VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING AGENDA
Thursday, January 27, 2005 – 7:00 p.m.
District Service Center Conference Room
333 Skyway Drive, Camarillo, CA

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

ITEM NO.

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

4. **MINUTES**

   Personnel Commission Meeting of December 16, 2004. *4-91*

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**

   a. Computer Specialist *9-102*
   Proposed change from Classified Salary Schedule #335 to #290 ($3,979-$5,482/mo)
   Revised Classification Specification attached

b. Campus Technology Services Supervisor *9-103*
Existing Classified Supervisors Salary Schedule #320 ($4,801-$6,662/mo)
Revised Classification Specification attached

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

Voluntary Demotion – Deborah Talili *19-180*
From Administrative Assistant II at MC (#230 - $2,879-$3,979/mo)
To Administrative Assistant I at OC (#220 - $2,728-$3,766/mo)

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, February 17. 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.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
December 16, 2004
MINUTES

THREE HUNDRED AND SEVENTY-FIRST MEETING

The three hundred and seventy-first meeting of the Ventura County Community College District Personnel Commission was held on Thursday, December 16, 2004.

1. CALL TO ORDER

Chairman Ray Pizarro called the meeting of the Personnel Commission to order at 7:00 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

On motion by Mr. Gonzales, seconded by Ms. Harison, the minutes of the October 21, 2004 meeting of the Personnel Commission were unanimously approved. *(4-90)*

5. CORRESPONDENCE

None

6. REPORTS

a. Classified Employee Representative(s) Report
None

b. Board of Trustees Meeting – Patricia Parham

Ms. Parham reported the Board of Trustees had accepted the nomination of Barbara Harison to serve another term on the Personnel Commission. They also said good-bye to two outgoing board members and swore in two new members: Bob Huber and Larry Miller. The board also took action to cap the district's benefit contribution for managers, supervisors, and confidential employees, and eliminated retiree medical benefits for employees in those groups hired after July 1, 2005.

c. Director's Report – Patricia Parham

Ms. Parham reviewed the *Report of Current Recruitments,* reflecting seven vacancies, and the *Positions Filled & Pending Report*, reflecting eight positions filled and seven positions pending selection.

d. Commissioners' Reports
None

7. OLD BUSINESS

Professional Experts

The commissioners reviewed the December *Report of Professional Experts*, with forty-six additions since the October report.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE
None

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

Accounting Clerk III *(9-101)*

Ms. Parham advised this classification has not been active for the past three years. Alicia Thier explained the justification for reinstating the classification and reviewed the changes being made. She said prior incumbents were in Payroll, but the intent now is for the specification to be less specific to Payroll because these employees will be at the colleges. Mr. Gonzales observed there seems to be little reference to the use of a computer in the specification. On motion by Ms. Harison, seconded by Mr. Gonzales, the proposed revisions to the specification were unanimously approved.

10. RECLASSIFICATION
None

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES
None

12. ABOLISHMENT OF CLASSIFICATIONS
None

13. INTERPRETATION OF MINIMUM QUALIFICATIONS
None

14. APPROVAL OF PROPOSED SALARY RANGE
None

15–18. Listed as appropriate.
None

19. OTHER

Election of Chair (19-179)

Ms. Harison made a motion that David Gonzales serve as Chair of the Personnel Commission during the year 2005. Mr. Pizarro seconded the motion and Mr. Gonzales was elected to serve.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

Because Mr. Gonzales will be out of town on the date of the next regularly scheduled meeting of the Personnel Commission, the commissioners discussed other dates. Mr. Pizarro will contact Patricia Olson next week to confirm the date of January 27, 2005.

22. RECESS TO CLOSED SESSION

Public Employee Evaluation – Associate Vice Chancellor, Human Resources/Personnel

23. RECONVENE IN OPEN SESSION

Mr. Pizarro reported the commissioners had completed their annual evaluation of Ms. Parham and she had been provided a copy.

24. ADJOURNMENT

On motion by Mr. Gonzales, seconded by Ms. Harison, the meeting of the Personnel Commission was adjourned at 8:26 p.m. by Mr. Pizarro.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DEPARTMENT

POSITIONS FILLED & PENDING

January 27, 2005

Current number of positions certified December 17, 2004 to January 27, 2005

6 positions filled:

Positions	Employees Hired	Loc	Status	Effective Date
Administrative Assistant I	Deborah Talili	OC	Voluntary Demotion	01/24/05
Accounting Tech I/AP	Cynthia Parrish	DSC	Probationary	01/19/05
Instructional Lab Tech II- Biology	Mary Swenson	MC	Probationary	01/04/05
Clerical Assistant I	Carole Cooley	OC	Probationary	01/19/05
Clerical Assistant I	Catherine Sanchez	VC	Promotion	01/19/05
Instructional Lab Tech I-Learn. Res	Bob Martin	VC	Probationary	01/19/05

3 positions pending selection:

Accounting Technician I- Oxnard College

Placement Project Specialist- Moorpark College

Administrative Assistant II – Moorpark College

CURRENT RECRUITMENTS

JANUARY 27, 2005

Job Title	No. of Apps.	Loc	Status	Closing Date	Type of Exam	Skills Exam	Orals	Certified Date
Admissions and Records Technician	5 / 24 web	MC	Open	January 27, 2005	Screening week of January 31, 2005	----------	Week of February 14, 2005	To be certified week of February 14, 2005
College Bookstore Manager	3 / 13 web	MC	Open	January 31, 2005	Screening week of January 31, 2005	----------	Week of February 14, 2005	To be certified week of February 14, 2005
Community College Police Officer I	4 / 6 web	DSC	Closed	November 29, 2004	Written exam December 2	----------	January 27, 2005	To be certified after Background investigation
Custodial Supervisor	1 / 1 web	MC	Open	January 31, 2005	Screening week of January 31, 2005	----------	Week of February 14, 2005	To be certified week of February 14, 2005
Custodian	11 / 7 web	MC	Closed	December 3, 2004	Written exam December 9	----------	February 2, 2005	To be certified week of February 7, 2005
Family Development Assistant	2 / 15 web	OC	Closed	January 10, 2005	Screening week of January 24, 2005	----------	Week of February 14, 2005	To be certified week of February 14, 2005
Grounds Maintenance Worker	6 / 3 web	VC	Closed On Hold	November 29, 2004	Written exam December 3	----------	Week of January 3, 2005	To be certified week of January 3, 2005
Support Services Assistant / Disabled Students	4 / 21 web	MC	Closed	January 10, 2005	Screening week of January 10, 2005	----------	February 3, 2005	To be certified week of February 7, 2005

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
01/20/04 – 5 added/41 removed

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

Attending Dentist

Armine Derdiarian	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

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

Project Specialist

David Donaldson	December 6, 2004 – June 30, 2005
Andres Orozco	***January 12, 2005 – June 30, 2005***

PROPOSED CHANGE TO DECREASE SALARY LEVEL OF COMPUTER SPECIALIST CLASSIFICATION

Information Technology Classification Family

Classification	Education	Experience	Salary Level
Programmer I	Two years of college course work in information systems or related field	Six months experience writing applications programs in structured COBOL	270
Web Developer	Two years of college in Computer Information Science or closely related field	One year increasingly responsible systems analysis, design and application programming experience in web-based applications.	270
Application Support Programmer	Two years of college course work in Computer Science or Information Systems	Two years of increasingly responsible experience in computer systems and systems analysis in a RDBMS environment	280
Computer Specialist (New)	**Two years of college course work in Information Processing systems or related field**	**Two years of increasingly responsible experience in user support, networking services and network management.**	**290**
Network/Internet Administrator	Two years of college course work, trade school or training program course work in computer science, electronics or a related field	Three years of increasingly responsible experience in user support and networking services, including one year of network management experience.	300
Webmaster/ System Administrator	Two years of college in Computer Information Science or closely related field	Two years increasingly responsible systems analysis, design and application programming experience in web-based applications. In addition, direct experience in system administration in a multi-system environment.	330
Computer Specialist (OLD)	***Two years of college course work in Information ~~Processing~~ systems or related field***	***Two years of increasingly responsible experience developing applications using productivity tools for the microcomputer.***	****335***

* The old salary range for Computer Specialist was higher than the Supervisor position to which it reports (320 on supervisor schedule).

OLD

February 1986
Rev. January 1989

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COMPUTER SPECIALIST

BASIC FUNCTION:

Under general direction, to plan, design and maintain a Local Area Network; and to analyze user needs, microcomputer software and hardware needs; evaluate and provide productivity and efficiency tool recommendations, and applications programming for the microcomputer.

REPRESENTATIVE DUTIES:

Analyze user needs to determine the type of software and hardware within the current standard offerings and recommend a plan for implementation. ***E***

Implement and maintain micro computer networks and recommend modifications. ***E***

Conduct in-service training on microcomputer operations and productivity and efficiency tool applications. ***E***

Design and program applications programs on the microcomputer using a variety of programming/applications languages and prepare concise and clear documentation. ***E***

Assist users with use of word processing, spreadsheet, database programs, and other application areas on micro and mainframe computers. ***E***

Install microcomputers and microcomputer networks. ***E***

Responsible for network access control, passwords, lock words, and other forms of security. ***E***

Assist in planning and implementation of the network upgrades for improving service. ***E***

Assist in interfacing with vendor maintenance organizations and verifying problem resolution. ***E***

Perform related work as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Distributed computer systems and processing techniques.
Principles and practices of programming in BASIC OR PASCAL, and MS DOS.
Microcomputer hardware and software products and their associated use in the office and educational environment.
Principles and practices of data communication networking of microcomputers relative to other computers.
Statistical methods and procedures.

ABILITY TO:
Program in BASIC OR PASCAL, and use MS DOS.
Use productivity tools such as DBASE, Lotus, RBASE 5000, REVELATION, WordPerfect, and Micro Soft Word.
Develop and support data communication networking of microcomputers.
Train users in the use of productivity and efficiency tools for the microcomputer.
Design and program application programs for the microcomputer.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college course work in Information Processing systems or related field and two years of increasingly responsible experience developing applications using productivity tools for the microcomputer.

Additional experience may be substituted for the required education on a year for year basis.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL ABILITIES:
Sitting, standing, and talking for extended periods of time, seeing to design and program applications, hearing and speaking to communicate with users, and dexterity of hands and fingers to operate a keyboard.

February 1986
Revised January 2005

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COMPUTER SPECIALIST

BASIC FUNCTION:

Under general direction, plan, design, coordinate, administer and maintain the College Local Area Network; and analyze user needs for computer software, hardware and peripherals.

REPRESENTATIVE DUTIES:

Train and direct others in maintaining computers and networks. ***E***

Coordinate and monitor the progress of office automation projects from original analysis through final implementation; provide technical assistance to local campus end users, perform system installation and administration, and ensure functional integrity and security of the college network. ***E***

Coordinate with district Information Technology staff related to network design, topology, protocols, and district-wide network technology standards. ***E***

Install and administer college network systems of various servers, including security, applications and updates. ***E***

Design, install, configure, maintain and troubleshoot campus network servers and computers. ***E***

Assist district Information Technology staff in planning and maintaining the college network, such as switches, ATMs, routers and cabling, for improving service. ***E***

Analyze user needs to determine the type of software and hardware within the current standard offerings and recommend a plan for implementation. ***E***

Implement and maintain computer networks and recommend modifications. ***E***

Conduct in-service training on computer operations and productivity and efficiency tool applications; assist users with use of word processing, spreadsheet, database programs, e-mail, web and other application areas on computers. ***E***

Install computers and related networks. ***E***

Maintain network access control, passwords, lock words, and other forms of security. ***E***

Assist in interfacing with vendor maintenance organizations and verifying problem resolution. ***E***

Liaison with College and District to establish the appropriate objectives for developing new or enhanced existing computer based office systems. ***E***

Assist and participate in the planning and administration of departmental office automation. ***E***

Plan, recommend and assist in the design of campus computer networks. ***E***

Assist management in setting office systems priorities and strategies. ***E***

Perform related work as assigned.

KNOWLEDGE, SKILL AND ABILITIES:

KNOWLEDGE OF:
Modern Office procedures and automated equipment, computer systems design, software and hardware products and their use in office automation.
Computer hardware and software products and their associated use in the office and educational environment.
Network cabling, switches, wall jacks, ATM, routers.
Operating Systems for the PC, Macs and servers.
Application software like MS-Office, Lotus Notes and Banner.
Programming from a Windows command line.

ABILITY TO:
Install and administer a server on the network..
Use productivity tools such as MS-Office, Anti-virus, Email.
Develop and support networking of all computers.
Train users in the use of productivity and efficiency tools for the computers.
Troubleshooting and maintain PCs, servers, and networks.
Maintain effective working relations with others, including all segments of the college community.
Work independently while maintaining schedules and multiple time lines.
Demonstrate interpersonal skills using tact, patience and courtesy.
Demonstrate sensitivity to and understanding of diverse academic, cultural, disability and ethnic backgrounds of staff and students.
Communicate effectively, both in written and oral form.
Train and direct others in maintaining computers and networks.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college course work in Information Processing systems or related field and two years of increasingly responsible experience in user support, networking services and network management.

LICENSES AND OTHER REQUIREMENTS:
Microsoft Certified System Engineer preferred.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment, wiring closets and various PC labs.

PHYSICAL ABILITIES:
Sitting and standing for extended periods of time.
Communicate with users.
Dexterity of hands and fingers to operate a keyboard.
Ability to lift 40 pounds.

OLD

October 1998
Revised January 2001

VENTURA COUNTY COMMUNITY COLLEGE

CLASS TITLE: NETWORK AND TECHNICAL SERVICES SUPERVISOR

BASIC FUNCTION:

Under the direction of an assigned manager and in coordination with the Associate Vice Chancellor of Information Technology, plan, organize, coordinate and participate in analysis, design, programming, installation and maintenance of District or campus computer equipment and network resources.

REPRESENTATIVES DUTIES:

Provide technical direction for the development and maintenance of information systems networks. ***E***

Coordinate and direct the installation, selection and maintenance of PC's, terminals and printers and FAX equipment, controls and specifications. ***E***

Direct, evaluate and train technicians and support services staff. ***E***

Ensure consistent use of the district-wide system to record and assign service calls. ***E***

Direct the testing, training, and evaluation of hardware, network components, protocol, nodes, modems and other network items for the college or District. ***E***

Make recommendations and suggestions for overall improvement of network systems, hardware and department standards for documentation. ***E***

Coordinate activities with equipment and repair vendors; assist purchasing in securing the best pricing on Information Systems equipment and services. ***E***

Review recommendations and suggestions for overall improvement of systems, hardware, and department standards for documentation. ***E***

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Modern office procedures and equipment.
FAX and telecommunications equipment and protocols.
Local area network hardware and software and digital networks.
Audio communications equipment and wiring requirements.
Computer systems administration.
Principles and practices of supervision and training.

ABILITY TO:
Write and orally express difficult and complex concepts clearly and concisely.
Analyze problems in computer operations and communications techniques.
Train, supervise, and evaluate personnel.
Maintain current knowledge of technological advances in the field.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with emphasis in information processing systems or related field and five years of increasingly responsible experience in installing and maintaining computer, FAX and telecommunications equipment and systems software.

WORKING CONDITIONS:

ENVIRONMENT:
Office or college campus environment.

PHYSICAL ABILITIES:
Hearing and speaking to exchange information and to provide work direction.
Seeing to assure accuracy of work.
Dexterity of hands and fingers to operate a computer keyboard and repair tools.
Bending and stooping to repair and install equipment.
Lifting heavy computer equipment and supplies.

HAZARDS:
Extended viewing of a computer terminal.

Revised January 2005

VENTURA COUNTY COMMUNITY COLLEGE

CLASS TITLE: CAMPUS TECHNOLOGY SERVICES SUPERVISOR

BASIC FUNCTION:

Under the direction of an assigned manager and in coordination with the Associate Vice Chancellor of Information Technology, plan, organize, coordinate and participate in analysis, design, programming, installation and maintenance of District computer equipment, network resources and voice communication.

REPRESENTATIVES DUTIES:

Direct staff in assisting and supporting all campus technology users—hardware, applications, web/Internet, E-mail, and network resources. ***E***

Provide technical direction for the development and maintenance of information systems networks. ***E***

Prepare and monitor departmental budget and related reports. ***E***

Prepare other reports and proposals pertaining to technology services. ***E***

Analyze campus-wide technology needs to determine appropriate hardware and software within the current standard offers; recommend technology implementation plans as appropriate. ***E***

Coordinate and direct the installation, selection and maintenance of PC's, terminals and printers and FAX equipment, controls and specifications. ***E***

Direct or oversee, evaluate and train technicians and support services staff; conduct in-service training on computer and network operations. ***E***

Ensure consistent use of the district-wide system to record and assign service calls. ***E***

Direct the testing, training, and evaluation of hardware, network components, protocol, nodes, modems and other network items for the college. ***E***

Make recommendations and suggestions for overall improvement of network systems, hardware and department standards for documentation. ***E***

Work with administrators, campus committees, end users and District Office of Information Technology in the development of comprehensive information technology plans for the college. ***E***

Coordinate activities with equipment and repair vendors; assist purchasing in securing the best pricing on information systems equipment and services. ***E***

Review recommendations and suggestions for overall improvement of systems, hardware, and department standards for documentation. ***E***

In coordination with District Information Technology, regulate and monitor network access control, passwords and all other forms of network security/firewalls. ***E***

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Modern office procedures and equipment.
FAX and telecommunications equipment and protocols.
Local area network hardware and software and digital networks.
Audio communications equipment and wiring requirements.
Computer systems administration.
Principles and practices of supervision and training.

ABILITY TO:
Write and orally express difficult and complex concepts clearly and concisely.
Analyze problems in computer operations and communications techniques.
Train, supervise, and evaluate personnel.
Maintain current knowledge of technological advances in the field.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with emphasis in Information Technology systems or related field and five years of increasingly responsible experience in installing and maintaining computer, FAX and telecommunications equipment and systems software. Minimum of three years experience in managing staff and supplying user support in a dynamic technology environment.

WORKING CONDITIONS:

ENVIRONMENT:
Office or college campus environment.

PHYSICAL ABILITIES:
Hearing and speaking to exchange information and to provide work direction.
Seeing to assure accuracy of work.
Dexterity of hands and fingers to operate a computer keyboard and repair tools.
Bending and stooping to repair and install equipment.
Lifting heavy computer equipment and supplies.

HAZARDS:
Extended viewing of a computer terminal.

November 30, 2004

To Whom It May Concern:

I am requesting to apply for the Administrative Asst. I position currently advertised at Oxnard College. This request is for this open position only. I understand that this position is in a lower classification and would be a voluntary demotion. Application is being submitted electronically.

Deborah S. Talili

VCCCD
DEC 01 2004
Human Resources

Time: 7:35

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

REQUEST TO ADDRESS THE PERSONNEL COMMISSION

Handouts: If you have a handout, ten copies are required. Give your copies to the Director before the meeting. Copies will be distributed to the Personnel Commissioners and to District representatives.

Name: DEBRA L CRONIN Date: 1/27/05
First *M.I.* *Last*

Home Address: 735 Kingfisher Way Oxnard 93030
Street Address *City* *Zip*

Name of Employer: Oxnard College

Office Address: 4000 S. Rose Ave Oxnard 93030
Street Address *City* *Zip*

Home Telephone: (805) 240-2942 Office Telephone: (805) 986-5893

Are you employed in any capacity by this District? *(check one)* ✓ yes ____ no

If yes, specify: Computer Specialist

Do you derive any income from the District? *(check one)* ✓ yes ____ no

If yes, specify: ____

Are you representing an organization? *(check one)* ____ yes ✓ no

If yes, specify: ____

Topic or subject to be presented: ____

I wish to speak: *(check as many as apply)*

- ___ at the time of Public Comments.
- ___ prior to discussion/action on Item #___.
- ___ in favor of the item on the agenda.
- ✓ against the item on the agenda.
- ✓ I do not wish to speak but wish to submit written material for the commission's consideration. *(Attach a copy of the materials you wish to submit.)*

Debra Cronin
Signature

After completing this form, please give it to the Director.