



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### MEETING AGENDA FOR OCTOBER 26, 2017

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 – September 21, 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. **ESTABLISHMENT OF CLASSIFICATIONS**  
Upward Bound Coordinator
9. **RECESS TO CLOSED SESSION**  
None
10. **RECONVENE IN OPEN SESSION**  
N/A

**11. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

**12. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next scheduled meeting of the Personnel Commission is November 16, 2017, 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.

**13. 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

September 16, 2017 – October 13, 2017

Current Classified Selection Processes (Between 09/16/17 to 10/13/17)									
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
Director of Employment Relations and Human Resources Operations	29	DAC	09/13/17	10/03/17	Training & Experience Evaluation/Technical Interview	10/13/17	N/A	10/24/17	10/26/17
Director of Institutional Advancement, Community Relations, and Marketing	26	MC	08/01/17	08/23/17	Training & Experience Evaluation/Technical Interview	08/29/17	N/A	09/13/17 & 09/15/17	09/19/17
Disability Services Specialist – Interpreter	19	VC	08/16/17	09/03/17	Written Test/Technical Interview	N/A	09/19/17	09/19/17	09/21/17
Financial Aid Technician	24	VC	10/09/17	10/24/17	Training & Experience/Written Test/Technical Interview	N/A	11/02/17	11/13/17 – 11/17/17	11/21/17
Grant Director – Career & Technical Education	0	VC	10/06/17	10/22/17	Training & Experience Evaluation/Technical Interview	10/27/17	N/A	11/06/17 – 11/10/17	11/14/17
Human Resources Analyst II	34	DAC	08/28/17	10/31/17	Training & Experience Evaluation/Technical Interview	N/A	N/A	11/13/17 – 11/17/17	11/22/17
Information Technology Support Specialist I	65	VC	08/14/17	08/29/17	Training & Experience Evaluation/Technical Interview	09/15/17	N/A	09/22/17	09/25/17
Instructional Lab Technician II – Registered Veterinary Technician	4	MC	09/28/17	10/29/17	Training & Experience Evaluation/Technical Interview	11/03/17	N/A	11/13/17 – 11/17/17	11/21/17
Senior Accounting Technician	17	MC	08/16/17	09/04/17	Training & Experience/Written Test/Technical Interview	09/15/17	09/22/17	10/03/17	10/04/17
Senior Research Analyst	22	MC	08/04/17	09/03/17	Training & Experience Evaluation/Technical Interview	09/04/17	N/A	09/28/17	10/02/17
Student Health Center Assistant II	25	VC	09/11/17	09/26/17	Training & Experience Evaluation/Technical Interview	N/A	N/A	10/12/17	10/17/17

Current Classified Selection Processes (Between 09/16/17 to 10/13/17) (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
Student Outreach Specialist	130	VC	09/05/17	09/20/17	Training & Experience Evaluation/Technical Interview	09/29/17	N/A	10/09/17	10/11/17
Student Services Specialist – Student Information Center	114	VC	09/28/17	10/15/17	Training & Experience Evaluation/Technical Interview	10/20/17	N/A	10/30/17 – 11/03/17	11/07/17
Student Success and Support Specialist II	112	MC	09/14/17	10/01/17	Training & Experience Evaluation/Technical Interview	10/13/17	N/A	10/18/17	10/20/17

Current Classified Positions Filled (As of 10/13/17)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Brower, Laura	Executive Assistant to the Chancellor (Confidential)	DCC032	DAC	Probationary (promotion)	10/09/17
Gilbertson, Blair	Senior Administrative Assistant	VCU024	VC	Transfer	09/29/17
Hanson, Shasta	Financial Aid Specialist	VCU541	VC	Probationary (new)	10/02/17
Johnson, Shannon	Placement Project Specialist	MCU516	MC	Probationary (promotion)	10/02/17
Long, Olivia	Academic Data Specialist	VCU103	VC	Lateral	09/29/17
Lopez, Wendolyne	Financial Aid Specialist (Bilingual)	VCU586	VC	Probationary (new)	09/18/17
Magenau, Keller	Grant Director – Career and Technical Education	XMC071	OC	Probationary (new)	10/16/17
Pierce, Katherine	Student Success and Support Specialist II	XCU419	OC	Probationary (promotion)	10/01/17
Rambo, Andrea	Executive Assistant to the President (Confidential)	VCC073	VC	Lateral Reassignment	10/09/17

Current Classified Positions Pending (As of 10/13/17)			
Classification	Position Number	Location	Date List Certified
Director of Institutional Advancement, Community Relations, and Marketing	MMC064	MC	09/18/17
Disability Services Specialist – Interpreter	VCU588	VC	09/21/17
Information Technology Support Specialist I	VCU576	VC	09/27/17
Placement Project Specialist	XCU418 VCU585	OC VC	08/10/17 08/10/17
Senior Accounting Technician	MCU498	MC	10/5/17
Senior Research Analyst	MCU515	MC	09/29/17
Student Outreach Specialist	VCU548	VC	10/11/17

Upcoming Recruitments		
Classification	Position Number	Location
Curriculum Technician	MCU470	MC
Office Assistant (Seasonal)	VCU570	VC
Program Specialist – Career & Technical Education	VCU358	VC
Senior Programmer Analyst	WCU070	DAC

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

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
ESTABLISHMENT OF CLASS

**RECOMMENDATION:**

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Program Coordinator II – Upward Bound

**ANNUAL SALARY RANGE:**

\$61,404-\$85,284/annual (Classified Supervisors Salary Schedule #295)

**BACKGROUND:**

The Personnel Commission recently established a generic classification structure to allow for the employment of individuals that can coordinate or manage special programs without the requirement of program-specific knowledge or skills and with the understanding that program-specific classifications requiring specialized knowledge, skills, or abilities may also be established as required. Oxnard College has requested the establishment of a program-specific coordinator to manage the Upward Bound program that is similar to the recently established classification of Program Coordinator II with regard to assigned duties, but such classification also requires specialized knowledge.

**BASES OF RECOMMENDATION:** An incumbent in the proposed classification will be required to demonstrate an understanding of the needs of the program's target population, as reflected in the proposed minimum qualifications and knowledge, skills, and abilities required. Therefore, a program-specific coordinator classification is warranted. A classification description detailing the duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary is based on internal alignment. The proposed salary for the subject classification is aligned with the Program Coordinator II classification given that both classifications are responsible for coordinating, supervising, and evaluating a broad set of activities pertaining to a program or grant and supervising staff. Therefore, it is appropriate to allocate the new classification to Classified Supervisors Salary Schedule #295 (\$61,404-\$85,284/annual).

MA/AI

Presented to the Personnel Commission on October 26, 2017

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE:           PROGRAM COORDINATOR II - UPWARD BOUND**

**BASIC FUNCTION:**

Under the general direction of an assigned administrator, coordinates, supervises, and evaluates a broad set of activities pertaining to the Upward Bound Program.

**REPRESENTATIVE DUTIES:**

Coordinate Upward Bound 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, objectives, policies, and standards. *E*

Monitor the program budget and make recommendations regarding the allocation of resources and expenditure of funds. *E*

Serve as a liaison with the U.S Department of Education for issues concerning the Upward Bound grant.

Coordinate the collection and analysis of data; 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*

Coordinate and conduct outreach and recruitment sessions within the college and at local schools and community venues to provide information and promote the Upward Bound program; conduct program orientation sessions for student, parents, and guardians. *E*

Maintain regular contact with program participants, parents, and guardians to provide information and support; refer students to academic and support services offered by the college; provide specialized college application, financial aid application, and registration assistance to students enrolled in the program.

*E*

Review applications for admission to the Upward Bound 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*

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

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

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

Develop and deliver presentations to various audiences. *E*

## **PROGRAM COORDINATOR II - UPWARD BOUND (continued)**

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:**

#### KNOWLEDGE OF:

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

Applicable laws, rules, regulations, policies, and procedures pertaining to federal TRIO programs and the Family Educational Rights and Privacy Act

Policies and procedures required for mandatory reporters

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

Students recruiting and outreach strategies

Academic and student support services offered by the college

Current theories related to teaching and learning as applicable to the program objectives

Institutional research models and methodologies

State and/or federal regulatory practices applicable to the administration of the program

Challenges faced by the target population of program participants (first-generation college students, low-income, and students at risk for academic failure)

Principles of student success and retention for disadvantaged student populations

Principles of strategic planning, program development, and program review

Principles of budget preparation and administration

Principles of employee supervision

Participatory approaches to governance

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

Principles of English grammar, spelling, and composition

Principles of business letter writing and report preparation

#### ABILITY TO:

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

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

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

Learn and apply new information and skills

Create an environment conducive to the development of instructional and/or student services innovations as determined by the objectives of the program

Exercise independent judgment in developing and implementing creative solutions to program conditions or problems

Demonstrate sensitivity to students, colleagues, and clients with diverse cultures, languages, ethnic, and socioeconomic backgrounds



**PROGRAM COORDINATOR II - UPWARD BOUND (continued)**

- Manage complex programs in a dynamic interdisciplinary environment with multiple responsibilities
- Lead, motivate, supervise, and evaluate the work of others
- Monitor and review 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
- Develop effective marketing material related to the program
- Plan and organize work to meet changing priorities and deadlines

**EDUCATION AND EXPERIENCE:**

A bachelor's degree from a recognized college or university in education, public administration, counseling, or closely related field AND two years of experience coordinating grants, projects, or programs of comparable complexity to the administrative assignment, including experience working with low-income students, first-generation college students, or students at risk for academic failure.

OR

A graduate degree from a recognized college or university in education, public administration, counseling, or closely related field AND one year of experience coordinating grants, projects, or programs of comparable complexity to the administrative assignment, including experience working with low-income students, first-generation college students, or students at risk for academic failure.

Experience supervising or providing work direction to staff is preferred.