



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR OCTOBER 7, 2010 6:30 p.m.

Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER
2. ROLL CALL
3. RECESS TO CLOSED SESSION
4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to California Government Code section 54954.5
Title: Director of Employment Services/Personnel Commission
5. RECONVENE IN OPEN SESSION
6. PUBLIC COMMENTS REGARDING AGENDA ITEMS
7. MINUTES
Personnel Commission Meeting of Thursday, August 19, 2010
8. CORRESPONDENCE
None
9. REPORTS
 - A. Classified Employees Representative's Report
 - B. Board of Trustees Meeting Report
 - C. Director's Report
 - Current Recruitments Report
 - Positions Filled & Pending Report
 - Update on Proposed Rule for the Abolishment of Classifications
 - D. Commissioners' Reports



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

10. OLD BUSINESS

None

11. APPROVAL OF THE REESTABLISHMENT OF AN ABOLISHED CLASSIFICATION WITH REVISIONS TO THE CLASSIFICATION SPECIFICATION

Lead Human Resources Technician (Confidential)

Classified Confidential Employees Salary Schedule # 260

Revised classification specification attached

12. APPROVAL OF THE ABOLISHMENT OF A CLASSIFICATION

Custodial Supervisor I

13. APPROVAL OF A TITLE CHANGE AND CLASSIFICATION SPECIFICATION REVISION

Custodial Supervisor II

Title Change to Custodial Supervisor

Revised classification specification attached

14. APPROVAL OF NEW CLASSIFICATIONS AND PROPOSED SALARY RANGES

A. Benefits Assistant

Classified Employees Salary Schedule # 200

Proposed classification specification attached

B. Benefits Analyst (Confidential)

Classified Confidential Employees Salary Schedule # 300

Proposed classification specification attached

C. Curriculum Technician

Classified Employees Salary Schedule # 230

Proposed classification specification attached

15. DISCUSSION REGARDING JOINT PERSONNEL COMMISSION/BOARD OF TRUSTEES MEETING

16. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

17. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, October 21, 2010, at 7:00 p.m. The meeting will take place in the Multipurpose Room at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

18. RECESS TO CLOSED SESSION

None

19. RECONVENE IN OPEN SESSION

20. 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



PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
REESTABLISHMENT OF AN ABOLISHED CLASSIFICATION

RECOMMENDATION:

It is recommended that effective October 7, 2010, the following classification be reestablished:

CLASS TITLE:

Lead Human Resources Technician (Confidential)
revised classification specification attached

ANNUAL SALARY RANGE:

\$50,196 - \$69,264 (Classified Confidential Employees Salary Schedule #260)

BACKGROUND: The classification was abolished on July 15, 2010 as part of a routine action to abolish unused classifications.

BASES OF RECOMMENDATION: The District has identified a need for the presently abolished classification of Lead Human Resources Technician. Consequently, it is proposed that the classification be re-established. A revised class description is attached for approval in conjunction with this report.

MA/ME

Presented to the Personnel Commission on October 7, 2010

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: LEAD HUMAN RESOURCES TECHNICIAN (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the Director of Human Resources Operations, provide work direction to technical-clerical staff and perform a variety of complex technical duties relative pertaining to the administration of human resources operations for District academic and classified employees.

REPRESENTATIVE DUTIES:

Provide information, assistance, and training to staff and faculty on technical and procedural matters related to academic and classified personnel matters, including resignations/retirements, leaves of absence, change of assignments, terminations/suspensions, layoffs, bumping, reemployment rights, and others that may be required; assist in the preparation and submission of Board agenda items on the same. *E*

~~Implement and maintain data residing in the human resources module of the Banner HR/payroll processing system; research and resolve human resources system errors in Banner.~~ *E*

Serve as the functional lead for the human resources component of the fully integrated business management system (Banner); work with the Information Technology Department to facilitate and implement system updates and improvements; make system modification recommendations to increase functionality and efficiency. *E*

Perform technical research relevant to the quality and efficiency of human resources data, methods, mechanisms, and processes pertinent to payroll and record keeping; develop and run computerized queries; tabulate and summarize data; identify trends and concerns. *E*

Create and maintain records and files, including personnel files, reemployment and reinstatement lists, and seniority rosters; develop sound and efficient methods to track and report all relevant data.

Serve as a technical resource to the Vice Chancellor, Human Resources; collect, synthesize, and present data pertinent to collective bargaining and the resolution of grievances; draft confidential reports. *E*

~~Create and maintain a variety of records and files including employee personnel files, records and personnel related reports pertaining to computerized databases, spreadsheets and manual records, elections list, service areas, and others; implement procedures related to manual or automated record keeping and other operational activities to improve and ensure efficacy of services.~~ *E*

Schedule and coordinate the work of staff relative with regard to the administration of human resources functions for classified and academic employees; provide guidance and work direction to human resources technicians. *E*

Plan, coordinate, and implement new employee orientation processes for the three (3) colleges and District administrative center offices. *E*

LEAD HUMAN RESOURCES TECHNICIAN (CONFIDENTIAL) (continued)

Apply and explain laws, rules, policies, and collective bargaining agreements pertaining to human resources practices to District administrators, employees, and the public. *E*

~~Maintain reemployment and reinstatement lists, coordinate the development and maintenance of seniority rosters, and conduct seniority lotteries. *E*~~

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

Compile a variety of reports required for state and local use; conduct and respond to requests for information. *E*

Prepare and conduct surveys and statistical reports of various districts and agencies. *E*

Coordinate, implement, and conduct exit interviews and facilitate the employee termination process with the colleges and other related departments such as Payroll, Information Technology, ~~Benefits Administration~~, and College Police Campus Security. *E*

Monitor office work and paper flow, and recommend methods to increase departmental efficiency and effectiveness. *E*

~~Operate a variety of office equipment, including a computer, printer, typewriter, calculator and copier. *E*~~

Represent the Director of Human Resources Operations at workshops and meetings as assigned. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Record-keeping techniques

District organization, operations, policies and objectives

District collective bargaining agreements and Personnel Commission rules

~~Computer software, such as Access, Excel, and Word~~

Modern computer software packages, including word processing, database, and spreadsheet applications

Relational database management systems

Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

Ensure compliance with district, county, state and federal regulations and guidelines concerning human resources administration

Communicate effectively, both orally and in writing

Learn, interpret, apply and explain rules, regulations, policies, and procedures

Provide information and assistance to employees, supervisors and administrators

LEAD HUMAN RESOURCES TECHNICIAN (CONFIDENTIAL) (continued)

Analyze situations accurately and adopt effective courses of action
Exercise judgment and apply abstract reasoning
Prepare clear and concise reports that incorporate statistical data
~~Operate a computer and a variety of office machines~~
Keyboard/type at a speed necessary for successful job performance ~~35 net words per minute from a clear copy~~
Establish and maintain cooperative and effective working relationships with others
Compose correspondence and written materials independently and from oral instruction
Schedule and prioritize the work of self and others
Work independently with little direction

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: ~~a~~An associate degree or equivalent college-level course work in business, human resources, or a related field

Experience: ~~and~~ ~~f~~Four years of complex, technical human resources experience working with integrated HR record-keeping systems and computerized databases for data storage and report generation. Two years of the aforementioned experience must be in a public sector ~~HR~~ human resources environment.

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

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: LEAD HUMAN RESOURCES TECHNICIAN (CONFIDENTIAL)**BASIC FUNCTION:**

Under the direction of the Director of Human Resources Operations, provide work direction to technical-clerical staff and perform a variety of complex technical duties pertaining to the administration of human resources operations for District academic and classified employees.

REPRESENTATIVE DUTIES:

Provide information, assistance, and training to staff and faculty on technical and procedural matters related to academic and classified personnel, including resignations/retirements, leaves of absence, change of assignments, terminations/suspensions, layoffs, bumping, reemployment rights, and others that may be required; assist in the preparation and submission of Board agenda items. *E*

Serve as the functional lead for the human resources component of the fully integrated business management system (Banner); work with the Information Technology Department to facilitate and implement system updates and improvements; make system modification recommendations to increase functionality and efficiency. *E*

Perform technical research relevant to the quality and efficiency of human resources data, methods, mechanisms, and processes pertinent to payroll and record keeping; develop and run computerized queries; tabulate and summarize data; identify trends and concerns. *E*

Create and maintain records and files, including personnel files, reemployment and reinstatement lists, and seniority rosters; develop sound and efficient methods to track and report all relevant data.

Serve as a technical resource to the Vice Chancellor, Human Resources; collect, synthesize, and present data pertinent to collective bargaining and the resolution of grievances; draft confidential reports. *E*

Schedule and coordinate the work of staff with regard to the administration of human resources functions for classified and academic employees; provide guidance and work direction to human resources technicians. *E*

Plan, coordinate, and implement new employee orientation processes for the three colleges and District administrative center offices. *E*

Apply and explain laws, rules, policies, and collective bargaining agreements pertaining to human resources practices to District administrators, employees, and the public. *E*

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

Compile a variety of reports required for state and local use; conduct and respond to requests for information. *E*

LEAD HUMAN RESOURCES TECHNICIAN (CONFIDENTIAL) (continued)

Prepare and conduct surveys and statistical reports of various districts and agencies. *E*

Coordinate, implement, and conduct exit interviews and facilitate the employee termination process with the colleges and other related departments such as Payroll, Information Technology, and College Police. *E*

Monitor office work and paper flow, and recommend methods to increase departmental efficiency and effectiveness. *E*

Represent the Director of Human Resources Operations at workshops and meetings as assigned. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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
Record-keeping techniques
District organization, operations, policies and objectives
District collective bargaining agreements and Personnel Commission rules
Modern computer software packages, including word processing, database, and spreadsheet applications
Relational database management systems
Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

Ensure compliance with district, county, state and federal regulations and guidelines concerning human resources administration
Communicate effectively, both orally and in writing
Learn, interpret, apply and explain rules, regulations, policies, and procedures
Provide information and assistance to employees, supervisors and administrators
Analyze situations accurately and adopt effective courses of action
Exercise judgment and apply abstract reasoning
Prepare clear and concise reports that incorporate statistical data
Keyboard/type at a speed necessary for successful job performance
Establish and maintain cooperative and effective working relationships with others
Compose correspondence and written materials independently and from oral instruction
Schedule and prioritize the work of self and others
Work independently with little direction

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: An associate degree or equivalent college-level course work in business, human resources, or a related field

LEAD HUMAN RESOURCES TECHNICIAN (CONFIDENTIAL) (continued)

Experience: Four years of complex, technical human resources experience working with integrated HR record-keeping systems and computerized databases for data storage and report generation. Two years of the aforementioned experience must be in a public sector human resources environment.

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
ABOLISHMENT OF AN UNUSED CLASSIFICATION

RECOMMENDATIONS:

It is recommended that effective October 7, 2010:

- I. The classification of Custodial Supervisor I be abolished
- II. The Director of Employment Services/Personnel Commission be authorized to reactivate the abolished classification, subject to ratification by the Personnel Commission

BASES OF RECOMMENDATION:

The positions in the classification listed above are vacant, and management at all three colleges has indicated that there is no foreseeable need for this classification in the future. Therefore, the classification may be abolished.

Should it be determined in the future that the abolished classification needs to be reestablished, the Director of Employment Services/Personnel Commission may reestablish the classification subject to ratification by the Personnel Commission to avoid any delay in filling anticipated vacancies.



PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
TITLE CHANGE AND REVISION OF A CLASSIFICATION

RECOMMENDATION:

It is recommended that effective October 7, 2010, the following classification, positions, and employment lists be reclassified for the purpose of title change only:

Current Title:

Proposed Title:

Custodial Supervisor II

Custodial Supervisor

BASES OF RECOMMENDATION: Management from each college has indicated that there is no foreseeable need for the classification of Custodial Supervisor I in the future. Therefore, it is proposed that the title of the subject classification be changed to indicate the classification is no longer a part of a classification series. A revised classification specification is submitted for approval in conjunction with this report.

STATUS OF INCUMBENT(S): The title change will have no effect on the status or seniority of the incumbents in the classification.

MA/ME

Presented to the Personnel Commission on October 7, 2010

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: CUSTODIAL SUPERVISOR II

BASIC FUNCTION:

Under the general direction of the Director of Facilities, Maintenance, and Operations, plan, organize and supervise the overall custodial activities for an assigned campus; coordinate custodial activities with other maintenance and operations functions; train, supervise and evaluate the performance of assigned staff.

~~DISTINGUISHING CHARACTERISTICS:~~

~~The Custodial Supervisor II classification has accountability for the entire custodial program for an assigned campus. The Custodial Supervisor I classification reports to a Custodial Supervisor II and is responsible for supervising and directing a group of Custodians, typically on a night shift. Incumbents are responsible for supervising functions and total responsibility for an assigned shift which may have several crews assigned.~~

REPRESENTATIVE DUTIES:

Schedule and assign work to custodial personnel on all assigned shifts; direct and review work of personnel assigned to various work shifts. *E*

Inspect work sites on campus, checking neatness and accuracy of work; provide feedback to Custodians regarding the quality of work performed. *E*

Train, supervise, and evaluate the performance of assigned staff; interview and assist in the selection of custodial personnel; provide training and work direction to assigned staff; communicate with assigned staff to resolve issues, concerns, and complaints as necessary. *E*

Maintain proper levels of supplies and equipment used for cleaning activities; order supplies as necessary; take periodic inventories. *E*

Train personnel in use of equipment, including chemicals and solutions used in cleaning and cleaning methods and techniques; inspect labeling of containers, provide training, and maintain records to ~~assure~~ ensure compliance with CAL/OSHA regulations and requirements. *E*

Coordinate custodial activities with other functions in the maintenance and operations activity; coordinate activities with other instructional programs and public relations activities; ~~assure~~ ensure staff is available to assist on special events; provide for proper building preparation and maintenance during special events. *E*

Provide for proper set-up of classrooms in accordance with the requests of faculty; prepare work schedules for staff, including assigning building responsibility. *E*

Prepare and administer the budget for custodial activity; monitor budget expenditures during the course of the year; make recommendations for purchase of new equipment and supplies. *E*

Prepare reports related to shift activities; review and authorize time records and overtime according to established District procedures. *E*

Assist Custodians in performance of duties as necessary; assist with lifting heavy objects and equipment. *E*

Assign custodial crews to special projects; evaluate work and provide feedback as necessary; respond to complaints and special requests as necessary. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Use and operation of equipment relating to custodial cleaning materials and equipment used in cleaning tile floors, carpeting, and other surfaces

Current industry trends, including new equipment, methodologies, and products used for cleaning, with an emphasis on environmentally friendly products and technology

Budgeting techniques and inventory control

Record-keeping techniques

Principles and practices of supervision and training

Health and safety regulations

Reading and writing communication skills

Applicable sections of State Education Code and other applicable laws

Basic office and computer equipment and applicable software applications

Technical aspects of field of specialty

ABILITY TO:

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Plan and organize work

Understand and follow oral and written directions

Establish and maintain effective working relationships with others

Train and supervise personnel

Maintain records and prepare reports

Learn and apply new information or new skills to increase efficiency

Ensure adherence to safe work practices and procedures

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years experience in cleaning and maintenance of buildings, including one year in a lead capacity.

Any combination equivalent to:

Education: Graduation from high school or evidence of equivalent educational proficiency.

Experience: Four years experience in cleaning and maintenance of buildings, including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment

Working during the evening or night shift

PHYSICAL ABILITIES:

Lifting objects weighing up to 50 pounds

Standing and walking for extended periods of time to conduct inspections

Bending at the waist

Pushing, pulling, twisting/turning cleaning equipment

Climbing ladders

Seeing to assure proper and complete cleaning

Dexterity of hands and fingers to operate cleaning equipment

Hearing and speaking to exchange information

HAZARDS:

Cleaning chemicals and related fumes



PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHMENT OF A CLASSIFICATION

RECOMMENDATION:

It is recommended that effective October 7, 2010, the following classification be established:

CLASS TITLE:

Benefits Assistant

ANNUAL SALARY RANGE:

\$34,548 - \$47,772 (Classified Employees Salary Schedule #200)

BACKGROUND: Due to upcoming retirements, the Vice Chancellor, Human Resources is reorganizing department functions to enhance efficiency. Under the reorganization, the Vice Chancellor has requested the establishment of the proposed classification to provide technical clerical support for the District's Health and Welfare program.

BASES OF RECOMMENDATION: Under the direction of an assigned supervisor, an incumbent in the proposed classification will be responsible for performing technical clerical functions in support of the District's employee benefits, safety, and workers compensation programs.

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. Classifications with similar duties and level of responsibility were found at Coast Community College District (Benefits Assistant, \$42,464-\$51,770/annual), Ventura Unified School District (Employee Benefits Specialist, \$36,288-\$45,564/annual), and Simi Valley Unified School District (Benefits Technician, \$31,176-\$45,564/annual). Therefore, it is appropriate to allocate the new class to salary range #200 (\$34,548-\$47,772/annual) of the Classified Employees Salary Schedule.

MA/ME

Presented to the Personnel Commission on October 7, 2010

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: BENEFITS ASSISTANT****BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform technical clerical functions in support of the District's employee benefits, safety, and workers compensation programs.

REPRESENTATIVE DUTIES:

Respond to requests for information and assist employees and retirees with general benefits inquiries; address employee concerns in accordance with established policies and procedures; direct complex inquiries to the appropriate staff. *E*

Perform clerical functions related to the day-to-day operations of the district's employee benefits, safety, workers' compensation, and professional development functions ensuring that work is completed in a timely, accurate, and efficient manner. *E*

Input and track a variety of benefits, professional development, and related employee data in assigned computer systems; initiate queries and generate computerized lists, documents, and reports; ensure the accuracy of the data. *E*

Enroll, add, and delete employees to and from various benefit plans; provide information pertaining to eligibility guidelines for district provided benefit programs; assist employees in the determination of coverage under the various benefits. *E*

Assist in the coordination of annual open enrollment; schedule meetings; oversee the preparation and assembly of materials; answer questions; organize the collection of enrollment change forms. *E*

Maintain enrollment records for the District medical, dental, vision, life insurance, and various voluntary payroll deductions; maintain Banner records related to health and welfare; maintain records for sick leave pool requests. *E*

Collect and process enrollment, claims, first aid invoices, and other health and welfare transactions and documentation. *E*

Receives termination and resignation notices; effectively document and process requests for benefits changes based on COBRA and HIPAA privacy rules. *E*

Assist employees, their dependents, and retirees in the completion of various benefits forms or online enrollments. *E*

Compose, proofread, and distribute manuals, brochures, routine correspondence, and other materials pertinent to the promotion of employee benefits, workers' compensation, and professional development. *E*

Perform related duties as assigned.

BENEFITS ASSISTANT (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, methods, and terminology of employee benefits administration
Principles, practices, methods, and procedures pertaining to workers' compensation and employee health and safety
District personnel policies and procedures, particularly as they apply to benefits administration and workers' compensation
Laws and regulations applicable to the administration of benefit programs, such as Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability and Accountability Act (HIPAA)
Modern computer software packages, including word processing and spreadsheet applications
Methods and techniques of record keeping
Principles of business writing
Principles of customer service and proper telephone etiquette

ABILITY TO:

Exercise tact and patience in interactions with employees and the public
Interpret pertinent rules, regulations, policies and procedures
Communicate effectively, both orally and in writing
Establish and maintain effective working relationships
Exhibit detail orientation in reviewing documentation and records
Plan, organize, and coordinate activities pertinent to the employee benefits program
Keyboard/type at a speed necessary for successful job performance

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Graduation from high school or evidence of equivalent educational proficiency. An associate degree or 60 semester or equivalent quarter units from a recognized college or university is preferred. Coursework in human resources management is preferred.

Experience: Two years of technical clerical experience, including experience entering data, preparing correspondence, and organizing/maintaining records. Experience working with employee benefits is preferred.

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

BENEFITS ASSISTANT (continued)

Bending, kneeling, and reaching to retrieve and file records

Seeing to inspect written documents

Hearing and speaking to communicate and provide information to others



PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHMENT OF A CLASSIFICATION

RECOMMENDATION:

It is recommended that effective October 7, 2010, the following classification be established:

CLASS TITLE:

Benefits Analyst (Confidential)

ANNUAL SALARY RANGE:

\$62,208-\$85,776 (Classified Confidential Employees Salary Schedule #300)

BACKGROUND: Due to upcoming retirements, the Vice Chancellor, Human Resources has examined the functions of employee benefits administration and workers' compensation and is reorganizing to enhance efficiency. Under the reorganization, the aforementioned responsibilities shall be assigned to the proposed classification.

BASES OF RECOMMENDATION: Under the general direction of the Director of Human Resources Operations, an incumbent in the proposed classification will, plan, organize, coordinate, and administer the employee benefits, safety, and worker's compensation functions of the district.

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. Classifications with similar duties and level of responsibility were found at Contra Costa Community College District (Benefits Analyst, \$73,584-\$89,640/annual) and Foothill De Anza Community College District (Employee Benefits Analyst, 58,766 -\$78,020). Therefore, it is appropriate to allocate the new class to salary range #300 (\$62,208-\$85,776/annual) of the Classified Confidential Employees Salary Schedule.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: BENEFITS ANALYST (CONFIDENTIAL)

BASIC FUNCTION:

Under the general direction of the Director of Human Resources Operations, plan, organize, coordinate, and administer the employee benefits, safety, and workers' compensation functions of the district.

REPRESENTATIVE DUTIES:

Oversee and coordinate the day-to-day administration of employee health and welfare benefits including medical, dental, vision, insurance, workers' compensation, safety, and the employee assistance program. *E*

Serve as a technical resource to the District negotiations team regarding health and welfare benefits and insurance programs and services for District employees and retirees; research, analyze and develop recommendations relative to confidential District collective bargaining proposals. *E*

Perform technical research and analysis on internal and external benefits-related data, methods, mechanisms, and processes; identify trends and concerns related to benefits and workers' compensation claims; prepare summary reports. *E*

Receive, review, process, and monitor workers' compensation claims with third party administrators; ensure appropriate action and communication with employees; assist in the investigation of claims, including the review of medical reports, policies, and procedures; may interview witnesses and correct safety issues. *E*

Assist in the implementation and evaluation of district return to work programs, including review of doctor's work restrictions and requests for reasonable accommodation; advise departments on modifications to accommodate employment for light duty assignments; facilitate the interactive process between management and employees. *E*

Respond to unemployment claims; review correspondence and conduct research pertaining to such claims and communicate findings to the Employee Development Department in a timely manner. *E*

Review and recommend actions for pending workers' compensation, Department of Fair Employment & Housing (DFEH), ADA litigation and Unemployment Insurance Appeals Board hearings; attend dispositions, settlement proceedings, and assist in preparation for the trial. *E*

Consult with medical plan carriers to ensure district plans are in compliance with applicable laws and regulations such as the health insurance probability and accountability act (HIPAA) and the Consolidated Omnibus Budget Reconciliation Act (COBRA). *E*

Serve as liaison between the district and benefits brokers, insurance carriers, and providers of medical services in the administration of the District's fringe benefits, workers compensation, and other insurance programs, including coverage, premiums, claims processing, fees and plans requirements. *E*

BENEFITS ANALYST (CONFIDENTIAL) (continued)

Coordinate annual open enrollment activities; schedule meetings; oversee the preparation and assembly of materials; answer questions; organize the collection of enrollment change forms; process enrollment forms. *E*

Review, update, and implement systems and procedures to prevent or minimize loss from employee casualties, including review of OSHA compliance; identify potential areas of loss, extent of loss, and degree of risk. *E*

Communicate complex information to employees and the public regarding District benefit packages and employee options; explain a wide range of specialized benefit-related regulations, rules, policies and procedures. *E*

Prepare reports, files, correspondence, and other documents including those required for regulatory compliance; may develop and prepare visual presentations, flyers, and graphic materials. *E*

Organize and coordinate district-wide health and benefit employee awareness activities such as workshops, seminars, and fairs. *E*

Participate on committees, task forces, and related initiatives related to employee benefits, safety, and worker's compensation. *E*

Coordinate and facilitate the administration of district Risk Improvement Action Plan, including the administration of classroom and online safety training. *E*

May provide training to management on worker's compensation procedures, responsibilities, and reporting; provide training to staff on employee benefit programs and options as assigned. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, methods, and terminology of employee benefits administration

Principles, practices, methods, and procedures pertaining to workers' compensation and employee health and safety

Standard employee benefits packages and insurance programs

Laws and regulations applicable to the administration of benefit programs, such as Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability and Accountability Act (HIPAA)

Laws pertaining to work-related injury or illness, liability, employee and student safety

Laws and regulations pertaining to safety, hazardous materials, and related areas including Asbestos Hazard Emergency Response Act (AHERA), Occupational Safety and Health Administration (OSHA), SB 98, and disaster preparedness

District personnel policies and procedures, particularly as they apply to benefits administration and workers' compensation

Modern computer software packages, including word processing, database, and spreadsheet applications

Record keeping techniques

Principles of effective public speaking

BENEFITS ANALYST (CONFIDENTIAL) (continued)

Principles of business letter writing and technical report preparation

ABILITY TO:

Handle multiple projects simultaneously
Work independently with little direction
Analyze employee health problems and devise solutions
Exercise tact and patience in interactions with employees
Interpret pertinent laws, rules, and regulations
Communicate effectively, both orally and in writing
Establish and maintain effective working relationships
Exhibit detail orientation in reviewing documentation and records
Maintain the confidentiality of sensitive negotiations information and employee health and medical data
Assist with the negotiation and effective interactions with attorneys, insurance representatives, medical personnel, claims agents and others
Represent the district in quasi-judicial hearings or litigation
Collect, investigate, analyze, and interpret data
Prepare clear, concise, and comprehensive administrative and technical reports
Implement plans and programs to reduce claims and cost losses to the district
Conduct safety training programs and maintain records of employee participation in such programs

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Bachelor's degree in business administration, public administration, human resources management or a related field.

Education: Two years of professional-level experience with responsibility for the administration of health and welfare benefits and/or workers' compensation programs.

WORKING CONDITIONS:

ENVIRONMENT:

District Administrative Center environment, will require exposure to hazards in the inspection of building and incident sites

PHYSICAL ABILITIES:

Ability to speak and hear to communicate effectively with a wide variety of individuals and/or groups in person and on the phone
Ability to walk, stoop, reach and climb to inspect buildings and incident sites
Sitting for extended periods of time



PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHMENT OF A CLASSIFICATION

RECOMMENDATION:

It is recommended that effective October 7, 2010, the following classification be established:

CLASS TITLE:

Curriculum Technician

ANNUAL SALARY RANGE:

\$40,632-\$56,172 (Classified Employees Salary Schedule #230)

BACKGROUND: The Executive Vice President of Student Learning at Moorpark College requested the establishment of the proposed classification to provide technical-clerical support related to curriculum changes, articulation processes, and the production of the college catalog.

BASES OF RECOMMENDATION: Under the direction of an assigned supervisor, an incumbent in the proposed classification will be responsible for coordinating, prioritizing, and organizing activities related to curriculum changes, production and maintenance of the college catalog, and requirements for state reporting.

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. Classifications with similar duties and level of responsibility were found at Citrus College (Curriculum Assistant, \$38,503-\$51,598/annual), State Center Community College District (Curriculum Assistant, \$47,407-\$57,618/annual), and Victor Valley Community College District (Curriculum & Scheduling Technician, \$45,960-\$58,620). Therefore, it is appropriate to allocate the new class to salary range #230 (\$40,632-\$56,172/annual) of the Classified Employees Salary Schedule.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: CURRICULUM TECHNICIAN****BASIC FUNCTION:**

Under the direction of an assigned supervisor, coordinate, prioritize, and organize activities related to curriculum changes, production and maintenance of the college catalog, and related state reporting.

REPRESENTATIVE DUTIES:

Coordinate the preparation and distribution of the Curriculum Committee materials, agenda, and minutes. *E*

Establish timelines and coordinate the production and printing of the college catalog; compile, organize, and integrate input from divisions and departments pertaining to catalog content; proofread submitted materials for accuracy and consistency. *E*

Assist in the management of academic services data, information, and materials; input data into the online curriculum database; monitor data for compliance with state and college regulations. *E*

Coordinate and facilitate the submission of curricula and programs to the California Community College system office; assist with the management of curriculum inventory both at the state and local levels. *E*

Maintain a wide variety of records and data, including articulation agreements, library resources of college catalogs pertaining to articulation and curriculum transfer, and articulation records related to Advanced Placement (AP), International Baccalaureate (IB), College-Level Educational Program (CLEP), Tech Prep (Perkins), and Credit-by-Exam. *E*

Coordinate and facilitate the submission of articulation materials to appropriate state agencies, including the University of California Office of the President for the UC Transfer Course Agreement, the California State University Chancellor's Office for CSU GE-Breadth, Intersegmental General Education Transfer Curriculum (IGETC), and Articulation System Stimulating Interinstitutional Student Transfer (ASSIST). *E*

Participate in development and implementation of new information systems and processes designed to support curriculum functions; pursue resolutions to any identified problems. *E*

Serve as an informational resource regarding curriculum issues, responding to requests, inquiries, and questions from administrators, faculty, staff and students. *E*

Research information; create queries, compile data and prepare a wide variety of periodic and special statistical reports related to instructional activities, curriculum, and related matters. *E*

May provide administrative assistance to assigned supervisor.

Perform related duties as assigned.

CURRICULUM TECHNICIAN (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State directives, laws, rules, and regulations related to curriculum and articulation
Modern office practices, procedures, and equipment
Correct English usage, grammar, spelling, punctuation and vocabulary for report writing
District organization, operations, policies, goals, and objectives
Modern computer software applications, including word processing, database, and spreadsheet applications
Principles and procedures of record keeping

ABILITY TO:

Interpret and apply related laws, regulations, policies, and procedures
Communicate effectively, both orally and in writing
Establish and maintain comprehensive and accurate files and records
Prepare concise and complete reports as required
Adapt to changing policies and procedural requirements
Establish and maintain effective working relationships
Manage multiple projects simultaneously
Exhibit detail orientation in reviewing documentation and records
Prepare accurate reports, agendas, minutes, spreadsheets and other documents related to scheduling, curriculum, and articulation

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Graduation from high school or evidence of equivalent educational proficiency. An associate degree is preferred.

Experience: Three years of technical clerical experience, including experience preparing minutes, proofreading documents, and maintaining records.

WORKING CONDITIONS:

ENVIRONMENT

Office environment

PHYSICAL ABILITIES

Seeing to inspect various documents, on-screen data spreadsheets
Hearing and speaking to communicate with District staff
Sitting for extended periods of time
Dexterity of hands and fingers to operate a computer keyboard and other office equipment