VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR AUGUST 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 – July 21, 2016

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. **REVISION OF CLASSFICIATION SPECIFICATIONS**
   A. Network Administrator I
   B. Network Administrator II
   C. Senior Programmer Analyst

9. **AMENDMENT OF PERSONNEL COMMISSION RULE 138 (SECOND READING)**

10. **AMENDMENT OF PERSONNEL COMMISSION RULE 293 (FIRST READING)**

11.   RECESS TO CLOSED SESSION
        None

12.   RECONVENE IN OPEN SESSION
        N/A

13.   PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

14.   DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING
        The date and time of the next scheduled meeting of the Personnel Commission is September 15, 2016, at 5:30 p.m. The meeting will take place in the Campus Center Conference Room at Moorpark College located at 7075 Campus Road in Moorpark, California.

15.   ADJOURNMENT

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
Personnel Commission
Director's Report
July 19, 2016 – August 15, 2016

Current Classified Selection Processes (Between 07/19/16 – 08/15/16)									
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
Administrative Assistant	144	MC	06/30/16	07/14/16	Written Test/Technical Interview	N/A	07/25/16 – 07/29/16	08/25/16 – 08/26/16	08/30/16
Custodian	57	VC	07/14/16	08/14/16	Written Test/Technical Interview	N/A	08/24/16	09/01/16 – 09/08/16	09/12/16
Financial Aid Technician	59	VC	06/30/16	07/15/16	Written Test/Technical Interview	N/A	08/01/16	08/22/16 – 08/23/16	08/25/16
Information Technology Help Desk Assistant	13	VC	08/04/16	08/21/16	Training & Experience Evaluation/Technical Interview	08/26/16	N/A	09/06/16 – 09/09/16	09/13/16
Instructional Data Specialist	43	VC	07/28/16	08/14/16	Training & Experience Evaluation/Technical Interview	08/24/16	N/A	09/05/16 – 09/09/16	09/13/16
Instructional Lab Technician II – Chemistry	15	VC	08/02/16	08/24/16	Training & Experience Evaluation/Technical Interview	09/02/16	N/A	09/12/16 – 09/16/16	09/20/16
Instructional Assistant/Assistive Technology Center	21	VC	08/04/16	08/19/16	Training & Experience Evaluation/Technical Interview	08/31/16	N/A	09/12/16 – 09/16/16	09/20/16
Instructional Technologist/Designer	20	VC	07/05/16	08/03/16	Training & Experience Evaluation/Technical Interview	08/12/16	N/A	08/25/16	08/29/16
Program Specialist – Career and Technical Education	43	OC	06/23/16	07/10/16	Training & Experience Evaluation/Technical Interview	07/11/16 – 07/18/16	N/A	08/01/16 – 08/04/16	08/08/16
Senior Programmer Analyst	10	DAC	07/05/16	07/26/16	Training & Experience Evaluation/Technical Interview	08/02/16	N/A	08/09/16	08/12/16
Student Outreach Specialist	78	MC	06/16/16	07/03/16	Training & Experience Evaluation/Technical Interview	07/12/16	N/A	07/25/16	07/28/16

Current Classified Positions Filled (As of 08/15/16)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Susan Carrasco	Counselor Assistant	XCU400	Oxnard	Probationary (new)	08/01/16
Leticia Garcia	Senior Accounting Technician	WCU062	Ventura	Probationary (promotion)	08/15/16
Norma Gonzalez	Counselor Assistant	MCU490	Moorpark	Probationary (new)	08/11/16
Ramiro Hurtado	Warehouse Assistant	MCU133	Moorpark	Probationary (new)	08/01/16
Shirley Irwin	Child Development Associate	VCU037	Ventura	Probationary (new)	08/08/16
Adrianna Janckila	Office Assistant	VCU577	Ventura	Probationary (new)	08/01/16
Shannon Johnson	Job Placement Specialist	MCU357	Moorpark	Probationary (new)	07/25/16
Cindy Jones	Marketing Specialist	VCU580	Ventura	Probationary (new)	08/15/16
Jennifer Lawler	Counselor Assistant	MCU489	Moorpark	Probationary (promotion)	08/08/16
Christian Lopez	Custodian	XCU043	Oxnard	Probationary (new)	08/01/16
Andrew Menchaca	Matriculation Specialist I	XCU082	Oxnard	Probationary (new)	08/11/16
Sylvia Mojica	Senior Accounting Technician	MCU498	Moorpark	Probationary (new)	08/01/16
Michael Rose	Director of Software Applications & Development	WMC011	DAC	Probationary (promotion)	08/01/16
Cynthia Salas	Tutorial Services Specialist II	VCU565	Ventura	Probationary (new)	08/01/16

Current Classified Positions Pending (As of 08/15/16)

Classification	Position Number	Location
Administrative Assistant	MCU501	MC
Counselor Assistant	VCU034	VC
Instructional Data Specialist	VCU558	VC
Information Technology Support Specialist I	VCU576	VC
Matriculation Specialist I	XCU411	OC
Program Specialist – Career and Technical Education	XCU412	OC

Current Classified Positions Pending (As of 08/15/16) (cont.)		
Classification	Position Number	Location
Senior Accounting Technician	MCU498	MC
Senior Programmer Analyst	WCU038	DAC
Student Outreach Specialist	MCU432	MC

Upcoming Recruitments		
Classification	Position Number	Location
Human Resources Assistant	DCU085	DAC
Instructional Lab Technician I – Automotive	VCU582	VC
Instructional Lab Technician II – Sciences	XCU104	OC
Network Administrator II	WCU037	DAC
Payroll Technician	DCU006	DAC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Grant Accounting Administrative Assistant	VC	07/16/15	In progress
Instructional Data Specialist	MC, OC, VC	04/14/16	In progress

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: NETWORK ADMINISTRATOR I

BASIC FUNCTION:

Under the general direction of the Associate Vice Chancellor, Information Technology, implement and maintain data and voice communications systems that support administrative and instructional needs.

DISTINGUISHING CHARACTERISTICS:

A Network Administrator I installs and maintains networks. In comparison, 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.

REPRESENTATIVE DUTIES:

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

Complete 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. *E*

Assist in the design and maintenance of network infrastructure standards, including but not limited to routers, switches, firewalls, servers, and wireless and other network resources. *E*

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*

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*

Perform other duties as assigned.

E = essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Industry standard best practices for networking
Routing hardware, software, and protocols
Firewalls and perimeter security, including strong encryption methodologies
Principles of Wide Area Network (WAN) implementation in a multi-site environment, including
    dedicated leased lines and microwave/wireless technologies
Principles of Local Area Network (LAN) implementation, 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
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:

A bachelor's degree, preferably with coursework in management information systems, computer
science, information technology, or a related field **AND** two years of experience installing and
maintaining 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** four years of experience installing and
maintaining local and wide-area networks and communications equipment.

OR

Graduation from high school or evidence of equivalent educational proficiency **AND** six years of

experience installing and maintaining local and wide-area networks and communications equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment with time spent in computer hardware housing areas
Variable hours, including evenings

PHYSICAL ABILITIES:

Ability to sit, stand, and walk for extended periods of time
Ability to work safely in confined spaces
Normal vision to install 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

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

Prepare clear, concise, and comprehensive technical reports

EDUCATION AND EXPERIENCE:

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 **AND** three years of experience designing, planning, installing, maintaining, and managing local and wide area networks and communications equipment.

OR

An associate degree from a recognized college or university, 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.

OR

Graduation from high school or evidence of equivalent educational proficiency **AND** seven years of experience designing, planning, installing, maintaining, and managing local and wide area networks and communications equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment with time spent in computer hardware housing areas
Variable hours, including evenings

PHYSICAL ABILITIES:

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

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR PROGRAMMER ANALYST

BASIC FUNCTION:

Under the general direction of the Director of Software Applications and DevelopmentAssociate Vice Chancellor, Information Technology, or higher-level administrator, lead, oversee, and participate in the most complex and difficult design, programming, testing, installation, and maintenance of information systems.

DISTINGUISHING CHARACTERISTICS:

A Senior Programmer Analyst provides technical direction to lower-level staff and, under minimal supervision, performs the most complex programming work which includes responsibility for designing major complex information systems and managing information technology projects. In comparison, a Programmer Analyst develops program specifications for small information systems of simple to moderate complexity or components or modules of larger systems and programs, tests, installs, and maintains major systems according to program design and specifications developed by higher-level programming staff.

REPRESENTATIVE DUTIES:

Serve as a technical expert and internal consultant regarding District programming activities; consult with management, staff, and college faculty to analyze business processes and identify functional requirements for software systems; make recommendations and propose solutions to improve business operations and resolve problems. *E*

Develop and implement software components and computer programs according to overall system specifications; document new programs and changes to existing systems in accordance with established standards and procedures. *E*

Develop, analyze, formulate, and recommend specifications for programming modifications and improvements, including system flow charts, program logic, database access methods, input/output procedures, and record/report layouts, which make effective use of the technical environment. *E*

Provide technical support to end users; respond to requests and inquiries regarding the operation, use, and capabilities of information systems; work in conjunction with user support staff to resolve problems in an efficient manner; prepare end user and technical documentation and instructions; conduct user training sessions as required. *E*

Manage information technology projects; prioritize projects and tasks and coordinate staff resources as necessary; exercise functional supervision over lower-level staff and contractors as warranted. *E*

Analyze, design, and implement relational databases; design and create stand alone databases for data collection, analysis, and reporting as assigned. *E*

Coordinate the implementation, maintenance, and testing of new releases of administrative systems

provided by third-party vendors. *E*

Perform ongoing system, application, and software maintenance; review and evaluate previously implemented systems for accuracy and efficiency; perform upgrades, modifications, and enhancements as necessary. *E*

Write new programs and perform corrections of existing programs as required. *E*

Serve as Information Technology Department representative for District technology committees or task forces as required. *E*

Assist staff in production scheduling, running system processes, and in management of the District's administrative information systems database. *E*

Assist in the maintenance of appropriate test databases and environments for testing and debugging the application systems. *E*

Perform related other duties as assigned.

E = Essential Duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced methods and techniques of software development and programming
Advanced functions and capabilities of computer software applications, including database and spreadsheet applications
Advanced functions and capabilities of various server and workstation operating systems applicable to the position
Principles, procedures, and methods used in data acquisition, storage, structuring, and retrieval
Principles and techniques of systems analysis, design, and testing
Methods and techniques of program documentation and version control
Reporting and query tools applicable to the position
Programming and script languages applicable to the position
Tools and methods used in web page design and development
Enterprise Resource Planning (ERP) systems
New trends in the field of information technology
Principles of database design
Relational database management systems (RDBMS)
Principles of project management
Principles of business writing and administrative report preparation
Principles of training

ABILITY TO:

Write and code highly complex programs
Prepare clear and logical systems design
Present and explain technical concepts to a non-technical audience

Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Provide guidance, direction, and training to end users and staff
Work independently in the absence of supervision
Identify, analyze, evaluate, and solve complex system and programming problems
Interpret, apply and explain rules, regulations, policies, and procedures
Organize and prioritize timelines and project schedules in an effective and timely manner
Learn the characteristics of new systems and update skills to adapt to changing technology
Write clear and comprehensive reports, instructions, and program documentation
Understand and follow oral and written instructions

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 business applications analysis, design, and programming for a medium or large scale enterprise. Experience with an Enterprise Resource Planning (ERP) system is preferred.~~

A bachelor's degree, preferably with an emphasis in information technology, computer science, management information systems, or a related field **AND** three years of recent (gained in the past five years) experience performing business applications analysis, design, and programming. Experience programming and maintaining components within an enterprise resource planning (ERP) system is preferred.

OR

An associate degree, preferably with an emphasis in information technology, computer science, management information systems, or a related field **AND** five years of recent (gained in the past five years) experience performing business applications analysis, design, and programming. Experience programming and maintaining components within an enterprise resource planning (ERP) system is preferred.

OR

Graduation from high school or evidence of equivalent educational proficiency **AND** seven years of recent (gained in the past five years) experience performing business applications analysis, design, and programming. Experience programming and maintaining components within an enterprise resource planning (ERP) system is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Sitting, standing and walking for extended periods of time
Seeing to design and program applications
Hearing and speaking to communicate with users
Dexterity of hands and fingers to operate a keyboard
Kneeling and bending to install networks and PCs

HAZARDS:

Extended viewing of a computer monitor
Extended use of keyboard and mouse

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
                DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: REVISION OF PERSONNEL COMMISSION RULES 137 – APPEAL FOR REVIEW AND
                138 – EXAMINAION MATERIALS

EXPLANATION:

The following rules are being revised to provide detail and clarity pertaining to the conditions under which applicants may appeal examination results, the review process and outcomes associated with examination appeals, and the conditions under which applicants may review examination materials.

REVISION:

Current:

137   APPEAL FOR REVIEW
        An applicant may request a review of his/her examination results by the Personnel Director if a request is made in writing by the appeal date designated in the notification letter. If the Personnel Director or his/her designee finds discrepancies in the examination process, the rating of one or more of the applicants may be changed. No change in the eligibility list shall invalidate any appointment that was valid when made.

138   EXAMINATION MATERIALS
        All applications and examination papers are confidential and remain the property of the Personnel Commission.

Proposed:

137   APPEAL OF EXAMINATION RESULTS
        An applicant may contest the outcome of any step in the examination process. To appeal, an applicant must submit a completed Examination Appeal Form within three (3) business days following notice of the examination results. The date an applicant is notified of the results counts as a business day. Examination Appeal Forms are accepted by email, fax, mail, and in-person.

        The appeal must contain specific proof supported by facts and must be based on one of the following qualifying bases:

<u>Procedural error</u> - Procedural error is a lapse, omission, or breach in the consistency of the administration of the process that may cause some individuals to be unfairly advantaged or disadvantaged in the assessment. To appeal on the basis of procedural error, appellant must identify the specific error and explain the reason that the issue affected their examination outcome.

<u>Fraud</u> - Fraud is a false representation of a matter of fact – whether by words, conduct, false or misleading allegations, or concealment of what should have been disclosed – that deceives and is intended to deceive an individual so that the individual will act upon it to his or her disadvantage. To appeal on the basis of fraud, appellant must identify the specific false representation of facts and explain how the false representation affected their examination outcome.

<u>Unlawful discrimination</u> - Unlawful discrimination is anything written, stated, or otherwise communicated that indicates discrimination on the basis of race, color, religion, national origin, age, gender, gender identity, sexual preference, or any other category of people protected under anti-discrimination law. To appeal on the basis of discrimination, appellant must identify specific evidence of discrimination (e.g., a comment, statement, or act) and explain how the comment, statement, or act affected their examination outcome.

<u>Abuse of discretion or bias</u> - Abuse of discretion is the exercise of judgment made irrespective of the facts. Bias is an express or implicit favoritism or disfavor for specific individuals. To appeal on the basis of abuse of discretion or bias, appellant must identify the divergence of judgment from facts and data or the specific biasing relationship or factor and explain the reason that the conduct affected their examination outcome.

Statements that only express general disagreement with test results or with the judgment of raters are not bases for an appeal.

Review Process and Outcomes:

Examination appeals will be reviewed by the Director of Employment Services/Personnel Commission or his/her designee. All appeals will be thoroughly reviewed and determined to be either valid or denied. Appellants will be notified of the determination in writing. If valid, the Director of Employment Services/Personnel Commission will assess the possible effects of the appeal, if any, on the candidacy of the appellant, the examination process as a whole, and/or appointments from the eligibility list(s). Based on such assessment the Director may:

1. allow the appellant to participate in the examination process; or

2. change the rating of one or more applicants; or

3. temporarily suspend examination activities; or

4. dispose of the examination results and order for another administration of all or part of the examination to be conducted; or

5. withhold certification from all or part of the eligibility list(s).

The Director may, at any time, rescind or modify a decision to withhold certification upon review of the specifics of an examination appeal.

138   REVIEW OF EXAMINATION MATERIALS

Examination materials are considered confidential and will not be available to the public or to any person for any purpose not directly connected with the examination or to District employees not responsible for the administration of the examination or the review of associated complaints of unlawful discrimination. and are considered confidential but will, under the following conditions,Examination materials will be made available to an applicants under the following conditions:.

Conditions for review:

1.   Requests to review examination materialsscores or evaluations must be made to the analyst in charge of the examination within three (3) business days following notice of the examination results. The date an applicant is notified of the results counts as a business day.

2.   Only applicants' scores and evaluations are subject to review. Questions, items, scoring keys, rater notes, and rating criteria are not subject to review by applicants due to test confidentiality and security considerations. However, for written tests, applicants may indicate the questions they wish to have reviewed. Personnel Commission staff will make any necessary corrections or adjustments to the applicants' scores if a written test question is found to be flawed. If corrections are required, they shall be applied uniformly to all applicants if applicable.

3.   A qualified representative of the Personnel Commission will be present during the examination review session.

4.   Applicant's scores and evaluations will not include the identification of the rater(s).

5.   Applicants may not leave with or make copies of any examination materials.

The Director of Employment Services/Personnel Commission may deny a request to review examination materials if he or she determines that granting the request would violate the security or confidentiality of the examination.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
            DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: AMENDMENT OF PERSONNEL COMMISSION RULE 293 – SALARY STEP ADVANCEMENTS
            WITHIN CLASS FOR REGULAR EMPLOYEES AND RESTRICTED EMPLOYEES

BACKGROUND/ANALYSIS:

Currently, only new classified employees are able to advance to the next step of a salary range upon passing probation. Employees who promote are not provided this opportunity, thereby resulting in inequitable treatment of employees. Consequently, an amendment of the Personnel Commission rules to address this issue is recommended.

The Director of Employment Services met with the Vice Chancellor, Human Resources to discuss various options for ensuring equitable treatment of both groups of employees upon passing probation. In consideration of the relatively recent changes to the Personnel Commission rules that provide for a more consistent and equitable application of advanced step placement for both new and promoted classified employees, Vice Chancellor Shanahan felt it may no longer be necessary to provide for step advancement upon passing probation, especially given that VCCCD has not articulated a clear reason for its policy of step advancement upon passing probation. However, Vice Chancellor Shanahan also recognized that step advancement upon passing probation is a common practice among merit districts, at least upon entry into the classified service, and that the abolishment of such practice could have unintended consequences.

In consideration of the Mr. Shanahan's concerns and the suggestions presented by the Commissioners at the July 2016 Personnel Commission meeting, the HR management team reviewed various options for addressing the issue and formulated the proposed amendment. The proposed amendment provides for equal treatment of new and promoted employees with regard to step advancement upon passing promotion, while recognizing that employees who received advanced step placement (credit given for additional qualifying education and experience) upon hire in the classification should not advance a step upon passing probation given that such employees were already recognized via higher placement on the salary schedule for the advanced knowledge and skills they bring to the position. The Director of Employment Services/Personnel Commission and the Vice Chancellor, HR supports the proposed changes.

AMENDMENTS:

293   SALARY STEP ADVANCEMENTS WITHIN CLASS FOR REGULAR EMPLOYEES AND RESTRICTED
       EMPLOYEES

293.1 **RULES THAT APPLY TO ALL SALARY MOVEMENTS**

Eligibility or salary advancement requires the employee to have rendered service in a paid status for a minimum of one-half of the total working days computed on a monthly basis. Unpaid leaves of absence do not count unless otherwise provided for by state or federal legislation for some military personnel.

Appointments shall be considered effective as of the first calendar day of the month when the first day of service in a class falls on the first working day of the month.

293.2 **SALARY ADVANCEMENTS AFTER THE INITIAL APPOINTMENT IN THE CLASSIFIED SERVICE**

1) For employees who do not receive advanced step placement in accordance with Section 292.1, Aadvancement from the initial step to the next step shall occur on the first day of the calendar month following completion of the six (6) months in regular assignment in the classification. (Example: If an employee started work on January 3, the individual would have six (6) months completed on July 3, and would advance to the second step on August 1.) Advancement from that point on shall occur twelve (12) months after the date the employee received the initial advancement.

   Employees who do receive advanced step placement in accordance with Section 292.1 will advance to the next step of the range following completion of twelve (12) months in regular assignment in the classification.

2) Notwithstanding Section 293.2 (1), a new classified management employee with an effective date of employment from July 1 through December 31 shall receive a step advancement on July 1 of the next calendar year. A classified management employee with an effective date of employment from January 1 through June 30 shall have step advancement on July 1 of the following calendar year. Advancement from that point shall occur each July 1 thereafter.

293.3 **SALARY ADVANCEMENTS AFTER PROMOTION**

For employees who do not receive advanced step placement in accordance with Section 295.1, advancement from the initial step to the next step shall occur on the first day of the calendar month following completion of the six (6) months in regular assignment in the classification. (Example: If an employee started work on January 3, the individual would have six (6) months completed on July 3, and would advance to the second step on August 1.) Advancement from the initial step to the next step shall occur on the first day of the calendar month twelve (12) months after the date of promotion. Advancement from that point on shall occur twelve (12) months after the date the employee received the initial advancement.

Employees who do receive advanced step placement in accordance with Section 295.1 will advance to the next step of the range following completion of twelve (12) months in regular assignment in the classification.

Salary advancement for a management employee shall occur in the same manner as outlined in Section 293.2 (2).