MEETING AGENDA FOR JANUARY 29, 2015
5:30 p.m.

Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

4. MINUTES
Personnel Commission Meeting – December 11, 2014

5. CORRESPONDENCE
None

6. OLD BUSINESS
None

7. REPORTS
   A. Classified Employees Representative’s Report
   B. Board of Trustees Meeting Report
   C. Director’s Report
      • Current Recruitments Report
      • Positions Filled & Pending Report
      • Upcoming Recruitments Report
      • Classification workload
      • HR/Personnel Commission staffing plan
   D. Commissioners’ Reports

8. 2015 PERSONNEL COMMISSION MEETING LOCATIONS

9. REESTABLISHMENT AND TITLE CHANGE OF A CLASSIFICATION
    Abolished Classification: Director, College Technology Services
    Reestablish and Title Change To: Director of College Information Technology Services
    (Management Salary Schedule #140 ($93,218.04-$124,917.96/annual)
10. **ABOLISHMENT OF AN UNUSED CLASSIFICATION**  
Grant Developer/Writer

11. **REVISION OF PERSONNEL COMMISSION RULES 292 AND 295 (SECOND READING)**

12. **RECESS TO CLOSED SESSION**  
None

13. **RECONVENE IN OPEN SESSION**  
N/A

14. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

15. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**  
The date and time of the next regularly scheduled meeting of the Personnel Commission is February 19, 2015 at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

16. **ADJOURNMENT**

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 or at the Personnel Commission meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of Michael Arnoldus, Director of Employment Services/Personnel Commission  
Ventura County Community College District  
255 West Stanley Avenue, Suite 150  
Ventura, CA 93001  
(805) 652-5521
### RECOMMENDATION:

It is recommended that the following classification be reestablished and retitled:

<table>
<thead>
<tr>
<th>Abolished Classification Title</th>
<th>Proposed Classification Title</th>
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<tbody>
<tr>
<td>Director, College Technology Services</td>
<td>Director of College Information Technology Services</td>
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### ANNUAL SALARY RANGE:

Management Salary Schedule #140 ($93,218.04-$124,917.96/annual)

### BACKGROUND:

The Associate Vice Chancellor of Information Technology requested the reestablishment of the abolished classification of Director, College Technology Services to provide leadership and direction for information technology activities at an assigned college. The current classification of Technology Support Services Supervisor is responsible for supervising, coordinating, and participating in the analysis, design, programming, installation, and maintenance of college campus technology systems but does not have responsibility for higher-level strategic planning activities. Commission staff recommends the reestablishment of the Director, College Technology Services classification to allow for the appropriate assignment of higher-level responsibilities pertaining to planning and directing information technology activities for an assigned college.

Commission staff also recommends a title change to Director of College Information Technology Services and proposed revisions to the classification specification.

### BASES OF RECOMMENDATION:

Under the general direction of the Associate Vice Chancellor of Information Technology, an incumbent in the proposed classification will provide leadership, consultation, and strategic direction for information technology activities at a college campus. In addition, the employee will direct, coordinate, and participate in the planning, analysis, design, installation, and maintenance of technology systems, applications, networks, audio-visual technology, and communications systems used at the college. A revised classification specification detailing the approved duties and responsibilities of the reestablished classification is presented for approval in conjunction with this report.

Commission staff recommends that the salary for the classification be allocated to the same salary range in which it was placed at the time it was abolished. Such placement will position the classification at approximately the 67th percentile of the surveyed market. Classifications with similar duties and level of responsibility were found at San Bernardino Community College District (College Director of Technology Services, $80,990-$98,447/annual), Yosemite Community College District (Director of Technology Services, $79,536-$101,136/annual), Kern Community College District (Director, Information Technology, $75,623-$108,019/annual), Los Angeles Community College District (Manager, College Information Systems, $91,144-$112,911/annual), San Diego Community College District (Director of College Technology Services, $96,361-$140,144/annual), and South Orange County Community College District (Director of Technology Services, $116,484-$163,896/annual). Therefore, it is appropriate to allocate the reestablished classification to Management Salary Schedule #140 ($93,218.04-$124,917.96/annual).
CLASS TITLE: DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES

BASIC FUNCTION:

Under the direction of an assigned college manager and in coordination with the Associate Vice Chancellor of Information Technology & Telecommunications, manage college information technology department to plan, organize, coordinate and participate in analysis, design, programming, installation and maintenance of college computer equipment, applications, network resources and voice communications systems.

Under the general direction of the Associate Vice Chancellor of Information Technology, provide leadership, consultation, and strategic direction for information technology activities at a college campus, and direct, coordinate, and participate in the planning, analysis, design, installation, and maintenance of technology systems, applications, networks, audio-visual technology, and communications systems used at the college.

REPRESENTATIVES DUTIES:

Plan, organize, and coordinate a wide variety of program development and information technology activities and operations to meet the needs of the at an assigned college and develop goals, objectives, policies, and procedures for the college information technology department.

Consult with college management and the district-level Information Technology Department to identify and prioritize current and future technology needs and solutions; analyze technology needs and provide direction for technology infrastructure acquisitions and upgrades.

Develop, implement, update, and ensure compliance with information technology department program plans and service unit outcomes and prepare related documentation; assess and prioritize campus program review requests in collaboration with technology committees.

Supervise, hire, train, and evaluate technical information technology department staff engaged in designing, implementing, and maintaining complex information technology systems including voice, video, data networks and hardware, applications, web/internet, and network resources and supporting campus technology users in the use of such systems at a college.

Ensure compliance with technology-related accreditation standards and coordinate with campus accreditation coordinators to demonstrate that applicable standards are met.

Coordinate and direct the installation, selection and maintenance of PCs, peripheral devices, telecommunications equipment, controls and specifications and end-user computer hardware, software applications, and operating systems.

Direct the testing, training, and evaluation of computer hardware and software systems, computers, multimedia and audio-visual systems, servers and operating systems, and communications systems network components, switches, wireless access points and other network items for the college.
Coordinate and direct the development, implementation, and monitoring of security policies and practices for the college’s networks. 

Provide and review recommendations and suggestions for overall improvement of network systems, and hardware, and department standards for documentation.

Assess instructional technology needs and provide input and direction for instructional technology program review plans in collaboration with deans, faculty, and instructional support staff; oversee the implementation and ongoing technical support for classroom technology including computers, peripherals, and audio-visual systems.

Develop, monitor, and manage the unit’s designated college information technology budget in collaboration with the Associate Vice Chancellor of Information Technology and the Vice President of Business Services and prepare related reports; budget for ongoing upgrades and support necessary to sustain campus needs and future growth; oversees all related purchasing for the college information technology department.

Plan, coordinate, and organize the operation of the campus-wide help desk services and end-user support at the college system used to record and assign service calls; provide direction to information technology staff on prioritizing work requests.

Develop, implement, and monitor service level agreements.

Analyze campus technology inventory and provide recommendations for technology refresh purchases.

Coordinate activities with equipment and repair vendors; assist the purchasing department in securing the best pricing on information systems equipment and services.

Prepare reports, documentation, and proposals pertaining to technology services; recommend and implement improvements to department documentation processes and standards.

Perform related other duties as assigned.

Provide college leadership and consult with administrators, faculty and staff to determine information systems requirements, specifications and priorities.

Consult with administrators, campus committees, end users and District Office of Information Technology in the development of comprehensive information technology plans for the college.

Coordinate and participate in training classes and workshops in computer related technical subjects and identifies employee groups to participate in end user training. Evaluate end user training programs to determine their quality and effectiveness.

Analyze technology support demands, level of work and staff work assignments to determine and recommend appropriate organizational alignment and college information technology department staffing.

Direct staff in assisting and supporting all campus technology users—hardware, applications, Internet, e-mail and network resources.
DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES (continued)

Working with District Office of Information Technology, provide input on technical direction for the information systems networks.

Analyze college-wide technology needs to determine appropriate hardware and software within the current standard offers; recommend technology implementation plans as appropriate.

Direct, evaluate and train technicians and support services staff. Conduct in-service training on computer and network operations.

Ensure consistent use of systems to record and assign service calls.

Work with district Office of Information Technology to ensure implementation and enforcement of district-wide information security standards.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- State-of-the-art theories, applications, techniques and methods of information technology management as well as educational information technology
- Principles and techniques of budgeting, budget reporting and financial management
- Principles of employee evaluation, employee relations; concepts of progressive discipline
- Principles of staff and end user training including documentation, on-line and classroom instruction
- Modern office procedures and equipment
- Telecommunications equipment and protocols
- Information networking standards and best practices
- Information security best practices
- Operations, activities, and services of a technology services unit
- Modern office procedures and equipment
- Communications equipment and protocols
- Computer hardware, including desktop, laptop, mobile, servers, storage, and networks
- User software applications
- Computer operating systems
- Audio-visual equipment
- Principles of computer systems administration
- Pertinent federal, state, and local laws, codes, and regulations
- District organization, operations, policies, procedures, and objectives
- Principles of budget development and maintenance
- Principles and procedures of inventory and records management
- Principles of report preparation
- English grammar, spelling, and composition
- Principles of program planning and program review

ABILITY TO:

- Work and manage effectively in a matrix management structure with college and the district Office of Information Technology & Telecommunications
- Provide leadership and direction for the information technology services of the college; make decisions and be held accountable for the results
- Analyze complex technical, instructional and administrative information to identify relevant concerns and recognize alternatives and to formulate logical and objective conclusions
- Develop and recommend modifications to hardware/software, staffing, budget, program dimensions and boundaries
DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES
(continued)

Prepare concise, understandable technology presentations to college management, faculty and staff as required
Manage a technical staff engaged in implementation and support of complex information technology systems, networks and applications at the college
Write and orally express difficult and complex concepts clearly and concisely
Analyze problems in computer operations and communications techniques
Train, supervise, and evaluate personnel
Maintain current knowledge of technological advances in the field
Plan and organize work
Establish and maintain cooperative and effective working relationships with others

Communicate clearly and concisely, both orally and in writing
Analyze situations accurately and adopt effective courses of action
Select, train, supervise, and evaluate personnel
Maintain current knowledge of technological trends and advances in the field to provide direction for future campus technologies
Analyze fiscal information to develop and maintain budgets
Plan and organize work to meet changing priorities and deadlines
Understand and carry out oral and written directions
Collaborate with others to carry out work
Establish and maintain effective working relationships with those contacted in the course of work
Exercise initiative and independence of judgment and action
Prepare reports by gathering and organizing data from a variety of sources

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in information systems, computer science, management information systems, computer engineering or a closely related field. Four years of recent, full-time experience in systems analysis, information systems design, information systems development, network administration and computer applications training; including two years experience in a management or supervisory capacity. Specific experience with current technology related to instruction is highly desirable.

Any combination equivalent to:

Education: An associate degree with an emphasis in information technology, computer science, or a related field.

Experience: Five years of experience installing and maintaining computers, communication equipment, systems software, and related peripheral equipment, including one year of experience supervising technology support staff.

WORKING CONDITIONS:

ENVIRONMENT:

Office/college campus environment
Variable hours, including evenings

PHYSICAL ABILITIES:
Hearing and speaking to exchange information and to provide work direction
Seeing to assure accuracy of work
Dexterity of hands and fingers to operate a computer keyboard
Sitting for extended periods of time
Bending and stooping to repair and install equipment
Lifting heavy computer equipment and supplies

HAZARDS:

Extended viewing of a computer monitor
Extended use of a keyboard and mouse
CLASS TITLE: DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES

BASIC FUNCTION:

Under the general direction of the Associate Vice Chancellor of Information Technology, provide leadership, consultation, and strategic direction for information technology activities at a college campus, and direct, coordinate, and participate in the planning, analysis, design, installation, and maintenance of technology systems, applications, networks, audio-visual technology, and communications systems used at the college.

REPRESENTATIVES DUTIES:

Plan, organize, and coordinate information technology activities and operations at an assigned college and develop goals, objectives, policies, and procedures for the college information technology department. 

Consult with college management and the district-level Information Technology Department to identify and prioritize current and future technology needs and solutions; analyze technology needs and provide direction for technology infrastructure acquisitions and upgrades.

Develop, implement, update, and ensure compliance with information technology department program plans and service unit outcomes and prepare related documentation; assess and prioritize campus program review requests in collaboration with technology committees.

Supervise, hire, train, and evaluate information technology department staff engaged in designing, implementing, and maintaining information technology systems including hardware, applications, web/internet, and network resources and supporting campus technology users in the use of such systems.

Ensure compliance with technology-related accreditation standards and coordinate with campus accreditation coordinators to demonstrate that applicable standards are met.

Coordinate and direct the installation and maintenance of end-user computer hardware, software applications, and operating systems.

Direct the testing, training, and evaluation of computer hardware and software systems, multimedia and audio-visual systems, servers and operating systems, and communications systems.

Coordinate and direct the development, implementation, and monitoring of security policies and practices for the college’s networks.

Provide and review recommendations for improvement of network systems and hardware.

Assess instructional technology needs and provide input and direction for instructional technology program review plans in collaboration with deans, faculty, and instructional support staff; oversee

Reestablished January 2015
Established October 2007
the implementation and ongoing technical support for classroom technology including computers, peripherals, and audio-visual systems. 

Develop, monitor, and maintain the unit’s budget in collaboration with the Associate Vice Chancellor of Information Technology and the Vice President of Business Services and prepare related reports; budget for ongoing upgrades and support necessary to sustain campus needs and future growth.

Oversee the operation of the campus-wide help desk system used to record and assign service calls; provide direction to information technology staff on prioritizing work requests.

Develop, implement, and monitor service level agreements.

Analyze campus technology inventory and provide recommendations for technology refresh purchases.

Coordinate activities with equipment and repair vendors; assist the purchasing department in securing the best pricing on information systems equipment and services.

Prepare reports, documentation, and proposals pertaining to technology services; recommend and implement improvements to department documentation processes and standards.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, activities, and services of a technology services unit
Modern office procedures and equipment
Communications equipment and protocols
Computer hardware, including desktop, laptop, mobile, servers, storage, and networks
User software applications
Computer operating systems
Audio-visual equipment
Principles of computer systems administration
Pertinent federal, state, and local laws, codes, and regulations
District organization, operations, policies, procedures, and objectives
Principles of budget development and maintenance
Principles and procedures of inventory and records management
Principles of report preparation
English grammar, spelling, and composition
Principles of program planning and program review

ABILITY TO:

Communicate clearly and concisely, both orally and in writing
Analyze situations accurately and adopt effective courses of action
Select, train, supervise, and evaluate personnel
Maintain current knowledge of technological trends and advances in the field to provide direction for future campus technologies
Analyze fiscal information to develop and maintain budgets
Plan and organize work to meet changing priorities and deadlines
Understand and carry out oral and written directions
Collaborate with others to carry out work
Establish and maintain effective working relationships with those contacted in the course of work
Exercise initiative and independence of judgment and action
Prepare reports by gathering and organizing data from a variety of sources

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: An associate degree with an emphasis in information technology, computer science, or a related field.

Experience: Five years of experience installing and maintaining computers, communication equipment, systems software, and related peripheral equipment, including one year of experience supervising technology support staff.

WORKING CONDITIONS:

ENVIRONMENT:

Office/college campus environment
Variable hours, including evenings

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and to provide work direction
Seeing to assure accuracy of work
Dexterity of hands and fingers to operate a computer keyboard
Sitting for extended periods of time
Bending and stooping to repair and install equipment
Lifting heavy computer equipment and supplies

HAZARDS:

Extended viewing of a computer monitor
Extended use of a keyboard and mouse
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: ABOLISHMENT OF UNUSED CLASSES

RECOMMENDATION:

It is recommended that effective January 29, 2015, the following class be abolished:

Grant Developer/Writer

BASIS OF RECOMMENDATION:

There are no positions assigned to the classification listed above and the applicable department has indicated they will not assign positions to the classifications in the near future. Therefore, it may be abolished.
TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: REVISION OF PERSONNEL COMMISSION RULE 292 – INITIAL APPOINTMENT
AND PERSONNEL COMMISSION RULE 295 – PROMOTION

EXPLANATION:

The Director of Employment Services/Personnel Commission recommends that Personnel Commission Rule 292 – Initial Appointment be revised to provide all new employees who meet the specified criteria with advanced step placement regardless of whether such placement is requested by the new employee at the time an offer of employment is extended. Currently, such placement is at the discretion of the District following the request of the new employee. This structure creates the potential for inequitable outcomes. The proposed changes provide for a more equitable application of advanced step placement.

The Director of Employment Services/Personnel Commission also proposes that the PC Rule 292 be revised to provide for a minimum 10% salary increase rounded up to the next step of the salary range when such increase is possible within the limits of the range. The Director believes this is sufficient for attracting new employees. Currently, new classified employees may receive advanced step placement up to step seven of the salary range, and the rule does not require that consideration be given to the new employee’s previous salary. The proposed changes provide for a more fiscally responsible application of advanced step placement.

The Director of Employment Services/Personnel Commission also recommends that Personnel Commission Rule 295 – Promotion be revised in conjunction with the revision to PC Rule 292 to provide for equitable treatment of District employees who promote into higher-level classifications.

The rule amendments are supported by the Vice Chancellor, Human Resources.

REVISIONS:

292 INITIAL APPOINTMENT

292.1 REGULAR CLASSIFIED EMPLOYEES

New employees shall be placed on the first step of the appropriate salary range. A new employee may be provided with advanced step placement upon recommendation of the hiring authority and approval by the Personnel Director based upon one or more of the following factors: The Personnel Director shall provide new employees, when eligible, with advanced step placement on the salary range that, when possible, provides for a 10% increase over the employee’s previous salary in the most recent and related position held.
by the employee. Such placement will be rounded up to the next highest step of the salary range when the salary falls in between steps. In no instance shall that placement be higher than the maximum salary step of the range for the new classification. For the purpose of determining percent increase, salaries will be compared on an equivalent assignment basis (% of full-time assignment). Eligibility for advanced step placement shall be based on the following factors:

A. **Additional qualifying experience beyond that which is required for entry into the classification:** Placement above the first step may be granted in increments of one (1) step for each additional year of comparable experience, as determined by the Personnel Director, above that which is minimally required.

B. **Additional college-level education beyond that which is required for entry into the classification:** Placement above the first step may be granted in increments of one (1) step for two (2) years of additional qualifying college-level education above that which is minimally required and which is related to successful performance of the essential functions of the classification as determined by the Personnel Director. A year is defined as the completion of 30 semester units of undergraduate coursework or 15 semester units of graduate-level coursework.

Minimum qualification substitution options are for the purpose of qualifying only and shall not be applied for the purpose of calculating advanced step placement. Employees approved for advanced step placement upon initial appointment shall be subject to probationary procedures and policies.

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295  PROMOTION

295.1  PROMOTION FOR CLASSIFIED EMPLOYEES

Employees who are promoted from an open/promotional eligibility list shall be placed on the step of the salary schedule for the higher classification that assures the employee a one-step advance over their previous salary. Whenever possible, an employee who is promoted shall be placed at the salary step on the new range that provides a minimum one-step increase over the employee’s current salary. In no instance shall that placement be higher than the maximum salary step of the range for the new classification. The Personnel Director shall provide eligible employees with advanced step placement on the salary range that, when possible, provides for a 10% increase over the employee’s previous salary in the most recent position held by the employee. Such placement will be rounded up to the next highest step of the salary range when the salary falls in between steps. For the purpose of determining percent increase, salaries will be compared on an equivalent assignment basis (% of full-time assignment). Eligibility for advanced step placement shall be based on the following factors:

OR

Shall be placed on the first, second, or third step on the salary schedule of the higher classification, dependent upon experience. Placement above the first step shall be in increments of one (1) step for each additional year of direct related experience above the minimum qualifications, provided such experience was not counted for salary placement upon entry to the District or previous promotion.
A. Additional qualifying experience beyond that which is required for entry into the classification provided such experience was not counted for salary placement upon entry to the District or previous promotion: Placement above the first step shall be granted in increments of one (1) step for each additional year of comparable experience, as determined by the Personnel Director, above that which is minimally required.

B. Additional college-level education beyond that which is required for entry into the classification provided such education was not counted for salary placement upon entry to the District or previous promotion: Placement above the first step shall be granted in increments of one (1) step for two (2) years of additional qualifying college-level education above that which is minimally required and which is related to successful performance of the essential functions of the classification as determined by the Personnel Director. A year is defined as the completion of 30 semester units of undergraduate coursework or 15 semester units of graduate-level coursework.

Minimum qualification substitution options are for the purpose of qualifying only and shall not be applied for the purpose of calculating advanced step placement.