



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR APRIL 19, 2018

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 – March 15, 2018
5. CORRESPONDENCE
None
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
 - Department Staffing
 - D. Commissioners' Reports
8. PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2018 - 2019
First review of the Personnel Commission Budget for fiscal year 2018 - 2019
9. REVISION OF PERSONNEL COMMISSION RULES 133 AND 292.2 (SECOND READING)

10. REVISION OF CLASSIFICATION SPECIFICATIONS

- A. Community College Police Officer Lieutenant
- B. Community College Police Officer I
- C. Community College Police Officer II – Sergeant

11. ABOLISHMENT OF AN UNUSED CLASSIFICATION SPECIFICATION

Community College Police Officer – Lateral Entry

12. RECESS TO CLOSED SESSION

Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)

Title: Director of Employment Services/Personnel Commission

13. RECONVENE IN OPEN SESSION

N/A

14. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is May 17, 2018, at 5:30 p.m. The meeting will take place in the Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.

16. ADJOURNMENT

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

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



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Personnel Commission

Director's Report March 10, 2018 - April 13, 2018

Current Classified Selection Processes (Between 03/10/18 to 04/13/18)									
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
Associate Vice Chancellor of Information Technology	5	DAC	03/07/18	03/28/18	Training & Experience Evaluation/Technical Interview	04/03/18	N/A	04/19/18	04/23/18
College Fiscal Services Supervisor	7	OC	03/13/18	03/28/18	Technical Interview	N/A	N/A	04/13/18	04/17/18
College Services Supervisor	19	OC	03/20/18	04/04/18	Training & Experience Evaluation/Technical Interview	04/05/18	N/A	04/12/18	04/16/18
Director of Institutional Advancement, Community Relations, and Marketing	21	MC	01/05/18	01/21/18	Training & Experience Evaluation/Technical Interview	02/06/18	N/A	03/20/18	03/23/18
Grant Accounting/Administrative Assistant (second administration)	3	OC	03/07/18	03/25/18	Training & Experience Evaluation/Written Test/Technical Interview	03/30/18	04/09/18 – 04/10/18	04/24/18	04/26/18
Human Resources Analyst II (third administration)	20	DAC	03/26/18	04/12/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	04/27/18	05/01/18
Locksmith	4	MC	03/12/18	04/23/18	Training & Experience Evaluation/Technical Interview	04/23/18 – 04/27/18	N/A	05/07/18 – 05/11/18	05/15/18
Office Assistant	206	OC VC	04/02/18	04/17/18	Written Test/Technical Interview	N/A	04/23/18 – 04/27/18	05/07/18 – 05/11/18	05/15/18
Senior Administrative Assistant (second administration)	6	MC	03/09/18	03/25/18	Written Test/Technical Interview	N/A	TBD	TBD	TBD
Student Services Assistant	85	MC	04/10/18	04/25/18	Written Test/Technical Interview	N/A	05/07/18 – 05/11/18	05/21/18 – 05/25/18	05/29/18

Current Classified Positions Filled (As of 04/13/18) (cont.)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Conley, Johnny	Program Director II	MMC066	MC	Probationary (new)	03/19/18
Coupart, Noel	Business Office Assistant I (Seasonal)	VCU560	VC	Transfer	03/12/18
Daly, Jenine	Senior Administrative Assistant	MCU506	MC	Probationary (new)	03/26/18
Freeman, Alicia	Human Resources Assistant (Bilingual)	DCU154	DAC	Transfer	04/02/18
Gerhardt, Suzanne	Student Health Center Assistant II	MCU520	MC	Probationary (new)	03/21/18
Hamilton, Cheryl	Business Office Assistant I (Seasonal)	XCU352	OC	Probationary (new)	04/09/18
Matheke, Rain	Administrative Assistant	MCU075	MC	Probationary (new)	04/02/18
Palloto, Michael	Community College Police Lieutenant	WSC003	DAC	Probationary (new)	04/04/18
Pidduck, Nathaniel	Kiln Operator	VCU412	VC	Probationary (new)	04/09/18
Renshall, Shara	Grant Accounting/Administrative Assistant	XCU421	OC	Probationary (new)	04/02/18
Rodriguez, Leticia	Grant Director – Career & Technical Education	VMC077	VC	Probationary (new)	03/12/18
Shearer, Michelle	Office Assistant	VCU589	VC	Transfer	03/12/18
Stegmeir, Mariel	Athletic Trainer	MCU374	MC	Probationary (new)	03/20/18

Current Classified Positions Pending (As of 04/13/18)

Classification	Position Number	Location	Date List Certified
Academic Data Specialist	MCU435	MC	04/02/18
Community College Police Officer I	WCU013	DAC	12/01/17
Custodian	MCU493	MC	03/24/18
Director of Employment Relations & Human Resources Operations	DMC044	DAC	02/26/18
Director of Institutional Advancement, Community Relations, and Marketing	MMC064	MC	03/22/18
Disability Services Technician	MCU062	MC	01/25/18
Program Coordinator II – Upward Bound	XSC107	OC	02/27/18

Upcoming Recruitments		
Classification	Position Number	Location
Admissions and Records Technician	XCU404	OC
Community College Police Officer II – Sergeant	DCU026	DAC
Counselor Assistant	XCU423	OC
Director of International Students	MCU048	MC
Human Resources Assistant	DCU085	DAC
Instructional Lab Technician I – Nursing	VCU594	VC
Office Assistant (seasonal)	VCU570	VC
Program Coordinator I	DCU163 VCU591 VCU590	DAC VC
Tutorial Services Specialist II	XCU052	OC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Data Analyst	DAC	05/24/17	In progress
Marketing Specialist	DAC	05/08/17	In progress

ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2018-2019

		2017-2018 Adopted (dollars only)	2017-2018 Projected (dollars only)	2018-2019 Budget (dollars only)
2000 CLASSIFIED SALARIES⁺ [1], [2]				
2000	Managers	103,528.60	103,528.60	103,528.60
2100	Classified	266,840.91	237,112.11	273,972.54
2322	Classified Overtime	4,000.00	4,000.00	4,000.00
2600	Supervisors	87,879.60	73,819.29	80,362.80
2700	Confidential	42,307.20	42,307.20	42,732.00
2722	Confidential Overtime	2,500.00	2,000.00	2,500.00
2810	Commission Members ^[2]	1,800.00	1,800.00	1,800.00
2900	Other Salary Offset ^[3]	18,000.00	18,000.00	18,000.00
Subtotal		526,856.31	482,567.20	526,895.94
3000 EMPLOYEE BENEFITS⁺				
3200	PERS	75,868.40	67,600.76	90,607.87
3300	OASDI & Medicare	39,028.65	35,660.18	39,031.64
3400	Health & Welfare Benefits ^[4]	249,709.80	233,380.43	266,045.70
3500	SUI	262.55	240.77	262.57
3600	Workers' Compensation	9,990.85	8,278.02	9,054.89
Subtotal		374,860.25	345,160.16	405,002.67
4000 SUPPLIES				
4200	Office Supplies	0.00	0.00	0.00
4800	Other Supplies	2,200.00	3,200.00	3,200.00
Subtotal		2,200.00	3,200.00	3,200.00
5000 SERVICES & OTHER OPERATING EXPENSES				
5110	Consultants	0.00	0.00	0.00
5211	Conferences/Staff Travel	2,000.00	1,000.60	2,000.00
5220	Mileage (local)	3,000.00	2,000.00	2,000.00
5300	Dues & Membership	1,300.00	840.00	1,300.00
5500	Utilities and Housekeeping Services	0.00	0.00	0.00
5600				
	5611 Rent/Lease - Buildings	0.00	0.00	0.00
	5612 Rent/Lease - Equipment	0.00	0.00	0.00

+Budget adopted with the understanding that staff salary and benefit costs are estimated and necessary adjustments will be made for the actual salary and benefit costs of the staff positions that report to the Personnel Commission.

^[1] Include only those expenditures directly attributable to the activities of the commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

^[2] Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (Education Code Section 45250).

^[3] Salaries for Provisional, Limited Term

^[4] Group medical benefits cannot be provided to former personnel commission members.

ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2018-2019

		2017-2018 Adopted <i>(dollars only)</i>	2016-2017 Projected <i>(dollars only)</i>	2018-2019 Budget <i>(dollars only)</i>
	5622 Maintenance/Repair–Equipment	0.00	0.00	0.00
	5641 Service Plan/Maintenance Fees/Licenses	1,094.00	0.00	1,094.00
	5649 Other Contracted Services	2,050.00	2,050.00	2,050.00
	5721 Legal Expenses	1,500.00	0.00	1,500.00
5800	Other Services & Operating Expenses			
	5810 Advertising	0.00	0.00	0.00
	5870 Printing and Forms	150.00	0.00	150.00
	5890 Other Expense and Services	0.00	0.00	0.00
	Subtotal	11,094.00	5,890.60	10,094.00
6000 EQUIPMENT				
6400	New Equipment			
	6451 Equipment – Non Inst. Computers	0.00	0.00	0.00
	6453 Equipment – Non Inst. Equipment	0.00	0.00	0.00
	Subtotal	0.00	0.00	0.00
FUND BALANCE DESIGNATED FOR PERSONNEL COMMISSION		915,010.56	836,817.96	945,192.61

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: REVISION OF PERSONNEL COMMISSION RULE 133

EXPLANATION:

The purpose of this revision is to clarify the current application of PC Rule 133. The revised language explains how the 90 days is calculated and eliminates ambiguous language pertaining to exam components versus the exam as a whole.

REVISION:

133 ELIGIBILITY

A candidate who is unsuccessful in an examination may not retake the examination for a period of ninety (90) calendar days provided the examination consists of exam components that areis comprised of essentially the same questions or problems. This provision does not apply to performance exams-tests which require a demonstration of practical skill. In all cases, the most recent examination score will be used.

The 90 calendar-day period is applied to the period of time between the date the last eligibility list was established and the application filing deadline for the new examination.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: REVISION OF PERSONNEL COMMISSION RULE 292.2 – CLASSIFIED MANAGEMENT
EMPLOYEES

EXPLANATION:

California Assembly Bill No. 168 prohibits employers from relying on the salary history information of as a factor in determining what salary to offer an applicant, effective January 1, 2018. To be in compliance with the law, Commission staff recommends the following changes to PC Rules 292.2.

REVISION:

292 INITIAL APPOINTMENT
292.2 CLASSIFIED MANAGEMENT EMPLOYEES

Not withstanding Section 292.1, new employees in classified management positions-employees may be placed on any step of the salary range based on consideration of education and experience ~~and current salary~~.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COMMUNITY COLLEGE POLICE LIEUTENANT

BASIC FUNCTION

Under the direction of Chief of Police, plan, organize, and supervise the operations of the Police Department at a college location; perform specialized supervisory and police work as assigned; enforce applicable federal, state, city, county and district laws, enforce rules and regulations governing use of college buildings and grounds; make arrests, write reports, testify in court, control traffic, control parking; patrol buildings, grounds and other properties of the college campus; provide for the safety and protection of students, visitors, and personnel.

DISTINGUISHING CHARACTERISTICS:

An incumbent assigned to this class is a working command officer who provides functional supervision over student aides and other department personnel as assigned. This class incumbent serves as the highest-ranking department officer on a particular District campus. Incumbents are authorized to wear a uniform, carry firearms. They are sworn peace officers as defined by the California Penal Code, Chapter 4.5 et seq.

REPRESENTATIVE DUTIES:

Supervise and participate in police activities of functions in the District as assigned by the Chief of Police. *E*

Plan police coverage for crowd and traffic control of college dances, sports events, theater productions, community service functions and similar activities; schedule student police aides to supplement traffic and crowd control and other functions and activities. *E*

Assign, coordinate, direct and review activities of subordinate officers; train and evaluate assigned staff. *E*

Supervise dispatch of or participate in patrols and special investigations; provide safety and protection of students, visitors and personnel; patrol buildings, grounds and other properties of the college campus; carry firearms. *E*

Review reports and compile data for court presentations; appear in court to present evidence and testimony in criminal cases as required. *E*

Develop and maintain departmental records, assist with preparation of departmental budget. Assure the accurate accounting of daily parking fees. *E*

Prepare various statistical and narrative reports. *E*

Perform strategic planning, propose and establish programs to improve the police mission. *E*

COMMUNITY COLLEGE POLICE LIEUTENANT (continued)

Interview students, faculty and campus personnel regarding complaints concerning citations, officer conduct and departmental policies and procedures. *E*

Act as liaison between department and campus administration and between campus and local law enforcement agencies. *E*

Train, provide work direction and guidance to officers and student police aides; evaluate performance of other officers and student police aides; assist in providing in-service training. *E*

Establish and maintain effective working relationships with students and others; provide information and direction to the public as appropriate. *E*

Conduct investigations and follow up investigations of campus incidents; prepare crime or incident reports; prepare, issue and process traffic and parking citations according to established procedures. *E*

Patrol college properties as assigned to maintain order and prevent crime; check and secure doors, rooms and buildings and safeguard equipment; inspect for vandalism, illegal entry, theft and fire; report hazardous or unusual conditions or malfunctions; extinguish small fires as necessary *E*

Respond to alarm and radio calls; apprehend violators; provide emergency first aid; check and interrogate suspicious persons; repair and install alarm systems. *E*

Receive complaint requests for assistance from students, visitors or college personnel; contact police and fire authorities as necessary; assure the safe transport of college monies. *E*

Perform other duties as defined in the Police Policy and Procedure Manual, Police Department general orders and policies of the College District. *E*

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Law enforcement and security methods and procedures. Includes applicable federal, state, city, county and district laws, rules and regulations, including laws of search, seizure and arrest, legal rights of citizens, court procedures and rules of evidence

Modern community college police manuals and procedures

Principles and practices of supervision and training

Criminal investigations techniques and procedures

Crowd control and vehicle control procedures

District organization, operations, policies and objectives

Oral and written communications skills

Correct use of English, grammar, spelling, punctuation and vocabulary

Technical aspects of field of specialty

Interpersonal skills using tact, patience and courtesy

COMMUNITY COLLEGE POLICE LIEUTENANT (continued)

ABILITY TO:

Plan, organize, supervise and participate in the operations of the college police department
Interpret, apply and enforce applicable laws, rules and regulations
Direct and conduct investigations, make arrests, file criminal complaints, detect and prevent crime
Understand and apply sound principles of college police administration
Recommend improvements in department operations and changes in policies and procedures
Prepare and present clear, concise and comprehensive oral and written reports
Plan, coordinate and supervise staff training programs
Maintain rapport with college students, staff, representatives of local law enforcement agencies and the public
Analyze situations accurately and adopt an effective course of action
Understand and follow oral and written directions
Work independently with little direction
Establish and maintain effective and cooperative working relationships with others
Meet schedules and time lines
Plan and organize work
Train and supervise personnel
Maintain records and prepare reports
Work confidentially with discretion
Communicate effectively both orally and in writing English language

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to high school graduate or have passed the General Educational Development Test, or have attained a two-year or four-year degree from an accredited college and a minimum five years service as full-time, regularly appointed peace officer in a US public law enforcement agency, including two years of such service in a lead capacity. Possess a current valid California P.O.S.T. Basic certificate.~~

Graduation from high school or evidence of equivalent educational proficiency AND seven years of service as a full time, regularly appointed peace officer in a U.S. public law enforcement agency, including four years of such service in a lead capacity.

OR

An associate degree from a recognized college or university AND six years of service as a full time, regularly appointed peace officer in a U.S. public law enforcement agency, including three years of such service in a lead capacity.

OR

A bachelor's degree from a recognized college or university AND five years of service as a full time, regularly appointed peace officer in a U.S. public law enforcement agency, including two years of such service in a lead capacity.

COMMUNITY COLLEGE POLICE LIEUTENANT (continued)

LICENSES AND OTHER REQUIREMENTS:

- Valid California P.O.S.T. Basic certificate
- Undergo and pass a physical agility test
- Obtain valid California driver's license upon employment
- Valid First Aid Certificate and CPR Certificates
- Be eligible for and apply for P.O.S.T. Supervisory Certificate within one year of appointment
- Meet requirements of California Government Code Sections 1029, 1030, 1031 et seq.
- US citizen or permanent resident alien eligible for and who has applied for such citizenship
- Be at least 18 years of age
- Undergo and pass a subjective background investigation to determine if the candidate meets department standards
- Upon receiving conditional offer of employment, pass a medical and psychological examination and meet department standards thereof
- Successfully complete department field training
- Undergo and pass polygraph examination

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor environment
- Subject to considerable physical exertion, stamina, flexibility, and potentially hazardous conditions

PHYSICAL ABILITIES:

- Reach overhead, above the shoulders and horizontally
- Stand and walk for extended periods of time
- Run, walk over uneven surfaces
- Climb stairs
- Bend at the waist, kneel or crouch
- Hear and speak to exchange information
- Lift maximum weight allowed by OSHA standards
- Safely operate motor vehicles in varied weather conditions and emergency or pursuit conditions

HAZARDS:

- Adverse weather conditions
- Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior; contact with dissatisfied or abusive individuals

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: COMMUNITY COLLEGE POLICE OFFICER I****BASIC FUNCTION**

Under the direction of the Community College Police chain of command, enforce applicable federal, state, city, county and district laws, enforce rules and regulations governing use of college buildings and grounds; make arrests, write reports, testify in court, control traffic, control parking; patrol buildings, grounds and other properties of the college district; provide for the safety and protection of students, visitors, and personnel.

DISTINGUISHING CHARACTERISTICS

This is an entry-level patrol classification of the police series. Incumbents are assigned to various shifts around the clock to provide coverage at any time of day. Incumbents work shift work. Incumbents may train, direct and supervise the activities and performance of student police cadets and other police officers based on seniority. Incumbents may wear a uniform, carry firearms. They are sworn peace officers as defined by the California Penal Code Chapter 4.5, Section 830.

REPRESENTATIVE DUTIES

Provide safety and protection of students, visitors and personnel; patrol buildings, grounds and other properties of the college campus. *E*

Issue and process traffic and parking citations according to established procedures; direct traffic on the college campuses and at special events. *E*

Investigate crimes and other incidents occurring on campus; make arrests, write reports as required; testify in court. *E*

Provide security and police services at various college functions. *E*

Patrol on foot or in a vehicle college properties as assigned to maintain order and prevent crime; check and secure doors, rooms and buildings and safeguard equipment; inspect for vandalism, illegal entry, theft and fire; report hazardous or unusual conditions or malfunctions; extinguish small fires as necessary. *E*

Respond to alarms and calls for service; apprehend violators; provide emergency first aid; check and interrogate suspicious persons. *E*

Receive complaints and requests for assistance from students, visitors or college personnel; contact other police and fire authorities as necessary. *E*

Escort campus personnel transporting college funds on campus or to off-campus repository. *E*

Control crowds at special events or other assemblies.
Establish and maintain effective working relationships with students and others; provide information and direction to the public as appropriate. *E*

COMMUNITY COLLEGE POLICE OFFICER I (continued)

Perform other duties as defined in the Police Policy and Procedures Manual, Police Department general orders and policies of the College District. *E*

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable federal, State, City, County and District laws, rules and regulations, including laws of search, seizure and arrest, legal rights of citizens, court procedure, rules of evidence and traffic laws

Criminal investigation techniques and procedures

Law enforcement and security method and procedures

Crowd control and vehicle control procedures

Courtroom procedures and witness responsibilities

Record-keeping techniques

District organization, operations, policies and objectives

Oral and written communications skills

Technical aspects of field of specialty

Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Interpret and enforce laws, rules and regulations with tact, firmness and diplomacy

Maintain rapport with college students, staff, representatives of local law enforcement agencies and the public

Analyze situations accurately and adopt an effective course of action

Organize and write clear and concise reports of factual occurrences

Interview witnesses, complainants and suspects

Conduct investigations

Understand and follow oral and written directions

Work independently with little direction

Establish and maintain effective working and cooperative relationships with others

Meet schedules and time lines

Maintain records and prepare reports

Work confidentially with discretion

Communicate effectively both orally and in writing in the English language

Utilize and maintain firearms, baton and other equipment in a safe and proper manner.

EDUCATION AND EXPERIENCE

~~Any combination equivalent to high school graduate or have passed the General Educational Development Test, or have attained a two-year or four-year degree from an accredited college or university; possess a current valid California P.O.S.T. Basic Academy certificate.~~

Graduation from high school or evidence of equivalent educational proficiency.

COMMUNITY COLLEGE POLICE OFFICER I (continued)

LICENSES AND OTHER REQUIREMENTS:

- Valid California P.O.S.T. Basic Academy certificate
- Undergo and pass a physical agility test
- Obtain valid California driver's license upon employment
- Valid First Aid Certificate and CPR Certificates
- Meet requirements of California Government Code Sections 1029, 1030, 1031 *et seq.*
- U.S. citizen or permanent resident alien eligible for and who has applied for such citizenship
- Be at least 18 years of age
- Undergo and pass a subjective background investigation to determine if the candidate meets department standards
- Upon receiving conditional offer of employment, pass a medical and psychological examination and meet department standards thereof
- Successfully complete department field training
- Undergo and pass polygraph examination

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor environment
- Subject to considerable physical exertion, stamina, flexibility, and potentially hazardous conditions

PHYSICAL ABILITIES:

- Reach overhead, above the shoulders and horizontally
- Stand and walk for extended periods of time
- Run and walk over uneven surfaces; climb stairs
- Bend at the waist; kneel or crouch
- Hear and speak to exchange information
- Lift maximum weight allowed by OSHA standards
- Safely operate a motor vehicle in varied weather conditions and emergency or pursuit conditions

HAZARDS:

- Adverse weather conditions
- Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior
- Contact with dissatisfied or abusive individuals

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COMMUNITY COLLEGE POLICE OFFICER II - SERGEANT

BASIC FUNCTION:

Under direction of the Community College Police chain of command, enforce applicable federal, state, city, county and district laws, enforce rules and regulations governing use of college buildings and grounds; make arrests, write reports, testify in court, control traffic and parking; patrol buildings, grounds and other properties of the College District; provide for the safety and protection of students, visitors, and personnel; provide functional supervision over student aides and other officers as assigned; assist superiors as directed.

DISTINGUISHING CHARACTERISTICS:

The incumbent in this class is a lead person with the working title of Sergeant. Incumbents perform duties with a high degree of independent judgment and provide functional supervision over Police Officer I's, student aides and other department personnel as assigned. Incumbents train and provide work direction over the activities of student police aides and other police officers. Incumbents in this class serve as supervisors in the absence of superior officers and when assigned. Incumbents are assigned to various shifts around the clock to provide coverage at any time of day. Incumbents work shift work. Incumbents may wear a uniform, carry firearms. They are sworn peace officers as defined by the California Penal Code Chapter 4.5 et seq.

REPRESENTATIVE DUTIES:

Provide safety and protection of students, visitors and personnel; patrol buildings, grounds and other properties of the college campus; carry firearms. *E*

Train, provide work direction and guidance to other officers and student police aides; assist in evaluating performance of other officers and student police aides; assist in providing in-service training. *E*

Act as supervisor in the absence of a superior officer. *E*

Issue and process traffic and parking citations according to established procedures; direct traffic on the campus or at special events. *E*

Assist in planning and supervising crowd and traffic control for special events such as dances, sport events and theater productions. *E*

Investigate crimes and other incidents occurring on campus; make arrests, write reports as required; testify in court. *E*

Patrol on foot or in vehicle college properties as assigned to maintain order and prevent crime; check and secure doors, rooms and buildings and safeguard equipment; inspect for vandalism,

COMMUNITY COLLEGE POLICE OFFICER II - SERGEANT (continued)

illegal entry, theft and fire; report hazardous or unusual conditions or malfunctions; extinguish small fires as necessary. *E*

Respond to alarm and radio calls; apprehend violators; provide emergency first aid; check and interrogate suspicious persons. *E*

Assist students, visitors or college personnel; contact other police and fire authorities as necessary. *E*

Provide security and police services at special events or other assemblies. *E*

Assure accurate accounting of daily parking fees; assure preventive maintenance on vehicles and life saving equipment. *E*

Escort District personnel transporting college funds as needed. *E*

Establish and maintain effective working relationships with students and others; provide information and direction to the public as appropriate. *E*

Perform other duties as defined in the Police Policy and Procedures Manual, Police Department General Orders Manual and policies of the College District. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

Applicable federal, state, city, county and district laws, rules and regulations, including laws of search, seizure and arrest, legal rights of citizens, court procedure, rules of evidence and traffic laws
Criminal investigation techniques and procedures
Law enforcement and security method and procedures
Crowd control and vehicle control procedures
Courtroom procedures and witness responsibilities
Record-keeping techniques
District organization, operations, policies and objectives
Oral and written communications skills
Technical aspects of field of specialty
Interpersonal skills using tact, patience and courtesy

ABILITIES:

Interpret and enforce pertinent laws, rules and regulations with tact, firmness and diplomacy
Maintain rapport with college students, staff, representatives of local law enforcement agencies and the public
Analyze situations accurately and adopt an effective course of action
Organize and write clear and concise reports of factual occurrences
Interview witnesses, complainants and suspects
Conduct investigation

COMMUNITY COLLEGE POLICE OFFICER II - SERGEANT (continued)

Understand and follow oral and written directions.
Work independently with little direction
Establish and maintain effective working and cooperative relationships with others
Meet schedules and time lines
Maintain records and prepare reports
Work confidentially with discretion
Communicate effectively both orally and in writing in the English language
Train and provide work directions to others

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to high school graduate or have passed the General Educational Development Test, or have attained a two-year or four-year degree from an accredited college and a minimum of three years service as full-time, regularly appointed peace officer in a U. S. public law enforcement agency with a minimum of five full-time sworn officers. Possess a current valid California P.O.S.T. Basic certificate.~~

Graduation from high school or evidence of equivalent educational proficiency AND five years of service as a full time, regularly appointed peace officer in a U.S. public law enforcement agency.

OR

An associate degree from a recognized college or university AND four years of service as a full time, regularly appointed peace officer in a U.S. public law enforcement agency.

OR

A bachelor's degree from a recognized college or university AND three years of service as a full time, regularly appointed peace officer in a U.S. public law enforcement agency.

LICENSES AND OTHER REQUIREMENTS:

Valid California P.O.S.T. Basic certificate
Undergo and pass a physical agility test
Obtain valid California driver's license upon employment
Valid First Aid Certificate and CPR Certificates
Meet requirements of California Government Code Sections 1029, 1030, 1031 et seq.
Be eligible for and apply for P.O.S.T Intermediate Certificate within one year of appointment
US citizen or permanent resident alien eligible for and who has applied for such citizenship
Be at least 18 years of age
Undergo and pass a subjective background investigation to determine if the candidate meets department standards
Upon receiving conditional offer of employment, pass a medical and psychological examination and meet department standards thereof
Successfully complete department field training
Undergo and pass polygraph examination

WORKING CONDITIONS:

| **COMMUNITY COLLEGE POLICE OFFICER II - SERGEANT (continued)**

ENVIRONMENT:

Indoor and outdoor environment

Subject to considerable physical exertion, stamina, flexibility, and potentially hazardous conditions

PHYSICAL ABILITIES:

Able to reach overhead, above the shoulders and horizontally

Stand and walk for extended periods of time

Run and walk over uneven surfaces

Climb stairs

Bend at the waist

Kneel or crouch

Hear and speak to exchange information

Lift maximum weight allowed by OSHA standards.

Safely operate motor vehicles in varied weather conditions and emergency or pursuit conditions

HAZARDS:

Adverse weather conditions

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior

Contact with dissatisfied or abusive persons

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 April 19, 2018, the following class be abolished:

Community College Police Officer – Lateral Entry

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 classification in the near future. Therefore, it may be abolished.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COMMUNITY COLLEGE POLICE OFFICER - LATERAL ENTRY

BASIC FUNCTION:

Under the direction of the Community College Police chain of command, enforce applicable federal, state, city, county and district laws, enforce rules and regulations governing use of college buildings and grounds; make arrests, write reports, testify in court, control traffic, control parking; patrol buildings, grounds and other properties of the college campus; provide for the safety and protection of students, visitors, and personnel.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other classifications in that the Community College Police Officer/Lateral Entry position is considered a lateral patrol classification of the series for incumbents who have a P.O.S.T. Basic Certificate and have completed their probation with another Police Department. Incumbents will replace existing officers who are out on leave. Assignments will be short term/ temporary. Incumbents are assigned to various shifts as part of our 24 hour per day coverage. Incumbents are authorized to wear a uniform, carry firearms and are sworn peace officers as defined by Chapter 4.5 of the California Penal Code.

REPRESENTATIVE DUTIES:

Provide safety and protection of students, visitors and personnel; patrol buildings, grounds and other properties of the college campus; carry firearms. *E*

Issue and process traffic and parking citations according to established procedures; direct traffic on the campus at special events. *E*

Investigate crimes and other incidents occurring on campus; make arrests, write reports as required; testify in court. *E*

Patrol college properties as assigned to maintain order and prevent crime; check and secure doors, rooms and buildings and safeguard equipment; inspect for vandalism, illegal entry, theft and fire; report hazardous or unusual conditions or malfunctions; extinguish small fires as necessary. *E*

Respond to alarm and radio calls; apprehend violators; provide emergency first aid; check and interrogate suspicious persons. *E*

Receive complaints and requests for assistance from students, visitors or college personnel; conduct searches as requested; contact other police and fire authorities as necessary. *E*

Escort campus personnel transporting college funds on campus or to the bank. *E*

Control crowds at special events or other assemblies. *E*

COMMUNITY COLLEGE POLICE OFFICER – LATERAL ENTRY (continued)

Establish and maintain effective working relationships with students and others; provide information and direction to the public as appropriate. *E*

Perform other duties as defined in the Police Policy and Procedures Manual, Police Department General Orders Manual. *E*

Perform related duties as assigned. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable federal, state, city, county and district laws, rules and regulations, including laws of search, seizure and arrest, legal rights of citizens, court procedure, rules of evidence and traffic laws

Criminal investigation techniques and procedures

Law enforcement and security method and procedures

Crowd control and vehicle control procedures

Courtroom procedures and witness responsibilities

Record-keeping techniques

District organization, operations, policies and objectives

Oral and written communications skills

Technical aspects of field of specialty

Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Interpret and enforce pertinent laws, rules and regulations with tact, firmness and diplomacy

Maintain rapport with college students, staff, representatives of local law enforcement agencies and the public

Analyze situations accurately and adopt an effective course of action

Organize and write clear and concise reports of factual occurrences

Interview witnesses, complainants and suspects

Conduct investigations

Understand and follow oral and written directions

Work independently with little direction

Establish and maintain effective working and cooperative relationships with others

Meet schedules and time lines

Maintain records and prepare reports

Work confidentially with discretion

Communicate effectively both orally and in writing

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduate or have passed the General Educational Development Test, or have attained a two-year or four-year degree from an accredited college and a minimum of one year service as full-time, regularly appointed peace officer in a U. S. public law enforcement agency within three years. Possess a current valid California P.O.S.T. Basic certificate.

COMMUNITY COLLEGE POLICE OFFICER – LATERAL ENTRY (continued)

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Valid First Aid Certificate and CPR Certificate
Valid P.O.S.T. Basic Certificate
Meet the requirements of Government Code Sections 1029, 1030 and 1031.
Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship; be at least 18 years of age
Be fingerprinted for the purposes of a search of local, state, and national fingerprint files to disclose any criminal record
Pass a subjective background investigation to determine if the candidate meets Department and District Standards and P.O.S.T. job dimensions
Upon conditional offer of employment pass a medical examination and psychological examination to determine if the candidate meets department standards
Successful completion of an approved P.O.S.T. Field Training Program

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment
Subject to considerable physical exertion, stamina, flexibility, and potentially hazardous conditions

PHYSICAL ABILITIES:

Reaching overhead, above the shoulders and horizontally
Standing and walking for extended periods of time
Running or walking over rough or uneven surfaces
Climbing stairs
Bending at the waist, kneeling or crouching
Hearing and speaking to exchange information
Lifting heavy objects

HAZARDS:

Adverse weather conditions
Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior
Contact with dissatisfied or abusive individuals