



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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MEETING AGENDA FOR June 18, 2015  
5:30 p.m.

Ventura College  
Guthrie Hall  
4667 Telegraph Road  
Ventura, CA 93003

### 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 – May 21, 2015
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 Studies Report
  - D. Commissioners' Reports
8. **RECLASSIFICATION OF A POSITION**  
Reclassification of an Office Assistant position to Administrative Assistant
9. **RECESS TO CLOSED SESSION**  
None
10. **RECONVENE IN OPEN SESSION**  
N/A

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

**12. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next regularly scheduled meeting of the Personnel Commission is July 16, 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.

**13. 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



Current Classified Selection Processes (cont.)									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Matriculation Specialist II	49	VC	4/21/15	5/7/15	Training & Experience Evaluation/Technical Interview	5/18/15	N/A	6/15/15 – 6/16/15	6/18/15
Payroll Supervisor	17	DAC	4/29/15	6/10/15	Training & Experience Evaluation/Technical Interview	6/11/15	N/A	6/23/15	6/25/15
Performing Arts Center Technician I	TBD	VC	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Research Analyst	46	MC	5/5/15	5/26/15	Training & Experience Evaluation/Technical Interview	6/8/15	N/A	6/15/15 – 6/18/15	6/22/15
Student Services Specialist/Student Information Center	101	VC	4/21/15	5/6/15	Training & Experience Evaluation/Technical Interview	5/15/15	N/A	6/8/15	6/10/15
Student Services Specialist/International Students	TBD	MC	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Tutorial Services Specialist II	34	OC	5/6/15	5/21/15	Training & Experience Evaluation/Technical Interview	5/29/15	N/A	6/8/15 – 6/10/15	6/12/15

Current Classified Positions Filled					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Dawn Chase	Accounts Payable Technician	DCU003	DAC	Probationary	6/8/15
Maria Orozco	Human Resources Assistant (Bilingual)	DCU154	DAC	Probationary	6/22/15
Connie Bittinger	Senior Administrative Assistant	DCU116	DAC	Transfer	6/1/15
Nadia Be-Peraza	Student Health Center Assistant II	VCU501	Ventura	Probationary	5/29/15
Ashley Lajoie	Counselor Assistant	MCU489	Moorpark	Promotion	6/8/15

Current Classified Positions Pending		
Classification	Position Number	Location
Administrative Assistant	MCU014 XCU099	Moorpark Oxnard
Counselor Assistant	VCU054	VC
Counselor Assistant	VCU067	VC
Counselor Assistant	VCU092	VC
Instructional Lab Technician II – Chemistry	VCU095 VCU068	VC
Program Specialist – Career & Technical Education	VCU357	VC
Senior Administrative Assistant	SCU046 XCU051	OC

Upcoming Recruitments		
Classification	Position Number	Location
Grounds Maintenance Worker	VCU086	VC
Instructional Lab Technician I – Automotive	TBD	TBD
Office Assistant	TBD	TBD
Senior Human Resources Analyst	TBD	DAC
Vice President, Business Services	TBD	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Office Assistant	OC	8/19/14	In progress
Costume Technician	VC	9/16/14	In progress
Student Services Assistant I	MC	9/30/14	On hold
Matriculation Specialist I	VC	12/2/14	In progress
Maintenance Worker I	VC	1/14/15	On hold
Instructional Assistant	VC	3/16/15	On hold

PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

RECLASSIFICATION OF A POSITION TO AN EXISTING CLASSIFICATION

COMMISSION STAFF RECOMMENDS THAT THE FOLLOWING RECLASSIFICATION BE APPROVED:

**From:** Office Assistant  
(Schedule 200 \$2,908-\$4,021/month)      **To:** Administrative Assistant  
(Schedule 230 \$3,420-\$4,728/month)

**Incumbent:** Lori Jav      **Location:** Administration Department, Oxnard College

**BACKGROUND:**

The Oxnard College Vice President, Business Services and the incumbent requested the subject position be studied to ensure it is classified appropriately. The recommendation to reclassify the position to an Administrative Assistant is based upon a review of the incumbent's completed position information questionnaire, a desk audit of the subject position, and interviews with the incumbent and the Vice President, Business Services.

**BASES OF RECOMMENDATIONS:**

The distinction between the Office Assistant and the Administrative Assistant classifications is that work performed by an Administrative Assistant is of greater complexity and requires a higher level of discretion, judgment, and independence than work performed by an Office Assistant.

Human Resources department staff determined that a significant portion of the duties and responsibilities assigned to the position are of greater complexity and responsibility than those of an Office Assistant. The duties that the subject position performs at the level of Administrative Assistant include providing information and assistance to callers and visitors requiring the exercise of judgment. While an Office Assistant serves as a receptionist for an assigned area and provides general assistance to callers in accordance with established guidelines, an Administrative Assistant provides assistance to callers and visitors that requires a higher level of discretion in decision making and interpretation of policies, rules, and procedures. The subject position determines whether individuals who want to meet with the Executive Vice President (EVP) have gone through the proper channels first (instructor, department chair, dean, etc.) and explains to students and parents the reasons why the EVP did not approve the student's request to register for additional courses beyond the determined limit. Further, the incumbent determines when it is appropriate to schedule an appointment with the EVP or refer the caller or visitor to someone else. An Office Assistant would not be expected to operate with the same degree of independence in resolving issues of a non-routine nature.

The subject position is also responsible for coordinating committee meetings, transcribing minutes, and preparing and distributing agenda materials. An Office Assistant *assists* in the preparation and distribution of meeting agenda materials and takes and prepares minutes. An Administrative Assistant independently performs these duties in addition to coordinating the meetings. This includes preparing and distributing agenda materials and taking, transcribing, and distributing meeting minutes for four committee meetings per month, including the accreditation meeting, department chairs meeting, learning outcome teams meeting, and program effectiveness and planning committee meeting.

Finally, the subject position is responsible for managing the calendar of the EVP. The incumbent determines what meetings to schedule and when to schedule such meetings. Maintaining the calendar of an administrator is not a duty associated with the classification of Office Assistant.

The aforementioned responsibilities are outside the scope of responsibility of Office Assistant. Consequently, a reclassification of the subject position to the classification of Administrative Assistant is warranted.

**CLASSIFICATION REVIEW COMMITTEE AND STATUS OF INCUMBENT:**

On June 8, 2015, the Classification Review Committee reviewed the proposed recommendation and unanimously supported the recommendation to reclassify the subject position. Those present at the meeting were Mike Bush, Vice President, Business Services at Oxnard College; Brian Fahnestock, Vice Chancellor, Business and Administrative Services; David Keebler, Vice President, Business Services at Ventura College; Cheryl Manley-Orm, Senior Payroll Technician at the District Administrative Center; and Darlene Melby, Interim Vice President, Business Services at Moorpark College.

The incumbent has held an Administrative Assistant position within the past 39 months and is eligible for reinstatement to the classification in accordance with Personnel Commission Rule 298. The incumbent may exercise her right to be reinstated to the reclassified position.

Presented to the Personnel Commission on June 18, 2015