



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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MEETING AGENDA FOR APRIL 20, 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. MINUTES  
Personnel Commission Meeting – March 17, 2016
5. CORRESPONDENCE
6. OLD BUSINESS  
None
7. REPORTS
  - A. Classified Employees Representative's Report
  - B. Board of Trustees Meeting Report
  - C. Director's Report
    - Current Recruitments Report
    - Positions Filled & Pending Report
    - Upcoming Recruitments Report
    - Classification Studies Report
  - D. Commissioners' Reports
8. 2016 PERSONNEL COMMISSION MEETING CALENDAR AND LOCATIONS
9. ESTABLISHMENT OF A NEW CLASSIFICATION  
Supervising Financial Analyst
10. PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2016-2017  
First review of the Personnel Commission Budget for fiscal year 2016-2017

**11. RECESS TO CLOSED SESSION**

None

**12. RECONVENE IN OPEN SESSION**

N/A

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

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

The date and time of the next scheduled meeting of the Personnel Commission is May 19, 2016, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150 in Ventura, California.

**15. ADJOURNMENT**

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 or at the Personnel Commission meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of  
Michael Arnoldus, Director of Employment Services/Personnel Commission  
Ventura County Community College District  
255 West Stanley Avenue, Suite 150  
Ventura, CA 93001  
(805) 652-5521



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## Personnel Commission

### Director's Report

March 10, 2016 – April 15, 2016

Current Classified Selection Processes (Between 03/10/16 – 04/15/16)									
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
Administrative Assistant	177	MC, DAC, VC	03/09/16	03/24/16	Written Test/Technical Interview	N/A	04/04/16 – 04/12/16	04/25/16 – 05/06/16	05/10/16
Child Development Associate	33	MC	01/26/16	02/10/16	Training & Experience/Technical Interview	2/11/16 – 2/18/16	N/A	03/02/16	03/07/16
Library Assistant	155	OC, VC	03/11/16	03/26/16	Written Test/Technical Interview	N/A	04/14/16	05/03/16 – 05/04/16	05/06/16
Marketing Specialist	38	OC	02/16/16	03/02/16	Training & Experience Evaluation/Technical Interview	03/11/16	N/A	03/21/16 – 03/25/16	03/29/16
Senior Accounting Technician	22	MC, DAC	03/14/16	03/29/16	Written Test/Technical Interview	N/A	04/20/16	05/09/16	05/11/16
Student Services Assistant I	74	VC	04/04/16	04/19/16	Written Test/Technical Interview	N/A	04/28/16 – 05/02/16	05/16/16 – 05/20/16	05/24/16
Student Services Specialist – Student Information Center	75	OC	03/11/16	03/26/16	Training & Experience Evaluation/Technical Interview	03/28/16 – 04/04/16	N/A	04/22/16 – 04/27/16	04/29/16
Student Success and Support Services Supervisor	49	OC	03/10/16	03/25/16	Training & Experience Evaluation/Technical Interview	03/28/16 – 04/04/16	N/A	04/29/16	05/03/16
Vice Chancellor, Business and Administrative Services	37	DAC	12/15/15	02/14/16	Training & Experience Evaluation/Technical Interview	3/16/16	N/A	04/06/16 – 04/07/16	04/07/16

Current Classified Positions Filled (As of 04/15/16)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Rebecca Althouse	Custodian	VCU399	Ventura	Probationary (new)	04/04/16
Eric Cox	Locksmith	MCU104	Moorpark	Probationary (new)	04/01/16
Diana Garcia	Financial Aid Specialist	XCU394	Oxnard	Probationary (new)	04/01/16
Ivan Garcia	Community College Police Officer I	WCU014	DAC	Probationary (new)	03/31/16
Eliseo Gonzalez	Grant Director – Title V Grant	XMC069	Oxnard	Probationary (lateral)	03/23/16
Michelle Hamrick	Financial Aid Specialist	VCU541	Ventura	Probationary (promotion)	03/16/16
Monica McClure	Custodian	MCU499	Moorpark	Probationary (new)	04/12/16
Gabriela Navas	Instructional Lab Technician II – Physical & Applied Sciences	VCU097	Ventura	Probationary (new)	04/11/16
Nathan Roth	Maintenance Worker II	MCU412	Moorpark	Probationary (new)	04/01/16
Magali Serve	Human Resources Analyst I	DCU121	DAC	Probationary (new)	03/23/16
John Smithson	Electrician	MCU491	Moorpark	Probationary (new)	04/01/16

Current Classified Positions Pending (As of 04/15/16)		
Classification	Position Number	Location
Custodian	MCU493	MC
Child Development Associate	MCU036	MC
Technical Data Specialist	DCU150	DAC

Upcoming Recruitments		
Classification	Position Number	Location
Instructional Data Specialist	VCU558	VC
Instructional Lab Technician II – Sciences	XCU104	OC
Information Technology Support Specialist I	VCU576	VC

Upcoming Recruitments (cont.)		
Classification	Position Number	Location
Job Placement Specialist	MCU357	MC
Matriculation Specialist II	VCU112	VC
Warehouse Assistant	MCU133	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Grant Accounting Administrative Assistant	VC	07/16/15	In progress
Student Health Center Assistant I	MC	01/12/16	In progress
Student Health Center Assistant I	MC	01/27/16	In progress
Instructional Data Specialist	MC, OC, VC	04/14/16	In progress



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

**RECOMMENDATION:**

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Supervising Financial Analyst

**ANNUAL SALARY RANGE:**

\$68,304 to \$94,776 (Classified Supervisors Salary Schedule #320)

**BACKGROUND:** The Director of Fiscal Services requested the establishment of the proposed classification to supervise professional-level budget and accounting work performed in support of the administration of grants, contracts, and categorical programs. A classification detailing the proposed scope of duties and responsibilities does not currently exist. Therefore, Commission staff recommends the establishment of the proposed classification to allow for the appropriate assignment of duties.

**BASES OF RECOMMENDATION:** Under the general direction of the Director of Fiscal Services, the proposed classification will exercise direct supervision over staff within the contracts, grants and special funding unit within fiscal services which will allow for better oversight over functions performed within the unit, expanded time dedicated to the training of staff, and allow for the establishment of a career path and promotional hierarchy.

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

The recommended salary for the proposed classification is based on internal alignment and external market data. With regard to internal alignment, the proposed classification pays more than the highest-level classification it supervises Financial Analyst (Classified Salary Schedule #285, \$56,976-\$78,540/annual) and less than the Director of Fiscal Services (Management Salary Schedule #170, \$109,745-\$147,068/annual) to which it reports.

With regard to the external market, classifications with a similar scope of duties and level of responsibility were found at Los Angeles Community College District (Grants Coordinator, \$80,315-\$99,496/annual), College of the Canyons (Director, Grant and Categorical Accounting and Fiscal Compliance, \$85,000-\$95,000/annual), Hartnell Community College District (Special Projects/Grant Coordinator, \$72,884-\$88,665/annual), and Victor Valley Community College District (Project Manager, Special Grants/Contracts, \$60,660-\$83,784/annual). In consideration of this information, placement on Classified Supervisors Salary Schedule #320 (\$68,304-\$94,776/annual) is appropriate.

ME/MA

Presented to the Personnel Commission on April 20, 2016

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: SUPERVISING FINANCIAL ANALYST**

**BASIC FUNCTION:**

Under the direction of the Director of Fiscal Services, oversee a variety of professional-level budget, accounting, and reporting work in support of the administration of grants, contracts, and categorical programs.

**REPRESENTATIVE DUTIES:**

Supervise, train, and evaluate the work of staff engaged in accounting, budgeting, and other functions related to the administration of grants and contracts. *E*

Serve as a technical resource to grant directors, program administrators, project directors and other college staff regarding the financial management of grants, contracts, and other special/restricted funding; respond to inquiries and provide technical information concerning transactions, budgets, records, forms, and funding source requirements; identify budget problems; recommend solutions, and implement corrective adjustments. *E*

Conduct training and workshops for program/project directors in the area of project financial management, financial reporting, and District administration procedures related to expenditure of funds, as well as federal, state and county compliance and guidelines. *E*

Prepare, review, and oversee the development of a wide variety of reports and statements, including grant expenditure reports, financial statements, budget variances, and reports of historical trends for program directors, management, and granting agencies; submit expenditure reports on behalf of the Director of Fiscal Services to granting agencies. *E*

Perform a variety of complex financial, budget, and accounting studies including the collection, compilation, analysis, and interpretation of data; make forecasts and recommendations for improvement in practices and procedures. *E*

Review, interpret, apply, and explain a variety of technical documents, legislation, State budget information, rules, regulations, and procedures pertinent to budget and accounting functions to both staff and management. *E*

Prepare schedules and other worksheets for the annual external audit of the district; serve as liaison to auditors to ensure an accurate and successful annual audit; conduct research and provide support as assigned. *E*

Oversee, review and compose Board agenda items related to specially funded projects. *E*

Analyze and review accounting processes and procedures; formulate and recommend changes and revisions as needed to ensure effective and efficient operations. *E*

Create, organize, update, and maintain both paper and computer-based tracking systems such as databases and statistical spreadsheets to track, analyze, maintain, monitor, and report data. *E*

## **SUPERVISING FINANCIAL ANALYST** (continued)

Oversee and participate in the preparation of complex general journal entries, including all year-end closing entries for restricted funds. *E*

Oversee and participate in the review, monitoring, and approval of a variety of accounting and budgeting work from personnel at the colleges, accounts payable, and payroll, including purchasing requisitions, invoices, account reconciliations, restricted budgets, budget adjustments, and various reports; ensure reporting deadlines are met in a timely fashion. *E*

Oversee and engage in the verification, reconciliation, balancing and adjustment of a wide variety of complex district-wide accounts, including district accounts receivable, deferred revenue, liability, and other accounts as assigned. *E*

Perform other duties as assigned.

*E = Essential Duties*

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Principles and practices of leadership, management, and supervision  
Principles and practices of grant/categorical funding, laws, codes, regulations, and guidelines  
Methods and techniques of grant/categorical program administration  
Principles and practices of governmental and institutional fund accounting  
Generally Accepted Accounting Principles (GAAP)  
Applicable sections of State Education Code and State Community College Budget and Accounting Manual as they pertain to the District budget and accounting system  
Modern software packages, including word processing, database, and spreadsheet applications  
Fully-integrated computerized financial management systems  
Principles and practices of budget development  
Principles and practices of administrative research and report preparation  
Methods and techniques of financial and statistical recordkeeping and reporting  
Principles and practices of business communication  
Methods and techniques of effective customer service  
Modern office practices, procedures, and equipment  
Principles of project management  
Methods and techniques of general ledger posting and reconciliation  
Advanced accounting procedures and techniques  
Principles, methods, and techniques of financial analysis



## **SUPERVISING FINANCIAL ANALYST (continued)**

### **ABILITY TO:**

Lead, motivate, and supervise staff  
Establish and maintain effective working relationships with those contacted in the course of work  
Analyze situations and adopt effective courses of action  
Communicate clearly and concisely, both orally and in writing  
Interpret and apply new and proposed legislation, contracts, State budget information, and projections to determine current and potential impact on the District  
Provide guidance, training, and technical direction to staff and management  
Plan and organize work to meet schedules and timelines  
Exhibit detail orientation in the performance of duties  
Work confidentially with discretion  
Perform mathematical calculations quickly and accurately  
Exercise tact and judgment in responding to inquiries and resolving difficult complaints and problems  
Perform complex account and financial analyses and interpret results  
Exercise initiative and independence of judgment and action  
Prepare and maintain clear and accurate financial reports, statements, and records  
Prepare comprehensive narrative and statistical reports  
Evaluate financial and budgetary data and prepare forecasts and recommendations

### **EDUCATION AND EXPERIENCE:**

Education: A bachelor's degree from a recognized accredited college or university preferably in accounting, public finance, business administration or a related area.

Experience: Four years of professional-level accounting or budget experience. Experience supervising or leading and coordinating the work of staff engaged in accounting or grant administration activities is preferred.