

Ventura County Community College District

Personnel Commission

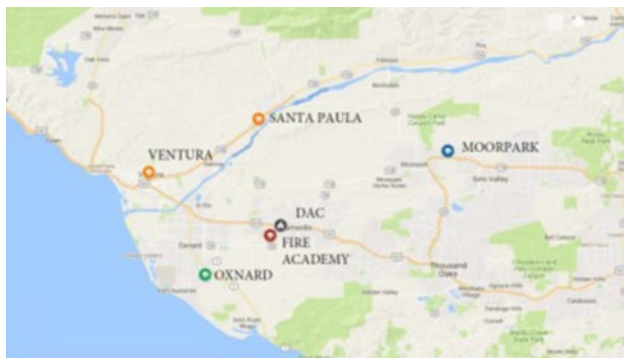
2020-2021 Annual Report

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 26,846 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 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

DANNY CARRILLO – UNION APPOINTEE

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 has a Bachelor of Science degree from California State University, Northridge.

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



SHERRY MANLEY – JOINT APPOINTEE

Commissioner Manley has been a member of the Commission since 2015. Ms. Manley has a MA in Educational Leadership from California State University-Northridge.

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



MATTHEW ESCOBEDO – BOARD APPOINTEE

Commissioner Escobedo has been a member of the Commission since 2021. Mr. Escobedo has a MS in industrial/ organizational psychology from California State University, Long Beach.

Occupation: Assistant Human Resources Director—County of Ventura.



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:

- 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 tests.
- 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.

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.vccd.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.

The Personnel Commission Rules that were revised or amended during FY 2020-2021:

- PC Rules 101, 121, 124, 131, 137,163, 177, 216, 282, 291, 292 295, & 296.
- PC Definition of Terms and Rules 214, 215, 216, & 217

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 2020-2021 fiscal year, the Personnel Commission completed **0** hearings.

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

During the 2020-2021 fiscal year, the Personnel Commission created **four** new classifications:

- Director of Public Affairs and Marketing
- Instructional Lab Technician I – Agriculture
- Instructional Lab Technician I - Manufacturing
- Lead Grounds Maintenance Worker

CLASSIFICATION REVISIONS

The following **fifteen** classifications were revised during 2020-2021:

- Admissions and Records Technician
- Career and Transfer Specialist
- Career Resources Specialist
- Career Services Specialist
- Director of Employee Relations and Human Resources Operations
- Disability Services Technician
- Grant Accounting/Administrative Assistant
- Graphic Communications Technician
- Human Resources Technician I
- HVAC&R Technician
- Instructional Lab Technician I – Automotive
- Instructional Lab Technician I – Exotic Animal Training and Management (EATM)
- Instructional Lab Technician I – Emergency Medical Technician (EMT)
- Lead Custodian
- Teaching Zoo Operations Supervisor

POSITION STUDY REQUESTS AND RECLASSIFICATIONS

Seven position studies were conducted. **Six** positions were reclassified.

- Administrative Assistant
- Administrative Officer to the Chancellor and Board of Trustees
- Disability Services Specialist/Interpreter
- Instructional Assistant - Assistive Technology Center
- Marketing Specialist
- Office Assistant
- Tutorial Services Specialist I

SALARY ALLOCATION STUDIES

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

- Director of Public Affairs and Marketing
- Instructional Lab Technician I – Agriculture
- Instructional Lab Technician I – Manufacturing
- Lead Grounds Maintenance Worker

ABOLISHED CLASSIFICATIONS

Three unused classifications were abolished during 2020-2021.

- Administrative Officer to the Chancellor and Board of Trustees
- Disability Services Specialist/Interpreter
- Instructional Assistant - Assistive Technology Center

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 fiscal year 2020-2021, **3,785 applications** were processed in recruitments for classified vacancies and **245 candidates** joined **49 eligibility lists** for hiring consideration in the following classifications:

- Accounting Technician
- Accounts Payable Technician
- Administrative Assistant
- Admissions and Records Technician
- Basic Needs Specialist (Bilingual)
- Budget Director
- Career and Transfer Specialist (Bilingual)
- Child Development Associate
- Child Development Center Supervisor (Bilingual)
- Communications Assistant (Bilingual)
- Costume Technician
- Custodian
- Director of Employee Relations and Human Resources Operations
- Director of Outreach and Marketing
- EOPS/CARE Technician
- Financial Aid Specialist
- Grant Accounting/Administrative Assistant
- Grant Director – Title V Grant
- Grounds Maintenance Worker
- Human Resource Analyst I
- Human Resource Analyst II
- HVAC&R Technician
- Instructional Lab Technician I - Agriculture
- Instructional Lab Technician I – Automotive
- Instructional Lab Technician I – Exotic Animal Training and Management
- Instructional Lab Technician II – Nursing
- Instructional Lab Technician I – Veterinary Technology
- Lead Custodian
- Office Assistant
- Physical Education – Athletic Equipment Manager
- Placement Project Specialist
- Program Coordinator I
- Program Director I
- Program Director I – Dual Enrollment
- Purchasing Specialist
- Research Analyst
- Senior Accounting Technician
- Senior Administrative Assistant
- Senior Human Resources Analyst
- Senior Programmer Analyst
- Student Activities Specialist
- Student Health Center Assistant I
- Student Health Center Assistant II
- Student Services Assistant
- Student Success and Support Specialist I
- Teaching Zoo Operations Supervisor
- Technical Data Specialist
- Tutoring and Supplemental Support Supervisor
- Zoo Operations Assistant

A total of **71 classified positions** were filled, including **10** promotions of VCCCD employees.

Number of Exam Components Administered:

Training & experience evaluations/ Performance tests / Written tests --- 42

Structured interviews --- 54

Bilingual tests --- 9

Our Employees

Include classified Employees of the Year (like in annual report)

Include classified employee quotes (like in annual report)

Include Graph of Classified employees:

2018-2019 ---- 563*

2019-2020 ---- 572**

2020-2021 ---- 569***

* Effective October 11, 2019

** Effective October 20, 2020

*** Effective October 19, 2021

Include graph of classified employees by location (like in annual report)

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 Ingley	Director of Employment Services/Personnel Commission
Celestina Chavez	Executive Assistant to the Personnel Commission
Claudia Barragan	Senior Human Resources Analyst
Gregg Robinson	Human Resources Analyst II
Marisa Lynch	Human Resources Analyst I
Anthony Chavez	Human Resources Assistant
Kelly Barton	Human Resources Assistant
Miguel Angel Rodriguez Lupercio	Human Resources Assistant

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