



# COUNTY of VENTURA

## COUNTY EXECUTIVE OFFICE

**Sevet Johnson, PsyD**  
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

January 24, 2023

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

**SUBJECT:** Adoption of a Resolution Authorizing the Addition of One Regular Full-Time Grant Administration Position to the County Executive Office.

### **RECOMMENDATION:**

It is recommended that your Board adopt the attached resolution (Exhibit 1) authorizing the addition of the following regular position allocation in the County Executive Office (CEO) effective January 30, 2023.

Job Code	Description	Business Unit	Dept. (Unit)	FTE	Frequency	Salary Range
01687	Management Analyst II	CEO	1013	1	Salary	\$106,650.34 149,325.11

### **FISCAL/MANDATES IMPACTS:**

Initial funding will be provided by the General Fund; it is anticipated that the ongoing cost for this position will be generated through future grant dollars. Sufficient appropriations exist to fund this position for the remainder of this fiscal year.

### **DISCUSSION:**

In its current conception, the Government Affairs office consists of one person, the County's Legislative Analyst. While the Government Affairs Legislative Analyst develops and implements the Board of Supervisor's state and federal legislative agendas and platforms, there are other tasks being performed by this individual, including centralized portions of our grant management activities.

With the current state of funding opportunities, particularly on the federal side, there is a need to create standardized processes and support for grants. Until now, this has fallen to the departments to manage individually with some support from the County Executive Office, i.e., budget analysts and Government Affairs. If continued, this approach will likely

inhibit the ability to maximize the amount of grant funds the County receives through the competitive grant process. Our mission is to ensure grant opportunities are pursued vigorously by all County departments.

We recommend the hiring of a Management Analyst II to serve as a Grants Administrator to support the building of essential infrastructure for a more robust, centralized grant coordination effort across the County. This support will facilitate applications for grants at the department level, ensure that high value grants are less likely to be missed or applied for at the last minute, and ensure a standard process around compliance. Some key duties of this position would be:

- Development of centralized grant resources to be housed on the County intranet.
- Support departments in searching for and identifying key grant opportunities and navigating requirements and restrictions to ensure eligibility in coordination with budget analysts and government affairs teams.
- Coordinate training in the grant management system for County employees engaging in grant activities.
- Facilitate data entry in the grant management system for departments to improve visibility of grant activity.
- Provide review of departmental grant applications to ensure consistency and accuracy.
- Coordinate requests for letters of support and centralized data needs for grant applications.
- Provide guidance to ensure grant compliance across County departments.
- Facilitate communication and coordination for grants that require interagency collaboration.
- Coordinate quarterly grant capacity building meetings for departmental staff involved in grant activities to give updates and share best practices.
- Provide backup to legislative analyst as the entity administrator for federal grant systems.

This position will be funded with County general funds initially; however, we believe that the overall impact would be cost neutral given the potential for increased grant monies via successful applications coming to the County and increased consistency, compliance, and visibility for existing grant activity. This position will increase efficiencies, alleviate pressure on budget and government affairs staff related to grant activity, and reduce deviation in protocols from department to department, which will ultimately improve funding utilization and compliance. The County will be able to build these costs into future grant applications under the administrative cost portion.

Additionally, the County will have the ability to improve and expand needed services in the community when awarded grant funds, and the receipt of increased grant revenues may provide capacity to free up general funds for alternative uses. Lastly, having an additional resource to aid County agencies will be instrumental in navigating the

increased complexities of grant administration. For the reasons outlined in this letter, the addition of one Management Analyst II position for grants administration in the County Executive Office is being requested.

This letter has been reviewed by the County Executive Office, the Auditor Controller's Office, and County Counsel. If you have any questions, please contact Sue Hughes, Senior Deputy Executive Officer, at (805) 654-3836.

Sincerely,



Sue Hughes  
Senior Deputy Executive Officer



Sevet Johnson  
County Executive Officer

Exhibit 1: Resolution Government Affairs Grants Position