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Assistant County Executive Officer

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June 3, 2025

County of Ventura Board of Supervisors

**Subject: Public Hearing Regarding Adoption of an Amendment to the 2023-2026 Memorandum of Agreement Between the County of Ventura and the Ventura County Professional Peace Officers' Association - Patrol Unit.**

## Recommendations

It is recommended that your Board:

1. Commence a public hearing on adoption of an amendment to the 2023-2026 Memorandum of Agreement (MOA) between the County of Ventura (County) and the Ventura County Professional Peace Officers' Association - Patrol Unit (VCPPOA); and,
2. Adopt the proposed amendment to the MOA at the conclusion of this hearing.

## Fiscal Impact

	FY 2024-25	FY 2025-26
Revenues	\$0	\$0
Costs	\$0	\$0
Net County Cost	\$0	\$0

Funding Source(s): Various

Match Requirement: None

California Government Code sections 31515.5 and 23026 require that the County give written notice of any salary or benefits changes, including an explanation of the financial impact of the changes on the funding of the County's retirement system. There is no cost associated with the proposed Amendment as it is cleanup language. Accordingly, the recommended action will not have a negative or material impact on the funding status of the retirement system.

## **Discussion**

As part of its operations, the Harbor Department employs individuals in the Harbor Patrol Officer (HPO) classification series, comprised of the HPO Trainee, HPO I, HPO II, and HPO III classifications. Individuals employed in these classifications are responsible for patrolling the waterways, beaches, and parking areas of the County-owned Harbor, assisting visitors, and even responding to emergency calls. Recently, the County and VCPPOA reached an agreement to revise the job descriptions for these classifications, to include updating the special requirements of the HPO Trainee classification.

Candidates for the HPO Trainee classification are only required to have boat operation experience to qualify for the position. Once hired, HPO Trainee incumbents are required to then meet special training requirements in order to successfully pass their probationary period. Originally, incumbents were required to complete a basic law enforcement and firefighting training course known as PC-832, to obtain a marine radio operator permit, and to be certified in basic first aid and cardiopulmonary resuscitation (CPR). The recent revisions to the HPO Trainee classification have now added the following additional special requirements: emergency medical technician (EMT) certification in place of the basic first aid and CPR certification requirements, a hazardous waste operations and emergency response (HAZWOPER) certification, and a valid U.S. Coast Guard Motorboat Operator's License. These additional special requirements must now also be met for an HPO Trainee incumbent to successfully pass the probationary period and be eligible for promotion to HPO I.

Section 1801, "Length of Probationary Period," of the current MOA between the parties requires that all classifications covered by the agreement, including the HPO Trainee, serve a probationary period of 1,040 compensable hours or approximately six months. However, considering the recent revisions to the HPO Trainee job description, it was recognized by the parties that HPO Trainee incumbents would struggle to obtain all of the special requirements within a six-month probationary period. Therefore, in order to allow HPO Trainee incumbents sufficient time to complete the requirements of the position, the parties agreed to amend section 1801 of the MOA to change the probationary period for incumbents of the HPO Trainee classification from 1,040 compensable hours to 2,080 compensable hours or approximately one year.

A copy of the proposed amendment to the MOA is attached as Exhibit 1. We recommend that your Board commence a public hearing and adopt the proposed amendment at the conclusion of that hearing.

## **Strategic Priority**

This agenda item supports the County's strategic priority to attract, hire, develop, and retain a diverse workforce empowered to meet the needs of our customers.

This letter has been reviewed by the County Executive Office, the Auditor-Controller's Office, the Ventura County Civil Service Commission, and County Counsel. If you have any questions regarding this item, please contact Danielle Keys at (805) 654-2561.

Respectfully submitted,



Danielle Keys  
County Human Resources Director/Labor Relations



Sevet Johnson, PsyD  
County Executive Officer

c: Jeffery S. Burgh, Auditor-Controller  
Tiffany N. North, County Counsel  
Mike Pettit, Assistant County Executive Officer  
Scott Powers, County Chief Financial Officer  
Ventura County Professional Peace Officers Association

Attachments:

- Exhibit 1 – VCPPOA Patrol Unit 2023–2026 MOA Amendment
- Exhibit 2 – Civil Service Commission Statement