



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR JANUARY 19, 2017 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. MINUTES
Personnel Commission Meeting – December 19, 2016
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. REVISION OF A CLASSIFICATION SPECIFICATION
EOPS/CARE Technician
9. AMENDMENT OF PERSONNEL COMMISSION RULES 214 AND 219 (FIRST READING)
10. CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE PRESENTATION
11. RECESS TO CLOSED SESSION
None

12. RECONVENE IN OPEN SESSION

N/A

13. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

14. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is February 16, 2017, 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.

15. 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

December 15, 2016 – January 13, 2017

| Current Classified Selection Processes (Between 12/15/16 to 01/13/17) | | | | | | | | | |
|--|------------------------|----------|-----------|--------------|--|---------------------|---------------------------------|---------------------|--------------------------------|
| 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 |
| Accountant | 28 | DAC | 11/02/16 | 12/04/16 | Training & Experience Evaluation/Technical Interview | 12/08/16 | N/A | 12/15/16 | 12/19/16 |
| Grant Accounting/Administrative Assistant | 0 | VC | 01/13/17 | 01/29/17 | Training & Experience Evaluation/Technical Interview | 01/30/17 – 02/06/17 | N/A | 02/13/17 – 02/16/17 | 02/20/17 |
| Assistant Registrar | 83 | MC | 11/10/16 | 11/27/16 | Training & Experience Evaluation/Technical Interview | 12/05/16 | N/A | 12/13/16 | 12/15/16 |
| Director of Economic Workforce Development, Grants and Contracts | 29 | DAC | 12/15/16 | 01/02/17 | Training & Experience Evaluation/Technical Interview | 01/19/17 | N/A | 02/03/17 | 02/07/17 |
| Grant Director – (CCPTG) California Career Pathways Trust Grant | 27 | DAC | 12/15/16 | 01/03/17 | Training & Experience Evaluation/Technical Interview | 01/12/17 | N/A | 01/20/17 | 01/24/17 |
| Grant Director – (STEM) Science, Technology, Engineering and Mathematics | 25 | OC | 12/02/16 | 01/08/17 | Training & Experience Evaluation/Technical Interview | 01/16/17 | N/A | 01/26/17 | 01/30/17 |
| Evening and Weekend Activities Attendant | 61 | OC | 12/14/16 | 01/02/17 | Training & Experience Evaluation/Technical Interview | 10/10/17 | N/A | 01/17/17 – 01/24/17 | 01/26/17 |
| Information Technology Support Specialist II | 35 | DAC | 11/21/16 | 12/06/16 | Training & Experience Evaluation/Technical Interview | 12/07/16 | N/A | 12/20/16 | 12/22/16 |
| Information Technology Support Specialist III | 22 | DAC | 11/21/16 | 12/06/16 | Training & Experience Evaluation/Technical Interview | 12/07/16 | N/A | 12/21/16 & 12/22/16 | 01/05/17 |
| Instructional Lab Technician II - Nursing | 4 | MC | 11/04/16 | 11/30/16 | Training & Experience Evaluation/Technical Interview | 12/05/16 | N/A | 12/14/16 | 12/16/16 |
| Instructional Technologist/Designer | 37 | VC | 11/18/16 | 01/02/17 | Performance Test/Technical Interview | N/A | 01/03/17 – 01/22/17 | 02/06/17 | 02/09/17 |

Current Classified Selection Processes (Between 12/15/16 to 01/13/17) (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 |
|-------------------------------|------------------------|----------|-----------|--------------|--|------------------|---------------------------------|---------------------|--------------------------------|
| Office Assistant | 261 | MC | 11/02/16 | 11/17/16 | Written Test/Technical Interview | N/A | 11/28/16 – 12/05/16 | 12/13/16 | 12/15/16 |
| Student Activities Specialist | 35 | VC | 01/04/17 | 01/19/17 | Training & Experience Evaluation/Technical Interview | 01/27/17 | N/A | 02/08/17 – 02/09/17 | 02/13/17 |
| Systems Administrator | 2 | DAC | 01/09/17 | 01/24/17 | Training & Experience Evaluation/Technical Interview | 02/01/17 | N/A | 02/08/17 – 02/15/17 | 02/21/17 |
| Technical Data Specialist | 15 | VC | 12/21/16 | 01/13/17 | Training & Experience Evaluation/Technical Interview | 01/19/17 | N/A | 01/31/17 | 02/02/17 |

Current Classified Positions Filled (As of 01/13/17)

| Employees Hired | Classification | Position Number | Location | Status | Effective Date |
|------------------|--------------------------------|-----------------|----------|--------------------|----------------|
| Imelda Fernandez | Admission & Records Technician | XCU404 | Oxnard | Probationary (new) | 12/19/16 |
| Damien Hoffman | Research Analyst | XCU415 | Oxnard | Probationary (new) | 01/03/17 |
| Chris Renbarger | College Services Supervisor | XSC106 | Oxnard | Voluntary Demotion | 01/01/17 |

Current Classified Positions Pending (As of 01/13/17)

| Classification | Position Number | Location | Date List Certified |
|--|-----------------|----------|----------------------------|
| Accountant | DCU161 | DAC | 12/19/16 |
| Accounting Technician | VCU425 | VC | 01/06/17 (Transfer Notice) |
| Administrative Assistant | MCU014 | MC | 12/13/16 |
| Assistant Registrar | MCU027 | MC | 12/15/16 |
| Custodian | VCU579 | VC | 09/29/16 |
| Grant Director – (BSSOTP) Basic Skills & Student Outcomes Transformation Program | XMC070 | OC | 11/22/16 |

Current Classified Positions Pending (As of 01/13/17) (cont.)

| Classification | Position Number | Location | Date List Certified |
|---|-----------------|----------|----------------------------|
| Information Technology Support Specialist II | WCU066 | DAC | 12/21/16 |
| Information Technology Support Specialist III | WCU028 | OC | 01/06/17 (Transfer Notice) |
| Instructional Lab Technician – Dental Hygiene | XCU413 | OC | 11/08/16 |
| Instructional Lab Technician II – Nursing | MCU495 | MC | 12/15/16 |
| Instructional Lab Technician II – Physical and Applied Sciences | VCU583 | VC | 11/14/16 |
| Instructional Lab Technician II – Sciences | XCU334 | OC | 12/05/16 |
| Office Assistant | MCU456 | MC | 01/04/17 |
| Office Assistant | VCU574 | VC | 01/10/17 (Transfer Notice) |
| Research Analyst | XCU416 | OC | 12/14/16 |
| Senior Accounting Technician | MCU431 | MC | 12/13/16 |
| Student Services Specialist – Student Information Center | VCU547 | VC | 01/10/17 (Transfer Notice) |
| Student Success & Support Specialist II | VCU119 | VC | 01/09/17 (Transfer Notice) |

Upcoming Recruitments

| Classification | Position Number | Location |
|----------------------|-----------------|----------|
| EOPS/CARE Technician | VCU127 | VC |

Requested Position Classification Studies

| Classification | Location | Request Date | Status |
|--------------------------|----------|--------------|-------------|
| Financial Aid Specialist | VC | 08/19/16 | In progress |

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EOPS/CARE TECHNICIAN

BASIC FUNCTION

Under the ~~direction general supervision~~ of ~~an assigned supervisor, the Extended Opportunities Programs & Services/Cooperative Agencies Resources for Education Coordinator,~~ performs a variety of ~~complex~~ technical and clerical duties in support of the ~~Coordinator; coordinate activities to identify, package, and certify eligibility for Extended Opportunities Programs & Services/Cooperative Agencies Resources for Education (EOPS/CARE) programs, in accordance with District policies and complex state and local requirements.~~

REPRESENTATIVE DUTIES:

~~Screen, I~~nterview, and assess, ~~and screen~~ potential program applicants according to established EOPS guidelines; review student records and applications for program eligibility, ~~for new and continuing students; E~~

Review student agreements ~~records~~ to monitor fulfillment of EOPS/CARE program requirements; satisfactory program and academic progress; review and maintain program records related to student eligibility to verify units completed and monitor academic progress. ~~review of students' contractual obligation. E~~

Interpret and explain state eligibility requirements related to EOPS/CARE regulations and provides information, and assistance, and training to students, counselors, and other EOPS/CARE staff; ~~to maintain program eligibility. Provide EOPS/CARE program eligibility assistance and information to EOPS/CARE Counselors and other EOPS staff/faculty; provide specialized training and assistance to new EOPS/CARE staff and faculty. E~~

Process student documents; ~~interpret, analyze, and~~ determine eligibility ~~of for~~ award grants and book vouchers; ~~and~~ maintain the case load of EOPS participants. E

Provide intake services ~~to for~~ qualified students, including Preparing orientation materials with regard pertaining to EOPS program requirements; assisting with admission and registration forms; assistings with financial aid forms; and makinges referrals to other college services areas and ~~to~~ community services agencies. E

~~Coordinate~~ Communicate with the Financial Aid Department to ~~assure~~ verify that EOPS/CARE students receive the correct amount of financial assistance. E

~~Determine eligibility for and process and monitor recipients of the Book Voucher program.~~

~~Provide Priority Registration to EOPS/CARE students.~~

Provide guidance and work direction to EOPS peer advisors and other lower-level support staff. E

EOPS/CARE TECHNICIAN (continued)

~~Prepare, input, submit, and retrieve Management Information Systems and other student data and generate reports in Banner related to EOPS/CARE students, orientations, and retention classes; prepare student data for the program year-end report and for submission to the California Community College Chancellor's Office; analyze review reports for accuracy. E~~

~~Enter EOPS Orientation and Retention classes in Banner.~~

~~Enter EOPS faculty payroll information in Banner and print CHAs.~~

Attend staff meetings, conferences and seminars to maintain current knowledge regarding program eligibility requirements, regulations, and District policies. E

~~Assist EOPS/CARE Coordinator with monitoring. Perform a variety of administrative and clerical duties including monitoring the program budget, monitoring office inventory, inputting requisitions, processing invoices, and entering faculty payroll. and running reports. E~~

~~Prepare data and generate reports for coordinator's year-end report, as requested.~~

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

~~Mission, objectives, and goals of the EOPS and CARE pProgram objectives, administration, and regulations~~

~~Applicable laws, rules, regulations, and policies related to Applicable sections of State Education Code, Title 5, and other applicable laws, rules, and regulations governing EOPS and CARE programs and services~~

District organization, operations, policies and objectives applicable to areas EOPS/CARE functions

~~Peer advising functions, procedures, and objectives~~

Educational and career opportunities for economically disadvantaged students

~~Principles of organization, collection, and storage of data~~

Community agencies and resources available to students

~~Principles and procedures of Administrative practices and procedures, including record keeping and filing practices and procedures~~

~~Basic research techniques, methods, and procedures~~

~~Office productivity computer applications including Wword processing, and spreadsheet software email, and database applications~~

Principles and practices of sound business communication and report preparation

~~Fundamentals of English grammar, spelling, and composition~~

ABILITY TO:

~~Provide information and assistance to students, employees, and the public~~

~~Interpret, apply, and explain applicable laws, rules, regulations, policies, and procedures related to EOPS/CARE programs Analyze, interpret, apply and explain complex laws, regulations, policies and procedures~~

EOPS/CARE TECHNICIAN (continued)

Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications as well as specialized software applications

Communicate effectively, clearly and concisely, both orally and in writing

Provide guidance and technical direction to assigned staff ~~Provide effective work direction~~

Work independently with little direction

Analyze situations accurately and adopt effective courses of action

Exercise sound judgment in reviewing student applications

Demonstrate sensitivity to students, colleagues, and clients with diverse cultures, languages, ethnic, and socioeconomic backgrounds

~~Relate effectively to economically and educationally disadvantaged students~~

Prepare reports by gathering and organizing data from a variety of sources

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports ~~Maintain confidentiality of District information~~

EDUCATION AND EXPERIENCE

~~Any combination equivalent to:~~

~~Education: An associate degree from a recognized college or university. Graduation from high school or evidence of equivalent educational proficiency supplemented by two years of college-level coursework in a related field. An associate degree is preferred. AND two years of experience providing student support services to economically disadvantaged students. Experience working within an EOPS program is preferred.~~

~~Experience: Two years of responsible experience providing student support services to economically disadvantaged students. Experience working within an EOPS program is preferred.~~

OR

A bachelor's degree from a recognized college or university

WORKING CONDITIONS:

ENVIRONMENT:

~~Campus office environment~~

~~Constant interruptions~~

PHYSICAL ABILITIES:

~~Sitting and standing for extended periods of time~~

~~Dexterity of hands and fingers to operate a computer keyboard~~

~~Reaching to maintain files~~

~~Hearing and speaking to communicate and provide information to others~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: REVISION OF PERSONNEL COMMISSION RULES 214 – CHANGES IN DUTIES OF EXISTING POSITIONS AND 219 – DETERMINING INITIAL SALARY AFTER RECLASSIFICATION

EXPLANATION:

Currently, the Personnel Commission rule that documents the manner by which employees are compensated after being reclassified does not reference retroactive out-of-class payment for the performance of out-of-class duties prior to when a position is reclassified. Therefore, the Director of Employment Services/Personnel Commission recommends adding language to Personnel Commission Rule 219 to specify the manner by which employees receive out-of-class payment for out-of-class work performed prior to the reclassification of the employee's position. In addition, the Director recommends revising language within Personnel Commission Rule 214 that references a Job Analysis Questionnaire, as this form is not in use.

REVISION:

214 CHANGES IN DUTIES OF EXISTING POSITIONS

It is the immediate supervisor's responsibility to maintain the employee's duties and responsibilities consistent with the job specifications. It is the supervisor's responsibility to immediately contact the Personnel Director if changes occur in the employee's duties.

Any changes in duties or responsibilities as specified in the job specifications shall be reported by the employee or supervisor to the Personnel Director (with a copy to the supervisor if reported by the employee), using the form(s) provided by the Office of the Personnel Commission. The incumbent in the position may be required to complete a ~~Job Analysis Questionnaire~~ [questionnaire pertaining to their specific job duties](#). The supervisor and department head will review the questionnaire and job description to determine the completeness and accuracy of the statements and to clarify or give information concerning the duties and responsibilities. The supervisor or the department head may not change the description of duties as prepared and certified by the incumbent. A copy of this form will be submitted to the Personnel Director who may initiate a review (desk audit). Recommendations will be subject to review and approval by the Personnel Commission and a new classification and salary schedule range allocated when appropriate.

The basis for reclassification of a position must be a gradual accretion of duties and not a sudden change caused by a reorganization or the assignment of different duties and responsibilities to a position. (Reorganization plans will include classification authorizations.)

A gradual accretion is a change in duties and responsibilities that takes place over an extended period of time of at least eighteen months. The Personnel Commission will make the final determination in case of a disagreement between the requesting department and the Personnel Director.

The Personnel Commission will have a general desk audit of all positions whenever necessary and practicable. The Personnel Commission will conduct individual desk audits of those positions that are determined to have substantially different duties and responsibilities.

The purpose of the desk audit is to study position(s) to determine whether or not the position(s) are correctly placed in the appropriate class; to reclassify those specific position(s), which are not correctly placed, into the appropriate class; and to update class specifications with appropriate changes as needed. The audit may be combined with a salary survey to adjust the classes on the salary schedule to the appropriate level.

219 **DETERMINING INITIAL SALARY AND RETROACTIVE OUT-OF-CLASS PAYMENT AFTER UPON RECLASSIFICATION**

Employees who are reclassified to a higher classification shall be placed on the step of the higher salary range that ~~assures them of at least a one (1) step increase from the initial range~~provides a one (1) step increase over their current salary. Such placement may not exceed the top step of the salary range. (See ~~see~~ Section 295.)

Retroactive out-of-class payment will be provided from the date the Office of the Personnel Commission is notified of the assignment of out-of-class duties via a signed and properly completed Position Information Questionnaire (PIQ). The effective date of the retroactive payment will be the date the PIQ is signed by the supervisor. The Personnel Director may make exceptions with regard to what is considered appropriate notification and the effective date of retroactive payment as warranted.

DISTRICTWIDE CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE



VCCCD
Classified
**Professional
Development**
Committee

JANUARY 19, 2017

PERSONNEL COMMISSION PRESENTATION

[HTTP://WWW.VCCCD.EDU/COMMITTEES/CLASSIFIED-
PROFESSIONAL-DEVELOPMENT-COMMITTEE](http://www.vcccd.edu/committees/classified-professional-development-committee)

MEMBERSHIP (FORMED IN SPRING 2014)

DAC

- Michael Shanahan, Committee Chair
- Jennifer Holst, Committee Facilitation
- Sophia Crocker, Classified Supervisor
- Andrea Ingley, Classified Representative
- Marla Ward, IT Representative

MC

- Gilbert Downs, MC Classified Senate Vice President
- Eric Lopez, Classified Supervisor
- Tracie Bosket, Instructional Technologist/Designer

OC

- Krista Mendelsohn, OC Classified Senate Representative
- Linda Fa'asua, Classified Supervisor
- Ashley Chelonis, Instructional Technologist/Designer

VC

- Olivia Long, SEIU Chief Steward
- Pamela Yeagley, VC Classified Senate President
- Joe Esquivel, Classified Supervisor
- Matthew Moore, Instructional Technologist/Designer
- Sharon Oxford, Instructional Technologist/Designer

ACCOMPLISHMENTS

Webpage

Vision Statement and Goals

Personal Professional Development Plan (PPDP)

Statewide Classified Employee of the Year Award

Ongoing Training and Tours



PAST TRAINING & TOURS

March 1, 2016 – Moorpark College

51 classified employees across the district in attendance

Shared and learned best practices with regard to:

- Budgets
- Timesheets
- Travel
- Mileage
- Requisitions



PAST TRAINING & TOURS

July 14, 2016 – Ventura College



103 classified employees across the district in attendance

Topics Presented:

- Applying for Jobs within VCCCD: Tips for a Successful Application Process
 - Submitting Your Application via NEOGOV
 - Maximizing the Quality of Your Application
- Documentation for:
 - Provisional Employees
 - Professional Experts and Volunteers
- Managing Student Workers



PAST TRAINING & TOURS

October 25, 2016 – Oxnard College



Classified employees across the district in attendance

- Breakfast from the OC Culinary Arts Program
- Campus Tour
- Chancellor's Diversity & Training Series



FUTURE TRAINING & TOURS

Training & Tours Future Dates

- **March 15, 2017 – Moorpark College – “Safety In Service”**
 - Topics to be presented:
 - Active Shooters
 - Emergency contacts
 - Disruptive Students / BIT
 - Title IX and the Classified Service
 - Tour of the zoo

- **June 8, 2017 – Ventura College (all day event) – “All About You”**
 - Topics to be presented:
 - Keynote Address - Work/Life Balance
 - The Science of Stress
 - Get Off Your Seat (Discussion and activity)
 - Breathing Exercise
 - Mindfulness/Meditation
 - Tour of Athletic Facilities (how to use facilities)
 - Tai Chi
 - Open Discussion and Networking Session

THANK YOU!

