



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR APRIL 18, 2017

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 – March 16, 2017
5. CORRESPONDENCE
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. NEOGOV UPDATE
9. ESTABLISHMENT OF NEW CLASSIFICATIONS
 - A. Administrative Officer to the Chancellor and Board of Trustees
 - B. Database Administrator
 - C. MESA Program Coordinator
 - D. Grant Director – Career and Technical Education

10. TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATIONS

- A. Disabled Student Services Technician
- B. Disabled Student Services Specialist/Interpreter

11. PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2017-2018

First review of the Personnel Commission Budget for fiscal year 2017-2018

12. RECESS TO CLOSED SESSION

None

13. RECONVENE IN OPEN SESSION

N/A

14. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is May 18, at 5:30 p.m. The meeting will take place in the Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.

16. 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 District Administrative Center 255 W. Stanley Ave, 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 W. Stanley Ave, Suite 150
Ventura, CA, 93001
(805) 652-5521



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Personnel Commission

Director's Report

March 11, 2017 – April 11, 2017

Current Classified Selection Processes (Between 03/11/17 to 04/11/17)									
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
Accounting Technician	46	OC	03/14/17	03/29/17	Written Test/Technical Interview	N/A	04/07/17	04/17/17	04/19/17
Accounts Payable Technician	25	DAC	03/31/17	04/16/17	Training & Experience Evaluation/Written Test/Technical Interview	04/24/17	N/A	05/04/17	05/08/17
Athletic Trainer	2	MC	04/11/17	04/26/17	Training & Experience Evaluation/Technical Interview	05/01/17	N/A	05/08/17 – 05/12/17	05/16/17
Custodian	68	Districtwide	02/16/17	03/05/17	Written Test/Technical Interview	N/A	03/13/17	03/27/17	03/29/17
EOPS/Care Technician	90	VC	02/06/17	02/21/17	Written/Performance Test/Technical Interview	N/A	03/10/17, 03/13/17 & 03/14/17	03/27/17	03/30/17
Grant Accounting/Administrative Assistant	47	VC	01/13/17	02/28/17	Training & Experience Evaluation/Performance Test/Technical Interview	03/02/17	03/07/17	03/13/17	03/15/17
Human Resources Analyst I	62	DAC	02/09/17	03/05/17	Training & Experience Evaluation/Technical Interview	3/10/17	N/A	03/17/17	03/21/17
Instructional Lab Technician – Dental Hygiene	11	OC	01/24/17	02/14/17	Training & Experience Evaluation/Technical Interview	02/20/17	N/A	03/20/17	03/22/17
Office Assistant	251	OC	03/06/17	03/21/17	Written Test/Technical Interview	N/A	04/03/17 – 04/07/17	04/25/17	04/28/17
Senior Accounting Technician	14	MC	01/25/17	02/16/17	Training & Experience Evaluation/Written Test/Technical Interview	02/23/17	03/03/17	03/17/17	03/21/17
Student Success & Support Specialist II	112	MC	03/03/17	03/18/17	Training & Experience Evaluation/Technical Interview	03/27/17	N/A	04/05/17, 04/12/17 & 04/13/17	04/18/17

Current Classified Positions Filled (As of 04/11/17)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Elisabeth Alivandivafa	Administrative Assistant	VCU477	VC	Probationary (promotion)	03/20/17
Caesaree Harper	Office Assistant	VCU577	VC	Probationary (new)	04/10/17
Elizabeth Fatta	Student Activities Specialist	VCU494	VC	Probationary (new)	03/13/17
Andrianna Janckila	Office Assistant	VCU415	VC	Transfer	03/21/17
Coad Kadeem	Admissions and Records Technician	XCU006	OC	Probationary (new)	02/27/17
Cherisse Meichtry	Athletic Trainer	MCU040	MC	Transfer	04/10/17
Susan M. Perry	Senior Accounting Technician	MCU431	MC	Voluntary Demotion	03/31/17
Kimberly Paduano	Office Assistant	DCU068	DAC	Probationary (new)	04/03/17
Kristen Robinson	Student Services Specialist – Student Information Center	VCU547	VC	Probationary (new)	03/20/17
Alexandria Wright	Director of Economic and Workforce Development, Contracts and Grants	DMC051	DAC	Probationary (new)	03/27/17

Current Classified Positions Pending (As of 04/11/17)

Classification	Position Number	Location	Date List Certified
Accounts Payable Technician	DCU002	DAC	03/17/17
Custodian	VCU399	VC	03/13/17
EOPS/Care Technician	VCU127	VC	04/03/17
Grant Accounting / Administrative Assistant	WCU046	DAC	03/14/17
Grant Director – (STEM) Science, Technology, Engineering and Mathematics	XMC067	OC	01/31/17
Human Resources Analyst I	DCU121	DAC	03/27/17
Instructional Lab Technician – Dental Hygiene	XCU413	OC	03/27/17
Instructional Technologist/Designer	VCU578	VC	02/07/17
Senior Accounting Technician	WCU062	DAC	03/21/17
Technical Data Specialist	VCU009	VC	02/03/17

Upcoming Recruitments		
Classification	Position Number	Location
Information Technology Support Specialist II	WCU030	MC
Information Technology Support Specialist III	XCU417	OC
Senior Administrative Assistant	MCU405	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Counselor Assistant	VC	02/22/17	In progress
Executive Assistant to the Chancellor	DAC	03/02/17	In progress
Support Services Assistant-Disabled Students	MC	02/23/17	In progress
Student Services Assistant I	District-wide	02/01/17	In progress
Student Success and Support Specialist II	District-wide	03/09/17	In progress

**PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

ESTABLISHMENT OF A NEW CLASSIFICATION

RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Administrative Officer to the Chancellor and Board of Trustees

ANNUAL SALARY RANGE:

\$90,800.04 - \$121,677.96 (Management Salary Schedule level #125)

BACKGROUND:

The Chancellor and Board of Trustees have requested the establishment of a new classification to provide administrative leadership in the areas of marketing, public relations, and internal and external communications for the Office of the Chancellor and the Board of Trustees. In addition, the incumbent in the classification will be responsible for managing special projects, performing legislative and other high-level analysis, developing Board policy language, advising the Chancellor and the Board regarding various matters, and overseeing the operations of the Chancellor's Office. A classification detailing the associated duties as presented in the classification specification does not currently exist. Therefore, a new classification is warranted to allow for the appropriate assignment of these responsibilities.

BASES OF RECOMMENDATION:

As discussed above, the proposed classification will provide administrative leadership in the areas of marketing, public relations, and internal and external communications for the Office of the Chancellor and the Board of Trustees. In addition, the incumbent in the classification will be responsible for managing special projects, performing legislative and other high-level analysis, developing Board policy language, advising the Chancellor and the Board regarding various matters, and overseeing the operations of the Chancellor's Office. A classification description providing a more in-depth description of the duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on external market data, internal alignment, and internal equity considerations. With regard to the external market, positions with comparable responsibility for managing marketing and public relations functions were found at the following organizations:

Organization	Title	Max Salary
State Center CCD	College Director of Marketing & Communications	\$ 98,137.00
Contra Costa CCD	Director of Marketing and Communication	\$104,100.00
San Bernardino CCD	Director of Marketing and Public Relations	\$104,917.51
Kern CCD	Director, Marketing and Public Relations	\$107,392.29
Santa Barbara City College	Director-Marketing & Publications	\$112,670.00
Los Angeles CCD	College Public Relations Manager	\$122,107.80
Coast CCD	Director, Public Relations and Marketing	\$124,236.00
West Valley-Mission CCD	Director, Marketing and Public Relations	\$128,255.00
San Jose/Evergreen CCD	Director, Marketing & Public Relations	\$140,722.00

The proposed salary is at the 62nd percentile of the market which is considered competitive. An additional classification was identified at the Los Angeles Community College District (Administrative Officer to the Chancellor; \$102,312.36-\$126,747/annual) with responsibility for supervising the day-to-day operations of the Chancellor's Office, managing projects and initiatives, and providing other professional-level support to the Chancellor and the Board. Staff recognizes that the LACCD position, upon being filled, will be responsible for

supervising the operations of a larger and more complex organizational unit.

With regard to internal alignment, the recommended salary placement at Management Salary Schedule #125 ensures that this position is paid more than the staff which the incumbent will supervise and less than the Chancellor to which the position reports. With regard to internal equity considerations, the following table illustrates how the proposed classification fits within the current structure:

Title	Max Salary
Grant Director	\$110,364.00
Administrative Officer to the Chancellor and Board of Trustees	\$121,677.96
Director of Facilities, Maintenance, and Operations	\$130,878.96
Director of General Services	\$137,424.00
Chief of Police	\$147,897.96
Dean	\$147,897.96

The recommended salary placement is above the salary for the Grant Director classifications in which the incumbents are responsible for managing multi-million dollar grants with significant independence. While this position will likely manage less complex projects with regard to fiscal oversight and project complexity, the responsibility for formulating Board policy, representing both the Chancellor and Trustees in engagements within and outside of the organization, and managing special projects and initiatives with districtwide impact warrants that this position be compensated at a higher-level.

The position does not warrant placement at or above the level of higher-paid management classifications such as Dean, Chief of Police, Director of General Services, or Director of Facilities, Maintenance, and Operations given that such classifications manage significantly more complex operations requiring more complex fiscal oversight and the supervision of more staff. For example, the Director of Facilities, Maintenance, and Operations oversees all custodial, building and grounds maintenance, and construction operations, including directly supervising multiple lower-level supervisors responsible for maintenance, cleaning, and construction activities at the college.

The Director of General Services directs the management and administration of the purchasing, contracts, property and liability insurance, safety, District-wide logistical services, and centralized general staff support service functions of the District. The Director of General Services performs these responsibilities with the assistance of a large unit consisting of technical and professional personnel.

The Chief of Police plans, develops, coordinates, directs, and supervises districtwide law enforcement activities. In performing these duties, the Chief of Police must constantly address complex and non-routine issues associated with maintaining the safety of the students, staff, and public in addition to managing a significantly larger and more complex organizational structure and managing a larger budget. Deans also manage large units with significant budgetary responsibility in fulfilling their duties associated with managing the overall design, organization, and delivery of a comprehensive learning program requiring the oversight of faculty and classified staff.

In consideration of this information, placement on Management Salary Schedule #125 (\$90,800.04 - \$121,677.96) is appropriate.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: ADMINISTRATIVE OFFICER TO THE CHANCELLOR AND BOARD OF TRUSTEES

BASIC FUNCTION:

Under the general direction of the Chancellor and individual Trustees, the Administrative Officer to the Chancellor and Board of Trustees serves as the primary liaison to the Chancellor and the Board with responsibility for coordinating communications between the Board of Trustees, Chancellor, colleges, staff, and the community. The position also directs, coordinates, and oversees a variety of administrative, analytical, public relations, and marketing-related activities for the Office of the Chancellor and the Board of Trustees

REPRESENTATIVE DUTIES:

Perform high-level analysis and advise the Chancellor and Trustees on a broad range of complex issues; identify issues that may impact the District, including existing and proposed federal, state, and local legislation and assist the Chancellor and the Board in identifying and executing appropriate courses of action, including analyzing the legislation, preparing legislative briefs, and developing policy language to reflect the position of the Board and District regarding District, local, and statewide matters; advise the governing board, Chancellor, and district administrators on regulations, policies, procedures, and pending legislation. *E*

Serve as the Chancellor's and Board's primary representative in communicating, addressing, and resolving designated matters and with District's leadership, operating departments, government entities, businesses, the community, partners, and constituents. *E*

Plan and manage special projects and initiatives with districtwide impact and oversee the work performed by Chancellor's Office staff pertaining to such work. *E*

Explain District policies, administrative regulations, procedures, precedents, and views and positions of the Chancellor and Board of Trustees to representatives of other institutions and organizations, constituents, and members of the public; participate on committees and attend meetings and events within the community. *E*

Coordinate and develop media relations and marketing services for the District utilizing newspapers, radio, television, websites, social media, and other media; establish and develop network relations to facilitate community support for the District's actions and objectives; supervise District marketing staff. *E*

Plan, direct, and supervise the operations of the Office of the Chancellor, including designated staff, to ensure a timely response to the needs and requests of the Board of Trustees, Chancellor, staff, and community. *E*

Prepare and administer the budgets for the Office of the Chancellor, Board of Trustees, and districtwide marketing. *E*

ADMINISTRATIVE OFFICER TO THE CHANCELLOR AND BOARD OF TRUSTEES (continued)

Oversee the development of the agenda for governing board meetings in accordance with applicable laws; ensure all legal document filings are accomplished in a timely manner; compose agenda items; prepare transmittals to the Board and write issue status reports; communicate Board agenda concerns to appropriate staff and coordinate responses for meeting preparation. *E*

Attend all meetings of the governing board, cabinet, Chancellor's staff, and others to ensure that the flow of communication with the Board and the execution of assignments are timely and accurate; ensure compliance with the relevant policies, regulations, rules, procedures, and legal requirements related to public meetings and events; orient new Board members pertaining to the roles and responsibilities in public meetings and other venues. *E*

Facilitate discussion and analyze the impact of internal and external decisions made by the Chancellor and Trustees pertaining to students, staff, faculty, and the community. *E*

Develop and revise Board of Trustees policies and District administrative procedures as requested by the Chancellor; oversee the work of subordinate staff pertaining to the tracking and maintenance of policies and administrative procedures. *E*

Research and compile information for speeches, presentations, biographical sketches, and candidacy brochures for election to state and national boards and committees; compose the Chancellor's and Trustees' communications such as resolutions, presentations, reports, correspondence, and potential agenda items. *E*

Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university AND three years of professional-level experience in managing administrative projects and processes, and serving as a liaison with the community, governing bodies, or organizational constituents on behalf of the employer. A master's degree in public administration, business administration, educational administration, or closely related field may be substituted for one year of the required experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Activities and operations of local, state, and federal legislative bodies
Information resources, such as Board Policy Manual, Title V California Code of Regulations, California Education Code, and related laws and regulations
Principles, practices, and techniques pertaining to public relations and marketing
Public speaking techniques
Functions and operations of an administrative office
District organization, operations, policies, and objectives
Methods and techniques of research, analysis, and data-driven decision making
Media functions and relations
Principles of supervision, training, and performance evaluation
Office procedures, methods, and equipment
Office productivity computer applications including word processing, spreadsheet, email, presentation, and database applications
Principles of English grammar, spelling, and composition

ADMINISTRATIVE OFFICER TO THE CHANCELLOR AND BOARD OF TRUSTEES (continued)

Principles of business letter writing and report preparation
Principles and procedures of record keeping

ABILITY TO:

Represent the Chancellor and the Board on local and legislative matters
Interpret, apply, and explain applicable federal, State, and local policies, laws, procedures, and regulations
Develop and administer goals, objectives, and procedures
Plan, organize, direct, and coordinate the work of staff
Analyze and evaluate programs, policies, and operational needs
Identify and respond to sensitive community and organizational issues, concerns, and needs
Develop, implement, and conduct public relations, strategic communications, marketing, and awareness activities to enhance community understanding of District objectives, services and activities
Compose, develop, and prepare for the dissemination of speeches, correspondence, talking points, announcements, and other oral and written communications
Make difficult decisions which may have districtwide impact
Analyze situations accurately and adopt an effective course of action
Exercise initiative and independence of judgment and action
Manage and coordinate multiple projects simultaneously
Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications
Prepare and deliver effective oral presentations
Communicate effectively, both orally and in writing
Work independently and as part of a team
Communicate policies, guidelines, regulations and laws to staff, students, and the public
Establish and maintain effective working relationships with those encountered in the course of work
Prepare clear, concise, and comprehensive reports and maintain complex records
Work confidentially with discretion
Lead, motivate, train, supervise, and evaluate staff
Research, collect, compile, and analyze information
Produce documents and publications from ideas to completion
Demonstrate sensitivity to individuals with diverse cultures, languages, ethnic, and socioeconomic backgrounds



PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHMENT OF A NEW CLASSIFICATION

RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Database Administrator

ANNUAL SALARY RANGE:

\$90,144-\$124,284 (Classified Salary Schedule #365)

BACKGROUND: The Associate Vice Chancellor of Information Technology requested the establishment of the proposed classification to serve as the administrator of the District's enterprise resource planning (ERP) system, portal, and other mission-critical database systems. No existing classification within the classification plan covers this scope of work. Therefore, Commission staff recommends the establishment of the proposed classification to allow for the appropriate assignment of duties.

BASES OF RECOMMENDATION: Under the general supervision of the Director of Software Applications and Development or higher-level administrator, an incumbent in the proposed classification will design, develop, test, implement, monitor, and maintain the District's database management systems. A classification specification detailing the approved duties and responsibilities of the established classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on external market data. Classifications with similar duties and level of responsibility were found at Santa Barbara City College (Database Administrator, \$85,896-\$104,650/annual), Los Angeles County Office of Education (Database Administrator, \$87,624-\$108,552/annual), Mt. San Antonio Community College (Database Administrator, \$88,679-\$113,180/annual), Citrus College (Database Administrator, \$86,125-\$115,416/annual), Kern Community College District (Database Administrator II, \$82,165-\$116,097/annual), Santa Monica College (Database Administrator, \$96,612-\$117,444/annual), San Mateo Community College District (Senior Database Administrator, \$97,380-\$119,004/annual), Peralta Community College District (Senior PeopleSoft Database Administrator, \$95,208-\$120,408/annual), County of Ventura (Principal Information Systems Support Analyst, \$87,481-\$121,566/annual), San Diego Community College District (Database Administrator, \$73,661-\$122,980/annual), City of Pasadena (Database Administrator, \$98,529-\$123,161/annual), Los Angeles Community College District (Data Base Systems Specialist, \$101,581-\$125,841/annual), County of Los Angeles (Database Administrator, \$96,588-\$126,684/annual), Chabot-Las Positas Community College District (Senior Programmer Analyst III, \$106,891-\$129,927/annual), Los Rios Community College District (Senior Information Technology Systems/Database Administrator, \$95,753-\$131,096/annual), Foothill De Anza Community College District (Database Administrator, Senior, \$102,617-\$137,531/annual), and City of Burbank (Database Administrator III, \$107,386-\$141,212/annual). In consideration of this information, placement on Classified Salary Schedule #365 (\$90,144-\$124,284/annual) is appropriate.

SC/MA

Presented to the Personnel Commission on April 18, 2017

Information Technology Classifications

Salary Schedule Level	Yearly Salary	Classifications
305	\$65,316-\$90,144/year	<ul style="list-style-type: none">• Programmer Analyst
310	\$67,080-\$92,616/year	<ul style="list-style-type: none">• Network Administrator I
330	\$74,700-\$103,092/year	<ul style="list-style-type: none">• Webmaster/System Administrator
350	\$83,100-\$114,720/year	<ul style="list-style-type: none">• Network Administrator II• Senior Programmer Analyst• Systems Administrator• Telecommunications Administrator
365	\$90,144-\$124,284/year	<ul style="list-style-type: none">• Information Security Analyst• Database Administrator (proposed)

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: DATABASE ADMINISTRATOR****BASIC FUNCTION:**

Under the general supervision of the Director of Software Applications and Development or higher-level administrator; design, develop, test, implement, monitor, and maintain the District's database management systems.

REPRESENTATIVE DUTIES:

Serve as the administrator of the District's enterprise resource planning (ERP) system, portal, and other database systems; develop and implement policies, procedures, and standards pertaining to database administration, utilization, and performance in collaboration with information technology management. *E*

Design, analyze, test, implement, and maintain modern relational and stand-alone databases; plan, test, and install patches and upgrades to database systems, web servers, form servers, and other related systems; collaborate with systems staff to design, develop, and implement server infrastructure to support database systems; ensure the proper integration of systems in collaboration with other information technology staff. *E*

Collaborate with information security staff to design, develop, test, implement, evaluate, and maintain database security and disaster prevention and recovery plans to ensure database integrity; provide data access permissions in accordance with District policies and relevant state and federal requirements to ensure data security. *E*

Monitor and analyze database performance and identify, troubleshoot, diagnose, and resolve problems; perform database optimization to ensure optimal performance. *E*

Serve as a technical expert and internal consultant regarding District databases; consult with management, staff, and college faculty to assess and meet data needs, including creating customized scripts for reporting and data extract needs. *E*

Develop and maintain database support tools and documentation, including a data dictionary containing definitions of data elements, methods of accessing data, data security procedures, and other tools and documentation pertinent to the use and administration of databases. *E*

Plan, organize, and oversee projects related to the development, enhancement, maintenance, and implementation of databases and related software; exercise functional supervision over lower-level staff and contractors as warranted. *E*

Research and propose database system enhancements to meet future needs. *E*

Collaborate with vendors to support district database needs; assist the Purchasing Department in the acquisition of database-related software and services. *E*

DATABASE ADMINISTRATOR (continued)

Represent the information technology department at various meetings, workshops, conferences, committees, and task forces as required. *E*

Compile data and prepare and maintain reports and logs. *E*

Perform other duties as assigned.

E = essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of database design and administration
Relational database management systems (RDBMS)
Enterprise Resource Planning (ERP) systems
Methods and techniques of database documentation
Principles, procedures, and methods used in data acquisition, storage, structuring, and retrieval
Software monitoring tools to analyze security issues and make appropriate recommendations
Database security tools and practices
Script languages applicable to the position
Principles of project management
Computer operating systems
Pertinent federal, state, and local laws, codes, and regulations
District organization, operations, policies, procedures, and objectives
Principles of report preparation
Modern office procedures and equipment
English grammar, spelling, and composition

ABILITY TO:

Design, develop, implement, analyze, and maintain complex database systems
Develop database security solutions
Identify, analyze, evaluate, and solve complex database system problems
Prepare clear, concise, and comprehensive technical reports
Analyze situations accurately and adopt effective courses of action
Maintain current knowledge of technological trends and advances in the field to provide direction
for future district database systems
Exercise initiative and independence of judgment and action
Explain technical concepts to a non-technical audience
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those encountered in the course of
work
Provide technical direction to others
Interpret, apply, and explain applicable state and federal laws and regulations
Organize and prioritize timelines and project schedules in an effective and timely manner
Learn the characteristics of new systems and update skills to adapt to changing technology
Understand and carry out oral and written directions

DATABASE ADMINISTRATOR (continued)

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university, preferably with an emphasis in information technology, computer science, management information systems, or a related field **AND** three years of recent (gained in the past five years) experience administering modern database technology, including experience administering an enterprise resource planning (ERP) system.

OR

An associate degree from a recognized college or university, preferably with an emphasis in information technology, computer science, management information systems, or a related field **AND** five years of recent (gained in the past seven years) experience administering modern database technology, including experience administering an enterprise resource planning (ERP) system.

OR

Graduation from high school or evidence of equivalent educational proficiency **AND** seven years of recent (gained in the past ten years) experience administering modern database technology, including experience administering an enterprise resource planning (ERP) system.

PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

ESTABLISHMENT OF A NEW CLASSIFICATION

RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

MESA Program Coordinator

ANNUAL SALARY RANGE:

\$58,692-\$80,916 (Classified Salary Schedule #285)

BACKGROUND:

Management at Ventura College requested the establishment of the proposed classification to coordinate the Mathematics, Engineering, and Science Achievement (MESA) program at Ventura College. A classification detailing the associated duties as presented in the classification specification does not currently exist. Therefore, a new classification is warranted to allow for the appropriate assignment of these responsibilities.

BASES OF RECOMMENDATION:

An incumbent in the proposed classification will coordinate a comprehensive set of activities related to the objectives of the Mathematics, Engineering, and Science Achievement (MESA) program at an assigned college.

A classification description detailing the approved duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on external market data and internal equity considerations. With regard to the external market, Personnel Commission staff discovered that most organizations hire supervisory or management-level personnel to oversee the MESA program. Only three organizations were found with non-supervisory/management level positions that were comparable to the subject position. Those positions were located at West Valley-Mission Community College District (Program Coordinator, \$51,108-\$67,044/annual), Hartnell College (MESA Project Coordinator, \$60,063-\$73,007/annual), and Pasadena City College (MESA Specialist, \$59,960-\$76,526/annual).

With regard to internal equity considerations, an employee in the proposed classification will be assigned duties of similar complexity and level of responsibility to that of Foster Care Project Specialist (Classified Salary Schedule #285, \$58,692-\$80,916/annual) in that both classifications are responsible for coordinating a student services program, including providing work direction to District personnel, directing and coordinating program activities, developing and monitoring program budgets, and evaluating program effectiveness. The proposed classification will be assigned duties of greater complexity and level of responsibility than those of a Program Specialist-Career and Technical Education (Classified Salary Schedule #260, \$51,300-\$70,776/annual) in that a Program Specialist-Career and Technical Education classification is assigned responsibility for supporting assigned programs whereas the proposed classification has higher level responsibility for planning and implementing the MESA program. Planning and implementing the MESA program requires greater discretion and a greater level of independence than that expected of a Program Specialist - Career and Technical Education which provides administrative support with regard to the day-to-day operations of career and technical education programs. With regard to internal alignment, the proposed classification pays less than the Student Success and Support Services Supervisor classification (\$70,368-\$97,644/annual) to which it reports. In consideration of this information, placement on Classified Salary Schedule #285 (\$58,692-\$80,916/annual) is appropriate.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MESA PROGRAM COORDINATOR**BASIC FUNCTION:**

Under the general supervision of an assigned supervisor, coordinate a comprehensive set of activities related to the objectives of the Mathematics, Engineering, and Science Achievement (MESA) program at an assigned college.

REPRESENTATIVE DUTIES:

Plan, organize, and implement the MESA program, including developing and implementing plans to meet program objectives and ensuring program requirements and regulations are adhered to by the college. *E*

Develop, organize, and implement a tutoring and study program for MESA students, including recruiting and training tutors; develop, organize, and coordinate academic and support services and activities for MESA students such as skill and career development workshops, guest speakers, university and job fair visits, conferences, retreats, and related activities. *E*

Coordinate and conduct outreach and recruitment sessions within the college and at local schools and community venues to provide information and promote the MESA program; conduct program orientation sessions. *E*

Maintain regular contact with program participants to provide information and support; refer students to academic and support services offered by the college. *E*

Communicate program objectives, progress, and outcomes to administrators, faculty, staff, students, university and high school partners, and the community; interpret and explain requirements, policies, and procedures pertaining to the MESA program; respond to inquiries from students, staff, and the public regarding the program. *E*

Review applications for admission to the MESA program and determine eligibility based upon eligibility requirements specified in the grant; monitor and track participants' academic status and program eligibility; release students from the program as warranted. *E*

Track, collect, compile, and analyze program data and prepare program status reports required by the college and the state including mid-year and annual programmatic and financial reports; prepare and submit applications for grant renewal. *E*

Prepare, monitor, and maintain the program budget; make recommendations with regard to budget allocation and assist with the planning of future budgets. *E*

Evaluate the MESA program to analyze effectiveness and recommend improvements; consult with applicable administrators, faculty, and staff to develop and implement program improvements. *E*

Lead and participate on various committees; attend and participate in meetings, conferences, and training events as assigned. *E*

Establish and maintain program records, files, and documents. *E*

MESA PROGRAM COORDINATOR (continued)

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Mission, objectives, and goals of the MESA program
Applicable rules, regulations, requirements, and policies related to MESA activities and services
Recruiting and outreach strategies
Academic and student support services offered by the college
Customer service and public relations methods and techniques
Principles of organization, collection, and storage of data
Principles and practices of business communication and report preparation
Methods and techniques of proper phone etiquette
Principles and procedures of record keeping and filing
Office productivity computer applications including word processing, spreadsheet, email, and database applications
Methods, procedures, and materials used in tutorial services
District organization, operations, policies, and objectives
Fundamentals of English grammar, spelling, and composition
Basic arithmetic

ABILITY TO:

Plan, coordinate, and implement the MESA program and related activities and services
Provide information and assistance to students, employees, and the public
Interpret, apply, and explain applicable rules, regulations, requirements, policies, and procedures related to the MESA program
Establish and maintain partnerships with local educational institutions and community organizations in support of outreach and recruitment efforts
Organize outreach and recruitment events and activities
Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications as well as specialized software applications
Learn and apply new information and skills
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Understand and carry out oral and written directions
Communicate clearly and concisely, both orally and in writing
Demonstrate sensitivity to students, colleagues, and clients with diverse cultures, languages, ethnic, and socioeconomic backgrounds
Analyze situations accurately and adopt effective courses of action
Establish and maintain effective working relationships with those contacted in the course of work
Prepare reports by gathering and organizing data from a variety of sources
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university **AND** two years of experience coordinating or performing student support functions aimed at improving academic performance at an educational institution



PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHMENT OF A NEW CLASSIFICATION

RECOMMENDATION:
ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:
Grant Director – Career and Technical Education

ANNUAL SALARY RANGE:
\$82,359 to \$110,364 (Management Salary Schedule #105)

BACKGROUND: Management at Moorpark College requested the establishment of the proposed classification in order to manage a broad variety of grants and programs pertinent to career and technical education. No existing management or supervisory class within the classification plan covers this scope of work. Therefore, Commission staff recommends the establishment of the proposed classification to allow for the appropriate assignment of duties.

BASES OF RECOMMENDATION: Under administrative direction, an incumbent in the proposed class will plan, organize, supervise, and evaluate a wide variety of grants, programs, and initiatives pertinent to career and technical education. Further, the incumbent will also pursue funding opportunities and partnerships applicable to career and technical education. A classification description detailing the approved duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on internal alignment considerations with attention given to external market data. With regard to the external market, classifications with a similar scope of duties and level of responsibility were found at Mount San Antonio College (Director, Strong Workforce Initiatives, \$121,776-\$134,628), South Orange County Community College District (Project Director - Career and Technical Education, \$90,372-\$127,176/annual), North Orange County Community College District (Director, Grants/Economic & Workforce Development, \$99,044-\$125,323/annual), Long Beach Community College District (Director, Strong Workforce Program, \$94,884-\$115,332/annual), Rancho Santiago Community College District, (Director, Business and Career & Technical Education, \$81,281-\$108,937/annual), and Riverside Community College District (Director, Career & Technical Education Projects, \$87,016 to \$105,938/annual).

With regard to internal alignment, an employee in the proposed classification will be assigned duties similar in scope and complexity to that of Grant Director – Science, Technology, Engineering, Mathematics (STEM) Grant, Grant Director – Title V Grant, Grant Director – California Career Pathways Trust Grant, and Grant Director - Basic Skills & Student Outcomes Transformation Program (BSSOTP). The aforementioned classifications are placed on Management Salary Schedule #105 (\$82,359-\$110,364/annual).

Although the market data could justify higher salary placement, internal alignment tempers the influence of the aforementioned salary data with regard to the recommendation. Therefore, placement on Management Salary Schedule #105 (\$82,359 to \$110,364 /annual) is appropriate.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: GRANT DIRECTOR – CAREER AND TECHNICAL EDUCATION

BASIC FUNCTION:

Under the administrative direction of an assigned administrator, plans, organizes, directs, supervises, and evaluates a wide variety of grants, programs, and initiatives pertinent to career and technical education.

REPRESENTATIVE DUTIES:

Plan, direct, and supervise career and technical education 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. *E*

Develop, establish, and execute operational policies, procedures, and standards pertinent to the goals and objectives of the program. *E*

Develop and manage the program budget; approve the allocation of resources and expenditure of routine funds. *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, or the community; maintain open and regular communications with all project stakeholders. *E*

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

Develop and deliver presentations to various audiences. *E*

Establish regional collaborative relationships and partnerships with business entities, community organizations, and local educational agencies. *E*

Research and identify grants and other funding opportunities applicable to career and technical education programs; write, edit, review, monitor and/or evaluate grant proposals/applications. *E*

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

Integrate best practices of the project into institutional operation by the end of the program. *E*

Supervise project personnel. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

GRANT DIRECTOR – CAREER AND TECHNICAL EDUCATION (continued)

KNOWLEDGE OF:

Current trends in career and technical education/workforce development
Methods and techniques of grant writing
Philosophy, mission, and goals of the community colleges, secondary educational agencies and the District
Goals, policies, regulations, and contractual requirements associated with the grant
Current theories related to teaching and learning as applicable to the grant objectives
Institutional research models and methodologies
State and/or federal regulatory practices applicable to the administration of the grant
Principles of strategic planning, program development, and program review
Principles of budget preparation and administration
Principles of effective management and supervision
Participatory approaches to governance

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 faculty and classified personnel to develop strategies to enhance student success outcomes as defined within the assigned grant or project
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 grant or project
Exercise independent judgment in developing and implementing creative solutions to project conditions or problems
Manage complex projects 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 four years of experience planning, directing, and organizing grants or projects of comparable complexity to the administrative assignment.

OR

A graduate degree from a recognized college or university AND two years of experience planning, directing, and organizing grants or projects of comparable complexity to the administrative assignment.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION
SUBJECT: TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATIONS

RECOMMENDATION:

The following changes of classification titles are recommended:

- | | |
|---|--|
| A. From: Disabled Student Services Technician | To: Disability Services Technician |
| B. From: Disabled Student Services Specialist/Interpreter | To: Disability Services Specialist/Interpreter |

BASIS OF RECOMMENDATION:

The above changes of classification titles are recommended to reflect the modern terminology. In addition, Commission staff recommends revisions to the classification specifications to update outdated terminology, provide increased clarification, eliminate redundancy, and ensure the classification specifications accurately reflect the duties assigned to the positions.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ~~DISABLED STUDENT~~ DISABILITY SERVICES TECHNICIAN

BASIC FUNCTION:

Under the ~~direction-general supervision~~ of ~~the Coordinator, Disabled Student Programs and Services~~ an assigned supervisor, ~~perform a variety of technical and clerical duties in support assist in the coordination and implementation of college services for disabled students with disabilities;~~ perform a variety of technical and clerical duties in support assist in the coordination and implementation of college services for disabled students with disabilities; ~~maintain student records according to established procedures; provide information on the resources and equipment available.~~

REPRESENTATIVE DUTIES:

Assist in the coordination and implementation of services for ~~disabled~~ disabled students with disabilities; ~~interview students and provide with interpreters, note takers and tutors as necessary; arrange for and/or provide transportation to and from school and classes for disabled students.~~ interview students and provide with interpreters, note takers and tutors as necessary; arrange for and/or provide transportation to and from school and classes for disabled students. *E*

Provide information, training, and assistance regarding ~~on the~~ resources, equipment, supplies, and services available to ~~disabled~~ students with various disabilities; E

Instruct students in the proper operation of specialized software and equipment; check out assign appropriate equipment and supplies to students as needed; monitor return of equipment. *E*

Research and recommend equipment to be purchased for students with disabilities; maintain appropriate inventory of equipment. *E*

~~Coordinate the scheduling of Schedule, and administer, and proctor placement assessments; placement and course examinations to disabled students with disabilities; arrange for appropriate accommodations as necessary.~~ *E*

~~Implement regulations, policies and procedures for the disabled students as directed. Interpret, explain, and implement rules, regulations, laws, policies, and procedures related to students with disabilities.~~ *E*

~~Maintain regular daily, weekly and monthly work and appointment schedule for support and student staff.~~ *E*

Provide specialized registration assistance for ~~disabled~~ students with disabilities. *E*

~~Interpret and apply rules, regulations, laws and policies regarding special funding and programming for disabled students.~~ *E*

Enter, retrieve, and compile, and organize ~~Collect and enter student data and regarding students; compile and~~ prepare various reports related to program activities; establish and maintain ~~various~~ confidential records and files. *E*

DISABLED STUDENT DISABILITY SERVICES TECHNICIAN (continued)

~~Assist in identification and recruitment of disabled students; provide handicapped parking on campus. E~~

Recruit, ~~hire~~ train, schedule, and provide work direction to student workers and ~~hourly clerical~~ personnel; recruit and schedule ~~including~~ interpreters, captioning providers, readers, ~~van drivers,~~ note takers, and ~~tutors and clerical personnel.~~ E

Assist in budget preparation; record and monitor expenditures; maintain current budget information. E

~~Provide other clerical services to the department; maintain inventory of equipment and supplies; order as necessary. E~~

Organize and participate in disability services outreach activities. E

Perform a variety of administrative and clerical duties including monitoring and purchasing office inventory, issuing handicap parking, inputting requisitions, processing invoices, updating the program website, and composing and distributing various forms, documents, and outreach materials. E

~~Operate a variety of equipment and machinery such as typewriters, computers, copy machines, electric wheelchairs, audiovisual and recording equipment; drive van as necessary. E~~

Perform related other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~College Resources and services of College program available for students with various disabilities~~
~~Applicable sections of State Education Code and other applicable laws, rules, regulations, and policies related to services for students with disabilities~~

Specialized equipment, software, furniture, and supplies for students with disabilities

~~Special needs of disabled students~~

~~Interpersonal skills using tact, patience and courtesy~~

~~Oral and written communications skills~~

~~Technical aspects of field of specialty~~

Principles of organization, collection, and storage of data

Fundamentals of English grammar, spelling, and composition ~~Correct English usage, grammar, spelling, punctuation and vocabulary~~

Principles and procedures of record keeping and filing ~~Record keeping techniques~~

Office productivity computer applications including word processing, spreadsheet, email, and database applications

Basic principles of business letter writing and report preparation

Customer service and public relations methods and techniques

~~District organization, operations, policies and objectives~~

~~Proper techniques in lifting disabled individuals~~

ABILITY TO:

~~DISABLED~~ STUDENT DISABILITY SERVICES TECHNICIAN (continued)

Provide information and assistance to students with various disabilities

~~Relate to, understand and work effectively with students of varying degrees of disability.~~

Coordinate and implement programs and services for ~~disabled~~ students with disabilities.

Operate and instruct in the proper operation of a variety of specialized software and equipment ~~and machinery.~~

~~Read,~~ interpret, apply, and explain applicable laws, rules, regulations, policies, and procedures related to students with disabilities.

Analyze situations accurately and adopt an effective course of action.

Communicate ~~effectively~~ clearly and concisely, both orally and in writing.

Provide guidance and technical direction to assigned staff

Work independently with little direction

~~Establish and maintain cooperative and effective working relationships with others.~~

Demonstrate sensitivity to students and colleagues with diverse backgrounds

Work independently with little direction.

~~Plan and organize work.~~

~~Train, and provide work direction to assigned hourly and student personnel.~~

Prepare reports by gathering and organizing data from a variety of sources ~~Maintain records and prepare reports.~~

Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications as well as specialized software applications ~~Operate a variety of office equipment such as typewriters, computers, calculators, ——— audio visual and recording equipment.~~

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: completion of two years of college in related field and two years of demonstrated experience providing support services for disabled persons.~~

Graduation from high school or evidence of equivalent educational proficiency AND three years of experience providing support services to people with disabilities

OR

An associate degree from a recognized college or university AND two years of experience providing support services to people with disabilities

OR

A bachelor's degree from a recognized college or university AND one year of experience providing support services to people with disabilities

~~LICENSES AND OTHER REQUIREMENTS:~~

~~Valid California driver's license~~

WORKING CONDITIONS:

~~DISABLED~~ STUDENT DISABILITY SERVICES TECHNICIAN (continued)

ENVIRONMENT:

~~College Student Services office and instructional environment
Driving vans to transport disabled students~~

PHYSICAL ABILITIES:

~~Dexterity of hands and fingers to perform signing and to operate office equipment
Sitting for extended periods of time
Hearing and speaking to exchange information
Seeing to read and review documents
Reaching to file and retrieve records
Lifting and pushing wheelchairs and other equipment to assist disabled persons into and out of vehicles~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ~~DISABLED STUDENT~~ DISABILITY SERVICES SPECIALIST / INTERPRETER

BASIC FUNCTION:

Under the ~~direction~~ general supervision of ~~the Coordinator, Disabled Student Programs and Services~~ an assigned supervisor, coordinate and implement services for students with disabilities; and ~~I~~ interpret and translate sign language for students with hearing impairments; ~~provide information on the resources and equipment available to students with disabilities.~~

REPRESENTATIVE DUTIES:

Coordinate and implement services and instructional assistance for students with disabilities; ~~provide students with interpreters, note takers and assistants in mainstream classes as necessary; arrange for mobility assistance and special equipment loans for students with disabilities as needed.~~ *E*

Interpret and translate sign language in classrooms, labs, tutoring sessions, and counseling appointments for students with hearing impairments; ~~coordinate and schedule other interpreters for students as necessary.~~ *E*

Recruit, schedule, and provide work direction to interpreters, captioning providers, tutors, readers, and note takers. *E*

Provide information, training, and assistance regarding ~~on the~~ resources, equipment, supplies and services available to students with various disabilities, particularly students with hearing impairments. *E*

~~I~~ Instruct students in proper operation of specialized software and equipment; sign check out appropriate equipment and supplies ~~out to students as needed~~; monitor return of equipment. *E*

Research and recommend equipment to be purchased for students with disabilities; maintain appropriate inventory of equipment. *E*

Interpret, explain, and implement rules, regulations, laws, policies, and procedures related to students with disabilities. *E*

Provide information and resources to staff and faculty regarding ~~Explain to others~~ the needs and characteristics of individuals with hearing impairments, sign language interpreting, and deaf culture. *E*

Provide specialized registration assistance for students with disabilities. *E*

~~Maintain various records and prepare reports as required, including entering student contacts in computer.~~ Enter, retrieve, compile, and organize student data and prepare various reports related to program activities; establish and maintain confidential records and files. *E*

Revised ~~November 2003~~ April 2017

Established July 1998

DISABLED STUDENT DISABILITY SERVICES SPECIALIST/ INTERPRETER (continued)

~~Recruit, hire, train, schedule, and provide work direction and evaluate to student workers and clerical personnel. -Maintain daily, weekly and monthly work schedule for interpreters; identify substitute interpreters as necessary. -E~~

~~Assist in identification and recruitment of students with disabilities. -Organize and participate in disability services outreach activities. E~~

~~Maintain inventory of equipment; order equipment and supplies as needed. E~~

~~Operate a variety of equipment and machinery such as electric wheelchairs, vans, computers, copy machines, audio visual and recording equipment. E~~

~~Assist with general office~~Perform a variety of clerical duties, as needed.

Perform ~~related~~other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~College R~~esources and services of Disabled Students Programs and Services available for students with various disabilities

American Sign Language, including special signs used in the educational field

Role of interpreter in an educational setting

Code of Professional Ethics and Code of Professional Conduct - Registry of Interpreters for the Deaf (RID), National Association of the Deaf (NAD), National Court Reporter Association (NCRA)

Values, behavior, and language of the American deaf culture

Applicable ~~sections of State Education Code and disability laws,~~ rules, regulations, and policies related to services for students with disabilities

Specialized equipment, software, furniture, and supplies for students with disabilities, including captioning equipment and software and video relay interpreting services

~~Special needs of students with disabilities~~

~~Interpersonal skills using tact, patience and courtesy~~

~~Oral and written communications skills~~

~~Technical aspects of field of specialty~~

Principles of organization, collection, and storage of data

Fundamentals of English grammar, spelling, and composition ~~Correct English usage, grammar, spelling, punctuation and vocabulary~~

Principles and procedures of record keeping and filing

Office productivity computer applications including word processing, spreadsheet, email, and database applications

Basic principles of business letter writing and report preparation

Customer service and public relations methods and techniques

Record-keeping techniques

District organization, operations, policies and objectives

Computer literacy

ABILITY TO:

DISABLED STUDENT DISABILITY SERVICES SPECIALIST/ INTERPRETER (continued)

Provide information and assistance to students with various disabilities

~~Relate to, understand and work effectively with students of varying types and degrees of disability~~

Coordinate and implement programs and services for students with disabilities

Provide effective instructional assistance to students with disabilities

~~Demonstrate proficiency in interpreting between English and American Sign Language~~

Interpret, in American Sign Language, classes at the post-secondary level in a variety of subjects

Operate and instruct in the proper operation of a variety of specialized software and equipment ~~and machinery~~

~~Read,~~ Interpret, apply, and explain applicable rules, regulations, policies, and procedures related to students with disabilities

Analyze situations accurately and adopt an effective course of action

Communicate ~~effectively~~ clearly and concisely orally, in writing, and in sign language

Provide guidance and technical direction to assigned staff

Demonstrate sensitivity to students and colleagues with diverse backgrounds

~~Establish and maintain cooperative and effective working relationships with others~~

Work independently with little direction

~~Meet schedules and time lines~~

~~Plan and organize work~~

~~Train, supervise and evaluate assigned hourly and student personnel, including mentoring of — sign language interpreters~~

~~Assign and review the work of others~~

Prepare reports by gathering and organizing data from a variety of sources ~~Maintain records and prepare reports~~

Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications as well as specialized software applications

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: completion of two years of and two years of demonstrated experience in working with persons with disabilities including providing interpreting services for the hearing impaired.~~

Graduation from high school or evidence of equivalent educational proficiency AND three years of experience providing support services to people with disabilities, including providing interpreting services for the hearing impaired

OR

An associate degree from a recognized college or university AND two years of experience providing support services to people with disabilities, including providing interpreting services for the hearing impaired

OR

A bachelor's degree from a recognized college or university AND one year of experience providing support services to people with disabilities, including providing interpreting services for the hearing impaired

LICENSES AND OTHER REQUIREMENTS:

RID Certificate, or NAD Level 3 (or higher), or equivalent state certification within six months of employment.

~~WORKING CONDITIONS:~~

~~ENVIRONMENT:~~

~~College office and instructional environment~~

~~PHYSICAL ABILITIES:~~

~~Repetitive hand motions used in signing~~