



Ventura County Community College District
Personnel Commission Meeting
March 19, 2009
Agenda

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, January 8, 2009 4-131
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 SPECIFICATIONS/SALARY RANGES
None
9. APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS/SALARY RANGE
None



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10. RECLASSIFICATION

- A. Laura Hilton – Ventura College 10-97
From: Administrative Assistant I
Schedule 220, \$3,210 - \$4,430/month
To: EOPS/CARE Technician
Schedule 230, \$3,386 - \$4,681/month
- B. Linda Callaway – Oxnard College 10-98
From: Administrative Assistant I
Schedule 220, \$3,210 - \$4,430/month
To: EOPS/CARE Technician
Schedule 230, \$3,386 - \$4,681/month
- C. Zenaida Pena – Oxnard College 10-99
From: Clerical Assistant I
Schedule 190, \$2,735 - \$3,775/month
To: EOPS/CARE Technician
Schedule 230, \$3,386 - \$4,681/month

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

None

12. ABOLISHMENT OF CLASSIFICATIONS

None

13. INTERPRETATION OF MINIMUM QUALIFICATIONS

None

14. APPROVAL OF PROPOSED SALARY RANGE

None

15. APPROVAL OF PROPOSED TITLE CHANGES

None

16.-18. Will be listed as appropriate.



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19. OTHER
None

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, April 16, 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, California.

22. RECESS TO CLOSED SESSION
None

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
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March 19, 2009

COMMISSION STAFF RECOMMENDS THE FOLLOWING RECLASSIFICATION BE APPROVED:

From:	Administrative Assistant I Schedule 220 \$3,210-\$4,430/month	To:	EOPS/CARE Technician Schedule 230 \$3,386-\$4,681/month
Incumbent:	Laura Hilton	Location:	EOPS/CARE Program Office, Ventura College

BACKGROUND: With the recent establishment of the classification of Extended Opportunity Programs/Cooperative Agencies Resources for Education (EOPS/CARE) Technician, a concern was expressed relative to an incumbent currently working in the EOPS/CARE Office at Ventura College. Consequently, a position classification study was initiated.

ANALYSIS: The following recommendation is based upon information collected from a completed Position Information Questionnaire, a desk audit with the incumbent, and a review of work samples produced by the incumbent. The subject position meets the class concept of EOPS/CARE Technician in that the position is responsible for performing a variety of complex technical-clerical duties in support of the EOPS/CARE Program at Ventura College. The subject position coordinates activities to identify, package, and certify eligibility for EOPS programs in accordance with District policies and complex state and local requirements. In addition, the position operates under the direction of the EOPS/CARE Coordinator and functions with considerable independence of judgment and action. Therefore, given that the focus of the position is performing specialized clerical support functions which require specific knowledge of the applicable laws, rules, and regulations governing EOPS and CARE programs and services, it has been determined that the duties and responsibilities of the subject position are aligned with the classification concept of EOPS/CARE Technician. Therefore, a reclassification of the subject position is warranted.

RECOMMENDATION: Incumbent Laura Hilton has occupied the subject position for more than two years with satisfactory performance in addition to gradually accruing the higher-level, out-of-class responsibilities. Therefore, it is recommended that the incumbent be reclassified with her position in accordance with Personnel Commission Rule 215.



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COMMISSION STAFF RECOMMENDS THE FOLLOWING RECLASSIFICATION BE APPROVED:

From:	Administrative Assistant I Schedule 220 \$3,210-\$4,430/month	To:	EOPS/CARE Technician Schedule 230 \$3,386-\$4,681/month
Incumbent:	Linda C. Callaway	Location:	EOPS/CARE Program Office, Oxnard College

BACKGROUND: The Extended Opportunity Program and Services (EOPS) Office at Oxnard College requested the classification study of the subject position.

ANALYSIS: The following recommendation is based upon information collected from a completed Position Information Questionnaire, a desk audit with the incumbent, and a review of work samples produced by the incumbent. The subject position meets the class concept of EOPS/CARE Technician in that the position is responsible for performing a variety of complex technical-clerical duties in support of the EOPS Program at Oxnard College. The subject position coordinates activities to identify, package, and certify eligibility for EOPS programs in accordance with District policies and complex state and local requirements. In addition, the position operates under the direction of the EOPS/CARE Coordinator and functions with considerable independence of judgment and action. Therefore, given that the focus of the position is performing specialized clerical support functions which require specific knowledge of the applicable laws, rules, and regulations governing EOPS programs and services, it has been determined that the duties and responsibilities of the subject position are aligned with the classification concept of EOPS/CARE Technician. Therefore, a reclassification of the subject position is warranted.

RECOMMENDATION: Incumbent Linda C. Callaway has occupied the subject position for more than two years with satisfactory performance in addition to gradually accruing the higher-level, out-of-class responsibilities. Therefore, it is recommended that the incumbent be reclassified with her position in accordance with Personnel Commission Rule 215.



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COMMISSION STAFF RECOMMENDS THE FOLLOWING RECLASSIFICATION BE APPROVED:

From:	Clerical Assistant I Schedule 190 \$2,735-\$3,775/month	To:	EOPS/CARE Technician Schedule 230 \$3,386-\$4,681/month
Incumbent:	Zenaida A. Pena	Location:	EOPS/CARE Program Office, Oxnard College

BACKGROUND: The Extended Opportunity Program and Services (EOPS) Office at Oxnard College requested the classification study of the subject position. Therefore, a classification study was initiated.

ANALYSIS: The following recommendation is based upon information collected from a completed Position Information Questionnaire, a desk audit with the incumbent, and a review of work samples produced by the incumbent. The subject position meets the class concept of EOPS/CARE Technician in that the position is responsible for performing a variety of complex technical-clerical duties in support of the CARE Program at Oxnard College. The subject position coordinates activities to identify, package, and certify eligibility for EOPS/CARE programs in accordance with District policies and complex state and local requirements. In addition, the position operates under the direction of the EOPS/CARE Coordinator and functions with considerable independence of judgment and action. Therefore, given that the focus of the position is performing specialized clerical support functions which require specific knowledge of the applicable laws, rules, and regulations governing EOPS and CARE programs and services, it has been determined that the duties and responsibilities of the subject position are aligned with the classification concept of EOPS/CARE Technician. Therefore, a reclassification of the subject position is warranted.

RECOMMENDATION: Incumbent Zenaida A. Pena has occupied the subject position for more than two years with satisfactory performance in addition to gradually accruing the higher-level, out-of-class responsibilities. Therefore, it is recommended that the incumbent be reclassified with her position in accordance with Personnel Commission Rule 215.