



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR APRIL 22, 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 – March 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. PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2019 – 2020
First review of the Personnel Commission Budget for fiscal year 2019 – 2020
9. SET PUBLIC HEARING DATE FOR FISCAL YEAR 2019 – 2020 PERSONNEL COMMISSION BUDGET
10. ESTABLISHMENT OF A CLASSIFICATION
Vice Chancellor, Human Resources
11. REVISION OF A CLASSIFICATION SPECIFICATION
Financial Aid Technician

12. ABOLISHMENT OF UNUSED CLASSIFICATIONS

Job Developer – Disabled Students
Job Developer – Mental Health

13. DISCUSSION OF JOINT BOARD OF TRUSTEES AND PERSONNEL COMMISSION MEETING

14. RECESS TO CLOSED SESSION

Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)
Title: Director of Employment Services/Personnel Commission

15. RECONVENE IN OPEN SESSION

16. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

17. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is May 16, 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.

18. 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 14, 2019 – April 17, 2019

Current Classified Selection Processes (Between 03/14/19 to 04/17/19)									
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	04/18/19
Child Development Assistant	13	MC	03/05/19	03/20/19	Training & Experience Examination /Technical Interview	03/28/19	N/A	04/19/19	04/23/19
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
Costume Technician (second attempt)	5	VC	03/27/19	05/12/19	Written/Performance Examination/Technical Interview	N/A	05/13/19 – 05/17/19	05/28/19 – 05/31/19	06/04/19
Director of Facilities, Maintenance and Operations	48	VC	03/14/19	04/11/19	Training & Experience Examination /Technical Interview	04/12/19 – 04/19/19	N/A	04/29/19	05/01/19
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
Financial Analyst	54	DAC	03/06/19	03/21/19	Written/Performance Examination/Technical Interview	N/A	04/24/19	05/06/19 – 05/10/19	05/14/19
Human Resources Analyst I	45	DAC	03/29/19	04/14/19	Written/Performance Examination/Technical Interview	N/A	04/26/19	05/16/19	05/20/19

Current Classified Selection Processes (Between 03/14/19 to 04/17/19) (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
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	04/11/19
Human Resources Technician I	125	DAC	03/15/19	03/31/19	Training & Experience Examination /Technical Interview	04/03/19 – 04/18/19	N/A	04/29/19	05/01/19
Instructional Lab Technician II – Chemistry	10	VC	04/04/19	04/21/19	Training & Experience Examination /Technical Interview	04/22/19 – 04/29/19	N/A	05/13/19 – 05/17/19	05/21/19
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
Placement Project Specialist	37	DAC	04/02/19	04/17/19	Training & Experience Examination /Technical Interview	04/18/19 – 04/26/18	N/A	05/06/19 – 05/10/19	05/14/19
Student Outreach Specialist	31	MC	02/28/19	03/14/19	Training & Experience Examination/Technical Interview	03/15/19-03/22/19	N/A	04/04/19	04/04/19
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	04/04/19	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	CANCELLED	N/A	CANCELLED	CANCELLED
Web Developer (third attempt)	13	DAC	04/10/19	04/28/19	Written/Performance Examination/Technical Interview	N/A	05/07/19	05/21/19	05/23/19

Current Classified Positions Filled (As of 04/17/19)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Babcock, Ryan	Community College Police Officer I	WCU005	DAC	Probationary (new)	04/08/19
Marin, Brenda	Office Assistant	VCU574	VC	Probationary (new)	04/15/19
Medrano, Eduardo	Instructional Lab Technician I – Learning Resources	VCU463	VC	Probationary (new)	04/01/19
Trujillo, Paris	Curriculum Technician	XCU387	OC	Probationary (promotion)	03/18/19

Current Classified Positions Pending (As of 04/17/19)			
Classification	Position Number	Location	Date List Certified
Business Office Assistant (seasonal)	MCU308	MC	03/08/19
Clinical Simulation Specialist	VCU602	VC	03/20/19
Community College Police Lieutenant	WSC003	DAC	03/15/19
Counselor Assistant	MCU420	MC	04/04/19
Custodian	XCU040	OC	04/17/19
Financial Aid Technician (bilingual)	VCU140	VC	04/15/19
Grant Director – Career and Technical Education	MMC065	MC	03/05/19
Human Resources Assistant	DCU085	DAC	04/11/19
Instructional Technologies – Designer	XCU369	OC	04/10/19
Office Assistant (bilingual)	VCU598	VC	03/21/19
Research Analyst	MCU508	MC	02/08/19
Research Analyst	XCU415	OC	04/17/19
Student Outreach Specialist	MCU525	MC	04/04/19
Student Services Assistant	MCU528	MC	04/04/19
Student Success and Support Supervisor	MSC137	MC	04/09/19
Student Success and Support Specialist II	MCU514 MCU513	MC	03/22/19

Upcoming Recruitments		
Classification	Position Number	Location
Community College Police Officer II – Sergeant	WCU011	DAC
Program Director I	DMC054	DAC

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

ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2019-2020

		2018-2019 Adopted (dollars only)	2018-2019 Projected (dollars only)	2019-2020 Budget (dollars only)
2000 CLASSIFIED SALARIES⁺ [1], [2]				
2000	Managers	103,528.60	105,609.70	105,609.70
2100	Classified	273,972.54	228,903.93	273,888.03
2322	Classified Overtime	4,000.00	4,000.00	4,000.00
2600	Supervisors	80,362.80	82,386.00	86,929.20
2700	Confidential	42,732.00	42,439.80	43,372.80
2722	Confidential Overtime	2,500.00	2,500.00	2,500.00
2810	Commission Members ^[2]	1,800.00	1,800.00	1,800.00
2900	Other Salary Offset ^[3]	18,000.00	28,000.00	18,000.00
Subtotal		526,895.94	495,639.43	536,099.73
3000 EMPLOYEE BENEFITS⁺				
3200	PERS	90,607.87	83,538.56	105,528.57
3300	OASDI & Medicare	39,031.64	36,492.49	40,996.85
3400	Health & Welfare Benefits ^[4]	266,045.70	255,550.10	274,860.09
3500	SUI	262.57	246.58	272.14
3600	Workers' Compensation	9,054.89	8,312.55	9,173.23
Subtotal		405,002.67	384,140.28	430,830.88
4000 SUPPLIES				
4200	Office Supplies	0.00	150.00	150.00
4800	Other Supplies	3,200.00	3,200.00	3,200.00
Subtotal		3,200.00	3,350.00	3,350.00
5000 SERVICES & OTHER OPERATING EXPENSES				
5110	Consultants	0.00	0.00	0.00
5211	Conferences/Staff Travel	2,000.00	2,000.00	2,000.00
5220	Mileage (local)	2,000.00	2,000.00	2,000.00
5300	Dues & Membership	1,300.00	900.00	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 2019-2020

		2018-2019 Adopted <i>(dollars only)</i>	2018-2019 Projected <i>(dollars only)</i>	2019-2020 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	12,500.00
	5649 Other Contracted Services	2,050.00	2,050.00	2,200.00
	5721 Legal Expenses	1,500.00	1,500.00	1,500.00
5800	Other Services & Operating Expenses			
	5810 Advertising	0.00	0.00	0.00
	5870 Printing and Forms	150.00	0.00	0.00
	5890 Other Expense and Services	0.00	0.00	0.00
	Subtotal	10,094.00	8,450.00	21,500.00
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		945,192.61	891,579.71	991,780.61

PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHMENT OF A CLASSIFICATION

RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Vice Chancellor, Human Resources

ANNUAL SALARY RANGE: EXECUTIVE MANAGEMENT SALARY SCHEDULE (\$193,104 - \$226,576/ANNUAL)

BACKGROUND:

Historically, the Vice Chancellor, Human Resources, position has been considered an academic management position. Per California Education Code section 87001, "(a) Academic employee' refers to a person employed by a community college district in an academic position. (b) 'Academic position' includes every type of service, excluding paraprofessional service, for which minimum qualifications have been established by the board of governors pursuant to Section 87356." Education Code section 22119.5 provides additional clarification by defining what is considered "creditable service" under the State Teachers' Retirement System (CalSTRS). Relying on section 22119.5, in 2012, CalSTRS issued Employer Information Circular Volume 28; Issue 1, entitled "*Positions Not Eligible for Creditable Service*," in which they indicated that a Director of Human Resources is not reportable to CalSTRS.

BASES OF RECOMMENDATION:

Given the concerns with regard to the Vice Chancellor, Human Resources position remaining in the academic service, it is recommended that the Personnel Commission take action to establish the classification in the classified service. A classification specification detailing the representative duties of the classification is attached to this report.

The recommended salary maintains placement at the current rate. This aligns with the classifications of College President; Vice Chancellor, Business and Administrative Services; and Vice Chancellor, Educational Services and Institutional Effectiveness.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: VICE CHANCELLOR, HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Chancellor, the Vice Chancellor, Human Resources serves as the district's chief human resources officer. The Vice Chancellor plans, directs, and administers the Human Resources Department, including labor relations, employee relations, staff diversity, contract administration, Title IX, staff development for academic and classified employees.

REPRESENTATIVE DUTIES:

Serve as the advisor to the Chancellor pertaining to human resources management, staff diversity, staff development, and employer/employee relations problems, issues and concerns. *E*

Identify, plan, and establish goals, objectives, and direction of the district human resources management, labor relations, staff diversity, liability, and staff development programs and systems. *E*

Review, analyze, and evaluate pending legislation, legal mandates, regulations, and guidelines which may affect the district's human resources related programs, functions, and activities. *E*

Plan, develop, and implement audit and evaluation procedures to ensure the human resources management, labor relations, staff diversity, liability, and staff development systems, processes, and procedures are pursued in a cost-effective and cost-beneficial manner. *E*

Plan, design, and establish employee assessment and evaluation procedures. *E*

Plan, design, implement, and continuously assess the personnel record management, storage, and retrieval system. *E*

Chair and provide leadership to the districtwide Equal Employment Opportunity (EEO) Committee and oversee associated EEO and staff diversity initiatives.

Plan, organize, and administer a comprehensive employer/employee relations program, including the conduct of negotiations with labor organizations, and the development, administration, and interpretation of collective bargaining agreements; confer with the Board of Trustees, Chancellor and management staff to develop collective bargaining proposals, policies and strategies; serve as coordinator for collective bargaining activities; design, develop, propose and implement a district plan for collective bargaining. *E*

Process classified and academic grievances according to the appropriate negotiated contract procedures; serve as liaison to labor organizations in analyzing problems and in developing alternative solutions; set up, maintain and evaluate grievance procedures, resolutions, costs, trends and related legal resources; direct and implement legal settlements and litigation involving employee discipline, legal actions and related issues, in conjunction with appropriate legal counsel; train management and other staff in procedures related to employee discipline, grievance and complaint resolution, mediation, and related legal requirements. *E*

VICE CHANCELLOR, HUMAN RESOURCES (continued)

Oversee investigation of complaints of discrimination and sexual harassment, including Title IX investigations. *E*

Conduct an annual service unit review that includes annual goal setting and use of metrics to measure success and support of ongoing institutional improvement. *E*

Review and implement hiring processes and make adjustments to assist all areas in promptly filling vacancies. *E*

Oversee the development of district employee health and welfare programs. *E*

Plan, organize, and administer the district workers' compensation and liability programs. *E*

Plan, develop and conduct related training programs. *E*

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, trends, methods, strategies, and procedures pertaining to human resource management, including labor relations, , personnel selection, employee relations, liability, benefits, contract administration, and staff development

Principles, methods, techniques, and strategies of organizational planning, control, evaluation and forecasting

Modern data management, storage, and retrieval systems

Legal mandates, board policies, operational procedures, and guidelines appropriate to the administration of a comprehensive human resources management program

Research and development methods, techniques, and strategies, including assessment and evaluation design processes

Effective communication and public and human relations strategies, methods, and techniques

California Education Code, California Government Code, and district organization, operations, policies, and objectives

Local economic conditions and demographic statistics of the community

ABILITY TO:

Interpret and apply applicable federal, State, and local policies, laws, and regulations

Develop and administer departmental goals, objectives, and procedures

Plan, organize, direct, and manage a comprehensive human resources management and staff development system

Analyze organizational problems, develop alternative solutions, and recommend and make sound and timely decisions

Accurately interpret and administer legal mandates, policies, regulations, and negotiated agreements

Effectively serve as a resource to employees pertaining to human resources-related problems, concerns, and issues

Communicate effectively in oral and written form in the simplification of complex statistical and technical information and materials

Understand and carry out oral and written directions with minimal professional direction

VICE CHANCELLOR, HUMAN RESOURCES (continued)

Conduct negotiations and contract administration

Train, supervise, and evaluate personnel

Establish and maintain effective working relationships with those contacted in the course of work

Implement and facilitate organizational change

EDUCATION AND EXPERIENCE:

Education:

A master's degree or the equivalent from an accredited college or university in business, human resources management, public administration, labor relations, or other related field

Experience:

Five years of increasingly responsible human resources management experience, including experience in employer/employee relations, employee benefit programs, staff development, or related fields with direct responsibility for one or more of the areas supervised

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FINANCIAL AID TECHNICIAN

BASIC FUNCTION:

Under the direction of the Financial Aid Officer, perform a variety of technical and clerical support duties pertaining to federal and State financial aid programs and other major functions of the Financial Aid Office.

REPRESENTATIVE DUTIES:

~~Advise students and parents on federal and State programs in accordance with regulatory statutes; assist students with the completion of applications. *E*~~

Process financial aid applications, review documents for accuracy and completeness, and prepare and maintain student records; ensure the timely processing of financial aid. *E*

Perform preliminary reviews of loan requests to ensure compliance with all federal requirements; provide loan counseling as needed. *E*

Review academic transcripts to verify courses, units completed, grade level, and compliance with Satisfactory Academic Progress Standards. *E*

Provide technical information and assistance to students, parents, staff, counselors, faculty, and administrators in the interpretation and clarification of ~~financial aid~~ federal and state programs in accordance with regulatory statutes; assist students with the completion of applications. *E*

Plan, develop, and present at financial aid workshops. *E*

Prepare and maintain a variety of records, reports, letters, and files; compile information and enter data using fully-integrated, computer-based student information systems, databases, scanning and image recording systems, and other appropriate tools; perform other clerical support duties as needed. *E*

Develop, maintain, and update financial aid webpage content, social media platforms, newsletters, publications, brochures, and other informational and promotional materials. *E*

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

Perform other duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State, institutional, and federal student financial aid assistance programs, policies, rules, and regulations, including but not limited to State Education Code, Title IV regulations, Federal Register and other applicable laws, governing financial aid programs

FINANCIAL AID TECHNICIAN (continued)

Modern office practices, procedures, equipment, and computer software applications
Use of internet to access a variety of agency records and information
Fully-integrated, computer-based student information systems
Operation of document imaging systems
Methods and techniques of record-keeping
Basic mathematical principles
Principles of report preparation
Correct English usage, grammar, spelling, punctuation, and vocabulary
Technical aspects of field of specialty
Financial aid programs for under-represented students
Interpersonal skills using tact, patience, and courtesy
Customer service and public relations methods and techniques
Oral and written communication skills
Operation of a computer and assigned software

ABILITY TO:

Interpret and explain rules, regulations, procedures, and policies regarding federal and State financial aid programs
Perform financial statistical record-keeping work for a variety of federal and State financial aid programs
Prepare and maintain reports, records, and files
Exercise sound judgment in fulfilling the responsibilities of the position
Relate to students from diverse backgrounds
Establish and maintain effective working relationships with others
Compile and review data
Type statistical information and business correspondence accurately
Operate office equipment, including a calculator, computer, copier, scanner, and document imaging software
Make arithmetic calculations quickly and accurately
Analyze situations accurately and adopt an effective course of action
Plan and organize work according to established schedules and deadlines
Work confidentially with discretion
Communicate effectively, both orally and in writing

EDUCATION AND EXPERIENCE:

An associate degree from a recognized accredited college or university AND one year of experience performing technical and/or administrative support functions in a student services area with student contact.

OR

Graduation from high school or evidence of equivalent educational proficiency AND two years of experience performing technical and/or administrative support functions in a student services area with student contact.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: ABOLISHMENT OF UNUSED CLASSIFICATIONS

RECOMMENDATION:

It is recommended that effective April 22, 2019 the following classifications be abolished:

Job Developer – Disabled Students
Job Developer – Mental Health

BASIS OF RECOMMENDATION:

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