

# **COUNTY OF VENTURA 2022 ADMINISTRATIVE POLICY MANUAL**

## **PREFACE – Section 3**

### **POWERS AND DUTIES VESTED IN THE COUNTY EXECUTIVE OFFICER BY ORDINANCE**

As set forth in Ordinance No. 4610 the County Executive Officer (CEO) is the administrative officer of the Board of Supervisors and exercises administrative supervision and control of the affairs of the County and those districts under the jurisdiction of the Board of Supervisors. Ordinance No. 4610 also appoints the CEO as Ex-Officio Clerk of the Board of Supervisors, to perform those duties prescribed by law for the County Clerk as Ex-Officio Clerk of the Board of Supervisors or the Clerk of the Board of Supervisors and such additional duties as the Board of Supervisors shall prescribe by ordinance.

The CEO is responsible and accountable for the proper and efficient administration of all governmental affairs of the County that legally may be placed in his or her charge or under his or her control. The CEO shall attend all scheduled meetings of the Board, except when excused therefrom. The CEO shall prepare matters for the consideration of the Board, and advise and make recommendations to the Board on such matters brought before it as are within CEO authority. The CEO shall supervise and direct the enforcement and execution of orders and directives of the Board.

#### **Financial and Budget**

1. The CEO shall supervise and direct the preparation of the Annual County Budget. In the performance of this duty, the CEO shall review and evaluate all agency/department and program objectives, expenditure requests, revenue forecasts, and reserves and determine that they are consistent with the Board's goals, objectives, and policies. The CEO shall submit a recommended budget to the Board for review and public hearing.
2. The CEO shall develop financial plans in which revenues and expenditures are analyzed and projected against anticipated County growth and include recommendations to the Board of Supervisors on methods of financing.
3. The CEO shall determine the necessity for debt financing, provide the Board with appropriate recommendations and serve as the County's principal spokesperson relative to debt financing issues.
4. The CEO shall prepare multi-year forecasts of revenue/expenditures, and develop long-range fiscal strategies.
5. The CEO shall, in cooperation with the Auditor-Controller, supervise, direct, review, and maintain an adequate internal control system.

#### **Personnel**

1. The CEO shall be the appointing authority for the following County agency/department heads:

- a. Airports
  - b. Department of Child Support Services
  - c. General Services Agency
  - d. Health Care Agency
  - e. Harbor Department
  - f. Information Technology Services Department
  - g. Public Works Agency
  - h. Resource Management Agency
2. The CEO, with the concurrence of the Board, is the appointing authority for the following County agency/department heads and officials:
  - a. Agricultural Commissioner
  - b. Chief Probation Officer
  - c. Health Officer
  - d. Library (in conjunction with Ventura County Library Commission)
  - e. Medical Examiner-
  - f. Mental Health Director
  - g. Public Defender
  - h. Human Services Agency
  - i. Public Administrator
  - j. Public Guardian
  - k. County Road Commissioner
  - l. County Surveyor
  - m. Ventura County Fire Protection District – Fire Chief (per Ventura County Fire Protection District Board of Directors’ Resolution 17-143)
3. Except as otherwise specifically provided by law, all authority and responsibility for the agency/department heads identified in “1” and “2” of this section are delegated by the Board of Supervisors to the CEO, including the following:
  - a. The responsibility to implement through line management and day-to-day supervision, the policy and direction set by the Board of Supervisors and the mission of each department, office, or agency under the direction of such agency/department head(s);
  - b. The coordination of the work between all affected County departments, offices and agencies and the setting of priorities;
  - c. The preparation of the annual performance evaluations for the above designated agency/department heads; and
  - d. The responsibility for taking and/or proposing corrective action, including termination, when and to the extent deemed necessary by the CEO.
4. The CEO shall make reports and recommendations to the Board of Supervisors with respect to the compensation and benefits of County employees and the administration of rules and procedures to be followed in the County’s employer/employee relationships.
  - a. The CEO shall serve as the collective bargaining negotiator, or serve as the liaison with any Board-contracted negotiator.
  - b. The CEO shall, on behalf of the County, conduct and engage in all negotiations, meet and confer sessions, and consultations with recognized bargaining units and certified

employee organizations in accordance with the directions and instructions of the Board of Supervisors and within the scope of authority granted by the Board.

- c. The CEO shall implement the County's employer/employee relation's policy.

## **General**

1. The CEO shall coordinate the work of all agencies/departments, whether headed by an elective or appointed officer, and devise ways and means whereby efficiency and economy may be secured.
2. The CEO shall require reports from agency/department heads regarding activities and provide such agency/department heads with information that will assist them in carrying out their responsibilities.
3. The CEO shall act as the public information officer and chief strategist for the County and the official spokesperson for the Board on issues arising out of closed sessions and on all budget and debt financing issues.
4. The CEO shall review and make recommendations on proposed Board agenda items. The CEO shall assure that items proposed for placement on the Board's agenda are complete and sufficient for Board decision making; the CEO may withhold items from an agenda as necessary to such assurance.
5. The CEO shall direct the County's legislative advocacy program, including development of legislative strategy related to stabilizing County finances; initiation of legislation approved by the Board; analysis of proposed state and federal legislation; recommendation of positions to the Board on proposed legislation; review of all agency/department head requests involving legislative matters; and establishment and administration of contracts with legislative advocates as deemed appropriate. The CEO is the County's official spokesperson relative to the County's position on legislation and represents the County at various legislative hearings.
6. The CEO may employ deputies and assistants and assign them to the duties prescribed in the ordinances referenced above or any successor ordinances.
7. The CEO may delegate authority and responsibility to an officer or employee and call upon any employee in any department, service, or district under CEO supervision to perform any service which such employee is legally authorized or required to perform, to assist in carrying out any of the powers and duties vested by ordinance in the CEO.

## **CEO Relationship to County Officials and Agency/Department Heads**

Pursuant to the authority of and delegation by the Board, and subject to applicable laws:

1. To assist in carrying out the powers and duties vested in the CEO and the County Executive Office, the CEO or authorized members of the County Executive Office may enter any County agency, department, or office, when necessary or upon any agency/department head or official's request and investigate the operation thereof with respect to the efficiency and economy of the administrative procedures and may recommend to the agency/department head any action relating to the use of personnel, equipment, facilities, or budgetary expenditures.
2. Each County officer or agency/department head, upon the request of the CEO, shall provide any record of such agency/department and shall otherwise cooperate in the review or investigation of the administrative operation of such agency/department. Each County officer or agency/department head shall promptly comply with any written directive by the CEO

relating to the use of personnel, equipment, facilities, or budget of such office or administrative procedures relating thereto. Agency/department heads are required to keep the CEO advised of issues relating to departmental operation and contact with Board members.

3. All departmental requests for Board action shall be through the CEO. . Should such review not take place prior to presentation to the Board, it shall be Board policy to refer the item to the CEO for report back.

Nothing in the ordinances referenced above or this policy is intended to supersede or limit the authority of County elected officials under the California Constitution and Government Code. No limitation of the authority and powers of the CEO shall be implied from any omission of the ordinance(s) to delegate expressly to the CEO any authority, duty or function which is in the power of the Board to so delegate.

### **Duties of the CEO as Ex Officio Clerk of the Board of Supervisors**

Ordinance No. 4610 appoints the County Executive Officer as Ex-Officio Clerk of the Board to perform those duties prescribed by law and such additional duties as the Board shall provide by ordinance. The clerk may take acknowledgments and administer and certify oaths in the performance of the clerk's official duties.

Ordinance No. 4610 provides that in addition to the duties prescribed by statute, the Clerk of the Board of Supervisors shall also serve as:

1. Clerk of the boards of all the special districts, authorities, and other entities governed by the Board of Supervisors, including without limitation, the following:
  - a. Ventura County Fire Protection District
  - b. Ventura County Watershed Protection District
  - c. Ventura County Waterworks Districts Nos. 1, 16, 17, 19, and 38
  - d. Ventura County Service Areas Nos. 3, 4, 14, 29, 30, 32, and 33
  - e. Lake Sherwood Community Services District
  - f. Ventura County Public Financing Authority
2. Clerk of the boards of the following independent boards:
  - a. Ventura County Air Pollution Control Board
  - b. Ventura County Air Pollution Control District Hearing Board

**NOTE:** Portions of the three Preface Sections above were taken from the California State Association of Counties (CSAC) website and were revised to apply to the County of Ventura. Portions of the CSAC material were excerpted from Powers and Duties of Supervisors and County Officers, prepared by the Los Angeles County Counsel's Office.. Other portions of the sections were taken from various Ventura County ordinances.