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
## 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>59</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>47</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>11/24/15</td>
<td>11/27/15</td>
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<tr>
<td>Grounds Maintenance Worker</td>
<td>41</td>
<td>VC</td>
<td>9/15/15</td>
<td>9/30/15</td>
<td>Written Test/Technical Interview</td>
<td>N/A</td>
<td>10/15/15 – 10/16/15</td>
<td>11/16/15</td>
<td>11/18/15</td>
</tr>
<tr>
<td>Instructional Lab Technician I – Automotive</td>
<td>13</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>13</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>
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</tbody>
</table>
### Current Classified Selection Processes (cont.)

<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>
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<tbody>
<tr>
<td>Performing Arts Center Technician I</td>
<td>12</td>
<td>VC</td>
<td>09/24/15</td>
<td>10/25/15</td>
<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>10/26/15-11/2/15</td>
<td>N/A</td>
<td>12/01/15</td>
<td>12/03/15</td>
</tr>
<tr>
<td>Plumber</td>
<td>7</td>
<td>OC</td>
<td>09/25/15</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>11/12/15</td>
<td>11/16/15</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>39</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>11/17/15</td>
<td>11/19/15</td>
</tr>
<tr>
<td>Tutorial Services Specialist II</td>
<td>24</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>
<tr>
<td>Warehouse Operator</td>
<td>57</td>
<td>MC</td>
<td>09/17/15</td>
<td>10/2/15</td>
<td>Training &amp; Experience Evaluation/Technical Interview</td>
<td>10/5/15-10/12/15</td>
<td>N/A</td>
<td>10/27/15</td>
<td>10/29/15</td>
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</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>Colvin, Leanne</td>
<td>Administrative Assistant</td>
<td>MCU013</td>
<td>Moorpark</td>
<td>Transfer</td>
<td>10/15/15</td>
</tr>
<tr>
<td>Endo, Janice</td>
<td>Human Resources Technician II</td>
<td>DCU014</td>
<td>DAC</td>
<td>Probationary</td>
<td>10/21/15</td>
</tr>
<tr>
<td>Hernandez, Carolina</td>
<td>Student Services / Financial Aid Specialist</td>
<td>MCU486</td>
<td>Moorpark</td>
<td>Probationary</td>
<td>11/02/15</td>
</tr>
<tr>
<td>Ingle, Andrea</td>
<td>Human Resources Analyst II</td>
<td>DUC138</td>
<td>DAC</td>
<td>Probationary</td>
<td>11/03/15</td>
</tr>
<tr>
<td>Kone, Michelle</td>
<td>Counselor Assistant</td>
<td>VUC054</td>
<td>Ventura</td>
<td>Probationary</td>
<td>10/21/15</td>
</tr>
<tr>
<td>McMichael, Dan</td>
<td>Director of College Information Technology Services</td>
<td>WMC009</td>
<td>Moorpark</td>
<td>Probationary</td>
<td>10/01/15</td>
</tr>
<tr>
<td>Parreira, Matt</td>
<td>Electrician</td>
<td>XCU050</td>
<td>Oxnard</td>
<td>Transfer</td>
<td>10/19/15</td>
</tr>
<tr>
<td>Osher, Karyl</td>
<td>Admissions and Records Technician</td>
<td>VCU148</td>
<td>Ventura</td>
<td>Transfer</td>
<td>11/10/15</td>
</tr>
<tr>
<td>Roberts, Aundrea</td>
<td>Matriculation Specialist II</td>
<td>VCU132</td>
<td>Ventura</td>
<td>Probationary</td>
<td>11/02/15</td>
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</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>Sidnam, Chief</td>
<td>Administrative Assistant</td>
<td>VCU564</td>
<td>Ventura</td>
<td>Probationary</td>
<td>10/26/15</td>
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</table>

## Current Classified Positions Pending

<table>
<thead>
<tr>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian</td>
<td>MCU499</td>
<td>MC</td>
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<tr>
<td>Custodian</td>
<td>MCU326</td>
<td>MC</td>
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<tr>
<td>Custodian</td>
<td>MCU354</td>
<td>MC</td>
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<tr>
<td>Custodian</td>
<td>XCU043</td>
<td>OC</td>
</tr>
<tr>
<td>Custodian</td>
<td>XCU107</td>
<td>OC</td>
</tr>
<tr>
<td>Child Development Assistant</td>
<td>MCU317</td>
<td>MC</td>
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<tr>
<td>Counselor Assistant</td>
<td>VCU092</td>
<td>VC</td>
</tr>
<tr>
<td>Human Resources Analyst I</td>
<td>DCU121</td>
<td>DAC</td>
</tr>
<tr>
<td>Instructional Lab Technician I – Automotive</td>
<td>XCU105</td>
<td>OC</td>
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<tr>
<td>Instructional Lab Technician I - Automotive</td>
<td>VCU154</td>
<td>VC</td>
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<tr>
<td>Office Assistant</td>
<td>XCU103</td>
<td>OC</td>
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<tr>
<td>Office Assistant</td>
<td>VCU573</td>
<td>VC</td>
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<tr>
<td>Plumber</td>
<td>XCU108</td>
<td>OC</td>
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<tr>
<td>Public Information Officer</td>
<td>DCU156</td>
<td>DAC</td>
</tr>
<tr>
<td>Registrar</td>
<td>VSC119</td>
<td>VC</td>
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<tr>
<td>Tutorial Services Specialist II</td>
<td>XCU052</td>
<td>OC</td>
</tr>
<tr>
<td>Warehouse Operator</td>
<td>MCU494</td>
<td>MC</td>
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</table>
### Upcoming Recruitments

<table>
<thead>
<tr>
<th>Classification</th>
<th>Position Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Director</td>
<td>DMC049</td>
<td>DAC</td>
</tr>
<tr>
<td>Grant Director – Sciences, Technology, Engineering, Mathematics (STEM) Grant</td>
<td>XMC067</td>
<td>OC</td>
</tr>
<tr>
<td>Instructional Data Specialist</td>
<td>VCU558</td>
<td>VC</td>
</tr>
<tr>
<td>Instructional Lab Technician II – Sciences</td>
<td>XCU104</td>
<td>OC</td>
</tr>
<tr>
<td>Job Developer – Disabled Students</td>
<td>XCU327</td>
<td>OC</td>
</tr>
<tr>
<td>Maintenance Worker II</td>
<td>MCU412</td>
<td>MC</td>
</tr>
<tr>
<td>Vice Chancellor, Business &amp; Administrative Services</td>
<td>DMC031</td>
<td>DAC</td>
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</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>
### 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.

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

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.

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.

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.

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.

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.

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

Established November 2015
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.  

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

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.  

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

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

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

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

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
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

Revised April 2015
Established April 2014
BUDGET DIRECTOR (continued)

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

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

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

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

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

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.  

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

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

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
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.
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.

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

** 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 Ingle  
Human Resources Analyst II  
Sarah Ayala  
Human Resources Assistant  
Anthony Chavez  
Human Resources Assistant  
Maria Orozco  
Human Resources Assistant  

*  
** Effective September 30, 2013  
*** Effective September 30, 2015