

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
May 15, 2008
MINUTES**

**FOUR HUNDRED AND
FIFTH MEETING**

The four hundred and fifth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, May 15, 2008.

1. CALL TO ORDER

Chairman David Gonzales called the meeting of the Personnel Commission to order at 7:00 p.m.

2. ROLL CALL

Commissioners David Gonzales, Barbara Harison, and James King were in attendance. Also attending was Michael Arnoldus, Director of Employment/Personnel Commission and Secretary of the Personnel Commission.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

On motion by Commissioner King, seconded by Commissioner Harison, the minutes of the April 17, 2008 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report
None

B. Board of Trustees Meeting

Mr. Arnoldus advised that the trustees met in their regular meeting on Tuesday night. He did not attend the meeting and no written report is ready at this time.

C. Director's Report

Mr. Arnoldus reviewed the monthly *Current Recruitments Report*, with five open and seven closed recruitments. He also reviewed the *Positions Filled and Pending Report*, which reflects thirteen positions filled and eight positions pending selection as of May 14, 2008.

The Commissioners asked about the recruitment for Chief of Police and Mr. Arnoldus gave a status report, advising it will be six to eight weeks until the background investigations are completed.

Mr. Arnoldus also advised the commissioners that a termination appeal hearing was held on May 6 and he is awaiting the hearing officer's written report of his findings.

D. Commissioners' Report

The commissioners discussed with Mr. Arnoldus the subject of proper notice of proposed rule changes to the union and the administration. They concluded that notice of rule changes should be formal and in writing to all constituents, including SEIU and management, and should allow time for responses.

7. OLD BUSINESS

None

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

A. Human Resources Analyst II

B. Title Change of Human Resources Analyst to Human Resources Analyst I

Mr. Arnoldus described the changes in the Human Resources Department and explained the rationale for the proposed creation of the new classification. He said the establishment of the Analyst II classification will allow for projects to be assigned based on level of difficulty and to recognize the assignment of the complex projects through additional compensation. The Analyst II classification will have a higher level of independence than the Analyst I classification. There was a lengthy discussion of the application and interview processes and the examination standards for the Analyst II, as well as the relationship between the Human Resources Analyst I and II.

On motion by Mr. King, seconded by Ms. Harison, the Commission unanimously approved the proposed Human Resources Analyst II classification, at the classified salary range of #310, and the proposed change of title of Human Resources Analyst to Human Resources Analyst I.

9. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGES AND RECLASSIFICATION OF EXISTING POSITIONS TO NEW CLASSIFICATION SPECIFICATIONS/SALARY RANGES

None

10. REESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS

None

11. APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS/SALARY RANGE

None

12. RECLASSIFICATION
None

13. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES
None

14. ABOLISHMENT OF CLASSIFICATIONS
None

15. INTERPRETATION OF MINIMUM QUALIFICATIONS
None

16. APPROVAL OF PROPOSED SALARY RANGE
None

17-18. LISTED AS APPROPRIATE
None

19. OTHER

A. Public Hearing of Personnel Commission Budget for FY 2008-2009 (19-210)

Mr. Gonzales opened the public hearing for discussion. Mr. Arnoldus discussed recent changes to the proposed budget based on revised benefits cost, advising that the salary and benefits portions of the budget are subject to adjustment as necessary. Commissioners discussed the amounts budgeted for conferences, for equipment and computer needs, and for legal fees. Mr. Gonzales then closed the public hearing.

B. Adoption of Budget for FY 2008-2009 (19-211)

Mr. King made a motion to adopt the budget as presented. Ms. Harison seconded the motion and the proposed budget was unanimously adopted by the Commission.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS
None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission will be Thursday, June 12, 2008 at 7:00 p.m. It will be held in the Multipurpose Room at the District Administrative Center, 255 West Stanley Avenue, Suite 150, in Ventura.

22. ADJOURNMENT

On motion by Ms. Harison, seconded by Mr. King, the meeting of the Personnel Commission was adjourned at 8:00 p.m.