



COUNTY of VENTURA

COUNTY EXECUTIVE OFFICE
SEVET JOHNSON, PsyD
Interim County Executive Officer

Mike Pettit
Assistant County Executive Officer

Kaye Mand
County Chief Financial Officer

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

July 26, 2022

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

Board of Directors
Ventura County Fire Protection District
800 South Victoria Avenue
Ventura, California 93009

Subject: Adoption of an Amended Management, Confidential Clerical, and Other Unrepresented Employees Resolution to Add Premium Pay for Medical Director-Hospital for On-Call High-Risk Obstetrics and Gynecology Emergencies, to Add Chief Deputy Director Health Care Agency to Executive Pay-For-Performance, to Correct the Holiday Accrual Rates for Line-Assigned Fire Battalion and Fire Division Chiefs, to Add Straight-Time Overtime Pay for Sheriff's Emergency Operations Center Staff and to Add Assignment Differential Pay for Sheriff's Office Duty Officer; Adoption of a Resolution to Transfer One Position Allocation from the Human Services Agency to the County Executive Office-Human Resources, to Amend the Title of One Classification (Resource Management Agency Technician Weights and Measures to Weights and Measures Technician), and to Delete One Classification (Registered Nurse-PH Coordinator); and Authorization for the Auditor-Controller's Office to Adjust the Necessary Appropriations to Effectuate the Position Transfer.

Recommendations

It is recommended that your Board:

1. Adopt the attached amended Management, Confidential Clerical, and Other Unrepresented Employees Resolution (Management Resolution), effective August 7, 2022, to:
 - a. Add new Section 412 to provide a premium payment to the Medical Director-Hospital for On-Call High-Risk Obstetrics and Gynecology emergencies. The estimated total annual fiscal impact is \$36,000.

- b. Add the classification of Chief Deputy Director Health Care Agency (“HCA”) to the list of eligible classifications under Section 623 of the Management Resolution (Executive Pay-For-Performance Plan). The estimated total annual fiscal impact for the addition of the Chief Deputy Director HCA classification is \$25,000.
 - c. Amend the holiday accrual rate for Fire Battalion Chiefs and Fire Division Chiefs, when assigned to Line Duty under Section 1107, to include the day after Thanksgiving. The estimated total annual fiscal impact of the recommended correction of holiday accrual is \$29,250.
 - d. Add new Section 414 to provide a premium payment of straight-time overtime for Sheriff’s Office Emergency Services Management personnel assigned to the County Emergency Operations Center during times of high threat levels and who are otherwise exempt from overtime pay. The estimated total annual fiscal impact is minimal as state and/or federal funding is often provided to assist local agencies with extraordinary costs.
 - e. Add new Section 415 to provide an assignment differential of twelve-and-one half percent (12.5%) to Sheriff’s Office Emergency Services Management personnel assigned to work the Duty Officer Rotation. The estimated total annual fiscal impact is \$23,500.
2. Adopt the attached proposed Resolution of the Board of Supervisors of the County of Ventura:
- a. Authorizing the transfer of one (1) position allocation of HSA Administrative Specialist III from the Human Services Agency (“HSA”) to the County Executive Office, Human Resources – Human Services Agency (“CEO-HR”), effective August 7, 2022;

Job Code	Classification	Business Unit	Dept (Unit)	FTE	Compensation Frequency	Salary Range
00104	HSA Administrative Specialist III	HSA	3411	1	Salaried	\$81,168.56 - \$108,235.35

- b. Authorizing the reclassification of one (1) position (PCN #00022850) following the position's transfer from HSA to CEO-HR effective August 7, 2022;

Current Job Code	Current Description	Current Union	New Job Code	New Description	New Union	FTE	Compensation Frequency	Salary Range
00104	HSA Administrative Specialist III	MB4	00432	Personnel Analyst II	MB4	1	Salaried	Fr: \$81,168.56 - \$108,235.35 To: \$82,014.09 - \$114,830.99

- c. Amending the following one (1) classification in title only, effective August 7, 2022; and

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
1109	Fr: Resource Management Agency Technician Weights and Measures To: Weights and Measures Technician	N	UPT	Hourly	\$23.784525 - \$33.216942

- d. Deleting the following one (1) classification and assigned salary range effective August 7, 2022.

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
0303	Registered Nurse-PH Coordinator	P	NCN	Salaried	\$98,620.06 - \$103,803.71

3. Authorize the Auditor-Controller's Office to adjust the following appropriations to effectuate the position transfer as set forth in Recommendation 2.a. above.

Fund G001 – Division 1010 – County Executive Office/Human Services HR			
Increase	Unit 1025	Salaries and Benefits	\$156,258
Decrease	Unit 1025	Salaries and Benefits – CY Adj Decrease (1992)	\$156,258
Fund G001 – Division 3400 – Human Services Agency			
Decrease	Unit 3411	Salaries and Benefits	\$156,258
Increase	Unit 3411	Salaries and Benefits – CY Adj Increase (1991)	\$156,258

Recommendations 1(a) – (e): Management Resolution Amendments

At the request of the respective Agency/Department or District, adopt the attached amended Management, Confidential Clerical, and Other Unrepresented Employees Resolution (Management Resolution), effective August 7, 2022. The proposed amendments are delineated in Exhibit 1 (red-lined version) and Exhibit 2 (clean copy).

Discussion

Obstetrics and Gynecology On-Call Premium (Health Care Agency):

The proposed new Section 412 adds a premium payment for the classification of Medical Director-Hospital for High-Risk Obstetrics and Gynecology Emergency On-Call to provide appropriate compensation for performance of additional duties outside of the normal duties and regular hours of work required of this classification. This premium payment rate is consistent with the market rate for in-house call for board certified or board eligible Obstetrician Gynecologists who are required to provide high-level care for gynecologic emergencies.

Executive Pay-For-Performance Plan (Health Care Agency):

The addition of the classification of Chief Deputy Director HCA to the list of classifications eligible to receive a Pay-For-Performance Incentive (P4P) under Section 623 of the Management Resolution is necessary to provide parity with Executive Leadership within the Health Care Agency. Your Board approved the concept and the terms for eligibility of the P4P on December 11, 2018, and subsequently approved the addition of Section 623 to the Management Resolution on January 8, 2019.

At the time Section 623 was added, the classification of Chief Deputy Director HCA was not filled and was inadvertently omitted from the list of P4P eligible classifications. This classification reports directly to the Director of HCA and should have the same level incentive opportunity (\$25,000/year) as similar level classifications with the same reporting relationship. All provisions of Section 623 will apply to the Chief Deputy Director HCA.

Holiday Accrual Rate for Division and Battalion Chiefs (Fire Protection District):

Amend Management Resolution, Article 11, Holidays – Section 1107 Holiday Time, Line Assigned Fire Battalion Chiefs and Fire Division Chiefs, to correct an oversight, by increasing the hours of holiday time earned per pay period from 4.13 to 4.74 to account for the Day After Thanksgiving and to align with the 56-hour average pay period rate.

In December 2019, the Day After Thanksgiving was added to the Management Resolution as a paid holiday. However, the increase in the accruable hours for Fire Battalion Chief and Fire Division Chief serving in a line capacity was inadvertently overlooked.

This recommended revision relates to differences in shift schedules for staff versus line assignments and adjusts rates of pay and benefits by a factor of 1.4 for the classifications of Fire Division Chief and Fire Battalion Chief. It's important to note that Fire Division Chiefs in staff or line assignments earn the same annual salary, but because they work a different number of assigned hours per week, their pay rates will be adjusted to account for the actual hours worked. By way of background:

- Staff Assignments: Staff personnel and staff managers serve the organization by supporting line functions in an administrative capacity. Fire Protection District staff assignments consist of an average of 40 hours per week, or 80 hours per biweek.
- Line Assignments: Activities in line assignments functionally and directly relate to the principal workflow and fire suppression activities of the organization. Staff and managers who are assigned duty in the field are considered line staff. Line assignments consist of an average of 56 hours per week, or 112 hours per biweek, which equates to a factor of 1.4 times the amount of time over that of staff managers.

Emergency Services Management Straight-Time Overtime Pay and Assignment Differential Pay (Sheriff's Office):

The complexity and frequency of emergencies being managed by Sheriff's Office of Emergency Services (OES) personnel have increased over the past years. Additionally, the way in which the OES personnel participate in emergency responses has changed, often requiring after-hours response. OES personnel range in payroll classifications from Program Administrator I – Senior Program Administrator and are salaried exempt employees. With the increased demand for service and inability to pay overtime for after-hours work, keeping employees motivated to work nights, weeks and holidays has become increasingly difficult.

Reimbursement for Emergency Operations Center (EOC) Activations and Duty Officer Activities

Depending on the nature of the incident, state or federal funding may be made available to reimburse responding agencies for overtime and/or backfill needs related to emergency responses. In the case of a proclaimed incident, California Disaster Assistance Act Funding or other FEMA funding is often provided to assist local agencies with extraordinary costs. Not all incidents will be covered by these funds; however, the bulk of them will be, resulting in minimal direct cost to the County of Ventura.

New Section 414 of the Management Resolution will provide straight-time overtime to Sheriff's unrepresented exempt personnel assigned to the EOC for hours worked in excess of regularly scheduled work periods during high levels of EOC Activation.

EOC Staffing

The EOC is primarily staffed by full-time OES personnel. In addition to OES staff, collateral personnel from numerous other County agencies/departments are called to assist with operating the EOC. Participation in the EOC collateral program is pre-approved by the employee's supervisor and duties are performed at the will of the home agency/department. A combination of exempt and non-exempt personnel comprises the EOC collateral team.

When the EOC is activated, the EOC Director determines the staffing level needed to sustain operations. Based upon that need, personnel are called to work in the EOC until the incident concludes, which often includes nights, weekends, and holidays. Exempt employees typically are not compensated above and beyond their normal work schedule hours for their participation in the EOC Activation unless special accommodations are made by the Board of Supervisors.

Effective August 7, 2022, Sheriff's Office Emergency Services Management personnel assigned by the Sheriff, or designee, to work in the Ventura County Emergency Operations Center shall earn straight-time overtime at their current hourly rate, for all hours worked in excess of regularly scheduled work periods. This provision will apply only during a Level I or Level II Activation of the Ventura County Emergency Operations Center as follows:

EOC ACTIVATION LEVELS

Activation Level	Description	Staffing
4 Normal Operations	<ul style="list-style-type: none">▪ Routine monitoring of situation▪ No event or incident anticipated	<ul style="list-style-type: none">▪ Duty Officer Only
3 Enhanced Operations	<ul style="list-style-type: none">▪ A situation or threat has developed that requires enhanced monitoring and coordination between jurisdictions or agencies	<ul style="list-style-type: none">▪ Duty Officer plus a few essential personnel focused on situational awareness
2 Partial Activation	<ul style="list-style-type: none">▪ A situation or threat has developed that requires coordination extending beyond the normal workday	<ul style="list-style-type: none">▪ EOC is partially staffed; limited or partial liaison support and technical specialist (based upon the needs of the incident)
1 Full Activation	<ul style="list-style-type: none">▪ Incident of such magnitude that it requires or may require extensive response and recovery efforts and significant resources▪ A situation or threat has developed that requires 24/7 coordination, monitoring, and support	<ul style="list-style-type: none">▪ All general staff positions activated, including applicable liaison positions.▪ Operations being conducted on a 24-hour basis.

New Section 415 of the Management Resolution will provide a twelve-and-one half percent (12.5%) assignment differential to OES personnel assigned to work the Duty Officer Rotation. The pay differential shall apply only while the employee is assigned to the Duty Officer Rotation as either the primary or back-up Duty Officer.

Background on OES Duty Officer Program

Effective August 7, 2022, in the event of an expanding incident of significance like a brush fire or hazmat incident, the on-call OES Duty Officer will respond to the scene of an incident and serve as an agency representative. This individual will work to coordinate evacuations, mass care and shelter operations, incident logistics, and emergency notifications to the public. This individual will remain on scene until being released by the Incident Commander or OES Director. The frequency in which the OES Duty Officer responds to an incident after hours is between 5-10 times per year and is often outside of regular working hours.

Every Sheriff's Office of Emergency Services Emergency Manager is required to participate in the weekly Duty Officer rotation. The on-call Duty Officer is provided a take-home vehicle to drive during their assigned work week and is responsible for responding to incidents 24/7. This means the employee is restricted in their ability to travel outside the county and participation in personal and social events that would prevent them from reporting to work.

Recommendations 2.a. and 2.b.: Transfer and Reclassification of Position

Fiscal/Mandates Impact

Mandatory:	No
Source of Funding:	Human Services Agency
Funding Match Required:	None
Impact on Other Departments:	None

Discussion

After a collaborative review between HSA leadership and CEO-HR, the Human Services Agency's Human Resources (HSA-HR) functions were centralized by your Board in November 2021. The centralization has improved operational efficiencies and provided continued close collaboration with HSA leadership.

One additional HSA-HR position allocation currently classified as HSA Administrative Specialist III should also be transferred to CEO-HR. With the proposed transfer, the position will be reclassified to Personnel Analyst II to align with the Human Resources classification that reflects this position's level of responsibility.

No meet and confer is required to facilitate this transfer and reclassification because the classifications are not represented.

Recommendation 2.c.: Retitle One Classification

Fiscal Impact

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

Discussion

The proposed recommendation to retitle the Resource Management Agency Technician Weights and Measures to Weights and Measures Technician, within the Agricultural Department, serves to align the title more clearly within the classification series. The position was recently transferred from the Resource Management Agency to the Agricultural Department and the current title does not align with the current agency allocation. To clearly define the work performed by the position, the most appropriate title is Weights and Measures Technician. SEIU represents this classification and on June 28, 2022, the Director of Human Resources received SEIU's written agreement to retitle the classification.

Recommendation 2.d: Delete One Classification

Fiscal Impact

We anticipate no fiscal impact resulting from the deletion of this classification.

Discussion

A recent review of the County's classifications has resulted in the recommendation to delete the classification of Registered Nurse-PH Coordinator that is no longer used or needed. The recommended action will increase effectiveness of the classification process and will reduce potential confusion caused by listing obsolete job classifications.

Such review and recommendations to delete obsolete job classifications are standard operational functions under the purview of the Director of Human Resources. Approval of the recommendation will ensure the equitable and logical arrangement of classifications that promotes and increases the effectiveness and efficiency of County service. The proposed action to delete obsolete classifications will result in no additional costs. The classification would be scheduled to be deleted effective August 7, 2022.

The Health Care Agency agrees with deletion of this classification. CNA represents this classification and on June 22, 2022, Human Resources staff notified CNA of the intent to delete this classification. CNA provided no objection to deletion of the classification.

Recommendation 3: Budgetary Transfer

Fiscal Impact

We anticipate no fiscal impact resulting from this budgetary transfer.

Discussion

To allow the transfer of one position as set forth in Recommendation 2.a. above, it is recommended that your Board authorize the Auditor-Controller's Office to process the budgetary transactions necessary to transfer the position allocation from HSA, Fund G001, Unit 3411, to CEO-HR-HSA, Fund G001, Unit 1025.

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.

Respectfully,



Shawn Atin
Assistant County Executive Officer/Human Resources Director



Sevet Johnson, PsyD
Interim 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

Attachments:

- Resolution – Classifications and Salary Ranges
- Exhibit 1 - Management Resolution Redlined
- Exhibit 2 – Management Resolution Clean Copy