

Contact Numbers

Agency/Department Equal Employment Opportunity Coordinator:

County Human Resources Personnel Analyst for your department:

County Equal Employment Opportunity Officer:

Yolanda Walker 654-2602

Unions:

SEIU	644-8291
IUOE	656-1852
VCPFA	484-8844
VCDSA	987-9785
SPOAVC	477-1605
CNA	818-240-1900
CJAAVC	654-2716
VCSCOA	644-6530
VCPPOA	654-2112
VEA	477-7231



Employee Complaint Resolution Process



County of Ventura

County of Ventura

Human Resources Division
800 S. Victoria Avenue, #1970
Ventura, CA 93009

Phone: 805-654-5129
Fax: 805-654-2665
www.ventura.org/hr



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 IS DISCRIMINATION OR HARASSMENT?

Discrimination is defined as “any act, practice or course of conduct which is not job-related and which constitutes or results in inequality of treatment of any person or group of persons because of race, color, religion, national origin, sex, age or functional limitation.” In addition, the County wants to resolve 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 County policy and our complaint resolution process described below, we can insure 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 any step results in a “no action” or the issue is not addressed adequately, you are encouraged to move on to the next step. This procedure will be utilized and made available within each County agency/department.

1. **Talk** to your supervisor regarding the problem.
2. **Meet** with your agency/department Equal Employment Opportunity (EEO) Coordinator. The EEO Coordinator is responsible for informally resolving problems in your agency/department.
3. **Discuss** your concerns with your assigned Personnel Analyst at the County Human Resources Reception Desk at (805) 654-5129.

If the investigation 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).

4. **If the Human Resources process does not work** to your satisfaction, a formal complaint may be filed with your Union Representative, or the Civil Service Commission (see Personnel Rules and Regulations).
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.

