



COUNTY of VENTURA

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September 14, 2021

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 Managing Veterinarian and Associate Forensic Pathologist in the Unclassified Service; Adoption of a Resolution to Amend the Titles of Two Classifications (Manager-Veterinary Services and Assistant Director Behavior Health), Establish one Classification (Associate Forensic Pathologist) and Amend the Salary Ranges of Six Classifications (Managing Veterinarian, Veterinarian, Public Health Lab Director, Clinical Lab Scientist I, Clinical Lab Scientist II and Clinical Lab Scientist III); Adoption of an Amended Ventura County Management, Confidential Clerical, and Other Unrepresented Employees Resolution to Incorporate Inclusion of Market-Based Premium Pay in Supervisor Differential; and Adoption of an Amended Exhibit 1 to the Ventura County Management, Confidential Clerical, and Other Unrepresented Employees Resolution to Incorporate the Recommended Unclassified Service Classifications (No Material Impact on Funding Status of Retirement System)

Recommendations:

We recommend that your Board:

1. Adopt the attached Resolution (Exhibit 1) that incorporates the following:
 - a. Amendment of the title of the following two (2) classifications effective September 19, 2021:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
00954	<u>From:</u> Manager-Veterinary Services <u>To:</u> Managing Veterinarian	P	MB4	Salaried	\$112,738.16 - \$157,833.43
00518	<u>From:</u> Assistant Director Behavioral Health <u>To:</u> Assistant Director Behavioral/Public Health Services	P	MB2	Salaried	\$136,657.24 - \$191,320.13

- b. The establishment of the following one (1) classification and salary range effective September 19, 2021:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
00636	Associate Forensic Pathologist	P	MB2	Salaried	\$207,632.72 - \$290,685.81

- c. Amendment of the salary ranges of the following six (6) classifications effective September 19, 2021:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary (\$ Range
00954	Managing Veterinarian	P	MB4	Salaried	Fr: \$112,738.16 - \$157,833.43 To: 124,011.98 - \$173,616.77
00363	Veterinarian	P	MB3	Salaried	Fr: \$102,909.74 - \$144,073.64 To: \$113,200.72 - \$158,481.00
01430	Public Health Lab Director	P	MB4	Salaried	Fr: \$97,688.41 - \$143,616.04 To: 112,341.67 - \$165,158.45
00164	Clinical Lab Scientist I	N	UPH	Hourly	Fr: \$24.926853 - \$34.864432 To: \$34.926853 - \$44.864432
00165	Clinical Lab Scientist II	N	UPH	Hourly	Fr: \$29.408972 - \$41.286663 To: \$39.408972 - \$51.286663
00166	Clinical Lab Scientist III	N	UPH	Hourly	Fr: \$31.226887 - \$43.792815 To: \$46.226887 - \$58.792815

2. Adopt an amended County of Ventura Management, Confidential Clerical and Other Unrepresented Employees Resolution (Management Resolution) to allow the amount of Market-Based Premium Pay (MBPP) paid to direct reports to be included in determining the applicable supervisory differential.
3. Adopt an amended Exhibit I to the County of Ventura Management, Confidential Clerical and Other Unrepresented Employees Resolution (Management Resolution) to add the classification of Associate Forensic Pathologist and amend the titles of the classifications of Manager-Veterinary Services and Assistant Director Behavioral Health.
4. Hold a public hearing regarding adoption of an ordinance amending the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Civil Service System, to place the classifications of "Managing Veterinarian" and "Associate Forensic Pathologist" in the unclassified service (Exhibit 6), read the ordinance in title only, and set a second hearing on September 21, 2021.

1.a. Title Amendment

Discussion:

Agency/Dept: Ventura County Animal Services (VCAS)

Classification(s) to be amended: "Manager-Veterinary Services"

Fiscal Impact:

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

Discussion:

The proposed recommendation to amend the title of Manager-Veterinary Services to Managing Veterinarian serves to clearly reflect industry standards and eliminate confusion regarding the current departmental title and responsibility levels therein. When this classification was established, this was the only veterinarian position within the agency. The classification now has full oversight and supervision of the veterinarians and staff of the VCAS department and the recommended title is reflective of this change.

Agency/Dept: Ventura County Health Care Agency (HCA)

Classification(s) to be amended: "Assistant Director Behavioral Health"

Fiscal Impact:

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

Discussion:

The proposed recommendation to amend the title of Assistant Director Behavioral Health to Assistant Director Behavioral/Public Health Services serves to allow both the Behavioral Health Agency and the Public Health Agency to hire a single level of classification within their respective agencies to serve as second in command. The recommended title is reflective of this change to allow both agencies to hire within the same job classification.

1.b. Classification Establishment

After discussions with and the concurrence of the Medical Examiner's Office (MEO), we are recommending establishment of a new Associate Forensic Pathologist classification within the MEO.

Fiscal Impact:

As this Board letter is only requesting establishment of the recommended classification, there will be no immediate fiscal impact. The allocation for this position was included and approved as part of the FY2021-2022 Budget.

Discussion

The role of the MEO is to accurately determine the cause, manner, and circumstances of deaths that occur in Ventura County. The office works to identify people who have passed away and to locate and notify next-of-kin in a timely and compassionate manner.

The County Executive Office-Human Resources (CEO-HR) undertook a study at the request of MEO to establish a new classification that would perform medicolegal, forensic pathology services, and assist MEO leadership in administrative, operational, and supervisory duties. The proposed classification would also act in the absence of the Assistant Chief Medical Examiner. CEO-HR reviewed similar classifications and organizational structures in comparator jurisdictions and determined that the recommended Associate Forensic Pathologist classification was appropriate.

The study found/confirmed a need for this new classification to address the uniquely complex knowledge and skills necessary to perform the duties of an Associate Forensic Pathologist in the MEO. The proposed salary range for the new classification is based on internal alignment considerations and is 7.5 percent below that of the Assistant Chief Medical Examiner.

1.c. Salary Amendments

Shifting labor markets have made employee recruitments extremely competitive and have made it difficult for the County to recruit and retain in targeted classifications. We are therefore recommending amendment of the salary ranges for the classifications of

"Managing Veterinarian," "Veterinarian," "Public Health Lab Director," "Clinical Lab Scientist I," "Clinical Lab Scientist II," and "Clinical Lab Scientist III."

Agency/Dept: VCAS

Classification(s) to be amended: "Managing Veterinarian" and "Veterinarian"

Fiscal Impact:

As a result of this action, we anticipate that the cumulative annual fiscal impact will be approximately \$42,250, including the cost of benefits for the two (2) positions, which will be absorbed within the current fiscal budget by VCAS.

Discussion:

Following discussions with VCAS, we have determined that it is necessary and appropriate to increase the salaries of the Managing Veterinarian and Veterinarian classifications. Both of these positions are critical to VCAS operations and have proven to be extremely difficult to recruit in a very tight labor market.

The Managing Veterinarian is responsible for management of all staff and veterinary work performed by veterinarians and staff, including inspection, investigation, prevention, control, and treatment of animals. The Veterinarian performs veterinary services, including surgeries and preventative treatments for shelter and stray animals, and provides oversight to ensure compliance with federal and state regulations related to the security and dispensing of drugs. The need for amendment of these salary ranges is based upon total compensation data reflecting that the subject classifications are significantly behind the market and the goal of bolstering recruitment/retention efforts. Our total compensation analysis has found the classifications are approximately 19 percent behind the market. As a result, we are recommending a 10 percent increase which would bring the classifications to the market goal set by your Board of reaching 95 percent of the market median. Our analysis has accounted for previously Board-approved and negotiated general salary increases, market-based adjustments and specialty certification pay. The survey compensation elements include base salary and other compensation, such as employer-paid health benefits, paid leave time, and employer payment to a pension plan.

Agency/Dept: Health Care Agency – Public Health Department

Classification(s) to be amended: "Public Health Lab Director"

Fiscal Impact:

As a result of this action, we anticipate that the annual fiscal impact will be approximately \$30,150, including the cost of benefits, for the one (1) position, which will be absorbed within the current fiscal budget by HCA-PH.

Discussion:

Following discussions with the Public Health Department, we have determined that it is necessary and appropriate to increase the salary of the Public Health Lab Director classification. The Public Health Lab Director is responsible for the overall operations and administration of the Public Health Laboratory, including oversight of all staff in the performance of test procedures and records and ensuring compliance with all federal and state laws and regulations.

The need for amendment of this salary range is based upon total compensation data reflecting that the subject classification is significantly behind market and the goal of bolstering recruitment/retention efforts. Our total compensation analysis has found the classification is approximately 15 percent behind the market. As a result, we are recommending a 15 percent increase, which will bring the classification to within the market goal set by your Board of between 95-105 percent of the market median. Our analysis has accounted for previously Board-approved and negotiated general salary increases and market-based adjustments. The survey compensation elements include base salary and other compensation, such as employer-paid health benefits, paid leave time, and employer payment to a pension plan.

Agency/Dept: Health Care Agency

Classification(s) to be amended: "Clinical Lab Scientist I", "Clinical Lab Scientist II" and "Clinical Lab Scientist III"

Fiscal Impact:

It is anticipated that the net annual fiscal impact as a result of this action will be neutral as the base salaries will only be increased by the amount currently paid for the MBPP permitted by Section 511 of the SEIU Memorandum of Agreement.

Discussion:

MBPP is defined in Section 622 of the SEIU MOA as a premium pay for specified HCA classifications to be used as a recruitment and retention bonus:

"The amount of the premium pay adjustment will be calculated as needed according to the changing labor market survey of comparable positions in local hospitals and private pharmacies.... The premium pay may be reduced

or eliminated should a survey as described above show that reduction/elimination is warranted.”

Due to challenges with recruitment and retention, and at the request of the Health Care Agency (HCA), a total compensation study was conducted for the clinical lab scientist series. Levels I and II of the Clinical Lab Scientist classifications currently pay an additional MBPP of \$10.00 per hour, and Level III currently pays an additional MBPP of \$15.00 per hour. Based on the study, we recommend that the salary ranges for the classifications of Clinical Lab Scientist I and II be increased by 28.682527 percent and 24.220897 percent, respectfully, and the Clinical Lab Scientist III be increased by 34.252194 percent, which will eliminate the need to pay any MBPP at this time. These classifications will continue to receive an annual review and will remain eligible for future MBPP payments as warranted.

Representatives of County Executive Office – Human Resources have conducted discussions and reached agreement with SEIU regarding the potential impact of the recommended salary increase on SEIU members.

The increase in base wages will result in no MBPP payments for this fiscal year and the cost to the County will be neutral. It is recommended that current incumbents in the Clinical Lab Scientist classifications receive a commensurate increase in base salary to replace the MBPP they currently earn effective September 19, 2021. However, this action will allow for an MBPP review in future years and a higher overall base pay and MBPP payment that will be market competitive.

2. Amendment to Management Resolution

Discussion:

The proposed amendment will provide for the inclusion of MBPP in the determination of appropriate Supervisory Differentials under section 311 of the Management Resolution. Section 511 of the Memorandum of Agreement (MOA) for the Service Employees International Union (SEIU) currently provides for the inclusion of the MBPP in the calculation of the seven and one-half percent (7.5%) supervisory differential as follows:

“[O]r for the supervisor of the classifications listed in Section 622, seven and one-half percent (7.5%) above the base hourly rate of pay plus the market based premium as described in Section 622 (MARKET BASED PREMIUM PAY).”

In comparison, Section 311 of the current Management Resolution only provides for the inclusion of base salary in the calculation of supervisory differential:

“Additional Compensation to Supervisors: A person, occupying a supervisory position, may receive a differential equivalent to seven and one-

half percent (7.5%) of the base salary rate of any one of their subordinates”

We recommend that the provision to include MBPP in the calculation of supervisory differential be added to the Management Resolution to ensure that the seven and one-half percent (7.5%) differential is accurately calculated and maintained between applicable supervisor wages and respective subordinate wages.

3. Amendment to Exhibit I of the Management Resolution

Discussion:

The proposed amendment to Exhibit I will add the title of the new classification of Associate Forensic Pathologist and will amend the current classification titles of Manager-Veterinary Services and Assistant Director Behavioral Health as previously discussed in section 1.a. above.

4. Unclassified Service

Discussion:

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 classifications of “Managing Veterinarian” and “Associate Forensic Pathologist” in the unclassified service. If your Board concurs, a second hearing to adopt the ordinance will be set for September 21, 2021.

The classification of “Managing Veterinarian” reports directly to the Director of VCAS. This classification has high levels of responsibility and is one of the second highest-level managers within the agency. The classification of “Associate Forensic Pathologist” will report to the Assistant Chief Medical Examiner and will be the third highest-level manager within MEO with high levels of responsibility to act in the absence of the Assistant Chief Medical Examiner.

Due to their respective scope and complexity, we recommend that your Board adopt an ordinance placing the classifications of “Managing Veterinarian” and “Associate Forensic Pathologist” in the unclassified service. A second hearing to adopt the ordinance will be set for September 21, 2021. The proposed ordinance is attached as Exhibit 6 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



MICHAEL POWERS

County Executive Officer

c: Jeffery S. Burgh, Auditor-Controller
Tiffany N. North, County Counsel
Mike Pettit, Assistant County Executive Officer
Kaye Mand, Assistant County Executive Officer/Chief Financial Officer
Service Employees International Union, Local 721

Attachments:

- Exhibit 1 Resolution of the Board of Supervisors Regarding Classifications and Salary Ranges
- Exhibit 2 Revised Management Resolution (Redlined)
- Exhibit 3 Revised Management Resolution (Clean Version)
- Exhibit 4 Revised Management Resolution Exhibit 1 (Redlined)
- Exhibit 5 Revised Management Resolution Exhibit 1 (Clean Version)
- Exhibit 6 Ordinance