



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,



Shawn Atin
Assistant County Executive Officer/Human Resources Director



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