



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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MEETING AGENDA FOR AUGUST 31, 2015

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 – June 18, 2015 (second review)  
Personnel Commission Meeting – August 6, 2015
5. **CORRESPONDENCE**  
None
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 Reports
    - Classification Studies Report
  - D. Commissioners' Reports
8. **DISCUSSION OF JOINT PERSONNEL COMMISSION AND BOARD OF TRUSTEES MEETING**
9. **DISCUSSION OF PERSONNEL COMMISSIONER SELECTION PROCESS**  
Joint appointment of Personnel Commissioner for 2016-2018
10. **TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION**
  - A. Executive Assistant / Confidential  
Title change to: Executive Assistant to the Vice Chancellor (Confidential)

B. Director of Administrative Relations

Title change to: Director of Communications and Chief of Staff

11. **REVISION OF CLASSIFICATION SPECIFICATION**

A. Grounds Maintenance Worker

B. Vice Chancellor, Business and Administrative Services

12. **RECESS TO CLOSED SESSION**

None

13. **RECONVENE IN OPEN SESSION**

N/A

14. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

15. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next regularly scheduled meeting of the Personnel Commission is September 17, 2015, at 5:30 p.m. The meeting will take place in the Black Box Theater at Oxnard College at 400 South Rose Avenue, Oxnard, California.

16. **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

August 3, 2015 – August 25, 2015

Current Classified Selection Processes									
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
Admissions & Records Technician	69	MC	7/10/15	7/26/15	In-Basket Exercise/Technical Interview	N/A	8/12/15	8/27/15	8/31/15
Child Development Assistant	0 (not opened)	MC	8/27/15	9/11/15	Training & Experience Evaluation/Technical Interview	9/21/15	N/A	10/5/15 – 10/9/15	10/13/15
Curriculum Technician	49	MC	6/24/15	7/21/15	Written Test/Technical Interview	N/A	8/3/15	8/28/15	9/1/15
Director of College Information Technology Services	25	MC	6/29/15	7/20/15	Training & Experience Evaluation/Technical Interview	7/27/15	N/A	9/17/15	9/21/15
Financial Aid Specialist	47	MC	7/31/15	8/16/15	Training & Experience Evaluation/Technical Interview	8/24/15	N/A	9/7/15-9/11/15	9/15/15
Financial Analyst	33	DAC	6/26/15	8/2/15	Written Test/Technical Interview	N/A	8/10/15	9/3/15	9/7/15
Grounds Maintenance Worker	0 (not opened)	VC	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Human Resources Analyst I	7	DAC	8/19/15	9/13/15	Training & Experience Evaluation/Technical Interview	9/21/15	N/A	9/28/15-10/2/15	10/6/15
Human Resources Analyst II	2	DAC	8/19/15	9/13/15	Training & Experience Evaluation/Technical Interview	9/21/15	N/A	9/28/15-10/2/15	10/6/15
Human Resources Technician II	3	DAC	8/18/15	9/2/15	Training & Experience Evaluation/Technical Interview	9/10/15	N/A	9/21/15-9/25/15	9/29/15

Current Classified Selection Processes (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
Instructional Lab Technician I – Automotive	0	VC	8/24/15	9/20/15	Performance Test/Technical Interview	N/A	10/9/15	10/23/15	10/27/15
Instructional Lab Technician I – Automotive	0	OC	8/24/15	9/20/15	Performance Test/Technical Interview	N/A	10/9/15	10/23/15	10/27/15
Instructional Lab Technician II – Nursing	5	MC	6/29/15	8/17/15	Technical Interview	N/A	N/A	8/27/15	8/28/15
Instructional Lab Technician II – Sciences	0	OC	TBD	TBD	Training & Experience/Technical Interview	TBD	N/A	TBD	TBD
Office Assistant	98	OC	8/20/15	9/4/15	Written Test/Technical Interview	N/A	9/14/15-9/24/15	10/5/15-10/9/15	10/13/15
Senior Payroll Technician	11	DAC	7/17/15	8/2/15	Technical Interview	N/A	N/A	8/31/15	9/2/15

Current Classified Positions Filled					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Tracie Bosket	Instructional Technologist	MCU463	Moorpark	Probationary	08/03/15
Jennifer Cook	Senior Administrative Assistant	VCU153	Ventura	Probationary (promotion)	08/24/15
Sophia Crocker	Senior Human Resources Analyst	DSC038	DAC	Probationary (promotion)	08/10/15
Janet Dawald	Technical Data Specialist	XCU101	Oxnard	Probationary	08/05/15
Nubia Lopez-Villegas	Human Resources Technician II (Confidential)	DCC128	DAC	Probationary	08/12/15
Rachel Marchioni	Program Specialist – Career & Technical Education	VCU357	Ventura	Probationary	08/03/15
Amparo Medina	Administrative Assistant	XCU373	Oxnard	Probationary	08/13/15
Michael Oxford	Information Technology Support Specialist II	VCU069	Ventura	Probationary	08/03/15
Elmar Palma	Instructional Lab Technician II – Physical & Applied Sciences	VCU097	Ventura	Probationary	08/24/15

Current Classified Positions Filled					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Karen Paxton	College Nurse	XCU396	Oxnard	Probationary	08/17/15
John Pena	Carpenter	XCU102	Oxnard	Probationary	08/24/15
Rosalva Stutts	Counselor Assistant	VCU067	Ventura	Probationary	08/17/15

Current Classified Positions Pending		
Classification	Position Number	Location
Counselor Assistant	VCU054	VC
Counselor Assistant	VCU092	VC
Electrician	XCU050	OC
Instructional Lab Technician II – Chemistry	MCU092	MC
Matriculation Specialist I	XCU399	OC
Matriculation Specialist I	XCU082	OC
Performing Arts Center Technician I	VCU568	VC
Matriculation Specialist II	VCU132	VC
Matriculation Specialist II	VCU119	VC
Research Analyst	MCU487	MC
Student Services Specialist/International Students	MCU145	MC
Tutorial Services Specialist II	MCU137	MC
Vice President of Business Services	MMC063	MC

Upcoming Recruitments		
Classification	Position Number	Location
Executive Assistant to the Vice Chancellor	DCU155	DAC
Registrar	VSC119	VC
Tutorial Services Specialist II	XCU052	OC
Vice Chancellor, Business & Administrative Services	DMC031	DAC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Administrative Assistant	VC	8/18/14	In progress
Student Services Assistant I	MC	9/30/14	In progress
Matriculation Specialist I	VC	12/2/14	In progress
Instructional Assistant	OC	3/16/15	In progress
Grant Accounting Administrative Assistant	VC	7/16/15	In progress
Maintenance Worker I	VC	1/14/15	On hold
Library Assistant	VC	4/27/15	On hold

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: EXECUTIVE ASSISTANT TO THE VICE CHANCELLOR (CONFIDENTIAL)**

**BASIC FUNCTION:**

Under the general supervision of a Vice Chancellor, provide complex administrative support requiring a high level of independence and discretion, relieving the administrator of a variety of clerical, technical, and administrative duties.

**REPRESENTATIVE DUTIES:**

Serve as liaison between the department and faculty, staff, administrators, students, and the general public; provide general and specialized information and assistance that requires the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures; explain programs, policies, and activities; receive and screen office visitors and telephone callers; coordinate communication and activities with other district departments and personnel, students, educational institutions, vendors, outside organizations, and the public. *E*

Independently investigate and resolve complaints and provide assistance in resolving non-routine operational and administrative problems. *E*

Gather and synthesize a variety of statistical and financial data; prepare routine and non-routine administrative reports that require the analysis and interpretation of data and provide recommendations; develop, format, and revise technical and statistical charts, graphs, and flowcharts in order to present information. *E*

Plan and organize work activities; recommend improvements to work flow, procedures, and the use of equipment and forms; implement improvements as approved; develop, revise, and maintain standardized and master documents. *E*

Prepare and coordinate the composition and placement of items for cabinet and board agendas, ensuring the information is accurate, complete, and properly categorized and presented. *E*

Arrange and coordinate district-wide meetings which may include multiple colleges, departments, the public, and outside agencies; prepare and distribute agenda packets and correspondence; attend meetings and take, transcribe, and ensure proper distribution of minutes and verbatim transcripts; research background information related to such meetings and initiate necessary actions to ensure resolutions are met; document resolutions from such meetings and conduct any necessary follow-up. *E*

Create, organize, update, and maintain computer-based tracking systems such as databases and statistical spreadsheets used to track, maintain, and present data. *E*

Coordinate and oversee complex and large special events; monitor event budgets and timelines. *E*

## **EXECUTIVE ASSISTANT TO THE VICE CHANCELLOR (CONFIDENTIAL) (continued)**

Manage the calendar of the administrator and related departmental calendars; keep the administrator informed of appointments, priorities, and deadlines through multiple channels and in a timely and efficient manner; arrange travel accommodations as necessary. *E*

Open, route, and sort correspondence and mail; identify and refer matters to the administrator in order of priority; respond independently to messages of a less urgent or complex nature; draft responses to messages that require review by the administrator. *E*

Maintain current financial and budget information; monitor budget expenditures; input data and perform various functions in the district's electronic information systems, such as posting entries in account books, reconciling bank statements, and making deposits as assigned; prepare, review and issue check requests as required. *E*

Proofread, verify, and review a variety of material and reports for accuracy, completeness, and conformance to applicable policies, procedures, rules, and regulations. *E*

Prepare, compose, and edit a variety of correspondence, including confidential material, memoranda, reports, and other materials. *E*

Prepare and submit information for approval items related to the daily business of the administrator. *E*

Maintain a variety of complex files and records often involving materials of a confidential nature. *E*

Maintain confidentiality of records and information, including information regarding board, district, personnel, collective bargaining, student, and controversial matters. *E*

Train and provide work direction and guidance to others as assigned.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Organization, policies, and rules of assigned department  
District organization, operations, policies and objectives  
Objectives, priorities, and goals of the administrator  
Modern office procedures, methods, and equipment, including word processing, database, publishing, and spreadsheet software  
Principles and procedures of records management  
Principles and practices of fiscal, statistical, and administrative research and report preparation  
Principles and practices of business communication  
Principles of business letter writing  
Rules and procedures governing the notice and conduct of public meetings  
Methods and techniques of proper phone etiquette  
Principles and practices of customer service and public relations  
Principles and practices of budget preparation and administration  
Basic data collection and survey methodology



**EXECUTIVE ASSISTANT TO THE VICE CHANCELLOR (CONFIDENTIAL) (continued)**

Principles of basic mathematics  
English grammar, spelling, and composition  
Applicable sections of State Education Code and other applicable laws  
Principles and practices of event planning

**ABILITY TO:**

Exercise initiative and independence of judgment and action  
Prepare reports by gathering, organizing, interpreting, and synthesizing data from a variety of sources  
Analyze situations accurately and adopt effective courses of action  
Analyze, evaluate, and interpret information and data  
Establish and maintain a variety of files and records  
Plan and organize work to meet changing priorities and deadlines  
Type, keyboard, and/or enter data at a speed necessary for successful job performance  
Take and transcribe dictation at a speed necessary for successful job performance  
Interpret and apply applicable federal, state, and local laws, codes, and regulations  
Make arithmetic calculations quickly and accurately  
Understand and follow oral and written directions  
Establish and maintain effective working relationships with those contacted in the course of work  
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports  
Communicate clearly and concisely, both orally and in writing  
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person  
Operate office equipment including computers and supporting word processing, spreadsheet, publishing and database applications  
Provide training, guidance, and work direction  
Independently prepare correspondence and memoranda from brief instructions  
Accurately count, record, and balance assigned transactions

**EDUCATION AND EXPERIENCE:**

A. A bachelor's degree **AND** three years of increasingly responsible administrative support experience

**OR**

B. An associate degree **AND** four years of increasingly responsible administrative support experience

**OR**

C. Graduation from high school or evidence of equivalent educational proficiency **AND** five years of increasingly responsible administrative support experience

**EXECUTIVE ASSISTANT TO THE VICE CHANCELLOR (CONFIDENTIAL) (continued)**

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment  
Constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment  
Sitting for extended periods of time  
Hearing and speaking to exchange information on the telephone or in person  
Seeing to read and review documents  
Reaching to retrieve and file records

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: EXECUTIVE ASSISTANT TO THE VICE CHANCELLOR /**  
**(CONFIDENTIAL)**

**BASIC FUNCTION:**

~~Under the direction of a Chancellor, Vice Chancellor, or President, provide complex administrative secretarial support; process administrative details not requiring the immediate attention of the executive, including the preparation of reports, coordination of functions, communication of department policy and other administrative tasks.~~

Under the general supervision of a Vice Chancellor, provide complex administrative support requiring a high level of independence and discretion, relieving the administrator of a variety of clerical, technical, and administrative duties.

**REPRESENTATIVE DUTIES:**

~~Provide complex administrative secretarial support to the administrator, who is responsible for or has direct involvement with collective bargaining matters, relieving the administrator of a variety of clerical, technical and administrative duties; coordinate between the executive and the public, students, staff and other campus officials; assist in resolving issues as appropriate. *E*~~

~~Perform complex and responsible administrative assistance duties requiring specialized knowledge of an assigned area of educational administration. *E*~~

Serve as liaison between the department and faculty, staff, administrators, students, and the general public; provide general and specialized information and assistance that requires the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures; explain programs, policies, and activities; receive and screen office visitors and telephone callers; coordinate communication and activities with other ~~District-district~~ departments and personnel, students, educational institutions, vendors, ~~and other~~ outside organizations, and the public. *E*

Independently investigate and resolve complaints and provide assistance in resolving non-routine operational and administrative problems. *E*

Gather and synthesize a variety of statistical and financial data; prepare routine and non-routine administrative reports that require the analysis and interpretation of data and provide recommendations; develop, format, and revise technical and statistical charts, graphs, and flowcharts in order to present information. *E*

Plan and organize work activities; recommend improvements to work flow, procedures, and the use of equipment and forms; implement improvements as approved; develop, revise, and maintain standardized and master documents. *E*

Prepare ~~and coordinate the composition and placement of~~ items for ~~Cabinet-cabinet agendas and Board-board~~ agendas; ~~assure accuracy and completeness of material submitted~~ ensuring the information is accurate, complete, and properly categorized and presented. *E*

Revised August 2015

Established November 2007

**EXECUTIVE ASSISTANT TO THE VICE CHANCELLOR (CONFIDENTIAL) (continued)**

Arrange and coordinate district-wide meetings which may include multiple colleges, departments, the public, and outside agencies; prepare and distribute agenda packets and correspondence; attend meetings and take, transcribe, and ensure proper distribution of minutes and verbatim transcripts; research background information related to such meetings and initiate necessary actions to ensure resolutions are met; document resolutions from such meetings and conduct any necessary follow-up. *E*

Create, organize, update, and maintain computer-based tracking systems such as databases and statistical spreadsheets used to track, maintain, and present data. *E*

Coordinate and oversee complex and large special events; monitor event budgets and timelines. *E*

Manage the calendar of the administrator and related departmental calendars; keep the administrator informed of appointments, priorities, and deadlines through multiple channels and in a timely and efficient manner; arrange travel accommodations as necessary. *E*

Open, route, and sort correspondence and mail; identify and refer matters to the administrator in order of priority; respond independently to messages of a less urgent or complex nature; draft responses to messages that require review by the administrator~~receive visitors, schedule appointments, screen visitors and telephone calls and refer to appropriate staff members.~~ *E*

Maintain current financial and budget information; monitor budget expenditures; input data and perform various functions in the district's electronic information systems, such as posting entries in account books, ~~reconcile-reconciling~~ bank statements, and ~~make-making~~ deposits as assigned; prepare, review and issue check requests as required. *E*

~~Review and proof files, forms, records, documents and contracts~~Proofread, verify, and review a variety of material and reports for accuracy, completeness, and conformance to applicable policies, procedures, rules, and regulations. *E*

~~Assist the administrator in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs.~~ *E*

~~Provide administrative support to Board subcommittees as required.~~ *E*

~~Collect and compile statistical and financial data and other information for inclusion to special and periodic reports; prepare special reports as necessary; research information and establish appropriate formats.~~ *E*

~~Initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; schedule and confirm appointments and meetings and maintain administrator's calendar; arrange travel accommodations as necessary.~~

~~Provide information and assistance in person or by telephone regarding assigned program; established practices, policies and procedures to the faculty, staff, administrators, students and the general public.~~ *E*

~~Input data and perform various functions on the District's computer system; update budget and various computerized files.~~ *E*

**EXECUTIVE ASSISTANT TO THE VICE CHANCELLOR (CONFIDENTIAL) (continued)**

Prepare, compose, and edit a variety of correspondence, including confidential material, memoranda, reports, and other materials; ~~compose and edit correspondence; record and transcribe minutes from a variety of meetings.~~ *E*

Prepare and submit information for approval items related to the daily business of the administrator. *E*

~~Provide general administrative support to the executive leadership at the District, such as liaison with the Vice Chancellor, assisting with meeting preparation, correspondence, etc.~~ *E*

Maintain a variety of complex files and records often involving materials of a confidential nature. *E*

Maintain confidentiality of records and information, including information regarding ~~Board~~board, ~~District~~district, personnel, collective bargaining, student, ~~or~~and controversial matters. *E*

Train and provide work direction and guidance to others as assigned.

~~Operate a variety of office equipment, including a computer, typewriter, FAX machine, and copier.~~ *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

~~Organization, policies and rules of assigned administrative office  
Modern office practices, procedures and equipment  
Statistical, financial and narrative record keeping techniques  
Correct English usage, grammar, spelling, punctuation and vocabulary  
District organization, operations, policies and objectives  
Oral and written communications skills  
Applicable sections of State Education Code and other applicable laws  
Interpersonal skills using tact, patience and courtesy  
Telephone techniques and etiquette  
Public relations techniques~~

Organization, policies, and rules of assigned department  
District organization, operations, policies and objectives  
Objectives, priorities, and goals of the administrator  
Modern office procedures, methods, and equipment, including word processing, database, publishing, and spreadsheet software  
Principles and procedures of records management  
Principles and practices of fiscal, statistical, and administrative research and report preparation  
Principles and practices of business communication  
Principles of business letter writing  
Rules and procedures governing the notice and conduct of public meetings  
Methods and techniques of proper phone etiquette  
Principles and practices of customer service and public relations

Principles and practices of budget preparation and administration  
Basic data collection and survey methodology  
Principles of basic mathematics  
English grammar, spelling, and composition  
Applicable sections of State Education Code and other applicable laws  
Principles and practices of event planning

ABILITY TO:

~~Process administrative details not requiring the immediate attention of the Vice Chancellor, including the preparation of reports, coordination of functions, communication of department policy and other administrative tasks~~

~~Interpret, apply and explain rules, regulations, policies and procedures~~

~~Type at 60 words net per minute from clear copy~~

~~Transcribe accurately~~

~~Use modern computer software applications~~

~~Work independently with little direction~~

~~Establish and maintain effective working relationships with others~~

~~Meet schedules and time lines~~

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

~~Work confidentially with discretion~~

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

~~Communicate effectively both orally and in writing~~

~~Work efficiently with many interruptions~~

~~Operate a variety of office equipment such as typewriters, computer terminals, calculators, copiers and word processors~~

~~Make arithmetic calculations quickly and accurately~~

~~Understand and follow oral and written directions~~

~~Make arrangements for meetings and conferences~~

~~Maintain a variety of files, records and logs~~

~~Plan and organize work~~

Exercise initiative and independence of judgment and action

Prepare reports by gathering, organizing, interpreting, and synthesizing data from a variety of sources

Analyze situations accurately and adopt effective courses of action

Analyze, evaluate, and interpret information and data

Establish and maintain a variety of files and records

Plan and organize work to meet changing priorities and deadlines

Type, keyboard, and/or enter data at a speed necessary for successful job performance

Take and transcribe dictation at a speed necessary for successful job performance

Interpret and apply applicable federal, state, and local laws, codes, and regulations

Make arithmetic calculations quickly and accurately

Understand and follow oral and written directions

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

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports

Communicate clearly and concisely, both orally and in writing

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person

Operate office equipment including computers and supporting word processing, spreadsheet,

publishing and database applications  
Provide training, guidance, and work direction  
Independently prepare correspondence and memoranda from brief instructions  
Accurately count, record, and balance assigned transactions

**EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to: two years of college level course work in secretarial science and office equipment and four years increasingly responsible administrative assistance experience.~~

A. A bachelor's degree AND three years of increasingly responsible administrative support experience

**OR**

B. An associate degree AND four years of increasingly responsible administrative support experience

**OR**

C. Graduation from high school or evidence of equivalent educational proficiency AND five years of increasingly responsible administrative support experience

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment  
Constant interruptions

PHYSICAL ABILITIES:

~~Sitting or standing for extended periods of time~~  
~~Reaching above the shoulders and horizontally to retrieve files and supplies~~  
~~Lifting moderately heavy objects~~  
Dexterity of hands and fingers to operate a computer keyboard and other office equipment  
Sitting for extended periods of time  
Hearing and speaking to exchange information on the telephone or in person  
Seeing to read and review documents  
Reaching to retrieve and file records

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION TITLE: DIRECTOR OF COMMUNICATIONS AND CHIEF OF STAFF**

**BASIC FUNCTION:**

The Director of Communications and Chief of Staff serves as the primary liaison to the Chancellor with responsibility for coordinating communications between the Board of Trustees, Chancellor, colleges, staff, and the community. The position also directs, coordinates, and oversees a variety of administrative, analytical, and communication activities for the Office of the Chancellor.

**REPRESENTATIVE DUTIES:**

Perform high level analysis and advise the Chancellor on a broad range of complex issues; identify issues that may impact the District, including existing and proposed federal, state, and local legislation and assist the Chancellor in identifying and executing appropriate courses of action, including developing policy language to reflect the position of the Board and District on matters of local and statewide policy; advise the governing board, Chancellor, and district administrators on regulations, policies, procedures, and pending legislation. *E*

Assist the Chancellor with the development and maintenance of the District's strategic plan as it pertains to the governing board's goals and objectives; implement and monitor district-wide activities related to the strategic plan; coordinate governing board and Chancellor strategic planning and evaluation activities, including review and modification of district-wide goals; direct the annual review of Board goals and objectives and facilitate success measurement activities to establish new goals and areas for improvement. *E*

Provide administrative leadership for district-wide accreditation-related activities and initiatives in collaboration with the colleges; serve as the District Accreditation Liaison Officer (ALO) with the Accrediting Commission for Community and Junior Colleges (ACCJC) and in collaboration with the colleges. *E*

Serve as primary media spokesperson for the district; develop communication pieces such as newsletters, news briefs, Chancellor's updates, profiles, and reports. *E*

Coordinate and develop media relations and marketing services for the District utilizing newspapers, radio, television, websites, social media, and other media; establish and develop network relations to facilitate community support for the District's actions and objectives. *E*

Plan, direct, and supervise the operations of the Office of the Chancellor, including designated staff, to ensure a timely response to the needs and requests of the governing board, Chancellor, staff, and community; coordinate the formal flow of communication between the governing board, Chancellor, colleges, staff, and community. *E*

Oversee the development of the agenda for governing board meetings in accordance with applicable laws; ensure all legal document filings are accomplished in a timely manner; prepare transmittals to the Board and write issue status reports; communicate Board agenda concerns to appropriate staff and coordinate responses for meeting preparation. *E*



## **DIRECTOR OF COMMUNICATIONS AND CHIEF OF STAFF (continued)**

Attend all meetings of the governing board, cabinet, Chancellor's staff, and others to ensure that the flow of communication with the Board and the execution of assignments are timely and accurate; facilitate discussion and analyze the impact of internal and external decisions on students, staff, faculty, and the community. *E*

Develop and maintain District policies and administrative procedures as requested by the Chancellor. *E*

Develop and maintain a communication and community participation plan and process designed to foster understanding between the Board, the District Administrative Center staff, the colleges, and constituents and between local legislators, county executives, and the governing board. *E*

Research and compile information for speeches, presentations, biographical sketches, and candidacy brochures for election to state and national boards and committees. *E*

Represent the Board and Chancellor's interests as directed, including participating on committees and attending meetings and events within the community. *E*

Perform other duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to a Master's degree in business, communications, public administration, or related field and three years of experience developing, promoting, and facilitating a communications program for a public legislative body, including experience directing and supervising an executive office of a large organization

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Activities and operations of local, state, and federal legislative bodies  
Information resources, such as Board Policy Manual, Title V California Code of Regulations, California Education Code, and related laws and regulations  
Public relations principles, practices, and techniques  
Public speaking techniques  
Functions and operations of an administrative office  
District organization, operations, policies, and objectives  
Methods and techniques of research, analysis, and data-driven decision making  
Media functions and relations  
Principles of supervision, training, and performance evaluation  
Principles of strategic planning  
Office procedures, methods, and equipment  
Office productivity computer applications including word processing, spreadsheet, email, presentation, and database applications  
Principles of English grammar, spelling, and composition  
Principles of business letter writing and report preparation  
Principles and procedures of record keeping

## **DIRECTOR OF COMMUNICATIONS AND CHIEF OF STAFF (continued)**

### ABILITY TO:

Represent the Chancellor and the Board on local and legislative matters  
Interpret and apply applicable federal, State, and local policies, laws, and regulations  
Develop and administer goals, objectives, and procedures  
Plan, organize, direct, and coordinate the work of staff  
Analyze and evaluate programs, policies, and operational needs  
Identify and respond to sensitive community and organizational issues, concerns, and needs  
Implement and facilitate organizational change  
Make difficult decisions which may have districtwide impact Analyze situations accurately and adopt an effective course of action  
Exercise initiative and independence of judgment and action  
Manage and coordinate multiple projects simultaneously Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications  
Prepare and deliver effective oral presentations  
Communicate effectively, both orally and in writing  
Work independently and as part of a team  
Communicate policies, guidelines, regulations and laws to staff, students, and the public  
Establish and maintain effective working relationships with those encountered in the course of work  
Read, interpret, apply, and explain laws, regulations, policies, and procedures  
Prepare clear, concise, and comprehensive reports  
Prepare clear and comprehensive reports and maintain complex records  
Work confidentially with discretion  
Lead, motivate, train, supervise, and evaluate staff  
Research, collect, compile, and analyze information  
Produce documents and publications from ideas to completion

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment with frequent interruptions

#### PHYSICAL ABILITIES:

Hearing and speaking to communicate with others  
Sitting for extended periods of time  
Seeing to screen, interpret, and prepare materials for the Chancellor, governing board, and others as appropriate  
Reaching to file and maintain documents, reports, and publications

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION TITLE: DIRECTOR OF ADMINISTRATIVE RELATIONS**

**BASIC FUNCTION:**

Under the direction of the Chancellor, plan, direct and supervise the Office of the Chancellor; coordinate the formal flow of communications between the governing board, chancellor, colleges, staff, and the community; facilitate chancellor's service to the board through regular transmittal of information on district matters and through the preparation of position papers, proposed policy language, agenda action items, or staff reports; serve as custodian of record for the legal confidential records of the governing board; facilitate an informative and supportive relationship between the board, community and the community college district constituents.

**REPRESENTATIVE DUTIES:**

Direct and supervise the operations of the chancellor's office to insure a timely response to the needs and requests of the governing board, the chancellor, the staff, and the community. *E*

Oversee the development of the agenda for governing board meetings; ensure compliance with applicable laws; ensure all legal document filings required by the office are accomplished in a timely manner. *E*

Prepare transmittals to the board and write issue status reports, develop informing language, or edit information received from administrators. *E*

Research issues and develop position papers on district or legislative issues as determined by the needs of the governing board and the chancellor/staff. *E*

Develop and maintain a communication plan and process designed to foster understanding between the Board, the District Administrative Center staff, the colleges, and constituents. *E*

Develop and maintain a communication process that will foster the relationship between local legislators, county executives, and the governing board; develop resolutions on proposed statewide issues or develop proposed policy language that will reflect the position of the board or district on matters of statewide policy. *E*

Develop communication pieces such as newsletters, news briefs, chancellor's update; and profile/reports of the college district. *E*

Coordinate and assure continuing focus on governing board and chancellor planning and evaluation activities, including review and modification of district-wide goals. Direct the annual review of board goals and objectives and facilitate success measurement activities to establish new goals and areas for improvement. *E*

Develop staff assignments based on requests from the board or chancellor; research and prepare draft reports, follow through to completion of reports from staff. *E*

## **DIRECTOR OF ADMINISTRATIVE RELATIONS (continued)**

Communicate board agenda concerns to appropriate staff and coordinate responses for meeting preparation. *E*

Attend all meetings of the governing board, cabinet, chancellor's staff, and others as appropriate, to assure that the flow of communication with the board is timely and accurate; facilitate discussion and analyze the impact of internal and external decisions on students, staff, faculty, and the community. *E*

Represent the governing board or the chancellor on committees or at meetings within the community. *E*

Research and draft information for speeches, presentations, candidacy brochures for election to state and national boards and committees, and biographical sketches. *E*

Develop a board orientation process providing historical data on issues before the board to assist new members in becoming acquainted with the district and allow them to make fully informed decisions. *E*

Coordinate and develop media relations and marketing services for the district utilizing newspapers, radio, television and other media; establish and develop network relations to facilitate community support of district's actions and objectives. *E*

Serve as primary media spokesperson for the district; represent the board's and the chancellor's interests as directed. *E*

Supervise and evaluate chancellor's office staff. *E*

Perform other related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to a Master's degree in Business, Communications, Public Administration, or related field, plus three years experience developing, promoting and facilitating a communications program for a public legislative body. Considerable experience directing and supervising an executive office of a large organization.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Activities and operation of local, state and federal legislative bodies  
Information resources, such as Board Policy Manual, Title V California Code of Regulations, California Education Code, and related laws and regulations  
Public relations principles, practices and techniques  
Public speaking techniques  
Dealing with individuals with diverse backgrounds and cultures  
Functions and operation of an administrative office  
District organization, operations, policies, and objectives  
Basic research methods

## **DIRECTOR OF ADMINISTRATIVE RELATIONS (continued)**

Oral and written communication skills  
Interpersonal skills using tact, patience and diplomacy  
Media functions and relations  
Principles and practices of management  
Operation of a computer and assigned software

### **ABILITY TO:**

Represent the chancellor and the board on local and legislative matters  
Think analytically and independently  
Promote and facilitate discussion  
Respond quickly and appropriately to sensitive situations  
Arrange and coordinate various activities  
Operate a computer and assigned software  
Plan and conduct oral presentations  
Communicate effectively orally and in writing  
Work independently with little direction  
Communicate policies, guidelines, regulations and laws to staff, students and public  
Establish and maintain cooperative and effective working relationships with others  
Maintain confidentiality of records  
Read, interpret, apply and explain regulation, policies and procedures  
Prepare clear and comprehensive reports and maintain complex records  
Establish and maintain effective and cooperative working relationships with others  
Meet the public in situations requiring tact, diplomacy and discretion  
Plan and organize work  
Meet schedules and time lines  
Work confidentially with discretion  
Train, supervise, and evaluate personnel  
Research projects with minimal direction and supervision  
Produce documents and publications from ideas to completion

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office environment with frequent interruptions

#### **PHYSICAL ABILITIES:**

Hearing and speaking to communicate with others  
Sitting for extended periods of time  
Seeing to screen, interpret and prepare materials for the chancellor, governing board, and others as appropriate  
Reaching to file and maintain documents, reports and publications

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: GROUNDS MAINTENANCE WORKER

#### BASIC FUNCTION:

Under the direction of a Grounds Maintenance Supervisor, perform a variety of grounds keeping tasks for an assigned area of a campus; assist grounds maintenance crews as assigned for large-scale grounds maintenance projects.

#### REPRESENTATIVE DUTIES:

Plant, cultivate, prune, fertilize and irrigate flowers, trees, shrubs and lawns. *E*

Operate motorized equipment such as mowers, hedgers, trucks, tractors and sweepers. *E*

Irrigate and cultivate around trees, shrubs and hedges; trim and prune trees, shrubs and hedges. *E*

Perform a variety of regular maintenance to grounds such as trash pick-up and removal, weeding, raking and maintaining assigned areas in a clean and orderly condition. *E*

Plant new lawns, trees, shrubs, hedges and flowers. *E*

Spray landscaped areas with herbicide; prepare mixtures in proper proportions as directed; maintain related records; prepare paperwork related to pesticide usage. *E*

Repair, replace, and service sprinkler heads; inspect functioning of sprinklers and report malfunctioning sprinkler systems to supervisor. *E*

Prepare and maintain track and athletic fields for athletic events. *E*

Locate, trap and bait rodents.

Assist in the resurfacing of asphalt; mix and pour cement.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Methods, materials, tools and equipment used in grounds maintenance and gardening work  
Operation and uses of power grounds equipment  
Appropriate safety precautions and procedures

## **GROUNDS MAINTENANCE WORKER (continued)**

### ABILITY TO:

Perform general grounds maintenance and gardening work  
Perform heavy manual labor  
Use the tools and equipment of the grounds maintenance area skillfully and safely  
Operate grounds maintenance equipment  
Mix chemicals according to directions of supervisor  
Work cooperatively with others  
Establish and maintain effective working relationships with others

### **EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and some gardening or grounds maintenance experience.~~

One year of gardening or grounds maintenance experience in a commercial or public setting, including experience operating blowers, mowers, weeders, hedgers, and edgers

### **LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Outdoor environment  
Driving a vehicle to conduct work

#### PHYSICAL ABILITIES:

Lifting heavy objects  
Dexterity of hands and fingers to operate a variety of specialized grounds equipment and power and hand tools  
Reaching overhead, above the shoulders and horizontally  
Standing for extended periods of time  
Walking over rough or uneven surfaces  
Bending at the waist  
Kneeling or crouching  
Digging  
Carrying, pushing and pulling grounds maintenance equipment

#### HAZARDS:

Exposure to adverse weather conditions, dust, dirt, chemical fumes, pollen, and working around and with machinery having moving parts  
Exposure to chemicals associated with pesticide and herbicide spraying

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: VICE CHANCELLOR, BUSINESS AND ADMINISTRATIVE SERVICES**

**BASIC FUNCTION:**

Under the administrative direction of the Chancellor, the Vice Chancellor, Business and Administrative Services, serves as the District's Chief Business Officer and leads, plans, manages, organizes, and evaluates District business operations, systems, and processes, including budget development and administration, short-term and long-term strategic financial planning, fiscal and accounting services, facilities, banking and payroll, purchasing, risk management, and other related operational functions.

**REPRESENTATIVE DUTIES:**

Serve as the Chief Business Officer (CBO) of the District; manage associated operational areas including budget development and maintenance, accounting, financial and state reporting, purchasing, payroll, risk management, and facilities; direct the preparation of annual goals and objectives. *E*

Serve as chief advisor to the Chancellor on strategic matters related to financial planning and business and administrative services; provide consultation and technical expertise to administrators, personnel, and outside agencies. *E*

Plan, direct, and oversee the financial management of the District, including the management of all funds, investments, debt, and capital finances. *E*

Direct the development, administration, and control of the District budget; prepare long-range projections to develop a financial strategy for the District; establish District budget assumptions; ensure the fiscal integrity of the District and the proper expenditures of all funds. *E*

Direct the planning, development, and implementation of policies, procedures, programs, and initiatives to enhance compliance and the financial effectiveness and operational efficiency of District services. *E*

Oversee the college Vice Presidents, Business Services to ensure consistent and appropriate management of college budgets and college business operations; ensure fiscal control and oversight of college finances. *E*

Make presentations to the Board of Trustees in matters concerning fiscal, legal, contractual, administrative and other business concerns; manage the preparation of Board agenda items for the division. *E*

Work collaboratively with participatory governance groups, building consensus in developing and implementing a District budget which balances the academic needs of the colleges with available resources and district financial stability; provide leadership in the review, improvement, and implementation of a budget allocation model for the District. *E*



## **VICE CHANCELLOR, BUSINESS AND ADMINISTRATIVE SERVICES (continued)**

Serve on the District's negotiating teams and ensure the implementation of provisions of the faculty and classified contracts. *E*

Review and analyze pending legislation, legal mandates, and regulations for potential financial impact to the district. *E*

Supervise and evaluate the performance of assigned administrators and their staff; establish performance requirements and personal development targets; monitor performance and provide coaching for performance improvement and development; encourage professional excellence and promote a culture of customer service, innovation, and quality services; take disciplinary action, up to and including termination, to address performance deficiencies in accordance with District rules and regulations. *E*

Ensure continuous improvement of business and administrative services through re-engineering, organizational change management, new technology solutions, assessment of best practices, and feedback from internal users and external customers to increase productivity and effectiveness. *E*

Confer with external auditors in the performance of a variety of fiscal and operational audits, and alert appropriate management personnel regarding related issues, findings, and concerns. *E*

Attend and chair District-wide committees, task forces, and other meetings; represent the Chancellor and the District in the business community and at local, regional or State meetings, workshops, and conferences; maintain liaison with appropriate government agencies and professional organizations. *E*

Perform other duties as assigned by the Chancellor.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Principles, theories, and concepts of financial management, including investments, forecasting, and debt administration

Principles and practices of budget preparation and administration

Principles of risk management

Principles, methods, and techniques of accounting, with an emphasis on governmental accounting

Principles and practices of internal control and auditing

Principles of public relations

Methods and techniques of research, analysis, and data-driven decision making

State legislative processes and procedures

Capabilities of computer applications and hardware pertaining to the management of financial systems

Principles of supervision, training, and performance evaluation

English usage, spelling, grammar, and punctuation

Federal, state and local laws, ordinances, codes, and regulations relevant to the financial management of a multi-campus community college district in California

Principles and practices of public purchasing and contracting, including competitive bid procedures

Sources and bases of funding for post-secondary educational institutions and programs in the State of California

## VICE CHANCELLOR, BUSINESS AND ADMINISTRATIVE SERVICES (continued)

Methods and techniques of collective bargaining, labor relations, and dispute resolution

### ABILITY TO:

Interpret and apply applicable federal, State, and local policies, laws, and regulations  
Develop and administer departmental goals, objectives, and procedures  
Plan, organize, direct, and coordinate the work of staff  
Analyze and evaluate programs, policies, and operational needs  
Analyze and interpret financial markets, conditions, and trends  
Manage multiple projects simultaneously  
Prepare and administer large and complex budgets  
Identify and respond to sensitive community and organizational issues, concerns, and needs  
Communicate effectively, both orally and in writing  
Communicate highly technical information concisely and in understandable terms  
Prepare clear, concise, and comprehensive administrative and technical reports  
Deliver effective oral presentations  
Establish and maintain effective working relationships with those contacted in the course of work  
Design and manage effective control, information, and documentation systems  
Implement and facilitate organizational change  
Make difficult decisions which may have districtwide impact  
Lead, motivate, and supervise staff

### **EDUCATION AND EXPERIENCE:**

A. A master's degree from an accredited college or university preferably in business administration, accounting, finance, management, public administration, higher education leadership or a related field AND five years of increasingly responsible management experience ~~in high level administrative positions~~ in business administration or finance.

OR

B. A bachelor's degree from an accredited college or university preferably in business administration, accounting, finance, management, public administration, higher education leadership, or a related field AND a certified public accountant's license AND five years of increasingly responsible management experience ~~in high level administrative positions~~ in business administration or finance.

OR

C. A bachelor's degree from an accredited college or university preferably in business administration, accounting, finance, management, public administration, higher education leadership, or a related field AND ~~seven-nine~~ years of increasingly responsible management experience ~~in high level administrative positions~~ in business administration or finance.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment

**VICE CHANCELLOR, BUSINESS AND ADMINISTRATIVE SERVICES (continued)**

PHYSICAL ABILITIES:

Seeing to review financial documents

Hearing and speaking to communicate with District staff

Sitting for extended periods of time