



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR AUGUST 6, 2015
5:30 p.m.

Thomas G. Lakin Board Room
District Administrative Center
255 W. Stanley Ave, Suite 150
Ventura, CA 93001

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**
4. **MINUTES**
Personnel Commission Meeting – June 16, 2015
5. **CORRESPONDENCE**
Correspondence from Olivia Long, Chief Steward, SEIU Local 99
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 Reports
 - Classification Studies Report
 - D. Commissioners' Reports
8. **DISCUSSION OF PERSONNEL COMMISSIONER SELECTION PROCESS**
Joint appointment of Personnel Commissioner for 2016-2018
9. **REVISION OF PERSONNEL COMMISSION RULE 252 (FIRST READING)**
10. **ESTABLISHMENT OF A CLASSIFICATION**
Human Resources Technician II

11. **DESIGNATION OF POSITIONS AS SENIOR CLASSIFIED ADMINISTRATIVE EXEMPT FROM THE REQUIREMENTS OF EDUCATION CODE SECTION 88091**
Vice President, Business Services at Moorpark College, Oxnard College, and Ventura College
12. **RATIFICATION OF THE REESTABLISHMENT OF AN ABOLISHED CLASSIFICATION**
District Budget Officer
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 regularly scheduled meeting of the Personnel Commission is August 20, 2015 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

June 11, 2015 – July 31, 2015

Current Classified Selection Processes									
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
Admissions & Records Technician	31	MC	7/10/15	7/26/15	In-Basket Exercise/Technical Interview	N/A	8/12/15	8/27/15	8/31/15
Carpenter	7	OC	6/10/15	6/29/15	Training & Experience Evaluation/Technical Interview	7/13/15	N/A	7/20/15-7/24/15	7/28/15
College Fiscal Analyst	8	MC	6/17/15	7/12/15	Written Test/Technical Interview	N/A	7/22/15	8/4/15	8/7/15
College Nurse	9	VC	4/24/15	05/17/15	Training & Experience Evaluation/Technical Interview	5/22/15	N/A	6/18/15	6/22/15
Curriculum Technican	49	MC	6/24/15	7/21/15	Written Test/Technical Interview	N/A	8/3/15	8/28/15	9/1/15
Director of College Information Technology Services	25	MC	6/29/15	7/20/15	Training & Experience Evaluation/Technical Interview	7/27/15	N/A	8/7/15	8/11/15
Electrician	12	OC	6/5/15	6/29/15	Training & Experience Evaluation/Technical Interview	7/3/15	N/A	8/24/8/31	9/3/15
Financial Aid Specialist	2	MC	7/31/15	8/16/15	Training & Experience Evaluation/Technical Interview	8/24/15	N/A	9/7/15-9/11/15	9/15/15
Financial Analyst	33	DAC	6/26/15	8/2/15	Written Test/Technical Interview	N/A	8/10/15	9/3/15	9/7/15
Insturctional Lab Technician II – Physical & Applied Sciences	15	VC	6/19/15	7/5/15	Training & Experience Evaluation/Technical Interview	7/31/15	N/A	7/23/15	7/27/15

Current Classified Selection Processes (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
Insturctional Lab Technician II – Nursing	3	MC	6/29/15	7/19/15	Technical Interview	N/A	N/A	8/6/15	8/10/15
Matriculation Specialist I	57	OC	6/22/15	7/7/15	Training & Experience Evaluation/Technical Interview	7/13/15	N/A	7/30/15	8/3/15
Matriculation Specialist II	49	VC	4/21/15	5/6/15	Training & Experience Evaluation/Technical Interview	5/18/15	N/A	8/4/15	8/6/15
Performing Arts Center Technician I	8	VC	6/24/15	7/12/15	Training & Experience Evaluation/Technical Interview	7/16/15	N/A	7/29/15	7/31/15
Senior Human Resources Analyst	11	DAC	4/21/15	5/6/15	Technical Interview	N/A	N/A	8/5/15	8/7/15
Senior Payroll Techncian	17	DAC	7/17/15	8/2/15	Technical Interview	N/A	N/A	8/17/15-8/21/15	8/25/15
Student Services Specialist/International Students	8	MC	6/24/15	7/12/15	Training & Experience Evaluation/Technical Interview	7/20/15	N/A	7/30/15	8/3/15
Vice President of Busines Services	36	DAC	5/21/15	7/2/15	Training & Experience Evaluation/Technical Interview	7/17/15	N/A	7/30/15	8/3/15

Current Classified Positions Filled

Employees Hired	Classification	Position Number	Location	Status	Effective Date
David Casas	Accounting Technician	XCU356	OC	Probationary	6/29/15
Susana Alonso	Administrative Assistant	MCU014	MC	Probationary	7/6/15
Tamara Wilson	Administrative Assistant	VCU447	VC	Probationary	7/6/15
Celestina Chavez	Administrative Assistant	XCU099	OC	Probationary	7/1/15
Susan Royer	College Services Supervisor	VSC005	VC	Voluntary Demotion (probationary)	7/1/15

Current Classified Positions Filled (cont.)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Marisol Hernandez	Counselor Assistant	MCU490	MC	Probationary	7/6/15
Tammie Attaway	Counselor Assistant	VCU067	VC	Probationary	7/1/15
David J. Sanchez	Custodian	VCU460	VC	Probationary	7/6/15
Maria Orozco	Human Resources Assistant (Bilingual)	DCU154	DAC	Probationary	6/22/15
John Wolfe	Information Technology Support Specialist III	VCU152	VC	Probationary (promotion)	7/1/15
Ashley Chelonis	Instructional Technologist	XCU369	OC	Transfer	6/17/15
James Limbaugh	Interim President	XMA196	OC	Interim	7/10/15 – 6/30/16
Elena Lucin	Instructional Lab Technician II - Chemistry	VCU068	VC	Transfer	7/9/15
Kaifeng Liang	Instructional Lab Technician II - Chemistry	VCU095	VC	Probationary	7/6/15
Elizabeth Salas	Senior Administrative Assistant	MCU023	MC	Probationary	7/30/15
Lisa Ayre-Smith	Senior Administrative Assistant	XCU051	OC	Probationary	7/31/15
Michelle Castelo	Senior Administrative Assistant	XCU046	OC	Transfer	7/6/15
Angeline Gonzales	Student Services Specialist/Student Information Center	VCU547	VC	Probationary (promotion)	7/20/15
Rocio Avina Cervantes	Technical Data Specialist	MCU146	MC	Probationary (promotion)	7/15/15

Current Classified Positions Pending		
Classification	Position Number	Location
Counselor Assistant	VCU054	VC
Counselor Assistant	VCU092	VC
Human Resources Technician II (Confidential)	DCC128	DAC
Information Technology Support Specialist II	VCU069	VC
Instructional Technologist	MCU463	MC
Program Specialist – Career & Technical Education	VCU357	VC

Current Classified Positions Pending (cont.)		
Classification	Position Number	Location
Research Analyst	MCU487	MC
Technical Data Specialist	XCU101	OC

Upcoming Recruitments		
Classification	Position Number	Location
Child Development Assistant	MCU317	MC
Grounds Maintenance Worker	VCU086	VC
Instructional Lab Technician I – Automotive	XCU105	OC
Instructional Lab Technician I – Automotive	VCU154	VC
Instructional Lab Technician II – Sciences	XCU104	OC
Office Assistant	XCU103	OC
Tutorial Services Specialist II	XCU052	OC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Administrative Assistant	VC	8/18/14	In progress
Costume Technician	VC	9/16/14	In progress
Student Services Assistant I	MC	9/30/14	On hold
Matriculation Specialist I	VC	12/2/14	In progress
Maintenance Worker I	VC	1/14/15	On hold
Instructional Assistant	OC	3/16/15	On hold

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: REVISION OF PERSONNEL COMMISSION RULE 252 – LAYOFFS AND RE-EMPLOYMENT

EXPLANATION:

The Director of Employment Services/Personnel Commission recommends that Personnel Commission Rule 252 – Layoffs and Re-employment be revised to reflect a change to Education Code § 88017 which provides for a 60 day notice to the employees in the event their position is being reduced or eliminated.

REVISIONS:

252 LAYOFFS AND RE-EMPLOYMENT

Layoffs of classified employees within each class because of lack of work or lack of funds shall be determined by length of service. Length of service shall mean date of hire within classification exclusive of unpaid leaves of absence. The employee who has been employed the shortest time in the classification shall be laid off first. Re-employment shall be in the reverse order of layoff. Laid-off employees are eligible for re-employment for a period of thirty-nine (39) months and shall be re-employed in preference to new applicants. (Ed. Code § 88127; and see Section 152.)

- A. When, as a result of a bona fide reduction or elimination of the service being performed by any department, or as a result of the expiration of specially funded programs, classified positions must be eliminated and classified employees shall be subject to layoff for lack of work, affected employees shall be given notice of layoff not less than sixty (60) ~~forty five (45)~~ days prior to the effective date of layoff, and informed of their displacement rights, if any, and re-employment rights.
- B. Nothing herein provided shall preclude a layoff for lack of funds in the event of an actual and existing financial inability to pay salaries of classified employees, nor layoff for lack of work resulting from causes not foreseeable or preventable by the Governing Board, without the notice required by subsection A hereof. (Ed. Code § 88017)
- C. In the notice of layoff, the employee will be requested to respond in writing within two (2) weeks as to whether he/she will accept the layoff or invoke bumping rights.
- D. An employee may bump the least senior employee in his/her present classification. Seniority will be determined by time in present classification and any higher level classification. The least senior employee in the classification may bump into a lower

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

classification if he/she holds permanent status in the lower classification and there is an employee in the lower classification with less seniority.

PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

ESTABLISHMENT OF A NEW CLASSIFICATION

RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Human Resources Technician II

ANNUAL SALARY RANGE:

\$49,800-\$68,700 (Classified Salary Schedule #260)

BACKGROUND:

Human Resources management requested the establishment of the proposed classification to perform a variety of technical duties related to employment processing, recruitment/selection, and general human resources functions including collecting, reviewing, and summarizing data for various reports, identifying trends and concerns and presenting recommendations, serving as the functional lead for a human resources database management system, monitoring and tracking selection activity, and other duties pertaining to the functioning of the Human Resources Department. A non-confidential classification detailing the associated duties as presented in the proposed classification specification does not currently exist. Therefore, a new classification is warranted to allow for the appropriate assignment of responsibilities in both the areas of employment processing and recruitment/selection.

BASES OF RECOMMENDATION:

An incumbent in the proposed classification will perform a variety of complex technical duties pertaining to the administration of the District's human resources functions. Depending upon the assignment, an incumbent in the classification will perform either employment processing or recruitment/selection duties in addition to general human resources duties.

A classification description detailing the approved duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on internal equity consideration. The proposed salary is at the same level of the salary schedule as the existing classification of Human Resources Technician II (Confidential). In consideration of this information, placement on Classified Salary Schedule #260 (\$49,800-\$68,700/annual) is appropriate.

SC/MA

Presented to the Personnel Commission on August 6, 2015

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASSIFICATION TITLE: HUMAN RESOURCES TECHNICIAN II****BASIC FUNCTION:**

Under general supervision, perform a variety of complex technical duties pertaining to the administration of the District's human resources functions. Depending upon the assignment, an incumbent in the classification will perform either employment processing or recruitment/selection duties in addition to general human resources duties.

DISTINGUISHING CHARACTERISTICS:

A Human Resources Technician II performs work of broader scope and greater complexity than that of a Human Resources Technician I. This includes additional responsibility for collecting, reviewing and summarizing data for various reports to identify trends and concerns pertaining to human resources functions. In addition, a Human Resources Technician II serves as the functional lead for a human resources database management system. In comparison, a Human Resources Technician I has a narrower scope of responsibility requiring less independence in exercising discretion and less analytical proficiency.

REPRESENTATIVE DUTIES:

Provide information, assistance, and training to district employees and the public pertaining to technical and procedural matters related to human resources. *E*

Collect, review, and summarize human resources data and draft related reports; identify trends and concerns and present recommendations. *E*

Serve as the functional lead for human resources-related database management systems; work with vendors and the information technology department to facilitate and implement system updates and improvements; make system modification recommendations to increase functionality and efficiency; develop training guides and deliver training pertaining to the systems. *E*

Create, input, and maintain a variety of personnel-related records, files, and data utilizing integrated record-keeping systems, computerized databases, and manual records; develop and implement methods to track and report data. *E*

Prepare a variety of reports required for state and local use; compile information and statistical data, conduct surveys, and respond to requests for information from other college districts and agencies. *E*

Review, develop, and implement procedures related to manual or automated record keeping and other operational activities to improve and ensure efficiency of services. *E*

Monitor and update the district website to ensure that data and information pertaining to human resources is up-to-date. *E*

Attend job fairs and represent the department at workshops and meetings as assigned. *E*

HUMAN RESOURCES TECHNICIAN II (continued)

May provide work direction to lower-level staff.

Employment Processing

Prepare and process various personnel transactions pertaining to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and other personnel matters in accordance with established policies, procedures, collective bargaining agreements, and Personnel Commission rules. *E*

Schedule, prepare, and conduct new employee orientation; review new employee records for completeness and compliance with applicable laws; develop and implement improvements to the new employee orientation process. *E*

Evaluate transcripts to determine semester units completed and degrees obtained for salary adjustments according to established policies, procedures, and collective bargaining agreements. *E*

Review employment background checks and recommend eligibility for employment in accordance with district policies and procedures. *E*

Coordinate and conduct exit interviews and facilitate the employee termination process with the colleges and other related departments such as payroll, information technology, and the police department. *E*

Respond to written and verbal requests for verification of employment. *E*

Recruitment/Selection

Develop and administer advertising and recruiting plans for classified and academic hiring processes; serve as liaison with advertising providers and sources to ensure accuracy and accessibility of job postings. *E*

Monitor selection activity for academic and classified vacancies and maintain associated reports. *E*

Review reference checks and recommendations for hire for completeness and compliance with district policies and procedures; determine salary placement in accordance with established policies, procedures, Personnel Commission rules, and collective bargaining agreements. *E*

Screen applicants to determine eligibility under state and district minimum qualifications. *E*

Assist the Director of Employment Services with non-routine problem resolution. *E*

Perform other duties as assigned.

E = Essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

HUMAN RESOURCES TECHNICIAN II (continued)

Methods, practices, terminology, and procedures used in human resources administration
Applicable sections of State Education Code and other applicable laws
State and federal laws, codes, and regulations concerning human resources/personnel administration
Principles and procedures of records management, including those related to maintaining filing systems
District organization, operations, policies and objectives
District collective bargaining agreements and Personnel Commission rules
Office procedures, methods, and equipment including computers
Office productivity computer applications including word processing, spreadsheet, email, and database
Basic mathematical principles
Principles of business letter writing and report preparation
Principles of English grammar, spelling, and composition
Principles and practices of sound business communication
Customer service and public relations methods and techniques

ABILITY TO:

Ensure compliance with district, county, state, and federal regulations and guidelines concerning human resources administration
Locate, analyze, interpret, apply and explain rules, regulations, policies, and procedures
Provide information, assistance, and training to employees, supervisors, and administrators
Operate office equipment including computers and supporting word processing, spreadsheet, email, and database applications
Update and maintain a website
Learn and apply new information and skills
Perform technical research and present trends and findings
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Establish and maintain a variety of files and records, including confidential personnel records
Make arithmetic calculations quickly and accurately
Plan and organize work to meet changing priorities and deadlines
Understand and carry out oral and written directions
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those encountered in the course of work
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
Exercise initiative and independence of judgment and action
Prepare reports by gathering and organizing information and data from a variety of sources
Compose correspondence and written materials independently and from oral instruction
Provide guidance and work direction to others
Work independently with little direction

EDUCATION AND EXPERIENCE:

An associate degree, preferably including or supplemented by coursework in human resources, business, or a related field **AND** four years of experience performing technical human resources functions, including experience using a database management system to manage data and generate reports. Two years of the experience must have included experience applying or interpreting language within a collective bargaining agreement or similarly complex organizational policies pertaining to personnel administration.

HUMAN RESOURCES TECHNICIAN II (continued)

OR

A bachelor's degree, preferably including or supplemented by coursework in human resources, business, or a related field **AND** two years of experience performing technical human resources functions, including experience using a database management system to manage data and generate reports. Two years of the experience must have included experience applying or interpreting language within a collective bargaining agreement or similarly complex organizational policies pertaining to personnel administration.

WORKING CONDITIONS:

ENVIRONMENT:

Human Resources office environment
Constant interruptions

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time
Dexterity of hands and fingers to operate a computer keyboard
Reaching to maintain files
Hearing and speaking to communicate and provide information to others

PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

DESIGNATION OF POSITIONS AS SENIOR CLASSIFIED ADMINISTRATIVE

COMMISSION STAFF RECOMMENDS THAT THE FOLLOWING POSITIONS BE DESIGNATED AS SENIOR CLASSIFIED ADMINISTRATIVE:

A) Vice President, Business Services position MMC063 (at Moorpark College) be designated as senior classified administrative effective August 7, 2015.

B) Vice President, Business Services positions XMC065 (at Oxnard College) and VMC073 (at Ventura College) be designated as senior classified administrative upon becoming vacant.

BACKGROUND:

Education Code § 88091 stipulates that persons employed in administrative positions that have been designated as senior classified administrative do not attain permanent status in the positions, and such positions are filled from unranked eligibility lists. Conversely, regular classified positions are filled from ranked lists of candidates, and employees hired in such positions achieve permanent status in those positions upon completion of a probationary period. To be designated as senior classified administrative, a majority of the Board of Trustees must request that the Personnel Commission exempt the designated positions from Education Code section 88091 requirements.

BASES OF RECOMMENDATIONS:

On July 14, 2015, the Board of Trustees requested that the Personnel Commission designate positions MMC063, XMC065, and VMC073 as senior classified administrative so the positions can be filled accordingly.

Presented to the Personnel Commission on August 6, 2015

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: RATIFICATION OF THE REESTABLISHMENT OF A CLASSIFICATION

RECOMMENDATION:

It is recommended that the Personnel Commission approve the reestablishment of the classification of District Budget Officer.

BASIS OF RECOMMENDATION:

Under general direction, an incumbent in the classification will plan, organize, coordinate, analyze and direct the District's budget functions; develop, implement and evaluate budget development, preparation and maintenance procedures; develop and implement an appropriate District-wide position control system; assure appropriate documentation and records maintenance; develop and implement processes designed to account for the expenditure and proper control of expenses; perform professional level accounting, financial and legislative analyses; prepare and interpret periodic and special financial/budget analysis reports assuring the District is complying with policies, procedures, and regulations, as well as GAAP and GASB.

It is recommended that the salary for the classification be allocated to the same salary range in which it was placed at the time it was abolished, Classified Supervisors Salary Schedule #330 (\$72,156-\$99,984/annual).

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DISTRICT BUDGET OFFICER

BASIC FUNCTION:

Under general direction, plan, organize, coordinate, analyze and direct the District's budget functions; develop, implement and evaluate budget development, preparation and maintenance procedures; develop and implement an appropriate District-wide position control system; assure appropriate documentation and records maintenance; develop and implement processes designed to account for the expenditure and proper control of expenses; perform professional level accounting, financial and legislative analyses; prepare and interpret periodic and special financial/budget analysis reports assuring the District is complying with policies, procedures, and regulations, as well as GAAP and GASB.

REPRESENTATIVE DUTIES

Coordinate the development of the district budget, overseeing the technical implementation of the budget process; assist in the development, maintenance and analysis of the allocation formula or other calculations utilized in the allocation of funds within the District; prepare budget projections based on "what-if" scenarios; examine trend analysis data; coordinate college budget staff in the compilation of tentative, revised and adopted District budgets. *E*

Provide explanation of the District's budget for quarterly and annual budget reports for the Board of Trustees and the State Chancellor's Office. *E*

Develop and coordinate academic and classified position control system with human resources. *E*

Maintain, analyze and revise position control records and benefit rate tables to assure accurate personnel costs and budgeting; monitor and prepare reports related to salary and benefit costs. *E*

Maintain historical and current materials related to the District's budget as well as the funding and allocation formulas, expenditure patterns, and special cost analysis of such things as compliance regulations, collective bargaining and grievance issues, legal decisions, and funding resources. *E*

Provide technical expertise and direction to management and academic and classified staff regarding budget issues, research complex budgetary and enrollment issues; develop solutions and recommendations as appropriate; recommend budget strategy to include short-term, intermediate and long-range projections for resource allocation and appropriations. *E*

Create a collaborative environment by providing technical leadership and analytical support to District staff and administrators regarding budget development issues for various programs; maintain direct contact with District staff and administrators regarding budget preparation, implementation and control during budget preparation and administration cycles throughout the year. *E*

DISTRICT BUDGET OFFICER (continued)

Prepare revenue forecasts for annual budget and periodic budget status report briefings, prepare analyses of the District's cash flow, asset accounts and/or budget status; develop and analyze projections and variances; prepare and forward reports as appropriate. *E*

Provide detail analysis and assistance to management regarding collective bargaining issues during negotiations and as requested. *E*

Direct and coordinate payroll functions through the payroll supervisor to ensure integrity of position control and recording of payroll related financial transactions. *E*

Analyze and compile financial data for special projects and studies; ensure appropriate recording of district revenue; prepare such analysis and other required reports; prepare current, intermediate and long-range projection of resources and appropriations. *E*

Review and analyze legislation and report on the potential impact to the District's financial condition and recommend changes as appropriate. *E*

Maintain the budget account structure, under the direction of the Associate Vice Chancellor, in accordance with State law, regulations and local management needs. *E*

Recommend and implement data processing programs and modifications for the budget process; recommend policy and procedure changes for budgeting. *E*

Provide training to district employees in the use of the district's financial budget system. *E*

Attend meetings and develop and provide informational workshops on budget-related issues as required; serve on District-wide committees as appropriate.

Assist in year-end closing process and annual external audit.

Supervise a budget technician (if applicable).

Perform related duties and responsibilities as required.

QUALIFICATIONS:

KNOWLEDGE OF:

Generally accepted accounting principles (GAAP), practices and methods, including knowledge of governmental accounting

Principles and practices of fund accounting, budgeting and auditing practices and principles
Budget preparation and compilation in governmental and/or educational institutions, including community colleges

Basic statistical and financial analysis and research procedures

Computer information systems concepts, operations, capabilities and applications in accounting and budget development and financial management

Working knowledge of Microsoft office products, including Excel, Word, Access, and PowerPoint

Principles and methods of supervision, evaluation, and training

DISTRICT BUDGET OFFICER (continued)

ABILITY TO:

Read and apply legal and technical financial manuals
Compile financial and budget data
Independently perform and direct research, analyze complex financial and statistical data, and develop summary conclusions and recommendations for budgetary action
Interpret, apply and explain laws, regulations, policies, guidelines and practices pertaining to community college accounting and budgeting and financial matters
Establish budgetary control mechanisms to capture transaction details for analysis
Access and extract information from the District's computer information systems for review and analytical use; perform and develop computerized spreadsheets and other computer operations
Analyze financial data and prepare financial reports, forecasts and recommendations using generally accepted accounting principles
Establish and maintain effective and cooperative working relationships with others
Communicate effectively both orally and in writing
Operate calculator and microcomputer proficiently
Use spreadsheet, word processing and database software for data analysis and report creation
Plan, organize, and prioritize workloads, and meet schedules and timelines

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor's degree in business administration, with a concentration in accounting; four years of increasingly responsible professional-level accounting/budgeting experience which includes the preparation and analysis of financial operating and budget data, preferably in an institution of higher education with a budget of at least \$50 million.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Exposure to computer screens

PHYSICAL ABILITIES:

Walking, standing or sitting for prolonged periods of time
Extensive use of computer keyboard