

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING AGENDA
Thursday, June 16, 2005 – 7:00 p.m.
District Service Center Conference Room
333 Skyway Drive, Camarillo, CA**

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

ITEM NO.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

4. MINUTES

Personnel Commission Meeting of May 19, 2005.

4-95

5. CORRESPONDENCE

Approval of FY 2005-06 budget by County Superintendent of Schools

6. REPORTS

a. Classified Employee Representative(s) Report

b. Board of Trustees Meeting Report

c. Director's Report – Patricia Parham

d. Commissioners' Reports

7. OLD BUSINESS

Professional Experts

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

a. Food Services Operation Specialist
Recommended Classified Salary Schedule #240 (\$3,109-\$4,285/mo)
Proposed Classification Specification attached

8-130

b. Job Developer - Mental Health
Recommended Classified Salary Schedule #230 (\$2,879-\$3,979/mo)
Proposed Classification Specification attached

8-131

c. Job Developer - Disabled Students
Recommended Classified Salary Schedule #230 (\$2,879-\$3,979/mo)
Proposed Classification Specification attached

8-132

9. APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS/SALARY RANGE

Food Services Assistant I (#160 - \$1,980-\$2,728) 9-107
to Food Services Worker
Recommended Classified Salary Schedule #140 (\$1,822-\$2,507/mo)
Revised Classification Specification attached

10. RECLASSIFICATION
None

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES
None

12. ABOLISHMENT OF CLASSIFICATIONS

- a. Assistant Food Services Supervisor 12-25
- b. Food Services Assistant II 12-26
- c. Food Services Supervisor 12-27

13. INTERPRETATION OF MINIMUM QUALIFICATIONS
None

14. APPROVAL OF PROPOSED SALARY RANGE
None

15-18.
Will be listed as appropriate.

19. OTHER
None

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, July 21, 2005 at 7:00 p.m.

22. ADJOURNMENT

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 the Associate Vice Chancellor of Human Resources/Personnel, Patricia Parham, VCCCD, 333 Skyway Drive, Camarillo, CA 93010, (805) 384-8351.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
May 19, 2005
MINUTES**

**THREE HUNDRED AND
SEVENTY-FIFTH MEETING**

The three hundred and seventy-fifth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, May 19, 2005.

1. CALL TO ORDER

Chairman David Gonzales called the meeting of the Personnel Commission to order at 7:05 p.m.

2. ROLL CALL

Commissioners David Gonzales, Barbara Harison, and Ray Pizarro were in attendance. Also present was Patricia Parham, Associate Vice Chancellor of Human Resources and Secretary of the Personnel Commission.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

Ms. Harison asked that item 6.d. be changed to reflect the commissioners' discussion of a recent article in the CSPCA newsletter regarding Limited Term positions. Subject to that change, and on motion by Mr. Pizarro, seconded by Ms. Harison, the minutes of the April 21, 2005 meeting of the Personnel Commission were unanimously approved. (4-94)

5. CORRESPONDENCE

None

6. REPORTS

a. Classified Employee Representative(s) Report

None

b. Board of Trustees Meeting – Patricia Parham

Ms. Parham reported on the topics of discussion at the most recent meeting of the Board of Trustees

c. Director's Report – Patricia Parham

Ms. Parham reviewed the *Positions Filled & Pending Report*, which reflects five positions filled and one pending selection, and the *Current Recruitments Report*, reflecting five positions.

- d. Commissioners' Reports
None

7. OLD BUSINESS

Professional Experts

The commissioners reviewed the *May Report of Professional Experts*, with three names added and one removed since the April report.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

None

9. APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS/SALARY RANGE

None

10. RECLASSIFICATION

None

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

None

12. ABOLISHMENT OF CLASSIFICATIONS

None

13. INTERPRETATION OF MINIMUM QUALIFICATIONS

None

14. APPROVAL OF PROPOSED SALARY RANGE

None

15-18. Listed as appropriate.

None

19. OTHER

- a. Public Hearing of FY 2005-2006 Personnel Commission Budget (19-185)

On motion by Ms. Harison, seconded by Mr. Pizarro, Mr. Gonzales formally opened the public hearing of the Personnel Commission Budget for FY 2005-2006. There being no discussion, the public hearing was closed after a motion by Mr. Pizarro, seconded by Ms. Harison.

b. Adoption of FY 2005-2006 Budget (19-186)

Ms. Parham provided a printout showing the status of the budget for the current year. A discussion of the budget holding variance and the retiree benefits followed. Ms. Parham explained the footnote at the bottom of the budget, which justifies the fluctuation of salary and benefit costs until final approval of the district budget. On motion by Ms. Harison, seconded by Mr. Pizarro, the commissioners unanimously approved the FY 2005-2006 Budget, which will be sent for approval to the County Superintendent of Schools.

c. Voluntary Demotions in Lieu of Layoff (19-285)

- 1) Kathy E. Campbell (19-187)
From Food Services Asst. II (#180)
to Bookstore Cashier (#180)
- 2) Maureen G. Rauchfuss (19-188)
From Student Services Specialist/International Students (#250)
to Admissions & Records Technician (#230)
- 3) Liwayway Torres (19-189)
From Food Services Supervisor (CSS #275)
to Business Office Asst. (#180)

Ms. Parham explained that these three employees have voluntarily requested demotions, following the elimination of their current positions. There was a discussion of their status, and the status and reinstatement rights of all eleven employees who were affected by the proposed closure of the cafeterias. On motion by Ms. Harison, seconded by Mr. Pizarro, the commissioners unanimously approved the voluntary demotions.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

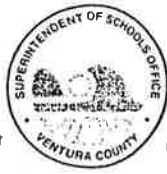
21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission will be Thursday, June 16, 2005, at 7:00 p.m.

22. ADJOURNMENT

On motion by Mr. Pizarro, seconded by Ms. Harison, Mr. Gonzales adjourned the meeting of the Personnel Commission at 7:27 p.m.

VENTURA
COUNTY



SUPERINTENDENT
OF SCHOOLS OFFICE

Administrative Services Center 5189 Verdugo Way, Camarillo, CA 93012

ADMINISTRATION

Charles Weis, Ph.D.
County Superintendent of Schools
(805) 383-1901
FAX (805) 383-1908

Sandra Shackelford
Associate Superintendent
Educational Services
(805) 383-1903
FAX: (805) 383-1908

Stanley C. Mantooth
Associate Superintendent
Business & Personnel Services
(805) 383-1905
FAX: (805) 383-1908

Jim Compton
Assistant Superintendent
Student Programs & Services
(805) 388-4423
FAX: (805) 388-4428

May 31, 2005

Patricia S. Parham
Associate Vice Chancellor of Human Resources
Community Colleges of Ventura County
333 Skyway Drive
Camarillo, CA 93010

Dear Ms. Parham:

Enclosed for your records is a copy of the approved Annual Budget of the Ventura County Community College District Personnel Commission for fiscal year 2005-2006. A copy is also being sent to the Chancellor's office.

It is our understanding that the budget was adopted based upon estimated staff salary and benefits costs and will be modified to reflect the actual costs of salary and benefits of the staff positions that report to the Commission. Please be advised that when the above-identified actual costs have been determined, we will require documentation of the modified costs prior to approval of an augmented budget.

Sincerely,

A handwritten signature in cursive script that reads "Charles Weis".

Charles Weis, Ph.D.
County Superintendent of Schools

CW:sab

Enclosure

cc: James Meznik, Chancellor
Stan Mantooth, Associate Superintendent, Business and Personnel Services, VCCSO

"Commitment to Quality Education for All"

VCCCD

JUN 16 2005

HUMAN
RESOURCES

CURRENT RECRUITMENTS

JUNE 16, 2005

Job Title	No. of Apps.	Loc	Status	Closing Date	Type of Exam	Skills Exam	Orals	Certified Date
College Trainer	2/ 19 web	OC	Closed	June 3, 2005 Extended	Screening week of June 13	-----	Week of June 27	To be certified week of July 5, 2005
Financial Aid Officer	4/ 15 web	OC	Closed	May 23, 2005	Screening week of June 6	-----	July 7	To be certified week of July 11, 2005
Instructional Lab Technician II- Learning Resources	6/ 20 web	VC	Closed	March 8, 2005	Screening week of April 18	-----	May 25	To be certified week of June 13, 2005
Plumber	7/ 5 web	VC	Closed	May 16, 2005	Screening week of May 23	-----	June 21	To be certified week of June 27, 2005
Risk Management Specialist	0/ 3 web	DSC	Open	June 27, 2005	Screening week of June 27	-----	Week of July 11	To be certified week of July 25

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DEPARTMENT

POSITIONS FILLED & PENDING

June 16, 2005

Current number of positions certified May 19, 2005 to June 16, 2005.

4 positions filled:

<u>Employees Hired</u>	<u>Positions</u>	<u>Loc</u>	<u>Status</u>	<u>Eff. Date</u>
Jay Anderson	Fire Academy Equip. Tech (XCU253) 10 mo., 45%	OC	Probationary	06/22/05
Terri Preston	Library Technician (VCU475)	VC	Probationary	07/01/05
ashad Taylor	Bookstore Stock Asst – LT (VCZ022) 2 mos., 100%	VC	Limited Term	07/05/05- 09/15/05
Carl Mahr	Bookstore Stock Asst. (VCU029)	VC	Probationary	06/22/05

Position Pending selection:

Instructional Lab Technician II- Learning Resources- VC

PROFESSIONAL EXPERTS – *Currently under contract*

7/12/04 – 23 added/93 removed
8/11/04 – 11 added
9/13/04 – 10 added/12 removed
10/15/04 – 1 added/1 removed
12/10/04 – 46 added

01/20/05 - 5 added/41 removed
03/12/05 - 6 added
04/13/05 - 8 added
05/13/05 - 3 added/1 removed
06/10.05 - 46 added/3 removed

Americorp Intern

Miriam Gutierrez
Clara Villasenor

December 20, 2004 – November 31, 2005
December 20, 2004 – November 31, 2005

Athletic Specialist

Elizabeth Herrera

August 6, 2004 – June 15, 2005

Community Education Trainer

Vicki Shallenberger
Maud Huey-Kenyon
Marion Lapan
Stan Myers
Donna Goris
Iva Jeffreys
Jan Schuette
Vicki Shallenberger
Marion Lapan
Marion Lapan

June 23, 2004 – June 30, 2005
July 8, 2004 – June 30, 2005
July 8, 2004 – June 30, 2005
July 8, 2004 – June 30, 2005
February 1, 2005 – June 30, 2005
February 1, 2005 – June 30, 2005
February 1, 2005 – June 30, 2005
February 16, 2005 – June 30, 2005
May 11, 2005 – June 30, 2005
July 1, 2005 – June 30, 2006

Customized Training Consultant

Judi Balcerzak
Claudia Konieczny
Donna Goris

August 6, 2003 – June 30, 2005
August 30, 2004 – June 30, 2005
October 27, 2004 – June 30, 2005

Health Care Professional

Deanna Flanagan
Laura Forsyth
Sharon Gibbs
Deborah Sargeant
Denise Stephenson
Anna Cole
Louise Nemerson
Salvador M. Sandoval
Maud Huey-Kenyon
Donna Marks
Anna Cole
Glenn A. Peters
Steven Carroll
James Clegg
Jessica Cochran
Anna Cole
Sharon Gibbs
Glenn A. Peters

June 18, 2004 – June 30, 2005
June 18, 2004 – June 30, 2005
June 18, 2004 – June 18, 2005
June 18, 2004 – June 30, 2005
June 18, 2004 – June 30, 2005
July 1, 2004 – June 30, 2005
July 1, 2004 – June 30, 2005
August 23, 2004 – June 30, 2005
August 30, 2004 – June 30, 2005
September 1, 2004 – June 30, 2005
October 1, 2004 – June 30, 2005
January 12, 2005 – June 30, 2005
June 11, 2005 – June 11, 2005
June 11, 2005 – June 11, 2005
June 11, 2005 – June 11, 2005
July 1, 2005 – June 30, 2006
August 8, 2005 – December 14, 2005
July 1, 2005 – December 15, 2005

Deborah Sargent
Denise Stephenson
Louise Nemerson
Phillip Tibbs

July 1, 2005 – December 14, 2005
July 1, 2005 – June 30, 2006
July 1, 2005 – June 30, 2006
June 11, 2005 – June 11, 2005

Occupational Trainer

Morley R. Hense	November 9, 2004 – June 30, 2005
William Ackerman	November 10, 2004 – June 30, 2005
Steve Barton	November 10, 2004 – June 30, 2005
Larry Brister	November 10, 2004 – June 30, 2005
Jeff Donabedian	November 10, 2004 – June 30, 2005
Robert Dunivin	November 10, 2004 – June 30, 2005
Erik Fest	November 10, 2004 – June 30, 2005
Daniel Gildea	November 10, 2004 – June 30, 2005
Joseph Herrick	November 10, 2004 – June 30, 2005
John Huecker	November 10, 2004 – June 30, 2005
Mike Ketaily	November 10, 2004 – June 30, 2005
Ray Lambert	November 10, 2004 – June 30, 2005
Jerry Lara	November 10, 2004 – June 30, 2005
Richard Lund	November 10, 2004 – June 30, 2005
Andres Orozco	November 10, 2004 – June 30, 2005
Howard Orr	November 10, 2004 – June 30, 2005
Brian Porter	November 10, 2004 – June 30, 2005
Mark Seastrom	November 10, 2004 – June 30, 2005
Daniel Sherman	November 10, 2004 – June 30, 2005
Ryan Sinutko	November 10, 2004 – June 30, 2005
John E. Squire	November 10, 2004 – June 30, 2005
Danny Swenson	November 10, 2004 – June 30, 2005
Lisa Tarkany	November 10, 2004 – June 30, 2005
Christina Terrazas	November 10, 2004 – June 30, 2005
Mark Todd	November 10, 2004 – June 30, 2005
Jay R. Anderson	November 23, 2004 – June 30, 2005
Anthony Arellanes	November 23, 2004 – June 30, 2005
Phillip Corsi	November 23, 2004 – June 30, 2005
Kevin Fildes	November 23, 2004 – June 30, 2005
Jason Guzman	November 23, 2004 – June 30, 2005
Craig Knight	November 23, 2004 – June 30, 2005
James Krebs	November 23, 2004 – June 30, 2005
David Kromka	November 23, 2004 – June 30, 2005
James Peterson	November 23, 2004 – June 30, 2005
Steven Reyes	November 23, 2004 – June 30, 2005
Eric Roulston	November 23, 2004 – June 30, 2005
Jim Smith	November 23, 2004 – June 30, 2005
Brian Southerland	November 23, 2004 – June 30, 2005
Gary Young	November 23, 2004 – June 30, 2005
Stan Ziegler	November 23, 2004 – June 30, 2005
Danny Spykerman	December 4, 2004 – June 30, 2005
Danny Spykerman	March 3, 2005 – June 30, 2005
Jay R. Anderson	March 31, 2005 – June 30, 2005
Robert Dunivin	March 31, 2005 – June 30, 2005

Joseph Herrick	March 31, 2005 – June 30, 2005
Steven Reyes	March 31, 2005 – June 30, 2005
Dan Spykerman	March 31, 2005 – June 30, 2005
Lisa Tarkany	March 31, 2005 – June 30, 2005
James Peterson	May 5, 2005 – June 30, 2005
Jay R. Anderson	May 23, 2005 – June 30, 2005
Anthony Arellanes	May 23, 2005 – June 30, 2005
Anthony Arellanes	July 1, 2005 – June 30, 2006
Steve Barton	July 1, 2005 – June 30, 2006
Larry Brister	July 1, 2005 – June 30, 2006
Phillip Corsi	July 1, 2005 – June 30, 2006
Robert Dunivin	July 1, 2005 – June 30, 2006
Erik Fest	July 1, 2005 – June 30, 2006
Deanna Flanagan	July 1, 2005 – June 30, 2006
Daniel Gildea	July 1, 2005 – June 30, 2006
Morley R. Hense	May 23, 2005 – June 30, 2005
Joseph Herrick	July 1, 2005 – June 30, 2006
John Huecker	July 1, 2005 – June 30, 2006
James Krebs	May 23, 2005 – June 30, 2005
James Krebs	July 1, 2005 – June 30, 2006
David Kromka	May 23, 2005 – June 30, 2005
David Kromka	July 1, 2005 – June 30, 2006
Jerry Lara	July 1, 2005 – June 30, 2006
Jerry Lund	July 1, 2005 – June 30, 2006
Steven Reyes	May 23, 2005 – June 30, 2005
Steven Reyes	July 1, 2005 – June 30, 2006
Brian Porter	July 1, 2005 – June 30, 2006
Mark Seastrom	July 1, 2005 – June 30, 2006
Daniel Sherman	July 1, 2005 – June 30, 2006
Brian Southerland	July 1, 2005 – June 30, 2006
Dan Spykerman	July 1, 2005 – June 30, 2006
John E. Squire	July 1, 2005 – June 30, 2006
Lisa Tarkany	July 1, 2005 – June 30, 2006
Christina Terrazas	July 1, 2005 – June 30, 2006
Mark Todd	July 1, 2005 – June 30, 2006
Gary Young	July 1, 2005 – June 30, 2006
Jay R. Anderson	July 1, 2005 – June 30, 2006
Jeff Donabedian	July 1, 2005 – June 30, 2006
Mike Ketaily	July 1, 2005 – June 30, 2006
Alan Perry	July 1, 2005 – June 30, 2006

Project Specialist

David Donaldson	December 6, 2004 – June 30, 2005
Andres Orozco	January 12, 2005 – June 30, 2005
Tasnin Kosar Sharif	March 5, 2005 – June 30, 2005

Research Specialist – Other

Mark S. Beam	April 26, 2005 – June 30, 2005
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June 24, 2005

Attached is the revised job description for Food Services Operation Specialist reflecting changes made after the June 16, 2005 Personnel Commission Meeting.

Alicia Thier

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: FOOD SERVICES OPERATION SPECIALIST

BASIC FUNCTION:

Under the direction of the Vice President of Business Services, oversee a small food service operation of a cafeteria and snack bar at a Community College with limited food preparation, service and facilities; select and order foodstuffs and supplies from appropriate vendors, assist in food preparation and serving and participate in all other activities of the food service operation; assist with the preparation of budgets and other reports.

REPRESENTATIVE DUTIES:

Lead and participate in the preparation, set up, serving and sale of food. *E*

Coordinate the efficient operation of college vending; oversee the vending activities if applicable. *E*

Act as a lead to Food Services Workers and student employees; provide input on employees' work performance; provide technical direction and guidance; recommend employment decisions. *E*

Recommend changes in work schedules to maintain an efficient food service operation. *E*

Monitor work flow in the cafeteria/snack bar to assure that food is prepared and that food items and supplies are replenished in a timely manner. *E*

Maintain proper supplies of all food and beverages; assure that appropriate supplies of trays, dishes and silverware are available for patron use. *E*

Oversee and participate in the cleaning of food preparation and serving tools and equipment; ensure appropriate sanitation of food preparation and distribution as required by law; provide for proper storage of food and supplies; inspect equipment and facilities for proper cleanliness. *E*

Maintain appropriate cash balances, operate cash register, post readings of cash register, verify money receipts and prepare bank deposits. *E*

Assist in the preparation of a budget for food service operations; prepare various reports for submission to superiors; accumulate data and prepare narrative explanations. *E*

Recommend food prices; assist in planning food service lay out and in selecting new equipment. *E*

Order and control inventory; requisition supplies and merchandise. *E*

Participate in all aspects of the assigned food service operation as necessary. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and operation of a food service operation
Principle of training and providing work direction
Financial and statistical record-keeping
Computer inventory on stock control methods
Food products and uses
Health and safety regulations
Ordering and storing procedures
Oral and written communications skills
Methods of preparing and serving foods in large quantities
Use and care of all food service equipment
Food handling and kitchen sanitation techniques
Methods of cleaning and maintaining food service areas, utensils and equipment

ABILITY TO:

Coordinate and participate in the operation of a food service operation using computers, spreadsheets, word processing and database
Apply financial and statistical record-keeping principles
Learn and apply various laws, rules, regulations or other work-related information
Understand and follow oral and written directions
Establish and maintain effective working relationships with others
Communicate effectively both orally and in writing
Make arithmetic calculations quickly and accurately
Analyze situations accurately and adopt an effective course of action
Assure that food items are prepared, served and stored properly
Operate cafeteria appliances and equipment
Maintain inventory of foodstuffs and supplies
Maintain records and prepare reports
Meet schedules and time lines
Plan and organize work
Work independently with little direction
Train and provide work direction to others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by coursework in food service and three years of increasingly responsible experience in food service operations including one year in a lead capacity, experience preparing reports and experience with ordering and inventory control in a cafeteria or restaurant setting.

LICENSES AND OTHER REQUIREMENTS:

Possession of California Food Handler's Certification

WORKING CONDITIONS:

ENVIRONMENT:

Cafeteria environment; subject to heat from food and kitchen equipment

PHYSICAL ABILITIES:

Moderate lifting of food preparation and serving equipment weighing up to 25 pounds

Standing for extended periods of time

Seeing to monitor food preparation activities

Hearing and speaking to exchange information and provide work direction

HAZARDS:

Heat from hot liquids, foods, pots, and pans

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: FOOD SERVICES OPERATION SPECIALIST

BASIC FUNCTION:

Under the direction of the Vice President of Business Services, oversee a small food service operation of a cafeteria and snack bar at a Community College with limited food preparation, service and facilities; select and order foodstuffs and supplies from appropriate vendors, assist in food preparation and serving and participate in all other activities of the food service operation; assist with the preparation of budgets and other reports.

REPRESENTATIVE DUTIES:

Plan, coordinate, lead and participate in the preparation, set up, serving and sale of food. *E*

Plan, organize and coordinate the efficient operation of college vending; oversee the vending activities. *E*

Act as a lead to Food Services Workers and student employees; review employees' work performance; provide technical direction and guidance; recommend employment decisions. *E*

Recommend changes in work schedules to maintain an efficient food service operation. *E*

Monitor work flow in the cafeteria/snack bar to assure that food is prepared and that food items and supplies are replenished in a timely manner. *E*

Maintain proper supplies of all food and beverages; assure that appropriate supplies of trays, dishes and silverware are available for patron use. *E*

Oversee and participate in the cleaning of food preparation and serving tools and equipment; ensure appropriate sanitation of food preparation and distribution as required by law; provide for proper storage of food and supplies; inspect equipment and facilities for proper cleanliness. *E*

Maintain appropriate cash balances, operate cash register, post readings of cash register, verify money receipts and prepare bank deposits. *E*

Assist in the preparation of a budget for food service operations; prepare various reports for submission to superiors; accumulate data and prepare narrative explanations. *E*

Recommend food prices; assist in planning food service lay out and in selecting new equipment. *E*

Order and control inventory; requisition supplies and merchandise. *E*

Supervise and participate in food preparation and service for special events as necessary. *E*

Participate in all aspects of the assigned food service operation as necessary. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and operation of a food service operation
Principle of training and providing work direction
Financial and statistical record-keeping
Computer inventory on stock control methods
Food products and uses
Health and safety regulations
Ordering and storing procedures
Oral and written communications skills
Methods of preparing and serving foods in large quantities
Use and care of all food service equipment
Food handling and kitchen sanitation techniques
Methods of cleaning and maintaining food service areas, utensils and equipment

ABILITY TO:

Coordinate and participate in the operation of a food service operation using computers, spreadsheets, word processing and database
Apply financial and statistical record-keeping principles
Learn and apply various laws, rules, regulations or other work-related information
Understand and follow oral and written directions
Establish and maintain effective working relationships with others
Communicate effectively both orally and in writing
Make arithmetic calculations quickly and accurately
Analyze situations accurately and adopt an effective course of action
Assure that food items are prepared, served and stored properly
Operate cafeteria appliances and equipment
Maintain inventory of foodstuffs and supplies
Maintain records and prepare reports
Meet schedules and time lines
Plan and organize work
Work independently with little direction
Train and provide work direction to others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by coursework in food service and three years of increasingly responsible experience in food service operations including one year in a lead capacity, experience preparing reports and experience with ordering and inventory control in a cafeteria or restaurant setting.

LICENSES AND OTHER REQUIREMENTS:

Possession of California Food Handler's Certification

WORKING CONDITIONS:

ENVIRONMENT:

Cafeteria environment; subject to heat from food and kitchen equipment

PHYSICAL ABILITIES:

Moderate lifting of food preparation and serving equipment weighing up to 25 pounds

Standing for extended periods of time

Seeing to monitor food preparation activities

Hearing and speaking to exchange information and provide work direction

HAZARDS:

Heat from hot liquids, foods, pots, and pans

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: JOB DEVELOPER - MENTAL HEALTH

BASIC FUNCTION:

Under the direction of an assigned supervisor, develop employment opportunities for students with mental illnesses, refer qualified applicants to prospective employers, work with employers and other placement resources to develop employment opportunities, by providing interviewing, advisory and informational services.

REPRESENTATIVE DUTIES:

Maintain effective relationships with employers and community agencies to promote placement services through personal interviews, telephone and correspondence; attend job fairs, workshops and conferences as appropriate. *E*

Negotiate and suggest appropriate job accommodations; travel to and perform community work site analysis visits as needed. *E*

Contact employers to solicit orders for job vacancies, determining their requirements and recording relevant data such as job descriptions. *E*

Instruct job applicants in presenting a positive image by providing help with resume writing, personal appearance, and interview techniques; conduct workshops and demonstrate the use of job listings to assist applicants with skill building. *E*

Inform applicants of job openings and details such as duties and responsibilities, compensation, benefits, schedules, working conditions, and promotion opportunities. *E*

Interview students to match their qualifications with employers' needs, recording and evaluating applicant experience, education, training, and skills. *E*

Review employment applications and job orders to match applicants with job requirements, using manual or computerized file searches; select qualified applicants or refer them to employers, according to policy; maintain records of applicants not selected for employment. *E*

Refer applicants to services such as vocational counseling, literacy or language instruction, transportation assistance, vocational training and child care; drive students to interviews on an as needed basis; follow up with students and employers to ensure job satisfaction. *E*

Maintain communication with department head, counselors, and instructors concerning current job openings; interact with and act as liaison with Campus Career Center. *E*

Maintain a variety of statistical and narrative records and reports; perform internet research as assigned. *E*

Perform a variety of clerical duties related to vocational services; type and/or compose routine correspondence letters, forms and memos as needed; operate a variety of equipment including computer, copier, calculator and computer terminal. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Job search techniques
Dictionary of Occupational Titles (Dot)
Internet search techniques
Career information materials
Interviewing techniques
Telephone techniques
Counseling techniques
Types of mental illness and possible job accommodations
ONET online
Americans with Disabilities Act
Section 504 of the Rehabilitation Act (1973)
Record-keeping techniques
Oral and written communications skills
Telephone techniques and etiquette
Interpersonal skills using tact, patience and courtesy
Technical aspects of field of specialty
District organization, operations, policies and objectives

ABILITY TO:

Understand and follow oral and written directions
Communicate effectively both orally and in writing
Read, interpret, apply and explain rules, regulations, policies and procedures
Maintain records and prepare statistical and narrative reports
Interview students and evaluate employment needs and qualifications
Perform a variety of promotional activities
Perform clerical duties such as filing, duplications, word processing and maintaining simple records
Complete work with many interruptions
Establish and maintain cooperative and effective working relationships with others
Meet schedules and time lines
Provide information and assistance concerning job placement

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in business, social services or related field and two years paid work experience in a related field working with individuals with mental illnesses.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving to a variety of locations to conduct work

Private and public sector agencies and community work sites

PHYSICAL ABILITIES:

Standing for extended periods of time

Walking for extended periods of time

Sitting for extended periods of time

Hearing and speaking to communicate with employers, agencies, and others

Seeing to review and inspect documents, proofread correspondence for accuracy and quality

Dexterity of hands and fingers to operate office equipment

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: JOB DEVELOPER - DISABLED STUDENTS

BASIC FUNCTION:

Under the direction of an assigned supervisor, develop employment opportunities for students with disabilities, refer qualified applicants to prospective employers, work with employers and other placement resources to develop employment opportunities, by providing interviewing, advisory and informational services.

REPRESENTATIVE DUTIES:

Maintain effective relationships with employers and community agencies to promote placement services through personal interviews, telephone and correspondence; attend job fairs, workshops and conferences as appropriate. *E*

Negotiate and suggest appropriate job accommodations; travel to and perform community work site analysis visits as needed. *E*

Contact employers to solicit orders for job vacancies, determining their requirements and recording relevant data such as job descriptions. *E*

Instruct job applicants in presenting a positive image by providing help with resume writing, personal appearance, and interview techniques; conduct workshops and demonstrate the use of job listings to assist applicants with skill building. *E*

Inform applicants of job openings and details such as duties and responsibilities, compensation, benefits, schedules, working conditions, and promotion opportunities. *E*

Interview students to match their qualifications with employers' needs, recording and evaluating applicant experience, education, training, and skills. *E*

Review employment applications and job orders to match applicants with job requirements, using manual or computerized file searches; select qualified applicants or refer them to employers, according to policy; maintain records of applicants not selected for employment. *E*

Refer applicants to services such as vocational counseling, literacy or language instruction, transportation assistance, vocational training and child care; drive students to interviews on an as needed basis; follow up with students and employers to ensure job satisfaction. *E*

Maintain communication with department head, counselors, and instructors concerning current job openings; interact with and act as liaison with Campus Career Center. *E*

Maintain a variety of statistical and narrative records and reports; perform internet research as assigned. *E*

Perform a variety of clerical duties related to vocational services; type and/or compose routine correspondence letters, forms and memos as needed; operate a variety of equipment including computer, copier, calculator and computer terminal. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Job search techniques
Dictionary of Occupational Titles (Dot)
Internet search techniques
Career information materials
Interviewing techniques
Telephone techniques
Counseling techniques
Types of disabilities and possible job accommodations
ONET online
Americans with Disabilities Act
Section 504 of the Rehabilitation Act (1973)
Record-keeping techniques
Oral and written communications skills
Telephone techniques and etiquette
Interpersonal skills using tact, patience and courtesy
Technical aspects of field of specialty
District organization, operations, policies and objectives

ABILITY TO:

Understand and follow oral and written directions
Communicate effectively, both orally and in writing
Read, interpret, apply and explain rules, regulations, policies and procedures
Maintain records and prepare statistical and narrative reports
Interview students and evaluate employment needs and qualifications
Perform a variety of promotional activities
Perform clerical duties such as filing, duplications, word processing and maintaining simple records
Complete work with many interruptions
Establish and maintain cooperative and effective working relationships with others
Meet schedules and time lines
Provide information and assistance concerning job placement

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in business, social services or related field and two years paid work experience in a related field working with students with disabilities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Driving to a variety of locations to conduct work
- Private and public sector agencies and community work sites

PHYSICAL ABILITIES:

- Standing for extended periods of time
- Walking for extended periods of time
- Sitting for extended periods of time
- Hearing and speaking to communicate with employers, agencies, and others
- Seeing to review and inspect documents, proofread correspondence for accuracy and quality
- Dexterity of hands and fingers to operate office equipment

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FOOD SERVICES ASSISTANT-I WORKER

BASIC FUNCTION:

Under the ~~direction of a Food Services Supervisor~~ *supervision of the Vice President of Business Services and daily direction of the Food Services Operations Specialist*, assist in prepare, serve, and sell large quantities of food in a community college cafeteria/snack bar; clean and maintain equipment and cafeteria facilities in a sanitary and orderly condition; collect money and operate cash register as directed.

~~DISTINGUISHING CHARACTERISTICS:~~

~~Food Services Assistant I incumbents perform a variety of routine duties involved in food preparation, serving and cashiering. Food Services Assistant II incumbents are assigned primary responsibility for cooking, baking, grilling or operating a cafeteria during evening hours.~~

REPRESENTATIVE DUTIES:

Prepare a variety of foods including soups, salads, sandwiches, hot dogs and pizza ~~the preparation of food by cooking or baking as needed; heat vegetables, fry hamburgers, prepare sauces, grate cheese, frost cakes, clean and peel fruit and vegetables and assemble ingredients as directed.~~ *E*

Prepare sandwich fillings, assemble and wrap sandwiches. *E*

Heat and serve ~~sweet rolls, doughnuts, burritos, nachos, toast and bagels~~ pizza and hot dogs; prepare, mix and serve a variety of salads. *E*

Clean and peel fruit and vegetables and assemble ingredients as directed. *E*

Prepare menus as directed; check and adjust recipes; estimate quantities as appropriate. *E*

Operate standard kitchen equipment safely and efficiently. *E*

Set up and replenish food service areas ~~Set up steam tables and grill area for food service and serve food to students and staff; maintain serving line with appropriate beverages, food containers, utensils, condiments and other items.~~ *E*

Assist in cleaning and storing dishes, utensils, cafeteria equipment and food supplies; clean and sanitize work areas and dispose of refuse properly. *E*

Clean serving counters, tables, chairs and other equipment. *E*

Collect money and operate a cash register; make change; count monies according to established procedures. *E*

Service vending machines at various locations as assigned.

Operate a cafeteria/snack bar during evening hours as assigned. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard kitchen equipment
Basic kitchen utensils
Basic math

ABILITY TO:

Work cooperatively with others
Understand and follow oral and written directions
Operate a cash register and make change quickly and accurately
Meet schedules and time lines
Operate appliances and equipment found in a cafeteria
Apply and maintain high standards of sanitation and personal hygiene
Assist in preparing and serving foods in a community college cafeteria

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

ENVIRONMENT:

Cafeteria environment
Heat from foods and kitchen equipment

PHYSICAL ABILITIES:

Lifting moderately heavy objects
Standing for extended periods of time
Hearing and speaking to communicate with student workers
Dexterity of hands and fingers to operate kitchen equipment and cash register
Bending at the waist
Carrying, pushing or pulling trays and carts

HAZARDS:

Heat from hot liquids, foods, pots, and pans