



COUNTY of VENTURA
COUNTY EXECUTIVE OFFICE

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March 28, 2023

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

Subject: Public Hearing Regarding Adoption of an Ordinance to Place the Classification of Sheriff's Bureau Manager-E in the Unclassified Service; Adoption of a Resolution to Establish One Classification and Salary Range (Sheriff's Bureau Manager-E) and to Amend the Salary Range for One Classification (HCA Materials Manager); and Adoption of a Proposed Amended Management, Confidential Clerical, and Other Unrepresented Employees Resolution to Add Intermittent Compensation for Regular Employees Who Are Employed as Physicians in the Ambulatory Care Division of the Health Care Agency Working Extra Shifts; and Adoption of an Amended Exhibit 1 to the County of Ventura Management, Confidential Clerical, and Other Unrepresented Employees Resolution to Add the Classification of Sheriff's Bureau Manager-E, With No Material Impact on the Funding Status of the Retirement System.

Recommendation:

It is recommended that your Board:

1. Adopt the attached Resolution:

- a. Establishing the following one (1) classification and salary range, effective April 2, 2023:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
00791	Sheriff's Bureau Manager-E	P	MB2	Salaried	\$145,009.71 - \$203,033.49

- b. Amending the salary range of the following one (1) classification, effective April 2, 2023:

Job Code	Classification	FLSA Status	Union Code	Compensation Frequency	Salary Range
01096	HCA Materials Manager	P	MB4	Salaried	Fr: \$86,854.09 - \$121,607.65 To: \$114,285.71 - \$160,000.00

2. Adopt the attached proposed amended Management, Confidential Clerical, and Other Unrepresented Employees Resolution (Management Resolution), attached as Exhibit 1 (redlined) and as Exhibit 2 (clean copy):
 - a. Adding Section 416 to include Intermittent Compensation for regular employees who are employed as physicians in the Ambulatory Care Division of the Health Care Agency who may be assigned additional hours of work in excess of their regularly scheduled shifts.
 - b. Amending Exhibit 1 to the Management Resolution (Classifications and Benefits Summary) to add the classification of Sheriff's Bureau Manager-E effective April 2, 2023. The proposed amended Exhibit 1 to the Management Resolution is attached as Exhibit 3 (redlined) and as Exhibit 4 (clean copy); and
3. Hold a public hearing regarding the adoption of an ordinance amending the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Civil Service System to place the classification of Sheriff's Bureau Manager-E in the unclassified service. Read Ordinance in title only and set a second hearing on April 11, 2023.

1.a. Classification Establishment:

Agency/Dept: Sheriff's Office

Classification(s) to be established: Sheriff's Bureau Manager-E

Fiscal Impact:

It is anticipated that the annual fiscal impact will be cost neutral as the salary and benefits are the same as the current classified Sheriff's Bureau Manager classification.

Discussion:

Most County of Ventura employees are covered by civil service rules and as a result, enjoy a variety of civil service protections. In the public sector, it is common for senior level management positions to be exempted from civil service ("unclassified") and serve in an at-will capacity to the appointing authority.

The Sheriff requested the establishment of one (1) at-will classification to oversee and be directly responsible for the criminal forensics laboratory. The Sheriff's Bureau Manager position has high level responsibility and oversees a major department within the Sheriff's Office. The position reports directly to an Assistant Sheriff or an Undersheriff and is critical in ensuring accuracy and appropriate results in the applicable department.

The salary range recommendation for the proposed unclassified Sheriff's Bureau Manager-E classification is equal to its classified counterpart. There is currently one incumbent for the existing classification of Sheriff's Bureau Manager who will be given the

option to move to the new unclassified Sheriff's Bureau Manager-E classification or remain in the classified Sheriff's Bureau Manager classification.

When the currently filled position becomes vacant, it will be reclassified to the applicable at will classification and the Sheriff's Bureau Manager classification will be deleted from the classification plan.

1.b. Classification Salary Range Amendment:

Agency/Dept: Health Care Agency

Classification(s) to be amended: HCA Materials Manager

Fiscal Impact:

It is anticipated that the annual fiscal impact resulting from this action will be approximately \$52,400, including the cost of benefits (based on a top-to-top salary comparison).

In accordance with California Government Code sections 31515.5 and 23026, the proposed recommendation will have no material impact on the funding status of the retirement system.

Discussion:

The classification of HCA Materials Manager is currently not budgeted and is being revived due to a re-organization in the Health Care Agency. These responsibilities were previously assigned to a Chief Hospital Operations-E as part of a larger responsibility for the entire agency's supply chain. That position became vacant as of February 5, 2023. The new focus of the position will be to manage the supply chain for both hospitals and the ambulatory care clinic system. The HCA Materials Manager classification previously ran the Central Supply departments within the hospitals only. It was determined that since the general purpose of this classification is in line with the functions of the HCA Materials Manager position, this classification would be the best fit. Since this classification has not been in use since 2019, and has not been revised since 2008, the duties and salary have been reviewed and updated.

A compensation study was conducted for the HCA Materials Manager classification using the methods and comparator jurisdictions that are standard for the tri-annual Market-Based Adjustment studies. The results indicate that the County of Ventura is behind the market by over 30.0 percent for both base salary and total compensation. The recommended increase will bring the salary to the market median.

2: Management Resolution Amendments

2.a. Article 4, Premium Pay – Section 416 Intermittent Compensation

Discussion and Fiscal Impact:

Based on operational need and administrative approval, physicians who work extra shifts in excess of their regularly scheduled hours of work shall be compensated at \$60 per patient encounter. Intermittent hours worked on an intermittent shift shall not count toward benefits accrual.

Intermittent shifts include providing care in Urgent Care clinics, conducting primary care visits to close quality of care gaps, and providing timely clinic visits to address other medical needs. This change would provide parity with provisions for intermittent compensation in section 507 of the current memorandum of agreement between the County and the Union of American Physicians and Dentists.

Physician intermittent shifts have a net positive fiscal impact that is proportional to the number of shifts performed. A physician is paid \$60 for each encounter. The Prospective Payment System (PPS) rate for Magnolia Clinic, where weekend well woman exams were conducted in FY22-23, is \$205.67/encounter. PPS is the payment per encounter at federally qualified health center clinics. Even accounting for the costs of staff to register and room the patients and the materials used, these visits yield net revenue to the County.

There are 11 physicians covered by the Management Resolution who could work intermittent shifts. We estimate two full days of urgent care and one half-day of primary care per month, for a total of 60 encounters per month. The intermittent pay for this work is \$43,200 annually, with a reimbursement estimated at \$150,000.

Additionally, these intermittent shifts are usually leveraged to allow the clinics to meet Quality Improvement Program (QIP) metrics that total approximately \$85 million of hospital and ambulatory revenue. In the well woman exams example, those intermittent shifts allowed the County's healthcare system to meet its cervical cancer screening metric for CY2022, which on its own was worth \$2.5 million across the system.

2.b. Amended Exhibit 1 to the Management Resolution

In light of Recommendation 1.a., above, to add the Sheriff's Bureau Manager-E classification, which would be covered under the Management Resolution, we recommend amending Exhibit 1 of the Management Resolution to include the Sheriff's Bureau Manager-E classification title. Exhibit 1 outlines the benefits for each classification covered under the Management Resolution. This proposed amendment ensures that Exhibit 1 is up to date with the current unrepresented classifications.

3. Unclassified Service

For the reasons that follow, it is recommended that your Board adopt an Ordinance amending the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Civil Service System, to place the classification Sheriff's Bureau Manager-E in the unclassified service (attached as Exhibit 5). If your Board concurs, a second hearing to adopt the Ordinance will be scheduled for April 11, 2023.

Discussion:

The proposed classification of Sheriff's Bureau Manager-E reports directly to an Assistant Sheriff. This classification has a high level of responsibility, is among the highest level managers within the Sheriff's Office, and is responsible for ensuring accuracy and timeliness of Sheriff's Office criminal forensic investigations.

Due to the scope and complexity of this job class, it is recommended that your Board adopt an ordinance placing this classification in the unclassified service. A second hearing to adopt the ordinance will be set for April 11, 2023.

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,



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Assistant County Executive Officer/Human Resources Director



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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 Concerning Classifications and Salary Ranges
- Exhibit 1 – Management Resolution – Redlined

- Exhibit 2 – Management Resolution – Clean Copy
- Exhibit 3 – Exhibit 1 to Management Resolution – Redlined
- Exhibit 4 – Exhibit 1 to Management Resolution – Clean Copy
- Exhibit 5 – Ordinance Amending Ventura County Ordinance Code, Division 1, Chapter 3, Article 4