



State Center Community  
College District

**PERSONNEL COMMISSION**

FY 2020-2021  
Annual Report





*Reedley College  
Math and Sciences building*

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## MISSION

The mission of the State Center Community College District Personnel Commission Office is to support the goals of the District by ensuring the fair and equitable treatment of employees in the classified service and ensuring that the selection and promotion processes are based on merit principles.

## VISION

Excellence in support of public education in the spirit of merit.

## M.E.R.I.T. VALUES

### *Motivation*

Advising and guiding our applicants and employees, helping them to achieve their goals and overcome challenges.

### *Efficiency*

Obtaining the best possible outcome in the least wasteful manner by maintaining dynamic, relevant policies and procedures while consistently supporting a quality workforce.

### *Respect*

Committed to creating a respectful workplace and workforce that supports inclusion based on the principles of equity and diversity.

### *Integrity*

Acting with sound moral principles by being honest, responsible, accountable and respectful.

### *Teamwork*

To maximize our collective impact, we inspire, challenge and support each other to be our best and sustain District efforts. We value and care about each other, operate with a generosity of spirit, and have fun in the process of working collaboratively.



# Personnel Commissioners

The Personnel Commission is composed of three individuals who must be registered voters, reside in the State Center Community College District, and be “known adherents to the principles of the Merit System.” One member of the Commission shall be appointed by the Board of Trustees, one member shall be appointed by the exclusive bargaining unit for classified employees, and the third member shall be appointed by the other two members of the Personnel Commission.



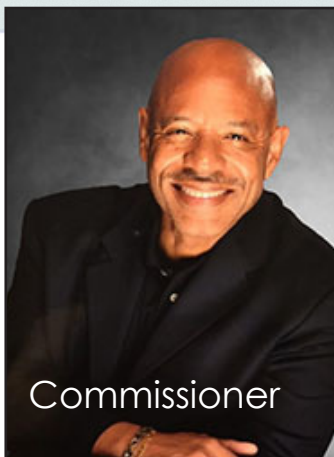
Chair

**Bradley Tahajian**, Chair, is a senior attorney with the California Court of Appeal where he specializes in workers’ compensation, disability, and related employment matters. He became familiar with public employment by serving as an executive fellow with the State Department of Personnel Administration, and later as legal counsel to a Judicial Council task force charged with evaluating judicial employment issues. Mr. Tahajian has attended classes at Fresno City College and earned a bachelor’s degree in economics from University of California, Los Angeles (UCLA), a law degree from UC Hastings College of the Law, and a legal master’s degree in tax with an emphasis in employee benefits from the University of San Diego. He also holds certifications in Human Resources from the Society for Human Resources Management (SHRM) and the Human Resources Certification Institute (HRCI).



Vice-Chair

**Isabel Barreras**, Vice-Chair, has served in many leadership capacities in public education, including serving on the California Community Colleges Board of Governors and the SCCCD Board of Trustees. She currently serves as the Director of Classified Human Resources for the Madera Unified School District Personnel Commission. Her additional leadership positions have included Program Manager for the California Hispanic Chamber of Commerce, and Chair of both the California Community College Trustee Association and the Community College League of California. Ms. Barreras was inducted into the 2013 Arte Américas Muro De Honor, acknowledging her dedicated support, personal contributions, and extensive collaboration with other organizations to bring a new awareness of Latino arts and culture. Ms. Barreras received her masters of public administration from National University in San Diego and her bachelor of arts degree from California State University (CSU) Fresno after attending Reedley College.



Commissioner

**Joseph S. Hebert**, Commissioner, is the Board of Trustees’ appointee and began his term in December 2020. Hebert earned his master of public administration and bachelor of arts degrees in political science/sociology at San Jose State University. Hebert is a strategic business management executive with experience in operational leadership and global business. He is currently employed as a Grants Program Manager with the City of Madera. He previously served as the executive director of Fresno’s Comprehensive Addiction Program Inc. Hebert’s work experience also includes employment with Olam SVI, Schneider Electric, Pelco, Hewlett-Packard and Apple Computer.



# MESSAGE FROM THE DIRECTOR

District Director of Personnel Commission  
Samerah Campbell

department conducted business. “You are on mute” was probably the most repeated phrase of 2020! Personnel Commission staff adapted to its new normal by converting to virtual Personnel Commission public meetings utilizing the ConferZoom platform, and also began conducting job fairs and oral board assessments virtually. Our ability to secure subject matter experts to rate candidates increased, while the normal costs associated with conducting oral boards decreased. Students and staff members began learning and working remotely to keep us all safe, and many manual processes were converted into electronic formats. The availability and accessibility to training on diversity, equity and inclusion increased and both human resources and personnel commission staff were able to attend training by renowned experts such as Dr. Ibram X. Kendi, Dr. Frank Harris, Dr. Bryant T. Marks, Dr. Lasana Hotep, Dr. Regina Stanback Stroud, and Dr. Angelica Garcia just to name a few. The Personnel Commission will continue training its staff to ensure that we are advancing our mission to support the goals of the District by ensuring the fair and equitable treatment of employees in the classified service and ensuring the selection and promotion processes are based on merit principles.

In 2020-2021, the Personnel Commission welcomed Joseph Hebert, its newest Personnel Commissioner appointed by the Board of Trustees. Mr. Hebert replaced Ms. Pamela Fobbs who served as a Commissioner for eight (8) years. We would sincerely like to thank Ms. Fobbs for her years of dedicated service to the Personnel Commission and to the District.

I sincerely hope you enjoy reading the Annual Report summarizing the Personnel Commission activities for the past year. On behalf of the Personnel Commission staff, I would like to personally thank the Personnel Commissioners, Chancellor and the Board of Trustees for their leadership during this past year, and all of the Classified Professionals for their hard work, perseverance and dedication to State Center Community College District. Lastly, thank you to the Personnel Commission staff who continue to provide excellent service to the District and to the public.

Sincerely,

*Samerah Campbell*

District Director of the Personnel Commission and Classified Employment

It is with great pleasure that I present to you the Personnel Commission Annual Report for fiscal year 2020-2021. It is hard to believe over a year has passed since the COVID-19 pandemic fundamentally changed our lives forever. If you would have told me in March of 2020 when we began working remotely that it would be almost a year and a half before Personnel Commission staff would work together again in-person, I would not have believed it. District staff resumed working in person, five days a week, the first week of August, 2021. It is now the second week of August, and we anxiously await the daily news for updates on new COVID variants and wonder what our futures will hold. No matter what the future holds, this past year has taught us that when faced with challenges, the State Center Community College District family is resilient and will persevere together, thanks to our dedicated faculty, classified professionals, administrators, and student workers.

Last year, Microsoft Teams and Zoom became the primary way in which the world communicated and how our

# Classified Employee of the Year

## Congratulations, Melissa Flores

The Classified Professionals Steering Committee believes that there are individuals who exemplify what being a “Classified Professional” represents. These individuals excel in such areas as customer service, working on significant projects on campus, leadership, teamwork, and community involvement. In order to recognize these individuals, the Classified Professional of the Year award program was developed to provide well-deserved recognition. It is our hope that these Classified Professionals recognized through this program will be the role-models for their fellow peers and co-workers now and for years to come. State Center Community College District’s Classified Professional of the year is recognized at the annual Mega Conference, a one-day district-wide conference focused on the continuing professional development of classified employees. Due to ongoing concerns regarding COVID-19, the 20-21 Mega Conference was conducted virtually. The Classified Professionals Steering Committee had a virtual platform to congratulate and thank the nominees for their hard work and dedication to the District.



*“As an advocate for equity, diversity, and inclusion, she treats each student interaction with the same warmth and dedication she gives to those around her”*

## Special Congratulations to this year’s Nominees:

Arien Reed – Fresno City College | Carrie Baize – Fresno City College | Caryss Johnson – Clovis Community College | Eric Rata – District Office | Jeremiah Ganner – Fresno City College | John Loera – Fresno City College | Julie Curnett – Reedley College | Jon Wilson – Fresno City College | Kendal Ellison – Madera Community College | Kristie Andersen – Fresno City College | Lisa Cartwright – Fresno City College | Monica Armenta – Madera Community College | Nancy Gross – Fresno City College | Pam Tibbet – Fresno City College | Paola Lopez – District Office | Renee Dauer – Reedley College | Sarah Rodriguez – Fresno City College | Sareang Nhim – District Office | Susi Nitzel – Fresno City College | Terri Clement – Fresno City College | Tyler Johns – Clovis Community College | Vanessa Leyva – Reedley College

# State Center Community College District

State Center Community College District (SCCCD) consists of four colleges and multiple centers which serve approximately 1.7 million people and 22 unified and high school districts in urban and rural territories. The four main campuses of the District are Fresno City College, Reedley College, Clovis Community College and Madera Community College. In addition, the District includes the Career & Technology Center and the Madera Community College Center at Oakhurst. State Center Community College District was established in 1964 after Fresno City College and Reedley College joined together. The District has grown to become a leader among community colleges with over 2,900 faculty and staff and nearly 65,000 students.

The Merit System was adopted by the District in 1966 by an election of the classified employees.

The Merit System grants the Personnel Commission of the State Center Community College District the responsibility of establishing rules and regulations that provide for the selection, retention, and promotion of classified employees on the basis of individual merit and fitness. This is demonstrated by

competitive assessments and hands-on performance testing.

The Personnel Commission is also responsible for the classification and reclassification of positions and serves as an appeal body for disciplinary actions and medical disqualifications.

The Personnel Commission conducts competency assessments in most recruitments. These competency assessments have proven to be instrumental in the recruitment and assessment process by helping identify the most qualified individuals.

The Personnel Commission administers competency assessments for a variety of classifications such as Building Trades Generalist, DSP&S Mobility Driver, and various secretarial support staff positions. Competency assessments vary greatly and can include anything from hands-on computer testing, to driving a mobility cart, or making a presentation. We strive to provide the District with well qualified individuals dedicated to meeting the district's mission, vision, and values.





# The Merit System

The fundamental purpose of the merit system is to ensure that employees are selected, promoted, and retained without favoritism or prejudice, on the basis of merit and fitness.

According to the California School Personnel Commissioners Association (CSPCA), the principles of personnel administration include:

- Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which assures that all receive equal opportunity.
- All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, medical condition or sexual orientation.
- Equal pay should be provided for work of equal effort, skill, and responsibility.
- District employees should be managed and treated fairly and consistently be engaged in work that serves the best interests of students.
- Employees should be retained and promoted on the basis of merit, as measured by the adequacy of their performance and professional achievement.
- Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

## Meetings

Regularly scheduled meetings of the Personnel Commission are typically held on the third Tuesday of each month at the District Office. Additionally, a joint meeting between the Board of Trustees and Personnel Commission is held once a year. Agendas and minutes are posted on our website at [www.scccd.edu](http://www.scccd.edu). Employees and members of the public are welcome to attend.

# Personnel Commission Staff



*Samerah Campbell*

## **District Director of the Personnel Commission & Classified Employment**

The District Director carries out all Merit System Rules and Regulations and acts as Secretary to the Personnel Commission. She supervises assigned staff and handles all employee/application appeals.



*Christine Phillips*

## **Human Resources Analyst**

The HR Analyst assists in writing and revising job descriptions, conducting job analyses, working-out-class for confidential employees, and reclassification. She develops recruitment plans, creates exams, and conducts test analyses and review. The HR Analyst posts lateral transfers, certifies all eligibility lists and makes all job offers.



*Jeremy Petty*

## **Business Systems Analyst**

The Business Systems Analyst splits his time between Personnel Commission and Human Resources. He acts as the HRIS administrator in charge of implementing new processes and assisting with technical issues. He writes queries, conducts various data analyses, and constructs the annual report.



*Anthony Cunha*

## **Human Resources Specialist**

The HR Specialist handles temporary placements for Fresno City College and the Career & Technology Center. He also creates job postings, screens applications, conducts testing and assists with other recruitment events.



*Jennifer Gonzalez*

## **Human Resources Specialist**

The HR Specialist handles temporary placements for Clovis Community College, Reedley College, Madera Community College, Oakhurst Community College Center, and the District Office. She also creates job postings, screens applications, conducts testing and assists with other recruitment events.



*Vacant*

## **Human Resources Assistant**

The Human Resources Assistant is the main contact for the Personnel Commission and is responsible for most clerical duties. They assist with the preparation and reporting of the monthly Personnel Commission meetings and preparation for recruitments and assessments including finding subject matter experts.



*Julianna Mosier*

## **Vice Chancellor, Human Resources**



*Lauren Butler*

## **Executive Assistant to the Vice Chancellor**

Works closely with the Vice Chancellor on labor negotiations, executive recruitments, board items, budget, statements of economic interests, & consultant contracts.



*Frances Garza*

## **Benefits Coordinator**

Coordinates employee & retiree health insurance benefits, workers' compensation & work-related injuries/illness, along with ACA eligibility & reporting.



*Reina Kemble*

## **Benefits Technician**

Assists with employee & retiree health insurance benefits, retiree billing, ACA reporting, workers' compensation, life insurance, long-term disability insurance & EAP.



*Blanca Soto*

## **Human Resources Assistant**

Acts as the Human Resources receptionist. Handles District mail, District switchboard, and Livescan payments.



*Vacant*

## **District Director of EEO/Diversity & Professional Development**



*James Young*

## **Human Resources Analyst**

Handles complaints, misconduct, discrimination, and harrassment investigations.



*Erin Kent*

## **Administrative Assistant**

Assists with staff development, District new employee orientation, and classified leadership.

# Human Resources

The State Center Community College District (SCCCD) Personnel Commission partners with the Human Resources department to ensure selection and retention efforts attract and retain high quality academic and classified professionals. The SCCC District Human Resources department is committed to supporting the strategic goals of the District by providing optimal, comprehensive and efficient human resources services, exceeding the expectations of the District's board of trustees, employees, students, and communities.

## **Contact:**

Phone: 559.243.7100

Fax: 559.499.6007



*Stacy Zuniga*

**District Director of Human Resources**



*Sandi Edwards*

**Human Resources Analyst**

Handles the interactive discussion process and workplace accommodations.



*Yer Taylor*

**Human Resources Analyst**

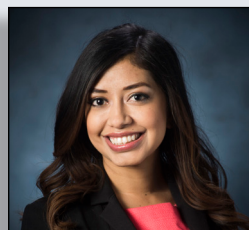
Handles employee classification and compensation, working-out-of-class studies, labor negotiations, and salary and benefit surveys.



*Jame Yang*

**Senior Human Resources Technician**

Handles classified leaves, position control management, board recommendations, professional growth, and questions on classified collective bargaining agreements. The Senior HR Technician also assists with the interactive process and labor negotiations.



*Paola Lopez*

**Senior Human Resources Technician**

Handles full-time faculty & administrator status changes, administrator recruitments, academic leaves, full-time class advancements, onboarding, labor negotiation, evaluations, employment contracts, and questions on faculty collective bargaining agreements.



*Sareang Nhim*

**Human Resources Technician**

Handles full-time faculty recruitment, part-time faculty payroll, class advancements, onboarding, Livescan, and unemployment insurance claims. The HR Technician also answers questions about the part-time faculty collective bargaining agreement.



*Alberto Villegas-Villagomez*

**Human Resources Technician**

Handles student worker Personnel Action Forms (PACs), classified evaluations, new employee onboarding, service awards, Livescan fingerprinting, & unemployment.



*Nicole Page*

**Administrative Assistant**

Assists with subpoenas, investigations and interviews, District new employee orientation, and training.

# Types of Classified Professionals at SCCCD

The Personnel Commission conducts recruitments, candidate assessments, job classification and compensation administration for classified positions within State Center Community College District.

Within the classified service are various types of classified positions including regular classified, classified management, confidential, and classified police positions.

Classified employees perform a wide range of essential work in our District, including security, food service, office and clerical work, maintenance and operations, transportation, academic assistance and paraeducator services, library and media assistance, computer services and more.

Classified managers oversee work in the District that is primarily performed by classified employees, such as Admissions and Records, Financial Aid, Construction, Human Resources and Technology Services.

Confidential employees are non-bargaining unit employees who develop or present management positions relative to collective bargaining or whose duties normally require access to confidential information which contributes significantly to the development of management's position in the labor negotiations process.

Additionally, there are classified positions who are responsible for providing a safe environment for our students, faculty, staff, and guests. District police officers are trained and regulated by the California Peace Officer Standards and

Training (P.O.S.T.) Commission and have the same authority as a municipal police officer or county deputy sheriff.

People who fill a temporary classified position may be called a "provisional" or "limited-term" employee. Temporary employees may be used in instances where a permanent employee is on a leave of absence, during a recruitment, or for a special assignment of limited duration.

Non-classified positions include faculty (such as instructors and counselors), academic administrators (such as dean's and president's) and student workers.

There are currently over 219 classification specifications describing the various classified job types at State Center Community College District. There are about 712 classified employees who contribute to the District's success. These employees ensure a seamless experience for the students by providing a range of support services such as keeping the buildings safe and clean, and making sure that classroom tools and supplies are on hand and ready for use.

The Personnel Commission, in collaboration with Human Resources, ensures that classified job descriptions are current and accurate, which in turn allows the Personnel Commission to conduct valid and defensible recruitment assessments. The Personnel Commission strives to provide high-quality, efficient, and meaningful service in order to hire the most qualified candidates.

# SERVICE AWARDS

## 5 Years

Lori Bennett  
Stephanie Briones  
Nancy Chavero  
Vicki Cockrell  
Jodi Driver  
Linda Erlenheim  
Laura Gonzales  
Machele Gonzalez  
Matthew Graff  
Daniel Gutierrez  
Shawon Jackson-Ybarra  
Phillip Johnson  
Caryss Johnson  
Monica Marquez  
Jason Mendez  
Scott Phillips  
Orlando Ramirez  
Isaac Reyna  
Jaclyn Rowley  
Jared Rutledge  
Jamie Shepherd  
Tari Simpson  
Ravi Somayajulu  
Tracy Stuntz  
Roseanne Susoeff  
Kelly Tabay  
Maynard Von Torres  
Cindy Walker  
Dianna Whaley  
Teira Wilson  
Phua Yang  
Gary Fief  
Daniel Foglio  
John Forbes  
Aaron Gomez  
Kevin Miller  
Paul Rentfrow  
Heather Beltran  
Alexis Brofman  
Caleb Brooks  
Juan Flores-Rios  
Sean Hoffman

Patrick Jackson  
Kelly Joos  
Joshua Lomier  
Paola Lopez Murillo  
Katherine Medina-Gross  
Gabriel Melton  
Robert Ochoa  
Janice Offenbach  
Samantha Ortega  
Dale Parnell  
Elizabeth Tucker  
Sherry Vang  
Jose Flores  
Moses Avila  
Leigh Bane  
Virginia Beamer  
Joshua Beaulieu  
Jocelyne Bonilla  
Simone Brito  
Daniel Caeton  
Ernesto Cazares  
Renee Clift  
Melody Cox  
Jennifer Dorian  
Mark Erickson  
George Falcon  
Kathleen Fernandez  
Saul Fernandez  
Beth Fields  
Melissa Flores  
Stephanie Gamez  
Susana Garcia  
Carole Goldsmith  
JoEllen Green  
Juanita Hester-Haynes  
Israel Kinlow  
Christopher Lang  
Brittany Lusk  
Delia Makel  
Victoria Martinez  
Samantha McGregor  
John McMichael  
Jennifer Nassar  
Maria Petrogonas  
Kellen Prandini  
Ana Quinata

Noel Quintero  
Arien Reed  
Ricardo Rivera  
Kieran Roblee  
Veronica Salmeron  
Miguel Sanchez  
Eric Sanders  
David Shoemaker  
Kalisha Spomer  
Jodette Steeley  
Laura Strait  
Lori Swain  
Dillon Trelawny  
Catherine Uvarov  
Majru Varughese  
Heather Walker  
Jim Yang  
Frank Zendejas  
Ricardo Alvarez  
Ana Garcia  
Simon Gonzalez  
Kari Johnson  
Michael Luchesi  
Traci Menz  
Sofia Moreno  
Ganesan Srinivasan  
Traci Triplitt  
Elizabeth Villalobos  
Jose Zavala  
Drew Baker  
Gurpreet Bhogal  
Debbie Borofka  
Erica Bourbon  
Tracy Carrera  
Kelsey Casteel  
Aaren Cobb  
Manjit Dhillon  
Monique Garza  
David Hicks  
Crystal Kamada  
Julie Kehoe  
Erick Kroll  
Eric Marty  
Shannon Mendieta  
Whitney Menefee  
Desiree Molyneux

Dennis Montejano  
Luis Morales  
Kelly Murguia  
Rebecca Reimer  
Samuel Rodriguez  
Michael Starnes  
Andrew Strankman  
Kao Vang

## 10 Years

Matthew Alanis  
Courtne Choate  
Ann Fallon  
Teng Her  
Rebecca Kinlow  
Rachel Moring-Garcia  
Jacquelyn Rubalcaba  
Kira Tippins  
Martin Spurrier  
Deborah Cardoza  
Christine Phillips  
Alberto Villegas-Villagomez  
Nathan Allen  
Jeremy Brandl  
Tammy Camacho  
Evelia Contreras  
Jonathan Davey  
Cindy Desutter  
Matthew Espinoza Watson  
Kherstin Khan  
Karla Kirk  
Jesus Reyes  
Michael Rodriguez  
John Teeple  
Simon Temmerman  
Sergio Lemus Estrada  
Ashley Calhoun  
Sandra Fuentes  
Jennifer La Rue  
Julie Thurber

## 15 Years

Stephen Dent  
Naomi Forey

Tasha Hutchings  
Jon McPhee  
Brian Shamp  
Jeffrey Arends  
Carlos Calderon  
Christine Mikitarian  
Veronica Fisher  
Bryant Berry  
Samerah Campbell  
Darren Cousineau  
Leslie Musacchio-Mabray  
Ryan Blodgett  
Kathy Braze  
Rose Brownell  
Frances Catlapp  
David Cowan  
Jered Crump  
Ernesto Garcia  
Maile Glover Martin  
Jian-Min Hao  
Stephanie Harris  
Bruce Hill  
Brett Hood  
Paul Keysaw  
Stephanie Lopez Pedrosa  
Benjamin Lozano  
John Luna  
Linda Lyness  
Janine Marklund  
Nora Martin  
Nancy Mitchell-Carroll  
Keith Mizner  
Elvira Navarro-Arellano  
Denee Perea  
Heather Rodriguez  
Ryan Rooks  
Melinda Shirey  
Nicholas Spohrer  
Maria Wiget  
Daniel Wong  
Kerry Ybarra  
Monica Armenta  
Johnnie Cusaac  
Kristen Mattox  
Sergio Alvarado Hernandez

Christina Cazares  
Veronica Cornel  
Stephanie Doyle  
Olga Garcia  
Kevin Helme  
Michael Kaiser  
Mia Navarro  
David Nippoldt  
Alfredo Rola  
Walid Tayar  
Kate Watts  
Carol Rains-Heisdorf

## 20 Years

Garry Elliott  
Shawn Fleming  
Barbara Wilson  
Anthony Celaya  
Robert Kim  
Kelly Barkley  
Rebecca Boyd  
Gary DePriest  
Barbara Martin  
Alicia Rios  
Frederick Sorenson  
Carrie Baize  
David Balogh  
Laurel Blackerby-Slater  
Gennean Bolen  
Michael Bourbonnais  
William Bowlin  
Donna Chandler  
John Cho  
Robert Devoe-Peterson  
Marianne Dunklin  
Jennifer Franklin  
Jacque Gaston  
Thomas Gaxiola  
Oliver Germond  
Kristine Gose  
Maria Handy  
Martin Herb  
Bridget Heyne  
Nancy Holland  
Josefa Huckeba  
Sylvie Huneault-Schultz

Enrique Jauregui  
Monique Kelley  
Colby Linder  
Christopher Martin  
Mary Beth Miller  
Joanne Pacheco  
Scott Porteous  
Charles Record  
David Riley  
Roland Schreiner  
Leslie Silva  
Richard Stewart  
Jeanine Thomas Castle  
John Fitzer  
Todd Kandarian  
Jacquelyn Kato-Gee  
William Turini  
Eileen Apperson-Williams  
Addam Cogdell  
Christina Cortes  
Julie Curnett  
Stephanie Curry  
David Dominguez  
Melanie Highfill  
Kent Kinney  
Kim Locklin  
Lauren Novatne  
Fatima Rodriguez  
Lisa Romero-Blancas  
Jessica Silva  
Enrique Torres  
Ralph Munoz  
Tanya Pryor

## 25 Years

Jon Renwick  
Sergio Salinas  
Ramon Zapata  
Martin Rey  
Michael Yelinek  
Ronald Dustin  
Marc Forestiere  
Martin Kamimoto  
Donald Lopez  
Bruce Miller

Joseph Shultz  
Leticia Canales  
Jennifer Gray  
David Richardson  
Sheryl Young-Manning  
Donna Baker-Geidner  
Case Bos  
Timothy Smith

## 30 Years

Anthony Abbott  
Darlene Loftis  
Craig Polanowski  
James Ryan  
Rebecca Slaton  
Robert Fransen

## 35 Years

Mark McNiff  
Jeannie Morgan  
Diana Tapia-Wright

# “WHAT ATTRACTED YOU TO SCCCD?”



*Marcie Braggs, Reedley College*  
**Outreach Specialist**

The camaraderie and interaction with the students and staff at SCCCD is what drew me to work for this district. I started as a Job Developer and I received a promotion after 3 years to an Outreach Specialist. I Love being able to work with prospective students and being at the core of all campus wide Outreach Onboarding and Student Success efforts. What I Love the most about my job is being able to assist and help students enroll in college. When you Love what you do, it makes your job easy.

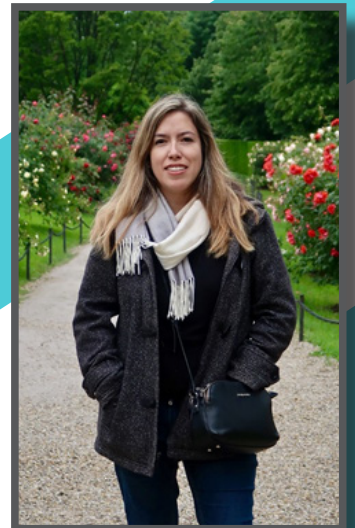
As an Outreach Specialist I am able to recruit and help prospective students through the matriculation process. I also coordinate and collaborate with the area feeder high schools to successfully ease the transition for students enrolling in college. I also regularly participate in community events and college fairs.

*Desiree Encinas, Clovis Community College*  
**Budget Specialist**

I was drawn to work for SCCCD because of the impact the district has on the community. SCCCD offers people in the community an opportunity to improve their lives and skills through low-cost, higher education, many of whom might not have access otherwise. The affordability and supportive environment allows for people from all different backgrounds, social economic status, and goals to explore different career paths enabling them to succeed in which ever one they choose.

My worksite at SCCCD is at the Clovis Community College campus. I like working here because of the collegial atmosphere. CCC is always at the forefront of change and adaptability. There is always an eager buzz at the beginning of the semester with all the new faces and the familiar ones that are getting ready to take the next step, whether it be joining the workforce or transferring to a four year institution. I started as a provisional employee and the district has given me the chance to learn and advance. As soon as I stepped foot in the district I knew this was the place for me to build my career.

Working as a budget specialist in Administrative Services I serve the district, students, and community in a role that provides input and leadership in finance. The principal purpose of my role is to provide quality service in support and advancement of the mission of the college, which serves our community. My department is responsible for providing stewardship over the financial and physical resources of the campus while sustaining a safe and healthy learning and working environment. I work with the grant managers on expenditures and indirectly impact how the funds are spent to better serve our students in a responsible and equitable manner.







### *Artie Williams, Fresno City College* **Lead Custodian**

What drew me to State Center was that my mother worked for SCCC for years in Reedley. I knew about the benefits of working at SCCC. (1) Good work environment (2) Medical Benefits (3) Good Salary (4) Retirement Benefits (5) Opportunity for Advancement (6) Opportunity to get a college degree .

What I like most about working at SCCC is my job as a Lead Custodian. I enjoy working with the crew of employees of my department. As a Lead Custodian it is my responsibility to ensure that all classrooms and restrooms are cleaned by the crew for the next day of school and business for all staff and students. I also enjoy teaching new employees the job of a custodian. How to take pride in cleaning your building and doing floors. You might think it goes on being over looked but its' something everyone sees as they enter any room.

My particular role uniquely serves the students, district, and community when there are event set-ups held on campus. We make sure if they need tables, chairs, & canopies they have what they need for the event to be successful. When the event is over it is my responsibility to ensure all used equipment is accounted for and returned to designated areas and ready for the next event and to always make staff, students, and visitors feel welcome and want to come back to SCCC.

### *Puma Jones, District Office*

#### **Executive Assistant to the District CTO**

As the executive assistant to the chief technology officer, I wear several hats. I juggle between being the gatekeeper, goal tender, and professional problem solver to being the liaison, trusted confidant, and strategic partner. While I do not have direct contact with students, I am able to serve students indirectly throughout the district. The IS department manages enterprise software applications such as Office 365, Adobe, Colleague, Canvas, Starfish and over a hundred others. I process the contracts, invoices, renewals, and maintain critical communication links with vendors to guarantee these applications remain available each day, every day, without fail, for instructional use.

Technology touches every corner of the district. In my role as the executive assistant to the chief technology officer, I support the district by ensuring that systems are in place so that the payroll department can process payroll, the accounts payable department can pay bills, finance staff members can effectively manage our district budget, and that instructional applications are available for faculty and student use.

Finally, my role serves the community by ensuring that SCCC is working optimally. In other words, by making sure that contracts are renewed, bills are paid, vendor shipments are accounted for, and a variety of other duties and functions are operating smoothly. I help certify that administrative and instructional systems such as Office 365, Adobe, Colleague, Canvas, Starfish and many others are available each and every day so that SCCC staff members are able to do their jobs and the district is able to serve the community.



# “WHAT ATTRACTED YOU TO SCCCD?”



*Jesse Naranjo, Madera Community College*  
**Financial Aid Analyst**

As a first-generation college student, I was unsure of what career path I wanted to pursue. All I knew was that I wanted to help people and be part of something that made a difference. I decided to register at Reedley College and I signed up for the EOPS Program. After meeting with an EOPS counselor we discussed my education and career goals. The counselor recommended me to apply for a Federal Work Study Position in the Financial Aid Office. With no work experience I was given the opportunity to work in one of the most dynamic departments on the campus. I received the necessary training that gave me the confidence and skills to be successful in my education and career. After graduating I made myself a promise that I would return to SCCCD as a permanent employee so I could help other students just like they helped me.

What I love the most about working for SCCCD is helping first generation students like myself. I know first hand how hard it can be to go to college for the first time and not having the support from family and friends at home. What really helped me get through all the pressure and anxiety of college were my mentors and colleagues in my student employment. I know I am making a difference when students return after graduating and thank me for the help that I provided them at SCCCD.

My role as a Financial Aid Analyst is not only assisting and processing financial aid applications. I also have opportunities to reach out to our local high schools and adult education to provide information sessions on how to manage their financial aid and take advantages of programs that helped me such as Federal Work Study. I have made many professional relationships with parents, teachers, administrators, and students. I hope to continue to grow as a professional so I can continue to serve our community.

## What are employees saying about the district?

What I **Love** the most about my job is being able to **assist** and **help students**. -Marcie

What I **love** the most about working for **SCCCD** is **helping** first generation **students** like myself. -Jesse



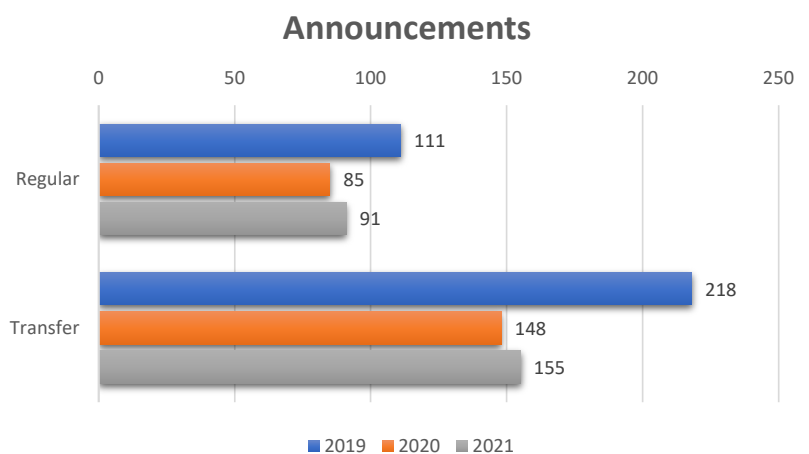


# STATISTICS

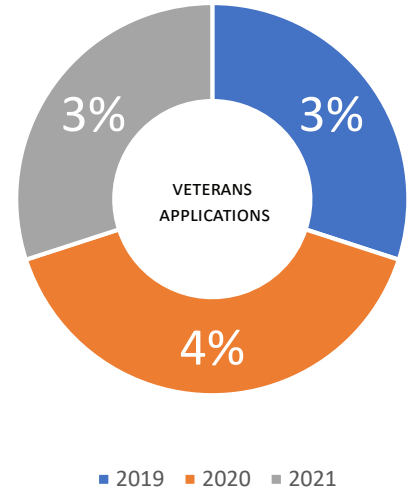
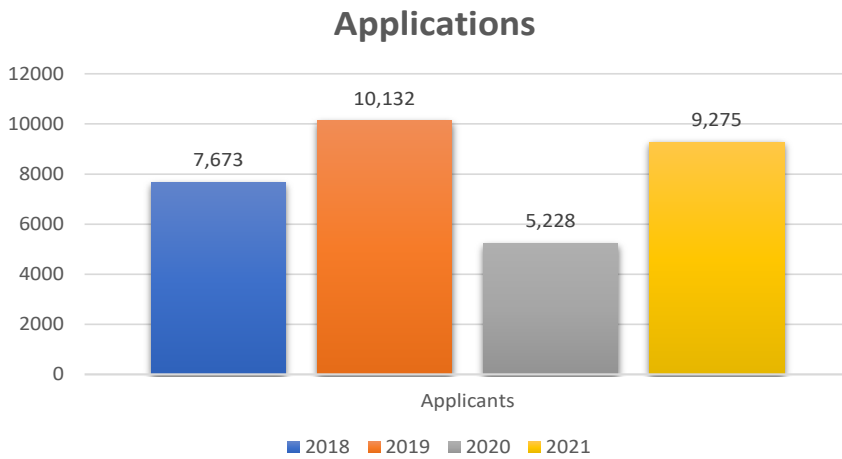
One of the Personnel Commission’s initiatives is the ongoing evolution of data capture and analysis. The Personnel Commission collects information through multiple manual and automated tracking mechanisms. Information for recent fiscal years is provided to show trends. The statistics shown from the last three years identify in part, the standard recruitment and selection activities performed by the Personnel Commission staff during 2020-2021.

## Announcements

When a manager decides to fill a vacant classified position, the Personnel Commission typically sends a transfer notice first to all employees and posts the transfer notice on the District’s website. When the transfer closes, the manager decides whether they want the Personnel Commission to recruit publicly. In 2020-21, there was a 7% increase in the number of regular announcements.



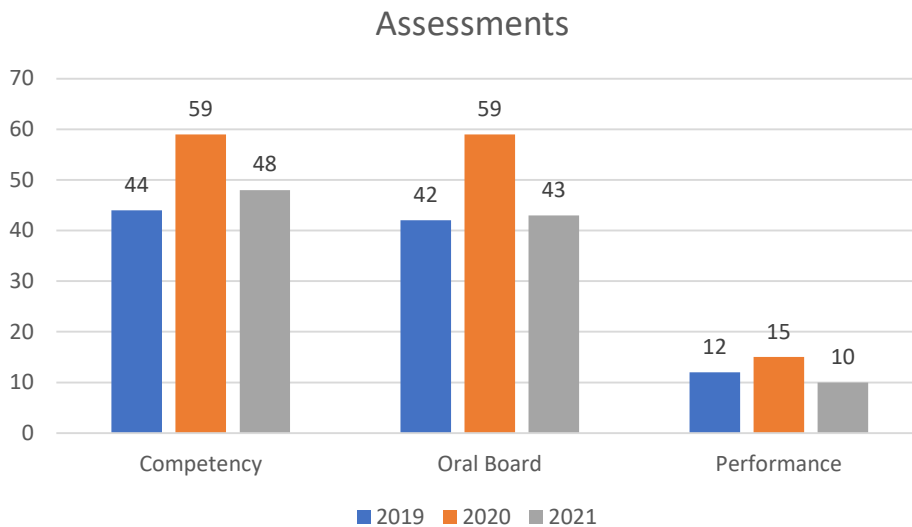
## Applications



Of the 9,275 applications received during the 2020-21 fiscal year, 31 were for transfer postings, 66 were for Temporary postings, and the remaining 9,178 were for regular, open and promotional postings.

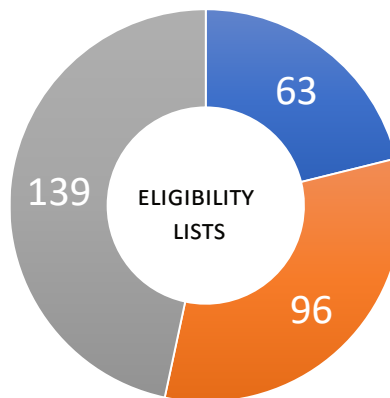
## Assessments

An assessment refers to the process of evaluating and ranking candidates who are applying for a classified position within the District. Depending on the position, an assessment may consist of a written test (competency), interview (oral board), or performance test.



## Eligibility Lists

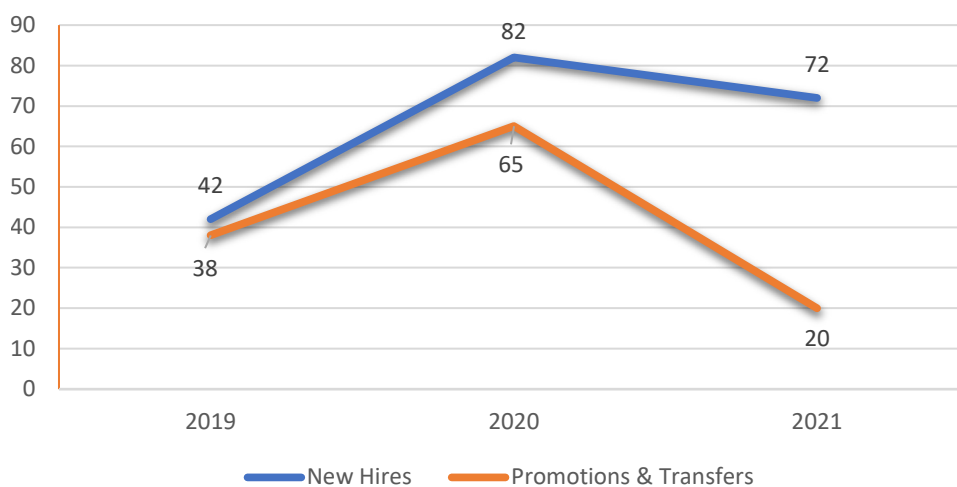
If an applicant is successful on the assessments, they will be placed on an eligible list of candidates from which departments can hire. These counts do not include any employees that applied for a transfer. Eligibility lists are typically valid for six (6) months to one (1) year. The 45% increase in eligibility lists in 20-21 is attributed to the Personnel Commission more commonly utilizing six (6) month lists.



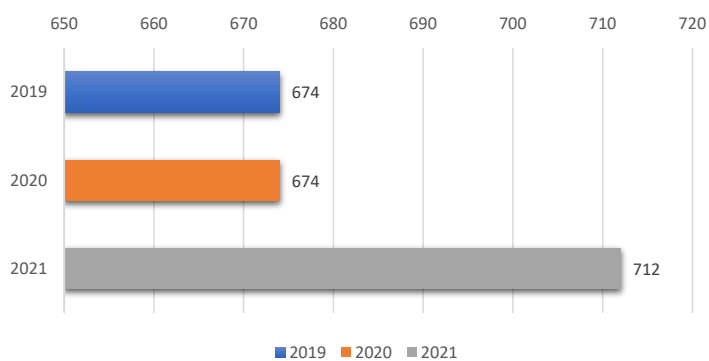
■ 2019 ■ 2020 ■ 2021

## New Hires

### 2020-21 Hires



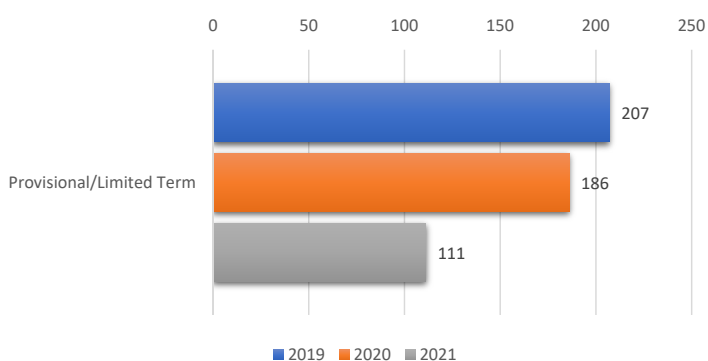
### Permanent Employees



The classified workforce for 2020-2021 consists of 712 employees which includes classified bargaining unit members, confidential, and management employees.

## Provisional/Limited Term

### Provisional/Limited Term

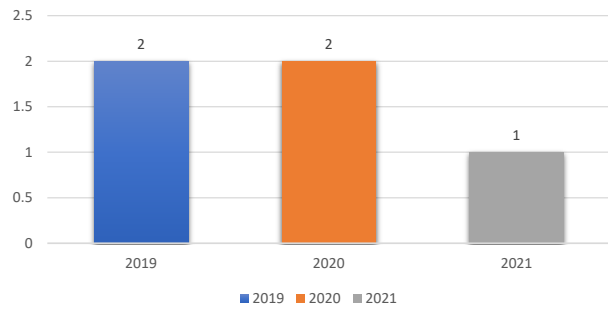


During the 2020-21 fiscal year, the Personnel Commission processed 66 temporary assignments including 19 provisionals, 20 limited terms due to leaves of absence, and 6 board approved limited term assignments. The decrease in temporary employees was due to the effects of the COVID-19 pandemic.

## Working Out of Class

A regular employee in the classified service may be considered working-out-of-class if they work in a higher classification for a period of time which exceeds five working days within a 15-calendar day period.

Working-out-of-Class

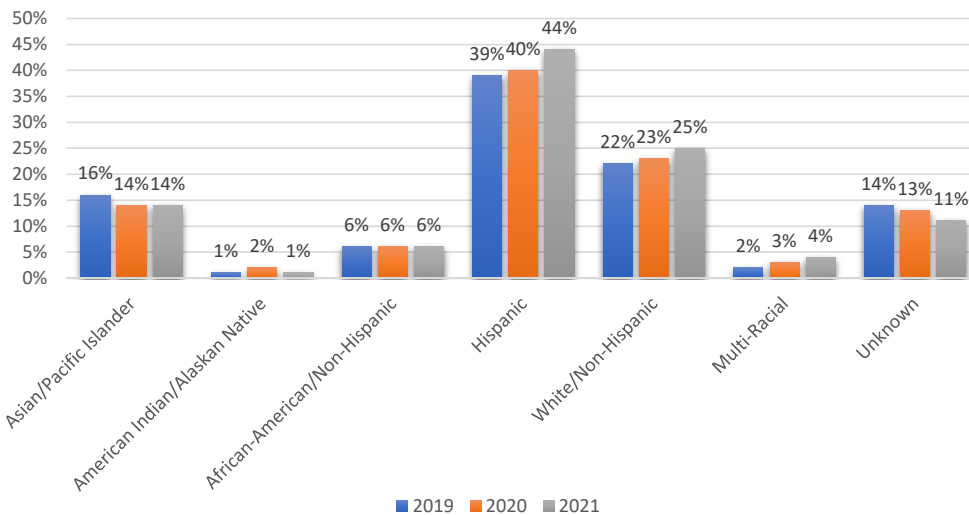


## Classification Maintenance

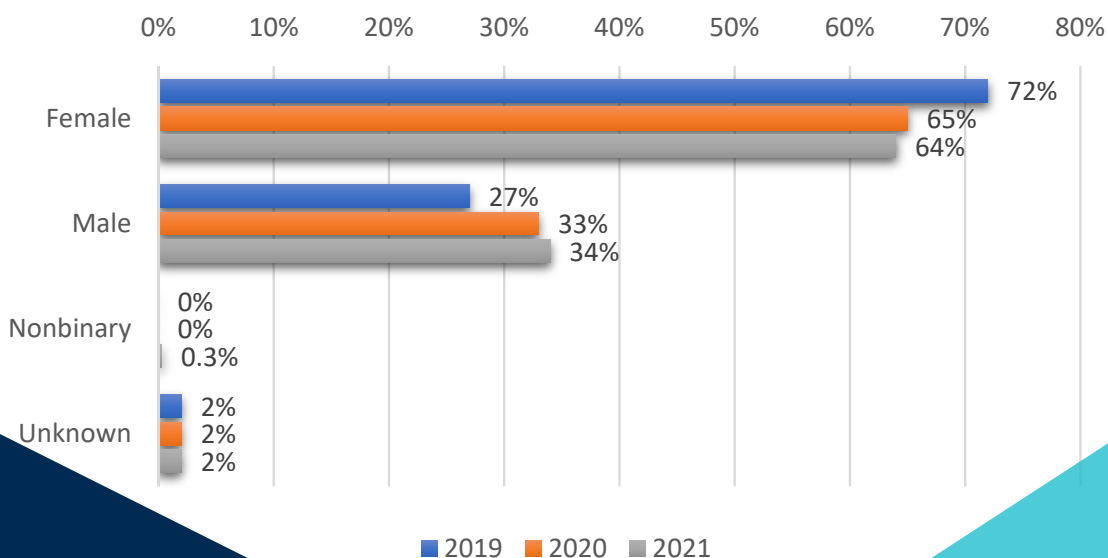
At the end of 2020, the Personnel Commission began accepting requests for reclassification after a 10-year moratorium. Nineteen (19) employees submitted reclassification requests. Draft recommendations will be released to employees in fall of 2021. Additionally, beginning in 2022, approximately 60-70 job descriptions will be reviewed to maintain accuracy and to provide a realistic job preview to applicants.

## Applicant Demographics

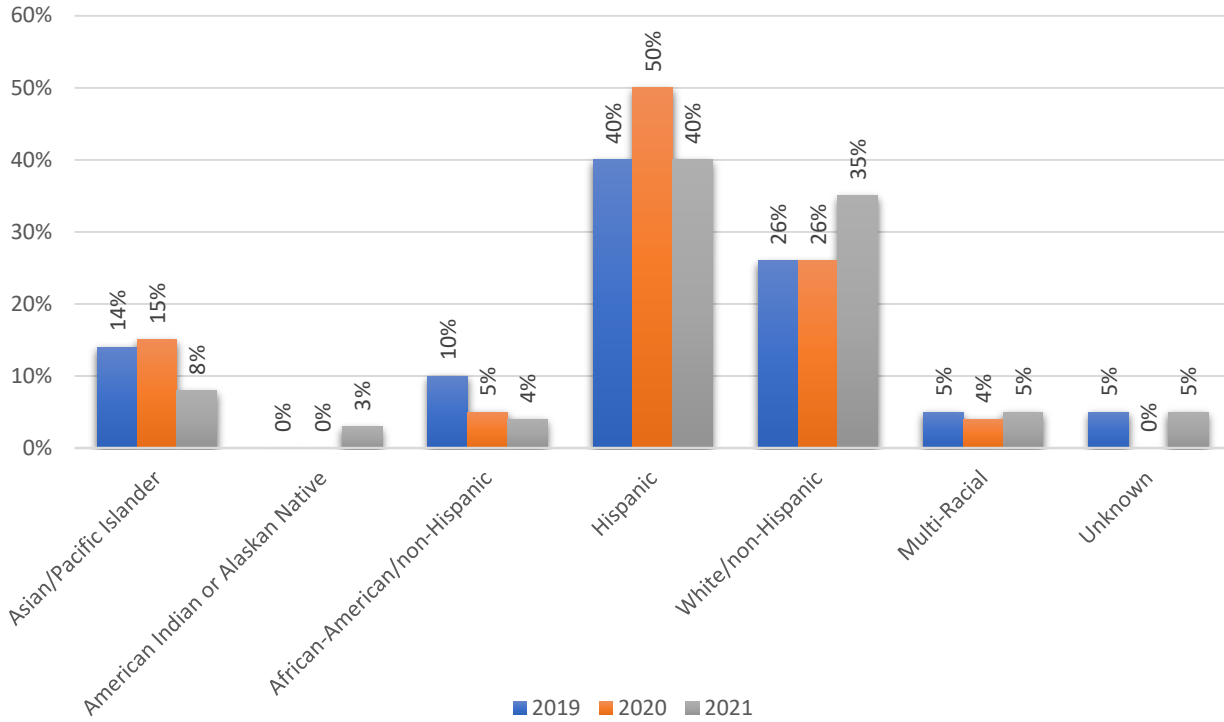
Applicant Ethnicity



## Applicant Gender

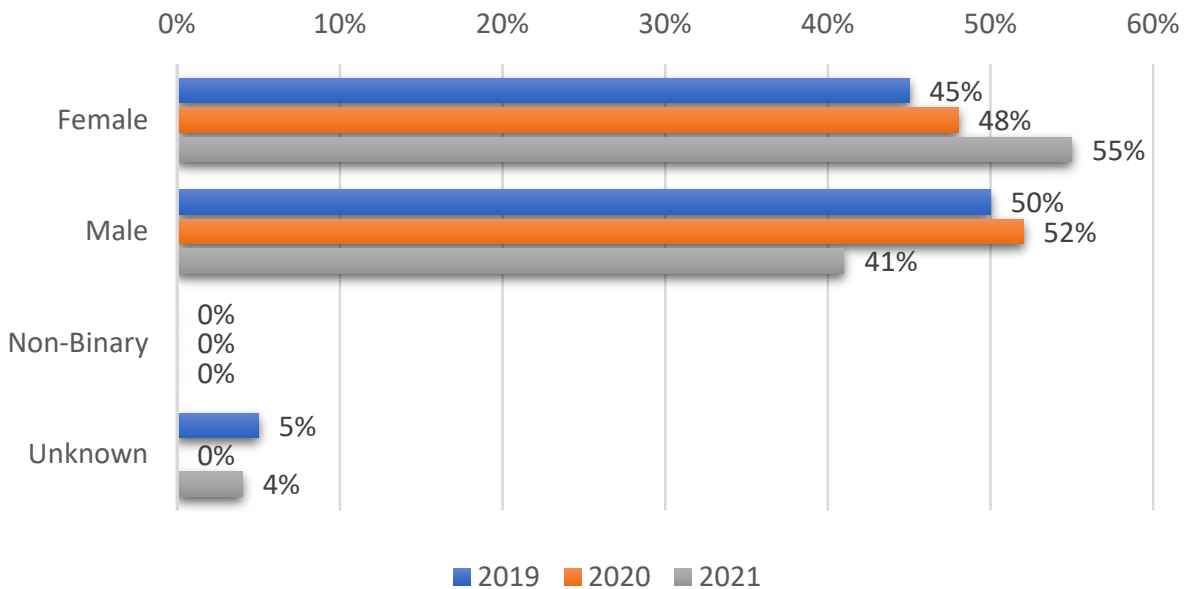


### New Hire Ethnicity



There was a 12% decrease in hires during the 2020-21 fiscal year as recruitments resumed after the COVID-19 pandemic.

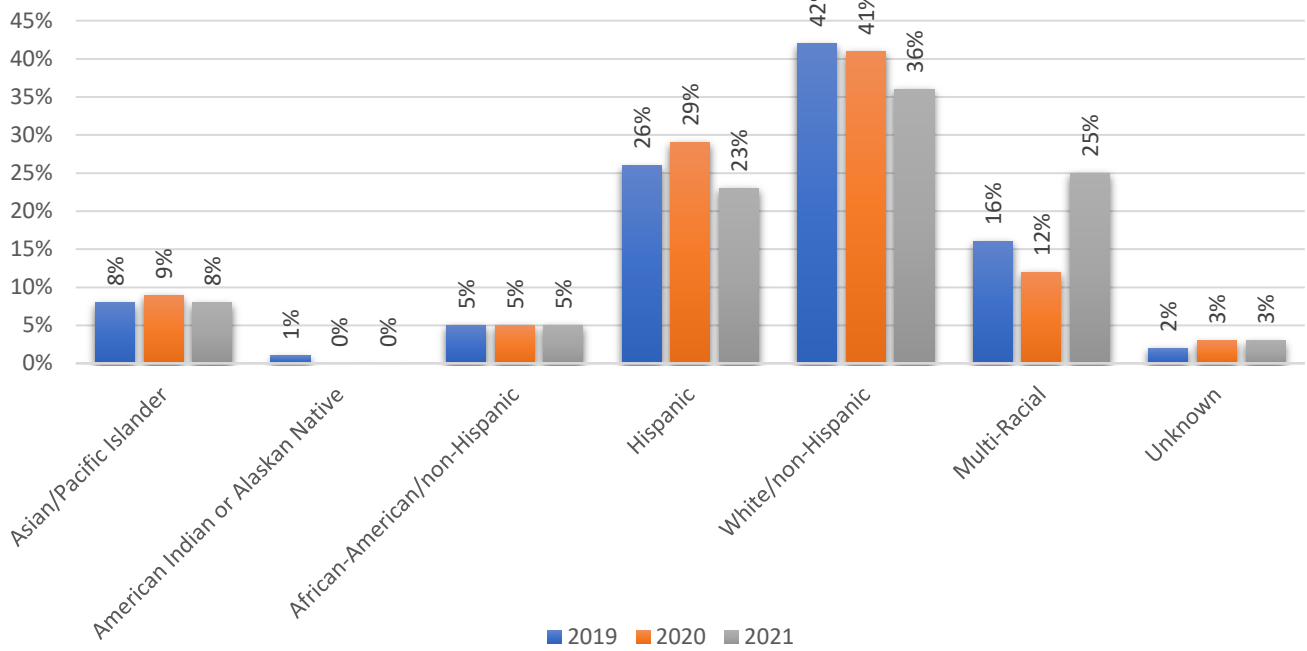
### New Hire Gender



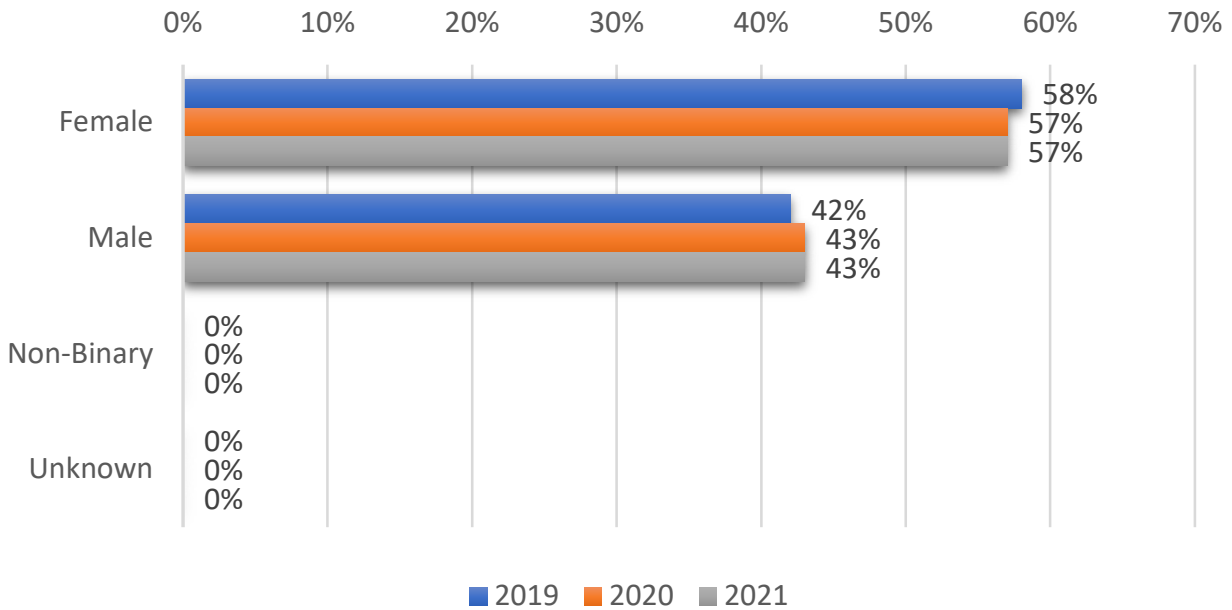
Employee percents are for unduplicated active employees in their primary appointments from July 1 through June 30 of the noted year for all appointment types.

# Workforce Demographics

## Workforce Ethnicity

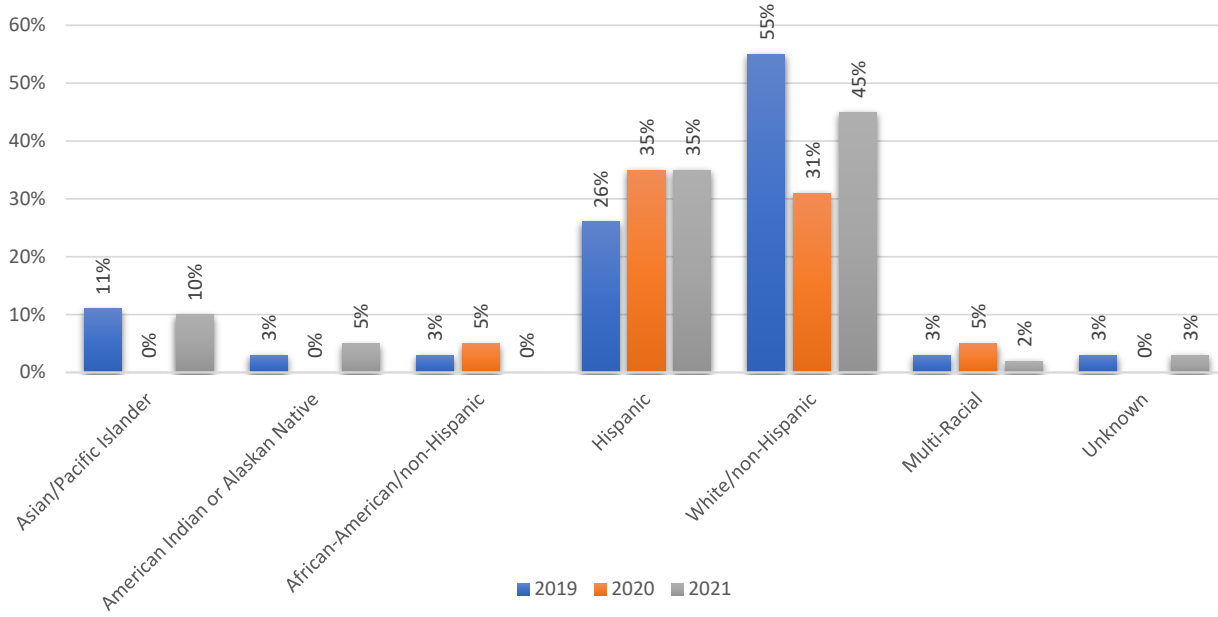


## Workforce Gender

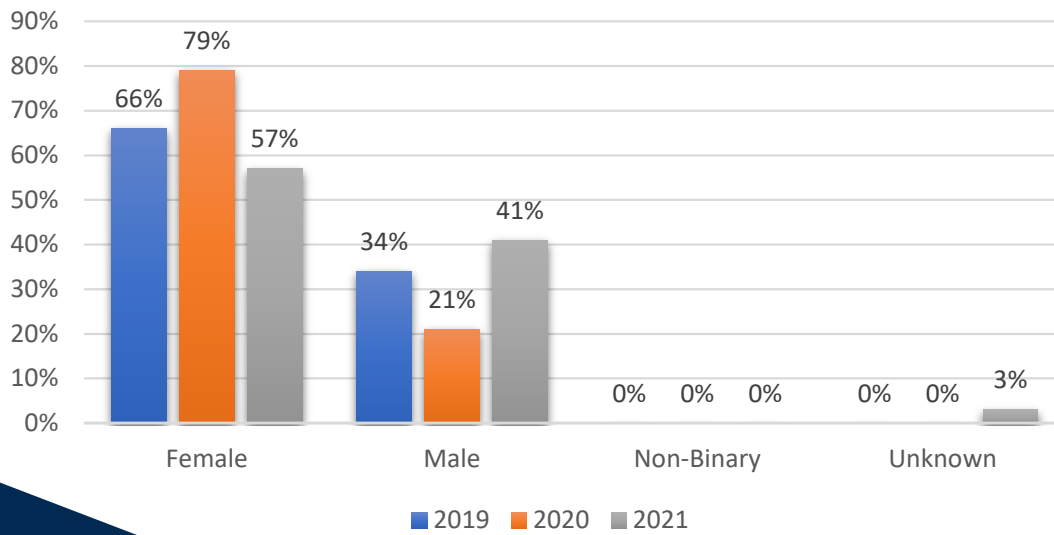




## Promotions and Transfers Ethnicity



## Promotion and Transfer Gender



There was a 69% decrease in transfers/promotions due to the hiring freeze during the pandemic.



# DEPARTMENTAL BUDGET

Salaries	\$433,803	Hosting	\$2,000
O/T Classified Commissioners	\$3,273	Dues	\$4,250
Benefits	\$1,800	Medical Services	\$4,500
Office Supplies	\$203,231	Contract Labor	\$2,500
Software	\$1,500	Advertising	\$10,000
Publications	\$20,138	Postage/Shipping	\$150
Conference	\$150	Chargebacks	\$100
Mileage/Vehicle	\$10,000	New Equipment	\$2,000
	\$5,000	<b>TOTAL</b>	<b>\$704,395</b>

## WORKSHOPS 2020-2021

The Hiring Manager's Guide to Selecting the "Right" Person

Resume & Application Preparation

NeoEd Online Hiring Center (OHC)

Assessment Strategies: Enhance Performance on Recruitment Examinations

Interviewing: How to appear gifted despite being nervous!

Understanding the Personnel Commission and Its Function

Lunch and Learn: Reclassifications

Supervisor 101 (Joint Presentation with HR)

## 2020-2021 ACHIEVEMENTS

- Continued to provide recruitment services to District amid COVID-19 pandemic, seamlessly converting manual processes into electronic formats
- Oriented new Commissioner appointed by the Board of Trustees
- Re-established reclassification process after a 10-year moratorium
- Successfully transitioned to working remotely
- Participated in virtual job fairs
- Significantly increased training in diversity, equity and inclusion
- Partnered with Human Resources to participate in United Way 21-day race challenge
- Met with campus equity coordinators to get feedback on diversifying recruitments and being equity-minded in job postings
- Planned and drafted revisions to website
- Developed and co-presented new training with Human Resources: Supervisor 101

## 2021-2022 GOALS

- Return to on-site work and in-person Personnel Commission Meetings
- Commence classification maintenance process and update approximately 60-70 job descriptions
- Complete reclassifications and review procedure for process improvements
- Implement website revisions
- Update Personnel Commission Rules
- Update recruitment materials to include video vignettes featuring classified employees
- Develop new workshops for applicants, staff, and public
- Personnel Commission retreat
- Implement survey instruments to measure recruitment results
- Recruit, select and train new Personnel Commission staff

## 2021-2022 PROFESSIONAL MEMBERSHIPS

- Association of Chief Human Resource Officers/Equal Employment Officers
- California School Personnel Commissioners Association
- Central California Society for Human Resource Management
- California Public Employers Labor Relations Association
- Northern California Human Resources Association
- School Personnel Commissioners Association - Northern California
- Western Region Intergovernmental Personnel Assessment Council
- CUPA- Human Resources

## COMMUNITY PARTNERSHIPS

- Fresno Area Hispanic Foundation
- Fresno County Employer Advisory Council
- Fresno County Women's Chamber of Commerce
- Fresno Metro Black Chamber of Commerce
- Central California Hispanic Chamber of Commerce
- Hmong American Community, Inc. (CASA of Fresno & Madera County)



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Career Opportunities  
<https://schooljobs.com/careers/scccd/>



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