



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### MEETING AGENDA FOR AUGUST 17, 2017

5:30 p.m.

Thomas G. Lakin Boardroom  
District Administrative Center  
761 E. Daily Drive, Suite 200  
Camarillo, CA 93010

#### 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 – June 15, 2017
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  
Assistant Registrar
9. REVISION OF A CLASSIFICATION SPECIFICATION AND TITLE CHANGE  
Director of Human Resources Operations
10. 2016 – 2017 PERSONNEL COMMISSION ANNUAL REPORT

**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 September 21, 2017, at 5:30 p.m. The meeting will take place in the Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, 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 761 E. Daily Drive, Camarillo, CA 93010 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  
761 E. Daily Drive, Suite 200  
Camarillo, CA 93010  
(805) 652-5521



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## Personnel Commission

### Director's Report

June 10, 2017 – August 11, 2017

Current Classified Selection Processes (Between 06/10/17 to 08/11/17)									
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
Academic Data Specialist	86	MC VC	06/28/17	07/16/17	Training & Experience Evaluation/Technical Interview	07/25/17	N/A	08/01/17 & 08/03/17	08/04/17
Administrative Officer to the Chancellor and Board of Trustees	34	DAC	05/19/17	06/04/17	Training & Experience Evaluation/Technical Interview	06/06/17	N/A	06/16/17	06/20/17
College Fiscal Services Supervisor	3	MC	08/01/17	08/16/17	Training & Experience Evaluation/Technical Interview	8/29	N/A	09/04/17 – 09/08/17	09/11/17
Community College Police Officer I	17	DAC	05/24/17	06/11/17	Written Test/Technical Interview	N/A	06/28/17	7/10/17	7/21/17
Database Administrator	20	DAC	05/18/17	06/04/17	Training & Experience Evaluation/Technical Interview	06/12/17	N/A	06/21/17	06/23/17
Director of Institutional Advancement, Community Relations, and Marketing	7	MC	08/01/17	08/23/17	Training & Experience Evaluation/Technical Interview	08/29/17	N/A	09/11/17 – 09/15/17	09/17/17
Executive Assistant to the Chancellor/Confidential	69	DAC	07/13/17	07/31/17	Training & Experience/Written Test/Technical Interview	08/10/17	08/21/17 – 08/25/17	09/11/17 – 09/15/17	09/17/17
Financial Aid Specialist	45	VC	07/19/17	08/03/17	Training & Experience Evaluation/Technical Interview	08/14/17	N/A	08/23/17	08/25/17
Grant Director - Career and Technical Education	38	VC	05/17/17	06/04/17	Training & Experience Evaluation/Technical Interview	06/12/17	N/A	06/19/17	06/21/17
Information Security Analyst	22	DAC	07/03/17	07/18/17	Training & Experience Evaluation/Technical Interview	08/01/17	N/A	08/08/17	08/10/17
Information Technology Support Specialist II	42	MC	04/12/17	04/27/17	Training & Experience Evaluation/Technical Interview	05/04/17	N/A	05/18/17	06/13/17

Current Classified Selection Processes (Between 06/10/17 to 08/11/17) (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
Locksmith	11	MC	05/17/17	06/04/17	Training & Experience Evaluation/Technical Interview	06/12/17	N/A	06/20/17	06/20/17
Network Administrator II	13	DAC	05/24/17	06/07/17	Training & Experience Evaluation/Technical Interview	06/19/17	N/A	06/30/17	07/05/17
Placement Project Specialist	74	MC OC VC	07/06/17	07/23/17	Training & Experience Evaluation/Technical Interview	08/01/17	N/A	08/08/17	08/15/17
Performing Arts Center Technician I	17	VC	06/29/17	07/23/17	Training & Experience Evaluation/Technical Interview	08/02/17	N/A	08/16/17	08/18/17
Research Analyst	51	MC	05/17/17	06/07/17	Training & Experience Evaluation/Technical Interview	06/19/17	N/A	06/27/17	06/29/17
Senior Administrative Assistant	84	MC	05/01/17	05/16/17	Written Test/Technical Interview	N/A	05/31/17 & 06/01/17	06/29/17	07/05/17
Senior Human Resources Analyst	15	DAC	06/21/17	07/16/17	Training & Experience Evaluation/Technical Interview	08/18/17	N/A	08/10/17	08/10/17
Senior Research Analyst	20	MC	08/04/17	08/27/17	Written Test/Technical Interview	09/04/17	N/A	09/18/17 – 09/22/17	09/26/17
Technical Data Specialist	19	DAC	05/09/17	06/04/17	Training & Experience Evaluation/Technical Interview	06/05/17	N/A	06/13/17	06/14/17

Current Classified Positions Filled (As of 08/11/17)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Asahan, Rueben	Information Technology Support Specialist III	XCU417	OC	Probationary (promotion)	06/19/17
Aukerman, Bradley	Office Assistant	VCU584	VC	Probationary (new)	07/10/17
Blair, Patti	Administrative Officer to the Chancellor and Board of Trustees	DMC052	DAC	Probationary (promotion)	06/26/17
Caranica, Stephanie	Student Success and Support Specialist II	MCU512	MC	Probationary (new)	07/05/17

Current Classified Positions Filled (As of 08/11/17) (cont.)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Derderian, Brian	Information Technology Support Specialist III	MCU045	MC	Probationary (promotion)	06/26/17
Flores, Cybil	Office Assistant	XCU381	OC	Probationary (new)	07/03/17
Goebel, Jordan	Information Technology Support Specialist II	WCU033	VC	Probationary (promotion)	07/05/17
Goetz, Rachelle E.	Student Success and Support Specialist II	MCU511	MC	Probationary (new)	07/05/17
Little, Kelly	Student Success and Support Specialist II	MCU514	MC	Probationary (new)	07/03/17
McMurtry, Michelle	Senior Administrative Assistant	MCU506	MC	Probationary (new)	07/24/17
Mojica, Sylvia	Payroll Technician	DCU126	DAC	Voluntary Demotion	07/17/17
Olson-Pacheco, Ali	Instructional Technologist / Designer	VCU578	VC	Probationary (new)	07/10/17
Park, Celine	Grant Director – Career and Technical Education	MMA030	MC	Probationary (promotion)	08/07/17
Robinson, Kristen	Student Activities Specialist	MCU117	MC	Probationary (new)	07/31/17
Rodriguez, Daniella	Student Success and Support Specialist II	MCU513	MC	Probationary (new)	07/05/17
Shamblin, Donald Colby	Database Administrator	WCU068	DAC	Probationary (new)	07/31/17
Shearer, Michelle	Office Assistant	VCU385	VC	Probationary (new)	08/07/17
Solorio, Katheryn	Administrative Assistant	VCU447	VC	Probationary (new)	07/24/17
Titus, Karyn	Student Success and Support Specialist II	MCU510	MC	Probationary (promotion)	07/20/17
Vancura, Christian D.	Locksmith	MCU104	MC	Probationary (new)	08/07/17

Current Classified Positions Pending (As of 08/11/17)

Classification	Position Number	Location	Date List Certified
Academic Data Specialist	MCU435	MC	08/04/17
Academic Data Specialist	VCU103	VC	08/03/17
Community College Police Officer I	WCU009	Districtwide	07/21/17
Community College Police Officer I	WCU006	Districtwide	07/21/17
Grant Director – Career and Technical Education	VCM077	VC	06/21/17

Current Classified Positions Pending (As of 08/11/17) (cont.)

Classification	Position Number	Location	Date List Certified
Information Security Analyst	WCU067	OC	08/09/17
Information Technology Support Specialist II	MCU127	MC	07/07/17
Network Administrator II	WCU037	DAC	07/11/17
Research Analyst	MCU508	MC	07/03/17
Senior Human Resource Analyst	DSC038	DAC	08/10/17
Technical Data Specialist	DCU150	DAC	06/14/17

Upcoming Recruitments

Classification	Position Number	Location
Information Technology Support Specialist III	VCU576	VC
Student Success and Support Specialist II	MCU505	MC
Senior Accounting Technician	MCU498	MC

Requested Position Classification Studies

Classification	Location	Request Date	Status
Data Analyst	DAC	05/24/17	In progress
Marketing Specialist	DAC	05/08/17	In progress

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: ASSISTANT REGISTRAR

## BASIC FUNCTION:

Under the ~~direction~~ general supervision of the Registrar, assist in the day-to-day supervision of the activities of the ~~Office of~~ Admissions & Records Department; ~~assist in the preparation of Federal, State, and District student enrollment and attendance accounting reports.~~

## REPRESENTATIVE DUTIES:

Assist in the planning, organizing, and ~~supervision~~ supervising of the activities ~~and of the~~ ~~Office of~~ Admissions & Records Department, including admissions, residence determination, registration, records, veterans, attendance accounting and reporting, and related activities; ensure activities are performed in compliance with district policies and federal, state, and local laws and regulations. *E*

Assist in ~~the coordination, directing the~~ acceptance and processing of student applications, program adjustments, grading, and other admission and enrollment activities, including veterans, audits, and athletic eligibility; *E*

~~assist~~ Assist with the supervision of on and off-campus registration activities. *E*

Assist with the training, selection, and ~~supervision of assigned~~ assignment of work to staff; ~~coordinate, schedule and assign duties; assist in the hiring, training, and supervision of full-time regular Admissions & Records Office classified staff and additional clerical support and student personnel; provide input in performance evaluations as directed.~~ *E*

Troubleshoot and resolve complex non-routine issues pertaining to admissions and records. *E*

Compile and verify information and data, including assisting with verifying and providing information required for graduation and transfer to various entities; prepare and maintain a variety of records and reports using a variety of software; ~~assure compliance with Federal, State, and District laws, regulations, and policies.~~ *E*

Provide technical information and assistance to students, staff, administrators, and the general public in the interpretation and clarification of federal, state, local, and district policies and procedures pertaining to admissions and records. *E*

~~Receive and provide information to other District departments, staff, students, outside organizations and the public regarding admissions and records policies and procedures.~~ *E*

~~Assist with compiling and verifying data for a variety of reports.~~ *E*

Discuss a variety of sensitive and confidential matters with students, faculty, staff and the public. *E*

Coordinate with ~~Information Systems~~ the Information Technology department and other staff and

Revised June 2017

Established October 1997

## ASSISTANT REGISTRAR (continued)

~~departments to test and troubleshoot facilitate~~ admissions, registration, and record-keeping systems, including system upgrades, updates, user acceptance testing, and the implementation of new technology; assist in determining information technology needs for the Admissions and Records Department and coordinate with the Information Technology department to address such needs. E

~~Coordinate the maintenance and repair of computer hardware as needed; maintain inventory of specialized computer forms, order office supplies and equipment as required.~~

Assist in the general administration of office functions including assisting with the development and tracking of the departmental budget, coordinating the maintenance and repair of computer hardware, maintaining inventory of supplies and equipment, and ordering supplies and equipment. E

Assume responsibility of the Registrar in the absence of the Registrar. E

Attend and participate in meetings, conferences, trainings, and committees. E

Perform ~~related other~~ duties as assigned.

## KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

~~Admissions, records and registration policies and procedures~~

~~Operations, procedures, utilization, and functions of electronic data processing systems applicable to admissions, records and registration~~

~~College residency laws and procedures~~

~~District organization, operations, policies and objectives~~

~~Modern office practices~~

~~Record keeping techniques~~

~~Oral and written communications skills~~

~~Interpersonal skills~~

~~Reporting requirements~~

~~Applicable laws and regulations~~

~~Federal, State and local laws and regulations~~

Current federal, state, and local laws, regulations, policies, and procedures pertaining to admissions and records

Community college courses, curriculum, graduation, and transfer requirements

Community college credit evaluation policies and procedures

Modern office procedures, methods, and equipment, including computers and associated software

Methods and techniques of record keeping

Fully integrated computer-based student information systems and degree audit systems

District and college organization, operations, policies, mission, vision, and objectives

Customer service and public relations methods and techniques

Basic principles of business letter writing and report preparation

Fundamentals of English grammar, spelling, and composition

Principles and practices of business communication

Methods and techniques of proper phone etiquette



## ASSISTANT REGISTRAR (continued)

### ABILITY TO:

~~Coordinate activities with information systems personnel~~  
~~Read, interpret, apply and explain admissions, records and registration rules, regulations, policies, and procedures and federal and State regulations~~  
~~Meet schedules and time lines~~  
~~Plan and organize work~~  
~~Establish and maintain cooperative and effective working relationships~~  
~~Train and provide work direction to others~~  
~~Compile and accurately report statistical data~~  
~~Maintain records and prepare reports~~  
~~Communicate effectively both orally and in writing~~  
~~Work with confidential data~~  
~~Work independently with little direction~~  
~~Analyze situations accurately and adopt an effective course of action~~  
~~Operate a variety of office machines including a computer terminal and typewriter~~  
~~Federal, State and local reporting requirements~~

Coordinate the activities of the Admissions and Records Department  
Troubleshoot complex issues pertaining to admissions and records  
Interpret and explain rules, regulations, procedures, policies, and catalogs regarding student admission, residency, various types of eligibility determinations, transcript evaluation, and graduation, degree, and transfer requirements  
Maintain current knowledge of federal, state, and local laws, regulations, policies, and procedures pertaining to admissions and records  
Coordinate and perform technical records evaluation  
Operate a variety of equipment including a computer, calculator, scanner, copier, document imaging equipment, document shredder, and microfilm equipment  
Prepare and maintain confidential and complex reports, records, and files  
Make math calculations quickly and accurately  
Type, keyboard, and/or enter data at a speed necessary for successful job performance  
Analyze situations accurately and adopt an effective course of action  
Plan and organize work to meet schedules and timelines  
Train and provide work direction to others  
Communicate clearly and concisely, both orally and in writing  
Engage in tactful and courteous conversations with the public  
Establish and maintain effective working relationships with those contacted in the course of work  
Demonstrate sensitivity to individuals with diverse cultures, languages, ethnic, and socioeconomic backgrounds  
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports

### EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: associate's degree in Business, Public Administration or other related field and three years experience in a student services area including at least one year in Admissions & Records.~~

**ASSISTANT REGISTRAR (continued)**

A bachelor's degree from a recognized college or university AND two years of experience working in an Admissions and Records department within a college or university including experience using student database systems to perform technical admissions and records functions and interpreting and applying federal and state laws pertaining to admissions and records

**OR**

An associate degree from a recognized college or university AND three years of experience working in an Admissions and Records department within a college or university including experience using student database systems to perform technical admissions and records functions and interpreting and applying federal and state laws pertaining to admissions and records

**~~WORKING CONDITIONS:~~**

**ENVIRONMENT:**

~~Admissions and Records Office environment  
Constant interruptions and frequent interaction with students, staff and the public  
Occasionally required to work overtime, nights, and/or weekends~~

**PHYSICAL ABILITIES:**

~~Dexterity of hands and fingers to operate office equipment  
Sitting or standing for extended periods of time  
Hearing and speaking to exchange information  
Seeing to read and review documents  
Light lifting of materials  
Reaching to file and retrieve records~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: DIRECTOR OF EMPLOYEE RELATIONS AND HUMAN RESOURCES OPERATIONS

**BASIC FUNCTION:**

Under the general direction of the ~~Associate~~ Vice Chancellor, Human Resources, direct and coordinate a variety of human resources functions for academic and classified employees including union relations, human resources consultation services to District management and the development and delivery of employee training; plan and direct the Human Resources record storage and retrieval system; oversee, supervise, and monitor the district's risk management/workers' compensation programs; administer discrimination avoidance programs and investigate complaints; ensure compliance with district, county, state and federal regulations and guidelines concerning human resources administration.

**REPRESENTATIVE DUTIES:**

Administer discrimination/sexual harassment avoidance programs and issues to ensure compliance with federal and state laws and district policies, rules, and regulations; investigate and respond to complaints of discrimination and/or harassment; respond to State Chancellor's Office and governmental agencies on same. E

Provide assistance to managers on a variety of human resources related issues such as evaluation, discipline, and professional growth; review, update and conduct training and employee orientation programs, as necessary. E

Monitor and review assessment and evaluation procedures for all employee groups; ensure evaluations are timely and in compliance with collective bargaining agreements, policies and related rules; assist supervisors and manager with performance management, including employee development plans. E

Participate in collective bargaining activities, including serve as lead negotiator as assigned by the Vice Chancellor. E

Direct a variety of functions related to the administration and processing of district academic and classified employees; interpret, apply, and explain laws, rules, policies, and collective bargaining agreements pertaining to human resources practices to district administrators, employees and public. E

Develop and maintain Human Resources Department reports, brochures, flyers, Internet web pages, and other related public information programs. E

~~Direct the activities associated with manual and automated human resources record keeping; administer the maintenance of all district personnel files; plan, design, implement, and continuously assess the personnel record management, storage, and retrieval system. E~~

~~Administer discrimination/sexual harassment avoidance programs and issues to ensure compliance with federal and state laws and district policies, rules, and regulations; investigate and respond to~~

**DIRECTOR OF HUMAN RESOURCES OPERATIONS (continued)**

~~complaints of discrimination and/or harassment; respond to State Chancellor's Office and governmental agencies on same. *E*~~

~~Provide assistance to managers on a variety of human resources related issues such as evaluation, discipline, and professional growth; review, update and conduct training and employee orientation programs, as necessary. *E*~~

~~Monitor and review assessment and evaluation procedures for all employee groups; ensure evaluations are timely and in compliance with collective bargaining agreements, policies and related rules; assist supervisors and manager with employee development plans. *E*~~

~~Develop and maintain Human Resources Department reports, brochures, flyers, Internet web pages, and other related public information programs. *E*~~

~~Direct a variety of functions related to the administration and processing of district academic and classified employees; interpret, apply, and explain laws, rules, policies, and collective bargaining agreements pertaining to human resources practices to district administrators, employees and public. *E*~~

Coordinate and compile a variety of reports required for state and local use. *E*

Plan, coordinate, and direct the activities of the district's health and welfare programs, risk management program including workers' compensation, unemployment compensation, injury and illness prevention, blood borne pathogens, and other similar plans; coordinate with carriers, review and recommend policy changes, negotiate rates, and other related operations. *E*

Oversee the processing of workers' compensation claims settlement/litigation for pending claims and make related recommendations. *E*

~~Direct the preparation of formal notices for employees regarding human resources/personnel transactions; compose a variety of correspondence including inter-office communications, forms, letters, memoranda, contracts, special projects, board items, handbooks and other materials; prepare and submit board agenda items. *E*~~

Develop, administer and conduct exit interview procedures; ensure retrieval of district property, removal of computer systems access, ~~eteetc.~~; prepare turnover reports, evaluate and make appropriate recommendations related to same. *E*

~~Direct the activities associated with manual and automated human resources record-keeping; administer the maintenance of all district personnel files; plan, design, implement, and continuously assess the personnel record management, storage, and retrieval system. *E*~~

Oversee the selection, training, supervision and motivation of assigned staff members to ensure proficient performance and a productive environment; conduct performance evaluations. *E*

Evaluate and monitor office work and paper flow; recommend or make adjustments to procedures and methods to increase staff efficiency and effectiveness. *E*

~~Direct the preparation of formal notices for employees regarding human resources/personnel transactions; compose a variety of correspondence including inter-office communications, forms,~~

## DIRECTOR OF HUMAN RESOURCES OPERATIONS (continued)

~~letters, memoranda, contracts, special projects, board items, handbooks and other materials; prepare and submit board agenda items. E~~

Represent the ~~Associate~~ Vice Chancellor at workshops and meetings as assigned. *E*

Perform other related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Methods, practices, terminology and procedures used in human resources administration  
Applicable sections of State Education Code, and other applicable laws  
State and federal laws, codes and regulations concerning human resources/personnel administration  
Investigative techniques and report writing  
Sound personnel management and supervision practices  
Interpersonal skills using tact, patience and courtesy  
District organization, operations, policies and objectives  
Modern office practices, procedures and equipment  
Computer software, such as Access, Excel, and Word  
Integrated human resources database record-keeping systems  
Equal employment opportunity guidelines, laws and regulations  
Principles and methods for conducting analysis of procedures and improving operational services  
Laws pertaining to work-related injury/illness  
[Principles of collective bargaining](#)

#### ABILITY TO:

Plan, organize, and supervise the work of others  
Interpret and apply applicable rules, laws, and procedures to human resources operations  
Gather, evaluate and summarize data; prepare and present effective written and oral reports  
Prepare and maintain records and reports for academic and classified employees  
Assure compliance with district, county, state and federal regulations and guidelines concerning human resources administration  
Oversee and participate in the preparation and maintenance of a variety of manual and automated personnel records and files  
Investigate complaints and make appropriate recommendations  
Learn, interpret, apply and explain rules, regulations, policies and procedures  
Train and evaluate the performance of assigned personnel  
Train others in specialized personnel practices and procedures  
Develop and maintain effective working relationships with all levels of district administrators, employees, and representatives of public agencies and private organizations  
Provide assistance to supervisors and administrators concerning human resources programs, functions, policies and procedures  
Analyze situations accurately and adopt an effective course of action  
Compose correspondence and written materials  
Plan and organize work  
Meet schedules and timelines  
Work independently with little direction

## DIRECTOR OF HUMAN RESOURCES OPERATIONS (continued)

### EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor's Degree in public administration, business administration, human resources administration, psychology, industrial relations, or a closely related field, and four years professional-level experience in human resources operations in the public sector including investigation of discrimination/harassment complaints, collective bargaining, records management, and human resources administration. Two years experience leading/supervising a functional area of a human resources department.

### WORKING CONDITIONS:

#### ENVIRONMENT:

~~Human Resources office environment~~

#### PHYSICAL ABILITIES:

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

## **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/human-resources/personnel-commission>

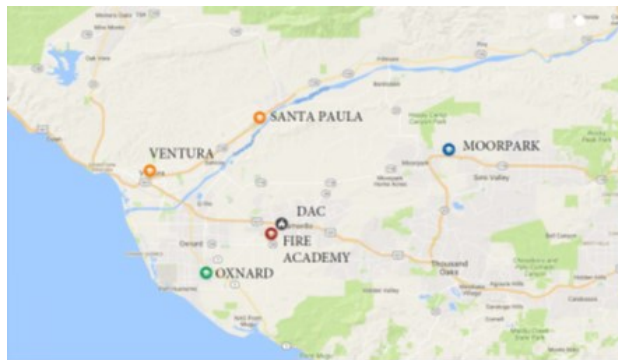
The Personnel Commission web site provides useful information, including the annual budget; Commission rules; schedule, agendas, and minutes of meetings; and a staff directory.

## **The Ventura County Community College District**

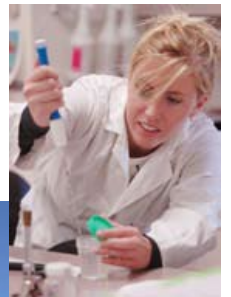
As part of the 113-campus California Community College system, the Ventura County Community College District offers programs in general education for transfer to four-year universities, occupational and vocational fields, developmental programs, guidance assistance, community service and continuing education programs, and provides opportunities to engage in co-curricular campus activities. The District currently serves over 59,000 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.



**761 E. Daily Drive  
Suite 200  
Camarillo, CA 93010  
(805) 652-5500  
www.vcccd.edu**



**Ventura County  
Community College District  
Merit System**

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

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

The Merit System consists of rules and procedures administered by the Personnel Commission. Education Code Section 88080 states the rules and regulations adopted by the Personnel Commission shall apply to all classified employees and provides procedures to be followed by the Governing Board as they pertain to the classified staff.

The Merit System assures fair and equitable treatment in all personnel management matters without regard to politics, race, color, religion, national origin, sex, marital status, age, or disabling condition, and with proper regard for individual privacy and constitutional rights.

The Personnel Commission prescribes, amends, and interprets rules and regulations to ensure the efficiency of the classified service. It conducts recruitments from all segments of society and advancement based on ability, knowledge, and skill. It also provides for the selection and retention of classified employees upon a basis of merit and fitness.

Finally, the Personnel Commission maintains a classification plan that groups positions into classes on the basis of duties and responsibilities assigned by the Governing Board.

The Personnel Commission is proud of its online application process. Job seekers may apply for any open positions using links directly from VCCCD's web site:

<https://www.governmentjobs.com/careers/vcccd>

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

<b>Classified Actions</b>			
	<u>2014- 2015</u>	<u>2015- 2016</u>	<u>2016- 2017</u>
Number of vacancies announced	51	98	115
Total applications processed	2,302	2,757	3,557
<b><u>Number of Exams Administered:</u></b>			
Training & Experience Evaluations/ Performance Examinations/ Written Examinations	42	65	69
Oral appraisal examinations	38	68	63
Bilingual examinations	1	6	1
<b><u>Personnel actions:</u></b>			
Number of eligibility lists established	38	68	63
Number of regular appointments	66	113	101
Provisional/Limited-term appointments	407	355	370
<b><u>Position classification studies:</u></b>			
Positions studied	5	6	13
Positions reclassified	4	4	9
Revised classification specs.	5	12	26
New classifications established	7	8	11
<b><u>Classified employees</u></b>	<b>453*</b>	<b>489**</b>	<b>489**</b>
* Effective September 30, 2015			
** Effective September 15, 2016			

**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**

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.

**Sherry Manley (Chair)**

Commissioner Manley has been a member of the Commission since 2015. Ms. Manley has an MA in Educational Leadership from California State University-Northridge. Occupation: Manager, Certificated Human Resources – Ventura Unified School District.

**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*

**Vacant**

*Senior Human Resources Analyst*

**Andrea Ingley**

*Human Resources Analyst II*

**Stephanie Low**

*Human Resources Analyst I*

**Anthony Chavez**

*Human Resources Assistant*

**Maria Orozco**

*Human Resources Assistant*

**Alicia Freeman**

*Human Resources Assistant*