



## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

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### FOUR HUNDRED AND NINETEEN

The four hundred and nineteenth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, October 1, 2009.

#### 1. CALL TO ORDER

Chair 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 were Michael Arnoldus, Director of Employment Services/Personnel Commission and Secretary to the Personnel Commission; Dave Fuhrmann, Associate Vice Chancellor, Information Technology, and Matthew Escobedo, Human Resources Analyst II.

#### 3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

#### 4. MINUTES

A. On motion by Commissioner Gonzales, seconded by Commissioner King, the minutes of the August 13, 2009 meeting of the Personnel Commission were unanimously approved. (4-138)

B. On motion by Commissioner King, seconded by Commissioner Gonzales, the minutes of the September 17, 2009 meeting of the Personnel Commission were unanimously approved. (4-139)

#### 5. CORRESPONDENCE

None

#### 6. REPORTS

A. Classified Employees Representative's Report

None

B. Board of Trustees Meeting Report

None

C. Director's Report

Mr. Arnoldus reviewed the Monthly Recruitment Report indicating there were two current classified recruitments. For the period of September 17, 2009 through September 30, 2009, there were four classified positions pending action.

D. Commissioners' Reports

None



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7. **OLD BUSINESS**  
None

8. **APPROVAL OF PROPOSED NEW CLASSIFICATION SPECIFICATIONS/SALARY RANGES**

A. Information Technology Support Specialist I

Classified Employees Salary Schedule #260, \$3,981-\$5,491/month

Mr. Escobedo discussed the proposed classification and salary range. Mr. Fuhrmann discussed the advantages of creating broad class concepts to allow for flexibility in the assignment of responsibilities. Commissioner King shared his concern that the classification descriptions for Information Technology Support Specialist I and II do not clearly differentiate what the distinguishing characteristics are between the two classes. The commissioners suggested two changes be made in the *Distinguishing Characteristics* section to help clarify the differences between the classifications of Information Technology Support Specialist I and Information Technology Support Specialist II.

On motion by Commissioner King, seconded by Commissioner Gonzales, the Commission unanimously approved the establishment of the new classification Information Technology Support Specialist I at Classified Salary Schedule #260 with the suggested revisions. (8-174)

B. Information Technology Help Desk Assistant

Classified Employees Salary Schedule #230, \$3,386-4,681/month

Mr. Escobedo discussed the proposed classification and salary range. The commissioners asked questions to better understand the proposed class concept. Mr. Arnoldus, Mr. Fuhrmann, and Mr. Escobedo provided additional information pertaining to the duties to be assigned to incumbents in the proposed class and where the incumbents would be located. Commissioner Gonzales requested that other organizations, in addition to community college districts, be surveyed as appropriate for salary comparison purposes when developing future recommendations.

On motion by Commissioner Gonzales, seconded by Commissioner King, the Commission unanimously approved the establishment of the classification of Information Technology Help Desk Assistant at Classified Salary Schedule #230. (8-175)

9. **APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS AND TITLE CHANGES**

A. Student Activities Specialist

(revision of minimum qualifications only)

Mr. Arnoldus discussed the recommendation to revise the minimum qualifications given concerns raised during the previous exam administration.

On motion by Commissioner Gonzales, seconded by Commissioner King, the Commission unanimously approved the revision of minimum qualifications for the classification of Student Activities Specialist. (9-135)



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- B. Computer/Communications Technician  
Proposed title: Information Technology Support Specialist II  
(title change and classification specification revision)

Mr. Escobedo discussed the proposed title change and classification specification revision. The commissioners and Mr. Arnoldus discussed the changes in minimum qualifications for the classification. The Commissioners suggested two changes in the *Distinguishing Characteristics* section to provide for additional clarification with regard to the differences between the classifications of Information Technology Support Specialist I and an Information Technology Support Specialist II.

On motion by Commissioner Gonzales, seconded by Commissioner King, the Commission unanimously approved the title change and classification specification revision with the suggested revisions. (9-136)

### 10. RECLASSIFICATION

- A. Incumbent: Joe Reznak  
Location: Ventura College  
From: Instructional Lab Technician II – Information Systems (CSS #260, \$3,981-\$5,491/month)  
To: Information Technology Support Specialist I (New Class) (CSS #260, \$3,981-\$5,491/month)

Mr. Escobedo discussed the change in assigned duties for the subject position.

On motion by Commissioner King, seconded by Commissioner Gonzales, the Commission unanimously approved the reclassification of the Instructional Lab Technician II – Information Systems (Classified Salary Schedule #260) position occupied by Joe Reznak to Information Technology Support Specialist I (Classified Salary Schedule #260). (10-102)

- B. Incumbent: Marla Ward  
Location: District Administrative Center  
From: Information Technology Support Assistant (CSS #250, \$3,775-\$5,205/month)  
To: Information Technology Help Desk Assistant (New Class) (CSS #230, \$3,386-4,681/month)

Mr. Escobedo discussed the change in assigned duties for the subject position. The commissioners asked questions pertaining to the assignment of duties to the position and status of the incumbent following the proposed reclassification.

On motion by Commissioner Gonzales, seconded by Commissioner King, the Commission unanimously approved the reclassification of the Information Technology Support Assistant (Classified Salary Schedule #250, \$3,775-\$5,205/month) position occupied by Marla Ward to Information Technology Help Desk Assistant (Classified Salary Schedule #230). (10-103)

- C. Incumbent: Reuben Asahan  
Location: Ventura College  
From: Computer Maintenance Technician (CSS #260, \$3,981-\$5,491/month)  
To: Information Technology Support Specialist I (New Class) (CSS #260, \$3,981-\$5,491/month)



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Mr. Escobedo discussed the change in assigned duties for the subject position. On motion by Commissioner King, seconded by Commissioner Gonzales, the Commission unanimously approved the reclassification of the Computer Maintenance Technician (Classified Salary Schedule #260) position occupied by Reuben Asahan to Information Technology Support Specialist I (Classified Salary Schedule 260). *(10-104)*

- D. Incumbent: Guy Campbell  
Location: Moorpark College  
From: Instructional Lab Technician I – Information Systems (CSS #250, \$3,775-\$5,205/month)  
To: Information Technology Support Specialist I (New Class) (CSS #260, \$3,981-\$5,491/month)

Mr. Escobedo discussed the change in assigned duties for the subject position. On motion by Commissioner Gonzales, seconded by Commissioner King, the Commission unanimously approved the reclassification of the Instructional Lab Technician I – Information Systems (Classified Salary Schedule #250) position occupied by Guy Campbell to Information Technology Support Specialist I (Classified Salary Schedule #260). *(10-105)*

- E. Incumbent: Carl McFarland  
Location: District Administrative Center  
From: Computer Operations Specialist (CSS #260, \$3,981-\$5,491/month)  
To: Information Technology Support Specialist I (New Class) (CSS #260, \$3,981-\$5,491/month)

Mr. Escobedo discussed the change in assigned duties for the subject position. On motion by Commissioner King, seconded by Commissioner Gonzales, the Commission unanimously approved the reclassification of the Computer Operations Specialist (Classified Salary Schedule #260, \$3,981-\$5,491/month) position occupied by Carl McFarland to Information Technology Support Specialist I (Classified Salary Schedule #260, \$3,981-\$5,491/month). *(10-106)*

- F. Incumbent: Brian Akers  
Location: District Administrative Center  
From: Computer Operations Specialist (CSS #260, \$3,981-\$5,491/month)  
To: Information Technology Support Specialist II (CSS #280, \$4,430-\$6,112/month)

Mr. Escobedo discussed the change in assigned duties for the subject position. On motion by Commissioner King, seconded by Commissioner Gonzales, the Commission unanimously approved the reclassification of the Computer Operations Specialist (Classified Salary Schedule #260, \$3,981-\$5,491/month) position occupied by Brian Akers to Information Technology Support Specialist II, and reclassify the incumbent with the newly reclassified position. (Classified Salary Schedule #280). *(10-107)*

### 11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

None

### 12. ABOLISHMENT OF CLASSIFICATIONS

- A. Media Services Specialist I
- B. Media Services Specialist II
- C. Instructional Lab Technician I/Information Systems
- D. Instructional Lab Technician II/Information Systems
- E. Tool Room Attendant



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- F. Computer Maintenance Technician
- G. Computer Operations Specialist
- H. Computer Specialist
- I. Director, College Technology Services
- J. Information Technology Support Assistant

Mr. Arnoldus discussed the rationale for the proposed abolishment of the classifications listed in A-J above. Additional questions were raised relative to the cost of the IT reorganization and the net increase/decrease in positions as a result of the reorganization. The questions were addressed by Mr. Fuhrmann and Mr. Arnoldus.

On motion by Commissioner King, seconded by Commissioner Gonzales, the Commission unanimously approved to abolish the classifications listed above in Item 12 (A-J). (12-36)

**13. INTERPRETATION OF MINIMUM QUALIFICATIONS**

None

**14. APPROVAL OF PROPOSED SALARY RANGE**

None

**15. APPROVAL OF PROPOSED TITLE CHANGES**

**16-18.** Will be listed as appropriate.

**19. OTHER**

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

None

**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, October 22, 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**

On motion by Commissioner Gonzales, seconded by Commissioner King, the meeting of the Personnel Commission was adjourned at 9:14 p.m. by Commissioner Harison.

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.



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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