



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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MEETING AGENDA FOR JUNE 26, 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 – May 16, 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. REVISION OF A CLASSIFICATION SPECIFICATION  
Costume Technician
9. TITLE CHANGE AND REVISION OF A CLASSIFICATION SPECIFICATION  
Dental Hygiene Administrative Assistant
10. RETITLE AND REVISION OF PERSONNEL COMMISSION RULES  
PC Rule 133 – Eligibility (first reading)  
PC Rule 292 – Initial Appointment (first reading)  
PC Rule 293 – Salary Step Advancements within Class for Regular Employees and Restricted Employees (first reading)  
PC Rule 298 – Reinstatement (first reading)

11. DESIGNATION OF CONTINUOUS EXAMINATIONS
12. DISCUSSION REGARDING CHANGING THE DATE OF THE AUGUST PERSONNEL COMMISSION MEETING
13. RECESS TO CLOSED SESSION  
None
14. RECONVENE IN OPEN SESSION  
N/A
15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS
16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING  
The date and time of the next scheduled meeting of the Personnel Commission is July 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.
17. ADJOURNMENT

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 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 May 13, 2019 – June 20, 2019

Current Classified Selection Processes (Between 05/13/19 to 06/20/19)									
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
Administrative Assistant	112	Districtwide	06/13/19	06/27/19	Written/Performance Examination/Technical Interview	N/A	07/08/19 – 07/12/19	07/22/19 – 07/25/19	07/29/19
Child Development Center Supervisor	3	OC	06/19/19	07/07/19	Training & Experience Examination /Technical Interview	07/08/19 – 07/11/19	N/A	07/18/19 – 07/23/19	07/25/19
Costume Technician (second attempt)	14	VC	03/27/19	05/12/19	Written/Performance Examination/Technical Interview	N/A	05/13/19 – 05/17/19	05/29/19	06/05/19
Custodian	33	Districtwide	06/07/19	06/23/19	Written/Performance Examination/Technical Interview	N/A	07/03/19	07/15/19 – 07/19/19	07/23/19
Grounds Maintenance Worker	37	MC	05/14/19	05/28/19	Written/Performance Examination/Technical Interview	N/A	06/19/19 – 06/20/19	07/09/19	07/11/19
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 Assistant – (bilingual)	149	DAC	05/29/19	06/12/19	Written/Performance Examination/Technical Interview	N/A	06/25/19 – 06/26/19	07/11/19	07/15/19
Human Resources Technician II	22	DAC	06/18/19	07/04/19	Written/Performance Examination/Technical Interview	N/A	07/12/19 – 07/18-19	07/26/19 – 08/01/19	08/05/19
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	05/15/19
Library Assistant	120	MC	05/31/19	06/14/19	Written/Performance Examination/Technical Interview	N/A	06/28/19	07/16/19	07/18/19
Library Technician	37	MC	05/10/19	05/27/19	Training & Experience Examination /Technical Interview	05/28/19 – 06/04/19	N/A	06/13/19	06/17/19
Performing Arts Center Technician I	13	VC	06/03/19	07/07/19	Training & Experience Examination /Technical Interview	07/08/19 – 07/15/19	N/A	07/22/19 – 07/26/19	07/30/19

Current Classified Selection Processes (Between 05/13/19 to 06/20/19) (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
Program Director I	60	DAC	04/03/19	06/11/19	Training & Experience Examination /Technical Interview	06/12/19 – 06/20/19	N/A	07/02/19	07/05/19
Research Analyst	24	MC	05/31/19	06/16/19	Training & Experience Examination /Technical Interview	06/17/19 – 06/24/19	N/A	07/08/19 – 07/12/19	07/16/19
Senior Accounting Technician	20	MC/VC	06/03/19	06/18/19	Training & Experience Examination /Written/Performance Examination/Technical Interview	06/28/19 – 07/03/19	06/26/19	07/10/19	07/12/19
Student Services Specialist – International Students	54	MC	05/29/19	06/13/19	Training & Experience Examination /Technical Interview	06/17/19 – 06/24/19	N/A	07/17/19	07/19/19
Student Success and Support Specialist II (third attempt)	85	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
Support Services Assistant – Disabled Students	7	MC	06/19/19	07/03/19	Training & Experience Examination /Technical Interview	07/09/19 – 07/15/19	N/A	07/24/19 – 07/30/19	08/01/19
Vice Chancellor, Human Resources	39	DAC	04/23/19	06/09/19	Training & Experience Examination /Technical Interview	06/28/19	N/A	07/30/19 & 07/31/19	08/02/19
Vice President of Business Services	12	OC	05/30/19	06/30/19	Training & Experience Examination /Technical Interview	07/01/19 – 07/08/19	N/A	07/15/19	07/17/19
Warehouse Operator	55	OC	05/31/19	06/14/19	Training & Experience Examination /Technical Interview	06/17/19 – 06/24/19	N/A	07/08/19 – 07/19/19	07/21/19
Web Developer (fourth attempt)	21	DAC	06/14/19	06/30/19	Written/Performance Examination/Technical Interview	N/A	07/09/19	07/16/19 – 07/23/19	07/25/19

Current Classified Positions Filled (As of 06/20/19)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Aguilar, Raul	Custodian	XCU040	OC	Probationary (new)	05/28/19
Ajiri, Seville	Student Outreach Specialist	MCU525	MC	Probationary (new)	06/18/19
Alivandivafa, Elisabeth	Human Resources Assistant	DCU085	DAC	Lateral Reassignment	05/13/19
Aukerman, Bradley	Admissions & Records Technician	MCU401	MC	Probationary (promotion)	06/03/19
Canola-Sanchez, Sabrina	Administrative Assistant	VCU477	VC	Transfer	06/04/19

Current Classified Positions Filled (As of 06/20/19) (cont.)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Casas, David	Financial Analyst	DCU166	DAC	Probationary (promotion)	07/01/19
Daly, Jenine	Human Resources Analyst I	DCU121	DAC	Probationary (promotion)	06/04/19
Diamantopoulou, Sofia	Research Analyst	XCU415	OC	Probationary (new)	07/15/19
Flores, Antonia	Instructional Lab Technician II – Chemistry	VCU068	VC	Probationary (new)	08/12/19
Freeman, Alicia	Human Resources Technician I	DCU168	DAC	Probationary (promotion)	05/22/19
Gaeta, Mariana	Financial Aid Technician – Bilingual	VCU140	VC	Probationary (new)	05/13/19
Genry, Laura	Instructional Technologist/Designer	XCU369	OC	Probationary (new)	06/04/19
Marcum, Cassy	Counselor Assistant	MCU489	MC	Probationary (promotion)	06/01/19
Mason, David	Placement Project Specialist	WCU071	DAC	Probationary (new)	07/01/19
Ramirez, Kelsi	Child Development Assistant	MCU420	MC	Probationary (new)	08/01/19
Ramirez, Xilen	Student Success and Support Specialist II	MCU514	MC	Probationary (new)	05/20/19
Shelly, Sunita	Human Resources Technician I	DCU167	DAC	Probationary (new)	05/22/19
Sitlington, Claudia	Student Success & Support Services Supervisor	MSC137	MC	Probationary (new)	07/15/19
Sumpter, Banea	Business Office Assistant – Seasonal	MCU308	MC	Probationary (new)	06/03/19
Wilroy, Claudia	Director of Outreach	MMC067	MC	Probationary (new)	06/17/19

Current Classified Positions Pending (As of 06/20/19)			
Classification	Position Number	Location	Date List Certified
Clinical Simulation Specialist	VCU602	VC	03/20/19
Costume Technician	VCU051	VC	06/05/19
Library Technician	MCU103	MC	06/17/19
Office Assistant (bilingual)	VCU598	VC	03/21/19
Student Success and Support Specialist II	MCU529 MCU530	MC	06/10/19

Upcoming Recruitments		
Classification	Position Number	Location
Assistant Registrar	VCU027	VC
Dental Hygiene Administrative Assistant	XCU123	OC
Evening and Weekend Activities Attendant	VCU603 VCU604	VC
Financial Aid Specialist	XCU379	OC

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

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: COSTUME TECHNICIAN

## BASIC FUNCTION:

Under ~~the general~~ supervision ~~of an assigned supervisor~~, perform skilled and technical duties related to the construction, development, and storage of stage costumes for performing arts productions; design, build and rent costumes for performing arts productions; operate and maintain the costume laboratory and theatre storage areas.

## REPRESENTATIVE DUTIES:

Design, build, rent, ~~or pull costumes or pull and prepare costumes from existing inventory~~ for performing arts productions. ~~coordinate costumes with settings, properties, lighting and actors'/actresses' needs.~~ *E*

Oversee and participate in the construction, fabrication, alteration and fitting of costumes for performing arts productions; take cast measurements; purchase appropriate fabric and/or clothing items; draft or modify patterns; cut out fabric and perform muslin and fabric fittings; construct costumes. *E*

Meet with theatrical production directors to discuss costume requirements for the production season. *E*

Read and interpret playwright's intent and characters' motivations for costume design; research and present historical style and manners. ~~by sketching or drawing designs in color.~~ *E*

~~Communicate research by sketching or drawing designs in colors.~~ *E*  
Create and revise costume plots and patterns. *E*

~~Build costumes; take measurements, draw patterns, cut and sew.~~ *E*  
~~Operate a vehicle to shop for costumes and costume materials.~~ *E*

Order and purchase items needed for costumes and constructing costumes, including supplies and equipment. *E*

Monitor, assess, and assist in development and control of budget for costumes and related materials; maintain records of expenditures. *E*

Organize and supervise ~~efficient~~ costume crews; fit costume and dress participants at rehearsals and performances. ~~assure smooth costume changes and effective maintenance.~~ *E*

~~Maintain costume collection and accessories assure security of theatre storage areas.~~ *E* Issue and receive costumes, accessories, and stage properties; store and maintain inventories of costumes and accessories; maintain inventory records and prepare periodic inventory reports; assure security of theatre storage areas. *E*

## COSTUME TECHNICIAN (continued)

~~Supervise~~ Oversee students and students ~~workers in who perform~~ tasks related to the operation and maintenance of costume equipment, materials, and accessories. *E*

Ensure proper maintenance and operation of costume shop equipment; make minor repairs to equipment and arrange repairs as needed. E

~~Make adjustments and minor repairs to sewing machin~~

Perform other related duties as assigned.

## KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

Principles and techniques of costume design and construction

Methods, materials and equipment used in the construction and reconstruction of costumes and related accessories

~~Methods, materials and equipment used in the construction and reconstruction of costumes and related accessories~~

Principles of costume maintenance, repair and storage

~~Sewing, methods~~ pattern making and pattern cutting

Methods of pattern drafting, draping, and cutting

Useful and economical fabrics and materials

Sources of fabrics, materials, and accessories

Operation, and use, ~~care and repair~~ of sewing equipment

Principles of Ccolor and design

~~Oral and written communication skills~~

Record keeping techniques

~~Interpersonal skills using tact, patience and courtesy~~

District budgeting and purchasing policies, practices, and procedures

### ABILITY TO:

Read a play and interpret the playwright's intent

Design, construct, fit, alter, maintain and coordinate costumes and accessories

Make patterns and sew costumes

Operate a variety of sewing equipment, tools, instruments, and other specialized costume production equipment

~~Operate a variety of sewing equipment, tools, and instruments, and other specialized costume production equipment~~

~~Perform mechanical repairs to sewing equipment~~

Work cooperatively with others

Work independently with little direction

Meet schedules and time lines

Train and provide work direction to others

Understand, interpret, apply and explain technical requirements and applicable safety regulations

Read, understand, and work from plans, plots, patterns, drawings, diagrams, renderings, and sketches

Understand and follow written and oral instructions

Communicate effectively, both orally and in writing

Interpersonal skills using tact, patience, and courtesy



## COSTUME TECHNICIAN (continued)

### EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: e~~Completion of two year's of coursework or training formal education in Costume Design, Fashion Design, Theater Arts, Humanities, Fashion Design or a related field ~~plus AND~~ two years of ~~costuming professional~~ experience involving the construction, fabrication, alteration, and fitting of costumes for use in performing arts productions.

### LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license or the ability to obtain a California driver license within six months of appointment

### WORKING CONDITIONS:

#### ENVIRONMENT:

~~Theatre and costume laboratory environment  
Operating a vehicle to conduct work~~

#### PHYSICAL ABILITIES:

~~Bending  
Dexterity of hands and fingers to build and pull costumes and to maintain sewing machines  
Seeing to read scripts, sew costume and observe costume crews  
Hearing and speaking to communicate with students  
Light lifting and pulling of costumes  
Reaching to store and retrieve costumes~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS  
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: TITLE CHANGE AND REVISION OF A CLASSIFICATION SPECIFICATION – DENTAL  
HYGIENE ADMINISTRATIVE ASSISTANT

**RECOMMENDATION:**

The following change of classification title is recommended:

From: Dental Hygiene Administrative Assistant                      To: Dental Assistant

**BASIS OF RECOMMENDATION:**

The above change of classification title is recommended to more accurately reflect the job. In addition, Commission staff recommends revisions to the classification specification to update the language, ensure the classification specification accurately reflects the duties assigned to the position, and ensure the minimum qualifications are appropriate.

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: DENTAL ~~HYGIENE ADMINISTRATIVE~~ ASSISTANT

## BASIC FUNCTION:

Under the ~~direction of the Division Dean and supervision of the Dental Hygiene Program functional supervision of the Dental Hygiene~~ Coordinator and administrative supervision of a dean, perform specialized ~~clerical and secretarial work front and back office duties related to the Dental Hygiene program; serve as dental receptionist, dental assistant, and record keeper~~ for the dental hygiene clinic.

## REPRESENTATIVE DUTIES:

Serve as dental receptionist, department secretary, and dental assistant. *E*

Oversee the sterilization of equipment and clinical facilities. *E*

Collect fees for clinical services; submit dental insurance forms for services rendered; ~~and~~ maintain electronic and hard-copy clinic patient records in accordance with laws and clinic procedures. *E*

~~Prepare and issue~~ dental materials and equipment for student use; ~~monitor and~~ maintain records of materials and equipment on loan to or checked out by issued to students and instructors. *E*

Maintain stock rooms, laboratories, and other assigned areas in a safe, clean, and orderly condition; ~~encourage awareness of and~~ oversee the proper use of facilities and safe practices. *E*

Assist instructors with preparing materials and supplies prior to class instruction. *E*

Prepare course materials, correspondence, letters, reports, requisitions, memos, and other materials from copy, rough draft, or oral instructions. *E*

~~Maintain~~ Update and maintain the Oxnard College Dental Hygiene Bloodborne Pathogens Exposure Control Plan and the Hazard Communication Standard documentation per Cal-/OSHA ~~bloodborne pathogen~~ regulations. *E*

Update and Maintain a variety of files and records related to radiation safety protocol and employee testing, laboratory procedures manuals, student records, ~~regarding~~ instructional materials, inventories, purchase orders and equipment repairs; ~~organize, prepare, and maintain laboratory procedures manuals~~. *E*

~~Prepare and process course materials, correspondence, and student records.~~ *E*

~~Assist program coordinator in preparation of budget~~ Generate and maintain budget and expenditure reports. *E*

Assist ~~in~~ faculty and staff with organizing and conducting student recruitment activities, including job fairs and informational workshops; ~~and~~ respond to inquiries related to program admission and requirements. ~~activities.~~ *E*

Revised ~~May 1997~~ June 2019

Established February 1997

## DENTAL ~~HYGIENE ADMINISTRATIVE~~ ASSISTANT (continued)

Train and provide work direction to student workers as assigned. E

Assist faculty and staff in the performance of infection control duties with the laboratory as appropriate.

Assist faculty and staff in the handling and disposal of chemical and biological wastes and other potentially hazardous materials according to established laws and regulations as appropriate.

Perform other ~~related~~ duties as ~~required~~ assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Principles, practices, procedures, terminology and equipment of Dental Hygiene Program

~~Health and safety regulations~~ Pertinent laws, rules, regulations, policies, and procedures relating to the Dental Hygiene clinic operations including Occupational Safety and Health Administration (OSHA), Health Insurance Portability and Accountability Act (HIPPA), and The Privacy Act

~~R~~ Principles and procedures of records-keeping techniques management, including those related to maintaining filing systems

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheet, email, database, and inventory tracking systems

Correct English usage, grammar, spelling, punctuation and vocabulary

~~Oral and written communications skills~~

Interpersonal skills using tact, patience and courtesy

Dental office procedures and practices

Proper methods of storing dental equipment, materials, and supplies

#### ABILITY TO:

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information

Operate ~~computer office~~ equipment including computers and supporting word processing and spreadsheet applications

Learn and apply techniques of precise measurement and notation

~~Assure~~ Ensure the care and security of assigned equipment, specialized materials, and supplies

~~Issue and receive equipment and supplies~~

Plan and organize work to meet changing priorities and deadlines

Train, ~~select, evaluate~~ and provide work direction to student workers

Understand and follow oral and written directions

Work independently with little direction

Communicate effectively, both orally and in writing

Establish and maintain effective working ~~and cooperative~~ relationships with others

~~Meet schedules and timelines~~

Maintain records and prepare reports

Type at an acceptable rate of speed

~~Ability to work effectively and harmoniously with colleagues, staff, students, and others~~

~~Willingness to work with students having a wide range of skills, motivation and academic or professional goals~~

~~A demonstrated ability to communicate effectively in both oral and written formats~~

### EDUCATION AND EXPERIENCE:

**DENTAL ~~HYGIENE ADMINISTRATIVE~~ ASSISTANT (continued)**

~~Any combination equivalent to: high school diploma including or supplemented by course work in computers and office technology and three years' experience as a dental receptionist/secretary and one year as a dental assistant.~~

Education: Graduation from high school or evidence of equivalent proficiency AND successful completion of an accredited dental assisting program.

Experience: Three years of experience performing front office duties in a dental office, including one year of experience performing back office duties as a dental assistant.

**LICENSES AND OTHER REQUIREMENTS:**

A Certificate in Dental Radiation Safety ~~and CPR~~

Valid BLS Certificate issued by the American Heart Association, American Red Cross, or other California board approved agency.

**~~WORKING CONDITIONS:~~**

**ENVIRONMENT:**

~~Dental Hygiene clinic & classroom environment~~

**PHYSICAL ABILITIES:**

~~Dexterity of hands and fingers to operate a variety of office and dental equipment, hearing and speaking to provide and exchange information, sitting or standing for extended periods of time, walking, bending, seeing to administer first aid and to assure accuracy of documents, and reaching to retrieve and file records. Ability to work at a desk, a conference table, or in meetings of various configurations. Ability to communicate so others will be able to clearly understand a normal conversation. Ability to lift 25 lbs.~~

**HAZARDS:**

~~Normal dental office, cleaning chemicals and disinfectants~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS  
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: RETITLE AND REVISION OF PERSONNEL COMMISSION RULE 133 – ELIGIBILITY

**EXPLANATION:**

The Personnel Commission Rules and Regulations include a section regarding retaking employment examinations. The proposed changes provide clarification for the District's examination retake policy as it pertains to exam components and reusing exam component scores. Additionally, the proposed title change clarifies the content of the rule.

**REVISION:**

**133 ELIGIBILITY EXAMINATION RETAKE POLICY**

A candidate who is unsuccessful in an examination component may not retake the same examination component for a period of ninety (90) calendar days provided the ~~examination consists of~~ exam components ~~that are is~~ comprised of essentially the same questions or problems. This provision does not apply to the evaluation of minimum qualifications and other entrance requirements stated in the classification specification. ~~performance 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.

An applicant who, under the provisions of this rule, is prohibited from retaking an exam component shall be permitted to compete in the examination for another classification provided the score most recently obtained for the exam component is used.

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 – INITIAL APPOINTMENT;  
REVISION OF PERSONNEL COMMISSION RULE 293 – SALARY STEP  
ADVANCEMENTS WITHIN CLASS FOR REGULAR EMPLOYEES AND RESTRICTED  
EMPLOYEES;  
AND REVISION OF PERSONNEL COMMISSION RULE 298 – REINSTATEMENT

EXPLANATION:

The Director of Employment Services/Personnel Commission proposes that Personnel Commission Rule 298 be revised to address situations where employees are reemployed or rehired into the classified service. The current language only covers reinstatement. Additionally, changes to Personnel Commission rules 292 and 293 are proposed to improve the clarity of such language.

REVISIONS:

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**292.3 LIMITED-TERM AND PROVISIONAL CLASSIFIED EMPLOYEES**

Employees who are serving in limited-term or provisional assignments shall be placed on the first step of the salary ~~schedule-range~~ of the assigned classification. Regular employees who are serving in limited-term or provisional assignments in a higher classification shall be placed on the first step of the salary ~~schedule-range~~ of the assigned classification or the step of ~~the~~ **higher** salary ~~schedule-range of the assigned classification~~ that provides them with at least a one-step increase in salary (whichever is higher). Former regular classified employees who are serving in limited-term or provisional assignments in the same classification or a lower classification in which the employee formerly held permanent status, or in a lower classification in the same classification series, shall be placed ~~on the first step of the salary schedule of the assigned classification or~~ on the step of the salary ~~schedule-range~~ that is nearest to but not higher than the employee's salary at the time of separation of employment from their regular assignment with consideration given to increases applied to the salary schedule since the time of separation ~~(whichever is higher)~~. ~~Increases that have been applied to the salary schedule following separation from employment may be taken into consideration in determining salary placement.~~

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**293.1 RULES THAT APPLY TO ALL SALARY MOVEMENTS**

Eligibility ~~for~~ salary advancement requires the employee to have rendered service in a paid status for a minimum of one-half of the total working days computed on a monthly basis. Unpaid leaves of

absence do not count unless otherwise provided for by state or federal legislation for some military personnel.

Appointments shall be considered effective as of the first calendar day of the month when the first day of service in a class falls on the first working day of the month.

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298 **REINSTATEMENT, REEMPLOYMENT, AND REHIRE**

298.1 **REINSTATEMENT AND REEMPLOYMENT**

Reinstatement or reemployment of a former permanent employee in the same classification within thirty-nine (39) months or sixty-three months (63) months, as appropriate, of separation will be at the same salary step established at the time of separation. If reinstated or reemployed in a lower classification in which the employee formerly held permanent status or a lower classification in the same classification series, the employee shall be placed on the step of the salary range that is nearest to but not higher than the employee's salary at the time of separation of employment from their regular classified assignment. Consideration will be given to increases applied to the salary schedule since the time of separation. attained at the time of separation.

298.2+ **REINSTATEMENT FROM VOLUNTARY DEMOTION**

An employee who is reinstated to his/her former higher classification after a voluntary demotion shall be placed on the salary schedule-range for the higher classification at the step he/she held at time of demotion provided the compensation level is equal or greater than their current earnings. If that step is not equal to or greater than their current earnings, the employee will be placed on that step in their original classification that will provide them with equal or greater pay than their current earnings.

298.3 **REHIRE**

A former regular classified employee who is rehired from an eligibility list shall be placed on the step of the salary range that is nearest to, but not higher than, the employee's salary attained at the time of separation from a regular classified assignment with consideration given to increases applied to the salary schedule since the time of separation. If Rule 292 INITIAL APPOINTMENT provides for higher placement, the employee will be placed on the range in accordance with Rule 292.



SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

**FROM:** MICHAEL ARNOLDUS  
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

**SUBJECT:** DESIGNATION OF CONTINUOUS EXAMINATIONS

**EXPLANATION:**

California Education Code §88111 provides for the continuous examination of applicants for classifications of positions which the Commission determines cannot be practicably filled by promotional examination only. The Ventura County Community College District does not conduct any classified examinations on a promotional-only basis.

Some job classifications present special recruitment and selection challenges because of a high attrition rate or and/or scarcity of qualified applicants to fill positions. In addition, it may be in the best interest of the District to continuously recruit for key positions to enable top talent to be recruited and placed on an eligibility list without waiting for the list to expire or become exhausted.

**RECOMMENDATION:**

The Director of Employment Services/Personnel Commission recommends that all classified examinations be designated as continuous to provide the Director of Employment Services/Personnel Commission with the option of administering examinations on a continuous basis as warranted.