



# **VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

## **PERSONNEL COMMISSION**

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### **MEETING AGENDA FOR MARCH 19, 2020**

**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 – February 20, 2020
- 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. CLASSIFIED SALARY STUDY PRESENTATION**
- 9. REVIEW OF CLASSIFICATION SPECIFICATION**  
Director of Employment Services/Personnel Commission
- 10. DISCUSSION OF SELECTION PROCESS**  
Director of Employment Services/Personnel Commission

**11. REVISION OF A CLASSIFICATION SPECIFICATION**

- A. Marketing, Communications and Web Design Coordinator
- B. Marketing and Communications Supervisor
- C. Marketing Specialist
- D. Career Services Specialist

**12. RECLASSIFICATION OF A POSITION**

Maintenance and Operations Supervisor at Oxnard College

**13. ABOLISHMENT OF UNUSED CLASSIFICATION**

Learning Disability Technician  
Learning Disability Technician (Seasonal)

**14. RECESS TO CLOSED SESSION**

None

**15. RECONVENE IN OPEN SESSION**

N/A

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

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

The date and time of the next scheduled meeting of the Personnel Commission is April 16, 2020, 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.

**18. 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  
Andrea Ingley, Interim Director of Employment Services/Personnel Commission  
Ventura County Community College District  
761 E. Daily Drive, Suite 200  
Camarillo, CA 93010  
(805) 652-5525



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES

FOR FEBRUARY 20, 2020

5:30 p.m.

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

#### **FIVE HUNDRED AND SIXTY-NINTH**

The five hundred and sixty-ninth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, February 20, 2020, at 5:30 p.m.

#### **ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION**

##### **1. CALL TO ORDER**

Commissioner Manley called the meeting to order at 5:45 p.m.

##### **2. ROLL CALL**

In attendance were Commissioners Danny Carrillo, James King, and Sherry Manley. Others present included Andrea Ingley, Interim Director of Employment Services/Personnel Commission; Jenine Daly, Human Resources Analyst I; Jillian Sturek, Executive Assistant and Cece Chavez, Executive Assistant

##### **3. PUBLIC COMMENTS REGARDING AGENDA ITEMS**

Commissioner Manley acknowledged that there were two public comments which, at the request of the speakers, would be able to make their comment prior to the discussion of the agenda item.

##### **4. MINUTES**

On motion by Commissioner King and seconded by Commissioner Carrillo, the minutes of the January 22, 2020, meeting were approved.

Voted Yes: Commissioner Carrillo; Commissioner King, Commissioner Manley

##### **5. CORRESPONDENCE**

Director Ingley presented correspondence to the Commission regarding the consultant for the Director of Employment Services recruitment.

##### **6. OLD BUSINESS**

None

##### **7. REPORTS**

###### **A. Classified Employees Representative's Report**

Ms. Maria Urenda, Chief SEIU Steward, welcomed Cece Chavez as the new Executive Assistant of Employment Services/Personnel Commission. She reported that she is looking forward to the hiring of a permanent Director of Employment Services/Personnel Commission, the continued monthly meetings with Director Ingley, and receiving an update regarding the Gallagher

Classified Salary Study. Ms. Urenda mentioned that negotiations were scheduled for Monday, February 27th and they are hoping to settle soon.

B. Board of Trustees Meeting Report

Director Ingley stated that at the February 18, 2020, Board of Trustees meeting, the Board took action to approve the establishment of two classified positions.

C. Director's Report

Director Ingley reviewed the *Current Recruitments Report* that included 15 current classified recruitments. The *Positions Filled Report* reflected 15 positions filled and 2 positions pending. The *Upcoming Recruitments Report* included no upcoming recruitments. The *Classification Studies Report* included 4 studies in progress.

Discussion ensued among the Commissioners and Director Ingley regarding the Classified Salary Study Report.

Director Ingley stated that she had received the final report from the consulting firm regarding the Classified Salary Study. Director Ingley then asked the Commissioners if they would like the consultant to come out and present the information on the salary study. Commissioner Carrillo agreed with the idea of a presentation. Commissioner King indicated that he would like to receive the final report by email prior to viewing the presentation at the next Personnel Commission meeting. Commissioner Manley agreed.

D. Commissioners' Reports

Commissioner Carrillo shared that he attended his first Merit Academy class and he has another scheduled next month.

8. **DISCUSSION OF SELECTION PROCESS**

Director of Employment Services/Personnel Commission

Vice Chancellor Dembowski gave an update on the upcoming recruitment for the Director of Employment Services/Personnel Commission. Discussion ensued between Vice Chancellor Dembowski and the Commission. It was agreed upon that once the consultant committed to service, a special meeting would be planned to meet the consultant and discuss the classification specifications, including feedback from SEIU.

9. **ESTABLISHMENT OF A NEW CLASSIFICATION**

Marketing and Communications Coordinator

Prior to the item, Commissioner Manley called on Mr. Haberberger and Ms. Urenda to address the Commission. They expressed that the Marketing and Communications Coordinator classification is very similar to the Marketing Specialist classification and they believe that this should be a revision of an existing classification rather than a new classification.

Ms. Daly presented the information on the establishment of the Marketing and Communications Coordinator for the Marketing and Communications Outreach Department at the district office. She shared that there were three failed attempts made to hire a Web Developer. After some review, it was determined that the Web Developer classification did not entail all necessary duties to meet the department's expanded needs. The new classification would fulfill that need.

Discussion ensued between the Commissioners, Ms. Daily, Director Ingley, Associate Vice Chancellor Watkins, and Administrative Officer Blair regarding the Marketing Specialist, Web

Developer and Marketing and Communications Coordinator classifications. Commissioner King recommended a few changes be made to the classification specification for the Marketing and Communications Coordinator. Per the request of Commissioner Carrillo, Ms. Daly explained the main differences between the Marketing Specialist and Marketing and Communications Coordinator classifications. Commissioner Manley expressed her concerns about the likeness between the Marketing Specialist and Marketing Communications Coordinator classifications and stated that further changes would need to be made to the new specification.

Commissioner Carrillo stated that he is not ready to approve the establishment of the Marketing and Communications Coordinator position with the classification specification provided.

Commissioner King stated that "content management systems" should be inserted in all three levels of the Education and Experience section and all references in the Classification Specification to "open-source" and "Adobe Creative Suite" in the Classification Specification should be eliminated. He also asked that the title be changed to "Marketing, Communications and Web Design Coordinator".

Commissioner Manley recommended that "web design" be added to the Basic Function section.

On motion by Commissioner King and seconded by Commissioner Manley, establishment of the classification specification for Marketing, Communications, and Web Design Coordinator was approved with the condition that the above mentioned recommended changes be made to the classification specification and review of the classification specification occur within 6 months.

Voted Yes: Commissioner King, Commissioner Manley  
Voted No: Commissioner Carrillo

#### **10. RECLASSIFICATION OF A POSITION**

##### **Network Administrator I**

Director Ingley presented the reclassification of the Network Administrator I position. She stated that the Associate Vice Chancellor of IT, Dan Watkins and the incumbent requested a classification study. After completion of a desk audit and discussions with the supervisor, it had been determined that the incumbent is spending a significant amount of time performing duties outside of the classification of a Network Administrator I. The incumbent did not gradually accrue the out-of-class duties. They were assigned to him from the time he started in the position. It was recommended that he pass a qualifying examination to be reclassified to a Network Administrator II. The Classification Review Committee reviewed the request for this reclassification at the January 16<sup>th</sup> meeting and there was a unanimous vote to approve the change.

Discussion ensued between the Commissioners and Associate Vice Chancellor Watkins.

On motion by Commissioner Carrillo and seconded by Commissioner King, the reclassification of the Network Administrator I position was approved.

Voted Yes: Commissioner Carrillo, Commissioner King, Commissioner Manley

#### **11. RECESS TO CLOSED SESSION**

None

**12. RECONVENE IN OPEN SESSION**

N/A

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

None

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

The date and time of the next scheduled meeting of the Personnel Commission is March 19, 2020, 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.

**15. ADJOURNMENT**

On motion by Commissioner Carrillo and seconded by Commissioner King, the meeting adjourned at 6:50 p.m.

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# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## Personnel Commission

### Director's Report February 13, 2020 – March 12, 2020

Current Classified Selection Processes (Between 02/13/20 to 03/12/20)									
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
Administrative Assistant	104	MC	01/16/20	01/30/20	Written Examination / Technical Interview	N/A	02/06/20 - 02/20/20	03/11/20	03/13/20
Budget Director (Interim)	11	DAC	02/07/20	02/23/20	Technical Interview	N/A	N/A	02/28/20	03/02/20
Assistive Computer Technology – Media Specialist	21	VC	02/12/20	02/26/20	Technical Interview	N/A	N/A	03/19/20	03/23/20
College Fiscal Services Supervisor	17	OC	01/27/20	02/23/20	Training & Experience / Technical Interview	02/24/20 – 02/28/20	N/A	03/11/20	03/12/20
Director of Institutional Advancement, Community Relations & Marketing	21	MC	01/16/20	02/17/20	Training & Experience / Technical Interview	02/18/20-02/24/20	N/A	03/10/20	03/12/20
Financial Aid Technician	0	MC	03/12/20	03/30/20	Written Examination / Technical Interview	N/A	04/06/20-04/10/20	04/20/20-04/24/20	04/27/20
Instructional Lab Technician I – Emergency Medical Technology	10	OC	01/14/20	02/25/20	Technical Interview	N/A	N/A	2/28/20	03/03/20
Marketing and Communications Supervisor	26	DAC	02/19/20	03/04/20	Training & Experience / Technical Interview	03/6/20-03/12/20	N/A	03/30/20	04/01/20
Office Assistant	121	VC	02/05/20	02/26/20	Written Examination / Technical Interview	N/A	03/05/20 & 03/06/20	03/20/20	03/23/20
Senior Administrative Assistant	59	MC	02/12/20	02/26/20	Performance Examination / Technical Interview	N/A	03/10/20 & 03/11/20	03/27/20	03/30/20
Student Outreach Specialist	76	MC	01/02/20	01/16/20	Training & Experience / Technical Interview	01/18/20-01/27/20	N/A	02/13/20	02/19/20
Zoo Development Coordinator	8	MC	01/24/20	02/16/20	Technical Interview	N/A	N/A	02/24/20	02/25/20

Current Classified Positions Filled (As of 03/12/20)					
Employees Hired	Classification	Position Number	Location	Status	Start Date
Baltazar, Elyza-Gabriel	Information Technology Help Desk Assistant	XCU435	Oxnard	Probationary (New)	03/16/20
Dilley, Erin	Library Assistant	MCU101	Moorpark	Probationary (New)	03/11/20
Garcia, Luis	Student Services Assistant	XCU438	Oxnard	Probationary (New)	03/10/20
Moreno, Anai	Human Resources Technician I	DCU168	DAC	Probationary (New)	03/02/20

Current Classified Positions Pending (As of 03/12/20)			
Classification	Position Number	Location	Date List Certified
Instructional Lab Technician I – Emergency Medical Technology	XCU437	OC	03/03/20
Student Outreach Specialist	MCU539	MC	02/19/20
Zoo Development Coordinator	MCU537	MC	02/25/20

Upcoming Recruitments		
Classification	Position Number	Location
HVAC Technician	VCU546	VC
Lead Custodian	VCU551	VC
Maintenance Worker II	MCU105	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Network Administrator I	DAC	10/01/2019	Completed
Senior Accounting Technician	VC	01/07/2020	In Progress
Maintenance and Operations Supervisor	OC	01/13/2020	In Progress



Requested Position Classification Studies			
Classification	Location	Request Date	Status
Administrative Assistant	MC	01/21/2020	In Progress
Admissions & Records Technician	Districtwide	03/05/2020	In Progress
Disability Services Specialist / Interpreter	MC	03/11/2020	In Progress

Ventura County Community College District

Total Compensation Study



Mark Goldberg | November 2019



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## Executive Summary

**Ventura County Community College District (District) contracted with Gallagher Benefit Services, Inc. (GBS) to conduct a total compensation study to determine where the District pays relative to the market for benchmark positions.**

### **The Objectives of the study included:**

- Conducting an external custom survey to determine where the District pays relative to the market at the 50<sup>th</sup>, 60<sup>th</sup> and 75<sup>th</sup> percentiles for base pay
- Included in the custom survey were questions on key compensation administration and benefit practices
- GBS has analyzed the competitiveness of the District compared to its peer organizations for these practices



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# Study Background



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## Study Background

**Gallagher was engaged to perform a review of the District's total compensation program and make recommendations regarding:**

- Market competitiveness of the current salary structures;
- Pay practices and benefits; and,
- Fiscal impact associated with compensation recommendations.



## Study Background

### Market study objectives were identified as follows:

- Offer total compensation (both base salary and benefits) to attract, motivate, and retain talented and qualified employees.
- Maintain a competitive total compensation position with other comparable government entities and/or private employers within the same geographic area with similar job categories.
- Define comparators and/or benchmark organizations;
- Differentiate comparators and/or benchmark organizations based on job categories;
- Clearly define the fair market value of all benchmarked jobs included in the study.



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# Custom Survey Process





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## Custom Survey Process

**GBS created a custom salary survey to gather salary and benefit information from identified comparator organizations. When choosing these organizations, we consider the following questions:**

- To which organizations are you losing employees?
- Which organizations do you recruit employees from?
- Geographic proximity
- Population size
- Industry (public or private)
- Type of organization (i.e., Colleges, Cities, etc.)



## Custom Survey Process

GBS developed a survey questionnaire to collect base salary, pay practice and benefits data in a fashion that was standard and easy to quantify and analyze.

These public sector agencies (states, cities, counties, school districts, etc.) were selected by the District as acceptable comparator organizations factors including, geographic proximity, similar scope of services provided, or approximate population size

**Seventy-one (71) organizations were asked to participate.**

- Five (5) organizations responded, a 7% response rate.
- The organizations that responded are on the next slide and the listing of all organizations we invited to participate are in the Appendix



## Custom Survey Process

**Survey Respondents – Of the organizations contacted to participate in the custom survey the following organizations agreed to participate:**

Participant Organization Name
District College of the Canyons
Santa Monica College
City of Burbank
City of Santa Barbara
City of Thousand Oaks



## Custom Survey Process

**GBS asked organizations to make a match for only those jobs that reflected at least 80% of the duties as outlined in the benchmark summaries**

### **GBS compiled and validated the data collected from participants**

- The survey was distributed by email and follow up contacts made to potential survey participants by email and telephone to encourage participation and clarify missing or questionable information reported
- A list of all 112 benchmark position included in the survey data collection are listed in the appendix

**Note that not all survey participants answered every question and may have provided multiple responses to the same question.**



## Custom Survey Process

In addition to the custom survey, GBS also included data from the following organizations through data mining:

Data Mined Sources		
Antelope Valley College	Compton	LA Unified School District
Allan Hancock College	Copper Mountain College	Las Virgines Municipal WD
Barstow College	County of Los Angeles	Long Beach Community College
Cerritos College	County of San Luis Obispo	Mt San Jacinto College
Citrus College	County of Ventura	North Orange County Community
City of Burbank	Cuesta Community College	Palomar CCD
City of Los Angeles	District Kern Community College	Rancho Santiago CCD
City of Oxnard	District Mira Costa CCD	Rio Hondo College
City of Santa Barbara	District Mt. San Antonio	Riverside CCD
City of Santa Clarita	District Pasadena City College	San Bernardino College
City of Santa Monica	District Santa Barbara	Santa Monica College
City of Simi Valley	El Camino College	South Orange County
City of Thousand Oaks	Glendale Community College	Ventura Regional Sanitation District
City of Ventura	LA Community College District	Victor Valley College
College of the Desert	LA County Office of Education	



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# Findings and Analysis

## Compensation

**Job matches were made to benchmark positions for only those jobs that reflected at least 80% of the duties as outlined in the benchmark position summaries.**

**Market data was available for 92% of the benchmark positions. (103 / 112)**

- Gallagher reviewed the survey data using statistical tools as well as clarifications with the participating organizations.
- Gallagher uses this strategy to determine statistical outliers and/or mismatched data

**We followed the U.S. Department of Justice and Federal Trade Commission guidelines that state five job matches should exist per job in order to conduct statistical analyses or for drawing conclusions.**



## **Findings And Analysis**

### **Compensation**

### **Geographic Adjustment:**

**All custom survey and published salary data has been geographically adjusted to the Ventura County labor market using the cost of labor differential from the Economic Research Institute (ERI) Geographic Assessor.**

- Geographic differential figures reflect wage and salary differentials for each surveyed location.
- Applying geographic differentials is a sound compensation practice to normalize data obtained from various locations. This results in more precise figures for use in analyzing and setting pay.
- Just as data are trended forward to be more effective for a current point in time, data should be adjusted to reflect cost of labor differences between geographic areas.

### **Geographic Adjustment Factors:**

- Example: Cost of labor in Ventura County is 1% below the national market, therefore, we reduced the national market data by 1% to make it comparable to the Ventura County labor market.





## **Findings And Analysis**

### **Compensation**

For each position the percentage difference has been calculated between the District's salary figure and the market salary figure in terms of the District's salary.

**These comparisons have been provided separately to the District.**

**If the figure is:**

- Positive (+): Figure indicates that the District pays above the market
- Negative (-): Figure indicates that the District pays below the market

### The following guidelines are used when determining the competitive nature of the current actual compensation:

- +/- 5%, the District is Highly Aligned with the market rate
- +/- 10%, the District is Aligned with the market rate.
- +/- 11-15%, the District is Possibly Misaligned with the market rate.
- > 15%, the District is Misaligned with the market rate.

Factors such as performance, turnover, and longevity will impact actual salaries and may explain some of the differences between the District and the market in actual salaries. We have provided a detailed comparison to the District under a separate cover, and recommend close review of jobs that are more than 15% above or below the market median.

### Market Comparison: Salary Structure Range Minimum

Across all survey matches the District compares to the market:

Salary Structure Range Minimums Overall Difference from the Market			
Percentile	Market 50 <sup>th</sup>	Market 60 <sup>th</sup>	Market 75 <sup>th</sup>
Range Minimum	-2.8%	-6.5%	-12.9%

### Based on these comparisons the District would be considered

- “Highly Aligned with the market minimum” at the Market 50<sup>th</sup> percentile
- “Highly Aligned with the market minimum” at the Market 60<sup>th</sup> percentile
- “Possibly Misaligned with the market minimum” at the Market 75<sup>th</sup> percentile

**Details for the market rates for all benchmark positions are included on the next slides**

# Findings And Analysis

## Compensation



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BM. No	Benchmark Job	2018-2019 Range Min (Annual)	STRUCTURE MINIMUM					
			Market 50th	% Diff from VCCCD	Market 60th	% Diff from VCCCD	Market 75th	% Diff from VCCCD
1	Academic Data Specialist	\$51,264	\$55,116	-7.0%	\$56,850	-9.8%	\$60,125	-14.7%
2	Accountant	\$60,168	\$60,328	-0.3%	\$63,484	-5.2%	\$66,584	-9.6%
3	Accounting Technician	\$42,396	\$47,408	-10.6%	\$48,303	-12.2%	\$53,490	-20.7%
4	Accounts Payable Supervisor	\$57,936	\$63,224	-8.4%	\$63,660	-9.0%	\$71,458	-18.9%
5	Accounts Payable Technician	\$42,396	\$44,365	-4.4%	\$44,553	-4.8%	\$46,687	-9.2%
6	Administrative Assistant	\$44,736	\$48,492	-7.7%	\$49,225	-9.1%	\$50,813	-12.0%
7	Admissions and Records Technician	\$44,736	\$42,917	4.2%	\$44,112	1.4%	\$47,151	-5.1%
8	Assessment Specialist	\$52,596	\$50,392	4.4%	\$51,310	2.5%	\$56,559	-7.0%
9	Assistive Computer Technology/Media Access Specialist	\$60,168	\$56,648	6.2%	\$59,307	1.5%	\$63,660	-5.5%
10	Athletic Trainer	\$60,168	\$60,449	-0.5%	\$61,646	-2.4%	\$64,690	-7.0%
11	Benefits Analyst (CONF)	\$68,496	\$60,179	13.8%	\$65,095	5.2%	\$66,636	2.8%
12	Benefits Technician (CONF)	\$46,992	\$52,763	-10.9%	\$53,436	-12.1%	\$56,419	-16.7%
13	Bursar	\$54,996	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a
14	Career Services Specialist	\$42,396	\$49,330	-14.1%	\$50,080	-15.3%	\$55,003	-22.9%
15	Carpenter	\$49,884	\$57,429	-13.1%	\$57,707	-13.6%	\$60,809	-18.0%
16	Child Development Associate	\$42,396	\$36,757	15.3%	\$40,669	4.2%	\$46,152	-8.1%
17	Child Development Center Supervisor	\$72,144	\$70,637	2.1%	\$70,740	2.0%	\$74,733	-3.5%
18	College Fiscal Services Supervisor	\$64,692	\$63,660	1.6%	\$72,785	-11.1%	\$86,471	-25.2%
19	College Nurse	\$68,772	\$75,126	-8.5%	\$76,446	-10.0%	\$79,349	-13.3%
20	College Services Supervisor	\$54,996	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a

# Findings And Analysis

## Compensation



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BM. No	Benchmark Job	2018-2019 Range Min (Annual)	STRUCTURE MINIMUM					
			Market 50th	% Diff from VCCCD	Market 60th	% Diff from VCCCD	Market 75th	% Diff from VCCCD
21	Community College Police Officer I	\$57,000	\$61,789	-7.8%	\$63,212	-9.8%	\$67,272	-15.3%
22	Community Development and Institutional Advancement Specialist	\$48,552	\$57,307	-15.3%	\$58,635	-17.2%	\$59,725	-18.7%
23	Costume Technician	\$44,736	\$46,490	-3.8%	\$49,780	-10.1%	\$52,720	-15.1%
24	Counselor Assistant	\$60,168	\$40,575	n/a	\$42,440	n/a	\$44,025	n/a
25	Curriculum Technician	\$44,736	\$49,227	-9.1%	\$51,697	-13.5%	\$57,745	-22.5%
26	Custodial Supervisor	\$50,628	\$44,407	14.0%	\$45,088	12.3%	\$54,557	-7.2%
27	Custodian	\$39,120	\$37,241	5.0%	\$38,096	2.7%	\$39,746	-1.6%
28	Data Analyst	\$65,172	\$72,272	-9.8%	\$73,993	-11.9%	\$75,416	-13.6%
29	Database Administrator	\$92,412	\$92,348	0.1%	\$94,083	-1.8%	\$96,624	-4.4%
30	Disability Services Specialist/Interpreter	\$49,884	\$49,666	0.4%	\$53,077	-6.0%	\$56,922	-12.4%
31	Disability Services Technician	\$44,736	\$44,720	0.0%	\$46,845	-4.5%	\$55,276	-19.1%
32	District Budget Officer	\$76,212	\$73,563	3.6%	\$81,131	-6.1%	\$90,888	-16.1%
33	Electrician	\$52,596	\$60,376	-12.9%	\$60,701	-13.4%	\$63,966	-17.8%
34	EOPS/CARE Technician	\$44,736	\$44,553	0.4%	\$46,727	-4.3%	\$52,154	-14.2%
35	Evening and Weekend Activities Attendant	\$40,128	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a
36	Executive Assistant to the Chancellor (CONF)	\$66,696	\$65,378	2.0%	\$66,242	0.7%	\$71,978	-7.3%
37	Executive Assistant to the President (CONF)	\$58,308	\$63,863	-8.7%	\$67,545	-13.7%	\$73,290	-20.4%
38	Financial Aid Officer	\$72,144	\$100,875	-28.5%	\$103,386	-30.2%	\$112,186	-35.7%
39	Financial Aid Specialist	\$49,884	\$49,350	1.1%	\$50,942	-2.1%	\$55,671	-10.4%
40	Financial Aid Technician	\$42,396	\$45,898	-7.6%	\$47,648	-11.0%	\$50,418	-15.9%

# Findings And Analysis

## Compensation



**Gallagher**

Insurance | Risk Management | Consulting

BM. No	Benchmark Job	2018-2019 Range Min (Annual)	STRUCTURE MINIMUM					
			Market 50th	% Diff from VCCCD	Market 60th	% Diff from VCCCD	Market 75th	% Diff from VCCCD
41	Financial Analyst	\$60,168	\$69,669	-13.6%	\$71,611	-16.0%	\$74,411	-19.1%
42	Graphic Communications Technician	\$47,172	\$46,010	2.5%	\$52,515	-10.2%	\$55,003	-14.2%
43	Graphic Designer	\$52,596	\$54,525	-3.5%	\$56,157	-6.3%	\$59,688	-11.9%
44	Grounds Athletic Field Specialist	\$43,560	\$40,839	6.7%	\$41,516	4.9%	\$43,057	1.2%
45	Grounds Equipment Operator/Mechanic	\$43,560	\$45,375	-4.0%	\$46,024	-5.4%	\$53,982	-19.3%
46	Grounds Maintenance Worker	\$40,128	\$40,192	-0.2%	\$41,756	-3.9%	\$43,402	-7.5%
47	Grounds Supervisor	\$50,628	\$55,083	-8.1%	\$58,040	-12.8%	\$63,637	-20.4%
48	Human Resources Analyst I	\$60,168	\$72,977	-17.6%	\$74,301	-19.0%	\$75,895	-20.7%
49	Human Resources Technician I	\$47,172	\$49,808	-5.3%	\$51,354	-8.1%	\$53,762	-12.3%
50	HVAC&R Technician	\$52,596	\$57,233	-8.1%	\$58,930	-10.7%	\$62,689	-16.1%
51	Information Security Analyst	\$92,412	\$81,946	12.8%	\$85,350	8.3%	\$94,166	-1.9%
52	Information Technology Help Desk Assistant	\$44,736	\$46,092	-2.9%	\$47,736	-6.3%	\$49,666	-9.9%
53	Information Technology Support Specialist II	\$58,524	\$55,276	5.9%	\$58,137	0.7%	\$68,721	-14.8%
54	Instructional Assistant- Machine Shop	\$42,396	\$45,463	n/a	\$46,039	n/a	\$47,066	n/a
55	Instructional Assistant/Job Coach	\$42,396	\$42,484	n/a	\$45,438	n/a	\$49,355	n/a
56	Instructional Assistant-Disabled Students	\$42,396	\$43,934	-3.5%	\$44,696	-5.1%	\$48,381	-12.4%
57	Instructional Lab Technician II-Sciences	\$52,596	\$50,123	4.9%	\$51,436	2.3%	\$52,120	0.9%
58	Instructional Lab Technician I-Learning Resources	\$44,736	\$44,421	0.7%	\$45,406	-1.5%	\$47,024	-4.9%
59	Instructional Technologist-Designer	\$65,172	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a
60	Instructional Technology Support Assistant	\$49,884	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a

# Findings And Analysis

## Compensation



**Gallagher**

Insurance | Risk Management | Consulting

BM. No	Benchmark Job	2018-2019 Range Min (Annual)	STRUCTURE MINIMUM					
			Market 50th	% Diff from VCCCD	Market 60th	% Diff from VCCCD	Market 75th	% Diff from VCCCD
61	Internal Auditor	\$76,572	\$70,824	8.1%	\$74,521	2.8%	\$90,738	-15.6%
62	Learning Resources Supervisor	\$57,936	\$66,614	-13.0%	\$68,410	-15.3%	\$73,723	-21.4%
63	Library Assistant	\$39,120	\$40,510	-3.4%	\$42,072	-7.0%	\$44,054	-11.2%
64	Locksmith	\$49,884	\$55,982	-10.9%	\$57,883	-13.8%	\$61,068	-18.3%
65	Maintenance and Operations Supervisor	\$64,692	\$67,823	-4.6%	\$68,630	-5.7%	\$71,915	-10.0%
66	Maintenance Worker I	\$44,736	\$44,537	0.4%	\$46,522	-3.8%	\$49,041	-8.8%
67	Marketing Specialist	\$52,596	\$58,730	-10.4%	\$62,161	-15.4%	\$65,064	-19.2%
68	Network Administrator I	\$68,772	\$65,263	5.4%	\$68,473	0.4%	\$72,137	-4.7%
69	Network Administrator II	\$85,188	\$74,338	14.6%	\$81,095	5.0%	\$83,758	1.7%
70	Office Assistant (& SEASONAL)	\$38,040	\$36,610	3.9%	\$37,329	1.9%	\$38,214	-0.5%
71	Painter	\$49,884	\$54,678	-8.8%	\$55,241	-9.7%	\$57,761	-13.6%
72	Payroll Supervisor	\$68,376	\$68,228	0.2%	\$72,502	-5.7%	\$76,179	-10.2%
73	Payroll Technician	\$44,736	\$48,116	-7.0%	\$52,365	-14.6%	\$56,129	-20.3%
74	Performing Arts Center Assistant	\$40,128	\$42,090	-4.7%	\$44,015	-8.8%	\$48,553	-17.4%
75	Performing Arts Center Technical Director	\$60,168	\$66,793	-9.9%	\$70,254	-14.4%	\$75,256	-20.0%
76	Performing Arts Center Technician I	\$44,736	\$51,285	-12.8%	\$52,099	-14.1%	\$54,991	-18.6%
77	Physical Education-Athletic Equipment Manager	\$42,396	\$40,457	4.8%	\$41,778	1.5%	\$45,707	-7.2%
78	Plumber	\$52,596	\$59,193	-11.1%	\$60,296	-12.8%	\$62,029	-15.2%
79	Proctor	\$34,212	\$35,676	-4.1%	\$36,319	-5.8%	\$37,820	-9.5%
80	Program Coordinator I	\$60,168	\$59,934	0.4%	\$66,537	-9.6%	\$68,934	-12.7%

# Findings And Analysis

## Compensation



**Gallagher**

Insurance | Risk Management | Consulting

BM. No	Benchmark Job	2018-2019 Range Min (Annual)	STRUCTURE MINIMUM					
			Market 50th	% Diff from VCCCD	Market 60th	% Diff from VCCCD	Market 75th	% Diff from VCCCD
81	Program Specialist - Career & Technical Education	\$52,596	\$61,136	-14.0%	\$61,565	-14.6%	\$68,659	-23.4%
82	Programmer Analyst	\$66,948	\$74,200	-9.8%	\$76,333	-12.3%	\$77,603	-13.7%
83	Purchasing Specialist	\$54,072	\$59,524	-9.2%	\$63,398	-14.7%	\$74,735	-27.6%
84	Registrar	\$72,144	\$77,727	n/a	\$79,838	n/a	\$83,004	n/a
85	Research Analyst	\$65,172	\$63,710	2.3%	\$68,490	-4.8%	\$71,329	-8.6%
86	Safety Officer	\$40,128	\$45,229	-11.3%	\$45,539	-11.9%	\$47,988	-16.4%
87	Scholarship Technician	\$42,396	\$51,448	-17.6%	\$52,364	-19.0%	\$53,739	-21.1%
88	Senior Human Resources Analyst	\$76,212	\$84,782	-10.1%	\$89,137	-14.5%	\$91,643	-16.8%
89	Senior Research Analyst	\$76,212	\$76,888	-0.9%	\$77,204	-1.3%	\$82,702	-7.8%
90	Sports Information Specialist	\$45,948	\$53,745	-14.5%	\$53,805	-14.6%	\$55,411	-17.1%
91	Sprinkler Repair Technician	\$43,560	\$46,089	-5.5%	\$49,707	-12.4%	\$52,594	-17.2%
92	Student Activities Specialist	\$60,168	\$54,790	9.8%	\$54,915	9.6%	\$55,104	9.2%
93	Student Health Center Assistant II	\$42,396	\$58,216	n/a	\$58,490	n/a	\$58,901	n/a
94	Student Outreach Specialist	\$60,168	\$48,687	23.6%	\$52,906	13.7%	\$58,617	2.6%
95	Student Services Specialist/International Students	\$49,884	\$51,736	-3.6%	\$56,268	-11.3%	\$60,800	-18.0%
96	Student Services Specialist/Student Information Center	\$49,884	\$44,887	n/a	\$50,112	n/a	\$53,969	n/a
97	Student Success and Support Services Supervisor	\$72,144	\$61,930	16.5%	\$61,935	16.5%	\$61,942	16.5%
98	Student Success and Support Specialist II	\$52,596	\$47,563	n/a	\$48,026	n/a	\$55,440	n/a
99	Supervising Financial Analyst	\$72,144	\$83,907	-14.0%	\$88,003	-18.0%	\$94,691	-23.8%
100	Systems Administrator	\$85,188	\$84,539	0.8%	\$91,748	-7.1%	\$96,456	-11.7%



# Findings And Analysis

## Compensation



**Gallagher**

Insurance | Risk Management | Consulting

BM. No	Benchmark Job	2018-2019 Range Min (Annual)	STRUCTURE MINIMUM					
			Market 50th	% Diff from VCCCD	Market 60th	% Diff from VCCCD	Market 75th	% Diff from VCCCD
101	Teaching Zoo Operations Supervisor	\$68,376	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a
102	Technical Data Specialist	\$55,536	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a
103	Technology Support Services Supervisor	\$72,144	\$75,087	-3.9%	\$76,799	-6.1%	\$96,506	-25.2%
104	Telecommunications Administrator	\$85,188	\$69,035	23.4%	\$73,077	16.6%	\$95,771	-11.1%
105	Tutorial Services Specialist I	\$52,596	\$47,511	10.7%	\$51,363	2.4%	\$55,588	-5.4%
106	Tutoring and Supplemental Support Supervisor	\$57,936	\$53,119	9.1%	\$54,790	5.7%	\$58,036	-0.2%
107	Warehouse Operator	\$49,884	\$42,513	17.3%	\$43,635	14.3%	\$47,068	6.0%
108	Web Developer	\$55,536	\$64,580	-14.0%	\$66,304	-16.2%	\$73,941	-24.9%
109	Webmaster/System Administrator	\$76,572	\$82,494	-7.2%	\$86,693	-11.7%	\$92,968	-17.6%
110	Welder	\$49,884	\$58,854	-15.2%	\$60,376	-17.4%	\$61,252	-18.6%
111	Zoo Day Camp Counselor	\$33,336	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a
112	Zoo Operations Assistant	\$41,268	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a

### Market Comparison: Salary Structure Range Maximum

Across all survey matches the District compares to the market:

Salary Structure Range Maximum Overall Difference from the Market			
Percentile	Market 50 <sup>th</sup>	Market 60 <sup>th</sup>	Market 75 <sup>th</sup>
Range Maximum	4.7%	0.6%	-5.8%

### Based on these comparisons the District would be considered

- “Highly Aligned with the market maximum” at the Market 50<sup>th</sup> percentile
- “Highly Aligned with the market maximum” at the Market 60<sup>th</sup> percentile
- “Highly Aligned with the market maximum” at the Market 75<sup>th</sup> percentile

**Details for the market rates for all benchmark positions are included on the next slides**

# Findings And Analysis

## Compensation



**Gallagher**

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BM. No	Benchmark Job	2018-2019 Range Max (Annual)	STRUCTURE MAXIMUM					
			Market 50th	% Diff from VCCCD	Market 60th	% Diff from VCCCD	Market 75th	% Diff from VCCCD
1	Academic Data Specialist	\$70,668	\$70,828	-0.2%	\$72,590	-2.6%	\$75,712	-6.7%
2	Accountant	\$82,944	\$79,678	4.1%	\$81,767	1.4%	\$86,237	-3.8%
3	Accounting Technician	\$58,524	\$63,005	-7.1%	\$65,958	-11.3%	\$68,669	-14.8%
4	Accounts Payable Supervisor	\$80,484	\$71,999	11.8%	\$77,388	4.0%	\$86,854	-7.3%
5	Accounts Payable Technician	\$58,524	\$55,765	4.9%	\$56,610	3.4%	\$59,086	-1.0%
6	Administrative Assistant	\$61,848	\$61,723	0.2%	\$65,720	-5.9%	\$69,127	-10.5%
7	Admissions and Records Technician	\$61,848	\$54,877	12.7%	\$57,191	8.1%	\$58,515	5.7%
8	Assessment Specialist	\$72,552	\$62,971	15.2%	\$66,190	9.6%	\$74,037	-2.0%
9	Assistive Computer Technology/Media Access Specialist	\$82,944	\$71,049	16.7%	\$75,774	9.5%	\$77,388	7.2%
10	Athletic Trainer	\$82,944	\$79,932	3.8%	\$81,539	1.7%	\$86,272	-3.9%
11	Benefits Analyst (CONF)	\$94,440	\$77,432	22.0%	\$79,792	18.4%	\$86,500	9.2%
12	Benefits Technician (CONF)	\$64,932	\$69,410	-6.5%	\$72,148	-10.0%	\$78,155	-16.9%
13	Bursar	\$76,212	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a
14	Career Services Specialist	\$58,524	\$61,570	-4.9%	\$65,411	-10.5%	\$71,162	-17.8%
15	Carpenter	\$68,772	\$70,731	-2.8%	\$71,387	-3.7%	\$75,286	-8.7%
16	Child Development Associate	\$58,524	\$46,964	24.6%	\$53,356	9.7%	\$59,450	-1.6%
17	Child Development Center Supervisor	\$100,092	\$85,953	16.4%	\$86,187	16.1%	\$87,901	13.9%
18	College Fiscal Services Supervisor	\$89,892	\$82,670	8.7%	\$92,538	-2.9%	\$107,341	-16.3%
19	College Nurse	\$94,944	\$94,797	0.2%	\$97,362	-2.5%	\$105,802	-10.3%
20	College Services Supervisor	\$76,212	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a



## Findings And Analysis

### Compensation

BM. No	Benchmark Job	2018-2019 Range Max (Annual)	STRUCTURE MAXIMUM					
			Market 50th	% Diff from VCCCD	Market 60th	% Diff from VCCCD	Market 75th	% Diff from VCCCD
21	Community College Police Officer I	\$78,648	\$76,465	2.9%	\$81,472	-3.5%	\$86,758	-9.3%
22	Community Development and Institutional Advancement Specialist	\$66,948	\$71,161	-5.9%	\$71,971	-7.0%	\$72,795	-8.0%
23	Costume Technician	\$61,848	\$56,648	9.2%	\$61,653	0.3%	\$65,823	-6.0%
24	Counselor Assistant	\$82,944	\$55,771	n/a	\$57,081	n/a	\$57,087	n/a
25	Curriculum Technician	\$61,848	\$63,005	-1.8%	\$65,641	-5.8%	\$68,690	-10.0%
26	Custodial Supervisor	\$70,176	\$56,672	23.8%	\$62,695	11.9%	\$71,009	-1.2%
27	Custodian	\$54,072	\$47,493	13.9%	\$48,796	10.8%	\$50,092	7.9%
28	Data Analyst	\$90,000	\$91,548	-1.7%	\$96,269	-6.5%	\$99,793	-9.8%
29	Database Administrator	\$127,416	\$119,962	6.2%	\$122,792	3.8%	\$124,281	2.5%
30	Disability Services Specialist/Interpreter	\$68,772	\$63,157	8.9%	\$68,020	1.1%	\$71,581	-3.9%
31	Disability Services Technician	\$61,848	\$60,119	2.9%	\$63,674	-2.9%	\$67,509	-8.4%
32	District Budget Officer	\$105,600	\$95,378	10.7%	\$110,541	-4.5%	\$118,430	-10.8%
33	Electrician	\$72,552	\$75,990	-4.5%	\$78,023	-7.0%	\$83,181	-12.8%
34	EOPS/CARE Technician	\$61,848	\$57,081	8.4%	\$58,526	5.7%	\$63,397	-2.4%
35	Evening and Weekend Activities Attendant	\$55,536	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a
36	Executive Assistant to the Chancellor (CONF)	\$91,980	\$84,673	8.6%	\$88,663	3.7%	\$93,640	-1.8%
37	Executive Assistant to the President (CONF)	\$80,400	\$85,273	-5.7%	\$89,337	-10.0%	\$94,325	-14.8%
38	Financial Aid Officer	\$100,092	\$127,636	-21.6%	\$129,431	-22.7%	\$138,634	-27.8%
39	Financial Aid Specialist	\$68,772	\$64,108	7.3%	\$67,153	2.4%	\$68,668	0.2%
40	Financial Aid Technician	\$58,524	\$57,433	1.9%	\$59,739	-2.0%	\$62,323	-6.1%

# Findings And Analysis

## Compensation



**Gallagher**

Insurance | Risk Management | Consulting

BM. No	Benchmark Job	2018-2019 Range Max (Annual)	STRUCTURE MAXIMUM					
			Market 50th	% Diff from VCCCD	Market 60th	% Diff from VCCCD	Market 75th	% Diff from VCCCD
41	Financial Analyst	\$82,944	\$91,046	-8.9%	\$91,911	-9.8%	\$98,124	-15.5%
42	Graphic Communications Technician	\$65,172	\$62,316	4.6%	\$66,595	-2.1%	\$67,133	-2.9%
43	Graphic Designer	\$72,552	\$72,885	-0.5%	\$73,574	-1.4%	\$76,342	-5.0%
44	Grounds Athletic Field Specialist	\$60,168	\$50,647	18.8%	\$51,621	16.6%	\$54,170	11.1%
45	Grounds Equipment Operator/Mechanic	\$60,168	\$56,335	6.8%	\$59,400	1.3%	\$67,848	-11.3%
46	Grounds Maintenance Worker	\$55,536	\$52,594	5.6%	\$53,525	3.8%	\$58,780	-5.5%
47	Grounds Supervisor	\$70,176	\$70,004	0.2%	\$72,829	-3.6%	\$84,695	-17.1%
48	Human Resources Analyst I	\$82,944	\$94,819	-12.5%	\$95,602	-13.2%	\$98,599	-15.9%
49	Human Resources Technician I	\$65,172	\$63,274	3.0%	\$66,707	-2.3%	\$70,021	-6.9%
50	HVAC&R Technician	\$72,552	\$72,242	0.4%	\$75,374	-3.7%	\$82,127	-11.7%
51	Information Security Analyst	\$127,416	\$105,547	20.7%	\$106,135	20.1%	\$119,210	6.9%
52	Information Technology Help Desk Assistant	\$61,848	\$60,374	2.4%	\$62,047	-0.3%	\$64,803	-4.6%
53	Information Technology Support Specialist II	\$80,748	\$74,508	8.4%	\$78,052	3.5%	\$85,049	-5.1%
54	Instructional Assistant- Machine Shop	\$58,524	\$59,067	n/a	\$62,179	n/a	\$62,912	n/a
55	Instructional Assistant/Job Coach	\$58,524	\$54,462	n/a	\$59,092	n/a	\$66,487	n/a
56	Instructional Assistant-Disabled Students	\$58,524	\$56,876	2.9%	\$61,800	-5.3%	\$64,333	-9.0%
57	Instructional Lab Technician II-Sciences	\$72,552	\$64,340	12.8%	\$64,749	12.1%	\$66,193	9.6%
58	Instructional Lab Technician I-Learning Resources	\$61,848	\$55,014	12.4%	\$57,242	8.0%	\$58,981	4.9%
59	Instructional Technologist-Designer	\$90,000	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a
60	Instructional Technology Support Assistant	\$68,772	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a



## Findings And Analysis

### Compensation

BM. No	Benchmark Job	2018-2019 Range Max (Annual)	STRUCTURE MAXIMUM					
			Market 50th	% Diff from VCCCD	Market 60th	% Diff from VCCCD	Market 75th	% Diff from VCCCD
61	Internal Auditor	\$105,684	\$100,903	4.7%	\$105,765	-0.1%	\$113,338	-6.8%
62	Learning Resources Supervisor	\$80,484	\$86,747	-7.2%	\$91,577	-12.1%	\$97,600	-17.5%
63	Library Assistant	\$54,072	\$52,410	3.2%	\$53,742	0.6%	\$59,964	-9.8%
64	Locksmith	\$68,772	\$70,519	-2.5%	\$72,101	-4.6%	\$77,160	-10.9%
65	Maintenance and Operations Supervisor	\$89,892	\$86,731	3.6%	\$89,106	0.9%	\$93,176	-3.5%
66	Maintenance Worker I	\$61,848	\$56,648	9.2%	\$59,215	4.4%	\$62,782	-1.5%
67	Marketing Specialist	\$72,552	\$75,794	-4.3%	\$79,713	-9.0%	\$83,999	-13.6%
68	Network Administrator I	\$94,944	\$85,602	10.9%	\$88,337	7.5%	\$95,596	-0.7%
69	Network Administrator II	\$117,612	\$98,355	19.6%	\$99,592	18.1%	\$106,644	10.3%
70	Office Assistant (& SEASONAL)	\$52,596	\$48,024	9.5%	\$51,193	2.7%	\$54,703	-3.9%
71	Painter	\$68,772	\$68,047	1.1%	\$70,523	-2.5%	\$73,555	-6.5%
72	Payroll Supervisor	\$94,836	\$88,233	7.5%	\$89,590	5.9%	\$100,913	-6.0%
73	Payroll Technician	\$61,848	\$62,607	-1.2%	\$65,679	-5.8%	\$72,222	-14.4%
74	Performing Arts Center Assistant	\$55,536	\$58,830	-5.6%	\$60,039	-7.5%	\$63,303	-12.3%
75	Performing Arts Center Technical Director	\$82,944	\$79,985	3.7%	\$89,668	-7.5%	\$100,068	-17.1%
76	Performing Arts Center Technician I	\$61,848	\$62,349	-0.8%	\$66,674	-7.2%	\$69,138	-10.5%
77	Physical Education-Athletic Equipment Manager	\$58,524	\$51,845	12.9%	\$52,168	12.2%	\$56,769	3.1%
78	Plumber	\$72,552	\$75,605	-4.0%	\$77,195	-6.0%	\$79,135	-8.3%
79	Proctor	\$47,172	\$41,516	13.6%	\$44,710	5.5%	\$46,796	0.8%
80	Program Coordinator I	\$82,944	\$77,369	7.2%	\$81,249	2.1%	\$86,207	-3.8%



## Findings And Analysis

### Compensation

BM. No	Benchmark Job	2018-2019 Range Max (Annual)	STRUCTURE MAXIMUM					
			Market 50th	% Diff from VCCCD	Market 60th	% Diff from VCCCD	Market 75th	% Diff from VCCCD
81	Program Specialist - Career & Technical Education	\$72,552	\$75,475	-3.9%	\$78,490	-7.6%	\$85,377	-15.0%
82	Programmer Analyst	\$92,412	\$95,002	-2.7%	\$97,782	-5.5%	\$100,974	-8.5%
83	Purchasing Specialist	\$74,520	\$78,047	-4.5%	\$82,505	-9.7%	\$92,583	-19.5%
84	Registrar	\$100,092	\$94,810	n/a	\$101,390	n/a	\$111,260	n/a
85	Research Analyst	\$90,000	\$82,928	8.5%	\$85,521	5.2%	\$93,900	-4.2%
86	Safety Officer	\$55,536	\$55,803	-0.5%	\$58,219	-4.6%	\$65,749	-15.5%
87	Scholarship Technician	\$58,524	\$60,374	-3.1%	\$63,659	-8.1%	\$68,586	-14.7%
88	Senior Human Resources Analyst	\$105,600	\$110,462	-4.4%	\$113,605	-7.0%	\$121,072	-12.8%
89	Senior Research Analyst	\$105,600	\$93,671	12.7%	\$95,538	10.5%	\$101,076	4.5%
90	Sports Information Specialist	\$63,516	\$63,963	-0.7%	\$65,227	-2.6%	\$68,701	-7.5%
91	Sprinkler Repair Technician	\$60,168	\$62,756	-4.1%	\$63,015	-4.5%	\$64,458	-6.7%
92	Student Activities Specialist	\$82,944	\$67,536	22.8%	\$68,409	21.2%	\$69,718	19.0%
93	Student Health Center Assistant II	\$58,524	\$71,049		\$71,312		\$71,705	
94	Student Outreach Specialist	\$82,944	\$69,091	20.1%	\$72,967	13.7%	\$73,366	13.1%
95	Student Services Specialist/International Students	\$68,772	\$65,580	4.9%	\$69,912	-1.6%	\$75,562	-9.0%
96	Student Services Specialist/Student Information Center	\$68,772	\$63,157	n/a	\$67,366	n/a	\$71,617	n/a
97	Student Success and Support Services Supervisor	\$100,092	\$83,004	20.6%	\$84,570	18.4%	\$86,918	15.2%
98	Student Success and Support Specialist II	\$72,552	\$57,933	n/a	\$63,984	n/a	\$72,099	n/a
99	Supervising Financial Analyst	\$100,092	\$117,383	-14.7%	\$120,946	-17.2%	\$124,914	-19.9%
100	Systems Administrator	\$117,612	\$114,165	3.0%	\$116,606	0.9%	\$123,261	-4.6%

# Findings And Analysis

## Compensation



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BM. No	Benchmark Job	2018-2019 Range Max (Annual)	STRUCTURE MAXIMUM					
			Market 50th	% Diff from VCCCD	Market 60th	% Diff from VCCCD	Market 75th	% Diff from VCCCD
101	Teaching Zoo Operations Supervisor	\$94,836	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a
102	Technical Data Specialist	\$76,572	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a
103	Technology Support Services Supervisor	\$100,092	\$98,739	1.4%	\$100,726	-0.6%	\$119,545	-16.3%
104	Telecommunications Administrator	\$117,612	\$90,206	30.4%	\$92,056	27.8%	\$110,081	6.8%
105	Tutorial Services Specialist I	\$72,552	\$61,911	17.2%	\$66,222	9.6%	\$69,108	5.0%
106	Tutoring and Supplemental Support Supervisor	\$80,484	\$63,530	26.7%	\$67,536	19.2%	\$68,153	18.1%
107	Warehouse Operator	\$68,772	\$55,657	23.6%	\$57,064	20.5%	\$64,243	7.1%
108	Web Developer	\$76,572	\$80,215	-4.5%	\$82,733	-7.4%	\$91,961	-16.7%
109	Webmaster/System Administrator	\$105,684	\$103,351	2.3%	\$107,555	-1.7%	\$116,231	-9.1%
110	Welder	\$68,772	\$75,220	-8.6%	\$75,510	-8.9%	\$77,110	-10.8%
111	Zoo Day Camp Counselor	\$45,948	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a
112	Zoo Operations Assistant	\$57,000	less than 5 responses	n/a	less than 5 responses	n/a	less than 5 responses	n/a





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# Findings and Analysis

## Benefits

The following chart summarizes the basic organizational data of the survey participants. 4 organizations provided information in this section:

	Market Averages
Operating Budget for FY 19:	\$353,657,928
Number of FT employees as of January 1, 2019	1,178
What is a standard work week for your organization	40

### Based on five (5) Participant and nineteen (19) Data mining responses:

- On average, salary structure adjustments for FY 2018 and FY 2019 is 2%
- Organizations mostly provide longevity pay for base pay increases.
- Other Types of pay increases include:
  - Performance
  - Skill-based pay



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# Findings And Analysis

## Benefits

### Paid Leave - General

Of the 24 organizations overall:

- 92% provide employees with the traditional leave plan.
- 8% provide employees with the paid time off program.
- No organization includes holidays in the PTO balance.

### Paid Leave – Vacation Days (Participants (5); Data mine (19) responses)

Years of Service	Annual Average Vacation Days (Market)	
	Exempt	Non-Exempt*
<b>1</b>	13	12
<b>2</b>	13	12
<b>3</b>	14	13
<b>4</b>	14	13
<b>5</b>	15	14
<b>6 – 10</b>	17	17
<b>Above 10</b>	20	20

Data mined sources did not differentiate between Exempt and Non-Exempt staff

### Paid Leave – Other Leave (Participants (5); Data mine (19) responses)

Leave Type	Overall Market Average
Sick Days	12
Paid Holidays*	4
Personal Days	3

**Most Organizations noted pro-rated time off for their part-time employees based on a percent of the full-time schedule**

**\*Four (4) participants and eight (8) data mining sourced provided Paid Holiday information**

## Medical Plan Premium

Plan Offered		Monthly Cost EE ONLY		Monthly Cost EE+CHILDREN		Monthly Cost EE+SPOUSE		Monthly Cost FAMILY	
		Employer	Employee	Employer	Employee	Employer	Employee	Employer	Employee
PPO or POS	Participant (4); Data mine (5)	\$783.65	\$77.39	\$1224.22	\$349.98	\$1286.23	\$321.70	\$1607.21	\$490.82
High Deductible	Participant (1); Data mine (1)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
HMO	Participant (3); Data mine (1)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

PPO or POS Plan includes: Aetna OAMC 80/60, Anthem PERSCare PPO, PERS Choice PPO, Anthem Blue Cross, PERSCare, Anthem Blue Cross Prudent Buyers PPO, SISC Blue Shield

High Deductible Plan includes: Anthem Blue Cross California Care HMO, Aetna OAMC HSA

Several organizations are providing a mix of benefits through Cafeteria Health Plans, and employee contributions to PPO/HMO Plans

Most of the organizations provide Rx benefits in their health plan premium

### Dental Plan Premium

Plan Offered		Monthly Cost EE ONLY		Monthly Cost EE+CHILDREN		Monthly Cost EE+SPOUSE		Monthly Cost FAMILY	
		Employer	Employee	Employer	Employee	Employer	Employee	Employer	Employee
Dental PPO	Participants (5); Data mine (1)	\$77.05	\$1.93	\$83.22	\$8.57	\$91.80	\$9.86	\$97.16	\$15.80
Dental HMO	Participants (3); Data mine (1)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Other	Market (0) organizations	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Dental PPO Plan includes: Delta Dental PPO, MetLife PPO

The majority of organizations provide a PPO Dental plan.

Dental employer contributions are provided separately in most reported health plans.



### Vision Plan Premium

Plan Offered		Monthly Cost EE ONLY		Monthly Cost EE+CHILDREN		Monthly Cost EE+SPOUSE		Monthly Cost FAMILY	
		Employer	Employee	Employer	Employee	Employer	Employee	Employer	Employee
Standard Plan	Participants (6); Data mine (2)	\$10.84	\$0.05	\$19.34	n/a	\$16.08	\$0.91	\$22.76	\$2.60
Premium Plan	Market (0) organizations	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Standard Plan includes: VSP, Metlife, MES Vision.

Premium Plan includes: n/a

The majority of Organizations provide a standard vision plan.  
Vision employer contributions are provided separately in most reported health plans.

## Other Benefit Premiums

Plan Offered		Monthly Cost EE ONLY		Monthly Cost EE+CHILDREN		Monthly Cost EE+SPOUSE		Monthly Cost FAMILY	
		Employer	Employee	Employer	Employee	Employer	Employee	Employer	Employee
Life Insurance	Participants (5); Data mine (3)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Long Term Care	Participants (2); Data mine (4)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Short Term Disability	Participants (2); Data mine (1)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Life Insurance Plan includes: Hartford Life/AD&D, Sun Life, Basic EE Life w/AD&D, Hartford

Short Term Disability Plan includes: Hartford Voluntary Plan

**There were insufficient data to determine market trends.**

**Of the eight (8) organizations that provide Life Insurance, seven (7) cover 100% of the monthly cost for Employee Only Coverage**

**Six (6) organizations confirmed a Long Term Care plan is available to employees**

**Three (3) organizations confirmed a Short Term Disability plan is available to employees**

# Findings And Analysis

## Benefits

## Retirement

Defined Contribution Plans Offered	Market Findings
Defined Benefit contribution	Most organizations participate in CALPERS plan for classic and new member contribution. Employer does not pick up employee contribution.
Defined Contribution (401K)	Limited information was available to identify trends. Few organizations providing 401k indicated employer contribution matches a part of employee contribution up to 1.75% of employee salary.

Defined Contribution Market Averages	
<b>Retirement Plan Offered:</b>	see below*
<b>Employer Contributions (% of pay):</b>	14.86%
<b>Employee Contributions (% of pay):</b>	7%
<b>Are employee contributions picked up by the employer?</b>	No

\* Defined Benefit Plans include: CalPERS, PERS, Ventura County Employees Retirement Association.

# Findings And Analysis

## Benefits

## Retirement

Deferred Compensation Plans Offered	Market Findings
Deferred Compensation 457(b)	Some organizations provide this as a voluntary retirement plan. Few organizations noted flat dollar amounts between \$54-\$100 per month as employer contribution
Deferred Compensation 403(b)	Limited information was available to identify trends. Few organizations indicated providing this as a voluntary retirement plan with no employer contribution

Deferred Compensation Market Averages	
<b>Plan Name:</b>	see below*
<b>Employer Contributions - Flat amount of base salary:</b>	0%
<b>Employer Contributions - Maximum match of employee contributions:</b>	0%
<b>Employee Contributions:</b>	Up to IRS max

\* Deferred Compensation Plan include: ICMA-RC, Empower Retirement, American Fidelity, CalPERS, Lincoln

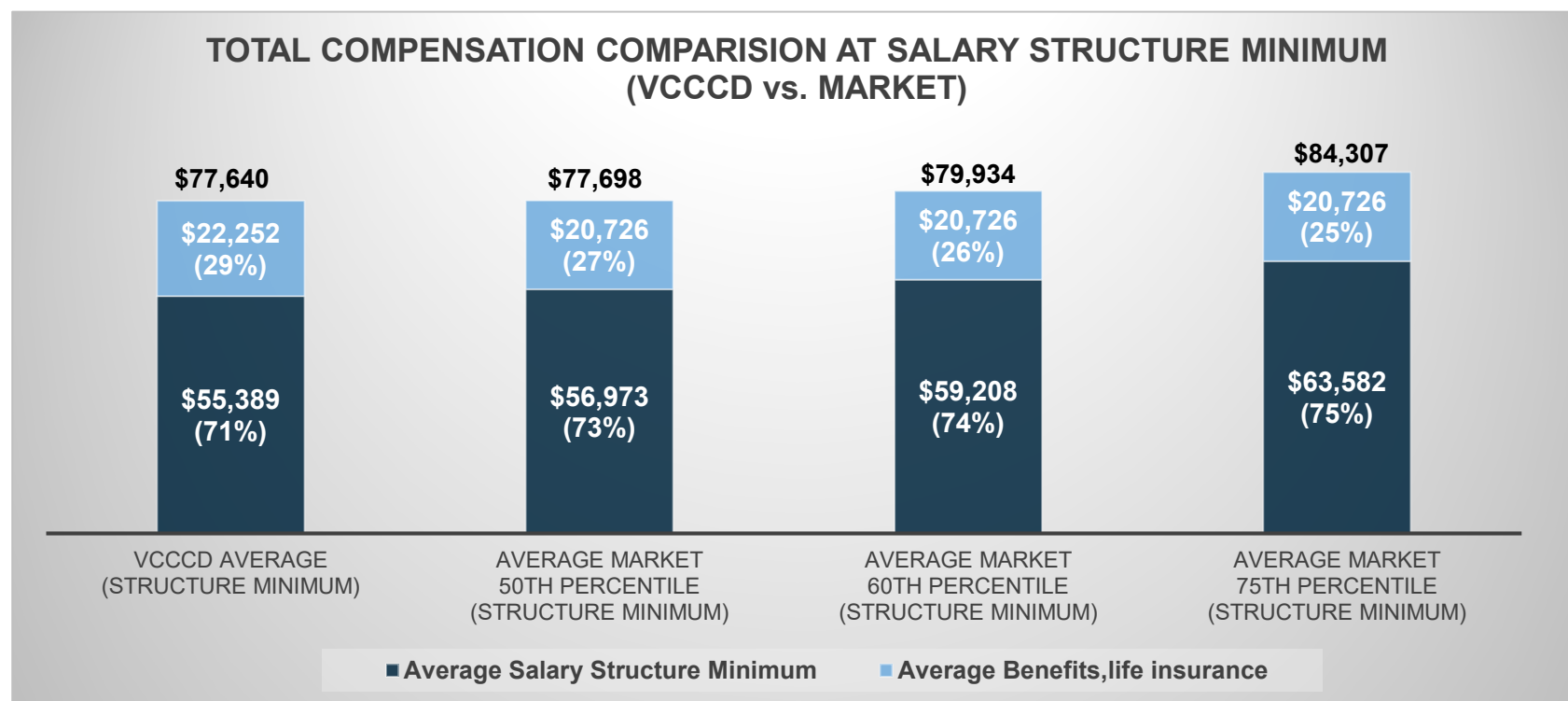


## Findings And Analysis

### Total Compensation

The College total compensation is *highly aligned* at -0.1% below the average market median at the salary structure minimum.

The chart below compares the College average salary structure minimum, average benefits employer cost (for health, dental, vision, and life insurance) with the average market salary structure minimum, and market average employer benefits cost (for health, dental, vision, and life insurance).



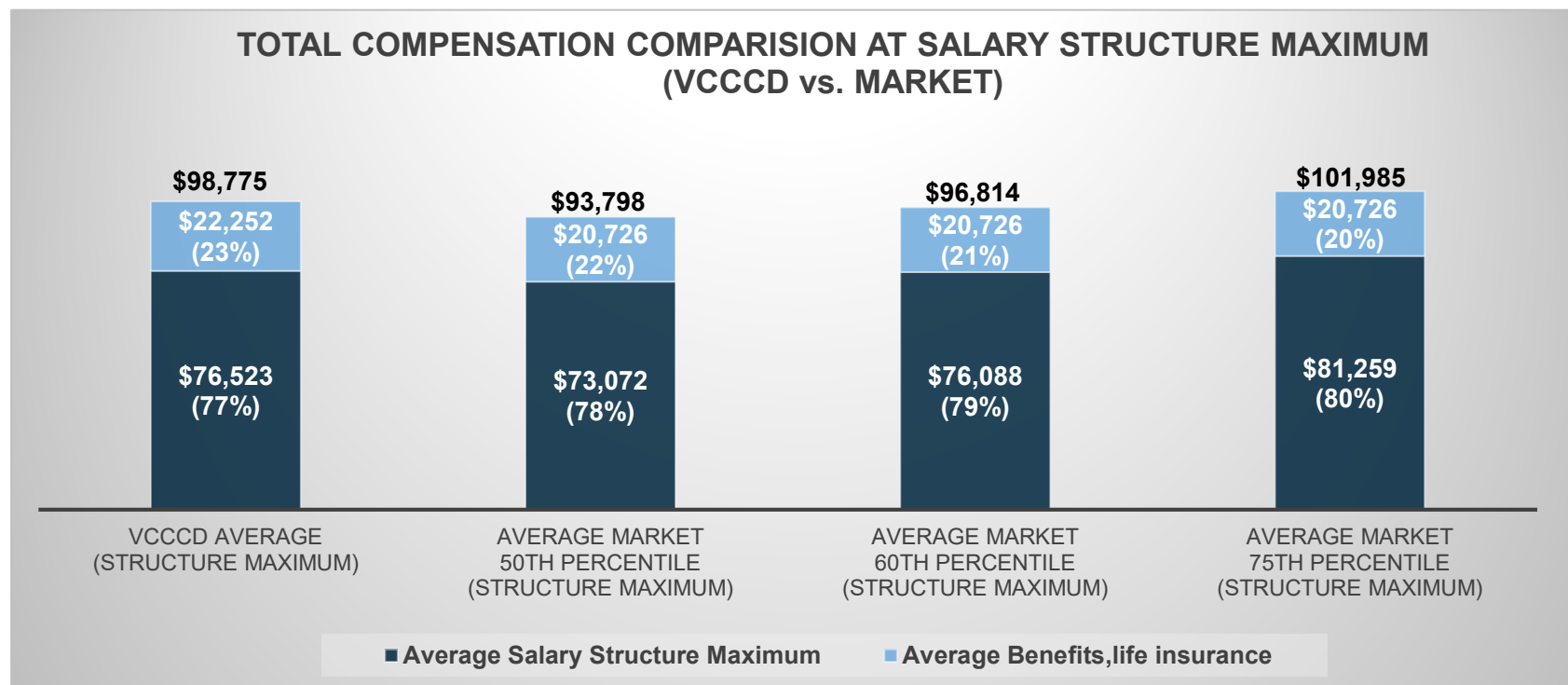


## Findings And Analysis

### Total Compensation

The College total compensation is *highly aligned* at 5.3% above the average market median at the salary structure maximum.

The chart below compares the College average salary structure maximum, average benefits employer cost (for health, dental, vision, and life insurance) with the average market salary structure maximum, and market average employer benefits cost (for health, dental, vision, and life insurance).





# Findings And Analysis

## Total Compensation

Following tables provide a breakdown of Total Compensation:

### Total Compensation (with Salary Structure Minimum)

	VCCCD (Average)	Market P50 (Average)
	Annual	Annual
<b>BASE SALARY</b>	<b>\$55,389</b>	<b>\$56,973</b>
<b>TOTAL BENEFITS*</b>	<b>\$22,252</b>	<b>\$20,726</b>
Medical (Family)	-	\$19,287
Dental (Family)	-	\$1,166
Vision (Family)	-	\$273
Life Insurance	-	No data
<b>Total Compensation Package</b>	<b>\$77,640</b>	<b>\$77,698</b>

### Total Compensation (with Salary Structure Maximum)

	VCCCD (Average)	Market P50 (Average)
	Annual	Annual
<b>BASE SALARY</b>	<b>\$76,523</b>	<b>\$73,072</b>
<b>TOTAL BENEFITS*</b>	<b>\$22,252</b>	<b>\$20,726</b>
Medical (Family)	-	\$19,287
Dental (Family)	-	\$1,166
Vision (Family)	-	\$273
Life Insurance	-	No data
<b>Total Compensation Package</b>	<b>\$98,775</b>	<b>\$93,798</b>

\* Employer Retirement Contribution not included because retirement system is the same across California State



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# Appendix



# Custom Survey Process

## Organizations Asked to Participate



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Participant Organization	
City of Burbank	Barstow College
City of Los Angeles	Cerritos College
City of Oxnard	Chaffey College
City of Santa Barbara	Citrus College
City of Santa Clarita	Coast Community College
City of Santa Monica	District College of the Canyons
City of Simi Valley	College of the Desert Compton CCD
City of Thousand Oaks	El Camino College
City of Ventura	Copper Mountain College
County of Los Angeles	Cuesta Community College
County of San Luis Obispo	District Kern Community College
County of Ventura	District Mira Costa CCD
Las Virgines Municipal Water District	Glendale Community College Long Beach City College
Long Beach Community College	District Mt San Antonio College
Los Angeles Community College District	Mt San Jacinto College
Los Angeles County Office of Education	North Orange County Community College
Los Angeles Unified School District	District Pasadena City College
Ventura Regional Sanitation District	Palomar CCD
Antelope Valley College	Rancho Santiago Community College District
Allan Hancock	Rio Hondo College

# Custom Survey Process

## Organizations Asked to Participate

Participant Organization	
Riverside Community College District	John Ball Zoo, Grand Rapids, MI
San Bernardino Community College	Kansas City Zoo - Friends of the Zoo, Kansas City, MO
District Santa Barbara City College	Lee Richardson Zoo, Garden City, KS
Santa Monica College	Lincoln Park Zoo, Chicago, IL
South Orange County Community College District	Minnesota Zoological Gardens, Apple Valley, MN
Victor Valley College	Oklahoma City Zoo and Botanical Garden, Oklahoma City, OK
Chicago Zoological Society, Brookfield, IL	Omaha's Henry Doorly Zoo and Aquarium, Omaha, NE
Cincinnati Zoo and Botanical Garden, Cincinnati, OH	Peoria Zoo, Peoria, IL
Cleveland Metroparks Zoo, Cleveland, OH	Potawatomi Zoo, South Bend, IN
Columbus Zoo and Aquarium, Powell, OH	Riverside Discovery Center, Scottsbluff, NE
Como Park Zoo and Conservatory, St. Paul, MN	Saint Louis Zoo, St. Louis, MO
David Traylor Zoo of Emporia, Emporia, KS	Scovill Zoo, Decatur, IL
Henry Vilas Zoo, Madison, WI	Toledo Zoo, Toledo, OH
Hutchinson Zoo, Hutchinson, KS	Topeka Zoo, Topeka, KS
Indianapolis Zoological Society, Indianapolis, IN	Tulsa Zoo, Tulsa, OK



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# Custom Survey Process

Benchmark Job	
Academic Data Specialist	Community College Police Officer I
Accountant	Community Development and Institutional Advancement Specialist
Accounting Technician	Costume Technician
Accounts Payable Supervisor	Counselor Assistant
Accounts Payable Technician	Curriculum Technician
Administrative Assistant	Custodial Supervisor
Admissions and Records Technician	Custodian
Assessment Specialist	Data Analyst
Assistive Computer Technology/Media Access Specialist	Database Administrator
Athletic Trainer	Disability Services Specialist/Interpreter
Benefits Analyst (CONF)	Disability Services Technician
Benefits Technician (CONF)	District Budget Officer
Bursar	Electrician
Career Services Specialist	EOPS/CARE Technician
Carpenter	Evening and Weekend Activities Attendant
Child Development Associate	Executive Assistant to the Chancellor (CONF)
Child Development Center Supervisor	Executive Assistant to the President (CONF)
College Fiscal Services Supervisor	Financial Aid Officer
College Nurse	Financial Aid Specialist
College Services Supervisor	Financial Aid Technician



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# Custom Survey Process

Benchmark Job	
Financial Analyst	Internal Auditor
Graphic Communications Technician	Learning Resources Supervisor
Graphic Designer	Library Assistant
Grounds Athletic Field Specialist	Locksmith
Grounds Equipment Operator/Mechanic	Maintenance and Operations Supervisor
Grounds Maintenance Worker	Maintenance Worker I
Grounds Supervisor	Marketing Specialist
Human Resources Analyst I	Network Administrator I
Human Resources Technician I	Network Administrator II
HVAC&R Technician	Office Assistant (& SEASONAL)
Information Security Analyst	Painter
Information Technology Help Desk Assistant	Payroll Supervisor
Information Technology Support Specialist II	Payroll Technician
Instructional Assistant- Machine Shop	Performing Arts Center Assistant
Instructional Assistant/Job Coach	Performing Arts Center Technical Director
Instructional Assistant-Disabled Students	Performing Arts Center Technician I
Instructional Lab Technician II-Sciences	Physical Education-Athletic Equipment Manager
Instructional Lab Technician I-Learning Resources	Plumber
Instructional Technologist-Designer	Proctor
Instructional Technology Support Assistant	Program Coordinator I



## Custom Survey Process

Benchmark Job	
Program Specialist - Career & Technical Education	Student Success and Support Services Supervisor
Programmer Analyst	Student Success and Support Specialist II
Purchasing Specialist	Supervising Financial Analyst
Registrar	Systems Administrator
Research Analyst	Teaching Zoo Operations Supervisor
Safety Officer	Technical Data Specialist
Scholarship Technician	Technology Support Services Supervisor
Senior Human Resources Analyst	Telecommunications Administrator
Senior Research Analyst	Tutorial Services Specialist I
Sports Information Specialist	Tutoring and Supplemental Support Supervisor
Sprinkler Repair Technician	Warehouse Operator
Student Activities Specialist	Web Developer
Student Health Center Assistant II	Webmaster/System Administrator
Student Outreach Specialist	Welder
Student Services Specialist/International Students	Zoo Day Camp Counselor
Student Services Specialist/Student Information Center	Zoo Operations Assistant



# Salary Range Verification

## Salary Ranges

- A salary range is the range of pay established by employers to pay employees performing a particular job or function.
- Salary ranges have a minimum pay rate, a maximum pay rate, and a midpoint (with the midpoint usually placed at the 50th percentile of the market).
- The salary range is determined by conducting a market analysis.

## Salary Range Width

- This is the distance between salary range minimum and maximum.
- Range width varies widely by organization due to different compensation philosophies.
- Some organizations have a philosophy of not allowing any employees to fall outside the salary range and will increase the structure to accommodate them, others want a very narrow range to minimize pay differences.



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## Participant Feedback

**To accommodate for differing compensation philosophies we contacted all organizations we data mined information from to confirm the following:**

- Salary range data on their websites was accurate and up to date
- That their data represented the full salary range an employee could earn
- Whether anything such as probationary pay or longevity pay was included as a step within the ranges (increasing the width of the range)

We were able to collect responses from 18 participant organizations via follow-up emails and phone calls. The following slides summarizes the participant responses.



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## Participant Feedback

**Salary range posted represents the current minimum and maximum steps of your Range?**

Confirmed Salary Range Accuracy	
Cerritos College	LA Unified School District
Citrus College	Mt. San Jacinto College
City of Burbank	Palomar CCD
City of Santa Clarita	Riverside CCD
City of Santa Monica	San Bernardino
City of Thousand Oaks	Santa Monica
District Mt. San Antonio	Ventura Regional Sanitation District
El Camino College	Victor Valley College
LA County Office of Edu.	Cuesta Community College

- All 18 participant organizations confirmed pay ranges are accurate and reflect updated salary range information.
- All 18 participant organizations confirmed that they utilize the full salary range and do not have artificial caps.





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## Participant Feedback

### Does current salary range include only base pay?

Organizations who responded	
Cerritos College	LA Unified School District
Citrus College	Mt. San Jacinto College
City of Burbank	Palomar CCD
City of Santa Clarita	Riverside CCD
City of Santa Monica	San Bernardino
City of Thousand Oaks	Santa Monica
District Mt. San Antonio	Ventura Regional Sanitation District
El Camino College	Victor Valley College
LA County Office of Edu.	<u>Cuesta Community College</u> **

- 17/18 Organizations confirmed that pay ranges included **ONLY** Base Pay.
- Cuesta Community College confirmed that their pay ranges include Base Pay **AND** Longevity.



## Participant Feedback

Of the seventeen (17) that confirmed their salary range only covers base pay, nine (9) confirmed they separately offer longevity pay.

### Organizations that provide longevity pay separate from their Salary Range

Cerritos College

Citrus College

District Mt. San Antonio

LA County Office of Edu.

LA Unified School District

Palomar CCD

Riverside CCD

San Bernardino

Santa Monica

- Following participants provide longevity on top of the base pay allowing employees to earn above the maximum of their pay range.
- The remaining organizations who only offer base pay in their salary ranges either do not offer longevity or did not offer a response.
- Most organizations offered salary ranges with 5 – 8 steps. **Mt. San Jacinto College** is an exception to this with **14** steps.



## Participant Feedback

How many steps are in your Salary Range? How long does it take an employee to reach the maximum of the range?

Steps	Organizations	Total # of Orgs.
0	City of Thousand Oaks	1
5	City of Santa Monica; LA county office of Education; LA Unified School District; Riverside CCD; San Bernardino; Santa Monica College; Ventura Regional Sanitation District; Cerritos College, City of Thousand Oaks	9
6	District Mt. San Antonio; El Camino College; Palomar CCD; Victor Valley College	4
7	Citrus College;	1
8	Cuesta Community College;	1
14	City of Burbank; Mt. San Jacinto College;	2

- 88% of organizations provide an annual step increase allowing employees to reach the maximum of their range in as many steps.
- Cuesta Community College employees take 20 years to reach the max of their range because steps 6-8 are longevity.
- City of Thousand Oaks uses a pay for performance model and does not utilize steps in their range.

# Questions



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# Thank You

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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION TITLE: DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION**

**BASIC FUNCTION:**

Under the general direction of the Associate Vice Chancellor, Human Resources, and the Personnel Commission, direct a variety of human resources functions including employment, recruitment, job classification/compensation for academic and classified positions, plan and direct the human resources management program in conformance with Merit System law and the rules, regulations, and standards of the Personnel Commission; serve as secretary to the Personnel Commission; serve as district Equal Employment Opportunity (EEO) officer.

**REPRESENTATIVE DUTIES:**

Direct the activities and operations associated with the all managerial, faculty, and classified recruitment, testing, selection, and retention of employees, ensuring compliance with district policies and procedures, rules, and state and federal regulations. *E*

Develop and administer a recruitment plan for all positions within the college system; plan and coordinate recruitment activities including creating and scheduling ads in a variety of locations, determining sources of applicants, attending and developing job fairs and applicant assistance programs. *E*

Provide technical expertise and propose to the Personnel Commission procedures required for administration of the classified human resources/personnel program in conformance with the Merit System Article of the Education Code and other pertinent laws and regulations. *E*

Administer Merit System procedures in relation to applications, examinations, promotions, resignations, discipline, layoff, transfer, and a variety of other matters necessary to assure compliance with Merit System provisions and commission rules and regulations; conduct investigations of Merit System operations as necessary. *E*

Serve as secretary to the Personnel Commission; prepare agendas, attend commission meetings, present staff reports and recommendations and direct the preparation and maintenance of official records and minutes; prepare, recommend and administer the annual budget for commission approval. *E*

Assist the Personnel Commission in prescribing and amending rules; recommend rule changes to the Personnel Commission as necessary to assure the efficiency of the classified service and the selection and retention of employees on the basis of merit and fitness; notice classified exclusive representative of proposed changes or additions in Personnel Commission rules and respond to the concerns and/or demands to bargain the impacts thereof. *E*

Develop and supervise the maintenance of on-line/paper applicant records and files and related computerized databases and spreadsheets; track and prepare related reports as necessary. *E*

## **DIRECTOR OF EMPLOYMENT/PERSONNEL COMMISSION (continued)**

Direct the maintenance of the on-line requisition and applicant processing system; ensure accessibility and accuracy of postings, approve and deactivate users accounts as necessary, review and approve position requisitions for postings internally and on the web, serve as liaison with provider to ensure accuracy and currency of forms, links etc. *E*

Oversee and coordinate classification and compensation function; administer classification and organization studies for new and existing positions of all levels within the classified and academic systems; ensure accurate and current classification specifications; recommend changes to classification plan and to the allocation of positions; direct the development and maintenance of classification specifications; recommend new classes and the reclassification of existing classes; present recommendations to the Personnel Commission and/or governing board; chair related committees; make recommendations accordingly. *E*

Oversee and coordinate the development of appropriate and valid examinations and screening processes for employment including screening criteria, written and oral questions, and performance and skills testing. *E*

Approve screening panel members and criteria regarding examination/screening/interview procedures and rating criteria; review examination/interview results; counsel applicants regarding results; analyze and respond to examination/interview appeals. *E*

Recommend whether the Personnel Commission or a hearing officer should conduct hearing; make necessary arrangements, to include subpoena of witnesses and production of records. *E*

Develop, administer and monitor the district's Equal Employment Opportunity Plan (EEO); train staff to ensure compliance with such; serve as the district's EEO officer. *E*

Attend meetings of the Board of Trustees and committees as the official representative of the Personnel Commission. *E*

Coordinate and compile a variety of reports required for state and local use; conduct and respond to salary surveys and requests for information. *E*

Meet and consult with employees, supervisors, administrators, and outside agencies regarding related human resources policies, procedures, laws, codes, rules, regulations and the administration of related classified and academic human resources programs. *E*

Prepare formal notices/agendas for employee and human resources transactions; compose a variety of correspondence including inter-office communications, forms, letters, memoranda, contracts, special projects, board and Personnel Commission agenda items, handbooks and other materials. *E*

Develop and maintain Personnel Commission annual report, brochures, flyers, Internet web pages, and other related public information programs. *E*

Provide information to supervisors, managers and employees regarding union agreements, Personnel Commission rules, policies and procedures; administer contracts as assigned. *E*

Assure that employment function complies with EEO guidelines, ADA, Education Code, district policy, and staff diversity programs; review personnel practices to eliminate artificial barriers to employment and continuously improve operations and service. *E*

## **DIRECTOR OF EMPLOYMENT/PERSONNEL COMMISSION (continued)**

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

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles, practices, techniques, laws and trends of public human resources administration, including employment, recruitment, qualification determination and examination, selection, classification and compensation  
Applicable provisions of the Education and Labor Codes governing human resources practices in California community colleges  
Civil Service or Merit Systems as applied to personnel administration in an educational institution  
District organization, operations, policies and objectives  
Principles and practices of administration, supervision and training  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Interpersonal relations skills using tact, patience and courtesy  
Interviewing principles and techniques  
Computer software, such as Access, Excel, and Word  
Methods, practices, terminology, procedures and equipment used in human resources Administration  
Equal employment opportunity guidelines, laws and regulations  
Principles and methods for conducting analysis of procedures and improving operational services

#### **ABILITY TO:**

Plan, organize, and direct the classified personnel program in conformance with the Merit System Article of the Education Code  
Read, interpret, apply and explain applicable rules, laws, and procedures  
Work confidentially with discretion  
Analyze situations accurately and adopt an effective course of action  
Compose correspondence and written materials  
Work independently with little direction  
Plan and organize work  
Meet schedules and timelines  
Train, supervise and evaluate personnel  
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  
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



## **DIRECTOR OF EMPLOYMENT/PERSONNEL COMMISSION (continued)**

Learn, interpret, apply and explain rules, regulations, policies and procedures

### **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 of professional-level experience in the area of human resources operations in the public sector including recruitment, selection, and job classification/compensation. Two years experience leading/supervising a human resources function in the public sector. Human resources experience functioning under the principle of civil service system or Merit System is preferred.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment

#### PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: MARKETING, COMMUNICATIONS, AND WEB DESIGN COORDINATOR**

### **BASIC FUNCTION:**

Under the general direction of an assigned supervisor, design and implement ~~marketing and/or communications~~ marketing, communications, and web design strategies; web design and activities of the District and/or colleges.

### **DISTINGUISHING CHARACTERISTICS:**

A Marketing Specialist coordinates, plans, and implements professional-level marketing projects. A Marketing, Communications, and Web Design Coordinator has additional responsibility for performing more complex front-end website design and providing technical expertise and training regarding digital marketing tools, such as content management systems. A Marketing and Communications Supervisor supervises staff and, under minimal supervision, performs the most complex marketing work, which includes responsibility for developing district-wide marketing strategies, recommending policies and procedures pertaining to marketing operations, and monitoring the budget.

### **REPRESENTATIVE DUTIES:**

Conceptualize, research, plan, develop, design, and implement district and college marketing campaigns, including themes and content, project cost estimates, and timelines. *E*

Develop and conduct formal and one-on-one trainings pertaining to web design, open-source content management systems, digital asset management, and other software or functions related to marketing and communications; provide ongoing training and assistance as necessary. *E*

Utilize open-source content management systems to develop, update and maintain front-end website design and to maximize aesthetic, usability, accessibility, format functionality, and user experience. *E*

Design, develop, and distribute marketing assets and content, including photos, graphics, videos, blogs, and posts. *E*

Conduct marketing and communications needs assessments including consulting with clients, assisting with conducting focus groups, and assisting in the administration of assessment surveys. *E*

Establish and maintain collaborative relationships and partnerships with business entities, community agencies, and media outlets. *E*

Research and implement strategies for increasing website traffic and visibility through Search Engine Optimization (SEO). *E*

Revised March 2020

Established February 2020 New Classification

## MARKETING AND COMMUNICATIONS COORDINATOR (continued)

Research and implement strategies and software for personalizing and automating digital marketing activities, including email, social media, and ads. *E*

Research, recommend, implement, and maintain new software, tools, and technology related to marketing, ~~and~~ communications, and website -functions. *E*

Collect, compile, and track data analytics regarding the effectiveness of outbound/inbound marketing, ~~and~~ communications, and website -activities. *E*

Implement and recommend marketing-related standard operating procedures and guidelines to ensure consistency of marketing materials and practices; assist in monitoring content and branding of websites and portals. *E*

Maintain the content marketing management calendar; establish production timelines and calendars to ensure timely production. *E*

Write, edit, and distribute press releases, media advisories, newsletters, email campaigns, electronic communications, and other public written communications. *E*

Provide training, work direction, and guidance to others as assigned. *E*

Perform other duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

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

Principles, methods, techniques, and strategies pertaining to marketing and communications in higher-education

Principles of strategic planning

Office productivity computer applications including word processing, spreadsheet, email, and database applications

Desktop publishing, graphic design, video editing, and open-source content management software programs including Adobe Creative Suite

Methods and techniques of desktop publishing including layout, design, and printing

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 independent judgment in developing and implementing creative solutions to problems

Lead, motivate, supervise, and evaluate the work of others

Plan and design marketing campaigns

Remain current on marketing trends

Monitor and review complex budgets

Communicate effectively, both orally and in writing

## MARKETING AND COMMUNICATIONS COORDINATOR (continued)

Establish and maintain effective relations among faculty, staff, students, and administrators, as well as the community and local educational agencies  
Develop and deliver effective presentations  
Plan and organize work to meet changing priorities and deadlines  
Learn and use emerging technologies

### EDUCATION AND EXPERIENCE:

An associate degree from a recognized college or university AND three years of experience designing marketing projects, including experience or certification in one of the following digital marketing areas: website design or content management systems, digital marketing analytics, search engine optimization, or digital marketing automation, ~~or content management systems~~

OR

A bachelor's degree from a recognized college or university AND two years of experience designing marketing projects, including experience or certification in one of the following digital marketing areas: website design or content management systems, digital marketing analytics, search engine optimization, or digital marketing automation, ~~or content management systems~~

OR

A graduate degree from a recognized college or university AND one year of experience designing marketing projects, including experience or certification in one of the following digital marketing areas: website design or content management systems, digital marketing analytics, search engine optimization, or digital marketing automation, ~~or content management systems~~

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE:       MARKETING AND COMMUNICATIONS SUPERVISOR**

**BASIC FUNCTION:**

Under the general direction of an assigned administrator, coordinates and implements marketing and communications activities of the District.

**DISTINGUISHING CHARACTERISTICS:**

A Marketing Specialist coordinates, plans, and implements professional-level marketing projects. A Marketing, Communications, and Web Design Coordinator has additional responsibility for performing more complex front-end website design and providing technical expertise and training regarding digital marketing tools, such as content management systems. A Marketing and Communications Supervisor supervises staff and, under minimal supervision, performs the most complex marketing work, which includes responsibility for developing district-wide marketing strategies, recommending policies and procedures pertaining to marketing operations, and monitoring the budget.

**REPRESENTATIVE DUTIES:**

Coordinate marketing and communications functions to ensure that goals, objectives, and timelines are met and in alignment with the District's or college's priorities, objectives, policies, and standards. *E*

Develop and implement marketing and communications strategies; conduct marketing and communications needs assessments including consulting with clients, conducting focus groups, and administering assessment surveys. *E*

Conceptualize, research, plan, develop, design, and implement district marketing campaigns, including themes and content, project cost estimates, and timelines. *E*

Oversee and direct all phases of the design, production, and distribution of marketing assets and content (e.g: photos, graphics, videos, blogs, posts, etc.) *E*

Coordinate the collection and analysis of marketing data; develop, submit, and publish recommendations via narrative and statistical reports. *E*

Coordinate advertising campaigns and content marketing involving TV, radio, print media, social media, and other channels. *E*

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

Establish and maintain collaborative relationships and partnerships with business entities, community agencies, and media outlets. *E*

## MARKETING AND COMMUNICATIONS SUPERVISOR (continued)

Establish and implement marketing-related standard operating procedures and guidelines to ensure consistency of marketing materials and practices; assist in monitoring content and branding of websites and portals. *E*

Develop and maintain a content marketing management calendar; manage and assign marketing requests; establish production timelines and calendars to ensure timely production. *E*

Write, edit, and distribute press releases, media advisories, newsletters, email campaigns, and other public written communications. *E*

Supervise marketing and communications personnel. *E*

Serve as the department representative on various committees and focus groups. *E*

Perform other duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

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

Principles, methods, techniques, and strategies pertaining to marketing and communications in higher-education

Principles of strategic planning

Principles of budget preparation and administration

Principles of employee supervision

Office productivity computer applications including word processing, spreadsheet, email, and database applications

Desktop publishing, graphic design, video editing, and web development software programs including the Adobe Creative Suite

Methods and techniques of desktop publishing including layout, design, and printing

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

Exercise independent judgment in developing and implementing creative solutions to problems

Lead, motivate, supervise, and evaluate the work of others

Plan and design marketing campaigns

Remain current on marketing trends

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

Plan and organize work to meet changing priorities and deadlines

## MARKETING AND COMMUNICATIONS SUPERVISOR (continued)

Learn and use emerging technologies

### EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university AND three years of experience planning, designing, and coordinating marketing projects, strategies, and campaigns.

OR

A graduate degree from a recognized college or university AND two years of experience ~~coordinating~~ planning, designing, and coordinating marketing projects, strategies, and campaigns.

Experience supervising or providing work direction to staff is preferred.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT****CLASS TITLE: MARKETING SPECIALIST****BASIC FUNCTION:**

Under general supervision, design marketing materials and coordinate, plan, and implement marketing-related activities that promote interest in district-wide and/or college-specific programs, services, and events.

**DISTINGUISHING CHARACTERISTICS:**

A Marketing Specialist coordinates, plans, and implements professional-level marketing projects. A Marketing, Communications, and Web Design Coordinator has additional responsibility for performing more complex front-end website design and providing technical expertise and training regarding digital marketing tools, such as content management systems.

**REPRESENTATIVE DUTIES:**

Design, write, and edit marketing and outreach materials for distribution to the public; coordinate all phases of the production of promotional marketing materials, including writing, layout, photography, design, printing, and distribution of materials. *E*

Provide input and technical support relative to the planning, development, and implementation of the annual district-wide and/or college marketing plans and targeted marketing campaigns; assist with conducting district-wide, college, and community based needs assessments including conducting focus groups and administering assessment surveys; ensure district-wide/college marketing activities are conducted in collaboration with outreach programs as appropriate. *E*

Establish and implement district-wide and college marketing-related standard operating procedures and guidelines to ensure consistency of marketing materials and practices; assist in monitoring content and branding of websites and portals. *E*

Photograph district-wide and college events for marketing-related purposes; maintain photo library for marketing-related uses. *E*

Conduct evaluations to assess the effectiveness of all marketing strategies, programs, materials, and activities; maintain a database of marketing-related information. *E*

Maintain and post information on event calendars, marquees, portals, and social media platforms. *E*

Write, coordinate, monitor, and track online promotional marketing initiatives, including ads, e-campaigns, search engine optimization, and web analytics. *E*

Assist in conducting the district-wide publications audit and maintain publications library. *E*  
Participate in the coordination of district-wide/college events and activities, including coordinating the arrangement of facilities, overseeing preparation and set-up activities, arranging and

Revised March 2020

~~Revised February 2019 (minimum qualifications only)~~

Established August 2009



## **CLASS TITLE: MARKETING SPECIALIST (continued)**

supervising vendor services, notifying attendees and participants, and preparing associated materials. *E*

Process and monitor marketing-related purchase requisitions and invoices; order and maintain an inventory of marketing supplies. *E*

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

District organization, operations, policies, and objectives  
Principles of marketing and outreach in higher-education  
Correct English usage, grammar, spelling, punctuation, and vocabulary  
Common word processing, spreadsheet, database, and desktop publishing software programs including Adobe InDesign and Microsoft Publisher  
Methods and techniques of desktop publishing including layout, design, and printing  
Methods and techniques of photography  
Principles of general and financial record-keeping

#### ABILITY TO:

Communicate effectively, both orally and in writing  
Learn and use emerging technologies  
Analyze situations accurately and develop effective courses of action  
Work independently with little direction  
Organize and prioritize work to meet schedules and timelines  
Establish and maintain effective working relationships with others  
Use a 35 mm and/or digital camera, video camera, scanner, and computer

### **EDUCATION AND EXPERIENCE:**

An associate's degree from a recognized college or university AND three years of experience coordinating marketing projects and designing and implementing marketing materials and strategies of comparable complexity to that of the assignment.

OR

A bachelor's degree from a recognized college or university AND two years of experience coordinating marketing projects and designing and implementing marketing materials and strategies of comparable complexity to that of the assignment.

OR

A graduate degree from a recognized college or university AND one year of experience coordinating marketing projects and designing and implementing marketing materials and strategies of comparable complexity to the assignment.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION TITLE: CAREER SERVICES SPECIALIST**

**BASIC FUNCTION:**

Under the general supervision of an assigned supervisor, develop employment opportunities for students and provide career and professional development services to students.

**REPRESENTATIVE DUTIES:**

Establish and maintain liaison with employers and community agencies to develop employment opportunities for students and promote career services offered by the college. *E*

Provide career and professional development services such as resume and cover letter review, mock interviews, and educating students on how to network and search for jobs; develop and conduct workshops and presentations pertaining to career and professional development. *E*

Provide technical and administrative support to the internship program, including reviewing applications and determining eligibility based upon specified eligibility requirements, organizing and conducting orientations, processing internship course enrollment, tracking and monitoring student intern time sheets, reviewing internship evaluations, liaising with student interns, faculty advisors, and employers; and developing, disseminating, collecting, and maintaining program documents. *E*

Administer the online career management system (CMS), including reviewing and approving job postings and creating, updating, and disseminating announcements. *E*

Provide information and respond to inquiries from students, employees, employers, and the public regarding career services and activities provided by the college. *E*

Collect, compile, organize, and maintain data pertaining to career services and prepare reports. *E*

Assist in the planning, coordination, and implementation of career services-related events and outreach activities. *E*

Develop, prepare, and disseminate promotional materials regarding the college's career services, events, and programs; monitor and update information pertaining to career services on the college website. *E*

Perform a variety of clerical duties including answering telephones, composing correspondence, forms, and memos, and establishing and maintaining records and files. *E*

Attend and participate in job fairs, workshops, conferences, meetings, and committees as assigned. *E*

Provide work direction and guidance to student workers as assigned.

Perform other duties as assigned.

Revised March 2020 (Minimum Qualifications Only)

Revised June 2017

Established July 1986

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

Mission, objectives, and goals of the college's career services and programs  
 Methods, techniques, and best practices of career and professional development, including interviewing, resume writing, and job search techniques  
 Applicable laws, rules, regulations, policies, and procedures pertaining to career services  
 Marketing and outreach strategies  
 Customer service and public relations methods and techniques  
 Principles and procedures of record keeping and filing  
 Methods and techniques of proper phone etiquette  
 District organization, operations, policies and objectives  
 Principles of organization, collection, and storage of data  
 Principles and practices of business communication and report preparation  
 Office procedures, methods, and equipment, including computers  
 Office productivity computer applications, including word processing, spreadsheet, email, and database applications  
 Fundamentals of English grammar, spelling, and composition

### ABILITY TO:

Develop and provide career and professional development services to students  
 Interpret, apply, and explain rules, regulations, policies, and procedures pertaining to career services  
 Plan and organize events and activities related to career services  
 Prepare reports by gathering and organizing data from a variety of sources  
 Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications as well as specialized software applications  
 Learn and apply new information and skills  
 Type, keyboard, and/or enter data at a speed necessary for successful job performance  
 Establish and maintain a variety of files and records  
 Update and maintain a website  
 Understand and carry out oral and written directions  
 Communicate clearly and concisely, both orally and in writing  
 Establish and maintain effective working relationships with those encountered in the course of work  
 Plan and organize work to meet changing priorities and deadlines  
 Train and provide work direction to others  
 Provide information and assistance to students, employees, employers, and the public regarding career services

## EDUCATION AND EXPERIENCE:

A master's degree in psychology, counseling, education, social work, social services, career counseling or related field

**OR**

A bachelor's degree from a recognized college or university **AND** one year of experience performing career and professional development services

**OR**

Revised March 2020 (Minimum Qualifications Only)

Revised June 2017

Established July 1986

An associate degree from a recognized college or university **AND** two years of experience performing career and professional development services

**PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
RECLASSIFICATION OF A POSITION TO AN EXISTING CLASSIFICATION**

**COMMISSION STAFF RECOMMENDS THAT THE FOLLOWING RECLASSIFICATION BE APPROVED:**

<b>From:</b>	Maintenance and Operations Supervisor Supervisor Salary Schedule 300, \$5,391 – \$7,491/month	<b>To:</b>	Assistant Director of Facilities, Maintenance, and Operations Management Salary Schedule 120, \$7,530 – \$10,091/month
<b>Incumbent:</b>	David Gardner	<b>Location:</b>	Maintenance and Operations, Oxnard College

**BACKGROUND:** The incumbent requested a study of the subject position, as he believes the position is functioning at a higher level than that of a Maintenance and Operations Supervisor. Commission staff's recommendation to reclassify the position to Assistant Director of Facilities, Maintenance, and Operations is based upon a review of the incumbent's completed position information questionnaire, a desk audit of the subject position, and discussions with the supervisor of the position. Commission staff determined that a significant portion of the duties assigned to the subject position fall outside the scope of responsibility of a Maintenance and Operations Supervisor.

**BASES OF RECOMMENDATION:** A Maintenance and Operations Supervisor manages the maintenance and repair activities at a college. In comparison, an Assistant Director of Facilities, Maintenance, and Operations oversees the day-to-day operations of assigned areas including custodial, grounds, maintenance, and warehouse functions, monitors new construction and scheduled maintenance projects from initial concept to project close out, and participates in the preparation and administration of budgets.

Oversight of Daily Operations

Mr. Gardner spends 35% of his time providing the daily oversight for the department's operations. Mr. Gardner performs daily inspections of the campus buildings and coordinates with the Grounds and Custodial Supervisors to discuss and remedy any safety or cleanliness issues that he encounters. Mr. Gardner also coordinates with the Supervisors to ensure adequate staffing and will provide assistance by scheduling additional staff. In the absence of the Director, Mr. Gardner coordinates the work of each of the departments' functions and responds to the needs and requests of the staff. Mr. Gardner participates in meetings with the college and district's administration regarding upcoming and ongoing maintenance and construction projects on the campus. All the campus' building, facility, and equipment inspections are scheduled through Mr. Gardner and he receives the results of the inspections and implements corrective actions as needed. The aforementioned duties are outside of the scope of the Maintenance and Operations Supervisor classification.

Monitoring New Construction and Scheduled Maintenance Projects

Mr. Gardner spends 25% of his time managing the requirements for new construction and scheduled maintenance projects, which includes projecting schedules and timelines, coordinating with vendors for the purchase of materials and supplies, and participating in the selection of sub-contractors. Mr. Gardner has participated in the design of campus projects, such as the renovation of The Bistro, the student-run restaurant at Oxnard College. Mr. Gardner acts as construction foreman and provides direct oversight of contractors and subcontractors while they are on campus. Mr. Gardner performs the final walk-through of construction and maintenance projects to ensure the completeness and quality of the work. The aforementioned duties are outside of the scope of the Maintenance and Operations Supervisor classification.

Preparing and Administering Budgets

Mr. Gardner spends 10% of his time preparing and administering budgets. Prior to the close of each fiscal year, Mr. Gardner reviews the scheduled maintenance that will be required for the upcoming fiscal year. Using the information from the upcoming projects, he prepares recommendations for the department's new budget as well as justification for the budget requests. Mr. Gardner receives a monthly budget status and uses it to ensure that the department is staying within the monthly expenditures he had previously calculated and will submit requests for budget adjustments, as needed. Mr. Gardner also sources work and supplies for non-PO

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

vendors in order to ensure the best price available. The aforementioned duties are outside of the scope of the Maintenance and Operations Supervisor classification.

Additionally, staff identified that Mr. Gardner spends 30% of his time performing duties that are at a lower level than the Maintenance and Operations Supervisor which include responsibilities associated with locksmithing and assisting with monitoring and maintaining the HVAC systems throughout the college.

Given that the incumbent spends 70% of his time performing the aforementioned higher-level duties, Commission staff recommends a reclassification of the subject position to the classification of Assistant Director of Facilities, Maintenance, and Operations.

**STATUS OF INCUMBENT(s):** Mr. Gardner began assuming responsibility for the aforementioned higher-level duties prior to his promotion to Maintenance and Operations Supervisor in 2015 and he has continued performing the out-of-class duties since being hired into his current position. He did not gradually accrue the out-of-class responsibilities while in his current position. However, Mr. Gardner was successful in a competitive examination for the higher-level Director of Facilities, Maintenance, and Operations classification within the last year and he is currently on the eligibility list for that classification. Consequently, Commission staff recommends that in accordance with Personnel Commission Rule 215, Mr. Gardner be reclassified to the Assistant Director of Facilities, Maintenance, and Operations classification.

Section 9.9 of the SEIU contract states that the Classification Review Committee "will review requests for individual desk audits for members of the classified service *under the scope of representation by SEIU.*" However, the Maintenance and Operations Supervisor classification does not fall under the scope of representation by SEIU, therefore the request for a desk audit and subsequent findings were not presented to the Classification Review Committee.

CB

Presented to the Personnel Commission on March 19, 2020

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: MAINTENANCE AND OPERATIONS SUPERVISOR**

**BASIC FUNCTION:**

Under the direction of a Director of Facilities, Maintenance and Operations, a Maintenance and Operation Supervisor plans, organizes, and supervises the maintenance and repair of all assigned college buildings, facilities, and equipment; participates in a variety of activities related to construction, remodels, or related projects on campus; supervises and coordinates warehouse functions; and oversees the use and maintenance of the campus motor pool.

**REPRESENTATIVE DUTIES:**

Plan, organize, supervise, and assist with the maintenance and repair of all assigned college buildings, facilities, and equipment; prepare work orders and assign work to appropriate personnel as necessary. *E*

Plan, organize, supervise, and assist in the functions of the warehouse and its administrative office operations associated with mail delivery and the ordering, receiving, marking, storing, and issuing of materials, supplies, and equipment. *E*

Prepare job estimates pertaining to repair work, minor renovation projects, and equipment purchases; obtain price quotes and ensure availability of supplies and equipment; order and schedule material deliveries. *E*

Oversee the inspection of shipments of materials, equipment, and supplies received to ensure compliance with purchase order specifications; identify and report shortages, damaged goods, and other discrepancies. *E*

Plan, schedule, and assign routine and special deliveries of supplies, materials, equipment, and District mail; coordinate the delivery of furniture, tables, chairs, staging, and other required equipment/items for special events. *E*

Monitor the budget status and associated records and reports for all Maintenance and Operations units; assist in budget preparation and appropriate transfers; notify the Director of problems or irregularities. *E*

Assist in the development and implementation of long and short-range deferred maintenance projects, including the development of cost estimates. *E*

Inspects buildings, facilities and equipment for needed repairs and maintenance; conduct safety and code compliance inspections; report violations as required. *E*

Oversee the scheduled maintenance of college vehicles to ensure their safe operation; receive and log vehicle reservations. *E*

## **MAINTENANCE & OPERATIONS SUPERVISOR (continued)**

Review construction plans to verify compatibility with major campus systems, standards, and existing utilities. *E*

Work with architects, engineers, contractors, building inspectors and other District personnel on new building construction and scheduled maintenance projects. *E*

Develop, oversee, evaluate and maintain records and reports related to safety training for maintenance and operations staff; conduct safety and training programs; observe and enforce fire prevention and related safety rules and standards. *E*

Analyze space availability for maximum utilization; confer with the Director and appropriate District departments as needed to determine storage space requirements and optimum stock quantities. *E*

Select, train, and evaluate assigned personnel; prepare work schedules for assigned employees; assign employee duties and review work to ensure accuracy, completeness, and compliance with established policies and procedures; administer progressive discipline when warranted. *E*

Plan and participate in preventive maintenance programs. *E*

Serve as campus liaison with the California Highway Patrol related to vehicle inspections, problems and concerns; maintain accurate records of driver Class B licenses and medical cards, vehicle inspections, DMV pull sheets, and others. *E*

Prepare and submit periodic reports to the Director of Facilities, Maintenance, and Operations regarding Maintenance and Operations activities, plans, and capital outlay needs; assist with computerized facilities space inventory, scheduled maintenance, and physical inventory reports. *E*

Supervise work in various trade areas including carpentry, plumbing, painting, electrical, HVAC, welding, locksmithing, data and communications cabling; drive a vehicle to conduct work. *E*

Operate warehouse equipment and vehicles including trucks, forklifts, and pallet jacks. *E*

Act in the absence of the Director of Facilities, Maintenance, and Operations. *E*

Perform related duties as assigned.

*E* = Essential Duties

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Requirements of maintaining buildings, facilities and equipment

Methods, materials, tools, terminology and equipment used in the building maintenance trades

Health and safety regulations and procedures, including fire and life safety



## **MAINTENANCE & OPERATIONS SUPERVISOR (continued)**

Methods of storing equipment, materials, and supplies, including hazardous materials  
Operation, use, and care of specialized equipment used in maintenance trades  
Technical aspects of the building maintenance trades  
Written and computerized record-keeping techniques  
Principles of supervision and training  
Laws and regulations governing buildings, i.e. OSHA, Department of Environmental health, air pollution control, green laws, building codes, hazardous materials handling, fire departments, American Disabilities Act  
Computerized inventory and building energy management/control  
Procedures pertaining to modern warehousing and storekeeping, including purchasing, shipping, and receiving materials  
Principles and practices pertaining to storage, optimum space utilization, and stock inventory  
District organization, policies, and procedures  
Modern office practices, procedures, and equipment, including common office productivity software  
Correct English usage, grammar, spelling, punctuation, and vocabulary

### **ABILITY TO:**

Organize, plan, and supervise skilled trade and journey-level employees involved in construction projects and maintenance and repair of buildings and equipment  
Supervise and perform journey-level building and equipment maintenance work involving a variety of trades  
Inspect facilities for maintenance and repair needs, and fire, safety, and health hazards, including building code and ADA compliance  
Work from blueprints, shop drawings, and sketches  
Operate a vehicle and a wide variety of power equipment and hand tools related to the building trades and warehouse operations  
Train, supervise, and evaluate personnel  
Analyze situations accurately and adopt effective courses of action  
Establish and maintain effective working relationships with others  
Communicate effectively, both orally and in writing  
Maintain records and prepare reports  
Examine plans and documents for construction projects to determine code compliance, value compatibility with campus standards and existing systems and utilities  
Read and interpret blueprints to determine building construction and equipment installation  
Plan and organize work to meet schedules and timelines  
Work independently with little direction  
Operate a variety of office equipment such as personal computer, photocopy machine, calculator, facsimile machine and two-way voice communications equipment  
Read, interpret, and follow directions, rules, regulations, policies, and procedures

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

Education:        An associate degree with coursework in architecture, facilities operation, maintenance, construction, or a related field.

## **MAINTENANCE & OPERATIONS SUPERVISOR (continued)**

Experience: Three years of experience in a journey-level trade, including one year of experience providing technical supervision or serving in a lead /supervisory capacity over trades.

OR

Three years of experience supervising trades.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Indoor and outdoor work environment

#### PHYSICAL ABILITIES:

Seeing to inspect buildings and grounds and read blueprints

Hearing and speaking to exchange information and provide work direction

Walking over rough or uneven surfaces

Sitting, standing and walking for extended periods of time

Dexterity of hands and fingers to operate specialized equipment, hand and power tools

#### HAZARDS:

Working around and with machinery having moving parts

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: ASSISTANT DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS**

**BASIC FUNCTIONS:**

Under the direction of the Director of Facilities, Maintenance and Operations, plan, manage, supervise, and oversee the activities of building and grounds maintenance and construction at an assigned campus, including construction project management, utility services, custodial, warehouse and groundskeeping operations.

**DISTINGUISHING CHARACTERISTICS:**

A Director of Facilities, Maintenance, and Operations performs work of greater responsibility, complexity, and oversight than that of an Assistant Director of Facilities, Maintenance, and Operations. This includes responsibility for the strategic development and administration of policies, procedures, budgets, and plans as well as primary responsibility for the design and management of the most complex and large-scale new construction and facilities maintenance projects. In comparison, an Assistant Director of Facilities, Maintenance, and Operations is responsible for managing the day-to-day operations of the assigned functional areas. Furthermore, the Assistant Director of Facilities, Maintenance, and Operations manages small and/or routine construction projects and serves as back up to the Director for the larger and more complex projects. The Assistant Director acts as the Director in his/her absence.

**REPRESENTATIVE DUTIES:**

Assist the Director in the planning, organization, management, and oversight of facility construction, remodeling, maintenance and operations activities at the college including custodial, grounds, maintenance, and warehouse functions. *E*

Assist in the development, review, revision, and implementation of plans, policies, and procedures related to maintenance, grounds, custodial and warehouse activities; prepare and implement recommendations pertaining to process improvement, cost savings, and better efficiency. *E*

Monitor new construction and scheduled maintenance projects, including all phases from initial concept to project close out; assist in project design, and direct and review the work of architects and other consultants; review and negotiate contractor-initiated changes in project scope as required; approve application for payment; review and approve construction project schedules and timelines; estimate labor and material costs; prepare construction project change orders for Board approval. *E*

Train, supervise, and evaluate the performance of assigned supervisory, technical, and support staff; prioritize, delegate and review assignments, work orders, and projects; evaluate work products and results; develop and enforce performance standards; establish and monitor timelines and schedules. *E*

## **ASSISTANT DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS (continued)**

Assist in the preparation and administration of budgets; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations. *E*

Perform inspections of all buildings and equipment; identify problems and assess physical condition; make recommendations for repairs and maintenance. *E*

Recommend, develop, and implement energy management and cost savings programs by enhancing systems to run more cost efficiently to reduce maintenance costs. *E*

Manage and oversee facilities use for special events; review and ensure compliance on contractual agreements related to facilities use. *E*

Oversee preparation of purchase requisitions for supplies, labor, and equipment; review and approve invoices for purchases on open accounts. *E*

Plan and implement college safety procedures and programs; identify and recommend environmentally sound practices intended to eliminate safety and health hazards. *E*

Review legal documents related to construction and facility litigation claims; assist legal teams with fact finding process. *E*

Direct and coordinate the removal and disposal of hazardous materials in accordance with federal, state and local laws, codes, and regulations; ensure proper documentation as required by law and District policies. *E*

Participate as member or chairperson of district and campus committees and task forces as assigned; direct committee and sub-committee activities on campus relating to facilities, maintenance, and operations functions; participate as member of management team for an assigned campus. *E*

Prepare and submit a variety of technical reports, written plans, recommendations and proposals regarding assigned functions; make oral presentations to administrators and others as requested. *E*

Act as Director in the absence of the Director of Facilities, Maintenance, and Operations. *E*

Perform related duties as assigned.

*E* = Essential Duties

## **KNOWLEDGE AND ABILITIES**

### KNOWLEDGE OF:

Principles, practices, and techniques of construction management, project tracking and reporting, including construction cost estimating

Construction plan review and evaluation techniques

Generally accepted construction principles and practices

Principles and practices relating to custodial, grounds, skilled maintenance functions and warehousing activities

## **ASSISTANT DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS (continued)**

Energy management and conservation practices, preventive maintenance practices, Occupational Safety and Health Administration (OSHA) requirements, California Environmental Quality Act (CEQA) and Environmental Protection Agency (EPA) regulations

Purchase contract administration and management

Procedures pertaining to modern warehousing and storekeeping, including purchasing, shipping, and receiving materials

Uniform Building Code, Department of State Architect, and other state and federal regulations related to building and safety, architectural requirements and contracts

Principles and practices of budget preparation and administration

Proper handling, storage, removal and disposal of hazardous materials

Principles and practices of management and supervision, including planning, organizing, assigning and reviewing work, performance appraisal and discipline, and employee selection and development

Modern office procedures, methods and equipment, including various software programs such as database, spreadsheet, word processing, computer-aided design (CAD), facility management, and project management software

### **ABILITY TO:**

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

Encourage professional excellence among staff and promote an organizational culture of customer service, innovation, and quality services

Utilize computer-based work order and maintenance management systems for tracking, planning, scheduling, and recording completion of all work

Read, understand, and interpret construction plans, drawings, specifications and engineering data

Establish and maintain cooperative and effective working relationships with those contacted in the course of work

Communicate clearly and concisely, both orally and in writing

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations

Maintain knowledge of technological advances in field of construction and facility maintenance

Demonstrate sensitivity and relate effectively to people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy

Negotiate with vendors and contractors

Analyze situations accurately and adopt an effective course of action

Operate a motor vehicle

### **EDUCATION AND EXPERIENCE:**

**Education:** Bachelor's Degree in planning, engineering, public administration, business management, facilities or construction management, architecture, or a closely related field. Additional qualifying experience may substitute for the required college-level education on a year-for-year basis.

**Experience:** Four years of paid experience overseeing construction, engineering design, project management, or facilities management including at least two years of direct supervisory experience.

Experience managing new construction and facilities maintenance projects from inception to completion is preferred.

**ASSISTANT DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS (continued)**

**LICENSES AND OTHER REQUIREMENTS**

Valid California Driver's License

Valid California Contractor's License is preferred

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**TO: THE PERSONNEL COMMISSION**

**FROM: ANDREA INGLEY**  
**INTERIM DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION**

**SUBJECT: ABOLISHMENT OF UNUSED CLASSIFICATIONS**

**RECOMMENDATION:**

It is recommended that effective March 19, 2020 the following classifications be abolished:

Learning Disability Technician  
Learning Disability Technician (Seasonal)

**BASIS OF RECOMMENDATION:**

There are no positions assigned to the classifications listed above and the applicable departments at all three colleges have indicated they will not assign positions to the classifications in the near future. Therefore, they may be abolished.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: LEARNING DISABILITY TECHNICIAN**

**BASIC FUNCTION:**

Under the direction of a Coordinator, administer assessment instruments and provide other assistance to students with disabilities; direct the tutorial program for students with learning disabilities.

**REPRESENTATIVE DUTIES:**

Interview prospective students with learning disabilities; assist students in completing appropriate registration forms and screening forms as needed; verify eligibility of services. *E*

Coordinate the tutorial program for students with disabilities; interview, hire and train tutors; assign tutors to students; approve payroll for tutors; maintain appropriate records. *E*

Administer assessment instruments to students under the general direction of the Learning Disability Specialist; provide input on observations as necessary. *E*

Interpret and apply rules, regulations, policies and laws related to services for students with disabilities. *E*

Score and record assessment test information and assemble the appropriate individual student file for use by the Learning Disability Specialist. *E*

Schedule students for the screening process. *E*

Operate and maintain a variety of office machines, including a computer, copier, recording and audio-visual equipment. *E*

Provide continuing assistance as needed for students at the direction of the Learning Disability Specialist or Coordinator. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Resources and services of College program for students with disabilities  
Applicable sections of State Education Code and other applicable laws  
Special needs of students with disabilities  
Interpersonal skills using tact, patience and courtesy  
Oral and written communications skills



## **LEARNING DISABILITY TECHNICIAN (continued)**

Technical aspects of field of specialty  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Record-keeping techniques  
District organization, operations, policies and objectives

### **ABILITY TO:**

Coordinate a tutorial service program for students with learning disabilities.  
Relate to, understand and work effectively with students of varying degrees of disability.  
Coordinate and implement programs and services for students with disabilities.  
Administer standardized assessments with general direction.  
Operate and instruct in the proper operation of a variety of specialized equipment and machinery.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Plan and organize work.  
Train, and provide work direction to assigned hourly and student personnel.  
Maintain records and prepare reports.  
Operate a variety of office equipment such as typewriters, computers, calculators, audio-visual and recording equipment.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by six or more units of college-level instruction in the area of Special Education (Learning Disabilities), Psychology, Educational Psychology or Psycho-Educational Assessment and three years experience in a special education program.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Student Services office environment  
Frequent interaction with staff and students with learning disabilities

#### **PHYSICAL ABILITIES:**

Sitting for extended periods of time  
Hearing and speaking to exchange information and conduct interviews  
Seeing to score and prepare records  
Dexterity of hands and fingers to operate specialized equipment

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: LEARNING DISABILITY TECHNICIAN (SEASONAL)**

**BASIC FUNCTION:**

Under the direction of a Coordinator, administer assessment instruments and provide other assistance to students with disabilities; direct the tutorial program for students with learning disabilities.

**REPRESENTATIVE DUTIES:**

Interview prospective students with learning disabilities; assist students in completing appropriate registration forms and screening forms as needed; verify eligibility of services. *E*

Coordinate the tutorial program for students with disabilities; interview, hire and train tutors; assign tutors to students; approve payroll for tutors; maintain appropriate records. *E*

Verify eligibility of services according to established Title V program guidelines. *E*

Administer assessment instruments to students under the general direction of the Learning Disability Specialist; provide input on observations as necessary. *E*

Interpret and apply rules, regulations, policies and laws related to services for students with disabilities. *E*

Score and record assessment test information and assemble the appropriate individual student file for use by the Learning Disability Specialist. *E*

Schedule students for the screening process. *E*

Operate and maintain a variety of office machines, including a computer, copier, recording and audio-visual equipment. *E*

Maintain records of students tested including eligibility for tutoring services. *E*

Provide continuing assistance as needed for students at the direction of the Learning Disability Specialist or Coordinator. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Resources and services of College program for students with disabilities  
Applicable sections of State Education Code and other applicable laws

## **LEARNING DISABILITY TECHNICIAN (SEASONAL) (continued)**

Special needs of students with disabilities  
Interpersonal skills using tact, patience and courtesy  
Oral and written communications skills  
Technical aspects of field of specialty  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Record-keeping techniques  
District organization, operations, policies and objectives

### **ABILITY TO:**

Verify eligibility of services according to established Title V program guidelines  
Coordinate a tutorial service program for students with learning disabilities  
Relate to, understand and work effectively with students of varying degrees of disability  
Coordinate and implement programs and services for students with disabilities  
Operate and instruct in the proper operation of a variety of specialized equipment and machinery  
Read, interpret, apply and explain rules, regulations, policies and procedures  
Analyze situations accurately and adopt an effective course of action  
Communicate effectively both orally and in writing  
Establish and maintain cooperative and effective working relationships with others  
Work independently with little direction  
Plan and organize work  
Train, and provide work direction to assigned hourly and student personnel  
Maintain records and prepare reports  
Operate a variety of office equipment such as typewriters, computers, calculators, audio-visual and recording equipment

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by six or more units of college-level instruction in the area of Special Education (Learning Disabilities), Psychology, Educational Psychology or Psycho-Educational Assessment and three years experience in a special education program

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Student Services office environment  
Frequent interaction with staff and students with learning disabilities

#### **PHYSICAL ABILITIES:**

Sitting for extended periods of time  
Hearing and speaking to exchange information and conduct interviews  
Seeing to score and prepare records  
Dexterity of hands and fingers to operate specialized equipment