



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
**PERSONNEL COMMISSION**

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**MEETING AGENDA FOR SEPTEMBER 15, 2016**  
**5:30 p.m.**

**Moorpark College**  
**Campus Center Conference Room**  
**7075 Campus Road**  
**Moorpark, CA 93021-1695**

**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 – August 18, 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. AMENDMENT OF PERSONNEL COMMISSION RULE 123 (FIRST READING)**
- 9. AMENDMENT OF PERSONNEL COMMISSION RULE 293 (SECOND READING)**
- 10. 2015 – 2016 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 October 20, 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.

**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

August 16, 2016 – September 9, 2016

Current Classified Selection Processes (Between 08/16/16 – 09/09/16)									
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
Administrative Assistant	144	MC	06/30/16	07/14/16	Written/Performance Test/Technical Interview	N/A	07/25/16 – 07/29/16	08/25/16 – 08/26/16	08/30/16
Admissions and Records Technician	61	OC	08/30/16	09/14/16	Written Test/Technical Interview	N/A	10/03/16	10/18/16	10/20/16
Custodian	64	VC	07/14/16	08/14/16	Written Test/Technical Interview	N/A	08/24/16	09/15/16 – 09/23/16	09/27/16
Financial Aid Technician	59	VC	06/30/16	07/15/16	Written Test/Technical Interview	N/A	08/01/16	08/22/16 – 08/23/16	08/25/16
Human Resources Assistant	280	DAC	08/15/16	08/30/16	Training & Experience Evaluation/Performance Test/Technical Interview	09/06/16	09/15/16	10/04/16	10/06/16
Information Technology Help Desk Assistant	54	VC	08/04/16	08/21/16	Training & Experience Evaluation/Technical Interview	08/26/16	N/A	09/06/16 – 09/09/16	09/13/16
Instructional Data Specialist	55	VC	07/28/16	08/14/16	Training & Experience Evaluation/Technical Interview	08/24/16	N/A	09/08/16	09/12/16
Instructional Lab Technician – Automotive	1	VC	08/31/16	09/15/16	Performance Test/Technical Interview	N/A	09/26/16 – 09/30/16	10/14/16	10/18/16
Instructional Lab Technician II – Chemistry	34	VC	08/02/16	08/24/16	Training & Experience Evaluation/Technical Interview	09/02/16	N/A	09/12/16 – 09/16/16	09/20/16
Instructional Assistant/Assistive Technology Center	47	VC	08/04/16	08/19/16	Training & Experience Evaluation/Technical Interview	08/31/16	N/A	09/15/16	09/20/16
Instructional Technologist/Designer	20	VC	07/05/16	08/03/16	Training & Experience Evaluation/Technical Interview	08/12/16	N/A	08/25/16	08/29/16

Current Classified Selection Processes (Between 08/16/16 – 09/09/16) (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
Payroll Technician	68	DAC	08/18/16	09/02/16	Training & Experience Evaluation/Technical Interview	9/12/16	N/A	09/22/16	09/26/16
Senior Administrative Assistant	75	VC DAC	08/25/16	09/11/16	Written/Performance Test/Technical Interview	N/A	09/19/16 – 09/29/16	10/03/16 – 10/07/16	10/11/16

Current Classified Positions Filled (As of 09/09/16)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Sarah Ayala	Curriculum Technician	VCU557	Ventura	Lateral Reassignment	08/29/16
Jordan Goebel	Information Technology Support Specialist I	VCU576	Ventura	Probationary (new)	08/29/16
Krishna Juarez	Information Technology Support Specialist II	WCU032	Ventura	Transfer	08/25/16
Cassy Marcum	Matriculation Specialist I	XCU411	Oxnard	Probationary (new)	08/22/16
Tamara Reese	Office Assistant	XCU033	Oxnard	Voluntary Demotion	08/22/16

Current Classified Positions Pending (As of 09/09/16)

Classification	Position Number	Location
Administrative Assistant	MCU501	MC
Counselor Assistant	VCU034	VC
Financial Aid Technician	VCU140	VC
Instructional Data Specialist	VCU558	VC
Program Specialist – Career and Technical Education	XCU412	OC
Senior Accounting Technician	MCU498	MC
Senior Programmer Analyst	WCU038	DAC
Senior Programmer Analyst	WCU039	DAC
Student Outreach Specialist	MCU432	MC

Upcoming Recruitments		
Classification	Position Number	Location
Bursar	MSC135	MC
Financial Aid Specialist	VCU074	VC
Instructional Lab Technician – Dental Hygiene	XCU413	OC
Instructional Lab Technician II – Sciences	XCU104	OC
Network Administrator II	WCU037	DAC
Student Success and Support Services Supervisor	VSC004	VC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Grant Accounting Administrative Assistant	VC	07/16/15	In progress
Instructional Data Specialist	MC, OC, VC	04/14/16	In progress
Financial Aid Specialist	VC	08/19/16	In progress

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

**FROM:** MICHAEL ARNOLDUS  
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

**SUBJECT:** REVISION OF PERSONNEL COMMISSION RULE 123 – DISQUALIFICATION OF APPLICANTS

**EXPLANATION:**

As part of the selection process, VCCCD conducts reference checks on all employees prior to hire. Prior to conducting reference checks, candidates are asked to sign a Confidential Inquiry Waiver releasing current and previous employers from any liability or damage which may result from furnishing information pertaining to the candidate during the reference check process. If a candidate does not sign the waiver, the District is hindered in its ability to conduct reference checks for that individual.

The Personnel Commission rules currently state that candidates may be disqualified or removed from an eligibility list if negative job-related information is received during the reference check process. Yet, the rules do not specify any penalty for failing to sign the Confidential Inquiry Waiver which would likely hinder the District's ability to collect this information. Under current practice, a candidate who fails to sign the waiver remains on the eligibility list and may block other qualified candidates who wish to participate in the reference check process from being considered. In order to allow for the disqualification and removal of candidates from eligibility lists who refuse to sign the waiver, Personnel Commission staff recommends approval of the proposed amendment to Personnel Commission Rule 123.

**REVISION:**

**123 DISQUALIFICATION OF APPLICANTS**

The Personnel Commission or designee may disqualify an applicant, remove a candidate's name from the eligibility list, or refuse to certify any candidate as being eligible, for any of the following reasons:

- A. Failure to meet minimum requirements or qualifications for the classification
- B. Failure to submit application correctly or within the prescribed time limit
- C. Conviction of a felony or misdemeanor involving moral turpitude
- D. False statement or failure to list material facts on application
- E. Dismissal from any position for cause

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

- F. Using or attempting to use political pressure or bribery to secure advantage in examination or appointment
- G. Securing unauthorized information regarding the examination
- H. Taking part in the administration, correction or compilation of results of the examination
- I. Known membership in any political party or special interest group that advocates the overthrow of the government by violent means or physical revolution (Ed. Code, § 88122 & Gov. Code, § 1028)
- J. Negative job-related information received from current or previous employers during the reference check process
- J.K. Failure to sign the Confidential Inquiry Waiver releasing all current and previous employers from any liability or damage which may result from furnishing information collected during the reference check process
- K.L. For public safety classifications, failure to pass a subjective background investigation as determined by the Personnel Director

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS  
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: AMENDMENT OF PERSONNEL COMMISSION RULE 293 – SALARY STEP ADVANCEMENTS  
WITHIN CLASS FOR REGULAR EMPLOYEES AND RESTRICTED EMPLOYEES

**BACKGROUND/ANALYSIS:**

Currently, only new classified employees are able to advance to the next step of a salary range upon passing probation. Employees who promote are not provided this opportunity, thereby resulting in inequitable treatment of employees. Consequently, an amendment of the Personnel Commission rules to address this issue is recommended.

The Director of Employment Services met with the Vice Chancellor, Human Resources to discuss various options for ensuring equitable treatment of both groups of employees upon passing probation. In consideration of the relatively recent changes to the Personnel Commission rules that provide for a more consistent and equitable application of advanced step placement for both new and promoted classified employees, Vice Chancellor Shanahan felt it may no longer be necessary to provide for step advancement upon passing probation, especially given that VCCCD has not articulated a clear reason for its policy of step advancement upon passing probation. However, Vice Chancellor Shanahan also recognized that step advancement upon passing probation is a common practice among merit districts, at least upon entry into the classified service, and that the abolishment of such practice could have unintended consequences.

In consideration of the Mr. Shanahan's concerns and the suggestions presented by the Commissioners at the July 2016 Personnel Commission meeting, the HR management team reviewed various options for addressing the issue and formulated the proposed amendment. The proposed amendment provides for equal treatment of new and promoted employees with regard to step advancement upon passing probation, while recognizing that employees who received advanced step placement (credit given for additional qualifying education and experience) upon hire in the classification should not advance a step upon passing probation given that such employees were already recognized via higher placement on the salary schedule for the advanced knowledge and skills they bring to the position. The Director of Employment Services/Personnel Commission and the Vice Chancellor, HR supports the proposed changes.

**AMENDMENTS:**

293 SALARY STEP ADVANCEMENTS WITHIN CLASS FOR REGULAR EMPLOYEES AND RESTRICTED  
EMPLOYEES



**293.1 RULES THAT APPLY TO ALL SALARY MOVEMENTS**

Eligibility or salary advancement requires the employee to have rendered service in a paid status for a minimum of one-half of the total working days computed on a monthly basis. Unpaid leaves of absence do not count unless otherwise provided for by state or federal legislation for some military personnel.

Appointments shall be considered effective as of the first calendar day of the month when the first day of service in a class falls on the first working day of the month.

**293.2 SALARY ADVANCEMENTS AFTER THE INITIAL APPOINTMENT IN THE CLASSIFIED SERVICE**

- 1) For employees who do not receive advanced step placement in accordance with Section 292.1, A advancement from the initial step to the next step shall occur on the first day of the calendar month following completion of the six (6) months in regular assignment in the classification. (Example: If an employee started work on January 3, the individual would have six (6) months completed on July 3, and would advance to the second step on August 1.) Advancement from that point on shall occur twelve (12) months after the date the employee received the initial advancement.

Employees who do receive advanced step placement in accordance with Section 292.1 will advance to the next step of the range following completion of twelve (12) months in regular assignment in the classification.

- 2) Notwithstanding Section 293.2 (1), a new classified management employee with an effective date of employment from July 1 through December 31 shall receive a step advancement on July 1 of the next calendar year. A classified management employee with an effective date of employment from January 1 through June 30 shall have step advancement on July 1 of the following calendar year. Advancement from that point shall occur each July 1 thereafter.

**293.3 SALARY ADVANCEMENTS AFTER PROMOTION**

For employees who do not receive advanced step placement in accordance with Section 295.1, advancement from the initial step to the next step shall occur on the first day of the calendar month following completion of the six (6) months in regular assignment in the classification. (Example: If an employee started work on January 3, the individual would have six (6) months completed on July 3, and would advance to the second step on August 1.) Advancement from the initial step to the next step shall occur on the first day of the calendar month twelve (12) months after the date of promotion. Advancement from that point on shall occur twelve (12) months after the date the employee received the initial advancement.

Employees who do receive advanced step placement in accordance with Section 295.1 will advance to the next step of the range following completion of twelve (12) months in regular assignment in the classification.

Salary advancement for a management employee shall occur in the same manner as outlined in Section 293.2 (2).

## 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

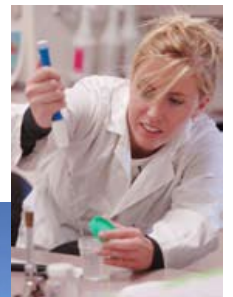
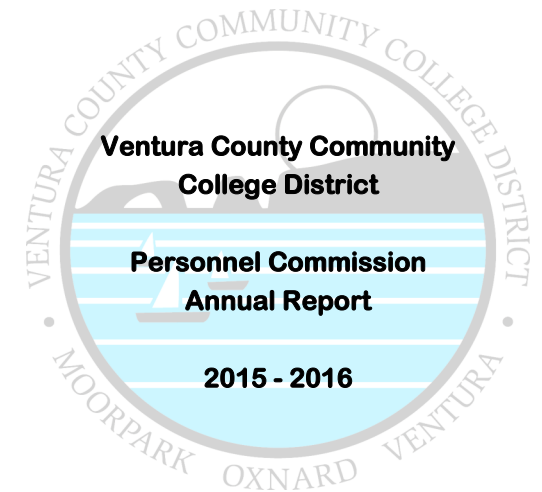
As part of the 113-campus California Community College system, the Ventura County Community College District offers programs in general education for transfer to four-year universities, occupational and vocational fields, developmental programs, guidance assistance, community service and continuing education programs, and provides opportunities to engage in co-curricular campus activities. The District currently serves over 48,000 students through its three colleges: Moorpark College, Oxnard College, and Ventura College.

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

The District Administrative Center is located in Ventura and serves Ventura College, founded in 1925, which makes it one of the oldest community colleges in California; Moorpark College, which was established by Board of Trustees action in 1963 and opened its doors four years later and is situated on 134 acres in the foothills between Moorpark and Simi Valley; and Oxnard College, which was established in 1975 and serves the cities of Oxnard, Camarillo, and Port Hueneme.



**255 W. Stanley Avenue  
Suite 150  
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[www.vcccd.edu](http://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>2013- 2014</u>	<u>2014- 2015</u>	<u>2015- 2016</u>
Number of vacancies announced	54	51	98
Total applications processed	1,970	2,302	2,757
<b><u>Number of Exams Administered:</u></b>			
Training & Experience Evaluations/ Performance Examinations/ Written Examinations	37	42	65
Oral appraisal examinations	37	38	68
Bilingual examinations	4	1	6
<b><u>Personnel actions:</u></b>			
Number of eligibility lists established	37	38	68
Number of regular appointments	59	66	113
Provisional/Limited-term appointments	329	407	355
<b><u>Position classification studies:</u></b>			
Positions studied	2	5	6
Positions reclassified	2	4	4
Revised classification specs.	11	5	12
New classifications established	2	7	8
<b><u>Classified employees</u></b>	<b>460*</b>	<b>453**</b>	<b>489***</b>
* Effective September 30, 2014			
** 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**

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 (Chair)**

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

**Personnel Commission Staff**

The Director of Employment Services/Personnel Commission and staff are responsible to the Personnel Commission for carrying out all procedures in the administration of the Merit System and the rules of the Personnel Commission. The Director of Employment Services/Personnel Commission serves as secretary to the Personnel Commission.

**Michael Arnoldus**

*Director of Employment Services/Personnel Commission*

**Jillian Sturek**

*Executive Assistant to the Personnel Commission*

**Sophia Crocker**

*Senior Human Resources Analyst*

**Andrea Ingley**

*Human Resources Analyst II*

**Max Serve**

*Human Resources Analyst I*

**Vacant**

*Human Resources Assistant*

**Anthony Chavez**

*Human Resources Assistant*

**Maria Orozco**

*Human Resources Assistant*