



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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MEETING AGENDA FOR April 23, 2015  
5:30 p.m.

Ventura County Community College District  
255 West Stanley Avenue, 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 – February 19, 2015
5. CORRESPONDENCE  
None
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 workload
  - D. Commissioners' Reports
8. CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE PRESENTATION
9. 2015 PERSONNEL COMMISSION MEETING SCHEDULE
10. PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2015-2016  
Preliminary Review of Personnel Commission Budget for Fiscal Year 2015-2016

11. **RECLASSIFICATION OF POSITIONS**
  - A. Reclassification of an Assistant College Trainer position occupied by Cherisse Sherman to College Trainer
  - B. Reclassification of an Accountant position occupied by Larry Maher to Senior Accountant
  - C. Reclassification of all Instructional Design Specialist and Instructional Technologist positions to Instructional Technologist/Designer (new classification)
  
12. **REVISION OF CLASSIFICATION SPECIFICATIONS**
  - A. Budget Director
  - B. Student Services Specialist / International Students
  
13. **TITLE CHANGE, REVISION OF A CLASSIFICATION SPECIFICATION, AND REALLOCATION OF SALARY**  
Zoo Day Camp Technician
  
14. **ABOLISHMENT OF AN UNUSED CLASSIFICATION**  
Zoo Day Camp Aide
  
15. **ESTABLISHMENT OF A NEW CLASSIFICATION**  
College Services Supervisor
  
16. **RECESS TO CLOSED SESSION**  
None
  
17. **RECONVENE IN OPEN SESSION**  
N/A
  
18. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**
  
19. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**  
The date and time of the next regularly scheduled meeting of the Personnel Commission is May 21, 2015 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 February 20, 2015 – April 17, 2015

Current Classified Selection Processes									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Accounting Technician	3	OC	4/14/15	4/29/15	Written & Performance Test/ Training & Experience Evaluation/Technical Interview	5/7/15	5/18/15 – 5/22/15	6/1/15 – 6/5/15	6/17/15
Accounts Payable Technician	27	DAC	3/31/15	4/19/15	Written & Performance Test / Training & Experience Evaluation/Technical Interview	4/24/15	5/1/15	5/8/15	5/13/15
Administrative Assistant	53	OC	4/7/15	4/22/15	Written & Performance Test/ Training & Experience Evaluation/Technical Interview	N/A	4/27/15 – 5/1/15	5/27/15	5/27/15
College Nurse	14	VC	12/17/14	1/22/15	Training & Experience Evaluation/Technical Interview	2/4/15	N/A	3/16/15	2/23/15
Counselor Assistant	116	VC	2/03/15	2/19/15	Training & Experience Evaluation/Technical Interview	2/27/15	N/A	3/9/15 – 3/13/15	4/20/15
Human Resources Assistant	62	DAC	4/7/15	4/22/15	Written & Performance Test / Training & Experience Evaluation/Technical Interview	5/4/15	5/12/15	5/20/15	5/25/15
Instructional Lab Technician II – Chemistry	TBD	VC	TBD	TBD	Training & Experience Evaluation/Technical Interview	TBD	TBD	TBD	TBD
Matriculation Specialist II	TBD	VC	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Program Specialist – Career & Technical Education	14	VC	4/7/15	4/22/15	Training & Experience Evaluation/Technical Interview	4/29/15	N/A	5/11/15 – 5/15/15	6/17/15

Current Classified Selection Processes (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
Senior Administrative Assistant	29	OC	4/9/15	4/24/15	Written & Performance Test / Training & Experience Evaluation/Technical Interview	N/A	4/27/15 – 5/1/15	TBD	TBD
Student Health Center Assistant II	6	VC	4/7/15	4/24/15	Training & Experience Evaluation/Technical Interview	5/1/15	N/A	5/12/15	5/18/15
Student Outreach Specialist	52	MC	12/16/14	1/20/15	Training & Experience Evaluation/Technical Interview	2/2/15	N/A	2/23/15	2/27/15
Student Success and Support Services Supervisor	TBD	VC	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Payroll Supervisor	TBD	OC	TBD	TBD	TBD	TBD	TBD	TBD	TBD

Current Classified Positions Filled					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Tracy Corbett	College Fiscal Analyst	MCU031	MC	Probationary (promotion)	3/02/15
Policarpio Flores	Grounds Maintenance Worker	MCU079	MC	Probationary	3/30/15
Albert Galvez	Grounds Maintenance Worker	MCU084	MC	Probationary	4/06/15
David Gardner	Maintenance & Operations Supervisor	XSC095	OC	Probationary (promotion)	4/01/15
Vandara Gavaskar	Tutorial Services Specialist II	VCU565	VC	Probationary	3/9/15
Brain Geisler	Warehouse Operator	XCU098	OC	Voluntary Demotion	3/23/15
April Hunt	Technical Data Specialist	MCU100	MC	Probationary	4/20/15
Kyle Loughman	Tutorial Services Specialist II	MCU137	MC	Probationary	3/2/15
Everett Lee	Grounds Maintenance Worker	MCU452	MC	Probationary	4/13/15

Current Classified Positions Filled					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Sandra Manson	Administrative Assistant	XCU099	OC	Transfer	4/27/15
Sharon Oxford	Instructional Technologist	VCU539	VC	Transfer	3/02/15
Jamie Moran-Romero	Custodian	XCU100	OC	Transfer	4/8/15
Felicia Torres	Administrative Assistant	VCU133	VC	Transfer	3/30/15

Current Classified Positions Pending		
Classification	Position Number	Location
Information Technology Support Specialist II	MCU127	MC
Research Analyst	MCU060	MC

Upcoming Recruitments		
Classification	Position Number	Location
Director of College Information Technology Services	TBD	MC
Instructional Lab Technican II – Physical & Applied Sciences	VCU097	VC
Maintenance Worker II	XCU345	OC
Student Services Specialist / International Students	TBD	MC
Tutorial Services Specialist II	MCU086	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Accountant	DAC	8/14/14	Presented to PC for Approval on 4/23/15
Office Assistant	OC	8/19/14	In progress
Costume Technician	VC	9/16/14	In progress
Student Services Assistant I	MC	9/30/14	On hold
Matriculation Specialist I	VC	12/2/14	On hold
Maintenance Worker I	VC	1/14/15	On hold
Instructional Assistant	VC	3/16/15	On hold

# VCCCD Personnel Commission Meetings

Employees and public are invited to attend VCCCD Personnel Commission meetings at Moorpark, Oxnard and Ventura Colleges. The Personnel Commission will review and make decisions on current Classified employee items. Employees and the public will have an opportunity to address the Commission on agenda and non-agenda items during the meeting.

**Join Us!**



**Ventura College**  
**Guthrie Hall**  
**Thursday**  
**June 18, 2015**  
**5:30 pm**



**Oxnard College**  
**Black Box Theater**  
**Thursday**  
**September 17, 2015**  
**5:30 pm**



**Moorpark College**  
**Campus Center**  
**Conference Rooms**  
**Thursday**  
**November 19, 2015**  
**5:30 pm**



PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

RECLASSIFICATION OF A POSITION TO AN EXISTING CLASSIFICATION

COMMISSION STAFF RECOMMENDS THAT THE FOLLOWING RECLASSIFICATION BE APPROVED:

<b>From:</b>	Assistant College Trainer (Schedule 250 \$3,813-\$5,257/month)	<b>To:</b>	College Trainer (Schedule 285 \$4,600-\$6,340/month)
<b>Incumbent:</b>	Cherisse Sherman	<b>Location:</b>	Athletics, Moorpark College

**BACKGROUND:**

Human Resources department staff studied the subject position to ensure it is classified appropriately. The recommendation to reclassify the position to a College Trainer is based upon a review of the incumbent's completed position information questionnaire, a desk audit of the subject position, and interviews with the supervisors of the position. Human Resources department staff determined that the duties and responsibilities assigned to the position have gradually increased in terms of scope, complexity, and responsibility.

**BASES OF RECOMMENDATIONS:**

The classification concept of Assistant College Trainer and College Trainer are similar with the primary distinguishing characteristic being that the Assistant College Trainer assists and works under the direction of the College Trainer. The subject position meets the classification concept of College Trainer in that the position is assigned responsibility for independently providing coverage of athletic practices and events. In addition, the subject position is responsible for independently evaluating and providing treatment to injured athletes, students, and staff without supervision or guidance. Further, the employee teaches, trains, and provides direction to athletic training students and volunteers on a regular basis which is a responsibility unique to College Trainer. Because the aforementioned responsibilities are being performed independently and at the journey-level which is consistent with the classification concept of College Trainer, a reclassification of the subject position to the classification of College Trainer is warranted.

**CLASSIFICATION REVIEW COMMITTEE AND STATUS OF INCUMBENTS:**

On April 14, 2015, the Classification Review Committee reviewed the proposed recommendation and unanimously supported the recommendation to reclassify the subject position. Those present at the meeting were Brian Fahnestock, Interim Vice Chancellor, Business and Administrative Services; David Keebler, Vice President, Business Services at Ventura College; and Cheryl Manley-Orm, Senior Payroll Technician at the District Administrative Center.

The incumbent has occupied her respective position for more than eight years with satisfactory performance in addition to gradually accruing the higher-level responsibilities. Therefore, it is recommended that the incumbent be reclassified with her position in accordance with Personnel Commission Rule 215.

Presented to the Personnel Commission on April 23, 2015



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: ASSISTANT COLLEGE TRAINER**

**BASIC FUNCTION:**

Under the direction of the Dean of Physical Education and Athletics and the daily work direction of the College Trainer, assist in the evaluation, treatment, and administration of first aid and preventive and rehabilitative treatment for acute and chronic medical conditions for athletes involved in various inter-collegiate sports; maintain and operate the campus training room facility.

**REPRESENTATIVE DUTIES:**

Assist in the evaluation, determination, treatment and administration of emergency first aid, acute care and referral to injured athletes, students and staff according to established procedures. *E*

Administer rehabilitative treatment as prescribed by a physician to athletes, students and staff; operate a variety of therapeutic equipment such as whirlpool, ultrasound, therapeutic exercise and other modalities. *E*

Provide liaison assistance between athletes, parents, coaches, physicians, therapists and others related to the physical conditioning, training, insurance and medical coverage, OSHA guidelines and other issues related to sports medicine. *E*

Assist in the development and conduction of athletic programs on the care and prevention of athletic and school-related injuries; recommend protective equipment for injury protection and safety. *E*

Attend athletic events and administer emergency first aid treatment; tape ankles, knees, wrists, elbows, shoulders, ribs and other areas of athletes before, during and after practice or games. *E*

Establish and maintain accurate records and reports including emergency and daily treatment reports, detailed records concerning injuries, treatment and recommendations. *E*

Maintain and operate the campus training room facility; clean and maintain equipment; inventory and order equipment and supplies. *E*

Conduct strength, flexibility, endurance and other tests for athletes, students and staff; arrange for and assist with physical examinations; prepare and maintain related records and reports. *E*

Evaluate, select, design and fit braces, safety pads, cervical collars and other protective and therapeutic devices; perform safety-checks of protective equipment. *E*

Assist athletes, students and staff regarding injury care, prevention and treatment programs; speak to high school and college students and other groups regarding prevention and treatment of athletic and recreational injuries and nutrition. *E*

## **ASSISTANT COLLEGE TRAINER (continued)**

Monitor safety factors on playing areas and make recommendations regarding safety of athletes according to established guidelines. *E*

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Principles of physiology, kinesiology, anatomy and first aid  
Symptoms and treatment for athletic injuries  
Procedures, techniques and methods related to the treatment of emergency first aid, acute and chronic medical conditions  
Principles of providing training, work direction, education and counseling  
Modern techniques of preventive and rehabilitative treatment used in athletics  
Therapeutic exercise, rehabilitation and proper use of therapeutic modalities  
Equipment, materials and supplies used in team and individual sports  
Maintenance, cleaning and repairing techniques for a variety of sports equipment  
Taping, bandaging, splint/cast construction and physical therapy techniques  
Physical fitness, hygiene and safety procedures related to athletic program  
Record-keeping techniques  
Interpersonal skills using tact, patience and courtesy  
Oral and written communications skills in dealing with students, athletes, physicians and physical therapists  
Technical aspects of field of specialty

#### ABILITY TO:

Evaluate and treat a variety of athletic and school-related injuries  
Administer advanced and emergency first aid and physical therapy  
Tape athletes and apply protective devices and pads  
Maintain comprehensive records of rehabilitation and injury management  
Provide work direction to others  
Analyze situations accurately and adopt an effective course of action  
Travel to athletic events as required  
Understand various modalities used in physical therapy and injury rehabilitation  
Work with moderate direction  
Meet schedules and time lines  
Plan and organize work  
Communicate effectively both orally and in writing to students, staff, athletes and physicians

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree from an accredited college or university in athletic training, sports medicine, or closely related field, and a minimum of six months of experience in athletic training. Athletic training experience received in conjunction with an accredited degree program may meet the experience requirements.

**ASSISTANT COLLEGE TRAINER (continued)**

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license  
Valid First Aid and CPR Certificate issued by an authorized agency required at the time of hire  
ATC (certified athletic trainer) certification by the NATA BOC (National Athletic Trainers Association Board of Certification) is preferred

**WORKING CONDITIONS:**

ENVIRONMENT:

College athletic training rooms and event sites (indoor and outdoor environments)  
Driving a vehicle to athletic games to work

PHYSICAL ABILITIES:

Bending at the waist to tape and lift athletes  
Pulling and pushing heavy objects  
Standing and walking for extended periods of time  
Hearing and speaking to communicate with others and make presentations  
Seeing to monitor safety factors and to observe student's physical condition  
Dexterity of hands and fingers to administer assistance and operate therapeutic equipment

HAZARDS:

Exposure to contact with bloodborne pathogens and body fluid  
Exposure to individuals with excessive body odor

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: COLLEGE TRAINER**

**BASIC FUNCTION:**

Under the direction of the Dean, of Physical Education and Athletics, evaluate, treat, administer first aid and preventive and rehabilitative treatment for acute and chronic medical conditions for physical education students, staff and athletes involved in various inter-collegiate sports; provide training to students seeking careers in sports medicine and related health care programs; maintain and operate the campus training room facility.

**REPRESENTATIVE DUTIES:**

Evaluate, determine, treat and administer emergency first aid, acute care and referral to injured athletes, students and staff according to established procedures. *E*

Administer rehabilitative treatment as prescribed by a physician to athletes, students and staff; operate a variety of therapeutic equipment such as whirlpool, ultrasound, therapeutic exercise and other modalities. *E*

Serve as liaison between athletes, parents, coaches, physicians, therapists and others related to the physical conditioning, training, insurance and medical coverage, OSHA guidelines and other issues related to sports medicine. *E*

Develop and conduct athletic programs on the care and prevention of athletic and school-related injuries; recommend protective equipment for injury protection and safety. *E*

Attend athletic events and administer emergency first aid treatment; tape ankles, knees, wrists, elbows, shoulders, ribs and other areas of athletes before, during and after practice or games. *E*

Establish and maintain accurate records and reports including emergency and daily treatment reports, detailed records concerning injuries, treatment and recommendations. *E*

Maintain and operate the campus training room facility; clean and maintain equipment; inventory and order equipment and supplies. *E*

Conduct strength, flexibility, endurance and other tests for athletes, students and staff; arrange for and assist with physical examinations; prepare and maintain related records and reports. *E*

Evaluate, select, design and fit braces, safety pads, cervical collars and other protective and therapeutic devices; perform safety-checks of protective equipment. *E*

Counsel athletes, students and staff regarding injury care, prevention and treatment programs; speak to high school and college students and other groups regarding prevention and treatment of athletic and recreational injuries and nutrition. *E*

## **COLLEGE TRAINER (continued)**

Monitor safety factors on playing areas and make recommendations regarding safety of athletes according to established guidelines.

Train and provide work direction to student trainers and assigned helpers.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Principles of physiology, kinesiology, anatomy and first aid

Symptoms and treatment for athletic injuries

Procedures, techniques and methods related to the treatment of emergency first aid, acute and chronic medical conditions

Principles of providing training, work direction, education and counseling

Applicable sections of the State Education Codes and other laws

Modern techniques of preventive and rehabilitative treatment used in athletics

Therapeutic exercise, rehabilitation and proper use of therapeutic modalities

Equipment, materials and supplies used in team and individual sports

Maintenance, cleaning and repairing techniques for a variety of sports equipment

Taping, bandaging, splint/cast construction and physical therapy techniques

Physical fitness, hygiene and safety procedures related to athletic and physical education programs

Record-keeping techniques

Interpersonal skills using tact, patience and courtesy

Oral and written communications skills in dealing with students, athletes, physicians and physical therapists

Technical aspects of field of specialty

#### ABILITY TO:

Evaluate and treat a variety of athletic and school-related injuries

Administer advanced and emergency first aid and physical therapy

Operate a variety of therapeutic, exercise equipment and modalities

Tape athletes and apply protective devices and pads

Maintain comprehensive records of rehabilitation and injury management

Order and maintain supplies and equipment

Train and provide work direction to others

Analyze situations accurately and adopt an effective course of action

Establish and maintain cooperative and effective working relationships with others

Travel to athletic events as requested

Understand various modalities used in physical therapy and injury rehabilitation

Work independently with little direction

Meet schedules and time lines

Plan and organize work

Communicate effectively both orally and in writing to students, staff, athletes and physicians

## **COLLEGE TRAINER (continued)**

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

Education: A bachelor's degree in kinesiology, athletic training, sports medicine, exercise science, physical education, or a closely related field. A graduate degree in one of the aforementioned fields is preferred.

Experience: Three years of experience in athletic training.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver license

Possession of a valid cardiopulmonary resuscitation (CPR) certificate issued by issued by a nationally recognized sanctioning organization

Possession of a valid First Aid certificate issued by issued by a nationally recognized sanctioning organization

A current credential as a Certified Athletic Trainer (ATC) from the Board of Certification (BOC) of the National Athletic Trainers Association

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

College athletic training room environment

Driving a vehicle to athletic games to conduct work

#### PHYSICAL ABILITIES:

Bending at the waist to tape and lift athletes

Pulling and pushing heavy objects

Standing and walking for extended periods of time

Hearing and speaking to communicate with others and make presentations

Seeing to monitor safety factors and to observe student's physical condition

Dexterity of hands and fingers to administer assistance and operate therapeutic equipment

#### HAZARDS:

Exposure to contact with blood borne pathogens and body fluid

Exposure to individuals with excessive body odor

PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

RECLASSIFICATION OF A POSITION TO AN EXISTING CLASSIFICATION

COMMISSION STAFF RECOMMENDS THAT THE FOLLOWING RECLASSIFICATION BE APPROVED:

<b>From:</b>	Accountant (Classified Salary Schedule #285 \$4,600-\$6,340/month)	<b>To:</b>	Senior Accountant (Classified Salary Schedule #315 \$5,402-\$7,452/month)
<b>Incumbent:</b>	Larry Maher	<b>Location:</b>	Business and Administrative Services

**BACKGROUND:**

The Vice Chancellor of Business and Administrative Services requested the subject position be studied to ensure it is classified appropriately. The recommendation to reclassify the position to a Senior Accountant is based upon a review of the incumbent's completed position information questionnaire, a desk audit of the subject position, and interviews with the supervisor of the position.

**BASES OF RECOMMENDATIONS:**

The primary distinguishing characteristics between the Accountant and Senior Accountant classifications are that the Senior Accountant classification is assigned responsibility for independently performing operational and financial audits, preparing financial reports of greater complexity, and recommending accounting procedures and controls. Further, a Senior Accountant is generally assigned work of greater complexity and responsibility that is broader in scope and less subject to review than work performed by an Accountant.

Human Resources department staff determined that the duties and responsibilities assigned to the position have gradually increased in terms of scope, complexity, and responsibility. Specifically, the subject position is now responsible for independently performing monthly audits for the district's health and welfare benefits, financial aid operations, and bookstore operations. With regard to financial reports, the subject position prepares complex reports including the Schedule of Expenditures on Federal Awards (SEFA) portion of the Consolidated Annual Financial Report (CAFR) and the Fiscal Operations Report and Application to Participate (FISAP). Both reports require the consolidation of information from all three colleges and a high level of analysis. The subject position is also responsible for leading complex accounting projects such as the transition of the college bookstores to Barnes & Noble. The employee referred to Generally Accepted Accounting Principles (GAAP) and California Community College Budget Accounting Manual (BAM) and consulted with external auditors and other districts to successfully implement the transition while ensuring that the district was in compliance with relevant policies, procedures, regulations, as well as GAAP and BAM. An Accountant would not be expected to work with such a high degree of independence or perform accounting work of such a complex and difficult nature.

The aforementioned responsibilities are beyond the level of responsibility expected of Accountant. Consequently, a reclassification of the subject position to the classification of Senior Accountant is warranted.

**CLASSIFICATION REVIEW COMMITTEE AND STATUS OF INCUMBENT:**

On April 14, 2015, the Classification Review Committee reviewed the proposed recommendation and unanimously supported the recommendation to reclassify the subject position. Those present at the meeting were Brian Fahnestock, Vice Chancellor, Business and Administrative Services; David Keebler, Vice President, Business Services at Ventura College; Cheryl Manley-Orm, Senior Payroll Technician at the District Administrative Center; and Ornpawee Duangpun, Instructional Data Specialist at Ventura College.

The incumbent has occupied his position for more than two years with satisfactory performance in addition to gradually accruing the higher-level responsibilities over the course of at least 18 months. Therefore, it is recommended that the incumbent be reclassified with his position in accordance with Personnel Commission Rule 215.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: ACCOUNTANT**

**BASIC FUNCTION**

Under the general supervision of an assigned supervisor, perform professional-level accounting and financial analysis, and prepare, maintain, and interpret a variety of financial records and reports of moderate complexity.

**DISTINGUISHING CHARACTERISTICS**

An Accountant is the journey-level classification within the Accounting series. Incumbents assigned to this classification perform professional-level accounting duties of moderate complexity. Work is completed under general supervision and is of a more narrow scope than that of Senior Accountant. In contrast, a Senior Accountant is the advanced journey-level classification within the series and performs work of greater complexity and responsibility that is broader in scope and less subject to review than that of an Accountant. This includes responsibility for independently performing operational and financial audits, preparing financial reports of greater complexity such as the District's Consolidated Annual Financial Report (CAFR) and Management's Discussion and Analysis (MD&A), and developing procedures used by lower-level accounting staff.

**REPRESENTATIVE DUTIES:**

Prepare and maintain a variety of difficult and complex financial statements, records, and periodic and special reports. *E*

Prepare complex general journal entries. *E*

Perform complex and difficult financial and account analyses; gather, review, and analyze accounting data, identify and determine causes of discrepancies, and recommend corrective and preventative measures. *E*

Balance and reconcile difficult general ledger accounts and cash accounts; review reconciliations prepared by other staff to ensure accuracy and completeness. *E*

Assist in the preparation of budgets for special fund activity, including enterprise operations and student financial aid funds. *E*

Assist in monitoring, testing, and ensuring the integrity of the student fee system. *E*

Maintain a variety of records including cash flow records used in projections and financing and records related to claims for reimbursement of mandated costs and other district accounts receivables. *E*

Assist in the year-end closing process. *E*



## **ACCOUNTANT (continued)**

Monitor budgets and cash balances for student financial aid programs; coordinate authorizations with the federal and state governments, and ensure cash is on hand or will be available for each disbursement. *E*

Prepare lead schedules and other worksheets for the annual external audit of the district; provide assistance with operational or financial audits as required. *E*

Assist in monitoring the appropriate use of account numbers and the appropriate and consistent classification and recording of financial transactions in compliance with the California Community College Budget and Accounting Manual, federal and state guidelines, and industry standards. *E*

Answer inquiries from administrators, staff, and students regarding account balances, codes, and accounting procedures and policies. *E*

Provide guidance and work direction to lower level staff. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### KNOWLEDGE OF:

Methods and techniques of financial analysis  
Generally Accepted Accounting Principles (GAAP)  
Principles and practices of general, fund, and governmental accounting  
Cash handling procedures and controls  
Computer applications such as word processing, spreadsheet, and database software  
Pertinent federal, State, and local codes, laws, and regulations  
Methods and techniques of effective customer service  
Business letter writing and report preparation  
Methods and techniques of general ledger posting and reconciliation

### ABILITY TO:

Perform complex and difficult financial analyses and reconciliations  
Communicate clearly and concisely, both orally and in writing  
Interpret, apply, and explain rules, regulations, policies, and procedures  
Prepare comprehensive narrative and statistical reports  
Plan and organize work to meet changing priorities and deadlines  
Work independently with little direction  
Establish and maintain effective working relationships with those contacted in the course of work  
Exercise tact and judgment in responding to inquiries and resolving difficult complaints and problems  
Advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations

## **ACCOUNTANT (continued)**

### **EDUCATION AND WORK EXPERIENCE**

Any combination equivalent to:

Education: A bachelor's degree from a recognized accredited college or university in accounting, business administration with significant course work in accounting, or a related field.

Experience: Two years of professional-level accounting experience.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment

#### PHYSICAL ABILITIES:

Seeing to inspect financial records

Hearing and speaking to exchange information on the telephone or in person

Sitting for extended periods of time

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

#### HAZARDS:

Extended viewing of computer monitor

Extended use of keyboard and mouse

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

Under the direction of the Supervisor of Accounting, coordinate and perform professional and technical responsibilities related to the District's financial operations; assist in maintaining control over fiscal information systems by monitoring and analyzing financial records; recommending accounting procedures and controls; preparing and interpreting monthly and annual financial reports including the District's Consolidated Annual Financial Report (CAFR); and ensuring that the District is complying with District, State and federal policies, procedures and regulations, as well as GAAP and GASB.

**REPRESENTATIVE DUTIES:**

Perform complex and technical account analyses. *E*

Maintain account detail, either individually or through the work of others. *E*

Prepare complex and technical journal entries to record or correct transactions. *E*

Maintain the District's Chart of Accounts in compliance with the California Community College Budget and Accounting Manual, and ensure the appropriate classification and recording of financial transactions; recommend changes in procedures when appropriate. *E*

Prepare and interpret interim and annual financial statements and reports including the District's Consolidated Annual Financial Report (CAFR) and Management's Discussion and Analysis (MD&A). *E*

Gather, review, and analyze data pertinent to compliance of fiscal procedures with applicable statutes, regulations, and internal control standards. *E*

Coordinate monthly and fiscal year-end schedules and associated deadlines for accounting activity. *E*

Ensure financial reports accurately reflect the District's financial position monthly and at fiscal year-end. *E*

Ensure financial records are maintained in compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), and recommend changes in procedures when appropriate. *E*

Perform operational or financial audits as required to analyze financial activity and ensure appropriate internal controls. *E*

Coordinate the preparation of the annual external financial and compliance audit. *E*

## **SENIOR ACCOUNTANT (continued)**

Develop procedures and train staff in appropriate compliance and in techniques of analysis and reconciliation.

Assist in the determination of specifications testing and implementation of financial systems or upgrades.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Generally Accepted Accounting Principles (GAAP)  
Generally Accepted Auditing Standards (GAAS)  
Consolidated Annual Financial Report (CAFR) guidelines and processes  
Computer applications such as word processing, spreadsheet, and database software  
Advanced principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting  
Principles, methods, and techniques of financial analysis  
Pertinent federal, State, and local codes, laws, and regulations

### ABILITY TO:

Perform complex account analyses and reconciliations  
Perform financial analyses and interpret results  
Communicate effectively, both orally and in writing  
Perform operational audits to determine the impact of financial information  
Prepare and interpret various financial statements and reports  
Work independently with little direction  
Plan and organize workload, and meet schedules and deadlines  
Establish and maintain effective working relationships with staff

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

Education: A bachelor's degree from a recognized accredited college or university in accounting, business administration with significant course work in accounting, or a related field.

Experience: Four (4) years of professional experience in accounting, financial analyses, or auditing with significant responsibility with general ledger analyses and financial statement preparation and interpretation.

## **LICENSES AND OTHER REQUIREMENTS**

A Certified Public Accountant (CPA) license is desirable

**SENIOR ACCOUNTANT (continued)**

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Seeing to prepare and audit financial records

Hearing and speaking to exchange information on the telephone or in person

Sitting or standing for extended periods of time

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

Driving

HAZARDS:

Extended viewing of computer monitor

Extended use of keyboard and mouse



PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

RECLASSIFICATION OF POSITIONS TO A NEW CLASSIFICATION

**BACKGROUND:** Ventura College management requested a review of the classifications of Instructional Design Specialist and Instructional Technologist given the conceptual overlap between the classifications and the duties assigned to positions within the classifications at the three colleges. Further, Ventura College management expressed concern that the minimum qualifications do not accurately reflect the education and experience needed to successfully perform the job functions upon hire. The following recommendations address these issues.

**RECOMMENDATION:**

- A. The classification of Instructional Technologist/Designer be established and placed on Classified Salary Schedule (CSS) #300 (\$59,784-\$82,560/annual)
- B. Upon successful completion of a qualifying examination, the following positions and incumbents be reclassified to the new classification of Instructional Technologist/Designer:

Position Number	Current Incumbent	Current Classification	Location
XCU384	Marc Prado	Instructional Design Specialist	OC
VCU550	Matthew Moore	Instructional Design Specialist	VC
MCU463	Ashley Chelonis	Instructional Technologist	MC
XCU369	vacant	Instructional Technologist	OC
VCU539	Sharon Oxford	Instructional Technologist	VC

**BASES OF RECOMMENDATION:** Commission staff studied the positions in the classifications of Instructional Technologist and Instructional Design Specialist at each of the colleges to gain an understanding of the duties and responsibilities performed by the employees in the classifications. Staff found that there is significant overlap between the duties performed by the positions within the two classifications even though the positions function differently across the three colleges. Generally, while incumbents within the classifications specialize in either instructional design or instructional technology, they perform functions within both areas.

In consideration of the conceptual overlap between the two classifications and the duties being assigned to employees in these classifications, Commission staff recommends consolidating the two classifications into a new classification titled Instructional Technologist/Designer. This will provide greater flexibility with regard to the assignment of duties and it will allow for the appropriate assignment of duties to employees currently in these positions. The recommendation to reclassify the employees into the new classification is based upon a review of a completed position information questionnaire from the incumbents, a desk audit of the filled positions at each college, and discussions with the supervisors of the positions.

Under the general supervision of a dean or other administrator, an incumbent in the proposed classification will perform specialized instructional design and technology functions to promote the effective use of technology in instruction. Depending upon assignment, an incumbent in the classification may have primary responsibility for instructional design or instructional technology while still performing duties in support of both functions. A classification specification detailing the approved duties and responsibilities of the new 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 Long Beach Community College District (Educational Technologist II, \$56,783-\$70,083/annual), San Bernardino Community College District (Instructional Technology Specialist, \$64,560-\$78,480/annual), El Camino Community College District (Trainer/Instructional Technology Specialist, \$61,020-\$78,552/annual), University of California, Riverside (Instructional Design Analyst, \$53,415-\$81,477/annual), San Diego Community College District (Instructional Design Coordinator, \$60,881-\$86,824/annual), Pasadena Community College District (Distance Education Technologist-Developer, \$69,199-\$88,318/annual), and Foothill-De Anza Community College District (Instructional Designer, \$70,534-\$93,446/annual). Therefore, it is appropriate to allocate the proposed classification to Classified Salary Schedule #300 (\$59,784-\$82,560/annual).

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: INSTRUCTIONAL TECHNOLOGIST/DESIGNER**

**BASIC FUNCTION:**

Under the general supervision of a dean or other administrator, perform specialized instructional design and technology functions to promote the effective use of technology in instruction. Depending upon the assignment, an incumbent in the classification may have primary responsibility for instructional design or instructional technology while still performing duties in support of both functions.

**REPRESENTATIVE DUTIES:**

Research, design, develop, administer, and facilitate group and one-on-one professional development activities for faculty, including trainings, workshops, courses, presentations, and webinars with regard to various instructional technology and design topics such as andragogical best practices, course design, learning theory, effective use of instructional technology tools, and online/distance learning strategies, standards, and accessibility and compliance requirements. *E*

Consult with faculty to identify, develop, implement, and evaluate areas in which technology can be applied to enhance teaching and learning; assist faculty in integrating technology into the classroom and converting traditional courses to online courses. *E*

Serve as a consultant to faculty with regard to course design, development of course and program assessments, and assessment methods and tools to achieve for student learning outcomes, particularly with regard to online, hybrid, and technology-enhanced courses. *E*

Assist and support faculty in the use of online course components and classroom technologies while focusing on course goals, objectives, and learning outcomes; provide frontline user support to faculty and troubleshooting for course ~~and curriculum~~ management systems and other instructional systems. *E*

~~Configure, Manage, and maintain a course learning~~ management system and other instructional systems, including testing upgrades and maintenance of maintaining users, accounts, and permissions; implement system administration processes and procedures; ~~maintain currency-~~ coordinate upgrades and refreshes of instructional technology systems, ~~hardware, and software and~~ tools. *E*

Monitor developments in the field of instructional design and technology to remain current on innovative and effective strategies and practices; evaluate, select, and introduce new instructional technology tools, strategies, and resources. *E*

Evaluate the effectiveness of instructional technology and instructional design-related faculty professional development activities by measuring achievement of learning outcomes and other relevant factors through the development, administration, and analysis of assessments, surveys, questionnaires, and other methodologies. *E*

## **INSTRUCTIONAL TECHNOLOGIST/DESIGNER (continued)**

Develop and implement distance education and other technology-related initiatives and programs in collaboration with faculty, staff, and administrators. *E*

Serve as a college representative on local and regional committees and consortiums; serve on appropriate college committees; attend meetings and seminars to obtain information for use in professional development activities and programs and to keep faculty and management informed of instructional technology and instructional design-related professional development program status. *E*

Coordinate ~~staff~~ faculty development courses and programs including scheduling classes, equipment, and instructors, ~~recruiting and placing program participants, and arranging for training facilities and materials;~~ coordinate the selection and contracting of external training programs and consultants. *E*

Create and maintain a variety of records and reports, including project and activity reports, surveys, evaluation documentation, and tracking systems. *E*

Perform other duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Methods, best practices, theories, concepts, and systems pertaining to instructional design and technology in a college environment

Online learning- and course- ~~and curriculum~~ management systems

Adult learning styles, teaching techniques, and barriers to learning in online and hybrid courses

Common web authoring and development tools and related technologies

Help desk practices, strategies, and technology associated with providing support to faculty members in the use of instructional systems and technology

District organization, policies, procedures, and objectives

District educational programs

Basic principles and practices of program development, administration, and evaluation

Methods and techniques of ~~research and analysis~~ associated with evaluating professional development activities

Available resources related to areas of assignment

~~Fundamentals~~ Principles of English grammar, spelling, and composition

Office procedures, methods, and equipment

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

Basic principles of report preparation

Principles and procedures of record keeping

#### ABILITY TO:

Stimulate interest and faculty involvement in online and technology-enhanced instruction

Design and redesign course materials to utilize new and emerging technology in instruction

Assess and evaluate a variety of teaching methods and strategies and recommend appropriate use of technology in the classroom and for online and hybrid courses

Create effective teaching and learning environments using alternative instructional delivery methods and online course management tools



## INSTRUCTIONAL TECHNOLOGIST/DESIGNER (continued)

Implement distance education and technology-related initiatives and programs  
Provide training and assistance to faculty members in their areas of teaching responsibility  
~~Stay current with regard to help desk technology and strategies~~  
Provide support to faculty members in the use of instructional systems and technology  
Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications  
Learn and apply new information and skills  
Research, collect, compile, and analyze information  
Analyze situations accurately and adopt an effective course of action  
Work independently and as part of a team  
Collaborate with faculty, administrators, and staff to carry out work  
Understand and carry out oral and written directions  
Plan and organize work to meet changing priorities and deadlines  
Exercise initiative and independence of judgment and action  
Communicate clearly and concisely, both orally and in writing  
Establish and maintain effective working relationships with those encountered in the course of work  
Type, keyboard, and/or enter data at a speed necessary for successful job performance  
Prepare reports by gathering and organizing data from a variety of sources

### EDUCATION AND EXPERIENCE:

~~Any combination equivalent to:~~

~~Education: Bachelor's degree in instructional design, instructional technology, education, educational psychology, curriculum and instruction, or a related field.~~

~~Experience: Three years of experience teaching online, designing online instructional content, developing and delivering training pertaining to instructional technology systems, managing an online education environment, or administering course or learning management systems. A graduate degree in instructional design, instructional technology, education, educational psychology, curriculum and instruction, or a related field may substitute for two years of the required experience.~~

- A. A bachelor's degree AND three years of experience teaching online, designing online instructional content, developing and delivering training pertaining to instructional technology systems, managing an online education environment, or administering course or learning management systems.

OR

- B. A bachelor's degree in instructional design, instructional technology, educational technology, or a related field AND two years of experience teaching online, designing online instructional content, developing and delivering training pertaining to instructional technology systems, managing an online education environment, or administering course or learning management systems.

OR

**INSTRUCTIONAL TECHNOLOGIST/DESIGNER (continued)**

C. A graduate degree AND one year of experience teaching online, designing online instructional content, developing and delivering training pertaining to instructional technology systems, managing an online education environment, or administering course or learning management systems.

OR

D. A graduate degree in instructional design, instructional technology, educational technology, or a related field.

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment  
Computer and learning labs  
Group or individual training scenarios  
Constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of office, computer, and audio-visual equipment  
Hearing and speaking to communicate and provide information to others  
Sitting and standing for extended periods of time

HAZARDS:

Extended periods of time viewing a computer monitor

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

Under the general supervision of a dean or higher-level administrator, research best practices, and design, develop, and administer professional development activities for faculty to improve pedagogical practices.

**REPRESENTATIVE DUTIES:**

Research, design, develop, administer, and facilitate professional development workshops, presentations, and webinars for college faculty with regard to various instructional design topics including pedagogical practices, curriculum design, learning theory, online/distance learning strategies, and technology integration. *E*

Provide faculty with group and one-on-one training and support with regard to instructional design; serve as a consultant to faculty with regard to initiating, implementing, and refining instructional design proposals. *E*

Conduct needs analyses through developing and administering surveys and questionnaires, conducting interviews, and coordinating and leading focus groups. *E*

Develop, distribute, and revise training materials for faculty, including information pertinent to instructional design, formative and summative evaluations of published materials, test development, and outcomes assessment. *E*

Evaluate the effectiveness of professional development programs with regard to individual and organizational performance by observing programs, conducting focus groups, and analyzing results of evaluations, surveys, data from faculty pilot tests, student retention and success rate data. *E*

Assist in the development of course and program assessment options, particularly with regard to computer-based, multimedia, and distance education courses. *E*

Serve as a college representative on local and regional committees and consortiums; serve on appropriate college committees; attend meetings and seminars to obtain information for use in training programs, or to inform faculty and management of training program status. *E*

Compose a variety of records and reports, including monthly project and activity reports, surveys, and evaluation documentation. *E*

Coordinate the selection and contracting of external training programs and consultants. *E*

Coordinate staff development courses and programs including scheduling classes, equipment, and instructors, recruiting and placing program participants, and arranging for training facilities and materials. *E*

Perform related duties as assigned.

## **INSTRUCTIONAL DESIGN SPECIALIST (continued)**

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Operations of and principles used in programs involved in the creation, use, and maintenance of alternative delivery instructional systems and materials  
Online course management and communication tools available including systems such as Desire 2 Learn  
Learning styles, teaching techniques, and barriers to learning as needed for alternative delivery of instruction and using instructional technology in support of instruction  
Common web authoring and development tools and related technologies  
District organization, policies, procedures, and current educational programs  
Basic principles and practices of program development, administration, and review  
Methods and techniques of research, analysis, and decision making  
Information and research resources available related to areas of assignment  
English usage, spelling, grammar, and punctuation  
Modern computer software packages, including word processing, email, database, and spreadsheet applications  
Principles and procedures of record keeping including file maintenance

#### ABILITY TO:

Stimulate interest and faculty involvement in developing plans for, and determining the direction of, online instruction and other alternative delivery methods  
Design and redesign course materials for teaching and utilizing new and emerging distance education technologies, web page production, and multimedia technologies  
Assess and evaluate a variety of teaching methods and strategies and recommend appropriate use of technology in the classroom and for online and other alternative delivery courses  
Create effective teaching and learning environments using alternative instructional delivery methods and online course management tools  
Master technical and non-technical content to create effective learning  
Prepare a variety of reports and correspondence related to area of assignment  
Provide assistance to faculty members in their areas of teaching responsibility  
Analyze problems and situations, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals  
Work independently and as part of a team  
Work successfully with college faculty, administrators, and staff  
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students, faculty, and staff  
Communicate clearly and concisely, both orally and in writing  
Establish and maintain effective working relationships with those contacted in the course of work  
Keyboard/type at a speed necessary for successful job performance

## **INSTRUCTIONAL DESIGN SPECIALIST (continued)**

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

Education: Bachelor's degree in instructional design, instructional technology, educational psychology, or a related field.

Experience: Three years of experience teaching at the college level, preparing and delivering training and development activities for adults, or designing educational packages which employ the use of technology for an institution of higher education. A graduate degree in instructional design, instructional technology, educational psychology, or a related field may be substituted for the required experience.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment  
Computer and learning labs  
Group or individual training scenarios

#### PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of office, computer, and audio-visual equipment  
Hearing and speaking to exchange information on the telephone or in person  
Sitting or standing for extended periods of time

#### HAZARDS:

Extended periods of time viewing computer monitor

**VENTURA COUNTY COMMUNITY COLLEGE****CLASS TITLE: INSTRUCTIONAL TECHNOLOGIST****BASIC FUNCTION:**

Under the general direction of a Dean, assist faculty and staff in the use of technology for teaching and learning. Serve as technical consultant for online instructional design and onground classroom technology.

**REPRESENTATIVE DUTIES:**

Consult with faculty to discover, develop, implement, and evaluate areas in which technology can be applied to enhance teaching. *E*

Identify faculty support needs for online course components and pedagogical use of classroom technologies. *E*

Design and implement training, assist and support faculty with course management software while focusing on course goals, objectives, and learning outcomes. *E*

Provide frontline user support and troubleshooting for course management system. *E*

Implement course management system administration processes and procedures. *E*

Configure, manage and maintain a course management system, including upgrades and maintenance of users, accounts, and permissions. *E*

Introduce instructional technology tools, strategies, and resources. *E*

Monitor developments in the field of instructional design and technology to remain current on effective strategies and practices, and communicate such to faculty and staff. *E*

Collaborate with college and district staff to ensure effective implementation of distance education and other technology-oriented initiatives and programs. *E*

In consultation with faculty and staff, monitor and maintain currency of software applications to ensure viability of learning labs. *E*

Assist in the development, implementation, and management of the college's Distance Education Help Desk; work collaboratively with the district to enhance Help Desk strategies; stay current with Help Desk technology developments. *E*

Perform related work as assigned.

## **INSTRUCTIONAL TECHNOLOGIST (continued)**

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Course Management Systems, including WebCT VISTA  
Online pedagogy and/or andragogy  
Graphic, visual and interface techniques of Course Management Systems  
Multimedia design and production  
Instructional design principles  
Training techniques  
Writing and editing  
Web authoring and HTML editing, Web Design Tools, such as InDesign, Flash, Dreamweaver  
Video editing, such as iMovie, MovieMaker, Final Cut Pro, Quicktime  
Copyright policies and intellectual property rights  
Operating systems for the PC, Macs, and servers  
ADA/Section 508 knowledge for accessibility

#### ABILITY TO:

Keep current with instructional technology through self-motivated and self-directed professional development  
Troubleshoot Course Management System related problems, both in administration and in user support  
Develop and provide individual and group training  
Maintain effective communication and working relations with others, including all segments of the college community  
Work independently while maintaining schedules and multiple time lines  
Demonstrate sensitivity to and understanding of diverse academic, cultural, special needs, and ethnic backgrounds of faculty, staff and students  
Communicate effectively, both in written and oral form, to CMS users of differing abilities and learning styles  
Operate general application software such as MS Office, Lotus Notes, and Banner  
Configure, manage and maintain a CMS, including upgrades and user permissions

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to a bachelor's degree in Education, Instructional Technology, or Instructional Design or a related field, and two years of demonstrated experience in instructional technology and/or online course design

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment  
Computer and learning labs  
Group or individual training scenarios

**INSTRUCTIONAL TECHNOLOGIST (continued)**

**PHYSICAL ABILITIES:**

Sitting and standing for extended periods of time

Communicate with users

Dexterity of hands and fingers to operate a keyboard



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: BUDGET DIRECTOR**

**BASIC FUNCTION:**

Under the direction of the Vice Chancellor, Business and Administrative Services manage the District's budget function and related operational areas.

**REPRESENTATIVE DUTIES:**

Plan, organize, coordinate, and direct the development, maintenance, and administration of the District's budget and payroll functions, financial aid processing, and related state and federal reporting; develop, recommend, and execute strategic goals, operational policies, and procedures pertaining to assigned functional areas. *E*

Ensure consistent and appropriate management of college budgets, reporting, and related operations in collaboration with college management. *E*

Develop and direct a program of financial analysis using a wide range of analytical methods such as trend analysis; develop decision support tools in spreadsheet formats for maintaining cost-benefit analysis and funds and performing "what-if" calculations. *E*

Direct the design, implementation, and maintenance of the district's payroll system and ensure legal requirements are met; improve efficiency in the recording and reporting of payroll data; provide management with payroll information. *E*

Research complex budgetary issues and develop solutions and recommendations as appropriate; recommend budget strategies which include short-term, intermediate, and long-range projections for resource allocation and appropriations; prepare tentative, adopted, and revised District budget reports. *E*

Provide technical advice and guidance to District administrators and staff relating to the development, implementation, and management of financial resources. *E*

Analyze state legislative and administrative decisions, regulations, and policies to determine their impact on the budget operations of the District and make recommendations regarding how to implement new requirements. *E*

Advise the Vice Chancellor, Business and Administrative Services and other District management through oral and written reports of objectives, critical problems, achievements, recommendations for improvement, and requirements and restrictions of laws, rules, and policies affecting the District's budget. *E*

Monitor the District position control system used to track permanent employees, vacant positions, and requests for new positions; identify salary savings based on vacant positions to be utilized for other District needs; prepare reports related to salary and benefit costs utilized by management during collective bargaining. *E*

## **BUDGET DIRECTOR (continued)**

Direct the processing, reporting, and maintenance of district-wide student financial aid data. *E*

Direct the design, preparation, filing, and maintenance of state and federal reports containing data pertaining to assigned functional areas. *E*

Provide training to District employees in the use of the District's financial budget system; develop and provide informational workshops on budget-related issues. *E*

Lead, train, supervise, and evaluate the performance of assigned staff. *E*

Represent the District before federal, state, and local agencies on matters related to the District's budget. *E*

Maintain historical and current materials related to the District's budget as well as the funding and allocation formulas, expenditure patterns, and special cost analysis of such things as compliance regulations, collective bargaining and grievance issues, legal decisions, and funding resources. *E*

Serve as a member of various district-wide committees involved with budget-related issues. *E*

Assist with fiscal year-end closing activities and the annual external audit. *E*

Perform other duties as assigned.

*E* = Essential duties

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Principles, methods, and techniques of budgeting

Principles, practices, and theories of accounting with an emphasis on governmental accounting

Principles, practices, and theories of auditing

Computer systems, applications, software, and hardware used in financial analysis and budgetary management

Sources and bases of funding for post-secondary educational institutions and programs in the State of California

Principles of project management

Principles and practices of administrative research and report preparation

District organization, operations, policies, and objectives

Principles and practices of management, supervision, training and performance evaluation

Principles and practices of business data processing particularly related to the processing of accounting and financial information

State legislative processes and procedures

Methods and techniques of financial modeling applied to revenue and expenditure projections

State and federally mandated reporting requirements, including full-time equivalent student (FTES) state apportionment reporting

Principles of financial aid processing

## **BUDGET DIRECTOR (continued)**

### ABILITY TO:

Read and interpret documents such as laws, regulations, and reporting requirements pertaining to community college accounting, budgeting, and financial matters

Demonstrate sound judgment and decision making capabilities

Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations

Develop financial forecasts based on research data

Anticipate conditions, plan ahead, establish priorities, and meet schedules

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

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

Identify trends, and isolate and explain causes of budgetary variance

Communicate clearly and concisely, both orally and in writing

Communicate highly technical information concisely and in understandable terms

Deliver effective oral presentations

Provide training, guidance, and work direction

Lead and supervise staff

### **EDUCATION AND EXPERIENCE:**

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

Experience: Four years of professional-level experience in accounting, auditing, or budgeting, including two years of public sector experience in the development, analysis, and administration of a budget. Two years of the aforementioned experience must have been in a supervisory capacity.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment

#### PHYSICAL ABILITIES:

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

Sitting for extended periods of time

Hearing and speaking to exchange information on the telephone or in person

Seeing to read and review documents

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: STUDENT SERVICES SPECIALIST/INTERNATIONAL STUDENTS

## BASIC FUNCTION:

Under the direction of a Dean, plan and implement the International Student Program including immigration-related matters, housing, orientation, recruitment and assistance to students with personal or school-related problems throughout their college experience.

## REPRESENTATIVE DUTIES:

Serve as primary contact person for international students through their college experience; assist international students in any aspect of cultural adjustment and adapting to college life. *E*

Advise international students regarding immigration regulations and enforce ~~INS-USCIS~~ and District policies and procedures. *E*

Participate in, and represent the college at, various meetings and conferences relating to the operation of the international student office such as ~~INS-USCIS~~ and NAFSA. *E*

Plan, coordinate, and promote international student recruitment activities and special events; plan and present international student orientation activities; develop and update brochures, application and orientation packets and flyers. *E*

Serve as liaison between students, faculty, and staff concerning personal or academic problems; act as advocate for international students in dealing with outside organizations; direct students to appropriate source for assistance or resolution. *E*

Assist with the registration of international students; communicate with prospective international students and facilitate their admission to the college. *E*

Represent the campus at a variety of meetings and workshops; provide a variety of information on international education to students and staff. *E*

Prepare and submit various immigration documents for international students during their college experience. *E*

Plan and coordinate international student events and activities with community groups and organizations as appropriate. *E*

Prepare various program reports; maintain student records; monitor students' academic programs. *E*

Develop, coordinate and implement housing for international students. *E*

Participate in the development of the international student program budget.

## **STUDENT SERVICES SPECIALIST/ INTERNATIONAL STUDENTS (continued)**

Prepare and submit the international student program goals and objectives.

Maintain inventory of office supplies; order supplies when needed.

Remain current on changes and additions to immigration laws applicable to Visa-types; read bulletins and NAFSA newsletters and attend meetings and conferences.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Technical aspects of field of specialty pertaining to federal, State and local laws related to Visa students

College international student programs and services

~~Immigration and Naturalization Service~~ United States Citizenship and Immigration Services

(USCIS) forms and preparation of same as they apply to international students

Modern office practices, procedures, and equipment

Record-keeping techniques

Oral and written communication skills

Telephone techniques and etiquette

Interpersonal skills using tact, patience, and courtesy

District organization, operations, policies, and objectives

#### ABILITY TO:

Read, interpret, apply and explain rules, regulations, policies and procedures

Work effectively with students from various cultural backgrounds

Organize and deliver informational presentations

Maintain records and prepare reports

Oversee budgets

Communicate effectively both orally and in writing

Complete work with many interruptions

Establish and maintain cooperative and effective working relationships with others

Analyze situations accurately and adopt an effective course of action

Plan and organize work

Work confidentially with discretion

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: completion of two years of college course work in sociology, psychology or related field, and two years of increasingly responsible experience working with international students, counseling, student services, or related area.

**STUDENT SERVICES SPECIALIST/ INTERNATIONAL STUDENTS (continued)**

**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

**PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

ESTABLISHMENT OF A NEW CLASSIFICATION

**RECOMMENDATION:**

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

College Services Supervisor

**ANNUAL SALARY RANGE:**

\$51,192 - \$70,944 (Classified Supervisors Salary Schedule #270)

**BACKGROUND:**

The Vice President of Business Services at Ventura College requested the establishment of the proposed classification to supervise assigned college services, provide coordination support for various campus functions and initiatives, and manage various business services-related projects. Currently, some of these responsibilities are being performed by the Vice President of Business Services and some are not being performed. A classification detailing the associated duties as presented in the classification specification does not currently exist. Therefore, a new classification is warranted to allow for the appropriate assignment of these responsibilities and to improve the delivery and execution of services and operations at the college.

**BASES OF RECOMMENDATION:**

An incumbent in the proposed classification will plan, coordinate, supervise, and perform a variety of functions in support of college services and operations including supervising assigned college services, managing the college's auxiliary services contracts, and managing campus-wide business services-related projects.

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 equity considerations. Personnel Commission staff conducted a review of the market and was unable to identify classifications comparable to the proposed classification. The classifications identified within the surveyed market were narrow in terms of scope of responsibility as compared to the proposed classification, as indicated by responsibility for only one function such as contracts, auxiliary services, or project management.

The proposed salary is based on internal equity considerations. An employee in the proposed classification will be assigned duties of similar level of complexity to that of a Bursar (Classified Supervisors Salary Schedule #270, \$51,192-\$70,944/annual) in that both classes have responsibility for overseeing a business services area. Specifically, a Bursar has responsibility for supervising the college's cashiering functions and associated operations and staff, including billing and the collection of student fees and student/vendor accounts receivables. The proposed classification will have responsibility for supervising assigned college services, including the Civic Center and telephone/switchboard and mailroom. Responsibility for supervising the Civic Center function will include billing and the collection of fees. Further, both classifications supervise non-technical clerical staff. In addition, the proposed classification is responsible for overseeing various projects such as the restoration of food services and the design and implementation of a universal identification card for the college. Managing such projects requires greater discretion than that expected of a Program Specialist – Career and Technical Education (Classified Salary Schedule #260, \$48,252-\$66,552/annual) which provides administrative support with regard to the day-to-day operations of career and technical education programs. The nature of the work performed by a Program Specialist – Career and Technical Education is more routine than the work performed by the proposed classification. With regard to internal alignment, the proposed classification pays more than the highest-level classification it supervises (Evening and Weekend Activities Attendant, \$36,816-\$50,940/annual) and less than the Vice President of Business Services (\$113,305-\$151,839/annual) to which it reports. In consideration of this information, placement on Classified Supervisors Salary Schedule #270 (\$51,192-\$70,944/annual) is appropriate.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION TITLE: COLLEGE SERVICES SUPERVISOR**

**BASIC FUNCTION:**

Under the general direction of the Vice President of Business Services, plan, coordinate, supervise, and perform a variety of functions in support of college services and operations including supervising assigned college services, managing the college's auxiliary services contracts, and managing campus-wide business services-related projects.

**REPRESENTATIVE DUTIES:**

Provide project management support to the Vice President to implement complex projects by identifying and managing critical paths, resource and time requirements, communication processes, and project optimizing and contingency plans. Projects will include college-wide initiatives such as the annual program review process and accreditation self-study processes. *E*

Manage auxiliary services contracts such as bookstore, food services, vending, and photocopying/reprographics, including ensuring contract compliance, tracking revenues and expenditures, and resolving issues and complaints; assist with identifying, renewing, evaluating, modifying, and terminating District-wide auxiliary services contracts. *E*

Plan, implement, and manage various assigned business services-related projects including conducting needs assessments, developing and monitoring implementation strategies, and developing and tracking schedules of completion. *E*

Coordinate and supervise the Civic Center office and associated operations and staff including the reservation process, event set-ups, event management, and marketing; ensure compliance with relevant state and district regulations, codes, policies, and procedures; develop and manage the Civic Center budgets. *E*

Coordinate the college's telephone/switchboard and mailroom operations and supervise associated staff; coordinate campus-wide training for new and advanced telephone features. *E*

Plan, implement, and maintain the college inventory control system; coordinate the annual inventory process for college equipment and assets; utilize an inventory management system to analyze inventory reports for depreciation and to track equipment; coordinate with the college warehouse to reconcile the receipt, tagging, and disposal of college equipment. *E*

Develop and maintain a tracking system for campus-wide facilities projects to monitor progress and provide status updates to the Vice President of Business Services; serve as a liaison between the office of the Vice President and the maintenance and operations department for the purpose of ensuring the appropriate prioritization of goals and objectives. *E*

Monitor campus-wide photocopying and reprographics activity to ensure cost effective use; develop and implement strategies to address inefficient use and minimize cost. *E*

Coordinate vehicle reservations including processing requests, scheduling, and issuing keys and



## **COLLEGE SERVICES SUPERVISOR (continued)**

gas cards; prepare and maintain maintenance logs. *E*

Create and submit reports pertaining to applicable college services and assigned projects. *E*

Provide information and assistance to faculty, staff, students, vendors, outside agencies, and the public pertaining to applicable college services and assigned projects. *E*

Hire, train, supervise, and evaluate assigned staff and student workers. *E*

Perform other duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Principles and practices of project design and management, including needs analysis, critical paths, and contingency plans

Principles and practices of contract management

District organization, operations, policies, procedures, and objectives

Principles and practices of supervision and training

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

Principles of budget development and maintenance

Principles of business letter writing and report preparation

Principles and practices of inventory management

Principles of English grammar, spelling, and composition

Basic accounting principles, practices, and procedures

Customer service methods and techniques

#### ABILITY TO:

Plan, implement, and manage complex projects including organizing and facilitating project teams

Plan, organize, and supervise assigned college services

Train, supervise, and evaluate personnel

Schedule, coordinate, and facilitate meetings

Establish and maintain an effective inventory control system

Interpret, apply, explain, and ensure compliance with applicable regulations, policies, and procedures related to assigned services and contracts

Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications as well as specialized software applications

Learn and apply new information and skills

Prepare, analyze, and interpret financial statements and other fiscal information to develop and maintain budgets

Plan and organize work to meet changing priorities and deadlines

Understand and carry out oral and written directions

Communicate clearly and concisely, both orally and in writing

Demonstrate sensitivity to students, colleagues, and others with diverse cultures, languages, ethnic, and socioeconomic backgrounds

Analyze situations accurately and adopt effective courses of action

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

**COLLEGE SERVICES SUPERVISOR (continued)**

Exercise initiative and independence of judgment and action  
Prepare reports by gathering, organizing, and analyzing data from a variety of sources

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

Education:

Bachelor's degree from a recognized college or university

Experience:

Three years of experience managing projects of similar complexity to that performed by the position.  
Supervisory experience is preferred.

**WORKING CONDITIONS:**

ENVIRONMENT:

Office/college campus environment

PHYSICAL ABILITIES:

Hearing and speaking to exchange information  
Vision to read correspondence and reports and to use the computer  
Sitting and standing for extended periods of time  
Dexterity of hands and fingers to operate office equipment, prepare reports and forms, and use a computer keyboard

**PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**RECOMMENDATIONS:**

1. ABOLISHMENT OF AN UNUSED CLASSIFICATION

It is recommended that effective April 23, 2015, the following classification be abolished:

Zoo Day Camp Aide

2. TITLE CHANGE AND REVISION OF CLASS SPECIFICATION

It is recommended that the following classification be reclassified for the purpose of title change only and that the proposed changes to the classification specification be approved:

Current Title:

Zoo Day Camp Technician

Proposed Title:

Zoo Day Camp Counselor

3. SALARY REALLOCATION FOR ZOO DAY CAMP TECHNICIAN

It is recommended that the classification of Zoo Day Camp Technician be reallocated from Classified Salary Schedule range 215 to range 170 effective with the approval of the Board of Trustees.

Pay Period Rates

CURRENT (CSS #215)	\$3,154	\$3,329	\$3,511	\$3,711	\$3,918	\$4,133	\$4,358
PROPOSED (CSS #170)	\$2,481	\$2,615	\$2,762	\$2,908	\$3,068	\$3,242	\$3,420

**BACKGROUND**

The Zoo Operations Supervisor and the Dean of Student Learning who oversees the teaching zoo at Moorpark College informed Commission staff that the current structure of the zoo day camp classifications does not currently meet the needs of the college. Specifically, there is significant overlap between the manner in which the positions within the Zoo Day Camp Aide (CSS #95) and Zoo Day Camp Technician (CSS #215) classifications function, which does not necessitate a two-classification structure. Therefore, the Dean and Zoo Operations Supervisor requested that the Zoo Day Camp Aide classification be abolished and that Commission staff review the Zoo Day Camp Technician salary as they believe the salary is not aligned appropriately with the external market resulting in the individuals being unnecessarily over-compensated.

**BASES OF RECOMMENDATIONS**

Commission staff recommends the proposed title change to more accurately reflect the duties performed and to be more in line with similar positions in the external market. With regard to the revisions in the classification specification, a variety of updates have been made to update the representative duties, knowledge and ability statements, and minimum qualifications. Commission staff believes the proposed changes do not modify the classification concept. A revised classification specification is submitted for approval in conjunction with this report.

Commission staff conducted a survey of the market to compare the starting hourly salary of similar classifications since individuals hired in this classification are typically hired on a temporary basis and do not advance beyond step 1 of the range. Classifications with similar duties and level of responsibility were found at the Santa Barbara Zoo (Educator, \$10.00/hour), the Los Angeles Zoo and Botanical Gardens (Zoo Camp Counselor, \$14.39/hour), the Oakland Zoo (Seasonal Zoo Camp Counselor, \$12.25-\$15.00/hour), and the San Francisco Zoo (Zoo Camp Instructor, \$16.00/hour). Additionally, classifications with similar duties and level of responsibility were found within non-zoo environments, including the Mendocino Woodlands Camp Association (Teacher/Naturalist, \$14.00/hour) and the Coloma Outdoor Discover School (Daytime and Evening Naturalist Educator, \$15.00/hour). In consideration of this data, it is recommended that the salary for Zoo Day Camp Technician be reallocated to Classified Salary Schedule level 170 (starting salary of \$14.31/hour) to maintain parity with the external market and compensate positions within the classification in a more fiscally responsible manner.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT****CLASSIFICATION TITLE: ZOO DAY CAMP AIDE****BASIC FUNCTION:**

Under the general supervision of the Teaching Zoo Operations Supervisor, a Zoo Day Camp Aide assists Zoo Day Camp Technicians with Junior Safari Day Camp Program activities and similar programs at America's Teaching Zoo.

**DISTINGUISHING CHARACTERISTICS:**

Zoo Day Camp Aides assist Zoo Day Camp Technicians with developing and implementing instructional activities for campers between the ages of 6 and 18, performing general clerical tasks in support of the day camp, and supervising zoo day campers. The Zoo Day Camp Technician has additional higher-level responsibilities including assigning camper activities, selecting animals to be studied, and developing camper presentations.

**REPRESENTATIVE DUTIES:**

Assist in developing and implementing creative, interactive, and age-appropriate educational activities for zoo day campers between the ages of 6-18. *E*

Prepare program specific learning-related materials and activities, assisting campers with arts and crafts projects, games, and activities. *E*

Order and pick-up food and craft supplies as necessary. *E*

Assist in the check-in and release of day campers according to established procedures. *E*

Provide information to parents and visitors regarding operations, registration procedures, and safety guidelines; review and collect day camp forms and fees. *E*

Assist in the supervision of campers to ensure compliance with rules and regulations of the program and facility. *E*

Assist campers in designing weekly presentations and preparing associated materials; supervise the design of their presentation to ensure the safety of campers, animals, and visitors. *E*

Provide for the physical needs of campers with regard to hydration, sun exposure, nutrition, and first-aid as needed. *E*

Maintain camp facilities, classrooms, and picnic areas in a neat and orderly manner. *E*

Operate vehicles to pick up and deliver supplies. *E*

Operate office equipment including computers, printers and copiers. *E*

## **ZOO DAY CAMP AIDE (continued)**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

#### KNOWLEDGE OF:

Instructional methods and techniques  
Principles and practices of child guidance  
Oral and written communication skills  
America's Teaching Zoo rules, regulations, policies, and procedures  
Principles of public relations  
Modern office practices, procedures, and equipment  
Methods of filing, duplicating, and maintaining records

#### ABILITY TO:

Anticipate and respond to the needs of children of diverse ethnic, racial and cultural backgrounds  
Work effectively with individuals and groups of children  
Communicate effectively, both orally and in writing  
Administer basic first aid  
Plan and organize work in accordance with schedules and deadlines  
Operate a vehicle while observing safe and defensive driving practices  
Understand and follow oral and written directions  
Establish and maintain cooperative effective working relationships with others

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to:

One year of college course work and six months experience working with children.

Experience working with children in an organized setting such as recreation programs or education is preferred.

### **LICENSES AND REQUIREMENTS**

Valid California Driver License  
First-Aid Certificate issued by a recognized First Aid training program is preferred  
CPR Certificate issued by a recognized CPR training program is preferred

## **ZOO DAY CAMP AIDE (continued)**

### **WORKING CONDITIONS**

#### ENVIRONMENT:

Animal facility, outdoor theater, and office environment  
Subject to offensive odors from animals and feces  
Subject to driving to various sites to pick up supplies  
Subject to working with large groups of children

#### PHYSICAL ABILITIES:

Stamina to stand for extended periods of time  
Lifting and carrying supplies and equipment weighing up to 50 pounds  
Hearing and speaking to communicate with students  
Seeing to observe campers, students, animals, and facility conditions

#### HAZARDS:

Exposure to animals exhibiting unpredictable temperaments  
Exposure to extreme weather conditions

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASSIFICATION TITLE: ZOO DAY CAMP COUNSELOR****BASIC FUNCTION:**

Under general supervision of the Teaching Zoo Operations Supervisor, design and conduct the Junior Safari Day Camp Program and similar programs at America's Teaching Zoo.

**REPRESENTATIVE DUTIES:**

Develop, design, and implement creative, interactive, and age-appropriate educational activities for zoo day campers between the ages of 6-17; prepare program specific learning-related materials. *E*

Assign animals to campers based on camper preferences, age, and experience for the purpose of preparing weekly educational presentations and performances; demonstrate proper handling and provide guidance to campers regarding safe animal handling practices. *E*

Assist campers in designing presentations and with arts and crafts projects, games, and activities. *E*

Provide information to parents and visitors regarding operations, registration procedures, and safety guidelines; review and collect day camp forms and fees. *E*

Communicate with and provide information to the public, media, and college personnel regarding the Junior Safari Day Camp Program. *E*

Purchase food and supplies and track expenses for the zoo day camp. *E*

Coordinate day camp activities with Exotic Animal Training & Management Program students and staff to ensure safety, compliance, and quality of educational experiences of day campers. *E*

Train and provide work direction to counselors in training. *E*

Ensure camper compliance with rules and regulations of the Exotic Animal Training and Management Program and America's Teaching Zoo. *E*

Check-in and release day campers according to established procedures. *E*

Provide for the physical needs of campers with regard to hydration, sun exposure, nutrition, and first-aid as needed. *E*

Maintain camp facilities, classrooms, and picnic areas in a neat and orderly manner. *E*

Operate office equipment including computers, printers, and copiers. *E*

Operate vehicles to pick up and deliver food and supplies. *E*

## **ZOO DAY CAMP COUNSELOR (continued)**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

#### KNOWLEDGE OF:

Instructional methods and techniques pertaining to children  
Principles and practices of child guidance, care, and supervision  
Age-appropriate day camp activities for children  
America's Teaching Zoo rules, regulations, policies, and procedures  
Methods, equipment, and materials used in the care, handling, and presentation of animals  
Technical aspects of wildlife and conservation education  
First aid and cardio pulmonary resuscitation (CPR)  
Principles of public relations  
Modern office practices, procedures, and equipment  
Methods of filing, duplicating, and maintaining records

#### ABILITY TO:

Anticipate and respond to the welfare, health, and safety needs of children of diverse backgrounds  
Work effectively with individuals and groups of children  
Handle a varied animal collection, including, but not limited to hoofed mammals, birds, reptiles, and domestic mammals  
Learn and apply new information and skills  
Communicate effectively, both orally and in writing  
Administer basic first aid  
Work independently with little direction  
Plan and organize work in accordance with schedules and deadlines  
Operate a vehicle while observing safe and defensive driving practices  
Understand and follow oral and written directions  
Establish and maintain effective working relationships with others  
Train and provide work direction to others

### **PREFERRED QUALIFICATIONS**

Experience working with non-domestic animals  
Experience working with children in an organized recreational or educational setting  
Exotic Animal Training & Management certificate or its equivalent  
Child development certificate or its equivalent

### **LICENSES AND REQUIREMENTS**

A First-Aid Certificate issued by a recognized First Aid training program  
A CPR Certificate issued by a recognized CPR training program  
A valid California Driver License



## **ZOO DAY CAMP COUNSELOR (continued)**

### **WORKING CONDITIONS**

#### ENVIRONMENT:

Animal facility, outdoor theater, and office environment  
Subject to offensive odors from animals and feces  
Subject to driving to various sites to pick up and deliver supplies  
Subject to working with large groups of children

#### PHYSICAL ABILITIES:

Strength to hold animals for presentations  
Stamina to stand for extended periods of time  
Lifting and carrying animals, supplies, and equipment weighing up to 50 pounds  
Hearing and speaking to communicate with students  
Seeing to observe campers, students, animals, and facility conditions

#### HAZARDS:

Exposure to animals exhibiting unpredictable temperaments  
Exposure to extreme weather conditions

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: ZOO DAY CAMP ~~TECHNICIAN~~ COUNSELOR

## BASIC FUNCTION:

Under general supervision of the Teaching Zoo Operations Supervisor, design and conduct the Junior Safari Day Camp Program and similar programs at America's Teaching Zoo.

## DISTINGUISHING CHARACTERISTICS:

~~Zoo Day Camp Aides assist Zoo Day Camp Technicians with developing and implementing instructional activities for campers between the ages of 6 and 18, performing general clerical tasks in support of the day camp, and supervising zoo day campers. The Zoo Day Camp Technician has additional higher-level responsibilities including assigning camper activities, selecting animals to be studied, and assisting campers with developing presentations.~~

## REPRESENTATIVE DUTIES:

Develop, design, and implement creative, interactive, and age-appropriate educational activities for zoo day campers between the ages of 6-~~18~~17; prepare program specific learning-related materials. *E*

Assign animals to campers based on camper preferences, age, and experience for the purpose of preparing weekly educational presentations and performances; demonstrate proper handling and provide guidance to campers regarding safe animal handling practices. *E*

Assist campers in designing presentations and with arts and crafts projects, games, and activities. *E*

Provide information to parents and visitors regarding operations, registration procedures, and safety guidelines; review and collect day camp forms and fees. *E*

~~Interact~~ Communicate with and provide information to the public, media, and college personnel regarding the Junior Safari Day Camp Program. *E*

~~Maintain income and expense summaries~~ Purchase food and supplies and track expenses for the zoo day camp. *E*

Coordinate day camp activities with Exotic Animal Training & Management Program students and staff to ensure safety, compliance, and quality of educational experiences of day campers. *E*

Train and Pp provide work direction to ~~lower-level day camp staff~~ counselors in training. *E*

Ensure camper compliance with rules and regulations of the Exotic Animal Training and Management Program and America's Teaching Zoo. *E*

## ZOO DAY CAMP ~~TECHNICIAN-COUNSELOR~~ (continued)

Check-in and release day campers according to established procedures. *E*

Provide for the physical needs of campers with regard to hydration, sun exposure, nutrition, and first-aid as needed. *E*

Maintain camp facilities, classrooms, and picnic areas in a neat and orderly manner. *E*

Operate office equipment including computers, printers, and copiers ~~to produce public relations materials. *E*~~

Operate vehicles to pick up and deliver food and supplies. *E*

Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

Instructional methods and techniques pertaining to children  
Principles and practices of child guidance, care, and supervision  
Age-appropriate day camp activities for children  
America's Teaching Zoo rules, regulations, policies, and procedures  
Methods, equipment, and materials used in the care, handling, ~~restraint, training~~ and presentation of animals  
Technical aspects of wildlife and conservation education  
~~Animal nutrition, health, and safety practices~~  
~~Basic veterinary first aid~~  
First aid and cardio pulmonary resuscitation (CPR)  
Principles of public relations  
Modern office practices, procedures, and equipment  
Methods of filing, duplicating, and maintaining records

### ABILITY TO:

Anticipate and respond to the welfare, health, and safety needs of children of diverse backgrounds  
Work effectively with individuals and groups of children  
Handle a varied animal collection, including, but not limited to ~~carnivores~~, hooved mammals, ~~primates~~, birds, ~~and~~ reptiles, and domestic mammals  
Learn and apply new information and skills  
Communicate effectively, both orally and in writing  
Administer basic first aid  
Work independently with little direction  
Plan and organize work in accordance with schedules and deadlines  
Operate a vehicle while observing safe and defensive driving practices  
Understand and follow oral and written directions  
Establish and maintain effective working relationships with others  
~~Lift objects weighing up to 50 pounds~~  
Train and provide work directions to others

## ZOO DAY CAMP ~~TECHNICIAN~~ COUNSELOR (continued)

### EDUCATION AND EXPERIENCE

~~Any combination equivalent to:~~

Education:

~~Two years of college course work.~~

Experience:

~~One year of full time or equivalent part time experience working with non-domestic animals, and six months of experience working with children in an organized recreational or educational setting.~~

### PREFERRED QUALIFICATIONS

Experience working with non-domestic animals

Experience working with children in an organized recreational or educational setting

Exotic Animal Training & Management certificate or its equivalent

Child development certificate or its equivalent

### LICENSES AND REQUIREMENTS

A First-Aid Certificate issued by a recognized First Aid training program

A CPR Certificate issued by a recognized CPR training program

A valid California Driver License

~~Exotic Animal Training & Management certificate or its equivalent~~

### WORKING CONDITIONS

#### ENVIRONMENT:

Animal facility, outdoor theater, and office environment

Subject to offensive odors from animals and feces

Subject to driving to various sites to pick up and deliver ~~animals and~~ supplies

Subject to working with large groups of children

#### PHYSICAL ABILITIES:

Strength to hold ~~and restrain~~ animals for presentations

Stamina to stand for extended periods of time

Lifting and carrying animals, supplies, and equipment weighing up to 50 pounds

Hearing and speaking to communicate with students

Seeing to observe campers, students, animals, and facility conditions

#### HAZARDS:

Exposure to animals exhibiting unpredictable temperaments

Exposure to extreme weather conditions