



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR MAY 19, 2016

5:30 p.m.

Thomas G. Lakin Board Room
District Administrative Center
255 W. Stanley Ave, Suite 150
Ventura, CA 93001

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS REGARDING AGENDA ITEMS
4. MINUTES
Personnel Commission Meeting – April 20, 2016
5. CORRESPONDENCE
6. OLD BUSINESS
None
7. REPORTS
 - A. Classified Employees Representative's Report
 - B. Board of Trustees Meeting Report
 - C. Director's Report
 - Current Recruitments Report
 - Positions Filled & Pending Report
 - Upcoming Recruitments Report
 - Classification Studies Report
 - D. Commissioners' Reports
8. PUBLIC HEARING OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2016-2017
9. ADOPTION OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2016-2017
10. ESTABLISHMENT OF A NEW CLASSIFICATION
Assistant Director of Facilities, Maintenance, and Operations
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 June 30, 2016, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150 in Ventura, California.

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 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 or at the Personnel Commission meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of Michael Arnoldus, Director of Employment Services/Personnel Commission
Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
(805) 652-5521



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Personnel Commission

Director's Report

April 16, 2016 – May 16, 2016

Current Classified Selection Processes (Between 04/16/16 – 05/16/16)									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Administrative Assistant	177	MC, VC	03/09/16	03/24/16	Written Test/Technical Interview	N/A	04/04/16 – 04/12/16	04/25/16 – 05/06/16	05/10/16
Counselor Assistant	4	MC, OC	05/16/16	05/30/16	Training & Experience Evaluation/Technical Interview	5/31/16 – 06/06/16	N/A	06/20/16 – 06/24/16	06/28/16
Instructional Data Specialist	46	VC	04/28/16	05/13/16	Training & Experience Evaluation/Technical Interview	05/16/16 – 05/23/16	N/A	06/06/16	06/08/16
Job Placement Specialist	73	MC	04/29/16	05/14/16	Training & Experience Evaluation/Technical Interview	05/17/16 – 05/23/16	N/A	06/06/16 – 06/10/16	06/14/16
Library Assistant	155	OC, VC	03/11/16	03/26/16	Written Test/Technical Interview	N/A	04/14/16	05/03/16 – 05/04/16	05/06/16
Matriculation Specialist II	46	VC	04/20/16	05/04/16	Training & Experience Evaluation/Technical Interview	05/19/16	N/A	05/30/16 – 06/03/16	06/07/16
Student Services Assistant I	74	VC	04/04/16	04/19/16	Written Test/Technical Interview	N/A	04/28/16 – 05/02/16	05/16/16 – 05/20/16	05/24/16
Student Services Specialist – Student Information Center	75	OC	03/11/16	03/26/16	Training & Experience Evaluation/Technical Interview	03/28/16 – 04/04/16	N/A	04/22/16 – 04/27/16	04/29/16
Student Success and Support Services Supervisor	49	OC	03/10/16	03/25/16	Training & Experience Evaluation/Technical Interview	03/28/16 – 04/04/16	N/A	04/29/16	05/03/16
Supervising Financial Analyst	1	DAC	05/11/16	05/26/16	Training & Experience Evaluation/Technical Interview	06/02/16	N/A	06/09/16 – 06/16/16	06/20/16

Current Classified Selection Processes (Between 04/16/16 – 05/16/16) (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
Warehouse Assistant	144	MC	04/20/16	05/06/16	Written Test/Technical Interview	N/A	05/20/16 – 05/24/16	06/02/16 – 06/07/16	06/09/16

Current Classified Positions Filled (As of 05/16/16)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Barbara Arriaga	Administrative Assistant	VCU019	VC	Probationary (new)	05/16/16
Grant Jones	Director of College Information Technology Services	WMC010	DAC	Probationary (promotion)	04/22/16
Jose Marquez	Custodian	MCU493	MC	Probationary (new)	04/18/16
Duangpun Ornpawee	Technical Data Specialist	DCU150	DAC	Probationary (promotion)	04/18/16
Nery Santos	Grounds Maintenance Worker	VCU087	VC	Probationary (new)	04/25/16

Current Classified Positions Pending (As of 05/16/16)

Classification	Position Number	Location
Administrative Assistant	MCU500	MC
Administrative Assistant	MCU501	MC
Administrative Assistant	MCU016	MC
Administrative Assistant	MCU021	MC
Administrative Assistant	VCU019	VC
Child Development Associate	MCU036	MC
Library Assistant	XCU408	OC
Library Assistant	XCU409	OC
Library Assistant	VCU104	VC
Student Services Specialist – Student Information Center	XCU410	OC

Current Classified Positions Pending (As of 05/16/16) (cont.)		
Classification	Position Number	Location
Student Success and Support Services Supervisor	MSC137	MC
Vice Chancellor, Business and Administrative Services	DMC031	DAC

Upcoming Recruitments		
Classification	Position Number	Location
Information Technology Support Specialist I	VCU576	VC
Matriculation Specialist I	XCU082, XCU411	OC
Senior Accounting Technician	TBD	TBD

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Grant Accounting Administrative Assistant	VC	07/16/15	In progress
Student Health Center Assistant I	MC	01/12/16	In progress
Student Health Center Assistant I	MC	01/27/16	In progress
Instructional Data Specialist	MC, OC, VC	04/14/16	In progress

ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2016-2017

		2015-2016 Adopted (dollars only)	2015-2016 Projected Actual (dollars only)	2016-2017 Budget (dollars only)
2000 CLASSIFIED SALARIES⁺ [1], [2]				
2000	Managers	100,493.40	100,493.40	103,508.40
2100	Classified	200,259.59	174,698.17	250,897.21
2322	Classified Overtime	5,000.00	3,100.00	4,000.00
2600	Supervisors	0.00	68,367.00	83,240.40
2700	Confidential	41,061.60	41,172.80	42,308.80
2722	Confidential Overtime	6,000.00	3,000.00	2,500.00
2810	Commission Members ^[2]	1,800.00	1,800.00	1,800.00
2900	Other Salary Offset ^[3]	0.00	34,380.00	20,000.00
Subtotal		354,614.59	427,011.37	508,254.81
3000 EMPLOYEE BENEFITS⁺				
3200	PERS	40,505.04	46,796.36	66,038.18
3300	OASDI & Medicare	26,009.22	30,792.99	36,841.42
3400	Health & Welfare Benefits ^[4]	194,127.41	203,382.38	242,054.87
3500	SUI	176.64	215.29	247.44
3600	Workers' Compensation	6,837.95	8,004.49	9,999.18
Subtotal		267,656.26	289,191.51	355,181.09
4000 SUPPLIES				
4200	Office Supplies	200.00	200.00	0.00
4800	Other Supplies	2,000.00	2,000.00	2,200.00
Subtotal		2,200.00	2,200.00	2,200.00
5000 SERVICES & OTHER OPERATING EXPENSES				
5110	Consultants	0.00	0.00	0.00
5211	Conferences/Staff Travel	2,000.00	1,018.45	2,000.00
5220	Mileage (local)	3,000.00	3,000.00	3,000.00
5300	Dues & Membership	1,200.00	1,200.00	1,300.00
5500	Utilities and Housekeeping Services	0.00	0.00	0.00
5600				
	5611 Rent/Lease - Buildings	0.00	0.00	0.00
	5612 Rent/Lease - Equipment	0.00	0.00	0.00

+Budget adopted with the understanding that staff salary and benefit costs are estimated and necessary adjustments will be made for the actual salary and benefit costs of the staff positions that report to the Personnel Commission.

^[1] Include only those expenditures directly attributable to the activities of the commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

^[2] Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (Education Code Section 45250).

^[3] Salaries for Provisional, Limited Term

^[4] Group medical benefits cannot be provided to former personnel commission members.

ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2016-2017

		2015-2016 Adopted <i>(dollars only)</i>	2015-2016 Projected Actual <i>(dollars only)</i>	2016-2017 Budget <i>(dollars only)</i>
	5622 Maintenance/Repair–Equipment	0.00	0.00	0.00
	5641 Service Plan/Maintenance Fees/Licenses	7,000.00	7,000.00	0.00
	5649 Other Contracted Services	1,850.00	1,850.00	1,950.00
	5721 Legal Expenses	2,500.00	1,450.00	1,500.00
5800	Other Services & Operating Expenses			
	5810 Advertising	0.00	1,050.00	0.00
	5870 Printing and Forms	150.00	150.00	150.00
	5890 Other Expense and Services	0.00	0.00	0.00
	Subtotal	17,700.00	16,718.45	9,900.00
6000 EQUIPMENT				
6400	New Equipment			
	6451 Equipment – Non Inst. Computers	0.00	0.00	0.00
	6453 Equipment – Non Inst. Equipment	0.00	0.00	0.00
	Subtotal	0.00	0.00	0.00
FUND BALANCE DESIGNATED FOR PERSONNEL COMMISSION		642,170.85	735,121.33	875,535.90



PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHMENT OF A NEW CLASSIFICATION

RECOMMENDATION:
ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:
Assistant Director of Facilities, Maintenance, and Operations

ANNUAL SALARY RANGE:
\$85,991.04 to \$115,232.04 (Management Salary Schedule #120)

BACKGROUND: The Director of Facilities, Maintenance, and Operations at Moorpark College requested the establishment of the proposed classification to assist in the management, supervision and oversight of staff engaged in building and grounds maintenance and construction, including construction project management, utility services, custodial, warehouse and groundskeeping operations. No existing management or supervisory class within the classification plan covers this scope of work. Therefore, Commission staff recommends the establishment of the proposed classification to allow for the appropriate assignment of duties.

BASES OF RECOMMENDATION: Under the general direction of the Director of Facilities, Maintenance, and Operations, the proposed classification will exercise direct supervision over supervisory, technical, and support staff; manage and execute goals, policies, and procedures crafted by the Director; and assist in the management of a wide variety of construction projects related to facilities maintenance and new construction. The establishment of the proposed class is beneficial in that it will allow for a promotional hierarchy, allow for a primary back up to serve in various administrative functions in the absence of the Director, and allow for greater oversight and supervision to ensure optimal customer service in all assigned functional areas. 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 and external market data. With regard to internal alignment, the proposed classification pays more than the highest-level classification it supervises Maintenance and Operations Supervisor (Classified Supervisors Salary Schedule #300, \$61,248-\$85,116/annual) and less than the Director of Facilities, Maintenance, and Operations (Management Salary Schedule #170, \$94,803-\$127,041/annual) to which it reports.

With regard to the external market, classifications with a similar scope of duties and level of responsibility were found at South Orange County Community College District (Assistant Director of Facilities, \$92,136-\$129,648/annual), Rio Hondo College (Assistant Director of Facilities, \$100,420-\$122,321/annual), Foothill De Anza Community College District (Associate Director, Facilities and Operations, \$88,867-\$115,768/annual), Santa Monica Community College District, (Assistant Director of Facilities Management, \$92,844-\$112,848/annual), Yosemite Community College District, (Assistant Director, Campus Facilities Manager, \$88,608-\$112,668/annual), Cabrillo College, (Assistant Director of Facilities Planning and Plant Operations, \$72,435 to \$101,924/annual) and Riverside Community College District (Assistant Director, Facilities Maintenance & Operations \$81,547 to \$99,278/annual). In consideration of the aforementioned data, placement on Management Salary Schedule #120 (\$85,991.04 to \$115,232.04/annual) is appropriate.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSISTANT DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS

BASIC FUNCTIONS:

Under the direction of the Director of Facilities, Maintenance and Operations, plan, manage, supervise, and oversee the activities of building and grounds maintenance and construction at an assigned campus, including construction project management, utility services, custodial, warehouse and groundskeeping operations.

DISTINGUISHING CHARACTERISTICS:

A Director of Facilities, Maintenance, and Operations performs work of greater responsibility, complexity, and oversight than that of an Assistant Director of Facilities, Maintenance, and Operations. This includes responsibility for the strategic development and administration of policies, procedures, budgets, and plans as well as primary responsibility for the design and management of the most complex and large-scale new construction and facilities maintenance projects. In comparison, an Assistant Director of Facilities, Maintenance, and Operations is responsible for managing the day-to-day operations of the assigned functional areas. Furthermore, the Assistant Director of Facilities, Maintenance, and Operations manages small and/or routine construction projects and serves as back up to the Director for the larger and more complex projects. The Assistant Director acts as the Director in his/her absence.

REPRESENTATIVE DUTIES:

Assist the Director in the planning, organization, management, and oversight of facility construction, remodeling, maintenance and operations activities at the college including custodial, grounds, maintenance, and warehouse functions. *E*

Assist in the development, review, revision, and implementation of plans, policies, and procedures related to maintenance, grounds, custodial and warehouse activities; prepare and implement recommendations pertaining to process improvement, cost savings, and better efficiency. *E*

Monitor new construction and scheduled maintenance projects, including all phases from initial concept to project close out; assist in project design, and direct and review the work of architects and other consultants; review and negotiate contractor-initiated changes in project scope as required; approve application for payment; review and approve construction project schedules and timelines; estimate labor and material costs; prepare construction project change orders for Board approval. *E*

Train, supervise, and evaluate the performance of assigned supervisory, technical, and support staff; prioritize, delegate and review assignments, work orders, and projects; evaluate work products and results; develop and enforce performance standards; establish and monitor timelines and schedules. *E*

ASSISTANT DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS (continued)

Assist in the preparation and administration of budgets; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations. *E*

Perform inspections of all buildings and equipment; identify problems and assess physical condition; makes recommendations for repairs and maintenance. *E*

Recommend, develop, and implement energy management and cost savings programs by enhancing systems to run more cost efficiently to reduce maintenance costs. *E*

Manage and oversee facilities use for special events; review and ensure compliance on contractual agreements related to facilities use. *E*

Oversee preparation of purchase requisitions for supplies, labor, and equipment; review and approve invoices for purchases on open accounts. *E*

Plan and implement college safety procedures and programs; identify and recommend environmentally sound practices intended to eliminate safety and health hazards. *E*

Review legal documents related to construction and facility litigation claims; assist legal teams with fact finding process. *E*

Direct and coordinate the removal and disposal of hazardous materials in accordance with federal, state and local laws, codes, and regulations; ensure proper documentation as required by law and District policies. *E*

Participate as member or chairperson of district and campus committees and task forces as assigned; direct committee and sub-committee activities on campus relating to facilities, maintenance, and operations functions; participate as member of management team for an assigned campus. *E*

Prepare and submit a variety of technical reports, written plans, recommendations and proposals regarding assigned functions; make oral presentations to administrators and others as requested. *E*

Act as Director in the absence of the Director of Facilities, Maintenance, and Operations. *E*

Perform related duties as assigned.

E = Essential Duties

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, practices, and techniques of construction management, project tracking and reporting, including construction cost estimating

Construction plan review and evaluation techniques

Generally accepted construction principles and practices

Principles and practices relating to custodial, grounds, skilled maintenance functions and warehousing activities

ASSISTANT DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS (continued)

Energy management and conservation practices, preventive maintenance practices, Occupational Safety and Health Administration (OSHA) requirements, California Environmental Quality Act (CEQA) and Environmental Protection Agency (EPA) regulations

Purchase contract administration and management

Procedures pertaining to modern warehousing and storekeeping, including purchasing, shipping, and receiving materials

Uniform Building Code and other state and federal regulations related to building and safety, architectural requirements and contracts

Principles and practices of budget preparation and administration

Proper handling, storage, removal and disposal of hazardous materials

Principles and practices of management and supervision, including planning, organizing, assigning and reviewing work, performance appraisal and discipline, and employee selection and development

Modern office procedures, methods and equipment, including various software programs such as database, spreadsheet, word processing, computer-aided design (CAD), facility management, and project management software

ABILITY TO:

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

Encourage professional excellence among staff and promote an organizational culture of customer service, innovation, and quality services

Utilize computer-based work order and maintenance management systems for tracking, planning, scheduling, and recording completion of all work

Read, understand, and interpret construction plans, drawings, specifications and engineering data

Establish and maintain cooperative and effective working relationships with those contacted in the course of work

Communicate clearly and concisely, both orally and in writing

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations

Maintain knowledge of technological advances in field of construction and facility maintenance

Demonstrate sensitivity and relate effectively to people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy

Negotiate with vendors and contractors

Analyze situations accurately and adopt an effective course of action

Operate a motor vehicle

EDUCATION AND EXPERIENCE:

Education: Bachelor's Degree in planning, engineering, public administration, business management, facilities or construction management, architecture, or a closely related field.

Experience: Four years of paid experience overseeing construction, engineering design, project management, or facilities management including at least two years of direct supervisory experience. Experience managing new construction and facilities maintenance projects from inception to completion is preferred. Additional qualifying experience may substitute for the required college-level education on a year-for-year basis.

ASSISTANT DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS (continued)

LICENSES AND OTHER REQUIREMENTS

Valid California Driver's License

Valid California Contractor's License is preferred