

Personnel Commission Responsibilities

- Ensures employees are hired in accordance with Commission rules and Merit System law based on merit and fitness and without favoritism.
- Protects applicants and employees from discriminatory requirements.
- Ensures objective, job-related tests.
- Provides for the establishment of eligibility lists.
- Provides for announcements of job vacancies for employees and the public.
- Classifies or reclassifies positions.
- Recommends salary schedules consistent with the principle of like pay for like service.
- Investigates and hears appeals of permanent employees who have been suspended, demoted, or dismissed.

Personnel Commission Meetings

Regularly scheduled meetings of the Personnel Commission are held at 5:30 p.m. on the third Thursday of each month. Rules, agendas, and minutes are posted to our web site:

<http://www.vcccd.edu/departments/human-resources/personnel-commission>

The Personnel Commission web site provides useful information, including the annual budget; Commission rules; schedule, agendas, and minutes of meetings; and a staff directory.

The Ventura County Community College District

As part of the 113-campus California Community College system, the Ventura County Community College District offers programs in general education for transfer to four-year universities, occupational and vocational fields, developmental programs, guidance assistance, community service and continuing education programs, and provides opportunities to engage in co-curricular campus activities. The District currently serves over 48,000 students through its three colleges: Moorpark College, Oxnard College, and Ventura College.

The District is located in Ventura County, approximately 50 miles north of Los Angeles. It is bordered by the Santa Barbara County to the northwest, Kern County to the north, and Los Angeles County to the south. The sandy beaches of the Pacific Ocean border most of the western edge of Ventura County.

The District Administrative Center is located in Ventura and serves Ventura College, founded in 1925, which makes it one of the oldest community colleges in California; Moorpark College, which was established by Board of Trustees action in 1963 and opened its doors four years later and is situated on 134 acres in the foothills between Moorpark and Simi Valley; and Oxnard College, which was established in 1975 and serves the cities of Oxnard, Camarillo, and Port Hueneme.



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**Ventura County
Community College District
Merit System**

California Assembly Bill 999, known as the Merit System, was established and enacted into law in 1935. Through the Education Code, the bill provides statutory protection to classified employees against politically or personally motivated employment, promotion, discipline, or dismissal actions.

The Ventura County Community College District's Merit System and its Personnel Commission were established in 1962 when the District formally separated from the Ventura Unified School District.

The Merit System consists of rules and procedures administered by the Personnel Commission. Education Code Section 88080 states the rules and regulations adopted by the Personnel Commission shall apply to all classified employees and provides procedures to be followed by the Governing Board as they pertain to the classified staff.

The Merit System assures fair and equitable treatment in all personnel management matters without regard to politics, race, color, religion, national origin, sex, marital status, age, or disabling condition, and with proper regard for individual privacy and constitutional rights.

The Personnel Commission prescribes, amends, and interprets rules and regulations to ensure the efficiency of the classified service. It conducts recruitments from all segments of society and advancement based on ability, knowledge, and skill. It also provides for the selection and retention of classified employees upon a basis of merit and fitness.

Finally, the Personnel Commission maintains a classification plan that groups positions into classes on the basis of duties and responsibilities assigned by the Governing Board.

The Personnel Commission is proud of its online application process. Job seekers may apply for any open positions using links directly from VCCCD's web site:

<https://www.governmentjobs.com/careers/vcccd>

Paper applications are not accepted. We offer computers for our applicants to apply for positions at the District Administrative Center.

Classified Actions			
	<u>2013- 2014</u>	<u>2014- 2015</u>	<u>2015- 2016</u>
Number of vacancies announced	54	51	98
Total applications processed	1,970	2,302	2,757
<u>Number of Exams Administered:</u>			
Training & Experience Evaluations/ Performance Examinations/ Written Examinations	37	42	65
Oral appraisal examinations	37	38	68
Bilingual examinations	4	1	6
<u>Personnel actions:</u>			
Number of eligibility lists established	37	38	68
Number of regular appointments	59	66	113
Provisional/Limited-term appointments	329	407	355
<u>Position classification studies:</u>			
Positions studied	2	5	6
Positions reclassified	2	4	4
Revised classification specs.	11	5	12
New classifications established	2	7	8
<u>Classified employees</u>	460*	453**	489***
* Effective September 30, 2014			
** Effective September 30, 2015			
*** Effective September 15, 2016			

Personnel Commission Members

Personnel Commission members are appointed for three-year staggered terms-one member is appointed by the Board of Trustees, one member by the classified employees of the District, and the third member is appointed by the other two Commission members. The current Personnel Commission Commissioners are:

Barbara M. Harison

Commissioner Harison has been a member of the Commission since 2001, and she also served on the Commission from 1997 to 2000. Ms. Harison has an MBA degree from Pepperdine University. Occupation: Retired Planning and Management Consultant — Harison & Associates.

Sherry Manley

Commissioner Manley has been a member of the Commission since 2015. Ms. Manley has an MA in Educational Leadership from California State University-Northridge. Occupation: Manager, Certificated Human Resources – Ventura Unified School District.

James L. King, SPHR (Chair)

Commissioner King has been a member of the Commission since 2005, and he also served on the Commission from 2000 to 2003. Mr. King has a B.S. degree from California Lutheran University. Occupation: Retired Executive Vice President, Southeast Ventura County YMCA.

Personnel Commission Staff

The Director of Employment Services/Personnel Commission and staff are responsible to the Personnel Commission for carrying out all procedures in the administration of the Merit System and the rules of the Personnel Commission. The Director of Employment Services/Personnel Commission serves as secretary to the Personnel Commission.

Michael Arnoldus

Director of Employment Services/Personnel Commission

Jillian Sturek

Executive Assistant to the Personnel Commission

Sophia Crocker

Senior Human Resources Analyst

Andrea Ingley

Human Resources Analyst II

Max Serve

Human Resources Analyst I

Vacant

Human Resources Assistant

Anthony Chavez

Human Resources Assistant

Maria Orozco

Human Resources Assistant