



April 9, 2024

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

Subject: Second Public Hearing Regarding Adoption of an Ordinance to Place the Classification of Special Assistant in the Unclassified Service.

Recommendation

We recommend that your Board adopt an Ordinance amending the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Civil Service System, to place the classification of Special Assistant in the unclassified service. This Ordinance will become effective thirty (30) days from the conclusion of this second hearing. A copy of the proposed Ordinance is attached as Exhibit 1.

Strategic Priority

These items support the County's Strategic Priority to attract, hire, develop, and retain a diverse workforce empowered to meet the needs of our customers.

Discussion

This is the second public hearing regarding adoption of an Ordinance to amend the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Civil Service System to place the classification of Special Assistant in the unclassified service. An initial public hearing was held on March 26, 2024.

The Special Assistant will be responsible for providing and coordinating the highest-level management function as a senior level public sector generalist for an agency/department head. As such, the incumbent will be tasked with representing their executive as the principal liaison between the agency/department, internal organizational staff, officials, community organizations, and constituents regarding the policies, strategic goals, and initiatives of the County of Ventura.

Due to the scope and complexity of the job classification, it is recommended that your Board adopt an ordinance placing this classification in the unclassified service.

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This letter has been reviewed by the County Executive Office, the Auditor-Controller's Office, and County Counsel. If you have any questions regarding this item, please contact me at (805) 654-3600.

Respectfully submitted,



J. Tabin Cosio
Interim Director of Human Resources



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, Interim County Chief Financial Officer

Attachment:

- Exhibit 1 – Ordinance Amending Ventura County Ordinance Code, Division 1, Chapter 3, Article 4