



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR DECEMBER 19, 2016 5:30 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. **ADMINISTRATION OF THE OATH OF OFFICE**
Barbara Harison
5. **MINUTES**
Personnel Commission Meeting – November 17, 2016
6. **CORRESPONDENCE**
7. **OLD BUSINESS**
None
8. **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
9. **ESTABLISHMENT OF A CLASSIFICATION**
Information Security Analyst
10. **REESTABLISHMENT OF A CLASSIFICATION AND REVISION OF A CLASSIFICATION SPECIFICATION**
Painter

11. **REVISION OF CLASSIFICATION SPECIFICATIONS**
 - A. Carpenter
 - B. Electrician
 - C. HVAC&R Technician
 - D. Locksmith
 - E. Plumber
 - F. Programmer Analyst
 - G. Senior Programmer Analyst

12. **TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATIONS**
 - A. Matriculation Specialist I
 - B. Matriculation Specialist II
 - C. Maintenance Worker II – Welder

13. **ABOLISHMENT OF AN UNUSED CLASSIFICATION**
Roofer

14. **RECESS TO CLOSED SESSION**
Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)
Title: Director of Employment Services/Personnel Commission

15. **RECONVENE IN OPEN SESSION**
N/A

16. **ELECTION OF THE PERSONNEL COMMISSION CHAIR FOR 2017**

17. **SCHEDULE OF 2017 PERSONNEL COMMISSION MEETINGS**

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

19. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**
The date and time of the next scheduled meeting of the Personnel Commission is January 19, 2017, 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.

20. **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 November 12, 2016 – December 14, 2016

Current Classified Selection Processes (Between 11/12/16 to 12/14/16)									
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
Accountant	28	DAC	11/02/16	12/04/16	Training & Experience Evaluation/Technical Interview	12/08/16	N/A	12/15/16	12/19/16
Administrative Assistant	206	MC	10/18/16	11/02/16	Written Test/Technical Interview	N/A	11/17/16 – 11/18/16 and 11/21/16 – 11/22/16	12/06/16	12/08/16
Assistant Registrar	83	MC	11/10/16	11/27/16	Training & Experience Evaluation/Technical Interview	12/05/16	N/A	12/13/16	12/15/16
Grant Director – (BSSOTP) Basic Skills & Student Outcomes Transformation Program	15	OC	10/17/16	11/08/16	Training & Experience Evaluation/Technical Interview	11/16/16	N/A	11/22/16	11/23/16
Grant Director – (STEM) Science, Technology, Engineering and Mathematics	3	OC	12/02/16	01/02/17	Training & Experience Evaluation/Technical Interview	01/09/17	N/A	01/23/17 – 01/27/17	01/24/17
Information Technology Support Specialist II	35	DAC	11/21/16	12/06/16	Training & Experience Evaluation/Technical Interview	12/07/16	N/A	12/20/16	12/22/16
Information Technology Support Specialist III	21	DAC	11/21/16	12/06/16	Training & Experience Evaluation/Technical Interview	12/07/16	N/A	12/21/16 & 12/22/16	01/05/17
Instructional Lab Technician II - Nursing	4	MC	11/04/16	11/30/16	Training & Experience Evaluation/Technical Interview	12/05/16	N/A	12/14/16	12/16/16
Instructional Lab Technician II – Sciences	25	OC	10/28/16	11/13/16	Training & Experience Evaluation/Technical Interview	11/22/16	N/A	11/30/16	12/02/16

Current Classified Selection Processes (Between 11/12/16 to 12/14/16) (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
Instructional Technologist/Designer	19	VC	11/18/16	01/02/17	Written Test/Technical Interview	N/A	01/03/17 – 01/22/17	02/06/17 – 02/10/17	02/15/17
Office Assistant	261	MC OC	11/02/16	11/17/16	Written Test/Technical Interview	N/A	11/28/16 – 12/05/16	12/13/16	12/15/16
Research Analyst	36	OC	09/27/16	10/18/16	Training & Experience Evaluation/Technical Interview	10/28/16	N/A	11/21/16	11/23/16

Current Classified Positions Filled (As of 12/14/16)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Guadalupe Bedolla	Financial Aid Technician	MCU425	MC	Probationary (new)	11/21/16
Lindy Chau	Bursar	MSC135	MC	Probationary (promotion)	11/14/16
Leticia Garcia	Payroll Technician	DCU006	DAC	Voluntary Demotion	11/29/16
Angeline Gonzales	Matriculation Specialist II	MCU504	MC	Probationary (promotion)	11/28/16
Annette Hernandez	Financial Aid Specialist	VCU074	VC	Probationary (new)	11/21/16
Joseph A. Magallanes	Custodian	MCU493	MC	Probationary (new)	11/21/16
Celine Park	Program Specialist – Career & Technical Education	VCU357	VC	Voluntary Demotion	12/05/16
Jesus Ramirez	Custodian	MCU048	MC	Probationary (new)	11/28/16
Theresa Scarpine	Library Assistant	VCU106	VC	Probationary (new)	11/28/16
Marcela Serratos	Counselor Assistant	VCU440	VC	Probationary (new)	12/05/16
Beth Shephard	Senior Administrative Assistant	DCU162	DAC	Probationary (new)	11/21/16
Matthew Spinneberg	Instructional Assistant/Assistive Technology Center	MCU341	MC	Probationary (new)	12/05/16
Ricardo Trevino	Student Success and Support Services Supervisor	VSC153	VC	Probationary (promotion)	11/14/16
Lupe Vera	Instructional Lab Technician I – Automotive	VCU582	VC	Probationary (new)	12/05/16

Current Classified Positions Pending (As of 12/14/16)			
Classification	Position Number	Location	Date List Certified
Administrative Assistant	MCU014	MC	12/13/16
Admissions and Records Technician	XCU404	OC	10/21/16
College Services Supervisor	XSC106	OC	11/09/16 (Transfer Notice Only)
Custodian	VCU579	VC	09/29/16
Grant Director – (BSSOTP) Basic Skills & Student Outcomes Transformation Program	XMC070	OC	11/22/16
Instructional Lab Technician – Dental Hygiene	XCU413	OC	11/08/16
Instructional Lab Technician II – Physical and Applied Sciences	VCU583	VC	11/14/16
Instructional Lab Technician II – Sciences	XCU334	OC	12/05/16
Research Analyst	XCU415	OC	11/22/16
Research Analyst	XCU416	OC	12/14/16
Senior Accounting Technician	MCU431	MC	12/12/16 (Transfer Notice Only)
Student Services Assistant I	VCU563	VC	12/02/16 (Existing List)

Upcoming Recruitments		
Classification	Position Number	Location
Grant Director – California Career Pathways Trust Grant	WMC008	VC
Systems Administrator	WCU040	DAC
Technical Data Specialist	VCU009	VC
Evening and Weekend Activities Attendant	XCU393	OC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Financial Aid Specialist	VC	08/19/16	In progress



PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHMENT OF A NEW CLASSIFICATION

RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Information Security Analyst

ANNUAL SALARY RANGE:

\$90,144-\$124,284 (Classified Salary Schedule #365)

BACKGROUND: The Associate Vice Chancellor of Information Technology requested the establishment of the proposed classification to design, develop, test, install, and maintain district-wide information technology security systems and detect and address potential and actual breaches in security. No existing classification within the classification plan covers this scope of work. Therefore, Commission staff recommends the establishment of the proposed classification to allow for the appropriate assignment of duties.

BASES OF RECOMMENDATION: Under the general supervision of the Associate Vice Chancellor, Information Technology, an incumbent in the proposed classification will design, develop, test, install, monitor, and maintain information technology security systems for the district. 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 external market data. Classifications with similar duties and level of responsibility were found at the County of Ventura (Information Systems Security Architect, \$87,127-\$121,990/annual), Los Rios Community College District (Data Communications Security Specialist, \$89,439-\$122,451/annual), County of Los Angeles (Information Technology Security Specialist, \$94,008-\$123,288/annual), and Foothill De Anza Community College District (Network Security Engineer, \$102,617-\$137,531/annual). In consideration of this information, placement on Classified Salary Schedule #365 (\$90,144-\$124,284/annual) is appropriate.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: INFORMATION SECURITY ANALYST****BASIC FUNCTION:**

Under the general supervision of the Associate Vice Chancellor, Information Technology, design, develop, test, install, monitor, and maintain information technology security systems for the district.

REPRESENTATIVE DUTIES:

Serve as the administrator of district information technology security; develop and implement policies, procedures, and standards pertaining to information security in collaboration with management. *E*

Design, analyze, install, and maintain systems security solutions to ensure the security of district networks and appropriate user access in accordance with District policies and relevant state and federal requirements; plan, test, and install patches and upgrades to security systems. *E*

Monitor security systems and identify, troubleshoot, diagnose, resolve, and report security problems and breaches; coordinate and conduct investigations of suspected breaches in security; respond to emergency situations regarding computer system security problems. *E*

Conduct periodic and scheduled internal audits and risk assessments to identify vulnerabilities and potential threats to security; conduct assessments to evaluate whether security compliance requirements, including those associated with PCI and HIPPA, are met. *E*

Collaborate with systems and network staff to develop, test, modify, and maintain disaster prevention and recovery plans. *E*

Plan, organize, and oversee projects related to the development, enhancement, maintenance, and implementation of security systems; exercise functional supervision over lower-level staff and contractors as warranted. *E*

Stay up-to-date on new and emerging technology and propose innovative security solutions to meet the district's needs; research and propose security system enhancements to meet future needs. *E*

Evaluate the performance of security systems and recommend appropriate action for improvement. *E*

Collaborate with vendors to support district security needs; assist the purchasing department in the acquisition of information systems security software, hardware, and services. *E*

Respond to inquiries and provide technical advice and assistance to district staff, faculty, and managers regarding information security; make recommendations to information technology staff regarding security systems. *E*

INFORMATION SECURITY ANALYST (continued)

Represent the information technology department at various meetings, workshops, conferences, committees, and task forces as required. *E*

Compile data and prepare and maintain security-related reports and logs. *E*

Develop and oversee a security awareness training program for staff and faculty.

Perform other duties as assigned.

E = essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Hardware and software monitoring tools to analyze security issues and make appropriate recommendations

Security administration tools and practices

Principles of project management

Computer operating systems

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

District organization, operations, policies, procedures, and objectives

Principles of report preparation

Modern office procedures and equipment

English grammar, spelling, and composition

ABILITY TO:

Develop security solutions

Design complex security systems

Prepare clear, concise, and comprehensive technical reports

Analyze situations accurately and adopt effective courses of action

Maintain current knowledge of technological trends and advances in the field to provide direction for future district security systems

Plan and organize work to meet changing priorities and deadlines

Collaborate with others to carry out work

Exercise initiative and independence of judgment and action

Explain technical concepts to a non-technical audience

Communicate clearly and concisely, both orally and in writing

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

Provide technical direction to others

Work independently with little direction

Identify, analyze, evaluate, and solve complex security system problems

Interpret, apply, and explain applicable state and federal laws and regulations

Organize and prioritize timelines and project schedules in an effective and timely manner

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

Understand and carry out oral and written directions

INFORMATION SECURITY ANALYST (continued)

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university, preferably with an emphasis in information technology, computer science, management information systems, or a related field **AND** three years of recent (gained in the past five years) experience developing, implementing, and maintaining information technology security systems.

OR

An associate degree from a recognized college or university, preferably with an emphasis in information technology, computer science, management information systems, or a related field **AND** five years of recent (gained in the past seven years) experience developing, implementing, and maintaining information technology security systems.

OR

Graduation from high school or evidence of equivalent educational proficiency **AND** seven years of recent (gained in the past ten years) experience developing, implementing, and maintaining information technology security systems.

LICENSES AND OTHER REQUIREMENTS:

Certified Information Systems Security Professional (CISSP)® certification is preferred.



**PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
REESTABLISHMENT OF A CLASSIFICATION AND REVISION OF A CLASSIFICATION SPECIFICATION**

RECOMMENDATION:

It is recommended that the following classification be reestablished:

Painter

ANNUAL SALARY RANGE:

Classified Salary Schedule #250 (\$48,660-\$67,080/annual)

BACKGROUND: The classification of Painter was abolished in 2012 as it was believed to be vacant. However, in conducting an in-depth review of the maintenance classification series, Commission staff discovered that there is one incumbent currently occupying the classification. The subject incumbent was hired into the Painter classification, but his title was later changed to Maintenance Assistant II/Painter in Banner. Commission staff does not believe Maintenance Assistant II/Painter is an official classification established by the Commission. Therefore, Commission staff recommends the reestablishment of the classification of Painter after which the employee's personnel record will be corrected in Banner.

Commission staff also recommends proposed revisions to the classification specification that is presented in conjunction with this report.

BASES OF RECOMMENDATION: Under the general supervision of a Maintenance and Operations Supervisor or higher-level administrator, an incumbent in the proposed classification will perform skilled painting work and assist with skilled maintenance, repair, and construction work on campus buildings and equipment. A revised classification specification detailing the approved duties and responsibilities of the reestablished classification is presented for approval in conjunction with this report.

Commission staff recommends that the salary for the classification be allocated to the same salary range in which it was placed at the time it was abolished. This is also the same salary for Maintenance Assistant II/Painter. Therefore, it is appropriate to allocate the reestablished classification to Classified Salary Schedule #250 (\$48,660-\$67,080/annual).

SC/MA

Presented to the Personnel Commission on December 19, 2016

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PAINTER

BASIC FUNCTION:

Under the direction of a Maintenance Supervisor, perform a variety of skilled work in the preparation of surfaces for painting; mix and apply paints or other surface coatings.

REPRESENTATIVE DUTIES:

Prepare various surfaces such as wood, concrete, metal, glass and plaster for surface coverings. *E*

Operate appropriate equipment for removal of paint, preparing surfaces or roughing slick surfaces *E*

Use brush, roller or spray gun to apply a variety of surface coverings such as paint, varnish, shellac, primers, lacquers, enamels and thinners. *E*

Refinish or repaint wood, metal, furniture or other equipment; apply primer, undercoats and finish coats; hang and tape drywall as assigned. *E*

Lay out and paint by hand or power equipment lines for parking lots; stencil names and numbers on doors. *E*

Clean and maintain brushes, tools and other equipment. *E*

Erect, move and work on ladders and scaffolding. *E*

Perform periodic maintenance inspections of interior and exterior buildings and painted surfaces. *E*

Prepare and maintain records of materials used and work orders completed. *E*

Locate and acquire paint and other supplies necessary for maintenance of surfaces. *E*

Provide work direction to student workers as assigned.

Assist in performing other skilled maintenance duties as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of preparing a variety of surfaces for painting and finish work.

Standard practices, methods, materials and equipment used in painting and finish work.

Health and safety procedures and practices involved in painting assignments.

Technical aspects of field of specialty.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform skilled work in paint and finish work.
Prepare a variety of surfaces for painting or other surface covering.
Erect and work from scaffolding, riggings and ladders.
Understand and apply painting trade safety standards and procedures.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Work independently with little direction.
Use a variety of tools and machines utilized in the basic trade.
Perform other skilled maintenance work as assigned.
Maintain records.
Provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to four years of training or experience which demonstrates journey-level skill in the assigned trade.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Lifting heavy objects.
Climbing.
Reaching above shoulders, overhead and horizontally.
Standing for extended periods of time.
Pulling.
Dexterity of hands and fingers to operate hand and power tools and equipment.

HAZARDS:

Working on ladders and scaffolding.
Exposure to fumes from paints and solvents.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASSIFICATION TITLE: PAINTER****BASIC FUNCTION:**

Under the general supervision of a Maintenance and Operations Supervisor or higher-level administrator, perform skilled painting work and assist with skilled maintenance, repair, and construction work on campus buildings and equipment.

REPRESENTATIVE DUTIES:

Clean, scrape, strip, brush, caulk, patch, sand, and prepare a variety of interior and exterior surfaces such as wood, concrete, metal, glass, and plaster for paints and other surface coverings. *E*

Paint and refinish wood, metal, furniture, equipment, and surfaces; apply primer, undercoats, and finish coats; hang and tape drywall. *E*

Mix paint finishes with base, thinners, and colors to match, coordinate, or contrast colors, textures, and consistencies of existing painted surfaces and structures. *E*

Lay out and paint by hand or power equipment lines for parking lots; stencil names and numbers on equipment, signs, and doors. *E*

Perform periodic maintenance inspections of interior and exterior buildings and painted surfaces; remove graffiti and tagging from surfaces. *E*

Clean up and dispose of hazardous painting materials, substances, and chemicals. *E*

Assist with performing skilled maintenance, repair, and construction of campus facilities and equipment in the basic trades such as carpentry, locksmith, electrical, welding, masonry, glazing, plumbing, and HVAC; assist other skilled trade workers as assigned. *E*

Prepare and maintain a variety of records related to work orders, labor, and materials. *E*

Estimate cost, labor, and materials; order materials according to established guidelines; clean and maintain painting tools and equipment. *E*

Train and provide work direction to others as assigned. *E*

Perform other duties as assigned.

E = Essential Functions

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

PAINTER (continued)

Methods, procedures, materials, tools, and equipment used in painting and finish work
Methods of preparing a variety of surfaces for painting and finish work
Methods of cleaning and disposing of hazardous painting materials, substances, and chemicals
Methods, equipment, and materials used in maintenance trades
Proper methods of storing equipment, materials, and supplies
Computer applications including word processing, spreadsheet, email, and database
Proper lifting techniques
Health, safety, and environmental compliance regulations
Principles and procedures of record keeping

ABILITY TO:

Perform skilled painting and finishing work
Prepare a variety of surfaces for painting and other surface coverings
Operate appropriate equipment for removing paint, preparing surfaces, and roughing slick surfaces
Use a brush, roller, and spray gun to apply a variety of surface coverings such as paint, varnish, shellac, primers, lacquers, enamels, thinners, and water based coatings
Understand and apply painting trade safety standards and procedures
Assist with performing skilled maintenance work in the carpentry, locksmith, electrical, welding, masonry, glazing, plumbing, and HVAC trades
Erect, move, and work on ladders, riggings, and scaffolding
Operate a computer and applicable software to keep inventory and maintain records
Understand and follow verbal and written directions
Plan and organize work to meet changing priorities and timelines
Work independently with little direction
Safely operate a variety of power tools and equipment including table saws, drills, skill saws, chipping hammers, compressors, grinders, heli-arc machine, arc welding equipment, oxy/acetylene welding and cutting equipment, trucks, tractors, trenchers, forklifts, lift equipment, maintenance vehicles, and other maintenance tools and equipment
Read and work from blueprints, drawings, sketches, plans, and specifications
Maintain files and records
Train and provide work direction to others
Analyze situations accurately and adopt an effective course of action
Perform heavy manual labor
Communicate and interact with others at all levels of the organization using tact, patience, and courtesy
Operate campus vehicles and observe legal and defensive driving practices

EDUCATION AND EXPERIENCE:

Completion of a recognized painting apprenticeship program of at least four years' duration **OR** five years of painting experience, one year of which must have been at the journey-level

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: CARPENTER

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, perform skilled carpentry work in the alteration, repair and construction of equipment and structures.

REPRESENTATIVE DUTIES:

Perform carpentry work, such as installing or replacing cabinets, counter tops, cabinet doors and paneling; repair wood furniture and hang doors and door checks. *E*

Perform rough carpentry for new and repair work; repair damage to walls, floors, roofs and other damaged structures. *E*

Replace broken windows; install glass and windows, interior and exterior walls or other surfaces. *E*

Hang and repair doors; install doorknobs; adjust or replace door closure, door stops and other door hardware. *E*

Build partitions; construct walls using paneling and other decorative materials; replace and repair partitions, ceiling, broken tiles and other items. *E*

Perform mill and cabinet work, such as constructing and installing cabinets, bookshelves and picture frames. *E*

Prepare drawings and sketches of construction and repair projects; estimate cost and assure that the material is available to meet repair requirements; maintain record of materials used and work done. *E*

Construct, repair and install furniture, equipment and wooden fixtures; build closets, cases and shelving. *E*

Operate saws, lathes, planers, shapers, jointers, sanders, hand saws and other wood working machinery; maintain and service tools and equipment. *E*

Repair, construct and install roofs, sky lights, bulletin boards, chalk boards and acoustical tile on ceilings and walls. *E*

Assist in performing other skilled maintenance duties as assigned.

Perform related duties as assigned.

CARPENTER (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Equipment utilized in the carpentry trade
Materials, tools, shop math and procedures used in performing rough and finished carpentry
Basic qualities and uses of various woods and other construction materials
Health and safety regulations
Interpersonal skills using tact, patience and courtesy
Repair methods for furniture and tile
Technical aspects of field of specialty

ABILITY TO:

Utilize carpentry tools and machines
Plan and lay out carpentry work, including estimating labor and material cost
Work from blueprints, rough drawings and sketches
Work independently with little direction
Maintain records and reports
Understand and follow oral and written directions
Establish and maintain effective working relationships with others
Plan and organize work
Perform other skilled maintenance work as assigned
Use a variety of tools and machinery used in the basic trade
Safely operate a maintenance vehicle

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from the eighth grade and four years of training or experience which demonstrates journey-level skill in the assigned trade.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor and shop environment
Subject to driving a vehicle to conduct work
Sawdust, and noise from equipment operation.

CARPENTER (continued)

PHYSICAL ABILITIES:

Lifting objects weighing up to 100 pounds

Carrying, pushing, and pulling

Reaching overhead, above the shoulders and horizontally

Standing for extended periods of time

Bending at the waist, kneeling or crouching

Balancing, and dexterity of hands and fingers to operate specialized hand and power tools

HAZARDS:

Power saws and flying debris or nails

Working around sawdust and fumes

Working on ladders or scaffolding

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: CARPENTER

BASIC FUNCTION:

Under the general supervision of a Maintenance and Operations Supervisor or higher-level administrator, perform skilled carpentry work and assist with skilled maintenance, repair, and construction work on campus buildings and equipment.

REPRESENTATIVE DUTIES:

Design, construct, install, repair, and replace cabinets, bookshelves, counter tops, cabinet doors and paneling, and other fixtures and surfaces. *E*

Perform rough carpentry for new and repair work; construct, install, and repair damage to interior and exterior walls, floors, roofs, sky lights, ramps, and other surfaces. *E*

Replace broken windows; install glass and windows. *E*

Hang and repair doors; install, adjust, and replace door hardware. *E*

Build partitions and construct walls; replace and repair partitions, ceilings, broken tiles, and other items. *E*

Assist with performing skilled maintenance, repair, and construction of campus facilities and equipment in the basic trades including electrical, painting, locksmith, welding, masonry, glazing, plumbing, and HVAC; assist other skilled trade workers as assigned. *E*

Estimate cost, labor, and materials; order materials according to established guidelines; receive and store supplies; contact vendors when needed. *E*

Prepare and maintain a variety of records related to work orders, labor, and materials. *E*

Train and provide work direction to others as assigned. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, materials, tools, and equipment used in carpentry work
Basic qualities and uses of various woods and other construction materials

CARPENTER (continued)

Methods, equipment, and materials used in maintenance trades
Proper methods of storing equipment, materials, and supplies
Computer applications including word processing, spreadsheet, email, and database
Proper lifting techniques
Health, safety, and environmental compliance regulations
Principles and procedures of record keeping

ABILITY TO:

Perform skilled carpentry work
Assist with performing skilled maintenance work in the painting, locksmith, electrical, welding, masonry, glazing, plumbing, and HVAC trades
Operate a computer and applicable software to keep inventory and maintain records
Understand and follow verbal and written directions
Plan and organize work to meet changing priorities and timelines
Work independently with little direction
Safely operate saws, lathes, planers, shapers, jointers, sanders, hand saws, and other wood working machinery
Maintain and service tools and equipment
Safely operate a variety of power tools and equipment including table saws, drills, skill saws, chipping hammers, compressors, grinders, heli-arc machine, arc welding equipment, oxy/acetylene welding and cutting equipment, trucks, tractors, trenchers, forklifts, lift equipment, maintenance vehicles, and other maintenance tools and equipment
Prepare, read, and work from blueprints, drawings, sketches, plans, and specifications
Maintain files and records
Train and provide work direction to others
Analyze situations accurately and adopt an effective course of action
Perform heavy manual labor
Communicate and interact with others at all levels of the organization using tact, patience, and courtesy
Operate campus vehicles and observe legal and defensive driving practices

EDUCATION AND EXPERIENCE:

Completion of a recognized carpentry apprenticeship program of at least four years' duration **OR** five years of carpentry experience, one year of which must have been at the journey-level

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ELECTRICIAN

BASIC FUNCTION:

Under the direction of a Director of Maintenance and Operations or assigned supervisor, perform skilled electrical work in the installation, maintenance and repair of electrical systems and equipment.

REPRESENTATIVE DUTIES:

Inspect, repair, install, service and maintain electrical systems including conduit and duct systems, lighting and power circuits, transformers, generators, control equipment, switchers, switchboards, fans, fixtures, bell and buzzer systems, clocks and the like. *E*

Install or replace necessary interior and exterior wiring for equipment, appliances and lighting; perform minor repairs to related electronic equipment. *E*

Install and perform repair of electrical systems for lighting, heating, ventilation and air conditioning; replace fuses. *E*

Prepare cost estimates for repair and order materials needed; assure appropriate stock levels are maintained according to established procedures. *E*

Perform occasional welding and soldering operations incidental to electrical duties. *E*

Observe and comply with federal, state and local electrical codes. *E*

Operate a variety of tools and power equipment including saws, drills, voltage testers, ohmmeter, multimeter and other maintenance tools and equipment; drive a vehicle to conduct work. *E*

Work from sketches, plans, drawings, blueprints and specifications. *E*

Diagnose and resolve electrical problems; test, troubleshoot and repair motors and related controls, stage lighting, AC and DC emergency lighting equipment and related gears and equipment. *E*

Observe safety of others and recommend and observe precautionary action if necessary while repairs are in progress. *E*

Maintain records including work completed and materials used. *E*

Receive and store supplies; contact vendors when needed. *E*

Assist in performing skilled maintenance duties as assigned.

ELECTRICIAN (continued)

Provide work direction to student workers and others as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty
Basic electrical theory and calculation of formulas
Electrical codes and their proper implementation
Health and safety regulations
Record-keeping techniques
Materials, methods, tools and equipment used in electrical work

ABILITY TO:

Perform skilled electrical work in the installation, maintenance and repair of electrical systems and equipment
Make arithmetic calculations related to specialty quickly and accurately
Work from blueprints, shop drawings and sketches
Use a variety of tools and machines utilized in the basic trade including voltmeter, ohmmeter and multimeter
Understand and follow oral and written directions
Analyze situations accurately and adopt an effective course of action
Maintain records
Communicate effectively both orally and in writing
Train and provide work direction to others
Safely operate a maintenance vehicle
Test, troubleshoot and repair motors and related controls
Work independently with little direction

EDUCATION AND EXPERIENCE:

Any combination equivalent to: four years of training or experience which demonstrates journey-level skill in the assigned trade.

LICENSES AND OTHER REQUIREMENTS:

Certified by the State of California as a General Electrician
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment

ELECTRICIAN (continued)

Driving a vehicle to conduct work
Adverse weather conditions, dusts, and fumes

PHYSICAL ABILITIES:

Lifting heavy objects
Dexterity of hands and fingers to operate specialized electronic testing equipment and hand and power tools
Seeing to observe work and distinguish colors
Pulling cables and wires
Reaching overhead, above the shoulders and horizontally
Bending at the waist
Kneeling or crouching

HAZARDS:

Exposure to electrical power supply and high voltage

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ELECTRICIAN

BASIC FUNCTION:

Under the general supervision of a Maintenance and Operations Supervisor or higher-level administrator, perform skilled electrical work and assist with skilled maintenance, repair, and construction work on campus buildings and equipment.

REPRESENTATIVE DUTIES:

Inspect, repair, install, service, and maintain electrical systems including conduit and duct systems, lighting and power circuits, transformers, generators, control equipment, switches, switchboards, fans, fixtures, bell and buzzer systems, clocks, heating, ventilation, and air conditioning, and low voltage electrical systems; replace fuses. *E*

Install or replace necessary interior and exterior wiring for equipment, appliances and lighting; perform repairs to related electronic equipment. *E*

Diagnose and resolve electrical problems; test, troubleshoot and repair motors and related controls, stage lighting, AC and DC emergency lighting equipment and related gears and equipment. *E*

Perform welding and soldering as needed. *E*

Observe safety of others and recommend and observe precautionary action if necessary while repairs are in progress. *E*

Assist with performing skilled maintenance, repair, and construction of campus facilities and equipment in the basic trades including carpentry, painting, locksmith, welding, masonry, glazing, plumbing, and HVAC; assist other skilled trade workers as assigned. *E*

Estimate cost, labor, and materials; order materials according to established guidelines; receive and store supplies; contact vendors when needed. *E*

Prepare and maintain a variety of records and reports related to work orders, labor, and materials. *E*

Train and provide work direction to others as assigned. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

ELECTRICIAN (continued)

Methods, procedures, materials, tools, and equipment used in electrical work
Basic electrical theory and calculation of formulas
Electrical codes and their proper implementation
Proper safety procedures and techniques associated with high and low voltage electrical systems
Methods, equipment, and materials used in maintenance trades
Proper methods of storing equipment, materials, and supplies
Computer applications including word processing, spreadsheet, email, and database
Proper lifting techniques
Health, safety, and environmental compliance regulations
Principles and procedures of record keeping and report preparation

ABILITY TO:

Perform skilled electrical work in the installation, maintenance, and repair of electrical systems and equipment
Test, troubleshoot, and repair motors and related controls
Observe and comply with federal, state, and local electrical codes
Make arithmetic calculations related to specialty quickly and accurately
Assist with performing skilled maintenance work in the carpentry, painting, locksmith, welding, masonry, glazing, plumbing, and HVAC trades
Operate a computer and applicable software to keep inventory and maintain records
Understand and follow verbal and written directions
Plan and organize work to meet changing priorities and timelines
Work independently with little direction
Safely operate voltmeter, ohmmeter, multimeter, and other equipment used in the electrical trade
Safely operate a variety of power tools and equipment including table saws, drills, skill saws, chipping hammers, compressors, grinders, heli-arc machine, arc welding equipment, oxy/acetylene welding and cutting equipment, trucks, tractors, trenchers, forklifts, lift equipment, maintenance vehicles, and other maintenance tools and equipment
Read and work from blueprints, drawings, sketches, plans, and specifications
Maintain files and records, and prepare reports
Train and provide work direction to others
Analyze situations accurately and adopt an effective course of action
Perform heavy manual labor
Communicate and interact with others at all levels of the organization using tact, patience, and courtesy
Operate campus vehicles and observe legal and defensive driving practices

EDUCATION AND EXPERIENCE:

Completion of a recognized electrical apprenticeship program of at least four years' duration **OR** five years of electrical experience, one year of which must have been at the journey-level

LICENSES AND OTHER REQUIREMENTS:

Certified by the State of California as a General Electrician
Valid California driver's license

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HVAC&R TECHNICIAN

BASIC FUNCTION:

Under the general supervision of a Maintenance Supervisor or an Operations Supervisor, a HVAC&R (Heating, Venting, Air Conditioning, and Refrigeration) Technician performs journey-level mechanical work in the maintenance and operation of a variety of heating, air conditioning, ventilation, and refrigeration systems, equipment, and controls, including computerized energy management control systems and chemical and mechanical water treatment equipment.

REPRESENTATIVE DUTIES:

Service, maintain, calibrate, adjust, inspect, diagnose, and repair HVAC&R equipment including heating, ventilation, compressed air, air conditioning, and refrigeration equipment such as boilers, cooling towers, water chillers, pumps, freezers, refrigerators, air conveyance systems, gas heaters, and complex hydronics systems using direct digital or analog control devices and timing switches. *E*

Troubleshoot, repair, and maintain computer-operated direct digital control (DDC) energy management control systems, Automated Logic Controls, building automation and control networks, and related proprietary software. *E*

Monitor and adjust levels of fluids/gasses in HVAC&R filters, lines, valves, and control components; utilize refrigerant scales and vapor recovery units to add and remove Freon from air conditioning units; pressure test centrifugal compressors using EPA approved methods to find and stop leaks and evacuate, store and replace refrigerants; repair purge compressors on centrifugal chillers. *E*

Ensure compliance with applicable federal, state and local laws, rules, and regulations in the purchase, use, and containment of hazardous materials, fluids, and gases; maintain accurate records of Freon movement; submit records to federal Environmental Protection Agency representatives as requested; maintain service records. *E*

Perform electrical, pneumatic, and mechanical testing of equipment including computerized timing switches; diagnose mechanical and electrical problems; repair or replace defective parts in units and equipment and controls; calibrate and adjust thermostats. *E*

Rebuild pressure and temperature safety valves, water pumps, air conditioning compressors, and air compressors. *E*

Determine proper system operation using control and ladder diagrams, schematics, blueprints, and HVAC electrical wiring diagrams. *E*

Perform brazing, soldering, and welding. *E*

Locate and acquire parts necessary for repair and maintenance of HVAC&R related equipment. *E*

HVAC&R TECHNICIAN (continued)

Provide work direction to others as assigned.

Assist or perform other skilled maintenance duties as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Manual, pneumatic and electrical equipment applicable to HVAC&R trade, including boilers, cooling towers, pumps, freezers, refrigerators, refrigerant recovery systems, air handlers, exhaust air units, makeup air units, duct air conveyance systems, variable air volume systems, multi-zone units, electrical power and control circuits, analog and digital time clocks, gas piping, condensate pumps and drain lines, fan coil units, condensing units, unit heaters, fan forced heaters, hot water heating systems, gas fired hot water boilers, gas furnaces, and complex hydronics systems

Water chiller operation and maintenance (including reciprocating, scroll, and screw types)

Methods of calibrating and adjusting thermostats, valves, and controls

Propriety software used in building automation and control networks (e.g., Carrier, Trane, and York)

Central processing units with analog and digital inputs/outputs, transducers, thermistors, electric and electronic dampers, and valve actuators

Direct digital control and computerized timing switches used in energy management systems

Current laws, rules, and regulations related to pertaining to the heating and air conditioning trade

Building, fire, health, and safety codes

Methods of adjusting and combining fluids and gases

Safety precautions related to hazardous or toxic materials

Interpersonal skills using tact, patience, and courtesy

Welding and soldering techniques

Methods and use of test equipment

Modern industrial and commercial building construction pertaining to the heating and air conditioning trade

Principles of solar energy in heating and air conditioning systems

Record-keeping techniques

ABILITY TO:

Perform skilled maintenance duties applicable to the HVAC&R trade including complex emergency repairs

Diagnose and correct electronic, electro-mechanical, electrical, and mechanical malfunctions

Use a variety of tools and machines utilized in the HVAC&R trade, such as combustion meters, electrical meters, refrigerant manifold gauges, charging charts, micron gauges, refrigerant electronic leak detectors, infrared temperature testers, electronic temperature testers, manometers, air balancing test equipment, electronic refrigerant charging scales, propane, MAPP, and oxy/acetylene torches, and hand and power tools

Read, interpret, and work from blueprints, shop drawings, schematics, diagrams, sketches, and specifications

Work independently with little direction

HVAC&R TECHNICIAN (continued)

Plan and organize work
Follow oral and written instructions
Perform heavy manual labor
Operate a motor vehicle
Analyze situations accurately and adopt effective courses of action
Learn and adapt characteristics of new technologies to the heating and air conditioning trade
Communicate technical concepts effectively, both orally and in writing

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or evidence of equivalent educational proficiency and four years of journey-level experience in the heating and air conditioning trade, including the use of computer-controlled energy management systems and building automation and control units. Completion of an HVACR apprenticeship training program or similar training may substitute for up to one year of the required experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Class C California Driver License

Possession of a valid EPA-approved refrigerant recovery certification, Universal level, in accordance with EPA Rule 608, Clean Air Act

Pass an asbestos medical examination in compliance with the General Industry Safety Orders, section 5208, Title 8 of the California Administrative Codes

WORKING CONDITIONS:

ENVIRONMENT:

Exposure to temperature extremes
Indoor and outdoor environment
Driving a vehicle to conduct work

PHYSICAL ABILITIES:

Lifting and carrying heavy objects
Pushing and pulling equipment
Dexterity of hands and fingers to operate specialized tools
Bending at the waist
Reaching overhead, above the shoulders and horizontally
Kneeling or crouching
Vision to distinguish color

HAZARDS:

Exposure to electrical power supply and high voltage
Exposure to hazardous materials such as Freon and associated acids

HVAC&R TECHNICIAN (continued)

Working around and with machinery having moving parts
Climbing ladders and stairs and working from heights

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HVAC&R TECHNICIAN

BASIC FUNCTION:

Under the general supervision of a Maintenance and Operations Supervisor or higher-level administrator, perform skilled heating, venting, air conditioning, and refrigeration (HVAC&R) work and assist with skilled maintenance, repair, and construction work on campus buildings and equipment.

REPRESENTATIVE DUTIES:

Service, maintain, calibrate, adjust, inspect, diagnose, and repair HVAC&R equipment including heating, ventilation, compressed air, air conditioning, and refrigeration equipment such as boilers, cooling towers, water chillers, pumps, freezers, refrigerators, air conveyance systems, fans, gas heaters, chemical and mechanical water treatment equipment, and complex hydronics systems using direct digital or analog control devices and timing switches. *E*

Troubleshoot, repair, and maintain computer-operated direct digital control (DDC) energy management control systems, building automation and control networks, and related proprietary software and components. *E*

Monitor and adjust levels of fluids/gasses in HVAC&R filters, lines, valves, and control components; utilize refrigerant scales and vapor recovery units to add and remove refrigerant from air conditioning units; pressure test compressors using Environmental Protection Agency (EPA) approved methods to find and stop leaks and evacuate, store, and replace refrigerants; repair and purge compressors on chillers. *E*

Ensure compliance with applicable federal, state and local laws, rules, and regulations in the purchase, use, and containment of hazardous materials, fluids, and gases; maintain accurate records of refrigerant movement; submit records to appropriate agencies as requested; maintain service records. *E*

Perform electrical, pneumatic, and mechanical testing of equipment including computerized timing switches; diagnose mechanical and electrical problems; repair or replace defective parts in units and equipment and controls; calibrate and adjust thermostats. *E*

Rebuild pressure and temperature safety valves, water pumps, air conditioning compressors, and air compressors. *E*

Determine proper system operation using control and ladder diagrams, schematics, blueprints, and HVAC electrical wiring diagrams. *E*

Perform brazing, soldering, and welding as needed. *E*

Assist with performing skilled maintenance, repair, and construction of campus facilities and equipment in the basic trades including carpentry, painting, electrical, locksmith, welding,

HVAC&R TECHNICIAN (continued)

masonry, glazing, and plumbing; assist other skilled trade workers as assigned. *E*

Prepare and maintain a variety of records and reports related to work orders, labor, and materials. *E*

Estimate cost, labor, and materials; order materials according to established guidelines; maintain HVAC&R tools and equipment. *E*

Provide work direction to others as assigned. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Manual, pneumatic and electrical equipment applicable to HVAC&R trade, including boilers, cooling towers, pumps, freezers, refrigerators, refrigerant recovery systems, air handlers, exhaust air units, makeup air units, duct air conveyance systems, variable air volume systems, multi-zone units, electrical power and control circuits, analog and digital time clocks, gas piping, condensate pumps and drain lines, fan coil units, condensing units, unit heaters, fan forced heaters, hot water heating systems, gas fired hot water boilers, gas furnaces, and complex hydronics systems

Water chiller operation and maintenance (including reciprocating, scroll, and screw types)

Methods of calibrating and adjusting thermostats, valves, and controls

Propriety software used in building automation and control networks (e.g., Carrier, Trane, and York)

Central processing units with analog and digital inputs/outputs, transducers, thermistors, electric and electronic dampers, and valve actuators

Direct digital control and computerized timing switches used in energy management systems

Current laws, rules, and regulations pertaining to the heating and air conditioning trade, including building, fire, health, and safety codes

Methods of adjusting and combining fluids and gases

Safety precautions related to hazardous or toxic materials

Welding and soldering techniques

Methods and use of test equipment

Modern industrial and commercial building construction pertaining to the heating and air conditioning trade

Principles of solar energy in heating and air conditioning systems

Methods, equipment, and materials used in maintenance trades

Proper methods of storing equipment, materials, and supplies

Computer applications including word processing, spreadsheet, email, and database

Proper lifting techniques

Health, safety, and environmental compliance regulations

Principles and procedures of record keeping and report preparation

ABILITY TO:

Perform skilled HVAC&R work

Diagnose and correct electronic, electro-mechanical, electrical, and mechanical malfunctions

HVAC&R TECHNICIAN (continued)

Use a variety of tools and machines utilized in the HVAC&R trade, such as combustion meters, electrical meters, refrigerant manifold gauges, charging charts, micron gauges, refrigerant electronic leak detectors, infrared temperature testers, electronic temperature testers, manometers, air balancing test equipment, electronic refrigerant charging scales, propane, MAPP, and oxy/acetylene torches, and hand and power tools

Assist with performing skilled maintenance work in the carpentry, painting, locksmith, electrical, welding, masonry, glazing, and plumbing, trades

Operate a computer and applicable software to keep inventory and maintain records

Understand and follow verbal and written directions

Plan and organize work to meet changing priorities and timelines

Work independently with little direction

Safely operate voltmeter, ohmmeter, multimeter, and other equipment used in the HVAC&R trade

Safely operate a variety of power tools and equipment including table saws, drills, skill saws, chipping hammers, compressors, grinders, heli-arc machine, arc welding equipment, oxy/acetylene welding and cutting equipment, trucks, tractors, trenchers, forklifts, lift equipment, maintenance vehicles, and other maintenance tools and equipment

Read and work from blueprints, drawings, sketches, plans, and specifications

Maintain files and records, and prepare reports

Train and provide work direction to others

Analyze situations accurately and adopt an effective course of action

Perform heavy manual labor

Communicate and interact with others at all levels of the organization using tact, patience, and courtesy

Operate campus vehicles and observe legal and defensive driving practices

EDUCATION AND EXPERIENCE:

Completion of a recognized HVAC&R apprenticeship program of at least four years' duration **OR** five years of experience working in the heating and air conditioning trade, including the use of computer-controlled energy management systems and building automation and control units, one year of which must have been at the journey-level

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Possession of a valid EPA-approved refrigerant recovery certification, Universal level, in accordance with EPA Rule 608, Clean Air Act

Pass an asbestos medical examination in compliance with the General Industry Safety Orders, section 5208, Title 8 of the California Administrative Codes prior to obtaining permanent status

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LOCKSMITH

BASIC FUNCTION:

Under the direction of a Maintenance Supervisor, perform skilled locksmithing work in the installation, repair and maintenance of locks, lockers and door closures.

REPRESENTATIVE DUTIES:

Assure the security and safety of campus and District equipment and facilities through proper maintenance of door locks and closures. *E*

Install and repair locks; disassemble locks to determine source of problems; lubricate, repair or replace parts as necessary and reassemble. *E*

Adjust door hinges latches and bars, overhead closures and floor closures. *E*

Assist in opening locks when keys cannot be located. *E*

Adjust and replace door jams; repair panic hardware. *E*

Maintain records such as new or changed keying systems and work completed. *E*

Cut new or duplicate keys, using a key cutting machine as needed. *E*

Operate a variety of tools and power equipment including saws, drills, trucks and other maintenance tools and equipment. *E*

Perform occasional welding, soldering and brazing operations incidental to locksmithing. *E*

Estimate cost, labor and materials; order materials according to established guidelines. *E*

Assist in performing other skilled maintenance duties as assigned; assist carpenters in the installation of new doors and hinges.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, shop math, tools and equipment used in locksmith work

Variety of locks available and appropriate applications

Lock parts including different types of locks and lockers

LOCKSMITH (continued)

Record-keeping techniques
Health and safety regulations
Technical aspects of field of specialty

ABILITY TO:

Open locks when no keys are available.
Estimate cost, labor and materials.
Read drawings and work from plans and specifications.
Establish keying schedules and systems.
Understand and follow oral and written directions.
Work independently with little direction.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Maintain records and prepare reports.
Train and provide work direction to others.
Perform other skilled maintenance work as assigned.
Use a variety of tools and machines used in the basic trade.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: four years of training or experience which demonstrates journey-level skill in the assigned trade

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment
Driving a vehicle to conduct work

PHYSICAL ABILITIES:

Lifting, carrying, pushing and pulling heavy objects
Dexterity of hands and fingers to operate specialized equipment
Bending at the waist
Walking and standing for extended periods of time
Kneeling or crouching

HAZARDS:

Working around and with cutting tools and machinery having moving parts

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LOCKSMITH

BASIC FUNCTION:

Under the general supervision of a Maintenance and Operations Supervisor or higher-level administrator, perform skilled locksmith work and assist with skilled maintenance, repair, and construction work on campus buildings and equipment.

REPRESENTATIVE DUTIES:

Install, repair, and maintain locks, lockers, and door closures; disassemble locks to determine source of problems; lubricate, repair, replace, and reassemble parts as necessary. *E*

Adjust door hinges, latches, and bars, overhead closures, and floor closures; assist carpenters in the installation of new doors and hinges. *E*

Open locks when keys cannot be located. *E*

Adjust and replace door jams; repair panic hardware. *E*

Cut new and duplicate keys using a key cutting machine. *E*

Perform welding, soldering, and brazing as needed. *E*

Assist with performing skilled maintenance, repair, and construction of campus facilities and equipment in the basic trades including carpentry, painting, electrical, welding, masonry, glazing, plumbing, and HVAC; assist other skilled trade workers as assigned. *E*

Estimate cost, labor, and materials; order materials according to established guidelines; store and maintain locksmith tools and equipment. *E*

Prepare and maintain a variety of records and reports related to work orders, labor, and materials. *E*

Train and provide work direction to others as assigned. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, materials, shop math, tools, and equipment used in locksmith work
Variety of locks available and appropriate applications

LOCKSMITH (continued)

Electronic locking devices and programming of such devices
Lock parts including different types of locks and lockers
Principles, practices, and techniques pertaining to the operation and repair of safes and vaults
Principles of diagnostics and repair of automatic sliding doors
Methods, equipment, and materials used in maintenance trades
Proper methods of storing equipment, materials, and supplies
Computer applications including word processing, spreadsheet, email, and database
Proper lifting techniques
Health, safety, and environmental compliance regulations
Principles and procedures of record keeping and report preparation

ABILITY TO:

Perform skilled locksmith work
Plan, establish, and coordinate keying schedules and systems
Assist with performing skilled maintenance work in the carpentry, painting, electrical, welding, masonry, glazing, plumbing, and HVAC trades
Operate a computer and applicable software to perform key inventory and maintain records
Understand and follow verbal and written directions
Plan and organize work to meet changing priorities and timelines
Work independently with little direction
Safely operate a variety of power tools and equipment including table saws, drills, skill saws, chipping hammers, compressors, grinders, heli-arc machine, arc welding equipment, oxy/acetylene welding and cutting equipment, trucks, tractors, trenchers, forklifts, lift equipment, maintenance vehicles, and other maintenance tools and equipment
Read and work from blueprints, drawings, sketches, plans, and specifications
Maintain files and records, and prepare reports
Train and provide work direction to others
Analyze situations accurately and adopt an effective course of action
Perform heavy manual labor
Communicate and interact with others at all levels of the organization using tact, patience, and courtesy
Operate campus vehicles and observe legal and defensive driving practices

EDUCATION AND EXPERIENCE:

Completion of a recognized locksmith apprenticeship program of at least four years' duration **OR** five years of locksmith experience, one year of which must have been at the journey-level

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PLUMBER

BASIC FUNCTION:

Under the general supervision of a Maintenance Supervisor, a Plumber performs skilled work in the repair, maintenance, and installation of plumbing systems, equipment, appliances, controls, and fixtures, including water, gas, and sewer installation.

REPRESENTATIVE DUTIES:

Install, maintain, repair and replace plumbing systems, equipment, appliances, controls, and fixtures, including water, gas and sewer installation. *E*

Read, interpret and understand information represented in sketches, drawings, blueprints, and schematics. *E*

Install, maintain, and repair a variety of plumbing-related systems such as gas piping, lawn sprinkler, welding, and automatic fire sprinkler. *E*

Repair and maintain equipment including boilers, furnaces, thermostats, gas valves, fans, and air compressors. *E*

Maintain and inspect safety devices and equipment; inspect and test pipes for cross connections. *E*

Maintain records and prepare reports; estimate materials and time needed for projects. *E*

Install backflow prevention devices; submit reports of testing certifications to appropriate agencies. *E*

Train and provide work direction to others as assigned. *E*

Estimate time and materials needed; make cost estimates and order materials; maintain plumbing tools and equipment. *E*

Operate a variety of tools and equipment such as arc and gas welders, leak detectors, power tools, forklift, and maintenance vehicle. *E*

Notify supervisor regarding water systems malfunctions or in the event of contamination or pollution of water systems.

Assist in performing other skilled maintenance duties as assigned.

Perform related duties as assigned.

PLUMBER (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable plumbing codes and regulations
Backflow prevention devices
California Plumbing Code
Interpersonal skills using tact, patience and courtesy
Methods, equipment and materials used in the plumbing trade
Health and safety regulations
Technical aspects of field of specialty
Record-keeping techniques
Basic methods, equipment and materials used in the heating, refrigeration and air conditioning trades

ABILITY TO:

Maintain and perform skilled work in the repair, maintenance, and installation of plumbing fixtures
Add, subtract, multiply, and divide quickly and accurately
Understand and follow oral and written directions
Install, repair, and maintain plumbing fixtures and heating, ventilation, and refrigeration systems
Maintain records and prepare reports
Establish and maintain cooperative and effective working relationships with others
Use a variety of tools and machines utilized in the basic trade
Analyze situations accurately and adopt an effective course of action
Work from blueprints, shop drawings, and sketches
Meet schedules and time lines
Work independently with little direction
Plan and organize work
Train and provide work direction to others
Operate a maintenance vehicle
Perform skilled maintenance work as assigned

EDUCATION AND EXPERIENCE:

Any combination equivalent to four years of training and experience which demonstrates journey-level skill in the assigned trades.

LICENSES AND OTHER REQUIREMENTS:

Obtain and maintain a backflow certificate prior to obtaining permanent status

PLUMBER (continued)

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environments
Responding to emergency calls after regular working hours

PHYSICAL ABILITIES:

Lifting and carrying heavy appliances and fixtures
Climbing ladders
Pushing and pulling snakes and other apparatus
Crawling under buildings and in cramped or restrictive work chambers
Seeing to observe work progress
Standing and walking for extended periods of time

HAZARDS:

Working around fumes, heat and in cramped environments
Potential exposure to human feces and to unpleasant odors

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PLUMBER

BASIC FUNCTION:

Under the general supervision of a Maintenance and Operations Supervisor or higher-level administrator, perform skilled maintenance, repair, service, and construction plumbing work and assist with skilled maintenance, repair, and construction work on campus buildings and equipment.

REPRESENTATIVE DUTIES:

Install, maintain, repair, and replace a variety of plumbing-related systems, equipment, appliances, controls, and fixtures, including water, gas and sewer installation, gas piping, lawn sprinklers, welding, boilers, furnaces, thermostats, gas valves, pumps, vacuum equipment, and air compressors. *E*

Maintain and inspect safety devices and equipment; inspect and test pipes for cross connections. *E*

Install, test, and maintain backflow prevention devices; prepare and submit reports of testing certifications to appropriate agencies. *E*

Monitor water systems for malfunctions and contamination and pollution and notify the supervisor and other appropriate parties of such events. *E*

Assist with performing skilled maintenance, repair, and construction of campus facilities and equipment in the basic trades such as carpentry, locksmith, painting, electrical, welding, masonry, glazing, and HVAC; assist other skilled trade workers as assigned. *E*

Prepare and maintain a variety of records and reports related to work orders, labor, and materials. *E*

Estimate cost, labor, and materials; order materials according to established guidelines; maintain plumbing tools and equipment. *E*

Train and provide work direction to others as assigned. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable plumbing codes and regulations, including California Plumbing Code
Backflow prevention devices
Methods, equipment, and materials used in the plumbing trade
Methods, equipment, and materials used in maintenance trades

PLUMBER (continued)

Proper methods of storing equipment, materials, and supplies
Computer applications including word processing, spreadsheet, email, and database
Proper lifting techniques
Health, safety, and environmental compliance regulations
Principles and procedures of record keeping and report preparation

ABILITY TO:

Perform skilled work in the repair, maintenance, and installation of plumbing fixtures
Install, repair, and maintain plumbing fixtures and heating, ventilation, and refrigeration systems
Understand and apply plumbing trade safety standards and procedures
Assist with performing skilled maintenance work in the carpentry, locksmith, painting, electrical, welding, masonry, glazing, and HVAC trades
Operate a computer and applicable software to keep inventory and maintain records
Make arithmetic calculations related to specialty quickly and accurately
Understand and follow verbal and written directions
Plan and organize work to meet changing priorities and timelines
Work independently with little direction
Safely operate a variety of power tools and equipment including table saws, drills, skill saws, chipping hammers, compressors, grinders, heli-arc machine, arc welding equipment, oxy/acetylene welding and cutting equipment, trucks, tractors, trenchers, forklifts, lift equipment, maintenance vehicles, and other maintenance tools and equipment
Read and work from blueprints, drawings, sketches, plans, and specifications
Maintain files and records, and prepare reports
Train and provide work direction to others
Analyze situations accurately and adopt an effective course of action
Perform heavy manual labor
Communicate and interact with others at all levels of the organization using tact, patience, and courtesy
Operate campus vehicles and observe legal and defensive driving practices

EDUCATION AND EXPERIENCE:

Completion of a recognized plumbing apprenticeship program of at least four years' duration **OR** five years of plumbing experience, one year of which must have been at the journey-level

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Obtain and maintain a backflow certificate prior to obtaining permanent status

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: PROGRAMMER ANALYST****BASIC FUNCTION:**

Under the general direction of the Director of Software Applications and Development or higher-level administrator, perform design, programming, testing, installation, and maintenance of information systems.

DISTINGUISHING CHARACTERISTICS:

A Programmer Analyst develops program specifications for small information systems of simple to moderate complexity or components or modules of larger systems and programs, tests, installs, and maintains major systems according to program design and specifications developed by higher-level programming staff. In comparison, a Senior Programmer Analyst provides technical direction to lower-level staff and, under minimal supervision, performs the most complex programming work which includes responsibility for designing major complex information systems and managing information technology projects.

REPRESENTATIVE DUTIES:

Develop, test, install, maintain, and modify information systems, software components, and computer programs according to overall system specifications; document new programs and changes to existing programs in accordance with established standards and procedures; analyze, debug, and test various programs using online tools, assigned languages, and utilities. *E*

Analyze user needs and develop program specifications for small information systems or components of larger systems. *E*

Create production and ad-hoc reports using a variety of reporting tools and programming languages per specifications from users and senior programming staff. *E*

Make recommendations and propose solutions to improve business operations and resolve problems. *E*

Provide technical support to end users; respond to requests and inquiries regarding the operation, use, and capabilities of information systems; work in conjunction with user support staff to troubleshoot and resolve systems and application problems; prepare end user and technical documentation and instructions; conduct user training sessions as required. *E*

Implement and participate in the planning, organization, and scheduling of information technology projects. *E*

Analyze and develop relational databases per specifications; design and create stand alone databases for data collection, analysis, and reporting as assigned. *E*

Participate in the implementation, maintenance, and testing of new releases of administrative

PROGRAMMER ANALYST (continued)

systems provided by third-party vendors. *E*

Perform ongoing system, application, and software maintenance; perform upgrades, modifications, and enhancements as necessary. *E*

Assist in the maintenance of appropriate test databases and environments for testing and debugging application systems. *E*

Perform other duties as assigned.

E = Essential Duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and techniques of software development and programming
Functions and capabilities of computer software applications, including database and spreadsheet applications
Functions and capabilities of various server and workstation operating systems applicable to the position
Principles, procedures, and methods used in data acquisition, storage, structuring, and retrieval
Principles and techniques of systems analysis, design, and testing
Methods and techniques of program documentation and version control
Reporting and query tools applicable to the position
Programming and script languages applicable to the position
Tools and methods used in web page design and development
Enterprise Resource Planning (ERP) systems
New trends in the field of information technology
Principles of database design
Relational database management systems (RDBMS)
Principles of business writing and administrative report preparation
Principles of training

ABILITY TO:

Code highly complex programs
Prepare clear and logical systems design
Present and explain technical concepts to a non-technical audience
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those encountered in the course of work
Provide technical support and training to end users
Work independently with little direction
Identify, analyze, evaluate, and solve complex system and programming problems
Interpret, apply, and explain rules, regulations, policies, and procedures
Organize and prioritize timelines and project schedules in an effective and timely manner
Learn the characteristics of new systems and update skills to adapt to changing technology
Write clear and comprehensive reports, instructions, and program documentation
Understand and carry out oral and written directions

PROGRAMMER ANALYST (continued)

EDUCATION AND EXPERIENCE:

A bachelor's degree, preferably with an emphasis in information technology, computer science, management information systems, or a related field **AND** one year of recent (gained in the past ~~five~~ three years) experience performing business applications programming. Experience programming and maintaining components within an enterprise resource planning (ERP) system is preferred.

OR

An associate degree, preferably with an emphasis in information technology, computer science, management information systems, or a related field **AND** three years of recent (gained in the past five years) experience performing business applications programming. Experience programming and maintaining components within an enterprise resource planning (ERP) system is preferred.

OR

Graduation from high school or evidence of equivalent educational proficiency **AND** five years of recent (gained in the past ~~five~~ seven years) experience performing business applications programming. Experience programming and maintaining components within an enterprise resource planning (ERP) system is preferred.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: SENIOR PROGRAMMER ANALYST****BASIC FUNCTION:**

Under the general direction of the Director of Software Applications and Development or higher-level administrator, lead, oversee, and participate in the most complex and difficult design, programming, testing, installation, and maintenance of information systems.

DISTINGUISHING CHARACTERISTICS:

A Senior Programmer Analyst provides technical direction to lower-level staff and, under minimal supervision, performs more complex programming work which includes responsibility for designing major complex information systems and managing information technology projects. In comparison, a Programmer Analyst develops program specifications for small information systems of simple to moderate complexity or components or modules of larger systems and programs, tests, installs, and maintains major systems according to program design and specifications developed by higher-level programming staff.

REPRESENTATIVE DUTIES:

Serve as a technical expert and internal consultant regarding District programming activities; consult with management, staff, and college faculty to analyze business processes and identify functional requirements for software systems; make recommendations and propose solutions to improve business operations and resolve problems. *E*

Develop and implement software components and computer programs according to overall system specifications; document new programs and changes to existing systems in accordance with established standards and procedures. *E*

Develop, analyze, formulate, and recommend specifications for programming modifications and improvements, including system flow charts, program logic, database access methods, input/output procedures, and record/report layouts, which make effective use of the technical environment. *E*

Provide technical support to end users; respond to requests and inquiries regarding the operation, use, and capabilities of information systems; work in conjunction with user support staff to resolve problems in an efficient manner; prepare end user and technical documentation and instructions; conduct user training sessions as required. *E*

Manage information technology projects; prioritize projects and tasks and coordinate staff resources as necessary; exercise functional supervision over lower-level staff and contractors as warranted. *E*

Analyze, design, and implement relational databases; design and create stand alone databases for data collection, analysis, and reporting as assigned. *E*

Coordinate the implementation, maintenance, and testing of new releases of administrative systems provided by third-party vendors. *E*

SENIOR PROGRAMMER ANALYST (continued)

Perform ongoing system, application, and software maintenance; review and evaluate previously implemented systems for accuracy and efficiency; perform upgrades, modifications, and enhancements as necessary. *E*

Write new programs and perform corrections of existing programs as required. *E*

Serve as Information Technology Department representative for District technology committees or task forces as required. *E*

Assist staff in production scheduling, running system processes, and in management of the District's administrative information systems database. *E*

Assist in the maintenance of appropriate test databases and environments for testing and debugging the application systems. *E*

Perform other duties as assigned.

E = Essential Duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced methods and techniques of software development and programming
Advanced functions and capabilities of computer software applications, including database and spreadsheet applications
Advanced functions and capabilities of various server and workstation operating systems applicable to the position
Principles, procedures, and methods used in data acquisition, storage, structuring, and retrieval
Principles and techniques of systems analysis, design, and testing
Methods and techniques of program documentation and version control
Reporting and query tools applicable to the position
Programming and script languages applicable to the position
Tools and methods used in web page design and development
Enterprise Resource Planning (ERP) systems
New trends in the field of information technology
Principles of database design
Relational database management systems (RDBMS)
Principles of project management
Principles of business writing and administrative report preparation
Principles of training

ABILITY TO:

Write and code highly complex programs
Prepare clear and logical systems design
Present and explain technical concepts to a non-technical audience
Communicate clearly and concisely, both orally and in writing

SENIOR PROGRAMMER ANALYST (continued)

Establish and maintain effective working relationships with those contacted in the course of work
Provide guidance, direction, and training to end users and staff
Work independently in the absence of supervision
Identify, analyze, evaluate, and solve complex system and programming problems
Interpret, apply and explain rules, regulations, policies, and procedures
Organize and prioritize timelines and project schedules in an effective and timely manner
Learn the characteristics of new systems and update skills to adapt to changing technology
Write clear and comprehensive reports, instructions, and program documentation
Understand and follow oral and written instructions

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university, preferably with an emphasis in information technology, computer science, management information systems, or a related field **AND** three years of recent (gained in the past five years) experience performing business applications analysis, design, and programming. Experience programming and maintaining components within an enterprise resource planning (ERP) system is preferred.

OR

An associate degree from a recognized college or university, preferably with an emphasis in information technology, computer science, management information systems, or a related field **AND** five years of recent (gained in the past ~~five~~seven years) experience performing business applications analysis, design, and programming. Experience programming and maintaining components within an enterprise resource planning (ERP) system is preferred.

OR

Graduation from high school or evidence of equivalent educational proficiency **AND** seven years of recent (gained in the past ~~five~~ten years) experience performing business applications analysis, design, and programming. Experience programming and maintaining components within an enterprise resource planning (ERP) system is preferred.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: TITLE CHANGES AND REVISION OF CLASSIFICATION SPECIFICATIONS

RECOMMENDATION:

The following changes of classification titles are recommended:

From: Matriculation Specialist I
From: Matriculation Specialist II

To: Student Success and Support Specialist I
To: Student Success and Support Specialist II

BASIS OF RECOMMENDATION:

The above changes of classification titles are recommended to reflect the current terminology used by the California Community Colleges Chancellor's Office. Matriculation is now referred to as the Student Success and Support Program. Revised classification specifications containing updated language and the title changes are presented for approval in conjunction with this report.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: MATRICULATION SPECIALIST I****BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan, organize and implement student services programs and activities to enhance the matriculation process involving assessment, orientation, early alert strategies, data collection and analysis, transfer/transition programming and other student services involved in the matriculation process.

DISTINGUISHING CHARACTERISTICS:

The Matriculation Specialist I classification is assigned a variety of programs and activities to enhance the matriculation process on-campus. The Matriculation Specialist II is a single incumbent classification who serves as a liaison between local senior and junior high schools in outreach and recruitment efforts and performs the full range of matriculation responsibility.

REPRESENTATIVE DUTIES:

Plan, organize and implement student services programs and activities to enhance the matriculation process involving assessment, orientation, early alert strategies, data collection and analysis, transfer/transition programming and other student services involved in the matriculation process. *E*

Prepare and disseminate materials regarding campus matriculation; coordinate matriculation process across the campus and respond to inquiries regarding requirements, policies and procedures. *E*

Assist in the development of comprehensive assessment program; administer assessment tests to new and continuing students; administer competency and ability to benefit tests; prepare and distribute test schedules. *E*

Assist in the coordination of orientation activities; prepare follow up student orientation surveys. *E*

Work with counselors and faculty in developing an early alert system to identify students who are having difficulty in their classes. *E*

Identify and contact students who indicate "undecided" or "transfer" as their goal and provide information regarding career and transfer opportunities. *E*

Collect data regarding retention rates, student success rates, transfer rates, and other data providing retention information; perform research studies and special projects as assigned. *E*

Work cooperatively with Counselors in referring students for academic, vocational, occupational, and career planning and for personal assistance. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Matriculation process
Assessment tests and administration
Problems and barriers facing students
Computer applications
Data collection and record-keeping techniques
Marketing and promotion skills
Interpersonal communication skills
Organization and planning skills
Special needs and the cultural barriers of students from under-represented and disadvantaged populations

ABILITY TO:

Coordinate a comprehensive assessment program as part of the matriculation process.
Organize, plan, direct, and implement comprehensive programs and services related to matriculation
Communicate student services information to students, faculty, and counselors.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Work with a diverse, multi-cultural population.

EDUCATION AND EXPERIENCE:

Any combination equivalent to bachelor's degree in psychology, education, liberal arts, or other related field and two years student services or human services experience

WORKING CONDITIONS:

ENVIRONMENT:

Student Services office environment
Constant interruptions

PHYSICAL ABILITIES:

Hearing and speaking to communicate with others
Seeing to observe and assure accurate completion of documents
Sitting and standing for extended periods of time

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: STUDENT SUCCESS AND SUPPORT SPECIALIST I****BASIC FUNCTION:**

Under the general supervision of the Student Success and Support Services Supervisor or higher-level administrator, organize and implement programs, services, and activities associated with the Student Success and Support Program (SSSP) to enhance student success for prospective, new, and continuing students.

DISTINGUISHING CHARACTERISTICS:

The Student Success and Support Specialist I classification is assigned a variety of programs and activities to enhance student success. The Student Success and Support Specialist II classification is assigned additional responsibility for serving as a liaison between local educational institutions and community organizations with regard to outreach and recruitment efforts.

REPRESENTATIVE DUTIES:

Organize and implement programs and activities in support of the core services provided by the Student Success and Support Program (SSSP) including registration, assessment, orientation, educational planning, and follow-up. *E*

Identify and contact students who have not completed the core services provided by SSSP including registration, assessment, orientation, educational planning, and follow-up, and assist them with completing such services. *E*

Inform students of academic and support services and deadlines associated with tutoring, supplemental workshops, counseling, financial aid, EOPS/CARE, CalWorks, Access, Student Health Services, Admissions and Records, and other student services and refer students to appropriate services across campus; coordinate SSSP activities with other college departments. *E*

Interpret and explain requirements, policies, and procedures pertaining to the SSSP to students; respond to inquiries pertaining to SSSP services. *E*

Assist in the development of comprehensive assessment program; administer assessment tests to new and continuing students on and off site; prepare and distribute test schedules. *E*

Identify at-risk student populations and refer students to appropriate academic support, counseling, and student support services; work with counselors and faculty in developing and maintaining an early alert system to identify students in need of referral services. *E*

Provide support to probationary and dismissed students by scheduling probationary students for probation workshops and counseling appointments to develop a plan to return to good academic standing and communicating with probation students throughout their probationary period to refer

STUDENT SUCCESS AND SUPPORT SPECIALIST I (continued)

them to needed services. *E*

Refer students to resources to assist them in declaring their program of study, transferring, and reaching their career objectives; identify and contact students who indicate "undecided" or "transfer" as their goal and provide information regarding career and transfer opportunities. *E*

Develop, coordinate, and conduct transition workshops and activities for prospective, new, and continuing students. *E*

Design, prepare, and disseminate announcements, newsletters, brochures, flyers, forms, social media posts, and other forms of communication regarding SSSP-related events, activities, programs, and initiatives to college personnel and students. *E*

Collect and compile data regarding retention rates, student success rates, transfer rates, student performance, student demographics, student services, program evaluation, and other information for inclusion into special and periodic reports; prepare administrative reports. *E*

Prepare and administer surveys to students pertaining to SSSP services. *E*

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

Support outreach activities by attending and providing information at outreach sessions at local schools and community venues. *E*

Maintain student files and other files and documents related to SSSP activities; enter and track data; prepare reports, correspondence, agendas, and meeting minutes. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Mission, objectives, and goals of the Student Success and Support Program (SSSP)
Applicable laws, rules, regulations, and policies related to SSSP 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
Methods, procedures, and materials used in tutorial services
District organization, operations, policies, and objectives
Fundamentals of English grammar, spelling, and composition
Basic arithmetic

ABILITY TO:

STUDENT SUCCESS AND SUPPORT SPECIALIST I (continued)

Provide information and assistance to students, employees, and the public
Interpret, apply, and explain applicable laws, rules, regulations, policies, and procedures related to SSSP
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 SSSP-related events, activities, programs, and initiatives to college students
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
Analyze situations accurately and adopt effective courses of action
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

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university

OR

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

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: MATRICULATION SPECIALIST II****BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan, organize and implement student services programs and activities to enhance the matriculation process involving assessment, orientation, early alert strategies, data collection and analysis, transfer/ transition programming and other student services involved in the matriculation process; serve as a liaison between the College and local senior and junior high schools in outreach and recruitment efforts.

DISTINGUISHING CHARACTERISTICS:

The Matriculation Specialist II is a single incumbent classification who serves as a liaison between local senior and junior high schools in outreach and recruitment efforts and performs the full range of matriculation responsibility. The Matriculation Specialist I classification is assigned a variety of programs and activities to enhance the matriculation process on campus.

REPRESENTATIVE DUTIES:

Plan, organize and implement student services programs and activities to enhance the matriculation process involving assessment, orientation, early alert strategies, data collection and analysis, transfer/transition programming and other student services involved in the matriculation process. *E*

Serve as a liaison between the College and local senior and junior high schools in outreach and recruitment efforts; drive a vehicle to school campuses. *E*

Prepare and disseminate materials regarding campus matriculation; coordinate matriculation process across the campus and respond to inquiries regarding requirements, policies and procedures. *E*

Assist in the development of comprehensive assessment program; administer assessment test to new and continuing students; administer competency and ability to benefit tests; and prepare and distribute test schedules. *E*

Assist in the coordination of orientation activities; prepare follow-up student orientation surveys. *E*

Work with counselors and faculty in developing an early alert system to identify students who are having difficulty in their classes. *E*

Collect data regarding retention rates, student success rates, transfer rates, and other data providing retention information; perform research studies and special projects as assigned. *E*

MATRICULATION SPECIALIST II (continued)

Work cooperatively with Counselors in referring students for academic, vocational, occupational, and career planning and for personal assistance. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Matriculation process
Outreach and recruitment efforts related to an assigned student services area
Assessment tests and administration
Problems and barriers facing students
Data collection and record-keeping techniques
Marketing and promotion skills
Interpersonal communication skills
Organization and planning skills
Special needs and the cultural barriers of students from under-represented and disadvantaged populations

ABILITY TO:

Coordinate a comprehensive assessment program as part of the matriculation process
Organize, plan, direct, and implement comprehensive programs and services related to matriculation
Establish and maintain an effective outreach and recruitment program related to an assigned student services area
Communicate student services information to students, faculty and counselors
Communicate effectively both orally and in writing
Work cooperatively with others
Work with a diverse, multi-cultural population

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in psychology, education, liberal arts or other related field and three years student services or human services experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Student Services office environment
Constant interruptions

MATRICULATION SPECIALIST II (continued)

PHYSICAL ABILITIES:

Hearing and speaking to communicate with others, seeing to observe and assure accurate completion of documents, and sitting and standing for extended periods of time

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: STUDENT SUCCESS AND SUPPORT SPECIALIST II****BASIC FUNCTION:**

Under the general supervision of the Student Success and Support Services Supervisor or higher-level administrator, organize and implement programs, services, and activities associated with the Student Success and Support Program (SSSP) to enhance student success for prospective, new, and continuing students and serve as liaison between the college and local educational institutions and community organizations with regard to outreach and recruitment efforts.

DISTINGUISHING CHARACTERISTICS:

The Student Success and Support Specialist I classification is assigned a variety of programs and activities to enhance student success. The Student Success and Support Specialist II classification is assigned additional responsibility for serving as a liaison between local educational institutions and community organizations with regard to outreach and recruitment efforts.

REPRESENTATIVE DUTIES:

Organize and implement programs and activities in support of the core services provided by the Student Success and Support Program (SSSP) including registration, assessment, orientation, educational planning, and follow-up. *E*

Serve as liaison between the college and local educational institutions and community organizations with regard to outreach and recruitment efforts; organize and conduct outreach sessions at local schools and community venues. *E*

Identify and contact students who have not completed the core services provided by SSSP including registration, assessment, orientation, educational planning, and follow-up, and assist them with completing such services. *E*

Inform students of academic and support services and deadlines associated with tutoring, supplemental workshops, counseling, financial aid, EOPS/CARE, CalWorks, Access, Student Health Services, Admissions and Records, and other student services and refer students to appropriate services across campus; coordinate SSSP activities with other college departments. *E*

Interpret and explain requirements, policies, and procedures pertaining to the SSSP to students; respond to inquiries pertaining to SSSP services. *E*

Assist in the development of comprehensive assessment program; administer assessment tests to new and continuing students on and off site; prepare and distribute test schedules. *E*

Identify at-risk student populations and refer students to appropriate academic support, counseling, and student support services; work with counselors and faculty in developing and maintaining an

STUDENT SUCCESS AND SUPPORT SPECIALIST II (continued)

early alert system to identify students in need of referral services. *E*

Provide support to probationary and dismissed students by scheduling probationary students for probation workshops and counseling appointments to develop a plan to return to good academic standing and communicating with probation students throughout their probationary period to refer them to needed services. *E*

Refer students to resources to assist them in declaring their program of study, transferring, and reaching their career objectives; identify and contact students who indicate "undecided" or "transfer" as their goal and provide information regarding career and transfer opportunities. *E*

Develop, coordinate, and conduct transition workshops and activities for prospective, new, and continuing students. *E*

Design, prepare, and disseminate announcements, newsletters, brochures, flyers, forms, social media posts, and other forms of communication regarding SSSP-related events, activities, programs, and initiatives to college personnel and students. *E*

Collect and compile data regarding retention rates, student success rates, transfer rates, student performance, student demographics, student services, program evaluation, and other information for inclusion into special and periodic reports; prepare administrative reports. *E*

Prepare and administer surveys to students pertaining to SSSP services. *E*

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

Maintain student files and other files and documents related to SSSP activities; enter and track data; prepare reports, correspondence, agendas, and meeting minutes. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Mission, objectives, and goals of the Student Success and Support Program (SSSP)
Applicable laws, rules, regulations, and policies related to SSSP activities and services
Recruiting and outreach strategies
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
Methods, procedures, and materials used in tutorial services
District organization, operations, policies, and objectives
Fundamentals of English grammar, spelling, and composition
Basic arithmetic

STUDENT SUCCESS AND SUPPORT SPECIALIST II (continued)

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 SSSP
Establish and maintain partnerships with local educational institutions and community organizations in support of outreach and recruitment efforts
Organize outreach and recruitment events and activities
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 SSSP-related events, activities, programs, and initiatives to college students
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
Analyze situations accurately and adopt effective courses of action
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

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: TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION

RECOMMENDATION:

The following change of classification title is recommended:

From: Maintenance Worker II - Welder

To: Welder

BASIS OF RECOMMENDATION:

The above change of classification title is recommended to maintain a consistent title format within the maintenance classification series. A revised classification specification containing updated language and the title change is presented for approval in conjunction with this report.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE WORKER II - WELDER

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, perform journey-level welding and metal fabrication work in the construction, repair and maintenance of District facilities, equipment and furniture; perform a variety of maintenance work in other trade areas, including plumbing and locksmithing.

REPRESENTATIVE DUTIES:

Perform journey-level oxyacetylene and electric arc, mig, tig welding and metal fabrication, and brazing work in rebuilding, repairing, sharpening, and tempering equipment, tools, and other equipment parts. *E*

Fabricate special parts, structures and equipment from oral directions, sketches and blueprints. *E*

Perform a variety of maintenance work in other trade areas, including plumbing and locksmithing. *E*

Utilize oxyacetylene or electric welding and cutting apparatus, constructs and repairs a variety of metal parts, adjusts and maintains welding equipment. *E*

Cut and burns metal parts. *E*

Design and prepare drawings and lay out materials in preparation for fabrication and fusing from written or oral instructions. *E*

Finishes welding work by removing slag and grinding. *E*

Prepare time reports and lists of tools, supplies and equipment needed. *E*

Perform plumbing work, such as clean out sewer mains, lavatory, water closet and urinals and storm drains as assigned; repair leaks in plumbing fixtures as necessary. *E*

Construct, install, maintain and repair roofs, gutters, signs/posts, furniture, fences, cabinets, shelving and other fixtures as assigned.

Maintenance Worker II/Welder (continued)

Perform locksmithing maintenance and repair duties, including cutting keys, repair knob sets; repair and adjust doors and doorjambes as assigned.

Perform pressure vessel and pipeline welding as assigned.

Assist other maintenance personnel in various trades as assigned.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of the eighth grade, including or supplemented by completion of a formal or informal apprenticeship and two years experience as a journey-level welder.

WORKING CONDITIONS:

ENVIRONMENT:

Shop conditions
Extreme heat and burns from welding

PHYSICAL ABILITIES:

Lifting heavy objects
Dexterity of hands and fingers to operate specialized equipment, devices and tools
Standing for extended periods of time
Bending at the waist
Kneeling or crouching
Carrying, pushing or pulling equipment and furniture

HAZARDS:

Sparks, hot ashes and hot metal from welding and fabrication

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: WELDER**BASIC FUNCTION:**

Under the general supervision of a Maintenance and Operations Supervisor or higher-level administrator, perform skilled welding and metal fabrication work and assist with skilled maintenance, repair, and construction work on campus buildings and equipment.

REPRESENTATIVE DUTIES:

Perform oxyacetylene and electric arc, mig, and tig welding, soldering, and metal fabrication, installation, and brazing work in rebuilding, repairing, sharpening, and tempering equipment, tools, and parts. *E*

Design, fabricate, install, repair, and replace a variety of parts, structures, and equipment by cutting, bending, forming, shaping, assembling, and joining parts; construct, repair, cut, and burn a variety of metal parts. *E*

Design and prepare drawings and lay out materials in preparation for fabrication and fusing. *E*

Assist with performing skilled maintenance, repair, and construction of campus facilities and equipment in the basic trades such as carpentry, locksmith, painting, electrical, masonry, glazing, plumbing, and HVAC; assist other skilled trade workers as assigned. *E*

Prepare and maintain a variety of records related to work orders, labor, and materials. *E*

Estimate cost, labor, and materials; order materials according to established guidelines; adjust and maintain welding tools and equipment. *E*

Train and provide work direction to others as assigned. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:KNOWLEDGE OF:

Methods, procedures, materials, tools, and equipment used in welding work
Methods, equipment, and materials used in maintenance trades
Proper methods of storing equipment, materials, and supplies
Computer applications including word processing, spreadsheet, email, and database
Proper lifting techniques
Health, safety, and environmental compliance regulations
Principles and procedures of record keeping

WELDER (continued)

ABILITY TO:

Perform skilled welding work
Understand and apply welding trade safety standards and procedures
Assist with performing skilled maintenance work in the carpentry, locksmith, painting, electrical, plumbing, masonry, glazing, and HVAC trades
Operate a computer and applicable software to keep inventory and maintain records
Make arithmetic calculations related to specialty quickly and accurately
Understand and follow verbal and written directions
Plan and organize work to meet changing priorities and timelines
Work independently with little direction
Safely operate a variety of power tools and equipment including table saws, drills, skill saws, chipping hammers, compressors, grinders, heli-arc machine, arc welding equipment, oxy/acetylene welding and cutting equipment, trucks, tractors, trenchers, forklifts, lift equipment, maintenance vehicles, and other maintenance tools and equipment
Read and work from blueprints, drawings, sketches, plans, and specifications
Maintain files and records
Train and provide work direction to others
Analyze situations accurately and adopt an effective course of action
Perform heavy manual labor
Communicate and interact with others at all levels of the organization using tact, patience, and courtesy

EDUCATION AND EXPERIENCE:

Completion of a recognized welding apprenticeship program of at least four years' duration **OR** five years of welding experience, one year of which must have been at the journey-level

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

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

RECOMMENDATION:

It is recommended that effective December 20, 2016, the following class be abolished:

Roofer

BASIS OF RECOMMENDATION:

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



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

2017 SCHEDULE OF MEETINGS (subject to change)*

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