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

Subject: Public Hearing Regarding Adoption of an Ordinance to Place the Classifications of Assistant Director Behavioral Health, Behavioral Health Division Manager-E, and Assistant Director Public Health in the Unclassified Service; Adoption of a Resolution Establishing Nine Classifications (Agricultural/Weights & Measures Inspector I, Agricultural/Weights & Measures Inspector II, Agricultural/Weights & Measures Inspector III, Supervising Agricultural/Weights & Measures Inspector, Assistant Director Behavioral Health, Behavioral Health Division Manager-E, PWA Manager I, PWA Manager II, and PWA Manager III), Amending the Job Titles, Salary Ranges, and Salaries of Two Classifications (Engineering Manager II, Engineering Manager III), Amending the Job Titles and Salary Ranges of Two Classifications (HS Program Manager II and HSA Senior Program Manager), Amending the Job Title for One Classification (Assistant Director Behavioral/Public Health), Increasing the Salary Ranges and Salaries of Ten Classifications (Agriculture Commissioner, Chief Deputy Agriculture Commissioner, Deputy Agriculture Commissioner, Engineer I, Engineer II, Engineer III, Engineer IV, Deputy Director Public Works Agency, Senior Buyer, and Principal Buyer), Amending the FLSA Status of One Classification (Principal Buyer), Deleting Ten Classifications (Senior Agriculture Inspector/Biologist, Agriculture Inspector/Biologist, Agriculture Inspector/Biologist, Agriculture Inspector/Biologist Associate, Weights and Measures Technician, Weights and Measures Inspector II, HSA Administrative Manager, HS Program Manager I, HSA Senior Administrative Manager, and Engineering Manager I), and Authorizing the Director of Human Resources to Delete Three Additional Classifications (Weights & Measures Inspector III, Supervising Weights & Measures Inspector, and Supervising Agriculture Inspector/Biologist) at Such Time As Those Classifications Become Vacant; and Adoption of an Amended Exhibit 1 to the Ventura County Management, Confidential Clerical, and Other Unrepresented Employees Resolution.

Recommendations:

1. We recommend that your Board adopt the attached proposed Resolution:

- a. Establishing nine (9) classifications and assigned salary ranges, effective August 4, 2024:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
2290	Agricultural/Weights & Measures Inspector I	N	UPH	Hourly	\$28.000000 - \$36.607394
2291	Agricultural/Weights & Measures Inspector II	N	UPH	Hourly	\$31.778846 - \$41.397466
2292	Agricultural/Weights & Measures Inspector III	N	UPH	Hourly	\$35.000000 - \$45.547115
2293	Supervising Agricultural/Weights & Measures Inspector	N	UPJ	Hourly	\$38.533654 - \$50.101822
1062	Assistant Director Behavioral Health	P	MB2	Salaried	\$169,124.19 - \$236,797.07
1073	Behavioral Health Division Manager-E	P	MB2	Salaried	\$154,225.63 - \$215,934.03
706	PWA Manager I	P	MB3	Salaried	\$103,241.38 - \$144,552.11
707	PWA Manager II	P	MB3	Salaried	\$112,848.85 - \$158,003.87
708	PWA Manager III	P	MB3	Salaried	\$124,996.82 - \$175,012.69

- b. Amending the job titles and increasing by ten percent the assigned salary ranges of two (2) classifications, and increasing the salaries of the incumbents in these classifications by ten percent, effective August 4, 2024, as set forth below:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
360	From: Engineering Manager II To: Engineering Manager	P	MB3	Salaried	From: \$112,848.85 – \$158,003.87 To: \$124,133.74 - \$173,804.26
361	From: Engineering Manager III To: Senior Engineering Manager	P	MB3	Salaried	From: \$124,996.82 – \$175,012.69 To: \$137,496.50 - \$192,513.96

- c. Amending the job titles and assigned salary ranges of two (2) classifications, effective August 4, 2024, as set forth below:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
102	From: HS Program Manager II To: Human Services Manager	P	MB4	Salaried	From: \$136,633.91 - \$140,145.44 To: \$107,804.18 - \$140,145.44
147	From: HSA Senior Program Manager To: Division Manager-HSA	P	MB3	Salaried	From: \$155,043.81 - \$166,373.62 To: \$138,644.68 - 166,373.62

- d. Amending the job title of one (1) classification, effective August 4, 2024, as set forth below:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
518	From: Assistant Director Behavioral/Public Health To: Assistant Director Public Health	P	MB3	Salaried	\$152,939.13 - \$214,114.78

- e. Increasing the salary ranges of ten (10) classifications, and increasing the salaries of the incumbents in these classifications by the same percentage as the salary range was increased, effective August 4, 2024, as set forth below:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
45	Agriculture Commissioner	P	MMA	Salaried	From: \$151,569.77 - \$210,549.42 To: \$156,874.71 - \$217,918.65

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
309	Chief Deputy Agriculture Commissioner	P	MB2	Salaried	From: \$132,811.32 - \$185,954.04 To: \$137,459.72 - \$192,462.43
510	Deputy Agriculture Commissioner	P	MB4	Salaried	From: \$95,607.59 - \$133,863.76 To: \$98,953.86 - \$138,548.99
693	Engineer I	P	VPE	Salaried	From: \$63,942.63 - \$96,327.84 To: \$70,336.89 - \$105,960.62
694	Engineer II	P	VPE	Salaried	From: \$75,985.31 - \$114,310.34 To: \$83,583.84 - \$125,741.37
695	Engineer III	P	VPE	Salaried	From: \$83,017.60 - \$124,726.66 To: \$91,319.36 - \$137,199.33
696	Engineer IV	P	VPE	Salaried	From: \$92,194.90 - \$138,148.57 To: \$101,414.39 - \$151,963.43
381	Deputy Director Public Works Agency	P	MB3	Salaried	From: \$138,424.40 - \$193,813.16 To: \$147,421.99 - \$206,411.01

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
1573	Senior Buyer	N	UPH	Hourly	From: \$27.205839 - \$38.048807 To: \$28.511719 - \$39.87510
1607	Principal Buyer	P	UPH	Salaried	From: \$60,123.35 - \$83.381.21 To: \$65,774.94 - \$91,219.04

- f. Amending the FLSA status of one (1) classification, effective August 4, 2024, as set forth below:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
1607	Principal Buyer	From: P: To: N	UPH	From: Salaried To: Hourly	From: \$65,774.94 - \$91,219.04 To: \$31.622570 - \$43.855309

- g. Deleting ten (10) classifications and assigned salary ranges, effective August 4, 2024:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
512	Senior Agriculture Inspector/Biologist	N	UPH	Hourly	\$30.759089 - \$43.062726
513	Agriculture Inspector/Biologist	N	UPH	Hourly	\$27.737666 - \$39.318141
514	Agriculture Inspector/Biologist Associate	N	UPH	Hourly	\$22.621994 - \$32.0066675
1109	Weights and Measures Technician	N	UPT	Hourly	\$26.096381 - \$36.445629
1201	Weights and Measures Inspector I	N	UPT	Hourly	\$25.910414 - \$36.784239

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
1202	Weights and Measures Inspector II	N	UPT	Hourly	\$27.063360 - \$38.556164
98	HSA Administrative Manager	P	MB4	Salaried	\$120,571.33 - \$133,576.84
101	HS Program Manager I	P	MB4	Salaried	\$106,851.00 - \$133,576.84
127	HSA Senior Administrative Manager	P	MB3	Salaried	\$155,043.81 - \$166,373.62
359	Engineering Manager I	P	MB3	Salaried	\$103,241.38 - \$144,552.11

1.h. Authorize the Director of Human Resources to delete three (3) classifications at such time as these classifications become vacant:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
1203	Weights & Measures Inspector III	N	UPT	Hourly	\$28.992687 - \$40,658652
511	Supervising Agriculture Inspector/Biologist	N	UPJ	Hourly	\$33.834998 - \$47.368998
1204	Supervising Weights and Measures Inspector	P	UPJ	Salaried	\$66,770.51 - \$93,656.78

2. We recommend 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 classifications of Assistant Director Behavioral Health, Behavioral Health Division Manager-E and Assistant Director Public Health in the unclassified service, read the proposed Ordinance in title only, and set a second hearing for September 10, 2024.
3. We recommend your Board adopt the proposed amended Exhibit 1 to the Ventura County Management, Confidential Clerical, and Other Unrepresented Employees Resolution (Management Resolution) to add the new classifications of Assistant Director Behavioral Health, Behavioral Health Division Manager-E, Assistant Director Public Health, PWA Manager I, PWA Manager II, and PWA Manager III in the unclassified service.

Strategic Priority

The recommended items outlined in this letter support the County's Strategic Priority to

attract, hire, develop, and retain a diverse workforce empowered to meet the needs of our customers.

Recommendation 1

1.a. Establishment of Classifications

AGRICULTURE/WEIGHTS & MEASURES – FOUR NEW CLASSIFICATIONS

The Agriculture/Weights & Measures Fiscal Year 2024-25 Budget does not include appropriations associated with the proposed action, and therefore the increased costs will be absorbed within the existing appropriations. The fiscal impact of the proposed action will be closely monitored, and we will return to your Board if additional appropriations are necessary.

This request is to establish the recommended classifications of Agricultural/Weights & Measures Inspector I, Agricultural/Weights & Measures Inspector II, Agricultural/Weights & Measures Inspector III, and Supervising Agricultural/Weights & Measures Inspector. For the purpose of establishing the four (4) new classifications, incumbents will be moved into the appropriate new job classifications based on their current number of licenses. In order to advance to the next level within the new series, incumbents will need to follow the existing promotional process established by the department. The total annual increase to base salary and benefits is expected to be approximately \$320,000 for FY 2024-2025.

Discussion

On January 9, 2022, following your Board's approval of a change in the administrative reporting structure that moved the Office of the County Sealer of Weights & Measures from the Resource Management Agency to the Agricultural Commissioner's Office, seven (7) positions were allocated and became part of the Agricultural Inspector/Biologists' unit. As a result, the department realized that Weights & Measures Inspectors did not possess the same licensing as Agricultural Inspector Biologists and vice versa. The lack of licensing in these fields prevents the department from assigning work to non-licensed employees in critical business areas. Furthermore, the current salaries for each are not aligned with those in our comparable jurisdictions and the job classifications are inconsistent with those in similar Agricultural/Weights & Measures departments outside our County.

Currently, the Agricultural/Weights & Measures unit consists of four (4) job classifications specific to Agriculture and five (5) job classifications specific to Weights & Measures, ranging from entry to advanced journey/lead level and excluding management level classifications. In one area there are Agricultural Inspector/Biologist Associate, Agricultural Inspector/Biologist, Senior Agricultural Inspector/Biologist and Supervising Agriculture Inspector/Biologist job classifications. In another area, there are Weights & Measures Technician, Weights & Measures Inspector I, Weights & Measures Inspector II,

Weights & Measures Inspector III, and Supervising Weights & Measures Inspector job classifications. Within the Agricultural Inspector/Biologist job classification series, a total of five (5) licenses are required at the highest level whereas in the Weights & Measures job classification series, a total of three (3) licenses are required at the highest level. Also, for each series the complexity in duties and assignments differ, making it challenging to assign staff where critically needed.

The new job classification series will consolidate assignments from both areas into four (4) levels and will require a specified number of statewide licenses for each of the respective levels. Two (2) licenses will be required for the merged Agricultural/Weights & Measures Inspector I job classification, five (5) licenses will be required for the Agricultural/Weights & Measures Inspector II job classification, and eight (8) licenses will be required for both the Agricultural/Weights & Measures Inspector III and the Supervising Agricultural/Weights & Measures Inspector job classifications. As the licensing requirements will be in both Agriculture and Weights & Measures, the minimum education qualifications will also be expanded to include disciplines in mathematics, statistics, commerce, economics, law enforcement, and marketing. It will enable the department to assign work in both fields to qualified staff and to attract candidates with licensing in both areas. The licensing required in the merged job classes will allow for equity in competition to higher levels within the series and will assist the department in retaining their specialized employees.

Our recommendation is to restructure the classification plan by consolidating the current nine (9) classifications into four (4). Each of the existing thirty-nine (39) positions will be reclassified into the most appropriate levels within the newly established series. Six (6) of the existing nine (9) classifications will be deleted by action authorized pursuant to this Board Letter while we request that your Board authorize the Director of Human Resources to delete the remaining three classifications once those classifications are no longer budgeted and have no incumbents. The adoption of this recommendation will result in five immediate positive outcomes.

1. The proposed structure will align with industry standards and will allow for the easier assignment of mission-critical work.
2. The proposed salaries will be appropriately aligned and will bolster recruitment and retention efforts.
3. The proposed structure will eliminate pay compaction as the current structure has too many salary levels that are inappropriately internally aligned.
4. The proposed structure will subscribe to the merit principle of "like pay for like service" and will promote better internal equity amongst existing staff.
5. The proposed structure will allow for easier administration of the classification plan as it pertains to recruitment, promotion, and transfer opportunities.

CEO-HR representatives discussed with SEIU representatives the potential impact of these recommendations on their members. It was agreed that those incumbents reclassified into positions in the new class structure with a higher maximum salary range will receive a pay increase upon reclassification under Section 912.C of the County Personnel Rules and Regulations, (the minimum rate of the new salary range or 5.0%, whichever is greater). However, the pay for such employees cannot exceed the maximum pay rates for the new classifications. Further, incumbents reclassified as part of this study shall serve probationary periods. After reclassification, these individuals shall be eligible for another five percent (5.0%) merit increase after working 2,080 meritorious hours (exclusive of overtime) in the new classifications, up to the maximum of the applicable salary ranges. As the new classifications require bachelor's degrees, and will have higher salary ranges, it was also agreed that incumbents in the proposed new classifications shall not receive nor be eligible for the bachelor's degree educational incentive. Agreement was reached with SEIU on March 6, 2024.

HEALTH CARE AGENCY – TWO CLASSIFICATIONS

Assistant Director Behavioral Health

Fiscal Impact

It is anticipated that the annual fiscal impact as a result of this action will be minimal (approximately \$31,750 including the cost of benefits), for one (1) position as the currently allocated position of Assistant Director Behavioral/Public Health within Behavioral Health will be reallocated to the new classification of Assistant Director Behavioral Health (ADBH). No additional budget appropriations are being requested for the proposed action. The additional costs of \$31,750 will be absorbed within the existing budget appropriations.

Discussion

The ADBH position reports directly to the Director of Behavioral Health and has high-level responsibility assisting in the planning and direction of all Behavioral Health services. The ADBH assists with the day-to-day administration, management, and coordination of all Behavioral Health services, and serves as the Acting Director in the Director's absence.

The Behavioral Health Department within the Health Care Agency requested the establishment of ADBH as an "at will" classification to assist the Director in successfully managing Behavioral Health. The salary range recommendation for the proposed unclassified ADBH is slotted equally between the Deputy Director of the Health Care Agency and the proposed "at will" classification of Behavioral Health Division Manager-E.

Behavioral Health Division Manager-E

Fiscal Impact

It is anticipated that the annual fiscal impact as a result of this action will be approximately

\$72,000, including the cost of benefits, for five (5) positions. No additional budget appropriations are being requested for the proposed action. The additional costs of \$72,000 will be absorbed within the existing budget appropriations.

Discussion

The Director of Behavioral Health requested, and CEO Human Resources concurred with, the establishment of an “at will” classification to oversee specified divisions within Behavioral Health. These positions have high-level responsibility for coordinating and directing the highest-level County-wide management operations functions within Behavioral Health. This classification is among the highest-level managers within the Health Care Agency and County and is responsible for providing divisional monitoring and oversight of the operations within Behavioral Health. Depending upon the specific assignment, the respective positions of Behavioral Health Division Manager-E (BHDM-E) will report to the Director of Behavioral Health or to the Assistant Director Behavioral Health.

The salary range recommendation for the proposed unclassified BHDM-E classification is five percent (5.0%) higher than its classified counterpart (Behavioral Health Division Manager) which is the standard percent increase recommendation for at will classifications above their original classified salary ranges. The four (4) current incumbents in the existing classification of Behavioral Health Division Manager will be given the option to move to the new unclassified Behavioral Health Division Manager-E classification. The classified versions of these job classifications will be deleted from the classification plan once there are no incumbents in them.

PUBLIC WORKS – THREE NEW CLASSIFICATIONS – PWA Manager I-III

Fiscal Impact

As the salary range for the new classification series is the same as the current Engineering Manager series, there will be no fiscal impact to the ten (10) positions or to the eight (8) incumbents who will be transferred to the new series.

Discussion

The newly created PWA Manager series will allow those individuals who possess valuable institutional knowledge and leadership capabilities yet lack the relevant education and/or licensure to qualify for Engineering Manager, to lead sections or divisions within the Agency.

The salary ranges for the PWA Manager series will have a minimum of \$103,241.38 and a maximum of \$175,012.69, which is the current minimum and maximum for the existing Engineering Manager series. This will allow those who are transferred to the newly established classifications to experience no change to their salary.

1.b. Amendment of Classification Titles, Salary Ranges, and Salaries of Incumbents

PUBLIC WORKS AGENCY – TWO CLASSIFICATIONS: Engineering Manager II and Engineering Manager III

Fiscal Impact

It is anticipated that the annual fiscal impact of the 10.0% increase for the salary ranges of the two classifications and the salaries of nineteen (19) incumbents will be minimal to the General Fund as these positions are primarily funded through Special Revenue and Enterprise Funds. The estimated fiscal impact will be approximately \$15,000, including base salary and benefits, for the respective incumbents and will be absorbed within the existing budget appropriations.

Discussion

With elimination of the Engineering Manager I classification, the two remaining classifications within the series will be retitled in a fashion consistent with a two-level series. Since the PWA Manager I-III series will retain the salary ranges that were utilized for the current Engineering Manager I-III series, the retitled Engineering Manager two-classification series is reserved for those who possess a professional engineering license or engineering degree. Effective August 4, 2024, the base annual salary range of each classification noted (Engineering Manager II and Engineering Manager III), and the base annual rate of each individual incumbent in any such classification, will be increased by 10% percent.

1.c. Amendment of Classification Titles and Salary Ranges

HUMAN SERVICES AGENCY - TWO CLASSIFICATIONS

Fiscal Impact

This request is to change the job titles of job codes #00102 - HS Program Manager II and #00147 - HSA Senior Program Manager, to Human Services Manager and Division Manager-HSA, respectively. The top of the salary range for these retitled classifications will remain unchanged from the original classifications. The respective salary ranges for both new job titles are being adjusted to reflect a broader salary range inclusive of the salary ranges for the current classifications and reflective of a standard salary range spread between minimum and maximum.

Twenty (20) HS Program Manager II positions (seventeen incumbents) will have their job titles changed to Human Services Manager and fifteen (15) HSA Senior Program Manager positions (thirteen incumbents) will have their job titles changed to Division Manager-HSA with no fiscal impact, as changing an incumbent's job title does not result in a promotion when the job code remains the same. Therefore, there is no immediate

fiscal impact to the County for these thirty-five (35) positions.

One (1) position will be reclassified with incumbent from HSA Senior Administrative Manager to Division Manager-HSA. The incumbent is at the top of the salary range and the top of the salary range for the new classification is the same as the existing top of the salary range for the HSA Senior Administrative Manager which results in no fiscal impact for this single position.

Four (4) positions and incumbents allocated as HSA Administrative Manager and nineteen (19) positions and incumbents allocated as HS Program Manager I will be reclassified with incumbents to Human Services Manager. The two existing classifications have identical salary ranges and the top of the salary range for the new classification is four-and-nine-tenths' percent (4.9%) higher (\$6,568.60) than that of the existing classifications. The total annual increase to base salary and benefits is therefore expected to be approximately an additional \$204,000 for these twenty-three (23) positions.

Discussion

Human Resources staff received and supports a request from the Human Services Agency (HSA) to change the classification titles for two classifications to reflect updated working titles used agency-wide across the different departments. The request was based on reorganizing, modernizing, and simplifying classifications to better reflect the duties and responsibilities of the positions within HSA.

Much has changed over the past decade with respect to HSA services and associated impacts on managers, making previous historical distinctions regarding the managerial classifications irrelevant and therefore, prompting a reorganization to simplify HSA's classification system.

Human Resources staff reviewed HSA's extended leadership structure to verify that collapsing the HSA Administrative Manager and HS Program Manager I classifications into one Human Services Manager job classification (formerly HS Program Manager II) does not alter the scope, depth, level, or complexity of the jobs. The Human Services Manager single classification integrates the HSA Administrative Manager pay scale and further resolves the pay compaction between the HS Program Manager I and II levels by merging their wage bands. The level II manager was paid approximately 5.0% more than was originally intended to provide greater compensation to managers who oversaw services deemed to require more responsibility and deemed to be more complex and critical in nature.

Over the last few years, HSA has recognized that any specific programmatic expertise is secondary to strong leadership skills at the managerial level. Therefore, HSA needs the flexibility to rotate managers across traditional departmental and programmatic functions whenever doing so may help shore up a particular area or bolster managers' experience or knowledge in a manner that makes them more valuable to the managerial team.

Human Services Managers report to HSA Senior Program Manager and HSA Senior Administrative Manager classifications, both of which currently use the working title "Division Manager-HSA." The change in job title from HSA Senior Program Manager to Division Manager-HSA formalizes the job description within the County's classification system but maintains the same job code and top of salary range.

1.d. Amendment of Classification Title

HEALTH CARE AGENCY/PUBLIC HEALTH - ONE CLASSIFICATION

Fiscal Impact

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

Discussion

With the establishment of the new classification of Assistant Director Behavioral Health, there is no longer a need to maintain the dual-titled classification of Assistant Director Behavioral/Public Health. There is a need to maintain this position within Public Health and the best approach is to retitle the current dual-titled classification to reflect only the single position within Public Health.

1.e. Classification Salary Range and Incumbent Salary Adjustments

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES DEPARTMENT- THREE CLASSIFICATIONS

Fiscal Impact

The annual fiscal impact of the 3.5% top-of-range increase for the salary ranges for six (6) incumbents in the specified three (3) unrepresented classifications will be net neutral as the incumbents will no longer be eligible for the bachelor's degree educational incentive of 3.5%.

Discussion

In alignment with the changes to the SEIU-represented classifications that will now require a bachelor's degree and that have removed eligibility for the bachelor's degree education incentive of three and one-half percent (3.5%), we recommend increasing the unrepresented Agriculture classifications' salaries by 3.5%. Along therewith, we recommend that the salaries of the applicable six (6) incumbents also be increased by 3.5% as they will also now require a bachelor's degree. This increase will keep the incumbents' actual earnings at their current levels, so they will not be negatively impacted by removal of the educational incentive. Effective August 4, 2024, the base annual salary range of each classification noted, Agriculture Commissioner, Chief Deputy Agricultural Commissioner and Deputy Agricultural Commissioner, and the base annual rate of each individual employed in any such classification will be increased by the indicated

percentage.

PUBLIC WORKS AGENCY - FIVE CLASSIFICATIONS

Fiscal Impact – Engineer I-IV

Although there are approximately thirty (30) budgeted Engineer positions, only one (1) is partially funded through the General Fund. This position is currently vacant, and it is anticipated that the annual fiscal impact to the General Fund of the 10.0% increase for the salary range for one (1) budgeted position will be approximately \$5,000, including base salary and benefits for the future incumbent and will be absorbed within the existing budget appropriations.

Discussion

The vacancy rate for the Engineer I-IV classifications is currently 37.7% and the turnover rate over the past twelve months is 23.5%. An ongoing recruitment has shown that the salary range does not attract the level of qualified candidates needed to fill these critical roles. We are therefore recommending an immediate 10 percent (10%) increase to the base salary ranges with the understanding that the classification series will be eligible for the General Salary Increase of 3.5 percent scheduled for December 22, 2024. The combination of the immediate 10 percent increase, plus the scheduled General Salary Increase, will bring the top of the salary ranges for these classifications to within a competitive range to attract the best candidates. Effective August 4, 2024, the salaries of the incumbents will be increased by the same 10% as the salary range was increased. The Ventura Employees Association approved these increases on June 18, 2024.

Fiscal Impact – Deputy Director Public Works Agency

It is anticipated that the annual fiscal impact of the 6.5% increase for the salary ranges for eight (8) positions will be minimal to the General Fund as these positions are primarily funded through Special Revenue and Enterprise Funds. Estimated fiscal impact is approximately \$500 including base salary and benefits for the respective incumbents.

Discussion

In alignment with the changes to the Engineering Manager series, the salary range for the Deputy Director Public Works Agency classification will be increased by six and one-half percent (6.5%) to address compaction issues.

GENERAL SERVICES AGENCY - TWO CLASSIFICATIONS

Fiscal Impact – Senior Buyer and Principal Buyer

The eight (8) budgeted Buyer positions (4 Senior and 4 Principal) are funded through Internal Service Fund 1220. Vacancies within 1220 should cover the Salary and Benefits budget for FY 2025. If not, 1220 will use retained earnings. The increased salaries will be

utilized to develop rate recovery for FY 2026.

Discussion

The Agency is currently experiencing retention issues and the classification series has compaction issues with nominal differences between the levels within the series. We are therefore recommending an immediate increase of 4.8% for the Senior Buyer classification and 9.4% for the Principal Buyer classification. These adjustments to the salary ranges are necessary to have appropriate internal alignment and salaries that are commensurate with the duties and responsibilities of the classifications. The immediate increase will bring the top of the salary range for these classifications to within a competitive range to retain our top talent. The Service Employees International Union (SEIU) agreed to these increases on July 3, 2024.

1.f. Classification FLSA Status Amendment

GENERAL SERVICES AGENCY - ONE CLASSIFICATION

Fiscal Impact – Principal Buyer

The four (4) budgeted Principal Buyer positions are funded through Internal Service Fund 1220. Vacancies within 1220 should cover the Salary and Benefits budget for FY 2025. If not, 1220 will use retained earnings. The increase to annual earnings due to the amendment of the FLSA status will be utilized to develop rate recovery for FY 2026.

Discussion

The Agency is currently experiencing retention issues and the classification series has compaction issues with nominal differences between the levels within the series. In addition to the increase in salaries detailed above, we are recommending an amendment to the FLSA status of the Principal Buyers from Salaried (aka exempt) to Hourly (aka Houly) to immediately make the incumbents eligible to receive overtime. The amendment to FLSA status, and immediate eligibility to receive overtime, will reduce, if not outright eliminate, the retention issues currently faced by the Agency. The Service Employees International Union (SEIU) agreed to the amended FLSA status for this classification on July 18, 2024.

1.g. Deletion of Classifications

AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES DEPARTMENT - SIX CLASSIFICATIONS

Discussion

Current positions will be reclassified within the new classification structure as soon as possible. Once an incumbent holding a former classification vacates their present position, the vacant position will be reclassified to the new recommended class. The

former classifications will be deleted once they are no longer budgeted and no longer have incumbents in them.

HUMAN SERVICES AGENCY - THREE CLASSIFICATIONS

Discussion

The HSA Administrative Manager and HS Program Manager I classifications will be deleted when the job titles of all incumbents holding those classifications have been updated to the new job title of Human Services Manager. The HSA Senior Program Manager classification will be deleted when the job title of incumbents holding this classification has been updated to the classification of Division Manager-HSA.

PUBLIC WORKS AGENCY – ONE CLASSIFICATION

Discussion

The Engineering Manager I classification will be deleted after all incumbents have been transferred to the newly established PWA Manager series or to the retitled Engineering Manager classification series. Once the employees have been transferred or promoted, the Engineering Manager I classification will be deleted effective August 4, 2024.

Recommendation 2. Unclassified Service

For the following reasons, 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 classifications of Assistant Director Behavioral Health, Behavioral Health Division Manager-E and Assistant Director Public Health in the unclassified service. These classifications will be among the highest-level managers within Behavioral Health. If your Board concurs, a second hearing to adopt the Ordinance will be set for September 10, 2024.

The Assistant Director Behavioral Health will report directly to the Director of Behavioral Health and has high-level responsibility assisting in the planning and direction of all Behavioral Health services.

The Behavioral Health Division Manager-E will report directly to the Director of Behavioral Health or the Assistant Director Behavioral Health, depending on assignment, and will be responsible for providing divisional monitoring and oversight of the operations within Behavioral Health.

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

The classification of Assistant Director Public Health is replacing, in name only, the classification of Assistant Director Behavioral/Public Health, which is currently in the

unclassified service. Accordingly, we recommend that your Board adopt the attached proposed Ordinance, which places the classification of Assistant Director Public Health Services in the unclassified service.

Recommendation 3. Amended Exhibit I to the Management Resolution

Establishment of the five (5) unrepresented classifications of Assistant Director Behavioral Health, Behavioral Health Division Manager-E, and PWA Manager series I-III requires that they be added to Exhibit 1 of the Management Resolution to ensure they are included in all provisions set forth therein. In addition, the amendment of the job title of Assistant Director Behavioral/Public Health to Assistant Director Public Health requires that Exhibit I to the Management Resolution be amended accordingly. 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, County Chief Financial Officer

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)