



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR MAY 16, 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 – April 22, 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. PUBLIC HEARING OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2019-2020
9. ADOPTION OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2019-2020
10. ESTABLISHMENT OF A CLASSIFICATION
Zoo Development Specialist
11. ADVANCED SALARY STEP PLACEMENT FOR A CLINICAL SIMULATION SPECIALIST APPLICANT

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

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 June 20, 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.

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 April 18, 2019 – May 9, 2019

Current Classified Selection Processes (Between 04/18/19 to 05/09/19)									
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	04/24/19
Costume Technician (second attempt)	12	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	04/30/19
Director of Outreach	46	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 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	47	DAC	03/29/19	04/14/19	Written/Performance Examination/Technical Interview	N/A	04/26/19	05/16/19	05/20/19
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	04/30/19
Instructional Lab Technician II – Chemistry	16	VC	04/04/19	04/21/19	Training & Experience Examination /Technical Interview	04/22/19 – 04/29/19	N/A	05/14/19	05/16/19
Placement Project Specialist	42	DAC	04/02/19	04/17/19	Training & Experience Examination /Technical Interview	04/18/19 – 04/26/18	N/A	05/08/19	05/10/19
Program Director I	17	DAC	04/03/19	06/11/19	Training & Experience Examination /Technical Interview	06/12/19 – 06/17/19	N/A	06/26/19 – 07/02/19	07/05/19
Student Success and Support Specialist II (third attempt)	84	MC	04/23/19	05/08/19	Training & Experience Examination /Technical Interview	05/09/19 – 05/20/19	N/A	05/28/19 – 06/03/19	06/05/19

Current Classified Selection Processes (Between 04/18/19 to 05/09/19) (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
Vice Chancellor, Human Resources	13	DAC	04/23/19	06/09/19	Training & Experience Examination /Technical Interview	06/28/19	N/A	07/22/19 & 07/23/19	07/25/19
Web Developer (third attempt)	34	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 05/09/19)						
Employees Hired	Classification	Position Number	Location	Status	Effective Date	
Guerrero, Dalia	Office Assistant	XCU033	OC	Probationary (new)	04/29/19	
Hoffman, Michael	Grant Director, Career and Technical Education	MCU065	MC	Probationary (new)	04/22/19	
Huisenga, Andrew	Community College Police Lieutenant	WSC002	DAC	Probationary (promotion)	05/01/19	
Marin, Brenda	Office Assistant	VCU574	VC	Probationary (new)	04/15/19	
Nelson, Ann	Administrative Assistant	VCU581	VC	Voluntary Demotion	05/06/19	

Current Classified Positions Pending (As of 05/09/19)			
Classification	Position Number	Location	Date List Certified
Admissions & Records Technician	MCU401	MC	04/18/19
Administrative Assistant	VCU477	VC	05/09/19
Business Office Assistant (seasonal)	MCU308	MC	03/08/19
Child Development Assistant	MCU420	MC	04/24/19
Clinical Simulation Specialist	VCU602	VC	03/20/19
Counselor Assistant	MCU489	MC	04/04/19
Custodian	XCU040	OC	04/17/19
Director of Facilities, Maintenance and Operations	VMC075	VC	04/30/19
Director of Outreach	MMC067	MC	04/18/19
Financial Aid Technician (bilingual)	VCU140	VC	04/15/19

Current Classified Positions Pending (As of 05/09/19) (cont.)			
Classification	Position Number	Location	Date List Certified
Human Resources Assistant	DCU085	DAC	04/11/19
Human Resources Technician I	DCU167 DCU168	DAC	04/30/19
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	04/05/19
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
Grounds Maintenance Worker	MCU082	MC
Library Technician	MCU103	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
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)	2019-2020 Budget (dollars only)
2000 CLASSIFIED SALARIES⁺ [1], [2]			
2000	Managers	103,528.60	105,609.70
2100	Classified	273,972.54	273,888.03
2322	Classified Overtime	4,000.00	4,000.00
2600	Supervisors	80,362.80	86,929.20
2700	Confidential	42,732.00	43,372.80
2722	Confidential Overtime	2,500.00	2,500.00
2810	Commission Members ^[2]	1,800.00	1,800.00
2900	Other Salary Offset ^[3]	18,000.00	18,000.00
Subtotal		526,895.94	536,099.73
3000 EMPLOYEE BENEFITS⁺			
3200	PERS	90,607.87	105,528.57
3300	OASDI & Medicare	39,031.64	40,996.85
3400	Health & Welfare Benefits ^[4]	266,045.70	274,860.09
3500	SUI	262.57	272.14
3600	Workers' Compensation	9,054.89	9,173.23
Subtotal		405,002.67	430,830.88
4000 SUPPLIES			
4200	Office Supplies	0.00	150.00
4800	Other Supplies	3,200.00	3,200.00
Subtotal		3,200.00	3,350.00
5000 SERVICES & OTHER OPERATING EXPENSES			
5110	Consultants	0.00	0.00
5211	Conferences/Staff Travel	2,000.00	2,000.00
5220	Mileage (local)	2,000.00	2,000.00
5300	Dues & Membership	1,300.00	1,300.00
5500	Utilities and Housekeeping Services	0.00	0.00
5600			
	5611 Rent/Lease - Buildings	0.00	0.00
	5612 Rent/Lease – Equipment	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>	2019-2020 Budget <i>(dollars only)</i>
	5622 Maintenance/Repair–Equipment	0.00	0.00
	5641 Service Plan/Maintenance Fees/Licenses	1,094.00	12,500.00
	5649 Other Contracted Services	2,050.00	2,200.00
	5721 Legal Expenses	1,500.00	1,500.00
5800	Other Services & Operating Expenses		
	5810 Advertising	0.00	0.00
	5870 Printing and Forms	150.00	0.00
	5890 Other Expense and Services	0.00	0.00
	Subtotal	10,094.00	21,500.00
6000 EQUIPMENT			
6400	New Equipment		
	6451 Equipment – Non Inst. Computers	0.00	0.00
	6453 Equipment – Non Inst. Equipment	0.00	0.00
	Subtotal	0.00	0.00
FUND BALANCE DESIGNATED FOR PERSONNEL COMMISSION		945,192.61	991,780.61

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHMENT OF CLASS

RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Zoo Development Coordinator

ANNUAL SALARY RANGE:

\$60,168-\$82,944/annual (Classified Salary Schedule #285)

BACKGROUND: Moorpark College requested the establishment of this classification to assist in meeting the fundraising needs of America's Teaching Zoo. Since 2015, the college has been working on a robust master plan to redesign and modernize major parts of the zoo's facilities. In order to begin the renovation, the college must raise and secure substantial funding. This will require a position to oversee the long-term and day-to-day needs of a comprehensive and effective fundraising and development program.

BASES OF RECOMMENDATION: An incumbent in the proposed classification will be responsible for planning and implementing the fundraising and development activities of America's Teaching Zoo and the Exotic Animals Training and Management (EATM) program. A classification description detailing the duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary is based on internal alignment. The proposed salary for the subject classification is aligned with the Program Coordinator I classification given that both classifications are responsible for coordinating, implementing, and evaluating a broad set of activities pertaining to a program. It is appropriate to allocate the new classification to Classified Salary Schedule #285 (\$60,168-\$82,944/annual).

MA/AI

Presented to the Personnel Commission on May 16, 2019

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: ZOO DEVELOPMENT COORDINATOR

BASIC FUNCTION:

Under the general direction of the Teaching Zoo Operations Supervisor and in collaboration with the Director of Institutional Advancement, Community Relations, and Marketing, the Zoo Development Coordinator is responsible for planning and implementing the fundraising and development activities of America's Teaching Zoo and the Exotic Animals Training and Management (EATM) program.

REPRESENTATIVE DUTIES:

Develop, implement, and manage a comprehensive fund development program for the zoo and EATM program; identify and cultivate relationships with potential donors; develop methods to encourage and solicit private, corporate, and foundation support. *E*

Establish and meet annual fundraising goals; communicate the objectives, progress, and outcomes of development initiatives to the college and the community. *E*

Develop, distribute, and track marketing materials and initiatives, including ads, e-campaigns, social media posts, and search engine optimization; coordinate the collection, reporting, and analysis of website data; create and disseminate electronic and printed brochures, flyers, bulletins, newsletters and other materials. *E*

Serve as the primary spokesperson for the Zoo and EATM program; represent the Zoo and EATM program during special events, committees, and other meetings. *E*

Serve as liaison between donors, zoo development board members, and the college; maintain ongoing communication with current and potential donors and board members; recruit and administer the selection process of zoo development board members. *E*

Plan, organize, and present at various college-wide and fundraising events and activities; communicate and coordinate event responsibilities with staff; provide technical information and assistance regarding the EATM program and Zoo to individuals and large audiences. *E*

Coordinate the collection and analysis of data; participate in the preparation and submission of outreach, fundraising, and fiscal reports, program plans, progress reports, and other narrative and statistical reports. *E*

Handle, care for, train, and present domestic and non-domestic animals at the Zoo and during off-site events; capture and restrain animals as necessary for treatment and transport. *E*

ZOO DEVELOPMENT COORDINATOR (continued)

Monitor the inventory, requisitions, budget, and expenditure of funds for marketing and fundraising materials and special events. *E*

Prepare and maintain a variety of records, reports, letters, and files; compile information and enter data; create and maintain a donor database for tracking prospect and donor identification, cultivation, solicitation, participation, and recognition.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Philosophy, mission, and goals of the Zoo, EATM program, college, and the District
Goals, policies, regulations, and contractual requirements associated with the program
Principles of development and fundraising
Principles of marketing and outreach
Interpersonal skills using tact, patience and courtesy
Principles of English grammar, spelling, and composition
Principles of business letter writing and report preparation
Office productivity software applications, including word processing, spreadsheets, email, presentation software, and desktop publishing software
Methods and techniques of desktop publishing including layout, design, and printing
Principles of budget preparation and administration
Principles, practices, methods, equipment, and terminology used in the care, handling, restraint, training and presentation of animals
Technical aspects of animal care and handling, zoo keeping, and production and performance

ABILITY TO:

Use independent judgement in the interpretation and application of rules, regulations, policies, and procedures
Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving
Plan and organize work to meet changing priorities and deadlines
Learn and use emerging technologies
Establish and maintain effective relations among faculty, staff, students, and administrators, as well as the community and local educational agencies
Develop and deliver effective public presentations
Communicate effectively, both orally and in writing
Safely and humanely work with wild animals under human care

ZOO DEVELOPMENT COORDINATOR (continued)

EDUCATION AND EXPERIENCE:

An associate degree in Animal Science or related field and four years of experience in the care and handling of exotic animals

AND

Two years of experience in marketing and fundraising, fund development, or institutional advancement