



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR MAY 25, 2018

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

FIVE HUNDRED AND FIFTH

The five hundred and fifth meeting of the Personnel Commission of the Ventura County Community College District was held on Friday, May 25, 2018, at 5:00 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER

Commissioner Harison called the meeting to order at 5:00 p.m.

2. ROLL CALL

In attendance were Commissioners Barbara Harison, Sherry Manley and James King. Others present included Michael Shanahan, Vice Chancellor of Human Resources; Michael Arnoldus, Director of Employment Services/Personnel Commission; and Jillian Sturek, Executive Assistant.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. MINUTES

On motion by Commissioner King and seconded by Commissioner Manley, the minutes of the April 19, 2018, meeting were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

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

Closed session convened at 5:02 p.m.

8. RECONVENE IN OPEN SESSION

Open session reconvened at 5:53 p.m.

Commissioner Harison stated that there was nothing to report.

9. REPORTS

A. Classified Employees Representative's Report

None

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the May 8, 2018, Board of Trustees meeting and noted the establishment of one classified position and the reallocation of a Maintenance Worker I to a Maintenance Worker II.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 9 current classified recruitments. The *Positions Filled Report* reflected 9 positions filled and 6 positions pending. The *Upcoming Recruitments Report* included 19 upcoming recruitments. The *Classified Study Report* included 3 studies in progress.

A discussion ensued between Director Arnoldus and the Commissioners regarding current recruitments. Director Arnoldus provided a Human Resources staffing update to the Commissioners.

D. Commissioners' Reports

None

10. PUBLIC HEARING OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2018-2019

There were no comments or questions from the public, after which Commissioner Harison closed the public hearing.

11. ADOPTION OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2018-2019

On motion by Commissioner King and seconded by Commissioner Manley, the adoption of the Personnel Commission budget for fiscal year 2018-2019 was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

12. REVISION OF CLASSIFICATION SPECIFICATIONS

A. Human Resources Analyst I

B. Human Resources Analyst II

C. Senior Human Resources Analyst

Director Arnoldus discussed the proposed revisions of the classification specifications for Human Resources Analyst I, Human Resources Analyst II, and Senior Human Resources Analyst. A discussion ensued among the Commissioners and Director Arnoldus regarding the proposed changes.

On motion by Commissioner King and seconded by Commissioner Manley, the revised classification specifications for Human Resources Analyst I, Human Resources Analyst II, and Senior Human Resources Analyst were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

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

Michael Haberberger, Project Director, SEIU, addressed the Commission regarding items 13 and 14.

Director Arnoldus discussed the proposed reallocation of salaries for the classifications in the Human Resources Analyst series. Discussion ensued among Vice Chancellor Shanahan, Director Arnoldus and the Commissioners regarding the proposed reallocations.

On motion by Commissioner King and seconded by Commissioner Manley the salary reallocations for the classification of Human Resources Analyst I from Classified Salary Schedule #285 (\$59,280 - \$81,720/annual) to Classified Salary Schedule #320 (\$71,484 - 98,652/annual), Human Resources Analyst II from Classified Salary Schedule #310 (\$67,752 - \$93,540/annual) to Classified Salary Schedule #340 (\$79,560 - \$109,836), and Senior Human Resources Analyst from Classified Supervisor Salary Schedule #330 (\$75,084 - \$104,040/annual) to Classified Supervisor Salary Schedule #360 (\$88,560 - \$122,088) were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

14. REALLOCATION OF SALARIES FOR CLASSIFICATIONS IN THE ADMINISTRATIVE ASSISTANT SERIES

- A. Administrative Assistant
- B. Senior Administrative Assistant

Director Arnoldus discussed the proposed reallocation of salaries for the classifications of Administrative Assistant and Senior Administrative Assistant. Discussion ensued among Director Arnoldus and the Commissioners regarding the proposed reallocations.

On motion by Commissioner King and seconded by Commissioner Manley the salary reallocations for the classifications of Administrative Assistant from Classified Salary Schedule #230 (\$44,076 - \$60,936/annual) to Classified Salary Schedule #235 (\$45,264 - \$62,580/annual) and Senior Administrative Assistant from Classified Salary Schedule #255 (\$50,508 - \$69,624) to Classified Salary Schedule #260 (\$51,816 - \$71,484/annual) were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

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

On motion by Commissioner King and seconded by Commissioner Manley, the meeting adjourned at 6:55 p.m.

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
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