



**VENTURA COUNTY COMMUNITY COLLEGE  
DISTRICT  
PERSONNEL COMMISSION**

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**MEETING AGENDA FOR DECEMBER 16, 2010  
7:00 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. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**
4. **MINUTES**  
Personnel Commission Meeting of Thursday, November 18, 2010
5. **OATH OF OFFICE – BARBARA HARISON**
6. **CORRESPONDENCE**  
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
  - D. Commissioners' Reports
8. **OLD BUSINESS**  
None



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### 9. ESTABLISHMENT OF NEW CLASSIFICATIONS AND PROPOSED SALARY RANGES

A. Instructional Design Specialist

Classified Employees Salary Schedule #285 (\$54,648 - \$75,324/annual)

Proposed classification specification is attached

B. Benefits Assistant (Confidential)

Classified Confidential Salary Schedule #200 (\$36,276 - \$50,196/annual)

Proposed classification specification is attached

### 10. CLASSIFICATION SPECIFICATION REVISION

Plumber

Revised classification specification is attached

### 11. ABOLISHMENT OF UNUSED CLASSIFICATIONS

Benefits Assistant

### 12. SCHEDULE OF 2011 PERSONNEL COMMISSION MEETINGS

### 13. ELECTION OF PERSONNEL COMMISSION CHAIR FOR 2011

### 14. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

### 15. RECESS TO CLOSED SESSION

### 16. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

*Pursuant to California Government Code section 54954.5*

Title: Director of Employment Services/Personnel Commission

### 17. RECONVENE IN OPEN SESSION

### 18. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, January 20, 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.

### 19. ADJOURNMENT



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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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  
ESTABLISHMENT OF A CLASSIFICATION

**RECOMMENDATION:**

It is recommended that effective December 16, 2010, the following classification be established:

CLASS TITLE:

Benefits Assistant (Confidential)

**ANNUAL SALARY RANGE:**

\$36,276 - \$50,196/annual (Classified Confidential 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 (\$36,276 - \$50,196/annual) of the Classified Employees Salary Schedule.

MA/ME

Presented to the Personnel Commission on December 16, 2010

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

Under the direction of an assigned supervisor, perform technical clerical functions in support of the District's employee benefits, safety, professional development, 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 benefits; 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*

Receive 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*

## **BENEFITS ASSISTANT (continued)**

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  
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  
Maintain the confidentiality of information

### **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

**BENEFITS ASSISTANT (continued)**

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time

Dexterity of hands and fingers to operate a computer

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 December 16, 2010, the following classification be established:

CLASS TITLE:

Instructional Design Specialist

**ANNUAL SALARY RANGE:**

\$54,648 - \$75,324 (Classified Employees Salary Schedule #285)

**BACKGROUND:** The Executive Vice President of Student Learning at Ventura College has requested the establishment of the proposed classification in order to provide professional development to faculty as outlined in the Ventura College and Oxnard College Title V Cooperative Grant.

**BASES OF RECOMMENDATION:** Under the general direction of the Dean or higher level administrator, an Instructional Design Specialist will provide professional development to faculty through training in effective pedagogy and the integration of technology into instructional delivery.

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 El Camino Community College District (Trainer/Instructional Technology Specialist, \$61,020-\$74,808/annual) and Cerritos Community College District (Educational Technology Trainer, \$63,264-\$76,272). With regard to internal equity, the class operates at a level equivalent to the existing classification of Instructional Technologist (\$54,648 - \$75,324). Therefore, it is appropriate to allocate the new class to salary range #285 (\$54,648 - \$75,324/annual) of the Classified Employees Salary Schedule.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT****CLASS TITLE: INSTRUCTIONAL DESIGN SPECIALIST****BASIC FUNCTION:**

Under the general supervision of a dean or higher-level administrator, research best practices, design, develop, and administer professional development activities for faculty to improve pedagogical practices.

**REPRESENTATIVE DUTIES:**

Research, design, develop, administer, and facilitate professional development workshops, presentations, and webinars for college faculty with regard to various instructional design topics including pedagogical practices, curriculum design, learning theory, online/distance learning strategies, and technology integration. *E*

Provide faculty with group and one-on-one training and support with regard to instructional design; serve as a consultant to faculty with regard to initiating, implementing, and refining instructional design proposals. *E*

Conduct needs analyses through developing and administering surveys and questionnaires, conducting interviews, and coordinating and leading focus groups. *E*

Develop, distribute, and revise training materials for faculty, including information pertinent to instructional design, formative and summative evaluations of published materials, test development, and outcomes assessment. *E*

Evaluate the effectiveness of professional development programs with regard to individual and organizational performance by observing programs, conducting focus groups, and analyzing results of evaluations, surveys, data from faculty pilot tests, student retention and success rate data. *E*

Assist in the development of course and program assessment options, particularly with regard to computer-based, multimedia, and distance education courses. *E*

Serve as a college representative on local and regional committees and consortiums; serve on appropriate college committees; attend meetings and seminars to obtain information for use in training programs, or to inform faculty and management of training program status. *E*

Compose a variety of records and reports, including monthly project and activity reports, surveys, and evaluation documentation. *E*

Coordinate the selection and contracting of external training programs and consultants. *E*

Coordinate staff development courses and programs including scheduling classes, equipment, and instructors, recruiting and placing program participants, and arranging for training facilities and materials. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Operations of and principles used in a program involved in the creation, use, and maintenance of alternative delivery instructional systems and materials  
Online course management and communication tools available including systems such as Desire 2 Learn  
Learning styles, teaching techniques, and barriers to learning as needed for alternative delivery of instruction and using instructional technology in support of instruction.  
Web authoring and development tools including HTML, Dreamweaver, Photoshop, and related technologies  
District organization, policies, procedures, and current educational programs  
Basic principles and practices of program development, administration, and review  
Methods and techniques of research, analysis, and decision making  
Information and research resources available related to areas of assignment  
English usage, spelling, grammar, and punctuation  
Modern computer software packages, including word processing, email, database, and spreadsheet applications  
Principles and procedures of record keeping including file maintenance

### ABILITY TO:

Stimulate interest and faculty involvement in developing plans for, and determining the direction of, online instruction and other alternative delivery methods  
Design and redesign course materials for teaching and utilizing new and emerging distance education technologies, web page production, and multimedia technologies  
Assess and evaluate a variety of teaching methods and strategies and recommend appropriate use of technology in the classroom and for online and other alternative delivery courses  
Create effective teaching and learning environments using alternative instructional delivery methods and online course management tools  
Master technical and non-technical content to create effective learning  
Prepare a variety of reports and correspondence related to area of assignment  
Provide assistance to faculty members in their areas of teaching responsibility  
Analyze problems and situations, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals  
Work independently and as part of a team  
Work successfully with college faculty, administrators, and staff  
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students, faculty, and staff  
Communicate clearly and concisely, both orally and in writing  
Establish and maintain effective working relationships with those contacted in the course of work  
Keyboard/type at a speed necessary for successful job performance

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

Education: Bachelor's degree in instructional design, instructional technology, educational psychology, or a related field.

Experience: Three years of experience teaching at the college level, preparing and delivering training and development activities for adults, or designing educational packages which employ the use of technology for an institution of higher education. A graduate degree in instructional design, instructional technology, educational psychology, or a related field may be substituted for the required experience.

## **WORKING CONDITIONS:**

### ENVIRONMENT:

Office environment  
Computer and learning labs  
Group or individual training scenarios

### PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of office, computer, and audio-visual equipment  
Hearing and speaking to exchange information on the telephone or in person  
Sitting or standing for extended periods of time

### HAZARDS:

Extended periods of time viewing computer monitor

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: PLUMBER**

**BASIC FUNCTION:**

Under the general supervision ~~direction~~ of a Maintenance Supervisor, a Plumber performs skilled work in the repair, maintenance, and installation of plumbing systems, equipment, appliances, controls, and fixtures, including water, gas, and sewer installation.

**REPRESENTATIVE DUTIES:**

Install, maintain, repair and replace plumbing systems, equipment, appliances, controls, and fixtures, including water, gas and sewer installation. *E*

Read, interpret and understand information represented in sketches, drawings, blueprints, and schematics. *E*

Install, maintain, and repair a variety of plumbing-related systems such as gas piping, lawn sprinkler, welding, and automatic fire sprinkler. *E*

Repair and maintain equipment including boilers, furnaces, thermostats, gas valves, fans, and air compressors. *E*

Maintain and inspect safety devices and equipment; inspect and test pipes for cross connections. *E*

~~Use a variety of tools and equipment utilized in the plumbing trade; operate a vehicle to conduct work.~~ *E*

Maintain records and prepare reports; estimate materials and time needed for projects. *E*

Install backflow prevention devices; submit reports of testing certifications to appropriate agencies. *E*

Train and provide work direction to others as assigned. *E*

Estimate time and materials needed; make cost estimates and order materials; maintain plumbing tools and equipment. *E*

Operate a variety of tools and equipment such as arc and gas welders, leak detectors, power tools, ~~fork lift~~ forklift, and maintenance vehicle. *E*

Notify supervisor regarding water systems malfunctions or in the event of contamination or pollution of water systems.

Assist in performing other skilled maintenance duties as assigned.

Perform related duties as assigned.

PLUMBER (continued)

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Applicable plumbing codes and regulations  
Backflow prevention devices  
~~Uniform Plumbing Code~~ California Plumbing Code  
Interpersonal skills using tact, patience and courtesy  
Methods, equipment and materials used in the plumbing trade  
Health and safety regulations  
Technical aspects of field of specialty  
Record-keeping techniques  
Basic methods, equipment and materials used in the heating, refrigeration and air conditioning trades

ABILITY TO:

Maintain and perform skilled work in the repair, maintenance, and installation of plumbing fixtures  
Add, subtract, multiply, and divide quickly and accurately  
Understand and follow oral and written directions  
Install, repair, and maintain plumbing fixtures and heating, ventilation, and refrigeration systems  
Maintain records and prepare reports  
Establish and maintain cooperative and effective working relationships with others  
Use a variety of tools and machines utilized in the basic trade  
Analyze situations accurately and adopt an effective course of action  
Work from blueprints, shop drawings, and sketches  
Meet schedules and time lines  
Work independently with little direction  
Plan and organize work  
Train and provide work direction to others  
Operate a maintenance vehicle  
Perform skilled maintenance work as assigned

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: four years of training and experience which demonstrates journey-level skill in the assigned trades.

**LICENSES AND OTHER REQUIREMENTS:**

Obtain and maintain a backflow certificate prior to obtaining permanent status

PLUMBER (continued)

**WORKING CONDITIONS:**

ENVIRONMENT:

Indoor and outdoor work environments  
Responding to emergency calls after regular working hours

PHYSICAL ABILITIES:

Lifting and carrying heavy appliances and fixtures  
Climbing ladders  
Pushing and pulling snakes and other apparatus  
Crawling under buildings and in cramped or restrictive work chambers  
Seeing to observe work progress  
Standing and walking for extended periods of time

HAZARDS:

Working around fumes, heat and in cramped environments  
Potential exposure to human feces and to unpleasant odors

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS, DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL  
COMMISSION

SUBJECT: ABOLISHMENT OF AN UNUSED CLASSIFICATION

**RECOMMENDATION:**

It is recommended that effective December 16, 2010, the Benefits Assistant classification be abolished.

**BASIS OF RECOMMENDATION:**

There are currently no Benefits Assistant positions in the District, and the department has indicated that there is no foreseeable need for the classification in the future. Therefore, the classification may be abolished.