



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR FEBRUARY 20, 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. MINUTES**
Personnel Commission Meeting – January 22, 2020
- 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. DISCUSSION OF SELECTION PROCESS**
 - A. Director of Employment Services/Personnel Commission
- 9. ESTABLISHMENT OF A NEW CLASSIFICATION**
Marketing and Communications Coordinator
- 10. RECLASSIFICATION OF A POSITION**
Network Administrator I

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 March 19, 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 JANUARY 22, 2020 5:30 p.m.

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

FOUR HUNDRED AND SIXTY-EIGHTH

The five hundred and sixty-eighth meeting of the Personnel Commission of the Ventura County Community College District was held on Wednesday, January 22, 2020, at 5:30 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. **CALL TO ORDER**

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

2. **ROLL CALL**

In attendance were Commissioners Danny Carrillo, James King, and Sherry Manley. Others present included Andrea Ingley, Interim Director of Employment Services/Personnel Commission; and Jillian Sturek, Executive Assistant.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None.

4. **ADMINISTRATION OF THE OATH OF OFFICE**

Director Ingley administered the Oath of Office to Commissioner Danny Carrillo for a three year term.

5. **MINUTES**

On motion by Commissioner King and seconded by Commissioner Carrillo, the minutes of the December 11, 2019, meeting were approved with a noted change.

Voted Yes: Commissioner Carrillo; Commissioner King, Commissioner Manley

6. **CORRESPONDENCE**

None

7. **OLD BUSINESS**

None

8. REPORTS

A. Classified Employees Representative's Report

Ms. Maria Urenda, Chief SEIU Steward, welcomed Andrea Ingley as the new Interim Director of Employment Services/Personnel Commission. Ms. Urenda also welcomed Danny Carrillo as the new Personnel Commissioner. Ms. Urenda reported that they would be back at bargaining the week January 27, 2020, and would keep the Commission updated on the progress.

B. Board of Trustees Meeting Report

Director Ingley stated that at the January 21, 2020, Board of Trustees meeting, the Board took action to approve the establishment of seven classified positions.

C. Director's Report

Director Ingley reviewed the *Current Recruitments Report* that included 14 current classified recruitments. The *Positions Filled Report* reflected 11 positions filled and 5 positions pending. The *Upcoming Recruitments Report* included 2 upcoming recruitments. The *Classification Studies Report* included one study completed and three studies in progress.

Discussion ensued among the Commissioners and Director Ingley regarding the Classified Salary Study Report.

Director Ingley reported that she had received the final report from the consulting firm regarding the Classified Salary Study. Director Ingley then asked the Commissioners if they would like the report emailed or if they wanted her to bring it to the next meeting for discussion. Commissioner King indicated that he would like both to receive the report by email and to agendize the report for discussion at the next meeting.

D. Commissioners' Reports

Commissioner Carrillo provided a brief introduction regarding his background and stated he was honored for the opportunity to serve on the Personnel Commission.

9. DISCUSSION REGARDING APPOINTMENT OF INTERIM DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

Commissioner Manley called for a recess to closed session at 5:38 p.m. and invited the Vice Chancellor of Human Resources to join the discussion.

Commissioner Manley reconvened in open session at 5:50 p.m. and reported that a motion was made to approve the appointment of Ms. Andrea Ingley as the Interim Director of Employment Services/Personnel Commission for 90 days, the vote was unanimous.

10. DISCUSSION OF SELECTION PROCESSES

A. Director of Employment Services/Personnel Commission

Discussion ensued among the Commissioners and Vice Chancellor Dembowski regarding the selection process for the Director of Employment Services/Personnel Commission. Vice Chancellor Dembowski recommended the recruitment be administered by an outside consultant. The Commissioners requested that Vice Chancellor Dembowski contact Jonathan Koch, Executive Director at CODESP, and schedule a meeting to discuss the selection process for the Director of Employment Services/Personnel Commission.

B. Vice Chancellor, Human Resources

Discussion ensued among the Commissioners and Vice Chancellor Dembowski regarding the selection process for the Vice Chancellor of Human Resources. Commissioner King stated that the Chancellor has hiring authority over the Vice Chancellor of Human Resources and it is the Commission's responsibility to ensure that Merit principles are followed in the selection process. Commissioner King then suggested that if there were changes to the classification specification that would need to be reviewed and approved by the Personnel Commission before the selection process would begin.

11. RECESS TO CLOSED SESSION

None

12. RECONVENE IN OPEN SESSION

N/A

13. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

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

On motion by Commissioner King and seconded by Commissioner Carrillo, the meeting adjourned at 6:30 p.m.

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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Personnel Commission

Director's Report January 21, 2020 – February 12, 2020

Current Classified Selection Processes (Between 01/21/20 to 02/12/20)									
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	104	MC	01/16/20	01/30/20	Written Examination / Technical Interview	N/A	02/06/20 – 02/20/20	03/09/20 – 03/13/20	03/16/20
Budget Director (Interim)	1	DAC	02/07/20	02/23/20	Technical Interview	N/A	N/A	02/28/20	03/02/20
Assistive Computer Technology – Media Specialist	0	VC	02/12/20	02/26/20	Training & Experience / Technical Interview	02/28/20-03/05/20	N/A	03/11/20-03/17/20	03/18/20
College Fiscal Services Supervisor	12	OC	01/27/20	02/23/20	Training & Experience / Technical Interview	02/24/20 – 02/28/20	N/A	03/9/20 – 03/13/20	03/16/20
Director of Institutional Advancement, Community Relations & Marketing	15	MC	01/16/20	02/17/20	Training & Experience / Technical Interview	02/18/20-02/24/20	NA	03/10/20	03/12/20
Grounds Equipment Operator - Mechanic	7	OC	12/09/19	12/23/19	Performance 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	9	OC	01/14/20	02/12/20	Written Examination / Technical Interview	N/A	02/20/20-02/25/20	03/02/20-03/06/20	03/09/20
Instructional Technologist / Designer	12	MC	12/09/19	01/01/20	Performance Examination / Technical Interview	N/A	01/02/20-01/09/20	01/27/20	01/28/20
Information Technology Help Desk Assistant	64	OC	11/19/19	01/05/20	Training & Experience / Technical Interview	01/07/20-01/14/20	N/A	01/28/20	01/28/20
Library Assistant (second attempt)	52	MC	12/16/19	01/01/20	Written Examination / Technical Interview	N/A	01/17/20	01/31/20	02/03/20
Office Assistant	51	VC	02/05/20	02/26/20	Written Examination / Technical Interview	N/A	03/05/20 & 03/06/20	03/16/20-03/20/20	03/23/20

Current Classified Selection Processes (Between 01/21/20 to 02/12/20) (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
Senior Administrative Assistant	2	MC	02/12/20	2/26/20	Performance Examination / Technical Interview	N/A	03/06/20-03/12/20	03/23/20-03/27/20	03/30/20
Student Outreach Specialist	76	MC	01/02/20	01/16/20	Training & Experience / Technical Interview	01/18/20-01/27/20	N/A	02/13/20	02/18/20
Zoo Development Coordinator	8	MC	01/24/20	02/16/20	Technical Interview	N/A	N/A	02/24/20	02/25/20

Current Classified Positions Filled (As of 02/12/20)						
Employees Hired	Classification	Position Number	Location	Status	Start Date	
Ashton, Michael	Instructional Technologist / Designer	MCU538	MC	Probationary (New)	03/16/20	
Batoczki, Shandor	Library Assistant	MCU380	MC	Probationary (New)	02/10/20	
Bedolla, Guadalupe	Student Services Specialist- Student Information Center	MCU540	MC	Probationary (Promotion)	02/24/20	
Birkett, Jamie	Performing Arts Center Technical Director	VCU135	VC	Probationary (New)	02/24/20	
Chavez, Celestina	Executive Assistant, Office of the Personnel Commission (Confidential)	DCC126	DAC	Probationary (Promotion)	02/18/20	
Clark, Jennifer	Vice President of Business Services	MMC063	MC	Probationary (Promotion)	02/06/20	
DeRouen, Andrew	Information Technology Support Specialist III	WCU028	DAC	Probationary (Promotion)	02/04/20	
Galicia, Blanca	Child Development Associate	VCU037	VC	Transfer	02/03/20	
Gentry, Laura	Instructional Technologist / Designer	XCU369	OC	Transfer	01/27/20	
Henriquez, Rebecca	Instructional Lab Technician II – Nursing	MCU441	MC	Probationary (New)	02/03/20	
Renbarger, Christopher	Vice President of Business Services	XMC065	OC	Probationary (Promotion)	02/03/20	
Reves, Ian	Carpenter	MCU032	MC	Probationary (New)	02/10/20	
Ruiz-Cuevas, Carmen	Administrative Assistant	VCU073	VC	Probationary (Promotion)	02/03/20	
Sullivan, Janalyn	Administrative Assistant	VCU021	VC	Transfer	02/03/20	
Whitlock, Robert	Grounds Equipment Operator - Mechanic	XCU058	OC	Probationary (New)	03/02/20	

Current Classified Positions Pending (As of 02/12/20)			
Classification	Position Number	Location	Date List Certified
Human Resources Technician I	DCU168	DAC	02/07/20
Information Technology Help Desk Assistant	XCU435	OC	01/28/20

Upcoming Recruitments		
Classification	Position Number	Location

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Network Administrator I	DAC	10/01/2019	In Progress
Senior Accounting Technician	VC	01/07/2020	In Progress
Maintenance and Operations Supervisor	OC	01/13/2020	In Progress
Administrative Assistant	MC	01/21/2020	In Progress

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

**PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHMENT OF CLASS**

RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Marketing and Communications Coordinator

ANNUAL SALARY RANGE: CLASSIFIED SALARY SCHEDULE #275 (\$57,000 - \$78,548/ANNUAL)

BACKGROUND: The District Administrative Center administration requested the establishment of this classification to assist with the implementation of marketing, communications, and web design needs. Moorpark College has also expressed a need for this classification. The website and marketing needs of the DAC and colleges have grown and require staff with knowledge of both web design and marketing and communication strategies.

BASES OF RECOMMENDATION: An incumbent in the proposed classification will be responsible for conducting trainings and maintaining expertise pertaining to open-source content management systems, as well as designing and implementing marketing and/or communications strategies and activities of the District and/or colleges. A classification description detailing the duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary is based on an external salary study and internal alignment. The proposed salary for the subject classification is at the 59th percentile for comparable jobs. All of the comparable jobs include front-end web development in addition to the development and/or implementation of marketing strategies. They do not include responsibility for back-end website development requiring coding, and they do not include supervisory responsibilities. Internally, the proposed salary is higher than the Marketing Specialist classification, but below the Marketing and Communications Supervisor salary. Therefore, it is appropriate to allocate the new classification to Classified Salary Schedule #275 (\$57,000 - \$78,548/annual).

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MARKETING AND COMMUNICATIONS COORDINATOR

BASIC FUNCTION:

Under the general direction of an assigned supervisor, design and implement marketing and/or communications strategies and activities of the District and/or colleges.

REPRESENTATIVE DUTIES:

Conceptualize, research, plan, develop, design, and implement district and college marketing campaigns, including themes and content, project cost estimates, and timelines. ***E***

Develop and conduct formal and one-on-one trainings pertaining to open-source content management system, digital asset management, and other software or functions related to marketing and communications; provide ongoing training and assistance as necessary. ***E***

Utilize open-source content management system to update and maintain front-end website design and to maximize aesthetic, usability, accessibility, format functionality, and user experience. ***E***

Design, develop, and distribute marketing assets and content, including photos, graphics, videos, blogs, and posts. ***E***

Conduct marketing and communications needs assessments including consulting with clients, assisting with conducting focus groups, and assisting in the administration of assessment surveys. ***E***

Establish and maintain collaborative relationships and partnerships with business entities, community agencies, and media outlets. ***E***

Research and implement strategies for increasing website traffic and visibility through Search Engine Optimization (SEO). ***E***

Research and implement strategies and software for personalizing and automating digital marketing activities, including email, social media, and ads. ***E***

Research, recommend, implement, and maintain new software, tools, and technology related to marketing and communications functions. ***E***

Collect, compile, and track data analytics regarding the effectiveness of outbound/inbound marketing and communications activities. ***E***

Implement and recommend marketing-related standard operating procedures and guidelines to ensure consistency of marketing materials and practices; assist in monitoring content and branding of websites and portals. ***E***

Maintain the content marketing management calendar; establish production timelines and calendars to ensure timely production. ***E***

MARKETING AND COMMUNICATIONS COORDINATOR (continued)

Write, edit, and distribute press releases, media advisories, newsletters, email campaigns, and other public written communications. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Philosophy, mission, and goals of the community colleges, secondary educational agencies and the District
Principles, methods, techniques, and strategies pertaining to marketing and communications in higher-education
Principles of strategic planning
Office productivity computer applications including word processing, spreadsheet, email, and database applications
Desktop publishing, graphic design, video editing, and open-source content management software programs including the Adobe Creative Suite
Methods and techniques of desktop publishing including layout, design, and printing
Principles of English grammar, spelling, and composition
Principles of business letter writing and report preparation

ABILITY TO:

Use independent judgement in the interpretation and application of rules, regulations, policies, and procedures
Exercise independent judgment in developing and implementing creative solutions to problems
Lead, motivate, supervise, and evaluate the work of others
Plan and design marketing campaigns
Remain current on marketing trends
Monitor and review complex budgets
Communicate effectively, both orally and in writing
Establish and maintain effective relations among faculty, staff, students, and administrators, as well as the community and local educational agencies
Develop and deliver effective presentations
Plan and organize work to meet changing priorities and deadlines
Learn and use emerging technologies

EDUCATION AND EXPERIENCE:

An associate degree from a recognized college or university AND three years of experience designing marketing projects, including experience or certification in one of the following digital marketing areas: website design, digital marketing analytics, search engine optimization, or digital marketing automation

OR

A bachelor's degree from a recognized college or university AND two years of experience designing marketing projects, including experience or certification in one of the following digital

MARKETING AND COMMUNICATIONS COORDINATOR (continued)

marketing areas: website design, digital marketing analytics, search engine optimization, or digital marketing automation

OR

A graduate degree from a recognized college or university AND one year of experience designing marketing projects, including experience or certification in one of the following digital marketing areas: website design, digital marketing analytics, search engine optimization, or digital marketing automation

**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.

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

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 his 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.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: NETWORK ADMINISTRATOR I

BASIC FUNCTION:

Under the general direction of the Associate Vice Chancellor, Information Technology, implement and maintain data and voice communications systems that support administrative and instructional needs.

DISTINGUISHING CHARACTERISTICS:

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.

REPRESENTATIVE DUTIES:

Serve as the District's network administrator for various locations; assist in the implementation of policies and procedures relating to network operations, security, and controls such as user access and re-routing. *E*

Complete projects related to the design, development, enhancement, maintenance, and implementation of local and wide area networks and related equipment; perform troubleshooting to identify network problems; take corrective actions to restore connectivity and network services to optimal service levels. *E*

Assist in the design and maintenance of network infrastructure standards, including but not limited to routers, switches, firewalls, servers, and wireless and other network resources. *E*

Implement and maintain technologies to ensure the security of all network and system resources; create and apply new firewall rules or modify existing rules to accomplish organizational objectives. *E*

Install, administer, and troubleshoot telecommunication network equipment and telephones; provide technical assistance related to the maintenance of wireless communication devices, telephones, and voice messaging systems; may install wire and cabling in ceilings and walls. *E*

Install, repair, and maintain District security equipment including video surveillance cameras, building access control systems, badge readers, alarm codes, mass notification systems, and related software. *E*

Perform other duties as assigned.

E = essential duties

NETWORK ADMINISTRATOR I (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Industry standard best practices for networking
Routing hardware, software, and protocols
Firewalls and perimeter security, including strong encryption methodologies
Principles of Wide Area Network (WAN) implementation in a multi-site environment, including dedicated leased lines and microwave/wireless technologies
Principles of Local Area Network (LAN) implementation, including VLAN implementation
High-speed LAN and WAN technologies
Remote access methods, including Virtual Private Network (VPN) technologies
Open source and commercial network management systems, including knowledge of SNMP
Principles of network monitoring, including usage, performance, and bandwidth management
Network troubleshooting techniques, including use of packet capture devices
Network services such as DNS and DHCP
Principles of networking a wide variety of operating systems
Principles of auditing network security, including log review and the use of filtering, tracking, and event correlation tools
Intrusion detection and prevention systems
Principles of wireless technologies and options, both local and carrier
Principles of technical report writing

ABILITY TO:

Identify network system issues and opportunities, analyze problems and alternatives, and develop sound conclusions and recommendations
Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships
Work on multiple projects simultaneously
Work under changing and intensive deadlines with frequent interruptions
Prepare clear, concise, and comprehensive technical reports

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university, preferably with coursework in management information systems, computer science, information technology, or a related field **AND** two years of experience installing and maintaining local and wide-area networks and communications equipment.

OR

An associate degree from a recognized college or university, preferably with coursework in management information systems, computer science, information technology, or a related field **AND** four years of experience installing and maintaining local and wide-area networks and communications equipment.

OR

NETWORK ADMINISTRATOR I (continued)

Graduation from high school or evidence of equivalent educational proficiency **AND** six years of experience installing and maintaining local and wide-area networks and communications equipment.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: NETWORK ADMINISTRATOR II****BASIC FUNCTION:**

Under the general direction of the Associate Vice Chancellor, Information Technology, plan, analyze, develop, implement, secure, maintain, and manage cost effective data and voice communications systems that support administrative and instructional needs. A Network Administrator II is also responsible for the strategic implementation of network-based applications, systems, and security of all network resources.

DISTINGUISHING CHARACTERISTICS:

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. In comparison, a Network Administrator I does not perform these responsibilities and is primarily responsible for installing and maintaining networks.

REPRESENTATIVE DUTIES:

Serve as the District's network administrator for various locations; propose policies and procedures relating to network operations, security, and controls such as user access and re-routing, and assist in the implementation of such policies and procedures. *E*

Plan, organize, and oversee projects related to the design, development, enhancement, maintenance, and implementation of local and wide area networks and related equipment; perform troubleshooting to identify network problems; take corrective actions to restore connectivity and network services to optimal service levels; exercise functional supervision over lower-level staff and contractors as warranted. *E*

Design and maintain network infrastructure standards, including but not limited to routers, switches, firewalls, servers, and wireless and other network resources; ensure appropriate use of all District WAN facilities/dedicated bandwidth, carrier circuits, and wireless and microwave services. *E*

Design, implement, and maintain technologies to ensure the security of all network and system resources; create and apply new firewall rules or modify existing rules to accomplish organizational objectives. *E*

Collaborate with vendors to support and enhance existing network applications and infrastructure, evaluate project offerings, and produce and submit RFP, RFQ, and bid documents; maintain appropriate vendor relationships, and in conjunction with the purchasing department, negotiate purchase agreements and contracts; formulate and recommend future network strategic third-party alliances. *E*

Install, administer, and troubleshoot telecommunication network equipment and telephones;

NETWORK ADMINISTRATOR II (continued)

provide technical assistance related to the maintenance of wireless communication devices, telephones, and voice messaging systems; may install wire and cabling in ceilings and walls. *E*

Install, repair, and maintain District security equipment including video surveillance cameras, building access control systems, badge readers, alarm codes, mass notification systems, and related software. *E*

Develop and promote network project proposals to ensure technically and economically feasible network systems are maintained throughout the District. *E*

Perform other duties as assigned.

E = essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of network design
Industry standard best practices for networking
Principles of project management
Routing hardware, software, and protocols
Firewalls and perimeter security, including strong encryption methodologies
Principles of Wide Area Network (WAN) design, implementation and management in a multi-site environment, including dedicated leased lines and microwave/wireless technologies
Principles of Local Area Network (LAN) design, including VLAN implementation
High-speed LAN and WAN technologies
Remote access methods, including Virtual Private Network (VPN) technologies
Open source and commercial network management systems, including knowledge of SNMP
Principles of network monitoring, including usage, performance, and bandwidth management
Network troubleshooting techniques, including use of packet capture devices
Network services such as DNS and DHCP
Principles of networking a wide variety of operating systems
Principles of auditing network security, including log review and the use of filtering, tracking, and event correlation tools
Intrusion detection and prevention systems
Principles of wireless technologies and options, both local and carrier
Principles of technical report writing

ABILITY TO:

Identify network system issues and opportunities, analyze problems and alternatives, and develop sound conclusions and recommendations
Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations
Effectively train non-technical personnel in IT-related subject matter
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships
Work on multiple projects simultaneously
Work under changing and intensive deadlines with frequent interruptions

NETWORK ADMINISTRATOR II (continued)

Prepare clear, concise, and comprehensive technical reports

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university, preferably with coursework in management information systems, computer science, information technology, or a related field **AND** three years of experience designing, planning, installing, maintaining, and managing local and wide area networks and communications equipment.

OR

An associate degree from a recognized college or university, preferably with coursework in management information systems, computer science, information technology, or a related field **AND** five years of experience designing, planning, installing, maintaining, and managing local and wide area networks and communications equipment.

OR

Graduation from high school or evidence of equivalent educational proficiency **AND** seven years of experience designing, planning, installing, maintaining, and managing local and wide area networks and communications equipment.