



# COUNTY of VENTURA

COUNTY EXECUTIVE OFFICE  
**SEVET JOHNSON, PsyD**  
County Executive Officer

December 13, 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

**Mike Pettit**  
Assistant County Executive Officer

**Kaye Mand**  
County Chief Financial Officer

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

**Subject: Approval of, and Authorization for, the Transfer of One Position Allocation From the Ventura County Fire Protection District to the County Executive Office – Human Resources; Adoption of a Resolution Authorizing the Transfer of One Position Allocation From the Ventura County Fire Protection District to the County Executive Office – Human Resources, Allocating Three Additional Positions to the County Executive Office – Human Resources, Allocating One Additional Position to the County Executive Office – Fiscal and Admin Division; Authorizing the Transfer of One Position Allocation from the Human Services Agency to the County Executive Office-Budget and Finance, Amending the Title of One Classification (Child Support Services Management Assistant IV) and Deleting Eight Classifications and Assigned Salary Ranges (Chief Hospital Operations, Supervisor-Laundry Services, HS Facilities Administrator, Employment & Training Specialist I, Employment & Training Specialist II, Employment & Training Specialist III, and Employment & Training Specialist IV); Authorization for the Auditor-Controller to Process the Necessary Budgetary Transactions for the Five New Positions in the County Executive Office; and Adoption of an Amended Exhibit 1 to the Management, Confidential Clerical, and Other Unrepresented Employees Resolution.**

**(Recommendation No. 3 Requires 4/5ths Vote)**

**Recommendations:**

It is recommended that your Boards:

1. Authorize the transfer of one position allocation from the Ventura County Fire Protection District to the County Executive Office – Human Resources.

2. Adopt the attached proposed Resolution of the Ventura County Board of Supervisors:

- a. Authorizing the addition of the following three (3) position allocations in the County Executive Office - Human Resources (CEO), effective December 25, 2022:

Job Code	Description	Business Unit	Dept. (Unit)	FTE	Compensation Frequency	Salary Range
01489	Program Assistant-NE	CEO-HR	1017	1	HOURLY	\$31.061231 - \$43.48995
01674	Personnel Analyst III	CEO-HR	1017	1	SALARIED	\$101,132.35 - \$141,599.18
01492	Personnel Assistant-NE	CEO-HR	1024	1	HOURLY	\$28.867809 - \$40.418894

- b. Authorizing the addition of the following one full-time position allocation in the County Executive Office (CEO) in the Department Fiscal and Administration division, effective December 25, 2022:

Job Code	Description	Business Unit	Dept. (Unit)	FTE	Frequency	Salary Range
00796	Accounting Technician-CC	CEO	1014	1	Hourly	\$50,664.74 - \$70,930.63

- c. Authorizing the transfer of one (1) position allocation from the Fire Protection District to the County Executive Office, Human Resources – Fire Protection District (CEO-HR-FPD), effective December 25, 2022:

Job Code	Classification	Business Unit	Dept (Unit)	FTE	Compensation Frequency	Salary Range
1492	Personnel Assistant-NE	CEO	1023	1	HOURLY	\$28.867809 - \$40.418894

- d. Authorizing the transfer of one (1) position allocation from the Human Services Agency to the County Executive Office – Budget and Finance effective December 25, 2022:

Job Code	Description	Business Unit	Dept. (Unit)	FTE	Compensation Frequency	Salary Range
01642	Program Management Analyst	CEO	1012	1	SALARIED	\$115,400.73 - \$161,576.86

- e. Amending the following one (1) classification in title only, effective December 25, 2022:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
0014	Fr: Child Support Services Management Assistant IV  To: Management Assistant IV	N	UPC	HOURLY	\$25.027650 - \$34.990762

- f. Deleting the following eight (8) classifications and assigned salary ranges effective December 25, 2022:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
00044	HS Facilities Administrator	P	MB4	SALARIED	\$78,998.10 - \$105,330.79
01649	Chief Hospital Operations	P	MB3	SALARIED	\$136,654.36 - \$200,901.59
01259	Employment & Training Spec I	N	UPH	HOURLY	\$22.826636 - \$29.117293
01260	Employment & Training Spec II	N	UPH	HOURLY	\$25.030712 - \$31.925217
01636	Employment & Training Spec III	N	UPH	HOURLY	\$27.065534 - \$34.298027
01637	Employment & Training Spec IV	N	UPH	HOURLY	\$29.145849 - \$36.876696
01379	Supervisor-Laundry Services	N	UPJ	HOURLY	\$19.834088 - \$26.741704
01381	Laundry Assistant Supervisor	N	UPI	HOURLY	\$15.685014 - \$21.088115

3. Authorize the Auditor-Controller to process:

- 3.a The accounting transactions necessary to revise the following appropriations and fund balance related to the CEO-HR position addressed in recommendation 2.c. above (requires 4/5ths vote):

INCREASE	1010-1023	Salaries and Benefits	\$117,700
DECREASE	2700-2721	Salaries and Benefits	\$117,700

- 3.b. The accounting transactions necessary to revise the following appropriations and fund balance related to the CEO-Budget position addressed in recommendation 3.d. above (requires 4/5ths vote):

INCREASE	1010-1012	Salaries and Benefits	\$226,208
DECREASE	3410-3411	Salaries and Benefits	\$226,208

4. Adopt the attached amended Exhibit 1 to the Management, Confidential Clerical, and Other Unrepresented Employees Resolution (Management Resolution) (Exhibit 3), to delete the classifications of Chief Hospital Operations and HS Facilities Administrator, effective December 25, 2022.

**Recommendations 1 and 2: Add Classification Allocations, Transfer Positions, Amend Job Title, and Delete Classifications**

**2.a. Classification Allocation Additions:**

Agency/Dept: County Executive Office – Human Resources  
Classification(s) to be added: Program Assistant-NE, Personnel Analyst III, Personnel Assistant-NE, and Accounting Technician-CC

Fiscal Impact:

Mandatory: No  
Source of Funding: General Fund – Division 1010  
Funding Match Required: None  
Impact on Other Departments: N/A

Summary of Annual Revenues and Costs

	<u>FY 2022-23</u>	<u>FY 2023-24</u>
REVENUE:	\$0	\$0
DIRECT COSTS:	\$270,941	\$541,882
INDIRECT COSTS:	\$0	\$0
Net revenue (cost)	\$270,941	\$541,882

Current FY 2022-23 Budget for Division 1010				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated (Savings/Deficit)
Expenditures	\$30,380,814	\$57,356,540	\$57,356,540	\$0
Revenue	\$14,755,016	\$34,268,266	\$34,268,266	\$0
Net Cost	\$15,625,798	\$23,088,274	\$23,088,274	\$0

\*Sufficient appropriations are included in the FY23 Budget to cover recommendations 2.a. and 2.b.

Discussion:

It is recommended that your Board of Supervisors authorize the addition of the new position allocations of Program Assistant-NE and Personnel Analyst III as part of the CEO-HR Health Care Agency (HCA) department and the position allocation of Personnel Assistant-NE as part of the CEO-HR Information Technology Services Department (ITSD).

The HCA has experienced significant growth related to the Ambulatory Care Clinics reorganization and the related need for human resources personnel. The current volume of active recruitments is 130 and is expected to grow to 200 with the addition of 124 positions budgeted this fiscal year. To help the recruitment efforts, the number of hiring events (such as job fairs) has also increased and now run quarterly. Additionally, the pandemic has increased the volume of leave of absence administration requiring more staff.

The ITSD has experienced similar staffing needs related to high numbers of recruitments and other HR-related duties. ITSD currently has a staff to HR ratio of only 1.17 while the national average is over 3.0. Adding one position will bring the ratio to 1.76 and will allow staff to stay apace with recruitments and to address long overdue projects such as updating and maintaining job specifications, which is of paramount importance due to rapidly evolving technology.

The additional human resources staff members are urgently needed to support the increased volume of transactions combined with the increased demands on the HCA and ITSD Human Resources departments. The specific classifications requested are appropriate as determined by a review of the respective departments.

**2.b. Classification Allocation Addition:**

Agency/Dept: County Executive Office – Fiscal and Administration

Classification(s) to be added: Accounting Technician-CC

Fiscal Impact:

It is anticipated that the annual fiscal impact, as a result of this action, will be approximately \$45,600 this fiscal year, and approximately \$91,200 in the next fiscal year, including the cost of benefits. Sufficient appropriations exist to fund this additional position for the remainder of this fiscal year.

Discussion:

The programs and services administered by the County Executive Office in Sustainability, Community Development, Service Excellence, Economic Vitality, Creative Arts/Economy,

Human Resources, Finance and Budget have increased in size, scope, personnel, and fiscal requirements over the last several years. Additionally, the number of federal, state and grant-funded programs have also increased in both quantity, scope and complexity. In order to meet the growth and increased requirements of these workloads and to support continued adherence to program-related fiscal requirements, we recommend the addition of one accounting technician to help address the increased workload.

**1. and 2.c. Transfer of Position From Fire Protection District to County Executive Office – Human Resources:**

Fiscal/Mandates Impact

Mandatory:	No
Source of Funding:	Fire Protection District
Funding Match Required:	None
Impact on Other Departments:	None

Discussion

In February 2019, your Boards authorized centralization of the Fire Protection District's Human Resources functions under CEO-HR. At the request of CEO-HR-FPD, one additional CEO-HR-FPD position allocation, currently classified as Personnel Assistant-NE, should also be transferred to CEO-HR. No meet and confer is required to facilitate this transfer because the classification is not represented.

**2.d. Transfer of Position From the Human Services Agency to County Executive Office – Budget and Finance:**

Fiscal/Mandates Impact

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

Discussion

The recommended action transfers a Program Management Analyst position from HSA back to CEO. The position was part of a special assignment that is now completed. The



classification of Program Management Analyst historically has fallen under the purview of the CEO's Office.

**2.e. Classification Title Amendment:**

Agency/Dept: Department of Child Support Services

Classification(s) to be amended: Child Support Services Management Assistant IV

Fiscal Impact:

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

Discussion:

The proposed recommendation to retitle the Child Support Services Management Assistant IV to Management Assistant IV will allow the classification to be available for all agencies. The series currently includes the titles of Management Assistant I-III, and the addition of the Management Assistant IV will provide growth opportunities for agencies and career opportunities for incumbents.

**2.f. and 4. Classification Deletions:**

A recent review of the County's classifications has resulted in the proposed recommendation to delete several job classifications that are no longer used or needed. 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 standard operational functions under the purview of the Director - Human Resources. The approval of this recommended action will ensure the existence of an equitable and logical arrangement of classifications that promotes and increases the effectiveness and efficiency of County service. All classifications proposed for deletion that are union-represented have been reviewed with the affected union.

The recommended action to delete obsolete classifications will result in no additional costs. Exhibit 1 to the Management Resolution has been updated to reflect the deletion of the unrepresented classifications of Chief Hospital Operations and HS Facilities Administrator and is attached as Exhibit 2 (redlined copy) and Exhibit 3 (clean copy). The classifications are to be deleted effective December 25, 2022.

**Recommendation 3: Budget Adjustments**

For the reasons discussed above in 2.a., we ask that your Board allocate one (1) Program Assistant-NE and one (1) Personnel Analyst III to the CEO-HR-HCA department (Budget

Unit 1017); one (1) Personnel Assistant-NE to the CEO-HR-ITSD (Budget Unit 1024), effective December 25, 2022; and, one (1) Accounting Technician-CC to the CEO-F&A (Budget Unit 1014). We also ask that your Board approve the transfer of the allocations discussed above in 2.c. and 2.d. for the Personnel Assistant-NE and Program Management Analyst, respectively, effective December 25, 2022.

INCREASE	1010-1023	Salaries and Benefits	\$117,700
DECREASE	2700-2721	Salaries and Benefits	\$117,700
INCREASE	1010-1012	Salaries and Benefits	\$226,208
DECREASE	3410-3411	Salaries and Benefits	\$226,208

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 submitted,

*S. Atin*

Shawn Atin  
Assistant County Executive Officer/Human Resources Director



Sevet Johnson, PsyD  
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 – Board of Supervisors Regarding Classifications and Salary Ranges
- Exhibit 1 – Exhibit 1 to Management Resolution – Redlined
- Exhibit 2 – Exhibit 1 to Management Resolution – Clean Copy