



**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 Atin**  
Assistant County Executive  
Officer/  
Human Resources Director  
Labor Relations

September 26, 2023

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 Clerk-Recorder Compliance Officer in the Unclassified Service.**

**Recommendation**

1. It is recommended 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 Clerk-Recorder Compliance Officer 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.

**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 Clerk-Recorder Compliance Officer in the unclassified service. An initial public hearing was held on September 12, 2023.

The Clerk-Recorder Compliance Officer has a high level of responsibility, is among the highest-level managers within the Clerk-Recorder's Office, and is responsible for ensuring regulatory compliance for the County Clerk-Recorder and Elections Divisions. 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.

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) 654-2561.

Respectfully submitted,

S. Atin

Shawn Atin  
Assistant County Executive Officer/Human Resources Director

A handwritten signature in blue ink, appearing to read "Sevet Johnson".

Sevet Johnson, PsyD  
County Executive Officer

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

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