



Ventura County Community College District Personnel Commission 2022-2023 Annual Report







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.

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 38,209* 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. 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.

*The DataMart Annual/Term Student Count functionality has been updated as of October 2022.

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.

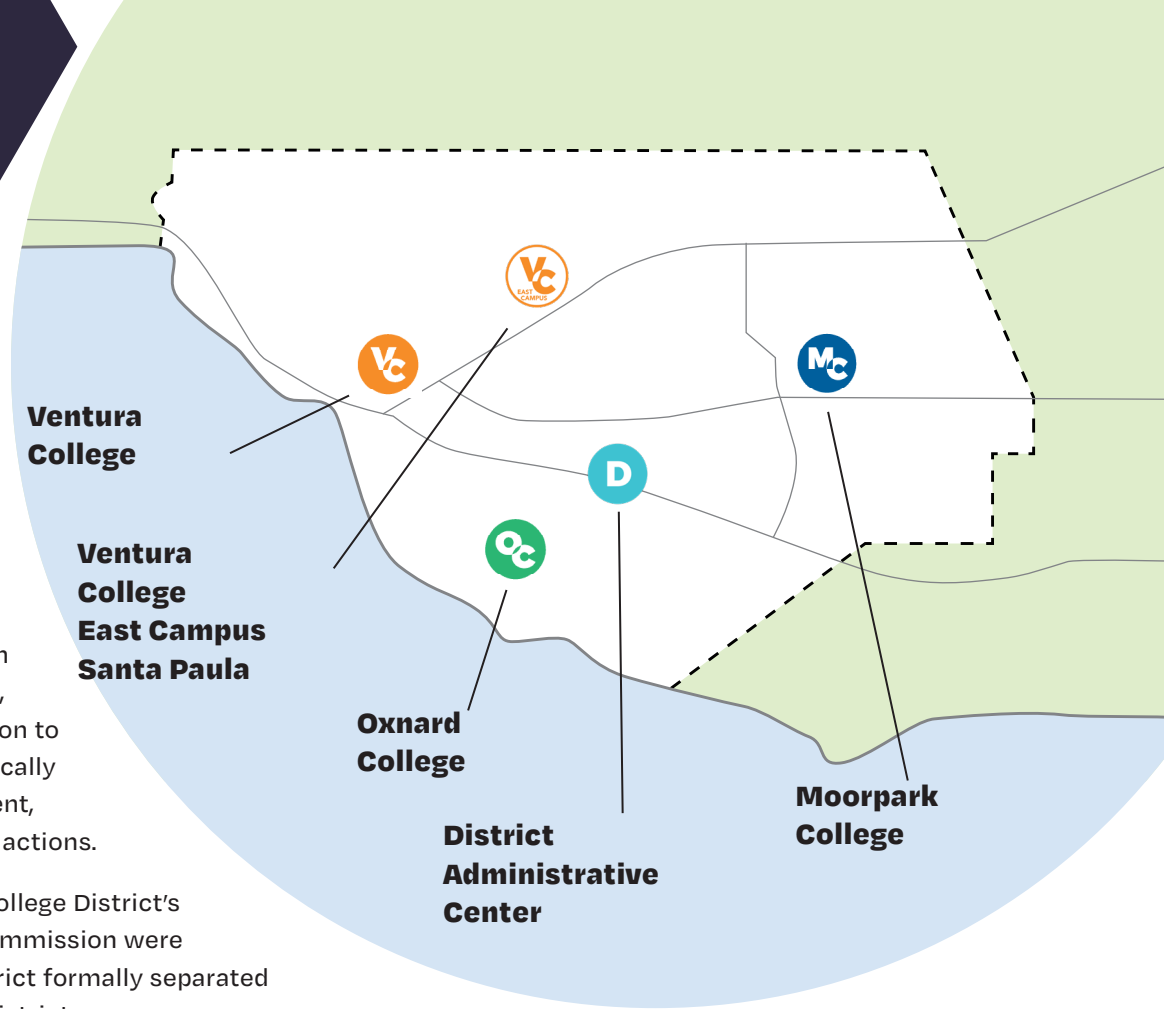
The Ventura County Community College District's Merit System and its Personnel Commission were established in 1962 when the District formally separated from the Ventura Unified School District.

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

Occupation:

Former 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 MA 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 MS in Industrial/Organizational Psychology from California State University, Long Beach.

Occupation:

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

Matthew Escobedo | Board 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.



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.

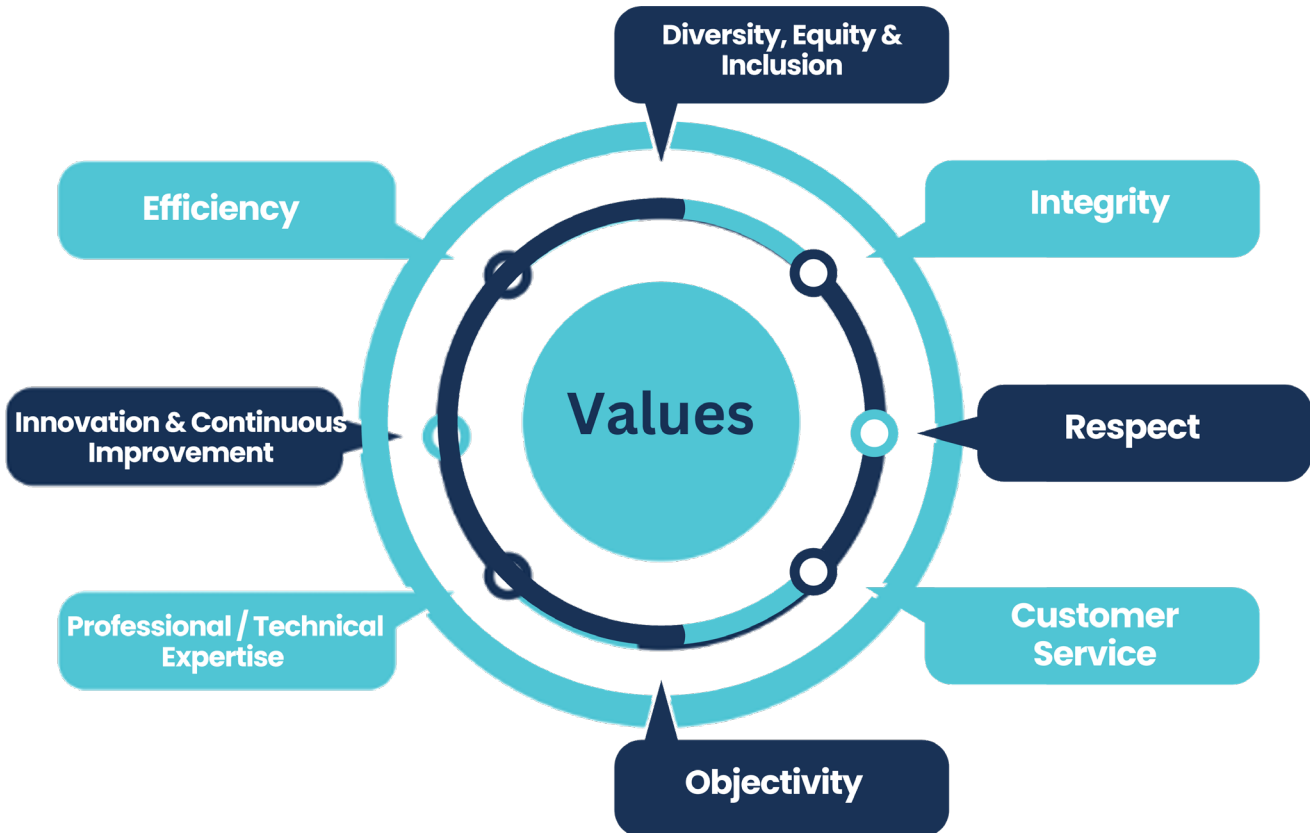
- Maintain an efficient classification structure
- Conduct studies of new positions
- Conduct studies of existing positions
- Conduct compensation studies
- Recommend salary schedules consistent with the principle of “like pay for like service”
- Provide expert human resources management support to offer 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.



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 **twelve** Personnel Commission Rules were revised or amended:

PC Rules 173, 183, 241, 242, 243, 244, 245, 246, 247, 292.2, 292.4, 321

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 2022-2023 fiscal year, there was **one** public hearing completed. The Personnel Commission took action to affirm the decision of the District.



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 **seven** new classifications:

- Clinical Psychologist
- Curriculum Specialist
- Director of Network Infrastructure and Security
- Executive Director of Operations
- Mental Health Therapist
- Nurse Practitioner
- Senior Data Analyst

CLASSIFICATION

SPECIFICATION REVISIONS

The following **sixteen** classifications were revised during 2022-2023:

- Chief of Police
- Child Development Assistant
- Child Development Associate
- Community College Police Lieutenant
- Community College Police Officer II - Sergeant
- Community College Police Officer I
- College Services Supervisor
- Director of General Services
- Director of Outreach and Marketing
- Financial Aid Specialist
- Financial Aid Data Specialist
- Human Resources Technician II (Confidential)
- Instructional Lab Technician - Automotive
- Nurse Practitioner
- Purchasing Specialist
- Zoo Enrichment Technician

POSITION STUDY

REQUESTS AND RECLASSIFICATIONS

Five position studies were conducted and **four** of those positions were reclassified.

- Student Success and Support Specialist II at Oxnard College
- Student Success and Support Specialist II at Oxnard College
- Student Success and Support Specialist II at Ventura College
- Office Assistant at Oxnard College
- Office Assistant at Ventura College

SALARY ALLOCATION STUDIES

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

- Associate Vice Chancellor of Information Technology
- Clinical Psychologist
- College Fiscal Services Supervisor
- Curriculum Specialist
- Director of General Services
- Director of Network Infrastructure and Security
- Executive Director of Operations
- Mental Health Therapist
- Nurse Practitioner
- Senior Data Analyst

ABOLISHED

CLASSIFICATIONS

The Personnel Commission abolished **one** classification:

- Curriculum Technician

CLASSIFICATION

CONSOLIDATIONS

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

RECRUITMENT AND SELECTION

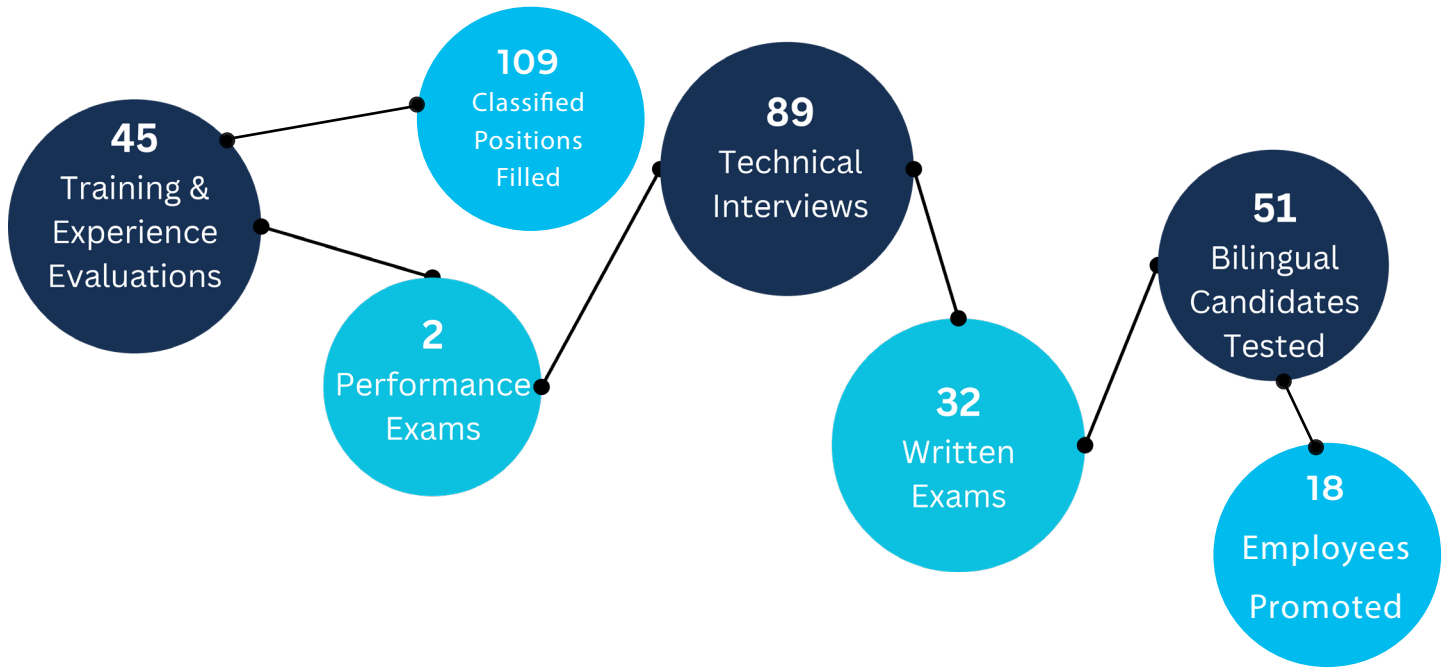
The Personnel Commission is responsible for recruiting and assessing candidates for employment based on provisions of the Education Code and other relevant federal and state laws, regulations, guidelines, and professional standards.

During the 2022-2023 fiscal year, a total of **2,707** applications were received, a total of **463** candidates were placed on eligibility lists, and there were **87** recruitment processes for the following classifications:

- Academic Data Specialist
- Administrative Assistant
- Admission and Records Technician
- Alternate Media Specialist
- Assistant Director of Facilities, Maintenance, and Operations
- Bursar
- Business Office Assistant I
- Career and Transfer Specialist
- Career Services Specialist
- Chief of Police
- Child Development Assistant
- Child Development Associate
- Clinical Psychologist
- College Services Supervisor
- Community College Police Officer I
- Costume Designer
- Counseling Services Specialist
- Custodial Supervisor
- Custodian
- Director of College Information Technology Services
- Director of Network Infrastructure and Security
- Director of Outreach and Marketing
- Director of Procurement and Contract Services
- DSPS Specialist/ASL Interpreter
- Executive Director of Operations
- Financial Aid Data Specialist
- Financial Aid Specialist
- Financial Aid Technician
- Grant Accounting/Administrative Assistant
- Grant Director - Title V Grant
- Grounds Maintenance Worker
- Grounds Supervisor
- Human Resources Assistant
- Human Resources Technician II (Confidential)
- Information Security Analyst
- Information Technology Help Desk Assistant
- Information Technology Support Specialist I
- Instructional Lab Technician II - Physical and Applied Sciences
- Instructional Lab Technician I - Ceramics
- Instructional Lab Technician I - Culinary Arts & Restaurant Management
- Instructional Lab Technician II - Chemistry
- Instructional Lab Technician II - Sciences
- Instructional Technologist/Designer
- Lead Custodian
- Learning Resources Supervisor
- Library Assistant
- Maintenance and Operations Supervisor
- Maintenance Worker II
- Mental Health Therapist
- Office Assistant
- Payroll Technician
- Performing Arts Center Assistant
- Placement Project Specialist
- Plumber
- Program Coordinator I
- Program Coordinator II
- Program Director II
- Purchasing Assistant
- Purchasing Specialist
- Safety Officer
- Scholarship Technician
- Senior Accounting Technician
- Senior Administrative Assistant

CLASSIFIED RECRUITMENTS

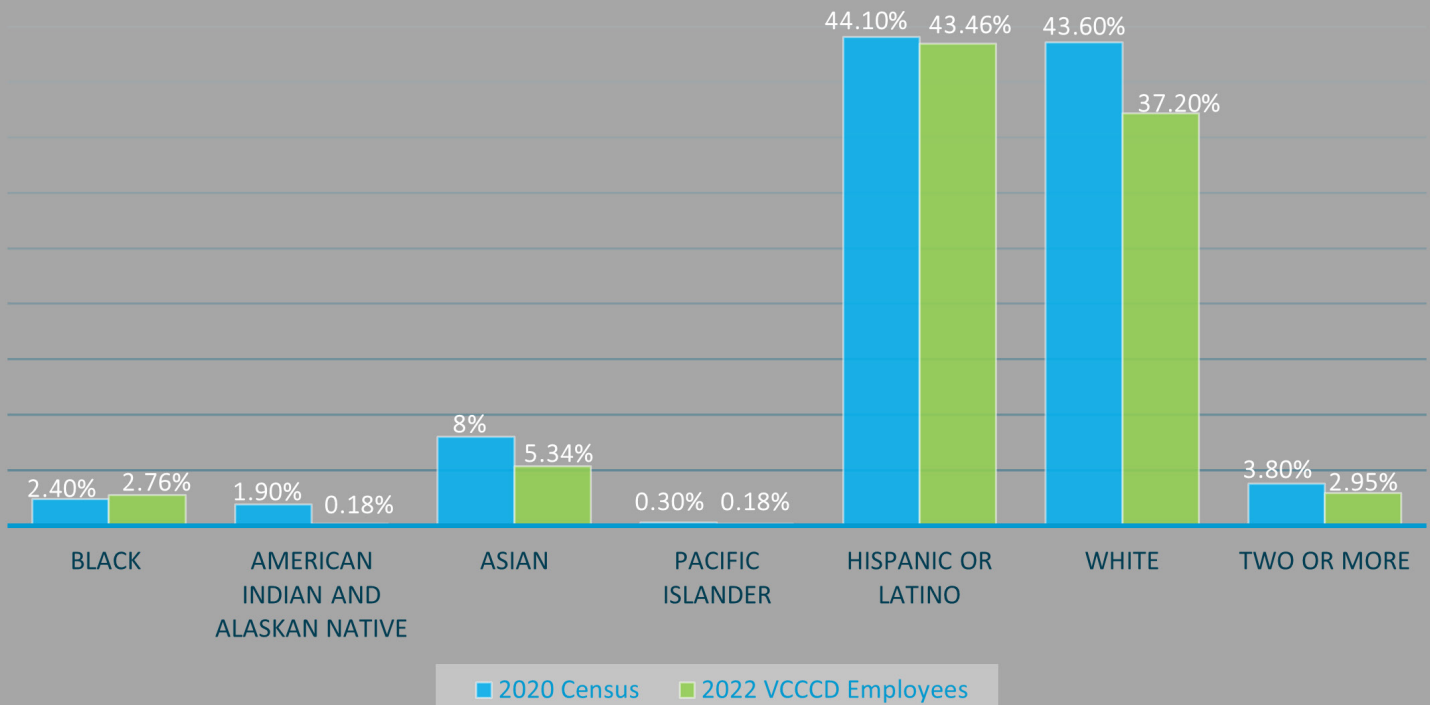
The Personnel Commission during FY 2022-2023 oversaw the completion of:



VCCCD CLASSIFIED EMPLOYEES



VCCCD Classified Employee Demographics and Community Labor Statistics



OUR 2023 CLASSIFIED EMPLOYEES OF THE YEAR



Deborah Brackley

2023 Moorpark College and VCCCD Classified Employee of the Year

Brackley has a commitment to excellence and focuses on doing her best for the Tutoring and Learning Center and Moorpark College. She collaborates with the Library staff, the First/Second Year Experience programs, CHESS, STEM Impacto, ACCESS and athletics. She also uses the resources of the tutoring center to support these programs. Brackley wrote culturally competent outcomes for tutors and created a cultural competence component to the tutoring training, co-led the college's social justice work group and created and delivered a presentation during Flex Week training for staff, faculty, students and administrators.



Jordan Goebel

2023 Ventura College Classified Employee of the Year

Goebel, an information technology support specialist II, is described as one of the most genuine, honest and gentle souls around. He works tirelessly for Ventura College and is dedicated to student access, success and the best possible campus technology operations. His commitment to the campus community is unparalleled, and he is integral to the success of the college's IT operations. As a contributing member of the graduation committee, he proposed, coordinated and managed the Eventbrite ticketing system, which made it easier for graduates' families and friends to attend and celebrate their graduates' scholastic achievements.



Amanda Burwick

2023 Oxnard College Classified Employee of the Year

Oxnard College students describe Burwick as helpful, agreeable, dependable, outgoing, professional and humble. She works to transform students' lives by offering equitable access to multiple educational and career pathways. As the job placement specialist, she works to understand job trends, build strong relationships with community partners to create hands-on learning internship opportunities and has created innovative programming to support student needs. Under her leadership, the campus has annually hosted over 70 employers interested in recruiting OC students, four student worker job fairs, the LA Rams HR Director and the Port of Hueneme. Burwick is also engaged in leadership positions across various college committees and senates where she regularly advocates for employees and students.



Karina Harding

2023 District Administrative Center Classified Employee of the Year

Harding is a purchasing specialist with a commitment to high-performance standards and has a positive outlook when it comes to the leadership role in the purchasing department at the District Administrative Center. She is skilled at organizing others within the work environment, promotes open communication within the department and is always willing to help her colleagues. In her nomination, Harding was commended for being a "working machine," professional and approachable.



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
- Scott Pilch.....Senior Human Resources Analyst
- Gregg Robinson.....Human Resources Analyst II
- Emma Mosbergen.....Human Resources Analyst I
- Jessica Lemus Ceballos.....Human Resources Technician II
- Anthony Chavez.....Human Resources Assistant
- Kelly Barton.....Human Resources Assistant
- Mayte Ipatzi.....Human ResourcesAssistant (Bilingual)



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

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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