



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR OCTOBER 18, 2012

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

FOUR HUNDRED AND FIFTY-TWO

The four hundred and fifty second meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, October 18, 2012, at 5:30 p.m.

1. CALL TO ORDER

Commissioner Harison called the meeting to order at 5:30 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

None

4. MINUTES

On motion by Commissioner King and seconded by Commissioner Gonzales, the minutes of the Thursday, September 20, 2012 meeting of the Personnel Commission were unanimously approved.

5. CORRESPONDENCE

None

6. OLD BUSINESS

None

7. REPORTS

A. Classified Employees Representative's Report

None

B. Board of Trustees Meeting Report

Director Arnoldus stated that he was not in attendance at the last Board meeting. He noted that the meeting was held at 3:00 pm at Oxnard College.

C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included three open recruitments and six closed recruitments. The *Positions Filled and Pending Report* reflected

twelve positions filled and three pending selection. Commissioner King noted favorably that four of the filled positions were reemployments.

D. Commissioners' Reports

Commissioner Harison reported that Director Arnoldus's performance evaluation has been completed and submitted to the District office.

8. REAPPOINTMENT OF PERSONNEL COMMISSIONER FOR 2013-2015

Joint appointment of Personnel Commission for 2013 – 2015

Commissioner King made a motion to reappoint Commissioner David Gonzales to the jointly appointed Personnel Commission seat for a three year term (2013-2015) commencing on December 2, 2012. Chair Harison seconded the motion, and the motion was approved by Commissioner King and Chair Harison. Commissioner Gonzales abstained from the vote.

9. REVISION OF PERSONNEL COMMISSION RULE

Personnel Commission Rule 123 – Disqualification of Applicants

Director Arnoldus discussed the current background investigation process. He explained that the current practice is to conduct background investigations on all candidates who pass the oral exam (interview) for applicable law enforcement classifications prior to being placed on eligibility lists for such classifications. He stated that the proposed rule amendment provides for an alternative practice by which candidates are placed on an eligibility list prior to conducting background investigations. The rule amendment allows for the disqualification of a candidate and the subsequent removal of the candidate's name from the eligibility list upon failing a subjective background investigation. Mr. Arnoldus indicated that a significant cost savings would be realized as a result of only conducting background investigations for those candidates who are selected for employment with the District.

A discussion ensued regarding the possible increase in time to fill a position based on various background investigation scenarios. Mr. Arnoldus confirmed that he discussed this issue with Sue Johnson, Vice Chancellor, Business and Administrative Services and Richard De La O, Chief of Police. He stated that they were aware of this possibility and wished to move forward with the change in the interest of cost savings to the District.

After a brief discussion about which classifications the rule amendment would apply to, it was agreed to preface the rule amendment with "For public safety classifications."

On motion by Commissioner Gonzales and seconded by Commissioner King, the Commissioners unanimously agreed to adopt the amended language (adding the preface "For public safety classifications" to paragraph K) for Personnel Commission Rule 123, Disqualification of Applications.

10. REVISION OF CLASSIFICATION SPECIFICATION

College Trainer

Matthew Escobedo, Human Resources Analyst II, stated that there is an anticipated vacancy in the classification at Ventura College, and that the college administration requested the minimum qualifications be revised prior to administering the exam. He noted that there are several areas in the classification concept that need to be updated, but due to time restrictions, he is only proposing changing the minimum qualifications at this time. Mr. Escobedo indicated that the minimum

qualifications were outdated and inappropriate. Mr. Escobedo also stated that he did confer with all three colleges, and they were all in favor of the proposed changes to the minimum qualifications. Mr. Escobedo fielded questions from the Commissioners' regarding the proposed changes.

On motion by Commissioner Gonzales and seconded by Commissioner King, the revised classification specification for College Trainer was unanimously approved.

11. APPROVAL OF PROPOSED CLASSIFICATION SPECIFICATION

Maintenance Assistant II/Locksmith

Director Arnoldus indicated that a unique classification specification for Maintenance Assistant II/Locksmith did not currently exist. Mr. Arnoldus stated that it was his belief that a single classification specification was intended to be used for the classifications of Maintenance Assistant II/Locksmith, Maintenance Assistant II/Welder, and Maintenance Assistant II/Painter when such classifications were initially established. At a later date, a separate classification specification was developed for Maintenance Assistant II/Welder, but not for the other two classifications. Due to an impending recruitment, Mr. Arnoldus developed a specific classification specification for Maintenance Assistant II/Locksmith to better define the representative duties. A separate classification specification for Maintenance Assistant II/Painter will be developed at some point in the future.

A discussion ensued between the Commissioners and Mr. Arnoldus concerning representative duties that referenced multiple trades, yet such trades were not referenced in the Knowledge and Abilities section of the specification. Mr. Arnoldus proposed striking representative duties seven, eight, and nine and adding, "Perform semi-skilled and skilled maintenance work in the carpentry, painting, electrical, welding, masonry, glazing, plumbing, and HVAC trades" under "Ability to:" The Commissioners agreed to approve the proposed classification specification with Director Arnoldus's changes. Mr. Arnoldus stated that he would bring this item back to the Commission for discussion if the department did not concur with the changes.

On motion by Commissioner King with all the changes discussed and presented by Director Arnoldus and seconded by Commissioner Gonzales, the proposed classification specification for Maintenance Assistant II/Locksmith was unanimously approved.

12. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

13. RECESS TO CLOSED SESSION

None

14. RECONVENE IN OPEN SESSION

n/a

15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is November 15, 2012, at 5:30 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.

Commissioner Gonzales stated that he has a conflict with the meeting scheduled for December 20,

2012. He proposed moving the meeting a week ahead to December 13, 2012. The Commissioners agreed to confirm the date change at the November meeting.

16. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Gonzales, the meeting of the Personnel Commission adjourned at 6:42 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
Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
(805) 652-5521