



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR JANUARY 22, 2020

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. **ADMINISTRATION OF THE OATH OF OFFICE**
Danny Carrillo
5. **MINUTES**
Personnel Commission Meeting – December 11, 2019
6. **CORRESPONDENCE**
7. **OLD BUSINESS**
None
8. **REPORTS**
 - A. Classified Employees Representative's Report
 - B. Board of Trustees Meeting Report
 - C. Director's Report
 - Current Recruitments Report
 - Positions Filled & Pending Report
 - Upcoming Recruitments Report
 - Classification Studies Report
 - Classified Salary Study Update
 - D. Commissioners' Reports
9. **DISCUSSION REGARDING APPOINTMENT OF INTERIM DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION**

10. DISCUSSION OF SELECTION PROCESSES

Director of Employment Services/Personnel Commission
Vice Chancellor, Human Resources

11. RECESS TO CLOSED SESSION

None

12. RECONVENE IN OPEN SESSION

N/A

13. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

14. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is February 20, 2020, 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.

15. ADJOURNMENT

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 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

PERSONNEL COMMISSION MEETING MINUTES FOR DECEMBER 11, 2019 5:30 p.m.

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

FOUR HUNDRED AND SIXTY-SEVENTH

The five hundred and sixty-seventh meeting of the Personnel Commission of the Ventura County Community College District was held on Wednesday, December 11, 2019, at 5:30 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER

Commissioner King called the meeting to order at 5:30 p.m.

2. ROLL CALL

In attendance were Commissioners Barbara Harison, James King, and Sherry Manley. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission; Andrea Ingley, Senior Human Resources Analyst; and Jillian Sturek, Executive Assistant.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

Commissioner King acknowledged he had received three requests to speak. He confirmed that Ms. Maria Urenda, SEIU Chief Steward, wished to speak on agenda item eight. He also confirmed that Ms. Dana Boynton, Library Technician from Ventura College, requested to speak on agenda items nine and fifteen.

4. MINUTES

On motion by Commissioner Manley and seconded by Commissioner Harison, the minutes of the November 21, 2019, meeting were approved with noted changes.

Voted Yes: Commissioner Harison; Commissioner King, Commissioner Manley

5. CORRESPONDENCE

None

6. OLD BUSINESS

None

7. REPORTS

A. Classified Employees Representative's Report

Ms. Maria Urenda, Chief SEIU Steward, reported that SEIU held meetings at each site to provide updates regarding negotiations and benefits. Ms. Urenda mentioned that negotiations were scheduled for December 13th and 17th, and that there was also a meeting schedule for December 20, 2019, with the consultant to go over the salary study.

B. Board of Trustees Meeting Report

Director Arnoldus stated that at the next Board of Trustees Meeting had not yet occurred and is scheduled for Tuesday, December 17, 2019, therefore, there was nothing to report.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 10 current classified recruitments. The *Positions Filled Report* reflected 9 positions filled and 7 positions pending. The *Upcoming Recruitments Report* included 2 upcoming recruitments. The *Classified Study Report* included one study completed and one study in progress.

Director Arnoldus reported that he had set-up a meeting with SEIU and the consultant to go over the Classified Salary Study.

D. Commissioners' Reports

None

8. RECOGNITION OF SERVICE

Ms. Barbara Harison, Personnel Commissioner

Commissioner King honored Commissioner Harison for her 21 years of service with the Commission.

Commissioner Harison spoke regarding her years of service and thanked the Commission staff and colleagues for their support.

Commissioner King introduced Ms. Urenda who presented Ms. Harison with a plaque for her service.

Commissioner King then called for a short recess at 5:45 p.m. in recognition of Commissioner Harison.

The meeting reconvened at 6:00 p.m.

9. REVISION OF A CLASSIFICATION SPECIFICATION

Library Assistant

Prior to the item Commissioner King called on Ms. Boynton to address the Commission. Ms. Boynton acknowledged the dedication of all parties involved and indicated she was pleased with the changes.

Ms. Ingley discussed the proposed revisions for the classification specification of Library Assistant. A discussion ensued among the Commissioners, Director Arnoldus, Ms. Ingley, and Ms. Boynton regarding the proposed changes.

On motion by Commissioner Harison and seconded by Commissioner Manley, the revision of the classification specification for Library Assistant was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

10. ATTENDANCE AT THE 2020 CSPCA CONFERENCE

February 20 - 22, 2020, San Francisco, California

A discussion ensued among the Commissioners regarding attendance at the conference. Commissioner King, and Commissioner Manley indicated they were unable to attend. Commissioner King and Commissioner Manley suggested that perhaps the new Commissioner would be able to attend. No action was taken.

11. ELECTION OF THE PERSONNEL COMMISSION CHAIR FOR 2020

Commissioner Harison nominated Commissioner Manley for Personnel Commission Chair for 2020. Commissioner King seconded the motion and all were in favor. Commissioner Manley accepted the assignment.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

12. SCHEDULE OF 2020 PERSONNEL COMMISSION MEETINGS

Director Arnoldus presented the proposed Personnel Commission meeting schedule for 2020. The meetings are scheduled to occur the third Thursday of each month with the exception of January which is currently scheduled for Wednesday, January 22, 2020.

Commissioner King stated that the Ventura County Planning Commission also meets on the third Thursday of the month in the morning as needed, and that if it becomes a conflict, he would ask that the Commissioners be flexible to perhaps change the week or day.

On motion by Commissioner Harison and seconded by Commissioner Manley, the revision of the classification specification for Library Assistant was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

13. RECESS TO CLOSED SESSION

None

14. RECONVENE IN OPEN SESSION

N/A

15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

Commissioner King introduced Ms. Boynton to speak regarding a non-agenda item. Ms. Boynton informed the Personnel Commission regarding intent of the establishment of part-time position or an existing classification at Ventura College.

Commissioner King acknowledged Ms. Boynton's comments. No action was taken.

16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is January 22, 2020, 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.

17. ADJOURNMENT

Commissioner King adjourned the meeting in honor of Commissioner Harison.

On motion by Commissioner Manley and seconded by Commissioner King, the meeting adjourned at 6:20 p.m.

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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Personnel Commission

Director's Report December 9, 2019 – January 17, 2020

Current Classified Selection Processes (Between 12/09/19 to 01/17/20)									
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	10	MC	01/16/20	01/29/20	Written Examination /Technical Interview	N/A	02/06/20 – 02/10/20	02/24/20 – 02/28/20	03/03/20
Carpenter	9	MC	11/21/19	12/12/19	Training & Experience Examination /Technical Interview	12/13/19-12/18/19	N/A	01/06/20 – 01/10/20	01/14/20
Grounds Equipment Operator-Mechanic	7	OC	12/09/19	12/23/19	Written Examination /Technical Interview	N/A	01/10/20	01/22/20	01/24/20
Human Resources Technician I	76	DAC	12/12/19	01/05/20	Training & Experience/Technical Interview	01/21/20	N/A	02/05/20	02/07/20
Instructional Lab Technician I – Emergency Medical Technology	0	OC	01/14/20	01/29/20	Written Examination /Technical Interview	N/A	02/06/20-02/11/20	02/18/20-02/21/20	02/25/20
Instructional Lab Technician II – Nursing (second attempt)	7	MC	11/15/19	12/15/19	Training & Experience Examination /Technical Interview	N/A	N/A	12/19/19 – 12/23/19	12/23/19
Instructional Technologist/Designer	2	MC	12/09/19	01/01/20	Written Examination /Technical Interview	N/A	01/03/20-01/10/20	01/24/20	01/28/20
Information Technology Help Desk Assistant	64	OC	11/19/19	01/05/20	Training & Experience Examination /Technical Interview	01/06/20-01/10/20	N/A	01/21/20 – 01/24/20	01/28/20
Information Technology Support Specialist III	20	OC	11/06/19	11/20/19	Training & Experience Examination /Technical Interview	11/21/19 – 12/02/19	N/A	12/16/19	12/18/19
Library Assistant (second attempt)	52	MC	12/16/19	01/01/20	Written Examination /Technical Interview	N/A	01/17/20	01/31/20	02/04/20
Payroll Technician	35	DAC	11/18/19	12/03/19	Training & Experience Examination /Technical Interview	12/04/19 – 12/09/19	N/A	01/14/20	01/14/20
Senior Accounting Technician	8	OC	12/11/19	01/20/20	Training & Experience Examination /Technical Interview	02/03/20	01/27/20	02/13/20	02/17/20

Current Classified Selection Processes (Between 12/09/19 to 01/17/20) (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
Student Outreach Specialist	76	MC	01/02/20	01/16/20	Training & Experience Examination /Technical Interview	01/17/20-01/22/20	N/A	01/30/20 – 02/05/20	02/07/20
Vice President of Business Services (second attempt)	22	OC	10/01/19	11/10/19	Training & Experience Examination /Technical Interview	11/11/19 – 11/18/19	N/A	12/16/19	12/18/19

Current Classified Positions Filled (As of 11/15/19)						
Employees Hired	Classification	Position Number	Location	Status	Start Date	
Brogdin, Kari	Accounts Payable Technician	DCU145	DAC	Probationary (new)	01/13/20	
Caranica, Stephanie	Student Success and Support Specialist II	MCU534	Moorpark	Transfer	01/13/20	
De Leon, Orlando	Direct of Facilities, Maintenance & Operations	VMC075	Ventura	Probationary (new)	01/27/20	
Mojica, Sylvia	Payroll Technician	DCU126	DAC	Reinstatement	12/10/19	
Morales, Filiberto	Grounds Maintenance Worker	XCU434	Oxnard	Probationary (new)	01/13/20	
Motu, Susana	Admissions and Records Technician	VCU404	Ventura	Lateral Reassignment	01/13/20	
Quigley, Tina	Payroll Technician	DCU006	DAC	Reinstatement	12/16/19	
Schuelke, James	Director of Outreach and Marketing	XMC072	Oxnard	Voluntary Demotion	02/03/20	
Sturek, Jillian	Executive Assistant to the Vice Chancellor Human Resources (Confidential)	DCC034	DAC	Probationary (promotion)	01/07/20	
Torres, Jose	Office Assistant	XCU381	Oxnard	Probationary (new)	01/03/20	
Zamora, Oscar	Custodian	MCU048	Moorpark	Probationary (New)	12/17/19	

Current Classified Positions Pending (As of 01/17/20)			
Classification	Position Number	Location	Date List Certified
Carpenter	MCU031	MC	01/16/20
Information Technology Support Specialist III	WCU028	OC	12/17/19
Instructional Lab Technician II – Nursing	MCU218	MC	12/20/19
Performing Arts Center Technical Director	VCU135	VC	12/05/19
Vice President of Business Services (second attempt)	XMC065	OC	12/17/19

Upcoming Recruitments		
Classification	Position Number	Location
Office Assistant	VCU385	VC
Zoo Development Coordinator	MCU537	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Network Administrator I	DAC	10/01/2019	In Progress
Senior Accounting Technician	DAC	01/08/2020	In Progress
Maintenance and Operations Supervisor	OC	01/14/2020	In Progress

**PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
RECLASSIFICATION OF A POSITION TO AN EXISTING CLASSIFICATION**

COMMISSION STAFF RECOMMENDS THAT THE FOLLOWING RECLASSIFICATION BE APPROVED:

From:	Network Administrator I Classified Salary Schedule 310, \$5,731-\$7,912/month	To:	Network Administrator II Classified Salary Schedule 350, \$7,099-\$9,801/month
Incumbent:	Jeffrey Erskine	Location:	Information Technology, District Administrative Center

BACKGROUND: The Associate Vice Chancellor, Information Technology and the incumbent requested the subject position be studied to ensure it is classified appropriately. Commission staff's recommendation to reclassify the position to Network Administrator II is based upon a review of the incumbent's completed position information questionnaire, a desk audit of the subject position, and discussions with the supervisor of the position. Commission staff determined that a significant portion of the duties assigned to the subject position fall outside the scope of responsibility of a Network Administrator I.

BASES OF RECOMMENDATION: A Network Administrator I installs and maintains networks. In comparison, a Network Administrator II provides technical direction to lower-level staff and, under minimal supervision, performs the most complex network administration work which includes responsibility for designing networks, planning and overseeing network projects, recommending policies and procedures pertaining to network operations, and collaborating with vendors and making decisions regarding purchases.

The subject position meets the class concept of Network Administrator II in that he spends a significant portion of his time performing duties at the Network Administrator II level as outlined below:

Designing, planning and overseeing network projects

Mr. Erskine spends more than 70% of his time planning, organizing, and overseeing projects related to the design, development, enhancement, and maintenance of district-wide network resources. It is the primary purpose of his job function. He has been the point person and project manager on several projects since he was hired into the position. Mr. Erskine has been responsible for the implementation of Aruba ClearPass, a management software which ensures reliable configuration of wireless coverage throughout the district. He is also responsible for the administration of Aruba Airwave, a network monitoring system. He was the point person on the Aruba district-wide network switch replacement project where he planned and implemented the configuration and replacement of network switches. When the district administrative center moved locations, Mr. Erskine was responsible for designing and configuring the networking closet with equipment. He planned switch and access port locations and he had responsibility for all associated configurations. He served as the project manager and district representative on the implementation of the Palo Alto firewall, and he continues to provide tier 1 support by making rules and applying configuration changes as issues arise. Mr. Erskine is also the point person for the district-wide security camera system and has been responsible for camera hardware and software planning, configuration, and support. This has included researching and choosing camera vendors, camera locations, where cameras will point, etc. On all of these projects, Mr. Erskine's responsibilities have included assessing district needs, planning the project scope, recommending project team members, and coordinating the execution of the project. These projects are ongoing and project management duties such as these do not fall under the class concept of Network Administrator I.

Providing direction to lower-level staff

Mr. Erskine spends about 10% of his time providing on-the-job work direction to lower-level staff. This responsibility is project-based and directly related to the projects for which Mr. Erskine has primary responsibility at any given time. He plans and assigns work to staff within the scope of his projects. He also reviews work products and checks for quality standards. These duties do not fall under the class concept of Network Administrator I.

Collaborating with vendors and making decisions regarding purchases

Mr. Erskine spends about 5% of his time working with vendors, contractors, and consultants. He works closely with vendors regarding infrastructure projects, requesting bids, and doing job site walks to determine the scope of projects. He also serves as a district subject matter expert for vendor projects and provides his expertise, as required. He often makes decisions regarding vendor purchases as it relates to his assigned projects. These responsibilities fall outside the class concept of a Network Administrator I.

Mr. Erskine is responsible for managing network projects and performing the most complex network administration work, as described above, and he does so with minimal supervision.

Given the aforementioned findings, Commission staff recommends a reclassification of the subject position to the classification of Network Administrator II.

STATUS OF INCUMBENT(s): Commission staff found that a significant portion of the higher-level responsibilities were assigned to the incumbent upon being placed into the classification. Therefore, Mr. Erskine is not eligible to be reclassified with her position given that the out-of-class responsibilities were not gradually accrued over an extended period of time. Consequently, Commission staff recommends that Mr. Erskine be reclassified to the higher classification after passing a qualifying examination in accordance with Personnel Commission Rule 215.

On January 16, 2020, the Classification Review Committee reviewed the proposed recommendation and unanimously supported the recommendation to reclassify the subject position. Those present at the meeting were David El Fattal, Vice Chancellor, Business Services at the District Administrative Center; Catherine Bojorquez, Vice President, Business Services at Ventura College; Chris Renbarger, Interim Vice President, Business Services at Oxnard College; Silvia Barajas, Vice President, Business Services at Moorpark College; Ornpawee Duangpun, Technical Data Specialist at Ventura College; Maria Urenda, Financial Aid Specialist at Moorpark College; and Jon Gallagher, Systems Administrator at Oxnard College. Janeene Nagaoka, Graphic Designer at the District Administrative Center reviewed the report and voted via email.