



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR SEPTEMBER 21, 2017

5:30 p.m.

Thomas G. Lakin Boardroom
District Administrative Center
761 E. Daily Drive, Suite 200
Camarillo, CA 93010

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 – August 17, 2017
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. ESTABLISHMENT OF CLASSIFICATIONS
 - A. Assessment Specialist
 - B. Program Coordinator I
 - C. Program Coordinator II
 - D. Program Director I
 - E. Program Director II

9. **REALLOCATION OF SALARY FOR AN EXISTING CLASSIFICATION**
Grant Director – Basic Skills & Student Outcomes Transformation Program (BSSOTP)
10. **REVISION OF A CLASSIFICATION SPECIFICATIONS**
 - A. Instructional Lab Technician II – Registered Veterinary Technician
 - B. Student Services Specialist – International Students
 - C. Student Services Specialist – Student Information Center
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 October 19, 2017, at 5:30 p.m. The meeting will take place in the Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.
15. **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 761 E. Daily Drive, Camarillo, CA 93010 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
761 E. Daily Drive, Suite 200
Camarillo, CA 93010
(805) 652-5521



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Personnel Commission

Director's Report

August 12, 2017 – September 15, 2017

Current Classified Selection Processes (Between 08/12/17 to 09/15/17)									
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
College Fiscal Services Supervisor	12	MC	08/01/17	08/16/17	Technical Interview	N/A	N/A	09/07/2017	09/07/17
Director of Employment Relations and Human Resources Operations	3	DAC	09/13/17	10/03/17	Training & Experience Evaluation/Technical Interview	10/13/17	N/A	10/23/17 – 10/27/17	10/31/17
Director of Institutional Advancement, Community Relations, and Marketing	26	MC	08/01/17	08/23/17	Training & Experience Evaluation/Technical Interview	08/29/17	N/A	09/13/17 & 09/15/17	09/19/17
Disability Services Specialist – Interpreter	19	VC	08/16/17	09/03/17	Written Test/Technical Interview	N/A	09/19/17	09/19/17	09/21/17
Executive Assistant to the Chancellor/Confidential	69	DAC	07/13/17	07/31/17	Training & Experience/Written Test/Technical Interview	08/10/17	08/22/17	09/15/17	09/15/17
Financial Aid Specialist	46	VC	07/19/17	08/03/17	Training & Experience Evaluation/Technical Interview	08/14/17	N/A	08/23/17	08/25/17
Human Resources Analyst II	19	DAC	08/28/17	10/01/17	Training & Experience Evaluation/Technical Interview	10/06/17	N/A	10/24/17	10/26/17
Information Technology Support Specialist I	65	VC	08/14/17	08/29/17	Training & Experience Evaluation/Technical Interview	09/15/17	N/A	09/22/17	09/26/17
Placement Project Specialist	74	MC OC VC	07/06/17	07/23/17	Training & Experience Evaluation/Technical Interview	08/01/17	N/A	08/08/17	08/15/17
Performing Arts Center Technician I	17	VC	06/29/17	07/23/17	Training & Experience Evaluation/Technical Interview	08/02/17	N/A	08/16/17	08/17/17
Senior Accounting Technician	15	MC	08/16/17	09/04/17	Training & Experience/Written Test/Technical Interview	09/15/17	09/21/17	10/03/17	10/05/17

Current Classified Selection Processes (Between 08/12/17 to 09/15/17) (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
Senior Research Analyst	22	MC	08/04/17	08/27/17	Training & Experience Evaluation/Technical Interview	09/04/17	N/A	09/28/17	10/02/17
Student Success and Support Specialist II	5	MC	09/14/17	10/01/17	Training & Experience Evaluation/Technical Interview	10/06/17	N/A	10/16/17 – 10/20/17	10/24/17
Student Health Center Assistant II	7	VC	09/11/17	09/26/17	Training & Experience Evaluation/Technical Interview	10/03/17	N/A	10/09/17 – 10/13/17	10/17/17
Student Outreach Specialist	74	VC	09/05/17	09/20/17	Training & Experience Evaluation/Technical Interview	09/29/17	N/A	10/09/17	10/11/17

Current Classified Positions Filled (As of 09/15/17)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Bush, Ryder	Information Technology Support Specialist II	MCU127	MC	Probationary (new)	08/28/17
Carlson, Kevin	Research Analyst	MCU508	MC	Probationary (new)	08/28/17
Cermenio, Patrick	Community College Police Officer I	WCU009	Districtwide	Probationary (new)	08/14/17
Hernandez, Mayra	Financial Aid Technician	VCU552	VC	Probationary (promotion)	09/12/17
Ingley, Andrea	Senior Human Resources Analyst	DSC038	DAC	Probationary (promotion)	08/22/17
Jones, Brandon	Information Security Analyst	WCU067	DAC	Probationary (new)	08/17/17
Luff, David	Network Administrator II	WCU037	DAC	Probationary (new)	09/01/17
Pinza, Melissa	Performing Arts Center Technician I	VCU568	Ventura	Probationary (new)	09/11/17
Staugaard, John	Community College Police Officer I	WCU006	Districtwide	Probationary (new)	08/14/17
Sidnam, Chief	Administrative Assistant	MCU500	Moorpark	Transfer	08/31/17

Current Classified Positions Pending (As of 09/15/17)			
Classification	Position Number	Location	Date List Certified
Academic Data Specialist	MCU435	MC	08/04/17
Academic Data Specialist	VCU103	VC	08/03/17
College Fiscal Services Supervisor	MSC137	MC	09/08/17
Financial Aid Specialist	VCU541	VC	08/29/17
Grant Director – Career and Technical Education	XMC071	OC	08/29/17
Placement Project Specialist	MCU516	MC	08/10/17
	XCU418	OC	08/10/17
	VCU585	VC	08/10/17
Technical Data Specialist	DCU150	DAC	06/14/17

Upcoming Recruitments		
Classification	Position Number	Location
Curriculum Technician	MCU470	MC
Grant Director – Career and Technical Education	VCU077	VC
Instructional Lab Tech II – Registered Veterinary Technician	MCU517	MC
Student Services Specialist – Student Information Center	VCU547	VC
Program Specialist – Career & Technical Education	VCU358	VC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Data Analyst	DAC	05/24/17	In progress
Marketing Specialist	DAC	05/08/17	In progress

**PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHMENT OF CLASS**

RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:
Assessment Specialist

ANNUAL SALARY RANGE:

\$51,300 - \$70,776 (Classified Salary Schedule #260)

BACKGROUND:

Oxnard College administration requested the establishment of a new classification that will focus on coordinating and participating in assessment-related activities. Currently, these functions are incorporated in the Student Success and Support Specialist I and II classifications. College administration at all three colleges and Commission staff believes that removing the assessment-related responsibilities from the Student Success and Support Specialist II classification and creating a separate classification around this function will provide for a more clear and comprehensive description of the responsibilities being assigned to the subject positions given that individuals who perform these responsibilities do not perform the other functions associated with Student Success and Support Specialist I and II. The colleges have requested that only one level of Assessment Specialist be established given that they do not expect any difference in the level or type of responsibilities performed by the incumbents who will be responsible for performing these functions.

BASES OF RECOMMENDATION: An incumbent in the proposed classification will coordinate and participate in administering, scoring, and processing a variety of assessment tests to ensure proper student placement in classes and serve as liaison between the college and local educational institutions and community organizations to coordinate assessment-related activities. A classification description detailing the approved duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on internal alignment considerations and external market data. With regard to internal alignment, both Student Success and Support Specialist I and Student Success Support Specialist II classifications currently include assessment-related responsibilities. However, Student Success and Support Specialist II has additional responsibility for serving as a liaison between the college and local educational institutions and community organizations. Because the liaison responsibility will be assigned to all Assessment Specialist positions and given that the assessment support function is being extracted from the Student Success and Support Specialist II classification, alignment with Student Success and Support Specialist II at Classified Salary Schedule #260, \$51,300-\$70,776/annual) is appropriate.

With regard to the external market, classifications with similar duties and level of responsibility were found at the following organizations. This data further demonstrates that the proposed salary is appropriate.

Organization	Title	Salary
North Orange Community College District	Testing Assessment Specialist	\$48,660-\$58,980/annual
Antelope Valley College	Assessment Coordinator	\$49,458-\$60,116/annual
Santa Monica College	Senior Student Services Specialist - Assessment Services	\$51,240-\$62,280/annual
Long Beach Community College District	Assessment Coordinator	\$51,446-\$63,394/annual
Santa Barbara City College	Assessment Coordinator	\$57,851-\$70,467/annual
Los Rios Community College District	Assessment Center Testing Coordinator	\$53,014-\$72,581/annual
State Center Community College District	Assessment Coordinator	\$61,368-\$74,617/annual

In summary, it is appropriate to allocate the new classification to Classified Salary Schedule #260 (\$51,300-\$70,776/annual).

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: ASSESSMENT SPECIALIST****BASIC FUNCTION:**

Under the general supervision of a Student Success and Support Services Supervisor or higher-level administrator, coordinate and participate in administering, scoring, and processing a variety of assessments, including tests and multiple measures, to ensure proper student placement in classes.

REPRESENTATIVE DUTIES:

Coordinate, administer, and interpret proficiency tests and other multiple measures to ensure proper course placement.

Serve as liaison between the college and local educational institutions and community organizations with regard to coordinating assessment; administer outreach efforts to encourage participation in assessment activities; organize and conduct assessment sessions at local schools and community venues. *E*

Collaborate with college faculty to determine cut scores for tests and multiple measures to ensure proper student placement in classes. *E*

Monitor and evaluate student assessment functions for operational efficiency; assist in the development of a comprehensive assessment program. *E*

Score assessment tests according to established procedures; receive and process test results from outside agencies; distribute test records to students and college personnel; count, verify, record, and file tests and related materials; maintain confidential information. *E*

Interpret and explain requirements, policies, and procedures pertaining to assessment to students, parents, faculty, staff, and outside agencies; advise and assist students with the assessment process and the steps to complete their registration; respond to inquiries pertaining to assessment services; troubleshoot, resolve, and recommend solutions to issues and concerns. *E*

Collect and compile data regarding student assessment, placement, test results, and other information; prepare routine and special reports as requested. *E*

Ensure proper functioning of assessment computer lab; troubleshoot computer workstations as needed; serve as liaison with the information technology department in resolving problems with computers, related equipment, and assessment software; serve as a liaison with the assessment software vendors. *E*

Participate in the development and implementation of policies and procedures for assessment and placement. *E*

Support efforts to ensure students are completing Student Success and Support Program (SSSP) requirements by preparing reports, attending SSSP meetings, and sending communications to

ASSESSMENT SPECIALIST (continued)

students missing SSSP requirements. *E*

Prepare and distribute test schedules, including scheduling test dates, times, and locations; coordinate facilities, materials, and proctoring for test sessions. *E*

Monitor inventory levels of office and assessment supplies; order, receive, and maintain inventory of supplies. *E*

Design, prepare, and disseminate announcements, newsletters, brochures, flyers, forms, social media posts, and other forms of communication regarding assessment-related activities to college personnel and current and potential students. *E*

Train and provide work direction to student staff and other personnel assigned to assist in the assessment function. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, and materials used in assessment administration and proctoring
Applicable laws, rules, regulations, and policies related to assessment activities and services
Customer service and public relations methods and techniques
Principles of organization, collection, and storage of data
Principles and practices of business communication and report preparation
Methods and techniques of proper phone etiquette
Principles and procedures of record keeping and filing
Office productivity computer applications including word processing, spreadsheet, email, and database applications
District organization, operations, policies, and objectives
Fundamentals of English grammar, spelling, and composition
Basic arithmetic

ABILITY TO:

Coordinate, schedule, and administer activities related to assessment
Provide information and assistance to students, employees, and the public
Interpret, apply, and explain applicable laws, rules, regulations, policies, and procedures related to assessment
Establish and maintain partnerships with local educational institutions and community organizations in support of assessment efforts
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
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

ASSESSMENT SPECIALIST (continued)

Analyze situations accurately and adopt effective courses of action
Establish and maintain effective working relationships with those contacted in the course of work
Prepare reports by gathering and organizing data from a variety of sources
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university **AND** one year of experience performing student support functions at a high school or institution of higher education

OR

An associate degree from a recognized college or university **AND** three years of experience performing student support functions at a high school or institution of higher education

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: STUDENT SUCCESS AND SUPPORT SPECIALIST II****BASIC FUNCTION:**

Under the general supervision of the Student Success and Support Services Supervisor or higher-level administrator, organize and implement programs, services, and activities associated with the Student Success and Support Program (SSSP) to enhance student success for prospective, new, and continuing students and serve as liaison between the college and local educational institutions and community organizations with regard to outreach and recruitment efforts.

DISTINGUISHING CHARACTERISTICS:

The Student Success and Support Specialist I classification is assigned a variety of programs and activities to enhance student success. The Student Success and Support Specialist II classification is assigned additional responsibility for serving as a liaison between local educational institutions and community organizations with regard to outreach and recruitment efforts.

REPRESENTATIVE DUTIES:

Organize and implement programs and activities in support of the core services provided by the Student Success and Support Program (SSSP) including registration, assessment, orientation, educational planning, and follow-up. *E*

Serve as liaison between the college and local educational institutions and community organizations with regard to outreach and recruitment efforts; organize and conduct outreach sessions at local schools and community venues. *E*

Identify and contact students who have not completed the core services provided by SSSP including registration, assessment, orientation, educational planning, and follow-up, and assist them with completing such services. *E*

Inform students of academic and support services and deadlines associated with tutoring, supplemental workshops, counseling, financial aid, EOPS/CARE, CalWorks, Access, Student Health Services, Admissions and Records, and other student services and refer students to appropriate services across campus; coordinate SSSP activities with other college departments. *E*

Interpret and explain requirements, policies, and procedures pertaining to the SSSP to students; respond to inquiries pertaining to SSSP services. *E*

Assist in the development of comprehensive assessment program; administer assessment tests to new and continuing students on and off site; prepare and distribute test schedules. *E*

Identify at-risk student populations and refer students to appropriate academic support, counseling, and student support services; work with counselors and faculty in developing and maintaining an

STUDENT SUCCESS AND SUPPORT SPECIALIST II (continued)

early alert system to identify students in need of referral services. *E*

Provide support to probationary and dismissed students by scheduling probationary students for probation workshops and counseling appointments to develop a plan to return to good academic standing and communicating with probation students throughout their probationary period to refer them to needed services. *E*

Refer students to resources to assist them in declaring their program of study, transferring, and reaching their career objectives; identify and contact students who indicate "undecided" or "transfer" as their goal and provide information regarding career and transfer opportunities. *E*

Develop, coordinate, and conduct transition workshops and activities for prospective, new, and continuing students. *E*

Design, prepare, and disseminate announcements, newsletters, brochures, flyers, forms, social media posts, and other forms of communication regarding SSSP-related events, activities, programs, and initiatives to college personnel and students. *E*

Collect and compile data regarding retention rates, student success rates, transfer rates, student performance, student demographics, student services, program evaluation, and other information for inclusion into special and periodic reports; prepare administrative reports. *E*

Prepare and administer surveys to students pertaining to SSSP services. *E*

Troubleshoot and resolve problems and recommend solutions related to student success services. *E*

Maintain student files and other files and documents related to SSSP activities; enter and track data; prepare reports, correspondence, agendas, and meeting minutes. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Mission, objectives, and goals of the Student Success and Support Program (SSSP)
Applicable laws, rules, regulations, and policies related to SSSP activities and services
Recruiting and outreach strategies
Customer service and public relations methods and techniques
Principles of organization, collection, and storage of data
Principles and practices of business communication and report preparation
Methods and techniques of proper phone etiquette
Principles and procedures of record keeping and filing
Office productivity computer applications including word processing, spreadsheet, email, and database applications
Methods, procedures, and materials used in tutorial services
District organization, operations, policies, and objectives
Fundamentals of English grammar, spelling, and composition
Basic arithmetic

STUDENT SUCCESS AND SUPPORT SPECIALIST II (continued)

ABILITY TO:

- Provide information and assistance to students, employees, and the public
- Interpret, apply, and explain applicable laws, rules, regulations, policies, and procedures related to SSSP
- Establish and maintain partnerships with local educational institutions and community organizations in support of outreach and recruitment efforts
- Organize outreach and recruitment events and activities
- Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications as well as specialized software applications
- Utilize social media to disseminate information regarding SSSP-related events, activities, programs, and initiatives to college students
- Learn and apply new information and skills
- Type, keyboard, and/or enter data at a speed necessary for successful job performance
- 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
- Prepare reports by gathering and organizing data from a variety of sources
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university **AND** one year of experience performing student support functions at a high school or institution of higher education

OR

An associate degree from a recognized college or university **AND** three years of experience performing student support functions at a high school or institution of higher education

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: ESTABLISHMENT OF A NEW CLASSIFICATION SERIES TO COORDINATE OR MANAGE
VARIOUS PROGRAMS

BACKGROUND AND ANALYSIS

In recent years there has been an increase in the number of specially funded programs awarded to the District, thereby necessitating the establishment of new positions to manage these programs. It has been the practice of the Personnel Commission to establish program-specific classifications based on the unique knowledge, skills, and abilities required to manage these programs. While this practice has served the needs of the District up to this point in time, Commission staff recognizes that a more generic classification structure is needed to allow for the employment of individuals that can coordinate or manage special programs without the requirement of program-specific knowledge or skills. Therefore, Commission staff recommends the establishment of the following proposed classification structure that recognizes there are varying levels of responsibility with regard to managing such programs without the requirement that such individuals possess program-specific knowledge, skills, or abilities:

Title	Salary Schedule	Minimum	Maximum
Program Coordinator I	Classified	\$58,692	\$80,916
Program Coordinator II	Classified Supervisors	\$61,404	\$85,284
Program Director I	Management	\$76,530	\$102,551.04
Program Director II	Management	\$82,359	\$110,364

Personnel Commission staff conducted an extensive survey of all community college districts within the State of California for the purpose of understanding how other Districts address the issue of classifying these positions in recognition of the varying levels of responsibility associated with these roles. Staff found that there are various approaches with regard to how districts have chosen to structure these positions with little to no commonality among districts. Therefore, Commission staff independently developed a classification structure that provides a logical and fiscally responsible approach to addressing the foreseeable needs of the district. The establishment of the proposed classification series will provide the following benefits:

1. The structure will promote internal equity by ensuring program managers and coordinators are compensated at levels commensurate with the level and complexity of the assigned duties.
2. The salaries recommended under the proposed structure will ensure the District is competitive in the external market, thereby improving recruitment and retention.
3. The structure will result in greater efficiency and expediency in classifying and recruiting for new positions when program-specific subject matter expertise is not required.
4. The structure provides for flexibility with regard to the assignment of personnel as the needs of the District change.
5. The structure provides an internal alignment framework whereby new program-specific classifications can be compared against for the purpose of salary placement.

RECOMMENDATIONS

- A. Establish the classification of Program Coordinator I at Classified Salary Schedule 285 (\$58,692 - \$80,916/annual).
- B. Establish the classification of Program Coordinator II at Classified Supervisors' Salary Schedule 295 (\$61,404-\$85,284/annual).
- C. Establish the classification of Program Director I at Management Salary Schedule 90 (\$76,530-\$102,551.04/ annual).
- D. Establish the classification of Program Director II at Management Salary Schedule 105 (\$82,359-\$110,364/annual).
- E. Reallocate the classification of Grant Director – Basic Skills & Student Outcomes Transformation Program (BSSOTP) from Management Salary Schedule #105 (\$82,359 -\$110,364/annual) to Management Salary Schedule #90 (\$76,530 - \$102,551.04/annual).

BASES OF RECOMMENDATIONS

- A. Establish the classification of Program Coordinator I at Classified Salary Schedule #285 (\$58,692 - \$80,916/annual).

The recommended salary for the proposed classification is based on external market data and internal equity considerations. With regard to the external market, positions with comparable responsibility were found at the following organizations:

Organization	Title	Min Salary	Max Salary
Peralta Community College District	Project Manager	\$77,472	\$93,912
Foothill De Anza Community College District	Program Coordinator II	\$61,525	\$82,668
Chabot-Las Positas Community College District	Grant Project Coordinator	\$63,506	\$77,342
Los Angeles Community College District	Specially Funded Program Specialist	\$58,881	\$72,936
Victor Valley Community College District	Program Specialist, Special Grant Programs	\$55,152	\$70,368
San Jose Evergreen CCD	Program Coordinator	\$56,355	\$68,790

The proposed salary is at approximately the 73th percentile of the market which is considered competitive. With regard to internal equity, an employee in the proposed classification will be assigned duties of similar complexity to that of Foster Care Project Specialist, Mesa Program Specialist, and Placement Project Specialist classifications (all three at Classified Salary Schedule 285) given that such classifications are responsible for coordinating the activities of similarly complex specially funded programs at the college under general supervision of an assigned supervisor. In light of the market data and internal equity considerations, the recommendation to place the proposed class at Classified Salary Schedule 285 (\$58,692 - \$80,916/annual) is appropriate.

- B. Establish the classification of Program Coordinator II at Classified Supervisors' Salary Schedule #295 (\$61,404-\$85,284/annual).

Given the unique nature of the proposed model, staff was not able to find a sufficient number of comparable classifications from external agencies for the purpose of determining placement in the external market. Therefore, the recommended salary is based primarily on internal alignment and internal equity considerations. The following two comparable positions were found at other agencies:

Organization	Title	Min Salary	Max Salary
Foothill De Anza Community College District	Program Supervisor	\$72,869	\$97,728
West Valley-Mission Community College District	Program Supervisor	\$70,320	\$94,176

With regard to internal alignment, the proposed salary for the subject classification is approximately 5.4 percent higher than the proposed Program Coordinator I classification. This is appropriate given that this classification will have additional responsibility for supervising staff which is the only distinguishing characteristic between the Program Coordinator I and II classifications. With regard to internal equity, the proposed classification is placed approximately 2.8% below College Fiscal Services Supervisor (\$63,096-\$87,684/annual) which has additional responsibility for independently formulating fiscal-related procedures and policies with college-wide impact. The College Fiscal Services Supervisors also have limited authority to determine and approve the expenditure of resources for various college departments on behalf of the Vice Presidents. As such, placement of the proposed class at Classified Supervisors' Salary Schedule 295 (\$61,404-\$85,284/annual) is appropriate.

- C. Establish the classification of Program Director I at Management Salary Schedule #90 (\$76,530 - \$102,551.04/annual).

The recommended salary for the proposed classification is based primarily on internal alignment considerations. With regard to the external market, positions with comparable responsibility were found at the following organizations:

Organization	Title	Min Salary	Max Salary
Pasadena City College	Coordinator, (Various Programs)	\$69,924	\$135,012
West Valley-Mission Community College District	Program Director I - Student Programs	\$97,919	\$122,075
Victor Valley Community College District	Director of Special Grant Programs	\$83,352	\$115,440
Los Angeles Community College District	Specially Funded Program Director	\$89,157	\$110,450
Merced Community College District	Director of Student Outcomes Transformation Program	\$69,604	\$108,108
Rio Hondo Community College District	Grant Manager	\$76,138	\$92,754
Kern Community College District	Program Manager	\$66,315	\$87,011

Rio Hondo Community College District	Project Manager	\$70,677	\$86,149
Hartnell Community College	Grant Project Director	\$74,910	\$85,579

The proposed salary falls approximately at the 45th percentile of the surveyed market. Staff recognizes that placement at MSS #90 is below the median; however, internal alignment considerations limit salary placement. Assuming approval of the structure as proposed, placement on Management Salary Schedule #90 (\$76,530 - \$102,551.04/annual) is appropriate given that Program Director II is recommended to be placed on Management Salary Schedule #105.

- D. Establish the classification of Program Director II at Management Salary Schedule #105 (\$82,359 - \$110,364/annual).

The recommended salary for the proposed classification is based primarily on internal alignment considerations. With regard to the external market, positions with comparable responsibility were found at the following organizations:

Organization	Title	Min Salary	Max Salary
Mount San Antonio Community College District	Director, Strong Workforce Initiatives	\$121,776	\$134,628
South Orange County Community College District	Project Director, Career and Technical Education	\$90,372-	\$127,176
North Orange County Community College District	Director, Grants/Economic & Workforce Development	\$99,044	\$125,323
San Jose Community College District	METAS Project Director	\$100,566	\$119,178
Victor Valley Community College District	Director of Special Grant Programs	\$83,352	\$115,440
Long Beach Community College District	Director, Strong Workforce Program	\$94,884	\$115,332
Kern Community College District	Program Director	\$85,307	\$111,930
Rancho Santiago Community College District	Director, Business and Career & Technical Education	\$81,281	\$108,937
Riverside Community College District	Director, Career and Technical Education Projects	\$87,016	\$105,938

The proposed salary falls approximately at the 18th percentile of the market. Staff recognizes that placement at MSS #105 is below the median; however, internal alignment considerations limit salary placement. With regard to internal alignment, this classification is being aligned with the existing classifications of Grant Director – Science, Technology, Engineering, Mathematics (STEM) Grant, Grant Director – Title V Grant, Grant Director – California Career Pathways Trust Grant, and Grant Director – Career & Technical Education.

- E. Reallocate the classification of Grant Director – Basic Skills & Student Outcomes Transformation Program (BSSOTP) from Management Salary Schedule #105 (\$82,359 - \$110,364/annual) to Management Salary Schedule #90 (\$76,530 - \$102,551.04/annual).

There is currently a Grant Director – Basic Skills & Student Outcomes Transformation Program (BSSOTP) classification whose responsibilities more appropriately align with the proposed Program Director I classification. Should the Commission take action to approve the establishment of Program Director I at Management Salary Schedule #90, Commission staff recommends that the salary for Grant Director –BSSOTP be reallocated to Management Salary Schedule #90 to maintain internal alignment. There is currently one employee in the classification.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: PROGRAM COORDINATOR I****BASIC FUNCTION:**

Under the general direction of an assigned administrator, coordinates and evaluates a broad set of activities pertaining to a program or grant.

DISTINGUISHING CHARACTERISTICS:

The determination of the specific classification level is based upon the size and complexity of the program or grant; size of the budget; scope of supervisory responsibility; discretion in establishing policies, procedures, and plans; and fiscal authority.

A **Program Director II** performs work of significant responsibility, complexity, and oversight. This includes responsibility for the independent formulation and administration of policies, procedures, and plans pertaining to the program deliverables as well as authority for determining the allocation of resources and expenditures. A Program Director II also manages an annual operating budget of at least \$1,000,000, supervises professional-level staff, and/or manages a highly visible and complex program, typically with organization-wide impact.

A **Program Director I** performs similar duties to those of a Program Director II with the difference being that the programs are less complex and have smaller operating budgets. A Program Director I typically manages a total annual operating budget of less than \$1,000,000.

A **Program Coordinator II** coordinates the activities of a program but does not independently formulate policies, procedures, and plans pertaining to the program deliverables. Additionally, a Program Coordinator II does not have sole authority for determining and approving the allocation of resources and expenditures. A Program Coordinator II does supervise District staff.

A **Program Coordinator I** has the same breadth of responsibility as a Program Coordinator II but does not supervise District staff.

REPRESENTATIVE DUTIES:

Coordinate program activities to ensure that the program's goals, objectives, and timelines are met and in alignment with the District's and program's priorities, objectives, policies, and standards. *E*

Monitor the program budget and make recommendations regarding the allocation of resources and expenditure of funds. *E*

Coordinate the collection and analysis of data; participate in the preparation and submission of fiscal reports, program plans, progress reports, and other narrative and statistical reports as required and in accordance with District and external-agency requirements. *E*

Communicate the objectives, progress, and outcomes of the program initiatives to faculty, staff, students, administrators, university and high school partners, and/or the community; maintain open and regular communications with all project stakeholders. *E*

PROGRAM COORDINATOR I (continued)

Establish regional collaborative relationships and partnerships with business entities, community organizations, and local educational agencies. *E*

Research and identify grants and other funding opportunities; write, edit, review, monitor and/or evaluate grant proposals/applications. *E*

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

Develop and deliver presentations to various audiences. *E*

Serve as a district representative on various committees associated with the program. *E*

Integrate best practices of the project into institutional operation by the end of the program. *E*

Provide guidance and technical direction to project personnel. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Philosophy, mission, and goals of the community colleges, secondary educational agencies and the District

Goals, policies, regulations, and contractual requirements associated with the program

Current theories related to teaching and learning as applicable to the program objectives

Institutional research models and methodologies

State and/or federal regulatory practices applicable to the administration of the program

Principles of strategic planning, program development, and program review

Principles of budget preparation and administration

Participatory approaches to governance

Office productivity software applications, including word processing, spreadsheets, email and presentation software

Principles of English grammar, spelling, and composition

Principles of business letter writing and report preparation

ABILITY TO:

Use independent judgement in the interpretation and application of rules, regulations, policies, and procedures

Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving

Collaborate with academic and classified personnel to develop strategies to enhance student success outcomes

Learn and apply new information and skills

Create an environment conducive to the development of instructional and/or student services innovations as determined by the objectives of the program

Exercise independent judgment in developing and implementing creative solutions to program conditions or problems

PROGRAM COORDINATOR I (continued)

- Manage complex programs in a dynamic interdisciplinary environment with multiple responsibilities
- Provide guidance and technical direction to others
- Monitor and review complex budgets
- Communicate effectively, both orally and in writing
- Establish and maintain effective relations among faculty, staff, students, and administrators, as well as the community and local educational agencies
- Develop and deliver effective public presentations
- Plan and organize work to meet changing priorities and deadlines

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university AND two years of experience coordinating grants, projects, or programs of comparable complexity to the administrative assignment.

OR

A graduate degree from a recognized college or university AND one year of experience coordinating grants, projects, or programs of comparable complexity to the administrative assignment.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM COORDINATOR II

BASIC FUNCTION:

Under the general direction of an assigned administrator, coordinates, supervises, and evaluates a broad set of activities pertaining to a program or grant.

DISTINGUISHING CHARACTERISTICS:

The determination of the specific classification level is based upon the size and complexity of the program or grant; size of the budget; scope of supervisory responsibility; discretion in establishing policies, procedures, and plans; and fiscal authority.

A **Program Director II** performs work of significant responsibility, complexity, and oversight. This includes responsibility for the independent formulation and administration of policies, procedures, and plans pertaining to the program deliverables as well as authority for determining the allocation of resources and expenditures. A Program Director II also manages an annual operating budget of at least \$1,000,000, supervises professional-level staff, and/or manages a highly visible and complex program, typically with organization-wide impact.

A **Program Director I** performs similar duties to those of a Program Director II with the difference being that the programs are less complex and have smaller operating budgets. A Program Director I typically manages a total annual operating budget of less than \$1,000,000.

A **Program Coordinator II** coordinates the activities of a program but does not independently formulate policies, procedures, and plans pertaining to the program deliverables. Additionally, a Program Coordinator II does not have sole authority for determining and approving the allocation of resources and expenditures. A Program Coordinator II does supervise District staff.

A **Program Coordinator I** has the same breadth of responsibility as a Program Coordinator II but does not supervise District staff.

REPRESENTATIVE DUTIES:

Coordinate program activities to ensure that the program's goals, objectives, and timelines are met and in alignment with the District's and program's priorities, objectives, policies, and standards. *E*

Monitor the program budget and make recommendations regarding the allocation of resources and expenditure of funds. *E*

Coordinate the collection and analysis of data; participate in the preparation and submission of fiscal reports, program plans, progress reports, and other narrative and statistical reports as required and in accordance with District and external-agency requirements. *E*

Communicate the objectives, progress, and outcomes of the program initiatives to faculty, staff, students, administrators, university and high school partners, or the community; maintain open and regular communications with all project stakeholders. *E*

PROGRAM COORIDINATOR II (continued)

Establish regional collaborative relationships and partnerships with business entities, community organizations, and local educational agencies. *E*

Research and identify grants and other funding opportunities; write, edit, review, monitor and/or evaluate grant proposals/applications. *E*

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

Develop and deliver presentations to various audiences. *E*

Serve as a district representative on various committees associated with the program. *E*

Integrate best practices of the project into institutional operation by the end of the program. *E*

Supervise project personnel. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Philosophy, mission, and goals of the community colleges, secondary educational agencies and the District

Goals, policies, regulations, and contractual requirements associated with the program

Current theories related to teaching and learning as applicable to the program objectives

Institutional research models and methodologies

State and/or federal regulatory practices applicable to the administration of the program

Principles of strategic planning, program development, and program review

Principles of budget preparation and administration

Principles of employee supervision

Participatory approaches to governance

Office productivity software applications, including word processing, spreadsheets, email and presentation software

Principles of English grammar, spelling, and composition

Principles of business letter writing and report preparation

ABILITY TO:

Use independent judgement in the interpretation and application of rules, regulations, policies, and procedures

Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving

Collaborate with academic and classified personnel to develop strategies to enhance student success outcomes

Learn and apply new information and skills

Create an environment conducive to the development of instructional and/or student services innovations as determined by the objectives of the program

Exercise independent judgment in developing and implementing creative solutions to program conditions or problems

PROGRAM COORIDINATOR II (continued)

Manage complex programs in a dynamic interdisciplinary environment with multiple responsibilities

Lead, motivate, supervise, and evaluate the work of others

Monitor and review complex budgets

Communicate effectively, both orally and in writing

Establish and maintain effective relations among faculty, staff, students, and administrators, as well as the community and local educational agencies

Develop and deliver effective public presentations

Plan and organize work to meet changing priorities and deadlines

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university AND two years of experience coordinating grants, projects, or programs of comparable complexity to the administrative assignment.

OR

A graduate degree from a recognized college or university AND one year of experience coordinating grants, projects, or programs of comparable complexity to the administrative assignment

Experience supervising or providing work direction to staff is preferred.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASS TITLES: PROGRAM DIRECTOR I
 PROGRAM DIRECTOR II**

BASIC FUNCTION:

Under the general direction of an assigned administrator, plans, organizes, supervises, administers, and evaluates a broad set of activities pertaining to a program or grant.

DISTINGUISHING CHARACTERISTICS:

The determination of the specific classification level is based upon the size and complexity of the program or grant; size of the budget; scope of supervisory responsibility; discretion in establishing policies, procedures, and plans; and fiscal authority.

A **Program Director II** performs work of significant responsibility, complexity, and oversight. This includes responsibility for the independent formulation and administration of policies, procedures, and plans pertaining to the program deliverables as well as authority for determining the allocation of resources and expenditures. A Program Director II also manages an annual operating budget of at least \$1,000,000, supervises professional-level staff, and/or manages a highly visible and complex program, typically with organization-wide impact.

A **Program Director I** performs similar duties to those of a Program Director II with the difference being that the programs are less complex and have smaller operating budgets. A Program Director I typically manages a total annual operating budget of less than \$1,000,000.

A **Program Coordinator II** coordinates the activities of a program but does not independently formulate policies, procedures, and plans pertaining to the program deliverables. Additionally, a Program Coordinator II does not have sole authority for determining and approving the allocation of resources and expenditures. A Program Coordinator II does supervise District staff.

A **Program Coordinator I** has the same breadth of responsibility as a Program Coordinator II but does not supervise District staff.

REPRESENTATIVE DUTIES:

Plan, direct, and supervise program activities to ensure that the program's goals, objectives, and timelines are met and in alignment with the District's and program's priorities and objectives. *E*

Develop and implement operational policies, procedures, and standards pertinent to the goals and objectives of the program. *E*

Develop and manage the program budget; approve the allocation of resources. *E*

Manage the collection and analysis of data; oversee and participate in the preparation and submission of fiscal reports, program plans, progress reports, and other narrative and statistical reports as required and in accordance with District and external-agency requirements. *E*

PROGRAM DIRECTOR I
PROGRAM DIRECTOR II (continued)

Communicate the objectives, progress, and outcomes of the program initiatives to faculty, staff, students, administrators, university and high school partners, or the community; maintain open and regular communications with all project stakeholders. *E*

Establish regional collaborative relationships and partnerships with business entities, community organizations, and local educational agencies. *E*

Research and identify grants and other funding opportunities; write, edit, review, monitor and/or evaluate grant proposals/applications. *E*

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

Develop and deliver presentations to various audiences. *E*

Serve as a district representative on various committees associated with the program. *E*

Integrate best practices of the project into institutional operation by the end of the program. *E*

Supervise project personnel. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Philosophy, mission, and goals of the community colleges, secondary educational agencies and the District
Goals, policies, regulations, and contractual requirements associated with the program
Current theories related to teaching and learning as applicable to the program objectives
Institutional research models and methodologies
State and/or federal regulatory practices applicable to the administration of the program
Principles of strategic planning, program development, and program review
Principles of budget preparation and administration
Principles of effective management and supervision
Participatory approaches to governance
Office productivity software applications, including word processing, spreadsheets, email and presentation software
Principles of English grammar, spelling, and composition
Principles of business letter writing and report preparation

ABILITY TO:

Manage resources to accomplish long and short-term program goals
Use independent judgement in the interpretation and application of rules, regulations, policies, and procedures
Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving
Collaborate with academic and classified personnel to develop strategies to enhance student success outcomes

PROGRAM DIRECTOR I
PROGRAM DIRECTOR II (continued)

- Learn and apply new information and skills
- Create an environment conducive to the development of instructional and/or student services innovations as determined by the objectives of the program
- Exercise independent judgment in developing and implementing creative solutions to program conditions or problems
- Manage complex programs in a dynamic interdisciplinary environment with multiple responsibilities
- Lead, motivate, supervise, and evaluate the work of others
- Develop and administer complex budgets
- Communicate effectively, both orally and in writing
- Establish and maintain effective relations among faculty, staff, students, and administrators, as well as the community and local educational agencies
- Develop and deliver effective public presentations
- Plan and organize work to meet changing priorities and deadlines

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university AND four years of experience planning, directing, and organizing grants, projects, or programs of comparable complexity to the administrative assignment.

OR

A graduate degree from a recognized college or university AND two years of experience planning, directing, and organizing projects or programs of comparable complexity to the administrative assignment.

Experience supervising or providing work direction to staff is preferred.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN II - REGISTERED VETERINARY
TECHNICIAN**

BASIC FUNCTION:

Under the general supervision of a Zoo Operations Supervisor ~~and work direction of an Instructor~~, an Instructional Lab Technician II – Registered Veterinary Technician, in collaboration with the Veterinarian for America's Teaching Zoo, provides medical care to the America's Teaching Zoo animals; and oversees and instructs ~~provides guidance to~~ students in the medical care for zoo, exotic and domestic ~~and non-domestic~~ animals for the Exotic Animal Training and Management (EATM) animal collection; ~~maintains medical records, medical inventories, and supplies; restrains animals for medical procedures; operates veterinary equipment; implements and oversees routine preventive medical care; assembles materials, supplies, and equipment used in demonstrations and classroom assignments.~~

REPRESENTATIVE DUTIES:

~~Assist in the instruction~~ Perform, assist, and instruct students in a broad variety of zoo veterinary care and nursing procedures and techniques, such as darting, netting, hand injections, anesthetic procedures and physical exams, anesthesia monitoring, radiographs, blood draws, sample collection, catheter placement, fluid administration, ~~or~~ dental cleaning, and related animal-nursing and veterinary care procedures. *E*

~~Assist in the handling,~~ capture, restraining, and treatment zoo, exotic, and domestic animals during veterinary animal care procedures performed in the laboratory zoo, veterinary treatment room, and at veterinary specialty offices or hospitals; instruct students in the above practices and procedures. *E*

Work with students and staff to triage animal ~~problems concerns and issues for the veterinarian, and resolve those~~ within his/her expertise; follow instructions and perform veterinary nursing under direct or indirect supervision of the veterinarian; ~~or~~ refer husbandry, behavior ~~and~~ training questions to appropriate zoo operations staff and faculty. *E*

~~Assist zoo operations staff with veterinary concerns during weekends, holidays and vacation periods when the veterinarian is unavailable.~~ *E*

Maintain active veterinary case lists and m ~~Monitor~~ the condition of animals with chronic health problems; report new and update existing conditions to the veterinarian and zoo operations staff. *E*

Operate, monitor, and maintain a variety of technical veterinary laboratory equipment in the veterinary treatment room, and the Animal Health Center and maintain pathology records, necropsy equipment, protocols, and submit pathology samples. *E*

Assist in euthanasia as directed by the veterinarian; assist in or perform necropsies, maintain necropsy equipment and supplies, submit pathology samples, and maintain pathology records. *E*

INSTRUCTIONAL LAB TECHNICIAN II – REGISTERED VETERINARY TECHNICIAN (CONTINUED)

~~Assist-Instruct~~ students ~~and staff~~ to properly administer medications to zoo, exotic, and domestic animals, ~~conduct-prepare~~ laboratory sample submissions and analyze routine samples; implement veterinary standard operating procedures established instructional laboratory policies, and instruct in the appropriate use of veterinary care equipment; ~~instruct-assist~~ student assistants working in the zoo veterinary treatment room laboratory in the use of veterinary equipmentthe instructional laboratory, facilities, and ~~equipment~~other aspects of zoo medicine. *E*

Implement and manage a preventive medicine program under the direction of a veterinarian, including vaccinations, fecal parasite exams, and other related exams; schedule and coordinate routine exams, tests, and maintenance procedures; assist in scheduling and coordinating routing exams, tests, and perform maintenance procedures; instruct and assist students in the same. *E*

Prepare and set up veterinary treatment room and portable grips lab for zoo animal veterinarycare procedures by assembling supplies, ~~sterilizing instruments, and~~ solutions, equipment, and instruments; and setting up diagnostic equipment; inspect, clean, sterilize, and store used supplies and equipment; maintain a clean and orderly veterinary treatment room-the Animal Health Center, storerooms, and work areas ~~clean and orderly; maintain zoo medical supplies,~~ remove, and properly dispose of expired drugs and supplies, ~~prepare requisitions for supplies and materials~~order medicines and supplies, and prepare periodic inventory reports; instruct students in above practices and procedures. *E*

Assist the veterinarian in complying with current published guidelines and regulations for health and safety practices as required by Drug Enforcement Agency (DEA), United States Dept. of Agriculture (USDA), California Department of Fish and Wildlife (CDFW), California Occupational Hazard Agency (CALOSHA), and the State of California Veterinary Board. *E*

~~Write-Update~~ and maintain animal medical records in a manner that meets all regulatory requirements and oversee assigned students who ~~work-print and file~~on medical records ~~in a manner that meets all applicable regulatory requirements.~~ *E*

Perform ~~other related~~ duties as assigned. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Veterinary nursing procedures and general husbandry care procedures for zoo, exotic, and domestic species

Methods, equipment, and materials used in the care, treatment, handling, capture and restraint of zoo, exotic, and domestic animals

Euthanasia and postmortem procedures

Nursing care for small and large animal species used in the zoo laboratory

Preventive medicine principlesprograms

Animal nutrition, health, and safety practices

Modern office ~~practices,~~ procedures and equipment

Principles and procedures of record keeping and filing

Regulatory requirements for writing and maintaining medical records

Health and safety practices and precautions required by DEA, USDA, CDFW, CalOSHA, and the State of California Veterinary BoardAVMA

INSTRUCTIONAL LAB TECHNICIAN II – REGISTERED VETERINARY TECHNICIAN (CONTINUED)

ABILITY TO:

Perform basic and advanced veterinary nursing skills
Effectively utilize veterinary equipment such as darting equipment, digital x-ray, dental machine, and ultrasound
Operate immobilization equipment and properly administer medication during an anesthetic procedure and monitor animals under anesthesia
Lift, ~~capture~~, hold, and restrain ~~zoo, exotic, and domestic~~ animals
~~Perform and f~~Follow complex instructions in the preparation of lab equipment set-ups
Work independently with little direction
Analyze situations accurately and adopt an effective course of action
Communicate effectively, both orally and in writing
Give clear and concise instructions
Understand and ~~carry out~~~~follow~~ oral and written directions
Provide work directions to others
Work cooperatively with others
Establish and maintain effective working relationships with students, instructors, ~~and~~ zoo operations staff, and others
Prepare and maintain records, ~~reports~~, and files
~~Establish and maintain effective working and cooperative relationships with others~~
Effectively utilize modern office equipment, computer equipment and software in the performance of duties
Plan and organize work
Meet schedules and time lines
~~Maintain records and prepare reports~~

EDUCATION AND EXPERIENCE

An associate degree from a recognized college or university, preferably in veterinary technology, biology, zoology, animal husbandry, or closely related field AND three years of work experience as a zoo veterinary technician performing nursing care and handling of zoo, exotics, or wild animals in a zoo or equivalent setting.

OR

~~Any combination equivalent to:~~ An associates degree from a recognized college or university in veterinary technology, biology, zoology, animal husbandry, or closely related field and AND a minimum of three years full time work experience in an animal hospital under the supervision of a veterinarian; two years of work experience in the care and handling of zoo, exotics, or wild animals in a zoo or equivalent setting AND two years of work experience in veterinary nursing as a veterinary technician.

OR

An associate degree from a recognized college or university in exotic animal training management, zoo animal technology, or closely related field with coursework in the immediate handling and care of zoo, exotics, or wild animals AND two years of work experience in veterinary nursing as a veterinary technician.

LICENSES AND OTHER REQUIREMENTS

**INSTRUCTIONAL LAB TECHNICIAN II – REGISTERED VETERINARY TECHNICIAN
(CONTINUED)**

~~Applicants not possessing a current valid Registered Veterinary Technicianology license from the California State Veterinary Medical Association must have a Registered Veterinary Technician or equivalent license and receive a valid Registered Veterinary Technician license from the California State Veterinary Medical Association prior to completion of the probationary period from an American Veterinary Medical Association accredited program~~

Valid CPR Certificate

Valid First Aid Certificate

~~WORKING CONDITIONS:~~

~~ENVIRONMENT:~~

~~Outdoor animal facility, small animal health center, and office environment~~

~~Subject to offensive odors from animals and feces~~

~~Variable hours that could include weekends and holidays~~

~~PHYSICAL ABILITIES:~~

~~Lift and carry animals, supplies and equipment weighing up to 50 pounds~~

~~Hearing and speaking to communicate with students~~

~~Seeing to observe students, animals, and medical facility conditions~~

~~Holding and restraining animals for treatment~~

~~Dexterity of hands and fingers to operate and repair equipment and to administer treatments to animals~~

~~Standing for extended periods of time~~

~~HAZARDS:~~

~~Exposure to animals exhibiting unpredictable temperaments~~

~~Exposure to cleaning and disinfecting agents~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT SERVICES SPECIALIST - INTERNATIONAL STUDENTS

BASIC FUNCTION:

Under the direction of a Dean or assigned supervisor, plan ~~and~~, implement, and coordinate the International Student Program including providing guidance to international students, and coordinating immigration-related matters, housing, orientation, and recruitment, ~~and assistance to students with personal or school-related problems throughout their college experience.~~

REPRESENTATIVE DUTIES:

Serve as primary contact person for international students ~~through~~ during their college experience; assist international students in ~~any~~ aspects of cultural and college life adjustments ~~and adapting to college life.~~ *E*

~~Prepare~~, and submit the international student program goals and objectives. *E*

Plan, coordinate, ~~and~~ promote, and conduct international student recruitment and orientation activities and other special events; ~~plan and present international student orientation activities; develop and update brochures, application and orientation packets and flyers.~~ *E*

Advise international students regarding immigration regulations and enforce USCIS and District policies and procedures; prepare and submit various immigration documents for international students. *E*

Serve as liaison between students, faculty, and staff regarding ~~concerning~~ personal or academic ~~problems~~ concerns; act as advocate for international students in dealing with outside organizations; direct students to appropriate resources as necessary for assistance or resolution. *E*

Provide specialized registration assistance to ~~with the registration of~~ international students; communicate with prospective international students and facilitate their admission to the college. *E*

~~Develop~~, Coordinate and implement secure housing for international students. *E*

Participate in; Attend and represent the college at; various meetings, workshops, seminars, and conferences relating to the operation of the international student office ~~such as USCIS and NAFSA;~~ maintain current knowledge regarding applicable immigration laws and NAFSA updates. *E*

~~Represent the campus at a variety of meetings and workshops; provide a variety of information on international education to students and staff.~~ *E*

~~Prepare and submit various immigration documents for international students during their college experience.~~ *E*

STUDENT SERVICES SPECIALIST - INTERNATIONAL STUDENTS (continued)

~~Plan and coordinate international student events and activities with community groups and organizations as appropriate. *E*~~

~~Collect and compile data regarding Prepare various program reports; maintain student records; monitor students' academic programs; student performance, program evaluation, and other information for inclusion into special and periodic reports; prepare administrative reports. *E*~~

~~Remain current on changes and additions to immigration laws, applicable to Visa types; read bulletins and NAFSA newsletters and attend meetings and conferences.~~

~~Design, prepare, and disseminate announcements, newsletters, brochures, flyers, forms, social media posts, and other forms of communication regarding international student related events, activities, programs, and initiatives. *E*~~

~~Participate in the development of the international student program budget. Perform a variety of administrative and clerical duties including monitoring the program budget, monitoring office inventory, inputting requisitions, and processing invoices. *E*~~
~~Maintain inventory of office supplies; order supplies when needed.~~

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Mission, objectives, and goals of the international student program~~
~~Applicable Technical aspects of field of specialty pertaining to federal, State and local laws, rules, regulations, and policies related to Visa students; international student programs and services~~
~~District organization, operations, policies, and objectives applicable to international student functions~~
~~College international student programs and services~~
~~United States Citizenship and Immigration Services (USCIS) forms, regulations, and practices and preparation of same as they apply to international students~~
~~Community agencies and resources available to students~~
~~Principles of organization, collection, and storage of data~~
~~Record-keeping techniques~~
~~Modern office practices, procedures, and equipment Office productivity computer applications including word processing, spreadsheet, email, and database applications~~
~~Principles and practices of business communication and report preparation~~
~~Fundamentals of English grammar, spelling, and composition~~
~~Oral and written communication skills~~
~~Telephone techniques and etiquette Methods and techniques of proper phone etiquette~~
~~Interpersonal skills using tact, patience, and courtesy~~

ABILITY TO:

~~Provide information and assistance to students, employees, and the public~~
~~Read, Interpret, apply, and explain applicable laws, rules, regulations, policies and procedures related to international students~~

STUDENT SERVICES SPECIALIST - INTERNATIONAL STUDENTS (continued)

~~Work effectively with students from various cultural backgrounds~~ Demonstrate sensitivity to students, colleagues, and clients with diverse cultures, languages, ethnic, and socioeconomic backgrounds

Organize and deliver informational presentations

~~Maintain records and prepare reports~~ Prepare reports by gathering and organizing data from a variety of sources

~~Oversee budgets~~

Communicate ~~effectively~~ clearly and concisely, both orally and in writing

Complete work with many interruptions

~~Collaborate with others to carry out work~~

Establish and maintain cooperative and effective working relationships with others

Analyze situations accurately and adopt ~~an~~ effective courses of action

~~Plan and organize work~~ Work independently with little direction

~~Work confidentially with discretion~~ Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: completion of two years of college course work in sociology, psychology or related field, and two years of increasingly responsible experience working with international students, counseling, student services, or related area.~~

A bachelor's degree from an accredited college or university AND one year of experience working with international students or performing student support functions at an institution of higher education

OR

A master's degree from an accredited college or university in education, international education, counseling, student affairs or closely related field

WORKING CONDITIONS:

ENVIRONMENT:

~~Student Services office environment~~

~~Constant interruptions~~

PHYSICAL ABILITIES:

~~Hearing and speaking to communicate with others~~

~~Seeing to observe and assure accurate completion of documents~~

~~Sitting and standing for extended periods of time~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT SERVICES SPECIALIST - STUDENT INFORMATION CENTER

BASIC FUNCTION:

Under the general supervision direction of an assigned supervisor, plan and monitor ~~supervise~~ the day-to-day operations of the Student Information Center and perform associated responsibilities, ~~a one-stop student center, providing information and services to transition students into and through the college community; work to support the college outreach and recruitment activities and programs.~~

REPRESENTATIVE DUTIES:

Plan and monitor the day-to-day operations of the college Student Information Center; serve as a resource to students, providing guidance on college programs and processes, ~~assist the transitioning of students into and through the community college environment; assist with data collection and dissemination of transfer information.~~ *E*

~~In collaboration with the Outreach & Recruitment Specialist, P~~plan, organize and implement a the Pre-Assessment Student Services (PASS)-student peer advisor program and associated activities to support the Student Success and Support Program and to enhance the recruitment process involving outreach ~~to~~ of high school students. *E*

Recruit, train, and ~~oversee~~ supervise student peer advisors for the Student Information Center and its associated activities regarding the facilitation of college student services, which includes, including providing support to various workshops and programs. *E*

~~Create and M~~maintain a database for research and college reports to document the number demographic data of students and potential students served; disseminate data and transfer information to appropriate parties. *E*

Provide support guidance to potential students, including the limited English speaking community, regarding through assisting in the matriculation process elements, including recruitment, assessment, college orientation, college registration, financial aid fee waivers, program requirements, and student responsibilities. *E*

~~Collaborate with program faculty, counselors, coordinators, and administrators on the development and implementation of special projects, such as college community events and college-wide programs and services.~~ *E*

Develop and maintain special programs and projects as assigned such as college orientation programs for future students, on-campus events, community events, and campus tours; liaison with program faculty, counselors, coordinators, and administrators regarding the development, set-up, coordination, scheduling, and implementation of special projects and programs. *E*

Revised September 2017

Established May 2006

STUDENT SERVICES SPECIALIST - STUDENT INFORMATION CENTER (continued)

Serve on a variety of campus committees; attend and participate in meetings, conferences, seminars and in-service training workshops as assigned. *E*

Perform ~~related~~other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

College student services and instructional support services

~~Basic college~~ District organization, operations, policies and objectives procedures pertaining to student support services

~~Principles of p~~ Program management

Recruitment and outreach strategies

~~Data~~ Principles of organization, collection, and storage of data and

Principles and procedures of records management-keeping systems

Customer service, marketing, and public relations methods and techniques ~~Marketing and promotional skills~~

~~Interpersonal communication skills~~

Methods and techniques for o ~~rganization and planning skills~~

Social, ethnic, and cultural characteristics of the population served by the college ~~Culturally diverse and under represented students~~

Office productivity computer applications including word processing, spreadsheet, email, and database applications ~~Knowledge of office equipment, computers, and software~~

ABILITY TO:

Organize, plan, and implement comprehensive programs and services related to the transitioning of students into the community college environment

~~Effectively communicate student services information on an individual basis and in groups to students, classified staff, faculty, and administrators~~

Communicate clearly and concisely ~~effectively~~, both orally and in writing

Demonstrate sensitivity to students, colleagues, and clients with diverse cultures, languages, ethnic, and socioeconomic backgrounds ~~Work with a diverse student population~~

Work effectively and cooperatively with college units, community agencies, and institutional organizations

EDUCATION AND EXPERIENCE:

An associate degree from a recognized college or university AND three years of experience providing customer service in a public service or social service environment.

OR

~~Any combination equivalent to:~~ A bachelor's degree from a recognized college or university in psychology, education, liberal arts, or other related field and AND two years of experience full-time student providing customer services experience in a public service or social service environment.

STUDENT SERVICES SPECIALIST - STUDENT INFORMATION CENTER (continued)

OR

A master's degree from a recognized college or university AND one year of experience providing customer service in a public service or social service environment.

WORKING CONDITIONS:

ENVIRONMENT:

~~Student Services office environment
Constant interruptions and frequent interaction with students, staff and the public
Non-traditional work schedule~~

PHYSICAL ABILITIES:

~~Sitting for extended periods of time
Walking for extended periods of time
Hearing and speaking to exchange information
Seeing to read and review documents
Reaching to file and retrieve records~~