



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR SEPTEMBER 17, 2015

5:30 p.m.

Oxnard College
Black Box Theater
4000 S. Rose Avenue
Oxnard, CA 93033

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **MINUTES**
Personnel Commission Meeting – August 31, 2015
4. **CORRESPONDENCE**
None
5. **OLD BUSINESS**
None
6. **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
7. **REVISION OF PERSONNEL COMMISSION RULE 252 (SECOND READING)**
8. **REESTABLISHMENT OF CLASSIFICATION, TITLE CHANGE, AND REVISION OF CLASSIFICATION SPECIFICATION**
Public Relations and Marketing Specialist
9. **RECLASSIFICATION OF A POSITION**
Reclassification of an Instructional Assistant / Technology position to Instructional Lab Technician I -Automotive

10. **PERSONNEL COMMISSIONER SELECTION PROCESS**
Joint appointment of Personnel Commissioner for 2016-2018
11. **RECESS TO CLOSED SESSION**
None
12. **RECONVENE IN OPEN SESSION**
N/A
13. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**
14. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**
The date and time of the next regularly scheduled meeting of the Personnel Commission is October 15, 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.
15. **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



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Personnel Commission

Director's Report

August 28, 2015 – September 11, 2015

Current Classified Selection Processes									
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
Child Development Assistant	40	MC	8/27/15	9/11/15	Training & Experience Evaluation/Technical Interview	9/21/15	N/A	10/5/15 – 10/9/15	10/13/15
Director of College Information Technology Services	25	MC	6/29/15	7/20/15	Training & Experience Evaluation/Technical Interview	7/27/15	N/A	9/17/15	9/21/15
Executive Assistant to Vice Chancellor	0 (not opened)	DAC	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Financial Aid Specialist	47	MC	7/31/15	8/16/15	Training & Experience Evaluation/Technical Interview	8/24/15	N/A	9/7/15-9/11/15	9/15/15
Grounds Maintenance Worker	0 (not opened)	VC	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Human Resources Analyst I	7	DAC	8/19/15	9/13/15	Training & Experience Evaluation/Technical Interview	9/21/15	N/A	9/28/15-10/2/15	10/6/15
Human Resources Analyst II	2	DAC	8/19/15	9/13/15	Training & Experience Evaluation/Technical Interview	9/21/15	N/A	9/28/15-10/2/15	10/6/15
Human Resources Technician II	10	DAC	8/18/15	9/2/15	Training & Experience Evaluation/Technical Interview	9/10/15	N/A	9/21/15-9/25/15	9/29/15
Instructional Lab Technician I – Automotive	3	VC	8/24/15	9/20/15	Performance Test/Technical Interview	N/A	10/9/15	10/23/15	10/27/15
Instructional Lab Technician I – Automotive	3	OC	8/24/15	9/20/15	Performance Test/Technical Interview	N/A	10/9/15	10/23/15	10/27/15

Current Classified Selection Processes (cont.)									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Instructional Lab Technician II – Sciences	0 (not opened)	OC	TBD	TBD	TBD	TBD	N/A	TBD	TBD
Office Assistant	98	OC	8/20/15	9/4/15	Written Test/Technical Interview	N/A	9/14/15-9/24/15	10/5/15-10/9/15	10/13/15
Warehouse Operator	0 (not opened)	MC	TBD	TBD	TBD	TBD	TBD	TBD	TBD

Current Classified Positions Filled					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Deborah Brackley	Tutorial Services Specialist II	MCU137	MC	Probationary	09/01/15
Roland Duenes	Custodian	XCU106	OC	Probationary	09/18/15
John Habal	Matriculation Specialist I	XCU399	OC	Probationary	08/27/15
Andrew Lucas	Information Technology Support Specialist II	WCU054	VC	Probationary	09/01/15
Elena Lucin	Instructional Lab Technician II – Chemistry	MCU092	MC	Transfer	09/01/15
Katherine Saunders	Research Analyst	MCU487	MC	Probationary	09/01/15

Current Classified Positions Pending		
Classification	Position Number	Location
Admissions & Records Technician	MCU138	MC
Counselor Assistant	VCU054	VC
Counselor Assistant	VCU092	VC
Curriculum Technician	MCU470	MC
Electrician	XCU050	OC

Current Classified Positions Pending (cont.)		
Classification	Position Number	Location
Financial Analyst	DCU008	DAC
Instructional Lab Technician II - Nursing	MCU495	MC
Matriculation Specialist I	XCU082	OC
Performing Arts Center Technician I	VCU568	VC
Matriculation Specialist II	VCU132	VC
Matriculation Specialist II	VCU119	VC
Senior Payroll Technician	DCU005	DAC
Student Services Specialist/International Students	MCU145	MC
Vice President of Business Services	MMC063	MC

Upcoming Recruitments		
Classification	Position Number	Location
Plumber	XCU108	OC
Registrar	VSC119	VC
Tutorial Services Specialist II	XCU052	OC
Vice Chancellor, Business & Administrative Services	DMC031	DAC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Instructional Assistant	OC	3/16/15	In progress
Grant Accounting Administrative Assistant	VC	7/16/15	In progress
Maintenance Worker I	VC	1/14/15	In progress
Library Assistant	VC	4/27/15	On hold

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: REESTABLISHMENT OF CLASSIFICATION, TITLE CHANGE, AND REVISION OF
CLASSIFICATION SPECIFICATION FOR PUBLIC RELATIONS AND MARKETING
SPECIALIST

RECOMMENDATION:

It is recommended that the Personnel Commission approve the following:

- A. Reestablishment of the classification of Public Relations and Marketing Specialist
- B. Title change to Public Information Officer
- C. Proposed revisions to the classification specification

BASIS OF RECOMMENDATION:

District administration has requested the reestablishment of the classification to allow for the establishment of a new position in the class. The proposed title is more consistent with titling practices of other organizations that have similar positions. The proposed revisions are provided for the purpose of updating and clarifying the language in the specification, including the substitution options for the minimum qualifications.

It is recommended that the salary for the classification be allocated to the same salary range in which it was placed at the time it was abolished which was Classified Salary Schedule #285 (\$56,976-\$78,540/annual).

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PUBLIC INFORMATION OFFICER RELATIONS AND MARKETING SPECIALIST

BASIC FUNCTION:

Under the ~~direction-general supervision~~ of ~~a College President~~ the Director of Communications and Chief of Staff, plan, coordinate, and implement a public relations and information plan and program for the ~~Collegecolleges~~; ~~disseminate information concerning college programs and activities to a variety of media and the general public~~; ~~provide for external outreach and educating of College programs and services~~.

REPRESENTATIVE DUTIES:

~~At the direction of the Director of Communications and Chief of Staff, Consult-consult with the College-colleges President and other management personnel regarding events and programs requiring press coverage or promotion~~ to carry out public information duties. *E*

Promote community awareness and media support of college programs and District-wide events/activities. *E*

Prepare and disseminate a variety of social media and news releases, newsletters, and public service announcements including those dealing with instructional programs, specialized services, registration and recruitment, special events, and ~~Community-community Services~~ services as assigned; prepare, copy, compile, edit, and revise information and materials for advertising efforts and publication. *E*

Serve as ~~primary college~~ contact with the media regarding particular college events and programs as assigned, ~~assuring-ensuring~~ appropriate coverage of college programs; ~~prepare news releases for newspapers, newsletters and public service announcements for radio stations~~; plan media campaigns for college programs; maintain ~~continuous~~ contact with local media to establish personal identification and cooperation for maximum coverage of college programs. *E*

Develop college brochures, newsletters and other printed information, maintaining design and editorial standards to assure high quality of college publications, advertising and promotional literature. *E*

~~Conduct marketing research to determine college focus and assist in college recruitment efforts.~~ *E*

~~Prepare, write and coordinate College newsletter.~~ *E*

Assist the ~~College President and other departments~~ Director of Communications and Chief of Staff with media relations, public appearances, media interviews, and speaking engagements. *E*

Discover and determine newsworthiness of campus programs through ongoing communication with college staff. *E*

PUBLIC INFORMATION OFFICER (continued)

~~Gather, compile, and develop content for the college websites; monitor and post content to the District's social media platforms and/or the college's social media platforms as assigned. *E*~~

~~Prepare copy and compile information for advertising efforts, brochures, sports programs, and sports press books as required; edit and design programs and sports press books. *E*~~

~~Attend athletic events as assigned; notify media of competition results at conclusion of event and prepare and distribute news release. *E*~~

~~Prepare letters and information on behalf of for the Chancellor the President and staff as directed. *E*~~

~~Coordinate community or media visitations to the campus; represent the college in the community; conduct campus tours; arrange press conferences and guest appearances and serve as an information center for the campus. *E*~~

~~Establish and publicize College Speakers Bureau; coordinate speaking engagements by participating college staff members. *E*~~

~~Maintain a variety of files, records and reports including long term statistics and records on sports; President's report, annual report, news releases, photos and clippings including news releases, photos, and related documents; maintain media lists, media contacts, and mailing lists. *E*~~

~~Prepare and administer Public Information Office budget; order and purchase supplies. *E*~~

~~Assist in developing and implementing an annual institutional advertising plan. *E*~~

~~Assist district staff at community events as assigned and take photos in the absence of marketing staff.~~

~~Attend a variety of meetings and seminars as required directed. *E*~~

~~Select, train and provide work direction to hourly and student personnel as assigned.~~

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques of preparing, producing, and disseminating public information
~~Principles and techniques of establishing and maintaining good public and community relations~~
Public relations principles, practices, and techniques

Media functions and relations

Methods and techniques of preparing and printing information publications

Copyright laws

Methods and techniques of editing, news reporting, marketing and advertising

Channels of news distribution

Photographic equipment and techniques

Modern office practices, procedures, and equipment

PUBLIC INFORMATION OFFICER (continued)

Modern computing including social networking, web design and maintenance, word processing, spreadsheet, email, presentation, and database applications

Techniques and methods used in editing and general design, lay-out, and production of written communication materials

~~Correct English usage, grammar, spelling, punctuation and vocabulary~~

Principles of English grammar, spelling, and composition

Principles and practices of training and work direction

~~Interpersonal skills using tact, patience and courtesy~~

District organization, operations, policies, and objectives

Applicable sections of State Education Code and other laws

Technical aspects of field of specialty

ABILITY TO:

Understand, interpret, and publicize the diverse programs and services of a community college
Plan, organize, and implement an effective public information and relations program

Communicate effectively with the media

~~Write-Develop~~ and edit clear, concise, accurate, and effective informational materials for public distribution

Evaluate the news value of college activities ~~accurately~~

~~Plan, organize, supervise and evaluate the work of others~~

Understand and follow oral and written directions

~~Work cooperatively with others~~

Work independently ~~with little direction~~ and as part of a team

Exercise initiative and independence of judgment and action

Operate ~~a variety of machines and equipment including typewriter, tape recorder,~~ photography equipment, ~~computer and copy machine~~

Operate a computer and applicable software to carry out assigned responsibilities

Establish and maintain effective working relationships with ~~other~~ those encountered in the course of work

Analyze situations accurately and adopt an effective course of action

~~Meet schedules and time lines~~

~~Plan and organize work~~

Manage and coordinate multiple projects simultaneously

Communicate ~~effectively~~ clearly and concisely, both orally and in writing

Operate a vehicle observing legal and defensive driving practices

~~Prepare and administer an operating budget~~

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: bachelor's degree in journalism, public relations, marketing or related field and three years of demonstrated work experience in media or public relations work.~~

A bachelor's degree in journalism, public relations, marketing, communications, or related field AND three years of demonstrated work experience in media or public relations.

OR

A graduate degree in journalism, public relations, marketing, communications, or related field AND two years of demonstrated work experience in media or public relations.

PUBLIC INFORMATION OFFICER (continued)

LICENSES AND OTHER REQUIREMENTS:

Valid California drivers' license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment with frequent interruptions
Driving to a variety of locations to conduct work

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate cameras and office equipment
Seeing to develop various publicity materials ~~and to assure high quality~~
~~Walking to conduct campus tours~~
Hearing and speaking to ~~exchange information~~ communicate with others
Reaching to retrieve and file records

PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

RECLASSIFICATION OF A POSITION TO AN EXISTING CLASSIFICATION

COMMISSION STAFF RECOMMENDS THAT THE FOLLOWING RECLASSIFICATION BE APPROVED:

From:	Instructional Assistant / Technology (Schedule 220 \$3,346-\$4,618/month)	To:	Instructional Lab Technician I - Automotive (Schedule 250 \$3,936-\$5,426/month)
Incumbent:	Jeff Hiben	Location:	Automotive Technology, Oxnard College

BACKGROUND:

Oxnard College administration requested the subject position be studied to ensure it is classified appropriately. Commission staff's determination to reclassify the position to an Instructional Lab Technician I - Automotive 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 the duties and responsibilities assigned to the position have gradually increased in terms of scope, complexity, and level of responsibility.

BASES OF RECOMMENDATIONS:

The primary distinguishing characteristics between the Instructional Assistant - Technology and Instructional Lab Technician I - Automotive classifications are that the Instructional Assistant - Technology provides assistance to instructors by performing basic record keeping duties and maintaining tools and equipment. In contrast, the Instructional Lab Technician I - Automotive classification is assigned responsibility for providing students with technical and complex instructional supervision and training in the automotive shop. Further, the Instructional Lab Technician I - Automotive is responsible for setting up and repairing machines and equipment for the purpose of instructional use. Generally, the Instructional Lab Technician I - Automotive classification is assigned work that requires higher technical expertise.

The subject position meets the class concept of Instructional Lab Technician I - Automotive in that the position works in the automotive shop alongside instructors to provide assistance with demonstrations and training of students during lab courses. The subject position supervises assigned student groups during lab courses and provides progress reports to instructors. With regard to handling equipment, the subject position has primary responsibility for repairing automotive equipment after student use, as well as setting up and operating any instructional or audio-visual equipment needed for instruction during labs. In addition, the subject position is responsible for independently using expertise or examining available literature to determine the necessary supplies and equipment to be ordered. The subject position also has primary responsibility for interviewing, hiring, scheduling, assigning work, and approving the timecards of student workers, which is a responsibility of an Instructional Technician I - Automotive.

Given that the aforementioned findings, Commission staff has determined that a reclassification of the subject position to the classification of Instructional Lab Technician I - Automotive is warranted.

CLASSIFICATION REVIEW COMMITTEE AND STATUS OF INCUMBENT:

On September 3, 2015, the Classification Review Committee reviewed the proposed recommendation and unanimously supported the recommendation to reclassify the subject position. Those present at the meeting were Darlene Melby, Interim Vice President, Business Services at Moorpark College; Cheryl Manley-Orm, Senior Payroll Technician at the District Administrative Center; and Danielle Wiley, Dental Hygiene Administrative Assistant at Oxnard College. Tim Harrison, Interim Vice President, Business Services at Ventura College; Mike Bush, Vice President, Business Services at Oxnard College; and Ornpawee Duangpun, Instructional Data Specialist at Ventura College reviewed the recommendation report and submitted their vote via email.

The incumbent has occupied his position for more than fifteen years with satisfactory performance in addition to gradually accruing the higher-level responsibilities over the course of at least four years. Therefore, it is recommended that the incumbent be reclassified with his position in accordance with Personnel Commission Rule 215.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT / TECHNOLOGY

BASIC FUNCTION:

Under direct supervision of a Dean, provide instructional assistance by performing basic record keeping duties involved in the preparation and maintenance of financial records and reports. Maintain the tools and equipment used by faculty and students in the Technology Department.

REPRESENTATIVE DUTIES:

Assist in the preparation of instructional material; perform a variety of clerical duties such as computer operations, filing, maintaining student information, process appropriate forms and records, monitor and maintain account balances, and records for all automotive repairs performed by the department. *E*

Compile, audit, verify, and monitor data from District Office and campus personnel to maintain assigned account. *E*

Check tools and equipment in and out to students and faculty in the Technology Department. *E*

Assist in ordering equipment, parts, and supplies. *E*

Inspect and maintain tools and equipment. *E*

Maintain tool room in a clean and orderly manner. *E*

Assure shop security by locking doors and receiving tools at the end of each class. *E*

Operate a variety of tools, equipment, and machinery; advise students of the proper use of tools and equipment. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic record keeping procedures
- Oral and written communication skills
- Nomenclature, uses, and maintenance of hand tools and equipment
- Interpersonal skills using tact, patience and courtesy
- Proper methods of storing equipment, materials and supplies
- Appropriate safety precautions and procedures

INSTRUCTIONAL ASSISTANT/ TECHNOLOGY (continued)

ABILITY TO:

Learn, interpret, and explain the District's accounting policies and procedures in an assigned area
Perform a variety of arithmetic calculations; apply financial record keeping principles
Operate standard office equipment, including calculators and computers for a variety of office related functions
Issue tools and maintain records of use; operate, service, and make repairs on hand tools and equipment
Work independently with little direction; meet schedules and time-lines
Understand and follow oral and written directions; communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Analyze situations accurately and adopt an effective course of action

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school supplemented by course work in record keeping, **and** two years experience in related record keeping techniques and in the use and maintenance of hand tools and equipment used in automotive repair.

WORKING CONDITIONS:

ENVIRONMENT:

Office and tool room environment; subject to fumes and equipment noise

PHYSICAL ABILITIES:

Sitting and operating a keyboard to enter data into a computer
Dexterity of hands and fingers to operate a computer keyboard and other standard office equipment
Reaching overhead, above the shoulders, and horizontally and bending at the waist to maintain files
Seeing to assure entries are made accurately
Hearing and speaking to exchange information on the telephone or in person
Lifting, carrying and pushing objects weighing up to 50 pounds

HAZARDS:

Extended viewing of computer monitor
Exposure to dust, fumes from solvents, equipment operation, working around and with machinery having moving parts

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN I-AUTOMOTIVE

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide technical instructional duties in the supervision and training of students in the Automotive Shop; maintain and repair instructional machines and equipment.

REPRESENTATIVE DUTIES:

Provide technical and complex instructional duties in the supervision and training of students in the Automotive Shop; provide student progress information to instructor. *E*

Demonstrate or describe the proper operation of equipment, tools, machinery, instruments and class materials. *E*

Assist in the preparation and maintenance of instructional materials; assist in the scoring of test as required. *E*

Inspect and accept from customers vehicles for repair; estimate repairs and write and assign duty station and work orders to students; inspect and test vehicles after repair; record and bill work completed; process payment according to established procedures. *E*

Assist in the preparation of equipment; assist in ordering supplies; maintain shop supply inventory. *E*

Examine new equipment and available literature to recommend future purchases; organize and maintain current shop manual. *E*

Assure and enforce security and safety of the shop according to established procedures. *E*

Maintain and repair automotive equipment and shop area for instruction; maintain audio-visual instructional material; operate audio-visual equipment. *E*

Monitor the flow of automotive shop work; train and provide work direction to student workers as required. *E*

Prepare and maintain variety of records and reports including student attendance. *E*

Operate a variety of equipment and machinery, such as Instructional Lab balancers, scopes,

INSTRUCTIONAL LAB TECHNICIAN (continued)

presses, micrometers and audio-visual equipment. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Tools, machinery and equipment used in Automotive Shop

Methods and techniques used in the repair, maintenance, service, overhaul and adjustment of automotive systems

Principles and practices of training and instruction

Record-keeping techniques

Oral and written communications skills

Technical aspects of field of specialty

Health and safety regulations

A designated second language may be required in some positions

ABILITY TO:

Assist students in understanding and applying basic principles of the subject area to which assigned

Advise students in the proper operation and use of assigned instructional equipment

Explain work assignments to students

Speak clearly and distinctly

Understand and follow oral and written directions

Establish and maintain cooperative and effective working relationships with others

Operate a variety of automotive equipment, machinery, tools and instruments efficiently

Plan and organize work

Make arithmetic calculations quickly and accurately

Learn quickly to apply specific rules, policies and procedures of program to which assigned

Maintain records and prepare reports

Perform mechanical repairs to a variety of automotive equipment

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by course work in automotive repair and two years experience in automotive repair

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Some positions may require a designated second language

INSTRUCTIONAL LAB TECHNICIAN (continued)

Must possess certificates in brake systems and front-end service and repair from the National Institute for Automotive Service Excellence or its equivalent within nine months of employment

WORKING CONDITIONS:

ENVIRONMENT:

Automotive Shop environment
Noise and fumes

PHYSICAL ABILITIES:

Lifting and carrying heavy equipment
Pushing and pulling
Hearing and speaking to communicate with students and faculty
Seeing to observe student behavior and progress
Bending at the waist
Dexterity of hands and fingers to operate shop equipment
Reaching to demonstrate repair techniques
Standing for extended periods of time

HAZARDS:

Working around and with machinery having moving parts
Exposure to fumes and gases from vehicle operation and exposure to fluids treated as hazardous waste