



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR DECEMBER 5, 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. ADMINISTRATION OF THE OATH OF OFFICE
James King
5. MINUTES
Personnel Commission Meeting – October 26, 2017
6. CORRESPONDENCE
7. OLD BUSINESS
None
8. REPORTS
 - A. Classified Employees Representative's Report
 - B. Board of Trustees Meeting Report
 - C. Director's Report
 - Current Recruitments Report
 - Positions Filled & Pending Report
 - Upcoming Recruitments Report
 - Classification Studies Report
 - D. Commissioners' Reports
9. ATTENDANCE AT THE 2018 CSPCA CONFERENCE
February 1 - 4, 2018, San Diego, California
10. REVISION OF PERSONNEL COMMISSION RULES 292 AND 295 (FIRST READING)

11. ELECTION OF THE PERSONNEL COMMISSION CHAIR FOR 2018

12. SCHEDULE OF 2018 PERSONNEL COMMISSION MEETINGS

13. RECESS TO CLOSED SESSION

None

14. RECONVENE IN OPEN SESSION

N/A

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 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.

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 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

October 14, 2017 – November 29, 2017

Current Classified Selection Processes (Between 10/14/17 to 11/29/17)									
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
Athletic Trainer	4	MC	11/27/17	12/17/17	Training & Experience Evaluation/Technical Interview	12/21/17	N/A	01/08/18 – 01/12/18	01/16/18
Business Office Assistant I (Seasonal)	78	VC	11/13/17	11/28/17	Training & Experience/Written Test/Technical Interview	N/A	12/04/17 – 12/06/17	12/14/17	12/18/17
Curriculum Technician	44	MC	10/18/17	11/02/17	Training & Experience/Written Test/Technical Interview	N/A	11/16/17	12/08/17	12/12/17
Director of Employment Relations and Human Resources Operations	29	DAC	09/13/17	10/03/17	Training & Experience Evaluation/Technical Interview	10/13/17	N/A	10/24/17	10/26/17
Financial Aid Technician	103	VC	10/09/17	10/24/17	Training & Experience/Written Test/Technical Interview	N/A	11/03/17	11/13/17 – 11/15/17	11/16/17
Grant Director – Career & Technical Education	19	VC	10/06/17	11/08/17	Training & Experience Evaluation/Technical Interview	11/21/17	N/A	11/27/17	11/29/17
Human Resources Analyst II	58	DAC	08/28/17	11/12/17	Technical Interview	N/A	N/A	12/05/17	12/07/17
Instructional Lab Technician II – Registered Veterinary Technician	15	MC	09/28/17	10/29/17	Training & Experience Evaluation/Technical Interview	11/08/17	N/A	11/16/17	11/27/17
Office Assistant (Seasonal)	78	VC	10/17/17	11/01/17	Training & Experience/Written Test/Technical Interview	N/A	11/13/17 – 11/15/17	11/29/17	11/30/17
Senior Programmer Analyst	8	DAC	10/13/17	11/01/17	Technical Interview	N/A	N/A	11/15/17	11/17/17
Student Health Center Assistant II	25	VC	09/11/17	09/26/17	Training & Experience Evaluation/Technical Interview	N/A	N/A	10/12/17	10/14/17

Current Classified Selection Processes (Between 10/14/17 to 11/29/17) (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
Student Services Specialist – Student Information Center	5	VC	09/28/17	10/15/17	Training & Experience Evaluation/Technical Interview	10/27/17	N/A	11/06/17	11/07/17
Student Success and Support Specialist II	125	MC	09/14/17	10/01/17	Training & Experience Evaluation/Technical Interview	10/13/17	N/A	10/18/17	10/19/17

Current Classified Positions Filled (As of 11/29/17)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Abundo, Alexander	Community College Police Officer I	WCU015	DAC	Probationary (new)	11/27/17
Agajanian, Laura	Disability Services Specialist – Interpreter	VCU588	VC	Probationary (new)	10/30/17
Bojorquez, Catherine	Vice President of Business Services	VMC073	VC	Probationary (promotion)	10/16/17
Casas, David	Senior Accounting Technician	MCU498	MC	Probationary (promotion)	10/30/17
Goodman, Joshua	Information Technology Support Specialist I	VCU576	VC	Probationary (new)	10/30/17
Luna, Imelda	Accounting Technician	XCU356	OC	Voluntary Demotion	11/17/17
Manzer, Brittnay	Placement Project Specialist	VCU585	VC	Probationary (new)	11/06/17

Current Classified Positions Pending (As of 11/29/17)

Classification	Position Number	Location	Date List Certified
Community College Police Officer I	WCU013	DAC	12/01/17
Director of Employment Relations and Human Resources Operations	DMC044	DAC	10/27/17
Disability Services Specialist/Interpreter	MCU518	MC	11/21/17
Financial Aid Technician	VCU131	VC	11/20/17
Financial Aid Technician (Bilingual)	VCU140	VC	11/20/17
Grant Accounting/Administrative Assistant	XCU421	OC	11/16/17
Grant Director – Career & Technical Education	VMC077	VC	11/29/17

Current Classified Positions Pending (As of 11/29/17) (cont.)

Classification	Position Number	Location	Date List Certified
Instructional Lab Technician II – Registered Veterinary Technician	MCU517	MC	11/28/17
Office Assistant (Seasonal)	VCU570	VC	11/29/17
Placement Project Specialist	XCU418	OC	08/10/17
Senior Programmer Analyst	WCU070	DAC	11/22/17
Senior Research Analyst	MCU515	MC	09/29/17
Student Health Center Assistant II	VCU587	VC	10/13/17
Student Outreach Specialist	VCU548	VC	10/11/17
Student Services Specialist – Student Information Center	VCU547 XCU410	VC OC	11/08/17 11/21/17
Student Success and Support Specialist II	MCU505	MC	10/30/17

Upcoming Recruitments

Classification	Position Number	Location
Assessment Specialist	TBD	OC
Community College Police Lieutenant	WSC003	DAC
Custodian	N/A (continuous)	Districtwide
Disability Services Technician	MCU062	MC
Program Coordinator II – Upward Bound	XSC107	OC
Program Specialist – Career & Technical Education	VCU358	VC

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

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: REVISION OF PERSONNEL COMMISSION RULE 292- INITIAL APPOINTMENT AND
295- PROMOTION

EXPLANATION:

California Assembly Bill No. 168 prohibits employers from relying on the salary history information of as a factor in determining what salary to offer an applicant, effective January 1, 2018. To be in compliance with the law, Commission staff recommends the following changes to PC Rules 292 and 295.

REVISION:

**292 INITIAL APPOINTMENT
292.1 REGULAR CLASSIFIED EMPLOYEES**

New regular classified employees shall be placed on the first step of the appropriate salary range. The Personnel Director shall provide new regular classified employees, when eligible, with advanced step placement on the salary range ~~that, when possible, provides for a 10% increase over the employee's previous salary in the most recent and related position held by the employee. Such placement will be rounded up to the next highest step of the salary range when the salary falls in between steps. In no instance shall that placement be higher than the maximum salary step of the range for the new classification.~~ For the purpose of determining percent increase, salaries will be compared on an equivalent assignment basis (% of full time assignment). Eligibility for advanced step placement shall be based on the following factors based on additional related education and comparable experience beyond what was minimally required as prescribed below.:

A. Additional qualifying comparable experience beyond that which is required for entry into the classification:

Placement above the first step may be granted in increments of one (1) step for each additional year of full-time-equivalent comparable experience, as determined by the Personnel Director, above beyond that which is minimally required. Comparable experience is defined as experience in which the performed duties were equivalently complex and similar to those of the subject classification in which the individual is being hired.

B. Additional related college-level education beyond that which is required for entry into the classification:

Placement above the first step may be granted in increments of one (1) step for two (2) years of additional qualifying college-level education above that which is minimally required and which is related to successful performance of the essential functions of the classification as determined by the Personnel Director. A year is defined as the completion of 30 semester units of undergraduate coursework or 15 semester units of graduate-level coursework.

~~Minimum qualification substitution options are for the purpose of qualifying only and shall not be applied for the purpose of calculating advanced step placement.~~ Employees approved for advanced step placement upon initial appointment shall be subject to probationary procedures and policies. In no instance shall that placement be higher than the maximum salary step of the range for the new classification.

295 PROMOTION

295.1 PROMOTION FOR CLASSIFIED EMPLOYEES

Whenever possible, an employee who is promoted shall be placed at the salary step on the new range that provides a minimum one-step increase over the employee's current salary in the regular assignment. Adjustments to an employee's compensation due to a temporary change in assignment (e.g., out-of-class compensation) will not be considered in the determination of the employee's current salary. In no instance shall that placement be higher than the maximum salary step of the range for the new classification.

The Personnel Director shall provide eligible employees with advanced step placement on the salary range ~~that, when possible, provides for a 10% increase over the employee's previous salary in the most recent position held by the employee. Such placement will be rounded up to the next highest step of the salary range when the salary falls in between steps. For the purpose of determining percent increase, salaries will be compared on an equivalent assignment basis (% of full-time assignment). Eligibility for advanced step placement shall be based on the following factors based on additional related education and comparable experience beyond what was minimally required as prescribed below.:~~

A. Additional qualifying-comparable experience beyond that which is required for entry into the classification provided such experience was not counted for salary placement upon entry ~~to the District or previous internal promotion within the classified service~~: Placement above the first step shall be granted in increments of one (1) step for each additional year of full-time-equivalent comparable experience, as determined by the Personnel Director, ~~above beyond~~ that which is minimally required. Comparable experience is defined as experience in which the duties performed were equivalently complex and similar to those of the subject classification in which the individual is being hired.

B. Additional related college-level education beyond that which is required for entry into the classification provided such education was not counted for salary placement upon entry ~~to the District or previous promotion within the classified service~~: Placement above the first step shall be granted in increments of one (1) step for two (2) years of additional qualifying college-level education above that which is minimally required and which is related to successful performance of the essential functions of the classification as determined by the Personnel Director. A year is defined as the completion of 30 semester units of undergraduate coursework or 15 semester units of graduate-level coursework.

~~Minimum qualification substitution options are for the purpose of qualifying only and shall not be applied for the purpose of calculating advanced step placement.~~ Employees approved for advanced step placement upon promoting shall be subject to probationary procedures and policies. In no instance shall that placement be higher than the maximum salary step of the range for the new classification.



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

2018 SCHEDULE OF MEETINGS

(subject to change)*

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