



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR MARCH 29, 2012

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

FOUR HUNDRED AND FORTY-FIVE

The four hundred and forty-fifth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, March 29, 2012, at 5:30 p.m.

1. CALL TO ORDER

Commissioner Harison called the meeting to order at 5:32 p.m.

2. ROLL CALL

In attendance were Commissioners David Gonzales, Barbara Harison, and James King. Michael Arnoldus, Director of Employment Services/Personnel Commission and Secretary to the Personnel Commission, was also present.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

Peter Sezzi, Academic Senate President of Ventura College, addressed the Personnel Commission regarding the proposed restructuring of the classification system listed on the agenda.

4. MINUTES

On motion by Commissioner King and seconded by Commissioner Gonzales, the minutes of the Thursday, March 15, 2012 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employees Representative's Report

Peder Nielsen, Classified Senate President for Ventura College, provided a written report summarizing the college's classified employee activities for the month of March 2012. Mr. Nielsen was not in attendance.

B. Board of Trustees Meeting Report

Director Arnoldus stated that there was nothing to report because a meeting had not been held since the last Personnel Commission Meeting.

C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included three open recruitments and four closed recruitments. The *Positions Filled and Pending Report* reflected three positions filled and three pending selection.

D. Commissioners' Reports

None

7. OLD BUSINESS

Scheduling of Hearing Officer for Disciplinary Appeal Hearing for Employee #90000708

Director Arnoldus stated that the services of David B. Hart have been retained, and the hearing is scheduled for Wednesday, May 2, 2012, at 9:00 a.m.

8. RESTRUCTURING OF THE CLASSIFICATION SYSTEM

Classifications affected: Clerical Assistant I, Clerical Assistant II, Clerical Assistant III, Administrative Assistant I, Administrative Assistant II, Administrative Assistant III, Administrative Assistant IV

Director Arnoldus stated that the recommendation for restructuring the classification system is essentially a consolidation of seven existing classifications into three new classifications. He stated that the current classifications in the Administrative Assistant series are primarily defined based upon reporting relationships rather than assigned duties. Mr. Arnoldus stated that the new classification structure will be based on assigned duties rather than reporting relationships for the purpose of ensuring equity. The new structure will also simplify the classification system and reduce exam workload. He noted that the District does not need as many levels to differentiate between such positions. Mr. Arnoldus also noted that the report initially contained a recommendation regarding seniority, and the corresponding language was removed as this was a topic of negotiation.

Dana Boynton, Library Assistant at Ventura College, addressed the Personnel Commission on behalf of Dan Casey, SEIU Chief Steward. Ms. Boynton stated that SEIU had no objections to the classification study with the exception of concerns regarding impacts to seniority for classified personnel affected by the proposed action. She stated that they are thankful to Mr. Arnoldus and his staff for their hard work, and they are appreciative of the fact that no employee will lose wages or need to reapply for their position as a result of the recommendations. She also thanked Patricia Parham, Vice Chancellor of Human Resources, for considering their point of view regarding the loss of seniority for some personnel and for working with them to mitigate those impacts.

Patricia Parham, Vice Chancellor, Human Resources, recommended that the Personnel Commission approve the restructuring of the classification system as presented by Director Arnoldus.

Commissioner Gonzales inquired as to whether staff met with all the incumbents listed on the report or if only their assignments were reviewed. Director Arnoldus stated that the recommendation is based upon restructuring of the classification plan in consideration of the classification concepts. He stated that staff did not conduct individual position audits, but such audits could be conducted in the future if necessary.

Commissioner King noted the issue presented earlier by Mr. Sezzi. Mr. Arnoldus discussed the recommendation being presented to the Board in April with regard to elimination and reduction of positions. A discussion ensued between the Commissioners, Ms. Parham, and Mr. Arnoldus regarding future requests for classification studies as they pertain to employees affected by the proposed elimination and reduction of positions. The Commissioners and Mr. Arnoldus also discussed minor changes to the classification specifications and the proposed effective date of the action.

On motion by Commissioner Gonzales and seconded by Commissioner King, the restructuring of the classification system as listed and the establishment of the classification specifications for Office

Assistant, Administrative Assistant and Senior Administrative Assistant, with the minor changes noted, and at their respective placement on the salary schedule as the report reads at two hundred, two hundred and thirty, and two hundred and fifty-five, were unanimously approved.

9. ESTABLISHMENT OF CLASSIFICATIONS

A. Bursar

Director Arnoldus stated that the establishment of a Bursar was requested by District administration to allow for the three colleges to organize in a similar manner that provides for appropriate fiscal oversight. He noted that this item is also on the Board agenda for their April meeting as part of a proposed restructuring of the Student Business Offices at the colleges. A brief discussion ensued regarding the origins of the proposed title, salary-setting basis, and who is currently performing the functions of the proposed classification.

On motion by Commissioner King and seconded by Commissioner Gonzales, the establishment of the classification of Bursar and placement on the Classified Supervisors Salary Schedule at level 270, with the noted changes to preferred experience, was unanimously approved.

B. Accounts Payable Supervisor

Director Arnoldus stated that the request to establish this classification was made by Business Services as part of a restructuring of the division. He discussed the purpose of the proposed classification and the basis of the recommendation for salary placement. A brief discussion occurred between the Commissioners and Mr. Arnoldus regarding the reorganization of the accounts payable department and minor changes to the classification specification.

On motion by Commissioner Gonzales and seconded by Commissioner King, the establishment of the classification of Accounts Payable Supervisor and placement on the Classified Supervisors Salary Schedule at level 280, with the minor changes noted, was unanimously approved.

10. TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION

Maintenance Supervisor

Director Arnoldus stated that the revision of this classification specification is to incorporate the lower-level duties currently associated with the Operations Supervisor classification. A discussion ensued between the Commissioners and Mr. Arnoldus regarding the proposed changes.

On motion by Commissioner Gonzales and seconded by Commissioner King, the title change of Maintenance Supervisor to Maintenance and Operations Supervisor, and a revision of the classification specification was unanimously approved.

11. REVISION OF CLASSIFICATION SPECIFICATIONS

A. College Bookstore Manager

Director Arnoldus discussed the intent to have the College Bookstore Managers serve as liaisons to the vending companies. He indicated that this lower-level responsibility would take less than five percent of this person's time and did not warrant the establishment of a new classification. A discussion ensued between the Commissions and Mr. Arnoldus regarding the proposed language and operational changes at the colleges.

On motion by Commissioner King and seconded by Commissioner Gonzales, the Commissioners unanimously agreed to adopt the revision to the College Bookstore Manager classification specification.

B. Financial Aid Officer

Sophia Spiteri, Human Resources Analyst I, discussed the impetus of the proposed change to the minimum qualifications and other revised language, and she noted that all three colleges supported the proposed changes. A brief discussion ensued between the Commissioners and Mr. Arnoldus regarding the organizational structure for financial aid operations at the three colleges.

On motion by Commissioner Gonzales and seconded by Commissioner King, the Commissioners unanimously agreed to adopt the revised Financial Aid Officer classification specification.

C. Senior Programmer Analyst

Matthew Escobedo, Human Resources Analyst II, discussed the proposed changes to the classification specification. The Commissioners, Mr. Escobedo, and Mr. Arnoldus discussed the basis for the proposed changes, including the changes to the minimum qualifications and the impact such changes would have on the applicant pool.

On motion by Commissioner Gonzales and seconded by Commissioner King, the Commissioners unanimously agreed to adopt the revision to the Senior Programmer Analyst classification specification.

12. ABOLISHMENT OF UNUSED CLASSIFICATIONS

Accountant/Confidential

Administrative Assistant II/Confidential

Mr. Escobedo stated that currently there are no positions assigned to these classifications and that there is not a foreseeable need for them in the future. He recommended they be abolished.

On motion by Commissioner King and seconded by Commissioner Gonzales, the abolishment of the classifications for Accountant/Confidential and Administrative II/Confidential were unanimously approved.

13. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

14. RECESS TO CLOSED SESSION

None

15. RECONVENE IN OPEN SESSION

N/A

16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, April 19, 2012, at 6:00 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

17. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Gonzales, the meeting of the Personnel Commission adjourned at 6:39 p.m.

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:
District Administrative Center

255 West Stanley Avenue, Suite 150
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
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