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 – April 23, 2015

5. CORRESPONDENCE
   None

6. OLD BUSINESS
   HR Staffing Plan

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 Studies Report
   D. Commissioners’ Reports

8. PUBLIC HEARING OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2015-2016

9. ADOPTION OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2015-2016

10. DISCUSSION OF ROLL CALL PROTOCOL FOR PERSONNEL COMMISSION MEETINGS

11. ESTABLISHMENT OF A NEW CLASSIFICATION
    Supervising Human Resources Analyst

12. TITLE CHANGE AND REVISION OF A CLASSIFICATION SPECIFICATION
    Lead Human Resources Technician/Confidential
13. **RECESS TO CLOSED SESSION**  
None

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

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

16. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**  
The date and time of the next regularly scheduled meeting of the Personnel Commission is June 18, 2015 at 5:30 p.m. The meeting will take place in Guthrie Hall at Ventura College at 4667 Telegraph Road, Ventura California.

17. **ADJOURNMENT**

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
</table>
| 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 |
## Director's Report
**April 18, 2015 – May 18, 2015**

### Current Classified Selection Processes

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Number of Applications</th>
<th>Location</th>
<th>Open Date</th>
<th>Closing Date</th>
<th>Type of Exam</th>
<th>T&amp;E Completed By</th>
<th>Written / Performance Exam Date</th>
<th>Oral Exam Date</th>
<th>Anticipated Certification Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Nurse</td>
<td>9</td>
<td>VC</td>
<td>04/24/15</td>
<td>05/18/15</td>
<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>5/22/15</td>
<td>N/A</td>
<td>6/18/15</td>
<td>6/22/15</td>
</tr>
<tr>
<td>Matriculation Specialist II</td>
<td>49</td>
<td>VC</td>
<td>4/21/15</td>
<td>5/7/15</td>
<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>5/18/15</td>
<td>N/A</td>
<td>6/15/15 – 6/16/15</td>
<td>6/18/15</td>
</tr>
</tbody>
</table>
## Current Classified Selection Processes (cont.)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Number of Applications</th>
<th>Location</th>
<th>Open Date</th>
<th>Closing Date</th>
<th>Type of Exam</th>
<th>T&amp;E Completed By</th>
<th>Written / Performance Exam Date</th>
<th>Oral Exam Date</th>
<th>Anticipated Certification Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Health Center Assistant II</td>
<td>6</td>
<td>VC</td>
<td>4/7/15</td>
<td>4/24/15</td>
<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>5/1/15</td>
<td>N/A</td>
<td>5/12/15</td>
<td>5/14/15</td>
</tr>
<tr>
<td>Student Services Specialist/Student Information Center</td>
<td>51</td>
<td>VC</td>
<td>4/21/15</td>
<td>5/6/15</td>
<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>5/15/15</td>
<td>N/A</td>
<td>6/8/15</td>
<td>6/10/15</td>
</tr>
</tbody>
</table>

## Current Classified Positions Filled

<table>
<thead>
<tr>
<th>Employees Hired</th>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Derderian, Brian</td>
<td>Information Technology Support Specialist II</td>
<td>MCU127</td>
<td>Moorpark</td>
<td>Probationary</td>
<td>04/24/15</td>
</tr>
<tr>
<td>Guiterrez, Burt</td>
<td>Community College Police Lieutenant</td>
<td>WSC003</td>
<td>District-wide</td>
<td>Probationary</td>
<td>07/06/15</td>
</tr>
<tr>
<td>Hunt, April</td>
<td>Technical Data Specialist</td>
<td>MCU100</td>
<td>Moorpark</td>
<td>Probationary</td>
<td>04/20/15</td>
</tr>
<tr>
<td>Navarro, Yolanda</td>
<td>Administrative Assistant</td>
<td>MCU075</td>
<td>Moorpark</td>
<td>Lateral Reassignment</td>
<td>04/24/15</td>
</tr>
<tr>
<td>Parison, Andriana</td>
<td>College Nurse</td>
<td>VCU553</td>
<td>Ventura</td>
<td>Probationary</td>
<td>05/11/15</td>
</tr>
</tbody>
</table>
## Current Classified Positions Pending

<table>
<thead>
<tr>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselor Assistant VCU054</td>
<td>VC</td>
<td></td>
</tr>
<tr>
<td>Counselor Assistant VCU067</td>
<td>VC</td>
<td></td>
</tr>
<tr>
<td>Counselor Assistant VCU092</td>
<td>VC</td>
<td></td>
</tr>
</tbody>
</table>

## Upcoming Recruitments

<table>
<thead>
<tr>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of College Information Technology Services</td>
<td>WMC009</td>
<td>MC</td>
</tr>
<tr>
<td>Instructional Lab Technician II – Physical &amp; Applied Sciences</td>
<td>VCU097</td>
<td>VC</td>
</tr>
<tr>
<td>Maintenance Worker II XCU345</td>
<td>OC</td>
<td></td>
</tr>
<tr>
<td>Student Services Specialist / International Students MCU145</td>
<td>MC</td>
<td></td>
</tr>
<tr>
<td>Technical Data Specialist TBD</td>
<td>OC / MC</td>
<td></td>
</tr>
<tr>
<td>Vice President, Business Services TBD</td>
<td>MC</td>
<td></td>
</tr>
</tbody>
</table>

## Requested Position Classification Studies

<table>
<thead>
<tr>
<th>Classification</th>
<th>Location</th>
<th>Request Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Assistant OC</td>
<td>OC</td>
<td>8/19/14</td>
<td>In progress</td>
</tr>
<tr>
<td>Costume Technician VC</td>
<td>VC</td>
<td>9/16/14</td>
<td>In progress</td>
</tr>
<tr>
<td>Student Services Assistant I MC</td>
<td>9/30/14</td>
<td>On hold</td>
<td></td>
</tr>
<tr>
<td>Matriculation Specialist I VC</td>
<td>12/2/14</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>Maintenance Worker I VC</td>
<td>1/14/15</td>
<td>On hold</td>
<td></td>
</tr>
<tr>
<td>Classification</td>
<td>Location</td>
<td>Request Date</td>
<td>Status</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------</td>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td>Instructional Assistant</td>
<td>VC</td>
<td>3/16/15</td>
<td>On hold</td>
</tr>
<tr>
<td>Classification</td>
<td>2014-2015 Adopted (dollars only)</td>
<td>2014-2015 Projected (dollars only)</td>
<td>2015-2016 Actual (dollars only)</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------</td>
<td>------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>2000 CLASSIFIED SALARIES[^1],[^2]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 Managers</td>
<td>98,813</td>
<td>98,813.40</td>
<td>100,493.40</td>
</tr>
<tr>
<td>2100 Classified</td>
<td>190,109</td>
<td>185,800.06</td>
<td>200,259.59</td>
</tr>
<tr>
<td>2322 Classified Overtime</td>
<td>5,000</td>
<td>5,000.00</td>
<td>5,000.00</td>
</tr>
<tr>
<td>2600 Supervision</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2700 Confidential</td>
<td>39,787</td>
<td>39,787.20</td>
<td>41,061.60</td>
</tr>
<tr>
<td>2722 Confidential Overtime</td>
<td>6,000</td>
<td>6,000.00</td>
<td>6,000.00</td>
</tr>
<tr>
<td>2810 Commission Members[^3]</td>
<td>1,800</td>
<td>1,800.00</td>
<td>1,800.00</td>
</tr>
<tr>
<td>2900 Other Salary Offset[^3]</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>341,509</td>
<td>337,200.66</td>
<td>354,614.59</td>
</tr>
<tr>
<td>3000 EMPLOYEE BENEFITS[^4]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3200 PERS</td>
<td>38,416</td>
<td>37,901.65</td>
<td>40,505.04</td>
</tr>
<tr>
<td>3300 OASDI &amp; Medicare</td>
<td>24,701</td>
<td>24,573.32</td>
<td>26,009.22</td>
</tr>
<tr>
<td>3500 SUI</td>
<td>169</td>
<td>166.66</td>
<td>176.64</td>
</tr>
<tr>
<td>3600 Workers' Compensation</td>
<td>5,949</td>
<td>6,316.01</td>
<td>6,837.95</td>
</tr>
<tr>
<td>Subtotal</td>
<td>258,854</td>
<td>255,934.76</td>
<td>267,656.26</td>
</tr>
<tr>
<td>4000 SUPPLIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4200 Office Supplies</td>
<td>200</td>
<td>0.00</td>
<td>200.00</td>
</tr>
<tr>
<td>4800 Other Supplies</td>
<td>1,500</td>
<td>1,500.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>1,700</td>
<td>1,500.00</td>
<td>2,200.00</td>
</tr>
<tr>
<td>5000 SERVICES &amp; OTHER OPERATING EXPENSES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5110 Consultants</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5211 Conferences/Staff Travel</td>
<td>2,000</td>
<td>2,000.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>5220 Mileage (local)</td>
<td>2,500</td>
<td>2,500.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>5300 Dues &amp; Membership</td>
<td>1,200</td>
<td>1,158.00</td>
<td>1,200.00</td>
</tr>
<tr>
<td>5500 Utilities and Housekeeping Services</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5600</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5611 Rent/Lease - Buildings</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5612 Rent/Lease – Equipment</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

[^1] Budget adopted with the understanding that staff salary and benefit costs are estimated and necessary adjustments will be made for the actual salary and benefit costs of the staff positions that report to the Personnel Commission.

[^2] Include only those expenditures directly attributable to the activities of the commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

[^3] Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (Education Code Section 45250).

[^4] Salaries for Provisional, Limited Term

[^5] Group medical benefits cannot be provided to former personnel commission members.
## 5600 PERSONNEL EXPENSES

<table>
<thead>
<tr>
<th>Item Description</th>
<th>2014-2015 Adopted (dollars only)</th>
<th>2014-2015 Projected (dollars only)</th>
<th>2015-2016 Budget (dollars only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance/Repair–Equipment</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Service Plan/Maintenance Fees/Licenses</td>
<td>7,000</td>
<td>1,094.00</td>
<td>7,000.00</td>
</tr>
<tr>
<td>Other Contracted Services</td>
<td>1,850</td>
<td>1,850.00</td>
<td>1,850.00</td>
</tr>
<tr>
<td>Legal Expenses</td>
<td>2,500</td>
<td>2,500.00</td>
<td>2,500.00</td>
</tr>
</tbody>
</table>

## 5800 Other Services & Operating Expenses

<table>
<thead>
<tr>
<th>Item Description</th>
<th>2014-2015 Adopted (dollars only)</th>
<th>2014-2015 Projected (dollars only)</th>
<th>2015-2016 Budget (dollars only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Printing and Forms</td>
<td>150</td>
<td>48.91</td>
<td>150.00</td>
</tr>
<tr>
<td>Other Expense and Services</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Subtotal**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>2014-2015 Adopted (dollars only)</th>
<th>2014-2015 Projected (dollars only)</th>
<th>2015-2016 Budget (dollars only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td>17,200</td>
<td>11,150.91</td>
<td>17,700.00</td>
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</table>

## 6000 EQUIPMENT

<table>
<thead>
<tr>
<th>Item Description</th>
<th>2014-2015 Adopted (dollars only)</th>
<th>2014-2015 Projected (dollars only)</th>
<th>2015-2016 Budget (dollars only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Equipment</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Equipment – Non Inst. Computers</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Equipment – Non Inst. Equipment</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Subtotal**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>2014-2015 Adopted (dollars only)</th>
<th>2014-2015 Projected (dollars only)</th>
<th>2015-2016 Budget (dollars only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**FUND BALANCE DESIGNATED FOR PERSONNEL COMMISSION**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>2014-2015 Adopted (dollars only)</th>
<th>2014-2015 Projected (dollars only)</th>
<th>2015-2016 Budget (dollars only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUND BALANCE DESIGNATED FOR PERSONNEL COMMISSION</td>
<td>619,263</td>
<td>605,786.33</td>
<td>642,170.85</td>
</tr>
</tbody>
</table>
RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:
Supervising Human Resources Analyst

ANNUAL SALARY RANGE:
$70,944 - $98,316 (Classified Supervisors Salary Schedule #330)

BACKGROUND:
The Director of Employment Services/Personnel Commission requested the establishment of the proposed classification to supervise professional-level human resources work performed by analysts in the areas of recruitment, selection, classification, and compensation. The establishment of the proposed classification will improve the Human Resources Department’s ability to meet the district's growing needs with regard to the aforementioned functions. A classification detailing the associated duties as presented in the classification specification does not currently exist. Therefore, a new classification is warranted to allow for the appropriate assignment of these responsibilities.

BASES OF RECOMMENDATION:

An incumbent in the proposed classification will plan, supervise, coordinate, and perform specialized professional-level work related to planning and conducting classification and compensation studies, developing and administering selection and recruitment methodologies and materials, and assisting in the analysis and development of HR policies and procedures for the purpose of maintaining best practices and keeping current with changes in state and federal legislation.

A classification description detailing the approved duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on external market data and internal alignment consideration. Classifications with similar duties and level of responsibility were found at Los Angeles Unified School District (Senior Human Resources Specialist, $77,103-$95,943/annual), Santa Monica College (Supervising Personnel Analyst, $80,208-$97,128/annual), City of Ventura (Principal Human Resources Analyst, $73,975-$99,128/annual), Los Angeles County Office of Education (Senior Human Resources Analyst, $81,024-$100,368/annual), and Los Angeles Community College District (Supervising Personnel Analyst, $82,443-$102,132/annual). With regard to internal alignment, the proposed classification pays more than the highest-level classification it supervises (Human Resources Analyst II, $63,084-$87,096/annual) and less than the Director of Employment Services/Personnel Commission ($105,337-$141,162/annual) to which it reports. In consideration of this information, placement on Classified Supervisors Salary Schedule #330 ($70,944-$98,316/annual) is appropriate.

SC/MA Presented to the Personnel Commission on May 21, 2015
CLASSIFICATION TITLE: SUPERVISING HUMAN RESOURCES ANALYST

BASIC FUNCTION:

Under the general supervision of the Director of Employment/Personnel Commission, plan, supervise, coordinate, and perform technical and specialized work related to planning and conducting classification and compensation studies, developing and administering selection and recruitment methodologies and materials, and assisting in the analysis and development of HR policies and procedures for the purpose of maintaining best practices and keeping current with changes in state and federal legislation.

DISTINGUISHING CHARACTERISTICS:

A Supervising Human Resources Analyst performs more responsible and complex work related to position classification, compensation, recruitment, and selection than a Human Resources Analyst II. In addition, a Supervising Human Resources Analyst supervises professional-level human resources staff engaged in the aforementioned functions.

REPRESENTATIVE DUTIES:

Supervise, hire, train, and evaluate professional-level human resources staff engaged in recruitment, selection, classification, and compensation functions. E

Conduct classification and organization studies for new and existing positions of all levels within the classified and academic systems; recommend changes to the classification plan; develop, revise, and maintain classification specifications; prepare recommendations for the establishment of new classes and the reclassification of existing positions; present recommendations to the Personnel Commission and/or Governing Board. E

Conduct job analyses to determine the knowledge, skills, and abilities or competencies that should be measured in content-valid examinations; devise and develop methods of testing for required competencies or knowledge, skills, and abilities; confer with subject-matter experts in the development and evaluation of tests. E

Plan, develop, review, and approve valid examination materials, content, and procedures; plan, coordinate, and participate in the administration and rating of performance tests, work sample tests, interviews, and other selection methods; determine and recommend appropriate pass points; investigate and respond to examination appeals. E

Coordinate and conduct salary studies; collect and analyze salary data; make recommendations and presentations for appropriate placement of classifications on salary schedules; prepare and present related reports. E

Established May 2015
SUPERVISING HUMAN RESOURCES ANALYST (continued)

Evaluate proposed and current state and federal legislation; analyze and interpret existing policies, rules, and procedures; write reports recommending new Personnel Commission rules and rule amendments.  

Prepare items for Board and/or Personnel Commission action, such as the establishment, abolishment, and revision of classifications, establishment and abolishment of new positions, and salary range recommendations.  

Develop and review position announcements, advertisements, web postings, etc., to ensure accuracy and appropriateness of targeted recruitment sources; review and screen employment applications and monitor employment certifications as necessary.  

Recommend and approve subject matter experts to serve as screening panel members; provide guidance and respond to questions regarding examination/interview procedures and rating criteria.  

Review and confirm qualifications and selection processes of temporary employees, student workers, etc.; review, analyze and confirm requests for equivalency as necessary.  

Apply and explain state and federal employment-related laws, guidelines, and regulations, Personnel Commission rules, Board policies, and operating procedures.  

Serve as department liaison with college selection committees; serve as screening committee facilitator as required.  

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor’s degree from a recognized accredited college or university in human resources management, public or business administration, a behavioral science, or a related field, AND four years of professional HR experience conducting job analyses used in the development of examinations, developing and administering validated assessment methods and materials, and conducting position classification studies requiring the use of job analysis or job evaluation.

A master’s degree in Industrial and Organizational Psychology or a related field may be substituted for two years of required experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Working knowledge of principles, methods, and trends of public personnel administration
District organization, operations, policies, and objectives
Principles and practices of supervision and training
Computerized testing software applications
Principles of recruitment, personnel selection, and test construction and administration
Applicable sections of California State Education Code and other applicable law
Modern office practices, procedures, and equipment, and computer software applications
Correct English usage, grammar, spelling, punctuation and vocabulary
Methods of job analysis and research
SUPERVISING HUMAN RESOURCES ANALYST (continued)

Principles of position classification and compensation

ABILITY TO:

Express technical concepts clearly, concisely, and persuasively, both orally and in writing
Analyze and resolve problems in position classification, compensation, and employee selection processes
Plan, organize and coordinate a variety of complex and technical personnel functions
Train, supervise, and evaluate personnel
Collect, compile, and analyze information and data
Understand, interpret, and apply personnel rules, regulations, standards, and procedures
Analyze situations accurately and adopt an effective course of action
Work independently with little direction
Communicate effectively, both orally and in writing
Work confidentially with discretion
Keyboard at an acceptable rate of speed
Establish and maintain cooperative and effective working relationships with others
Interact tactfully and effectively with others at all levels of the organization

WORKING CONDITIONS:

ENVIRONMENT:

Office environment with frequent interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment
Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities
Grasping, repetitive hand movement and fine coordination in the preparation of correspondence, minutes, reports, and forms, using a computer keyboard
Vision in reading applications, tests, correspondence, and reports, and using the computer
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL)

BASIC FUNCTION:

Under the general supervision of the Director of Human Resources Operations, perform a variety of complex technical duties pertaining to the administration of the District’s human resources operations.

DISTINGUISHING CHARACTERISTICS:

A Human Resources Technician II performs work of broader scope and greater complexity than that of a Human Resources Technician I. This includes additional responsibility for collecting, reviewing and summarizing data for various reports to identify trends and concerns pertaining to human resources functions. In addition, a Human Resources Technician II serves as the functional lead for the human resources component of the fully integrated business management system. In comparison, a Human Resources Technician I has a narrower scope of responsibility requiring less independence in exercising discretion and less analytical proficiency.

REPRESENTATIVE DUTIES:

Provide information, assistance, and training pertaining to technical and procedural matters related to academic and classified personnel, including resignations/retirements, leaves of absence, change of assignments, terminations/suspensions, layoffs, bumping, reemployment rights, and other personnel matters; assist in the preparation and submission of Board agenda items. 

Serve as the functional lead for the human resources component of the fully integrated business management system (Banner); work with the information technology department to facilitate and implement system updates and improvements; make system modification recommendations to increase functionality and efficiency.

Collect, review, and summarize human resources data; identify trends and concerns and present recommendations for improvement of operations.

Serve as a technical resource to the Vice Chancellor, Human Resources; collect, synthesize, and present data pertinent to collective bargaining and the resolution of grievances and employee relations investigations and draft related confidential reports.

Prepare and process various personnel transactions pertaining to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and other personnel matters in accordance with established policies, procedures, collective bargaining agreements, and Personnel Commission rules.

Create, input, and maintain a variety of personnel-related records, files, and data including personnel files, reemployment and reinstatement lists, and seniority rosters utilizing integrated record-keeping systems, computerized databases, and manual records; develop and implement methods to track and report data.

Title Change and Revision May 2015
Established April 2008
Contact district administrators, employees, and prospective employees in the preparation and processing of personnel transactions.  

Schedule, prepare, and conduct new employee orientation; review new employee records for completeness and compliance with applicable laws; develop and implement improvements to the new employee orientation process.  

Evaluate transcripts to determine semester units completed and degrees obtained for salary adjustments according to established policies, procedures, and collective bargaining agreements.  

Review employment background checks and recommend eligibility for employment in accordance with district policies and procedures.  

Prepare a variety of reports required for state and local use; compile information and statistical data, conduct surveys, and respond to requests for information from other college districts and agencies.  

Coordinate and conduct exit interviews and facilitate the employee termination process with the colleges and other related departments such as payroll, information technology, and the police department.  

Review, develop, and implement procedures related to manual or automated record keeping and other operational activities to improve and ensure efficiency of services.  

Monitor and update the district website to ensure that data and information pertaining to human resources operations is up-to-date.  

Respond to written and verbal requests for verification of employment.  

Represent the Director of Human Resources Operations at workshops and meetings as assigned.  

May provide guidance and work direction to lower-level staff.  

Perform other duties as assigned.  

**E** = Essential duties

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, practices, terminology, and procedures used in human resources administration  
Applicable sections of State Education Code and other applicable laws  
State and federal laws, codes, and regulations concerning human resources/personnel administration  
Principles and procedures of records management, including those related to maintaining filing systems  
District organization, operations, policies and objectives  
District collective bargaining agreements and Personnel Commission rules  
Office procedures, methods, and equipment including computers
Office productivity computer applications including word processing, spreadsheet, email, and database
Basic mathematical principles
Principles of business letter writing and report preparation
Principles of English grammar, spelling, and composition
Principles and practices of sound business communication
Customer service and public relations methods and techniques

ABILITY TO:

Ensure compliance with district, county, state, and federal regulations and guidelines concerning human resources administration
Locate, analyze, interpret, apply and explain rules, regulations, policies, and procedures
Provide information, assistance, and training to employees, supervisors, and administrators
Operate office equipment including computers and supporting word processing, spreadsheet, email, and database applications
Update and maintain a website
Learn and apply new information and skills
Perform technical research and present trends and findings
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Establish and maintain a variety of files and records, including confidential personnel records
Make arithmetic calculations quickly and accurately
Plan and organize work to meet changing priorities and deadlines
Understand and carry out oral and written directions
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those encountered in the course of work
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
Exercise initiative and independence of judgment and action
Prepare reports by gathering and organizing information and data from a variety of sources
Compose correspondence and written materials independently and from oral instruction
Provide guidance and work direction to others
Work independently with little direction

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: An associate degree, preferably including or supplemented by coursework in human resources, business, or a related field.

Experience: Four years of experience performing technical human resources functions, including experience using a computerized database or integrated record-keeping system to manage data and generate reports. Two years of the experience must have included experience applying or interpreting language within a collective bargaining agreement.

WORKING CONDITIONS:

ENVIRONMENT:
Human Resources office environment
Constant interruptions

PHYSICAL ABILITIES:

- Sitting and standing for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard
- Reaching to maintain files
- Hearing and speaking to communicate and provide information to others
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: LEAD-HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL)

BASIC FUNCTION:
Under the direction-general supervision of the Director of Human Resources Operations, provide work direction to technical-clerical staff and perform a variety of complex technical duties pertaining to the administration of the District’s human resources operations for District academic and classified employees.

DISTINGUISHING CHARACTERISTICS:
A Human Resources Technician II performs work of broader scope and greater complexity than that of a Human Resources Technician I. This includes additional responsibility for collecting, reviewing and summarizing data for various reports to identify trends and concerns pertaining to human resources functions. In addition, a Human Resources Technician II serves as the functional lead for the human resources component of the fully integrated business management system. In comparison, a Human Resources Technician I has a narrower scope of responsibility requiring less independence in exercising discretion and less analytical proficiency.

REPRESENTATIVE DUTIES:
Provide information, assistance, and training to staff and faculty on technical and procedural matters related to academic and classified personnel, including resignations/retirements, leaves of absence, change of assignments, terminations/suspensions, layoffs, bumping, reemployment rights, and other personnel matters; assist in the preparation and submission of Board agenda items.

Serve as the functional lead for the human resources component of the fully integrated business management system (Banner); work with the Information Technology Department to facilitate and implement system updates and improvements; make system modification recommendations to increase functionality and efficiency.

Collect, review, and summarize human resources data; identify trends and concerns and present recommendations for improvement of operations.

Perform technical research relevant to the quality and efficiency of human resources data, methods, mechanisms, and processes pertinent to payroll and record keeping; develop and run computerized queries; tabulate and summarize data; identify trends and concerns.

Serve as a technical resource to the Vice Chancellor, Human Resources; collect, synthesize, and present data pertinent to collective bargaining and the resolution of grievances and employee relations investigations; and draft related confidential reports.

Revised October 2014; Title Change and Revision May 2015
Established April 2008
Prepare and process various personnel transactions pertaining to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and other personnel matters in accordance with established policies, procedures, collective bargaining agreements, and Personnel Commission rules.

Create, input, and maintain a variety of personnel-related records and files, including personnel files, reemployment and reinstatement lists, and seniority rosters utilizing integrated record-keeping systems, computerized databases, and manual records; develop and implement sound and efficient methods to track and report all relevant data.

Contact district administrators, employees, and prospective employees in the preparation and processing of personnel transactions.

Schedule and coordinate the work of staff with regard to the administration of human resources functions for classified and academic employees; provide guidance and work direction to human resources technicians.

Apply and explain laws, rules, policies, and collective bargaining agreements pertaining to human resources practices to District administrators, employees, and the public.

Plan, coordinate, and implement new employee orientation processes for the three colleges and District administrative center offices.

Schedule, prepare, and conduct new employee orientation; review new employee records for completeness and compliance with applicable laws; develop and implement improvements to the new employee orientation process.

Receive and evaluate transcripts to determine semester units completed and degrees obtained for salary adjustments according to established policies, procedures, and collective bargaining agreements.

Review employment background checks and recommend eligibility for employment in accordance with district policies and procedures.

Compile a variety of reports required for state and local use; conduct and respond to requests for information.

Prepare and conduct surveys and statistical reports of various districts and agencies.

Prepare a variety of reports required for state and local use; compile information and statistical data, conduct surveys, and respond to requests for information from other college districts and agencies.

Coordinate, implement, and conduct exit interviews and facilitate the employee termination process with the colleges and other related departments such as Payroll, Information Technology, and College Police.

Monitor office work and paper flow, and recommend methods to increase departmental efficiency and effectiveness.
Review, develop, and implement procedures related to manual or automated record keeping and other operational activities to improve and ensure efficiency of services. [E]

Monitor and update the district website to ensure that data and information pertaining to human resources operations is up-to-date. [E]

Respond to written and verbal requests for verification of employment. [E]

Represent the Director of Human Resources Operations at workshops and meetings as assigned. [E]

May provide guidance and work direction to lower-level staff.

Perform related other duties as assigned.

[E] = Essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology, and procedures used in human resources administration
Applicable sections of State Education Code and other applicable laws
State and federal laws, codes, and regulations concerning human resources/personnel administration
Record-keeping techniques
Principles and procedures of records management, including those related to maintaining filing systems
District organization, operations, policies and objectives
District collective bargaining agreements and Personnel Commission rules
Modern computer software packages, including word processing, database, and spreadsheet applications
Office procedures, methods, and equipment including computers
Office productivity computer applications including word processing, spreadsheet, email, and database
Relational database management systems
Correct English usage, grammar, spelling, punctuation and vocabulary
Basic mathematical principles
Principles of business letter writing and report preparation
Principles of English grammar, spelling, and composition
Principles and practices of sound business communication
Customer service and public relations methods and techniques

ABILITY TO:

Ensure compliance with district, county, state, and federal regulations and guidelines concerning human resources administration
Learn, locate, analyze, interpret, apply and explain rules, regulations, policies, and procedures
Provide information, assistance, and training to employees, supervisors, and administrators
Operate office equipment including computers and supporting word processing, spreadsheet, email, and database applications
Update and maintain a website
Learn and apply new information and skills
Analyze situations accurately and adopt effective courses of action
Exercise judgment and apply abstract reasoning
Prepare clear and concise reports that incorporate statistical data
Perform technical research and present trends and findings
Keyboard/type Type, keyboard, and/or enter data at a speed necessary for successful job performance
Establish and maintain a variety of files and records, including confidential personnel records
Make arithmetic calculations quickly and accurately
Plan and organize work to meet changing priorities and deadlines
Understand and carry out oral and written directions
Communicate effectively, clearly and concisely, both orally and in writing
Establish and maintain cooperative and effective working relationships with others encountered in the course of work
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
Exercise initiative and independence of judgment and action
Prepare reports by gathering and organizing information and data from a variety of sources
Compose correspondence and written materials independently and from oral instruction
Schedule and prioritize the work of self and others
Provide guidance and work direction to others
Work independently with little direction

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: An associate degree or equivalent college-level course work in business, human resources, or a related field

Experience: Four years of complex, technical human resources experience working with integrated HR record-keeping systems and computerized databases for data storage and report generation. Two years of the aforementioned experience must be in a public sector human resources environment.

Any combination equivalent to:

Education: An associate degree, preferably including or supplemented by coursework in human resources, business, or a related field.

Experience: Four years of experience performing technical human resources functions, including experience using a computerized database or integrated record-keeping system to manage data and generate reports. Two years of the experience must have included experience applying or interpreting language within a collective bargaining agreement.

WORKING CONDITIONS:

ENVIRONMENT:

Human Resources office environment
Constant interruptions

PHYSICAL ABILITIES:

- Sitting and standing for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard
- Reaching to maintain files
- Hearing and speaking to communicate and provide information to others