



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR MARCH 17, 2016 **5:30 p.m.**

**Thomas G. Lakin Board Room
District Administrative Center
255 W. Stanley Ave, Suite 150
Ventura, CA 93001**

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS REGARDING AGENDA ITEMS**
- 4. MINUTES**
Personnel Commission Meeting – February 18, 2016
- 5. CORRESPONDENCE**
- 6. OLD BUSINESS**
None
- 7. REPORTS**
 - A. Classified Employees Representative's Report
 - B. Board of Trustees Meeting Report
 - C. Director's Report
 - Current Recruitments Report
 - Positions Filled & Pending Report
 - Upcoming Recruitments Report
 - Classification Studies Report
 - D. Commissioners' Reports
- 8. 2016 PERSONNEL COMMISSION MEETING LOCATIONS**
- 9. TITLE CHANGE OF THE CLASSIFIED EMPLOYEE HANDBOOK (SECOND READING)**
Proposed Title: Rules of the Personnel Commission for Classified Employees
- 10. REVISION OF A CLASSIFICATION SPECIFICATION**
Instructional Data Specialist

11. ESTABLISHMENT OF A NEW CLASSIFICATION

Director of Applications and Development

12. RECESS TO CLOSED SESSION

None

13. RECONVENE IN OPEN SESSION

N/A

14. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is April 21, 2016.

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.

16. 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 12, 2016 – March 9, 2016

Current Classified Selection Processes (Between 02/12/16 – 03/09/16)									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Administrative Assistant	3	MC, DAC, VC	03/09/16	03/24/16	Written Test/Technical Interview	N/A	04/04/16 – 04/12/16	04/25/16 – 05/06/16	05/10/16
Child Development Associate	33	MC	01/26/16	02/10/16	Training & Experience/Technical Interview	2/11/16 – 2/18/16	N/A	03/02/16	03/07/16
Custodian	74	MC	01/15/16	02/04/16	Written Test/Technical Interview	N/A	02/17/16 – 02/19/16	02/29/16 – 03/01/16	03/04/16
Electrician	9	MC	01/22/16	02/07/16	Training & Experience/Technical Interview	02/08/16 – 02/12/16	N/A	02/25/16	02/29/16
Financial Aid Specialist	32	OC	02/09/16	02/24/16	Training & Experience/Technical Interview	02/25/16 – 03/02/16	N/A	03/16/16	03/18/16
Instructional Lab Technician II – Physical and Applied Sciences	14	VC	01/12/16	02/04/16	Training & Experience/Technical Interview	02/05/16 – 02/11/16	N/A	02/26/16	03/01/16
Human Resources Analyst I	30	DAC	02/09/16	02/24/16	Training & Experience/Technical Interview	02/25/16 – 03/02/16	N/A	03/08/16	03/10/16
Human Resources Analyst II	16	DAC	02/09/16	02/24/16	Training & Experience/Technical Interview	02/25/16 – 03/02/16	N/A	03/08/16	03/10/16
Locksmith	6	MC	12/22/15	01/17/16	Training & Experience/Technical Interview	01/18/16 – 01/25/16	N/A	02/11/16	02/16/16
Marketing Specialist	38	OC	02/16/16	03/02/16	Training & Experience Evaluation/Technical Interview	03/11/16	N/A	03/21/16 – 03/25/16	03/29/16

Current Classified Selection Processes (Between 02/12/16 – 03/09/16) (cont.)									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Maintenance Worker II	41	MC	12/15/15	01/10/16	Written Test/Technical Interview	N/A	01/22/16	02/09/16 – 02/10/16	02/16/16
Senior Accounting Technician	8	MC	01/28/16	02/15/16	Written Test/Technical Interview	N/A	03/01/16	03/15/16	03/17/16
Vice Chancellor, Business and Administrative Services	36	DAC	12/15/15	02/14/16	Training & Experience Evaluation/Technical Interview	3/16/16	N/A	04/06/16 – 04/07/16	04/08/16

Current Classified Positions Filled (As of 03/09/16)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Lisa Branton	Research Analyst	MCU060	MC	Probationary (new)	02/22/16
Tami Cobb	Senior Administrative Assistant	MCU471	MC	Probationary (new)	03/07/16
Wendy Curiel	Payroll Technician	DCU160	DAC	Reinstatement	03/01/16
Stephane Desrochers	Accounting Technician	VCU425	VC	Probationary (new)	02/22/16
Marisol Hernandez	Counselor Assistant	VCU092	VC	Transfer	03/07/16
Yolanda Navarro	Administrative Assistant	XCU010	OC	Transfer	03/07/16
Rowella Stofka	Financial Aid Specialist	MCU496	MC	Probationary (new)	03/07/16
Tamara Reese	Senior Administrative Assistant	DCU157	DAC	Probationary (new)	03/07/16
Virginia Ryerson	Job Developer – Disabled Students	XCU327	OC	Probationary (new)	02/22/16

Current Classified Positions Pending (As of 03/09/16)		
Classification	Position Number	Location
Child Development Associate	MCU036	MC
Community College Police Officer I	WCU014	DAC
Custodian	MCU499	MC
Electrician	MCU491	MC
Instructional Lab Technician II – Physical and Applied Sciences	VCU097	VC
Locksmith	MCU104	MC
Maintenance Worker II	MCU412	MC
Student Activities Specialist	XCU397	OC

Upcoming Recruitments		
Classification	Position Number	Location
Human Resources Analyst – Employee Relations and Staff Development	DCU159	DAC
Instructional Data Specialist	VCU558	VC
Instructional Lab Technician II – Sciences	XCU104	OC
Job Placement Specialist	MCU357	MC
Library Assistant	XCU408, XCU409	OC
Matriculation Specialist II	VCU112	VC
Senior Accounting Technician	WCU062	DAC
Student Services Assistant I	VCU563	VC
Student Services Specialist – Student Information Center	XCU410	OC
Student Success and Support Services Supervisor	MSC137	MC

Upcoming Recruitments (cont.)		
Classification	Position Number	Location
Technical Data Specialist	DCU150	DAC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Grant Accounting Administrative Assistant	VC	07/16/15	In progress
Student Health Center Assistant I	MC	01/12/16	On hold
Student Health Center Assistant I	MC	01/27/16	On hold

Ventura County Community College District

~~CLASSIFIED EMPLOYEE HANDBOOK~~

RULES OF THE PERSONNEL COMMISSION

FOR

CLASSIFIED EMPLOYEES



Rules and Regulations as Adopted by the
Personnel Commission
(Effective March 17, 2016)

PERSONNEL COMMISSION
Barbara M. Harison, Commissioner
James King, Commissioner
Sherry Manley, Commissioner

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL DATA SPECIALIST

BASIC FUNCTION:

~~Under the direction of an assigned supervisor, facilitate the production of schedule of classes for the on-campus and off-campus instructional programs; maintain and update the college catalog; input, process and maintain a variety of records as requested; provide data input training and technical assistance on student module of integrated computer system to college staff as needed.~~

Under the direction of an assigned supervisor, perform a wide variety of duties pertaining to the development, maintenance, and implementation of the college catalog, schedule of classes database, curriculum database, degree auditing system, and other instructional-related databases.

REPRESENTATIVE DUTIES:

Facilitate the production of the schedule of classes for on-campus and off-campus instructional programs; provide a variety of enrollment data reports.

~~e~~Create and maintain schedule, catalog, and curriculum related information file databases for all new and revised courses and programs; verify course outline and program of study requirements including: units and hours of scheduled time, course title/number, minimum qualifications, prerequisite, co-requisite, recommended preparation, attendance methods, material fees, and transferability; verify and submit accurate Management Information Systems (MIS) local and State data. E

Calculate and enter faculty assignments; calculate Department Chair reassigned time and salary; prepare flex obligation forms for contract and non-contract faculty. E

Evaluate, analyze and verify data to ensure accuracy and integrity; input, process, and maintain a variety of records as requested. E

~~Create and run reports to verify accuracy of department data; work with division staff to resolve any discrepancies; notify appropriate personnel of changes. E~~

Retrieve information from databases for a variety of purposes; access data in desired format using open database connectivity (ODBC) enabled products. E

~~Use scribing tools to~~Transcribe course catalog and degree information into degree auditing system; review and update data to ensure accuracy. E

~~Coordinate and schedule facility use for off and on-campus classes and programs; calculate and update instructor assignments and account information and provide other needed course data; update and maintain source documents, such as prerequisite list, degree certificate/transfer course lists, instructor SSN list and other information in the relational database, faculty load. E~~

Participate in districtwide efforts to standardize statistical reporting; confer with District and College staff and various committees in order to identify appropriate data sources for reporting requirements and to improve the accuracy and integrity of data reported. E

Established July 2002

Revised February 2016

INSTRUCTIONAL DATA SPECIALIST (continued)

Provide data input training and technical assistance on degree auditing and database systems ~~student module of integrated computer system~~ to staff and faculty as needed; test and troubleshoot new software releases and updates; ~~work with program consultants and District Information Technology staff to determine the impact of upgraded releases on user functionality, create and update training documentation.~~ *E*

Initiate roll-over procedures for each new term's schedule and update pre-schedule error report; coordinate the accurate publication of the electronic and/or hardcopy schedule to the website; utilize web design program to update associated campus webpages where applicable. *E*

~~Produce hard copy of schedule, proof and insert publicity items, and furnish copy to publications within schedule deadline for the preparation of the printed student schedule.~~ *E*

Utilize desktop publishing software to ~~P~~prepare and maintain the college catalog; update ~~all~~ curriculum and mandated changes; ensure accuracy of course data. *E*

Answer in-person and telephone inquiries from ~~students, the public, faculty, administration and other employees regarding classes; provide a variety of information or direct callers to appropriate personnel.~~ *E*

~~Operate a variety of office equipment including calculator, computer and printers; perform computer operations using appropriate software to generate instructional reports as requested.~~ *E*

Serve on a variety of committees related to course/catalog maintenance. *E*

Perform other related duties as directed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of computer equipment and assigned software programs

~~Database access techniques~~ Principle of open database connectivity (ODBC)

Relational database management systems

Desktop publishing programs

Modern office practices, procedures and record-keeping techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

District organization, operations, policies and objectives

~~Oral and written communication skills~~

District and campus academic and personnel policies related to scheduling, catalog, staff assignments, and loads

Customer service methods and techniques

ABILITY TO:

~~Facilitate the production of the schedule of classes for on-campus and off-campus instructional Programs~~

Learn and use various software packages

INSTRUCTIONAL DATA SPECIALIST (continued)

Understand new data processing concepts and techniques
Understand and execute detailed instructions for modifying databases using scribe tools
Assemble data and prepare reports using logic and creativity
Establish and maintain effective working relationships with others
Learn and apply District policies, rules, and regulations
Communicate clearly, concisely, and effectively both orally and in writing
Operate a variety of office equipment including computer and printer
Prepare and maintain a variety of reports with accuracy and efficiency
Perform responsible and complex clerical and data processing work with speed and accuracy
Plan and organize work to meet schedules and timelines
Understand and follow oral and written directions
Proofread quickly and accurately
~~Prepare a variety of reports upon request from administrators and division directors~~
Analyze situations accurately and adopt an effective course of action
Meet schedules and timelines
Perform mathematical calculations accurately
Work independently with little direction
Communicate technical information to a non-technical audience
Evaluate and interpret information and data
Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: graduation from high school including or supplemented by courses in database applications and three years of increasingly responsible clerical experience including at least one year with emphasis in database applications.~~

An associate degree AND three years of increasingly responsible clerical experience with emphasis in database applications.

OR

An associate degree, with coursework in database applications, computer programming, database development, computer applications or a related field AND two years of clerical experience with emphasis in database applications.

OR

A bachelor's degree, with coursework in database applications, computer programming, database development, computer applications or a related field AND one year of clerical experience with emphasis in database applications.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

INSTRUCTIONAL DATA SPECIALIST (continued)

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 and resolve discrepancies in person and on the telephone~~

~~Seeing to read documents and inspect data input on monitor screen~~



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

RECOMMENDATION:
ESTABLISHMENT OF A NEW CLASSIFICATION
CLASSIFICATION TITLE:
Director of Applications and Development

ANNUAL SALARY RANGE:
\$107,127.96-\$143,562.00 (Management Salary Schedule #165)

BACKGROUND: The Associate Vice Chancellor of Information Technology requested the establishment of the proposed classification to oversee software programming and development. The proposed classification will direct, plan, organize, and coordinate application development and integration and supervise advanced professional level staff including Senior Programmer Analysts and Systems Administrators. A classification detailing the proposed duties and responsibilities does not currently exist. Therefore, Commission staff recommends the establishment of the proposed classification to allow for the appropriate assignment of duties.

BASES OF RECOMMENDATION: Under the general direction of the Associate Vice Chancellor of Information Technology, provide leadership, consultation, and strategic direction for district information technology activities with regard to the planning, analysis, design, development, installation, integration, and maintenance of software applications and online systems at all district colleges and locations. A classification specification detailing the approved duties and responsibilities of the established classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on internal alignment and external market data. With regard to internal alignment, the proposed classification is assigned duties of greater complexity, scope, and level of responsibility than those of a Director of College Information Technology Services, which is placed on level 140 of the Management Salary Schedule (\$94,803 to \$127,042/year). A Director of College Information Technology Services supervises technicians and is responsible for the local computing needs of an individual college. The Director of Applications and Development classification performs more complex responsibilities in that the position will supervise higher-level professional information technology staff and be responsible for overseeing the development and maintenance of district-wide systems and applications. In addition to an expanded scope of supervisory responsibility, the subject class will also require a broader scope and higher-level technical expertise as it pertains to programming, software development and applications.

With regard to the external market, comparable jobs were found at South Orange County Community College District (Director of Information Technology-Administrative Systems, \$123,468 to \$173,724/year), Foothill De Anza Community College District (Director, Information Systems and Operations, \$123,082 to \$160,355/year), Los Angeles Community College District, (SAP/ERP Manager, \$126,348 to \$156,523/year), Peralta Community College District (\$120,405 to \$142,296/year), Riverside Community College District (Director, Software Development, \$115,327 to \$140,406/year), North Orange Community College District, (Manager, IT Applications Support, (\$110,199 to \$139,436/year), Rancho Santiago Community College District (\$106,600 to \$134,891/year), and Contra Costa Community College District (\$99,084 to \$120,721/year). Based upon the aforementioned data, placement at Management Salary Schedule 165 (\$107,128 to \$143,562/year) is justified.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF APPLICATIONS AND DEVELOPMENT

BASIC FUNCTION:

Under the general direction of the Associate Vice Chancellor of Information Technology, provide leadership, consultation, and strategic direction for district information technology activities with regard to the planning, analysis, design, development, installation, integration, and maintenance of software applications and online systems.

REPRESENTATIVES DUTIES:

Plan, organize, and coordinate district information technology activities and operations with regard to application development and integration. *E*

Develop and execute goals, objectives, policies, and procedures in the areas of application development and integration which guide and govern practices across all district colleges and locations. *E*

Consult with management and various committees to facilitate the identification and prioritization of current and future administrative application needs and solutions; analyze technology needs and provide direction for software and systems acquisitions and upgrades. *E*

Supervise, hire, train, and evaluate information technology department staff engaged in designing, implementing, programming, and maintaining district software applications, including in-house and third-party solutions. *E*

Ensure compliance with state and federal requirements and standards and coordinate with departments to demonstrate that applicable standards are met. *E*

Direct the testing, training, and evaluation of district software systems and applications. *E*

Manage large-scale application software implementation projects, including development, integration, testing, troubleshooting, training, and final user acceptance. *E*

Oversee the development, maintenance, support, and training for the district and college websites, portal, and mobile app. *E*

Coordinate and direct the development, implementation, and monitoring of security policies and practices for district applications. *E*

Chair multiple committees and working groups that provide direction and feedback on critical systems and applications. *E*

Develop, monitor, and maintain the unit's budget in collaboration with the Associate Vice Chancellor of Information Technology and prepare related reports; budget for ongoing upgrades and support necessary to sustain district needs and future growth. *E*

DIRECTOR OF APPLICATIONS AND DEVELOPMENT (continued)

Oversee the operation of the district-wide help desk system used to record and assign service calls; provide direction to information technology staff on prioritizing work requests. *E*

Coordinate activities with software application vendors; assist the purchasing department in the acquisition of information systems software and services. *E*

Develop, implement, update, and ensure compliance with information technology department program plans and service unit outcomes and prepare related documentation. *E*

Prepare reports, documentation, and proposals pertaining to district applications and services; recommend and implement improvements to department documentation processes and standards. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of supervision, training, and performance evaluation
Operations, activities, and services of a software programming and development unit
Modern computer development and programming languages
User software applications
Computer operating systems
Pertinent federal, state, and local laws, codes, and regulations
District organization, operations, policies, procedures, and objectives
Principles of budget development and maintenance
Principles of report preparation
Principles of program planning and program review
Modern office procedures and equipment
English grammar, spelling, and composition
Methods and techniques of conflict resolution and negotiation

ABILITY TO:

Communicate clearly and concisely, both orally and in writing
Analyze situations accurately and adopt effective courses of action
Implement and facilitate organizational change
Lead, motivate, select, train, supervise, and evaluate personnel
Maintain current knowledge of technological trends and advances in the field to provide direction for future district systems and applications
Analyze fiscal information to develop and maintain budgets
Plan and organize work to meet changing priorities and deadlines
Collaborate with others to carry out work
Establish and maintain effective working relationships with those contacted in the course of work
Exercise initiative and independence of judgment and action
Prepare reports by gathering and organizing data from a variety of sources

EDUCATION AND EXPERIENCE:

Education: A bachelor's degree from an accredited college or university, preferably with an emphasis in information technology, computer science, or a related field.

Experience: Four years of experience in system design, programming, testing, implementation, and user training including two years of experience supervising software development staff and managing related projects. Additional qualifying experience above and beyond that required may substitute for the required education on a year-for-year basis.