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November 17, 2020

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

**Subject: Public Hearing Regarding Adoption of an Ordinance to Place the Classification of “Deputy Director Area Agency on Aging” in the Unclassified Service; Adoption of a Resolution to: Establish One (1) Classification and Salary Range (“Deputy Director Area Agency on Aging”) and Delete Three Classifications and Assigned Salary Ranges (“Deputy Director Probation,” “Chief Deputy Director H.S.A.” and “Ambulatory Care/Population Health Administrator”); and Adoption of an Amended Ventura County Management, Confidential Clerical, and Other Unrepresented Employees Resolution to Incorporate the Recommended Classification Establishment and Deletions**

**Recommendations:**

We recommend that your Board:

1. Adopt the attached Resolution attached as Exhibit 1, that incorporates the following:
  - a. Establishment of the following one (1) classification and salary range effective November 29, 2020.

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
00580	Deputy Director Area Agency on Aging	P	MB2	Salaried	\$100,620.71 - \$140,869.00 (S)

- b. Deletion of the following three (3) classifications and assigned salary ranges effective November 29, 2020.

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Hourly (H) / Salary (S) Range
00526	Deputy Director Probation	P	MB2	Salaried	\$108,934.57 – \$152,508.40 (S)
05292	Chief Deputy Director – H.S.A.	P	MB2	Salaried	\$178,522.10 - \$207,604.19 (S)
00399	Ambulatory Care/Population Health Administrator	P	MB2	Salaried	\$204,359.37 - \$286,103.12 (S)

2. Adopt an amended Exhibit 1 to the Ventura County Management, Confidential Clerical and Other Unrepresented Employees Resolution (Management Resolution) to place the classification of Deputy Director Area Agency on Aging into management benefits category 2 and to delete the classifications of "Deputy Director Probation," "Chief Deputy Director H.S.A." and "Ambulatory Care/Population Health Administrator," (the redlined proposed additions and deletions are attached as Exhibit 2 to this letter, and Exhibit 3 to this letter provides a clean version with the changes). In addition, we have corrected the benefits category for the Supervisors Senior Executive Aide from MB3 to MB4.
3. Hold a public hearing regarding the adoption of an ordinance amending the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Civil Service System, to place the classification of "Deputy Director Area Agency on Aging" in the unclassified service, read the ordinance in title only, and set a second hearing on December 8, 2020.

#### **1.a. Classification Establishment**

We are recommending the establishment of a new Deputy Director Area Agency on Aging classification.

##### Fiscal Impact:

It is anticipated that the annual fiscal impact, as a result of this action, will be approximately \$20,300, including the cost of benefits, for one (1) position.

##### Discussion

The Area Agency on Aging (AAA) is responsible for promoting the development and implementation of a comprehensive coordinated system of care that enables older individuals, children and adults with disabilities, and their caregivers, to live in a community-based setting and to advocate for the needs of those 60 years of age and older in the county, providing leadership and promoting citizen involvement in the planning process as well as in the delivery of services.

In order to provide greater clarity and consistency in determining the organizational needs of AAA, CEO-HR undertook a classification and compensation study that resulted in the recommended Deputy Director Area Agency on Aging classification. The proposed classification provides: 1) program oversight for operations and clinical services; 2) management of daily operations; 3) human resources management; and, 4) coordination of Lean Six Sigma. The incumbent currently performing all of these duties will be reclassified to the Deputy Director Position.

The study found and confirmed a need for this new classification to address the uniquely complex knowledge and skills necessary to perform duties as a Deputy Director of this

agency. Comparably sized agencies within the County of Ventura (Airport, Animal Services, Harbor, Library, etc.) have Deputy Director allocations and it is appropriate for the Area Agency on Aging to have the same level classification.

Classification and compensation proceeded with two methodologies to determine the appropriate salary range for the proposed classification. The first was a study reviewing the second level management classifications within applicable agencies in the following comparator jurisdictions: Counties of Alameda, Contra Costa, Los Angeles, Monterey, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and the County/City of San Francisco. The second compared internal equity within the County of Ventura for Deputy Director classifications within agencies/departments of similar size and scope. Both methodologies resulted in substantially the same recommendation for the appropriate salary range for the new classification.

### **1.b. Classification Deletions**

#### Discussion:

As part of routine maintenance of the classification plan, a recent review of the County's classification structure resulted in the recommendation to delete the following three (3) job classifications: "Deputy Director Probation," "Chief Deputy Director H.S.A.," and "Ambulatory Care/Population Health Administrator." These classifications are proposed for deletion because they have no positions assigned to them and there is no foreseeable need for them in the future. The recommended action will increase effectiveness of the classification process and will reduce potential confusion caused by listing obsolete classifications.

This type of review and the subsequent recommendation to delete obsolete job classifications are standard operational functions under the purview of the Director, Human Resources. The approval of this recommended action will ensure an equitable and logical arrangement of classifications that promotes and increases the effectiveness and efficiency of County services. None of the classifications proposed for deletion are represented by unions.

The recommended action to delete obsolete classifications will result in no additional costs. The classifications are proposed to be deleted effective November 29, 2020.

### **2. Adoption of Amended Exhibit 1 to the Management Resolution:**

#### Discussion:

We recommend adoption of an amended Exhibit 1 to the Management Resolution to correct the benefit category for Supervisors Senior Executive Aide, to add the one job classification that is proposed for establishment and to remove the three job classifications that are proposed for deletion effective November 29, 2020. The redlined version showing

the proposed changes and the clean version are attached to this letter as Exhibits 2 and Exhibit 3, respectively.

### 3. Unclassified Service

We recommend that your Board adopt an ordinance amending the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Civil Service System, to place the classification of "Deputy Director Area Agency on Aging" in the unclassified service. If your Board concurs, a second hearing to adopt the ordinance will be set for December 8, 2020.

#### Discussion

The proposed classification of "Deputy Director Area Agency on Aging" will report directly to the Director of the Area Agency on Aging. This classification will have high levels of responsibility and will be the second highest-level manager within the agency.

Due to the scope and complexity of this job classification, we recommend that your Board adopt an ordinance placing this classification in the unclassified service. A second hearing to adopt the ordinance will be set for December 8, 2020. The proposed ordinance is attached as Exhibit 4 to this letter.

The County Executive Office, County Counsel, and Auditor-Controller's Office have reviewed this letter. If you have any questions regarding this information, please contact me at (805) 654-2561.

Respectfully,

SHAWN ATIN

Assistant County Executive Officer/Human Resources Director

M.P. MICHAEL POWERS

County Executive Officer

c: Jeffery S. Burgh, Auditor-Controller  
Michael G. Walker, County Counsel  
Mike Pettit, Assistant County Executive Officer  
Kaye Mand, Assistant County Executive Officer/Chief Financial Officer

Attachments:

- Exhibit 1 Resolution of the Board of Supervisors Regarding Classifications and Salary Ranges
- Exhibit 2 Revised Management Resolution Exhibit 1 (Redlined)
- Exhibit 3 Revised Management Resolution Exhibit 1 (Clean Version)
- Exhibit 4 Ordinance