



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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MEETING AGENDA FOR JANUARY 17, 2019

5:30 p.m.

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

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS REGARDING AGENDA ITEMS
4. MINUTES  
Personnel Commission Meeting – December 18, 2018
5. CORRESPONDENCE
6. OLD BUSINESS  
None
7. REPORTS
  - A. Classified Employees Representative's Report
  - B. Board of Trustees Meeting Report
  - C. Director's Report
    - Current Recruitments Report
    - Positions Filled & Pending Report
    - Upcoming Recruitments Report
    - Classification Studies Report
    - Classified Salary Study Update
  - D. Commissioners' Reports
8. EXTENSION OF AN ELIGIBILITY LIST  
Community College Police Lieutenant
9. ESTABLISHMENT OF CLASSIFICATIONS  
Human Resources Technician I  
Tutorial Services Supervisor

**10. REVISION OF CLASSIFICATION SPECIFICATIONS**

Clinical Simulation Specialist  
Human Resources Technician II (Confidential)

**11. ABOLISHMENT OF A CLASSIFICATION**

Human Resources Technician (Confidential)

**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 February 21, 2019 at 5:30 p.m. The meeting will take place in the Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.

**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 761 E. Daily Drive, Camarillo, CA 93010 or at the Personnel Commission meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of Michael Arnoldus, Director of Employment Services/Personnel Commission  
Ventura County Community College District  
761 E. Daily Drive, Suite 200  
Camarillo, CA 93010  
(805) 652-5521



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## Personnel Commission

**Director's Report**  
**December 13, 2018 – January 11, 2019**

Current Classified Selection Processes (Between 12/13/18 to 01/11/19)									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Administrative Assistant (bilingual)	149	OC	11/21/18	12/06/18	Written/Performance Examination/Technical Interview	N/A	12/17/18 – 12/19/18	01/15/19	01/17/19
Basic Needs Specialist	58	VC	12/14/18	01/02/19	Training and Experience Evaluation/Technical Interview	01/14/19	N/A	01/29/19	01/31/19
Child Development Associate	29	MC	10/29/18	11/13/18	Training & Experience Examination/Technical Interview	N/A	N/A	12/14/18	12/18/18
Curriculum Technician	37	OC	12/19/18	01/02/19	Written/Performance Examination/Technical Interview	N/A	01/24/19	01/31/19 – 02/06/19	02/08/19
Custodian	65	OC	11/05/18	11/20/18	Performance Examination/Technical Interview	N/A	12/03/18	12/17/18 – 12/18/18	12/20/18
Grant Director – Career and Technical Education	5	MC	01/09/19	01/24/19	Training & Experience Examination/Technical Interview	01/31/19	N/A	02/11/19 – 02/15/19	02/19/19
Human Resources Technician II	38	DAC	12/05/18	12/19/18	Written/Performance Examination/Technical Interview	01/07/19	N/A	01/22/19	01/24/19
Instructional Technologist – Designer	26	OC	11/26/18	12/10/18	Written/Performance Examination/Technical Interview	N/A	01/07/19	01/18/19	01/22/19
Office Assistant	164	VC	10/23/18	11/06/18	Written/Performance Examination/Technical Interview	N/A	11/12/18- 11/16/18	12/03/18 – 12/07/18	12/11/18
Performing Arts Center Technician Director	11	MC	11/26/18	01/01/19	Training and Experience Evaluation/Technical Interview	N/A	N/A	01/30/19	02/01/19
Research Analyst	32	MC/OC	12/19/18	01/15/19	Training & Experience Examination/Technical Interview	01/23/19	N/A	02/04/19 – 02/08/19	02/12/19
Student Success and Support Specialist II	98	MC	11/02/18	11/16/18	Training and Experience Evaluation/Technical Interview	11/28/18	N/A	12/11/18	12/13/18

Current Classified Selection Processes (Between 12/13/18 to 01/11/19) (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
Web Developer	29	DAC	12/19/18	01/03/19	Written/Performance Examination/Technical Interview	N/A	01/23/19	02/04/19 – 02/08/19	02/12/19
Zoo Operations Assistant	33	MC	11/02/18	11/25/18	Training & Experience Evaluation/Technical Interview	11/30/18	N/A	12/19/18	12/21/18

Current Classified Positions Filled (As of 01/11/19)						
Employees Hired	Classification	Position Number	Location	Status	Effective Date	
Edwin Lenug	Instructional Lab Technician II – Biology	MCU091	MC	Probationary (new)	01/07/19	
Ann Marie McCarthy	Administrative Assistant, Chancellor's Office (confidential)	DCC056	DAC	Probationary (promotion)	01/07/19	
Paulina Salazar Perez	Financial Aid Specialist	VCU596	VC	Probationary (promotion)	01/02/19	
Chet Sterling	Physical Education/Athletic Equipment Manager	VCU116	VC	Probationary (new)	12/10/18	
Jordana Ybarra-Telias	Program Coordinator I	VCU590	VC	Probationary (new)	01/02/19	
Alan Wood	Instructional Lab Technician II – Physical & Applied Sciences	VCU097	VC	Probationary (new)	12/17/18	

Current Classified Positions Pending (As of 01/11/19)			
Classification	Position Number	Location	Date List Certified
Accounting Technician	XCU356	OC	12/06/18
Administrative Assistant	MCU015	MC	01/07/19
Child Development Associate	MCU037	MC	12/18/18
Costume Technician	VCU051	VC	12/05/18
Custodian	XCU100	OC	12/20/18
Custodian	VCU066 VCU055 VCU060 VCU064	VC	01/02/19

Current Classified Positions Pending (As of 01/11/19) (cont.)			
Classification	Position Number	Location	Date List Certified
Financial Aid Specialist (bilingual)	XCU427	OC	12/19/18
Instructional Lab Technician II – Nursing	MCU441	MC	11/29/18
Office Assistant	VCU385	VC	01/09/19
Program Coordinator I	VCU591	VC	10/08/18
Student Services Assistant	MCU521	MC	10/22/18
Student Services Assistant	XCU426	OC	10/31/18
Student Success and Support Specialist II	MCU510	MC	12/20/18
	MCU513		01/14/19
	MCU514		01/14/19
Zoo Operations Assistant	MCU462	MC	01/07/19

Upcoming Recruitments		
Classification	Position Number	Location
Instructional Lab Technician I – Learning Resources	VCU463	VC
Office Assistant (bilingual)	VCU598	VC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Office Assistant	MC	08/03/18	In progress
Carpenter	OC	11/27/18	In progress

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS  
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: EXTENSION OF AN ELIGIBILITY LIST

**RECOMMENDATION:**

It is recommended that the eligibility list for the Community College Police Lieutenant be extended by one year through March 5, 2020, in accordance with Personnel Commission Rule 142.

**BASIS OF RECOMMENDATION:**

Chief Joel Justice has requested the extension of the eligibility list for Community College Police Lieutenant.

PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
ESTABLISHMENT OF CLASS

**RECOMMENDATION:**

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Human Resources Technician I

**ANNUAL SALARY RANGE:** CLASSIFIED SALARY SCHEDULE #LEVEL 240 (\$47,172 - \$65,172/ANNUAL)

**BACKGROUND:** This non-confidential classification is being established as the counterpart to the existing Human Resources Technician (Confidential) classification to reflect that incumbents in the new classification will not have access to information that would qualify them to be considered confidential.

**BASES OF RECOMMENDATION:** An incumbent in the proposed classification will be responsible for performing a variety of complex technical duties pertaining to the administration of the District's human resources operations.

The recommended salary is based on internal alignment. The proposed salary for the subject classification is aligned with the Human Resources Technician (Confidential) classification, which is at Classified Confidential Salary Schedule Level #240 (\$49,560 - \$68,496/annual). Given that both classifications perform nearly identical technical human resources duties, it is appropriate to allocate the new classification to Classified Salary Schedule Level #240 (\$47,172 - \$65,172/annual).

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION TITLE: HUMAN RESOURCES TECHNICIAN I**

**BASIC FUNCTION:**

Under general supervision, perform a variety of technical duties pertaining to the preparation and processing of personnel transactions.

**REPRESENTATIVE DUTIES:**

Prepare and process various personnel transactions pertaining to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and other personnel matters in accordance with established policies, procedures, collective bargaining agreements, and Personnel Commission rules. *E*

Create, input, and maintain a variety of personnel-related records, files, and data utilizing integrated record-keeping systems, computerized databases, and manual records. *E*

Contact district administrators, employees, and prospective employees in the preparation and processing of personnel transactions. *E*

Interpret, apply, and explain laws, rules, policies, and collective bargaining agreements pertaining to human resources practices to district administrators, employees, and the public. *E*

Schedule, prepare, and conduct new employee orientation; review new employee records for completeness and compliance with applicable laws. *E*

Review, develop, and implement procedures related to manual or automated record keeping and other operational activities to improve and ensure efficiency of services. *E*

Prepare a variety of reports required for state and local use; compile information, conduct surveys, and respond to requests for information. *E*

Respond to written and verbal requests for verification of employment. *E*

Perform a variety of general clerical duties such as sorting and filing documents, including the disposition of records and files. *E*

Conduct district-wide training pertaining to human resources policies and procedures. *E*

Represent the supervisor at workshops and meetings as assigned. *E*

Perform other duties as assigned.

*E* = Essential duties



## **HUMAN RESOURCES TECHNICIAN I (continued)**

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Methods, practices, terminology, and procedures used in human resources administration  
Applicable sections of State Education Code and other applicable laws  
State and federal laws, codes, and regulations concerning human resources/personnel administration  
District organization, operations, policies, and objectives  
District collective bargaining agreements and Personnel Commission Rules  
Office procedures, methods, and equipment including computers  
Office productivity computer applications including word processing, spreadsheet, email, and database  
Principles and procedures of records management, including those related to maintaining filing systems  
Methods and techniques of proper phone etiquette  
Basic mathematical principles  
Basic principles of business letter writing and report preparation  
Fundamentals of English grammar, spelling, and composition  
Principles and practices of sound business communication  
Customer service and public relations methods and techniques

#### ABILITY TO:

Ensure compliance with district, county, state, and federal regulations and guidelines concerning human resource administration  
Locate, analyze, interpret, apply, and explain rules, regulations, policies, and procedures  
Provide information and assistance to employees, supervisors, and administrators  
Operate office equipment including computers and supporting word processing, spreadsheet, email, and database applications  
Learn and apply new information and skills  
Type, keyboard, and/or enter data at a speed necessary for successful job performance  
Establish and maintain a variety of files and records, including confidential personnel records  
Make arithmetic calculations quickly and accurately  
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  
Establish and maintain effective working relationships with those contacted in the course of work  
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports  
Exercise initiative and independence of judgment and action  
Prepare reports by gathering and organizing data from a variety of sources  
Travel to various sites to perform work as needed

### **EDUCATION AND EXPERIENCE:**

- A. Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by coursework in human resources, business, or related field AND three years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.

**HUMAN RESOURCES TECHNICIAN I (continued)**

OR

- B. Any associate degree from a recognized college or university, preferably including or supplemented by coursework in human resources, business, or related field AND two years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.

OR

- C. Any bachelor's degree from a recognized college or university, preferably supplemented by coursework in human resources, business, or related field AND one year of experience performing complex technical clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.

OR

- D. A bachelor's degree from a recognized college or university in public administration, business, human resources administration, or a related field.

PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
ESTABLISHMENT OF CLASS

**RECOMMENDATION:**

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Tutorial Services Supervisor

**ANNUAL SALARY RANGE:** CLASSIFIED SUPERVISORS SALARY SCHEDULE LEVEL #280 (\$57,936 - \$80,484/ANNUAL)

**BACKGROUND:** Ventura College administration requested the establishment of this classification to assist in meeting the expectations of AB 705. The bill requires that community colleges maximize the probability that a student will complete transfer-level coursework in English and math in the first year a student enrolls in the college.

To meet this need, the college plans to enlarge the tutoring and supplemental support program and offerings as well as closely coordinate services with English and math instructional faculty. The magnitude of these changes in scale and scope will require someone in a supervisory position to oversee the long-term and day-to-day needs of a robust, integrated, and effective tutoring and supplemental support program.

**BASES OF RECOMMENDATION:** An incumbent in the proposed classification will be responsible for planning, coordinating, and overseeing the daily activities and operations of tutorial services and supplemental support programs in a supervisory capacity.

The recommended salary is based on internal alignment. The proposed salary for the subject classification is aligned with the Learning Resources Supervisor classification. Though the Learning Resources Supervisor classification is of broader scope in that it includes responsibility for overseeing the operations of the Learning Resources Center, we believe the classifications are similar in complexity of duties given that both classifications are responsible for supervising the operations of tutorial services and supplemental support programs. Given that both classifications perform duties of similar complexity and nature, it is appropriate to allocate the new classification to Classified Supervisors Salary Schedule Level #280 (\$57,936 - \$80,484/annual).

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION TITLE: TUTORING AND SUPPLEMENTAL SUPPORT SUPERVISOR**

**BASIC FUNCTION:**

Under the direction of a Dean or other administrator, plan, coordinate, and oversee the daily activities and operations of tutorial services and supplemental support programs.

**DISTINGUISHING CHARACTERISTICS:**

The Tutorial Services Specialist II is responsible for coordinating the activities of the tutoring and supplemental learning support program. The Tutoring and Supplemental Support Supervisor classification has additional responsibility for training faculty and staff in pedagogy best practices, and directly supervising and evaluating the performance of assigned District staff.

**REPRESENTATIVE DUTIES:**

Plan, develop, implement, and oversee the tutoring and supplemental learning support program; develop and implement operational processes and procedures related to the program; coordinate and supervise the day-to-day activities of the program in all modalities (online/remote, integrated/embedded, individual face-to-face, peer-led, directed study groups); ensure equitable services are available to all students in support student success. *E*

Identify, develop, and implement learning support services that meet the instructional needs of students in collaboration with administrators, faculty, and staff; train faculty and staff in pedagogy best practices; research and identify products and services to support learning goals. *E*

Monitor the tutoring and supplemental learning support-related budgets and make recommendations regarding the allocation of resources and expenditure of funds. *E*

Coordinate the collection and analysis of data pertaining to tutoring and supplemental learning support activities; prepare and submit records, fiscal reports, program plans, progress reports, and other narrative and statistical reports and in accordance with District and external-agency requirements. *E*

Hire, train, schedule, supervise, and evaluate assigned classified staff and student workers; collaborate with faculty to provide ongoing training to tutors. *E*

Develop and implement an effective system of evaluation for program services and student learning outcomes. *E*

Develop and deliver presentations to various audiences pertaining to the tutoring and supplemental learning support program. *E*

Coordinate and conduct outreach for tutoring and supplemental learning support services; maintain open and regular communication with the campus community and promote services by creating brochures, posters, and website content. *E*

Maintain and update the tutoring services website, tutor-tracking software, and learning management systems for all tutoring services. *E*

## **TUTORING AND SUPPLEMENTAL SUPPORT SUPERVISOR (continued)**

Serve as a district representative on various committees associated with the program. *E*

Perform other duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Principles, methods, best practices, and procedures associated with college tutoring, supplemental support programs, and pedagogy  
Applicable sections of California State Education Code and other applicable law  
District organization, operations, policies, procedures, and objectives  
Office procedures, methods, and equipment  
Office productivity software applications including word processing, spreadsheets, email, presentation software, and database applications  
Principles of budget preparation and administration  
Principles of English grammar, spelling, and composition  
Principles of business communication and report preparation  
Principles of employee supervision and training  
Customer service and public relations methods and techniques  
Tutoring and supplemental support-related software and equipment including automation and instructional software  
Principles of strategic planning, program development, and program review

#### ABILITY TO:

Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures  
Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving  
Collaborate with academic and classified personnel to develop strategies to enhance student success outcomes  
Establish and maintain effective relations among faculty, staff, students, and administrators, as well as the community and local educational agencies  
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  
Monitor and review complex budgets  
Lead, motivate, supervise, and evaluate the work of others  
Plan and organize work to meet changing priorities and deadlines  
Communicate effectively, both orally and in writing  
Develop and deliver effective public presentations

**TUTORING AND SUPPLEMENTAL SUPPORT SUPERVISOR (continued)**

**EDUCATION AND EXPERIENCE:**

- A. Education: A bachelor's degree from a recognized college or university

AND

Experience: Two years of experience administering a supplemental instruction or tutoring program OR two years of full-time (or equivalent part-time) teaching experience. Such experience must include one year of experience providing training, guidance, direction, or supervision to others.

OR

- B. Education: A graduate degree from a recognized college or university

AND

Experience: One year of experience administering a supplemental instruction or tutoring program OR one year of full-time (or equivalent part-time) teaching experience. Such experience must include one year of experience providing training, guidance, direction, or supervision to others.

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: CLINICAL SIMULATION SPECIALIST

## BASIC FUNCTION:

Under the direction of the Program Director, Associate Degree Nursing (ADN), provide technical support to faculty, staff, and students in the use of clinical simulators and other technology-based equipment in the ADN program and maintain the instructional nursing laboratory. facilitate learning, use and maintenance of patient care simulators and other technology-based models within a nursing instructional laboratory; provide demonstration and technical instructional assistance to nursing students to enable them to practice and refine clinical skills using technology; assist students and faculty in the ADN Program to improve student retention and performance by enhancing skills through clinical simulation.

## REPRESENTATIVE DUTIES:

Train faculty, staff and students on the~~Facilitate learning~~, use and maintenance of patient care simulators and other technology-based ~~models; equipment~~; provide expertise regarding in-use of patient care simulators ~~to orient new faculty~~; program and operate the patient care simulators. *E*

Assist nursing faculty to Program prepare and facilitate use of patient care simulators through implementation of for case scenarios; collaborate with faculty to develop new patient care scenarios ~~to enhance student critical thinking skills~~. *E*

Provide ~~demonstration and~~ technical instructional assistance to nursing students and demonstrate the proper use of to enable them to practice and refine clinical skills using technology; develop technology; develop and coordinate technology-related in-services and workshops for nursing faculty and students as needed. *E*

~~Maintain and manage~~Manage and maintain technology-based equipment; assist students and faculty ~~to with utilize utilizing~~ advanced learning technology including IV arms, blood pressure simulators, heart and breath sound models, computers, AV equipment and other resources. *E*

Organize, eCatalogue and oversee related equipment, including repairs and replacement; maintain ~~current~~ automated inventory records of Computer Assisted Instruction (CAI) programs; review software ~~holdings for facility of use and~~holdings and orient train faculty and students ~~to on the~~ use of CAI holdings; develop and maintain a computerized system for previewing and ordering new CAI, videos and equipment. *E*

Maintain a database of student skills lab performance and ~~maintain communication~~communicate with faculty regarding student performance; monitor ~~and maintain~~ a tracking system for student and faculty use of clinical lab resources for program planning and resource utilization. *E*

~~Maintain communication~~Communicate with faculty regarding technology issues and related student needs. *E*

## CLINICAL SIMULATION SPECIALIST (continued)

Collaborate with faculty and skills lab instructors to formulate policies for the skills lab and ~~facilitates integration of~~integrate new technology and teaching strategies. *E*

Troubleshoot simulation and computerized equipment and perform minor repairs. *E*

Orient faculty to presentation software and the smart classrooms. *E*

Coordinate scheduling and use of the patient care simulators and other technology available in the skills lab. *E*

Assist in the preparation of instructional materials. *E*

~~Set up~~ Assemble and organize equipment and materials for CNA Skills Testing; schedule, administer and proctor tests based on instructions provided by faculty or other District Personnel as needed. *E*

Maintain the skills lab in a clean and orderly condition. *E*

Contact other colleges, vendors or service centers for information, equipment, supplies or services. *E*

~~Maintain~~Ensure safety standards in the skills lab. *E*

~~Operate office equipment such as computers, fax machine, copier.~~ *E*

Perform a variety of office support and general clerical duties. *E*

Perform other duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

~~Use and maintenance of p~~Patient care simulators and other technology-based ~~models equipment~~  
within a ~~nursing instructional~~an instructional nursing laboratory

~~Technology based equipment involving advanced learning technology including IV arms, blood pressure simulators, heart and breath sound models, computers, AV equipment and other resources~~Instructional supplies, laboratory equipment, and clinical terminology

Laboratory policies and procedures

~~English language, reading, grammar, spelling, punctuation and vocabulary~~Fundamentals of English grammar, spelling, and composition

Operations, preparation and maintenance of an instructional laboratory

Basic math skillsmathematical principles

Record keeping techniquesPrinciples of record-keeping techniques

Oral and written communication skills



## CLINICAL SIMULATION SPECIALIST (continued)

### ABILITY TO:

~~Assist students and faculty to with the utilization of lab equipment utilize advanced learning technology including IV arms, blood pressure simulators, heart and breath sound models, computers, AV equipment and other resources~~

Provide demonstration and technical instructional assistance to nursing students

~~to enable them to practice and refine clinical skills using technology~~

~~Communicate clearly and concisely, both orally and in writing Develop and coordinate technology-related in-services and workshops for nursing faculty and students as needed~~

Understand and follow oral and written directions

Plan and organize work to meet changing priorities and deadlines

~~Organize, catalogue and oversee related equipment, including repairs and replacement~~Establish and maintain files and records, including automated inventory records of programs

Learn and apply new information and skills pertaining to specific rules, policies, and procedures of the lab

~~Maintain current automated inventory records of Computer Assisted Instruction (CAI) programs~~

~~Maintain communication with faculty regarding technology issues and related student needs~~

Apply and implement lab safety policies

Establish and maintain cooperative and effective working relationships

~~Operate and p~~Perform minor maintenance of basic office and instructional equipment

Operate office equipment, including copiers, printers, and computers

### **EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to: graduation from high school supplemented by technology related courses and three years responsible experience in an instructional lab or related setting.~~

Graduation from high school AND at least one of the following:

A) One year of experience using Microsoft Office Suite;

B) One year of customer service experience in a technology related field; or

C) Completion of 12 units of college-level, technology-related course work.

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## CLASSIFICATION TITLE: HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL)

## BASIC FUNCTION:

Under ~~the~~ general supervision ~~of the Director of Human Resources Operations~~, perform a variety of complex technical duties pertaining to the administration of the District's human resources ~~operations functions~~. Depending upon the assignment, an incumbent in the classification will perform either employment processing or recruitment/selection duties in addition to general human resources duties.

## DISTINGUISHING CHARACTERISTICS:

A Human Resources Technician II performs work of broader scope and greater complexity than that of a Human Resources Technician I. This includes additional responsibility for collecting, reviewing and summarizing data for various reports to identify trends and concerns pertaining to human resources functions. In addition, a Human Resources Technician II serves as the functional lead for ~~the a~~ human resources ~~component of the fully integrated business database~~ management system. In comparison, a Human Resources Technician I has a narrower scope of responsibility requiring less independence in exercising discretion and less analytical proficiency.

## REPRESENTATIVE DUTIES:

Provide information, assistance, and training to district employees, and the public pertaining to technical and procedural matters related to human resources, academic and classified personnel, including resignations/retirements, leaves of absence, change of assignments, terminations/suspensions, layoffs, bumping, reemployment rights, and other personnel matters; assist in the preparation and submission of Board agenda items. ~~E~~

Collect, review, and summarize human resources data and draft related reports; identify trends and concerns and present recommendations for improvement of operations. ~~E~~

Serve as the functional lead for ~~the~~ human resources-related database resources component of the fully integrated business management systems ~~(Banner)~~; work with vendors and the information technology department to facilitate and implement system updates and improvements; make system modification recommendations to increase functionality and efficiency; develop training guides and deliver training pertaining to the systems. ~~E~~

~~Collect, review, and summarize human resources data; identify trends and concerns and present recommendations for improvement of operations.~~ ~~E~~

Serve as a technical resource to the Vice Chancellor, Human Resources; collect, synthesize, and present data pertinent to collective bargaining and the resolution of grievances and employee relations investigations and draft related confidential reports. ~~E~~

Create, input, and maintain a variety of personnel-related records, files, and data including personnel files, reemployment and reinstatement lists, and seniority rosters utilizing integrated record-keeping systems, computerized databases, and manual records; develop and implement methods to track and report data. ~~E~~

Revised November 2018

Title Change and Revision May 2015

Established April 2008

## HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL) (continued)

Prepare a variety of reports required for state and local use; compile information and statistical data, conduct surveys, and respond to requests for information from other college districts and agencies. *E*

Review, develop, and implement procedures related to manual or automated record keeping and other operational activities to improve and ensure efficiency of services. *E*

Monitor and update the district website to ensure that data and information pertaining to human resources operations is up-to-date. *E*

Attend job fairs and represent the department and workshops and meeting as assigned. *E*

Travel to various sites to conduct work as needed.

~~Prepare and process various personnel transactions pertaining to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and other personnel matters in accordance with established policies, procedures, collective bargaining agreements, and Personnel Commission rules. *E*~~

~~Coordinate and conduct exit interviews and facilitate the employee termination process with the colleges and other related departments such as payroll, information technology, and the police department. *E*~~

~~Review, develop, and implement procedures related to manual or automated record keeping and other operational activities to improve and ensure efficiency of services. *E* Monitor and update the district website to ensure that data and information pertaining to human resources operations is up-to-date. *E*~~

~~Respond to written and verbal requests for verification of employment. *E*~~

~~Represent the Director of Human Resources Operations at workshops and meetings as assigned. *E*~~  
May provide guidance and work direction to lower-level staff.

### Employment Processing

Prepare and process various personnel transactions pertaining to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and other personnel matters in accordance with established policies, procedures, collective bargaining agreements, and Personnel Commission rules. *E*

Schedule, prepare, and conduct new employee orientation; review new employee records for completeness and compliance with applicable laws; develop and implement improvements to the new employee orientation process. *E*

Evaluate transcripts to determine semester units completed and degrees obtained for salary adjustments according to established policies, procedures, and collective bargaining agreements. *E*

Review employment background checks and recommend eligibility for employment in accordance with district policies and procedures. *E*

## HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL) (continued)

Coordinate and conduct exit interviews and facilitate the employee termination process with the colleges and other related departments such as payroll, information technology, and the police department. *E*

Respond to written and verbal requests for verification of employment. *E*

### Recruitment/Selection

Develop and administer advertising and recruiting plans for classified and academic hiring processes; serve as liaison with advertising providers and sources to ensure accuracy and accessibility of job postings. *E*

Monitor selection activity for academic and classified vacancies and maintain associated reports. *E*

Review reference checks and recommendations for hire for completeness and compliance with district policies and procedures; determine salary placement in accordance with established policies, procedures, Personnel Commission rules, and collective bargaining agreements. *E*

Screen applicants to determine eligibility under state and district minimum qualifications. *E*

Assist the Director of Employment Services with non-routine problem resolution. *E*

Perform other duties as assigned.

*E* = Essential duties

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

Methods, practices, terminology, and procedures used in human resources administration  
Applicable sections of State Education Code and other applicable laws  
State and federal laws, codes, and regulations concerning human resources/personnel administration  
Principles and procedures of records management, including those related to maintaining filing systems  
District organization, operations, policies and objectives  
District collective bargaining agreements and Personnel Commission rules  
Office procedures, methods, and equipment including computers  
Office productivity computer applications including word processing, spreadsheet, email, and database  
Basic mathematical principles  
Principles of business letter writing and report preparation  
Principles of English grammar, spelling, and composition  
Principles and practices of sound business communication  
Customer service and public relations methods and techniques

### ABILITY TO:

Ensure compliance with district, county, state, and federal regulations and guidelines concerning human resources administration

## HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL) (continued)

Locate, analyze, interpret, apply and explain rules, regulations, policies, and procedures  
Provide information, assistance, and training to employees, supervisors, and administrators  
Operate office equipment including computers and supporting word processing, spreadsheet, email, and database applications  
Update and maintain a website  
Learn and apply new information and skills  
Perform technical research and present trends and findings  
Type, keyboard, and/or enter data at a speed necessary for successful job performance  
Establish and maintain a variety of files and records, including confidential personnel records  
Make arithmetic calculations quickly and accurately  
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  
Establish and maintain effective working relationships with those encountered in the course of work  
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports  
Exercise initiative and independence of judgment and action  
Prepare reports by gathering and organizing information and data from a variety of sources  
Compose correspondence and written materials independently and from oral instruction  
Provide guidance and work direction to others  
Work independently with little direction  
Travel to various sites to conduct work as needed

### EDUCATION AND EXPERIENCE:

~~Any combination equivalent to:~~

~~Education: An associate degree, preferably including or supplemented by coursework in human resources, business, or a related field.~~

~~Experience: Four years of experience performing technical human resources functions, including experience using a computerized database or integrated record keeping system to manage data and generate reports. Two years of the experience must have included experience applying or interpreting language within a collective bargaining agreement.~~

~~A. Any associate degree from a recognized college or university, preferably including or supplemented by coursework in human resources, business, or related field AND three years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.~~

~~OR~~

~~B. Any bachelor's degree from a recognized college or university, preferably supplemented by coursework in human resources, business, or related field AND two years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.~~

~~OR~~

**HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL) (continued)**

C. A bachelor's degree from a recognized college or university in public administration, business, human resources administration, or a related field AND one year of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.

OR

D. A master's degree from a recognized college or university in public administration, business, human resources administration, or a related field.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

~~Human Resources office environment  
Constant interruptions~~

**PHYSICAL ABILITIES:**

~~Sitting and standing for extended periods of time  
Dexterity of hands and fingers to operate a computer keyboard  
Reaching to maintain files  
Hearing and speaking to communicate and provide information to others~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS  
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: ABOLISHMENT OF A CLASSIFICATION

**RECOMMENDATION:**

It is recommended that effective with the abolishment of all Human Resources Technician (Confidential) positions, the following class be abolished:

Human Resources Technician (Confidential)

**BASIS OF RECOMMENDATION:**

District administration intends on abolishing the two Human Resources Technician (confidential) positions and establishing Human Resources Technician I positions in their place. The incumbents will be afforded the opportunity to voluntary demote to the new positions or exercise the placement rights available to them. Effective with the abolishment of the positions, the subject classification is no longer necessary.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION TITLE: HUMAN RESOURCES TECHNICIAN, CONFIDENTIAL**

**BASIC FUNCTION:**

Under general supervision, perform a variety of technical duties pertaining to the preparation and processing of personnel transactions.

**REPRESENTATIVE DUTIES:**

Prepare and process various personnel transactions pertaining to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and other personnel matters in accordance with established policies, procedures, collective bargaining agreements, and Personnel Commission rules. *E*

Create, input, and maintain a variety of personnel-related records, files, and data utilizing integrated record-keeping systems, computerized databases, and manual records. *E*

Contact district administrators, employees, and prospective employees in the preparation and processing of personnel transactions. *E*

Interpret, apply, and explain laws, rules, policies, and collective bargaining agreements pertaining to human resources practices to district administrators, employees, and the public. *E*

Schedule, prepare, and conduct new employee orientation; review new employee records for completeness and compliance with applicable laws. *E*

Review, develop, and implement procedures related to manual or automated record keeping and other operational activities to improve and ensure efficiency of services. *E*

Prepare a variety of reports required for state and local use; compile information, conduct surveys, and respond to requests for information. *E*

Respond to written and verbal requests for verification of employment. *E*

Perform a variety of general clerical duties such as sorting and filing documents, including the disposition of records and files. *E*

Conduct district-wide training pertaining to human resources policies and procedures. *E*

Represent the supervisor at workshops and meetings as assigned. *E*

Perform other duties as assigned.

*E* = Essential duties



## **HUMAN RESOURCES TECHNICIAN, CONFIDENTIAL (continued)**

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Methods, practices, terminology, and procedures used in human resources administration  
Applicable sections of State Education Code and other applicable laws  
State and federal laws, codes, and regulations concerning human resources/personnel administration  
District organization, operations, policies, and objectives  
District collective bargaining agreements and Personnel Commission Rules  
Office procedures, methods, and equipment including computers  
Office productivity computer applications including word processing, spreadsheet, email, and database  
Principles and procedures of records management, including those related to maintaining filing systems  
Methods and techniques of proper phone etiquette  
Basic mathematical principles  
Basic principles of business letter writing and report preparation  
Fundamentals of English grammar, spelling, and composition  
Principles and practices of sound business communication  
Customer service and public relations methods and techniques

#### ABILITY TO:

Ensure compliance with district, county, state, and federal regulations and guidelines concerning human resource administration  
Locate, analyze, interpret, apply, and explain rules, regulations, policies, and procedures  
Provide information and assistance to employees, supervisors, and administrators  
Operate office equipment including computers and supporting word processing, spreadsheet, email, and database applications  
Learn and apply new information and skills  
Type, keyboard, and/or enter data at a speed necessary for successful job performance  
Establish and maintain a variety of files and records, including confidential personnel records  
Make arithmetic calculations quickly and accurately  
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  
Establish and maintain effective working relationships with those contacted in the course of work  
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports  
Exercise initiative and independence of judgment and action  
Prepare reports by gathering and organizing data from a variety of sources

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

Education: An associate degree, preferably including or supplemented by coursework in human resources, business, or a related field.

**HUMAN RESOURCES TECHNICIAN, CONFIDENTIAL (continued)**

Experience: Three years of experience performing technical human resources functions, including experience using a computerized database or integrated record-keeping system to manage data and generate reports.

**WORKING CONDITIONS:**

ENVIRONMENT:

Human Resources office environment  
Constant interruptions

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time  
Dexterity of hands and fingers to operate a computer keyboard  
Reaching to maintain files  
Hearing and speaking to communicate and provide information to others