MEETING AGENDA FOR OCTOBER 15, 2015
4:30 p.m.

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

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

4. MINUTES
Personnel Commission Meeting – September 17, 2015

5. SELECTION OF PERSONNEL COMMISSIONER
Joint appointment of Personnel Commissioner for 2016-2018

   A. Discuss process and interview questions
   B. Conduct interviews
   C. Select joint appointee

6. CORRESPONDENCE
Correspondence from Board Chair Dianne McKay

7. OLD BUSINESS
None

8. REPORTS
   A. Classified Employees Representative's Report

   B. Board of Trustees Meeting Report

   C. Director's Report
      • Current Recruitments Report
      • Positions Filled & Pending Report
      • Upcoming Recruitments Report
      • Classification Studies Report

   D. Commissioners' Reports
9. **RECESS TO CLOSED SESSION**
   None

10. **RECONVENE IN OPEN SESSION**
    N/A

11. **REVISION OF CLASSIFICATION SPECIFICATIONS**
    A. Payroll Technician
    B. Senior Payroll Technician

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

13. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**
    The date and time of the next scheduled meeting of the Personnel Commission is October 22, 2015, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150 in Ventura, California.

14. **ADJOURNMENT**

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 or at the Personnel Commission meeting.

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

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Number of Applications</th>
<th>Location</th>
<th>Open Date</th>
<th>Closing Date</th>
<th>Type of Exam</th>
<th>T&amp;E Completed By</th>
<th>Written / Performance Exam Date</th>
<th>Oral Exam Date</th>
<th>Anticipated Certification Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian</td>
<td>27</td>
<td>MC</td>
<td>9/17/15</td>
<td>10/2/15</td>
<td>Written Test/Technical Interview</td>
<td>N/A</td>
<td>10/09/15</td>
<td>10/19/15 – 10/26/15</td>
<td>10/28/15</td>
</tr>
<tr>
<td>Executive Assistant to the President (Confidential)</td>
<td>14</td>
<td>MC</td>
<td>10/7/15</td>
<td>10/22/15</td>
<td>Written Test/Technical Interview</td>
<td>N/A</td>
<td>11/6/15</td>
<td>11/16/15-11/20/15</td>
<td>11/24/15</td>
</tr>
<tr>
<td>Instructional Lab Technician I – Automotive</td>
<td>9</td>
<td>VC</td>
<td>8/24/15</td>
<td>9/20/15</td>
<td>Performance Test/Technical Interview</td>
<td>N/A</td>
<td>10/16/15</td>
<td>10/23/15</td>
<td>10/27/15</td>
</tr>
<tr>
<td>Instructional Lab Technician I – Automotive</td>
<td>9</td>
<td>OC</td>
<td>8/24/15</td>
<td>9/20/15</td>
<td>Performance Test/Technical Interview</td>
<td>N/A</td>
<td>10/16/15</td>
<td>10/23/15</td>
<td>10/27/15</td>
</tr>
<tr>
<td>Office Assistant</td>
<td>254</td>
<td>OC</td>
<td>8/20/15</td>
<td>9/4/15</td>
<td>Written Test/Technical Interview</td>
<td>N/A</td>
<td>10/20/15</td>
<td>10/20/15</td>
<td>10/22/15</td>
</tr>
</tbody>
</table>
## Current Classified Positions Filled

<table>
<thead>
<tr>
<th>Employees Hired</th>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinney, Peggy</td>
<td>Admissions &amp; Records Technician</td>
<td>MCU138</td>
<td>MC</td>
<td>Probationary (promotion)</td>
<td>10/05/15</td>
</tr>
<tr>
<td>Long, Olivia</td>
<td>Senior Administrative Assistant</td>
<td>VCU024</td>
<td>VC</td>
<td>Probationary (promotion)</td>
<td>09/01/15</td>
</tr>
<tr>
<td>Ostrinski, Katherine</td>
<td>Curriculum Technician</td>
<td>VCU557</td>
<td>VC</td>
<td>Probationary</td>
<td>09/28/15</td>
</tr>
<tr>
<td>Trainor, Michael</td>
<td>Curriculum Technician</td>
<td>MCU457</td>
<td>MC</td>
<td>Probationary</td>
<td>10/05/15</td>
</tr>
<tr>
<td>Barrett, Donna</td>
<td>Financial Analyst</td>
<td>DMC008</td>
<td>DAC</td>
<td>Probationary (promotion)</td>
<td>10/01/15</td>
</tr>
<tr>
<td>McMichaels, Dan</td>
<td>Director of College Information Technology Services</td>
<td>WMC009</td>
<td>MC</td>
<td>Probationary (promotion)</td>
<td>10/01/15</td>
</tr>
<tr>
<td>Flores, Fidelia</td>
<td>Financial Aid Specialist</td>
<td>XCU376</td>
<td>OC</td>
<td>Probationary</td>
<td>10/07/15</td>
</tr>
<tr>
<td>Hill, Janelle</td>
<td>Martriculation Specialist II</td>
<td>VCU119</td>
<td>VC</td>
<td>Probationary</td>
<td>09/08/15</td>
</tr>
<tr>
<td>Munyantwali, Julius</td>
<td>Martriculation Specialist I</td>
<td>XCU082</td>
<td>OC</td>
<td>Probationary</td>
<td>10/05/15</td>
</tr>
<tr>
<td>Nelson-Nusser, Laurie</td>
<td>Senior Administrative Assistant</td>
<td>XCU051</td>
<td>OC</td>
<td>Voluntary Demotion</td>
<td>09/17/15</td>
</tr>
</tbody>
</table>

## Current Classified Selection Processes (cont.)

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<tr>
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<th>Written / Performance Exam Date</th>
<th>Oral Exam Date</th>
<th>Anticipated Certification Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Information Officer</td>
<td>18</td>
<td>DAC</td>
<td>09/29/15</td>
<td>10/18/15</td>
<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>10/19/15 – 10/26/15</td>
<td>N/A</td>
<td>11/02/15 – 11/06/15</td>
<td>11/10/15</td>
</tr>
<tr>
<td>Tutorial Services Specialist II</td>
<td>11</td>
<td>OC</td>
<td>09/28/15</td>
<td>10/13/15</td>
<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>10/14/15 – 10/21/15</td>
<td>N/A</td>
<td>11/10/15</td>
<td>11/12/15</td>
</tr>
</tbody>
</table>
## Current Classified Positions Filled (cont.)

<table>
<thead>
<tr>
<th>Employees Hired</th>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chen, Stacey</td>
<td>Student Services Specialist / International Students</td>
<td>MCU145</td>
<td>MC</td>
<td>Probationary</td>
<td>09/14/15</td>
</tr>
<tr>
<td>Nielsen, Elizabeth</td>
<td>Administrative Assistant</td>
<td>VCU564</td>
<td>VC</td>
<td>Transfer</td>
<td>10/01/15</td>
</tr>
<tr>
<td>Barajas, Silvia</td>
<td>Vice President of Business Services</td>
<td>MMC063</td>
<td>MC</td>
<td>Probationary</td>
<td>09/21/15</td>
</tr>
</tbody>
</table>

## Current Classified Positions Pending

<table>
<thead>
<tr>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselor Assistant</td>
<td>VCU054</td>
<td>VC</td>
</tr>
<tr>
<td>Counselor Assistant</td>
<td>VCU092</td>
<td>VC</td>
</tr>
<tr>
<td>Electrician</td>
<td>XCU050</td>
<td>OC</td>
</tr>
<tr>
<td>Executive Assistant to Vice Chancellor</td>
<td>DCU155</td>
<td>DAC</td>
</tr>
<tr>
<td>Financial Aid Specialist</td>
<td>MCU469</td>
<td>MC</td>
</tr>
<tr>
<td>Human Resources Analyst II</td>
<td>DCU138</td>
<td>DAC</td>
</tr>
<tr>
<td>Human Resources Technician II</td>
<td>DCU014</td>
<td>DAC</td>
</tr>
<tr>
<td>Instructional Lab Technician II - Nursing</td>
<td>MCU495</td>
<td>MC</td>
</tr>
<tr>
<td>Performing Arts Center Technician I</td>
<td>VCU568</td>
<td>VC</td>
</tr>
<tr>
<td>Matriculation Specialist II</td>
<td>VCU132</td>
<td>VC</td>
</tr>
<tr>
<td>Senior Payroll Technician</td>
<td>DCU005</td>
<td>DAC</td>
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</tbody>
</table>

## Upcoming Recruitments

<table>
<thead>
<tr>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Data Specialist</td>
<td>VCU558</td>
<td>VC</td>
</tr>
<tr>
<td>Instructional Lab Technician II – Chemistry</td>
<td>VCU068</td>
<td>VC</td>
</tr>
<tr>
<td>Instructional Lab Technician II – Sciences</td>
<td>XCU104</td>
<td>OC</td>
</tr>
</tbody>
</table>
### Upcoming Recruitments (cont.)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Accounting Technician</td>
<td>MCU497</td>
<td>MC</td>
</tr>
<tr>
<td>Senior Accounting Technician</td>
<td>MCU498</td>
<td>MC</td>
</tr>
<tr>
<td>Senior Payroll Technician</td>
<td>DCU005</td>
<td>DAC</td>
</tr>
<tr>
<td>Vice Chancellor, Business &amp; Administrative Services</td>
<td>DMC031</td>
<td>DAC</td>
</tr>
</tbody>
</table>

### Requested Position Classification Studies

<table>
<thead>
<tr>
<th>Classification</th>
<th>Location</th>
<th>Request Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Accounting Administrative Assistant</td>
<td>VC</td>
<td>7/16/15</td>
<td>In progress</td>
</tr>
<tr>
<td>Maintenance Worker I</td>
<td>VC</td>
<td>1/14/15</td>
<td>In progress</td>
</tr>
<tr>
<td>Library Assistant</td>
<td>VC</td>
<td>4/27/15</td>
<td>In progress</td>
</tr>
</tbody>
</table>
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Payroll Supervisor, perform full range of payroll and benefit accounting work utilizing integrated software; maintain, audit and verify incoming documents, payroll data and other information, process special payroll activities.

DISTINGUISHING CHARACTERISTICS:

The Accounting Technician II-Payroll classification includes the ability to perform a full array of payroll functions covering payroll actions, classified, academic, hourly, benefits, retirement and others which utilize the Banner software system. The Accounting Technician I-payroll incumbents are assigned payroll duties which apply to more specific payroll accounts while learning the full array of payroll activities.

A Payroll Technician is assigned payroll duties of a less complex and more routine nature than those of a Senior Payroll Technician. A Senior Payroll Technician provides direction to other Payroll Technicians relative to payroll functions, and, under minimal supervision, performs the most complex payroll work of the payroll unit requiring independence of judgment relative to interpreting and applying provisions of collective bargaining agreements, state and federal law, and District policy.

REPRESENTATIVE DUTIES:

Perform full range of payroll and benefit accounting work utilizing integrated software; maintain, audit and verify incoming documents, payroll data and other information; assure proper financial controls and practices are consistent with accepted accounting principles, Fair Labor Standards Act (FLSA), contracts, board policies and Personnel Commission rules. 

Prepare, monitor and generate payroll for assigned employee groups including faculty, classified, temporary and student employees; process special payroll activities.

Review and process time reports submitted for accuracy; verify and enter necessary corrections, adjustments or revisions to payroll as needed; calculate deductions and benefits for casual employees eligible for retirement benefits; make proper adjustments in employee salaries regarding overtime, change of status, step increase, additional hours leave accounting, and other salary adjustments according to established policies, procedures, rules and regulations.

Process employee tax sheltered contribution and reconcile with the monthly billings from annuity companies; calculate garnishments and levies required by government agencies; calculate federal and state payroll taxes for academic, classified and student payroll and make wire transfers as needed; reconcile and process appropriate quarterly reports required by IRS and union; assure STRS and PERS data is accurate for monthly reporting; submit reports to appropriate agency or department.

Title change of Accounting Technician II-Payroll to Payroll Technician 6/12/2008
Established June 2001
PAYROLL TECHNICIAN (continued)

Calculate and process levies, advances, garnishments and other adjustments as needed; monitor sick leave; maintain a system to track the maximum allowed vacation and compensatory time hours of classified employees; maintain and audit leave accounting for academic employees and make necessary adjustment according to employee contracts and time sheets. E

Prepare, balance and maintain various payroll reports, records and spreadsheets; prepare the payroll reports and submit to appropriate staff for review and approval; reconcile monthly payroll balances. E

Establish and maintain a system to track status of workers’ compensation claims; communicate with Risk Management personnel; audit and maintain compensated paid hour and non-compensated hours; perform accurate calculation of litigated and non-litigated cases of reimbursement from insurance company to the rate of employees paid ratio; make related projections of benefits; provide and maintain a system of load-banking reports for faculty. E

Respond to inquiries regarding payroll; interpret and explain laws, ordinances, regulations, policies and procedures; maintain current knowledge of federal, state and district policies, rules and codes related to payroll functions. E

Communicate with district personnel to coordinate activities, resolve issues and conflicts and exchange information; communicate with outside organizations including the tax sheltered annuity companies, County Office personnel, IRS Franchise Tax Board, Public Employees Retirement Agency (PERS), and others as needed; respond to earning verification requests; assist with audits as needed. E

Operate a computer, calculator and related office equipment. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced accounting methods and procedures regarding payroll
Practices of financial and statistical record-keeping including systems which are maintained on data processing equipment
Modern office practices, procedures and equipment
Record-keeping techniques
District organization, operations, policies and objectives
Oral and written communications skills
Technical aspects of field of specialty
Operation of a computer and Banner software
Full array of payroll duties

ABILITY TO:

Interpret and explain the district’s accounting policies and procedures in payroll
Perform a variety of arithmetic calculations
Prepare and maintain complex financial records, reports, files and spreadsheets
PAYROLL TECHNICIAN (continued)

Apply financial record-keeping principles
Type at an acceptable rate of speed
Establish and maintain cooperative and effective working relationships with others
Understand and follow oral and written directions
Meet schedules and time lines
Plan and organize work
Work independently with little direction
Communicate effectively both orally and in writing.
Analyze situations accurately and adopt an effective course of action.
Operate standard office machines including calculator, typewriter and computer.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting and three years experience in the preparation and maintenance of payroll records

Graduation from high school or evidence of equivalent educational proficiency AND one year of payroll or technical accounting experience

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Sitting and operating a keyboard for extended periods of time to enter data into a computer
Dexterity of hands and fingers to operate a computer, typewriter and standard office equipment
Reaching overhead, above the shoulders and horizontally and bending at the waist to maintain files
Hearing and speaking to exchange information on the telephone or in person
Seeing to assure entries are recorded accurately

HAZARDS:

Extended viewing of computer monitor
CLASS TITLE: SENIOR PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Payroll Supervisor, provide technical direction to Payroll Technicians and serve as a lead to staff responsible for the performance of payroll-related duties, and perform the most complex payroll functions.

DISTINGUISHING CHARACTERISTICS:

The Senior Payroll Technician provides direction to other Payroll Technicians relative to payroll functions, and, under minimal supervision, performs the most complex payroll work of the payroll unit requiring independence of judgment relative to interpreting and applying provisions of collective bargaining agreements, state and federal law, and District policy. In comparison, a Payroll Technician is assigned payroll duties of a less complex and more routine nature.

REPRESENTATIVE DUTIES:

Prepare, monitor, and generate payroll for assigned employee groups including faculty, classified, temporary, and student employees. E

Ensure proper financial controls and practices are consistent with accepted collective bargaining agreements, California Education Code, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Board policies and Personnel Commission rules. E

Interpret and apply collective bargaining agreements, California Education Code, labor law, retirement system policies and procedures, District policies, and pertinent laws governing payroll actions to District administrators, employees, the County Office of Education, representatives of the State Teachers’ Retirement System and the Public Employees’ Retirement System, and the public. E

Research and resolve payment discrepancies; prepare, balance, and maintain various payroll reports, records, and spreadsheets. E

Assign and monitor production to ensure timely and accurate posting of payroll to the automated accounting systems. E

Audit electronic files generated from Offers of Temporary Non-Contract Academic Employment; review exception reports to determine the validity of data in the offer; analyze and determine appropriate actions to correct anomalies in data; coordinate actions with other departments to resolve incidents and ensure accurate payroll production; create job records for part-time/overload faculty assignments and professional experts; monitor processes for accuracy. E

Monitor class cancellations, track overpayments, establish repayment agreements, and monitor repayments. E

Established June 2008
SENIOR PAYROLL TECHNICIAN (continued)

Process, verify, and correct time reports; identify sources of error and take corrective action; calculate deductions and benefits for provisional employees; adjust employee salary upon change of status, step increases, and other salary changes according to established contracts, policies, and procedures.  

Maintain faculty loadbanking information each semester, documenting usage and banked-time; determine taxable income based on current and prior collective bargaining agreements; calculate taxes; resolve loadbanking issues with campus staff; maintain documentation protocols. 

Determine eligibility for State Teachers’ Retirement System or the Public Employees’ Retirement System retirement benefits; complete required retirement documentation for current and terminated employees; research and resolve retirement issues. 

Process employee tax sheltered contributions and reconcile with monthly billings from annuity companies; calculate federal and state payroll taxes for academic, classified, and student payroll; initiate wire transfers as needed; reconcile and process reports required by collective bargaining units; review State Teachers’ Retirement System monthly reporting data for accuracy; submit reports to appropriate agencies and departments. 

Calculate and process levies, advances, garnishments and other adjustments as needed; maintain and audit leave accounting for academic employees. 

Maintain a system to track status of workers’ compensation claims; audit compensated hours and non-compensated hours; calculate litigated and non-litigated reimbursement from insurance companies; project benefits. 

Conduct benefit audits. 

Recommend and assist with workload distribution; act in the absence of the Payroll Supervisor. 

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology, and procedures utilized in accounting and payroll administration, including advanced accounting methods and procedures

Principles of delegation, organization, and prioritization

Modern office practices, procedures, and equipment

District organization, operations, policies, and objectives

Microsoft Windows, Microsoft Office, and Banner software

Standard bookkeeping principles and practices

Applicable federal and state laws, rules, codes, and regulations related to assigned activities

Policies, rules, and regulations related to the State Teachers’ Retirement System and the Public Employees’ Retirement System
ABILITY TO:

Prepare and maintain complex financial records, reports, files, and spreadsheets
Read, interpret, and explain laws and regulations
Type at an acceptable rate of speed
Establish and maintain cooperative and effective working relationships with others
Plan and organize the work of the unit
Work independently with little direction
Communicate effectively, both orally and in writing
Explain complex information to those unfamiliar with terms, processes, or outcomes
Analyze situations accurately and adopt effective courses of action
Operate standard office machines including calculator, typewriter, and computer
Utilize an integrated, computerized payroll system
Apply information systems coding procedures related to payroll operations
Perform arithmetical computations rapidly and accurately
Review, record, and verify payroll information with speed and accuracy
Work under pressure of recurrent deadlines with frequent interruptions

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or evidence of equivalent educational proficiency, and four years experience in the preparation and maintenance of payroll records in a central payroll unit serving at least 1,000 employees with an automated payroll system. College-level course work in Accounting or a related field is preferred.

Graduation from high school or evidence of equivalent educational proficiency AND two years of experience processing payroll using an integrated automated payroll system including or supplemented by two years of experience interpreting and applying language within a collective bargaining agreement or similarly complex organizational policies pertaining to payroll.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Sitting and operating a keyboard for extended periods of time to enter data into a computer
Dexterity of hands and fingers to operate a computer, typewriter, and standard office equipment
Reaching overhead, above the shoulders, and horizontally, and bending at the waist to maintain files
Hearing and speaking to exchange information on the telephone or in person
Seeing to ensure entries are recorded accurately

HAZARDS:

Extended viewing of computer monitor
Dissatisfied or abusive customers