



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR SEPTEMBER 20, 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 – August 16, 2018
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
 - D. Commissioners' Reports
8. **REVISION OF PERSONNEL COMMISSION RULES – SECTION 240 TRANSFERS AND REASSIGNMENTS (SECOND READING)**
9. **ABOLISHMENT OF UNUSED CLASSIFICATIONS**
 - A. Bookstore Cashier
 - B. Bookstore Cashier (seasonal)
 - C. Bookstore Stock Assistant (seasonal)
 - D. College Bookstore Manager
 - E. Community Services Specialist

10. **2017 – 2018 PERSONNEL COMMISSION ANNUAL REPORT**
11. **TEMPORARY DOWNGRADE OF A HUMAN RESOURCES ANALYST II POSITION IN THE HUMAN RESOURCES DEPARTMENT TO ADDRESS STAFFING CHALLENGES**
12. **DISCUSSION OF PERSONNEL COMMISSIONER SELECTION PROCESS**
Joint appointment of a Personnel Commissioner effective December 2018
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 October 18, 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.
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 August 11, 2018 – September 14, 2018

Current Classified Selection Processes (Between 08/11/18 to 09/14/18)									
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
Administrative Assistant, Chancellor's Office (Confidential)	25	DAC	09/12/18	09/27/18	Performance Examination/Technical Interview	N/A	10/08/18 – 10/12/18	10/29/18 – 11/02/18	11/07/18
Budget Director	16	DAC	07/18/18	08/07/18	Technical Interview	N/A	N/A	08/30/18	09/04/18
Career Services Specialist	64	MC	08/21/18	09/06/18	Training & Experience Evaluation/Technical Interview	09/14/18	N/A	10/04/18	10/09/18
Community College Police Officer II – Sergeant	2	DAC	07/11/18	07/26/18	Technical Interview	N/A	N/A	08/21/18	08/24/18
Custodial Supervisor	25	OC	08/14/18	08/29/18	Training & Experience Evaluation/Technical Interview	09/17/18	N/A	09/26/18	10/01/18
Electrician	15	MC	07/24/18	08/08/18	Technical Interview	N/A	N/A	08/22/18	08/27/18
Human Resources Analyst I	36	DAC	06/11/18	07/01/18	Written Examination/Technical Interview	N/A	08/15/18	08/24/18	08/28/18
Instructional Lab Tech I – Culinary Arts & Restaurant Management	10	OC	08/03/18	08/19/18	Training & Experience Evaluation/Technical Interview	08/21/18	N/A	09/04/18	09/07/18
Locksmith	8	MC	03/12/18	07/16/18	Technical Interview	N/A	N/A	09/25/18	09/28/18
Performing Arts Center Technician I	15	MC	06/21/18	07/08/18	Training & Experience Evaluation/Technical Interview	08/23/18	N/A	09/13/18	09/17/18
Program Coordinator I	68	DAC/VC	07/23/18	08/07/18	Training & Experience Evaluation/Technical Interview	09/21/18	N/A	10/02/18	10/05/18
Proctor	42	VC	09/07/18	09/22/18	Written Examination/Technical Interview	N/A	10/01/18 – 10/05/18	10/15/18 – 10/19/18	10/24/18

Current Classified Selection Processes (Between 08/11/18 to 09/14/18) (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
Student Outreach Specialist	95	VC	08/22/18	09/07/18	Training and Experience Evaluation/Technical Interview	09/17/18	N/A	10/01/18	10/04/18
Student Services Assistant	42	MC	09/07/18	09/22/18	Written Examination/Technical Interview	N/A	10/08/18 – 10/12/18	10/22/18 – 10/26/18	10/31/18

Current Classified Positions Filled (As of 09/14/18)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Ayala, Lisa	Office Assistant	DCU068	DAC	Reemployment	08/13/18
Clark, Jennifer	Budget Director	DMC049	DAC	Probationary (promotion)	09/13/18
Harold, Tara	Admissions & Records Technician	XCU404	OC	Probationary (new)	09/10/18
Jimenez-Martinez, Haida	Student Success and Support Specialist II	XCU419	OC	Probationary (promotion)	08/20/18
Lacson, Ronillo	Tutorial Services Specialist II	XCU052	OC	Probationary (new)	09/24/18
Luna, Imelda	Administrative Assistant	MCU500	MC	Reinstatement	09/03/18
Sotoun, Borasmy	Student Services Assistant	VCU595	VC	Probationary (new)	08/13/18

Current Classified Positions Pending (As of 09/14/18)

Classification	Position Number	Location	Date List Certified
Admissions & Records Technician	MCU006	MC	08/13/18
Budget Director	DMC049	DAC	08/31/18
Community College Police Officer II – Sergeant	WCU011	VC	08/24/18
Custodian	VCU055	VC	08/28/18
Custodian	VCU066	VC	08/28/18
Electrician	MCU064	MC	08/24/18
Human Resources Analyst I	DCU121	DAC	08/28/18

Current Classified Positions Pending (As of 09/14/18) (cont.)			
Classification	Position Number	Location	Date List Certified
Instructional Lab Tech I – Culinary Arts & Restaurant Management	XCU067	OC	09/06/18

Upcoming Recruitments		
Classification	Position Number	Location
Accounting Technician	XCU356	OC
Costume Technician	VCU051	VC
Counselor Assistant	MCU524	MC
Curriculum Technician	XCU387	OC
Grant Accounting/Administrative Assistant	XCU421	OC
Graphic Designer	DCU164	DAC
Human Resources Analyst II (fourth administration)	DCU138	DAC
Instructional Lab Tech II – Biology	MCU091	MC
Instructional Lab Technician II - Nursing	VCU594	VC
Instructional Lab Technician II – Physical and Applied Sciences	VCU097	VC
Physical Education / Athletic Equipment Manager	VCU116	VC
Program Coordinator II – Career Center	VSC154	VC
Zoo Operations Assistant	MCU462	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Student Outreach Specialist	MC	05/09/18	On hold
Office Assistant	MC	08/03/18	On hold

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION
SUBJECT: AMENDMENT OF PERSONNEL COMMISSION RULES SECTION 240

EXPLANATION:

The Rules of the Personnel Commission Rules for Classified Employees include a section regarding lateral reassignments as they pertain to serving a probationary period (PC Rule 242.1). However, a rule defining what constitutes a lateral reassignment and the process by which they are approved is not currently found in the handbook. The proposed revision of PC Rule 242 addresses this issue. Rule 241 was also revised to reflect the current practice with regard to transfer announcements and tracking.

REVISION:

SECTION 240 – TRANSFERS AND LATERAL REASSIGNMENTS

241 TRANSFER

All transfers of employees must be certified by the Personnel Director and approved by the Governing Board. No increase in salary shall accompany a transfer. ~~Some vacancies will be filled immediately from existing eligibility lists. Therefore, employees who want to be considered for transfer should have a written request on file with the Office of the Personnel Commission. The written request will be valid for one (1) year from date of submission.~~

Notice for all vacant positions for which a valid eligibility list is on file will be provided via email to eligible classified employees no less than five working days before the referral of lists of candidates is sent to the appropriate supervisor. Employees interested in transferring or being reassigned to a vacant position will be considered as having filed a timely application if it is received in the Office of the Personnel Commission by the deadline posted in the announcement.

242 LATERAL REASSIGNMENTS

A lateral reassignment is a change from one classification to a related classification on the same salary range. Employees requesting a lateral reassignment must meet the minimum qualifications of the new classification. Determination of whether classifications are sufficiently related to permit reassignment between them shall be based upon the similarity of duties, similarity of occupation fields, and the similarity of the examination processes, as determined by the Personnel Director.

2432 PROBATIONARY PERIOD – FOLLOWING AFTER TRANSFERS OR AND REASSIGNMENTS

A probationary period is not required for transfers or reassignments; however, courtesy evaluations are provided within the first six (6) months to facilitate communication and work

expectations. [Lateral reassignments to different classifications must serve a probationary period.](#)

242.1 LATERAL REASSIGNMENTS

~~Lateral reassignments to different classifications must serve a probationary period.~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: ABOLISHMENT OF UNUSED CLASS

RECOMMENDATION:

It is recommended that effective September 21, 2018, the following class be abolished:

Bookstore Cashier
Bookstore Cashier (seasonal)
Bookstore Stock Assistant (seasonal)
College Bookstore Manager
Community Services Specialist

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, it may be abolished.

Personnel Commission Responsibilities

- Ensures employees are hired in accordance with Commission rules and Merit System law based on merit and fitness and without favoritism.
- Protects applicants and employees from discriminatory requirements.
- Ensures objective, job-related tests.
- Provides for the establishment of eligibility lists.
- Provides for announcements of job vacancies for employees and the public.
- Classifies or reclassifies positions.
- Recommends salary schedules consistent with the principle of like pay for like service.
- Investigates and hears appeals of permanent employees who have been suspended, demoted, or dismissed.

Personnel Commission Meetings

Regularly scheduled meetings of the Personnel Commission are held at 5:30 p.m. on the third Thursday of each month. Rules, agendas, and minutes are posted to our web site:

<http://www.vcccd.edu/departments/human-resources/personnel-commission>

The Personnel Commission web site provides useful information, including the annual budget; Commission rules; schedule, agendas, and minutes of meetings; and a staff directory.

The Ventura County Community College District

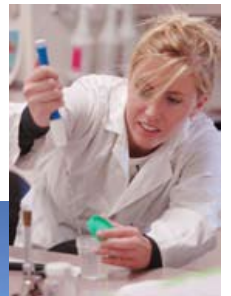
As part of the 115-campus California Community College system, the Ventura County Community College District offers programs in general education for transfer to four-year universities, occupational and vocational fields, developmental programs, guidance assistance, community service and continuing education programs, and provides opportunities to engage in co-curricular campus activities. The District currently serves approximately 48,300 students through its three colleges: Moorpark College, Oxnard College, and Ventura College.

The District is located in Ventura County, approximately 50 miles north of Los Angeles. It is bordered by the Santa Barbara County to the northwest, Kern County to the north, and Los Angeles County to the south. The sandy beaches of the Pacific Ocean border most of the western edge of Ventura County.

The District Administrative Center is located in Camarillo and serves Ventura College, founded in 1925, which makes it one of the oldest community colleges in California; Moorpark College, which was established by Board of Trustees action in 1963 and opened its doors four years later and is situated on 134 acres in the foothills between Moorpark and Simi Valley; and Oxnard College, which was established in 1975 and serves the cities of Oxnard, Camarillo, and Port Hueneme.



**761 E. Daily Drive
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www.vcccd.edu**



**Ventura County
Community College District
Merit System**

California Assembly Bill 999, known as the Merit System, was established and enacted into law in 1935. Through the Education Code, the bill provides statutory protection to classified employees against politically or personally motivated employment, promotion, discipline, or dismissal actions.

The Ventura County Community College District's Merit System and its Personnel Commission were established in 1962 when the District formally separated from the Ventura Unified School District.

The Merit System consists of rules and procedures administered by the Personnel Commission. Education Code Section 88080 states the rules and regulations adopted by the Personnel Commission shall apply to all classified employees and provides procedures to be followed by the Governing Board as they pertain to the classified staff.

The Merit System assures fair and equitable treatment in all personnel management matters without regard to politics, race, color, religion, national origin, sex, marital status, age, or disabling condition, and with proper regard for individual privacy and constitutional rights.

The Personnel Commission prescribes, amends, and interprets rules and regulations to ensure the efficiency of the classified service. It conducts recruitments from all segments of society and advancement based on ability, knowledge, and skill. It also provides for the selection and retention of classified employees upon a basis of merit and fitness.

Finally, the Personnel Commission maintains a classification plan that groups positions into classes on the basis of duties and responsibilities assigned by the Governing Board.

The Personnel Commission is proud of its online application process. Job seekers may apply for any open positions using links directly from VCCCD's web site or at the following link:

<https://www.governmentjobs.com/careers/vcccd>

Paper applications are not accepted.

Classified Actions			
	<u>2015- 2016</u>	<u>2016- 2017</u>	<u>2017- 2018</u>
Number of vacancies announced	98	115	94
Total applications processed	2,757	3,557	3,703
<u>Number of Exams Administered:</u>			
Training & Experience Evaluations/ Performance Examinations/ Written Examinations	65	69	49
Oral appraisal examinations	68	63	49
Bilingual examinations	6	1	2
<u>Personnel actions:</u>			
Number of eligibility lists established	68	63	47
Number of regular appointments	113	101	94
Provisional/Limited-term appointments	355	370	407
<u>Position classification studies:</u>			
Positions studied	6	13	2
Positions reclassified	4	9	1
Revised classification specs.	5	26	10
New classifications established	8	11	6
<u>Classified employees</u>	489*	489*	459**
* Effective September 15, 2016			
** Effective July 31, 2018			

Personnel Commission Members

Personnel Commission members are appointed for three-year staggered terms-one member is appointed by the Board of Trustees, one member by the classified employees of the District, and the third member is appointed by the other two Commission members. The current Personnel Commission Commissioners are:

Barbara M. Harison (Chair)

Commissioner Harison has been a member of the Commission since 2001, and she also served on the Commission from 1997 to 2000. Ms. Harison has an MBA degree from Pepperdine University. Occupation: Retired Planning and Management Consultant — Harison & Associates.

Sherry Manley

Commissioner Manley has been a member of the Commission since 2015. Ms. Manley has an MA in Educational Leadership from California State University-Northridge. Occupation: Manager, Certificated Human Resources – Ventura Unified School District.

James L. King, SPHR

Commissioner King has been a member of the Commission since 2005, and he also served on the Commission from 2000 to 2003. Mr. King has a B.S. degree from California Lutheran University. Occupation: Retired Executive Vice President, Southeast Ventura County YMCA.

Personnel Commission Staff

The Director of Employment Services/Personnel Commission and staff are responsible to the Personnel Commission for carrying out all procedures in the administration of the Merit System and the rules of the Personnel Commission. The Director of Employment Services/Personnel Commission serves as secretary to the Personnel Commission.

Michael Arnoldus

Director of Employment Services/Personnel Commission

Jillian Sturek

Executive Assistant to the Personnel Commission

Andrea Ingley

Senior Human Resources Analyst

Vacant

Human Resources Analyst II

Vacant

Human Resources Analyst I

Janice Endo

Human Resources Technician II

Anthony Chavez

Human Resources Assistant

Jenine Daly

Human Resources Assistant

Alicia Freeman

Human Resources Assistant