



December 13, 2022

Board of Supervisors
County of Ventura
800 South Victoria Avenue
Ventura, California 93009

Mike Pettit
Assistant County Executive Officer

Kaye Mand
County Chief Financial Officer

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

Subject: SECOND HEARING: Adoption of an Ordinance to Place the Classification of Chief Probation Officer in the Unclassified Service, and Adoption of an Ordinance to Amend Ordinance Number 4516 to Provide Authority to the County Executive Officer, in Concurrence with the Board of Supervisors, to Appoint the Chief Probation Officer.

Recommendations

It is recommended that your Board:

1. Adopt an ordinance amending the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Section 1347, Civil Service System, to place the classification of "Chief Probation 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.
2. Adopt an ordinance amending Ventura County Ordinance No. 4516 to authorize the County Executive Officer, in concurrence with the Board of Supervisors, to appoint the Chief Probation Officer. 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 2.

Discussion

1. Place Classification of Chief Probation Officer in the Unclassified Service

A public hearing introducing an ordinance to amend the Ventura County Ordinance Code, Division 1, Chapter 3, Article 4, Section 1347, Civil Service System, to place the classification of Chief Probation Officer (CPO) in the unclassified service took place on December 6, 2022, with a second public hearing scheduled for today.

Upon the retirement of Mark Varela, Director Probation Agency, on January 28, 2023, the CPO will serve as the head of the Probation Agency and will be among the highest-level managers within the agencies and departments in the County of Ventura.

Due to the scope and complexity of this job class, it is recommended that your Board adopt an ordinance placing this classification in the unclassified service.

2. Amend Ordinance #4516

A public hearing introducing an ordinance to amend Ventura County Ordinance No. 4516 to provide authority to the County Executive Officer, in concurrence with the Board of Supervisors, to appoint the CPO, took place on December 6, 2022, with a second public hearing scheduled for today.

California Government Code section 27770 governs the appointment of the CPO. Section 27770, subsection (a), provides that the court shall appoint the CPO with the Board of Supervisors to set the salary for the position and that the CPO may be removed for good cause as determined by the Presiding Judge or majority of judges.

Subsection (b) of section 27770, however, allows the classification of CPO to be placed within the provisions of the County's civil service system thereby authorizing the County Executive Officer, with the concurrence of the Board of Supervisors, sole appointing authority for the CPO. This will result in a more streamlined process for recruitment and ultimate hiring of a future head of the Probation Agency and will provide a clearer line of authority to oversee the performance of the incumbent.

Your Board previously established the classification of Chief Probation Officer. We are therefore recommending that your Board adopt an ordinance authorizing the County Executive Officer, with concurrence of your Board, to appoint the CPO.

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 call 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

Attachments:

- Ordinance – Amending Section 1347 of Ordinance Code
- Ordinance – Repealing and Reenacting Ordinance No. 4516