



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT



Personnel Commission

2021-2022 Annual Report



MOORPARK COLLEGE



OXNARD COLLEGE



VENTURA COLLEGE



DISTRICT ADMINISTRATIVE CENTER

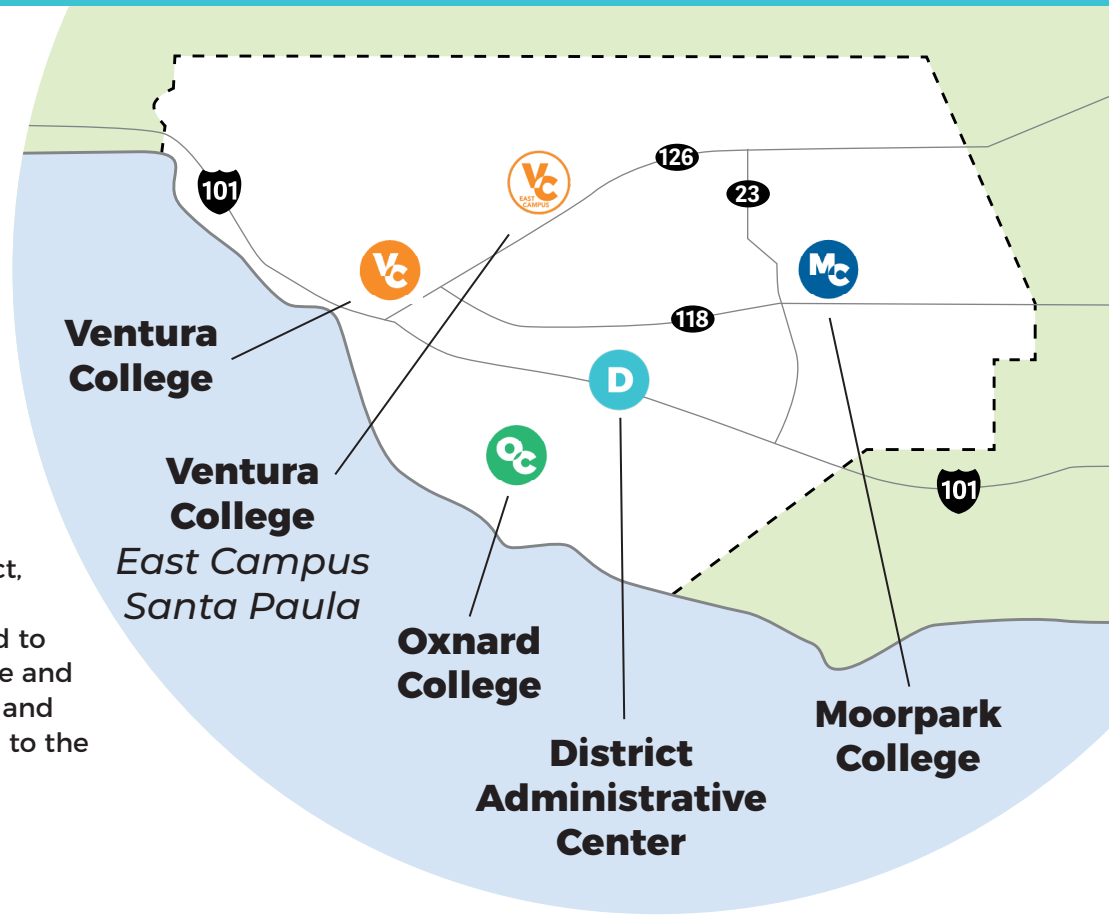
The Ventura County Community College District recognizes that a diverse community of faculty, staff, and administrators promotes academic excellence through the creation of an inclusive educational and work environment for students, employees, and the surrounding community.

The Ventura County Community College District

The Ventura County Community College District (VCCCD) is a public community college district serving the residents of Ventura County. The VCCCD's colleges offer programs for transfer to four-year colleges and universities, career technical training, and 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 47,164 students through its three colleges: Moorpark College, Oxnard College, and Ventura College.

The District is located in Ventura County, approximately 50 miles north of Los Angeles bordered by 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. Ventura College, founded in 1925, is one of the oldest community colleges in California. Moorpark College, established in 1963, opened its doors four years later and is situated on 134 acres in the foothills between Moorpark and Simi Valley. Oxnard College, established in 1975, 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 promotes academic excellence through the creation of an inclusive educational and work environment for students, employees, and the surrounding community. 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.



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 by the classified employees of the District, and the third 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 on the City's Measure O Tax Committee. Mr. Carrillo holds a Bachelor of Science degree from California State University, Northridge.

Occupation:
Tri-Counties Regional Director, SEIU Local 721.

Danny Carrillo | Union Appointee



Commissioner Manley has been a member of the Commission since 2015. Ms. Manley holds a Master of Arts in Educational Leadership from California State University, Northridge.

Occupation:
Manager, Certificated Human Resources
Ventura Unified School District.

Sherry Manley | Joint Appointee



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

Occupation:
Assistant Human Resources Director
County of Ventura.

Matthew Escobedo | Board Appointee

Mission and 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 the following:

- Ensuring employees are hired in accordance with Commission rules and Merit System law based on merit and fitness and without favoritism.
- Protecting applicants and employees from discriminatory practices.
- Ensuring objective, job-related pre-employment examinations.
- Providing for the establishment of eligibility lists.
- Providing for announcements of job vacancies for employees and the public.
- Classifying and reclassifying positions.
- Recommending salary schedules consistent with the principle of “like pay for like service”.
- Investigating and hearing appeals of permanent employees who have been suspended, demoted, or dismissed.
- Ensuring that all employees and applicants for positions will have equal opportunity for employment regardless of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, political beliefs, age, gender, sex, religion, transgender, sexual orientation, marital status, veteran status, and/or physical or mental disability.



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:

<https://www.vcccd.edu/departments/human-resources/personnel-commission>

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.

During FY 2021-2022, **seven** Personnel Commission Rules were revised or amended:

- PC Rule 173
- PC Section 240
- PC Rule 241
- PC Rule 242
- PC Rule 243
- PC Rule 244
- PC Rule 247

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 2021-2022 fiscal year, there was **one** public hearing in progress.

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 created **eight** new classifications:

- Director of Institutional Advancement and Community Relations
- College Services Specialist
- Financial Aid Data Specialist
- Executive Director, South Central Coast Regional Consortium
- Human Resources Specialist (Confidential)
- Director of Diversity, Equity, and Inclusion
- Administrative Assistant (Confidential)
- Instructional Assistant – Veterinary Technology Program

CLASSIFICATION REVISIONS

The following **eleven** classifications were revised:

- Grant Accounting/Admin Assistant
- Human Resources Technician II
- Human Resources Technician II (Confidential)
- Assistant Registrar
- Executive Assistant to the Vice Chancellor, Human Resources (Confidential)
- Instructional Lab Technician I – Emergency Medical Technologies
- Counselor Assistant
- Costume Technician
- HVAC&R Technician
- Instructional Lab Technician I – Veterinary Technology Program
- DSPTS Specialist/ASL Interpreter

POSITION STUDY REQUESTS AND RECLASSIFICATIONS

One position study was completed:

- Administrative Assistant at Moorpark College

SALARY ALLOCATION STUDIES

Staff conducted **ten** salary allocation studies to ensure competitive and equitable pay:

- Director of Institutional Advancement and Community Relations
- College Services Specialist
- Financial Aid Data Specialist
- Executive Director, South Central Coast Regional Consortium
- Human Resources Specialist (Confidential)
- Costume Designer
- Director of Diversity, Equity, and Inclusion
- Administrative Assistant (Confidential)
- Instructional Assistant - Veterinary Technology Program
- DSPS Specialist/ASL Interpreter

ABOLISHED CLASSIFICATIONS

Two unused classifications were abolished:

- Director of Institutional Advancement, Community Relations, and Marketing
- Human Resource Analyst - Employee Relations and Staff Development

CLASSIFICATION CONSOLIDATIONS

Zero classification studies were conducted that resulted in the consolidation of specialized classifications into broader job descriptions.



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Our Promise

When you apply for a job at VCCCD

- ✓ You will be treated with dignity and respect.
- ✓ You will receive a fair and job-related assessment of your skills and abilities.
- ✓ Your personal information will be handled confidentially and securely.
- ✓ You will receive timely and useful information.
- ✓ Your suggestions for how we may improve will be welcomed and valued.

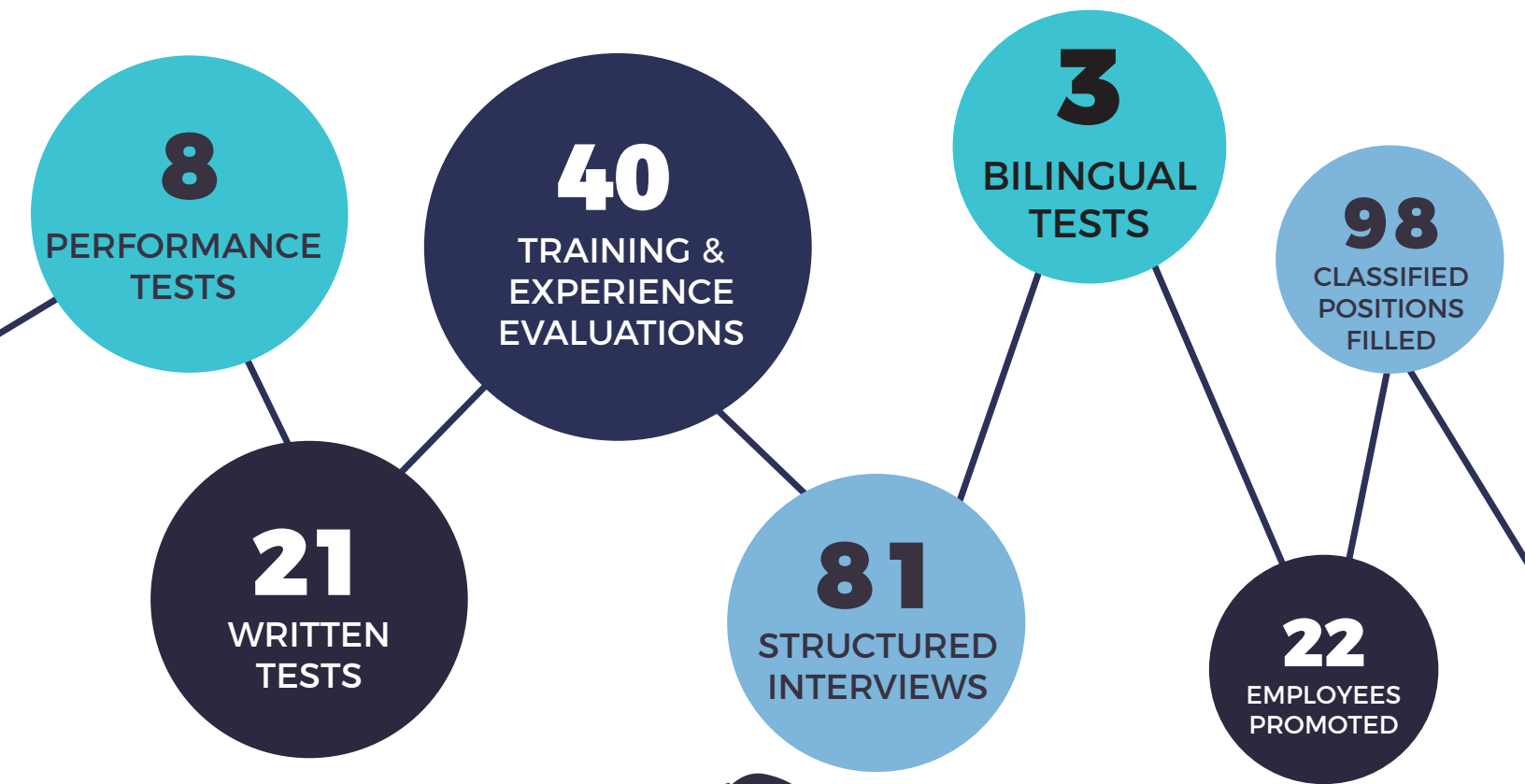


Recruitment and Selection

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.

In FY 2021-2022, **2,340** applications were processed in recruitments for classified vacancies and **307** candidates joined **80** eligibility lists for hiring consideration in the following classifications:

Accounting Technician	Financial Aid Specialist (Bilingual)
Accounts Payable Technician	Financial Analyst
Administrative Assistant	Grant Accounting/Administrative Assistant
Administrative Assistant - Bilingual (English/Spanish)	Grant Director - STEM
Admissions & Records Technician	Graphics and Digital Printing Technician
Alternate Media Specialist	Human Resources Analyst I
Assistant Registrar	Human Resources Specialist (Confidential)
Basic Needs Specialist	Human Resources Technician I
Bursar	HVAC&R Technician
Child Development Assistant	Information Technology Help Desk Assistant
College Fiscal Services Supervisor	Information Technology Support Specialist II
Community College Police Officer I	Instructional Lab Technician I - Emergency Medical Technician (EMT)
Community College Police Officer II - Sergeant	Instructional Lab Technician I - Manufacturing
Counseling Services Specialist	Instructional Technologist - Designer
Counselor Assistant	Lead Custodian
Custodian	Maintenance Worker II
Database Administrator	Marketing, Communications and Web Design Coordinator
Director of Facilities, Maintenance and Operations	Office Assistant
Director of General Services	Performing Arts Center Technician II
Director of Institutional Advancement and Community Relations	Physical Education Athletic Equipment Manager
Director of Software Applications & Development	Plumber
DSPS Specialist/ASL Interpreter	Program Coordinator I - Current Vacancy is Bilingual (English/Spanish)
EOPS / CARE Technician	Program Coordinator II
Evening and Weekend Activities Attendant	Program Director II
Executive Assistant to the Chancellor (Confidential)	Purchasing Assistant
Executive Assistant to the Vice Chancellor (Confidential)	Research Analyst
Executive Assistant to the Vice Chancellor, Human Resources (Confidential)	Senior Accounting Technician
Executive Director, South Central Coast Regional Consortium	Senior Administrative Assistant
Financial Aid Data Specialist	Student Activities Specialist
Financial Aid Specialist	Student Services Assistant
	Student Services Assistant - Disability Services
	Student Success & Support Specialist II
	Tutorial Services Specialist I



Our Employees

2022 Classified Employees Of The Year

Mara Rodriguez | Moorpark College



Rodriguez is beloved by all who interact with her, whether they be a person or animal. She has a deep commitment to high standards of professionalism. She believes so strongly in the mission of America's Teaching Zoo at Moorpark College that she left her longtime role as an instructional lab technician to be the zoo development coordinator. It is hard to imagine anyone being better-suited to represent the program and compel others to support it than Rodriguez. She is adept at building relationships and effecting change for the Exotic Animal Training and Management program, America's Teaching Zoo and campus at large.

Amparo Medina | Oxnard College



Medina joined Oxnard College in 2015 and embodies the college's core values. As the student activities specialist, she teaches Associated Student Government leaders communication skills, leadership development and advocacy. She is also the classified senate president. Medina is a first-generation college graduate who knows firsthand the challenges students face and is a strong advocate for those who feel powerless. Equity-minded, student-centered and socially conscious, she was instrumental in bringing the Caring Campus initiative to the college and expanding peer mentoring opportunities.

Jessie Llamas | Ventura College



Llamas has been the physical education/athletic equipment manager at Ventura College for the past 24 years. While most of the preparation for the college's 19 collegiate sports starts with her, she uses her insights, compassion and equity focus to help students who may be food insecure or need personal items

or transportation to a competition. As manager of the college's unhooded shower program, Llamas provides students towels, food, program assistance and, most importantly, dignity. Llamas's interactions with student-athletes leave a lasting impression for how she encourages them to believe in themselves and strive.

Lt. Cesar Romero | Districtwide Services



Romero, a lieutenant with the VCCCD Police Department, has been with the District for 18 years. As the station supervisor at Oxnard College, he and his team are committed to keeping the campus safe for everyone. Romero is an active community volunteer, coaching youth sports, donating his time at Food Share Ventura County and participating in the county's Community Emergency Response Team (CERT) COVID-19 screening sites. He is a faithful servant leader who encourages his team to try new things and flourish. His leadership also inspires students, faculty and other classified staff.

VCCCD Employees are Passionate!



Do

As a Senior Payroll Technician, I play a lead role in the payroll department and have primary responsibility for the faculty payroll. Serving in this role for the past seven years has brought me a great deal of knowledge, reward, and no small measure of challenges.

Dan Casey
VCCCD Senior Payroll Technician

I TRULY LOVE WORKING IN EDUCATION. I HAVE BEEN FORTUNATE TO WORK IN HIGHER EDUCATION IN VENTURA COUNTY AND APPRECIATE THE OPPORTUNITY TO MAKE AN IMPACT IN THE LIVES OF STUDENTS. IT BRINGS ME GREAT JOY TO BE IN MY COMMUNITY AND SEE MY FORMER STUDENTS SUCCEED.

LEAH ALARCON
OC ACTING VP OF
STUDENT DEVELOPMENT
TITLE IX COORDINATOR



OC



Vc

I have been a practicing nurse for over 50 years, and my passion is helping a patient/student achieve their wellness goals. It has been a perfect fit for my personality.

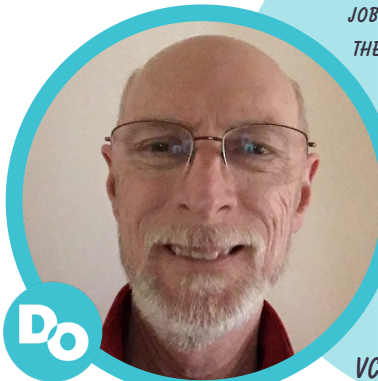
Mary Jones
VC Student Health
Center Coordinator



Do

What I find most rewarding about my position is being able to support others. There are so many hardworking folks around the District that if I can help make their day a little easier, then life is good.

Robert Hott
VCCCD Maintenance Worker
Warehouse Operator
District Courier



Do

THE MOST REWARDING ASPECT OF MY JOB IS HELPING COLLEGE STAFF IMPROVE THEIR BUSINESS PROCESS, MANAGE THEIR DATA MORE EFFECTIVELY AND ADDRESS EVER-CHANGING REGULATORY REQUIREMENTS. I VIEW THIS AS MY CONTRIBUTION TO IMPROVING STUDENT SERVICES AND OUTCOMES.

ERIC McDONALD
VCCCD SR. PROGRAMMER & ANALYST

I am an academic counselor at Moorpark College and currently serve as department chair. Counselors work with students throughout their academic journey. We provide information, guidance, and support to students to promote learning, success and completion.

Jodi Dickey
MC Counseling Faculty
Department Chair



Mc

VCCCD CLASSIFIED EMPLOYEES

572

2019 - 2020
Effective
October 11, 2020

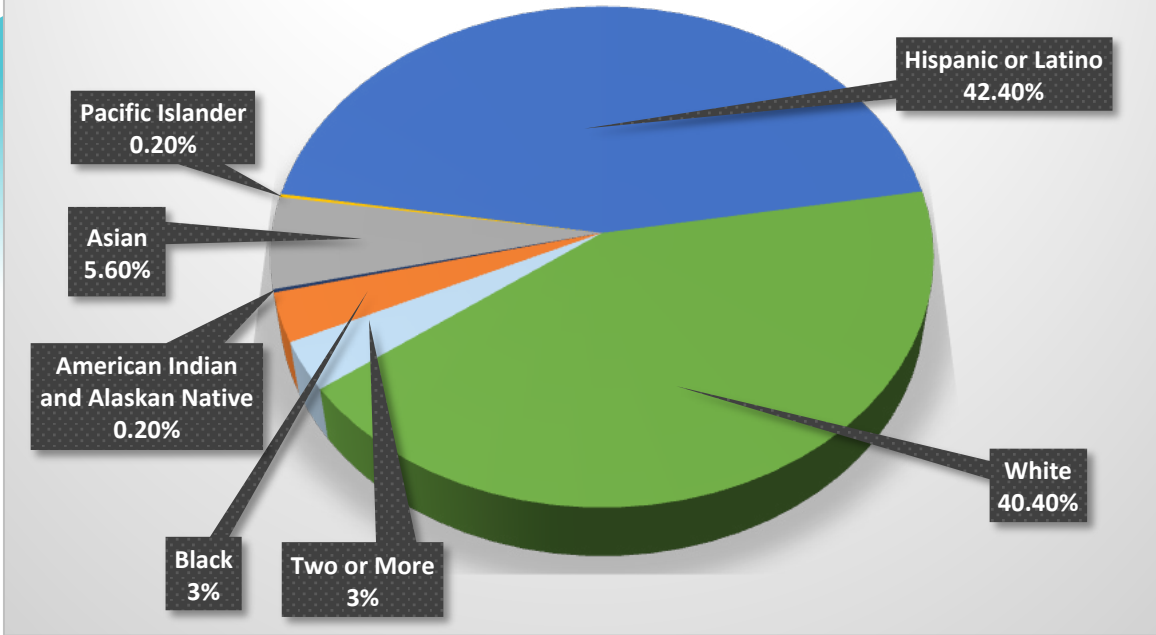
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2020 - 2021
Effective
October 11, 2021

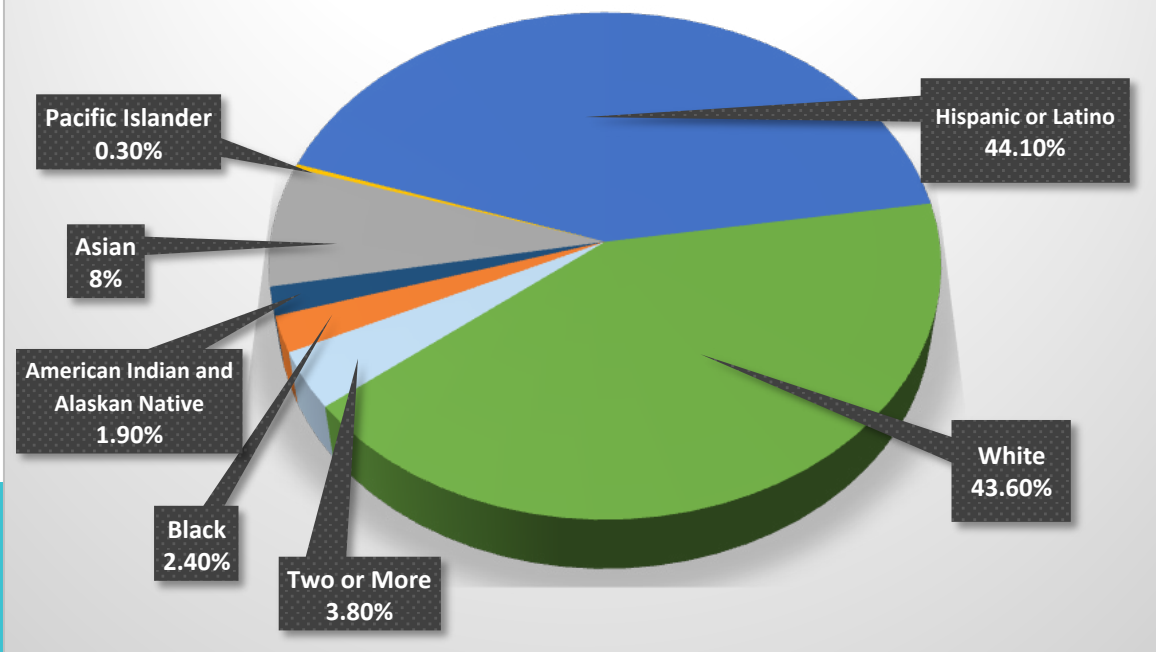
547

2021 - 2022
Effective
October 11, 2022

VCCCD Classified Employees - 2021



Community Labor Statistics - 2020 Census





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.

Andrea Barrera Ingley	Director of Employment Services & Personnel Commission
Celestina Chavez	Executive Assistant to the Office of the Personnel Commission
Claudia Barragan	Senior Human Resources Analyst
Gregg Robinson	Human Resources Analyst II
Vacant	Human Resources Analyst I
Anthony Chavez.....	Human Resources Assistant
Kelly Barton.....	Human Resources Assistant
Miguel Angel Rodriguez Lupercio.....	Human Resources Assistant (Bilingual)



Ventura County Community College District
PERSONNEL COMMISSION

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