

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING AGENDA**

Thursday, April 21, 2005 – 7:00 p.m.
District Service Center Conference Room
333 Skyway Drive, Camarillo, CA

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

- | | <u>ITEM NO.</u> |
|--|------------------------|
| 1. CALL TO ORDER | |
| 2. ROLL CALL | |
| 3. PUBLIC COMMENTS REGARDING AGENDA ITEMS | |
| 4. MINUTES

Personnel Commission Meeting of March 17, 2005. | 4-93 |
| 5. CORRESPONDENCE
None | |
| 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
None | |
| 9. APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS/SALARY RANGE

Plumber
Existing Classified Salary Schedule #260
Revised classification specification attached | 9-106 |

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.

Will be listed as appropriate.

19. OTHER

- | | | |
|----|---|--------|
| a. | Personnel Commission Budget for FY 2005-2006 Preliminary Budget | 19-182 |
| b. | Establishment of Date for Public Hearing of 2005-2006 Budget | 19-183 |
| c. | Approval of Personnel Commission Annual Report | 19-184 |

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, May 19, 2005 at 7:00 p.m.

22. ADJOURNMENT

Pursuant to the federal Americans with Disabilities Act, if you need 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.

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

Americorp Intern

Miriam Gutierrez December 20, 2004 – November 31, 2005
Clara Villasenor December 20, 2004 – November 31, 2005

Athletic Specialist

Elizabeth Herrera August 6, 2004 – June 15, 2005
Vincent A. Kolbe March 15, 2005 – May 2, 2005

Attending Dentist

Armine Derdarian July 30, 2004 – May 16, 2005
Robert E. Turner January 12, 2005 – May 17, 2005

Community Education Trainer

Vicki Shallenberger June 23, 2004 – June 30, 2005
Maud Huey-Kenyon July 8, 2004 – June 30, 2005
Marion Lapan July 8, 2004 – June 30, 2005
Stan Myers July 8, 2004 – June 30, 2005
Donna Goris February 1, 2005 – June 30, 2005
Iva Jeffreys February 1, 2005 – June 30, 2005
Jan Schuette February 1, 2005 – June 30, 2005
Vicki Shallenberger February 16, 2005 – June 30, 2005
Kimberly Ann Wulfert March 31, 2005 – May 18, 2005

Customized Training Consultant

Judi Balcerzak August 6, 2003 – June 30, 2005
Claudia Konieczny August 30, 2004 – June 30, 2005
Donna Goris October 27, 2004 – June 30, 2005

Health Care Professional

Deanna Flanagan June 18, 2004 – June 30, 2005
Laura Forsyth June 18, 2004 – June 30, 2005
Sharon Gibbs June 18, 2004 – June 18, 2005
Deborah Sargeant June 18, 2004 – June 30, 2005
Denise Stephenson June 18, 2004 – June 30, 2005
Anna Cole July 1, 2004 – June 30, 2005
Louise Nemerson July 1, 2004 – June 30, 2005
Salvador M. Sandoval August 23, 2004 – June 30, 2005
Maud Huey-Kenyon August 30, 2004 – June 30, 2005
Donna Marks September 1, 2004 – June 30, 2005
Anna Cole October 1, 2004 – June 30, 2005
Glenn A. Peters January 12, 2005 – June 30, 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

Project Specialist

David Donaldson

Andres Orozco

Tasnin Kosar Sharif

December 6, 2004 – June 30, 2005

January 12, 2005 – June 30, 2005

March 5, 2005 – June 30, 2005

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PLUMBER

BASIC FUNCTION:

Under the direction of a Maintenance Supervisor, perform skilled work in the repair, maintenance and installation of plumbing systems, equipment, appliances, controls and fixtures, including water, gas and sewer installation.

REPRESENTATIVE DUTIES:

Install, maintain, repair and replace plumbing systems, equipment, appliances, controls and fixtures, including water, gas and sewer installation. *E*

Read, interpret and understand information represented in sketches, drawings, blueprints and schematics. *E*

Install, maintain and repair a variety of plumbing related systems such as gas piping, lawn sprinkler, welding and automatic fire sprinkler. *E*

Repair and maintain equipment including boilers, furnaces, thermostats, gas valves, fans and air compressors. *E*

Maintain and inspect safety devices and equipment; inspect and test pipes for cross connections. *E*

Use a variety of tools and equipment utilized in the plumbing trade; operate a vehicle to conduct work. *E*

Maintain records and prepare reports; estimate materials and time needed for projects. *E*

Install backflow prevention devices; submit reports of testing certifications to appropriate agencies. *E*

Train and provide work direction to others as assigned. *E*

Estimate time and materials needed; make cost estimates and order materials; maintain plumbing tools and equipment. *E*

Operate a variety of tools and equipment such as arc and gas welders, leak detectors, power tools, fork-lift and maintenance vehicle. *E*

Notify supervisor regarding water systems malfunctions or in the event of contamination or pollution of water systems.

Assist in performing other skilled maintenance duties as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable plumbing codes and regulations.
Backflow prevention devices.
Uniform Plumbing Code.
Interpersonal skills using tact, patience and courtesy.
Methods, equipment and materials used in the plumbing trade.
Health and safety regulations.
Technical aspects of field of specialty.
Record-keeping techniques.
Basic methods, equipment and materials used in the heating, refrigeration and air conditioning trades.

ABILITY TO:

Maintain and perform skilled work in the repair, maintenance and installation of plumbing fixtures.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Install, repair and maintain plumbing fixtures and heating, ventilation and refrigeration systems.
Maintain records and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Use a variety of tools and machines utilized in the basic trade.
Analyze situations accurately and adopt an effective course of action.
Work from blueprints, shop drawings and sketches.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Train and provide work direction to others.
Operate a maintenance vehicle.
Perform skilled maintenance work as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: four years of training and experience which demonstrates journey-level skill in the assigned trades.

LICENSES AND OTHER REQUIREMENTS:

~~Possess and maintain current backflow certificate.~~
Obtain and maintain backflow certificate prior to obtaining permanent status.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environments.
Responding to emergency calls after regular working hours.

PHYSICAL ABILITIES:

Lifting and carrying heavy appliances and fixtures.

Climbing ladders.

Pushing and pulling snakes and other apparatus.

Crawling under buildings and in cramped or restrictive work chambers.

Seeing to observe work progress.

Standing and walking for extended periods of time.

HAZARDS:

Working around fumes, heat and in cramped environments.

Potential exposure to human feces and to unpleasant odors.

Preliminary Personnel Commission Budget (FY 05-06)

	Budget 04-05	YTD	Budget 05-06
2000 CLASSIFIED SALARIES			
2000 Managers	\$33,204	\$23,674	\$40,483
2100 Classified	\$89,258	\$67,065	\$90,555
2322 Overtime	\$2,000	\$0	\$1,000
2600 Supervisors	\$65,991	\$49,075	\$69,422
2700 Confidential	\$34,663	\$16,121	\$34,294
2722 Confidential OT	\$0	\$654	\$1,000
2810 Board & Commission	\$1,800	\$1,350	\$1,800
2900 <i>Other Salary Offset (Budg Hold)</i>	\$4,941		
Subtotal	\$231,857	\$157,939	\$238,554
3000 EMPLOYEE BENEFITS			
3200 PERS	\$22,217	\$16,515	\$23,945
3300 OASDI & Medicare	\$17,376	\$11,904	\$17,374
3400 H & W	\$66,934	\$49,927	\$72,978
3500 SUI	\$1,495	\$1,073	\$2,225
3600 Worker's Comp	\$7,915	\$5,841	\$8,922
3800 LCA	\$485	\$358	\$485
3900 Retiree Health Liability	\$0	\$0	\$29,563
<i>Other Benefits- offset (Budg Hold)</i>	\$811		
Subtotal	\$117,233	\$85,618	\$155,492
4000 SUPPLIES			
4200 Office Supplies	\$2,000	\$1,072	\$2,000
4800 General Supplies & Mat	\$1,600	\$1,151	\$1,600
4900 Other			
4999 <i>Budget Holding/Variance</i>		-\$865	
Subtotal	\$3,600	\$1,358	\$3,600

	Budget 04-05	YTD	Budget 05-06
5000 SVCS & OTHER OPER EXP			
5110 Consultants	\$ 3,000	\$0	1,500
5211 Conf/Staff Travel	\$2,000	\$2,130	\$2,000
5220 Mileage (local)	\$1,500	\$545	\$1,250
5300 Dues & Membership	\$500	\$1,056	\$1,250
5500 Utilities & Housekeeping	\$0	\$0	\$0
5611 Rent/Lease Bldgs	\$200	\$0	\$200
5649 Other Contracted Svcs	\$2,000	\$1,750	\$2,000
5721 Legal Expenses	\$3,000	\$0	\$1,500
5810 Advertising	\$0	\$0	\$0
5870 Printing & Duplicating	\$2,000	\$0	\$500
5890 Other Expenses & Serv	\$1,000	\$0	\$1,000
Subtotal	\$15,200	\$5,481	\$11,200
6000 EQUIPMENT			
6451 Equip- Non Inst Computers	\$0	\$1,436	\$2,000
6453 Equip- Non inst equip	\$1,000	\$0	\$500
Subtotal	\$1,000	\$1,436	\$2,500
TOTAL	\$368,890	\$251,832	\$411,346

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 the third Thursday of each month. Agendas and minutes are posted to our web site:

www.vcccd.net/pc/pc1.htm

The Personnel Commission web site provides useful information, the annual budget, classified vacancies and employment application, employee benefits, contract, meetings, hiring matrix and a staff directory.

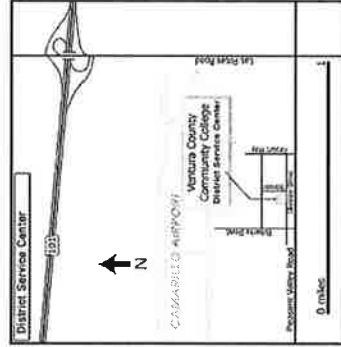
The Commission Rules are available on-line at www.vcccd.net

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

As part of the 108-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. Student enrollment at VCCCD for spring 2004 was 32,245.

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

The District Service Center is located in Camarillo 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.



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

2003-2004

Personnel Commission Annual Report

333 Skyway Drive
Camarillo, CA 93010
www.vcccd.net/pc/pc1.htm
24-hour Job Line: 805-384-8368
Fax: 805-384-8394

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 that the rules and regulations adopted by the Personnel Commission shall apply to all classified employees and provide 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. Since July 1, 2003, 61% of VCCCD's applicants have chosen this convenient method to submit their applications.

CLASSIFIED ACTIONS

2002-03 2003-04

Number of vacancies announced	27	51
Total applications processed	798	902
Online applications processed	447	551

Number of examinations administered:

Written and/or screening	26	43
Oral appraisal examinations	26	43
Bilingual/keyboarding/ten-key	7	13

Personnel actions:

Number of eligibility lists established	26	43
Number of positions certified	67	76
Number of regular appointments	54	45
Provisional/limited term appts.	288	434

Classification requests processed:

Out-of-classification	20	8
Reclassification	1	1

Classified employees	560	534*
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Fiscal Year ending June 30, 2003

*Fiscal Year ending June 30, 2004

PERSONNEL COMMISSION MEMBERS

Personnel Commission members are appointed for three-year staggered terms – one member is appointed by the Governing Board, one member by the classified employees of the District, and the third member is appointed by the other two members.

David J. Gonzales (Chair)

Member since 2003. JDL degree, Southwestern University School of Law. Occupation: Assistant Vice Chancellor for Facilities and Parking & Transportation Service, University of California, Santa Barbara.

Barbara M. Harison

Member since 2001, and from 1997-2000. MBA degree, Pepperdine University. Occupation: Management Consultant. Principal, Harison & Associates, providing consulting services to public, private and non-profit agencies.

Ray L. Pizarro

Member since 2002. BA degree, Boston University. Occupation: Director of Human Resources, Oxnard Harbor District.

PERSONNEL COMMISSION SUPPORT STAFF

The Personnel Director 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 serves as secretary to the Personnel Commission.

Patricia S. Parham
Director of Personnel

Patricia Olson
Exec. Asst. to the Personnel Commission

Alicia Thier
Supervisor of Employment and Personnel

Lupe Corral
Human Resources/Personnel Assistant

Matthew Bigelow
Clerical Assistant

Other staff members who support the Commission are budgeted jointly with the Human Resources Dept.

**ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2005-2006**

	2004-2005 Actual or Estimated (dollars only)	2005-2006 Budget (dollars only)
2000	<u>CLASSIFIED SALARIES</u>^{+ 1}	
2000 Managers	<u>33,204</u>	<u>40,483</u>
2100 Classified	<u>89,258</u>	<u>90,555</u>
2322 Overtime	<u>2,000</u>	<u>1,000</u>
2600 Supervisors	<u>65,991</u>	<u>69,422</u>
2700 Confidential	<u>34,663</u>	<u>34,294</u>
2722 Confidential Overtime	<u>-0-</u>	<u>1,000</u>
2810 Board and Commission ²	<u>1,800</u>	<u>1,800</u>
2900 <i>Other Salary Offset</i>	<u>4,941</u>	<u>-0-</u>
<i>Subtotal</i>	<u>231,857</u>	<u>238,554</u>
3000	<u>EMPLOYEE BENEFITS</u>⁺	
3200 PERS	<u>22,217</u>	<u>23,945</u>
3300 OASDI & Medicare	<u>17,376</u>	<u>17,374</u>
3400 Health & Welfare Benefits ³	<u>66,934</u>	<u>72,978</u>

+ 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 §45250 and §88070).

³ Group medical benefits cannot be provided to former personnel commission members.

		2004-2005 Actual or Estimated (dollars only)	2005-2006 Budget (dollars only)
3000	<u>EMPLOYEE BENEFITS</u> ⁺ (continued)		
3500	SUI	<u>1,495</u>	<u>2,225</u>
3600	Workers' Compensation	<u>7,915</u>	<u>8,922</u>
3800	LCA	<u>484</u>	<u>485</u>
3900	Retiree Health Liability	<u>-0-</u>	<u>29,563</u>
	<i>Other Benefits-offset (Budget Hold)</i>	<u>811</u>	<u>-0-</u>
	<i>Subtotal</i>	<u>117,233</u>	<u>155,492</u>
4000	<u>SUPPLIES</u>		
4200	Office Supplies	<u>1,300</u>	<u>1,300</u>
4800	Other Supplies	<u>1,600</u>	<u>1,600</u>
	<i>Subtotal</i>	<u>2,900</u>	<u>2,900</u>
5000	<u>SERVICES & OTHER OPERATING EXPENSES</u>		
5110	Consultants	<u>3,000</u>	<u>1,500</u>
5211	Conferences/Staff Travel	<u>2,000</u>	<u>2,000</u>
5220	Mileage (local)	<u>1,500</u>	<u>1,250</u>
5300	Dues & Membership	<u>1,200</u>	<u>1,250</u>
5500	Utilities & Housekeeping Services	<u>-0-</u>	<u>-0-</u>
5600	Rentals, Leases & Repairs		
5611	Rent/Lease – Buildings	<u>200</u>	<u>200</u>
5612	Rent/Lease - Equipment	<u>-0-</u>	<u>-0-</u>
5622	Maintenance/Repair – Equipment	<u>-0-</u>	<u>-0-</u>
5649	Other Contracted Services	<u>2,000</u>	<u>2,000</u>

		2004-2005 Actual or Estimated (dollars only)	2005-2006 Budget (dollars only)
5000	<u>SERVICES & OTHER OPERATING EXPENSES</u> (continued)		
5721	Legal Expenses	<u>3,000</u>	<u>1,500</u>
5800	Other Services & Operating Expenses		
5810	Advertising	<u>-0-</u>	<u>-0-</u>
5870	Printing and Forms	<u>2,000</u>	<u>500</u>
5890	Other Expense and Services	<u>1,000</u>	<u>1,000</u>
	<i>Subtotal</i>	<u>15,900</u>	<u>11,200</u>
6000	<u>EQUIPMENT</u>		
6400	New Equipment		
6451	Equipment-Non Inst. Computers	<u>-0-</u>	<u>2,000</u>
6453	Equipment-Non Inst. Equipment	<u>1,000</u>	<u>500</u>
	<i>Subtotal</i>	<u>1,000</u>	<u>2,500</u>
	<u>FUND BALANCE</u>		
	Designated for Personnel Commission	<u>-0-</u>	<u>-0-</u>
	Actual or Estimated Expense	<u></u>	<u></u>
	Amount Budgeted	<u>368,890</u>	<u>410,646</u>

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DEPARTMENT

POSITIONS FILLED & PENDING

April 21, 2005

Current number of positions certified March 18, 2005 to April 17, 2005

3 positions filled:

<u>Positions</u>	<u>Employees Hired</u>	<u>Loc</u>	<u>Status</u>	<u>Effective Date</u>
Custodial Supervisor II	Robert Duran	MC	Probationary	04/13/05
Bookstore Cashier	Kathy Campbell	MC	Reassignment in lieu of layoff	05/02/05
Clerical Asst II- Ltd Term	Yolanda Kiernan	MC	Limited Term	05/02/05

6 Positions pending selection:

Admissions & Records Technician – VC, MC
Business Office Assistant – OC
Grounds Maintenance Worker- VC
Clerical Assistant I -VC
Administrative Asst I - VC

CURRENT RECRUITMENTS

APRIL 21, 2005

Job Title	No. of Apps.	Loc	Status	Closing Date	Type of Exam	Skills Exam	Orals	Certified Date
College Trainer	0 / 0 web	OC	Open	May 16, 2005	Screening week of May 16	-----	Week of May 30	To be certified week of May 30, 2005
Financial Aid Officer	0 / 0 web	OC	Open	May 23, 2005	Screening week of May 23	-----	Week of June 6	To be certified week of June 6, 2005
Instructional Lab Technician II- Learning Resources	6 / 20 web	VC	Closed	March 8, 2005	Screening week of April 18	-----	Week of May 9	To be certified week of May 9, 2005
Library Technician	5 / 9 web	VC	Closed	March 8, 2005	Screening week of April 11	-----	Week of May 2	To be certified week of May 2, 2005