



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### MEETING AGENDA FOR OCTOBER 15, 2015

4:30 p.m.

Thomas G. Lakin Board Room  
District Administrative Center  
255 W. Stanley Ave, 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 – September 17, 2015
5. **SELECTION OF PERSONNEL COMMISSIONER**  
Joint appointment of Personnel Commissioner for 2016-2018
  - A. Discuss process and interview questions
  - B. Conduct interviews
  - C. Select joint appointee
6. **CORRESPONDENCE**  
Correspondence from Board Chair Dianne McKay
7. **OLD BUSINESS**  
None
8. **REPORTS**
  - A. Classified Employees Representative's Report
  - B. Board of Trustees Meeting Report
  - C. Director's Report
    - Current Recruitments Report
    - Positions Filled & Pending Report
    - Upcoming Recruitments Report
    - Classification Studies Report
  - D. Commissioners' Reports

**9. RECESS TO CLOSED SESSION**

None

**10. RECONVENE IN OPEN SESSION**

N/A

**11. REVISION OF CLASSIFICATION SPECIFICATIONS**

- A. Payroll Technician
- B. Senior Payroll Technician

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

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

The date and time of the next scheduled meeting of the Personnel Commission is October 22, 2015, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150 in Ventura, California.

**14. 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 the District Administrative Center located at 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



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## Personnel Commission

### Director's Report

September 12, 2015 – October 9, 2015

Current Classified Selection Processes									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Child Development Assistant	48	MC	8/27/15	9/11/15	Training & Experience Evaluation/Technical Interview	9/21/15	N/A	10/5/15 – 10/9/15	10/13/15
Custodian	27	MC	9/17/15	10/2/15	Written Test/Technical Interview	N/A	10/09/15	10/19/15 – 10/26/15	10/28/15
Executive Assistant to the President (Confidential)	14	MC	10/7/15	10/22/15	Written Test/Technical Interview	N/A	11/6/15	11/16/15- 11/20/15	11/24/15
Grounds Maintenance Worker	19	VC	9/15/15	9/30/15	Written Test/Technical Interview	N/A	10/15/15 – 10/16/15	10/22/15 – 10/23/15	10/27/15
Human Resources Analyst I	6	DAC	10/8/15	10/29/15	Training & Experience Evaluation/Technical Interview	10/27/15 – 11/3/15	N/A	11/9/15 – 11/13/15	11/17/15
Human Resources Analyst II	4	DAC	10/8/15	10/29/15	Training & Experience Evaluation/Technical Interview	10/27/15 – 11/3/15	N/A	11/9/15 – 11/13/15	11/17/15
Instructional Lab Technician I – Automotive	9	VC	8/24/15	9/20/15	Performance Test/Technical Interview	N/A	10/16/15	10/23/15	10/27/15
Instructional Lab Technician I – Automotive	9	OC	8/24/15	9/20/15	Performance Test/Technical Interview	N/A	10/16/15	10/23/15	10/27/15
Office Assistant	254	OC	8/20/15	9/4/15	Written Test/Technical Interview	N/A	10/20/15	10/20/15	10/22/15
Performing Arts Center Technician	4	VC	09/24/15	10/25/15	Training & Experience Evaluation/Technical Interview	10/26/15- 11/2/15	N/A	11/09/15 – 11/13/15	11/17/15

Current Classified Selection Processes (cont.)

Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Plumber	4	OC	09/25/15	10/18/15	Training & Experience Evaluation/Technical Interview	10/19/15 – 10/26/15	N/A	11/9/15 – 11/13/15	11/17/15
Public Information Officer	18	DAC	09/29/15	10/18/15	Training & Experience Evaluation/Technical Interview	10/19/15 – 10/26/15	N/A	11/02/15 – 11/06/15	11/10/15
Library Technician	1	VC	10/9/15	10/25/15	Training & Experience Evaluation/Technical Interview	10/26/15 – 11/2/15	N/A	11/16/15 – 11/20/15	11/24/15
Tutorial Services Specialist II	11	OC	09/28/15	10/13/15	Training & Experience Evaluation/Technical Interview	10/14/15 – 10/21/15	N/A	11/10/15	11/12/15
Warehouse Operator	57	MC	9/17/15	10/2/15	Training & Experience Evaluation/Technical Interview	10/5/15 – 10/12/15	N/A	10/27/15	10/29/15

Current Classified Positions Filled

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Kinney, Peggy	Admissions & Records Technician	MCU138	MC	Probationary (promotion)	10/05/15
Long, Olivia	Senior Administrative Assistant	VCU024	VC	Probationary (promotion)	09/01/15
Ostrinski, Katherine	Curriculum Technician	VCU557	VC	Probationary	09/28/15
Trainor, Michael	Curriculum Technician	MCU470	MC	Probationary	10/05/15
Barrett, Donna	Financial Analyst	DCU008	DAC	Probationary (promotion)	10/01/15
McMichaels, Dan	Director of College Information Technology Services	WMC009	MC	Probationary (promotion)	10/01/15
Flores, Fidelia	Financial Aid Specialist	XCU376	OC	Probationary	10/07/15
Hill, Janelle	Matriculation Specialist II	VCU119	VC	Probationary	09/08/15
Munyantwali, Julius	Matriculation Specialist I	XCU082	OC	Probationary	10/05/15
Nelson-Nusser, Laurie	Senior Administrative Assistant	XCU051	OC	Voluntary Demotion	09/17/15

Current Classified Positions Filled (cont.)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Chen, Stacey	Student Services Specialist / International Students	MCU145	MC	Probationary	09/14/15
Nielsen, Elizabeth	Administrative Assistant	VCU564	VC	Transfer	10/01/15
Barajas, Silvia	Vice President of Business Services	MMC063	MC	Probationary	09/21/15

Current Classified Positions Pending		
Classification	Position Number	Location
Counselor Assistant	VCU054	VC
Counselor Assistant	VCU092	VC
Electrician	XCU050	OC
Executive Assistant to Vice Chancellor	DCU155	DAC
Financial Aid Specialist	MCU469	MC
Human Resources Analyst II	DCU138	DAC
Human Resources Technician II	DCU014	DAC
Instructional Lab Technician II - Nursing	MCU495	MC
Performing Arts Center Technician I	VCU568	VC
Matriculation Specialist II	VCU132	VC
Senior Payroll Technician	DCU005	DAC

Upcoming Recruitments		
Classification	Position Number	Location
Instructional Data Specialist	VCU558	VC
Instructional Lab Technician II – Chemistry	VCU068	VC
Instructional Lab Technician II – Sciences	XCU104	OC

Upcoming Recruitments (cont.)		
Classification	Position Number	Location
Senior Accounting Technician	MCU497	MC
Senior Accounting Technician	MCU498	MC
Senior Payroll Technician	DCU005	DAC
Vice Chancellor, Business & Administrative Services	DMC031	DAC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Grant Accounting Administrative Assistant	VC	7/16/15	In progress
Maintenance Worker I	VC	1/14/15	In progress
Library Assistant	VC	4/27/15	In progress

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: PAYROLL TECHNICIAN

#### BASIC FUNCTION:

Under the direction of the Payroll Supervisor, perform full range of payroll and benefit accounting work utilizing integrated software; maintain, audit and verify incoming documents, payroll data and other information, process special payroll activities.

#### DISTINGUISHING CHARACTERISTICS:

~~The Accounting Technician II Payroll classification includes the ability to perform a full array of payroll functions covering payroll actions, classified, academic, hourly, benefits, retirement and others which utilize the Banner software system. The Accounting Technician I payroll incumbents are assigned payroll duties which apply to more specific payroll accounts while learning the full array of payroll activities.~~

A Payroll Technician is assigned payroll duties of a less complex and more routine nature than those of a Senior Payroll Technician. A Senior Payroll Technician provides direction to other Payroll Technicians relative to payroll functions, and, under minimal supervision, performs the most complex payroll work of the payroll unit requiring independence of judgment relative to interpreting and applying provisions of collective bargaining agreements, state and federal law, and District policy.

#### REPRESENTATIVE DUTIES:

Perform full range of payroll and benefit accounting work utilizing integrated software; maintain, audit and verify incoming documents, payroll data and other information; assure proper financial controls and practices are consistent with accepted accounting principles, Fair Labor Standards Act (FLSA), contracts, board policies and Personnel Commission rules. *E*

Prepare, monitor and generate payroll for assigned employee groups including faculty, classified, temporary and student employees; process special payroll activities. *E*

Review and process time reports submitted for accuracy; verify and enter necessary corrections, adjustments or revisions to payroll as needed; calculate deductions and benefits for casual employees eligible for retirement benefits; make proper adjustments in employee salaries regarding overtime, change of status, step increase, additional hours leave accounting, and other salary adjustments according to established policies, procedures, rules and regulations. *E*

Process employee tax sheltered contribution and reconcile with the monthly billings from annuity companies; calculate garnishments and levies required by government agencies; calculate federal and state payroll taxes for academic, classified and student payroll and make wire transfers as needed; reconcile and process appropriate quarterly reports required by IRS and union; assure STRS and PERS data is accurate for monthly reporting; submit reports to appropriate agency or department. *E*

## **PAYROLL TECHNICIAN (continued)**

Calculate and process levies, advances, garnishments and other adjustments as needed; monitor sick leave; maintain a system to track the maximum allowed vacation and compensatory time hours of classified employees; maintain and audit leave accounting for academic employees and make necessary adjustment according to employee contracts and time sheets. *E*

Prepare, balance and maintain various payroll reports, records and spreadsheets; prepare the payroll reports and submit to appropriate staff for review and approval; reconcile monthly payroll balances. *E*

Establish and maintain a system to track status of workers' compensation claims; communicate with Risk Management personnel; audit and maintain compensated paid hour and non-compensated hours; perform accurate calculation of litigated and non-litigated cases of reimbursement from insurance company to the rate of employees paid ratio; make related projections of benefits; provide and maintain a system of load-banking reports for faculty. *E*

Respond to inquiries regarding payroll; interpret and explain laws, ordinances, regulations, policies and procedures; maintain current knowledge of federal, state and district policies, rules and codes related to payroll functions. *E*

Communicate with district personnel to coordinate activities, resolve issues and conflicts and exchange information; communicate with outside organizations including the tax sheltered annuity companies, County Office personnel, IRS Franchise Tax Board, Public Employees Retirement Agency (PERS), and others as needed; respond to earning verification requests; assist with audits as needed. *E*

Operate a computer, calculator and related office equipment. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Advanced accounting methods and procedures regarding payroll  
Practices of financial and statistical record-keeping including systems which are maintained on data processing equipment  
Modern office practices, procedures and equipment  
Record-keeping techniques  
District organization, operations, policies and objectives  
Oral and written communications skills  
Technical aspects of field of specialty  
Operation of a computer and Banner software  
Full array of payroll duties

### ABILITY TO:

Interpret and explain the district's accounting policies and procedures in payroll  
Perform a variety of arithmetic calculations  
Prepare and maintain complex financial records, reports, files and spreadsheets



## **PAYROLL TECHNICIAN (continued)**

Apply financial record-keeping principles  
Type at an acceptable rate of speed  
Establish and maintain cooperative and effective working relationships with others  
Understand and follow oral and written directions  
Meet schedules and time lines  
Plan and organize work  
Work independently with little direction  
Communicate effectively both orally and in writing.  
Analyze situations accurately and adopt an effective course of action.  
Operate standard office machines including calculator, typewriter and computer.

### **EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to: graduation from high school supplemented by college level course work in accounting and three years experience in the preparation and maintenance of payroll records~~

Graduation from high school or evidence of equivalent educational proficiency **AND** one year of payroll or technical accounting experience

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment

#### PHYSICAL DEMANDS:

Sitting and operating a keyboard for extended periods of time to enter data into a computer  
Dexterity of hands and fingers to operate a computer, typewriter and standard office equipment  
Reaching overhead, above the shoulders and horizontally and bending at the waist to maintain files  
Hearing and speaking to exchange information on the telephone or in person  
Seeing to assure entries are recorded accurately

#### HAZARDS:

Extended viewing of computer monitor

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

Under the direction of the Payroll Supervisor, provide technical direction to Payroll Technicians and serve as a lead to staff responsible for the performance of payroll-related duties, and perform the most complex payroll functions.

**DISTINGUISHING CHARACTERISTICS:**

The Senior Payroll Technician provides direction to other Payroll Technicians relative to payroll functions, and, under minimal supervision, performs the most complex payroll work of the payroll unit requiring independence of judgment relative to interpreting and applying provisions of collective bargaining agreements, state and federal law, and District policy. In comparison, a Payroll Technician is assigned payroll duties of a less complex and more routine nature.

**REPRESENTATIVE DUTIES:**

Prepare, monitor, and generate payroll for assigned employee groups including faculty, classified, temporary, and student employees. *E*

Ensure proper financial controls and practices are consistent with accepted collective bargaining agreements, California Education Code, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Board policies and Personnel Commission rules. *E*

Interpret and apply collective bargaining agreements, California Education Code, labor law, retirement system policies and procedures, District policies, and pertinent laws governing payroll actions to District administrators, employees, the County Office of Education, representatives of the State Teachers' Retirement System and the Public Employees' Retirement System, and the public. *E*

Research and resolve payment discrepancies; prepare, balance, and maintain various payroll reports, records, and spreadsheets. *E*

Assign and monitor production to ensure timely and accurate posting of payroll to the automated accounting systems. *E*

Audit electronic files generated from Offers of Temporary Non-Contract Academic Employment; review exception reports to determine the validity of data in the offer; analyze and determine appropriate actions to correct anomalies in data; coordinate actions with other departments to resolve incidents and ensure accurate payroll production; create job records for part-time/overload faculty assignments and professional experts; monitor processes for accuracy. *E*

Monitor class cancellations, track overpayments, establish repayment agreements, and monitor repayments. *E*

## SENIOR PAYROLL TECHNICIAN (continued)

Process, verify, and correct time reports; identify sources of error and take corrective action; calculate deductions and benefits for provisional employees; adjust employee salary upon change of status, step increases, and other salary changes according to established contracts, policies, and procedures. *E*

Maintain faculty loadbanking information each semester, documenting usage and banked-time; determine taxable income based on current and prior collective bargaining agreements; calculate taxes; resolve loadbanking issues with campus staff; maintain documentation protocols. *E*

Determine eligibility for State Teachers' Retirement System or the Public Employees' Retirement System retirement benefits; complete required retirement documentation for current and terminated employees; research and resolve retirement issues. *E*

Process employee tax sheltered contributions and reconcile with monthly billings from annuity companies; calculate federal and state payroll taxes for academic, classified, and student payroll; initiate wire transfers as needed; reconcile and process reports required by collective bargaining units; review State Teachers' Retirement System monthly reporting data for accuracy; submit reports to appropriate agencies and departments. *E*

Calculate and process levies, advances, garnishments and other adjustments as needed; maintain and audit leave accounting for academic employees. *E*

Maintain a system to track status of workers' compensation claims; audit compensated hours and non-compensated hours; calculate litigated and non-litigated reimbursement from insurance companies; project benefits. *E*

Conduct benefit audits. *E*

Recommend and assist with workload distribution; act in the absence of the Payroll Supervisor. *E*

Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

Methods, practices, terminology, and procedures utilized in accounting and payroll administration, including advanced accounting methods and procedures  
Principles of delegation, organization, and prioritization  
Modern office practices, procedures, and equipment  
District organization, operations, policies, and objectives  
Microsoft Windows, Microsoft Office, and Banner software  
Standard bookkeeping principles and practices  
Applicable federal and state laws, rules, codes, and regulations related to assigned activities  
Policies, rules, and regulations related to the State Teachers' Retirement System and the Public Employees' Retirement System

## SENIOR PAYROLL TECHNICIAN (continued)

### ABILITY TO:

Prepare and maintain complex financial records, reports, files, and spreadsheets  
Read, interpret, and explain laws and regulations  
Type at an acceptable rate of speed  
Establish and maintain cooperative and effective working relationships with others  
Plan and organize the work of the unit  
Work independently with little direction  
Communicate effectively, both orally and in writing  
Explain complex information to those unfamiliar with terms, processes, or outcomes  
Analyze situations accurately and adopt effective courses of action  
Operate standard office machines including calculator, typewriter, and computer  
Utilize an integrated, computerized payroll system  
Apply information systems coding procedures related to payroll operations  
Perform arithmetical computations rapidly and accurately  
Review, record, and verify payroll information with speed and accuracy  
Work under pressure of recurrent deadlines with frequent interruptions

### **EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to graduation from high school or evidence of equivalent educational proficiency, and four years experience in the preparation and maintenance of payroll records in a central payroll unit serving at least 1,000 employees with an automated payroll system. College-level course work in Accounting or a related field is preferred.~~

Graduation from high school or evidence of equivalent educational proficiency AND two years of experience processing payroll using an integrated automated payroll system including or supplemented by two years of experience interpreting and applying language within a collective bargaining agreement or similarly complex organizational policies pertaining to payroll.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment

#### PHYSICAL DEMANDS:

Sitting and operating a keyboard for extended periods of time to enter data into a computer  
Dexterity of hands and fingers to operate a computer, typewriter, and standard office equipment  
Reaching overhead, above the shoulders, and horizontally, and bending at the waist to maintain files  
Hearing and speaking to exchange information on the telephone or in person  
Seeing to ensure entries are recorded accurately

#### HAZARDS:

Extended viewing of computer monitor  
Dissatisfied or abusive customers