

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

**\*REVISED**

**Thursday, March 17, 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 January 27, 2005.

4-92

**5. CORRESPONDENCE**

None

**6. REPORTS**

a. Classified Employee Representative(s) Report

b. Board of Trustees Meeting Report

c. Director's Report – Patricia Parham

Modification to Benefit Coverage for Personnel Commission

d. Commissioners' Reports

**7. OLD BUSINESS**

Professional Experts

**8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS**

a. Risk Management Specialist

\*Recommended Classified Salary Schedule #300 (\$4,194 - \$5,790/mo)

Proposed Classification Specification attached

8-129

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

- a. Director of Public Safety and Risk Management 9-104  
Recommended Management Salary Schedule #165 (\$90,390-\$115,363/yr)  
Revised Classification Specification attached
- b. Associate Vice Chancellor, Facility Planning and Construction 9-105  
Proposed change from Management Salary Schedule #155  
to #195 (\$104,638-\$133,546/yr)  
Revised Classification Specification attached

**10. RECLASSIFICATION**

None

**11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES**

None

**12. ABOLISHMENT OF CLASSIFICATIONS**

Risk Manager – Effective July 1, 2005 12-24  
Classification Specification attached

**13. INTERPRETATION OF MINIMUM QUALIFICATIONS**

None

**14. APPROVAL OF PROPOSED SALARY RANGE**

None

**15-18.**

Will be listed as appropriate.

**19. OTHER**

Voluntary Demotion – Stella Garcia 19-181  
From Child Development Associate at OC (#220 - \$2,728-\$3,766/mo)  
To Family Development Assistant/Limited Term at OC (#205 - \$2,515-\$3,479/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, April 21, 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.

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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
January 27, 2005  
MINUTES**

**THREE HUNDRED AND  
SEVENTY-SECOND MEETING**

The three hundred and seventy-second meeting of the Ventura County Community College District Personnel Commission was held on Thursday, January 27, 2004.

**1. CALL TO ORDER**

Newly-appointed Chairman David Gonzales called the meeting of the Personnel Commission to order at 7:00 p.m.

**2. ROLL CALL**

Commissioners David Gonzales and Barbara Harison were present. Mr. Pizarro was ill and unable to be in attendance. Also present was Patricia Parham, Associate Vice Chancellor of Human Resources and Secretary of the Personnel Commission.

**3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS**

Debra Cronin, Computer Specialist at Oxnard College, told the Commission she was in attendance because she has a vested interest in Items 9.a. and 9.b. and the proposal to change the classified salary range of the Computer Specialist classification from #335 to #290.

**4. APPROVAL OF MINUTES**

On motion by Ms. Harison, seconded by Mr. Gonzales, the minutes of the December 16, 2004 meeting of the Personnel Commission were approved. (4-91)

**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 met two weeks ago and discussed the current budgetary situation. She reviewed the budget scenario and responded to questions from the commissioners.

c. Director's Report – Patricia Parham

Ms. Parham reviewed the *Report of Current Recruitments* and the *Positions Filled & Pending Report*, reflecting six positions filled and three positions certified and pending selection.

d. Commissioners' Reports

Ms. Harison said she attended the dedication of the new library and learning resource center at Ventura College and was impressed with the incredible facility.

Mr. Gonzales reported he will be attending the CSPCA Conference in Long Beach in February.

7. **OLD BUSINESS**

Professional Experts

The commissioners reviewed the January *Report of Professional Experts*, with 5 names added and 41 names removed since the December report.

8. **APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE**

None

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

a. Computer Specialist (9-102)

Ms. Thier explained the job specification currently in use was first written in 1986 and required updating due to changing technology. The proposed salary change will bring the classification in line with other classifications in the same family. Current incumbents will not be affected by the reduction in the salary range, but it will apply to all employees hired in this classification in the future.

Ms. Harison made a motion to approve the revisions to the classification specification and the salary range, subject to a change in the wording of the educational requirement to "two years of college course work in *Information Systems or Computer Science* or related field..." Mr. Gonzales seconded the motion and the revised classification specification was approved.



b. **Campus Technology Services Supervisor (9-103)**

Ms. Parham explained this is a change in title from Network Technical Services Supervisor, as well as a change in the classification specification.

After discussion, Ms. Harison made a motion to approve the revised classification specification, subject to combining two redundant representative duties. Mr. Gonzales seconded the motion and the revised classification specification was approved.

Following the discussion, Ms. Debra Cronin asked if she can submit information at a later time which will apply to both items 9.a. and 9.b. The commissioners and Ms. Parham told her she is welcome to submit additional material.

**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**

Voluntary Demotion – Deborah Tailili (19-180)  
From Administrative Assistant II at MC to Administrative Assistant I at OC

After discussion, during which Ms. Thier explained that Ms. Talili would prefer to work at Oxnard College, thus avoiding the long drive to Moorpark College, and on motion by Ms. Harison, seconded by Mr. Gonzales, the Commission approved the voluntary demotion.

**20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**  
None

**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 agreed to move the meeting to February 24, 2005. Patricia Olson will contact Mr. Pizarro to determine his availability on February 24.

**22. ADJOURNMENT**

On motion by Ms. Harison, seconded by Mr. Gonzales, the meeting of the Personnel Commission was adjourned at 7:40 p.m. by Mr. Gonzales.

**Board of Trustees  
Ventura County Community College District  
March 8, 2005**

**Approval of Modification to Benefit  
Coverage/Compensation for Governing  
Board and Personnel Commission**

**A - 10**

**Action**

**Issue**

This item presents for approval the modification to benefit coverage for members of the Governing Board and Personnel Commission. Specifically:

The District will cap contributions at a maximum of \$11,410 toward premiums for medical, dental, life and vision insurance, effective July 1, 2005.

In addition, the Governing Board members will forego an increase in their compensation which would amount to \$350 more per month for each member and to maintain their monthly compensation at the current rate. *[Per E.C. 72425(2) total compensation up to \$750 per month for districts with more than 25,000 FTES]*

**Background/Analysis**

Due to the escalating cost in health benefits and with costs anticipated to rise in the future, the District seeks to continue to be able to provide services, adequate facilities, and equipment for its students and employees by placing these cost-saving measures into effect.

**Fiscal Impact**

Amount of savings is undeterminable.

**Staff Position**

Academic Senates (as appropriate): N/A

Review by Legal Counsel: N/A

**Recommendation of Chancellor**

The Chancellor recommends that the Governing Board approve the item listed above.

# CURRENT RECRUITMENTS

MARCH 17, 2005

Job Title	No. of Apps.	Lo c	Status	Closing Date	Type of Exam	Skills Exam	Orals	Certified Date
Admissions and Records Technician	9 / 30 web	MC	Closed	January 27, 2005	Screening week of January 31, 2005	-----	March 1, 2005	To be certified March 21, 2005
Instructional Lab Technician II- Learning Resources	6 / 20 web	VC	Closed	March 8, 2005	Screening week of March 21	-----	Week of April 4	To be certified week of April 4, 2005
Library Technician	5 / 9 web	VC	Closed	March 8, 2005	On Hold			

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**HUMAN RESOURCES DEPARTMENT**

**POSITIONS FILLED & PENDING**

**March 17, 2005**

**Current number of positions certified January 28, 2005 to March 17, 2005**

4 positions filled:

<u>Positions</u>	<u>Employees Hired</u>	<u>Loc</u>	<u>Status</u>	<u>Effective Date</u>
Administrative Assistant II	Kim Goth	MC	Transfer	01/24/05
Placement Project Specialist	Tamara Listinsky	MC	Probationary	02/14/05
Maintenance Supervisor	Martin Navarro	VC	Promotion	02/09/05
Community College Police Officer I	Cynthia Rudas	DSC	Probationary	03/14/05

1 position pending selection:

Custodial Supervisor II - Moorpark College

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT MERIT SYSTEM

- \* 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](http://www.vcccd.net/pc/pc1.htm)

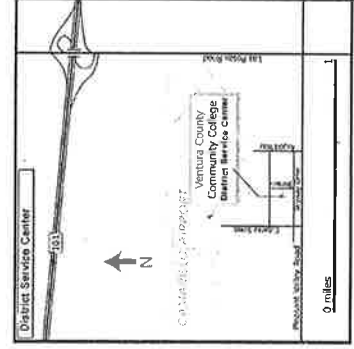
The Personnel Commission web site provides useful information, the annual budget, classified vacancies and employment application, employee benefits, contract, meetings, hiring matrix and a staff directory.

## 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 2003 was 34,350.

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](http://www.vcccd.net/pc/pc1.htm)  
24-hour Job Line: 805-384-8368  
Fax: 805-384-8394

## PERSONNEL COMMISSION RESPONSIBILITIES

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 provides procedures to be followed by the Governing Board as they pertain to the classified staff. The Merit System assures fair and equitable treatment in all personnel management matters without regard to politics, race, color, religion, national origin, sex, marital status, age, or disabling condition and with proper regard for individual privacy and constitutional rights.

The Personnel Commission prescribes, amends, and interprets rules and regulations to ensure the efficiency of the classified service. It conducts recruitments from all segments of society and advancement based on ability, knowledge, and skill. It also provides for the selection and retention of classified employees upon a basis of merit and fitness. Finally, the Personnel Commission maintains a classification plan that groups positions into classes on the basis of duties and responsibilities assigned by the Governing Board.

The Personnel Commission is proud of its online application process. Job seekers may apply for any open positions using links directly from VCCCD's web site. Since July 1, 2003, 61% of VCCCD's applicants have chosen this convenient method to submit their applications.

## CLASSIFIED ACTIONS

	2003-04
Number of vacancies announced.....	51
Total applications processed.....	902
Online applications processed.....	551
<b>Number of examinations administered:</b>	
Written and/or screening.....	43
Oral appraisal examinations.....	43
Bilingual/keyboarding/ten-key.....	13

### Personnel actions:

Number of eligibility lists established.....	43
Number of positions certified.....	76
Number of regular appointments.....	45
Provisional/limited term appointments.....	434

### Classification requests processed:

Out-of-classification.....	8
Reclassifications.....	1
<b>Classified employees.....</b>	<b>534*</b>

\*Fiscal Year ending June 30, 2004

The Commission Rules are available on-line at  
[www.vcccd.net](http://www.vcccd.net)

## 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 1997-2003. 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

**Marie SooHoo**

Supervisor of Human Resources

**Shelley Signor**

Employee Benefits Technician

**Karen Bulger**

**Lupe Corral**

**Kathy Lewis**

**Sharon Newman**

Human Resources/Personnel Assistant's

**Matthew Bigelow**

Clerical Assistant

## **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

### **Americorp Intern**

Miriam Gutierrez  
Clara Villasenor

December 20, 2004 – November 31, 2005  
December 20, 2004 – November 31, 2005

### **Athletic Specialist**

Elizabeth Herrera

August 6, 2004 – June 15, 2005

### **Attending Dentist**

Armine Derdarian  
Robert E. Turner

July 30, 2004 – May 16, 2005  
January 12, 2005 – May 17, 2005

### **Community Education Trainer**

Vicki Shallenberger  
Maud Huey-Kenyon  
Marion Lapan  
Stan Myers

June 23, 2004 – June 30, 2005  
July 8, 2004 – June 30, 2005  
July 8, 2004 – June 30, 2005  
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***

### **Customized Training Consultant**

Judi Balcerzak  
Claudia Konieczny  
Donna Goris

August 6, 2003 – June 30, 2005  
August 30, 2004 – June 30, 2005  
October 27, 2004 – June 30, 2005

### **Health Care Professional**

Deanna Flanagan  
Laura Forsyth  
Sharon Gibbs  
Deborah Sargeant  
Denise Stephenson  
Anna Cole  
Louise Nemerson  
Salvador M. Sandoval  
Maud Huey-Kenyon  
Donna Marks  
Anna Cole  
Glenn A. Peters

June 18, 2004 – June 30, 2005  
June 18, 2004 – June 30, 2005  
June 18, 2004 – June 18, 2005  
June 18, 2004 – June 30, 2005  
June 18, 2004 – June 30, 2005  
July 1, 2004 – June 30, 2005  
July 1, 2004 – June 30, 2005  
August 23, 2004 – June 30, 2005  
August 30, 2004 – June 30, 2005  
September 1, 2004 – June 30, 2005  
October 1, 2004 – June 30, 2005  
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
<b>Danny Spykerman</b>	<b>March 3, 2005 – June 30, 2005</b>

### **Project Specialist**

David Donaldson	December 6, 2004 – June 30, 2005
Andres Orozco	January 12, 2005 – June 30, 2005
<b>Tasnin Kosar Sharif</b>	<b>March 5, 2005 – June 30, 2005</b>

March 2005

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: RISK MANAGEMENT SPECIALIST**

### **BASIC FUNCTION:**

The Risk Management Specialist, under the general direction of the Director of Public Safety and Risk Management, plans, organizes, coordinates, recommends and implements the loss prevention and risk management program of the district.

### **REPRESENTATIVE DUTIES:**

Implement systems and procedures to prevent or minimize loss of property or assets, including hazardous waste materials; identify potential areas of loss, extent of loss, and degree of risk and report possible issues to the Director of Public Safety and Risk Management. *E*

Implement systems and procedures to prevent or minimize loss from employee casualties, including review of OSHA compliance; identify potential areas of loss, extent of loss, and degree of risk and report possible issues to the Director of Public Safety and Risk Management. *E*

Serve as liaison with insurance company and/or claims administration contractors on all claims or administration of self-insured programs including property and casualty loss, group life/medical disability, insurance claims, and workers' compensation, negotiate rates, and recommend policy changes to the director. *E*

Process workers' compensation claims and review status with administrator; prepare related reports; coordinate with Human Resources to assure appropriate action/communication with employees. *E*

Prepare various reports (such as premium loss statistics), perform other record keeping functions and assist with departmental budgeting. *E*

Review and recommend settlement/litigation action for pending liability claims and discuss recommendations with director. *E*

Review district contracts to ensure appropriate language is included regarding insurance, indemnity, and other areas designed to reduce the district's exposure to risk; make recommendations to director as necessary. *E*

Implement enhanced safety programs and procedures. *E*

Analyze, prepare reports, and present information regarding the district's short and long-term incurred liabilities for workers' compensation. *E*

Ensure compliance with current and pending legislation (e.g., the Americans with Disabilities Act); assist and recommend actions. *E*

Implement the district's injury and illness prevention plan, blood borne pathogens risk control plan and other similar plans as required. *E*

Perform other related duties as may be assigned by the Director of Public Safety and Risk Management.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, trends, methods, and procedures pertaining to risk management, risk insurance, self-funded insurance programs, workers' compensation programs, employee health and safety programs

Laws pertaining to work-related injury or illness, college district liability, employee and student safety

Loss control techniques

General vehicular insurance coverage including, but not limited to liability, property, machinery, differences-in-condition, transit, workers' compensation, group health, life, and long-term disability

Laws and regulations pertaining to safety, hazardous materials, and related areas including AHERA, OSHA, SB 98, and disaster preparedness

Principles, practices and techniques for training and development of a wide variety of employees

Provisions of applicable laws and codes, including but not limited to the Education Code, California Government Code, and other federal and state policies and procedures

**ABILITY TO:**

Coordinate the District's risk management and health programs, including workers' compensation, liability, medical, dental, life, safety, and loss prevention

Understand and accurately interpret laws, rules, regulations and other guidelines relating to the areas of responsibility

Implement procedures and methods for implementation of new laws and regulations and for maintaining compliance with laws and regulations

Implement plans and programs to reduce claims and cost losses to the District

Assist with the negotiation and effective interactions with attorneys, insurance representatives, medical personnel, claims agents and others

Analyze complex problems and develop effective and efficient solutions and alternatives

Collect, investigate, and analyze data and prepare clear and concise reports

Represent the District in quasi-judicial hearings or litigation

Establish and maintain effective and efficient working relationships with a wide variety of individuals

Conduct safety training programs and maintain records of employee participation in such programs

Plan and organize work, meet schedules and timelines

Work independently with little direction

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in business administration, public administration or related field and at least two years of experience in risk management or loss prevention including experience processing workers' compensation claims and implementing safety programs.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

District Office environment, will require exposure to hazards in the inspection of building and incident sites.

**PHYSICAL ABILITIES:**

Ability to speak and hear to communicate effectively with a wide variety of individuals and/or groups in person and on the phone.

Ability to walk, stoop, reach and climb to inspect buildings and incident sites.

Sitting for extended periods of time.

## Risk Management Specialist Proposed Salary Placement

Classification	Schedule #	Range	Education	Experience	Scope
Assistant Registrar	285	(\$3,872 - \$5,337)	Associate's degree	3 yrs	College Level
Student Activities Specialist	285	(\$3,872 - \$5,337)	2 yrs college	2 yrs	College Level
Counselor Assistant	285	(\$3,872 - \$5,337)	Bachelor's degree	2 yrs	College Level
Economic Development Marketing Specialist	295	(\$4,087 - \$5,632)	Bachelor's degree	2 yrs	College Level
<b>*Proposed Risk Management Specialist</b>	<b>300</b>	<b>(\$4,194 - \$5,790)</b>	<b>Bachelor's degree</b>	<b>2 yrs</b>	<b>District Level</b>
Network/Internet Administrator	300	(\$4,194 - \$5,790)	2 yrs college	3 yrs	District Level
Research Analyst	300	(\$4,194 - \$5,790)	Bachelor's degree	2 yrs	District Level

March 2005

## **VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: DIRECTOR OF PUBLIC SAFETY AND RISK MANAGEMENT**

#### **BASIC FUNCTION:**

Under the general direction of the Vice Chancellor of Human Resources, plan, develop, coordinate, direct and supervise the district-wide law enforcement and risk management activities and operations; perform specialized supervisory and police work; ensure the safety and security of district employees, students, facilities and property; oversee, supervise and monitor the district's risk management and loss prevention program; train, supervise and evaluate the performance of the staff of each department.

#### **REPRESENTATIVE DUTIES:**

Plan, coordinate, direct and supervise the activities of the Police Department and the Risk Management Program of the district. *E*

Establish and maintain effective working relationships with college presidents and management staff to ensure sufficient protective controls for student, faculty and staff safety, facility oversight, and overall crime prevention. *E*

Oversee the design, development and administration of systems and procedures to prevent or minimize employee casualties, loss of property or assets, including hazardous waste materials; conduct review of OSHA compliance; and work with Risk Management Specialist to identify potential areas of loss, extent of loss and degree of risk. *E*

Oversee the processing of workers' compensation claims, settlement/litigation actions for pending claims, and review related reports. *E*

Instruct district police staff and student police cadets in pertinent district policies and appropriate police procedures; review reports submitted by officers and staff for accuracy, completeness and appropriateness of action taken. *E*

Oversee the development and implementation of safety programs and procedures. *E*

Monitor the relationship between Risk Management Specialist and insurance company, administration contractors for all claims or administration, negotiation of rates, and review recommended policy changes. *E*

Oversee the implementation of the district's injury and illness prevention plan, blood borne pathogens, risk control plan and other similar plans as required. *E*

Survey campuses to improve protective controls; prepare reports and recommendations regarding the effectiveness of the police department, related policies and regulations, and plans for improvement and development. *E*

Review, evaluate, counsel, and direct the activities of police department and risk management personnel as necessary; review actions of supervisory personnel to ensure compliance with department procedures, district agreements and policies. *E*

Monitor the review of district contracts regarding insurance, indemnity, and other areas designed to reduce exposure to risk. *E*

Direct, coordinate and supervise comprehensive criminal investigations. *E*

Ensure proper reporting of premium loss statistics and oversee other record keeping functions pertaining to district police, risk management and/or environmental health and safety matters. *E*

Develop, revise and maintain police department manual on policies, procedures and operations for protecting personnel, students, and facilities of the district campuses. *E*

Develop, monitor and oversee the police and risk management department budgets. *E*

Assist in orienting district personnel regarding security measures; represent the department in the resolution of problems, complaints, and grievances related to police activities. *E*

Ensure compliance with current and pending legislation (e.g. the Americans with Disabilities Act). *E*

Develop and present training and development programs for police personnel; ensure requirements for certifications met and documented. *E*

Interview applicants for all police positions, conduct background investigations as required and make recommendations for selection. *E*

Establish and maintain liaison with other law enforcement agencies to prevent, control, and investigate anti-social, illegal and criminal activity directed against district personnel, students or facilities, or conducted on district property. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Law enforcement and security method and procedures

Applicable federal, state, city, county laws, rules and regulations, including laws of search, seizure and arrest, legal rights of citizens, court procedures and rules of evidence

Modern community college police procedures

Principles and practices of supervision and training

Criminal investigation techniques and procedures

Crowd control and vehicle control procedures

Oral and written communication skills

Correct English usage, grammar, spelling, punctuation and vocabulary

Interpersonal skills using tact, patience and courtesy

Administration of Public Safety Officer's Bill of Rights  
Police strategy and methods  
Property protection measures  
Criminal law and rules of evidence  
Police administration  
Use and care of firearms  
Recent court decisions affecting police work  
Laws pertaining to work-related injury or illness, college district liability, and employee and student safety  
Loss control techniques  
Standardized Emergency Management Systems (SEMS)  
Laws and regulations pertaining to safety, hazardous materials, and related areas including AHERA, OSHA, SB 98, and disaster preparedness  
Principles, practices and techniques for training and development of a wide variety of employees  
Provisions of applicable laws and codes, including but not limited to the Education Code, California Government Code, and other federal and state policies and procedures  
District organization, operations, policies and objectives

**ABILITY TO:**

Coordinate risk management programs and police functions with administration and outside law enforcement agencies  
Plan, coordinate and supervise staff training programs  
Analyze situations accurately and adopt an effective course of action  
Assign, monitor and evaluate the work of others  
Maintain rapport with college staff, students, representatives of local law enforcement agencies and the public  
Analyze situations effectively and interpret and apply laws and department regulations  
Direct investigations, make arrests, file criminal complaints, and detect and prevent criminal activity  
Recommend improvements in department operations  
Plan, organize, supervise and participate in the operations of the district police department  
Interpret, apply and enforce applicable laws, rules and regulations  
Direct and conduct investigations, make arrests, file criminal complaints, detect and prevent criminal activity  
Understand and apply sound principles of college police administration  
Prepare and present clear, concise and comprehensive oral and written reports  
Meet schedules and time lines  
Work confidentially with discretion  
Communicate effectively both orally and in writing

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a Bachelor's degree and eight years of progressively responsible full-time experience as a regularly appointed peace officer in a US public law enforcement agency including three years experience in a supervisory capacity and experience in patrol, investigations, supervision, loss prevention, property and risk management, environmental health and safety or emergency response programs.



**LICENSES AND OTHER REQUIREMENTS:**

Valid California P.O.S.T. Basic Certificate upon appointment date  
Obtain valid California driver's license upon employment  
Valid First Aid Certificate and CPR Certificate  
Meet requirements of California Government Code Sections 1029, 1030, 1031 et seq.; US citizen  
or permanent resident alien eligible for and who has applied for such citizenship  
Be at least 18 years of age  
Undergo and pass a subjective background investigation to determine if the candidate meets  
department standards  
Upon receiving a conditional offer of employment, pass a medical and psychological examination  
and meet department standards thereof  
Undergo and pass polygraph examination  
Be eligible for and apply for P.O.S.T. Management certificate within one year of appointment

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment; subject to driving to conduct work.  
Exposure to hazards in the inspection of building and incident sites.

**PHYSICAL ABILITIES:**

Reaching overhead, above the shoulders and horizontally  
Standing and walking for extended periods of time  
Running, and walking over rough or uneven surfaces  
Climbing stairs  
Bending at the waist, kneeling or crouching  
Hearing and speaking to exchange information  
Lifting heavy objects

**HAZARDS:**

Adverse weather conditions  
Potential physical hazards involved in intervening in fights and other anti-social, illegal, and  
violent behavior  
Contact with dissatisfied or abusive individuals  
Possible exposure to chemicals, fumes, odors or gases during campus inspections

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: CHIEF OF POLICE**

**BASIC FUNCTION:**

Under general direction of the Deputy Chancellor to plan, develop, coordinate, direct and supervise the district-wide law enforcement activities and operations; perform specialized supervisory and police work; assure the safety and security of District employees, students, facilities and property; train, supervise and evaluate the performance of department staff.

**REPRESENTATIVE DUTIES:**

Plan, coordinate, direct and supervise the law enforcement activities and operations of the District Police Departments. *E*

Establish and maintain effective working relationships with college presidents and management staff to ensure sufficient protective controls for student and staff safety, facility oversight, and overall crime prevention. *E*

Interview applicants for all police positions and conduct background investigations as required and make recommendations for selection. *E*

Develop and present training and development programs for police personnel; ensure requirements for certifications and met and recorded. *E*

Review, evaluate, counsel, and discipline police department personnel as necessary; review actions of supervising personnel to ensure compliance with department procedures, district agreements and policies. *E*

Instruct district police staff and student police cadets in pertinent District policies and appropriate police procedures; review reports submitted by police officers for accuracy, completeness and appropriateness of action taken. *E*

Survey campuses to improve protective controls; prepare reports and recommendations regarding the effectiveness of the police program, related policies and regulations, and plan for improvement and development. *E*

Develop, revise, and maintain training manual on procedures and methods for protecting personnel, students and facilities of the District campuses. *E*

Coordinate and supervise the scheduling and assignment of department personnel. *E*

Develop and monitor department budget. *E*

Direct and oversee comprehensive investigations; attend and participate in hearings or trials of suspects; supervise and coordinate criminal investigations, including the interrogation of subjects control and appearance at hearings and trials. *E*

Assist in orienting District personnel regarding security measures; represent the department for the resolution of problems, complaints, or grievances related to police activities. *E*

Establish and maintain liaison with law enforcement agencies to prevent, control, and investigate anti-social or illegal activities directed against District personnel, students and facilities or on District property. *E*

Establish and maintain files and records on District police matters.

Perform related duties assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Law enforcement and security method and procedures.  
Applicable federal, State, City, County laws, rules and regulations, including laws of search, seizure and arrest, legal rights of citizens, court procedures and rules of evidence.  
Modern community college police procedures.  
Principles and practices of supervision and training.  
Criminal investigation techniques and procedures.  
Crowd control and vehicle control procedures.  
District organization, operations, policies and objectives.  
Oral and written communication skills.  
Correct English Usage grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Administration of Public Safety Officer's Bill of Rights.  
Police strategy and methods.  
Property protection measures.  
Criminal law and rules of evidence.  
Police administration.  
Use and care of firearms.  
Recent court decisions affecting police work.

**ABILITY TO:**

Coordinate police functions with administration and outside law enforcement agencies.  
Plan, coordinate and supervise staff training programs  
Analyze situations accurately and adopt an effective course of action.  
Assign, monitor and evaluate the work of others.  
Maintain rapport with college staff, students, representatives of local law enforcement agencies and the public.  
Analyze situations effectively and interpret and apply laws and department regulations.  
Direct investigations, make arrests, file criminal complaints, and detect and prevent criminal activity.  
Recommend improvements in department operations.  
Plan, organize, supervise and participate in the operations of the District police department.  
Interpret, apply and enforce applicable laws, rules and regulations.  
Direct and conduct investigations, make arrests, file criminal complaints, detect and prevent criminal activity.  
Understand and apply sound principles of college police administration.

Prepare and present clear, concise and comprehensive oral and written reports.  
Meet schedules and time lines.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a Bachelor's degree and six years of progressively responsible full-time experience as a regularly appointed peace officer in a US public law enforcement agency including two years experience in a supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California P.O.S.T. Basic Certificate upon appointment date  
Obtain valid California driver's license upon employment  
Valid First Aid Certificate and CPR Certificate  
Meet requirements of California Government Code Sections 1029, 1030, 1031 et seq.; US citizen or permanent resident alien eligible for and who has applied for such citizenship  
Be at least 18 years of age  
Undergo and pass a subjective background investigation to determine if the candidate meets department standards  
Upon receiving a conditional offer of employment, pass a medical and psychological examination and meets department standards thereof  
Undergo and pass polygraph examination  
Be eligible for and apply for P.O.S.T. Management certificate within one year of appointment

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment; subject to driving to conduct work.

**PHYSICAL ABILITIES:**

Reaching overhead, above the shoulders and horizontally  
Standing and walking for extended periods of time  
Running, and walking over rough or uneven surfaces  
Climbing stairs  
Bending at the waist, kneeling or crouching  
Hearing and speaking to exchange information  
Lifting heavy objects.

**HAZARDS:**

Adverse weather conditions  
Potential physical hazards involved in intervening in fights and other anti-social, illegal, and violent behavior  
Contact with dissatisfied or abusive individuals.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE:        RISK MANAGER**

**BASIC FUNCTION:**

The Risk Manager, under general direction of the Associate Vice Chancellor of Human Resources or designee, plans, organizes, coordinates, develops, recommends, implements, and administers the loss prevention and risk management program of the District.

**REPRESENTATIVE DUTIES:**

Design and administer systems and procedures to prevent or minimize loss of property or assets, including hazardous waste materials; identify potential areas of loss, size of loss, and degree of risk. *E*

Design and administer systems and procedures to prevent or minimize loss from employee casualties, including review of OSHA compliance, identify potential areas of loss, size of loss, and degree of risk. *E*

Serve as liaison with insurance company and/or claims administration contractors on all claims or administration of self-insured programs including property and casualty loss, group life/medical disability, insurance claims, and workers' compensation, negotiate rates, recommend policy changes. *E*

Process workers' compensation claims; review status with administrator; prepare related reports; coordinate with Human Resources to assure appropriate action/communication with employees. *E*

Assume responsibility for insurance accounting (premium loss statistics and other record keeping functions) and departmental budgeting. *E*

Review and recommend settlement/litigation action for pending liability claims. *E*

Review District contracts to assure appropriate language is included regarding insurance, indemnity, and other areas designed to reduce the District's exposure to risk; make recommendations on same as necessary. *E*

Develop and implement enhanced safety programs and procedures. *E*

Analyze, prepare reports, and present information regarding the District's short- and long-term incurred liabilities for workers= compensation and health benefits. *E*

Oversee the District's efforts regarding facility compliance with current and pending legislation (e.g., the Americans with Disabilities Act); assist and recommend actions to college safety officers. *E*

Implement the District's injury and illness prevention plan, bloodborne pathogens risk control plan and other similar plans as may be required. *E*

Maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position through continued study and participation in professional organizations. *E*

Participate in local, regional, and state activities to promote the Ventura County Community College District and the community college movements. *E*

Perform other related duties as may be assigned by the Associate Vice Chancellor of Human Resources or designee.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Principles, trends, methods, and procedures pertaining to risk management, risk insurance, self-funded insurance programs, workers' compensation programs, employee health and safety programs.

Laws pertaining to work-related injury or illness, college district liability, employee and student safety.

Loss control techniques.

General vehicular insurance coverage including, but not limited to liability, property, machinery, differences-in-condition, transit, workers' compensation, group health, life, and long-term disability.

Laws and regulations pertaining to safety, hazardous materials, and related areas including AHERA, OSHA, SB 98, and disaster preparedness.

Principles, practices and techniques for training and development of a wide variety of employees.

Provisions of applicable laws and codes, including but not limited to the Education Code, California Government Code, and other federal and state policies and procedures.

**ABILITY TO:**

Coordinate the District's risk management and health programs, including workers' compensation, liability, medical, dental, life, safety, and loss prevention.

Understand and accurately interpret laws, rules, regulations and other guidelines relating to the areas of responsibility.

Develop procedures and methods for implementation of new laws and regulations and for maintaining compliance with laws and regulations.

Develop plans and programs to reduce claims and cost losses to the District.

Negotiate and deal effectively with attorneys, insurance representatives, medical personnel, claims agents and others.

Analyze complex problems and develop effective and efficient solutions and alternatives.

Collect, investigate, and analyze data and prepare clear and concise reports.

Represent the District in quasi-judicial hearings or litigation.

Establish and maintain effective and efficient working relationships with a wide variety of individuals.

Develop and conduct safety training programs; maintain records of employee participation in such programs.

Plan and organize work, meet schedules and timelines.

Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in business administration or related field and at least two years increasingly responsible experience in loss prevention and risk management which would provide the required knowledge, skills, and abilities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

District Office environment, requiring exposure to hazards in the inspection of building and incident sites.

**PHYSICAL ABILITIES:**

Ability to speak and hear to communicate effectively with a wide variety of individuals and/or groups in person and on the phone.

Ability to walk, stoop, reach and climb to inspect buildings and incident sites.

Sitting for extended periods.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: ASSOCIATE VICE CHANCELLOR, FACILITY PLANNING & CONSTRUCTION**

**BASIC FUNCTION:**

Under the direction of the Vice Chancellor of Human Resources, plans, organizes and administers comprehensive district-wide facilities maintenance and planning including improvement, modification, relocation modernization and construction of facilities. Serves as district liaison and coordinator for architectural plans, approval with college staff, local, state and federal agencies; advertising and bidding process and district five-year construction plan. Carries out complex projects and special programs.

**REPRESENTATIVE DUTIES:**

Develops and implements performance standards for capital construction and facility improvements and ensures integrity and longevity of district facilities. *E*

Plans, organizes, coordinates and manages assigned facility projects, including plans and specifications, bid documents, contract awards, project management, construction, change orders and contract completion acceptances. *E*

Implements short and long-range facilities planning activities in conjunction with local, state and federal agencies or organizations, ensuring district facilities can effectively and efficiently accommodate students and programs that need to be served. *E*

Implements the preparation, coordination, development and maintenance of District Facilities Master Plan. *E*

Implements research and analysis in the development of facilities planning data. *E*

Implements the solicitation of proposals from architects for plans, estimates, and specifications; recommends architects for approval by the Chancellor and Board of Trustees; organizes and chairs meetings with architects and appropriate college committees during design phase of capital outlay projects. *E*

Prepares and/or coordinates construction specifications, cost estimates, project schedules, equipment needs and planning functions with project architects and engineers. *E*

Determines the most effective construction delivery method ensuring cost effectiveness and timely completion of projects. *E*

Serves as a liaison between the district and construction personnel; confers with state and local officials and provides consultation to assure compliance with rules and regulations concerning financing, planning and construction of school facilities; assures that district officials are notified of project status. *E*

Provides technical expertise, information and assistance regarding maintenance and facility activities; participates in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advises district officials of unusual trends or problems and recommends appropriate corrective action. *E*

Directs the preparation and maintenance of an accurate facilities inventory, a variety of narrative and statistical reports, records and files related to the maintenance, engineering construction and related activities. *E*



Plans, organizes, develops and administers budget processes and expenditure control for assigned planning, construction and maintenance projects and programs in collaboration with Chief Business Officer and in accordance with district guidelines. *E*

Develops and implements long and short range facilities proposals. *E*

Schedules and coordinates funding and staffing resources for facilities activities. *E*

Trains, supervises and evaluates assigned staff. *E*

Coordinates the district's energy conservation program with emphasis on cost-saving opportunities and application of new technology. *E*

Serves on college and district committees as assigned. *E*

Responds to and seeks resolution of complaints arising from assigned program area activities. *E*

Attends and conducts a variety of meetings as assigned; prepares and performs oral presentations concerning proposed and ongoing maintenance and/or construction program activities for various district officials, staff and other public groups as required. *E*

Supports a climate that promotes innovation and improved facilities service to students, staff and the community. *E*

Manages and participates in the continued evaluation and improvement of the facilities and planning functions of the district. *E*

Interprets and analyzes related laws, policies, rules and procedures to determine impact on assigned facilities programs and functional areas and oversees compliance and reporting strategies. *E*

Provides vision and leadership for a diverse, dynamic and innovative facilities staff and program. *E*

Performs other related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Architectural and construction process as it pertains to diverse building types, preferably within the educational context

Planning, organizing, supervising projects involving equipment and materials

Construction management procedures and methods including contract administration

Plan checking and general construction inspection

California Code and legal requirements regulating school construction

Federal, state and local environmental and hazardous materials rules and regulations

Principles and practices of management and supervision

**ABILITY TO:**

- Employ appropriate techniques and strategies to resolve disputes and enhance communication and cooperation
- Read and interpret construction documents, including blueprints, plans and specifications
- Analyze cost data and statistical information for the development of administrative control records.
- Coordinate and schedule complex activities
- Make effective oral presentations
- Evaluate construction schedules to assure that construction is accomplished efficiently in relation to instructional needs
- Make clear, concise reports and presentations and provide effective leadership in meetings
- Work effectively with all levels of District employees and representatives of the private sector and the community
- Effectively communicate in both oral and written form
- Organize, direct and evaluate the work of assigned staff
- Meet schedules and timelines

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to Master's degree from an accredited college or university with a major in architecture, engineering, public administration, business management, facilities or construction management, or a closely related field; five years of management experience overseeing architectural or engineering design and construction management, or facility maintenance and planning activities in a large public or private agency; demonstrated experience in the construction process from initial conception to final certificate.

**LICENSES AND OTHER REQUIREMENTS:**

A valid Class C California Driver's License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment
- Periodic outdoor work to review work sites
- Driving a vehicle to conduct work, with travel throughout the district

**PHYSICAL ABILITIES:**

- Hearing and speaking to exchange information
- Walking over rough or uneven surfaces
- Seeing to review architectural design and review completed work
- Climbing into facilities under construction



## Community Colleges of Ventura County

MOORPARK COLLEGE • OXNARD COLLEGE • VENTURA COLLEGE

March 1, 2005

Ms. Stella Garcia  
326 East Santa Paula Street  
Santa Paula, CA 93060

Dear Ms. Garcia:

You previously notified this office of your request to voluntarily demote to a vacant Limited Term position in lieu of a layoff. Effective Wednesday, March 10, 2005, you are being reassigned to the Limited Term position of Family Development Assistant, X CZ030, in the Child Development Center at Oxnard College. Your immediate supervisor will be Delois Flowers, and your schedule will be 8:00 a.m. to 4:30 p.m. on Monday through Friday.

This Limited Term assignment will end on June 30, 2005. When this assignment ends, you will have reemployment rights, consistent with your seniority in the position of Child Development Associate, for a period of 39 months, beginning March 10, 2005. During this time, you will have preference to be employed in any vacancies in the class from which you have been laid off, as provided by the Education Code and the Personnel Commission Rules. A copy of Education Code Sections 88015, 88017, 88117, and 88127 is enclosed for your information. Also enclosed is a copy of Section 250 of the Personnel Commission Rules.

Please contact Shelley Signor in the Human Resources Department to discuss continuation of your benefits. Please feel free to contact me with any questions you may have.

Sincerely,

Patricia S. Parham  
Associate Vice Chancellor of Human Resources

enc

c: Lydia Ledesma-Reese  
Delois Flowers  
Robin Douglas  
SEIU  
Payroll  
Alicia Thier  
Shelley Signor  
Sharon Newman  
Personnel File  
05.layoffs



333 SKYWAY DRIVE, CAMARILLO, CALIFORNIA 93010  
VOICE: 805-384-8300 • FAX: 805-384-8399

**POLICE CHIEF SURVEY**  
**Community College Districts and Universities**

<b>COMMUNITY COLLEGE DISTRICT / UNIVERSITY</b>	<b>POLICE CHIEF SALARY RANGE</b>	<b>SWORN OFFICERS</b>
Cal State Channel Islands	\$8,750 - \$10,879	13
UCSB	\$5,959 - \$10,719	24
Los Rios	\$7,962 - \$9,377	22
San Diego	\$6,116 - \$8,606	55
South Orange	\$5,667 - \$7,754	21
Grossmont-Cuyamaca	\$6,453 - \$7,549	9
VCCCD + 7,532	\$5,758 - \$7,349	16 19
Contra Costa	\$6,008 - \$7,321	20
State Center	\$5,278 - \$6,643	12

# **POLICE CHIEF SURVEY** **Police/Sheriff Departments**

<b>POLICE/SHERIFF DEPTS.</b>	<b>POLICE CHIEF SALARY RANGE</b>	<b>SWORN OFFICERS</b>
Ventura County Sheriff's Dept.	\$15,944 - \$15,944	729
Santa Barbara Sheriff's Dept.	\$11,485 - \$11,020	190
Simi Valley Police Dept.	\$9,708 - \$12,620	120
Oxnard Police Dept.	\$9,219 - \$12,427	207
Ventura Police Dept.	\$9,199 - \$12,327	126
Santa Barbara Police Dept.	\$9,612 - \$11,563	475
Port Hueneme Police Dept.	\$7,866 - \$10,225	31
Santa Paula Police Dept.	\$5,806 - \$7,122	45

## Greg Cross

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**From:** Greg Cross  
**Sent:** Wednesday, March 16, 2005 4:30 PM  
**To:** Ray Pizarro (rpiznsb@aol.com); Barbara Harison (bharison@pacbell.net); David Gonzales (david.gonzales@pf.ucsb.edu)  
**Cc:** pparham@vcccd.net  
**Subject:** Revisions to Management Classification Specifications & Salary Ranges - March 17 Agenda

Personnel Commissioners:

The agenda for your meeting, set for March 17, 2005, includes two items of concern: 9.a and 9.b.

Both propose creating new management classifications to replace existing ones, at considerably increased salary ranges.

Item 9.a proposes to change the job title and duties of the Police Chief to that of "Director of Public Safety and Risk Management," at an increase of salary from a range of \$69,098 - \$88,189 to \$90,390 - \$115,363 per year.

There is a serious question about whether the duties of police chief and risk manager should be, can be, combined. Someone trained as a police officer and qualified to serve as a chief of police is not likely to also be trained in industrial safety and hygiene. Both are specialized and very different sets of knowledge and responsibilities and a professional level of competency on both seems unlikely; at the least, extremely rare. A classification combining both is not appropriate.

As I understand it, the job of Chief of Police in VCCCD is already challenging and is more than a full-time job. To add to that the responsibilities of risk management, with oversight of all the safety and health needs of the District, including Workers Compensation, seems impossible. The time requirements alone make it unlikely both roles can be accomplished appropriately to serve the interests of the District, its students and staff, or the Merit System. If the roles are combined, as the saying goes, "something will have to give." Given that certainty, it is inappropriate to increase the salary level of the proposed classification by an incredible 30% more than the pay for the Chief of Police.

Item 9.b proposes the creation of an Associate Vice Chancellor, Facilities, Planning & Construction. This would replace the existing classification of Director of Facilities, Planning & Construction. The proposal also increases the pay scale from \$86,086 - \$109,869 to \$104,638 - \$133,546 per year. This represents a 21% to 22% increase in salary.

Since the Commission Agenda packet I received includes only the job description for the Associate Vice Chancellor, and does not include the job description for the existing Director classification, I cannot say what changes in the duties, knowledge and abilities, and education and experience between the two are proposed. Still, I will speculate that those set out for the Director will not change significantly when the classification is retitled to Associate Vice Chancellor.

The major justification for the increase in salary would appear to be the title.

I understand the role of the Commission is to oversee and enforce the principles and rules of the Merit System, and not oversee the operational budget of the District. The latter is the responsibility of the Board of Trustees. Nonetheless, it is the role of the Commission to question whether or not proposed

Time: \_\_\_\_\_

## 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:

GREGORY CROSS  
First M.I. Last

Date:

3/17/05

Home Address:

Street Address

City

Zip

Name of Employer:

SEIU 535

Office Address:

Street Address

City

Zip

211 E. VICTORIA, SB 93101

Home Telephone:

Office Telephone:

9634411

Are you employed in any capacity by this District? (check one) \_\_\_\_\_ yes ☒ no

If yes, specify: \_\_\_\_\_

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: SEIU 535

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 # 9a; #9b; #6a

☒ 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.) # 19 - in FAVOR

Gregory P Cross  
Signature

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