

county of ventura

COUNTY EXECUTIVE OFFICE
MARTY ROBINSON
County Executive Officer

December 9, 2008

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

J. Matthew Carroll
Assistant County Executive Officer

Paul Derse
Chief Financial Officer

John K. Nicoll
Human Resources Director

Subject: Adoption of a Resolution and Approval to grant General Salary Adjustments for Management, Confidential Clerical, and Other Unrepresented Employees covered by the Management Resolution. **(Proposed Salary/Benefit Increase – No Material Impact on Funding Status of Retirement System)**

Recommendations:

It is recommended that your Board adopt the attached Resolution **and**:

1. Approve a 1.47 percent general salary increase (GSI) to both the salary range and to the 985 employees covered by the Management Resolution (excluding Confidential Clerical, Elected Officers and Medical Residents), effective December 14, 2008, unless the appointing authority completes and submits a performance evaluation by December 12, 2008 that specifically withholds the general salary increase for the employee.
2. Approve a 1.75 percent general salary increase (GSI) to both the salary range and to the 50 Confidential Clerical employees covered by the Management Resolution (excluding Elected Officers and Medical Residents), effective December 14, 2008, unless the appointing authority completes and submits a performance evaluation by December 12, 2008 that specifically withholds the general salary increase for the employee.
3. Approve a 1.47 percent general salary increase (GSI) to both the salary range and to the employees within the Elected Officers classifications **(not including members of the Board of Supervisors)** covered by the Management Resolution, effective December 14, 2008.

Fiscal/Mandates Impact:

Mandatory: No [X] Yes []
Source of Funding: All Funds
Funding Match Required: No
Impact on Other Departments: Varies

The total increase in salary costs for FY 2008-09 is estimated at \$1,015,545 or \$1,886,013 annualized. We are not recommending that any additional funds be allocated at this time to cover the proposed salary increases. The respective budgets for the Agencies/Departments were developed with a factor for market and inflationary pressures that accounts for and closely meets the rate of increases proposed. The total proposed cost for the GSI is 1.477 percent.

In accordance with Government Code Sections 31515.5 and 23026, the proposed salary and benefit increases as approved will have no material impact on the funding status of the retirement system. The proposed salary increase is approximately 1.5 percent whereas the rate of increase assumed within the calculations of the retirement system was 5 percent. The rolling CPI for all wage earners is 4.7 percent for October 2008.

Discussion:

Employees covered by the Management Resolution last received a GSI in December 2007. Throughout the year, represented employees have been receiving GSI and MBA adjustments to maintain their place in the market. We are recommending that similar salary adjustments be made for employees covered by the Management Resolution.

Salary Adjustments

We recommend that management and unrepresented employees, and elected officers covered by the Management Resolution receive a 1.47 percent GSI and Confidential Clerical employees receive a 1.75 percent GSI effective December 14, 2008 for pay period 2008-27. The proposed salary increase will allow the County to maintain its place in the market and recruit and retain qualified employees.

In the past, your Board approved Market Based Adjustment (MBA) studies to demonstrate the County's relative position in our market. We last conducted a MBA study in 2006. At the time, it was agreed that we would not duplicate this study on an annual basis but would use this process every few years to verify our market place position.

With the Board's support of our continuing mission to maintain a comprehensive classification and compensation system, we have been successful in recruiting and retaining qualified personnel. Occasionally, specific classifications will need to be reviewed based upon the ever changing market place and trends.

We will return to your Board after the first of the year to update the appropriate exhibits, articles, and references within the Management Resolution that may have changed over

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time and to consider additional resolution language issues. This will assist us in keeping the Management Resolution current.

The recommended actions in this Board letter are important to maintain adequate compensation and benefits for our unrepresented employees, and are critical to recruitment and retention of qualified employees.

The recommended actions have been reviewed by County Counsel, and the Auditor-Controller's Office. If you have any questions regarding these recommendations, please feel free to contact me at 654-3196.



JOHN K. NICOLL
Assistant County Executive Officer
Director - Human Resources

Attachment

c: Marty Robinson, County Executive Officer
Noel Klebaum, County Counsel
Christine Cohen, Auditor-Controller

RESOLUTION OF THE BOARD OF SUPERVISORS OF
THE COUNTY OF VENTURA CONCERNING
CLASSIFICATION, CLASS CODES, AND ALLOCATIONS
THEREIN PURSUANT TO SECTIONS 903 AND 908 OF
THE COUNTY PERSONNEL RULES AND REGULATIONS

WHEREAS, Section 903 of the Ventura County Personnel Rules and Regulations requires that the number of positions and classifications of such positions within departments shall be established by resolution of the Board of Supervisors; and

WHEREAS, Section 908 of the Ventura County Personnel Rules and Regulations provides that the Ventura County classification listing all classes of positions in the general County Service designating class title, class code and salary ranges shall be established by resolution of this Board.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ADOPTED AS FOLLOWS:

1. In accordance with Sections 903 and 908 of the Ventura County Personnel Rules and Regulations, the salary ranges of the classifications represented by the Management Resolution are amended effective December 14, 2008 as follows:

- (a) The top of the salary ranges for all management, unrepresented and elected officer positions (not including members of the Board of Supervisors), as approved by the Board, are increased 1.47 percent.
- (b) The top of the salary ranges for all confidential clerical positions, as approved by the Board, are increased by 1.75 percent.

APPROVED AND ADOPTED this 9th day of December, 2008, by the following vote:

AYES: Supervisors Steve Bennett, Linda Parks,
Kathy Long, and Peter C. Ey

NOES: NONE

ABSENT: Supervisor John Flynn
Peter C. Ey
CHAIR, BOARD OF SUPERVISORS

ATTEST:

MARTY ROBINSON,
Clerk of the Board of Supervisors,
County of Ventura,
State of California.

By Carrie Comit
Deputy Clerk of the Board

