



## COUNTY OF VENTURA HUMAN RESOURCES



Visit our Website

### Upcoming Events, Happenings & Reminders

**September 26, 2019**

**10:00 am - 1:00 pm**  
County Government Center  
800 S. Victoria Avenue, Ventura  
Main Courtyard

**OPEN TO THE PUBLIC**  
All County Agencies will be Represented



#### UPDATING YOUR Beneficiary Designations

If you've had a recent life event such as a change in marital status, the addition of a child, or the death of a family member, now is a good time to review your beneficiary designation(s). Not keeping beneficiaries up to date may result in your benefits going to a former spouse or a deceased parent's estate. It could also result in payment delays at a time when your loved one needs the money. You may have various beneficiary designation(s) on file due to various County-sponsored plans and programs.

How do I update my beneficiary designation(s)? Click here to review our comprehensive [Beneficiary Designation Checklist](#) and instructions

on where to submit your forms.

#### Administrative Internship Program

Starting this fall, the County of Ventura will host an Administrative Internship Program for college and graduate school students. This is an opportunity for students to learn from administrative professionals and be exposed to the benefits and rewards of public sector employment.

Look for the internship application to be [online](#) by the end of July. If you are interested in hosting an intern or want more details on the program, contact [Sabrina Anderson](#) in Human Resources.



#### Looking For Advancement or a New Challenge?



The County of Ventura [jobs website](#) has a complete listing of over 1,100 job descriptions used throughout the 25 County agencies. This is a great place to start planning your next promotion! Click on the MENU button in the top left hand corner and select Job Descriptions. There you can search using key words. When you find job descriptions that interest you, click the green SUBSCRIBE button to set up automatic email notifications. You will then be notified when a particular position using that job description opens for recruitment!

#### Child Care/Preschool Discount List for 2019/20

More than 65 child care/preschool programs across Ventura County offer discounts to County employees. The [new discount list](#) for 2019/20 will be available online starting mid-July. For any questions regarding the Child Care/Preschool Discount Program, please email the [WorkLife Program](#).





## LEARNING WITH Lynda.com® CONTENT

### Linked In Learning Update

In January 2019, our County launched the LinkedIn Learning platform for all its regular employees. The platform allows for employees to access over 9000 courses and videos for their personal and professional growth. Here are some interesting facts about our progress at the 5 month mark since the launch:

- Twenty-one percent (21%) of our workforce is now using LinkedIn Learning. Almost 2,000 employees have successfully set up their accounts and are now actively learning and growing.
- Over 27,000 videos have been viewed and 806 classes completed, saving the County over \$75,000 in trainer, travel and mileage costs!
- Due to the hundreds of computer software classes on LinkedIn Learning, we are reducing the number of computer classes at Ventura College. LinkedIn Learning content includes MS Excel, Word, Powerpoint and Access in addition to many MS Office 365 classes.
- The most popular classes/videos are:
  - Communication Tips Weekly and Communicating with Confidence
  - Excel 2016 (including pivot tables for beginners)
  - Being an Effective Team Member
  - Extreme Productivity
  - Leading without Formal Authority



### Congratulations to LEAP Team 6 May '19 graduates of the Leadership Excellence and Action Program (LEAP)!

LEAP is our County's in-house executive leadership development program. As emerging executive leaders, LEAP participants play a critical role in fulfilling the County's strategic plan and ensuring that we are prepared to meet the ongoing needs of the community as well as fulfilling other essential elements of the County's mission. LEAP gives leaders the skills and tools to increase employee accountability, maximize employee engagement, and build dependable relationships across agencies and departments.



A big THANK YOU to our entire workforce for taking their mandatory trainings this spring! We appreciate the collaboration with your leaders and Training Reps to improve our training compliance numbers.

Employees participated in both instructor led and online versions of Workplace Security Refresher and Discrimination Prevention /Sexual Harassment Refresher. There have been increases in the compliance rates for both trainings but we still haven't met our goal of 99% compliance. YOU can help us reach that goal!

Check your training transcript to determine when you last completed the two mandatory trainings mentioned above. It is a requirement by law that refresher courses are completed every two years. To check your training transcript, log into VCHRP and follow this pathway:

**Employee Self Service>Training>Training Summary**

If you wish to take the online version of the refresher courses, email your [Training Representative](#) with your name, agency and your employee ID number.

## Diversity and Inclusion Corner

### Dementia Friendly Ventura County



Did you know that more than 14,000 people have Alzheimer's Disease or Related Dementias in Ventura County? In the next 10 years, this number will increase by 84%. To address the growing number of individuals with Alzheimer's disease and related dementia that live in our county, Dementia Friendly Ventura County was launched. The goal is to create a county where persons with dementia and Alzheimer's disease are valued and respected, feel safe, and their caregivers are supported; to educate and inform all entities that serve the public about the unique needs of this population to better serve and support them; and to promote community awareness of the condition and how individuals and businesses can make a positive difference.

To see what dementia looks like and how a person is impacted doing basic things we take for granted (banking, shopping and transportation)

please view the this [short 3 minute video](#).

Click [here](#) for more information on the Dementia Friendly Ventura County.

## Managing Changes with EAP



### The Only Constant is Change

The seasons change. Children grow up. Parents grow old. New co-workers join the workforce, and old favorites retire. Relationships with ourselves and others are always in transition. This can be stressful, yet also exciting. The [Employee Assistance Program](#) (EAP) can help you navigate the new chapters in your life. This service is for benefited county employees and their dependents. EAP provides 5 free sessions of confidential counseling by licensed mental health professionals. For an appointment, call (805) 654-4327.

## Keeping Secure and Up-to-Date with Deferred Comp

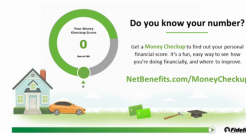
### Keeping your NetBenefits® Account Secure

VENTURA COUNTY  
DEFERRED COMPENSATION  
401(K) Shared Savings  
& Section 457 Plans



You probably know at least one person who's experienced the nightmare of having a credit card or online account compromised. The good news is it takes just a few simple measures to avoid getting that sinking feeling yourself. Here

- are resources for protecting your **FidelityNetBenefits® account**.
- To ensure your account is secure, follow these **5 simple steps**, including reviewing and updating your contact information.
  - Should you discover, or suspect, that your identity has been stolen, **take these steps** immediately.
  - Learn more about **online security** and what Fidelity is doing to keep your accounts safe.



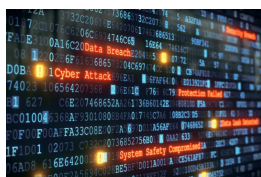
### Quarterly Check-In 2019

Financial success in retirement is largely determined by financial decisions made today. The Quarterly Check-In from Fidelity provides information to help you get on a healthy course now and make smarter decisions down the road, while becoming more financially prepared as you transition into retirement. Watch your e-mail each quarter for your personal assessment of your retirement savings progress and next steps, along with resources to help you manage everyday financial matters.

### My Money Checkup

It's as easy as 1-2-3 to begin improving your financial picture. It starts with getting a Money Checkup – a fun, easy way to see how you are doing financially and where you might be able to do better. Based on your responses, your best financial approach will be calculated on your age, saving and spending habits, and other information unique to you. In 10 minutes or less, you'll get a summary of your strengths, areas of opportunity and tips and tools to help improve your financial picture today and into the future. Get your money checkup at **NetBenefits** or text **CLARITY** to 343898 for the link.

## Cyber Security Reminders from Risk Management



The computer has become a part of daily life for many of us in the workplace. Email communications are critical to the operation but also a potential route to the County's computer system. Increased threats from cyber scams, known as phishing, often start with an email link or attachment. In fact, 91% of all cyber attacks start with a phishing email. County computer systems are protected by a host of security measures designed to detect and keep cyber attacks out. Cyber security studies report that the biggest risk to an entity's computer system is the person at the keyboard, opening the door to a harmful program. One recent report tallied two-thirds of security compromises were due to clicking on an unexpected link or getting redirected to a malicious website. On June 20, 2019, a news station reported that a Florida city approved payment of the equivalent of \$600,000 in Bit Coins to hackers who were holding city records hostage in a "ransomware" attack. The hack was believed to have been caused by a city worker who clicked on an email link. The cities of Baltimore, Atlanta and Newark have all been victims of similar attacks.

You probably noticed the new banner shown below on many County emails. The purpose of the banner is to remind users that they may well hold the key to the County's computer security vault. Opening and following links from an unknown source can result in uploading malicious software. Distrust suspicious emails. Don't click on links from an email whose source you don't recognize. If there is a question about the email, call the IT Services' Help Desk at (805) 658-4357. And if you receive a suspicious email, heed the warning on the caution banners, and forward it to **Spam.Manager@ventura.org**. You will receive directions from the Spam Manager within minutes what to do from there. Forwarding the suspicious email allows County Cyber Security Staff to dissect the suspicious package to determine if it is safe or if appropriate security measures are needed.

The Security Staff at IT Services is here to help. For additional information regarding network security, take a look at the IT Services Department's website on MyVCWeb.

**CAUTION:** This email contains links. If it looks suspicious or is not expected, DO NOT click and immediately forward to **Spam.Manager@ventura.org**.

## Be the Best You with VC-WELL!

### WELLthy Reward\$ Cash Incentive Program

A chance at \$1,000 for doing healthy activities? Yes, please! Participate in the 2019 **WELLthyReward\$** program to increase your odds of winning the top prize of \$1,000! The first 1,125 Regular County employees who complete a wellness profile are guaranteed to receive \$100 and will earn Bronze status in the program. Keep doing healthy activities and earn points to move up to Silver status and have a chance to win BIG cash (one hundred \$500 cash awards) or all the way up to Gold status (twenty five \$1000 cash awards). As of June 11<sup>th</sup> only 500 employees have earned Bronze status, so don't miss out on your chance to get an easy \$100, or better yet, bring home the gold - \$1000 cash!



### WELLtrek Challenge Update

This spring, VC-WELL was challenged by four other Counties (Orange, FL; McHenry, IL; St. Lucie, FL; Chester, PA) to see who could achieve the most steps in 6 weeks. When the dust settled after a very competitive race, County of Ventura finished in **first place** with the most participants, and placed second for step average. Great job and congrats to everyone who participated!

- The annual Golden Sneaker Inter-Agency Challenge began on June 17th. It's not too late to **sign up** and help your agency win the Golden Sneaker!
- As of June 11th, over 300 participants have reached the million mark in the "Million Step March" (MSM). Based on the current pace, we expect to have nearly 600 people reach a million steps and complete the MSM challenge!

### New Wellness Program Offerings

To improve access to the County Wellness Program, VC-WELL is offering more of its programs and activities virtually. We are also adding fun sports and recreation events too! Our first virtual offering was the Resolution Meltdown weight loss challenge that had 163 employees complete the 10 week challenge. This virtual format exceeded the previous highest number of participants for a weight loss challenge by **503%**! New offerings include:





**Push to the Peak (P2P)**  
Summer Hiking Series.  
Weekend hikes at area parks  
to train for the final hike –  
Mugu Peak Summit on August  
24th

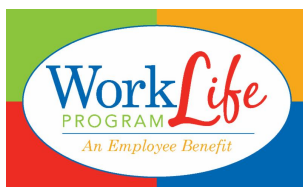


**Online Health Education  
Presentations**  
Various health topics are offered.  
Review the presentation at your own  
pace and complete the quiz by a  
deadline to receive credit for  
completion.



Log on to the **Wellness  
Registration Page** to see our  
schedule programs and to  
register for VC-WELL classes  
and events

## Keeping Your Balance with WorkLife



The WorkLife Program provides resources  
to help you care for the most important  
people in your life!

Visit the **WorkLife webpage** to access  
resources on child care discounts, positive  
parenting, lactation accommodation, elder  
care support group, housing benefits, and  
new baby resources.



Get kids to LISTEN  
without  
Nagging, Reminding, or  
YELLING.

You knew parenting wouldn't be easy, but no one told you it would be  
like this! If you are tired of the exhausting power struggles, the  
meltdowns, the fights and the guilt, now is the time to make a change!  
Learn how to break the cycle and be the parent you have always wanted  
to be!

Watch a **free 60 minute webinar**, exclusive for County employees,  
that gives you some tools to reduce the yelling and nagging. You will  
discover an exciting benefit, just for regular County employees, that  
will help you feel more confident and successful as a parent.

### Elder Care Support Group

Caring for an elderly or sick relative can be stressful, whether your loved  
one lives with you, lives across town or is out of state. Caregivers need to  
nourish their spirit and support their physical and mental health. Join us for  
support and resources at the Elder Care Support Group on the last  
Wednesday of each month. No registration required, drop in as your  
schedule allows.

**July 31, August 28, September 25**

**Noon - 1:00 pm**

Atlantic Conference Room (Main Plaza level)  
Hall of Administration, Government Center



**Thinking about Buying a Home?**  
**Attend a Free Home Buying Seminar!**

**AUGUST 13, 2019**

**5:30 - 7:00 pm**

**Ventura**

Whether you are a first-time home buyer, move-up buyer or getting back into the housing market, the information  
provided will give you the tools you need to be a more informed buyer. For more information and to register for an  
upcoming seminar, visit the **Coastal Housing Partnership** website.

### College Financial Aid: Fact or Fiction?

***Free Lunchtime Workshop***

Mystery and rumors swirl around the College Financial Aid process. Join  
Cecilia Johnston, College Admissions Educator, as she dispels the myths  
and sheds light on this sometimes anxiety-inducing topic.

**TUESDAY, SEPTEMBER 17, 2019**

**Noon - 1:00pm - Pacific Conference Room, HOJ**

Presented by the WorkLife Program - **worklife@ventura.org**

Register through the **Wellness Program**

