



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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MEETING AGENDA FOR SEPTEMBER 29, 2016  
6:00 p.m.

Thomas G. Lakin Board Room  
District Administrative Center  
255 W. Stanley Ave, 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 – September 15, 2016
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. AMENDMENT OF PERSONNEL COMMISSION RULE 123 (SECOND READING)
9. RECLASSIFICATION OF POSITIONS TO A NEW CLASSIFICATION AND ABOLISHMENT OF A CLASSIFICATION
  - A. Establishment of the new classification of Academic Data Specialist
  - B. Reclassification of all Instructional Data Specialist positions to the new classification of Academic Data Specialist
  - C. Abolishment of the classification of Instructional Data Specialist

10. **ESTABLISHMENT OF A NEW CLASSIFICATION**  
Grant Director – Basic Skills and Student Outcomes Transformation Program

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 scheduled meeting of the Personnel Commission is October 20, 2016, 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

September 10, 2016 – September 26, 2016

Current Classified Selection Processes (Between 09/10/16 – 09/26/16)									
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
Admissions and Records Technician	125	OC	08/30/16	09/14/16	Written Test/Technical Interview	N/A	10/03/16	10/18/16	10/20/16
Bursar	10	MC	09/16/16	10/02/16	Training & Experience Evaluation/Technical Interview	10/05/16	N/A	10/18/16	10/20/16
Custodian	64	VC	07/14/16	08/14/16	Written Test/Technical Interview	N/A	08/24/16	09/19/16 – 09/20/16	09/22/16
Financial Aid Specialist	41	VC	09/14/16	09/29/16	Training & Experience Evaluation/Technical Interview	10/06/16	N/A	10/14/16 – 10/20/16	10/24/16
Human Resources Assistant	280	DAC	08/15/16	08/30/16	Training & Experience Evaluation/Performance Test/Technical Interview	09/06/16	09/15/16	10/04/16	10/06/16
Information Technology Help Desk Assistant	54	VC	08/04/16	08/21/16	Training & Experience Evaluation/Technical Interview	08/26/16	N/A	09/06/16 – 09/09/16	09/13/16
Instructional Assistant/Assistive Technology Center	47	MC	08/04/16	08/19/16	Training & Experience Evaluation/Technical Interview	08/31/16	N/A	09/15/16	09/19/16
Instructional Data Specialist	55	VC	07/28/16	08/14/16	Training & Experience Evaluation/Technical Interview	08/24/16	N/A	09/08/16	09/12/16
Instructional Lab Technician Dental Hygiene	1	OC	09/21/16	10/06/16	Training & Experience Evaluation/Technical Interview	10/13/16	N/A	10/24/16 - 10/28/16	11/04/16
Instructional Lab Technician I – Automotive	2	VC	08/31/16	09/15/16	Performance Test/Technical Interview	N/A	09/30/16	10/14/16	10/18/16
Instructional Lab Technician II – Chemistry	34	VC	08/02/16	08/24/16	Training & Experience Evaluation/Technical Interview	09/02/16	N/A	09/12/16 – 09/16/16	09/20/16

Current Classified Selection Processes (Between 09/10/16 – 09/26/16) (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
Payroll Technician	68	DAC	08/18/16	09/02/16	Training & Experience Evaluation/Technical Interview	09/12/16	N/A	09/22/16	09/26/16
Senior Administrative Assistant	99	VC DAC	08/25/16	09/11/16	Written/Performance Test/Technical Interview	N/A	09/19/16 – 09/29/16	10/12/16	10/14/16

Current Classified Positions Filled (As of 09/26/16)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Michael Alexander	Director of College Information Systems Services	WMC012	DAC	Probationary (promotion)	09/19/16
Vanessa Chacon	Counselor Assistant	VCU034	VC	Probationary (new)	09/19/16
Alicia Freeman	Administrative Assistant	MCU500	MC	Probationary (new)	09/26/16
Mayra Hernandez	Financial Aid Technician (bilingual)	VCU140	VC	Probationary (new)	09/12/16
Rhonda Lillie	Information Help Desk Assistant	WCU063	VC	Probationary (new)	09/19/16
April Montes	Student Outreach Specialist	MCU432	MC	Probationary (new)	09/26/16

Current Classified Positions Pending (As of 09/26/16)

Classification	Position Number	Location
Administrative Assistant	MCU501	MC
Administrative Assistant	MCU014	MC
Administrative Assistant	MCU015	MC
Administrative Assistant	MCU018	MC
Administrative Assistant	WCU058	DAC
Counselor Assistant	MCU502	MC
Custodian	VCU579	VC
Instructional Assistant/Assistive Technology Center	MCU341	MC

Current Classified Positions Pending (As of 09/26/16) (cont.)		
Classification	Position Number	Location
Instructional Data Specialist	VCU558	VC
Instructional Lab Technician II – Chemistry	VCU068	VC
Instructional Lab Technician II – Sciences	XCU103	OC
Instructional Technologist/Designer	VCU578	VC
Matriculation Specialist II	MCU504	MC
Payroll Technician	DCU006	DAC
Program Specialist – Career and Technical Education	XCU412	OC
Senior Programmer Analyst	WCU038	DAC
Senior Programmer Analyst	WCU039	DAC

Upcoming Recruitments		
Classification	Position Number	Location
Instructional Lab Technician II – Physical and Applied Sciences	VCU583	VC
Network Administrator II	WCU037	DAC
Research Analyst	XCU415	OC
Student Success and Support Services Supervisor	VSC004	VC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Grant Accounting Administrative Assistant	DAC	07/16/15	In progress
Instructional Data Specialist	MC, OC, VC	04/14/16	In progress
Financial Aid Specialist	VC	08/19/16	In progress

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

**FROM:** MICHAEL ARNOLDUS  
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

**SUBJECT:** REVISION OF PERSONNEL COMMISSION RULE 123 – DISQUALIFICATION OF APPLICANTS

**EXPLANATION:**

As part of the selection process, VCCCD conducts reference checks on all employees prior to hire. Prior to conducting reference checks, candidates are asked to sign a Confidential Inquiry Waiver releasing current and previous employers from any liability or damage which may result from furnishing information pertaining to the candidate during the reference check process. If a candidate does not sign the waiver, the District is hindered in its ability to conduct reference checks for that individual.

The Personnel Commission rules currently state that candidates may be disqualified or removed from an eligibility list if negative job-related information is received during the reference check process. Yet, the rules do not specify any penalty for failing to sign the Confidential Inquiry Waiver which would likely hinder the District's ability to collect this information. Under current practice, a candidate who fails to sign the waiver remains on the eligibility list and may block other qualified candidates who wish to participate in the reference check process from being considered. In order to allow for the disqualification and removal of candidates from eligibility lists who refuse to sign the waiver, Personnel Commission staff recommends approval of the proposed amendment to Personnel Commission Rule 123.

**REVISION:**

**123 DISQUALIFICATION OF APPLICANTS**

The Personnel Commission or designee may disqualify an applicant, remove a candidate's name from the eligibility list, or refuse to certify any candidate as being eligible, for any of the following reasons:

- A. Failure to meet minimum requirements or qualifications for the classification
- B. Failure to submit application correctly or within the prescribed time limit
- C. Conviction of a felony or misdemeanor involving moral turpitude
- D. False statement or failure to list material facts on application
- E. Dismissal from any position for cause

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

- F. Using or attempting to use political pressure or bribery to secure advantage in examination or appointment
- G. Securing unauthorized information regarding the examination
- H. Taking part in the administration, correction or compilation of results of the examination
- I. Known membership in any political party or special interest group that advocates the overthrow of the government by violent means or physical revolution (Ed. Code, § 88122 & Gov. Code, § 1028)
- J. Negative job-related information received from current or previous employers during the reference check process
- J.K. Failure to sign the Confidential Inquiry Waiver releasing all current and previous employers from any liability or damage which may result from furnishing information collected during the reference check process
- K.L. For public safety classifications, failure to pass a subjective background investigation as determined by the Personnel Director



PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**RECOMMENDATION:**

A. ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Academic Data Specialist

B. RECLASSIFICATION OF ALL INSTRUCTIONAL DATA SPECIALIST POSITIONS TO THE NEW CLASSIFICATION OF ACADEMIC DATA SPECIALIST

C. ABOLISHMENT OF THE INSTRUCTIONAL DATA SPECIALIST CLASSIFICATION UPON APPROVAL OF ALL POSITION RECLASSIFICATIONS BY THE BOARD OF TRUSTEES

**ANNUAL SALARY RANGE:**

\$50,004-\$68,940 (Classified Salary Schedule #255)

**BACKGROUND:** Ventura College management requested a revision of the Instructional Data Specialist classification specification. Upon review of the proposed changes and discussions with some of the incumbents, Commission staff determined it would be prudent to study all Instructional Data Specialist positions across the district to ensure they are classified appropriately.

**BASES OF RECOMMENDATION:** Commission staff studied all positions in the classification of Instructional Data Specialist across the district to gain an understanding of the assigned duties performed by the employees in the positions. Staff found that one duty assigned to the positions goes above and beyond the class concept of Instructional Data Specialist. Specifically, in addition to performing the duties associated with the class concept of Instructional Data Specialist, the subject positions transcribe course catalog and degree information into a degree auditing system using a rules and structured-based scribing process. They also review and troubleshoot discrepancies and update transcriptions in the system to ensure accuracy. This higher level responsibility does not fall under the class concept of Instructional Data Specialist, and the assignment of such duty warrants a reclassification of the Instructional Data Specialist positions to which the duty is assigned.

Under the general supervision of an assigned supervisor, an incumbent in the proposed classification will perform a wide variety of duties pertaining to the development, maintenance, and implementation of the college catalog, schedule of classes database, curriculum database, degree auditing system, and other instructional-related databases, including the transcription of course catalog and degree information into the degree auditing system. A classification specification detailing the approved duties and responsibilities of the established classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on internal alignment and external market data. With regard to internal alignment, the proposed salary is lower than that of Technical Data Specialist (Classified Salary Schedule #270, \$54,180-\$74,700/annual) which performs higher-level responsibilities, including the development of databases and data analysis tools as well as the coordination of efforts to update, evaluate, and improve data analysis systems. With regard to the external market, classifications with similar duties and level of responsibility were found at



Los Rios Community College District (Instructional Services Assistant II, \$40,472-\$55,410/annual), State Center Community College District (Curriculum Analyst, \$55,626-\$67,599/annual), Allan Hancock College (Academic Load Scheduling Specialist, \$58,080-\$70,596/annual), Los Angeles Community College District (Academic Scheduling Specialist, \$53,527-\$66,300/annual), Rancho Santiago Community College District (Instructional Coordinator/Analyst, \$48,986-\$62,567/annual), Peralta Community College District (Academic Support Services Specialist, \$58,380-\$70,476/annual), and Santa Barbara City College (Program Systems Support Specialist, \$60,785-\$74,0510/annual). In consideration of this information, placement on Classified Salary Schedule (CSS) #255 (\$50,004-\$68,940/annual) is appropriate.

The proposed actions (i.e., establishment of a new classification at CSS #255 and the reclassification of the existing Instructional Data Specialist positions to the new classification) were shared with the managers who oversee the subject positions. All managers supported the recommendations.

Commission staff recommends that the classification of Instructional Data Specialist be abolished following the reclassification of all Instructional Data Specialist positions as there will no longer be a need for the classification.

**STATUS OF INCUMBENTS:** The assignment of the higher-level duty began in February of 2012 when the District implemented a degree auditing system. This is when the incumbents who were in their current positions at the time began performing the higher level duty. Incumbents who were hired after the implementation of Degree Works were assigned the duty upon hire. Thus, there is no evidence of gradual accretion. Consequently, Commission staff does not recommend the reclassification of the incumbents with their positions.

In accordance with Personnel Commission Rule 215, Commission staff recommends that the following incumbents be placed in their reclassified positions upon passing a qualifying examination and upon approval of the position reclassifications by the Board of Trustees:

Position Number	Current Incumbent	Current Classification	Location
MCU435	Kim Watters	Instructional Data Specialist	MC
MCU474	Alan Courter	Instructional Data Specialist	MC
XCU075	Blanca Barrios	Instructional Data Specialist	OC
XCU388	Laura Anderson	Instructional Data Specialist	OC
VCU103	Katherine Owashi	Instructional Data Specialist	VC
VCU558	Vacant - N/A	Instructional Data Specialist	VC

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

Under the direction of an assigned supervisor, facilitate the production of schedule of classes for the on-campus and off-campus instructional programs; maintain and update the college catalog; input, process and maintain a variety of records as requested; provide data input training and technical assistance on student module of integrated computer system to college staff as needed.

**REPRESENTATIVE DUTIES:**

Facilitate the production of the schedule of classes for on-campus and off-campus instructional programs; create and maintain schedule information file for all new and revised courses; verify course outline requirements for units and hours of scheduled time, course title/number, prerequisite, co-requisite, recommended preparation, material fees and transferability. *E*

Create and run reports to verify accuracy of department data; work with division staff to resolve any discrepancies; notify appropriate personnel of changes. *E*

Coordinate and schedule facility use for off and on-campus classes and programs; update instructor assignments and provide other needed course data; update and maintain source documents such as prerequisite list, degree-certificate/transfer course lists, instructor SSN list and other information in the relational database, faculty/load. *E*

Provide data input training and technical assistance on student module of integrated computer system to staff and faculty as needed; test new software releases; work with program consultants and District Information Technology staff to determine the impact of upgraded releases on user functionality, create and update training documentation. *E*

Initiate roll-over procedures for each new term's schedule and update pre-schedule error report. *E*

Produce hard copy of schedule, proof and insert publicity items, and furnish copy to publications within schedule deadline for the preparation of the printed student schedule. *E*

Prepare and maintain the college catalog; update all curriculum and mandated changes; ensure accuracy of course data. *E*

Answer in-person and telephone inquiries from students, the public, faculty, administration and other employees regarding classes; provide a variety of information or direct callers to appropriate personnel. *E*

Operate a variety of office equipment including calculator, computer and printers; perform computer operations using appropriate software to generate instructional reports as requested. *E*

Serve on a variety of committees related to course/catalog maintenance. *E*

Perform other related duties as directed.

## **INSTRUCTIONAL DATA SPECIALIST (continued)**

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Operation of computer equipment and assigned software programs  
Database access techniques  
Desktop publishing programs  
Modern office practices, procedures and record-keeping techniques  
Correct English usage, grammar, spelling, punctuation and vocabulary  
District organization, operations, policies and objectives  
Oral and written communication skills  
District and campus academic and personnel policies related to scheduling, catalog, staff assignments, and loads

#### ABILITY TO:

Facilitate the production of the schedule of classes for on-campus and off-campus instructional Programs  
Establish and maintain effective working relationships with others  
Learn and apply District policies, rules, and regulations  
Communicate clearly, concisely, and effectively both orally and in writing  
Operate a variety of office equipment including computer and printer  
Prepare and maintain a variety of reports with accuracy and efficiency  
Perform responsible and complex clerical and data processing work with speed and accuracy  
Plan and organize work to meet schedules and timelines  
Understand and follow oral and written directions  
Proofread quickly and accurately  
Prepare a variety of reports upon request from administrators and division directors

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by courses in database applications and three years of increasingly responsible clerical experience including at least one year with emphasis in database applications.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment

## **INSTRUCTIONAL DATA SPECIALIST (continued)**

### PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment

Sitting for extended periods of time

Hearing and speaking to exchange information and resolve discrepancies in person and on the telephone

Seeing to read documents and inspect data input on monitor screen

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

Under the general supervision of an assigned supervisor, perform a wide variety of duties pertaining to the development, maintenance, and implementation of the college catalog, schedule of classes database, curriculum database, degree auditing system, and other instructional-related databases.

**REPRESENTATIVE DUTIES:**

Perform transcription of course catalog and degree information into degree auditing system using a rules and structured-based scribing process; review discrepancies and update transcriptions to ensure accuracy. *E*

Facilitate the production of the schedule of classes for on-campus and off-campus instructional programs; generate a variety of enrollment data reports. *E*

Evaluate, analyze, and verify data to ensure accuracy and integrity; input, process, and maintain a variety of records as requested; retrieve information from databases for a variety of purposes; access data in desired format using open database connectivity (ODBC) enabled products. *E*

Create and maintain schedule, catalog, and curriculum related databases for all courses and programs; verify course outline and program of study requirements including units and hours of scheduled time, course title/number, minimum qualifications, prerequisite, co-requisite, recommended preparation, attendance methods, material fees, and transferability; verify and submit Management Information Systems (MIS) local and State data. *E*

Calculate and enter faculty assignments; calculate department chair reassigned time and salary; prepare flex obligation forms for contract and non-contract faculty; update instructor assignments and account information and provide other needed course data; update and maintain source documents. *E*

Coordinate and schedule facility use for off and on-campus classes and programs. *E*

Participate in districtwide efforts to standardize statistical reporting; confer with staff and various committees in order to identify appropriate data sources for reporting requirements and to improve the accuracy and integrity of data reported. *E*

Provide data input training and technical assistance on degree auditing and database systems to staff and faculty as needed; test and troubleshoot new software releases and updates. *E*

Initiate roll-over procedures for each new term's schedule and update pre-schedule error report; coordinate the accurate publication of the electronic and/or hardcopy schedule to the website; utilize web design software to update associated campus webpages where applicable. *E*

Utilize desktop publishing software to prepare and maintain the college catalog; update curriculum and mandated changes; ensure accuracy of course data. *E*

## **ACADEMIC DATA SPECIALIST (continued)**

Respond to inquiries from the public, faculty, administration, and other employees regarding classes.

*E*

Serve on a variety of committees related to course/catalog maintenance. *E*

Perform other duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Data processing concepts and techniques

Operation of computer equipment and assigned software programs, including desktop publishing programs

Principles of open database connectivity (ODBC) and relational database management systems

Modern office practices, procedures and record-keeping techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

District organization, operations, policies and objectives

District and campus academic and personnel policies related to scheduling, catalog, staff assignments, and loads

Customer service methods and techniques

#### ABILITY TO:

Understand and execute instructions for modifying databases using scribe tools

Compile and organize data from multiple sources and prepare and maintain reports

Learn the characteristics of new systems and update skills to adapt to changing technology

Establish and maintain effective working relationships with others

Learn and apply District policies, rules, and regulations

Communicate clearly and concisely, both orally and in writing

Operate a variety of office equipment, including computers and associated software including word processing, spreadsheet, email, presentation, and database applications

Perform responsible and complex clerical and data processing work with speed and accuracy

Plan and organize work to meet schedules and timelines

Understand and follow oral and written directions

Proofread quickly and accurately

Analyze situations accurately and adopt effective courses of action

Perform mathematical calculations accurately

Work independently with little direction

Communicate technical information to a non-technical audience

Evaluate and interpret information and data

Prepare clear, accurate, and concise tables, schedules, summaries, and other materials in statistical and narrative form

### **EDUCATION AND EXPERIENCE:**

Graduation from high school or evidence of equivalent educational proficiency **AND** four years of clerical experience including experience inputting data, retrieving data, and generating reports in a database.

**ACADEMIC DATA SPECIALIST (continued)**

**OR**

An associate degree from a recognized college or university **AND** three years of clerical experience including experience inputting data, retrieving data, and generating reports in a database.

**OR**

An associate degree from a recognized college or university with coursework in database applications, computer programming, database development, computer applications, or a related field **AND** two years of clerical experience including experience inputting data, retrieving data, and generating reports in a database.

**OR**

A bachelor's degree from a recognized college or university **AND** two years of clerical experience including experience inputting data, retrieving data, and generating reports in a database.

**OR**

A bachelor's degree from a recognized college or university with coursework in database applications, computer programming, database development, computer applications, or a related field **AND** one year of clerical experience including experience inputting data, retrieving data, and generating reports in a database.

PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
ESTABLISHMENT OF CLASS

**RECOMMENDATION:**

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Grant Director – Basic Skills & Student Outcomes Transformation Program (BSSOTP)

**ANNUAL SALARY RANGE:**

\$82,359 - \$110,364 (Management Salary Schedule #105)

**BACKGROUND:**

The California Community College system has been provided with a total of \$60 million from the State for campuses to develop or expand evidence-based practices that increase student success, specifically as it pertains to basic skills outcomes. Oxnard College has been awarded this grant. The establishment of the proposed classification is necessary to administer the Basic Skills & Student Outcomes Transformation Program (BSSOTP) at Oxnard College.

**BASES OF RECOMMENDATION:** An incumbent in the proposed classification will manage a comprehensive set of activities related to the goals and objectives of the Basic Skills & Student Outcomes Transformation Program (BSSOTP). The incumbent will plan, direct, and supervise program activities to ensure that the grant's goals, objectives, and timelines are met; oversee and participate in the preparation and submission of reports related to grant activities; develop and manage the program budget, and perform other responsibilities necessary for the administration of the grant.

A classification description detailing the approved duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on internal alignment. An employee in the proposed classification will be assigned duties similar in scope and complexity to that of Grant Director – Science, Technology, Engineering, Mathematics (STEM) Grant, Grant Director – Title V Grant, and Grant Director – California Career Pathways Trust Grant. The aforementioned classifications are placed on Management Salary Schedule #105 (\$82,359-\$110,364/annual). Therefore, it is appropriate to allocate the new classification to Management Salary Schedule #105 (\$82,359-\$110,364/annual).



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION TITLE: GRANT DIRECTOR – BASIC SKILL & STUDENT OUTCOMES TRANSFORMATION PROGRAM (BSSOTP)**

**BASIC FUNCTION:**

Under the general direction of an administrator, the Grant Director – Basic Skills & Student Outcomes Transformation Program (BSSOTP) manages a comprehensive set of activities related to the goals and objectives of the BSSOTP.

**REPRESENTATIVE DUTIES:**

Plan, direct, and supervise program activities to ensure that the grant's goals, objectives, and timelines are met and in alignment with the District's priorities and objectives; develop, establish, and execute operational policies, procedures, and standards pertinent to the goals and objectives of the grant. *E*

Manage the collection and analysis of data; oversee and participate in the preparation and submission of fiscal reports, program plans, progress reports, and other narrative and statistical reports as required. *E*

Develop and manage the program budget; allocate resources to further institutional goals, evaluate results, and develop strategies for continued strength of the college's programs, services, and institutional effectiveness. *E*

Communicate the objectives, progress, and outcomes of project initiatives to faculty, staff, students, administrators, university and high school partners, and the community; maintain open and regular communications with all project stakeholders. *E*

Develop and implement an effective system of evaluation for the program and its activities. *E*

Develop and deliver presentations to various audiences. *E*

Serve as a district representative on various committees associated with the grant. *E*

Supervise program personnel. *E*

Perform related duties as assigned.

*E* = Essential duties

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

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

**GRANT DIRECTOR – BASIC SKILL & STUDENT OUTCOMES TRANSFORMATION PROGRAM (BSSOTP) (continued)**

Goals, policies, regulations, and contractual requirements associated with the grant  
Current theories and methods related to teaching and learning  
Institutional research models and methodologies  
State regulatory practices pertaining to the administration of the grant  
Principles of strategic planning, program development, and program review  
Principles of budget preparation and administration  
Principles and practices of effective management and supervision  
Participatory approaches to governance in the California Community College system

**ABILITY TO:**

Manage resources to accomplish long and short-term program goals  
Use independent judgment 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  
Collaborate with faculty and classified personnel to develop strategies to enhance student success outcomes in pre-college level math and English courses  
Demonstrate an understanding of and sensitivity to the diverse academic, socio-economic, ethnic, cultural, disability, sexual orientation, and religious backgrounds of the college students  
Learn and apply new information and skills  
Create an environment conducive to the development of instructional innovations  
Exercise independent judgment in developing and implementing creative solutions to program conditions or problems  
Manage complex projects in a dynamic interdisciplinary environment with multiple responsibilities  
Direct, coordinate, and evaluate the work of others  
Communicate effectively, both orally and in writing  
Develop and administer complex budgets  
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

**EDUCATION AND EXPERIENCE:**

A bachelor's degree from a recognized college or university **AND** three years of experience planning, directing, and organizing grants or projects of comparable complexity to the administrative assignment.

**OR**

A graduate degree from a recognized college or university **AND** one year of experience planning, directing, and organizing grants or projects of comparable complexity to the administrative assignment.