

March 19, 2019

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

**Mike Pettit**  
Assistant County Executive Officer

**Kaye Mand**  
County Chief Financial Officer

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

**Subject:** Adoption of a Resolution to Establish One Classification and Salary Range ("Fleet Operations Manager") and to Delete Two Classifications and Assigned Salary Ranges ("Manager-Transportation/Heavy Equipment" and "Manager-Fleet Services"); Amend Exhibit 1 of the Ventura County Management, Confidential Clerical, and Other Unrepresented Employees Resolution to Add the One New Classification and Delete the Two Classifications; and Public Hearing Regarding Adoption of an Ordinance to Place the Classification of "Managing Attorney" in the Unclassified Service.

**Recommendation:**

It is recommended that your Board:

1. Adopt the attached Resolution:
  - a. Establishing the following one (1) classification and salary range effective March 24, 2019:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
01126	Fleet Operations Manager	P	MB3	Salaried	\$87,142.86 - \$122,000.00 (S)

- b. Deleting the following two (2) classifications and assigned salary ranges effective March 24, 2019:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Hourly (H) / Salary (S) Range
00613	Manager – Transportation/Heavy Equipment	P	MB3	Salaried	\$97,317.47 - \$136,257.82 (S)
01127	Manager – Fleet Services	P	MB3	Salaried	\$100,076.26 - \$140,120.50 (S)

2. Adopt the attached Ventura County Management, Confidential Clerical and Other Unrepresented Employees Resolution (Exhibits 2 and 3) to add the classification of Fleet Operations Manager to Exhibit 1 and delete the classifications of Manager – Transportation/Heavy Equipment and Manager – Fleet Services from Exhibit 1 effective March 24, 2019.
3. Hold a public hearing regarding the adoption of an ordinance (Exhibit 4) amending the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Civil Service System to place the classification of Managing Attorney in the unclassified service; read ordinance in title only; and set second hearing on April 9, 2019.

**1.a. Classification Establishment:**

Agency/Dept: General Services Agency

Classification(s) to be established: "Fleet Operations Manager"

Fiscal Impact:

It is anticipated that the annual fiscal impact, as a result of this action, will be a savings of approximately \$208,000, including base salary and the cost of benefits for one (1) position.

Discussion:

The Fleet Operations Manager will be responsible for fleet maintenance and repair operations and will report to the Deputy Director General Services Agency. These responsibilities, along with various administrative services, were previously performed by the Manager – Transportation/Heavy Equipment. The Fleet Department within GSA has since hired a Staff Services Manager II to fulfill the administrative duties. This reduction in responsibility and work load from the Manager – Transportation/Heavy Equipment has resulted in the need for a new classification solely responsible for fleet maintenance and repair.

A market review and salary analysis was conducted to determine an appropriate salary range for the new classification proposed. The following 12 jurisdictions were surveyed: counties of Contra Costa, Los Angeles, Kern, Los Angeles, Riverside, Sacramento, San Bernardino, San Luis Obispo, and cities of Camarillo, Simi Valley, Thousand Oaks, and Ventura. The proposed maximum annual salary of \$122,000 will result in a total compensation cost savings of approximately \$208,000 from the now obsolete classifications of Manager – Fleet Services and Manager – Transportation/Heavy

Equipment. Additionally, the recommended salary range will improve the County's ability to successfully recruit for and retain qualified individuals to fill this critical position.

**1.b. Classification Deletions:**

A recent review of the County's classifications has resulted in the proposed recommendation to delete two job classifications that are no longer used or needed. As discussed above in 1.a., the duties of the specified classifications have been reassigned to other classifications. The recommended action will increase effectiveness of the classification process and reduce the potential confusion caused by the listing of obsolete job classifications. This type of review and the subsequent recommendation to delete obsolete job classifications are a standard operational function under the purview of the Director, Human Resources. The approval of this recommended action will ensure that an equitable and logical arrangement of classifications which promotes and increases the effectiveness and efficiency of county service exists.

The recommended action to delete obsolete classifications will not result in any additional costs. Classifications are to be deleted effective March 24, 2019.

**2. Modification of the Ventura County Management, Confidential Clerical, and Other Unrepresented Employees Resolution**

Fiscal Impact:

It is anticipated that the annual fiscal impact as a result of this action will be a savings of approximately \$208,000 for the deletion of two classifications and establishment of one classification.

Discussion:

The purpose of the proposed modification to the Ventura County Management, Confidential Clerical, and Other Unrepresented Employees Resolution ("Management Resolution") is to add the newly established classification of Fleet Operations Manager to and delete the classifications of Manager – Transportation/Heavy Equipment and Manager – Fleet Services from Exhibit 1.

The proposed revised Exhibit 1 of the Management Resolution is attached as Exhibit 2 (legislative version) and Exhibit 3 (clean version).

**3. Unclassified Service**

The existing Managing Attorney classification reports directly to the Director of the Department of Child Support Services ("DCSS"). This classification is among the highest-level senior managers within DCSS and is responsible for providing oversight of professional legal staff and strategic administration directly to the Director DCSS. In

addition, this position is comparable to the classifications of Chief Deputy District Attorney and Chief Deputy Public Defender, both of which are in the unclassified service. The position is responsible for the planning, development and implementation of departmental goals and strategies pertaining to the legal division of DCSS. This single position classification is currently vacant.

Due to the scope and complexity of this job class, it is recommended that your Board adopt an ordinance placing this classification in the unclassified service. A second hearing to adopt the ordinance will be set for April 9, 2019.

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

Respectfully,



SHAWN ATIN  
Assistant County Executive Officer-Human Resources Director



*m.p.*  
MICHAEL POWERS  
County Executive Officer

- Exhibit 1 – Resolution of the Board of Supervisors regarding classifications
- Exhibit 2 – Redlined version of the Management Resolution
- Exhibit 3 – Revised Management Resolution
- Exhibit 4 – Ordinance Amending Ventura County Ordinance Code, Division 1, Chapter 3, Article 4

cc: Jeff Burgh, Auditor-Controller  
Mike Pettit, Assistant County Executive Officer  
Leroy Smith, County Counsel