



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR AUGUST 16, 2018

5:30 p.m.

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

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS REGARDING AGENDA ITEMS
4. MINUTES
Personnel Commission Meeting – July 19, 2018
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. REVISION OF PERSONNEL COMMISSION RULES – SECTION 240 TRANSFERS AND REASSIGNMENTS (FIRST READING)
9. ABOLISHMENT OF UNUSED CLASSIFICATIONS
 - A. Community Services Specialist
 - B. Instructional Technologist
 - C. Mesa Program Specialist

10. RECESS TO CLOSED SESSION

None

11. RECONVENE IN OPEN SESSION

N/A

12. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

13. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is September 20, 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.

14. ADJOURNMENT

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 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 July 14, 2018 – August 10, 2018

Current Classified Selection Processes (Between 07/14/18 to 08/10/18)									
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
Admissions and Records Technician	122	OC/MC	06/06/18	06/20/18	Training & Experience Evaluation/Technical Interview	06/27/18	N/A	07/27/18	08/01/18
Budget Director	16	DAC	07/18/18	08/07/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	08/30/18	09/04/18
Community College Police Officer II – Sergeant	2	DAC	07/11/18	07/26/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	08/21/18	08/24/18
Electrician	15	MC	07/24/18	08/08/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	08/22/18	08/27/18
Financial Aid Specialist	37	MC	06/11/18	06/25/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	07/26/18	07/30/18
Human Resources Analyst I	36	DAC	06/11/18	07/01/18	Training & Experience Evaluation/Technical Interview	N/A	08/15/18	TBD	TBD
Instructional Lab Tech I – Culinary Arts & Restaurant Management	5	OC	08/03/18	08/19/18	Training & Experience Evaluation/Technical Interview	08/21/18	N/A	09/04/18 – 09/07/18	09/12/18
Instructional Lab Tech II – Nursing	5	MC/VC	05/30/18	07/04/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	08/01/18	08/01/18
Locksmith	7	MC	03/12/18	07/16/18	Training & Experience Evaluation/Technical Interview	TBD	N/A	TBD	TBD
Performing Arts Center Technician I	15	MC	06/21/18	07/08/18	Training & Experience Evaluation/Technical Interview	TBD	N/A	TBD	TBD
Program Coordinator I	68	DAC/VC	07/23/18	08/07/18	Training and Experience Evaluation/Technical Interview	08/17/18	N/A	08/27/18 – 08/31/18	09/04/18

Current Classified Selection Processes (Between 07/14/18 to 08/10/18) (cont.)

Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Tutorial Services Specialist II	39	OC	06/04/18	06/18/18	Training & Experience Evaluation/Technical Interview	07/11/18	N/A	08/03/18	08/07/18

Current Classified Positions Filled (As of 08/10/18)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Mayra Hernandez	Financial Aid Specialist	XCU054	OC	Transfer	08/06/18
Celine Park	Placement Project Specialist	MCU516	MC	Voluntary Demotion	08/06/18
Elizabeth Salas	Senior Administrative Assistant	MCU506	MC	Reemployment	07/30/18

Current Classified Positions Pending (As of 08/10/18)

Classification	Position Number	Location	Date List Certified
Administrative Assistant	MCU500	MC	08/08/18
Admissions & Records Technician	XCU404	OC	08/06/18
Curriculum Technician	XCU387	OC	07/25/18
Financial Aid Specialist	MCU068	MC	08/06/18
Instructional Lab Technician II – Nursing	VCU594	VC	08/03/18
Office Assistant	VCU385	VC	07/19/18
Student Services Assistant	VCU595	VC	05/23/18
Tutorial Services Specialist II	XCU052	OC	08/08/18

Upcoming Recruitments		
Classification	Position Number	Location
Administrative Assistant, Chancellor's Office (Confidential)	DCC056	DAC
Career Services Specialist	MCU357	MC
Costume Technician	VCU051	VC
Counselor Assistant	MCU524	MC
Custodial Supervisor	XCU038	OC
Grant Accounting/Administrative Assistant	XCU421	OC
Graphic Designer	DCU164	DAC
Human Resources Analyst II (fourth administration)	DCU138	DAC
Instructional Lab Technician II – Physical and Applied Sciences	VCU097	VC
Physical Education / Athletic Equipment Manager	VCU116	VC
Proctor	VCU555	VC
Program Coordinator II – Career Center	VSC154	VC
Student Outreach Specialist	MCU525	MC
Student Services Assistant	MCU521	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Data Analyst	DAC	05/24/17	Complete
Student Outreach Specialist	MC	05/09/18	In progress

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION
SUBJECT: AMENDMENT OF PERSONNEL COMMISSION RULES SECTION 240

EXPLANATION:

The Rules of the Personnel Commission Rules for Classified Employees include a section regarding lateral reassignments as they pertain to serving a probationary period (PC Rule 242.1). However, a rule defining what constitutes a lateral reassignment and the process by which they are approved is not currently found in the handbook. The proposed revision of PC Rule 242 addresses this issue. Rule 241 was also revised to reflect the current practice with regard to transfer announcements and tracking.

REVISION:

SECTION 240 – TRANSFERS AND LATERAL REASSIGNMENTS

241 TRANSFER

All transfers of employees must be certified by the Personnel Director and approved by the Governing Board. No increase in salary shall accompany a transfer. ~~Some vacancies will be filled immediately from existing eligibility lists. Therefore, employees who want to be considered for transfer should have a written request on file with the Office of the Personnel Commission. The written request will be valid for one (1) year from date of submission.~~

Notice for all vacant positions for which a valid eligibility list is on file will be provided via email to eligible classified employees no less than five working days before the referral of lists of candidates is sent to the appropriate supervisor. Employees interested in transferring or being reassigned to a vacant position will be considered as having filed a timely application if it is received in the Office of the Personnel Commission by the deadline posted in the announcement.

242 LATERAL REASSIGNMENTS

A lateral reassignment is a change from one classification to a related classification on the same salary range. Employees requesting a lateral reassignment must meet the minimum qualifications of the new classification. Determination of whether classifications are sufficiently related to permit reassignment between them shall be based upon the similarity of duties, similarity of occupation fields, and the similarity of the examination processes, as determined by the Personnel Director.

2432 PROBATIONARY PERIOD – FOLLOWING AFTER TRANSFERS OR AND REASSIGNMENTS

A probationary period is not required for transfers or reassignments; however, courtesy evaluations are provided within the first six (6) months to facilitate communication and work

expectations. [Lateral reassignments to different classifications must serve a probationary period.](#)

242.1 LATERAL REASSIGNMENTS

~~Lateral reassignments to different classifications must serve a probationary period.~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: ABOLISHMENT OF UNUSED CLASS

RECOMMENDATION:

It is recommended that effective August 17, 2018, the following class be abolished:

Community Services Specialist
Instructional Technologist
Mesa Program Specialist

BASIS OF RECOMMENDATION:

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