



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR MAY 18, 2017
5:30 p.m.

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

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS REGARDING AGENDA ITEMS
4. MINUTES
Personnel Commission Meeting – April 18, 2017
5. CORRESPONDENCE
6. OLD BUSINESS
None
7. REPORTS
 - A. Classified Employees Representative's Report
 - B. Board of Trustees Meeting Report
 - C. Director's Report
 - Current Recruitments Report
 - Positions Filled & Pending Report
 - Upcoming Recruitments Report
 - Classification Studies Report
 - D. Commissioners' Reports
8. PUBLIC HEARING OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2017-2018
9. ADOPTION OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2017-2018
10. ESTABLISHMENT OF NEW CLASSIFICATION
Research Coordinator
11. ABOLISHMENT OF AN UNUSED CLASSIFICATION
Director of Communications and Chief of Staff

12. RECESS TO CLOSED SESSION

None

13. RECONVENE IN OPEN SESSION

N/A

14. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is June 15, 2017, at 5:30 p.m. The meeting will take place in the Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.

16. 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 April 12, 2017 – May 12, 2017

Current Classified Selection Processes (Between 04/12/17 to 05/12/17)									
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
Accounting Technician	46	OC	03/14/17	03/29/17	Written Test/Technical Interview	N/A	04/07/17	04/17/17	04/19/17
Accounts Payable Technician	52	DAC	03/31/17	04/16/17	Training & Experience Evaluation/Written Test/Technical Interview	04/24/17	N/A	05/04/17	05/08/17
Athletic Trainer	36	MC	04/11/17	04/26/17	Training & Experience Evaluation/Technical Interview	05/01/17	N/A	05/09/17	05/12/17
Information Technology Support Specialist II	41	MC	04/12/17	04/27/17	Training & Experience Evaluation/Technical Interview	5/4/17	N/A	05/18/17	05/22/17
Information Technology Support Specialist III	17	OC	04/12/17	04/27/17	Training & Experience Evaluation/Technical Interview	5/4/17	N/A	05/25/17	05/30/17
Office Assistant	251	OC	03/06/17	03/21/17	Written Test/Technical Interview	N/A	04/03/17 – 04/07/17	04/25/17	04/28/17
Senior Administrative Assistant	57	MC	05/01/17	05/16/17	Written Test/Technical Interview	N/A	05/29/17 – 06/02/17	06/19/17 – 06/23/17	06/27/17
Student Success & Support Specialist II	112	MC	03/03/17	03/18/17	Training & Experience Evaluation/Technical Interview	03/27/17	N/A	04/05/17, 04/12/17 & 04/13/17	04/18/17
Technical Data Specialist	1	DAC	05/09/17	05/24/17	Training & Experience Evaluation/Technical Interview	05/29/17	N/A	06/05/17 – 06/09/17	06/13/17

Current Classified Positions Filled (As of 05/12/17)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Bryan Burland	Instructional Lab Tech II – Chemistry	MCU092	Moorpark	Probationary (new)	05/01/17
Christina Campos	Instructional Lab Technician – Dental Hygiene	XCU413	Oxnard	Probationary (new)	05/01/17
Nan Duangpun	Technical Data Specialist	VCU009	Ventura	Probationary (new)	05/01/17
Stephanie Low	Human Resources Analyst I	DUC121	DAC	Probationary (new)	05/02/17
Sarah Mossembekker	Admissions & Records Technician	VCU404	Ventura	Probationary (new)	05/01/17
Monika Szubska	Grant Accounting/Administrative Assistant	WCU046	DAC	Probationary (new)	04/26/17
Klein Williams	Grant Director – Science, Technology, Engineering, Mathematics (STEM)	XMC067	Oxnard	Probationary (new)	05/01/17

Current Classified Positions Pending (As of 05/12/17)

Classification	Position Number	Location	Date List Certified
Accounts Payable Technician	DCU002	DAC	03/17/17
Custodian	VCU399	VC	03/13/17
EOPS/Care Technician	VCU127	VC	04/03/17
Instructional Technologist/Designer	VCU578	VC	02/07/17
Senior Accounting Technician	WCU062	DAC	03/21/17

Upcoming Recruitments

Classification	Position Number	Location
Administrative Officer to the Chancellor and Board of Trustees	DMC052	DAC
Database Administrator	WCU068	DAC
Information Security Analyst	WCU067	DAC
Grant Director – Career and Technical Education	MMA303 VMA328	MC VC
Research Analyst	MCU508	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Counselor Assistant	VC (3 Positions)	03/14/17	In progress
Marketing Specialist	DAC	05/08/17	In progress
Support Services Assistant-Disabled Students	MC	02/23/17	In progress
Student Services Assistant I	Districtwide	02/01/17	In progress
Student Success and Support Specialist II	Districtwide	03/09/17	In progress

ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2017-2018

		2016-2017 Adopted (dollars only)	2017-2018 Budget (dollars only)
2000 CLASSIFIED SALARIES⁺ [1], [2]			
2000	Managers	103,508.40	103,528.60
2100	Classified	250,897.21	266,840.91
2322	Classified Overtime	4,000.00	4,000.00
2600	Supervisors	83,240.40	87,879.60
2700	Confidential	42,308.80	42,307.20
2722	Confidential Overtime	2,500.00	2,500.00
2810	Commission Members ^[2]	1,800.00	1,800.00
2900	Other Salary Offset ^[3]	20,000.00	18,000.00
Subtotal		508,254.81	526,856.31
3000 EMPLOYEE BENEFITS⁺			
3200	PERS	66,038.18	75,868.40
3300	OASDI & Medicare	36,841.42	39,028.65
3400	Health & Welfare Benefits ^[4]	242,054.87	249,709.80
3500	SUI	247.44	262.55
3600	Workers' Compensation	9,999.18	9,990.85
Subtotal		355,181.09	374,860.25
4000 SUPPLIES			
4200	Office Supplies	0.00	0.00
4800	Other Supplies	2,200.00	2,200.00
Subtotal		2,200.00	2,200.00
5000 SERVICES & OTHER OPERATING EXPENSES			
5110	Consultants	0.00	0.00
5211	Conferences/Staff Travel	2,000.00	2,000.00
5220	Mileage (local)	3,000.00	3,000.00
5300	Dues & Membership	1,300.00	1,300.00
5500	Utilities and Housekeeping Services	0.00	0.00
5600			
	5611 Rent/Lease - Buildings	0.00	0.00
	5612 Rent/Lease – Equipment	0.00	0.00

+Budget adopted with the understanding that staff salary and benefit costs are estimated and necessary adjustments will be made for the actual salary and benefit costs of the staff positions that report to the Personnel Commission.

^[1] Include only those expenditures directly attributable to the activities of the commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

^[2] Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (Education Code Section 45250).

^[3] Salaries for Provisional, Limited Term

^[4] Group medical benefits cannot be provided to former personnel commission members.

ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2017-2018

		2016-2017 Adopted <i>(dollars only)</i>	2017-2018 Budget <i>(dollars only)</i>
	5622 Maintenance/Repair–Equipment	0.00	0.00
	5641 Service Plan/Maintenance Fees/Licenses	0.00	1,094.00
	5649 Other Contracted Services	1,950.00	2,050.00
	5721 Legal Expenses	1,500.00	1,500.00
5800	Other Services & Operating Expenses		
	5810 Advertising	0.00	0.00
	5870 Printing and Forms	150.00	150.00
	5890 Other Expense and Services	0.00	0.00
	Subtotal	9,900.00	11,094.00
6000 EQUIPMENT			
6400	New Equipment		
	6451 Equipment – Non Inst. Computers	0.00	0.00
	6453 Equipment – Non Inst. Equipment	0.00	0.00
	Subtotal	0.00	0.00
FUND BALANCE DESIGNATED FOR PERSONNEL COMMISSION		875,535.90	915,010.56

**PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHMENT OF CLASS**

RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:
Research Coordinator

ANNUAL SALARY RANGE:

\$74,340 - \$103,008 (Classified Supervisors Salary Schedule #330)

BACKGROUND:

Moorpark College administration requested the establishment of the proposed classification to coordinate the collection, analysis, distribution, and presentation of data for the Centers of Excellence for Labor Market Research, a program which supports the community colleges in their economic and workforce development efforts by providing labor market data to close the skills gap and align training with labor market workforce demands. Personnel Commission staff recommends the establishment of the proposed classification to meet the needs of the program and future data and research-related needs throughout the District.

BASES OF RECOMMENDATION: An incumbent in the proposed classification will coordinate and conduct research to provide the district, community, and state, regional, and local agencies with up-to-date data and information to guide and support programmatic decision-making, grant development, and other programs and initiatives.

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 and alignment considerations and external market data. With regard to internal equity, an employee in the proposed classification will be assigned duties similar in scope and complexity to that of a Senior Human Resources Analyst (Classified Supervisors Salary Schedule #330, \$74,340-\$103,008/annual). Both classifications supervise professional-level work performed by analysts and plan, coordinate, and perform complex studies involving complex analysis. With regard to internal alignment, the proposed classification pays more than the highest-level classification it supervises (Research Analyst, \$63,576-\$87,792/annual).

With regard to the external market, classifications with similar duties and level of responsibility were found at the following organizations.

Organization	Title	Salary
Rancho Santiago Community College District	Research Coordinator	\$61,929-\$79,118/annual
Orange County Health Care Agency	Sr. Research Analyst	\$71,739-\$96,470/annual
Marin Community College District	Senior Research and Evaluation Specialist	\$79,560-\$96,701/annual
Los Angeles Community College District	Senior Research Analyst	\$89,392-\$110,742/annual
San Diego Community College District	Research and Planning Analyst	\$69,047-\$115,277/annual

Therefore, it is appropriate to allocate the new classification to Classified Supervisors Salary Schedule #330 (\$74,340-\$103,008/annual).

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: RESEARCH COORDINATOR

BASIC FUNCTION:

Under the general direction of an administrator, coordinate and conduct research to provide the district, community, and state, regional, and local agencies with up-to-date data and information to guide and support programmatic decision-making, grant development, and other programs and initiatives.

REPRESENTATIVE DUTIES:

Plan and coordinate research studies involving the collection and analysis of data to support strategic planning, student success, and program development and review for a variety of local, state, and federally mandated programs, activities, and reporting requirements; generate and provide data to inform the development of regional, District, and college programs and provide information regarding the viability of new programs; conduct the more complex studies assigned to the unit. *E*

Provide technical assistance, training, and consultation to region, college, and District staff pertaining to determining research needs and explaining research findings; communicate the objectives, progress, and outcomes of project initiatives to relevant stakeholders; maintain open and regular communication with all project stakeholders. *E*

Organize and present research-based information and analysis in narrative, tabular, graphical, and oral form via in-person presentations, webinars, newsletters, and other communication channels; prepare conclusions, implications, and recommendations based on research findings. *E*

Provide input into program development and review; monitor program activities and outcomes for progress toward meeting program objectives and requirements; develop, recommend, and implement data-based program improvements and solutions to effectively meet program objectives and requirements. *E*

Develop and implement an effective system of evaluation for research-related activities; coordinate program review and related data collection in accordance with applicable guidelines and requirements and serve as liaison with external evaluators. *E*

Coordinate research activities with regional and statewide agencies, educational institutions, and the State Chancellor's Office; serve as a state, region, District, or college representative in various statewide and regional meetings and committees. *E*

Oversee and participate in the preparation and submission of a variety of narrative and statistical reports. *E*

Develop and deliver presentations to various audiences. *E*

Monitor and maintain assigned budgets. *E*

RESEARCH COORDINATOR (continued)

Select, train, supervise, and evaluate professional-level research and support staff. *E*

Develop and maintain procedures pertaining to the storage and usage of data. *E*

Perform other duties as assigned.

E = Essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Quantitative and qualitative research methods, data collection, sampling procedures, and analytical strategies and techniques

Appropriate protocols for working with human subjects

Principles of program review

Principles and practices of effective supervision

Participatory approaches to governance in the California Community College system

Philosophy, mission, and goals of community colleges

Office productivity computer applications including word processing, spreadsheet, email, presentation, and database applications

Statistical software

Principles of report preparation

Principles and procedures of record keeping

Principles of budget administration

ABILITY TO:

Select, adapt, and apply appropriate research methods, statistical measures, and data collection techniques, including surveys, focus groups, interviews, and direct observations

Coordinate research activities with external entities

Establish and maintain partnerships and foster collaboration between external entities

Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving

Gather, validate, analyze, and interpret data

Analyze information and recognize significant factors, relationships, and trends

Communicate complex ideas and research findings clearly and concisely in oral and written form to a variety of audiences

Use independent judgment in the interpretation and application of rules, regulations, policies and procedures

Operate office equipment, including computers and associated software including word processing, spreadsheet, email, presentation, and database applications

Use statistical software to analyze data

Learn and apply new information and skills

Provide information, assistance, and training to others

Exercise independent judgment in developing and implementing creative solutions to program conditions or problems

Manage complex research projects in a dynamic interdisciplinary environment with multiple responsibilities

Supervise, coordinate, and evaluate the work of others

RESEARCH COORDINATOR (continued)

- Communicate effectively, both orally and in writing
- Develop and deliver effective public presentations
- Monitor and maintain a budget
- Work independently with little direction
- Plan and organize work to meet changing priorities and deadlines
- Prepare reports, tables, and spreadsheets by gathering and organizing information and data from a variety of sources
- Establish and maintain a variety of files and records
- Demonstrate an understanding of and sensitivity to the diverse academic, socio-economic, ethnic, cultural, disability, sexual orientation, and religious backgrounds of the college students

EDUCATION AND EXPERIENCE:

A bachelor's degree, including or supplemented by coursework in statistics and research methods, from a recognized college or university **AND** four years of experience designing and conducting research studies including the analysis, interpretation, and presentation of data

OR

A graduate degree, including or supplemented by coursework in statistics and research methods, from a recognized college or university **AND** three years of experience designing and conducting research studies including the analysis, interpretation, and presentation of data

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION
SUBJECT: ABOLISHMENT OF UNUSED CLASS

RECOMMENDATION:

It is recommended that effective May 19, 2017, the following class be abolished:

Director of Communications and Chief of Staff

BASIS OF RECOMMENDATION:

There are no positions assigned to the classification listed above and the applicable department has indicated they will not assign positions to the classifications in the near future. Therefore, it may be abolished.