



# COUNTY of VENTURA

**MELISSA LIVINGSTON**  
Director

**HUMAN SERVICES AGENCY**

855 Partridge Drive  
Ventura, CA 93003  
805-477-5100

July 26, 2022

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

**JENNIE PITTMAN**

Deputy Director  
Administrative Services

**MARISSA MACH**

Deputy Director  
Adult & Family Services

**JUDY WEBBER**

Deputy Director  
Children & Family Services

**ELAINE MARTINEZ**

Deputy Director  
Community Services

**Subject: Adopt a Resolution Establishing Five New Regular Full-Time Equivalent Positions; and Authorize the Director of Human Resources to Convert Two Vacant Fixed-Term Positions to Regular Positions and to Transfer Eight Positions between Divisions within the Human Services Agency.**

**Recommendations:**

1. Adopt a resolution (Exhibit 1) establishing five new Regular Full-time Equivalent positions, effective retroactively as of July 24, 2022, to meet enhanced or expanded Human Services Agency (HSA) program requirements, as presented herein.
2. Authorize the Director of Human Resources to convert the following two vacant Fixed-Term full-time equivalent positions to Regular positions effective retroactively to July 24, 2022:

Position No.	Job Code	Current Position Title	Proposed Position Title	Unit	FTE
00028484	00297	FT HS Employment Specialist III	HS Employment Specialist III	3452	1.0
00028485	00297	FT HS Employment Specialist III	HS Employment Specialist III	3452	1.0

3. Authorize the Director of Human Resources to transfer the following position allocations to the appropriate organization units as indicated below, effective retroactively to July 24, 2022:

Position No.	Job Code	Position Title	From Unit	To Unit	FTE	Compensation Frequency	Salary Range
00004150	00404	Accounting Assistant II	3411	3441	1.0	Hourly	\$18.300558 - \$25.620785

Position No.	Job Code	Position Title	From Unit	To Unit	FTE	Compensation Frequency	Salary Range
00004208	00405	Senior Accounting Assistant	3441	3411	1.0	Hourly	\$20.130617 - \$28.182865
00004115	01333	Management Assistant III	3413	3441	1.0	Hourly	\$21.339152 - \$29.863072
00027273	00115	HS Homeless Services Social Worker IV	3416	3431	1.0	Hourly	\$29.154330 - \$38.872436
00021012	00084	HS Sr. Program Coordinator	3415	3452	1.0	Salary	\$89,132.17 - \$118,854.56
00026660	00101	HS Program Manager I	3452	3415	1.0	Salary	\$97,385.16 - \$121,743.39
00028484	00297	HS Employment Specialist III	3452	3415	1.0	Hourly	\$25.470710 - \$33.964277
00028485	00297	HS Employment Specialist III	3452	3415	1.0	Hourly	\$25.470710 - \$33.964277

**Fiscal/Mandates Impact:**

Mandatory: Yes, as indicated in the Discussion  
 Source of Funding: Federal Social Security Act Title IV-E, State Realignment and County General Fund  
 Funding Match Required: No  
 Impact on other Departments: None

**Summary of Revenue and Total Costs for HSA Program Operations, Division 3410:**

	<u>FY 2022-2023</u>	<u>FY 2023-2024</u>
<b>Revenue:</b>		
Direct:	\$ 306,841	\$ 443,646
<b>Total Revenue</b>	<b>\$ 306,841</b>	<b>\$ 443,646</b>
<b>Costs:</b>		
Direct	\$ 329,227	\$ 475,311
Indirect Costs	Minimal	Minimal
<b>Total Costs</b>	<b>\$ 329,227</b>	<b>\$ 475,311</b>
<b>Net County Cost</b>	<b>\$ 22,386</b>	<b>\$ 31,665</b>

It is anticipated that reduced cost will be incurred during the current fiscal year, assuming positions will be filled by October 1st, due to the time required to implement and complete the recruitment process for the proposed positions. There are sufficient appropriations and revenues in the FY 2022-2023 budget for the recommended actions.

<b>FY 2022-2023 Adopted Budget for HSA Program Operations – Division 3410</b>				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$206,984,752	\$206,984,752	\$206,984,752	\$0
Revenue	\$178,000,155	\$178,000,155	\$178,000,155	\$0
Net Cost	\$ 28,984,597	\$ 28,984,597	\$ 28,984,597	\$0

**Summary of Revenue and Total Costs for  
 Transitional Living Center RAIN, Division 3430:**

	<u>FY 2022-2023</u>	<u>FY 2023-2024</u>
<b>Revenue:</b>		
Direct:	\$ 103,576	\$ 103,576
<b>Total Revenue</b>	<b>\$ 103,576</b>	<b>\$ 103,576</b>
<b>Costs:</b>		
Direct	\$ 109,027	\$ 109,027
Indirect Costs	Minimal	Minimal
<b>Total Costs</b>	<b>\$ 109,027</b>	<b>\$ 109,027</b>
<b>Net County Cost</b>	<b>\$ 5,451</b>	<b>\$ 5,451</b>

There are sufficient appropriations and revenues in the FY 2022-2023 budget for the recommended actions.

<b>FY 2022-2023 Adopted Budget for Transitional Living Center RAIN – Division 3430</b>				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$2,426,713	\$2,426,713	\$2,426,713	\$0
Revenue	\$ 210,000	\$ 210,000	\$ 210,000	\$0
Net Cost	\$2,216,713	\$2,216,713	\$2,216,713	\$0

**Summary of Revenue and Total Costs for  
 Public Authority Public Guardian, Division 3440:**

	<u>FY 2022-2023</u>	<u>FY 2023-2024</u>
<b>Revenue:</b>		
Direct:	\$ 0	\$ 0
<b>Total Revenue</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Costs:</b>		
Direct	\$ 311,954	\$ 415,939
Indirect Costs	Minimal	Minimal
<b>Total Costs</b>	<b>\$ 311,954</b>	<b>\$ 415,939</b>
<b>Net County Cost</b>	<b>\$ 311,954</b>	<b>\$ 415,939</b>

It is anticipated that reduced cost will be incurred during the current fiscal year, assuming positions will be filled by October 1st, due to the time required to implement and complete the recruitment process for the proposed positions. There are sufficient appropriations and revenues in the FY 2022-2023 budget for the recommended actions.

<b>FY 2022-2023 Adopted Budget for Public Authority Public Guardian – Division 3440</b>				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$3,018,172	\$3,018,172	\$3,018,172	\$0
Revenue	\$ 535,700	\$ 535,700	\$ 535,700	\$0
Net Cost	\$2,482,472	\$2,482,472	\$2,482,472	\$0

**Summary of Revenue and Total Costs for  
Workforce Development Board, Division 3450:**

The proposed actions to exchange positions between this Division and Division 3410 result in a no cost impact. Changes in salary cost are offset by equal changes in revenue. There are sufficient appropriations and revenues in the FY 2022-2023 budget for the recommended actions.

<b>FY 2022-2023 Adopted Budget for Workforce Development Board – Division 3450</b>				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$9,520,311	\$9,520,311	\$9,520,311	\$0
Revenue	\$9,520,311	\$9,520,311	\$9,520,311	\$0
Net Cost	\$0	\$0	\$0	\$0

**Discussion:**

We are requesting that your Board adopt a resolution adding five new positions and authorize the Director of Human Resources to make various staffing adjustments between and among various HSA divisions to meet enhanced or expanded program requirements due to recent legislation, new funding available for the increased service demands, and operational needs for program compliance, efficiency and effectiveness. This request follows your Board's March 22, 2022, approval of the first stage of position allocation adjustments in support of the operational needs required to meet new demands in various program areas. It is anticipated the new positions will be filled by October of this fiscal year through the required recruitment process. Sufficient appropriations and revenues are included in the current fiscal year budget and no budget adjustment is requested for these changes.

An overview of current vacancies shows various stages of recruitment and selection activities, including:

- Over 120 position allocations are on active recruitment whereby candidates have been referred to the hiring authority for interview and selection and may be undergoing background activities. Over 100 prospective employees are anticipated to be fully vetted and hired by the end of August. In addition, several recruitment efforts will open in the immediate months ahead.
- Promotional, open, or continuous recruitments are actively advertised in multiple platforms to cast a wide net to attract a diverse, large applicant pool. Several recruitments are in progress and poised to be released based on HSA's recruitment schedule. Key recruitments to fill high-volume positions are maintained and utilized in partnership with department representatives to hire cohorts aligned with training calendars, seasonal peaks, and targets to meet business and program demands as aforementioned, or within Administration, a purposeful phased hiring approach.
- HSA requests additional allocations due to very specific roles responsive to new program service requirements, changes, and enhancements as discussed below. HSA continues to compete for top talent by promoting strategic initiatives to attract, hire and retain workforce. Initiatives include embracing teleworking as a long-term strategy, supporting flexible work schedules, offering relevant learning and growth opportunities, and employing human resources best practices.

The FY 2022-23 Adopted Budget for HSA includes 1,525 allocations. Resembling countywide trends, HSA is experiencing a 17% vacancy rate attributed to a number of reasons: voluntary separations initiated by employees, transfers to other county agencies, and exits due to career change, relocation, compensation, family obligations, and medical reasons, to name a few. With approximately 260 vacancies, HSA's recruitment team continues to prioritize mission critical recruitments to ensure a pipeline of candidates and eligible lists are in place.

The new program requirements and corresponding proposed position allocations are discussed below for the following HSA divisions: Children and Family Services, the Community Services Department, the Public Administrator/Public Guardian and the Workforce Development Board.

#### Children and Family Services – Two New Positions

The implementation of the Family First Prevention Services Act (FFPSA) aims to enhance support services for families to help children remain at home and reduce the use of unnecessary congregate care placements by increasing options for prevention services, increasing oversight and requirements for placements, and enhancing requirements for congregate care placement settings.

The state budget allocates \$222.4 million to be used over three years for the implementation of FFPSA. In support of the FFPSA implementation without financial shortfall during the transition, California received federal Family First Transition Act (FFTA) grant funding in the amount of \$49.1 million. The State will use about ten percent of this funding for the

development of statewide standards, processes, and tools that support a coordinated approach to prevention services. FFTA also phases in evidence-based requirements for prevention programs for which HSA can receive federal reimbursement under Title IV-E of the Social Security Act.

Two positions are needed to support the mandated enhanced and expanded services: one HSA Senior Program Manager, and one HS Child Welfare Social Worker IV. Presently, there is an active HSA Senior Program Manager eligible list, and Human Resources may request to extend the list or run a new recruitment as needed, and a HS Child Welfare Social Worker IV recruitment opened in July. The annual cost for these positions in the amount of \$371,166 includes a 15% net county cost of \$37,117.

Community Services Department – CalWORKs Outcomes and Accountability Review:  
Three Position Transfers In, One Position Transfer Out, and Conversion of Two of Those  
Positions from Fixed-Term to Regular

The California Department of Social Services launched California CalWORKs Outcomes and Accountability Review (Cal-OAR) in July 2021. Cal-OAR is a local, data-driven program management system that facilitates continuous improvement of county CalWORKs programs by collecting, analyzing, and disseminating outcomes and best practices. Coordination between several County departments that serve CalWORKs participants will include evaluation of outcome measures for participant engagement, service delivery, employment, educational attainments, and other family and well-being measures, in addition to training for County-wide staff who provide services to participants with state technical assistance.

We propose the transfer in of one currently filled HSA Program Manager I position and two vacant Employment Specialist III positions from the Workforce Development Board Division in support of these mandated review systems. The two Employment Specialist III positions were established as Fixed-Term, and we also request to convert these positions to Regular full-time equivalent positions. There is an active list for HS Employment Specialist positions available for certification. The annual cost for these position modifications, including the cost reduction due to the transfer out of one filled HS Senior Program Coordinator position, is fully funded in the amount of \$213,173 with zero net county cost.

Transitional Living Center – One Position Transfer In

We propose the transfer of one currently filled HS Homeless Services Worker IV from the HSA Homeless Services budget unit to the RAIN Transitional Living Center budget unit. The position allocation transfer is fiscally necessary, as the current incumbent has been providing needed services at RAIN in recent months and is scheduled to continue working with the resident clients. The incumbent is currently underfilling the allocation as a HS Homeless Services Worker III, resulting in the cost transfer of approximately \$109,027 with a net county cost of \$5,451 from HSA Operations to Transitional Living Center RAIN.

Public Administrator/Public Guardian –  
Three New Positions, Two Positions Transfer In, One Position Transfer Out

The enactment of California Penal Code section 1370.01, effective January 2022, will and has shown substantially increased criminal court referrals. Criminal courts have long referred persons accused of felonies to the Public Guardian for conservatorships who, because of a mental disorder, are incompetent to stand trial, but since January 2022, the court under Penal Code section 1370.01 can order the Public Guardian to investigate for conservatorship defendants who are incompetent to stand trial with underlying misdemeanor charges. In addition, the new law gives a short 60-day turnaround to complete investigations. The combination of the additional misdemeanor defendants being referred to the Public Guardian as well as the short time frame to report back to court will have a significant impact on staffing resources.

Increased demand by the probate and criminal courts for the Public Guardian to take on cases is expected to continue. The clear trend over past several years involve more complex issues with reference to diagnosis, placement and treatment. This increases the need of the amount of time the staff must spend per case. Since 2019, the referrals for services have increased significantly, by 55%. Due to the increase in referrals and the significant case complexities, there is a need to have 100% case reviews to minimize risk, to ensure the client's needs are being met and to confirm the Public Guardian responsibilities fully align with the Public Guardian's best practices and the Quality Assurance Quality Control policy.

In addition, due to the recent legislation lowering the age of an elder abuse referral from 65 to 60, it is anticipated there will be a significant increase in the number of probate conservatorship referrals from Adult Protective Services to the Public Guardian, resulting in a higher number of probate cases on the Public Guardian's workload.

The following new positions are needed to effectively address the growing and increasingly complex case load: one HS Program Coordinator II and two Deputy Public Guardian Administrators, in addition to the transfer in of one Management Assistant III position and one Accounting Assistant II position, and the transfer out of one Senior Accounting Assistant. Each of the transferred positions are currently filled. Active eligible lists exist to fill both the HS Program Coordinator II and Deputy Public Guardian Administrator positions. The annual cost for these positions in the PAPG Division is fully funded by the County General Fund in the amount of \$415,939. There will be no impact on the HSA Operations Division for the position allocation exchange for the fiscal staff discussed above.

Workforce Development Board – One Position Transfer In, Three Position Transfers Out

To better align existing position allocations and staffing with current operational needs, this division is transferring out two vacant Fixed-Term HS Employment Specialist III position allocations (converting to Regular position allocations) and one filled HS Program Manager I position to the Community Services Department CalWORKs program, as discussed above. In return, one filled HS Senior Program Coordinator position will be transferred in. There is no cost impact for this exchange. The decrease in salary cost of \$9,191 will be offset by an equal decrease in revenue. The Fixed-Term positions were never filled and were not

budgeted in this Division this year. The Workforce Development Board is a non-General Fund division funded by state and federal grants.

In sum, in support of these critical services and to meet increasing mandated requirements and enhanced program delivery opportunities as described above, we recommend that your Board adopt a resolution adding five new positions within HSA and authorize the Human Resources Director to make the various personnel transactions described above, effective retroactively to July 24, 2022.

This Board Letter has been reviewed by the County Executive Office, the Auditor-Controller's Office and County Counsel. If you have any questions, please contact me at 805-477-5301, or Jennie Pittman, Deputy Director, Administrative Services, at 805-477-5340.

A handwritten signature in cursive script that reads "Melissa Livingston".

Melissa Livingston  
Director

Attachments:  
Exhibit 1 – Resolution