



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR FEBRUARY 18, 2016

5:30 p.m.

Thomas G. Lakin Board Room
District Administrative Center
255 W. Stanley Ave, 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 17, 2015
5. CORRESPONDENCE
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. 2016 PERSONNEL COMMISSION MEETING LOCATIONS
9. DISCUSSION OF CLASSIFICATION SPECIFICATION FORMAT
10. REVISION OF A CLASSIFICATION SPECIFICATION
Student Success and Support Services Supervisor
11. TITLE CHANGE AND REVISION OF A CLASSIFICATION
Network Administrator

12. **TITLE CHANGE OF THE CLASSIFIED EMPLOYEE HANDBOOK**

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 scheduled meeting of the Personnel Commission is March 17, 2016, 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.

17. **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



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Personnel Commission

Director's Report December 15, 2015 – February 11, 2016

Current Classified Selection Processes (Between 12/15/15 – 02/11/16)									
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
Accounting Technican	11	DAC	12/08/15	01/03/16	Training & Experience/Written Test/Technical Interview	01/04/16 – 01/06/16	01/11/16	01/18/16	01/22/16
Budget Director	14	DAC	11/20/15	12/13/15	Training & Experience/Technical Interview	12/14/15 – 12/21/15	N/A	01/08/16	01/12/16
Child Development Associate	24	MC	01/26/16	02/10/16	Training & Experience/Technical Interview	2/11/16 – 2/18/16	N/A	03/02/16	03/07/16
Community College Police Officer I	11	DAC	12/09/15	01/10/16	Written Test/Technical Interview	N/A	01/19/16	02/03/16	02/05/16
Custodian	74	MC	01/15/16	02/04/16	Written Test/Technical Interview	N/A	02/17/16 – 02/19/16	02/29/16 – 03/01/16	03/04/16
Electrician	9	MC	01/22/16	02/07/16	Training & Experience/Technical Interview	02/08/16 – 02/12/16	N/A	02/25/16	02/29/16
Financial Aid Specialist	30	MC	11/05/15	11/20/15	Training & Experience/Technical Interview	11/23/15 – 12/02/15	N/A	12/15/15	12/17/15
Financial Aid Specialist	1	OC	02/09/16	02/24/16	Training & Experience/Technical Interview	02/25/16 – 03/02/16	N/A	03/14/16 – 03/18/16	03/22/16
Financial Aid Technician	54	MC	11/05/15	11/20/15	Written Test/Technical Interview	N/A	12/03/15	12/17/15	12/21/15
Grant Director – Science, Technology, Engineering, Mathematics (Stem) Grant	7	OC	11/23/15	12/22/15	Training & Experience/Technical Interview	12/23/15 – 01/04/16	N/A	01/07/16	01/11/16

Current Classified Selection Processes (Between 12/15/15 – 02/11/16) (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
Instructional Lab Technician II – Physician and Applied Sciences	14	VC	01/12/16	02/04/16	Training & Experience/Technical Interview	02/05/16 – 02/11/16	N/A	02/26/16	03/01/16
Human Resources Analyst I	1	DAC	02/09/16	02/24/16	Training & Experience/Technical Interview	02/25/16 – 03/02/16	N/A	03/14/16 – 03/18/16	03/22/16
Human Resources Analyst II	0	DAC	02/09/16	02/24/16	Training & Experience/Technical Interview	02/25/16 – 03/02/16	N/A	03/14/16 – 03/18/16	03/22/16
Job Developer	26	OC	11/20/15	12/11/15	Training & Experience Evaluation/Technical Interview	12/14/15 – 12/21/15	N/A	01/07/16	01/11/16
Locksmith	6	MC	12/22/15	01/17/16	Training & Experience/Technical Interview	01/18/16 – 01/25/16	N/A	02/11/16	02/16/16
Maintenance Worker II	41	MC	12/15/15	01/10/16	Written Test/Technical Interview	N/A	01/22/16	02/09/16 – 02/10/16	02/16/16
Senior Accounting Technician	8	MC	01/28/16	02/15/16	Written Test/Technical Interview	N/A	03/01/16	03/15/16	03/17/16
Senior Administrative Assistant	56	DAC	11/05/15	11/20/15	Written Test/Technical Interview	N/A	12/07/15 – 12/08/15	02/01/16	02/04/16
Student Activities Specialist	56	OC	11/23/15	12/13/15	Training & Experience Evaluation/Technical Interview	12/14/15 – 12/21/15	N/A	01/04/16	01/07/16
Vice Chancellor, Business and Administrative Services	32	DAC	12/15/15	02/14/16	Training & Experience Evaluation/Technical Interview	TBD	TBD	TBD	TBD

Current Classified Positions Filled (As of 02/11/16)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Aviles, Donna	Instructional Lab Technician II – Chemistry	VCU068	VC	Probationary (new)	01/07/16
Bellamy, Sherice	Public Information Officer	DCU156	DAC	Probationary (new)	1/9/16
Bojorquez, Catherine	Budget Director	DMC049	DAC	Probationary (new)	01/19/16

Current Classified Positions Filled (As of 02/11/16) (cont.)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Boynton, Dana	Library Technician	VCU475	VC	Probationary (promotion)	01/25/16
Butler, Tyson	Custodian	VCU059	VC	Probationary (new)	01/20/16
Ciuffardi, Kimberly	Child Development Assistant	MCU317	MC	Probationary (new)	12/21/15
Erskin, Jeff	Network Administrator I	WCU061	DAC	Voluntary Demotion	02/01/16
Freedman, Geoffrey	Warehouse Operator	MCU494	MC	Probationary (new)	12/15/15
Garcia, Joaquin	Grounds Maintenance Worker	VCU086	VC	Probationary (new)	02/01/16
Gonzalez, Eliseo	Grant Director – Science, Technology, Engineering, Mathematics (STEM) Grant	XMC067	OC	Probationary (new)	02/01/16
Gonzalez, Rodolfo	Instructional Lab Technician I – Automotive	VCU154	VC	Probationary (new)	01/07/16
Hernandez-Munoz, Gabriel	Custodian	XCU107	OC	Probationary (new)	01/04/16
Jimenez, Manuel	Custodian	MCU326	MC	Probationary (new)	01/04/16
Lau, Jessica	Accounting Technician	WCU059	DAC	Probationary (new)	02/09/16
Osuana, Cynthia	Office Assistant	MCU456	MC	Probationary (new)	02/08/16
Petrash, Kelly	Senior Accounting Technician	MCU497	MC	Probationary	01/11/16
Reed, Arlene	Registrar	VSC119	VC	Probationary (new)	01/11/16
Resendiz, Linda	Executive Assistant to the President (Confidential)	MCC065	MC	Probationary (new)	01/01/16
Romo-Gonzalez, Carlos	Custodian	MCU354	MC	Probationary (new)	01/04/16
Salazar Perez, Paulina	Financial Aid Technician	MCU423	MC	Probationary (new)	01/27/16
Sanchez, David	Custodian	XCU043	OC	Transfer	01/04/16
Sanchez, Krystle	Admissions and Records Technician	MCU433	MC	Probationary (new)	01/04/16
Tryk, Peter	Plumber	XCU108	OC	Probationary (new)	01/04/16
Wyckoff, Nathan	Tutorial Services Specialist II	XCU052	OC	Probationary (new)	01/25/16
Yoo, Jihyang	Student Services Specialist – International Students	VCU147	VC	Probationary (new)	12/16/15

Current Classified Positions Pending (As of 02/11/16)		
Classification	Position Number	Location
Accounting Technician	WCU059	DAC
Community College Police Officer I	WCU014	DAC
Financial Aid Specialist	MCU496	MC
Job Deveolper	XCU327	OC
Senior Administrative Assistant	DCU157	DAC
Student Activities Specialist	XCU397	OC

Upcoming Recruitments		
Classification	Position Number	Location
Administrative Assistant	MCU500 MCU501 DCU158	MC MC DAC
Human Resources Analyst – Employee Relations and Staff Development	DCU159	DAC
Instructional Data Specialist	VCU558	VC
Instructional Lab Technician II – Sciences	XCU104	OC
Job Placement Specialist	MCU357	MC
Library Assistant	XCU408 XCU409	OC
Marketing Specialist	XCU407	OC
Matriculation Specialist	VFT112	VC
Student Services Assistant I	VCU563	VC
Student Services Specialist – Student Information Center	XCU410	OC
Student Success and Support Services Supervisor	MSC137	MC

Upcoming Recruitments (cont.)		
Classification	Position Number	Location
Technical Data Specialist	DCU150	DAC
Vice Chancellor, Educational Services and Institutional Effectivness	DMA062	DAC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Grant Accounting Administrative Assistant	VC	07/16/15	In progress
Student Health Center Assistant I	MC	01/12/16	In progress
Student Health Center Assistant I	MC	01/27/16	In progress

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: STUDENT SUCCESS AND SUPPORT SERVICES SUPERVISOR

BASIC FUNCTION:

Under the direction of a Dean or other administrator, plan, coordinate, and oversee the operations and activities of a Student Success and Support Program at a college campus.

REPRESENTATIVE DUTIES:

Plan, organize, and coordinate the day-to-day activities of a Student Success and Support Program (SSSP) to ensure the timely and effective development, implementation, and promotion of program services, events, operations, and activities including core services such as registration, orientation, assessment, educational planning, and follow-up; oversee other student services areas such as services for at-risk students, outreach and recruitment, the Welcome Center, and the Veteran's Center. *E*

Implement and assist in the development of the program plan and operational procedures, standards, and goals for program activities; ensure compliance of program operations with all applicable rules and regulations; develop and implement a system to ensure that all first-time students participate in the core services provided by SSSP. *E*

Coordinate SSSP activities with other student services-related programs, services, and departments within the college and other agencies (i.e. Counseling, Admissions & Records, Assessment, etc.); coordinate assessment activities with local high schools. *E*

Establish and maintain collaborative relationships and partnerships with community leaders, community organizations, educational institutions, and public agencies to encourage participation and stimulate interest in SSSP services; develop, coordinate, and conduct publicity, marketing, and outreach for the program. *E*

Develop, monitor, and maintain the program budget in collaboration with campus personnel. *E*

Identify financial, staffing, facilities, equipment, and other requirements necessary to meet program needs. *E*

Develop and implement an effective system of evaluation for the program and its activities. *E*

Maintain a student database to track student progress and other pertinent information; input and maintain all required SSSP outcome data, records, and required documentation in the database. *E*

Oversee and participate in the preparation and submission of a variety of comprehensive descriptive, analytical, and evaluative reports and correspondence related to program activities; respond to requests for information. *E*

Interpret and explain laws, rules, policies, and procedures pertaining to SSSP to students, employees, and the public. *E*

STUDENT SUCCESS AND SUPPORT SERVICES SUPERVISOR (continued)

Hire, train, supervise, and evaluate assigned program staff. *E*

Develop and deliver presentations to various audiences. *E*

Serve as a representative on various college and district-level committees. *E*

Develop, implement, and maintain an effective filing system for program and student records. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current methods, best practices, and trends involved in the design, implementation, administration, and evaluation of student success initiatives

Mission, objectives, and goals of the Student Success and Support Program (SSSP)

Laws, rules, regulations, and policies associated with SSSP

Principles and techniques of educational and vocational advising

Local community organizations, resources, and services relevant to the program

District organization, operations, policies, procedures, and objectives

Principles and practices of supervision and training

Principles and best practices of public relations, including marketing, promoting, and publicizing

Office productivity computer applications including word processing, spreadsheet, email, and database applications

Principles of budget development and maintenance

Principles of organization, collection, and storage of data

Principles of business letter writing and report preparation

Fundamentals of English grammar, spelling, and composition

Principles and procedures of records management

Customer service methods and techniques

Principles of program planning and review

ABILITY TO:

Develop and coordinate a comprehensive, multi-faceted categorically funded program

Develop innovative programs and services to meet the diverse needs and interests of the community

Establish program goals and evaluate program results

Train, supervise, and evaluate personnel

Schedule, coordinate, and chair meetings

Manage conflict between individuals and group members to bring to joint consensus

Provide information and assistance to students, employees, and the public

Interpret, apply, and explain applicable laws, rules, regulations, policies, and procedures related to categorically funded programs

Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications as well as specialized software applications

Learn and apply new information and skills

Type, keyboard, and/or enter data at a speed necessary for successful job performance

Analyze fiscal information to develop and maintain budgets

STUDENT SUCCESS AND SUPPORT SERVICES SUPERVISOR (continued)

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
Collaborate with others to carry out work
Demonstrate sensitivity to students, colleagues, and clients with diverse cultures, languages, ethnic, and socioeconomic backgrounds
Analyze situations accurately and adopt effective courses of action
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, organizing, and analyzing data from a variety of sources

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to:~~

Education:

Bachelor's degree from a recognized college or university

Experience:

~~Four~~ Two years of increasingly responsible experience coordinating or providing student services in a college or university, including one year of experience developing or monitoring a budget and leading student success initiatives student services areas.

WORKING CONDITIONS:

ENVIRONMENT:

Office/college campus environment

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations
Vision to read correspondence and reports and to use the computer
Dexterity of hands and fingers to operate office equipment, prepare reports and forms, and use a computer keyboard

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: NETWORK ADMINISTRATOR II**BASIC FUNCTION:**

Under the general direction of the Associate Vice Chancellor, Information Technology, plan, analyze, develop, implement, secure, maintain, and manage cost effective data and voice communications systems that support administrative and instructional needs. A Network Administrator II is also responsible for the strategic implementation of network-based applications, systems, and security of all network resources.

DISTINGUISHING CHARACTERISTICS:

A Network Administrator II provides technical direction to lower-level staff and, under minimal supervision, performs the most complex network administration work which includes responsibility for designing networks, planning and overseeing network projects, recommending policies and procedures pertaining to network operations, and collaborating with vendors and making decisions regarding purchases. In comparison, a Network Administrator I does not perform these responsibilities and is primarily responsible for installing and maintaining networks.

REPRESENTATIVE DUTIES:

Serve as the District's network administrator for various locations; propose policies and procedures relating to network operations, security, and controls such as user access and re-routing, and assist in the implementation of such policies and procedures. *E*

Plan, organize, and oversee projects related to the design, development, enhancement, maintenance, and implementation of local and wide area networks and related equipment; perform troubleshooting to identify network problems; take corrective actions to restore connectivity and network services to optimal service levels; exercise functional supervision over lower-level staff and contractors as warranted. *E*

Design and maintain network infrastructure standards, including but not limited to routers, switches, firewalls, servers, and wireless and other network resources; ensure appropriate use of all District WAN facilities/dedicated bandwidth, carrier circuits, and wireless and microwave services. *E*

Design, implement, and maintain technologies to ensure the security of all network and system resources; create and apply new firewall rules or modify existing rules to accomplish organizational objectives. *E*

Collaborate with vendors to support and enhance existing network applications and infrastructure, evaluate project offerings, and produce and submit RFP, RFQ, and bid documents; maintain appropriate vendor relationships, and in conjunction with the purchasing department, negotiate purchase agreements and contracts; formulate and recommend future network strategic third-party alliances. *E*

Install, administer, and troubleshoot telecommunication network equipment and telephones;

provide technical assistance related to the maintenance of wireless communication devices, telephones, and voice messaging systems; may install wire and cabling in ceilings and walls. *E*

Install, repair, and maintain District security equipment including video surveillance cameras, building access control systems, badge readers, alarm codes, mass notification systems, and related software. *E*

Develop and promote network project proposals to ensure technically and economically feasible network systems are maintained throughout the District. *E*

Perform other duties as assigned.

E = essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of network design
Industry standard best practices for networking
Principles of project management
Routing hardware, software, and protocols
Firewalls and perimeter security, including strong encryption methodologies
Principles of Wide Area Network (WAN) design, implementation and management in a multi-site environment, including dedicated leased lines and microwave/wireless technologies
Principles of Local Area Network (LAN) design, including VLAN implementation
High-speed LAN and WAN technologies
Remote access methods, including Virtual Private Network (VPN) technologies
Open source and commercial network management systems, including knowledge of SNMP
Principles of network monitoring, including usage, performance, and bandwidth management
Network troubleshooting techniques, including use of packet capture devices
Network services such as DNS and DHCP
Principles of networking a wide variety of operating systems
Principles of auditing network security, including log review and the use of filtering, tracking, and event correlation tools
Intrusion detection and prevention systems
Principles of wireless technologies and options, both local and carrier
Principles of technical report writing

ABILITY TO:

Identify network system issues and opportunities, analyze problems and alternatives, and develop sound conclusions and recommendations
Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations
Effectively train non-technical personnel in IT-related subject matter
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships
Work on multiple projects simultaneously
Work under changing and intensive deadlines with frequent interruptions

NETWORK ADMINISTRATOR II (continued)

Prepare clear, concise, and comprehensive technical reports

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to:~~

~~Education: A bachelor's degree from a recognized college or university preferably with coursework in management information systems, computer science, information technology, or a related field. Experience in addition to that listed below may be substituted for two years of the required education on a year for year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.~~

~~Experience: Three years of recent full time, paid experience in the design, planning, installation, maintenance, and management of local and wide area networks and communications equipment.~~

~~A bachelor's degree, preferably with coursework in management information systems, computer science, information technology, or a related field AND three years of experience designing, planning, installing, maintaining, and managing local and wide area networks and communications equipment.~~

OR

~~An associate degree, preferably with coursework in management information systems, computer science, information technology, or a related field AND five years of experience designing, planning, installing, maintaining, and managing local and wide area networks and communications equipment.~~

~~LICENSES AND OTHER REQUIREMENTS:~~

~~Valid California driver license~~

WORKING CONDITIONS:

ENVIRONMENT:

Office environment with time spent in computer hardware housing areas

~~Driving a vehicle to various district locations~~

Variable hours, including evenings

PHYSICAL ABILITIES:

~~Hearing and speaking to communicate with users~~

Ability to sit, stand, and walk for extended periods of time

Ability to work safely in confined spaces

Normal vision to design and troubleshoot network systems

Dexterity of hands and fingers to operate a computer keyboard and utilize hand and power tools

Ability to safely lift heavy equipment and supplies

Ability to work safely at heights, including the use of ladders and other related equipment

HAZARDS:

Risk of electrical shock due to exposure to computer hardware and moving mechanical parts
Extended use of keyboard and mouse
Extended viewing of a computer monitor