



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### MEETING AGENDA FOR OCTOBER 25, 2018

5:30 p.m.

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

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

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS REGARDING AGENDA ITEMS
4. MINUTES  
Personnel Commission Meeting – September 20, 2018
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
    - Classified Salary Study Update
  - D. Commissioners' Reports
8. ESTABLISHMENT OF A NEW CLASSIFICATION  
Basic Needs Specialist
9. REESTABLISHMENT OF AN ABOLISHED CLASSIFICATION  
Web Developer

**10. ABOLISHMENT OF UNUSED CLASSIFICATIONS**

Box Office Assistant  
Career Resources Specialist I  
Career Resources Specialist II  
Financial Aid Technology Support Specialist  
Interpreter

**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 November 15, 2018, at 5:30 p.m. The meeting will take place in the Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.

**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 761 E. Daily Drive, Camarillo, CA 93010 or at the Personnel Commission meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of Michael Arnoldus, Director of Employment Services/Personnel Commission  
Ventura County Community College District  
761 E. Daily Drive, Suite 200  
Camarillo, CA 93010  
(805) 652-5521



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## Personnel Commission

### Director's Report September 15, 2018 – October 19, 2018

Current Classified Selection Processes (Between 09/15/18 to 10/19/18)									
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
Accounting Technician	3	OC	10/18/18	11/04/18	Performance Examination/Technical Interview	N/A	11/12/18 – 11/15/18	11/26/18 – 11/30/18	12/05/18
Administrative Assistant, Chancellor's Office (Confidential)	128	DAC	09/12/18	09/27/18	Performance Examination/Technical Interview	N/A	10/09/18	10/30/18	11/02/18
Career Services Specialist	64	MC	08/21/18	09/06/18	Training & Experience Evaluation/Technical Interview	09/14/18	N/A	10/15/18	10/18/18
Costume Technician	16	VC	09/21/18	10/21/18	Training & Experience Evaluation/Technical Interview	10/29/18	N/A	11/26/18 – 11/30/18	12/05/18
Custodial Supervisor	25	OC	08/14/18	09/05/18	Training & Experience Evaluation/Technical Interview	09/17/18	N/A	09/26/18	10/01/18
Graphic Designer	80	DAC	09/17/18	10/02/18	Training & Experience Evaluation/Technical Interview	10/04/18	N/A	10/22/18	10/25/18
Human Resources Analyst I	48	DAC	09/21/18	10/14/18	Training & Experience Evaluation/Technical Interview	TBD	TBD	TBD	TBD
Human Resources Analyst II	7	DAC	09/20/18	10/07/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	10/30/18	11/02/18
Instructional Lab Tech II, Biology	14	MC	10/05/18	10/21/18	Training & Experience Evaluation/Technical Interview	10/29/18	N/A	11/16/18	11/21/18
Instructional Lab Tech II, Physical and Applied Sciences	12	VC	09/27/18	10/14/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	11/09/18	11/14/18
Instructional Lab Tech II, Nursing	1	MC/VC	10/12/18	10/28/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	11/12/18 – 11/16/18	11/21/18
Locksmith	8	MC	03/12/18	07/16/18	Technical Interview	N/A	N/A	09/25/18	09/28/18

Current Classified Selection Processes (Between 09/15/18 to 10/19/18) (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
Physical Education / Athletic Equipment Manager	33	VC	09/20/18	10/07/18	Training & Experience Evaluation/Technical Interview	10/17/18	N/A	10/29/18	11/01/18
Program Coordinator I	68	DAC/VC	07/23/18	08/07/18	Training & Experience Evaluation/Technical Interview	09/21/18	N/A	10/02/18	10/08/18
Proctor	76	VC	09/07/18	09/22/18	Written Examination/Technical Interview	N/A	10/09/18 – 10/12/18	10/22/18	10/25/18
Student Outreach Specialist	95	MC	08/22/18	09/07/18	Training and Experience Evaluation/Technical Interview	09/17/18	N/A	10/01/18	10/05/18
Student Services Assistant	114	MC	09/07/18	09/22/18	Written Examination/Technical Interview	N/A	10/09/18 – 10/12/18	10/17/18	10/22/18

Current Classified Positions Filled (As of 10/19/18)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Bingham, Christina	Instructional Lab Technician I – Culinary Arts & Restaurant Management	XCU067	OC	Probationary (new)	10/01/18
Burns, Jeremiah	Electrician	MCU064	MC	Probationary (new)	10/29/18
Hernandez, Yesika	Financial Aid Specialist	VCU552	VC	Probationary (new)	10/08/18
Huisenga, Andrew	Community College Police Officer II – Sergeant	WCU011	DAC	Probationary (promotion)	10/01/18
Inda, Darlene	College Services Supervisor	XSC106	OC	Probationary (promotion)	10/15/18
Lacson, Ronillo	Tutorial Services Specialist II	XCU052	OC	Probationary (promotion)	09/24/18
Leach, Kristen	Human Resources Analyst I	DCU121	DAC	Probationary (new)	10/01/18
Little, Kelly	Admissions and Records Technician	MCU526	MC	Voluntary Demotion	10/08/18
Moran-Romero, Jaime	Custodial Supervisor	XSC038	OC	Probationary (promotion)	10/12/18
Renbarger, Chris	College Fiscal Services Supervisor	XSC105	OC	Probationary (promotion)	10/01/18
Rodriguez, Daniella	Admissions and Records Technician	MCU006	MC	Voluntary Demotion	10/15/18

Current Classified Positions Pending (As of 10/19/18)			
Classification	Position Number	Location	Date List Certified
Career Services Specialist	MCU357	MC	10/18/18
Custodian	VCU055	VC	08/28/18
Custodian	VCU066	VC	08/28/18
Locksmith	MCU104	MC	09/28/18
Program Coordinator I	DCU163, VCU590, VCU591	DAC/VC	10/08/18
Student Outreach Specialist	MCU525	MC	10/05/18

Upcoming Recruitments		
Classification	Position Number	Location
Child Development Associate	MCU037	MC
Counselor Assistant	MCU524	MC
Curriculum Technician	XCU387	OC
Financial Aid Specialist	VCU596	VC
Grant Accounting/Administrative Assistant	XCU421	OC
Office Assistant	VCU385	VC
Performing Arts Center Technical Director	MCU300	MC
Web Developer	DCU165	DAC
Zoo Operations Assistant	MCU462	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Student Outreach Specialist	MC	05/09/18	On hold
Office Assistant	MC	08/03/18	On hold

PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
ESTABLISHMENT OF CLASS

**RECOMMENDATION:**

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:  
Basic Needs Specialist

**ANNUAL SALARY RANGE:** CLASSIFIED EMPLOYEES SALARY SCHEDULE #260 (\$52,596-\$72,552/ANNUAL)

**BACKGROUND:** Ventura College requested the establishment of a classification to oversee activities pertaining to providing basic needs to Ventura College students. This is in support of a new program at the college.

**BASES OF RECOMMENDATION:** An incumbent in the proposed classification will be responsible planning, coordinating, implementing, and evaluating a broad set of activities pertaining to students' basic needs, including providing direct support to students by planning, organizing, and implementing individualized basic needs solutions. A classification description detailing the duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary is based on internal alignment. The proposed salary for the subject classification is aligned with the Student Success and Support Specialist II classification given that both classifications are responsible for organizing and implementing activities, programs, and services designed to improve student success. This includes responsibility for serving as a liaison between the college and the community, identifying students in need and informing them of services, assisting students with their needs, and maintaining regular contact with the participants. Given that the both classifications perform duties of similar complexity and nature, it is appropriate to allocate the new classification to Classified Employees Salary Schedule #260 (\$52,596-\$72,552/annual).

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: BASIC NEEDS SPECIALIST**

**BASIC FUNCTION:**

Under the direction of an assigned administrator, a Basic Needs Specialist plans, coordinates, implements and evaluates a broad set of activities pertaining to students' basic needs, including providing direct support to students by planning, organizing, and implementing individualized basic needs solutions.

**REPRESENTATIVE DUTIES:**

Oversee the development of resources, programs, events, and services as related to social services work to support students' basic needs including housing, food, mental health, and employment. *E*

Establish local and regional collaborative relationships and partnerships with business entities, community organizations, and local educational agencies pertaining to student basic needs; partner with food bank affiliates and other non-profit entities to support students to secure resources. *E*

Coordinate district-wide food pantry efforts, including providing work direction to student workers, coordinating staffing; ordering, receiving, and stocking food items; and maintaining food quality controls. *E*

Assist students applying for food assistance programs offered through the California Department of Social Services by providing information about programs, prescreening program participants, aiding with completing applications, and providing appropriate program participation verification documents. *E*

Refer students seeking employment to applicable college or community resources. *E*

Maintain regular contact with program participants to determine student needs and provide information regarding available services. *E*

Refer students to applicable community, business and governmental agencies, as well as appropriate student and academic support services offered by the college. *E*

Coordinate and attend outreach events to inform students of the Basic Needs Program; assist students with the application process. *E*

Communicate with faculty, staff, students, administrators, other educational institutions, community and business representatives, vendors, governmental agencies, and the public regarding available services, eligibility requirements, policies, timelines, required forms, and other information related to the Basic Needs Program. *E*

Communicate the objectives, progress, and outcomes of the program initiatives to faculty, staff, students, administrators, other educational institutions, community and business representatives, vendors, governmental agencies, and/or the public. *E*

## **BASIC NEEDS SPECIALIST (continued)**

Plan joint events and participate in planning and implementation meetings with other college departments and programs, and business and community representatives. *E*

Serve as a District representative on various committees associated with the program. *E*

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

Coordinate the collection and analysis of data; participate in the preparation and submission of fiscal reports, program plans, progress reports, and other narrative and statistical reports as required and in accordance with District and external agency requirements. *E*

Compose, format, prepare and distribute correspondence, memoranda, publicity materials, surveys, brochures, flyers, bulletins, reports, presentations, and other materials; create and disseminate outreach materials to support the Basic Needs Program. *E*

Troubleshoot and resolve problems and recommend solutions related to student success services. *E*

Provide guidance and technical direction to project personnel, including student workers. *E*

Perform other duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Applicable and available community, business, governmental, and other available resources and programs for underrepresented students

Principles of budget preparation and management

Student assessment and counseling techniques for the purpose of determining program eligibility

Mission, objectives, and goals of the program

Applicable laws, rules, regulations, and policies related to program activities and services

Customer service and public relations methods and techniques

Principles of organization, collection, and storage of data

Principles and practices of business communication and report preparation

Methods and techniques of proper phone etiquette

Principles and procedures of record keeping and filing

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

District organization, operations, policies, and objectives

Fundamentals of English grammar, spelling, and composition

Basic arithmetic

### ABILITY TO:

Provide information and assistance to students, employees, and the public

Interpret, apply, and explain applicable laws, rules, regulations, policies, and procedures related to the program

Establish and maintain partnerships with local businesses and community organizations



## **BASIC NEEDS SPECIALIST (continued)**

Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications as well as specialized software applications  
Utilize social media to disseminate information regarding the program  
Learn and apply new information and skills  
Type, keyboard, and/or enter data at a speed necessary for successful job performance  
Understand and carry out oral and written directions  
Communicate clearly and concisely, both orally and in writing  
Collaborate with others to carry out work  
Demonstrate sensitivity to students, colleagues, and clients with diverse cultures, languages, ethnic, and socioeconomic backgrounds  
Establish and maintain effective working relationships with those contacted in the course of work  
Prepare reports by gathering and organizing data from a variety of sources  
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports  
Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving  
Plan and organize work to meet changing priorities and deadlines  
Work independently with little direction  
Prepare and deliver oral presentations  
Establish and maintain effective working relationships with others  
Analyze situations accurately and adopt an effective course of action  
Complete work with many interruptions  
Operate a vehicle, observing legal and defensive driving practices  
Provide guidance and technical direction to others

## **EDUCATION AND EXPERIENCE:**

A bachelor's degree from a recognized college or university **AND** one year of experience performing student support functions at a high school or institution of higher education

**OR**

An associate degree from a recognized college or university **AND** three years of experience performing student support functions at a high school or institution of higher education

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

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

**SUBJECT:** REESTABLISHMENT OF AN ABOLISHED CLASSIFICATION: WEB DEVELOPER

**RECOMMENDATION:**

It is recommended that effective retroactive to October 1, 2018, the following classification be re-established. The classification was abolished on October 9, 2014, as part of a routine action to abolish unused classifications.

WEB DEVELOPER

**BASIS OF RECOMMENDATION:**

The Chancellor's Office has identified a need for the abolished classification of Web Developer. Consequently, it is proposed that the classification be re-established.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS  
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: ABOLISHMENT OF UNUSED CLASS

**RECOMMENDATION:**

It is recommended that effective October 26, 2018, the following class be abolished:

Box Office Assistant  
Career Resources Specialist I  
Career Resources Specialist II  
Financial Aid Technology Support Specialist  
Interpreter

**BASIS OF RECOMMENDATION:**

There are no positions assigned to the classifications 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.