



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

### MEETING AGENDA FOR FEBRUARY 16, 2011 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, December 16, 2010
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. REVISION OF CLASSIFICATION SPECIFICATION  
Technical Data Specialist  
Revised classification specification is attached



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

### 9. ESTABLISHMENT OF A NEW CLASSIFICATION AND PROPOSED SALARY RANGE

Administrative Assistant, Chancellor's Office (Confidential)

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

Proposed classification specification is attached

### 10. ABOLISHMENT OF UNUSED CLASSIFICATIONS

Administrative Assistant III/Confidential

Administrative Assistant IV/Confidential

Clerical Assistant II/Confidential

Director of Maintenance and Operations

Lifeguard

### 11. AMENDMENT OF PERSONNEL COMMISSION RULES

A. Amendment of Personnel Commission Rule 211, Position Classifications (first reading)

B. Amendment of Personnel Commission Rule 125, Veteran's Preference (first reading)

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

### 13. RECESS TO CLOSED SESSION

No items

### 14. RECONVENE IN OPEN SESSION

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

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, March 17, 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.

### 16. ADJOURNMENT

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting, and that are public record not otherwise exempt from disclosure, will be available for inspection at:

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****CLASS TITLE: TECHNICAL DATA SPECIALIST****BASIC FUNCTION:**

Under the general direction of an assigned supervisor, plan, write, and maintain a variety of databases, data analysis, and reporting programs for District reporting and data tracking needs; coordinate and support financial aid electronic processing and/or college reporting data; evaluate and analyze data to ensure accuracy and integrity.

**REPRESENTATIVE DUTIES:**

Plan, design, and create new databases for data collection, analysis and reporting for college and district administration; consult with Information Technology staff to create views for data extraction. *E*

Retrieve information from databases for a variety of purposes; access data in desired format for projects using online database connectivity (ODBC) enabled products. *E*

Review and evaluate software packages to enhance production or representation of information pertinent to financial aid, district reporting, and/or institutional research; coordinate, troubleshoot and report problems with software. *E*

Create report designs; program and run complex reports to extract data from database systems for a variety of purposes, including financial aid, District reporting, and/or institutional research; design applications to generate reports or graphs to display information as necessary. *E*

Receive and log data extract/report requests for institutional research data, financial aid data, or data utilized for other District reporting purposes; coordinate with multiple users regarding specific needs. *E*

Coordinate with Information Technology, institutional research staff, and the colleges to facilitate the resolution of database system issues and the development of new/modified database processes and reporting requirements; execute, coordinate, and oversee new technology initiatives, such as new Banner Financial Aid processes. *E*

Develop and oversee the maintenance of data utilized by the District; ensure integrity and functionality of data reporting systems; coordinate public website and student portal updates. *E*

Test and debug applications to ensure accuracy of data and write related application documentation, including system upgrade testing and end-user documentation. *E*

Provide training and technical assistance to users regarding a variety of system upgrades and/or modifications, such as Banner Financial Aid processes and procedures. *E*

Design and maintain the process to download and create the schedule of classes for publication.

## **TECHNICAL DATA SPECIALIST (continued)**

Assist in development of algorithms, routines, scripts, and SQL queries for programming interfaces between multiple data sources; develop data extracts, data normalization processes, and merge routines for MIS, Clearinghouse, and other District-critical reports.

Assist in the review, analysis, and compilation of data for a variety of State and federally mandated programs, activities, and reporting requirements, such as Management Information Systems (MIS), Clearinghouse, Integrated Postsecondary Education System (IPEDS).

Assist college staff to ensure successful input of instructor assignments, load, part-time and extra-hourly data.

Maintain current budget information; monitor budget expenditures; assist in budget preparations.

Perform related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A Technical Data Specialist is responsible for the development of databases and data analysis tools as well as the coordination of efforts to update, evaluate, and improve data analysis systems. The classification is distinguished from Data Analyst in that an incumbent within the classification of Technical Data Specialist completes projects with a narrower scope of responsibility. In comparison, a Data Analyst has responsibility for coordinating districtwide reporting to state and federal agencies and is responsible for the development and administration of the districtwide data warehouse. An incumbent within the classification of Technical Data Specialist may assist the Data Analyst as assigned.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Computer network concepts, tools, and techniques  
Database access techniques such as open database connectivity (ODBC)  
Relational database management systems (RDBMS)  
Structured Query Language (SQL)  
Data verification and clean-up procedures  
Basic principles and techniques of programming and application generation tools  
Basic mathematics and statistics  
Best practices for information application security  
Rules, regulations, procedures and policies of assigned programs, including Title IV  
Standard office computer software such as word processing, spreadsheet, and database programs

### ABILITY TO:

Learn and use various software packages  
Understand new data processing concepts and techniques  
Gather and compile institutional research and/or financial aid data  
Perform mathematical calculations accurately  
Interpret rules, regulations, and policies regarding assigned area  
Establish and maintain cooperative working relationship with others

## **TECHNICAL DATA SPECIALIST (continued)**

Assemble data and prepare reports using logic and creativity  
Communicate effectively, both orally and in writing  
Analyze situations accurately and adopt an effective course of action  
Meet schedules and timelines

### **EDUCATION AND EXPERIENCE:**

Education: 12 units of college-level coursework in computer information systems or a related field. Specific coursework in SQL, SQL-Plus, or other relational database programming language is preferred.

Experience: Three years of experience as a reporting/database specialist in a networked environment, including experience using reporting tools and ODBC in an RDBMS application environment.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment  
Subject to constant interruptions

#### PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate computer and office equipment  
Sitting for extended periods of time  
Hearing and speaking to exchange information

#### HAZARDS:

Extended viewing of computer monitor

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: TECHNICAL DATA SPECIALIST

#### BASIC FUNCTION:

~~Under the direction of the Executive Vice President, coordinate research project requests; plan, write and maintain data analysis and reporting programs for research projects and other college reporting and data tracking needs. Monitor the college's data integrity in the academic module of the district wide ERP (enterprise resource planning) computer database system, and provide technical assistance and training to college staff on system procedures.~~

Under the general direction of an assigned supervisor, plan, write, and maintain a variety of databases, data analysis, and reporting programs for District reporting and data tracking needs; coordinate and support financial aid electronic processing and/or college reporting data; evaluate and analyze data to ensure accuracy and integrity.

#### REPRESENTATIVE DUTIES:

Plan, design, and create new databases for data collection, analysis, and reporting for college and district administration; consult with ~~District Office of Information Technology (DOIT)~~ staff to create views for data extraction. *E*

~~Retrieve information from databases for a variety of purposes; for departments; determine desired format. Access data in desired format for projects using online database connectivity (ODBC) enabled products such as MS Access; E~~

Review and evaluate software packages to enhance production or representation of information pertinent to financial aid, district reporting, and/or institutional research; coordinate, troubleshoot and report problems with software. E

~~Create report designs; program and run complex reports to extract data from the database systems for a variety of purposes, including financial aid, District reporting, and/or institutional research; design applications to generate reports or graphs to display information as necessary. campus management needs in addition to institutional research. Reports may include: faculty teaching load, schedule of classes, hourly budget, enrollment tracking, facility/classroom counts, student retention, WSCH, FTE, Certificated Hourly Assignment and departmental schedule tracking reports. Create and maintain the CAPP program degree audit process in the database. E~~

Receive and log data extract/report requests for institutional research data, financial aid data, or data utilized for other District reporting purposes from the offices of the college President, EVP and VP; determine layout; coordinate with multiple users regarding specific needs. E

Coordinate with Information Technology ~~DOIT~~, institutional research staff, and the other district colleges to facilitate the resolution of database system issues in the academic module and the development of new / modified database processes and reporting requirements; execute, coordinate, and oversee new technology initiatives, such as new Banner Financial Aid processes

## TECHNICAL DATA SPECIALIST (continued)

~~Act as first line contact person for faculty and staff for assistance with academic module system troubleshooting and problem resolution. *E*~~

Develop and oversee the maintenance of ~~the data~~ utilized by the District; ensure integrity and functionality of data reporting systems; coordinate public website and student portal updates. of the academic module of the system at the college; ensure accuracy of the faculty payroll position codes, pay hours, load hours, course hours, and other related data records. *E*

Test and debug applications to ensure accuracy of data and write related application documentation, including system upgrade testing and end-user documentation. *E*

Provide training and technical assistance to users regarding a variety of the academic module of the system, specifically to support each system upgrades and/or modifications, such as Banner Financial Aid processes and procedures. *E*

Design and maintain the process to download and create the schedule of classes for publication.

Assist in development of algorithms, routines, scripts, and SQL queries for programming interfaces between multiple data sources; develop data extracts, data normalization processes, and merge routines for MIS, Clearinghouse, and other District-critical reports.

Assist in the review, analysis, and compilation of data for a variety of State and federally mandated programs, activities, and reporting requirements, such as Management Information Systems (MIS), Clearinghouse, Integrated Postsecondary Education System (IPEDS).

Assist college staff to ensure successful input of instructor assignments, load, part-time and extra-hourly data.

Maintain current budget information; monitor budget expenditures; assist in budget preparations.

Perform ~~other~~ related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

A Technical Data Specialist is responsible for the development of databases and data analysis tools as well as the coordination of efforts to update, evaluate, and improve data analysis systems. The classification is distinguished from Data Analyst in that an incumbent within the classification of Technical Data Specialist completes projects with a narrower scope of responsibility. In comparison, a Data Analyst has responsibility for coordinating districtwide reporting to state and federal agencies and is responsible for the development and administration of the districtwide data warehouse. An incumbent within the classification of Technical Data Specialist may assist the Data Analyst as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

Basic computer operations activities  
Computer network concepts, tools, and techniques

## TECHNICAL DATA SPECIALIST (continued)

Database access techniques such as open database connectivity (ODBC)  
Relational database management systems (RDBMS)  
Structured Query Language (SQL)  
Data verification and clean-up procedures  
Basic principles and techniques of programming and application generation tools  
Basic mathematics and statistics  
Best practices for information application security  
~~Fourth generation data handling tools~~  
Rules, regulations, procedures and policies of assigned program, including Title IV  
Standard office computer software such as word processing, spreadsheet, and database programs  
~~Report writing and data extraction methods in a relational database system~~

### ABILITY TO:

~~Access data and develop applications using PC based data reporting and presentation tools~~  
Learn and use various software packages  
Understand new data processing concepts and techniques  
Gather and compile institutional research and/or financial aid data  
Perform mathematical calculations accurately  
Interpret rules, regulations, and policies regarding assigned area  
Establish and maintain cooperative working relationship with others  
Assemble data and prepare reports using logic and creativity  
Communicate effectively, both orally and in writing  
Analyze situations accurately and adopt an effective course of action  
Meet schedules and timelines

### EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: two years of college level coursework focusing on information systems and three years' experience using standard desktop data access and application development tools and/or database design or administration. Specific coursework or experience in SQL, SQL-Plus, Visual Basic or other relational database programming language.~~

Education: 12 units of college-level coursework in computer information systems or a related field. Specific coursework in SQL, SQL-Plus, or other relational database programming language is preferred.

Experience: Three years of experience as a reporting/database specialist in a networked environment, including experience using reporting tools and ODBC in an RDBMS application environment.

### WORKING CONDITIONS:

#### ENVIRONMENT:

Office environment  
Subject to constant interruptions

#### PHYSICAL ABILITIES:



**TECHNICAL DATA SPECIALIST (continued)**

Dexterity of hands and fingers to operate computer and office equipment

Sitting for extended periods of time

~~Sitting and operating a keyboard to enter and manipulate data into a computer for extended periods of time~~

Hearing and speaking to exchange information

HAZARDS:

Extended viewing of computer monitor



PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
ESTABLISHMENT OF A CLASSIFICATION

**RECOMMENDATION:**

It is recommended that effective February 16, 2011, the following classification be established:

CLASS TITLE:

Administrative Assistant, Chancellor's Office

**ANNUAL SALARY RANGE:**

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

**BACKGROUND:** The Chancellor has requested the establishment of the proposed classification to allow for the appropriate assignment of responsibilities to personnel in the office. A classification does not currently exist that allows for the assignment of the duties outlined in the proposed classification specification. Therefore, a new classification is warranted.

**BASES OF RECOMMENDATION:** Under the general supervision of the Chancellor or the Chancellor's administrative designee, an incumbent in the proposed classification will perform a full range of sensitive, highly responsible, and confidential office administrative, secretarial, and technical support functions of both a general or specialized nature in support of the Chancellor's Office.

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

The recommended salary for the proposed classification is based on internal alignment. In comparison to Administrative Assistant III (\$45,300-\$62,460/annual), the proposed classification has greater responsibility with regard to completing assignments requiring a high degree of independence, judgment, and initiative. For example, an incumbent in the proposed classification will be responsible for analyzing information and preparing complex narrative and statistical reports that have broad organizational impact. Additionally, an incumbent will serve as a liaison between the Chancellor's Office and members of the Board of Trustees, staff, students, and the public. In contrast, Administrative Assistant III positions are typically assigned to support college vice presidents. The proposed classification has less responsibility than that of an Executive Assistant to the Vice Chancellor (Confidential) (\$54,384-\$75,060/annual) in that an Executive Assistant to the Vice Chancellor/Confidential exercises considerable independent judgment in organizing, coordinating, and performing the administrative support work in a department. Much of the work is not subject to review, and errors could reflect adversely on the department and have serious consequences. Therefore, the proposed salary of \$50,196-\$69,264/annual (Classified Confidential Employees Salary Schedule #260) is appropriate.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: ADMINISTRATIVE ASSISTANT, CHANCELLOR'S OFFICE  
(CONFIDENTIAL)**

**BASIC FUNCTION:**

Under the general supervision of the Chancellor or the Chancellor's administrative designee, performs a full range of sensitive, highly responsible, and confidential office administrative, secretarial, and technical support functions of both a general or specialized nature in support of the Chancellor's Office.

**REPRESENTATIVE DUTIES:**

Serve as liaison between the Chancellor's Office and faculty, staff, administrators, students, and the general public; provide general and specialized information and assistance that may require the use of judgment, tact, and sensitivity; explain programs, policies, and activities as appropriate; receive and screen office visitors and telephone callers. *E*

Coordinate communication and activities with other District departments and personnel, members of the Board, students, educational institutions, vendors, other outside organizations, and the public. *E*

Assist the Chancellor's Office with technical and general administrative work pertaining to operational and administrative matters; refer callers and complaints to most suitable staff as appropriate. *E*

Collect, compile, and analyze information in support of general functions from various sources on a variety of specialized topics; compile, prepare, enter, and maintain data from various sources in a database or network system; participate in the composition and preparation of narrative and statistical reports that present and interpret data, and provide recommendations. *E*

Assist in the development and implementation of improvements to internal work flow and procedures for the Chancellor's Office; develop and revise office forms and report formats as required. *E*

Compose, format, edit, type, proofread, duplicate, distribute, and process electronic and print correspondence, agendas, notices, lists, forms, memoranda, calendars, reports, manuals, presentations, brochures, and other materials using appropriate software; provide administrative support to Board committees as required. *E*

Maintain current financial and budget information; monitor budget expenditures; prepare, review and issue check requests as required. *E*

Take and transcribe dictation, including confidential material; record and transcribe minutes from a variety of meetings. *E*

Schedule and confirm appointments and meetings; maintain an administrator's calendar; arrange travel accommodations as necessary. *E*

## **Administrative Assistant to the Chancellor's Office (continued)**

Establish and maintain complex, interrelated filing systems including confidential files; ensure the integrity, accuracy, and confidentiality of records and information regarding Board, District, personnel, student, and controversial matters. *E*

Open, route and sort mail; identify matters that may be resolved independently and refer other matters to the administrator in order of priority. *E*

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

Perform related duties as assigned.

*E* = Essential Duties

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Functions of the District including the role of an elected Board  
Objectives, priorities, and goals of the Chancellor's Office  
Organization, operation, and services of the District and related outside agencies  
Work organization and office management principles and practices  
Office procedures, methods, and equipment including computers  
Computer applications such as word processing, spreadsheet, database, presentation, and publishing software  
Principles and practices of fiscal, statistical, and administrative research and report preparation  
Principles of business letter writing and report preparation  
Processes, procedures, and practices of budget preparation and administration  
Principles, practices, and procedures of effective record and file management  
Methods and techniques of proper phone etiquette  
Mathematical principles  
English usage, spelling, grammar, and punctuation  
Customer service and public relations methods and techniques  
Applicable sections of State Education Code, Government Code, and other applicable State and federal laws

#### ABILITY TO:

Understand, interpret, and apply general and specific administrative and departmental policies and procedures  
Interpret and apply applicable federal and state laws, codes, and regulations  
Type/keyboard at 60 net words per minute from clear copy  
Take dictation at a speed necessary for successful job performance  
Establish and maintain effective working relationships with others  
Provide work direction to assigned staff  
Comprehend and participate in research; including the compilation, analysis, and interpretation of data  
Independently prepare clear and concise correspondence, memoranda, records, and reports  
Analyze problems and choose effective and appropriate courses of action

## **Administrative Assistant to the Chancellor's Office (continued)**

- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person
- Operate office equipment including computers and supporting word processing, spreadsheet, presentation, publication, and database applications
- Make arrangements for meetings and conferences
- Exercise sound independent judgment within areas of responsibility
- Plan and organize work to meet deadlines, needs, and rapidly changing priorities of elected officials and the Chancellor
- Maintain confidentiality of information, including information that contributes to the development of management positions with respect to employer-employee relations

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

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

Experience: Three years of increasingly responsible administrative secretarial experience.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment  
Constant interruptions

#### PHYSICAL ABILITIES:

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities  
Dexterity of hands and fingers to operate computers and other office equipment  
Reaching to maintain files  
Hearing and speaking to communicate and provide information to others  
Lifting moderately heavy objects

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

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

**SUBJECT:** ABOLISHMENT OF UNUSED CLASSES

**RECOMMENDATION:**

It is recommended that effective February 16, 2011, the following classes be abolished:

Administrative Assistant III/Confidential  
Administrative Assistant IV/Confidential  
Clerical Assistant II/Confidential  
Director of Maintenance and Operations  
Lifeguard

**BASIS OF RECOMMENDATION:**

The positions in the classes listed above are vacant and the applicable departments have indicated that there is no foreseeable need for the classifications in the future. Therefore, they may be abolished.

MA/ME

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

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

**SUBJECT: AMENDMENT OF PERSONNEL COMMISSION RULE 211 – POSITION CLASSIFICATIONS**

**EXPLANATION:**

The following amended language indicates that confidential classifications are distinct classifications within the classification system. In addition, it references the Board policy that defines the conditions under which positions may be designated as confidential.

**AMENDMENT:**

Personnel Commission Rule 211 be amended as follows:

**211 - POSITION CLASSIFICATIONS**

Position classification is a system for identifying and describing duties performed by employees, grouping them together under common job titles, creating job families, and placing them in appropriate salary ranges.

A position is a group of duties and responsibilities assigned by the Governing Board and requiring the full or part-time employment of one person.

A classification is a position or group of positions determined by the Personnel Commission as having duties and responsibilities sufficiently similar so that each position in the class:

- A. Can be given the same classification title
- B. Has essentially the same requirements of education and experience
- C. Can be filled by the same test of fitness of applicants
- D. Can equitably receive the same compensation

The titles of classifications and positions should be used in all personnel and payroll records and correspondence.

Classifications are established and abolished by the Personnel Commission. The Personnel Director may reestablish abolished classifications subject to ratification by the Personnel Commission under the following conditions:

- A. The duties listed in the classification specifications are sufficiently similar so as to preserve the original classification concepts.
- B. The minimum qualifications remain unchanged.
- C. The classifications are reestablished at the same salary ranges and do not result in internal misalignment with other classifications.

The reestablishment of abolished classifications that do not meet the aforementioned conditions must receive prior approval by the Personnel Commission.

Confidential classifications are distinct classifications that reflect the defining characteristics of confidential employees as provided in Board Policy 7240.



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

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

**SUBJECT: AMENDMENT OF PERSONNEL COMMISSION RULE 125 –  
VETERAN'S PREFERENCE**

**EXPLANATION:**

The following rule is being amended to better define the conditions under which veterans shall have additional points added to their final examination score. This includes a definition of an "entrance examination" and additional qualifying events..

**AMENDMENT:**

Personnel Commission Rule 125 be amended as follows:

**125 VETERAN'S PREFERENCE**

~~On all examinations, veterans with thirty (30) days or more of service who become eligible for appointment by attaining the passing mark established for the examination shall be allowed an additional credit of five (5) points; an additional ten (10) points for disabled veterans, which shall be added to their combined percentage score. To be entitled to such veteran's preference, applicants must apply for preference by the final testing date by presenting their honorable discharge papers or certificates of honorable active service in the "armed forces" during the periods designated below and proof of military disability. "Armed forces" means the United States Air Force, Army, Marine Corps, Navy, or Coast Guard. (Ed. Code, §§ 88113, 88114, 88115.)~~

A. A "veteran" is defined as any individual who has served at least thirty (30) days of active duty in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard within the dates listed below and whose discharge was other than dishonorable. (Ed. Code § 88113)

~~To qualify for veteran's credit, thirty (30) days or more of service must have been between the dates listed below.~~

WORLD WAR II:

December 7, 1941 to December 31, 1946

KOREAN CONFLICT:

June 27, 1950 to January 31, 1955

VIETNAM ERA:

August 5, 1964 to May 7, 1975

PERSIAN GULF:

August 2, 1990 to ~~present~~ January 2, 1992

OVERSEAS CONTINGENCY OPERATION:

September 11, 2001 to present

- B. Veterans who receive a final passing score in a classified entrance examination shall have an additional five (5) points added to their final score.  
(Ed. Code § 88115)
  
- C. Disabled veterans who receive a final passing score in a classified entrance examination shall have an additional ten (10) points added to their final score. A "disabled veteran" is defined as any veteran who is classified by the United States Veterans Administration to be ten (10) percent or more disabled as a result of service in the armed forces. (Ed. Code §§ 88114, 88115)
  
- D. An "entrance examination" is defined as an examination for employment with the District that provides for initial entry into the classified service in any non-management classification.