



# **VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

## **PERSONNEL COMMISSION**

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### **MEETING AGENDA FOR DECEMBER 11, 2019**

**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 – November 21, 2019
- 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. RECOGNITION OF SERVICE**  
Ms. Barbara Harison, Personnel Commissioner
- 9. REVISION OF A CLASSIFICATION SPECIFICATION**  
Library Assistant
- 10. ATTENDANCE AT THE 2020 CSPCA CONFERENCE**  
February 20 - 22, 2020, San Francisco, California

**11. ELECTION OF THE PERSONNEL COMMISSION CHAIR FOR 2020**

**12. SCHEDULE OF 2020 PERSONNEL COMMISSION MEETINGS**

**13. RECESS TO CLOSED SESSION**

None

**14. RECONVENE IN OPEN SESSION**

N/A

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

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

The date and time of the next scheduled meeting of the Personnel Commission is January 22, 2020, at 5:30 p.m. The meeting will take place in the Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.

**17. 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

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### PERSONNEL COMMISSION MEETING MINUTES FOR NOVEMBER 21, 2019 5:30 p.m.

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

#### FOUR HUNDRED AND SIXTY-SIXTH

The five hundred and sixty-sixth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, November 21, 2019, at 5:30 p.m.

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

1. **CALL TO ORDER**

Commissioner King called the meeting to order at 5:30 p.m.

2. **ROLL CALL**

In attendance were Commissioners Barbara Harison, James King, and Sherry Manley. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission; Andrea Ingley, Senior Human Resources Analyst; Claudia Barragan; Human Resources Analyst II; and Jillian Sturek, Executive Assistant.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

4. **MINUTES**

On motion by Commissioner Manley and seconded by Commissioner Harison, the minutes of the October 17, 2019, meeting were approved.

Voted Yes: Commissioner Harison; Commissioner King, Commissioner Manley

5. **CORRESPONDENCE**

None

6. **OLD BUSINESS**

None

7. **REPORTS**

A. Classified Employees Representative's Report

Commissioner King stated that a Classified Employees Representative Report was received by Commission staff from Ms. Maria Urenda, Chief SEIU Steward, for the Commissioners to review. A discussion followed regarding the SEIU's appointment to the Personnel Commission.

B. Board of Trustees Meeting Report

Director Arnoldus stated that at the November 12, 2019, Board of Trustees meeting, the Board took action to approve the establishment of three classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 14 current classified recruitments. The *Positions Filled Report* reflected 13 positions filled and 7 positions pending. The *Upcoming Recruitments Report* included 6 upcoming recruitments. The *Classified Study Report* included one study completed and one study in progress.

A discussion ensued between the Commissioners and Director Arnoldus regarding the Positions Filled Report.

Director Arnoldus reported that he had received a draft of the final Classified Salary Study report from the consultant, and that he was in the process of scheduling a meeting with the consultant and SEIU to review the report. Director Arnoldus also indicated that the intent was to bring it to the Board of Trustees in January. Commissioner King asked if the Commission would be afforded an opportunity to review the report. Director Arnoldus indicated that once he had received a final report that he would bring it to the Commission. Commissioner King then asked if the Commission would see it before the Board took action. Director Arnoldus indicated that he was not expecting the Board to take action as it would be presented as an information item. Director Arnoldus then stated that if it was ready to go to the Board in January it could be brought to the January Commission meeting.

D. Commissioners' Reports

Commissioner Harison reported that December would be her last meeting.

Commissioner King stated he had nothing to report but wanted to use the time to request that a portion of the December meeting be utilized to recognize Commissioner Harison for her outstanding service to the District and to the Personnel Commission.

8. **EXTENSION OF AN OUT-OF-CLASS ASSIGNMENT**

Senior Accounting Technician at Oxnard College

Director Arnoldus presented the request for an extension of an out-of-classification assignment for a Senior Accounting Technician at Oxnard College per Personnel Commission Rule 299. Christopher Renbarger, Interim Vice President of Business Services at Oxnard College, addressed the Commission regarding the out-of-class assignment. A discussion ensued among the Commissioners and Director Arnoldus regarding the proposed extension.

On motion by Commissioner Harison and seconded by Commissioner Manley, a (90) day extension was approved for the Senior Accounting Technician at Oxnard College.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**9. RECLASSIFICATION OF A POSITION**

Accounting Technician at the District Administrative Center

Ms. Claudia Barragan discussed the proposed reclassification of the Accounting Technician position at the District Administrative Center. A discussion ensued among the Commissioners, Ms. Barragan, and Director Arnoldus regarding the proposed reclassification.

On motion by Commissioner Manley and seconded by Commissioner Harison, the reclassification of the Accounting Technician position occupied by Jessica Lau to the classification of Senior Accounting Technician with the requirement that Ms. Lau pass a qualifying exam prior to placement in the reclassified position.

Voted Yes: Commissioner King, Commissioner Manley

**10. RECESS TO CLOSED SESSION**

None

**11. RECONVENE IN OPEN SESSION**

N/A

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

None

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

The date and time of the next scheduled meeting of the Personnel Commission is December 11, 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.

**14. ADJOURNMENT**

On motion by Commissioner Manley and seconded by Commissioner Harison, the meeting adjourned at 6:06 p.m.

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# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## Personnel Commission

### Director's Report November 18, 2019 – December 6, 2019

Current Classified Selection Processes (Between 11/18/19 to 12/06/19)									
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
Carpenter	2	MC	11/21/19	12/12/19	Training & Experience Examination /Technical Interview	12/13/19-12/18/19	N/A	01/06/20 – 01/10/20	01/14/20
Custodian	34	MC	10/28/19	11/12/19	Written/Performance Examination/Technical Interview	N/A	11/18/19 – 11/19/19	12/02/19	12/05/19
Director of Outreach and Marketing	31	OC	10/14/19	10/28/19	Training & Experience Examination /Technical Interview	10/29/19 – 11/05/19	N/A	11/15/19	11/19/19
Executive Assistant to the Vice Chancellor, Human Resources (confidential)	65	DAC	10/16/19	11/3/19	Written/Performance Examination/Technical Interview	N/A	11/12/19 – 11/15/19	12/03/19	12/05/19
Information Technology Help Desk Assistant	33	OC	11/19/19	01/05/20	Training & Experience Examination /Technical Interview	01/06/20-01/10/20	N/A	01/21/20 – 01/24/20	01/28/20
Information Technology Support Specialist III	20	OC	11/06/19	11/20/19	Training & Experience Examination /Technical Interview	11/21/19 – 12/02/19	N/A	12/16/19	12/18/19
Instructional Lab Technician II – Nursing	6	MC	11/15/19	12/15/19	Training & Experience Examination /Technical Interview	N/A	N/A	12/19/19 – 12/23/19	12/23/19
Payroll Technician	35	DAC	11/18/19	12/03/19	Training & Experience Examination /Technical Interview	12/04/19 – 12/09/19	N/A	12/20/19	12/24/19
Performing Arts Center Technical Director	16	VC	09/19/19	11/03/19	Training & Experience Examination /Technical Interview	11/04/19 – 11/11/19	N/A	11/26/19	11/27/19
Vice President of Business Services (second attempt)	22	OC	10/01/19	11/10/19	Training & Experience Examination /Technical Interview	11/11/19 – 11/18/19	N/A	12/16/19	12/18/19

Current Classified Positions Filled (As of 12/06/19)					
Employees Hired	Classification	Position Number	Location	Status	Start Date
Alcantar, Lucy	Student Services Assistant (bilingual)	XCU432	Oxnard	Probationary (new)	12/09/19
Collins, Miranda	Accounts Payable Technician	DCU003	DAC	Probationary (new)	01/02/20
Gentry, Laura	Instructional Technologist/Designer	MCU538	Moorpark	Transfer	12/09/19
LaFave, Andrew	Research Analyst	MCU508	Moorpark	Probationary (new)	01/06/20
Rodriguez-Hurtado, Marcos	Student Services Specialist – Student Information Center (bilingual)	XCU410	Oxnard	Probationary (new)	11/18/19
Ruiz-Cuevas, Carmen	Office Assistant (bilingual)	VCU569	Ventura	Probationary (new)	11/25/19
Scholes, Jean Marie	Instructional Lab Technician II – Sciences	XCU334	Oxnard	Probationary (new)	11/21/19
Tamayo, Alejandro	Grounds Maintenance Worker	XCU430	Oxnard	Probationary (new)	11/21/19
Tran, Dean	Academic Data Specialist	MCU435	Moorpark	Probationary (new)	12/09/19

Current Classified Positions Pending (As of 12/06/19)			
Classification	Position Number	Location	Date List Certified
Child Development Center Supervisor	Temporary Position	OC	11/15/19
Custodian	MCU048	MC	12/05/19
Director of Facilities, Maintenance, and Operations	VMC075	VC	11/12/19
Director of Outreach and Marketing	XMC072	OC	11/19/19
Executive Assistant to the Vice Chancellor, Human Resources (confidential)	DCC034	DAC	12/05/19
Office Assistant (bilingual)	XCU422	OC	11/15/19
Performing Arts Center Technical Director	VCU135	VC	11/27/19

Upcoming Recruitments		
Classification	Position Number	Location
Assistive Computer Technology / Media Access Specialist	XCU284	OC
Library Assistant (second attempt)	MCU380	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Network Administrator I	DAC	10/01/19	In Progress



## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: LIBRARY ASSISTANT

#### BASIC FUNCTION:

Under the direction of a Learning Resources Supervisor or a Dean, a Library Assistant performs a variety of specialized clerical tasks in support of the library.

#### REPRESENTATIVE DUTIES:

Provide routine information to library patrons and staff concerning library materials, services, policies, programs, and general information about the library. E

Perform routine circulation work by checking out, renewing, and receiving print, non-print, digital media, and equipment; process overdue notices; calculate, collect, and record library fees for lost or overdue materials; issue receipts for fees paid. E

Utilize library electronic information systems to input and download inventory, requisition, and invoice data for copy cataloging, including the processing of standing order requisitions, Process requisitions and invoices for annual database renewals, periodical subscriptions, and library supplies and equipment.; gather data required for standardized circulation reports and inventory management. E

Copy catalog and process incoming materials including books, magazines, newspapers, college catalogs, ~~microfilm and periodicals, compact disks and records, and digital media and electronic resources; using library inventory electronic information systems; label and media stamp articles; affix security strips; prepare media for distribution; prepare library materials for shelving and distribution;~~ remove records of discarded materials from library catalog; ~~process invoices;~~ document and resolve inventory discrepancies, including contacting publishers to resolve discrepancies as needed. **E**

~~Check in and out print, non-print, and digital material such as books, periodicals, special collections, compact disks, and digital media to patrons at circulation desk; issue library cards as appropriate. E~~

~~Provide routine information to library patrons and staff concerning library materials, services, policies, and programs; assist patrons on-site, online, and by telephone with directions and general information regarding the library; a~~ Assist library patrons in the use with the basic operation of equipment such as computers, copiers, microfilm and microfiche readers, printers, and scanners. **E**

~~Process overdue notices; calculate, collect, and record library fees for lost or overdue materials; issue receipts for fees paid. E~~

Assist library staff in preserving, digitizing, and maintaining special collections such as reserves, textbook lending, rare books, periodicals, reference, and digital media. **E**

Prepare and submit interlibrary loan requests for both loaned and borrowed materials; maintain

## LIBRARY ASSISTANT (continued)

interlibrary loan records. *E*

~~S~~Maintain library stacks, including shelving materials, shelf-reading, shifting, and cleaning. *E*

~~e~~Check condition of library materials, removing from circulation damaged articles in need of repair; repair damaged and worn articles as appropriate. *E*

File, duplicate, compile, update, and maintain records and reports regarding circulation and library services; update library website as directed. *E*

Train and provide work direction to student workers as assigned.

Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

Library terminology

Library policies and procedures

Principles and practices of library ordering, cataloging, processing, and maintenance of print, non-print, and digital library materials

Library Services Platforms

~~Computerized library and office productivity software such as inventory management databases, spreadsheets, word processing, scheduling and publishing software~~

Common library equipment, photocopiers, digital recorders, ~~cash registers,~~ and microfilm and microfiche readers

~~Library terminology and standard practices~~

Library of Congress call numbers ~~cataloging system~~

Library services, programs, resources, and technology available for patron use

Modern office practices, procedures, and equipment

~~General clerical principles and practices~~

Office procedures, methods, and equipment, including computers and applicable software applications such as word processing, spreadsheet, email, database, and inventory tracking systems

~~Modern office practices, procedures, and technologies~~

Principles and procedures of records management

~~Record keeping, filing, and reporting techniques~~

Basic math

Fundamentals of English grammar, spelling, and composition

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

Principles and practices of customer service

Principles of telephone etiquette

### ABILITY TO:

Plan and organize work to meet changing priorities and deadlines

Communicate clearly and concisely in English, both orally and in writing

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

Understand and follow oral and written directions

## LIBRARY ASSISTANT (continued)

~~Operate a cash register and make~~ Make change accurately and completely

~~Learn and apply new information and skills~~

Interpret, apply, and explain rules, regulations, policies and procedures

~~Keyboard/type at 35 net words per minute from clear copy~~

Establish and maintain cooperative and effective working relationships with others ~~using tact,~~  
~~patience, and courtesy~~

Train and provide work direction to student workers ~~others~~

## EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: graduation from high school and one year of clerical experience including six months of clerical or higher level experience working in a library.~~

Graduation from high school or evidence of equivalent educational proficiency AND six months of library experience performing clerical or higher level tasks which require the use of an online library system.

Experience working in a college or university library is preferred.

## WORKING CONDITIONS:

### ENVIRONMENT:

~~Library environment subject to constant interaction with students, staff, and the public~~

### PHYSICAL ABILITIES:

~~Hearing and speaking to communicate with library patrons~~

~~Seeing to read library materials~~

~~Reaching horizontally and above the shoulder to shelve and retrieve books and other media~~

~~Carrying and lifting books~~

~~Dexterity of hands and fingers to operate audio-visual and office equipment~~

~~Pulling and pushing to move book carts~~

~~Bending at the waist to retrieve and shelve media~~



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### **2020 SCHEDULE OF MEETINGS** (subject to change)\*

Thursday, January 22 <sup>nd</sup>	5:30 p.m.
Thursday, February 20 <sup>th</sup>	5:30 p.m.
Thursday, March 19 <sup>th</sup>	5:30 p.m.
Thursday, April 16 <sup>th</sup>	5:30 p.m.
Thursday, May 21 <sup>st</sup>	5:30 p.m.
Thursday, June 18 <sup>th</sup>	5:30 p.m.
Thursday, July 16 <sup>th</sup>	5:30 p.m.
Thursday, August 20 <sup>th</sup>	5:30 p.m.
Thursday, September 17 <sup>th</sup>	5:30 p.m.
Thursday, October 15 <sup>th</sup>	5:30 p.m.
Thursday, November 19 <sup>th</sup>	5:30 p.m.
Thursday, December 17 <sup>th</sup>	5:30 p.m.