0-

**Current FY 2023-24 Budget Projections:**

<b>FY 2023-2024 Budget Projection for Public Health Administration, Unit 3103</b>				
	<b>FY 2024 Adopted Budget</b>	<b>FY 2024 Adjusted Budget</b>	<b>Estimate to Year-End</b>	<b>Savings/(Cost)</b>
Expenditures	\$3,841,383	\$5,230,148	\$5,106,972	\$123,176
Revenue	\$2,115,187	\$3,348,016	\$2,983,749	(\$364,267)
Net Cost *	\$1,726,196	\$1,882,132	\$2,132,223	(\$241,091)

This request is to authorize a new position allocation for the classification of Public Health Officer in the Health Care Agency. It is anticipated that the recurring annual fiscal impact resulting from this action will be approximately \$476,308, including the costs of benefits (based on a top-to-top salary comparison for one position). The Public Health Officer position will be funded largely through the non-renewal of the current contract of the Public Health Officer that has an annual cost of \$334,500. The \$141,808 cost variance between the proposed regular position and the value of the professional services agreement is expected to be mostly absorbed within the operating budget. as the new position is not expected to be filled until after the start of FY 2024-25. Public Health fiscal staff will work

closely with CEO Budget staff to monitor ongoing costs of the new position to determine if an additional budget allocation is required. If so, a FY 2024-25 mid-year budget adjustment will be presented to your Board for approval.

## **2. Unclassified Service**

For the reasons that follow, we recommend that your Board adopt an ordinance amending the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Civil Service System to place the classification of Public Health Officer in the unclassified service. If your Board concurs, a second hearing to adopt the ordinance will be set for May 21, 2024.

The position classification will report directly to the Director of Public Health, will perform the duties of County Public Health Officer set forth in the California Health & Safety Code, and will be responsible for enforcement of local health orders, ordinances, and state health laws and regulations. The position is also the consulting medical officer for other County agencies, including the Board of Supervisors. As such, the position will provide professional level ongoing support for the County of Ventura's policies, programs, and services, and will be among the highest-level managers within the HCA.

Due to the scope and complexity of this job classification, it is recommended that your Board adopt the attached proposed Ordinance placing this classification in the unclassified service (see Exhibit 1).

## **3. Amended Exhibit I to the Management Resolution**

Establishment of the new Public Health Officer classification requires that it be added to Exhibit I of the Management Resolution to ensure it is included in all provisions set forth therein. Copies of the proposed amended Exhibit 1 to the Management Resolution are attached as Exhibit 2 (redlined) and Exhibit 3 (clean copy).

The County Executive Office, County Counsel, and the Auditor-Controller's Office have reviewed this letter. If you have questions, please contact me at (805) 654-3600.

Respectfully submitted,



J. Tabin Cosio  
Interim Director of Human Resources



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, Interim County Chief Financial Officer  
Service Employees International Union, Local 721

Attachments:

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