



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR DECEMBER 13, 2012

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

#### **FOUR HUNDRED AND FIFTY-THREE**

The four hundred and fifty third meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, December 13, 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**

Commissioner Harison welcomed Trustee Larry Kennedy to the meeting. The Commissioners and Mr. Kennedy had a discussion about the functions of the Personnel Commission.

#### **4. OATH OF OFFICE – DAVID GONZALES**

Mr. Arnoldus administered the Oath of Office to Commissioner Gonzales for another three year term.

#### **5. MINUTES**

On motion by Commissioner King and seconded by Commissioner Gonzales, the minutes of the Thursday, October 18, 2012 meeting of the Personnel Commission were unanimously approved.

#### **6. CORRESPONDENCE**

None

#### **7. OLD BUSINESS**

None

#### **8. REPORTS**

##### **A. Classified Employees Representative's Report**

None

##### **B. Board of Trustees Meeting Report**

Mr. Arnoldus recapped various items that were discussed at the December 11, 2012 Board of Trustees meeting.

C. Director's Report

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

A brief discussion ensued related to number of applicants and exams.

D. Commissioners' Reports

None

9. **RECOGNITION OF SERVICE**

Patricia Parham, Vice Chancellor, Human Resources

Commissioner Harison stated that Ms. Parham is leaving her employment with the District and it is the desire of the Commission to recognize the years of service she provided to the Commission. After a brief discussion, the Commission decided upon ordering a plaque to recognize Ms. Parham's service. The Commissioners agreed to pay for the plaque with their personal funds.

On motion by Commissioner Gonzales and seconded by Commissioner King, the Commissioners unanimously agreed to provide a recognition of service award for Patricia Parham.

10. **REESTABLISHMENT OF A CLASSIFICATION**

Maintenance Worker II

Mr. Arnoldus provided a brief history regarding the classification. He noted that a District employee was currently classified as a Maintenance Worker II even though the classification was not listed on the salary schedule. Mr. Arnoldus stated that it was not clear as to whether the classification had ever been abolished since he could not find any record of such action. However, he wanted to bring the issue to the Commission's attention since he is placing the classification back on the salary schedule. A discussion ensued regarding the background of this classification and the classification series.

On motion by Commissioner Gonzales and seconded by Commissioner King, the reestablishment of the classification of Maintenance Worker II was unanimously approved.

11. **REVISION OF CLASSIFICATION SPECIFICATIONS**

Job Developer-Disabled Students

Sophia Spiteri, Human Resources Analyst I, stated that the request to revise the classification specification for Job Developer-Disabled Students originated with Oxnard College. College administration requested the revision of the minimum qualifications prior to conducting the recruitment to more accurately reflect the experience and education necessary to successfully perform the job functions. A discussion ensued regarding the proposed changes to the minimum qualifications. Mr. Arnoldus also explained that a revision to minimum qualifications is usually accompanied by a full review of the classification specification. Yet, due to the time constraint associated the upcoming recruitment, only the minimum qualifications were reviewed.

On motion by Commissioner King and seconded by Commissioner Gonzales, the revised classification specification for Job Developer-Disabled Students was unanimously approved.

### Research Analyst

Ms. Spiteri stated that the proposed revisions to the classification specification for Research Analyst were for the purpose of clarifying existing language. She stated that the classification concept had not changed. She added that Ventura and Oxnard College both have these positions, and that they are in agreement with the proposed changes. Mr. Arnoldus stated that the impetus for the revisions was due to a request to establish a new classification following the award of a Title V Grant to Ventura College. Upon meeting with the Dean and discussing the issue with other researchers in the District, it became evident that the existing classification would be sufficient providing it was revised to improve emphasis on qualitative research.

Commissioner King questioned an item on page two under "knowledge of", specifically, "scannable document design..." A brief discussion ensued. Mr. Arnoldus stated that it would be taken back to the department to verify the intent of the language, and with the permission of the Commission, it would be redacted if necessary. The Commission agreed to Mr. Arnoldus' proposal.

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

**12. ESTABLISHMENT OF A NEW CLASSIFICATION**  
Safety Officer (Classified Salary Schedule #210; \$3,038-\$4,203/month)

Matthew Escobedo, Human Resources Analyst II, stated that Richard De La O, Chief of Police, requested the establishment of the classification to allow for greater visible security presence on campus. He stated that the District did not have a non-sworn public safety-related classification. He noted that the salary was based internal alignment and the external market data. He noted a typo on page three pertaining to the stated Business and Professions Code section, and he noted that it should be revised to read "7583.45."

A discussion ensued regarding the responsibilities of the employees in the classification and the training and certification requirements.

On motion by Commissioner King and seconded by Commissioner Gonzales, the proposed classification specification for Safety Officer was unanimously approved.

**13. SCHEDULE OF 2013 PERSONNEL COMMISSION MEETINGS**

Director Arnoldus presented the 2013 Personnel Commission Meeting schedule. The meetings are scheduled to occur every third Thursday of each month.

On motion by Commissioner Gonzales and seconded by Commissioner King, the 2013 Personnel Commission Meeting Schedule was unanimously approved.

**14. RECESS TO CLOSED SESSION**

None

**15. RECONVENE IN OPEN SESSION**

N/A

**16. ELECTION OF PERSONNEL COMMISSION CHAIR FOR 2013**

Commissioner Gonzales thanked Commissioner Harison for her service and nominated Commissioner King as Personnel Commission Chair for 2013. Commissioner Harison seconded the motion and all were in favor. Commissioner King abstained.

**17. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

None

**18. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next regularly scheduled meeting of the Personnel Commission is January 17, 2013, 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.

**19. ADJOURNMENT**

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the meeting of the Personnel Commission adjourned at 6:40 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  
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