

Ventura County Community College District
 District Administrative Center
 Proposed Staffing Plan – Position Ranking/Justification
 March 2022

Rank	Dept	Position Title	Rationale/Impact
1	IT	Director of Security and Network Infrastructure	<p>Sixty-five out of 72 California Districts have a CISO and a Director of Network Infrastructure or have combined these into a single position. Increased capacity with network security expertise is needed to protect the VCCCD network. Information Security is the fastest evolving and most complex area of information technology. Understaffing in this area continues to impact college operations in terms of network connectivity and security. Could reduce significant staff overtime costs of up to \$ 50,000 per year.</p> <p>Benefits to the Colleges:</p> <ul style="list-style-type: none"> • Improved data and access security processes. Includes enhanced identify management and application (Banner, Onbase, Argos, etc.) access provisioning and de-provisioning process. • Leverage existing and new data and network security tools to provide a secure cyber environment. • Move security initiatives such as password management, multi factor authentication, and annual employee training forward. • Improve campus network infrastructure and Wi-Fi to take advantage of the increased bandwidth available to the colleges. • Build in monitoring and redundancy to increase uptime with a proactive approach.
2	HR	Employee Relations Analyst	<p>This position is needed to conduct workplace investigations pertaining to discrimination, harassment, and other employee misconduct issues; gather, compile, and analyze evidence from multiple sources for inclusion in investigative reports, proposed disciplinary actions, responses to state and federal government agencies, administrative hearings, and mediations; develop and deliver recommendations pertaining to investigations. This position will also assist with Performance Management including tracking evaluations, identifying trends in employment gaps as they relate to competencies, and develop training plan to address those gaps. Provide Title IX support.</p>

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			<p>Benefits to the College:</p> <ul style="list-style-type: none"> • Faster response from HR when contacted by employees with allegations harassment, discrimination, and hostile work environment • With the added resource, workload will be redistributed so that HR Technicians can provide an improved level of service in their response time to questions and concerns from the VCCCD workforce • This position will assume a portion of the investigations workload, thereby reducing legal costs • This position will coordinate the performance management function, tracking evaluations for all employee groups and ensuring that notifications of evaluations that are due go to supervisors, and that once received, employees will receive appropriate copies of items entered into their personnel file • This position will provide additional support to the supervisors and managers at the campuses in the area of the CBA interpretation and application, as well as with support in the disciplinary process.
3	BUS	Payroll Technician	<p>The regular workload related to processing payroll has increased over the last several years. In addition, STRS and PERS has increased and changed requirements and restrictions in the last few years which has exacerbated the increased workload. These critical new reporting requirements directly affect retirement benefits for employees and it is critical that payroll staff be able to provide timely, proper attention. As a result of the most recent approved AFT contract, the amount of faculty timesheets has increased by approximately 250 per month. This is due to the method of payment for professional experts being renegotiated. Additional ongoing reporting has been required for all employees due to CalPERS Medical requirements. On the horizon, STRS is updating their platform, which requires computer conversions and training that will require additional workload throughout the next two to three years to accomplish. This process will begin in January 2022 and is on top of existing workload. Overall, the department has been required to process an extraordinarily high volume of work with an extremely lean employee team. An additional team member is required.</p> <p>Benefits to filling this position include:</p> <ul style="list-style-type: none"> - More timely processing of adjustment requests. - Regular training for campus payroll staff. - Regular payroll office hours on campuses to provide employees with direct access to payroll staff to address any questions they might have. - Payroll staff will be able to start investigating improvements to the current payroll process to better take advantage of available technology.

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			<ul style="list-style-type: none"> - Payroll will be able to perform regular audits of the monthly payroll before it is finalized, allowing them to catch more errors. - Allow for cross-training of payroll staff. This will allow for better service for all employees. Currently only one staff is trained for faculty payroll, and one is trained for classified payroll with the supervisor providing some backup.
4	BUS	Administrative Assistant, Fiscal and General Services	<p>Business Services currently has no Administrative Support position specific to these areas. This results in the professional members of these areas doing their own support work with occasional assistance from the Executive Assistant to the Vice Chancellor. A centralized Administrative Assistant for Fiscal & General Services would increase efficiency and response and help the colleges with faster review, tracking, and approval of contracts, purchase orders, obtaining certificates of insurance, special event details. The records for this area would be centralized and better managed, organized, and retained.</p> <p>Benefits to College:</p> <ul style="list-style-type: none"> • Increased responsiveness to inquiries from campuses regarding contracts, purchase orders, and certificates of insurance • Assist Directors with administrative tasks in order for Directors to focus on campus initiatives, such as trainings, process developments, etc. • Provides additional administrative support to the Division, which will allow for additional campus assistance. Currently, there is one Executive Assistant for the entire Division.
5	IT	Senior Programmer Analyst	<p>Current programming staff support over 150 applications, labor intensive departments, and complex projects. There are very few hours to advance the highest priority projects at the colleges including auto-awarding of degrees. Over 40 projects have been submitted and prioritized and 11 more have been put on hold. As we purchase/add software, we need to address staffing to support it. This should be a part of the procurement process.</p> <p>Benefits to College:</p> <ul style="list-style-type: none"> • Increase new project completion time and support of existing applications • Support online form and workflow development • Leverage Onbase document management across college departments eliminating the need for paper.

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6	HR	Director of Diversity, Equity, and Inclusion	This position is needed to provide support and coordination of DEI activities throughout the District. The director will chair/co-chair key committees including District DEI Committee and the Equal Employment Opportunity Advisory Committee. This position will provide oversight and implement actions supporting diversity in hiring and retention of a diverse workforce to meet EEO plan and VCCCD strategic goals and metrics. This position will also coordinate and support DEI training and professional development in collaboration with the colleges to develop and enhance the culture of DEI in the VCCCD.
7	HR	Administrative Assistant	This position is needed to support the work of the Director of DEI, and the Director of Employee Relations and HR Operations. Will perform a wide variety of complex confidential administrative and secretarial support duties in support of the Human Resources Department requiring considerable independence and discretion to relieve an administrator of a variety of administrative details.
8	IE	Research Analyst Research Analyst Continued	<p>As the District enhances and develops data-based decision making, a researcher is needed to design and conduct research studies by collecting and analyzing data to support college and District strategic planning, enrollment management and multiple other projects/programs to support institutional effectiveness and evaluation of outcome metrics. The position also supports accreditation of the colleges by establishing a system of institutional effectiveness and improvement that supports student access, success, completion, transfer, and job placement.</p> <p><u>Benefits to Colleges: Expands High-Impact Practices – Increases FTES Generation, Enhances Enrollment Management and Supports SCFF outcomes.</u></p> <ul style="list-style-type: none"> • Supports Accreditation Standards – Developing Districtwide Institutional Effectiveness Systems • Supports Districtwide DEIA through research and data reporting as well as, associated research to support equitable student access, success and completion outcomes • Supports Districtwide Strategic Planning and DAC Program Review to support the colleges/students by improving DAC effectiveness, creating systems to enhance efficiencies and identifying new opportunities to support student success in all areas... academic services, student services and business/administrative services at each college. • Supports project/activity evaluation and impact on access, retention, persistence, completion & transfer and job placement, by identifying new/additional resources to support the colleges. • Supports the obtainment districtwide grants and philanthropic opportunities for each college

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			<ul style="list-style-type: none"> Assists with the identification of “high impact areas” to increase enrollment and student success factors related to the SCFF; resulting in potential increases FTES and SCFF outcomes.
9	CM	Accessibility Specialist	<p>To meet the accessibility needs of the District, an Accessibility Specialist is needed for websites, social media, and communications. The District is required to meet accessibility laws and regulations regarding access to information. This position is critical to meeting the legal requirements and reducing potential risk associated with inadvertent non-compliance.</p> <p>Benefits to the Colleges: Identify accessibility barriers and work to determine solutions and corrective measures to ensure compliance Provide accessibility training Monitor and coordinate accessibility compliance across the four websites and numerous district and college social media accounts Support and training in creating and maintaining accessible documents for employees, students, and the community to meet accessibility standards and regulations.</p>
10	BUS	Associate Vice Chancellor, Facilities and Operations	<p>Coordinate district-wide bids for similar work to stay compliant with codes and provide cost savings. The bid process will be more focused and timely. Responsible for district-wide construction and maintenance projects (solar, prop 39, EV charging stations, as examples). Assist with implementation of campus Facilities Master Plans. Responsible for DIR compliance. Track and evaluate FUSION data, capacity/load ratios, and space inventory. Coordinate District-wide energy management systems, sustainability initiatives, utility conservation, fire suppression systems, and HVAC.</p>
11	BUS	Administrative Assistant, Facilities and Operations	<p>A centralized Administrative Assistant for Facilities and Operations would provide support for the Associate Vice Chancellor of Facilities and facilitate communication between the district and colleges on development and management of safety, sustainability, construction, and maintenance projects.</p>
12	CO	Administrative Assistant	<p>This is required to provide back-up assistance to the Chancellor's Office, support for policy review and tracking, and fiscal work. The office needs this position to track policies and procedures, update BoardDocs, organize files necessary for accreditation, complete travel and purchase orders, and provide support for the</p>

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			Trustees, Chancellor, and Chancellor's Executive Assistant throughout the cycle of regular and special Board meetings and Board committee meetings. This position also provides backup in the absence of the Executive Assistant.
13	IE	Dual Enrollment Program Director II	<p>Increased work capacity and support is needed in order to further develop dual enrollment to its potential in Ventura County.</p> <p>Benefits to Colleges: Increases FTES Generation - increases SCFF outcomes – improves college-preparedness</p> <ul style="list-style-type: none"> • Collaboratively with each College, will develop a “Systems” approach with each high school in each of the Districts across the County; developing and implementing <i>Career and Academic Pathways</i> starting in freshman H.S. year leading to a degree/certificate at MC, OC and VC. Increases FTES generation and promotes college-readiness for each college. • Supports the colleges by working with K-12 districts and college staff to establish dual enrollment agreements, recruitment into classes etc. Streamlines the processes for the Colleges to reduce long lead times • Assists in expediting the long laborious DAC process associated with MOU’s for CCAP and Non CCAP agreements • Increases short-term and long-term impacts on the Student Centered Funding Formula and FTES generation across the District • Facilitates the development of career education dual enrollment “program pathways” in high schools with the potential for a high school graduate to enter directly into an apprenticeship upon turning 18. Increases FTES/SCIF outcomes as well as supports workforce development throughout our region.
14	IT	Information Technology Help Desk Assistant	<p>Current IT Support Assistant stretched thin and will retire in the next year. IT Help Desk Assistant is needed to support districtwide student helpdesk responsibilities, district office helpdesk, and district user technical support. This will allow IT Support Assistant to provide needed administrative assistant support. Will reduce the \$30,000 cost per year in hourly workers salaries currently hired to help cover the districtwide student helpdesk.</p> <p>Benefits to College:</p>

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			This position would provide ongoing centralized student and faculty helpdesk support to address districtwide system issues. Currently, Marla who is retiring soon, dedicates 50% of her time to answering emails and calls in support of our students and college staff. Often calls go unanswered for 2 or 3 days due to limited student worker support, when Marla is out, or under other deadlines. This position would directly improve these services and overall customer satisfaction.
15	BUS	Safety and Risk Manager	Provide management of district-wide compliance with workplace safety laws and requirements including coordination of mandatory training for employees. Implement risk management strategies including inspections to proactively identify and address issues and make for a safer work environment. Review, maintain, and recommend adjustments to insurance policies.

VERY ROUGH DRAFT - DISCUSSION ONLY