



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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MEETING AGENDA FOR JANUARY 29, 2015

5:30 p.m.

Ventura County Community College District  
255 West Stanley Avenue, Suite 150  
Ventura, CA 93001

### ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**
4. **MINUTES**  
Personnel Commission Meeting – December 11, 2014
5. **CORRESPONDENCE**  
None
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 workload
    - HR/Personnel Commission staffing plan
  - D. Commissioners' Reports
8. **2015 PERSONNEL COMMISSION MEETING LOCATIONS**
9. **REESTABLISHMENT AND TITLE CHANGE OF A CLASSIFICATION**  
Abolished Classification: Director, College Technology Services  
Reestablish and Title Change To: Director of College Information Technology Services  
(Management Salary Schedule #140 (\$93,218.04-\$124,917.96/annual))

**10. ABOLISHMENT OF AN UNUSED CLASSIFICATION**

Grant Developer/Writer

**11. REVISION OF PERSONNEL COMMISSION RULES 292 AND 295 (SECOND READING)**

**12. RECESS TO CLOSED SESSION**

None

**13. RECONVENE IN OPEN SESSION**

N/A

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

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

The date and time of the next regularly scheduled meeting of the Personnel Commission is February 19, 2015 at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

**16. 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 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 or at the Personnel Commission meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of Michael Arnoldus, Director of Employment Services/Personnel Commission  
Ventura County Community College District  
255 West Stanley Avenue, Suite 150  
Ventura, CA 93001  
(805) 652-5521



PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
REESTABLISHMENT OF A CLASSIFICATION

**RECOMMENDATION:**

It is recommended that the following classification be reestablished and retitled:

ABOLISHED CLASSIFICATION TITLE:

Director, College Technology Services

PROPOSED CLASSIFICATION TITLE:

Director of College Information Technology Services

**ANNUAL SALARY RANGE:**

Management Salary Schedule #140 (\$93,218.04-\$124,917.96/annual)

**BACKGROUND:** The Associate Vice Chancellor of Information Technology requested the reestablishment of the abolished classification of Director, College Technology Services to provide leadership and direction for information technology activities at an assigned college. The current classification of Technology Support Services Supervisor is responsible for supervising, coordinating, and participating in the analysis, design, programming, installation, and maintenance of college campus technology systems but does not have responsibility for higher-level strategic planning activities. Commission staff recommends the reestablishment of the Director, College Technology Services classification to allow for the appropriate assignment of higher-level responsibilities pertaining to planning and directing information technology activities for an assigned college.

Commission staff also recommends a title change to Director of College Information Technology Services and proposed revisions to the classification specification.

**BASES OF RECOMMENDATION:** Under the general direction of the Associate Vice Chancellor of Information Technology, an incumbent in the proposed classification will provide leadership, consultation, and strategic direction for information technology activities at a college campus. In addition, the employee will direct, coordinate, and participate in the planning, analysis, design, installation, and maintenance of technology systems, applications, networks, audio-visual technology, and communications systems used at the college. A revised classification specification detailing the approved duties and responsibilities of the reestablished classification is presented for approval in conjunction with this report.

Commission staff recommends that the salary for the classification be allocated to the same salary range in which it was placed at the time it was abolished. Such placement will position the classification at approximately the 67<sup>th</sup> percentile of the surveyed market. Classifications with similar duties and level of responsibility were found at San Bernardino Community College District (College Director of Technology Services, \$80,990-\$98,447/annual), Yosemite Community College District (Director of Technology Services, \$79,536-\$101,136/annual), Kern Community College District (Director, Information Technology, \$75,623-\$108,019/annual), Los Angeles Community College District (Manager, College Information Systems, \$91,144-\$112,911/annual), San Diego Community College District (Director of College Technology Services, \$96,361-\$140,144/annual), and South Orange County Community College District (Director of Technology Services, \$116,484-\$163,896/annual). Therefore, it is appropriate to allocate the reestablished classification to Management Salary Schedule #140 (\$93,218.04-\$124,917.96/annual).

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: DIRECTOR, OF COLLEGE INFORMATION TECHNOLOGY SERVICES**

**BASIC FUNCTION:**

~~Under the direction of an assigned college manager and in coordination with the Associate Vice Chancellor of Information Technology & Telecommunications, manage college information technology department to plan, organize, coordinate and participate in analysis, design, programming, installation and maintenance of college computer equipment, applications, network resources and voice communications systems.~~

Under the general direction of the Associate Vice Chancellor of Information Technology, provide leadership, consultation, and strategic direction for information technology activities at a college campus, and direct, coordinate, and participate in the planning, analysis, design, installation, and maintenance of technology systems, applications, networks, audio-visual technology, and communications systems used at the college.

**REPRESENTATIVES DUTIES:**

~~Plan, organize, and coordinate a wide variety of program development and information technology activities and operations to meet the needs of the at an assigned college and develop goals, objectives, policies, and procedures for the college information technology department. *E*~~

Consult with college management and the district-level Information Technology Department to identify and prioritize current and future technology needs and solutions; analyze technology needs and provide direction for technology infrastructure acquisitions and upgrades. *E*

Develop, implement, update, and ensure compliance with information technology department program plans and service unit outcomes and prepare related documentation; assess and prioritize campus program review requests in collaboration with technology committees. *E*

~~Supervise, hire, train, and evaluate technical information technology department staff engaged in designing, implementation implementing, and maintenance maintaining of complex information technology systems including voice, video, data networks and hardware, applications, web/internet, and network resources and supporting campus technology users in the use of such systems at a college. *E*~~

Ensure compliance with technology-related accreditation standards and coordinate with campus accreditation coordinators to demonstrate that applicable standards are met. *E*

~~Coordinate and direct the installation, selection and maintenance of PCs, peripheral devices, telecommunications equipment, controls and specifications end-user computer hardware, software applications, and operating systems. *E*~~

Direct the testing, training, and evaluation of computer hardware and software systems, computers, multimedia and audio-visual systems, servers and operating systems, and communications systems network components, switches, wireless access points and other network items for the college. *E*

## DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES (continued)

Coordinate and direct the development, implementation, and monitoring of security policies and practices for the college's networks. E

Provide and Review recommendations and suggestions for overall improvement of network systems; and hardware, and department standards for documentation. E

Assess instructional technology needs and provide input and direction for instructional technology program review plans in collaboration with deans, faculty, and instructional support staff; oversee the implementation and ongoing technical support for classroom technology including computers, peripherals, and audio-visual systems. E

Develop, monitor, and manage maintain the unit's designated college information technology budget in collaboration with the Associate Vice Chancellor of Information Technology and the Vice President of Business Services and prepare related reports; budget for ongoing upgrades and support necessary to sustain campus needs and future growth oversees all related purchasing for the college information technology department. E

Plan, coordinate and organize Oversee the operation of the campus-wide help desk services and end user support at the college system used to record and assign service calls; provide direction to information technology staff on prioritizing work requests. E

Develop, implement, and monitor service level agreements. E

Analyze campus technology inventory and provide recommendations for technology refresh purchases. E

Coordinate activities with equipment and repair vendors; assist the purchasing department in securing the best pricing on Information Systems equipment and services. E

Prepare reports, documentation, and proposals pertaining to technology services; recommend and implement improvements to department documentation processes and standards. E

Perform related other duties as assigned.

Provide college leadership and consult with administrators, faculty and staff to determine information systems requirements, specifications and priorities. E

Consult with administrators, campus committees, end users and District Office of Information Technology in the development of comprehensive information technology plans for the college. E

Coordinate and participate in training classes and workshops in computer related technical subjects and identifies employee groups to participate in end user training. Evaluate end user training programs to determine their quality and effectiveness. E

Analyze technology support demands, level of work and staff work assignments to determine and recommend appropriate organizational alignment and college information technology department staffing. E

Direct staff in assisting and supporting all campus technology users—hardware, applications, Internet, e mail and network resources. E

## DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES (continued)

~~Working with District Office of Information Technology, provide input on technical direction for the information systems networks. *E*~~

~~Analyze college wide technology needs to determine appropriate hardware and software within the current standard offers; recommend technology implementation plans as appropriate. *E*~~

~~Direct, evaluate and train technicians and support services staff. Conduct in-service training on computer and network operations *E*~~

~~Ensure consistent use of systems to record and assign service calls. *E*~~

~~Work with district Office of Information Technology to ensure implementation and enforcement of district wide information security standards. *E*~~

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

~~State of the art theories, applications, techniques and methods of information technology management as well as educational information technology~~

~~Principles and techniques of budgeting, budget reporting and financial management~~

~~Principles of employee evaluation, employee relations; concepts of progressive discipline~~

~~Principles of staff and end user training including documentation, on line and classroom instruction~~

~~Modern office procedures and equipment~~

~~Telecommunications equipment and protocols~~

~~Information networking standards and best practices~~

~~Information security best practices~~

Operations, activities, and services of a technology services unit

Modern office procedures and equipment

Communications equipment and protocols

Computer hardware, including desktop, laptop, mobile, servers, storage, and networks

User software applications

Computer operating systems

Audio-visual equipment

Principles of computer systems administration

Pertinent federal, state, and local laws, codes, and regulations

District organization, operations, policies, procedures, and objectives

Principles of budget development and maintenance

Principles and procedures of inventory and records management

Principles of report preparation

English grammar, spelling, and composition

Principles of program planning and program review

#### ABILITY TO:

~~Work and manage effectively in a matrix management structure with college and the district Office of Information Technology & Telecommunications~~

~~Provide leadership and direction for the information technology services of the college; make decisions and be held accountable for the results~~

~~Analyze complex technical, instructional and administrative information to identify relevant concerns and recognize alternatives and to formulate logical and objective conclusions~~

~~Develop and recommend modifications to hardware/software, staffing, budget, program dimensions and boundaries~~

## **DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES (continued)**

~~Prepare concise, understandable technology presentations to college management, faculty and staff as required~~

~~Manage a technical staff engaged in implementation and support of complex information technology systems, networks and applications at the college~~

~~Write and orally express difficult and complex concepts clearly and concisely~~

~~Analyze problems in computer operations and communications techniques~~

~~Train, supervise, and evaluate personnel~~

~~Maintain current knowledge of technological advances in the field~~

~~Plan and organize work~~

~~Establish and maintain cooperative and effective working relationships with others~~

Communicate clearly and concisely, both orally and in writing

Analyze situations accurately and adopt effective courses of action

Select, train, supervise, and evaluate personnel

Maintain current knowledge of technological trends and advances in the field to provide direction for future campus technologies

Analyze fiscal information to develop and maintain budgets

Plan and organize work to meet changing priorities and deadlines

Understand and carry out oral and written directions

Collaborate with others to carry out work

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

Exercise initiative and independence of judgment and action

Prepare reports by gathering and organizing data from a variety of sources

### **EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to: Bachelor's degree in information systems, computer science, management information systems, computer engineering or a closely related field. Four years of recent, full-time experience in systems analysis, information systems design, information systems development, network administration and computer applications training; including two years experience in a management or supervisory capacity. Specific experience with current technology related to instruction is highly desirable.~~

Any combination equivalent to:

Education: An associate degree with an emphasis in information technology, computer science, or a related field.

Experience: Five years of experience installing and maintaining computers, communication equipment, systems software, and related peripheral equipment, including one year of experience supervising technology support staff.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office/college campus environment

Variable hours, including evenings

#### PHYSICAL ABILITIES:

**DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES (continued)**

Hearing and speaking to exchange information and to provide work direction

Seeing to assure accuracy of work

Dexterity of hands and fingers to operate a computer keyboard

Sitting for extended periods of time

Bending and stooping to repair and install equipment

Lifting heavy computer equipment and supplies

HAZARDS:

Extended viewing of a computer monitor

Extended use of a keyboard and mouse



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES**

**BASIC FUNCTION:**

Under the general direction of the Associate Vice Chancellor of Information Technology, provide leadership, consultation, and strategic direction for information technology activities at a college campus, and direct, coordinate, and participate in the planning, analysis, design, installation, and maintenance of technology systems, applications, networks, audio-visual technology, and communications systems used at the college.

**REPRESENTATIVES DUTIES:**

Plan, organize, and coordinate information technology activities and operations at an assigned college and develop goals, objectives, policies, and procedures for the college information technology department. *E*

Consult with college management and the district-level Information Technology Department to identify and prioritize current and future technology needs and solutions; analyze technology needs and provide direction for technology infrastructure acquisitions and upgrades. *E*

Develop, implement, update, and ensure compliance with information technology department program plans and service unit outcomes and prepare related documentation; assess and prioritize campus program review requests in collaboration with technology committees. *E*

Supervise, hire, train, and evaluate information technology department staff engaged in designing, implementing, and maintaining information technology systems including hardware, applications, web/internet, and network resources and supporting campus technology users in the use of such systems. *E*

Ensure compliance with technology-related accreditation standards and coordinate with campus accreditation coordinators to demonstrate that applicable standards are met. *E*

Coordinate and direct the installation and maintenance of end-user computer hardware, software applications, and operating systems. *E*

Direct the testing, training, and evaluation of computer hardware and software systems, multimedia and audio-visual systems, servers and operating systems, and communications systems. *E*

Coordinate and direct the development, implementation, and monitoring of security policies and practices for the college's networks. *E*

Provide and review recommendations for improvement of network systems and hardware. *E*

Assess instructional technology needs and provide input and direction for instructional technology program review plans in collaboration with deans, faculty, and instructional support staff; oversee

## **DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES (continued)**

the implementation and ongoing technical support for classroom technology including computers, peripherals, and audio-visual systems. *E*

Develop, monitor, and maintain the unit's budget in collaboration with the Associate Vice Chancellor of Information Technology and the Vice President of Business Services and prepare related reports; budget for ongoing upgrades and support necessary to sustain campus needs and future growth. *E*

Oversee the operation of the campus-wide help desk system used to record and assign service calls; provide direction to information technology staff on prioritizing work requests. *E*

Develop, implement, and monitor service level agreements. *E*

Analyze campus technology inventory and provide recommendations for technology refresh purchases. *E*

Coordinate activities with equipment and repair vendors; assist the purchasing department in securing the best pricing on information systems equipment and services. *E*

Prepare reports, documentation, and proposals pertaining to technology services; recommend and implement improvements to department documentation processes and standards. *E*

Perform other duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Operations, activities, and services of a technology services unit  
Modern office procedures and equipment  
Communications equipment and protocols  
Computer hardware, including desktop, laptop, mobile, servers, storage, and networks  
User software applications  
Computer operating systems  
Audio-visual equipment  
Principles of computer systems administration  
Pertinent federal, state, and local laws, codes, and regulations  
District organization, operations, policies, procedures, and objectives  
Principles of budget development and maintenance  
Principles and procedures of inventory and records management  
Principles of report preparation  
English grammar, spelling, and composition  
Principles of program planning and program review

#### ABILITY TO:

Communicate clearly and concisely, both orally and in writing  
Analyze situations accurately and adopt effective courses of action  
Select, train, supervise, and evaluate personnel

## **DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES (continued)**

Maintain current knowledge of technological trends and advances in the field to provide direction for future campus technologies  
Analyze fiscal information to develop and maintain budgets  
Plan and organize work to meet changing priorities and deadlines  
Understand and carry out oral and written directions  
Collaborate with others to carry out work  
Establish and maintain effective working relationships with those contacted in the course of work  
Exercise initiative and independence of judgment and action  
Prepare reports by gathering and organizing data from a variety of sources

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

Education: An associate degree with an emphasis in information technology, computer science, or a related field.

Experience: Five years of experience installing and maintaining computers, communication equipment, systems software, and related peripheral equipment, including one year of experience supervising technology support staff.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office/college campus environment  
Variable hours, including evenings

#### PHYSICAL ABILITIES:

Hearing and speaking to exchange information and to provide work direction  
Seeing to assure accuracy of work  
Dexterity of hands and fingers to operate a computer keyboard  
Sitting for extended periods of time  
Bending and stooping to repair and install equipment  
Lifting heavy computer equipment and supplies

#### HAZARDS:

Extended viewing of a computer monitor  
Extended use of a keyboard and mouse

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION  
FROM: MICHAEL ARNOLDUS  
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION  
SUBJECT: ABOLISHMENT OF UNUSED CLASSES

**RECOMMENDATION:**

It is recommended that effective January 29, 2015, the following class be abolished:

Grant Developer/Writer

**BASIS OF RECOMMENDATION:**

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

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS  
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

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

**EXPLANATION:**

The Director of Employment Services/Personnel Commission recommends that Personnel Commission Rule 292 – Initial Appointment be revised to provide all new employees who meet the specified criteria with advanced step placement regardless of whether such placement is requested by the new employee at the time an offer of employment is extended. Currently, such placement is at the discretion of the District following the request of the new employee. This structure creates the potential for inequitable outcomes. The proposed changes provide for a more equitable application of advanced step placement.

The Director of Employment Services/Personnel Commission also proposes that the PC Rule 292 be revised to provide for a minimum 10% salary increase rounded up to the next step of the salary range when such increase is possible within the limits of the range. The Director believes this is sufficient for attracting new employees. Currently, new classified employees may receive advanced step placement up to step seven of the salary range, and the rule does not require that consideration be given to the new employee's previous salary. The proposed changes provide for a more fiscally responsible application of advanced step placement.

The Director of Employment Services/Personnel Commission also recommends that Personnel Commission Rule 295 – Promotion be revised in conjunction with the revision to PC Rule 292 to provide for equitable treatment of District employees who promote into higher-level classifications.

The rule amendments are supported by the Vice Chancellor, Human Resources.

**REVISIONS:**

**292 INITIAL APPOINTMENT**

**292.1 REGULAR CLASSIFIED EMPLOYEES**

New employees shall be placed on the first step of the appropriate salary range. ~~A new employee may be provided with advanced step placement upon recommendation of the hiring authority and approval by the Personnel Director based upon one or more of the following factors:~~ The Personnel Director shall provide new employees, when eligible, with advanced step placement on the salary range that, when possible, provides for a 10% increase over the employee's previous salary in the most recent and related position held

by the employee. Such placement will be rounded up to the next highest step of the salary range when the salary falls in between steps. In no instance shall that placement be higher than the maximum salary step of the range for the new classification. For the purpose of determining percent increase, salaries will be compared on an equivalent assignment basis (% of full-time assignment). Eligibility for advanced step placement shall be based on the following factors:

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

Minimum qualification substitution options are for the purpose of qualifying only and shall not be applied for the purpose of calculating advanced step placement. Employees approved for advanced step placement upon initial appointment shall be subject to probationary procedures and policies.

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## 295 PROMOTION

### 295.1 PROMOTION FOR CLASSIFIED EMPLOYEES

~~Employees who are promoted from an open/promotional eligibility list shall be placed on the step of the salary schedule for the higher classification that assures the employee a one step advance over their previous salary. Whenever possible, an employee who is promoted shall be placed at the salary step on the new range that provides a minimum one-step increase over the employee's current salary. In no instance shall that placement be higher than the maximum salary step of the range for the new classification. The Personnel Director shall provide eligible employees with advanced step placement on the salary range that, when possible, provides for a 10% increase over the employee's previous salary in the most recent position held by the employee. Such placement will be rounded up to the next highest step of the salary range when the salary falls in between steps. For the purpose of determining percent increase, salaries will be compared on an equivalent assignment basis (% of full-time assignment). Eligibility for advanced step placement shall be based on the following factors:~~

**OR**

~~Shall be placed on the first, second, or third step on the salary schedule of the higher classification, dependent upon experience. Placement above the first step shall be in increments of one (1) step for each additional year of direct related experience above the minimum qualifications, provided such experience was not counted for salary placement upon entry to the District or previous promotion.~~

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

Minimum qualification substitution options are for the purpose of qualifying only and shall not be applied for the purpose of calculating advanced step placement.

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