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
**Director’s Report**  
**December 15, 2015 – February 11, 2016**

### Current Classified Selection Processes (Between 12/15/15 – 02/11/16)

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

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Number of Applications</th>
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<th>T&amp;E Completed By</th>
<th>Written / Performance Exam Date</th>
<th>Oral Exam Date</th>
<th>Anticipated Certification Date</th>
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<tbody>
<tr>
<td>Instructional Lab Technician II – Physician and Applied Sciences</td>
<td>14</td>
<td>VC</td>
<td>01/12/16</td>
<td>02/04/16</td>
<td>Training &amp; Experience/Technical Interview</td>
<td>02/05/16 – 02/11/16</td>
<td>N/A</td>
<td>02/26/16</td>
<td>03/01/16</td>
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<tr>
<td>Human Resources Analyst I</td>
<td>1</td>
<td>DAC</td>
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<td>02/24/16</td>
<td>Training &amp; Experience/Technical Interview</td>
<td>02/25/16 – 03/02/16</td>
<td>N/A</td>
<td>03/14/16 – 03/18/16</td>
<td>03/22/16</td>
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<tr>
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<td>02/24/16</td>
<td>Training &amp; Experience/Technical Interview</td>
<td>02/25/16 – 03/02/16</td>
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<td>03/14/16 – 03/18/16</td>
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<tr>
<td>Job Developer</td>
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<td>12/11/15</td>
<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>12/14/15 – 12/21/15</td>
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<td>01/07/16</td>
<td>01/11/16</td>
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<tr>
<td>Locksmith</td>
<td>6</td>
<td>MC</td>
<td>12/22/15</td>
<td>01/17/16</td>
<td>Training &amp; Experience/Technical Interview</td>
<td>01/18/16 – 01/25/16</td>
<td>N/A</td>
<td>02/11/16</td>
<td>02/16/16</td>
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<tr>
<td>Maintenance Worker II</td>
<td>41</td>
<td>MC</td>
<td>12/15/15</td>
<td>01/10/16</td>
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<td>01/22/16</td>
<td>02/09/16 – 02/10/16</td>
<td>02/16/16</td>
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<tr>
<td>Senior Accounting Technician</td>
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<td>MC</td>
<td>01/28/16</td>
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<td>03/17/16</td>
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<tr>
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<td>11/20/15</td>
<td>Written Test/Technical Interview</td>
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<td>12/07/15 – 12/08/15</td>
<td>02/01/16</td>
<td>02/04/16</td>
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<tr>
<td>Student Activities Specialist</td>
<td>56</td>
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<td>11/23/15</td>
<td>12/13/15</td>
<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>12/14/15 – 12/21/15</td>
<td>N/A</td>
<td>01/04/16</td>
<td>01/07/16</td>
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<td>Vice Chancellor, Businesses and Administrative Services</td>
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<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>TBD</td>
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### Current Classified Positions Filled (As of 02/11/16)

<table>
<thead>
<tr>
<th>Employees Hired</th>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
<th>Status</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Aviles, Donna</td>
<td>Instructional Lab Technician II – Chemistry</td>
<td>VCU068</td>
<td>VC</td>
<td>Probationary (new)</td>
<td>01/07/16</td>
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<tr>
<td>Bellamy, Sherice</td>
<td>Public Information Officer</td>
<td>DCU156</td>
<td>DAC</td>
<td>Probationary (new)</td>
<td>1/9/16</td>
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<tr>
<td>Bojorquez, Catherine</td>
<td>Budget Director</td>
<td>DMC049</td>
<td>DAC</td>
<td>Probationary (new)</td>
<td>01/19/16</td>
</tr>
<tr>
<td>Employees Hired</td>
<td>Classification</td>
<td>Position Number</td>
<td>Location</td>
<td>Status</td>
<td>Effective Date</td>
</tr>
<tr>
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<tr>
<td>Boynton, Dana</td>
<td>Library Technician</td>
<td>VCU475</td>
<td>VC</td>
<td>Probationary (promotion)</td>
<td>01/25/16</td>
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<tr>
<td>Butler, Tyson</td>
<td>Custodian</td>
<td>VCU059</td>
<td>VC</td>
<td>Probationary (new)</td>
<td>01/20/16</td>
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<tr>
<td>Ciuffardi, Kimberly</td>
<td>Child Development Assistant</td>
<td>MCU317</td>
<td>MC</td>
<td>Probationary (new)</td>
<td>12/21/15</td>
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<tr>
<td>Erskin, Jeff</td>
<td>Network Administrator I</td>
<td>WCU061</td>
<td>DAC</td>
<td>Voluntary Demotion</td>
<td>02/01/16</td>
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<tr>
<td>Freedman, Geoffrey</td>
<td>Warehouse Operator</td>
<td>MCU494</td>
<td>MC</td>
<td>Probationary (new)</td>
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<tr>
<td>Garcia, Joaquin</td>
<td>Grounds Maintenance Worker</td>
<td>VCU086</td>
<td>VC</td>
<td>Probationary (new)</td>
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<tr>
<td>Gonzalez, Eliseo</td>
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<td>XMC067</td>
<td>OC</td>
<td>Probationary (new)</td>
<td>02/01/16</td>
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<tr>
<td>Gonzalez, Rodolfo</td>
<td>Instructional Lab Technician I – Automotive</td>
<td>VCU154</td>
<td>VC</td>
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<tr>
<td>Hernandez-Munoz, Gabriel</td>
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<td>XCU107</td>
<td>OC</td>
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<td>Jimenez, Manuel</td>
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<td>MC</td>
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<tr>
<td>Lau, Jessica</td>
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<td>DAC</td>
<td>Probationary (new)</td>
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<td>Osuana, Cynthia</td>
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<td>MC</td>
<td>Probationary (new)</td>
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<tr>
<td>Pettrash, Kelly</td>
<td>Senior Accounting Technician</td>
<td>MCU497</td>
<td>MC</td>
<td>Probationary</td>
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<tr>
<td>Reed, Arlene</td>
<td>Registrar</td>
<td>VSC119</td>
<td>VC</td>
<td>Probationary (new)</td>
<td>01/11/16</td>
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<tr>
<td>Resendiz, Linda</td>
<td>Executive Assistant to the President (Confidential)</td>
<td>MCC065</td>
<td>MC</td>
<td>Probationary (new)</td>
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<td>Romo-Gonzalez, Carlos</td>
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<tr>
<td>Salazar Perez, Paulina</td>
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<td>MCU423</td>
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<tr>
<td>Sanchez, David</td>
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<td>Sanchez, Krystle</td>
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<td>MCU433</td>
<td>MC</td>
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<td>Tryk, Peter</td>
<td>Plumber</td>
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<td>OC</td>
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<td>Wyckoff, Nathan</td>
<td>Tutorial Services Specialist II</td>
<td>XCU052</td>
<td>OC</td>
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<tr>
<td>Yoo, Jihyang</td>
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<td>VCU147</td>
<td>VC</td>
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### Current Classified Positions Pending (As of 02/11/16)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Accounting Technician</td>
<td>WCU059</td>
<td>DAC</td>
</tr>
<tr>
<td>Community College Police Officer I</td>
<td>WCU014</td>
<td>DAC</td>
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<tr>
<td>Financial Aid Specialist</td>
<td>MCU496</td>
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<td>Job Develolper</td>
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<td>OC</td>
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<tr>
<td>Senior Administrative Assistant</td>
<td>DCU157</td>
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<tr>
<td>Student Activities Specialist</td>
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### Upcoming Recruitments

<table>
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<tr>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>MCU500, MCU501, DCU158</td>
<td>MC, MC, DAC</td>
</tr>
<tr>
<td>Human Resources Analyst – Employee Relations and Staff Development</td>
<td>DCU159</td>
<td>DAC</td>
</tr>
<tr>
<td>Instructional Data Specialist</td>
<td>VCU558</td>
<td>VC</td>
</tr>
<tr>
<td>Instructional Lab Technician II – Sciences</td>
<td>XCU104</td>
<td>OC</td>
</tr>
<tr>
<td>Job Placement Specialist</td>
<td>MCU357</td>
<td>MC</td>
</tr>
<tr>
<td>Library Assistant</td>
<td>XCU408, XCU409</td>
<td>OC</td>
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<tr>
<td>Marketing Specialist</td>
<td>XCU407</td>
<td>OC</td>
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<tr>
<td>Matriculation Specialist</td>
<td>VFT112</td>
<td>VC</td>
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<tr>
<td>Student Services Assistant I</td>
<td>VCU563</td>
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<tr>
<td>Student Services Specialist – Student Information Center</td>
<td>XCU410</td>
<td>OC</td>
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<td>Student Success and Support Services Supervisor</td>
<td>MSC137</td>
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### Upcoming Recruitments (cont.)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
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<tbody>
<tr>
<td>Technical Data Specialist</td>
<td>DCU150</td>
<td>DAC</td>
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<tr>
<td>Vice Chancellor, Educational Services and Institutional Effectiveness</td>
<td>DMA062</td>
<td>DAC</td>
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</table>

### Requested Position Classification Studies

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<tr>
<th>Classification</th>
<th>Location</th>
<th>Request Date</th>
<th>Status</th>
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<tbody>
<tr>
<td>Grant Accounting Administrative Assistant</td>
<td>VC</td>
<td>07/16/15</td>
<td>In progress</td>
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<tr>
<td>Student Health Center Assistant I</td>
<td>MC</td>
<td>01/12/16</td>
<td>In progress</td>
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<tr>
<td>Student Health Center Assistant I</td>
<td>MC</td>
<td>01/27/16</td>
<td>In progress</td>
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</table>
CLASSIFIED SUPERVISOR

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.

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.

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.

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.

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

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

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

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.

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.

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

Established December 2014
Revised February 2016
Hire, train, supervise, and evaluate assigned program staff. 

Develop and deliver presentations to various audiences.

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

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

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
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
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. 

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.

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.

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.

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.

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.  

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.  

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

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
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