

Mike Pettit
Assistant County Executive Officer

Kaye Mand
County Chief Financial Officer

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

July 23, 2019

Board of Supervisors
County of Ventura
800 South Victoria Ave
Ventura, CA 93009

Subject: Approval of, and Authorization for, the Transfer of Two Allocations From Ventura County Information Technology Services Department Administrative and Fiscal Services to the County Executive Office Human Resources; Adoption of a Resolution Approving the Transfer of the Two Position Allocations; and Authorization for the Auditor-Controller's Office to Process the Necessary Budget Adjustments (Recommendation No. 3 Requires 4/5ths Vote).

Recommendations

It is recommended that your Board:

1. Authorize the transfer of two allocations (currently allocated as Administrative Officer II and Program Assistant) from Ventura County Information Technology Services Department Administrative and Fiscal Services unit # 4801 to a newly created County Executive Office Human Resources – Information Technology Services ("CEO-HR – IT Services") unit #1024 effective July 28, 2019.
2. Adopt the attached Resolution (Exhibit 1) approving the transfer of the allocations (after reclassification) to the CEO-HR – IT Services unit effective July 28, 2019, as follows:

Job Code	Description	Business Unit	Dept. (Unit)	FTE	Compensation Frequency	Annual Range
01674	Personnel Analyst III	CEO-HR	1024	1	Salaried	\$89,877.03 - \$125,840.19 (S)
00391	Personnel Analyst I	CEO-HR	1024	1	Salaried	\$63,243.74 - \$88,549.92 (S)

3. Authorize the Auditor-Controller's Office to process the budgetary transactions necessary to transfer the following appropriations (requires 4/5ths vote):

Fund G001 – Division 1010 – County Executive Office			
Increase	Unit 1024	Salaries and Benefits	\$290,000
Decrease	Unit 1024	Salaries and Benefits – Contra Decrease (1992)	\$290,000
Fund I500 – Division 4800 – Information Technology Services Dept.			
Decrease	Unit 4801	Salaries and Benefits	\$290,000
Increase	Unit 4801	Salaries and Benefits - Increase (1991)	\$290,000

Fiscal/Mandates Impact

Mandatory: No
Source of Funding: Information Technology Services Department
Funding Match Required: None
Impact on Other Departments: None

FY 2019-20 Budget Projection for County Executive Office – Division 1010				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated (Savings/Deficit)
Appropriations	\$22,703,693	\$22,703,693	\$22,703,693	\$0
Revenue	\$10,463,358	\$10,463,358	\$10,463,358	\$0
Net Cost	\$12,240,335	\$12,240,335	\$12,240,335	\$0

FY 2019-20 Budget Projection for Information Technology Services – Division 4800				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated (Savings/Deficit)
Appropriations	\$34,198,331	\$34,198,331	\$34,198,331	\$0
Revenue	\$33,833,957	\$33,833,957	\$33,833,957	\$0
Operating Gain/(Loss)	(\$ 364,374)	(\$ 364,374)	(\$ 364,374)	\$0

Discussion

In recent years, the Human Resources ("HR") functions of Ventura County Information Technology Services Department ("ITSD") have been administered in part by ITSD, and in part by the County Executive Office Human Resources ("CEO-HR"). The Chief Information Officer requested HR functions be centralized after a collaborative review of the Department's HR functions. After a thorough evaluation, CEO-HR and ITSD leadership have agreed to fully centralize the ITSD HR functions and transfer the unit's employees to CEO-HR – IT Services.

As part of this recommendation, ITSD HR functions will be organized into one unit, headed by a manager with responsibility for the functional units of recruitment, labor relations, and return-to-work. CEO-HR will provide oversight and resources as needed. We anticipate that the centralization will provide continued close collaboration with ITSD leadership as well as improved operational efficiencies and backup expertise.

Two current ITSD allocations will be transferred to CEO-HR. The positions will be reclassified by the CEO to align with the CEO-HR classifications which reflect their level of responsibility. None of the classifications involved are within represented bargaining units. Accordingly, no meet and confer was necessary to facilitate this transition.

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



Shawn Atin

Assistant County Executive Officer/Human Resources Director



Michael Powers

County Executive Officer

M.P.

Exhibit 1 – Resolution