



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR MAY 25, 2018

5:00 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 – April 19, 2018
5. CORRESPONDENCE
None
6. OLD BUSINESS
None
7. RECESS TO CLOSED SESSION
Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)
Title: Director of Employment Services/Personnel Commission
8. RECONVENE IN OPEN SESSION
N/A
9. 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
 - Department Staffing
 - D. Commissioners' Reports

10. PUBLIC HEARING OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2018-2019
11. ADOPTION OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2018-2019
12. REVISION OF CLASSIFICATION SPECIFICATIONS
 - A. Human Resources Analyst I
 - B. Human Resources Analyst II
 - C. Senior Human Resources Analyst
13. REALLOCATION OF SALARIES FOR CLASSIFICATIONS IN THE HUMAN RESOURCES ANALYST SERIES
 - A. Human Resources Analyst I
 - B. Human Resources Analyst II
 - C. Senior Human Resources Analyst
14. REALLOCATION OF SALARIES FOR CLASSIFICATIONS IN THE ADMINISTRATIVE ASSISTANT SERIES
 - A. Administrative Assistant
 - B. Senior Administrative Assistant
15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS
16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING
The date and time of the next scheduled meeting of the Personnel Commission is June 21, 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.
17. 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 April 14, 2018 – May 18, 2018

Current Classified Selection Processes (Between 04/14/18 to 05/18/18)									
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
Associate Vice Chancellor of Information Technology	5	DAC	03/07/18	03/28/18	Training & Experience Evaluation/Technical Interview	04/03/18	N/A	04/19/18	04/23/18
College Fiscal Services Supervisor	7	OC	03/13/18	03/28/18	Technical Interview	N/A	N/A	04/13/18	04/17/18
College Services Supervisor	19	OC	03/20/18	04/04/18	Training & Experience Evaluation/Technical Interview	04/05/18	N/A	04/12/18	04/16/18
Human Resources Assistant	234	DAC	04/16/18	05/01/18	Written Test/Technical Interview	N/A	05/02/18 – 05/11/18	05/21/18 – 06/01/18	06/05/18
Grant Accounting/Administrative Assistant (second administration)	3	OC	03/07/18	03/25/18	Training & Experience Evaluation/Written Test/Technical Interview	03/30/18	04/09/18 – 04/10/18	04/24/18	04/26/18
Locksmith	4	MC	03/12/18	04/23/18	Training & Experience Evaluation/Technical Interview	04/23/18 – 04/27/18	N/A	05/07/18 – 05/11/18	05/15/18
Office Assistant	206	OC VC	04/02/18	04/17/18	Written Test/Technical Interview	N/A	04/23/18 – 04/27/18	05/07/18 – 05/11/18	05/15/18
Senior Administrative Assistant (second administration)	56	MC	03/09/18	03/25/18	Written Test/Technical Interview	N/A	05/31/18 & 06/01/18	06/26/18	06/28/18
Student Services Assistant	85	MC	04/10/18	04/25/18	Written Test/Technical Interview	N/A	05/07/18 – 05/11/18	05/21/18 – 05/25/18	05/29/18

Current Classified Positions Filled (As of 05/18/18) (cont.)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Randy Amaro	Community College Police Officer I	WCU013	DAC	Probationary (new)	05/07/18
Laura Barroso	Director of Employment Relations & Human Resources Operations	DMC044	DAC	Probationary (new)	04/30/18
Holly Correa	Program Director I	DMC053	DAC	Demotion	05/07/18
Darlene Inda	College Services Supervisor	XCU346	OC	Limited-Term	04/23/18
Kelly Kaastad	Office Assistant	XCU422	OC	Reemployment	05/01/18
Marc Lazar	Disability Services Technician	MCU062	MC	Probationary (new)	04/16/18
Sara Murillo	Office Assistant	VCU593	VC	Transfer	04/30/18
Katherine Pierce	Program Coordinator II – Upward Bound	XSC107	OC	Probationary (promotion)	04/30/18
Chris Renbarger	College Fiscal Services Supervisor	XSC106	OC	Limited-Term	04/23/18

Current Classified Positions Pending (As of 05/18/18)			
Classification	Position Number	Location	Date List Certified
Academic Data Specialist	MCU435	MC	04/02/18
Associate Vice Chancellor of Information Technology	VMC004	DAC	04/23/18
Director of Institutional Advancement, Community Relations, and Marketing	MMC064	MC	03/22/18
Grant Accounting / Administrative Assistant (second administration)	XCU366	OC	04/26/18
Locksmith	MCU104	MC	05/15/18
Office Assistant	XCU033	OC	05/17/18

Upcoming Recruitments		
Classification	Position Number	Location
Admissions and Records Technician	XCU404	OC
Career Services Specialist	MCU357	MC
Community College Police Officer II – Sergeant	DCU026	DAC

Upcoming Recruitments (cont.)		
Classification	Position Number	Location
Counselor Assistant	MCU521 XCU423	MC OC
Custodial Supervisor	XSC038	OC
Director of International Students	MCU048	MC
Electrician	MCU064	MC
Financial Aid Specialist – Bilingual (English/Spanish)	MCU523	MC
Grant Accounting/Administrative Assistant	XCU366 XCU421	OC
Human Resources Analyst II (fourth administration)	DCU138	DAC
Instructional Lab Technician I – Culinary Arts & Restaurant Management	XCU067	OC
Instructional Lab Technician II – Nursing	MCU441 VCU594	VC
Job Placement Specialist	MCU516	MC
Performing Arts Center Technician	MCU522	MC
Physical Education / Athletic Equipment Manager	VCU116	VC
Proctor	VCU555	VC
Program Coordinator I	DCU163 VCU591 VCU590	DAC VC
Student Outreach Specialist	MCU525	MC
Tutorial Services Specialist II	XCU052	OC

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
Outreach Specialist	MC	05/09/18	In progress

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: HUMAN RESOURCES ANALYST I

BASIC FUNCTION:

~~Under the general supervision of the Director of Employment/Personnel Commission, perform a variety of responsible, technical, and specialized functions to support the Human Resources Department; research, evaluate, and analyze data pertaining to classification, compensation, and employment matters; and organize examination, selection, and record-keeping processes in accordance with District policies, state guidelines, merit system rules, and regulations.~~

Under the general supervision of the Director of Employment/Personnel Commission, perform technical and specialized functions related to planning and conducting classification and compensation studies, developing and administering selection and recruitment methodologies and materials, and assisting in the analysis and development of HR policies and procedures for the purpose of maintaining best practices and keeping current with changes in state and federal legislation.

DISTINGUISHING CHARACTERISTICS:

A Human Resources Analyst I performs work that is more limited in scope and complexity, and subject to closer supervision and review, than work performed by a Human Resources Analyst II.

A Human Resources Analyst II performs responsible and complex professional human resources work related to position classification, compensation, recruitment, and selection. This includes responsibility for planning and conducting organizational studies with District-wide impact involving the analysis of multiple classifications and positions; developing new selection methods and tools to improve the speed, efficiency, and quality of personnel selection processes; and evaluating existing policies and procedures for the purpose of streamlining HR functions. In addition, a Human Resources Analyst II may provide technical direction to lower-level professional and clerical staff relative to the aforementioned functions.

REPRESENTATIVE DUTIES:

Conduct classification and organization studies for new and existing positions of all levels within the classified and academic systems; recommend changes to the classification plan and to the salary allocation of classifications; develop, revise, and maintain classification specifications; update changes as approved; prepare recommendations for the establishment of new classes and the reclassification of existing positions; present recommendations to the Personnel Commission and/or Governing Board. *E*

Conduct job analyses to determine the knowledge, skills, and abilities or competencies that should be measured in content-valid examinations; devise and develop methods of testing for required competencies or knowledge, skills, and abilities; confer with subject-matter experts in the development and evaluation of tests. *E*

HUMAN RESOURCES ANALYST I (continued)

~~Plan, obtain, construct, analyze, and edit examination materials, content, and procedures; plan, coordinate, and participate in the administration and rating of performance tests, work sample tests, interviews, and other selection methods; determine and recommend appropriate pass points. *E*~~

~~Coordinate and conduct salary studies; collect and analyze salary data; make recommendations and presentations for appropriate placement of classifications on salary schedules; prepare and present related reports. *E*~~

~~Prepare items for board and/or Personnel Commission action, such as the establishment, abolishment, and revision of classifications; establishment and abolishment of new positions; and salary range recommendations. *E*~~

~~Develop examinations and screening processes for employment, including screening criteria, written and oral questions, computerized testing applications, and performance tests; review and analyze screening tool items and results. *E*~~

~~Prepare items for board and/or Personnel Commission action, such as the establishment, abolishment, and revision of classifications; establishment and abolishment of new positions; and salary range recommendations. *E*~~

~~Select, edit, and categorize test items in preparation for developing computerized tests and written tests; develop, prepare, and/or review actual tests to be administered for completeness and accuracy; consult subject matter experts as necessary; meet with staff and technical experts to develop and evaluate written, oral, and performance examinations; determine and recommend appropriate pass points. *E*~~

Develop and review position announcements, advertisements, web postings, etc., to ensure accuracy and appropriateness of targeted recruitment sources; review and screen employment applications and monitor employment certifications as necessary. *E*

Recommend subject matter experts to serve as screening panel members; provide guidance and respond to questions regarding examination/interview procedures and rating criteria. *E*

~~Apply and explain state and federal employment-related laws, guidelines, and regulations, Personnel Commission rules, Board policies, and operating procedures. *E*~~

Review and confirm qualifications and selection processes of temporary employees, student workers, etc.; review, analyze and confirm requests for equivalency as necessary. *E*

Serve as department liaison with college selection committees; serve as diversity facilitator as required. *E*

~~Coordinate and conduct salary studies; collect and analyze salary data; make recommendations and presentations for appropriate placement of classifications on salary schedules; prepare and present reports on a wide range of topics as requested. *E*~~

Perform other ~~related~~ duties as assigned.~~directed~~.

EDUCATION AND EXPERIENCE:

HUMAN RESOURCES ANALYST I (continued)

A master's degree from a recognized accredited college or university in human resources management, public or business administration, a behavioral science, or a related field.

OR

A bachelor's degree from a recognized accredited college or university in human resources management, public or business administration, a behavioral science, or a related field, AND any combination of the following:

- A) One year of professional HR experience conducting job analyses used in the development of examinations AND developing and administering validated assessment methods and materials, or
- B) One year of experience conducting position classification studies requiring the use of job analysis or job evaluation.

OR

Any bachelor's degree from a recognized accredited college or university AND any combination of the following:

- A) Two years of professional HR experience conducting job analyses used in the development of examinations AND developing and administering validated assessment methods and materials, or
- B) Two years of experience conducting position classification studies requiring the use of job analysis or job evaluation.

~~Any combination equivalent to a bachelor's degree from a recognized accredited college or university in human resources management, public or business administration, a behavioral science, or a related field; and two years of professional experience involving job analysis or evaluation for the purpose of classification and compensation, or selection.~~

~~A master's degree in Industrial and Organizational Psychology or a related field may be substituted for the two years of required experience.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Working knowledge of principles, methods, and trends of public personnel administration
District organization, operations, policies, and objectives
Computerized testing software applications
Principles of recruitment, personnel selection, and test construction and administration
Applicable sections of California State Education Code and other applicable law
Modern office practices, procedures, and equipment, and computer software applications
Correct English usage, grammar, spelling, punctuation and vocabulary
Interpersonal skills using tact, patience, and courtesy
Methods of job analysis and research
Principles of position classification and compensation

ABILITY TO:

Express technical concepts clearly, concisely, and persuasively, both orally and in writing
Analyze and resolve problems in position classification, compensation, and employee selection processes

Plan, organize and coordinate a variety of complex and technical personnel functions

~~Make accurate analyses and evaluations of examination, classification, and salary data~~

HUMAN RESOURCES ANALYST I (continued)

~~Plan, organize and coordinate a variety of complex and technical personnel functions~~

Collect, compile, and analyze information and data

~~Develop and implement a pre-employment examination program~~

~~Interpret, apply and explain rules, regulations, policies and procedures as applied to human resources~~

Understand, interpret, and ~~appropriately~~ apply personnel rules, regulations, standards, and procedures

Analyze situations accurately and adopt an effective course of action

Work independently with little direction

Communicate effectively, both orally and in writing

Work confidentially with discretion

Keyboard at an acceptable rate of speed

Establish and maintain cooperative and effective working relationships with others

Explain policies or procedures and persuade others to accept or adopt recommendations

Interact tactfully and effectively with others at all levels of the organization

~~WORKING CONDITIONS:~~

~~ENVIRONMENT:~~

~~Office environment with frequent interruptions~~

~~PHYSICAL ABILITIES:~~

~~Dexterity of hands and fingers to operate office equipment~~

~~Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities~~

~~Grasping, repetitive hand movement and fine coordination in the preparation of correspondence, minutes, reports, and forms, using a computer keyboard~~

~~Vision in reading applications, tests, correspondence, and reports, and using the computer~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: HUMAN RESOURCES ANALYST II**BASIC FUNCTION:**

Under the general supervision of the Director of Employment/Personnel Commission, perform technical and specialized functions related to planning and conducting classification and compensation studies, developing and administering selection and recruitment methodologies and materials, and assisting in the analysis and development of HR policies and procedures for the purpose of maintaining best practices and keeping current with changes in state and federal legislation.

DISTINGUISHING CHARACTERISTICS:

A Human Resources Analyst II performs responsible and complex professional human resources work related to position classification, compensation, recruitment, and selection. This includes responsibility for planning and conducting organizational studies with District-wide impact involving the analysis of multiple classifications and positions; developing new selection methods and tools to improve the speed, efficiency, and quality of personnel selection processes; and evaluating existing policies and procedures for the purpose of streamlining HR functions. In addition, a Human Resources Analyst II may provide technical direction to lower-level professional and clerical staff relative to the aforementioned functions. In comparison, a Human Resources Analyst I performs work that is more limited in scope and complexity, and subject to closer supervision and review, than work performed by a Human Resources Analyst II.

REPRESENTATIVE DUTIES:

Conduct classification and organization studies for new and existing positions of all levels within the classified and academic systems; recommend changes to the classification plan; develop, revise, and maintain classification specifications; prepare recommendations for the establishment of new classes and the reclassification of existing positions; present recommendations to the Personnel Commission and/or Governing Board. *E*

Conduct job analyses to determine the knowledge, skills, and abilities or competencies that should be measured in content-valid examinations; devise and develop novel methods of testing for required competencies or knowledge, skills, and abilities; confer with subject-matter experts in the development and evaluation of tests. *E*

Plan, obtain, construct, analyze, and edit examination materials, content, and procedures; plan, coordinate, and participate in the administration and rating of performance tests, work sample tests, interviews, and other selection methods; determine and recommend appropriate pass points. *E*

Coordinate and conduct salary studies; collect and analyze salary data; make recommendations and presentations for appropriate placement of classifications on salary schedules; prepare and present related reports. *E*

HUMAN RESOURCES ANALYST II (continued)

Evaluate proposed and current state and federal legislation; analyze and interpret existing policies, rules, and procedures; write reports recommending new Personnel Commission rules and rule amendments. *E*

Prepare items for Board and/or Personnel Commission action, such as the establishment, abolishment, and revision of classifications, establishment and abolishment of new positions, and salary range recommendations. *E*

Develop and review position announcements, advertisements, web postings, etc., to ensure accuracy and appropriateness of targeted recruitment sources; review and screen employment applications and monitor employment certifications as necessary. *E*

Recommend subject matter experts to serve as screening panel members; provide guidance and respond to questions regarding examination/interview procedures and rating criteria. *E*

Apply and explain state and federal employment-related laws, guidelines, and regulations, Personnel Commission rules, Board policies, and operating procedures. *E*

Review and confirm qualifications and selection processes of temporary employees, student workers, etc.; review, analyze and confirm requests for equivalency as necessary. *E*

~~Apply and explain state and federal employment-related laws, guidelines, and regulations, Personnel Commission rules, Board policies, and operating procedures. *E*~~

Serve as department liaison with college selection committees; serve as screening committee facilitator as required. *E*

May provide work direction to lower-level staff.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A master's degree from a recognized accredited college or university in human resources management, public or business administration, a behavioral science, or a related field, AND any combination of the following:

- A) One year of professional HR experience conducting job analyses used in the development of examinations AND developing and administering validated assessment methods and materials, or
- B) One year of experience conducting position classification studies requiring the use of job analysis or job evaluation.

OR

~~Any combination equivalent to a~~ A bachelor's degree from a recognized accredited college or university in human resources management, public or business administration, a behavioral science, or a related field, AND any combination of the following:

- A) ~~Two~~three years of professional HR experience conducting job analyses used in the development of examinations AND developing and administering validated assessment methods and materials, or
- B) ~~Two~~ years of experience ~~OR~~ conducting position classification studies requiring the use of job analysis or job evaluation.

HUMAN RESOURCES ANALYST II (continued)

OR

Any bachelor's degree from a recognized accredited college or university, AND any combination of the following:

A) Three years of professional HR experience conducting job analyses used in the development of examinations AND developing and administering validated assessment methods and materials, or

B) Three years of experience conducting position classification studies requiring the use of job analysis or job evaluation.

~~A master's degree in Industrial and Organizational Psychology or a related field may be substituted for two years of required experience.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Working knowledge of principles, methods, and trends of public personnel administration
District organization, operations, policies, and objectives
Computerized testing software applications
Principles of recruitment, personnel selection, and test construction and administration
Applicable sections of California State Education Code and other applicable law
Modern office practices, procedures, and equipment, and computer software applications
Correct English usage, grammar, spelling, punctuation and vocabulary
Methods of job analysis and research
Principles of position classification and compensation

ABILITY TO:

Express technical concepts clearly, concisely, and persuasively, both orally and in writing
Analyze and resolve problems in position classification, compensation, and employee selection processes
Plan, organize and coordinate a variety of complex and technical personnel functions
Collect, compile, and analyze information and data
Understand, interpret, and apply personnel rules, regulations, standards, and procedures
Analyze situations accurately and adopt an effective course of action
Work independently with little direction
Communicate effectively, both orally and in writing
Work confidentially with discretion
Keyboard at an acceptable rate of speed
Establish and maintain cooperative and effective working relationships with others
Interact tactfully and effectively with others at all levels of the organization

~~WORKING CONDITIONS:~~

~~ENVIRONMENT:~~

~~Office environment with frequent interruptions~~

~~PHYSICAL ABILITIES:~~

HUMAN RESOURCES ANALYST II (continued)

~~Dexterity of hands and fingers to operate office equipment~~

~~Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities~~

~~Grasping, repetitive hand movement and fine coordination in the preparation of correspondence, minutes, reports, and forms, using a computer keyboard~~

~~Vision in reading applications, tests, correspondence, and reports, and using the computer~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: SENIOR HUMAN RESOURCES ANALYST

BASIC FUNCTION:

Under the general supervision of the Director of Employment/Personnel Commission, plan, supervise, coordinate, and perform technical and specialized work related to planning and conducting classification and compensation studies, developing and administering selection and recruitment methodologies and materials, and assisting in the analysis and development of HR policies and procedures for the purpose of maintaining best practices and keeping current with changes in state and federal legislation.

DISTINGUISHING CHARACTERISTICS:

A Senior Human Resources Analyst performs more responsible and complex work related to position classification, compensation, recruitment, and selection than a Human Resources Analyst II. In addition, a Senior Human Resources Analyst supervises professional-level human resources staff engaged in the aforementioned functions.

REPRESENTATIVE DUTIES:

Supervise, hire, train, and evaluate professional-level human resources staff engaged in recruitment, selection, classification, and compensation functions. *E*

Conduct classification and organization studies for new and existing positions of all levels within the classified and academic systems; recommend changes to the classification plan; develop, revise, and maintain classification specifications; prepare recommendations for the establishment of new classes and the reclassification of existing positions; present recommendations to the Personnel Commission and/or Governing Board. *E*

Conduct job analyses to determine the knowledge, skills, and abilities or competencies that should be measured in content-valid examinations; devise and develop methods of testing for required competencies or knowledge, skills, and abilities; confer with subject-matter experts in the development and evaluation of tests. *E*

Plan, develop, review, and approve valid examination materials, content, and procedures; plan, coordinate, and participate in the administration and rating of performance tests, work sample tests, interviews, and other selection methods; determine and recommend appropriate pass points; investigate and respond to examination appeals. *E*

Coordinate and conduct salary studies; collect and analyze salary data; make recommendations and presentations for appropriate placement of classifications on salary schedules; prepare and present related reports. *E*

SENIOR HUMAN RESOURCES ANALYST (continued)

Evaluate proposed and current state and federal legislation; analyze and interpret existing policies, rules, and procedures; write reports recommending new Personnel Commission rules and rule amendments. *E*

Prepare items for Board and/or Personnel Commission action, such as the establishment, abolishment, and revision of classifications, establishment and abolishment of new positions, and salary range recommendations. *E*

Develop and review position announcements, advertisements, web postings, etc., to ensure accuracy and appropriateness of targeted recruitment sources; review and screen employment applications and monitor employment certifications as necessary. *E*

Recommend and approve subject matter experts to serve as screening panel members; provide guidance and respond to questions regarding examination/interview procedures and rating criteria. *E*

Apply and explain state and federal employment-related laws, guidelines, and regulations, Personnel Commission rules, Board policies, and operating procedures. *E*

Review and confirm qualifications and selection processes of temporary employees, student workers, etc.; review, analyze and confirm requests for equivalency as necessary. *E*

~~Apply and explain state and federal employment-related laws, guidelines, and regulations, Personnel Commission rules, Board policies, and operating procedures. *E*~~

Serve as department liaison with college selection committees; serve as screening committee facilitator as required. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A master's degree from a recognized accredited college or university in human resources management, public or business administration, a behavioral science, or a related field, AND two years of professional HR experience conducting job analyses used in the development of examinations AND developing and administering validated assessment methods and materials. Experience conducting position classification studies requiring the use of job analysis or job evaluation is preferred.

OR

A bachelor's degree from a recognized accredited college or university in human resources management, public or business administration, a behavioral science, or a related field, AND three years of professional HR experience conducting job analyses used in the development of examinations AND developing and administering validated assessment methods and materials. Experience conducting position classification studies requiring the use of job analysis or job evaluation is preferred.

OR

Any bachelor's degree from a recognized accredited college or university, AND four years of professional HR experience conducting job analyses used in the development of examinations AND developing and administering validated assessment methods and materials. Experience conducting position classification studies requiring the use of job analysis or job evaluation is preferred.

SENIOR HUMAN RESOURCES ANALYST (continued)

~~Any combination equivalent to a bachelor's degree from a recognized accredited college or university in human resources management, public or business administration, a behavioral science, or a related field, AND four years of professional HR experience conducting job analyses used in the development of examinations, developing and administering validated assessment methods and materials, and conducting position classification studies requiring the use of job analysis or job evaluation.~~

~~A master's degree in Industrial and Organizational Psychology or a related field may be substituted for two years of required experience.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Working knowledge of principles, methods, and trends of public personnel administration
District organization, operations, policies, and objectives
Principles and practices of supervision and training
Computerized testing software applications
Principles of recruitment, personnel selection, and test construction and administration
Applicable sections of California State Education Code and other applicable law
Modern office practices, procedures, and equipment, and computer software applications
Correct English usage, grammar, spelling, punctuation and vocabulary
Methods of job analysis and research
Principles of position classification and compensation

ABILITY TO:

Express technical concepts clearly, concisely, and persuasively, both orally and in writing
Analyze and resolve problems in position classification, compensation, and employee selection processes
Plan, organize and coordinate a variety of complex and technical personnel functions
Train, supervise, and evaluate personnel
Collect, compile, and analyze information and data
Understand, interpret, and apply personnel rules, regulations, standards, and procedures
Analyze situations accurately and adopt an effective course of action
Work independently with little direction
Communicate effectively, both orally and in writing
Work confidentially with discretion
Keyboard at an acceptable rate of speed
Establish and maintain cooperative and effective working relationships with others
Interact tactfully and effectively with others at all levels of the organization

~~WORKING CONDITIONS:~~

~~ENVIRONMENT:~~

~~Office environment with frequent interruptions~~

~~PHYSICAL ABILITIES:~~

~~Dexterity of hands and fingers to operate office equipment
Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities~~

SENIOR HUMAN RESOURCES ANALYST (continued)

~~Grasping, repetitive hand movement and fine coordination in the preparation of correspondence, minutes, reports, and forms, using a computer keyboard~~
~~Vision in reading applications, tests, correspondence, and reports, and using the computer~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: SALARY REALLOCATION FOR THE CLASSIFICATIONS OF HUMAN RESOURCES ANALYST I, HUMAN RESOURCES ANALYST II, AND SENIOR HUMAN RESOURCES ANALYST

Recommendations

The Director of Employment Services/Personnel Commission recommends that the classifications of Human Resources Analyst I, Human Resources Analyst II, and Senior Human Resources Analyst be reallocated on their respective salary schedules as follows:

Classification	VCCCD Current Salary Range	Proposed Salary Range
Human Resources Analyst I	Classified Salary Schedule Range 285 (\$59,280-\$81,720)	Classified Salary Schedule Range 320 (\$71,484-\$98,652)
Human Resources Analyst II	Classified Salary Schedule Range 310 (\$67,752-\$93,540)	Classified Salary Schedule Range 340 (\$79,560-\$109,836)
Senior Human Resources Analyst	Classified Supervisors Salary Schedule Range 330 (\$75,084-\$104,040)	Classified Supervisors Salary Schedule Range 360 (\$88,560-\$122,088)

Basis of Recommendation

Personnel Commission staff recently administered three separate selection processes for the classification of Human Resources Analyst II, each resulting in a failed search. Given the recruitment challenges, Commission staff conducted a salary study for the benchmark classification of Human Resources Analyst I to determine if salary was a factor. We also conducted a separate study for Senior Human Resources Analyst to determine if the results varied by level. Nineteen organizations consisting of nearby cities, counties, educational institutions, and other public sector organizations were included in the study. The data is attached to this report.

The results of the study indicate that VCCCD ranks at the 5.2 percentile of the surveyed market for the classification of Human Resources Analyst I. Senior Human Resources Analyst ranks at the ninth percentile of the surveyed market. Given our uncompetitive placement in the market and the multiple failed searches for Human Resources Analyst II, Commission staff recommends the proposed salary reallocations to improve our ability to attract individuals to fill the current Human Resource Analyst I and Human Resources Analyst II vacancies. The proposed salary reallocations will also improve our ability to retain personnel in these positions.

The proposed adjustments place Human Resources Analyst I at the 80.2 percentile of the surveyed market at Senior Human Resources Analyst at the 76 percentile of the surveyed market. Human Resources Analyst II is recommended for placement based on internal alignment at two steps higher than Human Resources Analyst I, thereby resulting in a reduction of the spread between Human

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

Resources Analyst I and Human Resources Analyst II by half a step. This provides for a more appropriate placement between the journey-level Human Resources Analyst I and supervisory Senior Human Resources Analyst classifications. The Vice Chancellor, Human Resources supports the recommendations.

HR Analyst I - Salary Study - 03.2018

Title	Organization	Min salary	Max salary
Human Resources Specialist II	LAUSD	\$ 58,364.55	\$ 72,711.66
Human Resources Analyst	Long Beach Community College	\$ 67,656.00	\$ 82,224.00
Human Resources Analyst	Los Angeles County Office of Education	\$ 68,652.00	\$ 85,056.00
Administrative Analyst II	City of Burbank	\$ 65,095.94	\$ 85,601.10
Personnel Analyst II	County of San Luis Obispo	\$ 71,655.96	\$ 87,089.64
Human Resources Analyst II	County of Los Angeles	\$ 66,731.04	\$ 87,520.32
Human Resources Analyst I	City of Santa Barbara	\$ 72,637.76	\$ 88,291.58
Human Resources Analyst I/II	Las Virgines Municipal Water District	\$ 68,409.12	\$ 88,932.48
Personnel Analyst	Santa Monica College	\$ 73,944.00	\$ 89,880.00
Human Resources Analyst	Ventura Regional Sanitation District	\$ 74,318.40	\$ 90,688.00
Personnel Analyst	LA Community College District	\$ 74,201.64	\$ 91,922.76
Human Resources Analyst II	City of Ventura	\$ 68,870.67	\$ 92,287.73
Human Resources Analyst	City of Simi Valley	\$ 74,338.16	\$ 95,315.74
Human Resources Analyst	City of Santa Clarita	\$ 79,227.20	\$ 96,283.20
HR Analyst II	City of Oxnard	\$ 58,140.11	\$ 97,417.08
Personnel Analyst II	County of Ventura	\$ 71,543.80	\$ 100,171.14
Personnel Analyst (1731-0)	City of Los Angeles	\$ 68,612.00	\$ 100,308.00
Assistant HR Analyst	City of Thousand Oaks	\$ 67,848.10	\$ 101,382.32
Human Resources Analyst	City of Santa Monica	\$ 90,360.00	\$ 111,552.00

60th Percentile	\$ 71,633.53	\$ 92,214.74
70th Percentile	\$ 73,421.50	\$ 95,896.22
80th Percentile	\$ 74,248.34	\$ 98,518.70
VCCCD	\$ 59,280.00	\$ 81,720.00
VCCCD Percent Rank		5.20%
VCCCD Percent Rank at CSS 320		80.20%

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

Senior HR Analyst - Salary Study April 2018

Org	Title	min	max
Los Angeles County Office of Education	Senior Human Resources Analyst	\$ 83,448.00	\$ 103,380.00
LAUSD	Senior Human Resources Specialist	\$ 83,428.61	\$ 103,812.80
City of Los Angeles	Senior Personnel Analyst	\$ 84,417.84	\$ 104,859.36
Santa Monica College	Supervising Personnel Analyst	\$ 86,304.00	\$ 104,904.00
City of Oxnard	Senior Human Resources Analyst	\$ 63,249.72	\$ 105,592.20
City of Ventura	Principal Human Resources Analyst	\$ 79,868.67	\$ 107,025.57
City of Simi Valley	Senior Human Resources Analyst	\$ 84,823.96	\$ 108,941.82
City of Santa Barbara	Senior Human Resources Analyst	\$ 90,012.24	\$ 109,410.60
City of Santa Clarita	Senior Human Resources Analyst	\$ 91,873.60	\$ 111,675.20
LA Community College District	Supervising Personnel Analyst	\$ 93,761.28	\$ 116,153.76
County of San Luis Obispo	Principal Human Resource Analyst	\$ 99,340.80	\$ 120,744.00
County of Los Angeles	Human Resources Analyst IV	\$ 94,242.72	\$ 122,756.88
County of Ventura	Personnel Analyst III	\$ 88,548.84	\$ 123,980.52
City of Santa Monica	Senior Human Resources Analyst	\$ 101,112.00	\$ 124,836.00
City of Thousand Oaks	Senior Human Resources Analyst	\$ 85,531.26	\$ 128,296.68

60th Percentile	\$ 89,134.20	\$ 113,466.62
70th Percentile	\$ 91,501.33	\$ 119,825.95
80th Percentile	\$ 93,857.57	\$ 123,001.61
VCCCD	\$ 75,084.00	\$ 104,040.00
VCCCD Percent Rank		9%
VCCCD Percent Rank at CSS 360		76%

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: SALARY REALLOCATION FOR THE CLASSIFICATIONS OF ADMINISTRATIVE ASSISTANT AND SENIOR ADMINISTRATIVE ASSISTANT

Recommendations

The Director of Employment Services/Personnel Commission recommends that the classifications of Administrative Assistant and Senior Administrative Assistant be reallocated as follows:

Classification	VCCCD Current Salary Range	Proposed Salary Range
Administrative Assistant	Classified Salary Schedule Range 230 (\$44,076-\$60,936)	Classified Salary Schedule Range 235 (\$45,264-\$62,580)
Senior Administrative Assistant	Classified Salary Schedule Range 255 (\$50,508-\$69,624)	Classified Salary Schedule Range 260 (\$51,816-\$71,484)

Basis of Recommendation

Personnel Commission staff is in the process of reviewing salaries for classifications in the classified service to determine if they are sufficiently compensated to allow for the recruitment and retention of qualified employees. The Administrative Assistant classification series was recently studied as part of this initiative and the data is included with this report.

The results of the study indicate that VCCCD ranks at the 68th percentile of the surveyed market for the benchmark classification of Administrative Assistant. In order to improve the District's placement in the market with regard to the Administrative Assistant classification and the related Senior Administrative Assistant classification, staff recommends that both classifications be reallocated on the salary schedule.

The proposed adjustment places Administrative Assistant at the 78 percentile of the surveyed market. Staff recommends that Senior Administrative Assistant also be reallocated upward one range on the schedule to maintain the current spread between classifications. The Vice Chancellor, Human Resources supports the recommendations.

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

Title	Organization	Min salary	Max salary
Administrative Assistant II	County of San Luis Obispo	35,630.40	43,305.60
Secretary	LAUSD	36,046.77	44,879.52
Administrative Secretary II	City of Oxnard	32,366.88	50,211.82
Senior Secretary	Los Angeles Community College District	43,452.24	53,829.60
Administrative Specialist	City of Santa Barbara	44,553.86	54,155.40
Administrative Assistant	Ventura Regional Sanitation District	45,260.80	55,203.20
Division Secretary	Los Angeles County Office of Education	44,688.00	55,488.00
Administrative Clerk II	City of Thousand Oaks	42,279.74	56,659.20
Secretary	City of Santa Clarita	49,545.60	60,236.80
Senior Administrative Assistant	Long Beach Community College	49,010.28	60,357.24
Administrative Assistant II	Santa Monica College	50,052.00	60,840.00
Secretary	City of Los Angeles	49,068.00	60,948.72
Administrative Assistant I	County of Ventura	44,119.08	61,727.40
Staff Assistant III	City of Santa Monica	51,600.00	63,708.00
Administrative Secretary	City of Ventura	52,615.26	63,941.28
Management Secretary I	County of Los Angeles	51,245.16	67,225.20
Administrative Assistant	City of Simi Valley	53,514.76	68,245.06

60th Percentile	49,044.91	60,646.90
70th Percentile	49,646.88	61,104.46
75th Percentile	50,052.00	61,727.40
80th Percentile	51,006.53	63,311.88
CURRENT VCCCD (CS 230)	44,076.00	60,936.00
CURRENT VCCCD Percent Rank		0.68
VCCCD CS 235	45,264.00	62,580.00
VCCCD Percent Rank at CS 235		0.78
VCCCD CS 240		64,212.00
VCCCD Percent Rank at CS 240		0.88