



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### MEETING AGENDA FOR DECEMBER 17, 2015

5:30 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. **ADMINISTRATION OF THE OATH OF OFFICE**  
Sherry Manley Dreher
5. **MINUTES**  
Joint Personnel Commission and VCCCD Board of Trustees Meeting – November 10, 2015  
Personnel Commission Meeting – November 19, 2015
6. **CORRESPONDENCE**
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. **SCHEDULE OF 2016 PERSONNEL COMMISSION MEETINGS**
10. **ATTENDANCE AT THE 2016 CSPCA CONFERENCE**  
February 25 – 28, Anaheim, California

11. **ESTABLISHMENT OF A NEW CLASSIFICATION**
  - A. Network Administrator I
12. **TITLE CHANGE OF A CLASSIFICATION**
  - A. Network Administrator to Network Administrator II
13. **RECLASSIFICATION OF A POSITION**
  - A. Library Assistant
  - B. Maintenance Worker I
14. **REVISION OF A CLASSIFICATION**
  - A. Marketing Specialist
15. **ELECTION OF THE PERSONNEL COMMISSION CHAIR FOR 2016**
16. **RECESS TO CLOSED SESSION**

None
17. **RECONVENE IN OPEN SESSION**

N/A
18. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**
19. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next scheduled meeting of the Personnel Commission is January 21, 2016, 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.
20. **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  
November 17, 2015 - December 14, 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
Accounting Technican	11	DAC	12/08/15	01/03/16	Training & Experience/Written Test/Technical Interview	01/04/16 – 01/06/16	01/11/16	01/18/16 – 01/22/16	01/26/16
Budget Director	14	DAC	11/20/15	12/13/15	Training & Experience/Technical Interview	12/14/15 – 12/21/15	N/A	01/04/16 – 01/08/16	01/12/16
Community College Police Officer I	4	DAC	12/08/15	01/10/16	Written Test/Technical Interview	N/A	01/19/16	02/01/16 – 02/05/16	02/09/16
Executive Assistant to the President (Confidential)	47	MC	10/07/15	10/22/15	Written Test/Technical Interview	N/A	11/06/15	11/24/15	11/27/15
Financial Aid Specialist	30	MC	11/05/15	11/20/15	Training & Experience/Technical Interview	11/23/15 – 12/02/15	N/A	12/15/15	12/17/15
Financial Aid Technician	54	MC	11/05/15	11/20/15	Written Test/Technical Interview	N/A	12/03/15	12/17/15	12/21/15
Grant Director – Science, Technology, Engineering, Mathematics (Stem) Grant	7	OC	11/23/15	12/22/15	Training & Experience/Technical Interview	12/23/15 – 01/04/16	N/A	01/04/16 – 01/08/16	01/12/16
Grounds Maintenance Worker	41	VC	09/15/15	09/30/15	Written Test/Technical Interview	N/A	10/15/15 - 10/16/15	11/16/15	11/18/15
Instructional Lab Technician II - Chemistry	20	VC	10/09/15	11/01/15	Training & Experience Evaluation/Technical Interview	11/09/15	N/A	11/16/15 – 11/20/15	11/24/15
Job Developer	26	OC	11/20/15	12/11/15	Training & Experience Evaluation/Technical Interview	12/14/15 – 12/21/15	N/A	01/04/16 – 01/08/16	01/12/16

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
Library Technician	41	VC	10/09/15	10/25/15	Training & Experience Evaluation/Technical Interview	10/26/15 – 11/02/15	N/A	11/18/15	11/20/15
Performing Arts Center Technician I	12	VC	09/24/15	10/25/15	Training & Experience Evaluation/Technical Interview	10/26/15-11/02/15	N/A	12/01/15	12/03/15
Senior Accounting Technician	11	MC	10/12/15	11/27/15	Written Test/Technical Interview	N/A	11/23/15	12/10/15	12/14/15
Senior Administrative Assistant	56	DAC	11/05/15	11/20/15	Written Test/Technical Interview	N/A	12/07/15 – 12/08/15	01/04/16 – 01/22/16	01/26/16
Senior Payroll Technican	12	DAC	10/26/15	11/16/15	Technical Interview	N/A	N/A	12/02/15	12/04/15
Student Activities Specialist	56	OC	11/23/15	12/13/15	Training & Experience Evaluation/Technical Interview	12/14/15 – 12/21/15	N/A	01/04/16 – 01/08/16	01/12/16

Current Classified Positions Filled

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Anthony Diaz-Brown	Instructional Lab Technician I – Automotive	XCU105	OC	Probationary	12/07/15
Lynda Dobson	Administrative Assistant	MCU011	MC	Probationary	11/23/15
Jannette Jauegui	Public Information Officer	DCU156	DAC	Probationary	12/06/15
Cassy Marcum	Admissions and Records Technician	XCU404	OC	Probationary	12/07/15
Sara Murillo	Office Assistant	VCU500	VC	Probationary	11/23/15
Karyl Osher	Admissions and Records Techncian	VCU148	VC	Probationary	11/10/15

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	XCU400	OC
Counselor Assistant	VCU092	VC
Grounds Miantenance Worker	VCU086	VC
Instructional Lab Technician I - Automotive	VCU154	VC
Instructional Lab Technician II – Chemistry	VCU068	VC
Library Technician	VCU475	VC
Office Assistant	XCU103	OC
Performing Arts Center Technican I	VCU568	VC
Plumber	XCU108	OC
Registrar	VSC119	VC
Tutorial Services Specialist II	XCU052	OC
Warehouse Operator	MCU494	MC

Upcoming Recruitments		
Classification	Position Number	Location
Child Development Associate	MCU036	MC
Instructional Data Specialist	VCU558	VC
Instructional Lab Technician II – Sciences	XCU104	OC
Locksmith	MCU104	MC
Maintenance Worker II	MCU412	MC
Student Success and Support Services Supervisor	TBD	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



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### 2016 SCHEDULE OF MEETINGS

(subject to change)\*

Thursday, January 21 <sup>st</sup>	5:30 p.m.
Thursday, February 18 <sup>th</sup>	5:30 p.m.
Thursday, March 17 <sup>th</sup>	5:30 p.m.
Thursday, April 21 <sup>st</sup>	5:30 p.m.
Thursday, May 19 <sup>th</sup>	5:30 p.m.
Thursday, June 16 <sup>th</sup>	5:30 p.m.
Thursday, July 21 <sup>st</sup>	5:30 p.m.
Thursday, August 18 <sup>th</sup>	5:30 p.m.
Thursday, September 15 <sup>th</sup>	5:30 p.m.
Thursday, October 20 <sup>th</sup>	5:30 p.m.
Thursday, November 17 <sup>th</sup>	5:30 p.m.
Thursday, December 15 <sup>th</sup>	5:30 p.m.



PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
ESTABLISHMENT OF A NEW CLASSIFICATION

**RECOMMENDATION:**

A. ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Network Administrator I

B. CHANGE OF CLASSIFICATION TITLE

From: Network Administrator

To: Network Administrator II

**ANNUAL SALARY RANGE:**

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

**BACKGROUND:** The Associate Vice Chancellor of Information Technology requested the establishment of the proposed classification to install and maintain networks. The current classification of Network Administrator is responsible for additional higher-level duties including planning, designing, and developing networks and planning and overseeing network projects. Commission staff recommends the establishment of Network Administrator I and the retitling of Network Administrator to Network Administrator II in order to create a classification series that allows for the appropriate assignment of network-related duties.

**BASES OF RECOMMENDATION:** Under the general direction of the Associate Vice Chancellor of Information Technology, an incumbent in the proposed classification will implement and maintain data and voice communications systems that support administrative and instructional needs. A classification specification detailing the approved duties and responsibilities of the established classification and a revised classification specification to reflect the title change are presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on internal alignment and external market data. With regard to internal alignment, the proposed classification is assigned duties of greater complexity, scope, and level of responsibility than those of an Information Technology Support Specialist III, which is placed at salary range 300 of the Classified Salary Schedule. An Information Technology Support Specialist III *assists* with the installation of networks while a Network Administrator I *independently* installs networks as well as performs other higher-level tasks. The proposed salary is lower than that of Network Administrator II which has higher-level responsibility including independently designing networks and planning and overseeing network projects.

With regard to the external market, classifications with similar duties and level of responsibility were found at Santa Barbara City College (Network Specialist II, \$60,785-\$74,050/annual), Sonoma County Community College District (Network Technician, \$65,220-\$79,272/annual), Los Angeles County Community College District (Computer and Network Support Specialist, \$64,396-\$79,776/annual), Yosemite Community College District (Network Analyst, \$62,760-\$80,076/annual), Santa Monica College (Network Analyst, \$71,892-\$87,396/annual), and State Center Community College District (Network Coordinator, \$74,617-\$90,660/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: NETWORK ADMINISTRATOR I

#### BASIC FUNCTION:

Under the general direction of the Associate Vice Chancellor, Information Technology, ~~plan, analyze, develop,~~ implement, ~~secure, and~~ maintain, ~~and manage cost effective~~ data and voice communications systems that support administrative and instructional needs. ~~A Network Administrator is also responsible for the strategic implementation of network based applications, systems, and security of all network resources.~~

#### DISTINGUISHING CHARACTERISTICS:

A Network Administrator I installs and maintains networks. In comparison, a Network Administrator II provides technical direction to lower-level staff and, under minimal supervision, performs the most complex network administration work which includes responsibility for designing networks, planning and overseeing network projects, recommending policies and procedures pertaining to network operations, and collaborating with vendors and making decisions regarding purchases.

#### REPRESENTATIVE DUTIES:

Serve as the District's network administrator for various locations; ~~propose assist in the~~ implementation of policies and procedures relating to network operations, security, and controls such as user access and re-routing, ~~and assist in the implementation of such policies and procedures.~~ *E*

~~Plan, organize, and oversee~~ Complete projects related to the design, development, enhancement, maintenance, and implementation of local and wide area networks and related equipment; perform troubleshooting to identify network problems; take corrective actions to restore connectivity and network services to optimal service levels; ~~exercise functional supervision over lower level staff and contractors as warranted.~~ *E*

Design and maintain network infrastructure standards, including but not limited to routers, switches, firewalls, servers, and wireless and other network resources; ~~ensure appropriate use of all District WAN facilities/dedicated bandwidth, carrier circuits, and wireless and microwave services.~~ *E*

~~Design, implement~~ Implement, and maintain technologies to ensure the security of all network and system resources; create and apply new firewall rules or modify existing rules to accomplish organizational objectives. *E*

~~Collaborate with vendors to support and enhance existing network applications and infrastructure, evaluate project offerings, and produce and submit RFP, RFQ, and bid documents; maintain appropriate vendor relationships, and in conjunction with the purchasing department, negotiate purchase agreements and contracts; formulate and recommend future network strategic third party alliances.~~ *E*

## NETWORK ADMINISTRATOR (continued)

Install, administer, and troubleshoot telecommunication network equipment and telephones; provide technical assistance related to the maintenance of wireless communication devices, telephones, and voice messaging systems; may install wire and cabling in ceilings and walls. *E*

Install, repair, and maintain District security equipment including video surveillance cameras, building access control systems, badge readers, alarm codes, mass notification systems, and related software. *E*

~~Develop and promote network project proposals to ensure technically and economically feasible network systems are maintained throughout the District. *E*~~

Perform other duties as assigned.

*E* = essential duties

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

##### ~~Principles of network design~~

Industry standard best practices for networking

##### ~~Principles of project management~~

Routing hardware, software, and protocols

Firewalls and perimeter security, including strong encryption methodologies

Principles of Wide Area Network (WAN) ~~design, implementation and management~~ in a multi-site environment, including dedicated leased lines and microwave/wireless technologies

Principles of Local Area Network (LAN) ~~design implementation~~, including VLAN implementation High-speed LAN and WAN technologies

Remote access methods, including Virtual Private Network (VPN) technologies

Open source and commercial network management systems, including knowledge of SNMP

Principles of network monitoring, including usage, performance, and bandwidth management

Network troubleshooting techniques, including use of packet capture devices

Network services such as DNS and DHCP

Principles of networking a wide variety of operating systems

Principles of auditing network security, including log review and the use of filtering, tracking, and event correlation tools

Intrusion detection and prevention systems

Principles of wireless technologies and options, both local and carrier

Principles of technical report writing

#### ABILITY TO:

Identify network system issues and opportunities, analyze problems and alternatives, and develop sound conclusions and recommendations

Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations

##### ~~Effectively train non-technical personnel in IT-related subject matter~~

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships

Work on multiple projects simultaneously

## NETWORK ADMINISTRATOR (continued)

Work under changing and intensive deadlines with frequent interruptions  
Prepare clear, concise, and comprehensive technical reports

### EDUCATION AND EXPERIENCE:

~~Any combination equivalent to:~~

~~Education: A bachelor's degree from a recognized college or university preferably with coursework in management information systems, computer science, information technology, or a related field. Experience in addition to that listed below may be substituted for two years of the required education on a year for year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.~~

~~Experience: Three years of recent full-time, paid experience in the design, planning, installation, maintenance, and management of local and wide-area networks and communications equipment.~~

~~A bachelor's degree, preferably with coursework in management information systems, computer science, information technology, or a related field AND two years of experience installing and maintaining local and wide-area networks and communications equipment.~~

**OR**

~~An associate degree, preferably with coursework in management information systems, computer science, information technology, or a related field AND four years of experience installing and maintaining local and wide-area networks and communications equipment.~~

### LICENSES AND OTHER REQUIREMENTS:

~~Valid California driver license~~

### WORKING CONDITIONS:

#### ENVIRONMENT:

Office environment with time spent in computer hardware housing areas  
Driving a vehicle to various district locations  
Variable hours, including evenings

#### PHYSICAL ABILITIES:

~~Hearing and speaking to communicate with users~~

Ability to sit, stand, and walk for extended periods of time

Ability to work safely in confined spaces

Normal vision to ~~design~~install and troubleshoot network systems

Dexterity of hands and fingers to operate a computer keyboard and utilize hand and power tools

Ability to safely lift heavy equipment and supplies

Ability to work safely at heights, including the use of ladders and other related equipment

## NETWORK ADMINISTRATOR (continued)

### HAZARDS:

Risk of electrical shock due to exposure to computer hardware and moving mechanical parts  
Extended use of keyboard and mouse  
Extended viewing of a computer monitor

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: NETWORK ADMINISTRATOR II****BASIC FUNCTION:**

Under the general direction of the Associate Vice Chancellor, Information Technology, plan, analyze, develop, implement, secure, maintain, and manage cost effective data and voice communications systems that support administrative and instructional needs. A Network Administrator II is also responsible for the strategic implementation of network-based applications, systems, and security of all network resources.

**DISTINGUISHING CHARACTERISTICS:**

A Network Administrator II provides technical direction to lower-level staff and, under minimal supervision, performs the most complex network administration work which includes responsibility for designing networks, planning and overseeing network projects, recommending policies and procedures pertaining to network operations, and collaborating with vendors and making decisions regarding purchases. In comparison, a Network Administrator I does not perform these responsibilities and is primarily responsible for installing and maintaining networks.

**REPRESENTATIVE DUTIES:**

Serve as the District's network administrator for various locations; propose policies and procedures relating to network operations, security, and controls such as user access and re-routing, and assist in the implementation of such policies and procedures. *E*

Plan, organize, and oversee projects related to the design, development, enhancement, maintenance, and implementation of local and wide area networks and related equipment; perform troubleshooting to identify network problems; take corrective actions to restore connectivity and network services to optimal service levels; exercise functional supervision over lower-level staff and contractors as warranted. *E*

Design and maintain network infrastructure standards, including but not limited to routers, switches, firewalls, servers, and wireless and other network resources; ensure appropriate use of all District WAN facilities/dedicated bandwidth, carrier circuits, and wireless and microwave services. *E*

Design, implement, and maintain technologies to ensure the security of all network and system resources; create and apply new firewall rules or modify existing rules to accomplish organizational objectives. *E*

Collaborate with vendors to support and enhance existing network applications and infrastructure, evaluate project offerings, and produce and submit RFP, RFQ, and bid documents; maintain appropriate vendor relationships, and in conjunction with the purchasing department, negotiate purchase agreements and contracts; formulate and recommend future network strategic third-party alliances. *E*

Install, administer, and troubleshoot telecommunication network equipment and telephones;

## | NETWORK ADMINISTRATOR II (continued)

provide technical assistance related to the maintenance of wireless communication devices, telephones, and voice messaging systems; may install wire and cabling in ceilings and walls. *E*

Install, repair, and maintain District security equipment including video surveillance cameras, building access control systems, badge readers, alarm codes, mass notification systems, and related software. *E*

Develop and promote network project proposals to ensure technically and economically feasible network systems are maintained throughout the District. *E*

Perform other duties as assigned.

*E* = essential duties

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Principles of network design  
Industry standard best practices for networking  
Principles of project management  
Routing hardware, software, and protocols  
Firewalls and perimeter security, including strong encryption methodologies  
Principles of Wide Area Network (WAN) design, implementation and management in a multi-site environment, including dedicated leased lines and microwave/wireless technologies  
Principles of Local Area Network (LAN) design, including VLAN implementation  
High-speed LAN and WAN technologies  
Remote access methods, including Virtual Private Network (VPN) technologies  
Open source and commercial network management systems, including knowledge of SNMP  
Principles of network monitoring, including usage, performance, and bandwidth management  
Network troubleshooting techniques, including use of packet capture devices  
Network services such as DNS and DHCP  
Principles of networking a wide variety of operating systems  
Principles of auditing network security, including log review and the use of filtering, tracking, and event correlation tools  
Intrusion detection and prevention systems  
Principles of wireless technologies and options, both local and carrier  
Principles of technical report writing

#### ABILITY TO:

Identify network system issues and opportunities, analyze problems and alternatives, and develop sound conclusions and recommendations  
Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations  
Effectively train non-technical personnel in IT-related subject matter  
Communicate clearly and concisely, both orally and in writing  
Establish and maintain effective working relationships  
Work on multiple projects simultaneously  
Work under changing and intensive deadlines with frequent interruptions

**NETWORK ADMINISTRATOR II** (continued)

Prepare clear, concise, and comprehensive technical reports

**EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to:~~

~~Education: A bachelor's degree from a recognized college or university preferably with coursework in management information systems, computer science, information technology, or a related field. Experience in addition to that listed below may be substituted for two years of the required education on a year for year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.~~

~~Experience: Three years of recent full time, paid experience in the design, planning, installation, maintenance, and management of local and wide area networks and communications equipment.~~

~~A bachelor's degree, preferably with coursework in management information systems, computer science, information technology, or a related field AND three years of experience designing, planning, installing, maintaining, and managing local and wide area networks and communications equipment.~~

**OR**

~~An associate degree, preferably with coursework in management information systems, computer science, information technology, or a related field AND five years of experience designing, planning, installing, maintaining, and managing local and wide area networks and communications equipment.~~

**~~LICENSES AND OTHER REQUIREMENTS:~~**

~~Valid California driver license~~

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment with time spent in computer hardware housing areas  
Driving a vehicle to various district locations  
Variable hours, including evenings

**PHYSICAL ABILITIES:**

~~Hearing and speaking to communicate with users~~

Ability to sit, stand, and walk for extended periods of time  
Ability to work safely in confined spaces  
Normal vision to design and troubleshoot network systems  
Dexterity of hands and fingers to operate a computer keyboard and utilize hand and power tools  
Ability to safely lift heavy equipment and supplies  
Ability to work safely at heights, including the use of ladders and other related equipment

HAZARDS:

Risk of electrical shock due to exposure to computer hardware and moving mechanical parts  
Extended use of keyboard and mouse  
Extended viewing of a computer monitor



**PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**RECLASSIFICATION OF A POSITION TO AN EXISTING CLASSIFICATION**

**COMMISSION STAFF RECOMMENDS THAT THE FOLLOWING RECLASSIFICATION BE APPROVED:**

<b>From:</b>	Library Assistant (Schedule 205 \$3,087-\$4,266/month)	<b>To:</b>	Instructional Lab Technician I – Learning Resources (Schedule 230 \$3,530-\$4,880/month)
<b>Incumbent:</b>	Sarah Downs	<b>Location:</b>	Learning Resources Center, Ventura College

**BACKGROUND:**

The Ventura College Learning Resources Supervisor and the incumbent requested the subject position be studied to ensure it is classified appropriately. The recommendation to reclassify the position to an Instructional Lab Technician I – Learning Resources is based upon a review of the incumbent's completed position information questionnaire, a desk audit of the subject position, and interviews with the incumbent and supervisor of the position.

**BASES OF RECOMMENDATIONS:**

The incumbent spends a majority of her time performing Instructional Lab Technician duties. An Instructional Lab Technician I – Learning Resources is responsible for providing instructional and technical assistance to students, faculty, and others concerning the Learning Resources Center's resources and equipment and performing minor repair and preventative maintenance to lab equipment. In contrast, a Library Assistant is responsible for performing a variety of clerical tasks in support of the library.

Specifically, the incumbent was found to be performing the following duties:

- Assisting students, faculty, and others in the operation of equipment in the Learning Resources Center
- Performing minor repairs and routine preventative maintenance on equipment and processing requests for major repairs
- Recruiting, selecting, training, and providing work direction to student assistants and tutors, scheduling hours, monitoring performance, and preparing and maintaining records including payroll
- Interviewing, assessing needs, and scheduling students requesting tutorial services and coordinating with faculty to identify tutoring needs
- Ensuring that policies and procedures of the Learning Resources Center are followed

While the incumbent also performs duties consistent with the Library Assistant class concept, such responsibilities are performed a minimal amount of time.

Given that the incumbent spends a majority of her time performing duties consistent with the classification of Instructional Lab Technician I – Learning Resources, a reclassification of the subject position to such classification is warranted.

**CLASSIFICATION REVIEW COMMITTEE AND STATUS OF INCUMBENT:**

On December 2, 2015, the Classification Review Committee reviewed the proposed recommendation and unanimously supported the recommendation to reclassify the subject position. Those present at the meeting were Sylvia Barajas, Vice President, Business Services at Moorpark College; Ornpawee Duangpun, Instructional Data Specialist at Ventura College; David Keebler, Interim Vice Chancellor, Business and Administrative Services; Tim Harrison, Interim Vice President, Business Services at Ventura College; and Linda Resendiz, Senior Administrative Assistant at Moorpark College.

The incumbent did not gradually accrue the Instructional Lab Technician I – Learning Resources duties. Therefore, it is recommended that the incumbent be required to pass a qualifying examination prior to being placed in the reclassified position.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT****CLASS TITLE: LIBRARY ASSISTANT****BASIC FUNCTION:**

Under the direction of a Learning Resources Supervisor or a Dean, a Library Assistant performs a variety of clerical tasks in support of the library.

**REPRESENTATIVE DUTIES:**

Utilize library electronic information systems to input and download inventory, requisition, and invoice data for copy cataloging, including the processing of standing order requisitions, annual database renewals, periodical subscriptions, and supplies; gather data required for standardized circulation reports and inventory management. *E*

Copy catalog and process incoming materials including books, magazines, newspapers, college catalogs, microfilm and periodicals, compact disks and records, and digital media using library inventory electronic information systems; label and media stamp articles; affix security strips; prepare media for distribution; remove records of discarded materials from library catalog; process invoices; document and resolve inventory discrepancies, including contacting publishers to resolve discrepancies as needed. *E*

Check in and out print, non-print, and digital material such as books, periodicals, special collections, compact disks, and digital media to patrons at circulation desk; issue library cards as appropriate. *E*

Provide routine information to library patrons and staff concerning library materials, services, policies, and programs; assist patrons on-site, online, and by telephone with directions and general information regarding the library; assist library patrons in the use of equipment such as computers, copiers, microfilm and microfiche readers, printers, and scanners. *E*

Process overdue notices; calculate, collect, and record library fees for lost or overdue materials; issue receipts for fees paid. *E*

Assist staff in preserving, digitizing, and maintaining special collections such as reserves, textbook lending, rare books, periodicals, reference, and digital media. *E*

Prepare and submit interlibrary loan requests for both loaned and borrowed materials; maintain interlibrary loan records. *E*

Shelve materials; check condition of materials, removing from circulation damaged articles in need of repair; repair damaged and worn articles as appropriate. *E*

File, duplicate, compile, update, and maintain records and reports regarding circulation and library services; update library website as directed. *E*

## **LIBRARY ASSISTANT (continued)**

Train and provide work direction to student workers as assigned.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Principles and practices of library ordering, cataloging, processing, and maintenance of print, non-print, and digital library materials

Computerized library and office productivity software such as inventory management databases, spreadsheets, word processing, scheduling and publishing software

Common library equipment, photocopiers, digital recorders, cash registers, and microfilm and microfiche readers

Library terminology and standard practices

Library of Congress cataloging system

Library services, programs, resources, and technology available for patron use

General clerical principles and practices

Modern office practices, procedures, and technologies

Record-keeping, filing, and reporting techniques

Basic math

Correct English usage, grammar, spelling, punctuation and vocabulary

Principles of telephone etiquette

#### ABILITY TO:

Communicate effectively, both orally and in writing

Understand and follow oral and written directions

Operate a cash register and make change accurately and completely

Interpret, apply, and explain rules and procedures

Keyboard/type at 35 net words per minute from clear copy

Establish and maintain cooperative and effective working relationships with others using tact, patience, and courtesy

Train and provide work direction to others

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of clerical experience including six months of clerical or higher level experience working in a library.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Library environment subject to constant interaction with students, staff, and the public

#### PHYSICAL ABILITIES:

**LIBRARY ASSISTANT (continued)**

Hearing and speaking to communicate with library patrons

Seeing to read library materials

Reaching horizontally and above the shoulder to shelve and retrieve books and other media

Carrying and lifting books

Dexterity of hands and fingers to operate audio-visual and office equipment

Pulling and pushing to move book carts

Bending at the waist to retrieve and shelve media

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT****CLASSIFICATION TITLE: INSTRUCTIONAL LAB TECHNICIAN I-LEARNING RESOURCES****BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan, and organize activities of the Tutoring/Learning Resource Center at the Off-Campus Center. Select, train, and schedule tutors and student personnel assigned to the center; provide instructional and technical assistance to students, faculty, and others concerning Learning Resource Center's print and non-print media information resources and equipment and perform minor repair and preventative maintenance to lab equipment; plan, organize, and provide technical direction for Media Services; perform a variety of related clerical duties.

**REPRESENTATIVE DUTIES:**

Schedule use of facility, schedule and oversee staffing of facility, monitor student attendance, and prepare related reports; assure policies and procedures are followed.

Interview, assess needs, and schedule students requesting tutorial services; coordinate with faculty to identify tutoring needs.

Recruit, select, train, and provide work direction to student assistants and/or tutors; schedule hours, monitor performance, prepare and maintain records including payroll.

Assist students and staff in the operation of equipment, running programs, retrieving printouts, creating and formatting documents, and in using microcomputer applications, copiers, scanners, and printers.

Provide technical instruction and assistance to students, faculty, and others concerning print and non-print media and a variety of other types of information resources.

Order and maintain inventory of materials such as reserve materials, videos, books, periodicals, and any optional text materials; process, shelve, maintain, and inventory according to established policies and procedures.

Circulate to students and faculty a variety of Learning Resource equipment and materials, schedule computer use and check out instructional materials following established policies and procedures.

Perform minor repairs and routine preventative maintenance on equipment such as computers, peripheral equipment, and audio-visual equipment; diagnose equipment malfunction; and process requests for major repairs.

Perform a variety of clerical functions related to the Learning Resource Center, including typing of correspondence, requisition, flyers, etc.

Prepare a variety of records, reports, and files.

## **INSTRUCTIONAL LAB TECHNICIAN-LEARNING RESOURCES (continued)**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Methods, procedures and materials used in tutorial services  
PC operating systems such as WIN 2000, WIN XP, etc  
Computer hardware and software products and their associate use in office and educational environments  
Correct English usage, grammar, spelling, punctuation, and vocabulary  
Interpersonal skills using tact, patience, and courtesy  
Oral and written communication skills  
Record-keeping techniques  
Principles and practices of work direction and training  
Audio-visual equipment and materials common to colleges, their uses and limitations, and technical terminology  
Set-up and operation of audio-visual equipment

#### ABILITY TO:

Plan and organize activities of a tutorial center  
Properly set up, operate, and demonstrate the correct operation and use of tools, materials, and equipment used in the lab  
Plan, oversee, schedule, and coordinate the distribution and operation of audio-visual materials and equipment  
Work independently with little direction  
Analyze situations accurately and adopt an effective course of action  
Plan and organize work of self and others  
Interpret, apply, and explain program, office, and department policies, rules, and regulations

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to completion of two years college level course work plus two years of related learning resources work experience, and six months of experience in computer hardware and software operations.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

College tutoring/computer lab environment

#### PHYSICAL ABILITIES:

Hearing and speaking to communicate with others  
Seeing to review documents to assure accurate completion

**INSTRUCTIONAL LAB TECHNICIAN-LEARNING RESOURCES (continued)**

Sitting and standing for extended periods of time

Reaching to retrieve and file records

Dexterity of hands and fingers to operate computer and audio-visual equipment

PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

RECLASSIFICATION OF A POSITION TO AN EXISTING CLASSIFICATION

COMMISSION STAFF RECOMMENDS THAT THE FOLLOWING RECLASSIFICATION BE APPROVED:

<b>From:</b>	Maintenance Worker I (Schedule 230 \$3,530-\$4,880/month)	<b>To:</b>	Maintenance Worker II (Schedule 250 \$3,936-\$5,426/month)
<b>Incumbent:</b>	David Esquivel	<b>Location:</b>	Maintenance & Operations, Ventura College

**BACKGROUND:**

Ventura College administration and the incumbent requested the subject position be studied to ensure it is classified appropriately. Commission staff's determination to reclassify the position to a Maintenance Worker II is based upon a review of the incumbent's completed position information questionnaire, a desk audit of the subject position, and discussions with the supervisor of the position. Commission staff determined that the duties and responsibilities assigned to the position have gradually increased in terms of scope, complexity, and level of responsibility.

**BASES OF RECOMMENDATIONS:**

A Maintenance Worker I performs a variety of semi-skilled work across many trades and is designed to provide assistance to journey-level classifications when necessary. In comparison, the Maintenance Worker II classification is designed to encompass the Maintenance Worker I duties as well as skilled duties in one or more trade.

The subject position meets the class concept of Maintenance Worker II in that he spends a significant portion of his time performing duties at the skilled level in the areas of carpentry, roofing, and electrical. As Mr. Esquivel has gained more experience and skill in the carpentry area, he has been assigned more complex responsibilities, including performing rough carpentry for new and repair work, building partitions, constructing walls, and installing drywall. These duties require more skill and are at a higher level than what is expected of a Maintenance Worker I. Furthermore, as more complex projects have arisen in the roofing area, the incumbent has been assigned responsibility for repairing and replacing flashings and paper tar (or roof felts), as well as installing shingles. Mr. Esquivel has also been responsible for applying cold roofing materials (such as black tar or silver elastic coding) with mastic guns, brushes, rollers, and trowels on various projects. He is also solely responsible for the inventory of roofing materials and estimates material and labor cost when needed. These duties do not fall within the class concept of Maintenance Worker I because they require higher-level skill in the roofing trade. Finally, Mr. Esquivel serves as a backup to the Electrician when he is not available. This includes working from blueprints, maintaining stock levels for electrical equipment, and troubleshooting complex electrical issues on his own. These duties do not fall under the class concept of Maintenance Worker I.

Given that the aforementioned findings, Commission staff has determined that a reclassification of the subject position to the classification of maintenance Worker II is warranted.

**CLASSIFICATION REVIEW COMMITTEE AND STATUS OF INCUMBENT:**

On December 2, 2015, the Classification Review Committee reviewed the proposed recommendation and unanimously supported the recommendation to reclassify the subject position. Those present at the meeting were Sylvia Barajas, Vice President, Business Services at Moorpark College; Ornpawee Duangpun, Instructional Data Specialist at Ventura College; David Keebler, Interim Vice Chancellor, Business and Administrative Services; Tim Harrison, Interim Vice President, Business Services at Ventura College; and Linda Resendiz, Senior Administrative Assistant at Moorpark College.

The incumbent has occupied his position for more than seven years with satisfactory performance in addition to gradually accruing the higher-level responsibilities over the course of the last five years. Therefore, it is recommended that the incumbent be reclassified with his position in accordance with Personnel Commission Rule 215.



## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: MAINTENANCE WORKER I****BASIC FUNCTION:**

Under the direction of the Maintenance Supervisor, perform semi-skilled to skilled maintenance, repair and construction duties on campus buildings and equipment; assist skilled trade workers as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Maintenance Worker II classification performs a variety of skilled work in the maintenance, construction and repair of campus facilities and equipment. The work requires the use of journey-level tools and the ability to do skilled work in one or more of the trades. However, work of a semi-skilled nature is frequently assigned to the incumbent. Incumbents in the Maintenance Worker I classification perform *basic* semi-skilled maintenance and repair work on campus facilities and equipment.

**REPRESENTATIVE DUTIES:**

Perform semi-skilled to skilled maintenance, repair and construction work in the basic trades such as locksmithing, carpentry, painting, electrical, plumbing and heating. *E*

Perform semi-skilled welding and metal fabrication work in the repair and maintenance projects of District buildings, facilities and equipment. *E*

Assist in the construction, installation and maintenance of sheetrock, roofs, furniture, fences, cabinets, shelving, chalkboards and bulletin boards. *E*

Install, repair and maintain gas and water lines; install, adjust, repair and maintain electrical equipment and a variety of apparatus. *E*

Assist in the repair and maintenance of heating and cooling equipment. *E*

Repair and replace floors and ceiling tiles. *E*

Assist in the installation, repair and maintenance of door locks and enclosures. *E*

Prepare surfaces, mix paints and finish a variety of equipment, furniture and other physical structures. *E*

Operate a variety of power equipment including table saws, drills, skill saws, compressors, trucks, tractors, trenchers, chipping hammers and other maintenance tools and equipment; drive a vehicle to conduct work. *E*

## **MAINTAINANCE WORKER I (continued)**

Maintain appropriate records and reports. *E*

Assist skilled trade workers as assigned,

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Interpersonal skills using tact, patience and courtesy  
Methods, equipment and materials used in semi-skilled maintenance  
Technical aspects of the field of specialty  
Record-keeping techniques  
Health and safety regulations

#### ABILITY TO:

Understand and follow oral and written directions  
Communicate effectively both orally and in writing  
Maintain simple records  
Establish and maintain cooperative and effective working relationships with others  
Perform semi-skilled maintenance work using a variety of tools and machines utilized in the basic trade  
Analyze situations accurately and adopt an effective course of action  
Work from blueprints, shop drawings and sketches  
Observe legal and defensive driving practices  
Perform heavy manual labor  
Use a variety of tools and machines utilized in trades to which assigned

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years experience in general maintenance and repair or construction work.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Indoor and outdoor environment  
Driving a vehicle to conduct work

## **MAINTAINANCE WORKER I (continued)**

### PHYSICAL ABILITIES:

Lifting and carrying heavy objects

Pushing and pulling

Walking and standing for extended periods of time

Dexterity of hands and fingers to operate a variety of hand and power tools

Reaching overhead above the shoulders and horizontally

Kneeling or crouching

### HAZARDS:

Chemical fumes

Working in a cramped or restrictive work chamber

Working around and with machinery having moving parts

Working around fumes from paints and solvents

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASSIFICATION TITLE: MAINTENANCE WORKER II****BASIC FUNCTION:**

Under the direction of the Maintenance Supervisor, perform semi-skilled to skilled maintenance, repair, and construction duties on campus buildings and equipment; assist other skilled trades workers as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Maintenance Worker II classification performs a variety of skilled work in the maintenance, construction and repair of campus facilities and equipment. The work requires the use of journey-level tools and the ability to do skilled work in one or more of the trades. However, work of a semi-skilled nature is frequently assigned to the incumbent. Incumbents in the Maintenance Worker I classification perform basic semi-skilled maintenance and repair work on campus facilities and equipment.

**REPRESENTATIVE DUTIES:**

Perform semi-skilled to skilled maintenance, repair and construction work in the basic trades such as carpentry, painting, electrical, welding, masonry, glazing, plumbing and heating; assist other skilled trades personnel in the performance of their work; work from blueprints, drawings, sketches or verbal instruction. *E*

Perform a variety of gas and arc welding work; fabricate, install and repair utility lines, fencing, gates, furniture and other equipment and structures. *E*

Construct, install, maintain and repair roofs, gutters, signs/posts, furniture, fences, cabinets, shelving, chalkboards and bulletin boards. *E*

Install, repair, and maintain gas and water lines; install and repair doors and window glass; perform a variety of glazing work; repair roof and window leaks; install, adjust, repair and maintain electrical equipment and a variety of apparatus. *E*

Assist in the repair and maintenance of heating and cooling equipment; repair and replace floors and ceiling tiles; assist in the installation, repair and maintenance of door locks and enclosures. *E*

Perform a variety of masonry work involving plaster, stucco and concrete; form, pour, shape and finish concrete. *E*

Prepare surfaces, mix paints and finish a variety of equipment, furniture and other physical structures. *E*

Prepare and maintain a variety of records and reports related to work orders, labor and materials. *E*

Operate a variety of power tools and equipment related to function, to include table saws, drills, skill saws, compressors, grinders, heli-arc machine, arc welding equipment, oxy/acetylene welding

## **MAINTENANCE WORKER II (continued)**

and cutting equipment, tractors, trenchers, chipping hammers and other maintenance tools and equipment. *E*

Assist skilled trade workers as assigned. *E*

Perform other related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Trades used in building and equipment maintenance, alteration and repair  
Methods, equipment and materials used in maintenance trades  
Technical aspects of the field of specialty  
Proper methods of storing equipment, materials and supplies  
Record-keeping techniques  
Health, safety and environmental compliance regulations

### ABILITY TO:

Perform semi-skilled to skilled maintenance work in general maintenance, repair and construction of campus facilities and equipment  
Safely operate a variety of tools and equipment related to assigned function including saws, drill presses, grinders, welding equipment and other machines and tools used in the basic trades  
Work from blueprints, drawings and sketches  
Plan and organize work  
Analyze situations and accurately adopt an effective course of action  
Maintain simple records and reports  
Perform heavy manual labor  
Establish and maintain a cooperative working relationship with others  
Understand and follow oral and written directions  
Observe campus vehicles and observe legal and defensive driving practices

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years experience in general maintenance and repair or construction and two years experience performing skilled work in one of more of the construction trades or field of specialty as so designated.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor and outdoor environment  
Subject to driving a vehicle to conduct work

**MAINTENANCE WORKER II (continued)**

PHYSICAL ABILITIES:

Lifting and carrying objects weighing up to 50 pounds

Pushing, pulling, walking and standing for extended periods of time

Dexterity of hands and fingers to operate a variety of hand and power tools

Reaching overhead, above the shoulders, and horizontally

Kneeling or crouching

Climbing and working from ladders or scaffolding

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: MARKETING SPECIALIST**

**BASIC FUNCTION:**

Under ~~the~~ general supervision ~~of the Director of Administrative Relations~~, design ~~district~~ marketing materials and coordinate, plan, and implement marketing-related activities that promote interest in ~~district-wide~~ and ~~or~~ college-specific programs, services, and events.

**REPRESENTATIVE DUTIES:**

Design, write, and edit ~~college and district-wide~~ marketing and outreach materials for distribution to the public; coordinate all phases of the production of ~~VCCCD's~~ promotional marketing materials, including writing, layout, photography, design, printing, and distribution of materials. *E*

Provide input and technical support relative to the planning, development, and implementation of the annual district-wide ~~and/or college~~ marketing plans and targeted marketing campaigns; assist with conducting district-wide, ~~college,~~ and community based needs assessments including conducting focus groups and administering assessment surveys; ensure district-wide/college marketing activities are conducted in collaboration with outreach programs ~~at the colleges~~ as appropriate. *E*

Establish and implement district-wide ~~and college~~ marketing-related standard operating procedures and guidelines to ensure consistency of marketing materials and practices; assist in monitoring content and branding of ~~VCCCD~~ websites and portals. *E*

Photograph district-wide and college events for marketing-related purposes; maintain photo library for marketing-related uses. *E*

Conduct evaluations to assess the effectiveness of all marketing strategies, programs, materials, and activities; maintain a database of marketing-related information ~~regarding VCCCD and its colleges~~. *E*

Maintain and post information on event calendars, marquees, portals, and social media platforms. *E*

Write, coordinate, monitor, and track online promotional marketing initiatives, including ads, e-campaigns, search engine optimization, and web analytics. *E*

Assist in conducting the district-wide publications audit and maintain publications library. *E*

Participate in the coordination of district-wide/college events and activities, including coordinating the arrangement of facilities, overseeing preparation and set-up activities, arranging and supervising vendor services, notifying attendees and participants, and preparing associated materials. *E*

**CLASS TITLE: MARKETING SPECIALIST (continued)**

Process and monitor marketing-related purchase requisitions and invoices; order and maintain an inventory of marketing supplies. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- District organization, operations, policies, and objectives
- Principles of marketing and outreach in higher-education
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Common word processing, spreadsheet, database, and desktop publishing software programs including Adobe InDesign and Microsoft Publisher
- Methods and techniques of desktop publishing including layout, design, and printing
- Methods and techniques of photography
- Principles of general and financial record-keeping

ABILITY TO:

- Communicate effectively, both orally and in writing
- Learn and use emerging technologies
- Analyze situations accurately and develop effective courses of action
- Work independently with little direction
- Organize and prioritize work to meet schedules and timelines
- Establish and maintain effective working relationships with others
- Use a 35 mm and/or digital camera, video camera, scanner, and computer

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a Bachelor's degree in marketing, graphic design, journalism, multi-media production or related field AND three years of professional-level work experience designing and implementing marketing products and strategies.

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment with frequent interruptions

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate office equipment including a computer keyboard
- Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities
- Vision for reading marketing materials, correspondence, and reports, and using the computer
- Hearing and speaking to communicate and provide information to others

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