



**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

December 19, 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 Assistant Chief Financial Officer – HCA – E in the Unclassified Service.**

**Recommendation**

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 Assistant Chief Financial Officer – HCA - E 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 Assistant Chief Financial Officer – HCA - E in the unclassified service. An initial public hearing was held on December 5, 2023.

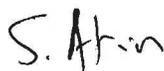
The Assistant Chief Financial Officer – HCA – E has a high level of responsibility and is among the highest-level managers within the Ventura County Health Care Agency. This classification is integral in assuring accurate and timely financial reports and records and is responsible for providing monitoring and oversight of the fiscal activities and

accounting/auditing services within the HCA in support of the agency's programs and services.

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