



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION SPECIAL MEETING MINUTES FOR JUNE 24, 2013

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

#### FOUR HUNDRED AND FIFTY-EIGHT

The four hundred and fifty eighth meeting of the Personnel Commission of the Ventura County Community College District was held on Monday, June 24, 2013, at 5:30 p.m.

#### 1. CALL TO ORDER

Commissioner King called the meeting to order at 5:36 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 Gonzales and seconded by Commissioner Harison, the minutes of the Thursday, May 16, 2013 meeting of the Personnel Commission were unanimously approved.

#### 5. CORRESPONDENCE

None

#### 6. OLD BUSINESS

None

#### 7. REPORTS

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

Peder Nielsen, Classified Senate President of Ventura College, attended the meeting and provided an update on senate activities.

Dan Casey, SEIU Local 99 Union Steward, attended the meeting and stated that on behalf of the SEIU, regarding agenda item number eight, Restructuring of the Classification System, the union was in support of the proposal.

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

Mr. Arnoldus stated that he did not attend the June 18, 2013 Board of Trustees meeting.

C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included two open recruitments and four closed recruitments. The *Positions Filled and Pending Report* reflected ten positions filled and seven pending selection. A brief discussion ensued regarding a current recruitment.

D. Commissioners' Reports

None

8. **RESTRUCTURING OF THE CLASSIFICATION SYSTEM**

Classifications Affected: Accounting Clerk I, Accounting Clerk II, Accounting Technician I, Accounting Technician II, Accounting Technician III, Fiscal Analyst, Accountant

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The Commissioners and Director Arnoldus briefly discussed the logistics of discussion and action for the various items contained herein.

Director Arnoldus provided a brief overview regarding the reason for the study and the associated process. Chair King requested that the Commission begin with the recommendations associated with the proposal to establish the new classification of Accounting Technician. Mr. Escobedo discussed the issues associated with the current classifications of Accounting Clerk I, Accounting Clerk II and Accounting Technician I. In addition, he discussed the rationale for the establishment of the new classification and the basis for the recommended salary. A discussion ensued regarding the organizations polled and the information gained from the salary study. Commissioner Harison inquired as to the effect the restructuring will have on incumbents' seniority. Director Arnoldus stated that an MOU had been agreed upon with SEIU pertaining to the impacts of the actions upon approval by the Board. The discussion included various hypothetical scenarios related to the impact on seniority. A discussion ensued regarding the proposed classification specification language. Minor changes were made to the specifications.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the establishment of the classification of Accounting Technician, with the minor changes noted to the classification specification and at placement on the Classified Salary Schedule at #220, was unanimously approved.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the reclassification of the five positions and incumbents in the classifications of Accounting Clerk I, Accounting Clerk II, and Accounting Technician I to the new classification of Accounting Technician was unanimously approved.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the abolishment of the classifications of Accounting Clerk I, Accounting Clerk II, and Accounting Technician I, upon approval of the aforementioned recommendations by the Board, were unanimously approved.

Following the aforementioned actions being taken by the Commission, Mr. Escobedo discussed the consolidation of the classifications of Accounting Technician II and Accounting Technician III into the proposed classification of Senior Accounting Technician. This included a discussion regarding the problems associated with the current structure, the rationale behind the establishment of the proposed classification, and the rationale behind the salary recommendation. A discussion ensued regarding salary placement/structure and reporting relationships. Director Arnoldus and the Commissioners discussed changes to the proposed classification specification.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the establishment of the classification of Senior Accounting Technician, with the changes noted to the classification specification and at placement on the Classified Salary Schedule at #240, was unanimously approved.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the reclassification of the seven positions and incumbents in the classifications of Accounting Technician II and Accounting Technician III to the new classification of Senior Accounting Technician was unanimously approved.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the abolishment of the classifications of Accounting Technician II and Accounting Technician III, pending Board approval of the aforementioned recommendations by the Board, was unanimously approved.

Following the actions taken by the Commission, Mr. Escobedo discussed the rationale behind the abolishment of the current Fiscal Analyst classification and the establishment of two new classifications: College Fiscal Analyst and Financial Analyst. This included a discussion pertaining to the salary placement for both proposed classifications. A brief discussion ensued regarding the reporting structure at Moorpark College. The Commissioners and Director Arnoldus discussed changes to the proposed classification specification for College Fiscal Analyst.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the establishment of the classification of College Fiscal Analyst, with the changes noted to the classification specification and at placement on the Classified Salary Schedule at #265, was unanimously approved.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the reclassification of the Fiscal Analyst position located at Moorpark College and the incumbent to the new classification of College Fiscal Analyst was unanimously approved.

The Commissioners and Mr. Arnoldus discussed changes to the minimum qualifications for the proposed Financial Analyst classification. On motion by Commissioner Harison and seconded by Commissioner Gonzales, the establishment of the classification of Financial Analyst, with the changes noted to the classification specification and at placement on the Classified Salary Schedule at #285, was unanimously approved.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the reclassification of the three positions and incumbents in the classification of Fiscal Analyst located at the District Administrative Center to new classification of Financial Analyst was unanimously approved.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the abolishment of the classification of Fiscal Analyst, pending Board approval of the aforementioned recommendations, was unanimously approved.

Mr. Escobedo also discussed the proposed salary reallocation for the existing classification of Accountant. Commissioner Harison asked if there was only one of these positions. Mr. Escobedo replied that there was a single position located at the District Administrative Center. She further inquired if the classification specification was being revised or only the salary. Mr. Escobedo stated that the item relates to the salary only. A discussion ensued regarding the classification specification for Accountant and it was agreed to bring it to the Commission at a future meeting for revision.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the reallocation of the salary for Accountant from Classified Salary Schedule # 265 to # 285 was unanimously approved.

**9. RECESS TO CLOSED SESSION**

None

**10. RECONVENE IN OPEN SESSION**

N/A

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

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

The date and time of the next regularly scheduled meeting of the Personnel Commission is July 11, 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.

**13. ADJOURNMENT**

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the meeting of the Personnel Commission adjourned at 7:09 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