



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR MARCH 15, 2018

5:30 p.m.

Thomas G. Lakin Boardroom
District Administrative Center
761 E. Daily Drive, Suite 200
Camarillo, CA 93010

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 – December 21, 2017
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. **TITLE CHANGE AND REVISION OF A CLASSIFICATION SPECIFICATION**
Director of Fiscal Services
9. **ESTABLISHMENT OF A CLASSIFICATION**
Director of International Students
10. **REALLOCATION OF A POSITION AND INCUMBENT**
Maintenance Worker I

11. **ABOLISHMENT OF A UNUSED CLASSIFICATION**
Student Services Assistant I (Seasonal)
12. **REVISION OF PERSONNEL COMMISSION RULES 133 AND 292.2 (FIRST READING)**
13. **ESTABLISHMENT OF A PERSONNEL COMMISSION RULE (DISCUSSION ONLY)**
Scarcity Differential
14. **RECESS TO CLOSED SESSION**
None
15. **RECONVENE IN OPEN SESSION**
N/A
16. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**
17. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**
The date and time of the next scheduled meeting of the Personnel Commission is April 19, 2018, at 5:30 p.m. The meeting will take place in the Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.
18. **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 761 E. Daily Drive, Camarillo, CA 93010 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
761 E. Daily Drive, Suite 200
Camarillo, CA 93010
(805) 652-5521



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Personnel Commission

Director's Report December 16, 2017 – March 9, 2018

Current Classified Selection Processes (Between 12/16/17 to 03/09/18)									
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
Academic Data Specialist	21	MC	02/23/18	03/11/18	Training & Experience Evaluation/Technical Interview	03/16/18	N/A	03/26/18-03/30/18	04/03/18
Administrative Assistant	145	ALL	12/15/17	01/03/18	Written Test/Technical Interview	N/A	01/16/18 – 01/19/18	02/09/18	02/13/18
Assessment Specialist	50	ALL	12/01/17	12/17/17	Training & Experience Evaluation/Technical Interview	01/05/18	N/A	01/16/18	01/23/18
Associate Vice Chancellor of Information Technology	5	DAC	03/07/18	03/25/18	Training & Experience Evaluation/Technical Interview	04/03/18	N/A	04/16/18 – 04/20/18	04/24/18
Athletic Trainer	29	MC	11/27/17	12/17/17	Training & Experience Evaluation/Technical Interview	12/20/17	N/A	01/11/18 & 01/12/18	01/22/18
Business Office Assistant I (Seasonal)	78	VC	11/13/17	11/28/17	Written Test/Technical Interview	N/A	12/04/17 - 12/12/17	12/14/17	01/09/18
Community College Police Lieutenant	4	DAC	01/23/18	02/13/18	Training & Experience Evaluation/Technical Interview	02/21/18	N/A	03/05/18	03/06/18
Curriculum Technician	44	MC	10/18/17	11/02/17	Written Test/Technical Interview	N/A	11/16/17	12/20/17	01/09/18
Custodian	47	ALL	01/19/18	02/04/18	Written Test/Technical Interview	N/A	02/14/18	02/26/18 & 02/27/18	03/05/18
Director of Employment Relations & Human Resources Operations	22	DAC	01/02/18	01/17/18	Training & Experience Evaluation/Technical Interview	01/29/18	N/A	02/23/18	02/27/18
Director of Institutional Advancement, Community Relations, and Marketing	21	MC	01/05/18	01/21/18	Training & Experience Evaluation/Technical Interview	02/06/18	N/A	03/20/18	03/23/18

Current Classified Selection Processes (Between 12/16/17 to 03/09/18) (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
Disability Services Technician	44	MC	12/01/17	01/08/18	Training & Experience Evaluation/Technical Interview	01/05/18	N/A	01/19/18	01/25/18
Grant Accounting/Administrative Assistant	25	OC	01/10/18	01/28/18	Training & Experience Evaluation/Written Test/Technical Interview	02/08/18	02/13/18	03/02/18	03/06/18
Grant Accounting/Administrative Assistant (second administration)	3	OC	03/07/18	03/25/18	Training & Experience Evaluation/Written Test/Technical Interview	03/30/18	04/10/18	04/23/18-04/27/18	05/02/18
Human Resources Analyst II	16	DAC	01/02/18	01/17/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	02/07/18	02/09/18
Kiln Operator	6	VC	12/21/17	01/15/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	01/26/18	01/31/18
Program Coordinator II – Upward Bound	76	OC	01/05/18	01/28/18	Training & Experience Evaluation/Technical Interview	02/12/18	N/A	02/21/18	02/23/18
Program Director II	55	MC	12/14/17	01/14/18	Training & Experience Evaluation/Technical Interview	01/24/18	N/A	01/29/18	02/01/18
Senior Administrative Assistant	65	MC	01/25/18	02/11/18	Written Test/Technical Interview	N/A	02/21/18 – 02/23/18	03/06/18	03/09/18
Senior Administrative Assistant (second administration)	6	MC	03/09/18	03/25/18	Written Test/Technical Interview	N/A	04/02/18-04/06/18	04/16/18-04/20/18	04/25/18

Current Classified Positions Filled (As of 03/09/18)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Ana Barcenas	Curriculum Technician	MCU470	MC	Probationary (new)	02/12/18
Joseph Cordero	Student Outreach Specialist	VCU548	VC	Probationary (new)	01/23/18
Luther Dennis	Custodian	MCU326	MC	Probationary (new)	03/05/18
Imelda Fernandez	Student Services Specialist – Student Information Center	XCU410	OC	Probationary (promotion)	02/26/18

Current Classified Positions Filled (As of 03/09/18) (cont.)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Angeline Gonzales	Assessment Specialist	MCU519	MC	Lateral Reassignment	02/21/18
Shyan Hamidi-Sabet	Disability Services Specialist/Interpreter	MCU518	MC	Probationary (new)	01/29/18
Stephanie Harper	Financial Aid Technician	VCU131	VC	Probationary (new)	01/02/18
Tatiana Lawler Sweeney	Student Services Specialist – Student Information Center	VCU547	VC	Probationary (new)	01/29/18
Jose Mejia	Custodian	VCU059	VC	Probationary (new)	02/05/18
Cynthia Osuna	Senior Administrative Assistant	MCU023	MC	Probationary (promotion)	12/19/17
Lauren Nickerson	International Lab Technician II – Registered Veterinary Technician	MCU517	MC	Probationary (new)	01/22/18
Paulina Salazar Preez	Financial Aid Technician (Bilingual)	VCU140	VC	Transfer	01/08/18
Linda Sanders	Administrative Assistant	MCU018	MC	Transfer	02/20/18

Current Classified Positions Pending (As of 03/09/18)

Classification	Position Number	Location	Date List Certified
Athletic Trainer	MCU374	MC	01/22/18
Business Office Assistant I (Seasonal)	VCU560	VC	01/09/18
Community College Police Lieutenant	WSC003	DAC	03/06/18
Community College Police Officer I	WCU013	DAC	12/01/17
Director of Employment Relations & Human Resources Operations	DMC044	DAC	02/26/18
Disability Services Technician	MCU062	MC	01/25/18
Grant Director – Career & Technical Education	VMC077	VC	11/29/17
Kiln Operator	VCU412	VC	01/29/18
Program Coordinator II – Upward Bound	XSC107	OC	02/27/18
Program Director II	MMC066	MC	02/01/18

Upcoming Recruitments		
Classification	Position Number	Location
Admissions and Records Technician	XCU404	OC
Counselor Assistant	XCU423	OC
Human Resources Analyst II	DCU138	DAC
Locksmith	MCU104	MC
Office Assistant (seasonal)	VCU570	VC
Program Coordinator I	DCU163 VCU591 VCU590	DAC VC
Program Director I	DMC053	DAC
Student Services Assistant	MCU521	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Data Analyst	DAC	05/24/17	In progress
Marketing Specialist	DAC	05/08/17	In progress
Maintenance Worker I	OC	02/15/18	In progress

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

| CLASS TITLE: **EXECUTIVE DIRECTOR OF FISCAL SERVICES**

BASIC FUNCTION:

Under the direction of the Vice Chancellor, Business and Administrative Services, direct the management and administration of the District's accounting and fiscal functions.

REPRESENTATIVE DUTIES:

Manage the operations of the central accounting and finance functions of the District, including accounts payable, accounts receivable, payroll, student financial aid, general accounting, budgeting, capital projects, and restricted programs, ensuring accounting records are maintained in compliance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB). *E*

Approve the disbursement of the District funds in accordance with applicable laws, rules, and policies. *E*

Direct the financial management and reporting of federal, state, local, and private contracts, and grant and bond funds; maintain proper fiscal controls for all governmental and auxiliary funds. *E*

Direct the collection, recording, processing, consolidation, analysis, and distribution of a wide variety of accounting and payroll data; identify deficiencies which may affect the ability of the District to meet financial and operational performance standards and goals. *E*

Direct the development, preparation, and filing of the official District budget and financial reports, including mandated cost reports; direct the development and preparation of the District's budget calendar; oversee the Tentative and Adoption budget development activities. *E*

Oversee and perform complex financial analyses, projections, and reporting based on existing laws, enrollment trends, and the prospective economic environment. *E*

Manage cash flow requirements of the District; direct activities associated with annual cash flow borrowing through issuance of Tax and Revenue Anticipation Notes (TRAN) and manage associated banking relationships. *E*

Establish strategic goals and objectives for assigned areas of responsibility in concert with the District's strategic plan and direct and participate in the development and revisions of policies, procedures, practices and guidelines pertinent to the administration of the District's accounting, payroll and related functions. *E*

Direct the design, implementation, and maintenance of accounting and payroll systems to meet legal requirements, provide management with required information, and improve efficiency in the recording and reporting of data. *E*

Direct the planning and coordination of the fiscal year end closing activities process. *E*

| [Title Change and Revision - March 2018](#)

Established February 2008

DIRECTOR OF FISCAL SERVICES (continued)

Direct the internal and external audit functions. *E*

Advise the Vice Chancellor and District management staff through oral and written reports of objectives, critical problems, achievements, improvement recommendations, and on requirements and restrictions of laws, rules, and policies affecting the District's accounting, payroll, and related operations. *E*

Review contract and grant proposals for audit and risk exposure, legal compliance, and financial impact, including commitment of District resources, and make recommendations for Governing Board action. *E*

Analyze state legislative and administrative decisions, regulations, and policies to determine their impact on the accounting, payroll, and related operations of the District and makes recommendations on how to implement new requirements. *E*

Represent the District before federal, state, and local agencies on matters related to District accounting, payroll, and related functions. *E*

Serve as a member of various District-wide committees involved with procedural or financial status issues. *E*

May act for the Vice Chancellor, Business and Administrative Services as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, and theories of accounting with an emphasis on governmental accounting

Principles, practices, and theories of auditing

Principles of budget development and control

Banking and investment policies, regulations, and practices

Research, statistical, and forecasting methods used in accounting analysis and management

Federal, state and local laws, ordinances, codes, and regulations governing the accounting operations and fiscal requirements of the District

Federal, state, and local laws relative to wages, salaries, fringe benefits, deductions, and the disbursement of funds

Capabilities of computer applications and hardware in the management of accounting and payroll systems

Organization, functions, and inter-relationships of operating units and programs of the District

Principles and practices of organization and management

State legislative processes and procedures

Principles and practices of business and public administration

Principles of supervision and training

ABILITY TO:

Plan, direct, and coordinate the District's general and special funds accounting, payroll, budget and related activities

DIRECTOR OF FISCAL SERVICES (continued)

Interpret and apply laws, rules, regulations, and policies pertinent to accounting, payroll, and related activities
Develop methods and approaches to best estimate current and future revenues and expenditures
Anticipate conditions, plan ahead, establish priorities, and meet schedules
Act independently and promptly to situations and events
Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations
Communicate effectively, both orally and in writing
Effectively communicate highly technical information concisely and in understandable terms
Motivate, direct, train, and develop others
Establish and maintain effective working relationships with administrative District personnel and representatives of government agencies and various private organizations

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to:~~

A master's degree in Business Administration, Accounting, Public Administration, or closely related field ~~or a bachelor's degree in Business Administration with an emphasis in Accounting or a related area and a current license as a Certified Public Account (CPA)~~ AND a ~~a~~ minimum of five three years of increasingly responsible professional-level financial accounting and budgeting experience, including experience preparing and maintaining financial and accounting records and comprehensive financial reports, performing complex financial analyses, and conducting financial forecasting and projections. Two years of the aforementioned experience must have been in a supervisory capacity.

OR

A bachelor's degree in Business Administration, Accounting, Public Administration, or closely related field AND a minimum of five years of increasingly responsible professional-level financial accounting and budgeting experience, including experience preparing and maintaining financial and accounting records and comprehensive financial reports, performing complex financial analyses, and conducting financial forecasting and projections. Two years of the aforementioned experience must have been in a supervisory capacity.

Fund/governmental accounting experience is preferred.

~~WORKING CONDITIONS:~~

~~ENVIRONMENT:~~

~~Office environment~~

~~PHYSICAL ABILITIES:~~

~~Seeing to inspect financial records~~

~~Hearing and speaking to communicate with District staff~~

~~Sitting for extended periods of time~~

DIRECTOR OF FISCAL SERVICES (continued)

~~Bending, kneeling and reaching to retrieve and file records~~

~~Dexterity of hands and fingers to operate a computer terminal keyboard and other office equipment~~

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHMENT OF CLASS

RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Director of International Students

ANNUAL SALARY RANGE: MANAGEMENT SALARY SCHEDULE #90 (\$76,530-\$102,540/ANNUAL)

BACKGROUND:

Moorpark College has requested the establishment of a management-level position to develop and oversee the administration of the International Students program.

BASES OF RECOMMENDATION: An incumbent in the proposed classification will be responsible for planning, directing, supervising, and evaluating all International Students program activities, including the recruitment, retention, and coordination of support services for international students. A classification description detailing the duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary is based on internal alignment. The proposed salary for the subject classification is aligned with the Program Director I classification given that both classifications are responsible for planning, organizing, supervising, administering, and evaluating a broad set of activities pertaining to a program or grant with a budget of less than \$1 Million. Therefore, it is appropriate to allocate the new classification to Management Salary Schedule #90 (\$76,530-\$102,540/annual).

MA/AI

Presented to the Personnel Commission on March 15, 2018

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF INTERNATIONAL STUDENTS

BASIC FUNCTION:

Under the general direction of an assigned administrator, plans, organizes, supervises, administers, and evaluates a broad set of activities pertaining to the International Students program, including the recruitment, retention, and coordination of support services for international students.

REPRESENTATIVE DUTIES:

Plan, direct, supervise, and evaluate the International Students program activities to ensure that the program's goals, objectives, and timelines are met and in alignment with the District's and program's priorities and objectives; develop, oversee, and implement projects and programs specific to the recruitment, enrollment, support services, and successful retention of international students. *E*

Develop and implement operational policies, procedures, and standards pertinent to the goals and objectives of the program; ensure compliance with established standards, requirements, laws, codes, regulations, policies, and procedures to meet state and federal requirements, especially those pertaining to immigration. *E*

Develop and manage the program budget; approve the allocation of resources. *E*

Manage the collection and analysis of data; oversee and participate in the preparation and submission of fiscal reports, program plans, progress reports, and other narrative and statistical reports as required and in accordance with District and external-agency requirements. *E*

Communicate the objectives, progress, and outcomes of the program initiatives to faculty, staff, students, administrators, university and high school partners, and the community; maintain open and regular communications with all project stakeholders. *E*

Plan, coordinate, promote, and conduct international student recruitment and orientation activities and other special events; travel to international destinations for recruiting purposes as necessary. *E*

Establish regional collaborative relationships and partnerships with business entities, community organizations, and local educational agencies; serve as the primary contact with the U.S. Department of Homeland Security (DHS), U.S. Immigration and Customs Enforcement (ICE), and U.S. Citizenship and Immigration Services (USCIS) for issues related to the enrollment and retention of international students. *E*

Oversee the delivery of specialized application, enrollment, and registration assistance to international students, including communication with prospective international students to facilitate their admission to the college; work with counseling department to recommend courses of study appropriate for international students based on students' educational goals and educational preparation. *E*

DIRECTOR OF INTERNATIONAL STUDENTS

Advise international students regarding immigration regulations and enforce DHS, ICE, USCIS, and District policies and procedures; monitor the immigration status of international students; prepare and submit various immigration documents for international students. *E*

Serve as liaison between students, faculty, and staff regarding personal or academic concerns; act as advocate for international students in dealing with outside organizations; direct students to appropriate resources as necessary. *E*

Develop and implement an effective system of evaluation for the program and its activities. *E*

Develop and deliver presentations to various audiences. *E*

Serve as a district representative on various committees associated with the program. *E*

Supervise project personnel. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Philosophy, mission, and goals of the community colleges, secondary educational agencies and the District

Goals, policies, regulations, and contractual requirements associated with the program

State and federal immigration laws, policies, practices, and regulations as they relate to international students, including those relating to the U.S. Department of Homeland Security (DHS), U.S. Immigration and Customs Enforcement (ICE), and U.S. Citizenship and Immigration Services (USCIS)

Policies, procedures, forms, regulations, and practices associated with foreign visas, including F-1, FMV, and J visas

Community agencies and resources available to students

Principles of strategic planning, program development, and program review

Principles of budget preparation and administration

Principles of management and supervision

Participatory approaches to governance

Office productivity software applications, including word processing, spreadsheets, email, and presentation software

Principles of English grammar, spelling, and composition

Principles of business letter writing and report preparation

ABILITY TO:

Manage resources to accomplish long and short-term program goals

Use independent judgement in the interpretation and application of rules, regulations, policies, and procedures

Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving

Collaborate with academic and classified personnel to develop strategies to enhance student success outcomes

DIRECTOR OF INTERNATIONAL STUDENTS

- Demonstrate sensitivity to students, colleagues, and clients with diverse cultures, languages, ethnic, and socioeconomic backgrounds
- Learn and apply new information and skills
- Create an environment conducive to the development of instructional and/or student services innovations as determined by the objectives of the program
- Exercise independent judgment in developing and implementing creative solutions to program conditions or problems
- Manage complex programs in a dynamic interdisciplinary environment with multiple responsibilities
- Lead, motivate, supervise, and evaluate the work of others
- Develop and administer complex budgets
- Communicate effectively, both orally and in writing
- Establish and maintain effective relations among faculty, staff, students, and administrators, as well as the community and local educational agencies
- Develop and deliver effective public presentations
- Plan and organize work to meet changing priorities and deadlines

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university AND three years of experience providing support to international students, including experience interpreting and applying laws and regulations pertaining to the admission and enrollment of visa students.

OR

A graduate degree from a recognized college or university AND two years of experience providing support to international students, including experience interpreting and applying laws and regulations pertaining to the admission and enrollment of visa students.

Experience supervising or providing work direction to staff is preferred.

PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

REALLOCATION OF A POSITION TO AN EXISTING CLASSIFICATION

COMMISSION STAFF RECOMMENDS THAT THE FOLLOWING REALLOCATION BE APPROVED:

From:	Maintenance Worker I (Schedule 230 \$3,673-\$5,078/month)	To:	Maintenance Worker II (Schedule 250 \$4,096-\$5,646/month)
Incumbent:	Carl Hill	Location:	Maintenance & Operations, Oxnard College

BACKGROUND:

Oxnard College administration and the incumbent requested the subject position be studied to ensure it is classified appropriately. Commission staff's determination to reallocate the position to a Maintenance Worker II is based upon a review of the incumbent's completed position information questionnaire, a desk audit of the subject position, and discussions with the supervisor of the position. Per Personnel Commission Rule 216, a reallocation is a change to a higher or lower classification in the same classification series in those positions assigned according to the manager's classification. When a position is reallocated to a higher classification, the incumbent who has been in the classification for three or more years with satisfactory service may be reallocated without a competitive or qualifying examination. Commission staff determined that the incumbent has been in the Maintenance Worker I classification for over four years with satisfactory performance in addition to performing duties and responsibilities assigned to the Maintenance Worker II classification.

BASES OF RECOMMENDATION AND STATUS OF INCUMBENT:

A Maintenance Worker I performs a variety of semi-skilled work across many trades and is designed to provide assistance to journey-level classifications when necessary. In comparison, the Maintenance Worker II classification is designed to encompass the Maintenance Worker I duties as well as skilled duties in one or more trade.

The subject position meets the class concept of Maintenance Worker II in that he spends a significant portion of his time performing duties at the skilled level in the areas of Painting, Locksmithing, and Welding. There are no current incumbents in the classifications of Painter, Locksmith, or Welder at Oxnard College. As Mr. Hill has gained more experience and skill in the painting area, he has been assigned more complex responsibilities. He spends about 45% of his time mixing paint finishes to match and coordinate with existing painted surfaces, removing graffiti without disturbing underlying material or paint surfaces, and stripping, brushing, caulking, patching, and sanding to prepare and repair walls for painting. He is also solely responsible for the inventory of painting materials and estimates material and labor cost when needed. These duties require more skill and knowledge and are at a higher level and complexity than what can be expected of a Maintenance Worker I. Additionally, as Mr. Hill has gained more experience and skill in the locksmithing area, he has been assigned more complex responsibilities in this area. He spends about 15% of his time independently installing and repairing locks and adjusting door hinges, latches, and door closures. This includes troubleshooting and diagnosing complex lock issues on his own. Finally, Mr. Hill spends about 5% of his time performing skilled welding duties such as oxyacetylene and electric arc, mig, and tig welding and metal fabrication. In addition, Mr. Hill prepares drawings and blueprints in preparation for creating and repairing a variety of parts, structures, and equipment.

Commission staff has reviewed and determined that Mr. Hill meets the minimum qualifications for the Maintenance Worker II classification.

Mr. Hill is in a classification series and has occupied his position for more than four years with satisfactory performance, thereby meeting the conditions for reallocation in accordance with Personnel Commission Rule 216. Consequently, Commission staff recommends the reallocation of the position and the incumbent to Maintenance Worker II in accordance with Personnel Commission Rule 216.

CLASSIFICATION REVIEW COMMITTEE RECOMMENDATION:

On March 8, 2018, the Classification Review Committee reviewed the proposed recommendation and the majority supported the recommendation to reallocate the subject position. Those present at the meeting were David EIFattal, Vice Chancellor, Business

**SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION**

and Administrative Services at the District Administrative Center, Silvia Barajas, Vice President, Business Services at Moorpark College; Catherine Bojorquez, Vice President, Business Services at Ventura College; Ornpawee Duangpun, Technical Data Specialist at Ventura College; Mike Bush, Vice President, Business Services at Oxnard College; Janeene Nagaoka, Graphic Artist at the District Administrative Center; and Maria Urenda, Financial Aid Specialist at Moorpark College.

Presented to the Personnel Commission on March 15, 2018

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE WORKER I**BASIC FUNCTION:**

Under the direction of the Maintenance Supervisor, perform semi-skilled to skilled maintenance, repair and construction duties on campus buildings and equipment; assist skilled trade workers as assigned.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Worker II classification performs a variety of skilled work in the maintenance, construction and repair of campus facilities and equipment. The work requires the use of journey-level tools and the ability to do skilled work in one or more of the trades. However, work of a semi-skilled nature is frequently assigned to the incumbent. Incumbents in the Maintenance Worker I classification perform *basic* semi-skilled maintenance and repair work on campus facilities and equipment.

REPRESENTATIVE DUTIES:

Perform semi-skilled to skilled maintenance, repair and construction work in the basic trades such as locksmithing, carpentry, painting, electrical, plumbing and heating. *E*

Perform semi-skilled welding and metal fabrication work in the repair and maintenance projects of District buildings, facilities and equipment. *E*

Assist in the construction, installation and maintenance of sheetrock, roofs, furniture, fences, cabinets, shelving, chalkboards and bulletin boards. *E*

Install, repair and maintain gas and water lines; install, adjust, repair and maintain electrical equipment and a variety of apparatus. *E*

Assist in the repair and maintenance of heating and cooling equipment. *E*

Repair and replace floors and ceiling tiles. *E*

Assist in the installation, repair and maintenance of door locks and enclosures. *E*

Prepare surfaces, mix paints and finish a variety of equipment, furniture and other physical structures. *E*

Operate a variety of power equipment including table saws, drills, skill saws, compressors, trucks, tractors, trenchers, chipping hammers and other maintenance tools and equipment; drive a vehicle to conduct work. *E*

MAINTENANCE WORKER I (continued)

Maintain appropriate records and reports. *E*

Assist skilled trade workers as assigned,

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Interpersonal skills using tact, patience and courtesy
Methods, equipment and materials used in semi-skilled maintenance
Technical aspects of the field of specialty
Record-keeping techniques
Health and safety regulations

ABILITY TO:

Understand and follow oral and written directions
Communicate effectively both orally and in writing
Maintain simple records
Establish and maintain cooperative and effective working relationships with others
Perform semi-skilled maintenance work using a variety of tools and machines utilized in the basic trade
Analyze situations accurately and adopt an effective course of action
Work from blueprints, shop drawings and sketches
Observe legal and defensive driving practices
Perform heavy manual labor
Use a variety of tools and machines utilized in trades to which assigned

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years experience in general maintenance and repair or construction work.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment
Driving a vehicle to conduct work

PHYSICAL ABILITIES:

MAINTAINANCE WORKER I (continued)

Lifting and carrying heavy objects

Pushing and pulling

Walking and standing for extended periods of time

Dexterity of hands and fingers to operate a variety of hand and power tools

Reaching overhead above the shoulders and horizontally

Kneeling or crouching

HAZARDS:

Chemical fumes

Working in a cramped or restrictive work chamber

Working around and with machinery having moving parts

Working around fumes from paints and solvents

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASSIFICATION TITLE: MAINTENANCE WORKER II****BASIC FUNCTION:**

Under the direction of the Maintenance Supervisor, perform semi-skilled to skilled maintenance, repair, and construction duties on campus buildings and equipment; assist other skilled trades workers as assigned.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Worker II classification performs a variety of skilled work in the maintenance, construction and repair of campus facilities and equipment. The work requires the use of journey-level tools and the ability to do skilled work in one or more of the trades. However, work of a semi-skilled nature is frequently assigned to the incumbent. Incumbents in the Maintenance Worker I classification perform basic semi-skilled maintenance and repair work on campus facilities and equipment.

REPRESENTATIVE DUTIES:

Perform semi-skilled to skilled maintenance, repair and construction work in the basic trades such as carpentry, painting, electrical, welding, masonry, glazing, plumbing and heating; assist other skilled trades personnel in the performance of their work; work from blueprints, drawings, sketches or verbal instruction. *E*

Perform a variety of gas and arc welding work; fabricate, install and repair utility lines, fencing, gates, furniture and other equipment and structures. *E*

Construct, install, maintain and repair roofs, gutters, signs/posts, furniture, fences, cabinets, shelving, chalkboards and bulletin boards. *E*

Install, repair, and maintain gas and water lines; install and repair doors and window glass; perform a variety of glazing work; repair roof and window leaks; install, adjust, repair and maintain electrical equipment and a variety of apparatus. *E*

Assist in the repair and maintenance of heating and cooling equipment; repair and replace floors and ceiling tiles; assist in the installation, repair and maintenance of door locks and enclosures. *E*

Perform a variety of masonry work involving plaster, stucco and concrete; form, pour, shape and finish concrete. *E*

Prepare surfaces, mix paints and finish a variety of equipment, furniture and other physical structures. *E*

Prepare and maintain a variety of records and reports related to work orders, labor and materials. *E*

Operate a variety of power tools and equipment related to function, to include table saws, drills, skill saws, compressors, grinders, heli-arc machine, arc welding equipment, oxy/acetylene welding

MAINTENANCE WORKER II (continued)

and cutting equipment, tractors, trenchers, chipping hammers and other maintenance tools and equipment. *E*

Assist skilled trade workers as assigned. *E*

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Trades used in building and equipment maintenance, alteration and repair
Methods, equipment and materials used in maintenance trades
Technical aspects of the field of specialty
Proper methods of storing equipment, materials and supplies
Record-keeping techniques
Health, safety and environmental compliance regulations

ABILITY TO:

Perform semi-skilled to skilled maintenance work in general maintenance, repair and construction of campus facilities and equipment
Safely operate a variety of tools and equipment related to assigned function including saws, drill presses, grinders, welding equipment and other machines and tools used in the basic trades
Work from blueprints, drawings and sketches
Plan and organize work
Analyze situations and accurately adopt an effective course of action
Maintain simple records and reports
Perform heavy manual labor
Establish and maintain a cooperative working relationship with others
Understand and follow oral and written directions
Observe campus vehicles and observe legal and defensive driving practices

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years experience in general maintenance and repair or construction and two years experience performing skilled work in one of more of the construction trades or field of specialty as so designated.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment
Subject to driving a vehicle to conduct work

MAINTENANCE WORKER II (continued)

PHYSICAL ABILITIES:

Lifting and carrying objects weighing up to 50 pounds

Pushing, pulling, walking and standing for extended periods of time

Dexterity of hands and fingers to operate a variety of hand and power tools

Reaching overhead, above the shoulders, and horizontally

Kneeling or crouching

Climbing and working from ladders or scaffolding

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: ABOLISHMENT OF UNUSED CLASS

RECOMMENDATION:

It is recommended that effective March 16, 2018, the following class be abolished:

Student Services Assistant I (Seasonal)

BASIS OF RECOMMENDATION:

There are no positions assigned to the classification listed above and the applicable department has indicated they will not assign positions to the classifications in the near future. Therefore, it may be abolished.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT SERVICES ASSISTANT I (Seasonal)**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform specialized clerical and technical duties in a student services area which involves assignments such as admissions, registration, records maintenance, financial assistance and community services.

DISTINGUISHING CHARACTERISTICS:

The Student Services Assistant I classification is the experienced-level class in the Student Services Assistant series. Incumbents provide specialized clerical and technical assistance in one of the above-mentioned areas. Incumbents assigned to a Student Services Assistant classification provide clerical support and technical assistance and information to students on a one-to-one basis. Incumbents assigned to the Student Services Assistant II classification provide lead or independent technical direction in an assigned area of Student Services.

REPRESENTATIVE DUTIES:

Provide technical assistance and information to students, staff and the public regarding assigned area of student services in an effective and courteous manner. *E*

Instruct students in correct procedures for completion of forms and applications; explain applications, requirements and restrictions; review completed forms for accuracy and completeness. *E*

Process applications and forms; review records for changes in status; request transcripts, records and other information needed to determine status of applications and forms; collect and account for student fees. *E*

Analyze and determine status of application and forms; refer problems to supervisor for assistance and resolutions; notify students of determination of need for additional information. *E*

Schedule appointments for students and staff members; answer telephones and provide information and assistance. *E*

Prepare and transmit correspondence for students, verifying student status and other information; respond to requests for other educational institutions and agencies involving the verification of student status and records. *E*

Operate computer terminal to register students, update student records, general reports and verify student information. *E*

STUDENT SERVICES ASSISTANT I (SEASONAL) (continued)

Compile and prepare statistical and other reports and records; prepare and type letters, requisitions and other correspondence; prepare certificates of completion and other documents as assigned. *E*

Establish and maintain appropriate files and records; audit records to assure accuracy. *E*

Prepare, coordinate, schedule and generate all data processing reports as assigned. *E*

Provide information and assistance to instructors, other staff members and the public. *E*

Train and provide work direction to student aides and hourly assistants. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules, regulations, procedures and policies of assigned program
Modern office practices, procedures and equipment
Record-keeping techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Oral and written communications skills
District organization, operations, policies and objectives
Applicable sections of State Education Code and other applicable laws
Technical aspects of field of specialty
Basic math
Public relations techniques

ABILITY TO:

Perform clerical duties of average difficulty
Learn and interpret laws, rules, regulations and policies regarding assigned Student Services area
Operate office equipment including a computer terminal
Keyboard/type at 30 net words per minute from clear copy
Make simple arithmetic calculations
Communicate effectively both orally and in writing
Work independently with little direction
Understand and follow oral and written directions
Establish and maintain cooperative and effective working relationships with others
Meet schedules and time lines
Plan and organize work
Work accurately, effectively and courteously under pressure
Train and provide work direction to others
Maintain records and prepare reports
Collect and account for student fees

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of clerical experience

STUDENT SERVICES ASSISTANT I (SEASONAL) (continued)

involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

College Student Services office environment

PHYSICAL ABILITIES:

Hearing and speaking to communicate with others, seeing to observe and assure accurate completion of documents, dexterity of hands and fingers to prepare documents and operate a computer keyboard, sitting and standing for extended periods of time, and reaching to retrieve and file records.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION
SUBJECT: REVISION OF PERSONNEL COMMISSION RULE 133

EXPLANATION:

The purpose of this revision is to clarify the current application of PC Rule 133. The revised language explains how the 90 days is calculated and eliminates ambiguous language pertaining to exam components versus the exam as a whole.

REVISION:

133 ELIGIBILITY

A candidate who is unsuccessful in an examination may not retake the examination for a period of ninety (90) calendar days provided the examination consists of exam components that areis comprised of essentially the same questions or problems. This provision does not apply to performance exams-tests which require a demonstration of practical skill. In all cases, the most recent examination score will be used.

The 90 calendar-day period is applied to the period of time between the date the last eligibility list was established and the application filing deadline for the new examination.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: REVISION OF PERSONNEL COMMISSION RULE 292.2 – CLASSIFIED MANAGEMENT
EMPLOYEES

EXPLANATION:

California Assembly Bill No. 168 prohibits employers from relying on the salary history information of as a factor in determining what salary to offer an applicant, effective January 1, 2018. To be in compliance with the law, Commission staff recommends the following changes to PC Rules 292.2.

REVISION:

292 INITIAL APPOINTMENT
292.2 CLASSIFIED MANAGEMENT EMPLOYEES

Notwithstanding Section 292.1, new classified management employees may be placed on any step of the salary range based on consideration of experience ~~and current salary~~.