



Mike Pettit

Assistant County Executive Officer

Scott Powers

County Chief Financial Officer

Danielle Keys

County Human Resources Director
Labor Relations

March 11, 2025

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

Subject: Public Hearing Regarding Adoption of an Ordinance to Place the Classification of Fox Canyon Groundwater Management Agency Executive Director in the Unclassified Service; Adoption of a Resolution Establishing Seven Classifications (IT Manager I-IV, Payroll Specialist, Senior Payroll Specialist, Fox Canyon Groundwater Management Agency Executive Director), Amending the Job Title of Senior Deputy Public Guardian, Amending the Salary Range of Deputy Chief Information Officer, Adding the Position of Maintenance Engineer, and Deleting Five Classifications (Medical Social Services Supervisor, Medical Social Worker, Manager - ITSD Project, HSA -Manager Information Technology, Manager - Application Development).

Recommendation

1. We recommend that your Board adopt the attached proposed Resolution:
 - a. Establishing seven (7) classifications and assigned salary ranges, effective March 16, 2025:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
2335	IT Manager I	P	MB3	Salaried	\$94,952.15 - \$132,946.07
2336	IT Manager II	P	MB3	Salaried	\$114,232.68 - \$159,941.44
2337	IT Manager III	P	MB3	Salaried	\$127,934.18 - \$179,125.42
2338	IT Manager IV	P	MB3	Salaried	\$141,047.44 - \$197,485.78
2361	Payroll Specialist	H	UPH	Hourly	\$24.313187 - \$28.856195
2362	Senior Payroll Specialist	H	UPH	Hourly	\$28.804438 - \$40.398673
2295	Fox Canyon Groundwater Management Agency Executive Director	P	MB2	Salaried	\$198,461.54 - \$258,000.00

b. Amending the following classification's job title, effective March 16, 2025:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
2029	From: Senior Deputy Public Guardian To: Senior Deputy Public Guardian-Conservator	P	UPJ	Hourly	\$28.959958 – \$40.517350

c. Amending the following classification's salary range, effective March 16, 2025:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
110	Deputy Chief Information Officer	P	MB2	Salaried	Fr: \$147,983.27 - \$207,194.66 To: \$155,382.43 - \$217,554.39

d. Adding the following position allocation, effective March 16, 2025:

Job Code	Description	Business Unit	Dept. (Unit)	FTE	Compensation Frequency	Salary Range
1014	Maintenance Engineer	FPD	2721	1	Hourly	\$33.188306 - \$34.851055

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

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
1205	Medical Social Services Supervisor	N	UPJ	Hourly	\$32.069491 - \$45.069491
1210	Medical Social Worker	N	UPH	Hourly	\$23.032101 - \$32.249676
1008	Manager – ITSD Project	P	MB4	Salaried	\$114,232.68 - \$159,941.44
1616	HSA – Manager Information Technology	P	MB3	Salaried	\$134,330.90 - \$188,081.70
1617	Manager-Application Development	P	MB3	Salaried	\$127,934.18 - \$179,125.42

2. We recommend that your Board hold a first public hearing regarding adoption of a proposed Ordinance amending the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Civil Service System, to place the classification of Fox Canyon Groundwater Management Agency Executive Director in the unclassified service,

read the proposed Ordinance in title only, and set a second hearing for March 18, 2025.

3. We recommend that your Board adopt the proposed amended Exhibit 1 to the Management, Confidential Clerical, and Other Unrepresented Employees Resolution (Management Resolution) to add the classifications of IT Manager I-IV series and Fox Canyon Groundwater Management Agency Executive Director, and to delete the classifications of Manager-ITSD Project, HSA-Manager Information Technology, and Manager-Application Development.

Recommendation:

1.a. Establishment of Seven Classifications

INFORMATION TECHNOLOGY SERVICES DEPARTMENT (ITSD) – IT Manager I-IV

Fiscal Impact

	FY 2024-25	FY 2025-26
Revenues	19,977	99,313
Costs	19,977	99,313
Net County Cost	0.00	0

Funding Source (S): Information Services ISF

Match Requirements: None

There are cost savings in budgeted salaries that cover FY 2024-25.

Executive Summary

Establishment of the four (4) IT Manager classifications is needed to improve succession planning for ITSD and to maintain competitive compensation throughout the series.

Discussion

This Board Letter is requesting only the establishment of a new classification series, and therefore there will be no immediate fiscal impact. It is anticipated that ITSD will submit requests to reclassify applicable positions sometime in April 2025 and, as indicated above, there are sufficient funds available to cover any additional costs.

This new IT Manager series is essential for improving succession planning within ITSD while also providing more flexibility in managing teams, divisions, and projects. The

previous classifications created silos and failed to accurately reflect the work being performed by most managers. The new series addresses this issue. The new IT Manager series will also allow ITSD to remain competitive and to offer clear paths for manager progression within the department.

COUNTYWIDE – Payroll Specialist and Senior Payroll Specialist

Fiscal Impact

This Board Letter is requesting only the establishment of a new classification series, and therefore there will be no immediate fiscal impact.

Executive Summary

We recommend the establishment of a new Payroll Specialist classification series to provide a consistent and clear description of the job duties for agency/department staff who have overall responsibility of payroll functions within each agency/department.

Discussion:

Every County agency/department appoints staff to perform payroll functions. These positions are responsible for the full range of duties in the maintenance and processing of bi-weekly payroll and entry/retrieval of data and/or information into manual or technology systems. They also resolve and process payroll corrections and adjustments.

Currently, agency/departments utilize a variety of existing job classifications to designate job duties and compensation for staff who have the overall responsibility for payroll functions. Over time, it has become increasingly difficult for both management and incumbents to understand and distinguish the levels of responsibilities and commensurate compensation of positions within an agency/department when compared to those in other agencies/departments.

To provide greater clarity and consistency, CEO-HR undertook a classification and compensation study that resulted in the recommended Payroll Specialist and Senior Payroll Specialist series. As new hires, promotions, and reclassifications for agency/department staff occur, the new classification series will be utilized based on factors that include the scope of duties, complexity of tasks, and the size of agency/department. The Senior level will be allocated to agencies/departments with varying shift requirements, multiple union contracts, and will be responsible for the more difficult and complex payroll transactions and reconciliations. The Service Employees International Union (SEIU) approved these new classifications on February 6, 2025.

Our classification and compensation study reviewed the journey level classifications in the following comparator agencies: Counties of Los Angeles, Orange, Riverside, San Bernardino, and San Diego.

FOX CANYON GROUNDWATER MANAGEMENT AGENCY (FCGMA) – Fox Canyon
Groundwater Management Agency Executive Director

Fiscal Impact

There is no fiscal impact to the County of Ventura as the Fox Canyon Groundwater Management Agency (FCGMA) is a separate entity that will cover all costs under an agreement with the County for staffing services. Consistent with Water Code Appendix section 121-408, the FCGMA contracts with the County for staffing services. All staff serving FCGMA are County employees. Unlike the previous FCGMA Executive Director, while the new position allocation shall formally reside within the Public Works Agency as a County employee, the dedicated, full-time FCGMA Executive Director position will be completely focused on FCGMA business and fully funded by the FCGMA.

Executive Summary

As approved by the FCGMA Board on January 22, 2025, establishment of an Executive Director for Fox Canyon GMA will allow the FCGMA to recruit and select its own dedicated, full time Executive Director in place of using the partial services of a County employee within the Public Works Agency. Consistent with Water Code Appendix section 121-408, the FCGMA contracts with the County for staffing services. All staff serving FCGMA are County employees. Unlike the previous FCGMA Executive Director, while the new position allocation shall formally reside within the Public Works Agency as a County employee, the dedicated, full time FCGMA Executive Director position will be completely focused on FCGMA business, shall report directly to, and be fully accountable to the FCGMA Board of Directors for the management of the FCGMA.

Discussion

The adopted Fiscal Year 2024-2025 budget for FCGMA includes a full-time Agency Executive Officer; however, the Agency has never directly recruited and hired an Executive Officer. The FCGMA Board of Directors approved recruiting for this executive position at their meeting on January 22, 2025. It is therefore necessary to establish the classification of FCGMA Executive Director to allow FCGMA to proceed with recruitment for this position.

To determine the appropriate salary range for this classification, CEO-HR staff performed a total compensation study of similar executive management positions with relatively equivalent public agencies to examine the following areas of total compensation: Compensatory Leave; Employer Contributions to Deferred Compensation; Employer Health Benefits Contributions; Employer Retirement Contributions; and any other employer-paid benefits, such as education incentives. The study was performed using the same methodology as that used for our Market-Based Adjustments (MBA). The proposed salary is competitive with the external market.

1.b. Amendment of One Classification Title

HEALTH CARE AGENCY – BEHAVIORAL HEALTH (BH)

Fiscal Impact

This reflects a title change only, with no fiscal impact anticipated.

Executive Summary

This job title change corrects the title of the Public Guardian-Conservator classification that was transferred to Behavioral Health in 2024.

Discussion

The functions of the Public Administrator-Guardian-Conservator classifications were separated, and the Public Administrator positions and functions remain within HSA, while the Public Guardian-Conservator positions and functions were transferred to BH. This transition necessitated retitling existing classifications to clearly reflect the new alignment of functions and duties. SEIU approved these changes on October 30, 2024.

1.c. Amendment of One Classification Salary Range

INFORMATION TECHNOLOGY SERVICES – Deputy Chief Information Officer (DCIO)

Fiscal Impact

Fiscal Impact is included in Item #1.a. above for the establishment of the new IT Manager classification series.

Executive Summary

The increase to the salary range of the DCIO is needed to prevent compaction issues with the new IT Manager IV classification.

Discussion

Establishment of the new IT Manager I-IV series that reports to the DCIO makes it necessary to increase the DCIO's salary by five percent (5.0%) to prevent compaction issues. There are currently four (4) incumbents who will be eligible for the increase.

1.d. Establishment of One Position

FIRE PROTECTION DISTRICT (FPD) – Maintenance Engineer

Fiscal Impact

	FY 2024-25	FY 2025-26
Revenues	\$0	\$0
Costs	\$27,775	\$111,102
Net County Cost	\$27,775	\$111,102

The FPD has sufficient appropriations/salary savings in FY25 to add this new position.

Executive Summary

The FPD has two new training facilities that require the services of a Maintenance Engineer. The FPD has requested the additional position allocation to properly maintain the new facilities.

Discussion

The FPD's mission is to anticipate and respond to the dynamic public safety needs of a diverse community of about 840,000 people. The two new facilities will be customized and designed to provide two different fire simulation scenarios: 1) Class A fires (wood fueled) and 2) Class B fires (propane fueled). The buildings are projected to be completed by April 1, 2025.

The requested Maintenance Engineer position will be responsible for the maintenance and safe operations of the Ventura County Fire Training Center, including buildings, grounds, and all Fire props. The position will be responsible for constructing props to provide realistic scenarios, in addition to acquiring training materials/props such as cars for auto extrication and forceable entry training. The position will also maintain inventory of all Training Division apparatus and equipment. They will assist with setup and cleanup of Training Center grounds prior to and after training exercise and drills. They will ensure all training props and drill grounds are clean, operational, maintained, and have the appropriate materials to function correctly.

1.e. Deletion of Five Classifications

HEALTH CARE AGENCY – Medical Social Services Supervisor and Medical Social Worker.

INFORMATION TECHNOLOGY SERVICES DEPARTMENT – Manager – ITSD Project, HSA – Manager Information Technology, and Manager – Application Development.

Fiscal Impact

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

Executive Summary

A recent review of the County's classifications resulted in the proposed recommendation to delete job classifications that are no longer used or needed. This type of review and the subsequent recommendation to delete obsolete job classifications are standard operational functions under the purview of the County Human Resources Director.

Discussion

A recent review of the County's classifications resulted in the recommendation to delete five (5) classifications that are no longer used or needed. The recommended action will increase the effectiveness of the classification process and reduce the potential confusion caused by the listing of obsolete job classifications. SEIU approved the deletion of the two (2) represented classifications on February 3, 2025.

Recommendation 2 Unclassified Service

We recommend that your Board hold a public hearing to adopt a proposed Ordinance amending the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Civil Service System, to place the new classification of Fox Canyon Groundwater Management Agency Executive Director in the unclassified service. This classification will be the highest-level manager within the FCGMA. If your Board concurs, a second hearing to adopt the Ordinance will be set for March 18, 2025.

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

Recommendation 3 Amended Exhibit I to the Management Resolution

Establishment of the IT Manager I-IV series and Fox Canyon Groundwater Management Agency Executive Director requires update of Exhibit 1 to the Management Resolution to ensure these classifications are included in all provisions thereof. Copies of proposed amended Exhibit 1 to the Management Resolution are attached as Exhibit 1 (redlined) and Exhibit 2 (clean copy).

Strategic Plan

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

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

If you have questions, please contact Danielle Keys at (805) 654-2561.

Respectfully submitted,



Danielle Keys
County Human Resources Director/Labor Relations



Sevet Johnson, PsyD
County Executive Officer

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

Attachments:

- Resolution – Classifications and Salary Ranges
- Ordinance – Addition of Fox Canyon Groundwater Management Agency Executive Director to the Unclassified Service
- Exhibit 1 – Exhibit I to Management Resolution (Redlined)
- Exhibit 2 – Exhibit I to Management Resolution (Clean)