

**From:** [District HR Mail](#)  
**To:** [AllProvisionals](#); [AllClassifiedUsers](#); [AllSupervisors](#); [AllManagers](#); [AllFacultyPT](#); [AllFacultyET](#)  
**Subject:** Classified Job Announcement - Program Coordinator II  
**Date:** Wednesday, June 15, 2022 3:48:57 PM

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Good afternoon,

The following classified job opportunity is open to the general public and current district employees who are seeking a **promotional opportunity, internal transfer, lateral reassignment or voluntary demotion\***.

Please be aware that we are administering this selection process for the purpose of establishing an eligibility list from which all vacancies will be filled during the life of the list. Unless you are requesting consideration based on a transfer, voluntary demotion or lateral reassignment you must be on the eligibility list in order to be considered for future assignments.

Click on the link below for a complete job description and to submit your application. If you are interested in transferring, a lateral reassignment or taking a voluntary demotion, please send an email to Anthony Chavez ([achavez@vcccd.edu](mailto:achavez@vcccd.edu)) after you have submitted your application. For any other inquiries, please email human resources at [hrmail@vcccd.edu](mailto:hrmail@vcccd.edu).

### **Program Coordinator II**

#2022-02455 - open from June 15, 2022 to June 29, 2022

The current vacancy is a full-time position (12 months/year, 40 hours/week) located at Ventura College (pending board approval). Supervisor: Jennifer Kalfsbeek

Link:

<https://www.schooljobs.com/careers/vcccd/classified/jobs/3594271/program-coordinator-ii>

(*\*More information about these assignments can be found in the [Rules of the Personnel Commission for Classified Employees: Section 230 – DEMOTIONS and Section 240 – TRANSFERS AND LATERAL REASSIGNMENTS.](#)*)



## Ventura County Community College District Program Coordinator II

<b>SALARY</b>	\$5,785.00 - \$8,036.00 Monthly \$69,420.00 - \$96,432.00 Annually	<b>LOCATION</b>	Districtwide (Ventura County CA), CA
<b>JOB TYPE</b>	Classified	<b>JOB NUMBER</b>	2022-02455
<b>DEPARTMENT</b>	VC - Academic Affairs	<b>OPENING DATE</b>	06/13/2022
<b>CLOSING DATE</b>	6/29/2022 11:59 PM Pacific		

### Description

#### **WHAT YOU'LL DO**

Under the general direction of an assigned administrator, coordinates, supervises, and evaluates a broad set of activities pertaining to a program or grant.

***The current vacancy is a full-time position (12 months/year, 40 hours/week) located at Ventura College (pending board approval). In this position you will be responsible for developing, coordinating, and implementing a professional development program for Ventura College.***

#### **WHERE YOU'LL WORK**

Established in 1925, Ventura College was one of the first community colleges in California and currently has an enrollment of 14,500 students. Located approximately 60 miles north of Los Angeles and 30 miles south of Santa Barbara, the 112-acre campus is set in the rolling hills of Ventura – so close to the ocean that there is a clear view of the Channel Islands from several spots on campus.

More information can be found on the [Ventura College website](#).

#### **WHO WE ARE**

Equity, diversity, and inclusion are essential to our culture and the work that we do within the Ventura County Community College District (VCCCD). The VCCCD is a public community college district serving residents throughout Ventura County. The VCCCD's three colleges - Moorpark College, Oxnard College, and Ventura College - 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 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.

We encourage candidates who are equity-minded to submit an application for employment. We are designated Hispanic-Serving Institutions committed to racial and socio-economic diversity as it reflects our communities and student

populations. We actively seek to attract candidates who share this commitment to equity, diversity, and inclusion.

The Ventura County Community College District ensures 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, religion, transgender, sexual orientation, marital status, veteran status, and/or physical or mental disability.

### **SALARY PLACEMENT**

New Employees: Generally, new employees are placed on the first step of the appropriate range of the salary schedule.

Current Employees: An employee who is promoted will be placed on the salary step of the new range of the appropriate salary schedule that provides a minimum increase comparable to a one-step increase in salary.

*New and current employees may be eligible for advanced step placement as outlined in [Section 290 – SALARY PLAN in the Rules of the Personnel Commission for Classified Employees](#). ([Download PDF reader](#))*

### **COVID-19 VACCINATION REQUIREMENT**

*[Board Policy 3506 COVID-19 Vaccine Requirement for Employees and Students](#) requires that all students and employees of the Ventura County Community College District, which includes faculty, staff, volunteers, student workers, and administrators, be fully vaccinated against COVID-19. All new employees must be fully vaccinated by the first day of employment. An exemption may be requested by individuals who cannot be vaccinated due to medical and/or religious reasons. Employees who receive an exemption will be required to wear a mask or face covering while on District property and/or facilities and will be required to undergo COVID-19 testing twice weekly. For more information about VCCCD's vaccine requirement, please visit the District's [COVID-19 Information Website](#).*

*This recruitment is being conducted to establish a list of eligible candidates that will be used to fill district-wide, current and upcoming, temporary and regular vacancies for the duration of the list, not to exceed one year.*

### **Representative Duties**

Coordinate program activities to ensure that the program's goals, objectives, and timelines are met and in alignment with the District's and program's priorities, objectives, policies, and standards. **E**

Monitor the program budget and make recommendations regarding the allocation of resources and expenditure of funds. **E**

Coordinate the collection and analysis of data; participate in the preparation and submission of fiscal reports, program plans, progress reports, and other narrative and statistical reports as required and in accordance with District and external-agency requirements. **E**

Communicate the objectives, progress, and outcomes of the program initiatives to faculty, staff, students, administrators, university and high school partners, or the community; maintain open and regular communications with all project stakeholders. **E**

Establish regional collaborative relationships and partnerships with business entities, community organizations, and local educational agencies. **E**

Research and identify grants and other funding opportunities; write, edit, review, monitor and/or evaluate grant proposals/applications. **E**

Develop and implement an effective system of evaluation for the program and its activities. **E**

Develop and deliver presentations to various audiences. **E**

Serve as a district representative on various committees associated with the program. **E**

Integrate best practices of the project into institutional operation by the end of the program. **E**

Supervise project personnel. **E**

Perform other duties as assigned.

**E** = Essential Duties

### Minimum Qualifications

A bachelor's degree from a recognized college or university AND two years of experience coordinating grants, projects, or programs of comparable complexity to the administrative assignment.

OR

A graduate degree from a recognized college or university AND one year of experience coordinating grants, projects, or programs of comparable complexity to the administrative assignment

Experience supervising or providing work direction to staff is preferred.

### Supplemental Information

#### **EXAMINATION AND SELECTION PROCESS:**

This is an examination open to the public and current district employees seeking a promotional opportunity. To ensure consideration, please submit your application materials by June 29, 2022.

The examination process may consist of any of the following components:

A) Evaluation of Training and Experience (T&E) = Qualifying (pass/fail)

B) Technical Interview = 100% weighting on final score

Applicants must meet the minimum requirements by the filing deadline in order to move forward in the testing process. Those applicants who meet the minimum requirements will have their application materials reviewed through a Training and Experience (T&E) Evaluation.

#### **TRAINING AND EXPERIENCE (T&E) EVALUATION:**

A T&E is an assessment by subject matter experts of training and experience, beyond the minimum requirements, that has prepared the candidate for the position as evidenced in the application materials. When completing the application and the supplemental questionnaire (if applicable), outline in detail your education, training (such as classes, seminars, workshops), and experience. Please be sure to answer every component of each supplemental question as your responses will be scored and serve as your score on the training and experience (T&E) evaluation.

**The eight (8) candidates with the highest passing scores on the Training and Experience (T&E) Evaluation will be invited to the technical interview.**

#### **TECHNICAL INTERVIEW DATE RANGE AND LOCATION:**

Date Range: **Monday, July 18, 2022 to Friday, July 22, 2022**

Location: *The Technical Interview will be conducted remotely, using Zoom. In order to participate in the interview, you must*

*have access to a computer with a camera, microphone, speakers, and a reliable connection to the internet.*

The examination components and dates are subject to change as needs dictate. All communication regarding this process will be delivered via email.

**SUBMISSION OF APPLICATION:**

Applicants must meet the minimum qualifications as stated, including the possession of licenses, certifications, or other requirements, by the filing deadline in order to move forward in the recruitment process. You must attach copies of any documents that demonstrate your attainment of the minimum qualifications (e.g., unofficial transcripts, foreign transcript evaluation, copies of any required licenses, and/or certifications). Failure to submit any required documents may result in disqualification. All required documentation must be attached to your application; Human Resources staff will not upload your documents for you. The VCCCD does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

**ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.**

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Duration of work experience is calculated based off a standard 40-hour full-time work week. Part-time work experience will be prorated based off a standard 40-hour full-time work week. **Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.** When completing the supplemental questionnaire (if applicable), outline in detail your education, training (such as classes, seminars, workshops), and experience.

**ELIGIBILITY LIST:**

Upon completion of the examination, the eligibility list will be compiled by combining the final examination score with applicable seniority and veteran's credits, if any. The candidates will be ranked according to their total score on the eligibility list. Certification will be made from the highest three ranks of the eligibility list. This eligibility list will be used to fill current vacancies for up to one year from the date of the technical interview.

**PROBATIONARY PERIOD:**

All appointments made from eligibility lists for initial appointment or for promotion, with certain exceptions, shall be probationary for a period of six (6) months or one hundred thirty (130) days of paid service, whichever is longer. Classified management, police, and designated executive classifications shall be probationary for a period of one (1) year of paid service from initial appointment or promotion.

**ACCOMMODATIONS:**

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request in an email to [HRMail@vcccd.edu](mailto:HRMail@vcccd.edu) including an explanation as to the type and extent of accommodation needed to participate in the selection process.

**DEGREE INFORMATION:**

If a degree/coursework is used to meet minimum qualifications, an official copy of your transcripts will be required upon hire. If you have a foreign degree and the institution from which your degree was granted is not recognized as accredited

by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, foreign transcript evaluation is required if the foreign degree/coursework is used to meet minimum qualifications. The foreign transcript evaluation must be included with your application materials. Visit the [Council for Higher Education Accreditation \(CHEA\)](#) or the [U.S. Department of Education](#) to search for institutions that are recognized as accredited. If you need your transcripts evaluated, please review the [list of agencies approved for foreign transcript evaluation](#) ([Download PDF reader](#)). If applicable, an official copy of your foreign transcript evaluation will also be required upon hire.

For more information about the recruitment process at VCCCD, including responses to Frequently Asked Questions, please visit our [Classified Careers page](#).

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**Agency**

Ventura County Community College District

**Address**

761 East Daily Drive, Suite 200

Camarillo, California, 93010

**Phone**

805 652 5500

**Website**<http://www.vcccd.edu>

## Program Coordinator II Supplemental Questionnaire

### \*QUESTION 1

The following Supplemental Questionnaire is part of the examination for this position and will be used in determining your qualifications. In order to receive every consideration in the selection process, you must complete all questions with concise but detailed answers and provide all requested information. The experience you indicate in your responses to the supplemental questions must also be described, in detail, on the Work History/Experience section of your Employment Application. Failure to complete the "Work History/Experience" section of the employment application may result in your application not being considered. If you feel you need more space for your responses, you may submit an additional Word document with the answers to the questions. Responses such as "See Resume" or "See Application" will result in your application not being considered. By continuing in the recruitment process, you are certifying that all information provided in the Supplemental Questionnaire is true to the best of your knowledge. If you are selected to continue in the recruitment process, your qualifications may be evaluated through employment verification, reference checks, and written, skill assessment, and oral examinations. Select "Yes" below to indicate that you have read and understand this statement.

- Yes
- No

### \*QUESTION 2

Describe the largest or most complex program, initiative, or grant you have worked with. In your response, please include (A) the name and description of the program, initiative, or grant, (B) the size of the program, initiative, or grant budget, (C) the duration of the program, initiative, or grant and (D) your specific responsibilities with regard to coordinating the program, initiative, or grant. If you have no such experience, please mark N/A.

### \*QUESTION 3

Describe your experience gathering and analyzing data for inclusion into reports, including any experience you have

with program, initiative, or grant reporting. In your response, please include (A) a description of the reports you have been responsible for and (B) the entities to which you have submitted the reports. If you have no such experience, please mark N/A.

**\*QUESTION 4**

Describe your experience leading or supervising staff. In your response, be sure to include (A) the organization in which you were a lead/supervisor, (B) the number of staff members you were responsible for leading/supervising, (C) the functions for which your staff was responsible, and (D) whether or not you have administered performance evaluations. If you have no such experience, please mark N/A.

**\*QUESTION 5**

Ventura County Community College District prepares a diverse student population for employment and we strive to create a cultural climate that recognizes and celebrates equity and inclusion. This position requires a demonstrated sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty, and staff. Describe how you have demonstrated sensitivity to and understanding of diversity, and how you have worked in your previous and/or current position(s) to advance equity and diversity. If you have no such experience, please mark N/A.

**\*QUESTION 6**

*Board Policy 3506 COVID-19 Vaccine Requirement for Employees and Students* requires that all students and employees of the Ventura County Community College District, which includes faculty, staff, volunteers, student workers, and administrators, be fully vaccinated against COVID-19. All new employees must be fully vaccinated by the first day of employment. An exemption may be requested by individuals who cannot be vaccinated due to medical and/or religious reasons. Employees who receive an exemption will be required to wear a mask or face covering while on District property and/or facilities and will be required to undergo COVID-19 testing twice weekly.

Are you willing to accept and comply with this condition of employment?

- Yes. I am willing to accept and comply with this condition of employment.
- No. I am not willing to accept and comply with this condition of employment. I understand that by selecting this option, I will not be eligible for employment with the Ventura County Community College District.

\* Required Question