



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR DECEMBER 21, 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 – December 5, 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. REVISION OF CLASSIFICATION SPECIFICATIONS
 - A. Human Resources Analyst II
 - B. Director of Employee Relations and Human Resources Operations
9. REVISION OF PERSONNEL COMMISSION RULES 292 AND 295 (SECOND READING)
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 January 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.

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

November 30, 2017 – December 15, 2017

Current Classified Selection Processes (Between 11/30/17 to 12/15/17)									
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
Athletic Trainer	22	MC	11/27/17	12/17/17	Training & Experience Evaluation/Technical Interview	12/21/17	N/A	01/08/18 – 01/12/18	01/16/18
Assessment Specialist	28	ALL	12/01/17	12/17/17	Training & Experience Evaluation/Technical Interview	01/05/18	N/A	01/15/18 – 01/19/18	01/23/18
Business Office Assistant I (Seasonal)	78	VC	11/13/17	11/28/17	Training & Experience/Written Test/Technical Interview	N/A	12/04/17 - 12/12/17	12/14/17	12/19/17
Curriculum Technician	44	MC	10/18/17	11/02/17	Training & Experience/Written Test/Technical Interview	N/A	11/16/17	12/20/17	12/21/17
Disability Services Technician	12	MC	12/01/17	01/08/18	Training & Experience Evaluation/Technical Interview	1/5/18	N/A	01/15/18 – 01/19/18	01/23/18
Office Assistant (Seasonal)	78	VC	10/17/17	11/01/17	Training & Experience/Written Test/Technical Interview	N/A	11/13/17 – 11/15/17	11/29/17	11/30/17

Current Classified Positions Filled (As of 12/15/17)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Amanda Burwick	Placement Project Specialist	XCU418	OC	Probationary (new)	12/11/17
Landy Sosa	Student Health Center Assistant II	VCU587	VC	Probationary (new)	12/04/17
Daniel Rangel	Administrative Assistant	WCU069	DAC	Probationary (new)	12/04/17
Li Yin Twang	Senior Programmer Analyst	WCU070	DAC	Probationary (new)	12/04/17

Current Classified Positions Pending (As of 12/15/17)

Classification	Position Number	Location	Date List Certified
Community College Police Officer I	WCU013	DAC	12/01/17
Disability Services Specialist/Interpreter	MCU518	MC	11/21/17
Financial Aid Technician	VCU131	VC	11/20/17
Financial Aid Technician (Bilingual)	VCU140	VC	11/20/17
Grant Accounting/Administrative Assistant	XCU421	OC	11/16/17
Grant Director – Career & Technical Education	VMC077	VC	11/29/17
Instructional Lab Technician II – Registered Veterinary Technician	MCU517	MC	11/28/17
Office Assistant (Seasonal)	VCU570	VC	11/29/17
Student Outreach Specialist	VCU548	VC	10/11/17
Student Services Specialist – Student Information Center	VCU547 XCU410	VC OC	11/08/17 11/21/17
Student Success and Support Specialist II	MCU505	MC	10/30/17

Upcoming Recruitments

Classification	Position Number	Location
Administrative Assistant	N/A (continuous)	Districtwide
Community College Police Lieutenant	WSC003	DAC
Custodian	N/A (continuous)	Districtwide
Director of Employee Relations & Human Resources Operations	DMC044	DAC
Human Resources Analyst II	DCU138	DAC
Program Coordinator II – Upward Bound	XSC107	OC
Kiln Operator	VCU412	VC

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

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 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*

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:

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 three years of professional HR experience conducting job analyses used in the development of examinations ~~AND~~; developing and administering validated assessment methods and materials, ~~and~~ OR 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

HUMAN RESOURCES ANALYST II (continued)

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:

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: DIRECTOR OF EMPLOYEE RELATIONS AND HUMAN RESOURCES OPERATIONS

BASIC FUNCTION:

Under the general direction of the Vice Chancellor, Human Resources, direct and coordinate a variety of human resources functions for academic and classified employees including employee and union relations, human resources consultation services to District management and the development and delivery of employee training; plan and direct the Human Resources record storage and retrieval system; oversee, supervise, and monitor the District's workers' compensation programs; administer discrimination avoidance programs and investigate complaints; ensure compliance with district, county, state and federal regulations and guidelines concerning human resources administration.

REPRESENTATIVE DUTIES:

Administer discrimination/sexual harassment avoidance programs and issues to ensure compliance with federal and state laws and District policies, rules, and regulations; investigate and respond to complaints of discrimination and/or harassment; respond to State Chancellor's Office and governmental agencies on same. *E*

Provide assistance to managers on a variety of human resources related issues such as evaluation, discipline, and professional growth; review, update and conduct training and employee orientation programs; represent the District at Skelly and other administrative proceedings. *E*

Monitor and review assessment and evaluation procedures for all employee groups; ensure evaluations are timely and in compliance with collective bargaining agreements, policies and related rules; assist supervisors and manager with performance management, including employee development plans. *E*

Participate in collective bargaining activities, including serve as lead negotiator as assigned by the Vice Chancellor. *E*

Direct a variety of functions related to the administration and processing of district academic and classified employees; interpret, apply, and explain laws, rules, policies, and collective bargaining agreements pertaining to human resources practices to district administrators, employees and public. *E*

Develop and maintain Human Resources Department reports, brochures, flyers, Internet web pages, and other related public information programs. *E*

Coordinate and compile a variety of reports required for state and local use. *E*

Plan, coordinate, and direct the activities of the District's health and welfare programs, and certain components of the District's risk management program such as workers' compensation, unemployment compensation, injury and illness prevention, blood borne pathogens, and other

DIRECTOR OF EMPLOYEE RELATIONS AND HUMAN RESOURCES OPERATIONS (continued)

similar plans; coordinate with carriers, review and recommend policy changes, negotiate rates, and other related operations. *E*

Oversee the processing of workers' compensation claims settlement/litigation for pending claims and make related recommendations. *E*

Direct the preparation of formal notices for employees regarding human resources/personnel transactions; compose a variety of correspondence including inter-office communications, forms, letters, memoranda, contracts, special projects, board items, handbooks and other materials; prepare and submit board agenda items. *E*

Develop, administer and conduct exit interview procedures; ensure retrieval of district property, removal of computer systems access, etc.; prepare turnover reports, evaluate and make appropriate recommendations related to same. *E*

Direct the activities associated with manual and automated human resources record-keeping; administer the maintenance of all district personnel files; plan, design, implement, and continuously assess the personnel record management, storage, and retrieval system. *E*

Oversee the selection, training, supervision and motivation of assigned staff members to ensure proficient performance and a productive environment; conduct performance evaluations. *E*

Evaluate and monitor office work and paper flow; recommend or make adjustments to procedures and methods to increase staff efficiency and effectiveness. *E*

Represent the Vice Chancellor at workshops and meetings as assigned. *E*

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Public sector labor relations laws and precedents
Principles and techniques of arbitration advocacy
Principles and techniques of collective bargaining
Methods, practices, terminology and procedures used in human resources administration
Applicable sections of State Education Code, and other applicable laws
State and federal laws, codes and regulations concerning human resources/personnel administration
Investigative techniques and report writing
Sound personnel management and supervision practices
Interpersonal skills using tact, patience and courtesy
District organization, operations, policies and objectives
Modern office practices, procedures and equipment
Computer software, such as word processing, spreadsheet, and database programs
Integrated human resources database record-keeping systems
Equal employment opportunity guidelines, laws and regulations
Principles and methods for conducting analysis of procedures and improving operational services
Laws pertaining to work-related injury/illness

ABILITY TO:

Plan, organize, and supervise the work of others
Express difficult situations and concepts effectively in oral and written presentations
Interpret and apply applicable rules, laws, and procedures to human resources operations
Gather, evaluate and summarize data; prepare and present effective written and oral reports
Prepare and maintain records and reports for academic and classified employees
Assure compliance with district, county, state and federal regulations and guidelines concerning human resources administration
Oversee and participate in the preparation and maintenance of a variety of manual and automated personnel records and files
Investigate complaints and make appropriate recommendations
Learn, interpret, apply and explain rules, regulations, policies and procedures
Train and evaluate the performance of assigned personnel
Train others in specialized personnel practices and procedures
Develop and maintain effective working relationships with all levels of district administrators, employees, and representatives of public agencies and private organizations
Provide assistance to supervisors and administrators concerning human resources programs, functions, policies and procedures
Analyze situations accurately and adopt an effective course of action
Compose correspondence and written materials
Plan and organize work
Meet schedules and timelines
Work independently with little direction

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to a bachelor's degree in public administration, business administration, human resources administration, psychology, industrial relations, or a closely related field, and four years professional level experience in human resources employee relations and operations, including investigation of discrimination/harassment complaints, records management, and human resources administration. Two years of experience leading/supervising a functional area of a human resources department.~~

~~Experience working public sector human resources and collective bargaining experience is preferred.~~

Education:

Bachelor's degree in public administration, business administration, human resources administration, psychology, industrial relations, or a closely related field

Experience:

Four years of professional-level human resources experience interpreting and applying collective bargaining agreements, conducting investigations of discrimination/harassment, and advising managers or supervisors on matters pertaining to performance management, including employee discipline. A master's degree in public administration, business administration, human resources administration, psychology, industrial relations, or a closely related field may substitute for one year of the required experience.

Two years of experience leading/supervising a functional area of a human resources department is also required.

Public sector human resources experience in the areas of labor relations, benefits and leaves administration, staff development, and workers' compensation is preferred.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: REVISION OF PERSONNEL COMMISSION RULE 292- INITIAL APPOINTMENT AND
295- PROMOTION

EXPLANATION:

California Assembly Bill No. 168 prohibits employers from relying on the salary history information of as a factor in determining what salary to offer an applicant, effective January 1, 2018. To be in compliance with the law, Commission staff recommends the following changes to PC Rules 292 and 295.

REVISION:

**292 INITIAL APPOINTMENT
292.1 REGULAR CLASSIFIED EMPLOYEES**

New regular classified employees shall be placed on the first step of the appropriate salary range. The Personnel Director shall provide new regular classified employees, when eligible, with advanced step placement on the salary range ~~that, when possible, provides for a 10% increase over the employee's previous salary in the most recent and related position held by the employee. Such placement will be rounded up to the next highest step of the salary range when the salary falls in between steps. In no instance shall that placement be higher than the maximum salary step of the range for the new classification.~~ For the purpose of determining percent increase, salaries will be compared on an equivalent assignment basis (% of full time assignment). Eligibility for advanced step placement shall be based on the following factors based on additional related education and comparable experience beyond what was minimally required as prescribed below.:

A. Additional qualifying comparable experience beyond that which is required for entry into the classification:

Placement above the first step may be granted in increments of one (1) step for each additional year of full-time-equivalent comparable experience, as determined by the Personnel Director, above beyond that which is minimally required. Comparable experience is defined as experience in which the performed duties were equivalently complex and similar to those of the subject classification in which the individual is being hired.

B. Additional related college-level education beyond that which is required for entry into the classification:

Placement above the first step may be granted in increments of one (1) step for two (2) years of additional qualifying college-level education above that which is minimally required and which is related to successful performance of the essential functions of the classification as determined by the Personnel Director. A year is defined as the completion of 30 semester units of undergraduate coursework or 15 semester units of graduate-level coursework.

~~Minimum qualification substitution options are for the purpose of qualifying only and shall not be applied for the purpose of calculating advanced step placement.~~ Employees approved for advanced step placement upon initial appointment shall be subject to probationary procedures and policies. In no instance shall that placement be higher than the maximum salary step of the range for the new classification.

295 PROMOTION

295.1 PROMOTION FOR CLASSIFIED EMPLOYEES

Whenever possible, an employee who is promoted shall be placed at the salary step on the new range that provides a minimum one-step increase over the employee's current salary in the regular assignment. Adjustments to an employee's compensation due to a temporary change in assignment (e.g., out-of-class compensation) will not be considered in the determination of the employee's current salary. In no instance shall that placement be higher than the maximum salary step of the range for the new classification.

The Personnel Director shall provide eligible employees with advanced step placement on the salary range ~~that, when possible, provides for a 10% increase over the employee's previous salary in the most recent position held by the employee. Such placement will be rounded up to the next highest step of the salary range when the salary falls in between steps. For the purpose of determining percent increase, salaries will be compared on an equivalent assignment basis (% of full-time assignment). Eligibility for advanced step placement shall be based on the following factors based on additional related education and comparable experience beyond what was minimally required as prescribed below.:~~

A. Additional qualifying-comparable experience beyond that which is required for entry into the classification provided such experience was not counted for salary placement upon entry ~~to the District or previous internal promotion within the classified service~~: Placement above the first step shall be granted in increments of one (1) step for each additional year of full-time-equivalent comparable experience, as determined by the Personnel Director, ~~above beyond~~ that which is minimally required. Comparable experience is defined as experience in which the duties performed were equivalently complex and similar to those of the subject classification in which the individual is being hired.

B. Additional related college-level education beyond that which is required for entry into the classification provided such education was not counted for salary placement upon entry ~~to the District or previous promotion within the classified service~~: Placement above the first step shall be granted in increments of one (1) step for two (2) years of additional qualifying college-level education above that which is minimally required and which is related to successful performance of the essential functions of the classification as determined by the Personnel Director. A year is defined as the completion of 30 semester units of undergraduate coursework or 15 semester units of graduate-level coursework.

~~Minimum qualification substitution options are for the purpose of qualifying only and shall not be applied for the purpose of calculating advanced step placement.~~ Employees approved for advanced step placement upon promoting shall be subject to probationary procedures and policies. In no instance shall that placement be higher than the maximum salary step of the range for the classification.