



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

FOUR HUNDRED TWENTY-FOURTH

The four hundred and twenty-fourth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, March 18, 2010.

1. CALL TO ORDER

Commissioner James King called the Personnel Commission meeting to order at 7:00 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

With regard to Item 9B, Ms. Dana Boynton, Library Assistant, requested that a “class audit” be conducted due to the “substantive changes to the Library Assistant position.”

4. MINUTES

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the minutes of the January 21, 2010 meeting of the Personnel Commission were unanimously approved with minor changes.

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report

Ms. Barbara Cogert, Ventura College Classified Senate President, submitted the Classified Senate’s agenda and meeting minutes for the Commission’s review. Chair King stated that the Personnel Commission appreciates the effort and time of Ventura College’s Classified Senate to keep the Personnel Commission informed.

B. Board of Trustees Meeting

Director Arnoldus shared highlights from the Board of Trustees’ meeting of March 9, 2010, including an overview of the discussion and action taken with regard to the reduction and abolishment of positions. Director Arnoldus also reported that there were presentations from Dr. Pam Eddinger and Dr. Richard Duran regarding green initiatives at Moorpark College and Oxnard College.



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C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included 2 open recruitments and 2 closed recruitments. The *Positions Filled and Pending Report* reflected 6 positions filled and 6 pending selection.

Matthew Escobedo, Human Resources Analyst II, provided a presentation to the Commission on the Competency Modeling process being implemented by Commission staff to improve the quality and efficiency of the classified examination process. Chair King requested a copy of the PowerPoint presentation to be sent to all members of the Personnel Commission.

D. Commissioners' Reports

Commissioner Harison provided a report on the Ventura College Foundation Phoenix Scholarship Awards. This program is funded through donations to the Foundation. There were approximately 30 scholarships awarded. Chair King recognized Commissioner Harison's work with the Ventura College Foundation.

7. OLD BUSINESS

None

8. APPROVAL OF PROPOSED NEW CLASSIFICATION SPECIFICATIONS/SALARY RANGES

Data Analyst

Classified Employees Salary Schedule #300 (\$59,196 - \$81,744/annual)

After a brief discussion, on motion by Commissioner Gonzales and seconded by Commissioner Harison, the establishment of the the new classification of Data Analyst was unanimously approved with minor modifications to the classification specification.

9. APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS

A. College Bookstore Manager

Director Arnoldus explained that the minimum qualifications for College Bookstore Manager were too restrictive and that a modification of the minimum qualifications would improve the District's ability to recruit qualified candidates.

After a brief discussion, on motion by Commissioner Harison and seconded by Commissioner Gonzales, the proposed revisions of the classification specification for College Bookstore Manager were unanimously approved.

B. Library Assistant

Director Arnoldus indicated that the classification specifications for both Library Assistant and Library Technician had not been updated in approximately 12 years. The recommended changes to the classification specifications provided clarification with



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regard to the representative duties of both classification concepts. The changes were based upon input from supervisors familiar with the duties assigned to Library Assistants and Library Technicians. Additionally, incumbents within the classifications were solicited for their input.

Chair King asked Mr. Arnoldus if there was a process by which classified personnel can request that their positions be studied if they are concerned about working out-of-class. Mr. Arnoldus said that there is a process by which classified employees could notify Commission staff if they believe they were working out-of-class. Commission staff would then review the request and conduct a study if appropriate.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the proposed revisions to the classification for Library Assistant were unanimously approved with minor changes.

C. Library Technician

After a brief discussion, on motion by Commissioner Harison and seconded by Commissioner Gonzales, the proposed revisions to the classification specifications for Library Technician were unanimously approved with minor changes.

10. RECLASSIFICATION

Incumbent: John Cooney **Location:** District Administrative Center

From: Research Analyst
Classified Employees Salary Schedule #300 (\$59,196 - \$81,744/annual)

To: Data Analyst (new class)
Classified Employees Salary Schedule #300 (\$59,196 - \$81,744/annual)

Mr. Escobedo discussed the recommendation to reclassify the Research Analyst position occupied by John Cooney to the new class of Data Analyst. On motion by Commissioner Gonzales and seconded by Commission Harison, the reclassification of the Research Analyst position occupied by John Cooney to Data Analyst was approved. Upon approval by the Board of Trustees, Mr. Cooney shall be placed in the reclassified position upon passing a qualifying examination.

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

None

12. ABOLISHMENT OF CLASSIFICATIONS

None

13. INTERPRETATION OF MINIMUM QUALIFICATIONS

None



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14. APPROVAL OF PROPOSED SALARY RANGE

None

15. APPROVAL OF PROPOSED TITLE CHANGES

None

16.-18. WILL BE LISTED, AS APPROPRIATE

None

19. OTHER

A. Personnel Commission Agenda Format

After a discussion regarding the format of the Personnel Commission agenda, there was consensus among the members of the Personnel Commission that the format of the agenda may be changed for future meetings and that Mr. Arnoldus shall work with Chair King on the format.

B. Personnel Commission Rules (first reading)

The Personnel Commission Rules were revised to comply with the California Style Manual standards for citing the California Education Code. Additionally, minor spelling errors were corrected.

After a discussion regarding the proposed changes, Commissioner Gonzales moved to approve the changes to the Personnel Commission Rules after the first reading on March 18, 2010. The motion was seconded by Commissioner Harison and was unanimously approved.

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

21. 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 15, 2010, at 7:00 p.m. The meeting will take place in the Multipurpose Room at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

22. RECESS TO CLOSED SESSION

None

23. RECONVENE IN OPEN SESSION

24. ADJOURNMENT



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Commissioner Gonzales moved to adjourn the meeting and the motion was seconded by Commissioner Harison. The Personnel Commission Meeting was adjourned at 8:35 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