



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR AUGUST 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 – July 3, 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. ESTABLISHMENT OF A NEW CLASSIFICATION
Zoo Development Coordinator
9. EXTENSION OF OUT-OF-CLASS ASSIGNMENTS
Director of Employment Services/Personnel Commission
Director of Employee Relations and Human Resources Operations
10. RECESS TO CLOSED SESSION
None

11. RECONVENE IN OPEN SESSION

N/A

12. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

13. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is September 19, 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.

14. 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 June 29, 2019 – August 19, 2019

Current Classified Selection Processes (Between 06/29/19 to 08/19/19)									
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	203	Districtwide	06/13/19	06/27/19	Written/Performance Examination/Technical Interview	N/A	07/08/19 – 07/12/19	08/21/19	08/23/19
Assistant Registrar	120	VC	06/25/19	08/06/19	Training & Experience Examination /Technical Interview	08/15/19 – 08/21/19	N/A	09/03/19 – 09/11/19	09/13/19
Child Development Center Supervisor	24	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
Community College Police Officer I	30	Districtwide	07/29/19	08/12/19	Written/Performance Examination/Technical Interview	N/A	08/20/19	09/04/19	09/06/19
Custodian	51	Districtwide	06/07/19	06/23/19	Written/Performance Examination/Technical Interview	N/A	07/03/19	07/23/19	07/25/19
Dental Assistant	14	OC	07/08/19	07/22/19	Technical Interview	N/A	N/A	08/07/19	08/09/19
Evening and Weekend Activities Attendant	26	VC	07/03/19	07/21/19	Training & Experience Examination /Technical Interview	07/24/19 – 07/29/19	N/A	08/12/19	08/14/19
Executive Assistant to the Vice Chancellor (Confidential)	58	DAC	08/05/19	08/19/19	Written/Performance Examination/Technical Interview	N/A	08/28/19 – 08/30/19	09/11/19	09/13/19
Financial Aid Specialist	55	OC	06/26/19	07/18/19	Training & Experience Examination /Technical Interview	07/19/19 – 07/23/19	N/A	07/29/19	07/31/19
Grant Accounting / Administrative Assistant	15	OC	08/15/19	08/29/19	Written/Performance Examination/Technical Interview	N/A	09/09/19 – 09/10/19	09/23/19 – 09/27/19	10/01/19
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 Assistant – (bilingual) (second attempt)	119	DAC	08/05/19	08/20/19	Written/Performance Examination/Technical Interview	N/A	09/03/19 – 09/05/19	09/13/19	09/17/19

Current Classified Selection Processes (Between 06/29/19 to 08/19/19) (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 Technician II	100	DAC	06/18/19	07/04/19	Written/Performance Examination/Technical Interview	N/A	07/12/19 – 07/18/19	07/31/19	08/02/19
Instructional Lab Tech II – Nursing	7	MC	07/03/19	08/28/19	Technical Interview	N/A	N/A	09/09/19 – 09/13/19	09/17/19
Instructional Lab Tech II – Sciences	8	OC	08/07/19	08/21/19	Technical Interview	N/A	N/A	09/04/19 – 09/10/19	09/12/19
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
Office Assistant (Bilingual)	123	VC	07/08/19	07/23/19	Written/Performance Examination/Technical Interview	N/A	07/31/19 – 08/06/19	08/21/19	08/23/19
Performing Arts Center Technician I	24	VC	06/03/19	07/07/19	Training & Experience Examination /Technical Interview	07/08/19 – 07/15/19	N/A	07/26/19	07/30/19
Physical Education – Athletic Equipment Manager	33	MC	08/02/19	08/18/19	Written/Performance Examination/Technical Interview	N/A	08/19-19 – 08/22/19	09/05/19	09/10/19
Program Director I	60	DAC	04/03/19	06/11/19	Training & Experience Examination /Technical Interview	06/12/19 – 06/20/19	N/A	07/18/19	07/24/19
Registrar	35	VC	06/25/19	08/06/19	Training & Experience Examination /Technical Interview	08/15/19 – 08/21/19	N/A	09/03/19-09/11/19	09/13/19
Research Analyst	41	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
Senior Administrative Assistant	86	MC	07/11/19	07/28/19	Written/Performance Examination/Technical Interview	N/A	08/05/19 – 08/09/19	08/19/19	08/23/19
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
Support Services Assistant – Disabled Students	58	MC	06/19/19	07/03/19	Training & Experience Examination /Technical Interview	07/09/19 – 07/15/19	N/A	07/30/19	08/01/19
Systems Administrator	23	Districtwide	07/23/19	08/07/19	Training & Experience Examination /Technical Interview	08/09/19 – 08/19/19	N/A	09/04/19	09/06/19

Current Classified Selection Processes (Between 06/29/19 to 08/19/19) (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 President of Business Services	20	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	06/20/19 – 06/25/19	N/A	07/17/19	07/22/19
Web Developer (fourth attempt)	41	DAC	06/14/19	06/30/19	Written/Performance Examination/Technical Interview	N/A	Cancelled	Cancelled	Cancelled

Current Classified Positions Filled (As of 08/19/19)						
Employees Hired	Classification	Position Number	Location	Status	Effective Date	
Alivandivafa, Lisette	Administrative Assistant	MCU500	MC	Reinstatement	08/07/19	
Avina Cervantes, Rocio	Technical Data Specialist	MCU146	MC	Reinstatement	07/29/19	
Barajas, Osbaldo	Grounds Maintenance Worker	MCU082	MC	Probationary (new)	08/19/19	
Barton, Kelly	Human Resources Assistant	DCU085	DAC	Probationary (new)	08/19/19	
Casas, David	Financial Analyst	DCU166	DAC	Probationary (promotion)	07/01/19	
Diamantopoulou, Sofia	Research Analyst	XCU415	OC	Probationary (new)	07/15/19	
Faulkner, Catherine	Clinical Simulation Specialist	VCU602	VC	Probationary (new)	07/15/19	
Fernandez, Imelda	Student Success and Support Specialist II	XCU424	OC	Probationary (promotion)	08/01/19	
Flores, Antonia	Instructional Lab Technician II – Chemistry	VCU068	VC	Probationary (new)	08/12/19	
Gonzalez, Adriana	Student Success and Support Specialist II	MCU530	MC	Probationary (new)	08/26/19	
Houston-Mudd, Ruth	Library Technician	MCU103	MC	Probationary (new)	07/15/19	
Kiraly, Justin	Senior Accounting Technician	MCU498	MC	Probationary (promotion)	08/05/19	
Luna, Imelda	Administrative Assistant (Bilingual)	VCU526	VC	Transfer	07/15/19	
Lynch, Marisa	Human Resources Technician II	DCU014	DAC	Probationary (new)	08/19/19	
Mason, David	Placement Project Specialist	WCU071	DAC	Probationary (new)	07/01/19	
Medrano, Tisa	Office Assistant	VCU584	VC	Transfer	08/12/19	

Current Classified Positions Filled (As of 08/19/19) (cont.)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Montenegro Gonzalez, Karla	Student Success and Support Specialist II	MCU534	MC	Reassignment	08/19/19
Pennington, Tracy	Senior Accounting Technician	VCU562	VC	Probationary (promotion)	08/01/19
Perez, Ariane	Office Assistant	XCU429	OC	Probationary (new)	07/29/19
Pineda, Emily	Admissions & Records Technician	XCU006	OC	Probationary (new)	08/26/19
Ramirez, Kelsi	Child Development Assistant	MCU420	MC	Probationary (new)	08/01/19
Rodriguez, Jesus	Warehouse Operator	XCU098	OC	Probationary (promotion)	08/13/19
Sitlington, Claudia	Student Success & Support Services Supervisor	MSC137	MC	Probationary (new)	07/15/19
Sumpter, Banea	Senior Accounting Technician	MCU431	MC	Probationary (promotion)	08/05/19
Trivett, Coleen	Costume Technician	VCU051	VC	Probationary (new)	08/12/19
Wheatley, Anne	Student Success and Support Specialist II	MCU529	MC	Probationary (new)	09/10/19
Zulmai, Mohammed	Custodian	XCU045	OC	Probationary (new)	07/01/19

Current Classified Positions Pending (As of 08/19/19)			
Classification	Position Number	Location	Date List Certified
Dental Assistant	XCU123	OC	08/08/19
Evening and Weekend Activities Attendant	VCU603 VCU604	VC	08/13/19
Financial Aid Specialist	XCU379	OC	08/05/19
Library Assistant	MCU380	MC	07/18/19
Office Assistant (bilingual)	VCU598	VC	03/21/19
Performing Arts Center Technician I	VCU568	VC	07/31/19
Program Director I	DMC054	DAC	07/25/19
Research Analyst	MCU508	MC	08/15/19
Student Services Specialist – International Students	MCU145	MC	07/22/19
Support Services Assistant – Disabled Students	MCU533	MC	07/31/19

Current Classified Positions Pending (As of 08/19/19) (cont.)			
Classification	Position Number	Location	Date List Certified
Vice President of Business Services	XMC065	OC	08/07/19

Upcoming Recruitments		
Classification	Position Number	Location
Student Services Specialist – Information Center	XCU410	OC
Tutorial Services Specialist II	MCU535	MC
Vice Chancellor, Human Resources	DMC055	DAC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Executive Assistant, Office of the Personnel Commission (Confidential)	DAC	02/20/19	In Progress
Accounting Technician	DAC	06/11/19	In Progress

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 August 22, 2019

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: ZOO DEVELOPMENT COORDINATOR

BASIC FUNCTION:

Under the general direction of the Teaching Zoo Operations Supervisor and under the guidance of 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*

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

ZOO DEVELOPMENT COORDINATOR (continued)

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.

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.

E = Essential duties

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 EATM program

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

ZOO DEVELOPMENT COORDINATOR (continued)

EDUCATION AND EXPERIENCE:

An associate degree from a recognized college or university and four years of experience in institutional fundraising, fund development, institutional advancement, or marketing.

OR

A bachelor's degree from a recognized college or university and three years of experience in institutional fundraising, fund development, institutional advancement, or marketing.

OR

A bachelor's degree in marketing, business administration, public relations or closely related field and two years of experience in institutional fundraising, fund development, institutional advancement, or marketing.

Additionally, an associate degree in Animal Science or related field and experience in the care and handling of exotic animals is preferred.