

## Contacts

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Your Human Resources Division

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County Human Resources

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County Equal Employment Opportunity  
Officer

(805) 654-2568

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### 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
VCPPPOA	(805) 889-4646
VEA	(805) 477-1520

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### Federal/State Agencies

Department of Fair Employment and  
Housing (DFEH)

[www.dfeh.ca.gov/](http://www.dfeh.ca.gov/)

Equal Employment Opportunity  
Commission

[www.eeoc.gov/](http://www.eeoc.gov/)

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### Employee Hotlines

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



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## County of Ventura

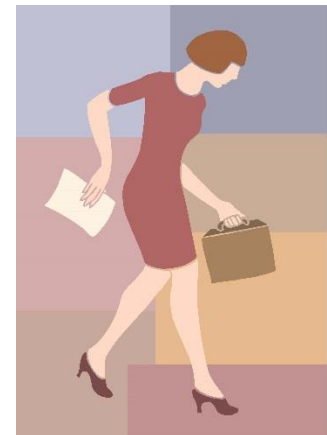
Human Resources Division  
County Government Center  
800 South Victoria Avenue, #1970  
Ventura, CA 93009

Phone: 805-654-5129  
Fax: 805-654-2665  
[www.ventura.org/hr](http://www.ventura.org/hr)



## 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 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 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 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 and 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 Division or the County's EEO Officer. You may contact those staff persons by calling the 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).

## PROCEDURES, continued

4. **If the Human Resources process does not work** to your satisfaction, a formal complaint may be filed with the Service Employees International Union (SEIU), Local 998 (or other Union as appropriate), 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.

