



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR MARCH 16, 2017

5:30 p.m.

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

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**
4. **MINUTES**
Personnel Commission Meeting – January 19, 2017
5. **CORRESPONDENCE**
6. **OLD BUSINESS**
None
7. **REPORTS**
 - A. Classified Employees Representative's Report
 - B. Board of Trustees Meeting Report
 - C. Director's Report
 - Current Recruitments Report
 - Positions Filled & Pending Report
 - Upcoming Recruitments Report
 - Classification Studies Report
 - D. Commissioners' Reports
8. **AMENDMENT OF PERSONNEL COMMISSION RULES 214 AND 219 (SECOND READING)**
9. **ESTABLISHMENT OF A NEW CLASSIFICATION**
Database Administrator
10. **REVISION OF A CLASSIFICATION SPECIFICATION**
Director of College Information Technology Services

11. CHANGE OF CLASSIFICATION TITLES

- A. Assistant College Trainer
- B. College Trainer

12. ABOLISHMENT OF AN UNUSED CLASSIFICATION

Graphic Artist/Multimedia Specialist

13. RECESS TO CLOSED SESSION

None

14. RECONVENE IN OPEN SESSION

N/A

15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is April 20, 2017, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150 in Ventura, California.

17. ADJOURNMENT

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 or at the Personnel Commission meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of Michael Arnoldus, Director of Employment Services/Personnel Commission
Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
(805) 652-5521



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Personnel Commission

Director's Report

January 14, 2017 – March 10, 2017

Current Classified Selection Processes (Between 01/14/17 to 03/10/17)									
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
Accounts Payable Technician	37	DAC	02/10/17	02/26/17	Training & Experience Evaluation/Written Test/Technical Interview	03/01/17	03/08/17	03/16/17	03/20/17
Custodian	68	Districtwide	02/16/17	03/05/17	Written Test/Technical Interview	N/A	03/13/17	03/27/17	03/29/17
Director of Economic Workforce Development, Grants and Contracts	29	DAC	12/15/16	01/02/17	Training & Experience Evaluation/Technical Interview	01/19/17	N/A	02/03/17	02/07/17
EOPS/Care Technician	90	VC	02/06/17	02/21/17	Written/Performance Test/Technical Interview	N/A	03/10/17, 03/13/17 & 03/14/17	03/27/17	03/30/17
Evening and Weekend Activities Attendant	61	OC	12/14/16	01/02/17	Training & Experience Evaluation/Technical Interview	10/10/17	N/A	01/17/17 – 01/24/17	01/26/17
Grant Accounting/Administrative Assistant	47	VC	01/13/17	02/28/17	Training & Experience Evaluation/Performance Test/Technical Interview	03/02/17	03/07/17	03/13/17	03/15/17
Grant Director – (CCPTG) California Career Pathways Trust Grant	27	DAC	12/15/16	01/03/17	Training & Experience Evaluation/Technical Interview	01/12/17	N/A	01/20/17	01/24/17
Grant Director – (STEM) Science, Technology, Engineering and Mathematics	25	OC	12/02/16	01/08/17	Training & Experience Evaluation/Technical Interview	01/16/17	N/A	01/26/17	01/30/17
Human Resources Analyst I	62	DAC	02/09/17	03/05/17	Training & Experience Evaluation/Technical Interview	3/10/17	N/A	03/17/17	03/21/17
Instructional Lab Technician – Dental Hygiene	11	OC	01/24/17	02/14/17	Training & Experience Evaluation/Technical Interview	02/20/17	N/A	03/20/17	03/22/17
Instructional Technologist/Designer	37	VC	11/18/16	01/02/17	Performance Test/Technical Interview	N/A	01/03/17 – 01/22/17	02/06/17	02/07/17

Current Classified Selection Processes (Between 01/14/17 to 03/10/17) (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
Office Assistant	57	OC	03/06/17	03/21/17	Written Test/Technical Interview	N/A	04/03/17 – 04/07/17	04/17/17 – 04/21/17	04/25/17
Senior Accounting Technician	14	MC	01/25/17	02/16/17	Training & Experience Evaluation/Written Test/Technical Interview	02/23/17	03/03/17	03/17/17	03/21/17
Student Activities Specialist	90	VC	01/04/17	01/19/17	Training & Experience Evaluation/Technical Interview	01/27/17	N/A	02/08/17 – 02/09/17	02/10/17
Student Success & Support Specialist II	23	MC	03/03/17	03/18/17	Training & Experience Evaluation/Technical Interview	03/27/17	N/A	04/03/17 – 04/07/17	04/11/17
Systems Administrator	23	DAC	01/09/17	01/24/17	Training & Experience Evaluation/Technical Interview	02/01/17	N/A	02/15/17	02/21/17
Technical Data Specialist	19	VC	12/21/16	01/13/17	Training & Experience Evaluation/Technical Interview	01/19/17	N/A	01/31/17	02/02/17

Current Classified Positions Filled (As of 03/10/17)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Brian Akers	Information Technology Support Specialist III	WCU064	DAC	Transfer	01/17/17
Lisa Ayala	Office Assistant	MCU456	MC	Reemployment	01/24/17
Janet Brailsford	Accountant	DCU161	DAC	Probationary (new)	02/13/17
Gabriella Chacon	Administrative Assistant	MCU014	MC	Probationary (new)	02/16/17
Kadeem Coad	Admissions & Records Technician	XCU006	OC	Probationary (new)	02/27/17
Sarah Cornelsen	Instructional lab Technician II – Nursing	MCU495	MC	Probationary (new)	02/06/17
Holly Correa	Grant Director – (CCPTG) California Career Pathways Trust Grant	WMC008	DAC	Probationary (new)	01/30/17
Andrew Beau DeRouen	Information Technology Support Specialist II	WCU066	DAC	Probationary (new)	01/24/17

Current Classified Positions Filled (As of 03/10/17) (cont.)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Kathleen Downes	Assistant Registrar	MCU027	MC	Probationary (promotion)	02/27/17
Suisami Faasua	Evening and Weekend Activities Attendant	XCU393	OC	Probationary (new)	03/01/17
Jonathan Gallagher	Information Technology Support Specialist III	WCU028	OC	Probationary (new)	01/24/17
Maria Garcia	Custodian	VCU579	VC	Probationary (new)	02/13/17
Tyler Haven	Instructional Lab Technician II – Sciences	XCU334	OC	Probationary (new)	01/09/17
Adam James	Senior Programmer Analyst	WCU065	DAC	Probationary (new)	03/01/17
Aaron Kay	Systems Administrator	WCU040	DAC	Probationary (promotion)	03/06/17
Elena Lucin	Instructional Lab Technician II – Sciences	XCU072	OC	Transfer	03/06/17
Angelica Navarro	Student Services Assistant I	VCU563	VC	Probationary (new)	01/17/17
Giovanni Ortega	Grant Director – (BSSOTP) Basic Skills & Student Outcomes Transformation Program	WMC070	OC	Probationary (new)	01/17/17
Tracy Pennington	Accounting Technician	VCU425	VC	Lateral Reassignment	02/13/17
Annette Robinson	Office Assistant	VCU574	VC	Probationary (new)	03/06/17
Jason Robinson	Instructional Lab Technician II – Physical and Applied Sciences	VCU583	VC	Probationary (new)	01/17/17
Hala Sun	Research Analyst	XCU416	OC	Probationary (new)	01/30/17

Current Classified Positions Pending (As of 03/10/17)

Classification	Position Number	Location	Date List Certified
Director of Economic Workforce Development, Grants and Contracts	DMC051	DAC	02/07/17
Grant Director – (STEM) Science, Technology, Engineering and Mathematics	XMC067	OC	01/31/17
Instructional Technologist/Designer	VCU578	VC	02/07/17
Student Activities Specialist	VCU494	VC	02/10/17
Student Services Specialist – Student Information Center	VCU547	VC	01/19/17
Technical Data Specialist	VCU009	VC	02/03/17

Upcoming Recruitments		
Classification	Position Number	Location
Accounting Technician	XCU347	OC
College Trainer	MCU040	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Counselor Assistant	VC	02/22/17	In progress
Executive Assistant to the Chancellor	DAC	03/02/17	In progress
Financial Aid Specialist	VC	08/19/16	In progress
Support Services Assistant-Disabled Students	MC	02/23/17	In progress
Student Services Assistant I	District-wide	02/01/17	In progress
Student Success and Support Specialist II	District-wide	03/09/17	In progress

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: REVISION OF PERSONNEL COMMISSION RULES 214 – CHANGES IN DUTIES OF EXISTING POSITIONS AND 219 – DETERMINING INITIAL SALARY AFTER RECLASSIFICATION

EXPLANATION:

Currently, the Personnel Commission rule that documents the manner by which employees are compensated after being reclassified does not reference retroactive out-of-class payment for the performance of out-of-class duties prior to when a position is reclassified. Therefore, the Director of Employment Services/Personnel Commission recommends adding language to Personnel Commission Rule 219 to specify the manner by which employees receive out-of-class payment for out-of-class work performed prior to the reclassification of the employee's position. In addition, the Director recommends revising language within Personnel Commission Rule 214 that references a Job Analysis Questionnaire, as this form is not in use.

REVISION:

214 CHANGES IN DUTIES OF EXISTING POSITIONS

It is the immediate supervisor's responsibility to maintain the employee's duties and responsibilities consistent with the job specifications. It is the supervisor's responsibility to immediately contact the Personnel Director if changes occur in the employee's duties.

Any changes in duties or responsibilities as specified in the job specifications shall be reported by the employee or supervisor to the Personnel Director (with a copy to the supervisor if reported by the employee), using the form(s) provided by the Office of the Personnel Commission. The incumbent in the position may be required to complete a [Job Analysis Questionnaire Position Information Questionnaire pertaining to their specific job duties](#). The supervisor and department head will review the questionnaire and job description to determine the completeness and accuracy of the statements and to clarify or give information concerning the duties and responsibilities. The supervisor or the department head may not change the description of duties as prepared and certified by the incumbent. A copy of this form will be submitted to the Personnel Director who may initiate a review (desk audit). Recommendations will be subject to review and approval by the Personnel Commission and a new classification and salary schedule range allocated when appropriate.

The basis for reclassification of a position must be a gradual accretion of duties and not a sudden change caused by a reorganization or the assignment of different duties and responsibilities to a position. (Reorganization plans will include classification authorizations.)

A gradual accretion is a change in duties and responsibilities that takes place over an extended period of time of at least eighteen months. The Personnel Commission will make the final determination in case of a disagreement between the requesting department and the Personnel Director.

The Personnel Commission will have a general desk audit of all positions whenever necessary and practicable. The Personnel Commission will conduct individual desk audits of those positions that are determined to have substantially different duties and responsibilities.

The purpose of the desk audit is to study position(s) to determine whether or not the position(s) are correctly placed in the appropriate class; to reclassify those specific position(s), which are not correctly placed, into the appropriate class; and to update class specifications with appropriate changes as needed. The audit may be combined with a salary survey to adjust the classes on the salary schedule to the appropriate level.

219 **DETERMINING INITIAL SALARY AND RETROACTIVE OUT-OF-CLASS PAYMENT AFTER UPON RECLASSIFICATION**

Employees who are reclassified to a higher class^{ification} shall be placed on the step of the higher salary range that ~~assures them of at least a one (1) step increase from the initial range~~provides a one (1) step increase over their current salary. Such placement may not exceed the top step of the salary range. (See ~~see~~ Section 295.)

Retroactive out-of-class payment will be provided from the date the Office of the Personnel Commission is notified of the assignment of out-of-class duties via a signed and properly completed Position Information Questionnaire (PIQ). The effective date of the retroactive payment will be the date the PIQ is signed by the supervisor. The Personnel Director may make exceptions with regard to what is considered appropriate notification and the effective date of retroactive payment as warranted.



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

RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Database Administrator

ANNUAL SALARY RANGE:

\$90,144-\$124,284 (Classified Salary Schedule #365)

BACKGROUND: The Associate Vice Chancellor of Information Technology requested the establishment of the proposed classification to serve as the administrator of the District's enterprise resource planning (ERP) system, portal, and other mission-critical database systems. No existing classification within the classification plan covers this scope of work. Therefore, Commission staff recommends the establishment of the proposed classification to allow for the appropriate assignment of duties.

BASES OF RECOMMENDATION: Under the general supervision of the Director of Software Applications and Development or higher-level administrator, an incumbent in the proposed classification will design, develop, test, implement, monitor, and maintain the District's database management systems. A classification specification detailing the approved duties and responsibilities of the established classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on external market data. Classifications with similar duties and level of responsibility were found at Santa Barbara City College (Database Administrator, \$85,896-\$104,650/annual), Mt. San Antonio Community College (Database Administrator, \$88,679-\$113,180/annual), Kern Community College District (Database Administrator II, \$82,165-\$116,097/annual), Peralta Community College District (Senior PeopleSoft Database Administrator, \$95,208-\$120,408/annual), San Diego Community College District (Database Administrator, \$73,661-\$122,980/annual), Los Angeles Community College District (Data Base Systems Specialist, \$101,581-\$125,841/annual), Chabot-Las Positas Community College District (Senior Programmer Analyst III, \$106,891-\$129,927/annual), and Foothill De Anza Community College District (Database Administrator, Senior, \$102,617-\$137,531/annual). In consideration of this information, placement on Classified Salary Schedule #365 (\$90,144-\$124,284/annual) is appropriate.

SC/MA

Presented to the Personnel Commission on March 16, 2017

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

Under the general supervision of the Director of Software Applications and Development or higher-level administrator; design, develop, test, implement, monitor, and maintain the District's database management systems.

REPRESENTATIVE DUTIES:

Serve as the administrator of the District's enterprise resource planning (ERP) system, portal, and other database systems; develop and implement policies, procedures, and standards pertaining to database administration, utilization, and performance in collaboration with information technology management. *E*

Design, analyze, test, implement, and maintain modern relational and stand-alone databases; plan, test, and install patches and upgrades to database systems, web servers, form servers, and other related systems; collaborate with systems staff to design, develop, and implement server infrastructure to support database systems; ensure the proper integration of systems in collaboration with other information technology staff. *E*

Collaborate with information security staff to design, develop, test, implement, evaluate, and maintain database security and disaster prevention and recovery plans to ensure database integrity; provide data access permissions in accordance with District policies and relevant state and federal requirements to ensure data security. *E*

Monitor and analyze database performance and identify, troubleshoot, diagnose, and resolve problems; perform database optimization to ensure optimal performance. *E*

Serve as a technical expert and internal consultant regarding District databases; consult with management, staff, and college faculty to assess and meet data needs, including creating customized scripts for reporting and data extract needs. *E*

Develop and maintain database support tools and documentation, including a data dictionary containing definitions of data elements, methods of accessing data, data security procedures, and other tools and documentation pertinent to the use and administration of databases. *E*

Plan, organize, and oversee projects related to the development, enhancement, maintenance, and implementation of databases and related software; exercise functional supervision over lower-level staff and contractors as warranted. *E*

Research and propose database system enhancements to meet future needs. *E*

Collaborate with vendors to support district database needs; assist the Purchasing Department in the acquisition of database-related software and services. *E*

DATABASE ADMINISTRATOR (continued)

Represent the information technology department at various meetings, workshops, conferences, committees, and task forces as required. *E*

Compile data and prepare and maintain reports and logs. *E*

Perform other duties as assigned.

E = essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of database design and administration
Relational database management systems (RDBMS)
Enterprise Resource Planning (ERP) systems
Methods and techniques of database documentation
Principles, procedures, and methods used in data acquisition, storage, structuring, and retrieval
Software monitoring tools to analyze security issues and make appropriate recommendations
Database security tools and practices
Script languages applicable to the position
Principles of project management
Computer operating systems
Pertinent federal, state, and local laws, codes, and regulations
District organization, operations, policies, procedures, and objectives
Principles of report preparation
Modern office procedures and equipment
English grammar, spelling, and composition

ABILITY TO:

Design, develop, implement, analyze, and maintain complex database systems
Develop database security solutions
Identify, analyze, evaluate, and solve complex database system problems
Prepare clear, concise, and comprehensive technical reports
Analyze situations accurately and adopt effective courses of action
Maintain current knowledge of technological trends and advances in the field to provide direction
 for future district database systems
Exercise initiative and independence of judgment and action
Explain technical concepts to a non-technical audience
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those encountered in the course of
 work
Provide technical direction to others
Interpret, apply, and explain applicable state and federal laws and regulations
Organize and prioritize timelines and project schedules in an effective and timely manner
Learn the characteristics of new systems and update skills to adapt to changing technology
Understand and carry out oral and written directions

DATABASE ADMINISTRATOR (continued)

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university, preferably with an emphasis in information technology, computer science, management information systems, or a related field **AND** three years of recent (gained in the past five years) experience administering modern database technology, including experience administering an enterprise resource planning (ERP) system.

OR

An associate degree from a recognized college or university, preferably with an emphasis in information technology, computer science, management information systems, or a related field **AND** five years of recent (gained in the past seven years) experience administering modern database technology, including experience administering an enterprise resource planning (ERP) system.

OR

Graduation from high school or evidence of equivalent educational proficiency **AND** seven years of recent (gained in the past ten years) experience administering modern database technology, including experience administering an enterprise resource planning (ERP) system.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES

BASIC FUNCTION:

Under the general direction of ~~the Associate Vice Chancellor of Information Technology~~an assigned administrator, provide leadership, consultation, and strategic direction for information technology activities at a college campus, and direct, coordinate, and participate in the planning, analysis, design, installation, and maintenance of technology systems, applications, networks, audio-visual technology, and communications systems used at the college.

REPRESENTATIVES DUTIES:

Plan, organize, and coordinate information technology activities and operations at an assigned college and develop goals, objectives, policies, and procedures for the college information technology department. *E*

Consult with college management and the district-level Information Technology Department to identify and prioritize current and future technology needs and solutions; analyze technology needs and provide direction for technology infrastructure acquisitions and upgrades. *E*

Develop, implement, update, and ensure compliance with information technology department program plans and service unit outcomes and prepare related documentation; assess and prioritize campus program review requests in collaboration with technology committees. *E*

Supervise, hire, train, and evaluate information technology department staff engaged in designing, implementing, and maintaining information technology systems including hardware, applications, web/internet, and network resources and supporting campus technology users in the use of such systems. *E*

Ensure compliance with technology-related accreditation standards and coordinate with campus accreditation coordinators to demonstrate that applicable standards are met. *E*

Coordinate and direct the installation and maintenance of end-user computer hardware, software applications, and operating systems. *E*

Direct the testing, training, and evaluation of computer hardware and software systems, multimedia and audio-visual systems, servers and operating systems, and communications systems. *E*

Coordinate and direct the development, implementation, and monitoring of security policies and practices for the college's networks. *E*

Provide and review recommendations for improvement of network systems and hardware. *E*

Assess instructional technology needs and provide input and direction for instructional technology program review plans in collaboration with deans, faculty, and instructional support staff; oversee

DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES (continued)

the implementation and ongoing technical support for classroom technology including computers, peripherals, and audio-visual systems. *E*

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

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

Develop, implement, and monitor service level agreements. *E*

Analyze campus technology inventory and provide recommendations for technology refresh purchases. *E*

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

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

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, activities, and services of a technology services unit
Modern office procedures and equipment
Communications equipment and protocols
Computer hardware, including desktop, laptop, mobile, servers, storage, and networks
User software applications
Computer operating systems
Audio-visual equipment
Principles of computer systems administration
Pertinent federal, state, and local laws, codes, and regulations
District organization, operations, policies, procedures, and objectives
Principles of budget development and maintenance
Principles and procedures of inventory and records management
Principles of report preparation
English grammar, spelling, and composition
Principles of program planning and program review

ABILITY TO:

Communicate clearly and concisely, both orally and in writing
Analyze situations accurately and adopt effective courses of action
Select, train, supervise, and evaluate personnel

DIRECTOR OF COLLEGE INFORMATION TECHNOLOGY SERVICES (continued)

- Maintain current knowledge of technological trends and advances in the field to provide direction for future campus technologies
- Analyze fiscal information to develop and maintain budgets
- Plan and organize work to meet changing priorities and deadlines
- Understand and carry out oral and written directions
- Collaborate with others to carry out work
- Establish and maintain effective working relationships with those contacted in the course of work
- Exercise initiative and independence of judgment and action
- Prepare reports by gathering and organizing data from a variety of sources

EDUCATION AND EXPERIENCE:

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

Experience: Four years of experience installing and maintaining computers, communication equipment, systems software, and related peripheral equipment, including one year of experience supervising technology support staff. Additional qualifying experience may substitute for two years of the required education on a year-for-year basis.

WORKING CONDITIONS:

ENVIRONMENT:

- Office/college campus environment
- Variable hours, including evenings

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and to provide work direction
- Seeing to assure accuracy of work
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting for extended periods of time
- Bending and stooping to repair and install equipment
- Lifting heavy computer equipment and supplies

HAZARDS:

- Extended viewing of a computer monitor
- Extended use of a keyboard and mouse

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION
SUBJECT: CHANGE OF CLASSIFICATION TITLES

RECOMMENDATION:

The following changes of classification titles are recommended:

- | | |
|------------------------------------|--------------------------------|
| A. From: College Trainer | To: Athletic Trainer |
| B. From: Assistant College Trainer | To: Assistant Athletic Trainer |

BASIS OF RECOMMENDATION:

The above changes of classification titles are recommended to reflect the current terminology used in the field and to ensure consistency with the Athletic Trainer Certification (ATC) requirements.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

| CLASS TITLE: ASSISTANT ATHLETIC COLLEGE TRAINER

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

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

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

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

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

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

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

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

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

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

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

| Title Change Only March 2017

Revised January 2007

Established May 2000

| ASSISTANT ~~COLLEGE~~ ATHLETIC TRAINER (continued)

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

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

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

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

HAZARDS:

Exposure to contact with blood borne pathogens and body fluid
Exposure to individuals with excessive body odor

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

| CLASS TITLE: ~~COLLEGE~~ATHLETIC TRAINER

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

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

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

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

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

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

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

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

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

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

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

| Title Change Only March 2017

Revised October 2012 (minimum qualifications only)

Established May 2000

COLLEGE-ATHLETIC TRAINER (continued)

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

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of physiology, kinesiology, anatomy and first aid

Symptoms and treatment for athletic injuries

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

Principles of providing training, work direction, education and counseling

Applicable sections of the State Education Codes and other laws

Modern techniques of preventive and rehabilitative treatment used in athletics

Therapeutic exercise, rehabilitation and proper use of therapeutic modalities

Equipment, materials and supplies used in team and individual sports

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

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

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

Record-keeping techniques

Interpersonal skills using tact, patience and courtesy

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

Technical aspects of field of specialty

ABILITY TO:

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

Administer advanced and emergency first aid and physical therapy

Operate a variety of therapeutic, exercise equipment and modalities

Tape athletes and apply protective devices and pads

Maintain comprehensive records of rehabilitation and injury management

Order and maintain supplies and equipment

Train and provide work direction to others

Analyze situations accurately and adopt an effective course of action

Establish and maintain cooperative and effective working relationships with others

Travel to athletic events as requested

Understand various modalities used in physical therapy and injury rehabilitation

Work independently with little direction

Meet schedules and time lines

Plan and organize work

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

COLLEGE-ATHLETIC TRAINER (continued)

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

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

Experience: Three years of experience in athletic training.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license

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

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

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

WORKING CONDITIONS:

ENVIRONMENT:

College athletic training room environment

Driving a vehicle to athletic games to conduct work

PHYSICAL ABILITIES:

Bending at the waist to tape and lift athletes

Pulling and pushing heavy objects

Standing and walking for extended periods of time

Hearing and speaking to communicate with others and make presentations

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

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HAZARDS:

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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION
SUBJECT: ABOLISHMENT OF UNUSED CLASS

RECOMMENDATION:

It is recommended that effective March 17, 2017, the following class be abolished:

Graphic Artist/Multimedia Specialist

BASIS OF RECOMMENDATION:

There are no positions assigned to the classification listed above and the applicable department has indicated they will not assign positions to the classifications in the near future. Therefore, it may be abolished.