



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR NOVEMBER 17, 2016

5:30 p.m.

Oxnard College
Black Box Theater
4000 South Rose Avenue
Oxnard, CA 93033

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 – September 29, 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. ATTENDANCE AT THE 2017 CSPCA CONFERENCE
January 26 – 29, 2016, San Francisco, California
9. DISCUSSION REGARDING PERSONNEL COMMISSION RULE 293

10. REVISION OF CLASSIFICATION SPECIFICATIONS

- A. Student Health Center Assistant I
- B. Student Health Center Assistant II
- C. Systems Administrator

11. TITLE CHANGE AND REVISION OF A CLASSIFICATION SPECIFICATION

Graphic Artist-Designer

12. ESTABLISHMENT OF A NEW CLASSIFICATION

Director of Economic and Workforce Development, Grants, and Contracts

13. RECESS TO CLOSED SESSION

Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)

Title: Director of Employment Services/Personnel Commission

14. RECONVENE IN OPEN SESSION

15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is December 15, 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.

17. 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

September 27, 2016 – November 11, 2016

Current Classified Selection Processes (Between 09/27/16 – 11/11/16)									
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
Accountant	12	DAC	11/02/16	12/04/16	Training & Experience Evaluation/Technical Interview	12/08/16	N/A	12/15/16	12/19/16
Admissions and Records Technician	125	OC	08/30/16	09/14/16	Training & Experience Evaluation/Written Test/Technical Interview	09/21/16	10/03/16	10/18/16	10/20/16
Administrative Assistant	206	MC	10/18/16	11/02/16	Written Test/Technical Interview	N/A	11/17/16 – 11/18/16 and 11/21/16 – 11/22/16	12/06/16	12/08/16
Assistant Registrar	23	MC	11/10/16	11/27/16	Training & Experience Evaluation/Technical Interview	12/05/16	N/A	12/12/16 – 12/16/16	12/20/16
Bursar	26	MC	09/16/16	10/02/16	Training & Experience Evaluation/Technical Interview	10/05/16	N/A	10/18/16	10/20/16
Financial Aid Specialist	56	VC	09/14/16	09/29/16	Training & Experience Evaluation/Technical Interview	10/06/16	N/A	10/14/16	10/18/16
Grant Director – (BSSOTP) Basic Skills & Student Outcomes Transformation Program	15	OC	10/17/16	11/08/16	Training & Experience Evaluation/Technical Interview	11/16/16	N/A	11/21/16	11/23/16
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
Instructional Lab Technician I – Automotive	2	VC	08/31/16	09/15/16	Performance Test/Technical Interview	N/A	09/30/16	10/14/16	10/18/16
Instructional Lab Technician – Dental Hygiene	11	OC	09/21/16	10/12/16	Training & Experience Evaluation/Technical Interview	10/13/16	N/A	10/27/16	10/31/16

Current Classified Selection Processes (Between 09/27/16 – 11/11/16) (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
Instructional Lab Technician II - Nursing	2	MC	11/04/16	11/30/16	Training & Experience Evaluation/Technical Interview	12/05/16	N/A	12/14/16	12/16/16
Instructional Lab Technician II – Physical and Applied Sciences	23	VC	10/03/16	10/18/16	Training & Experience Evaluation/Technical Interview	10/26/16	N/A	11/04/16	11/08/16
Instructional Lab Technician II – Sciences	21	OC	10/28/16	11/13/16	Training & Experience Evaluation/Technical Interview	11/22/16	N/A	11/30/16	12/02/16
Office Assistant	198	MC OC	11/02/16	11/17/16	Written Test/Technical Interview	N/A	11/28/16 – 12/01/16	12/12/16 – 12/16/16	12/20/16
Research Analyst	36	OC	09/27/16	10/18/16	Training & Experience Evaluation/Technical Interview	11/16/16	N/A	11/21/16	11/23/16
Senior Administrative Assistant	99	VC DAC	08/25/16	09/11/16	Written/Performance Test/Technical Interview	N/A	09/19/16 – 09/29/16	10/12/16	10/14/16
Student Success and Support Services Supervisor	43	VC	09/30/16	10/16/16	Training & Experience Evaluation/Technical Interview	10/26/16	N/A	11/02/16	11/05/16

Current Classified Positions Filled (As of 11/11/16)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Erin Askar	Administrative Assistant	VCU581	VC	Probationary (new)	11/01/16
Samantha Freitag	Instructional Lab Technician II – Chemistry	VCU068	VC	Probationary (new)	10/17/16
Blair Gilbertson	Senior Administrative Assistant	DCU157	DAC	Probationary (new)	10/24/16
Janelle Hill	Program Specialist – Career and Technical Education	XCU412	OC	Probationary (promotion)	10/17/16
Sunny Le	Senior Programmer Analyst	WCU039	DAC	Probationary (new)	10/03/16
Imelda Luna	Administrative Assistant	MCU018	MC	Reemployment	11/07/16
Haida Jimenez-Martinez	Counselor Assistant	MCU502	MC	Probationary (new)	10/04/16

Current Classified Positions Filled (As of 11/11/16) (cont.)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
AnnMarie McCarthy	Administrative Assistant	MCU015	MC	Probationary (new)	10/31/16
Eric McDonald	Senior Programmer Analyst	WCU038	DAC	Probationary (new)	10/10/16
Cynthia Osuna	Administrative Assistant	MCU501	MC	Probationary (promotion)	10/17/16
Mark Smith	Network Administrator II	WCU037	DAC	Transfer	10/17/16
Sebastian Szczebiot	Senior Administrative Assistant	VCU153	VC	Probationary (new)	11/07/16
Karyn Titus	Human Resources Assistant	DCU085	DAC	Probationary (new)	10/31/16

Current Classified Positions Pending (As of 11/11/16)

Classification	Position Number	Location	Date List Certified
Admissions and Records Technician	XCU404	OC	10/21/16
Bursar	MSC135	MC	10/19/16
College Services Supervisor	XSC106	OC	11/09/16 (Transfer Notice Only)
Counselor Assistant	VCU440	VC	11/04/16
Custodian	MCU048	MC	10/20/16
Custodian	MCU493	MC	10/20/16
Custodian	VCU579	VC	09/29/16
Financial Aid Specialist	VCU074	VC	10/18/16
Instructional Assistant/Assistive Technology Center	MCU341	MC	09/19/16
Instructional Lab Technician – Dental Hygiene	XCU413	OC	11/08/16
Instructional Lab Technician I - Automotive	VCU582	VC	10/18/16
Instructional Lab Technician II – Physical and Applied Sciences	VCU583	VC	10/03/16
Matriculation Specialist II	MCU504	MC	09/21/16
Payroll Technician	DCU006	DAC	11/03/16 (Transfer Notice Only)
Program Specialist – Career & Technical Education	VCU357	VC	11/03/16

Current Classified Positions Pending (As of 11/11/16) (cont.)			
Classification	Position Number	Location	Date List Certified
Student Success and Support Services Supervisor	VSC004	VC	11/03/16

Upcoming Recruitments		
Classification	Position Number	Location
Instructional Technologist/Designer	VCU578	VC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
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: 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).

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT HEALTH CENTER ASSISTANT I

BASIC FUNCTION:

Under the ~~functional supervision-direction~~ of the Coordinator of Student Health Services and administrative supervision of a dean, perform clerical and basic medical assistance duties ~~to assure the smooth operation of~~ in the Student Health Center; ~~assist nurses and physicians in providing medical care.~~

DISTINGUISHING CHARACTERISTICS:

The Student Health Center Assistant I classification is the entry-level ~~position classification~~ in the series, ~~and~~ Incumbents perform clerical and basic medical assistance duties such as first aid and patient intake. ~~The A~~ -Student Health Center Assistant II ~~classification~~ performs more complex front and back medical office duties, including more complex duties such as performing phlebotomies and, administering injections, and triaging various medical situations, including front and back medical office duties.

REPRESENTATIVE DUTIES:

Perform basic health screening procedures e.g.including vision and hearing screening, glucometer, height, weight, blood pressure, pulse, temperature, respirations, and laboratory testing, ~~etc.~~ *E*

Collect specimens, prepare for examinations, and perform screening tests; assist with physicals. *E*

Assist nurses and physicians in the performance of medical duties as appropriate; administer first aid, CPR and AED when necessary.; ~~provide initial emergency care according to approved procedures.~~ *E*

Clean and sterilize equipment and instruments. *E*

Assist in the preparation and monitoring of the Student Health Center budget. *E*

~~Maintain medical and office records, forms and files in accordance with laws and proper medical procedures; maintain files for special programs.~~ *E*

Schedule appointments with college physicians, staff, and local agencies; screen telephone calls and visitors; issue temporary handicap parking permits; provide information and assistance to patients, insurance carriers, hospitals and others. *E*

~~Maintain insurance and accident records;~~ Initiate and complete accident reports; process insurance claims; submit bills to appropriate parties. *E*

~~Provide information and assistance to patients, insurance carriers, hospitals and others as~~

Revised November 2016

Revised July 2005

Established March 1998

STUDENT HEALTH CENTER ASSISTANT I (continued)

~~appropriate.~~*E*

Maintain electronic and hard-copy medical and insurance records, forms, and files in accordance with laws and medical procedures; ~~maintain files for special programs.~~ *E*

Maintain and order medical and office supplies according to established procedures; monitor inventory of ~~borrowed~~ equipment. *E*

Assist ~~in with~~ Student Health Center education and promotion programs ~~as requested~~; provide literature and information to students and staff. *E*

Perform a variety of clerical ~~assistance~~ duties including filing and composing letters, reports, and memos typing and duplications; gather and record statistical data. *E*

~~Establish and maintain good working rapport with students, staff, community agencies and the public.~~*E*

Train and provide work direction to student workers as assigned.

Perform ~~related~~ other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Modern methods, practices, procedures, and terminology used in a medical office~~ Modern methods, practices, procedures, and terminology used in a medical office ~~procedures including insurance claims~~

~~Modern office practices, procedures and equipment~~

Principles and procedures of records management, including those related to maintaining filing systems ~~Record keeping techniques~~

Computer applications, including word processing, spreadsheet, email, database, and inventory tracking systems ~~Operation of a computer terminal, word processing and other office related software(s)~~

~~Operate of medical transcribing machine~~

~~Oral and written communication skills~~

Methods and Telephone techniques of proper phone and ~~etiquette~~

Correct English usage, grammar, spelling, punctuation and vocabulary

~~Interpersonal skills using tact, patience and courtesy~~

First Aid, ~~and~~ CPR and AED procedures

Basic laws and regulations pertaining to health services

Confidentiality, Privacy Act, and HIPAA Guidelines

~~Principles and practices of supervision and training~~

Health and safety regulations, including applicable OSHA rules and regulations ~~Appropriate safety precautions and procedures (OSHA guidelines)~~

Medical terminology

ABILITY TO:

Administer first aid to ill ~~or and~~ injured patients

Operate a variety of medical equipment such as stethoscope, sphygmomanometer, microscope,

STUDENT HEALTH CENTER ASSISTANT I (continued)

autoclave, centrifuge, ~~medical transcriber~~, scales and a variety of diagnostic test kits
Conduct various medical screening tests
Analyze situations accurately and adopt ~~an~~ effective courses of action
~~Learn to~~ Interpret, apply and explain rules, regulations, policies and procedures
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
Plan and organize work to meet changing priorities and deadlines
Perform arithmetic calculations Add, subtract, multiply and divide quickly and accurately
Understand and follow oral and written directions
Communicate effectively, both orally and in writing
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person ~~Complete work with many interruptions~~
Operate office equipment including computers and supporting word processing, spreadsheet, and publishing applications
~~Perform clerical duties such as filing, duplications, typing and maintaining records~~
~~Work confidentially with discretion~~
~~Maintain accurate records and files~~
Type, keyboard, and/or enter data at a speed necessary for successful job performance
~~Type/keyboard at an acceptable rate of speed~~
Establish and maintain cooperative and effective working relationships with others
~~Plan and organize work~~
Train and provide work direction to students
~~Appropriately respond to medical emergencies~~
~~Provide health services information to students and staff~~
~~Perform medical transcription requiring knowledge of medical terminology~~

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: Graduation from high school or evidence of equivalent educational proficiency AND supplemented by college level course work in medical office and basic insurance practices and terminology and two one years of experience~~ providing clerical and basic medical assistance in a medical office, clinic, or hospital setting.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid, ~~and~~ CPR and AED Certificates issued by the American Red Cross, American Heart Association or other authorized agency
~~Knowledge of a second language may be required for some positions in this class~~

WORKING CONDITIONS:

ENVIRONMENT:

~~Student Health Center environment~~

PHYSICAL ABILITIES:

STUDENT HEALTH CENTER ASSISTANT I (continued)

~~Dexterity of hands and fingers to operate a variety of office and medical equipment and to administer first aid~~

~~Hearing and speaking to provide and exchange information~~

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

~~Walking~~

~~Bending~~

~~Seeing to administer first aid and to assure accuracy of documents~~

~~Reaching to retrieve and file records~~

HAZARDS:

~~Exposure to a variety of illnesses~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT HEALTH CENTER ASSISTANT II

BASIC FUNCTION:

Under the ~~general direction~~functional supervision of the Coordinator of Student Health Services and administrative supervision of a dean, perform a variety of front and back medical office duties provide in support for the medical and health promotion components of the department Student Health Center. perform front and back office medical assistant duties and other related duties, as assigned.

DISTINGUISHING CHARACTERISTICS:

~~The Student Health Center Assistant II classification performs more complex duties such as performing phlebotomy and administering injections, including front and back medical office duties.~~ The Student Health Center Assistant I classification is the entry-level position classification in this series, ~~and~~ incumbents perform clerical and basic medical assistance duties such as first aid and patient intake. A Student Health Center Assistant II performs more complex front and back medical office duties, including performing phlebotomies, administering injections, and triaging various medical situations.

REPRESENTATIVE DUTIES:

Perform phlebotomies and administer injections under the direction of the nurse practitioner, registered nurse, or physician, or physician assistant. *E*

~~Make referrals to the Student Health Center Coordinator;~~ Differentiate between medical non-emergency and emergency situations; refer patients to professional medical staff as appropriate; activate the Emergency Medical System (EMS) when appropriate in the absence of the Coordinator or Student Health Center clinical staff. *E*

Administer basic comfort measures to injured and ill persons, ~~as necessary, and assist in contacting an appropriate transport for students to medical facilities;~~ assist medical personnel with emergency care and equipment, administer first aid, CPR and AED, as when necessary. *E*

Assist physicians, physician assistants, nurse practitioners, registered nurses, and support staff in the delivery of patient care. *E*

Assist students regarding with inquiries ~~on regarding~~ insurance billing concerns; ~~initiate and process student insurance claims confer coordinate~~ with the appropriate offices to expedite claims and ~~alleviate resolve~~ problems ~~coordinating problem solving with the insurance company and students;~~ assist in the completion of initiate and process ~~Student Accident Insurance~~ claims, including the completion and filing of required forms, notifying medical providers of patient needs, and assisting with the referral of injuries. ~~forms; notify medical providers of patient needs; assist in the appropriate referrals of injuries.~~ *E*

Revised November 2016

Established July 2005

STUDENT HEALTH CENTER ASSISTANT II (continued)

Assist in establishing and implementing procedures for the reception and flow of students, including screening and prioritizing student needs in both routine and urgent situations. *E*

~~Assist in quality improvement/assurance by r~~Reviewing the documentation of labs ~~and~~ medications, ~~and~~ monitoring controls and temperatures of equipment ~~for the purpose of quality improvement/assurance~~. *E*

~~Assist in~~Develop and implementing ~~the~~ policies and procedures for maintaining the confidentiality of medical records and incident reports. *E*

Implement policies and procedures for disinfection and handling of contaminated waste or equipment; assist the campus and Student Health Center staff in following Standardized Precautions when handling hazardous waste. *E*

Perform basic health screening procedures; ~~e.g. including~~ vision and hearing screening, glucometer, height, weight, blood pressure, pulse, temperature, respirations, ~~and~~ laboratory testing, ~~etc~~. *E*

~~Collect specimens, prepare for examinations and perform screening tests; assist with physicals~~. *E*

Assist in ~~completing~~ the documentation, ~~filing, recording, and reporting of results for~~ of all immunizations and ~~testing for TB skin tests, filing, recording and reporting of results to appropriate clinicians or other appropriate health agencies~~. *E*

Clean and ~~appropriately~~ sterilize equipment and instruments. *E*

~~Gather and record statistical data and~~ Assist in the preparation and monitoring of the Student Health Center budget. *E*

Perform ~~a variety of clerical general office~~ duties ~~related to the Student Health Center~~, including: ~~gathering and recording statistical data, composing typing~~ letters, reports and memos, scheduling appointments, answering and screening phone calls, ~~assisting with payroll, contracts and purchasing requisitions, and creating and distributing marketing materials to promote~~ performing ~~publicity/posting tasks or displays related to~~ Student Health Center activities. *E*

~~Prepare and maintain accurate and complete records pertaining to all activities of the Student Health Center; assist with the office and medical supplies inventory control and ordering of replacement supplies when needed~~. *E*

~~Maintain and order medical and office supplies; monitor inventory of equipment~~. *E*

~~Assist with coordinating Student Health Center education and promotion programs; provide literature and information to students and staff~~. *E*

~~Answer questions~~ Respond to inquiries regarding the ~~college~~ Student Health Center and other agencies affiliated with the college and the Student Health Center ~~appropriately~~; provide a variety of health-related information to patients with direction from ~~the~~ professional staff ~~provide assistance to the Student Health Center Coordinator, acting~~ as a liaison with community healthcare providers/agencies and campus departments. *E*

STUDENT HEALTH CENTER ASSISTANT II (continued)

~~Perform other administrative duties as assigned: i.e., payroll, contracts, purchasing/requisitions, etc.~~ *E*

Train and provide work direction to student workers as assigned. *E*

Perform other ~~related~~ duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Procedures for~~ Injection administration and phlebotomy

Emergency Medical System (EMS) activation procedures

Procedures for disinfection and handling of contaminated waste or equipment

~~Modern methods, practices, procedures, and terminology used in a M~~ medical office ~~procedures and insurance claims~~

~~Business office practices, procedures and equipment~~

Principles and procedures of records management, including those related to maintaining filing systems ~~Record-keeping techniques~~ and charting

Computer applications, including word processing, spreadsheet, email, database, and inventory tracking systems ~~Operation of a computer terminal, word processing, and other office related software(s)~~

~~Operation of a medical transcribing machine~~

~~Oral and written communication skills~~

Methods and Telephone techniques of proper phone and etiquette

Correct English usage, grammar, spelling, punctuation and vocabulary

~~Interpersonal skills using tact, patience and courtesy~~

First aid, CPR, and AED procedures

Basic laws and regulations pertaining to health services

Confidentiality, Privacy Act, and HIPAA Guidelines

Health and safety regulations, including applicable OSHA rules and regulations ~~Appropriate safety precautions and procedures (OSHA Guidelines)~~

~~Principles and practices of supervision and training~~

~~Medical terminology~~

ABILITY TO:

Perform phlebotomy and administer injections

Administer first aid to ill or injured patients

Appropriately respond to medical emergencies; administer CPR and AED

Triage medical situations and differentiate between medical emergency and non-emergency situations

~~Work confidentially with discretion~~

Operate a variety of medical equipment such as stethoscope, sphygmomanometer, microscope, autoclave, centrifuge, ~~medical transcriber~~, scales and a variety of diagnostic test kits

~~Provide health services information to students and staff~~

~~Perform medical transcription requiring knowledge of medical terminology~~

Conduct various medical screening tests

Analyze situations accurately and adopt ~~an~~ effective courses of action

Interpret, apply and explain rules, regulations, policies and procedures

STUDENT HEALTH CENTER ASSISTANT II (continued)

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information
Plan and organize work to meet changing priorities and deadlines
Perform arithmetic calculations Add, subtract, multiply and divide quickly and accurately
Understand and follow oral and written directions
Communicate effectively, both (orally and written) in writing
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person ~~Work effectively in multi-task situations and a fast paced environment~~
~~Maintain accurate records and files~~
~~Perform clerical duties such as filing, duplications, typing and maintaining records~~
Operate office equipment including computers and supporting word processing, spreadsheet, and publishing applications
Type, keyboard, and/or enter data at a speed necessary for successful job performance
~~Type/keyboard at an acceptable rate of speed~~
Establish and maintain cooperative and effective working relationships with others
~~Plan and organize work~~
Train and provide work direction to students

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to:~~

Education

~~Graduation from high school~~ or evidence of equivalent educational proficiency supplemented by AND ~~successful completion of a Medical Assistant Comprehensive Front and Back Office Program,~~ in accordance with the regulations established by the Medical Board of California

Experience

~~Three~~ One years of experience ~~including two years providing performing~~ basic medical back office duties ~~such as including~~ administering injections ~~and/or~~ performing phlebotomy, in a medical office, clinic, or hospital setting.

LICENSES AND REQUIREMENTS:

Valid First Aid, CPR, and AED ~~(Automated External Defibrillator)~~ Certificates issued by the American Red Cross, American Heart Association or other authorized agency
~~Medical Assistant Front and Back Office Certificate~~
~~Phlebotomy Certification~~
~~Knowledge of a second language may be required for some positions in this class~~

WORKING CONDITIONS:

ENVIRONMENT:

~~Student Health Center environment~~

PHYSICAL ABILITIES:

STUDENT HEALTH CENTER ASSISTANT II (continued)

~~Dexterity of hands and fingers to operate a variety of office and medical equipment and to administer first aid, injections and phlebotomy~~

~~Hearing and speaking to provide and exchange information~~

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

~~Walking~~

~~Bending~~

~~Seeing to administer first aid and to assure accuracy of documents~~

~~Reaching to retrieve and file records~~

HAZARDS: —

~~Exposure to a variety of illnesses~~

~~Exposure to contaminated waste and equipment~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SYSTEMS ADMINISTRATOR

BASIC FUNCTION:

Under the ~~supervision~~general direction of the Associate Vice Chancellor, Information Technology, a Systems Administrator is responsible for providing professional-level technical support services to ensure the integrity and reliability of assigned servers, operating systems, and related network applications and services.

REPRESENTATIVE DUTIES:

Serve as the administrator of District server hardware and operating systems; monitor, report, and resolve system problems; propose policies and procedures relating to systems administration, security, and data storage; and assist in the implementation of such policies and procedures. *E*

Install, configure, upgrade, and patch operating systems, network operating systems, system utility software, applications, and third party software on commonly used operating systems; install upgrades to operating systems and applications. *E*

Install, configure, and maintain e-mail servers, ~~list servers~~, web servers, proxy servers, and other servers that require attention; create virtual server environments for hosting various server operating systems. *E*

Plan, organize, and oversee projects related to the development, enhancement, maintenance, and implementation of enterprise server systems, databases, and related hardware and software; exercise functional supervision over lower-level staff and contractors as warranted. *E*

Collaborate with vendors to support District technology needs, 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*

Design, implement, and maintain technologies to ensure the security of District networks and systems; develop security policies with management; create and apply new firewall rules or modify existing rules to accomplish organizational objectives.

Develop, implement and maintain backup and disaster recovery plans for servers; maintain updated local documentation on all aspects of servers and other equipment; respond to emergency calls as necessary regarding computer system failures or environmental system problems. *E*

Create and maintain file shares and user accounts; create and maintain security policies for file shares and user accounts; maintain a highly reliable user account database. *E*

Plan and oversee the configuration and implementation of assigned relational databases and application systems; ensure compliance with applicable laws, codes, rules, and regulations.

SYSTEMS ADMINISTRATOR (continued)

Create and maintain scripts for the automation of server processes; create and maintain specialized scripts required for licensing, backup, and automated processes. *E*

Attend meetings, workshops and conferences, participates in required technical training to maintain technical currency. *E*

Perform other ~~related~~ duties as assigned.

E = essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of ~~relational databases~~ systems administration
Advanced principles and techniques of systems analysis
Operating systems, including UNIX variants, Linux, and Windows Server
Virtual server environments for hosting various server operating systems
Hardware and software monitoring tools to analyze system performance issues and make appropriate recommendations
Security administration tools and practices
Principles and techniques of systems programming work, including analysis, design, and documentation
Principles of project management
Operating system architecture
Data storage technology

ABILITY TO:

Quickly learn new technical skills and update acquired technical skills
Anticipate, analyze, and resolve systems problems in order to meet established performance metrics for systems availability
~~Effectively train non-technical personnel in IT-related subject matter~~
Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.
Prepare clear, concise, and comprehensive technical reports
Work on multiple projects simultaneously
Work under changing and intensive deadlines with frequent interruptions
Establish and maintain effective working relationships
Communicate clearly and concisely, both orally and in writing

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.~~

SYSTEMS ADMINISTRATOR (continued)

~~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 administering server hardware and operating systems in an enterprise resource planning or multi-system environment.~~

~~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 AND three years of recent (gained in the past five years) experience administering server hardware and operating systems in an enterprise resource planning or multi-system environment.~~

OR

~~An associate degree from a recognized college or university, preferably with coursework in management information systems, computer science, information technology, or a related field AND five years of recent (gained in the past five years) experience administering server hardware and operating systems in an enterprise resource planning or multi-system environment.~~

OR

~~Graduation from high school or evidence of equivalent educational proficiency AND seven years of recent (gained in the past five years) experience administering server hardware and operating systems in an enterprise resource planning or multi-system environment.~~

~~WORKING CONDITIONS:~~

ENVIRONMENT:

~~Office and data center environment
Variable hours, including evenings~~

PHYSICAL ABILITIES:

~~Ability to sit, stand, and walk for extended periods of time
Normal vision to design and program applications
Hearing and speaking to communicate with users
Dexterity of hands and fingers to operate a keyboard
Ability to safely lift heavy equipment and supplies
Kneeling and bending to install networks and PCs~~

HAZARDS:

~~Extended viewing of a computer monitor
Extended use of keyboard and mouse~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION
SUBJECT: TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION

RECOMMENDATION:

The following change of classification title is recommended:

From: Graphic Artist-Designer

To: Graphic Designer

BASIS OF RECOMMENDATION:

The above change of classification title is recommended to reflect the terminology that is currently most commonly used in the field of graphic design. A revised classification specification containing updated language and the title change is presented for approval in conjunction with this report.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: GRAPHIC ~~ARTIST~~-DESIGNER

BASIC FUNCTION:

~~Under the direction of an assigned supervisor, perform advanced level art, illustration and design of media and materials for presentation in a variety of formats for various College and District publications; prepare art work for printing.~~

Under the general supervision of an assigned supervisor, perform advanced journey-level graphic design and production functions to support a variety of programs and activities.

REPRESENTATIVE DUTIES:

~~Prepare ink and pencil rendering, technical illustration and airbrush art using a variety of art media and techniques. *E*~~

Create, and design, lay out, edit, and produce visual concepts and original layout for a variety of digital and printed materials such as catalogs, schedules, handbooks, programs, flyers, pamphlets, brochures, posters, logos, displays and visuals for overhead projections and web graphics using computer graphics industry-standard graphic design software; create and design materials from concept to completion based on information received from requesters. *E*

~~Prepare camera-ready graphic materials for various types of reproduction processes including art for spot color, 4 color process, and black and white printing; facilitate printing requests and provide instructions to printer printing instructions and specifications regarding ink, paper, screens and photo placement and other printing specifications such as die cuts, varnish, and special coatings. *E*~~

~~Prepare photo enlargements and reductions, screens, dropouts, mezzotints, line conversions and montages for printing. *E*~~

Choose design elements and Select type styles and sizes to effectively convey the message presented in the materials and provide clear specifications for typesetter. *E*

Perform basic copywriting and editing of verbal content of materials. *E*

Take, edit, and enhance digital photographs for use in publications and online. *E*

~~Determine placement of illustrations and other insertions. *E*~~

~~Determine the most cost effective and efficient use of materials to be utilized for printing; prepare related work order records and billings. *E*~~

~~Work directly~~Consult with faculty, staff, and administrators ~~in to~~determining the best most effective visual presentation of material. *E*

GRAPHIC ~~ARTIST~~ DESIGNER (continued)

Provide technical information and assistance to department staff as needed; confer with staff to coordinate production of graphic materials. *E*

~~Operate a wide variety of graphic art tools, equipment and machines including line cameras, photo headliner, airbrushes and computers using software such as Illustrator, Photo Shop, Pagemaker and freehand. *E*~~

~~Design, layout and construct finished comprehensives from rough copy as assigned. *E*~~

~~Order and maintain inventory of materials and supplies. *E*~~

~~Establish, organize, and Maintain maintain appropriate a variety of records, logs and files. *E*~~

~~Provide input regarding software and hardware acquisitions and upgrades.~~

Perform ~~related other~~ duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, techniques, and best practices pertaining to graphic design and production

Basic art principles of line, form, scale, and color, including process colors, Pantone® Matching System (PMS) colors, and hexadecimal colors

Use of art media and materials

~~Graphic techniques, materials and equipment~~

Mechanical and manual drawing ~~and letter processes~~

Principles and procedures of record keeping

Record-keeping techniques

~~Interpersonal skills using tact, patience and courtesy~~

Methods Tools, equipment, and materials used in graphic art, including industry-standard graphic design and photograph editing software

~~Technical aspects of field of specialty~~

Design and layout techniques

Principles of English grammar, spelling, and composition

Office procedures, methods, and equipment

~~Computer graphics~~

ABILITY TO:

Plan and prepare ~~instructional~~ graphic ~~arts design~~ for production

~~Draw to scale~~

Develop ~~and organize ideas of design and presentation~~ digital and print materials from concept to completion

Analyze requesters' needs and recommend graphics and content

~~Conceptualize the end product~~

Take and edit photographs

Use-Operate a variety of graphic design-related tools and equipment, including industry-standard

GRAPHIC ~~ARTIST~~-DESIGNER (continued)

~~software used in the basic trade~~
~~Write copy and edit verbal content~~
~~Estimate costs of graphic art requests~~
~~Utilize formatting and design techniques~~
~~Perform creative skilled art work by freehand and mechanical means~~
~~Utilize a variety of media proficiently~~
~~Learn and apply new information and skills~~
~~Remain current on graphic design trends~~
~~Plan and organize work to meet changing priorities and deadlines~~
~~Meet schedules and time lines~~
Analyze situations accurately and adopt ~~an~~ effective courses of action
Work independently with little direction
Understand and ~~follow~~ carry out oral and written directions
~~Establish and Maintain~~ maintain a variety of records and ~~logs~~ files
Communicate ~~effectively clearly and concisely~~, both orally and in writing
~~Collaborate with faculty, administrators, and staff to carry out work~~
Provide work direction and guidance to others
~~Draw technical illustrations~~
~~Operate a computer and specified software~~

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: bachelor's degree in commercial art, graphic arts or related field and two years of increasingly responsible experience in graphic design/production.~~

~~A bachelor's degree from a recognized college or university in graphic design, multimedia, commercial art, or related field AND one year of experience in graphic design and production~~

OR

~~An associate degree from a recognized college or university in graphic design, multimedia, commercial art, or related field AND two years of experience in graphic design and production~~

OR

~~Graduation from high school or evidence of equivalent educational proficiency AND three years of experience in graphic design and production~~

WORKING CONDITIONS:

ENVIRONMENT:

~~Publications Department office environment~~

PHYSICAL ABILITIES:

GRAPHIC ~~ARTIST~~ DESIGNER (continued)

~~Dexterity of hands and fingers to operate specialized graphics and print shop equipment~~

~~Bending at the waist~~

~~Hearing and speaking to exchange information~~

~~Seeing to assure quality of work~~

HAZARDS:

Fumes from chemicals



PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHMENT OF A CLASSIFICATION

RECOMMENDATION:

It is recommended that the following classification be established:

CLASSIFICATION TITLE:

Director of Economic and Workforce Development, Grants, and Contracts

ANNUAL SALARY RANGE:

Management Salary Schedule #165 (\$110,364-\$147,897.96/annual)

BACKGROUND: The Vice Chancellor, Educational Services & Institutional Effectiveness requested the establishment of the proposed classification to manage and direct the Department of Economic and Workforce Development, including workforce development, adult education, grant, and contract education programs and initiatives. The existing classification of Economic and Workforce Development Project Manager is assigned responsibility for managing individual contract education and workforce development programs but is not assigned responsibility for managing and directing the department's activities as a whole. Further, the proposed classification will assume responsibility for supervising project managers. Therefore, a new classification is warranted to provide strategic direction, management, and fiscal oversight for the department.

BASES OF RECOMMENDATION: Under the administrative direction of the Vice Chancellor, Educational Services & Institutional Effectiveness, an incumbent in the proposed classification will provide leadership and strategic direction for the district's workforce development, adult education, grant, and contract education programs and initiatives. A classification specification detailing the approved duties and responsibilities of the new classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on external market data and consideration of other classifications in the District with similar level of responsibility. With regard to the external market data, classifications with similar duties and level of responsibility were found at San Jose-Evergreen Community College District (Dean of Workforce and Economic Development, \$118,747-\$140,722/annual), West Valley-Mission Community College District (Director, Business and Workforce Development, \$113,556-\$141,569/annual), and Rancho Santiago Community College District (Director of Workforce Education, \$116,890-\$147,887/annual).

With regard to VCCCD's current structure, the proposed classification will perform duties of similar complexity and oversight to those of a Dean (Management Salary Schedule #165, \$110,364-\$147,897.96/annual) in that both are assigned oversight of an assigned program/division including responsibility for program planning, analysis, review, and fiscal management. In consideration of this information, it is appropriate to allocate the new classification to Management Salary Schedule #165 (\$110,364-\$147,897.96/annual).

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: DIRECTOR OF ECONOMIC AND WORKFORCE DEVELOPMENT,
GRANTS, AND CONTRACTS**

BASIC FUNCTION:

Under the administrative direction of the Vice Chancellor, Educational Services & Institutional Effectiveness, provide leadership and strategic direction for the district's workforce development, adult education, grant, and contract education programs and initiatives.

REPRESENTATIVE DUTIES:

Plan, direct, and coordinate the district's workforce development, adult education, grant, and contract education programs and initiatives, including responsibility for the generation of revenue for the Department of Economic and Workforce Development, and develop and implement strategic goals, objectives, policies, and procedures for the department. *E*

Direct the development and implementation of workforce and economic development and contract education programs and initiatives to meet the needs of local and regional employers and the local community. *E*

Direct, coordinate, and participate in the research, identification, development, acquisition, and management of external funding opportunities for the district, including grants and contracts, that promote the district's mission and goals. *E*

Direct and oversee the work of professional-level staff engaged in contract and grant management to ensure the effective delivery of services. *E*

Establish and maintain collaborative relationships and partnerships between the district and local employers; serve as liaison between businesses seeking contract education services and the colleges that provide such services. *E*

Actively market and promote the programs and services provided by the Department of Economic and Workforce Development; develop and implement strategies to facilitate the growth and improvement of programs and services. *E*

Oversee the development and administration of the department budgets; oversee the maintenance of financial records and controls to ensure fiscal accountability; ensure the timely reporting of expenditures. *E*

Direct the negotiation, development, composition, review, and monitoring of contractual agreements and MOUs with businesses and other agencies; assist college management with procuring contract education agreements with outside entities and provide technical assistance to the colleges with composing contract education proposals. *E*

Monitor and support college efforts in workforce and economic development programs. *E*

DIRECTOR OF ECONOMIC AND WORKFORCE DEVELOPMENT, GRANTS, AND CONTRACTS (continued)

Develop and implement an effective system of evaluation for the programs and services within the Department of Economic and Workforce Development. *E*

Prepare and submit a variety of narrative and statistical reports and documents; oversee the maintenance and organization of records and reports. *E*

Represent the District at various local, regional, state, and national meetings, conferences, workshops, consortiums, and advisory committees related to workforce and economic development; develop and deliver formal and informal presentations to local, regional, and State organizations and associations. *E*

Select, train, supervise, and evaluate staff. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of strategic planning, program development and administration, and program review
Economic development concepts, principles, and best practices
Labor market conditions and trends, including emerging technologies
Principles of budget preparation and administration
District organization, policies, procedures, and objectives
District educational programs related to economic and workforce development
District hiring practices and employee and contractor processing procedures
Principles and practices of effective management and supervision
Principles of adult learning theory
Curriculum development for contextualized basic and soft skills for the workplace
Workforce skills assessment and evaluation methods and instruments as well as strategies to measure improved performance
Pertinent federal, State, and local laws, codes, and regulations relating to economic and workforce development programs
Principles and practices of sales and marketing
Principles and practices of administrative report preparation
Principles and techniques of public relations
Principles and techniques of grant development and writing
Office productivity computer applications including word processing, spreadsheet, email, presentation, and database applications

ABILITY TO:

Develop innovative programs and services to meet the diverse needs of local and regional organizations
Identify and initiate business with potential clients and funding sources
Manage resources to accomplish long and short-term program goals
Use independent judgment in the interpretation and application of rules, regulations, policies and procedures

DIRECTOR OF ECONOMIC AND WORKFORCE DEVELOPMENT, GRANTS, AND CONTRACTS (continued)

Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving
Initiate partnerships and foster collaboration with local businesses and industry professionals
Demonstrate an understanding of and sensitivity to the diverse academic, socio-economic, ethnic, cultural, disability, sexual orientation, and religious backgrounds of the college students
Learn and apply new information and skills
Create an environment conducive to the development of instructional innovations
Exercise independent judgment in developing and implementing creative solutions to program conditions or problems
Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications
Direct, coordinate, and evaluate the work of others
Develop and administer complex budgets
Manage multiple complex projects simultaneously
Plan and organize work to meet changing priorities and deadlines
Establish and maintain effective working relationships with those contacted in the course of work
Develop and deliver effective oral presentations
Communicate clearly and concisely, both orally and in writing
Analyze and interpret data relating to workforce assessment and evaluation
Interpret contracts, grants, curriculum and related information and documents

EDUCATION AND EXPERIENCE:

A graduate degree from a recognized college or university **AND** three years of experience planning, directing, and administering workforce development, adult education, contract education, career and technical education, or similar grants/programs.

OR

A bachelor's degree from a recognized college or university **AND** five years of experience planning, directing, and administering workforce development, adult education, contract education, career and technical education, or similar grants/programs