



# 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 Attn**  
Assistant County Executive  
Officer/  
Human Resources Director  
Labor Relations

March 14, 2023

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

**Subject: Adoption of a Resolution Authorizing the Addition of One Full-Time Regular Position (Program Assistant) in the County Executive Office Community Development Division**

## Recommendations:

It is recommended that your Board adopt the attached proposed resolution authorizing the addition of one position allocation in the County Executive Office-Community Development Division (CEO), effective March 19, 2023:

Job Code	Description	Business Unit	Dept. (Unit)	FTE	Compensation Frequency	Salary Range
01173	Program Assistant	CEO Community Development	1011	1	SALARIED	\$68,160.76- \$95,434.45

## Fiscal Impact:

As noted above, it is anticipated that the annual fiscal impact of this recommendation for the balance of this fiscal year will be approximately \$31,077 and \$108,758 for next fiscal year, including the cost of benefits. Sufficient revenues from federal and state housing and homeless grant administrative reimbursements are contained within the existing budget such that no net county cost is anticipated.

Discussion:

Currently, there is a fixed-term Program Assistant position in the Community Development Division in the County Executive Office that is set to expire on March 23, 2023. It is recommended that your Board of Supervisors authorize the allocation of a regular Program Assistant position in the Community Development Division in the County Executive Office to replace the expiring fixed-term position. Significant increases in grant revenues for homeless programs necessitates adequate staffing resources for their administration. With these increased grant resources comes administrative revenues to offset ongoing costs for this position.

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 Christy Madden at (805) 654-2679.

Respectfully submitted,



Christy Madden  
Senior Deputy Executive Officer



Sevet Johnson, PsyD  
County Executive Officer

Attachments:

Resolution – Board of Supervisors Regarding Classifications and Salary Ranges

- 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  
Shawn Atin, Assistant County Executive Officer/Human Resources Director