



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

MEETING AGENDA

June 25, 2009

7:00 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

ITEM NO.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

4. MINUTES

Personnel Commission Meeting of Thursday, May 21, 2009

4-134

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employees Representative's Report

B. Board of Trustees Meeting Report

C. Director's Report

Current Recruitments Report

Positions Filled & Pending Report

D. Commissioners' Reports

7. OLD BUSINESS

None

8. APPROVAL OF PROPOSED NEW CLASSIFICATION SPECIFICATIONS/SALARY RANGES

9. APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATION AND PROPOSED
TITLE CHANGE

None

10. RECLASSIFICATION

Robert Forest – Ventura College

From: Director of Maintenance & Operations

Schedule 120, \$83,303 - \$111,624/year

To: Director of Facilities, Maintenance, & Operations

Schedule 140, \$91,839 - \$123,071/year

10-100

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

None



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

12. **ABOLISHMENT OF CLASSIFICATIONS**

None

13. **INTERPRETATION OF MINIMUM QUALIFICATIONS**

None

14. **APPROVAL OF PROPOSED SALARY RANGE**

None

15. **APPROVAL OF PROPOSED TITLE CHANGES**

16.-18. **LISTED AS APPROPRIATE**

None

19. **OTHER**

- A. Executive Assistant to the Chancellor 19-219
Approval of the designation of the position as "executive secretarial" under
Education Code §88091(b)(1)
- B. Approval of the establishment of a six month eligibility list for
Executive Assistant to the Chancellor 19-220

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

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

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, July 16, 2009 at 7:00 p.m. The meeting will be held in the Multipurpose Room at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura.

22. **RECESS TO CLOSED SESSION**

None

23. **RECONVENE IN OPEN SESSION**

24. **ADJOURNMENT**

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting, and that are public record not otherwise exempt from disclosure, will be available for inspection at:
District Administrative Center
255 West Stanley Avenue, Suite 150, Ventura, CA 93001
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
RECLASSIFICATION OF A POSITION TO AN EXISTING CLASS

COMMISSION STAFF RECOMMENDS THAT THE FOLLOWING RECLASSIFICATION BE APPROVED:

From:	Director of Maintenance & Operations Management Salary Schedule 120, \$83,303-\$111,624/year	To:	Director of Facilities, Maintenance, & Operations Management Salary Schedule 140, \$91,839-\$123,071/year
Incumbent:	Robert Forest	Location:	Maintenance & Operations, Ventura College
Approval Date:	06/25/09	Delayed Effective Date:	07/31/09*

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

BACKGROUND: The Director of Maintenance & Operations at Ventura College has requested a classification study based upon the premise that he is working out of class and completing duties comparable to that of the two Director of Facilities, Maintenance, & Operations positions at Oxnard College and Moorpark College. A classification study was completed on January 8, 2008 which found Mr. Forest to be assigned duties within his classification concept of Director of Maintenance & Operations. Following the decision, Mr. Forest requested that Commission staff reconsider the decision to not reclassify the position.

The following recommendation is based on information collected during a re-evaluation of the position. This included an evaluation of the incumbent's completed Position Information Questionnaire, a review of work samples and correspondence composed by the incumbent, a desk audit of the subject position, and interviews with the incumbent's supervisor, representatives from Heery International, the Directors of Facilities, Maintenance, & Operations at both Oxnard College and Moorpark College, and other District staff familiar with the position.

BASES OF RECOMMENDATION: The distinguishing characteristics between the classification concepts of Director of Maintenance & Operations and Director of Facilities, Maintenance, & Operations is that the class of Director of Facilities, Maintenance, & Operations has involvement in all aspects of facility planning, pre-construction activities, bidding, construction management, and project close-out with District Business Services and Heery construction project managers. In addition, a Director of Facilities, Maintenance, & Operations is responsible for the management of construction project change orders and representing the college in all communications with the Division of the State Architect. It has been confirmed by management at Ventura College that the aforementioned responsibilities have been assigned to the incumbent effective with the recent hiring of David Keebler, Vice President of Business Services at Ventura College. Consequently, a reclassification of the subject position is warranted.

STATUS OF INCUMBENT(S): Commission Staff believes that the higher-level responsibilities were officially assigned to the incumbent effective with the hiring of Mr. Keebler. While Mr. Forest believes he has been performing some of this work prior to Mr. Keebler having assigned these responsibilities, this cannot be confirmed. Furthermore, Commission staff confirmed during the study conducted in 2008 that Mr. Forest was not assigned these responsibilities as of the date of the conclusion of the study. Given that the duties were assigned effective with the hiring of the new Vice President of Business Services, there is no evidence of gradual accretion of responsibility. Consequently, the incumbent may be reclassified to the higher classification after passing a qualifying examination and upon approval by the Board of Trustees.

Effective as of the approval of this action, Mr. Forest will receive a payment for working out of class in accordance with the provisions of PC Rule 299. Payment will be terminated at the time the Board approves the reclassification or should the incumbent fail to pass a qualifying exam.

Given that this is a management classification, this position is exempt from the review of the Classification Review Committee.



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

FOUR HUNDRED AND FOURTEEN

The four hundred and fourteenth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, May 21, 2009.

1. CALL TO ORDER

Chairman Barbara Harison called the meeting of the Personnel Commission to order at 7:02 p.m.

2. ROLL CALL

Commissioners Jim King, David Gonzales, and Barbara Harison were in attendance. Also attending was Michael Arnoldus, Director of Employment Services/Personnel Commission and Secretary of the Personnel Commission.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

On motion by Commissioner King, seconded by Commissioner Gonzales, the minutes of the April 23, 2009 meeting of the Personnel Commission were unanimously approved. (4-133)

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report
None

B. Board of Trustees Meeting
Mr. Arnoldus shared highlights of the last meeting of the Board of Trustees. Highlights included an acknowledgement to the outgoing student trustee, a presentation on GASB 45, a retiree health benefits presentation, and a discussion of the current budget.

C. Director's Report

Mr. Arnoldus reviewed the monthly *Current Recruitments Report*, with 2 open recruitment and 1 closed recruitments. The *Positions Filled and Pending Report* reflects 1 positions filled and 5 pending selection.

Commissioner King inquired about employment lists being created then becoming obsolete or unused because of a hiring stoppage. Mr. Arnoldus stated that employment lists are not created until the position has been approved. Mr. Arnoldus also proposed the possibility of establishing a six month eligibility list.



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- D. Commissioners' Report
None

7. **OLD BUSINESS**
None

8. **APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE**
None

9. **APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS/SALARY RANGE**

Executive Assistant to the Chancellor. (9-134)

Mr. Arnoldus discussed Education Code §88091 that provides for the Executive Assistant to the Chancellor to be exempted from the provisions of 88091(a).

Commissioner Gonzales made a motion to approve the proposed revision of the classification specification for Executive Assistant to the Chancellor with the condition that the final statement on page three of the Executive Assistant to the Chancellor class specification regarding exempt executive secretarial status be removed pending review by the Board. The motion was also made on the condition that the Director of Employment Services/Personnel Commission ascertain whether the position performs the financial duties as described under Representative Duties, paragraph 8, and the statement be revised accordingly. Commissioner King seconded the motion and the motion was unanimously approved.

Commissioner King made a motion to hold in advance the exemption of the Executive Assistant to the Chancellor pending receipt of notification by the Board of Trustees of a majority action to make the request. Commissioner Gonzales seconded the motion and the motion was unanimously approved.

10. **RECLASSIFICATION**
None

11. **APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES**
None

12. **ABOLISHMENT OF CLASSIFICATIONS**
None

13. **INTERPRETATION OF MINIMUM QUALIFICATIONS**
None

14. **APPROVAL OF PROPOSED SALARY RANGE**
None

15. **APPROVAL OF PROPOSED TITLE CHANGES**



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

None

16-18. LISTED AS APPROPRIATE

None

19. OTHER

- A. A public hearing was held relative to Personnel Commission budget for FY 2009-2010 (19-217)
- B. Commission King made a motion to approve the Personnel Commission budget for FY 2009 – 2010 with revisions. The budget was revised to decrease operating funds in recognition of the current fiscal climate. Commissioner Gonzales seconded the motion and the motion was unanimously approved. (19-218)

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

Commissioner King made a motion to change the next regularly schedule meeting of the Personnel Commission from Thursday, June 18, 2009 to Thursday, June 25, 2009. The motion was seconded by Commissioner Gonzales and unanimously approved.

Commissioner Gonzales made a motion to change the the meeting from Thursday, August 20, 2009 to Thursday, August 13, 2009. The motion was seconded by Commisisoner King and unanimously approved.

Monthly meetings are held in the Multipurpose Room at the District Administrative Center, 255 West Stanley Avenue, Suite 150, in Ventura.

22. RECESS TO CLOSED SESSION

None

23. RECONVENE IN OPEN SESSION

N/A

24. ADJOURNMENT

On motion by Commissioner Gonzales, seconded by Commissioner King, the meeting of the Personnel Commission was adjourned at 8:28 p.m. by Commissioner Harison.