



BOARD OF SUPERVISORS
COUNTY OF VENTURA

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STEVE BENNETT, CHAIR
LINDA PARKS
KATHY I. LONG
PETER C. FOY
JOHN C. ZARAGOZA

January 12, 2010

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

SUBJECT: BOARD OF SUPERVISORS REVIEW OF AGENCY ORGANIZATION
WHEN UPCOMING AGENCY HEAD VACANCIES BECOME KNOWN.

RECOMMENDED ACTION:

Direct the CEO to place on the Board agenda a review of the organization and scope of duties of an agency/department when an upcoming vacancy in the agency/department head position becomes known.

DISCUSSION:

When the position of Public Works Agency Director became vacant, it provided an excellent opportunity for the CEO and Board to evaluate possible reorganizations of the agency functions. The Board found the discussion and review very beneficial and a healthy process for county government.

Subsequently the Board reviewed the elected office of the Clerk of the Board and the issue of election vs. appointment of the County Clerk.

During discussion of the Public Works Agency, the Board expressed our appreciation of the opportunity for a public review when an agency/department head position opens up. While that policy was spoken of favorably, it has not been formalized as a Board policy.

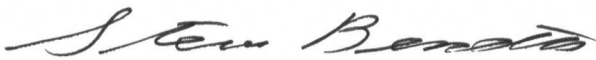
State law prescribes the County offices that are elective but state law allows for some variations in organization of the elective offices that merit review when the position opens. County Ordinance identifies those agency/department head positions for which the CEO has appointment authority. This review policy is not intended to modify the appointment authority of the CEO.

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In order for the Board to evaluate the organization of an agency and scope of duties of agency/department heads, the review should appropriately occur as early as possible prior to a change in agency/department head. For clarity purposes, the departments and agencies this policy refers to are listed on Attachment A.

We are recommending that our Board formalize the process discussed during review of the Public Works Agency, enabling our board to have a healthy review and discussion of our departments at times of change in department leadership.

Cordially,



Steve Bennett
Supervisor, First District



Kathy I. Long
Supervisor, Third District

Attachment