



**Mike Pettit**  
Assistant County Executive Officer

**Scott Powers**  
County Chief Financial Officer

**Danielle Keys**  
County Human Resources Director  
Labor Relations

April 29, 2025

County of Ventura Board of Supervisors

**Subject: Second Public Hearing Regarding Adoption of an Ordinance to Place the Classifications of Executive Assistant-CEO – E and Chief Investment Officer – E in the Unclassified Service.**

## Recommendation

We recommend that your Board hold a second public hearing regarding adoption of a proposed Ordinance Amending the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Civil Service System, to place the classifications of Executive Assistant-CEO – E and Chief Investment Officer – E in the unclassified service. A copy of the proposed Ordinance is attached as Exhibit 1.

## 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 classifications of Executive Assistant-CEO - E and Chief Investment Officer - E in the unclassified service. An initial public hearing was held on April 8, 2025.

The Executive Assistant-CEO - E will report directly to the County Executive Officer and has high level responsibility for confidential and time sensitive documents and information. The role is critical in ensuring that the CEO is informed and aware of all items of concern (both internally and externally) that may impact the County.

The Chief Investment Officer - E will report directly to the Treasurer-Tax Collector and has high level responsibility for a large County portfolio of investments. The incumbent provides investment strategy and plans, assigns, directs, and manages the daily activities and operations of the cash management and investment program including the most complex financial components of programs impacting County investments.

Due to the scope and complexity of these job classifications, it is recommended that your Board adopt the attached proposed Ordinance placing these classifications in the unclassified service.

## Strategic Plan

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

The County Executive Office, County Counsel, and the Auditor-Controller's Office have reviewed this letter.

If you have questions regarding this matter, 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

Attachment:

- Ordinance – Addition of Executive Assistant-CEO – E and Chief Investment Officer – E Classifications to the Unclassified Service