



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR NOVEMBER 19, 2015

5:30 p.m.

Campus Center Conference Room
7075 Moorpark Road
Moorpark, CA 93021

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 – October 22, 2015
5. CORRESPONDENCE
6. OLD BUSINESS
None
7. REPORTS
 - A. Classified Employees Representative's Report
 - B. Board of Trustees Meeting Report
 - C. Director's Report
 - Current Recruitments Report
 - Positions Filled & Pending Report
 - Upcoming Recruitments Report
 - Classification Studies Report
 - D. Commissioners' Reports
8. RECOGNITION OF SERVICE
Mr. David Gonzales, Personnel Commissioner
9. PUBLIC HEARING FOR THE JOINT APPOINTMENT OF A PERSONNEL COMMISSIONER
Ms. Sherry Manley Dreher
10. APPOINTMENT OF A PERSONNEL COMMISSIONER
Ms. Sherry Manley Dreher

11. **ESTABLISHMENT OF A NEW CLASSIFICATION**
Human Resources Analyst – Employee Relations and Staff Development
12. **REVISION OF A CLASSIFICATION SPECIFICATION**
Budget Director
13. **2014 – 2015 PERSONNEL COMMISSION ANNUAL REPORT**
14. **RECESS TO CLOSED SESSION**
Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5) Title:
Director of Employment Services/Personnel Commission
15. **RECONVENE IN OPEN SESSION**
16. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**
17. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**
The date and time of the next scheduled meeting of the Personnel Commission is December 17, 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.
18. **ADJOURNMENT**

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

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



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Personnel Commission

Director's Report

October 20, 2015 – November 16, 2015

Current Classified Selection Processes									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Custodian	59	MC	9/17/15	10/2/15	Written Test/Technical Interview	N/A	10/09/15	10/19/15 – 10/26/15	10/28/15
Executive Assistant to the President (Confidential)	47	MC	10/7/15	10/22/15	Written Test/Technical Interview	N/A	11/6/15	11/24/15	11/27/15
Grounds Maintenance Worker	41	VC	9/15/15	9/30/15	Written Test/Technical Interview	N/A	10/15/15 - 10/16/15	11/16/15	11/18/15
Human Resources Analyst I	22	DAC	10/8/15	10/29/15	Training & Experience Evaluation/Technical Interview	10/27/15 – 11/3/15	N/A	11/9/15 – 11/13/15	11/17/15
Human Resources Analyst II	7	DAC	10/8/15	10/29/15	Training & Experience Evaluation/Technical Interview	10/27/15 – 11/3/15	N/A	11/9/15 – 11/13/15	11/17/15
Instructional Lab Technician I – Automotive	13	VC	8/24/15	9/20/15	Performance Test/Technical Interview	N/A	10/16/15	10/23/15	10/27/15
Instructional Lab Technician I – Automotive	13	OC	8/24/15	9/20/15	Performance Test/Technical Interview	N/A	10/16/15	10/23/15	10/27/15
Instructional Lab Technician II - Chemistry	20	VC	10/9/15	11/1/15	Training & Experience Evaluation/Technical Interview	11/9/15	N/A	11/16/15 – 11/20/15	11/24/15
Library Technician	41	VC	10/9/15	10/25/15	Training & Experience Evaluation/Technical Interview	10/26/15 – 11/2/15	N/A	11/18/15	11/20/15
Office Assistant	254	OC	8/20/15	9/4/15	Written Test/Technical Interview	N/A	10/20/15	10/20/15	10/22/15

Current Classified Selection Processes (cont.)									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Performing Arts Center Technician I	12	VC	09/24/15	10/25/15	Training & Experience Evaluation/Technical Interview	10/26/15-11/2/15	N/A	12/01/15	12/03/15
Plumber	7	OC	09/25/15	10/18/15	Training & Experience Evaluation/Technical Interview	10/19/15 – 10/26/15	N/A	11/12/15	11/16/15
Public Information Officer	39	DAC	09/29/15	10/18/15	Training & Experience Evaluation/Technical Interview	10/19/15 – 10/26/15	N/A	11/17/15	11/19/15
Senior Accounting Technician	12	MC	10/12/15	11/27/15	Written Test/Technical Interview	N/A	11/23/15	11/30/15 – 12/4/15	12/7/15
Tutorial Services Specialist II	24	OC	09/28/15	10/13/15	Training & Experience Evaluation/Technical Interview	10/14/15 – 10/21/15	N/A	11/10/15	11/12/15
Warehouse Operator	57	MC	9/17/15	10/2/15	Training & Experience Evaluation/Technical Interview	10/5/15 – 10/12/15	N/A	10/27/15	10/29/15

Current Classified Positions Filled					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Colvin, Leanne	Administrative Assistant	MCU013	Moorpark	Transfer	10/15/15
Endo, Janice	Human Resources Technician II	DCU014	DAC	Probationary	10/21/15
Hernandez, Carolina	Student Services / Financial Aid Specialist	MCU486	Moorpark	Probationary	11/02/15
Ingly, Andrea	Human Resources Analyst II	DUC138	DAC	Probationary	11/03/15
Kone, Michelle	Counselor Assistant	VUC054	Ventura	Probationary	10/21/15
McMichael, Dan	Director of College Information Technology Services	WMC009	Moorpark	Probationary	10/01/15
Parreira, Matt	Electrician	XCU050	Oxnard	Transfer	10/19/15
Osher, Karyl	Admissions and Records Technician	VCU148	Ventura	Transfer	11/10/15
Roberts, Aundrea	Matriculation Specialist II	VCU132	Ventura	Probationary	11/02/15

Current Classified Positions Filled (cont.)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Sidnam, Chief	Administrative Assistant	VCU564	Ventura	Probationary	10/26/15

Current Classified Positions Pending		
Classification	Position Number	Location
Custodian	MCU499	MC
Custodian	MCU326	MC
Custodian	MCU354	MC
Custodian	XCU043	OC
Custodian	XCU107	OC
Child Development Assistant	MCU317	MC
Counselor Assistant	VCU092	VC
Human Resources Analyst I	DCU121	DAC
Instructional Lab Technician I – Automotive	XCU105	OC
Instructional Lab Technician I - Automotive	VCU154	VC
Office Assistant	XCU103	OC
Office Assistant	VCU573	VC
Plumber	XCU108	OC
Public Information Officer	DCU156	DAC
Registrar	VSC119	VC
Tutorial Services Specialist II	XCU052	OC
Warehouse Operator	MCU494	MC

Upcoming Recruitments		
Classification	Position Number	Location
Budget Director	DMC049	DAC
Grant Director – Sciences, Technology, Engineering, Mathematics (STEM) Grant	XMC067	OC
Instructional Data Specialist	VCU558	VC
Instructional Lab Technician II – Sciences	XCU104	OC
Job Developer – Disabled Students	XCU327	OC
Maintenance Worker II	MCU412	MC
Vice Chancellor, Business & Administrative Services	DMC031	DAC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Grant Accounting Administrative Assistant	VC	7/16/15	In progress
Maintenance Worker I	VC	1/14/15	In progress
Library Assistant	VC	4/27/15	In progress

PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

ESTABLISHMENT OF A NEW CLASSIFICATION

RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Human Resources Analyst – Employee Relations and Staff Development

ANNUAL SALARY RANGE:

\$65,112-\$89,904 (Classified Salary Schedule #310)

BACKGROUND:

Human Resources management requested the establishment of the proposed classification to perform complex advanced journey level functions in the areas of employee relations and staff development, including conducting workplace investigations pertaining to employee misconduct issues and designing and delivering district-wide staff development programs. A classification detailing the associated duties as presented in the proposed classification specification does not currently exist. Therefore, a new classification is warranted to allow for the appropriate assignment of responsibilities in both the areas of employee relations and staff development.

BASES OF RECOMMENDATION:

An incumbent in the proposed classification will perform complex advanced journey level functions in the areas of employee relations and staff development.

A classification description detailing the approved duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on external market data. Classifications with similar duties and level of responsibility were found at Santa Monica College (Human Resources Analyst-Employee and Labor Relations (Confidential), \$70,956-\$86,244/annual), City of Ventura (Human Resources Analyst II, \$64,745-\$86,760/annual), Los Angeles Community College District (Employee Relations Specialist, \$72,159-\$89,393/annual), County of Ventura (Personnel Analyst II, \$66,034-\$92,457/annual), and City of Santa Barbara (Human Resources Analyst II, \$80,286-\$97,589/annual). In consideration of this information, placement on Classified Salary Schedule #310 (\$65,112-\$89,904 annual) is appropriate.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES ANALYST – EMPLOYEE RELATIONS AND STAFF DEVELOPMENT**BASIC FUNCTION:**

Under the general supervision of the Director of Human Resources Operations, perform complex advanced journey level functions in the areas of employee relations and staff development.

REPRESENTATIVE DUTIES:Employee Relations

Conduct workplace investigations pertaining to discrimination, harassment, and other employee misconduct issues; gather, compile, and analyze evidence from multiple sources for inclusion in investigative reports, proposed disciplinary actions, responses to state and federal government agencies, administrative hearings, and mediations; develop and deliver recommendations pertaining to investigations. *E*

Gather, analyze, and evaluate information in cases of disciplinary action; prepare statements of charges and supporting documentation for approval and recommend appropriate disciplinary action. *E*

Advise managers and supervisors on employee relations issues by providing information on progressive discipline, evaluation procedures, due process requirements, complaint and grievance procedures, and other relevant areas and recommend solutions. *E*

Assist the director in the preparation of employee disciplinary and grievance hearings which includes the subpoenaing of witnesses, pre-hearing preparation of witnesses, answering of interrogatories, production of records and evidence, and preparation of statements and briefs. *E*

Interpret, apply, and explain laws, rules, policies, and collective bargaining agreements pertaining to employee relations to district employees; advise employees on the rights, privileges, and burdens of employees and supervisors in filing grievances, appeals, and complaints; counsel employees on minor issues of employee misconduct, dissatisfaction, poor work habits, leave rights, and related issues. *E*

Evaluate proposed and current state and federal legislation pertaining to employee relations; assist in developing, revising, and implementing district rules, policies, and procedures to ensure compliance with state and federal legislation. *E*

Receive, review, process, and monitor workers' compensation claims with third party administrators; ensure appropriate action and communication with employees; assist in the investigation of workers' compensation claims, including the review of medical reports, policies, and procedures; may interview witnesses and correct safety issues. *E*

Review and respond to unemployment claims and file appeals as appropriate. *E*

**HUMAN RESOURCES ANALYST – EMPLOYEE RELATIONS AND STAFF DEVELOPMENT
(continued)**

Create and maintain confidential files pertaining to investigations.

Staff Development

Design and deliver district-wide staff development programs, including developing program objectives, learning outcomes, curriculum, and materials. *E*

Conduct needs analyses by developing and administering surveys and questionnaires, conducting interviews, and coordinating and leading focus groups. *E*

Evaluate the effectiveness of staff development programs with regard to individual and organizational performance by observing programs, developing, administering, and analyzing assessments, surveys, and questionnaires, conducting focus groups, measuring achievement of learning outcomes, and utilizing other relevant methodologies. *E*

Coordinate training courses and programs including scheduling classes, equipment, and instructors; coordinate the selection and contracting of external training programs and consultants. *E*

Create and maintain a variety of records and reports, including project and activity reports, surveys, evaluation documentation, and tracking systems. *E*

Assist with the development and monitoring of the staff development budget. *E*

Attend meetings and seminars to obtain information for use in staff development programs. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable sections of State Education Code, and other applicable laws
State and federal employment laws, codes, and regulations
Methods and techniques associated with conducting workplace investigations
Principles of performance management and progressive discipline
Current trends and best practices in employee relations
Principles and techniques of alternative dispute resolution
Principles and techniques of employee counseling and guidance
Principles of adult learning theory
Principles and best practices of instructional design
Methods and techniques for conducting needs assessments
Methods and techniques associated with evaluating the effectiveness of staff development programs
District organization, policies, procedures, and objectives
Available resources related to areas of assignment
Principles of English grammar, spelling, and composition
Office procedures, methods, and equipment
Office productivity computer applications including word processing, spreadsheet, email, presentation, and database applications

**HUMAN RESOURCES ANALYST – EMPLOYEE RELATIONS AND STAFF DEVELOPMENT
(continued)**

Principles of report preparation
Principles and procedures of record keeping

ABILITY TO:

Conduct investigations and make appropriate recommendations
Develop innovative solutions to complex and sensitive employer-employee relations issues
Effectively counsel employees on issues that are adversely affecting work performance
Design and deliver staff development programs using a variety of instructional techniques and formats such as e-learning, role playing, simulations, team exercises, group discussions, videos, and lectures
Remain current on training and organizational development trends
Provide information, assistance, and training to employees, supervisors, and administrators
Express complex technical concepts clearly and concisely, both orally and in writing
Operate office equipment, including computers and associated software including word processing, spreadsheet, email, presentation, and database applications
Learn and apply new information and skills
Research, collect, compile, and analyze information
Analyze situations accurately and adopt an effective course of action
Work independently with little direction
Understand and carry out oral and written directions
Plan and organize work to meet changing priorities and deadlines
Exercise initiative and independence of judgment and action
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those encountered in the course of work
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Prepare reports, tables, and spreadsheets by gathering and organizing information and data from a variety of sources
Establish and maintain a variety of files and records, including confidential files pertaining to investigations
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports

EDUCATION AND EXPERIENCE:

A. A bachelor's degree **AND** four years of professional-level experience in employee relations or training program development.

OR

B. A bachelor's degree in human resources management, industrial/organizational psychology, public or business administration, instructional design, a behavioral science, or a related field **AND** three years of professional-level experience in employee relations or training program development.

OR

C. A graduate degree **AND** two years of professional-level experience in employee relations or training program development.

**HUMAN RESOURCES ANALYST – EMPLOYEE RELATIONS AND STAFF DEVELOPMENT
(continued)**

OR

- D. A graduate degree in human resources management, industrial/organizational psychology, public or business administration, instructional design, a behavioral science, or a related field **AND** one year of professional-level experience in employee relations or training program development.

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of office, computer, and audio-visual equipment
Hearing and speaking to communicate and provide information to others
Sitting and standing for extended periods of time

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: BUDGET DIRECTOR

BASIC FUNCTION:

Under the direction of the Vice Chancellor, Business and Administrative Services manage the District's budget function and related operational areas.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate, and direct the development, maintenance, and administration of the District's budget and payroll functions, financial aid processing, and related state and federal reporting; develop, recommend, and execute strategic goals, operational policies, and procedures pertaining to assigned functional areas. *E*

Ensure consistent and appropriate management of college budgets, reporting, and related operations in collaboration with college management. *E*

Develop and direct a program of financial analysis using a wide range of analytical methods such as trend analysis; develop decision support tools in spreadsheet formats for maintaining cost-benefit analysis and funds and performing "what-if" calculations. *E*

Direct the design, implementation, and maintenance of the district's payroll system and ensure legal requirements are met; improve efficiency in the recording and reporting of payroll data; provide management with payroll information. *E*

Research complex budgetary issues and develop solutions and recommendations as appropriate; recommend budget strategies which include short-term, intermediate, and long-range projections for resource allocation and appropriations; prepare tentative, adopted, and revised District budget reports. *E*

Provide technical advice and guidance to District administrators and staff relating to the development, implementation, and management of financial resources. *E*

Analyze state legislative and administrative decisions, regulations, and policies to determine their impact on the budget operations of the District and make recommendations regarding how to implement new requirements. *E*

Advise the Vice Chancellor, Business and Administrative Services and other District management through oral and written reports of objectives, critical problems, achievements, recommendations for improvement, and requirements and restrictions of laws, rules, and policies affecting the District's budget. *E*

Monitor the District position control system used to track permanent employees, vacant positions, and requests for new positions; identify salary savings based on vacant positions to be utilized for other District needs; prepare reports related to salary and benefit costs utilized by management during collective bargaining. *E*

BUDGET DIRECTOR (continued)

Direct the processing, reporting, and maintenance of district-wide student financial aid data. *E*

Direct the design, preparation, filing, and maintenance of state and federal reports containing data pertaining to assigned functional areas. *E*

Provide training to District employees in the use of the District's financial budget system; develop and provide informational workshops on budget-related issues. *E*

Lead, train, supervise, and evaluate the performance of assigned staff. *E*

Represent the District before federal, state, and local agencies on matters related to the District's budget. *E*

Maintain historical and current materials related to the District's budget as well as the funding and allocation formulas, expenditure patterns, and special cost analysis of such things as compliance regulations, collective bargaining and grievance issues, legal decisions, and funding resources. *E*

Serve as a member of various district-wide committees involved with budget-related issues. *E*

Assist with fiscal year-end closing activities and the annual external audit. *E*

Perform other duties as assigned.

E = Essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, and techniques of budgeting

Principles, practices, and theories of accounting with an emphasis on governmental accounting

Principles, practices, and theories of auditing

Computer systems, applications, software, and hardware used in financial analysis and budgetary management

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

Principles of project management

Principles and practices of administrative research and report preparation

District organization, operations, policies, and objectives

Principles and practices of management, supervision, training and performance evaluation

Principles and practices of business data processing particularly related to the processing of accounting and financial information

State legislative processes and procedures

Methods and techniques of financial modeling applied to revenue and expenditure projections

State and federally mandated reporting requirements, including full-time equivalent student (FTES) state apportionment reporting

Principles of financial aid processing

BUDGET DIRECTOR (continued)

ABILITY TO:

Read and interpret documents such as laws, regulations, and reporting requirements pertaining to community college accounting, budgeting, and financial matters

Demonstrate sound judgment and decision making capabilities

Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations

Develop financial forecasts based on research data

Anticipate conditions, plan ahead, establish priorities, and meet schedules

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

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

Identify trends, and isolate and explain causes of budgetary variance

Communicate clearly and concisely, both orally and in writing

Communicate highly technical information concisely and in understandable terms

Deliver effective oral presentations

Provide training, guidance, and work direction

Lead and supervise staff

EDUCATION AND EXPERIENCE:

Education: A bachelor's degree from a recognized accredited college or university in accounting, public finance, business administration or related area.

Experience: Four years of professional-level experience in accounting, auditing, or budgeting, including two years of ~~public sector~~ experience in the development, analysis, and administration of a budget. Two years of the aforementioned experience must have been in a supervisory capacity.

Public sector experience is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment

Sitting for extended periods of time

Hearing and speaking to exchange information on the telephone or in person

Seeing to read and review documents

Personnel Commission Responsibilities

- Ensures employees are hired in accordance with Commission rules and Merit System law based on merit and fitness and without favoritism.
- Protects applicants and employees from discriminatory requirements.
- Ensures objective, job-related tests.
- Provides for the establishment of eligibility lists.
- Provides for announcements of job vacancies for employees and the public.
- Classifies or reclassifies positions.
- Recommends salary schedules consistent with the principle of like pay for like service.
- Investigates and hears appeals of permanent employees who have been suspended, demoted, or dismissed.

Personnel Commission Meetings

Regularly scheduled meetings of the Personnel Commission are held at 5:30 p.m. on the third Thursday of each month. Rules, agendas, and minutes are posted to our web site:

http://www.vcccd.edu/departments/personnel_commission/index.shtml

The Personnel Commission web site provides useful information, including the annual budget; Commission rules; schedule, agendas, and minutes of meetings; and a staff directory.

The Ventura County Community College District

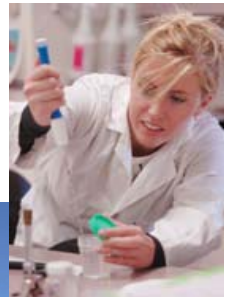
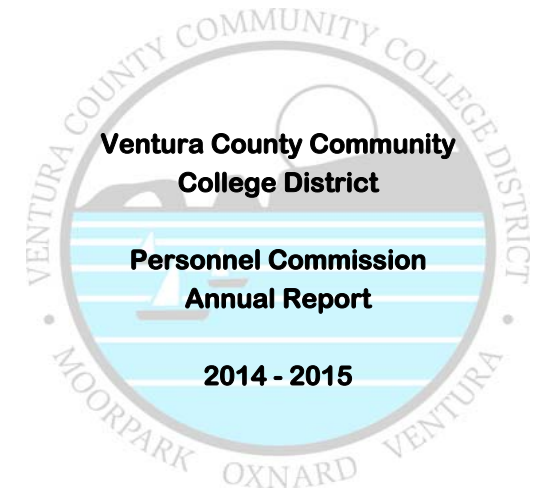
As part of the 110-campus California Community College system, the Ventura County Community College District offers programs in general education for transfer to four-year universities, occupational and vocational fields, developmental programs, guidance assistance, community service and continuing education programs, and provides opportunities to engage in co-curricular campus activities. The District currently serves over 38,000 students through its three colleges: Moorpark College, Oxnard College, and Ventura College.

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

The District Administrative Center is located in Ventura 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.



**255 W. Stanley Avenue
Suite 150
Ventura, CA 93001
(805) 652-5500
www.vcccd.edu**



**Ventura County
Community College District
Merit System**

California Assembly Bill 999, known as the Merit System, was established and enacted into law in 1935. Through the Education Code, the bill provides statutory protection to classified employees against politically or personally motivated employment, promotion, discipline, or dismissal actions.

The Ventura County Community College District's Merit System and its Personnel Commission were established in 1962 when the District formally separated from the Ventura Unified School District.

The Merit System consists of rules and procedures administered by the Personnel Commission. Education Code Section 88080 states 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:

<http://jobs.vcccd.edu>

Paper applications are not accepted. We offer computers for our applicants to apply for positions at the District Administrative Center.

<u>Classified Actions</u>			
	<u>2012- 2013</u>	<u>2013- 2014</u>	<u>2014- 2015</u>
Number of vacancies announced	49	54	51
Total applications processed	2,151	1,970	2,302
<u>Number of Exams Administered:</u>			
Training & Experience Evaluations/ Performance Examinations/ Written Examinations	49	37	42
Oral appraisal examinations	49	37	38
Bilingual examinations	0	4	1
<u>Personnel actions:</u>			
Number of eligibility lists established	49	37	38
Number of regular appointments	92	59	66
Provisional/Limited-term appointments	323	329	407
<u>Position classification studies:</u>			
Positions studied	16	2	5
Positions reclassified	16	2	4
Revised classification specs.	15	11	5
New classifications established	10	2	7
<u>Classified employees</u>	438*	460**	453***
** Effective September 30, 2013			
** Effective September 30, 2014			
*** Effective September 30, 2015			

Personnel Commission Members

Personnel Commission members are appointed for three-year staggered terms--one member is appointed by the Board of Trustees, one member by the classified employees of the District, and the third member is appointed by the other two Commission members. The current Personnel Commission Commissioners are:

Barbara M. Harison (Chair)

Commissioner Harison has been a member of the Commission since 2001, and she also served on the Commission from 1997 to 2000. Ms. Harison has an MBA degree from Pepperdine University. Occupation: Retired Planning and Management Consultant — Harison & Associates.

David J. Gonzales

Commissioner Gonzales has been a member of the Commission since 2003. He has a B.A. degree from UCLA and a J.D. degree from Southwestern University School of Law. Occupation: Retired Assistant Vice Chancellor for Facilities and Parking & Transportation Services, University of California, Santa Barbara.

James L. King, SPHR

Commissioner King has been a member of the Commission since 2005, and he also served on the Commission from 2000 to 2003. Mr. King has a B.S. degree from California Lutheran University. Occupation: Retired Executive Vice President, Southeast Ventura County YMCA.

Personnel Commission Staff

The Director of Employment Services/Personnel Commission 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 of Employment Services/Personnel Commission serves as secretary to the Personnel Commission.

Michael Arnoldus

Director of Employment Services/Personnel Commission

Jillian Sturek

Executive Assistant to the Personnel Commission

Sophia Crocker

Senior Human Resources Analyst

Andrea Ingley

Human Resources Analyst II

Sarah Ayala

Human Resources Assistant

Anthony Chavez

Human Resources Assistant

Maria Orozco

Human Resources Assistant