

June 23, 1999

Honorable Charles Campbell
Presiding Judge of the Superior Court
Ventura County Hall of Justice
800 S. Victoria Avenue, #2810
Ventura, CA 93009

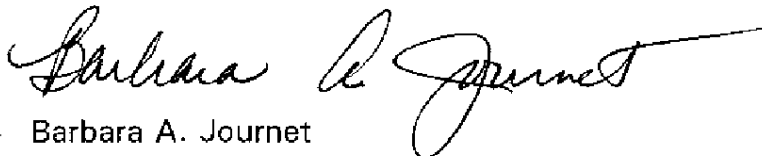


Honorable Judge Campbell:

Enclosed is the Human Resources Division's response to recommendations number one and seven in the 1998-1999 Ventura County Grand Jury report titled: Combining Agricultural Commissioner's Office with Weights and Measures.

Questions regarding this response may be directed to me at 654-2561.

Sincerely,



Barbara A. Journet
Director-Human Resources

c: Grand Jury
M. L. Koester, Chief Administrative Officer
Earl McPhail, Agricultural Commissioner

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Human Resources Division – Response to Recommendations in the 1998-1999
Ventura County Grand Jury Report Titled: *Combining Agricultural Commissioner's
Office with Weights and Measures*

Recommendation #1:

"Perform thorough pay parity study, comparing Ventura County Agriculture Inspectors salary/benefits to that of other County inspectors with similar educational/experience and licensing requirements (such as Environmental Health Specialists). The parity study would include comparisons of salary/benefits of Ventura County Agriculture Inspectors with Agriculture Inspectors of other Southern California Counties. Adjust pay accordingly."

Response:

Wages, terms, and working conditions are negotiable items under the Meyers-Milias-Brown Act of California. The Agriculture Inspector classification series is represented by the Services Employees International Union, Local 998 (SEIU). The current Memorandum of Agreement (MOA) with SEIU includes provisions to conduct a parity study and make subsequent pay adjustments. The methodology to conduct the study and make parity adjustments are outlined in Article 5, Sections 502 through 504 (attached).

The parity study has been completed and the results will be implemented in accordance with the MOA. Agricultural Inspector classifications will receive a one percent (1%) Cost Of Living Adjustment (COLA) on June 27, 1999 and an additional three and forty-five one-hundredths percent (3.45%) increase on July 11, 1999; for a total adjustment of four and forty five one-hundredths percent (4.45%).

The parity study indicated that the Agricultural Inspector classifications were thirteen and thirty-six one-hundredths percent (13.36%) below the market mean. Based on the available funds and agreed upon implementation methodology, the Inspectors were eligible to receive the aforementioned increases. They will be eligible to receive additional increases in June and July, 2000. The County has met its obligations with respect to these classifications in accordance with the MOA.

Recommendation #7:

"Agricultural Commissioner's Office to supply one of their support staff or recruit for a new staff person to support the Camarillo District Office to answer phones, type reports, file documents and other supporting functions."

Response:

The Human Resources Division does not have any authority over staffing levels and staff assignments in the Agricultural Department. The Agricultural Commissioner determines staff assignments and would also make requests for additional positions. Human Resources would only be involved if we received a request to recruit for a new position or a request to certify eligible candidates for a vacancy.

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- Sec. 403 SAFE HARBOR RETIREMENT PLAN: Local 998 agrees the County's "Safe Harbor" retirement plan is in compliance with the provisions of the Omnibus Budget Reconciliation Act (OBRA), for employees not eligible for coverage under the provisions of the 1937 Retirement Act.
- Sec. 404 RETIREMENT INCENTIVE - 30 YEAR EMPLOYEES: Permanent, full-time employees who have thirty years or more of permanent County service and are no longer subject to retirement deductions, shall be paid a four percent (4%) retirement incentive on a biweekly basis. This incentive shall be taxable and not be considered part of the employee's base salary. Payments made under the provisions of this Section shall be calculated at the salary rate in effect at the time such payment is made.
- Sec. 405 PURCHASE OF PRIOR SERVICE: Employees covered under this Agreement are eligible to purchase time for service under the Federal Civil Service, Los Angeles City Department of Water and Power, or State Teacher's retirement system, and military buy-back for employees with over thirty (30) years of County service for which the employee is not receiving, and will not receive, a pension.
- Sec. 406 RETIREMENT SYSTEM REVIEW: The parties agree that during the term of this Agreement if there is a Labor Management Committee created that includes representatives from all recognized employee organizations, Local 998 will fully participate in such a committee.

ARTICLE 5 SALARY PLAN

- Sec. 501 SALARY INCREASE – 1998-99: Effective July 26, 1998, all classes in the bargaining units covered by this Agreement shall receive:
- A. One percent (1%) salary increase.
- Sec. 502 SALARY INCREASE – 1999-2000: Effective June 27, 1999, all classes below parity in the bargaining units covered by this Agreement shall receive a one percent (1%) salary increase.
- Sec. 503 SALARY INCREASE 2000-2001: Effective June 27, 2000, all classes below parity in bargaining units covered by this Agreement shall receive a one percent (1%) salary increase.

Sec. 504 PARITY ADJUSTMENTS: Salary formula – The County and Local 998 agree to utilize a total compensation formula to obtain survey data on Local 998 represented classes to establish the basis for parity adjustments.

A. Components: The components of the formula shall include:

1. Base Salary: The top of the salary range.
2. Flexible Credit Allowance: The amount contributed by the employer towards a flexible benefits or cafeteria plan to pay health insurance premiums or other benefits.
3. Retirement: The maximum employer contribution for the retirement plan, including pick-up of employee's contributions.
4. FICA/Medicare: The maximum employer contribution including employee pick-up.
5. Deferred Compensation: The maximum employer contribution to a deferred compensation plan, including matching payments.
6. Holiday Pay: The monetary value of the maximum number of paid holidays received.
7. Vacation/Annual Leave: The monetary value of the annual vacation accrual earned by employees in the comparable class(es) from the appropriate jurisdiction with less than five years of service shall be compared to the monetary value of 112 hours of paid leave for Ventura County employees.

In cases where County positions have annual leave and comparable classes have vacation and sick leave, the comparable amount shall include vacation plus one-half of the sick leave accrual.

8. Uniform Allowance: The amount paid by the employer.

9. Assignment Bonus: The amount paid by the employer for work performed in specialized areas.
10. Certification Pay: The amount paid by the employer for certifications issued by a nationally recognized organization appropriate to an assigned speciality area.

B. Jurisdictions: The jurisdictions listed below shall be surveyed:

1. General Classifications:

- A. City of Camarillo
- B. City of Oxnard
- C. City of Santa Paula
- D. City of Simi Valley
- E. City of Thousand Oaks
- F. City of Ventura
- G. County of Kern
- H. County of Los Angeles
- I. County of Orange
- J. County of Riverside
- K. County of San Bernardino
- L. County of San Diego
- M. County of Santa Barbara

2. Hospital Classifications:

- A. Colombia Los Robles Regional Medical Center
- B. Community Memorial Hospital
- C. Cottage Hospital
- D. St. John's Regional Medical Center
- E. Simi Valley Hospital
- F. UCLA Medical Center
- G. Encino Tarzana Medical Center

3. Air Pollution Control District (APCD) Specific Classifications:

- A. Monterey
- B. San Diego
- C. Santa Barbara
- D. South Coast Air Quality Management District

- C. Survey Data: Data gathered from the jurisdictions surveyed will be compiled and compared. The mean of the data gathered will be compared to respective County classifications (total compensation) to determine if a parity adjustment is appropriate.
- D. Effective the first pay period in July of 1999 and 2000, an amount equal to one and one-half percent (1.5%) of salary, including "roll-up" costs, shall be appropriated to provide parity adjustments to those classes determined to be paid at less than the mean. The mean is the average of the salary components contained in Section A.
- E. If upon completion of the study in 1998-99 or upon evaluation of the salary components on May 1st of 1999 and 2000, a class or classes are determined to be paid at less than the mean, the salary for that class(es) shall be adjusted on the first pay period in July on the following formula:

<u>% Behind the Mean</u>	<u>% Adjustment</u>
1 to 5	1
6 to 10	2
11 to 15	3
16 to 20	4
21 to 25	5
26 or more	6

- F. If the 1.5% of salary contained in Section D is not sufficient to pay the full adjustment contained in Section E, then each class shall receive an adjustment equal to the percentage of the total cost that can be paid by the 1.5% of salary.

Example: If the formula in Section B required the expenditure of 2% salary and there is only 1.5% of salary available then each class/employee will receive 75% of the negotiated adjustment.

- G. If the 1.5% of salary contained in Section D is greater than the amount necessary to pay the adjustments contained in Section E then each class shall receive an adjustment equal to the percentage that the 1.5% of salary exceeds the parity adjustment.

Example: If the formula in Section E requires the expenditure of 1% of salary which is less than the 1.5% appropriated, then each class/employee shall receive 150% of the negotiated adjustment.

H. Y-Rate: Any class(es) that as a result of the adjustments contained in Section 502, 503 or 504 are determined to be equal to or above parity, shall have their salary frozen until such time as the mean of the data generated by Section 504A and 504B exceeds their current compensation.

Sec. 505 COMPENSATION SCHEDULE: Except as otherwise provided herein, employees shall receive the compensation of the salary range assigned to the classification of the position in which they are employed and in accordance with the pertinent conditions of employment enumerated in these Articles.

Sec. 506 REGULAR PAY DAY: Whenever compensation is fixed for any position, such compensation is the biweekly compensation to be paid to the person holding such position unless otherwise stated. Such biweekly compensation shall be paid to employees on or about the Friday following the end of the biweekly payroll period.

Sec. 507 PAY ON TERMINATION: Upon certification of the Director-Human Resources that the employment of any employee is terminated prior to the expiration of the biweekly pay period, the compensation of such person shall become due and shall be paid within five days of termination.

Sec. 508 PAY FOR PART-TIME SERVICES OF REGULAR EMPLOYEES: The actual compensation for part-time employment shall be determined by the relation that the total number of hours of service bears to the number of hours of service required in full-time employment in each class or position, except for those positions for which the Board has established a special or flat rate of pay as full remuneration for all services rendered irrespective of the number of hours worked.

Premium pay will also be paid to regular part-time employees on the same basis as full-time employees except that when premium pay is paid on a biweekly or monthly rate, that rate will be paid to part-time employees on a pro rata basis.

Sec. 509 PAY FOR OPTIMUM STAFF EMPLOYEES: The actual compensation for Health Care Agency Optimum staff employees shall be determined in accordance with the provisions of Section 609 of this Agreement.