



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### MEETING AGENDA FOR OCTOBER 22, 2015

5:30 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 – October 15, 2015
5. **CORRESPONDENCE**  
None
6. **OLD BUSINESS**  
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
    - Upcoming Recruitments Report
    - Classification Studies Report
  - D. Commissioners' Reports
8. **DISCUSSION OF EXECUTIVE MANAGEMENT SALARIES**
9. **JOINT BOARD OF TRUSTEES/PERSONNEL COMMISSION MEETING**
10. **RECESS TO CLOSED SESSION**  
Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5) Title:  
Director of Employment Services/Personnel Commission

**11. RECONVENE IN OPEN SESSION**

**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 November 19, 2015, at 5:30 p.m. The meeting will take place in the Campus Center Conference Room at Moorpark College located at 7075 Campus Road, Moorpark, 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

October 10, 2015 – October 19, 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
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
Instructional Lab Technician II - Chemistry	11	VC	10/9/15	11/1/15	Training & Experience Evaluation/Technical Interview	11/9/15	N/A	11/16/15 – 11/20/15	11/24/15
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
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

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
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
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
Registrar	40	VC	09/16/15	10/4/15	Training & Experience Evaluation/Technical Interview	10/19/15	N/A	10/27/15	10/29/15
Senior Accounting Technician	1	VC	10/12/15	11/27/15	Written Test/Technical Interview	N/A	11/10/15	11/17/15 – 11/24/15	11/26/15
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
Aguayo, Norma	Instructional Lab Technician II – Nursing	MCU495	Moorpark	Probationary	10/13/15
Luna, Ramona	Financial Aid Specialist	MCU469	Moorpark	Probationary	10/12/15
Rambo, Andrea	Executive Assistant to Vice Chancellor	DCU155	DAC	Transfer	10/12/15

Current Classified Positions Pending		
Classification	Position Number	Location
Child Development Assistant	MCU317	MC
Counselor Assistant	VCU054	VC
Counselor Assistant	VCU092	VC
Electrician	XCU050	OC
Human Resources Analyst II	DCU138	DAC
Human Resources Technician II	DCU014	DAC
Performing Arts Center Technician I	VCU568	VC
Matriculation Specialist II	VCU132	VC

Upcoming Recruitments		
Classification	Position Number	Location
Administrative Assistant	Generic	Generic
Financial Aid Specialist	MCU496	MC
Financial Aid Technician	MCU423	MC
Instructional Data Specialist	VCU558	VC
Instructional Lab Technician II – Sciences	XCU104	OC
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