



COMMUNITY COLLEGES
OF VENTURA COUNTY
Human Resources

**2023
2024**

Personnel Commission Annual Report





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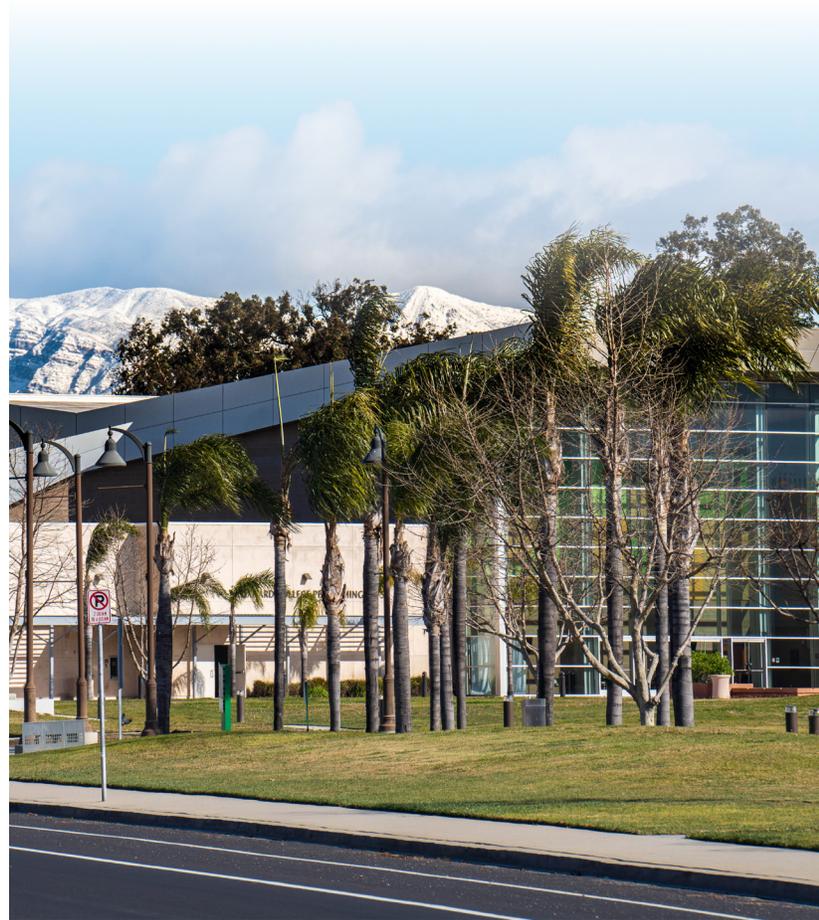
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The Ventura County Community College District

The Ventura County Community College District (VCCCD) is a public community college district serving residents throughout Ventura County. The VCCCD's colleges offer programs for transfer to four-year colleges and universities; career technical training; basic skills instruction; as well as community service, economic development, and continuing education for cultural growth, life enrichment, and skills improvement. The District currently serves approximately 42,705 students.

The District is located in Ventura County, approximately 50 miles north of Los Angeles. It is bordered by the Santa Barbara County to the northwest, Kern County to the north, and Los Angeles County to the south. The sandy beaches of the Pacific Ocean border most of the western edge of Ventura County. The District Administrative Center is located in Camarillo and serves Ventura College, founded in 1925, which makes it one of the oldest community colleges in California; Moorpark College, which was established by Board of Trustees action in 1963 and opened its doors four years later and is situated on 134 acres in the foothills between Moorpark and Simi Valley; and Oxnard College, which was established in 1975 and serves the cities of Oxnard, Camarillo, and Port Hueneme.



The Ventura County Community College District recognizes that a diverse community of faculty, staff, and administrators promote academic excellence. This creates an inclusive educational and work environment for its students, employees, and the community it serves. With the understanding that a diverse community fosters multi-cultural awareness, promotes

mutual understanding and respect, and provides role models for all students, the VCCCD is committed to recruiting and employing a diverse and committed group of faculty, staff, and administrators who are dedicated to the success of all college students.



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The Merit System

California Assembly Bill 999, known as the Merit System, was established and enacted into law in 1935. Through the Education Code, the bill provides statutory protection to classified employees against politically or personally motivated employment, promotion, discipline, or dismissal actions.

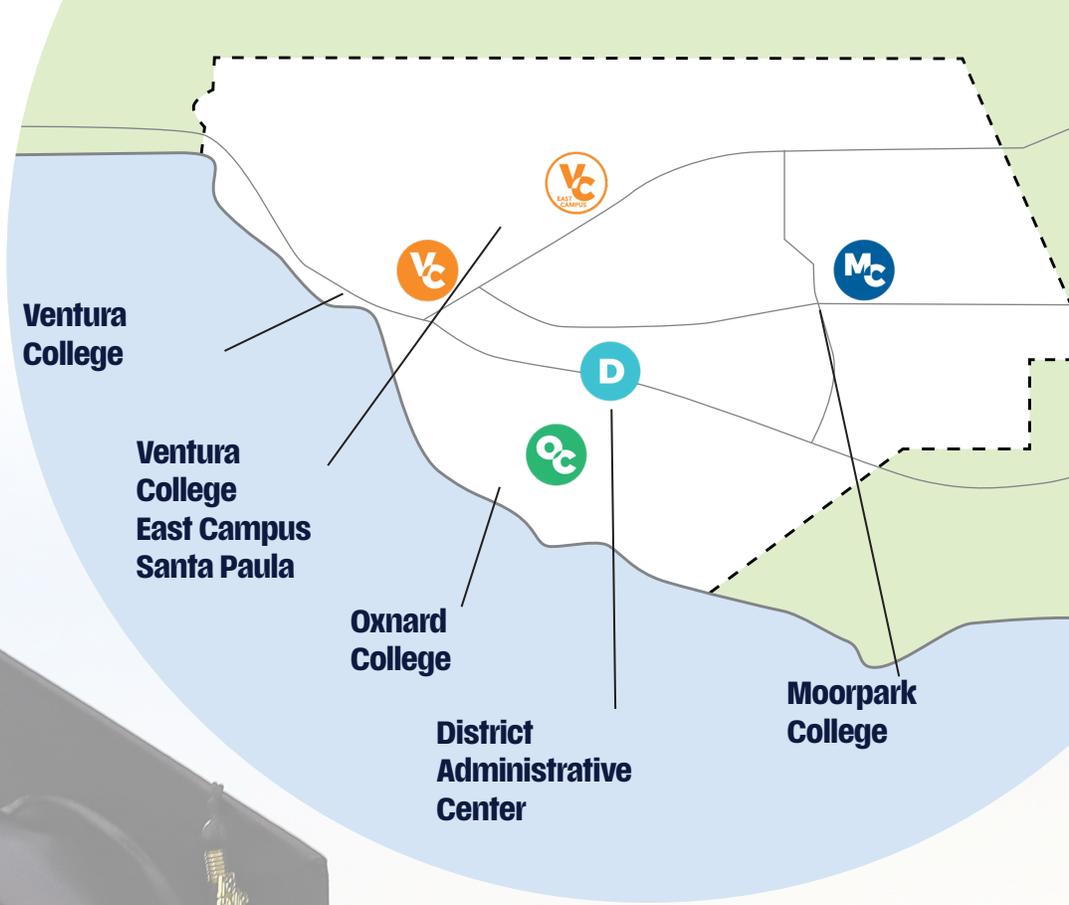
The Ventura County Community College District's Merit System and its Personnel Commission were established in 1962 when the District formally separated from the Ventura Unified School District.

The Merit System consists of rules and procedures administered by the Personnel Commission. Education Code Section 88080 states the rules and regulations adopted by the Personnel Commission shall apply to all classified employees and provides procedures to be followed by the Governing Board as they pertain to the classified staff.

The Merit System ensures fair and equitable treatment in all personnel management matters without regard to politics, race, color, religion, national origin, sex, marital status, age, or disabling condition, and with proper regard for individual privacy and constitutional rights.

The Personnel Commission prescribes, amends, and interprets rules and regulations to ensure the efficiency of the classified service. It conducts recruitments from all segments of society and advancement based on ability, knowledge, and skill. It also provides for the selection and retention of classified employees upon a basis of merit and fitness.

Finally, the Personnel Commission maintains a classification plan that groups positions into classes on the basis of duties and responsibilities assigned by the Governing Board.



The Personnel Commission

The Personnel Commission is an independent body responsible for maintaining a Merit System for classified employees of the District and for fostering the advancement of career services for those employees. It is comprised of three members who reside within the boundaries of Ventura County and are known proponents of the Merit System and the principles on which the system is based. They serve on staggered terms. One member is appointed by the Board of Trustees, one member by the classified employees of the District, and the third member is appointed by the other two Commission members.

Personnel Commissioners

Commissioner Carrillo joined the Personnel Commission in 2020 as the SEIU appointee. He has been active on several local non-profit boards, previously serving as a Commissioner for the City of Ventura Library, and currently serves on the Ventura Friends of the Library Board and the Social Justice Fund of Ventura County. Mr. Carrillo holds a Bachelor of Science degree from California State University, Northridge.

Occupation:

Retired Tri-Counties Regional Director, SEIU Local 721.



Danny Carrillo

Union Appointee

Meetings

Regularly scheduled meetings of the Personnel Commission are held at 5:30 p.m. on the third Thursday of each month. Rules, agendas, and minutes are posted to our web site.



Commissioner Manley has been a member of the Personnel Commission since 2015. She currently serves as Treasurer for the Association of California School Administrators Region 13. Ms. Manley holds a Master of Arts in Educational Leadership from California State University, Northridge.

Occupation:

Retired manager, Certificated Human Resources Ventura Unified School District.



**Sherry
Manley**

Joint Appointee

Commissioner Escobedo has been a member of the Personnel Commission since 2021. Mr. Escobedo holds a Master of Science in Industrial/Organizational Psychology from California State University, Long Beach.

Occupation:

Deputy Executive Officer-Human Resources and Equal Employment Opportunity (EEO) Officer, Human Resources County of Ventura.



**Matthew
Escobedo**

Board Appointee

Guiding Principles

The Personnel Commission is committed to providing a quality classified workforce for VCCCD and the communities we serve. The Personnel Commission is responsible for:

RECRUITMENT AND SELECTION:

We hire & promote employees based on merit & fitness.

- Ensure employees are hired in accordance with Personnel & Merit System law based upon merit & fitness & without favoritism, nepotism or cronyism
- Protect employees & applicants from discriminatory actions
- Ensure job related pre-employment exams & administer tests
- Establish eligibility lists
- Recruit candidates & ensure equal employment opportunity
- Ensure sufficient advertising to allow the most diverse list the job market has to offer

TRAINING, DEVELOPMENT & ACCOUNTABILITY:

We retain employees based on merit & fitness.

- Promote accountability in public service
- Support training & development programs for the classified service
- Support employees with positive standards to achieve excellence

FAIR TREATMENT:

We protect due process rights of classified employees.

- Prescribe, amend, & interpret Personnel Rules
- Provide clear expectations for employee performance
- Help structure employee assistance plans to provide opportunities to improve performance
- Encourage managers & supervisors to provide recommendations regarding the administration of progressive discipline
- Hear disciplinary appeals

EQUITABLE CLASSIFICATION & COMPENSATION:

We promote efficiency in the classified service.

- Maintain an efficient classification structure
- Conduct studies of new positions
- Conduct studies of existing positions
- Conduct compensation studies
- Recommend salary schedules consistent with the principle of "like pay for like service"
- Provide expert human resources management support to offer innovative services & solutions to problems facing the District

MISSION

We are committed to providing a quality classified workforce for VCCCD and the communities we serve.

VISION

We strive to be a fair, innovative, strategic, and solution-oriented resource to the community and customers which we serve while acquiring and maintaining our status as the best Personnel Commission operation in the State of California.

VALUES

Diversity, Equity, & Inclusion

Efficiency

Integrity

**Innovation & Continuous
Improvement**

Respect

**Professional & Technical
Expertise**

Customer Service

Objectivity

Rule Revisions

The Personnel Commission prescribes, amends, and interprets rules to promote the efficiency of the classified service and ensure that the selection, retention, and promotion of classified employees is based on merit and fitness. The Personnel Commission Rules apply to all classified employees, including those in bargaining units, confidential, and management labor groups.

The following two Personnel Commission Rules were revised or amended: PC Rules 137, 192

Disciplinary Hearings

Permanent classified employees have the right to appeal disciplinary actions (termination, suspension, involuntary demotion) taken to the Board of Education that they believe are not justified. The Personnel Commission may sustain the decision of the Chancellor, modify it, or reverse it and order back-compensation/seniority to the employee, as appropriate.

During the 2023-2024 fiscal year, there were zero public hearings completed.

Classification and Compensation

The Personnel Commission is responsible for defining, categorizing, and allocating positions to appropriate classes, assigning classification with occupational hierarchies, and developing written class specifications. The process is the result of a job analysis which includes interviews, questionnaires completed by incumbents and supervisors, as well as research on job classifications from other districts or agencies. Salary studies and surveys are conducted for the purpose of attracting and retaining quality personnel and ensuring "like pay for like work".

NEW CLASSIFICATIONS

The Personnel Commission established five new classifications:

- Director of Training and Organizational Development
- EOPS Specialist - Outreach
- Film, Television, and Media Engineer
- Grounds and Underground Utility Supervisor
- Lead Fabricator

POSITION STUDY REQUESTS AND RECLASSIFICATIONS

Four position studies were conducted and two of those positions were reclassified:

- Maintenance Worker II
- Performing Arts Center Assistant
- Student Services Specialist
- Tutorial Services Specialist I
- Lead Fabricator

CLASSIFICATION SPECIFICATION REVISIONS

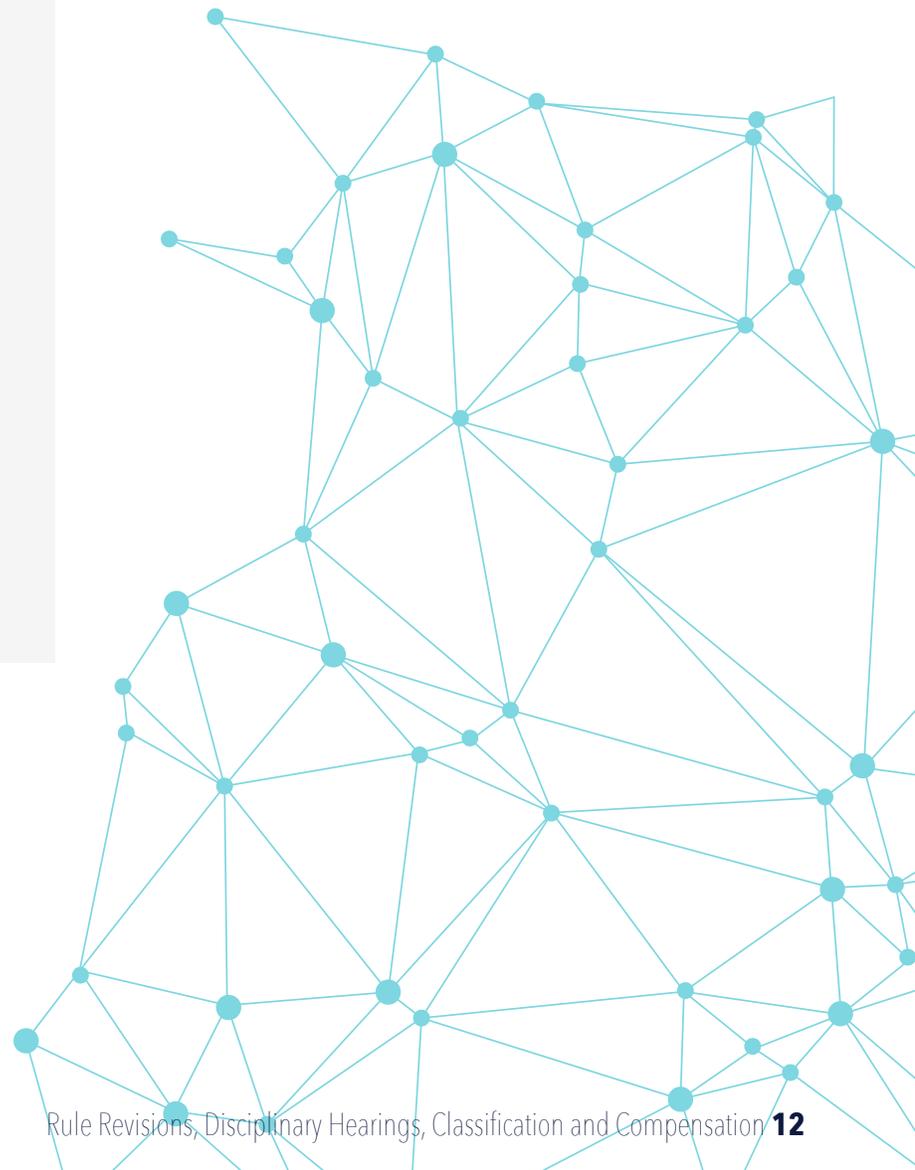
The following seventy six classifications were revised during 2023-2024:

- Accounting Technician
- Admissions and Records Technician
- Budget Director
- Child Development Associate
- Child Development Center Supervisor
- Director of Software Applications and Development
- Financial Aid Data Specialist
- Grounds Athletic Field Specialist
- Instructional Lab Technician I – Exotic Animal Training and Management
- Library Assistant
- Library Technician
- Locksmith
- Performing Arts Center Assistant
- Senior Accounting Technician
- Veterans Resources Specialist
- Vice President, Business Services
- Zoo Operations Assistant
- Revisions to all 59 supervisory and managerial classifications

ABOLISHED CLASSIFICATIONS

The Personnel Commission abolished one classification:

- Lead Child Development Associate



Recruitment and Selection

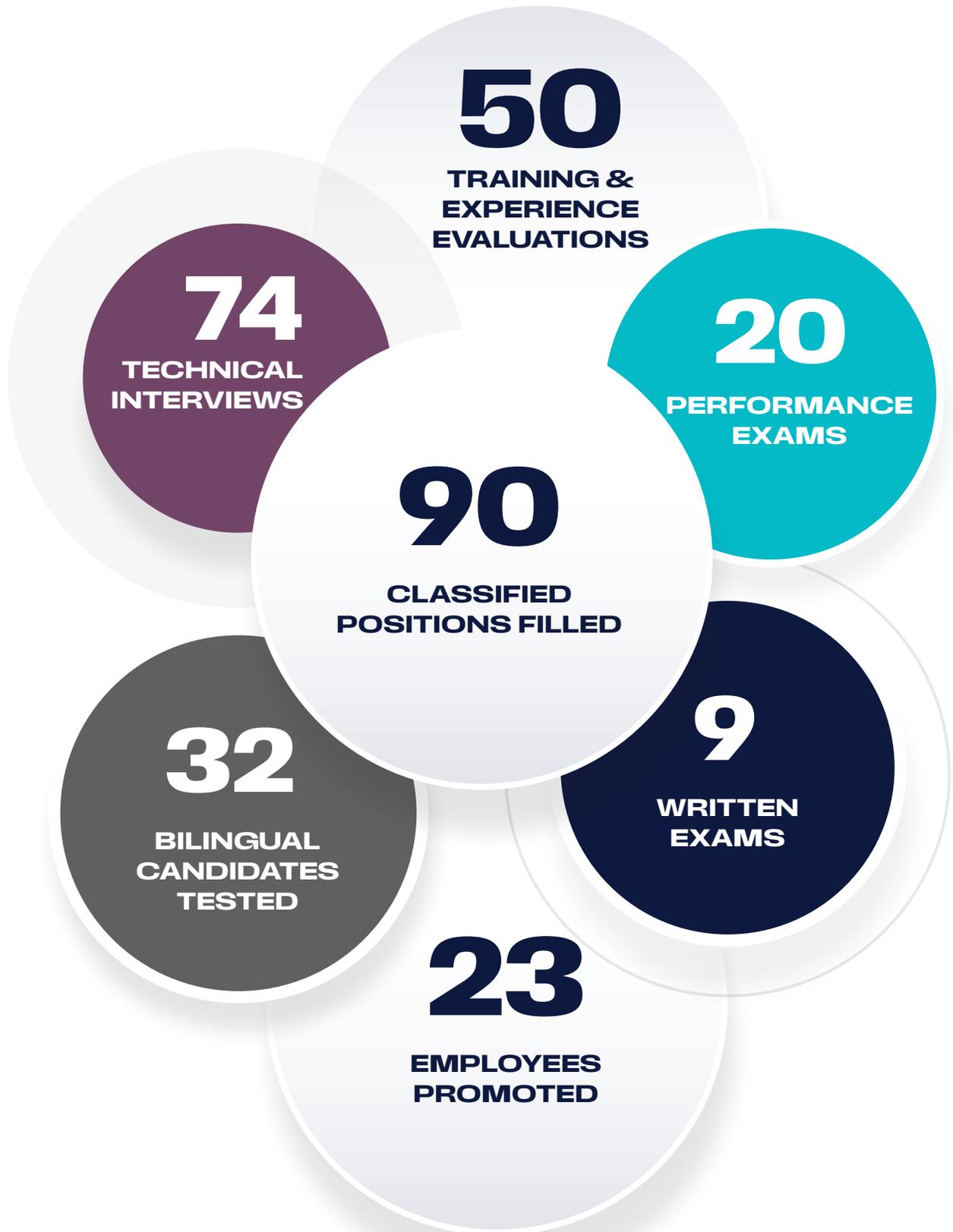
The Personnel Commission is responsible for recruiting and assessing candidates for employment based on provisions of the Education Code and other relevant federal and state laws, regulations, guidelines, and professional standards.

*During the 2023-2024 fiscal year, a total of **2,854** applications were processed in recruitments for classified vacancies and a total of **331** candidates joined **61** eligibility lists for hiring consideration for the following classifications:*

- Accounts Payable Technician
- Administrative Assistant
- Admissions and Records Technician
- Basic Needs Specialist (2)
- Budget Director
- Child Development Assistant
- College Nurse
- Communications Assistant
- Community College Police Officer I
- Counseling Services Specialist
- Custodian (2)
- Director of Training and Organizational Development
- EOPS Specialist - Outreach
- Evening and Weekend Activities Attendant
- Financial Aid Data Specialist (2)
- Financial Aid Specialist
- Grant Accounting Administrative Assistant
- Grant Director - Career & Technical Education
- Graphic Designer
- Grounds Athletic Fields Specialist
- Grounds Equipment Operator - Mechanic
- Grounds Maintenance Worker (2)
- Information Technology Support Specialist I
- Information Technology Support Specialist III
- Instructional Lab Technician I - Agriculture
- Instructional Lab Technician I - Automotive
- Instructional Lab Technician I - Exotic Animal Training and Management (EATM)
- Instructional Lab Technician II - Learning Resources (2)
- Instructional Lab Technician II - Nursing
- Instructional Lab Technician II - Physical and Applied Sciences
- Instructional Lab Technician II - Registered Veterinary Technician
- Library Technician
- Maintenance and Operations Supervisor
- Mental Health Therapist (2)
- Network Administrator II
- Nurse Practitioner (2)
- Office Assistant
- Placement Project Specialist
- Program Specialist - Career and Technical Education
- Purchasing Assistant
- Purchasing Specialist
- Senior Accounting Technician
- Senior Administrative Assistant
- Senior Data Analyst
- Senior Programmer Analyst
- Student Outreach Specialist
- Student Services Assistant
- Student Services Assistant - Disability Services
- Student Services Specialist - Student Information Center
- Student Success and Support Specialist II (2)
- Tutorial Services Specialist I
- Tutorial Services Specialist II
- VP Business Services
- Zoo Operations Assistant

CLASSIFIED RECRUITMENTS

The Personnel Commission during FY 2023-2024 oversaw the completion of 61 classified recruitments:



VCCCD CLASSIFIED EMPLOYEES

2023-2024

Effective October 11, 2023

643

2022-2023

Effective October 11, 2022

647

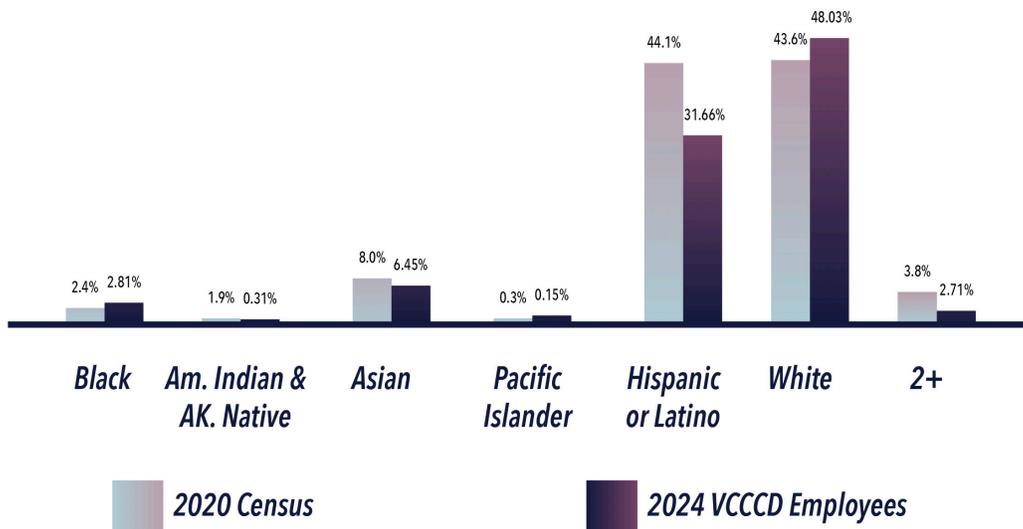
2021-2022

Effective October 11, 2021

569

VCCCD CLASSIFIED EMPLOYEES

Demographics and Community Labor Statistics



OUR 2024 CLASSIFIED EMPLOYEES OF THE YEAR



FIDELIA FLORES

Financial Aid Specialist

As **Districtwide Classified Employee of the Year**, Flores exemplifies dedication to Vision 2030 goals in her support of students' financial aid needs. She provides tailored assistance, ensuring each student gets the help they need. Instrumental in securing the Catalyst grant, she helped establish the OC Dream Resource Center, reflecting her commitment to inclusivity. As OC Foster Youth Liaison and a regional representative, Flores impacts both the college and community. She shows her compassion annually by donating backpacks and supplies to local first graders. Flores's dedication makes her a true financial aid superhero and an inspiration to all.



BRIAN DERDERIAN

Network Administrator II

Derderian consistently goes beyond expectations, earning numerous kudos from the campus community. Known for his positive attitude, he tackles each task with a smile, ensuring others' satisfaction. His involvement in CISOA connects him with peers across California community colleges and keeps him informed on CCCC initiatives. Celebrated for his technical expertise and uplifting spirit, Derderian empowers others and fosters a collaborative, supportive environment that celebrates individual achievements.



KRISTEN ROBINSON

Student Activities Specialist

Robinson embodies the "students first" mentality, often invited to join committees where she goes above and beyond. She supports students across various activities, from performing arts to athletics, and recently took on Civic Events and Voter Engagement, strengthening the college's community ties. With her compassionate ear and proactive approach, Robinson is a role model, forging strong connections with students and making a lasting impact across the campus.



ERIKA HURTADO

Tutorial Services Specialist II

Hurtado is an inspiring leader in the Tutoring Center, fostering growth and inclusivity. She bridges students and faculty by coordinating embedded tutors and contributes to campus growth through her active committee involvement. She listens to students' needs and creates accessible resources that align with the college's mission and values. Her commitment to a safe, diverse learning environment makes Hurtado a key contributor to Ventura College.

Personnel Commission Staff

The Director of Employment Services/Personnel Commission and staff are responsible to the Personnel Commission for carrying out all procedures in the administration of the Merit System and the rules of the Personnel Commission.



This image features the current Human Resources Recruitment Team, dedicated to providing expert support and guidance in recruitment assistance

Andrea Barrera Ingley
Scott Pilch
Celestina Chavez
Emma Mosbergen
Judy Caballero
Jessica Lemus Ceballos
Anthony Chavez
Kelly Barton

Interim Associate Vice Chancellor of Human Resources
Interim Director of Employment Services/Personnel Commission
Executive Assistant to the Office of the Personnel Commission
Human Resources Analyst II
Human Resources Analyst I
Human Resources Technician II
Human Resources Assistant
Human Resources Assistant

Our Promise



You will be treated with dignity & respect.



You will receive a fair & job-related assessment of your skills & abilities.



Your personal information will be handled confidentially & securely.



You will receive timely & useful information.



Your suggestions for how we may improve will be welcomed & valued.



**Ventura County
Community College District**
Personnel Commission

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