



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR JULY 17, 2014 5:00 p.m.

Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001

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 – June 19, 2014
5. **CORRESPONDENCE**
None
6. **OLD BUSINESS**
Disciplinary Action Appeal Hearing for Employee #900242350
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
 - D. Commissioners' Reports
8. **REVISION OF PERSONNEL COMMISSION RULES 292 AND 295 (FIRST READING)**
9. **ABOLISHMENT OF UNUSED CLASSIFICATIONS**
 - A. District Budget Officer
 - B. Management Intern
10. **ESTABLISHMENT OF A NEW CLASSIFICATION**
Grant Director – California Career Pathways Trust Grant

11. **RECESS TO CLOSED SESSION**
Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)
Title: Director of Employment Services/Personnel Commission
12. **RECONVENE IN OPEN SESSION**
13. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**
14. **CHANGE OF DATE AND TIME FOR AUGUST 2014 PERSONNEL COMMISSION MEETING**
15. **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 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 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
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
(805) 652-5521

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: MICHAEL ARNOLDUS
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

SUBJECT: AMENDMENT OF PERSONNEL COMMISSION RULE 292 – INITIAL APPOINTMENT
AND PERSONNEL COMMISSION RULE 295 – PROMOTION

EXPLANATION:

Commission staff recommends that Personnel Commission Rule 292 – Initial Appointment be revised to limit the extent to which advanced step placement may be afforded to new classified employees. Currently, new classified employees may receive advanced step placement up to step seven of the salary range based on additional qualifying education and experience. The rule does not require that consideration be given to the previous salary of the new employee.

Given that the intent of the rule is to provide for salary placement flexibility in the event advanced step placement is necessary to recruit candidates whose current salary is at or above step one of the salary range, consideration should be given to the employee's previous salary in determining to what extent advanced step placement is appropriate. Therefore, it is recommended that advanced step placement be limited to a maximum 18% increase over the employee's salary in the most recent related position. Commission staff and District administration believes this limit is sufficient for recruiting new employees in a fiscally-responsible manner.

Commission staff also recommends that Personnel Commission Rule 295 – Promotion be revised in conjunction with the revision to PC Rule 292 to provide for equitable treatment of District employees who promote into higher-level classifications.

The rule amendments are supported by the Vice Chancellor, Human Resources.

AMENDMENTS:

292 INITIAL APPOINTMENT

292.1 REGULAR CLASSIFIED EMPLOYEES

New employees shall be placed on the first step of the appropriate salary range. ~~A new employee may be provided with advanced step placement upon recommendation of the hiring authority and approval by the Personnel Director based upon one or more of the following factors:~~ Upon recommendation of the hiring authority and approval by the Personnel Director, the employee may be provided with advanced step placement on the salary range that does not provide for more than an 18% increase over the employee's previous salary in the most recent and related position held by the employee. Salaries will

be compared on an equivalent assignment basis (% of full-time assignment). Advanced step placement shall be based on the following factors:

- A. **Additional qualifying experience beyond that which is required for entry into the classification:** Placement above the first step may be granted in increments of one (1) step for each additional year of comparable experience, as determined by the Personnel Director, above that which is minimally required.
- B. **Additional college-level education beyond that which is required for entry into the classification:** Placement above the first step may be granted in increments of one (1) step for two (2) years of additional qualifying college-level education above that which is minimally required and which is related to successful performance of the essential functions of the classification as determined by the Personnel Director. A year is defined as the completion of 30 units of undergraduate coursework or 15 units of graduate-level coursework.

Employees approved for advanced step placement upon initial appointment shall be subject to probationary procedures and policies.

295 PROMOTION

295.1 PROMOTION FOR CLASSIFIED EMPLOYEES

~~Employees who are promoted from an open/promotional eligibility list shall be placed on the step of the salary schedule for the higher classification that assures the employee a one step advance over their previous salary. Whenever possible, an employee who is promoted shall be placed at the salary step on the new range which provides a minimum one-step increase over the employee's current salary. In no instance shall that placement be higher than the maximum salary step of the range for the new classification.~~

OR

~~Shall be placed on the first, second, or third step on the salary schedule range of the higher classification, dependent upon experience that provides for no more than a three step increase over the employee's current salary. Placement shall be based on the following factors:~~

- A. **Additional qualifying experience beyond that which is required for entry into the classification provided such experience was not counted for salary placement upon entry to the District or previous promotion:** Placement above the first step shall be granted in increments of one (1) step for each additional year of comparable experience, as determined by the Personnel Director, above that which is minimally required.
- B. **Additional college-level education beyond that which is required for entry into the classification provided such education was not counted for salary placement upon entry to the District or previous promotion:** Placement above the first step shall be granted in increments of one (1) step for two (2) years of additional qualifying college-level education above that which is minimally required and which is related to successful performance of the essential functions of the classification as determined

SUBJECT TO THE APPROVAL
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by the Personnel Director. A year is defined as the completion of 30 units of undergraduate coursework or 15 units of graduate-level coursework.

~~Placement above the first step shall be in increments of one (1) step for each additional year of direct related experience above the minimum qualifications, provided such experience was not counted for salary placement upon entry to the District or previous promotion.~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

TO: The Personnel Commission
FROM: Michael Arnoldus
Director of Employment Services/Personnel Commission
SUBJECT: Abolishment of unused Classes

RECOMMENDATION:

It is recommended that effective July 17, 2014, the following classes be abolished:

Management Intern
District Budget Officer

BASIS OF RECOMMENDATION:

There are no positions assigned to the classifications listed and the applicable departments have indicated they will not assign positions to the classifications in the near future. Therefore, they may be abolished.

PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
ESTABLISHMENT OF CLASS

RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Grant Director – California Career Pathways Trust Grant

ANNUAL SALARY RANGE:

\$78,606.96-\$105,336.96 (Management Salary Schedule #105)

BACKGROUND:

The California Department of Education has awarded a total of \$250 million dollars to school districts, county superintendents of school, charter schools, and community college districts throughout the state in the form of one-time competitive grants. The primary focus of the grant is to build career pathways between educational institutions and business entities. The Ventura County Community College District has been awarded this grant in the amount of \$13.2 million. The establishment of the proposed classification is necessary to administer the California Career Pathways Trust Grant for VCCCD.

BASES OF RECOMMENDATION: An incumbent in the proposed classification will manage a comprehensive set of activities related to the goals and objectives of the California Career Pathways Trust Grant. The incumbent will plan, direct, and supervise program activities to ensure that the grant's goals, objectives, and timelines are met; establish regional partnerships with business entities, community organizations, and local educational agencies; develop and manage the regional program budget, and perform other responsibilities necessary for the administration of the grant.

A classification description detailing the approved duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on internal alignment. An employee in the proposed classification will be assigned duties similar in scope and complexity to that of Grant Director – Science, Technology, Engineering, Mathematics (STEM) Grant (Management Salary Schedule #105, \$78,606.96-\$105,336.96/annual) and Grant Director – Title V Grant (Management Salary Schedule #105, \$78,606.96-\$105,336.96/annual). Therefore, it is appropriate to allocate the new classification to Management Salary Schedule #105 (\$78,606.96-\$105,336.96/annual).

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: GRANT DIRECTOR – CALIFORNIA CAREER PATHWAYS TRUST GRANT

BASIC FUNCTION:

Under the general direction of an administrator, the Grant Director – California Career Pathways Trust Grant manages a comprehensive set of activities related to the goals and objectives of the California Career Pathways Trust Grant.

REPRESENTATIVE DUTIES:

Plan, direct, and supervise program activities to ensure that the grant's goals, objectives, and timelines are met and in alignment with the District's priorities and objectives; develop, establish, and execute operational policies, procedures, and standards pertinent to the goals and objectives of the grant. *E*

Establish regional collaborative relationships and partnerships with business entities, community organizations, and local educational agencies. *E*

Manage the collection and analysis of data; oversee and participate in the preparation and submission of fiscal reports, program plans, progress reports, and other narrative and statistical reports as required. *E*

Develop and manage the regional program budget; allocate resources to further institutional goals, evaluate results, and develop strategies for continued strength of the college's programs, services, and institutional effectiveness. *E*

Communicate the objectives, progress, and outcomes of project initiatives to faculty, staff, students, administrators, university and high school partners, and the community; maintain open and regular communications with all project stakeholders. *E*

Develop and implement an effective system of evaluation for the program and its activities. *E*

Develop and deliver presentations to various audiences. *E*

Serve as a district representative on various committees associated with the grant. *E*

Supervise program personnel. *E*

Perform related duties as assigned.

E = Essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

GRANT DIRECTOR – CALIFORNIA CAREER PATHWAYS TRUST GRANT (continued)

Current trends in career and technical education/workforce development
Local community and business organizations aligned with the goals of higher education
Principles of work-based learning
Philosophy, mission, and goals of community colleges, secondary educational agencies, and the District
Goals, policies, regulations, and contractual requirements associated with the grant
Current theories and methods related to teaching and curriculum development
Institutional research models and methodologies
State regulatory practices pertaining to the administration of the grant
Principles of strategic planning, program development, and program review
Principles of budget preparation and administration
Principles and practices of effective management and supervision
Participatory approaches to governance in the California Community College system

ABILITY TO:

Manage resources to accomplish long and short-term program goals
Use independent judgment 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
Initiate partnerships and foster collaboration between educators, industry professionals and community leaders
Demonstrate an understanding of and sensitivity to the diverse academic, socio-economic, ethnic, cultural, disability, sexual orientation, and religious backgrounds of the college students
Learn and apply new information and skills
Create an environment conducive to the development of instructional innovations
Exercise independent judgment in developing and implementing creative solutions to program conditions or problems
Manage complex projects in a dynamic interdisciplinary environment with multiple responsibilities
Direct, coordinate, and evaluate the work of others
Communicate effectively, both orally and in writing
Develop and administer complex budgets
Establish and maintain effective relations among faculty, staff, students, and administrators, as well as business entities, the community, and local educational agencies.
Develop and deliver effective public presentations
Plan and organize work to meet changing priorities and deadlines

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Graduation from a recognized college or university with a bachelor's degree. A graduate degree is preferred.

Experience: Three years of experience planning, directing, and organizing grants or projects reasonably related to the administrative assignment.

GRANT DIRECTOR – CALIFORNIA CAREER PATHWAYS TRUST GRANT (continued)

WORKING CONDITIONS:

ENVIRONMENT:

Office/college campus environment

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations

Vision to read correspondence and reports and to use the computer

Dexterity of hands and fingers to operate office equipment, prepare reports and forms, and use a computer keyboard