



Mike Pettit
Assistant County Executive Officer

Kaye Mand
County Chief Financial Officer

Shawn Atin
Assistant County Executive Officer/
Human Resources Director
Labor Relations

January 9, 2024

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

Subject: Adoption of a Resolution Establishing Four Classifications (Surgery Scheduler, Referral Coordinator I, Referral Coordinator II, and Anesthesia Technician), With No Material Impact on Funding Status of Retirement System.

Recommendation

1. We recommend that your Board adopt the attached proposed Resolution establishing four (4) classifications and assigned salary ranges, effective January 21, 2024:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
02201	Surgery Scheduler	N	UPC	Hourly	\$23.827886 - \$33.359040
02205	Referral Coordinator I	N	UPT	Hourly	\$22.696643 - \$31.775300
02206	Referral Coordinator II	N	UPT	Hourly	\$23.827886 - \$33.359040
02210	Anesthesia Technician	N	UPT	Hourly	\$22.285717 - \$31.200000

Strategic Priority

The establishment of 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.

Classifications Establishment

Surgery Scheduler - Fiscal Impact

This request is to establish the recommended classification of Surgery Scheduler. We anticipate that two Medical Office Assistant III positions will be reclassified to the new Surgery Scheduler classification with a maximum annual increase of base salary and benefits from the top-of-range of the current classification to the top-of-range of the new classification of approximately \$40,100. As the two incumbents are currently performing the duties of the new classification, they will be promoted upward with a standard five percent (5.0%) increase for a total annual increase to base salary and benefits of approximately \$7,700.

Discussion

The Health Care Agency is requesting, and we concur, that a new classification of Surgery Scheduler for the Surgery Department be established at the Ventura County Medical Center and the Santa Paula Hospital. The request is based on the need to create a classification that better reflects the duties and responsibilities of the positions within the Surgery Department that are currently classified as Medical Office Assistant III, and which are performing duties above and beyond those of the classifications.

We studied the classification 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 at jobs in other jurisdictions performing the same or similar functions. Jurisdictions included Los Angeles, Riverside, and San Bernardino Counties. Hospital Association of Southern California (HASC) data was also analyzed.

Referral Coordinator I-II - Fiscal Impact

This request is to establish the recommended classification series of Referral Coordinator I-II. We anticipate that some of the approximately 39 currently filled positions will be reclassified to the new series and promotional recruitments will be held. These positions will see a maximum annual increase to base salary and benefits of approximately \$1,012,400 for the applicable positions.

Discussion

The Health Care Agency is requesting, and we concur that a new classification series of Referral Coordinator I-II be established for the Ambulatory Care Clinics. The request was based on the need to create classifications that better reflect the duties and responsibilities of the positions within the Ambulatory Care Clinics currently classified as Medical Office Assistant III, Medical Assistant I, and Medical Assistant II that are performing referrals. A two-classification series is being created to allow for flexibility of

staffing. The higher level will function as a lead over the lower level and will also be responsible for handling the more complex referrals.

We studied the classification 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 at jobs in other jurisdictions which are performing the same or similar functions. Jurisdictions included Orange, Riverside, and Santa Barbara Counties. HASC data was also analyzed.

Anesthesia Technician - Fiscal Impact

This request is to establish the recommended classification of Anesthesia Technician. We anticipate that two current Medical Office Assistant III positions will be reclassified to the new Anesthesia Technician classification with a maximum annual increase of base salary and benefits from the top-of-range of the current classification to the top-of-range of the new classification of approximately \$39,700. As the two incumbents are currently performing the duties of the new classification, they will be promoted upward with a standard five percent (5.0%) increase for a total annual increase to base salary and benefits of approximately \$7,100.

Discussion

The Health Care Agency is requesting, and we concur, that a new classification of Anesthesia Technician is needed for the Surgery Department at the Ventura County Medical Center and the Santa Paula Hospital. The request was based on the need to create a classification that better reflects the duties and responsibilities of the positions within the Surgery Department currently classified as Nursing Assistant II & III, and which are performing duties above and beyond those of the classifications.

We studied the classification 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 at jobs in other jurisdictions which were performing the same or similar functions. Jurisdictions included were Kern, Los Angeles, Riverside, and San Bernardino Counties. HASC data was also analyzed.

Representatives of the County and SEIU met and conferred in good faith on October 18, 2023, over the creation of these four (4) classifications and salary ranges. SEIU agreed to and supports establishing the new classifications and salary ranges. As a General Salary Increase (GSI) of 4.0% was previously approved and will go into effect on December 24, 2023, the original salary ranges for the four (4) classifications have been increased by the same 4.0% GSI over what was agreed to by SEIU on October 18, 2023.

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

Respectfully submitted,



Shawn Atin
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

Attachment: Resolution – Classifications and Salary Ranges