



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

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## MEETING AGENDA

August 13, 2009

7:00 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

ITEM NO.

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS REGARDING AGENDA ITEMS
4. MINUTES  
Personnel Commission Meeting of Thursday, July 16, 2009 4-136
5. CORRESPONDENCE  
None
6. REPORTS
  - A. Classified Employees Representative's Report
  - B. Board of Trustees Meeting Report
  - C. Director's Report  
Current Recruitments Report  
Positions Filled & Pending Report
  - D. Commissioners' Reports
7. OLD BUSINESS  
None
8. APPROVAL OF PROPOSED NEW CLASSIFICATION SPECIFICATION/SALARY RANGE  
Marketing Specialist  
Classified Employees Salary Schedule #260 (\$47,772-\$65,892/annual)  
Proposed classification specification attached
9. APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATIONS SPECIFICATIONS/SALARY RANGE  
None
10. RECLASSIFICATION  
Incumbent: Ivana Gjurasic  
Location: Ventura College  
From: Job Placement Specialist (schedule 220, \$38,520 - \$53,160/annual)  
To: Job Developer – Disabled Students (schedule 230, \$40,632-56,172/annual)
11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES  
None



## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

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**12. ABOLISHMENT OF CLASSIFICATIONS**

None

**13. INTERPRETATION OF MINIMUM QUALIFICATIONS**

None

**14. APPROVAL OF PROPOSED SALARY RANGE**

None

**15. APPROVAL OF PROPOSED TITLE CHANGES**

**16.-18.** Will be listed as appropriate.

**19. OTHER**

Discussion of Personnel Commissioner Selection Process

**20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

**21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, September 17, 2009 at 7:00 p.m. The meeting will be held in the Multipurpose Room at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura.

**22. RECESS TO CLOSED SESSION**

Evaluation of Performance - Director of Employment Services/Personnel Commission

*22-11*

**23. RECONVENE IN OPEN SESSION**

**24. 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:

District Administrative Center  
255 West Stanley Avenue, Suite 150  
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**

**CLASSIFICATION TITLE: JOB DEVELOPER - DISABLED STUDENTS**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, develop employment opportunities for students with disabilities, refer qualified applicants to prospective employers, work with employers and other placement resources to develop employment opportunities, by providing interviewing, advisory and informational services.

**REPRESENTATIVE DUTIES:**

Maintain effective relationships with employers and community agencies to promote placement services through personal interviews, telephone and correspondence; attend job fairs, workshops and conferences as appropriate. *E*

Negotiate and suggest appropriate job accommodations; travel to and perform community work site analysis visits as needed. *E*

Contact employers to solicit orders for job vacancies, determining their requirements and recording relevant data such as job descriptions. *E*

Instruct job applicants in presenting a positive image by providing help with resume writing, personal appearance, and interview techniques; conduct workshops and demonstrate the use of job listings to assist applicants with skill building. *E*

Inform applicants of job openings and details such as duties and responsibilities, compensation, benefits, schedules, working conditions, and promotion opportunities. *E*

Interview students to match their qualifications with employers' needs, recording and evaluating applicant experience, education, training, and skills. *E*

Review employment applications and job orders to match applicants with job requirements, using manual or computerized file searches; select qualified applicants or refer them to employers, according to policy; maintain records of applicants not selected for employment. *E*

Refer applicants to services such as vocational counseling, literacy or language instruction, transportation assistance, vocational training and child care; drive students to interviews on an as needed basis; follow-up with students and employers to ensure job satisfaction. *E*

Maintain communication with department head, counselors, and instructors concerning current job openings; interact with and act as liaison with Campus Career Center. *E*

Maintain a variety of statistical and narrative records and reports; perform internet research as assigned. *E*

Perform a variety of clerical duties related to vocational services; type and/or compose routine correspondence letters, forms and memos as needed; operate a variety of equipment including computer, copier, calculator and computer terminal. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Job search techniques  
Dictionary of Occupational Titles (Dot)  
Internet search techniques  
Career information materials  
Interviewing techniques  
Telephone techniques  
Counseling techniques  
Types of disabilities and possible job accommodations  
ONET online  
Americans with Disabilities Act  
Section 504 of the Rehabilitation Act (1973)  
Record-keeping techniques  
Oral and written communications skills  
Telephone techniques and etiquette  
Interpersonal skills using tact, patience and courtesy  
Technical aspects of field of specialty  
District organization, operations, policies and objectives

ABILITY TO:

Understand and follow oral and written directions  
Communicate effectively, both orally and in writing  
Read, interpret, apply and explain rules, regulations, policies and procedures  
Maintain records and prepare statistical and narrative reports  
Interview students and evaluate employment needs and qualifications  
Perform a variety of promotional activities  
Perform clerical duties such as filing, duplications, word processing and maintaining simple records  
Complete work with many interruptions  
Establish and maintain cooperative and effective working relationships with others  
Meet schedules and time lines  
Provide information and assistance concerning job placement

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level course work in business, social services or related field and two years paid work experience in a related field working with individuals with disabilities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

Driving to a variety of locations to conduct work

Private and public sector agencies and community work sites

**PHYSICAL ABILITIES:**

Standing for extended periods of time

Walking for extended periods of time

Sitting for extended periods of time

Hearing and speaking to communicate with employers, agencies, and others

Seeing to review and inspect documents, proofread correspondence for accuracy and quality

Dexterity of hands and fingers to operate office equipment



PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
ESTABLISHMENT OF CLASS

**RECOMMENDATION:**

ESTABLISHMENT OF NEW CLASSIFICATION

CLASS TITLE:

Marketing Specialist

EFFECTIVE DATE:

August 13, 2009

**ANNUAL SALARY RANGE:**

\$47,772-\$65,892 (Classified Employees Salary Schedule #260)

**BACKGROUND:** The Director of Administrative Relations requested the establishment of the proposed classification to provide technical support for districtwide and college-specific marketing initiatives. Currently, various classifications have responsibility for performing duties related to the design and implementation of marketing initiatives. However, these classifications also have higher-level public relations responsibilities. Given that the higher-level public relations responsibilities will not be assigned to an incumbent in the proposed classification, a new class is warranted to accurately reflect the assigned responsibilities and appropriately compensate the incumbent.

**BASES OF RECOMMENDATION:** Under the general supervision of the Director of Administrative Relations, an incumbent in the proposed classification will be responsible for designing district marketing materials and coordinating, planning, and implementing marketing-related activities that promote interest in districtwide and college-specific programs, services, and events. Specific responsibilities include providing input and technical support relative to the planning, development, and implementation of the annual district-wide marketing plan and targeted marketing campaigns; assisting with conducting district-wide and community based needs assessments including conducting focus groups and administering assessment surveys; and designing, writing, and editing college and districtwide marketing and outreach materials for distribution to the public. Additionally, an incumbent will be responsible for coordinating all phases of the production of VCCCD's promotional marketing materials, including writing, layout, photography, design, printing, and distribution of materials.

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

The recommended salary for the proposed classification is based on external market data and internal alignment considerations. Classifications with similar duties and level of responsibility were found at Santa Monica College (Marketing Design Analyst, \$56,952-\$69,228/annual) and State Center Community College District (Marketing Specialist, \$51,018-\$61,956/annual). With regard to internal equity, the proposed class was found to perform lower level duties than a Public Relations and Marketing Specialist (\$54,648-\$75,324) in that the Marketing Specialist will not perform the higher-level public relations responsibilities. Therefore, it is appropriate to allocate the new class to salary range #260 (\$47,772-\$65,892/annual) of the Classified Employees Salary Schedule.

Presented to the Personnel Commission on August 13, 2009



PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
RECLASSIFICATION OF A POSITION TO AN EXISTING CLASS

**COMMISSION STAFF RECOMMENDS THAT THE FOLLOWING RECLASSIFICATION BE APPROVED:**

<b>From:</b>	Job Placement Specialist Schedule 220, \$38,520 - \$53,160/annual	<b>To:</b>	Job Developer – Disabled Students Schedule 230, \$40,632 - \$56,172/annual
<b>Incumbent:</b>	Ivana Gjurasic	<b>Location:</b>	Education Assistance Center, Oxnard College
<b>Approval Date:</b>	08/14/09	<b>Delayed Effective Date:</b>	09/16/09*

\*The Director of Employment Services/Personnel Commission be authorized to amend the effective date of the reclassification should testing be delayed, the position become vacant, or the incumbent become eligible for appointment prior to the reclassification date.

**BACKGROUND:** A classification study was initiated following a request by the incumbent to study the position. The study included a review of the position information questionnaire submitted by the incumbent and signed by the supervisor, a review of work samples, and interviews with District staff familiar with the position.

**BASES OF RECOMMENDATION:** Commission staff found Ms. Gjurasic to be performing duties within the class concept of Job Developer – Disabled Students in that she exclusively serves a disabled population, providing individualized job coaching and guidance to these clients as well as visiting employers to develop job opportunities for them. In addition, Ms. Gjurasic is responsible for reporting placement activity for shared clients to the Department of Rehabilitation. In comparison, a Job Placement Specialist performs limited job coaching while primarily referring students to existing jobs and does not seek or develop specific job opportunities on an individual level for students. Given that this position is assigned responsibilities consistent with Job Developer-Disabled Students, it is recommended that her position be reclassified to Job Developer - Disabled Students.

On July 23, 2009, the Classification Review Committee reviewed the recommendation of Personnel Commission staff to reclassify the position held by Ivana Gjurasic to Job Developer – Disabled Students. The management representatives present at the meeting included David Keebler, Vice President, Business Services at Ventura College; and Ray Di Giulio, ex-Vice President, Business Services at Moorpark College. The classified service representatives present included Dominga Chavez, Administrative Assistant II at Moorpark College; Debra Cronin, Computer Specialist at Oxnard College; and Cheryl Manley, Senior Payroll Technician at the District Administration Center. Absent from the meeting were John al-Amin, Vice President, Business Services at Oxnard College and Sue Johnson, Vice Chancellor, Business and Administrative Services at the District Administrative Center; representation from Ventura College classified staff was not available given that a replacement for Deborah McDaniels, who recently resigned, has yet to be appointed to the committee. All attendees, including Ms. Johnson and Mr. al-Amin who voted by proxy, supported the recommendation of Personnel Commission staff to reclassify the position held by Ivana Gjurasic to Job Developer – Disabled Students

Ms. Gjurasic competed for and was placed into the position of Job Placement Specialist on August 28, 2006. Both management and the incumbent concur that she has been performing the duties of a Job Developer – Disabled Students since her first day on the job. Consequently, given that the duties were assigned at the time of hire, Ms. Gjurasic has not gradually accrued the out-of-class responsibilities and is ineligible to be considered for reclassification with her position.

**STATUS OF INCUMBENT(s):** In accordance with the provisions of Personnel Commission Rule 215, the incumbent may be appointed to her reclassified position after passing a qualifying examination and upon approval by the Board of Trustees.

Effective as of the approval of this action, Ms. Gjurasic will receive payment for working out of class in accordance with the provisions of PC Rule 299. Payment will be terminated at the time the Board approves the reclassification or should the incumbent fail to pass the qualifying exam, at which time the out-of-class responsibilities must be removed from the position.