

ORDINANCE NO. 4610

AN ORDINANCE REPEALING ORDINANCE NO. 4516 AND
REENACTING IT WITH MODIFICATIONS DEFINING THE DUTIES,
RESPONSIBILITIES, AND DELEGATED AUTHORITY, OF THE
COUNTY EXECUTIVE OFFICER OF THE COUNTY OF VENTURA

The Board of Supervisors of the County of Ventura ordains as follows:

Section 1.

There is in the government of the County of Ventura, the position and office of the County Executive Officer (CEO).

Section 2.

The Board of Supervisors (Board) shall appoint the CEO by written contract, which contract shall provide for the term of office, salary, and such other provisions not inconsistent with this ordinance.

Section 3.

Unless otherwise specifically provided by contract, the CEO is deemed to be a management employee under the Management, Confidential Clerical and Other Unrepresented Employees Resolution adopted by the Board and is entitled to all those benefits conferred upon management employees by said resolution. The CEO's salary may be increased from time to time by the Board by adoption of classification and salary listings and the Management, Confidential Clerical, and Other Unrepresented Employees Resolution. The Auditor-Controller in accordance with prevailing payroll procedures shall pay the CEO salary.

Section 4.

The CEO shall be chosen and evaluated upon the basis of his or her performance, administrative ability, education, experience, and knowledge of county government and its relationship with other public entities and levels of government.

Section 5.

The CEO is the administrative officer of the Board and exercises administrative supervision and control of the affairs of the County and those districts under the jurisdiction of the Board. 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 the CEO's charge or under the CEO's 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.

Section 6.

The specific duties and responsibilities of the CEO shall include but need not be limited to the following:

a. 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/departmental 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 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 auditing system.

b. Personnel

- 1) The CEO shall be the appointing authority for the following County agency/department heads:
 - (a) Airports
 - (b) Area Agency on Aging
 - (c) Department of Child Support Services
 - (d) General Services Agency
 - (e) Harbor Department
 - (f) Health Care Agency
 - (g) Information Technology Services Department
 - (h) Public Works Agency
 - (i) Resource Management Agency

- 2) The CEO, with the concurrence of the Board, shall be the appointing authority for the following County agency/department heads and officials:
 - (a) Agricultural Commissioner
 - (b) Health Officer
 - (c) Human Services Agency (serving also as Public Administrator and Public Guardian)
 - (d) Library
 - (e) Medical Examiner
 - (f) Mental Health Director
 - (g) Chief Probation Officer
 - (h) Public Defender
 - (i) Road Commissioner
 - (j) Surveyor
- 3) Except as otherwise specifically provided by law, all authority and responsibility as appointing authority for the agency/department heads identified in subdivisions (1) and (2) of this section are delegated by the Board 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 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 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 and within the scope of authority granted by the Board.

- (c) The CEO shall implement the County's employer/employee relations policy.

c. General

- 1) The CEO shall coordinate the work of all agencies/departments, elective and appointive, 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 this ordinance.
- 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 this ordinance in the CEO.

Section 7.

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

- a. To assist in carrying out the powers and duties herein 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 an 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.
- b. Each County officer or agency/department head, upon the request of the CEO, shall provide any record or other information relating to the budget and/or administrative operation 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.
- c. 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.

Section 8.

Nothing in this ordinance is intended to supersede or limit the authority of County elected officials under the California Constitution and Government Code.

Section 9.

No limitation of the authority and powers of the CEO shall be implied from any omission of this ordinance to delegate expressly to the CEO any authority, duty or function which is in the power of the Board to so delegate.

Section 10.

The CEO shall also serve as the ex officio Clerk of the Board of Supervisors and shall 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 shall prescribe by ordinance. The CEO, as the Clerk of the Board of Supervisors,

may take acknowledgments and administer and certify oaths in the performance of the clerk's official duties.

In addition to the duties prescribed by statute, the CEO, as the Clerk of the Board of Supervisors, shall also serve as clerk of:

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

Section 11.

Ordinance No. 4516 is hereby repealed.

PASSED AND ADOPTED this 13 day of December 2022 by the following vote:

AYES: Supervisors: Parks, Long, Huber, Lopez + LaVere
NOES: none
ABSENT: none

By: Mark J. V-
Chair, Board of Supervisors
County of Ventura

ATTEST: DR. SEVET JOHNSON
Clerk of the Board of Supervisors,
County of Ventura, State of California

By: Don Key
Deputy Clerk of the Board

