



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR MARCH 21, 2019

5:30 p.m.

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

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS REGARDING AGENDA ITEMS
4. MINUTES
Personnel Commission Meeting – February 21, 2019
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. ESTABLISHMENT OF A NEW CLASSIFICATION AND RECLASSIFICATION OF A POSITION
Reclassification of an Office Assistant position at Moorpark College to Scholarship Technician (New Class)
9. RECESS TO CLOSED SESSION
None
10. RECONVENE IN OPEN SESSION

N/A

11. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

12. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is April 18, 2019, at 5:30 p.m. The meeting will take place in the Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.

13. ADJOURNMENT

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 761 E. Daily Drive, Camarillo, CA 93010 or at the Personnel Commission meeting.

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



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Personnel Commission

Director's Report February 14, 2019 – March 13, 2019

Current Classified Selection Processes (Between 02/14/19 to 03/13/19)									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Admissions & Records Technician	132	MC	03/01/19	03/14/19	Written/Performance Examination/Technical Interview	N/A	04/01/19 – 04/05/19	04/15/19 – 04/19/19	04/22/19
Business Office Assistant I (seasonal)	56	MC	02/01/19	02/17/19	Written/Performance Examination/Technical Interview	N/A	02/25/19 – 03/01/19	03/05/19	03/08/19
Child Development Assistant	13	MC	03/05/19	03/20/19	Training & Experience Examination /Technical Interview	03/28/19	N/A	04/08/19 – 04/12/19	04/16/19
Clinical Simulation Specialist	3	VC	02/13/19	02/28/19	Technical Interview	N/A	N/A	03/18/19	03/20/19
Community College Police Lieutenant	4	DAC	02/14/19	02/28/19	Technical Interview	N/A	N/A	03/13/19	03/15/19
Community College Police Officer I	15	DAC	02/08/19	02/24/19	Written/Performance Examination/Technical Interview	N/A	03/05/19	03/14/19	03/18/19
Counselor Assistant	180	MC	02/19/19	03/06/19	Training & Experience Examination /Technical Interview	03/21/19	N/A	04/01/19	04/03/19
Curriculum Technician	37	OC	12/19/18	01/02/19	Written/Performance Examination/Technical Interview	N/A	01/24/19	02/15/19	02/08/19
Director of Outreach	41	MC	02/07/19	03/20/19	Training & Experience Examination /Technical Interview	03/11/19-03/22/19	N/A	04/16/19	04/18/19
Financial Aid Technician (bilingual)	79	VC	02/27/19	03/14/19	Written/Performance Examination/Technical Interview	N/A	03/25/19 – 03/29/19	04/12/19	04/16/19
Grant Director – Career and Technical Education	20	MC	01/09/19	01/24/19	Training & Experience Examination/Technical Interview	01/31/19	N/A	02/12/19	03/05/19
Human Resources Assistant	330	DAC	02/12/19	02/26/19	Written/Performance Examination/Technical Interview	N/A	03/26/19-03/29/19	04/08/19 – 04/12/19	04/16/19

Current Classified Selection Processes (Between 02/14/19 to 03/13/19) (cont.)									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Instructional Lab Technician I – Learning Resources	21	VC	01/25/19	02/18/19	Technical Interview	N/A	N/A	03/08/19	03/12/19
Instructional Technologist – Designer (second attempt)	16	OC	02/14/19	02/28/19	Written/Performance Examination/Technical Interview	N/A	03/07/19 – 03/20/19	04/08/19 – 04/12/19	04/16/19
Office Assistant (bilingual) (second attempt)	182	VC	01/17/19	02/01/19	Written/Performance Examination/Technical Interview	N/A	02/11/19 – 02/21/19	03/13/19	03/15/19
Student Outreach Specialist	31	MC/VC	02/28/19	03/14/19	Training & Experience Examination/Technical Interview	03/15/19-03/22/19	N/A	04/03/19 – 04/09/19	04/11/19
Student Services Assistant (second attempt)	125	MC	02/05/19	02/19/19	Written/Performance Examination/Technical Interview	N/A	03/04/19 & 03/06/19	03/20/19	03/22/19
Student Success and Support Services Supervisor	56	MC	02/20/19	03/10/19	Training & Experience Examination /Technical Interview	03/11/19-03/18/19	N/A	04/02/19 – 04/05/19	04/09/19
Student Success and Support Specialist II (second attempt)	71	MC	02/05/19	02/19/19	Training & Experience Examination/Technical Interview	02/27/19 – 03/05/19	N/A	03/18/19	03/20/19
Tutoring and Supplemental Support Supervisor	16	VC	03/06/19	03/24/19	Training & Experience Examination/Technical Interview	04/01/19	N/A	04/08/19 – 04/12/19	04/16/19
Web Developer (second attempt)	37	DAC	02/20/19	03/10/19	Written/Performance Examination/Technical Interview	N/A	03/19/19	04/02/19	04/04/19

Current Classified Positions Filled (As of 03/13/19)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Basave-Salgado, Martin	Custodian	VCU060	VC	Probationary (new)	03/04/19
Burrell, Ariana	Performing Arts Center Technical Director	MCU300	MC	Probationary (promotion)	03/04/19
Duell, Todd	Custodian	VCU064	VC	Probationary (new)	03/04/19
Martinez Castillo, Alejandra	Student Outreach Specialist	MCU432	MC	Probationary (new)	02/19/19
McVicker, Kathleen	Student Services Assistant	XCU426	OC	Probationary (new)	02/25/19
Medrano, Tisa	Office Assistant	VCU385	VC	Probationary (new)	03/04/19

Current Classified Positions Filled (As of 03/13/19) (cont.)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Montenegro Gonzalez, Karla	Student Success and Support Specialist II	MCU510	MC	Probationary (new)	02/11/19
Mui, Gary	Zoo Operations Assistant	MCU462	MC	Probationary (new)	02/19/19
Rodriguez, Berenice	Administrative Assistant (bilingual)	XCU428	OC	Probationary (new)	02/20/19
Ruff, John	Basic Needs Specialist	VCU601	VC	Probationary (new)	02/19/19
Wallis, Danny	Custodian	VCU066	VC	Probationary (new)	02/19/19

Current Classified Positions Pending (As of 03/13/19)			
Classification	Position Number	Location	Date List Certified
Business Office Assistant (seasonal)	MCU308	MC	03/08/19
Curriculum Technician	XCU387	OC	02/08/19
Grant Director – Career and Technical Education	MMC065	MC	03/05/19
Instructional Lab Technician I – Learning Resources	VCU463	VC	03/12/19
Research Analyst	MCU508	MC	02/08/19
Research Analyst	XCU344	OC	02/08/19

Upcoming Recruitments		
Classification	Position Number	Location
Director of Facilities, Maintenance and Operations	VMC075	VC
Instructional Lab Tech II – Chemistry	VCU068	VC
Marketing Specialist (bilingual)	XCU407	OC
Placement Project Specialist	WCU074	DAC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Office Assistant	MC	08/03/18	In progress
Carpenter	OC	11/27/18	Complete
Executive Assistant, Office of the Personnel Commission (Confidential)	DAC	02/20/19	In Progress

PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
RECLASSIFICATION OF A POSITION TO A NEW CLASSIFICATION

RECOMMENDATIONS:

A. COMMISSION STAFF RECOMMENDS THE ESTABLISHMENT OF A NEW CLASSIFICATION

Scholarship Technician
Classified Salary Schedule 220 (\$42,396-\$58,524/year)

B. COMMISSION STAFF RECOMMENDS THAT THE FOLLOWING RECLASSIFICATION BE APPROVED:

From:	Office Assistant Classified Salary Schedule 200, \$38,040-\$52,596/year	To:	Scholarship Technician (NEW CLASS) Classified Salary Schedule 220, \$42,396-\$58,524/year
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Incumbent	Maria Perez-Medeiros	Location:	Scholarship Office, Moorpark College
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BACKGROUND: Moorpark College administration and the incumbent requested a classification study to ensure the position is classified appropriately. Commission staff found that a significant portion of the duties assigned to the position fall outside the scope of responsibility of an Office Assistant. These responsibilities were assigned to the incumbent upon being placed into the position, yet the percentage of time spent performing the out-of-class responsibilities has increased over time. Commission staff's recommendation to reclassify the position to the proposed classification of Scholarship Technician is based upon a review of the incumbent's completed Position Information Questionnaire, a review of work samples, a desk audit of the subject position, and interviews with the incumbent's supervisor.

BASIS OF RECOMMENDATIONS:

A. ESTABLISHMENT OF A NEW CLASSIFICATION

The subject position is responsible for performing a variety of technical and specialized duties related to student scholarship services and programs. This includes responsibility for serving as a liaison with donors, advising students on scholarship opportunities, evaluating eligibility, tracking and monitoring scholarship funds, and developing and distributing marketing materials. A classification encompassing the aforementioned responsibilities does not currently exist. Therefore, Commission staff recommends the establishment of a new classification titled Scholarship Technician. A classification specification detailing the assigned duties of the proposed classification is presented in conjunction with this report.

The proposed salary is based primarily on external market data. Classifications with similar duties and level of responsibility were found at Long Beach Community College District (Scholarship Specialist; \$44,208-\$54,636/annual), State Center Community College District (Scholarship Specialist; \$47,472-\$57,648/year), Yosemite Community College District (Scholarship Technician; \$45,348-\$57,996/year), and Santa Monica College (Student Services Specialist-Scholarships; \$51,264-\$62,316/year). The proposed salary placement on Classified Salary Schedule # 220 (\$42,396-\$58,524/year) aligns with the 70th percentile of the market. With regard to internal comparisons, the classification performs duties of similar complexity and scope of responsibility as those performed by Financial Aid Technician (\$42,396-\$58,524/year). Specifically, both classifications are responsible for performing multiple specialized functions in support of student financial programs with responsibility for advising students, verifying pertinent information, compiling data and preparing reports, planning and presenting at informational events, and promoting the services and programs available within the respective college offices. Therefore, it is appropriate to allocate the proposed classification to Classified Salary Schedule # 220 (\$42,396-\$58,524/year).

B. RECLASSIFICATION OF A POSITION

The subject position fits the new class concept of Scholarship Technician in that the incumbent coordinates the disbursement of approximately \$225,000 in external scholarships and approximately \$372,000 in internal scholarships. The incumbent advises students on scholarship opportunities and procedures, including evaluating eligibility, verifying student information, and training students to utilize the online scholarship management and application program. Ms. Perez-Medeiros also serves as liaison between scholarship donors and the college Foundation which involves maintaining ongoing interactions with current and potential donors and working with donors to establish scholarship criteria. Further, the incumbent develops and distributes

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

marketing materials, as well as plans, organizes, and presents at college outreach events to promote the scholarship program and provide technical information to individuals and large audiences. The planning and execution of these outreach events require the incumbent to independently monitor the program budget and expenditure of funds.

Ms. Perez-Medeiros is also responsible for ensuring financial amounts are properly awarded to students according to specified criteria which involves close collaboration with various college offices to identify eligible scholarship recipients. Further, the incumbent tracks and monitors scholarship fund accounts held by the college which includes monitoring and approving reimbursements for students. Finally, the subject position is responsible for reviewing and compiling scholarship data to prepare statistical and narrative reports for internal auditing purposes, as well as State and federal agency use. Consequently, it is recommended that the subject position be reclassified to the new classification of Scholarship Technician.

STATUS OF INCUMBENT: The incumbent has been performing the Scholarship Technician duties from the time she was initially hired into the position. Consequently, Ms. Perez-Medeiros 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. Commission staff recommends that Ms. Perez-Medeiros be reclassified to the higher classification after passing a qualifying examination in accordance with Personnel Commission Rule 215.

On March 11, 2019, the Classification Review Committee reviewed the proposed recommendation and those present voted in support of the recommendation to reclassify the subject position. Those present at the meeting were Silvia Barajas, Vice President, Business Services at Moorpark College; Mike Bush, Vice President, Business Services at Oxnard College; Janeene Nagaoka, Graphic Artist at the District Administrative Center; Maria Urenda, Financial Aid Specialist at Moorpark College; and Jon Gallagher, Information Tech Support Specialist III at Oxnard College.

MA/KL

Presented to the Personnel Commission on March 21, 2019

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: OFFICE ASSISTANT

BASIC FUNCTION:

Under the general supervision of an assigned supervisor, perform a variety of office support, clerical, and routine secretarial duties of a general or specialized nature.

REPRESENTATIVE DUTIES:

Serve as receptionist for assigned area; receive office and telephone callers; provide general and technical information in accordance with established guidelines. *E*

Verify and review materials such as applications, records, files, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records, files, and reports; collect and process appropriate information. *E*

Prepare, review, edit, and proofread a variety of documents and forms including general correspondence, agendas, requisitions, purchase orders, reports, minutes, and memoranda from rough draft, recordings, or verbal instruction; disseminate information as appropriate. *E*

Maintain accurate and up-to-date files and records for assigned areas; develop and monitor various logs, accounts, and files for current and accurate information; maintain and generate reports from a database or network system; verify accuracy of information and research discrepancies. *E*

Perform a variety of routine clerical accounting duties and responsibilities pertaining to financial record keeping and reporting; compile information and data for statistical and financial reports; check and tabulate data; maintain a variety of accounting records, logs, and files. *E*

Produce newsletters, brochures, technical handouts, and other specialized documents using desktop publishing software and other computer applications. *E*

Receive, sort, and distribute incoming and outgoing correspondence. *E*

Maintain office supplies and inventories; order, receive, and maintain office supplies and equipment; prepare requisitions, purchase orders, and work order forms. *E*

Maintain calendar of activities, meetings, and various events; schedule appointments; reserve facilities for specific uses. *E*

Assist in the preparation and distribution of meeting agendas and associated material; take and prepare minutes. *E*

Make reservations and travel arrangements; process a variety of travel and expense forms. *E*

Assist in training and providing work direction to student workers. *E*

OFFICE ASSISTANT (continued)

Perform related duties as required.

E = Essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Office procedures, methods, and equipment including computers
Office productivity computer applications including word processing, spreadsheet, email, and database
Principles and procedures of records management, including those related to maintaining filing systems
Methods and techniques of proper phone etiquette
Mathematical principles
Basic principles of business letter writing and report preparation
Fundamentals of English grammar, spelling, and composition
Principles and practices of sound business communication
Customer service and public relations methods and techniques

ABILITY TO:

Interpret and apply general administrative and departmental policies and procedures
Apply applicable federal, state, and local laws, codes, and regulations
Operate office equipment including computers and supporting word processing, spreadsheet, and publishing applications
Learn and apply new information and skills
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Establish and maintain a variety of files and records
Prepare routine correspondence and memoranda
Accurately count, record, and balance assigned transactions
Make arithmetic calculations quickly and accurately
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person
Plan and organize work to meet changing priorities and deadlines
Understand and carry out oral and written directions
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
Exercise initiative and independence of judgment and action
Prepare reports by gathering and organizing data from a variety of sources

OFFICE ASSISTANT (continued)

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Graduation from high school or evidence of equivalent educational proficiency.

Experience: One year of responsible clerical experience involving public contact and the use of a computer and office applications OR two years of customer service experience that required the use of computer applications to enter and retrieve information.

WORKING CONDITIONS:

ENVIRONMENT:

College or District Office environment
Constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to take and transcribe dictation and to operate a computer keyboard and other office equipment
Sitting for extended periods of time
Hearing and speaking to exchange information on the telephone or in person
Seeing to read and review documents
Reaching to retrieve and file records

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SCHOLARSHIP TECHNICIAN

BASIC FUNCTION:

Under the general supervision of an assigned supervisor, perform a variety of technical and specialized duties related to student scholarship services and programs.

REPRESENTATIVE DUTIES:

Serve as liaison between scholarship donors and the college foundation; maintain ongoing interactions with current and potential scholarship donors and work with donors to establish scholarship criteria. *E*

Advise students on scholarship opportunities, requirements, and procedures. *E*

Evaluate eligibility for scholarships based on predetermined criteria; verify student information such as grade point average, units completed, major, and enrollment. *E*

Plan, organize, and present at college outreach events; provide technical information and assistance regarding the scholarship program to individuals and large audiences; monitor the program budget and expenditure of funds for special events. *E*

Develop and distribute marketing materials to promote the scholarship program; create electronic and printed brochures, flyers, bulletins, newsletters and other materials; compose mass email notifications to disseminate pertinent scholarship information. *E*

Collaborate with various college offices to identify eligible scholarship recipients; ensure financial amounts are properly awarded according to specified criteria. *E*

Maintain and update information in the online scholarship management and application program; train students to utilize the program; run associated reports; serve as the primary account administrator and report technical issues. *E*

Track and monitor scholarship fund accounts held by the college; monitor and approve student reimbursements. *E*

Create and maintain the donor database *E*

Review and compile scholarship data to prepare statistical and narrative reports for internal auditing and state/federal agency use. *E*

Provide direction and guidance to student workers and other clerical personnel. *E*

Perform other duties as required.

SCHOLARSHIP TECHNICIAN (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures, equipment, and computer software applications
Family Educational Rights and Privacy Act (FERPA)
Internet to access a variety of agency records and information
Methods and techniques of record keeping
Mathematical principles
Principles of report preparation
Correct English usage, grammar, spelling, punctuation, and vocabulary
Interpersonal skills using tact, patience, and courtesy
Oral and written communication skills
Methods and practices of public communication and outreach
Special event planning practices and methods
Principles and practices of budgeting and accounting
Operation of a computer and assigned software

ABILITY TO:

Plan, organize, and conduct meetings
Interpret and apply pertinent laws, policies, and regulations
Prepare and maintain reports, records, and files
Exercise sound judgment in fulfilling the responsibilities of the position
Develop and maintain effective relationships with people from diverse backgrounds
Communicate effectively, both orally and in writing
Compile and review data
Maintain and monitor scholarship program budgets
Disperse scholarship information according to established procedures
Analyze situations accurately and adopt an effective course of action
Work on a variety of assignments simultaneously with close attention to detail and the ability to meet established deadlines
Operate office equipment including computers and supporting applications such as word processing, spreadsheet, and database software
Work independently with minimal supervision

EDUCATION AND EXPERIENCE:

An associate degree from a recognized college or university AND one year of experience performing functions in a student or public services area involving frequent public contact or coordinating service programs within a public or private institution.

OR

Graduation from high school or evidence of equivalent educational proficiency AND two years of experience performing functions in a student or public services area with frequent public contact or coordinating service programs within a public or private institution.