

Contacts

Your Human Resources Division

County Human Resources

County Equal Employment Opportunity
Officer
(805) 654-2568

Unions

SEIU	(805) 650-4420
IUOE	(805) 656-1852
VCPFA	(805) 484-8844
VCDSA	(805) 639-9218
SPOAVC	(805) 477-7381
CNA	(818)240-1900
CJAAVC	(805) 654-2716
VCSCOA	(805) 644-6530
VCPPOA	(805) 889-4646
VEA	(805) 477-1520

Federal/State Agencies

Department of Fair Employment and
Housing (DFEH)
www.dfeh.ca.gov/

Equal Employment Opportunity
Commission
www.eeoc.gov/

Employee Hotlines

Fraud	(805) 644-6019
Misconduct	1-800-684-6523



COUNTY OF VENTURA

Human Resources Division
County Government Center
800 South Victoria Avenue, #1970
Ventura, CA 93009

Phone: 805-654-5129

Fax: 805-654-2665

<https://hr.ventura.org/complaint-resolution>



Employee Complaint Resolution Process



County of Ventura
HUMAN RESOURCES DIVISION



INTRODUCTION

This informal complaint procedure is designed to assist employees who believe they have been discriminated against or harassed in the course of their employment with the County of Ventura.

WHAT ARE DISCRIMINATION AND HARASSMENT?

Discrimination is defined as any act, practice or course of conduct which is not job-related and which constitutes or results an inequality of treatment of any person or group of persons because of race, color, religion, national origin, citizenship status, sex, gender identity/expression, sexual orientation, age, medical condition or any other basis protected by law.

In addition, the County wants to address any work situation which creates a hostile or offensive work environment and encourages employees to make their concerns known as soon as the offensive behavior occurs. By working together to resolve workplace challenges we can ensure that Ventura County is a good place to work for all.

PROCEDURES

If you have any concerns or a complaint regarding harassment, discrimination or retaliation follow these simple steps. If a step does not address the issue adequately, you are encouraged to move on to the next step.

1. **Talk** to your supervisor about the issue.
2. **Meet** with your HR representative or leader within your Agency/Department to work towards a resolution.
3. **Discuss** your concerns with your assigned Personnel Analyst at the County Human Resources Division or the County's EEO Officer by calling the Human Resources Reception Desk at (805) 654-5129. You may also **report** through the **Employee Misconduct Hotline** (Compliance Line) at (800) 684-6523 or by filling out the [Employee Misconduct Online Reporting Form](#) on the Complaint Resolution page of the county HR website.

If the investigation of a complaint reveals any illegal discrimination, harassment, retaliation, or other inappropriate actions, the County's Human Resources Division will attempt to resolve the matter. If any improper behavior or action by County employees is documented, Human Resources has the duty, and will recommend disciplinary action up to and including dismissal of the responsible party(ies).

PROCEDURES, continued

4. **A formal complaint** may be filed with your union representative or the Civil Service Commission (see Contacts list on next page).
5. **If you are not satisfied with the results** of the above steps, you may file a complaint at any time and at any step in the process with the Federal or State enforcement agency. Those enforcement agencies will conduct an independent review and make appropriate recommendations.

