



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR JULY 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 – May 25, 2018
5. **CORRESPONDENCE**
6. **OLD BUSINESS**
Salary Reallocations
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
 - D. Commissioners' Reports
8. **RECESS TO CLOSED SESSION**
Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)
Title: Director of Employment Services/Personnel Commission
9. **RECONVENE IN OPEN SESSION**
10. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

11. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

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

12. 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 19, 2018 – July 13, 2018

Current Classified Selection Processes (Between 05/19/18 to 07/13/18)									
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
Admissions and Records Technician	122	OC/MC	06/06/18	06/20/18	Training & Experience Evaluation/Technical Interview	06/27/18	N/A	07/27/18	07/31/18
Community College Police Officer II – Sergeant	2	DAC	07/11/18	07/26/18	Training & Experience Evaluation/Technical Interview	TBD	N/A	TBD	TBD
Financial Aid Specialist	37	MC	06/11/18	06/25/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	07/26/18	07/30/18
Human Resources Analyst I	36	DAC	06/11/18	07/01/18	Training & Experience Evaluation/Technical Interview	N/A	07/25/18	TBD	TBD
Instructional Lab Tech II – Nursing	5	MC/VC	05/30/18	07/04/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	TBD	TBD
Locksmith	7	MC	03/12/18	07/16/18	Training & Experience Evaluation/Technical Interview	TBD	N/A	TBD	TBD
Performing Arts Center Technician I	15	MC	06/21/18	07/08/18	Training & Experience Evaluation/Technical Interview	TBD	N/A	TBD	TBD
Senior Administrative Assistant (second administration)	56	MC	03/09/18	03/25/18	Written Test/Technical Interview	N/A	05/31/18 & 06/01/18	06/26/18	06/28/18
Student Services Assistant	197	MC	04/10/18	04/25/18	Written Test/Technical Interview	N/A	05/04/18 – 05/09/18	05/22/18	05/23/18
Tutorial Services Specialist II	39	OC	06/04/18	06/18/18	Training & Experience Evaluation/Technical Interview	07/11/18	N/A	08/03/18	08/07/18

Current Classified Positions Filled (As of 07/13/18)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Conni Bittinger	Senior Administrative Assistant	MCU471	MC	Transfer	06/04/18
Jenine Daly	Human Resources Assistant	DCU085	DAC	Voluntary Demotion	05/29/18
John Habal	Assessment Specialist	XCU425	OC	Probationary (promotion)	07/01/18
Veronica Isais	Office Assistant	VCU500	VC	Transfer	06/25/18
Cassandra Marcum	Student Success and Support Specialist II	XCU424	OC	Probationary (promotion)	07/01/18
Gretl Miller	Academic Data Specialist	MCU435	MC	Probationary (new)	06/04/18
Graciela Sanchez	Financial Aid Specialist (Bilingual)	MCU523	MC	Transfer	06/18/18
James Schuelke	Director of Institutional Advancement, Community Relations, and Marketing	MMC064	MC	Probationary (new)	06/14/18
Jillian Sturek	Executive Assistant to the Director of Employment/Personnel Commission	DCC126	DAC	Reinstatement	07/09/18
Paris Trujillo	Office Assistant	XCU033	OC	Probationary (new)	06/04/18
Daniel Watkins	Associate Vice Chancellor, Information Technology	WMC004	DAC	Probationary (new)	07/02/18

Current Classified Positions Pending (As of 07/13/18)			
Classification	Position Number	Location	Date List Certified
Senior Administrative Assistant	MCU506	MC	06/27/18
Student Services Assistant	MCU521	MC	05/31/18
Student Services Assistant	VCU595	VC	05/23/18

Upcoming Recruitments		
Classification	Position Number	Location
Career Services Specialist	MCU357	MC
Costume Technician	VCU051	VC
Counselor Assistant	MCU524 XCU423	MC OC
Custodial Supervisor	XSC038	OC
Budget Director	DMC049	DAC
Electrician	MCU064	MC
Human Resources Analyst II (fourth administration)	DCU138	DAC
Placement Project Specialist	MCU516	MC
Instructional Lab Technician I – Culinary Arts & Restaurant Management	XCU067	OC
Physical Education / Athletic Equipment Manager	VCU116	VC
Proctor	VCU555	VC
Program Coordinator I	DCU163 VCU591 VCU590	DAC VC
Program Coordinator II – Career Center	VCU555	VC
Student Outreach Specialist	MCU525	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Data Analyst	DAC	05/24/17	Complete
Student Outreach Specialist	MC	05/09/18	In progress