



COUNTY of VENTURA
COUNTY EXECUTIVE OFFICE

Sevet Johnson, PsyD
County Executive Officer

Mike Pettit
Assistant County Executive Officer

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County Chief Financial Officer

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Officer/
Human Resources Director
Labor Relations

November 7, 2023

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

Board of Directors
Ventura County Fire Protection District
800 South Victoria Avenue
Ventura, California 93009

Subject: Adoption of a Resolution Amending the Salary Ranges of Five Classifications (Airport Operations Officer, Harbor Patrol Officer I, Harbor Patrol Officer II, Harbor Patrol Officer III, and Assistant Registrar of Voters) Effective November 12, 2023, and Establishing One Classification and Salary Range (Senior Airport Operations Officer); and Adoption of an Amended Management, Confidential Clerical, and Other Unrepresented Employees Resolution to Add an Annual Two Percent Non-Elective County Contribution to the 401(k) Accounts of Eligible Employees, With No Material Impact on Funding Status of Retirement System.

Recommendations

We recommend that your Boards:

1. Adopt the attached Resolution of the Board of Supervisors:
 - a. Amending the salary ranges of the following five (5) classifications, effective November 12, 2023; and

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
1656	Airport Operations Officer	N	PVT	Hourly	Fr: \$22.862598 - \$29.2338819 To: \$26.442308 -

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
					\$33.767788
875	Harbor Patrol Officer I	N	PVT	Hourly	Fr: \$27.893284 - \$36.128105 To: \$30.457374 - \$39.449182
876	Harbor Patrol Officer II	N	PVT	Hourly	Fr: \$29.430859 - \$39.434155 To: \$32.136292 - \$48.222007
1783	Harbor Patrol Officer III	N	PVT	Hourly	Fr: \$31.050572 - \$44.162380 To: \$33.904896 - \$48.222007
188	Assistant Registrar of Voters	P	MB2	Salaried	Fr: \$104,708.60 - \$146,606.40 To: \$115,179.46 - \$161,267.04

b. Establishing one (1) classification and assigned salary range effective November 12, 2023, as set forth below.

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
1378	Senior Airport Operations Officer	N	PVT	Hourly	\$31.250000 - \$39.903846

2. Adopt the attached proposed amended Management, Confidential Clerical, and Other Unrepresented Employees Resolution (Management Resolution), effective November 7, 2023, to add Article 19, Section 1907 – Non-Elective 401(k) Contribution to provide an annual two percent (2%) contribution of annualized plan compensation to the 401(k) plan of each non-safety eligible employee.

Strategic Priority:

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

Recommendations

1.a.: Classifications Salary Amendment

Agency/Dept: Department of Airports

Classification(s) to be amended: Airport Operations Officer

Fiscal Impact

It is anticipated that the annual fiscal impact resulting from this action will be approximately \$118,700, including the cost of benefits (based on a top-to-top salary comparison for nine filled positions). However, the immediate impact will only be for two filled positions with an annual fiscal impact of \$6,500, including the cost of benefits.

In accordance with California Government Code sections 31515.5 and 23026, the proposed recommendation will have no material impact on the funding status of the retirement system.

Discussion

The unique job of monitoring and patrolling our two local airports is held by the Airport Operations Officers. As the demands of the two airports have evolved over the years, along with the local job market's requirements for individuals possessing the necessary skillset, training, and certifications, a career ladder for this classification has become imperative. By increasing the compensation for Airport Operations Officers and introducing a Senior classification, the County anticipates that it will attract and retain qualified individuals. This move aims to address the recent trend of skilled professionals leaving County positions in pursuit of opportunities in neighboring areas. These additional costs will be absorbed in the current fiscal year budget by the Department of Airports.

Agency/Dept: Ventura County Harbor Department

Classification(s) to be amended: Harbor Patrol Officer I, Harbor Patrol Officer II, and Harbor Patrol Officer III

Fiscal Impact

It is anticipated that the annual fiscal impact resulting from this action will be approximately \$72,400, including the cost of benefits (based on a top-to-top salary comparison for 18 budgeted positions). However, as there are only nine filled positions, it is anticipated that the immediate annual fiscal impact resulting from this action will be approximately \$36,200, including the cost of benefits, and will be absorbed in the current fiscal year by the Harbor Department.

In accordance with California Government Code sections 31515.5 and 23026, the proposed recommendation will have no material impact on the funding status of the retirement system.

Discussion

The Harbor Patrol Officer classification series has the responsibility of serving as the initial responder in potential disaster and life-saving situations. Consequently, obtaining the essential certifications is crucial for these classifications to guarantee the requisite training and expertise is available when needed to effectively respond to critical events. A pivotal element in ensuring the proficiency of our workforce is the mandatory requirement of these certifications. In a recent assessment of the Harbor Patrol Officer classification, it was identified that adding both the Emergency Medical Technicians-Basic (EMT-B) and the Hazardous Waste Operations & Emergency Response (HAZWOPER) certifications as compulsory prerequisites is necessary. The determined increase in base pay to accommodate these additional requirements is three and one-half percent (3.5%).

Agency/Dept: Ventura County Clerk-Recorder & Registrar of Voters

Classification(s) to be amended: Assistant Registrar of Voters

Fiscal Impact

We anticipate that this recommendation will have an annual fiscal impact of approximately \$20,000, including the cost of benefits (based on a top-to-top salary comparison for one vacant position).

In accordance with California Government Code sections 31515.5 and 23026, the proposed recommendation will have no material impact on the funding status of the retirement system.

Discussion

The classification of Assistant Registrar of Voters is currently vacant. An ongoing recruitment has shown that the salary range does not attract the level of qualified candidates needed to fill this highly visible public office. In addition, a market-based total compensation study was performed that clearly indicated that the current salary range is more than 20 percent (20%) behind the market median. We are therefore recommending an immediate 10 percent (10%) increase to the base salary range with the understanding that the classification will be eligible for the General Salary Increase (GSI) of 4.0 percent scheduled for December 24, 2023. The combination of the immediate 10 percent increase, plus the scheduled GSI, will bring the top of the salary

range for this classification to within a competitive range to attract the best candidates.

1.b. Classification Establishment

Agency/Dept: Department of Airports

Classification(s) to be established: Senior Airport Operations Officer

Fiscal Impact

It is anticipated that the annual fiscal impact resulting from the establishment of this classification will be approximately \$160,800, including the cost of benefits, based on reclassifying nine positions currently allocated as Airport Operations Officers. There will be zero immediate fiscal impact as none of the nine incumbents meet the requirements for the new Senior Airport Operations Officer. The incumbents would have to compete for future openings.

In accordance with California Government Code sections 31515.5 and 23026, the proposed recommendation will have no material impact on the funding status of the retirement system and the increased costs will be absorbed in the current fiscal year budget of the Department of Airports.

Discussion

The Department of Airports is requesting, and we concur, that a new classification be established for Senior Airport Operations Officer. This classification will be charged with patrolling both County airports (Camarillo & Oxnard); monitoring operations; providing security, safety, aircraft rescue and firefighting (ARFF), and emergency assistance when needed. Individuals in this classification will greet, assist and provide information to the public in the performance of routine duties and special assignments and assure compliance with airport rules, regulations and ordinances. This classification is distinguished from the Airport Operations Officer in that it conducts airfield and facility inspections including Spill Prevention Control and Counter-measure (SPCC) and the Storm Water Pollution Prevention Plan (SWPPP). It verifies compliance with FAA's Part 139 Standards on airport markings, lighting, aircraft navigation systems, and weather station systems, and responds with ARFF apparatus to airport emergencies and situations that may involve loss of human life and property.

The addition of the Senior Airports Operations Officer classification will create a career ladder and recognizes the advanced certifications one must acquire to be eligible. Additionally, the new classification will address current ongoing retention issues.

2. Amended Management Resolution

Fiscal/Mandates Impact

Mandatory: No
 Source of Funding: Various
 Funding Match Required: No
 Impact on Other Departments: None

Summary of Fiscal Impact:

	FY 2023-24	FY2024-2025	FY2025-2026
Total Cost	\$2,252,400	\$2,510,473	\$2,733,281

The fiscal impact figure is based on approximately 851 currently eligible employees as of October 20, 2023. The FY 2023-2024 cost is estimated using plan compensation for the fiscal year. The estimated FY 2024-2025 and FY 2025-2026 costs have incorporated the planned General Salary Increases (4% - 12/24/2023 and 3.5% - 12/22/2024, respectively).

California Government Code sections 31515.5 and 23026 require that the County give written notice of any salary and benefits changes, including an explanation of the financial impact of the change on the funding of the County's retirement system. The contributions to the 401(k) plan under the proposed Non-Elective County Contribution will be excluded from pensionable income. Accordingly, we do not expect the recommended action to have a material impact on the funding status of the retirement system.

Discussion

It is recommended that to be eligible for the annual 401(k) two percent (2%) non-elective County contribution, covered employees must be participants in the Ventura County Employees' Retirement Association (VCERA) non-Safety plans or otherwise ineligible to receive a cost of living adjustment from the retirement plan, have at least five (5) years of continuous county service as of December 31 of the calendar year immediately preceding the payment date, and be scheduled to receive a regular (not final) paycheck for the pay period in which the non-elective contribution is to be made. The non-elective contribution will be made based on annualized 401(k) plan eligible compensation and will be scheduled to be made on the third pay period of each year.

The non-elective 401(k) contribution is intended to be in lieu of the VCERA two (2) or three (3) percent retirement cost of living adjustment (COLA) that most represented County employees are eligible to receive. It is recommended as an equitable and cost-effective benefit in place of the retirement COLA.

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This letter has been reviewed by the County Executive Office, County Counsel, and the Auditor-Controller's Office. If you have questions regarding the information presented, please contact me at (805) 654-2561.

Respectfully submitted,



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Assistant County Executive Officer-Human Resources Director



Sevet Johnson, PsyD
County Executive Officer

c: Jeffery S. Burgh, Auditor-Controller
Tiffany N. North, County Counsel
Mike Pettit, Assistant County Executive Officer
Kaye Mand, Assistant County Executive Officer/Chief Financial Officer

Attachments:

- Resolution Concerning Classifications and Salary Ranges
- Exhibit 1 – Management Resolution – Redlined
- Exhibit 2 – Management Resolution - Clean