



Personnel Commission  
**ANNUAL REPORT**  
Fiscal Year 2021-2022



*Shaping the future together!*





*Samerah Campbell*

*District Director  
Personnel Commission &  
Classified Employment*

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## MESSAGE FROM THE DIRECTOR

It is with great pleasure that I present to you the Personnel Commission Annual Report for fiscal year 2021-2022. The past year restored some normalcy in our department, as we returned to work on-site at the beginning of the fiscal year; however, the recruitment landscape changed significantly. You may have heard me say this a few times over the past year, and I'll say it again. The Great Resignation is real. The talent shortage has been identified as the #1 hiring challenge today. A study by the National Federation of Independent Business found that 87% of HR professionals reported "few or no qualified applicants" for the positions they were trying to fill. According to an article by LinkedIn, offer rejections increased by 50% in 2021, an all-time high, while availability of niche talent was at an all-time low. I wish I could say that SCCCD Personnel Commission was immune to this post-pandemic reality, but we also experienced a decrease in applications and qualified applicants, and an increase in applicant no shows, job offer rejections and recruitment extensions. Nevertheless, the Personnel Commission filled 72 permanent positions, and approximately 227 temporary positions, 53 of which were dedicated to student enrollment recovery or COVID-19 tracking. This was accomplished with a brand-new staff as our Human Resources Analyst, two Human Resources Specialists, and our Human Resources Assistant were all hired in their positions in either August or September of 2021. I am so very proud of their resilience in an ever-changing environment and all that they have accomplished!

Although the past year brought about significant increases in the Personnel Commission's workload due to temporary recruitments, we continued to attend as many community outreach events and job fairs as time permitted. We attended job fairs at Fresno City College, Reedley College, the Cumulus job fair at Sierra Vista Mall, City of Sanger, Fresno Regional Workforce Development Board, Selma Workforce Connection, Clovis Veteran's Memorial, Chukchansi Park, and the Madera County fairgrounds. We also attended the Multicultural Community Resource Fair hosted by the Fresno Center, Fresno Metro Black Chamber of Commerce, the California Hmong Chamber of Commerce, and the Central California Chamber of Commerce. Additionally, we will continue our diversity, equity, and inclusion efforts by working with community groups at a grass roots level to explain our hiring process and provide tools to applicants to help prepare for assessments. Personnel Commission staff will continue to seek out community partnerships and train our 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 to ensure the selection and promotion processes are based on merit principles and diversity, equity and inclusion.

I sincerely hope you enjoy reading the Annual Report summarizing the Personnel Commission activities from 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, 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  
& Classified Employment

# ANNUAL REPORT CONTENT

02

MISSION,  
VISION, &  
VALUES

03

PERSONNEL  
COMMISSIONERS

04

CLASSIFIED  
PROFESSIONAL  
OF THE YEAR

06

STATE CENTER  
COMMUNITY  
COLLEGE DISTRICT

07

SCCCD MERIT  
SYSTEM

08

PERSONNEL  
COMMISSION  
STAFF

09

HUMAN  
RESOURCES  
STAFF

12

TYPES OF CLASSIFIED  
PROFESSIONALS

13

ANNUAL SERVICE  
AWARDS

16

STAFF  
TESTIMONIALS

19

PERSONNEL  
COMMISSION  
BUDGET

20

HIRING DATA

24

PERSONNEL  
COMMISSION  
WORKSHOPS

25

PROFESSIONAL  
MEMBERSHIPS/  
COMMUNITY  
PARTNERSHIPS



# MISSION, VISION, VALUES

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

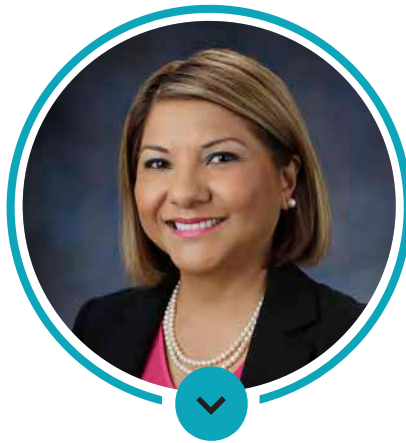
# COMMISSIONERS

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.



Bradley Tahajian

Chair, the joint appointee, is a Lead Appellate Court 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).



Isabel Barreras

Vice-Chair, the CSEA appointee, has served in many leadership capacities in public education, including serving on the California Community Colleges Board of Governors and the SCCC 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 master of public administration from National University in San Diego and her bachelor of arts degree from California State University, Fresno after attending Reedley College.



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 the Director of Parks and Community Services 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.



## ARIEN REED

# CLASSIFIED PROFESSIONAL OF THE YEAR

### What is a classified professional of the year?

The Classified Professional Steering Committee believes that there are individuals who exemplify what being a “Classified Professional” represents. These individuals excel in such areas as customer service, leadership & teamwork, and community involvement. In order to recognize these individuals, the “CP 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.

### ABOUT ARIEN

Arien began his career at State Center Community College District on August 24, 2016, as an Accounting Technician - eventually changed to a Budget Technician - in the Disabled Students Programs and Services department, at Fresno City College.

Arien not only excels at his position as a Budget Technician, but is also a dedicated contributor to numerous committees and associations, too many to list, ranging from campus pride index work group, team member of chosen/preferred name policy and process, social justice workgroup, facilities/environmental health and safety committee, LGBTQ Resource Directory Coordinator, and has been a senator of classified senate since 2017, just to name a few!

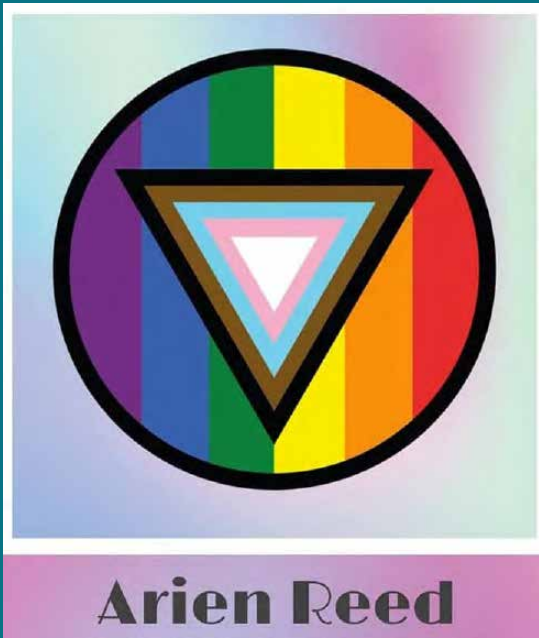


Arien has encouraged classified professionals to step up, get involved, and make their voices heard.

Arien is the Founding Member of the American Indian and Indigenous Allies Staff & Faculty Association, Lead Member of Indigenous Equity (Land Acknowledgement) Task Force, President/Co-Founder of Allied Staff & Faculty Association, is a Classified Representative on the Equal Employment Opportunity Committee and implemented and coordinated the first ever Annual Rainbow Graduation Celebration.

Arien also initiated the Anti-cisheterosexism Resolution, and co-authored the Anti-racism Resolution.

A very popular presenter, Ariens has developed numerous presentations in support of the LGBTQ community such as “Understanding & Addressing



Bridge Called My Back” a collection of BIPOC Feminism essays states, “If Black, [Indigenous, undocumented, disabled, LGBTQ] women were free...everyone else would have to be free since our freedom would necessitate the destruction of all the systems of oppression”.

In this spirit, everything Arien does has been for the betterment of our diverse and marginalized students, because he believes it is imperative that everyone uplift our marginalized and minoritized students so that we can uplift ALL of our students.

Arien’s commitment to students is evident in his many roles on and off campus, his continued efforts to elevate and highlight the work of classified professionals, and his ability to see and advocate for everyone. The sky is certainly the limit for Arien Reed! Please join me in congratulating him as the 2021-22 Classified Professional of the Year!

the Needs Unique to LGBTQ Students” and “Creating a Safer Campus for LGBTQ Students and Staff.”

Beyond his work life, Arien is a board member for Trans-E-Motion, a transgender support group here in Fresno, a planning Member of California Community Colleges’ Annual LGBTQ Summit, Classified Representative for California Community Colleges’ LGBTQ Advisory Committee, Organizer of the Fresno & Online Writers’ Workshops, Founding Member of California Community Colleges’ LGBTQ Leadership Caucus, Task Force Member of Fresno Economic Opportunities Commission’s Out4MentalHealth Taskforce, Coordinator of LGBTQ Homeless Shelter Donation Drive Collection and Volunteer at Ram Pantry, which provides support to students with food insecurity.

One of Arien’s favorite quotes from “This



*Classified Professionals*  
State Center Community College District

# THE DISTRICT

## STATE CENTER COMMUNITY COLLEGE DISTRICT

S CCCD has four colleges and two centers which serve approximately 1.7 million people and 38 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 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 1,439 full-time, 2,814 part-time employees and nearly 52,833 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 classified disciplinary actions and medical disqualifications.

The Personnel Commission administers competency and performance 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.

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.

We strive to provide the District with well qualified individuals dedicated to meeting the district's mission, vision, and values.

**Regularly scheduled meetings of the Personnel Commission are normally held on the third Tuesday of each month typically at the District Office at 5:30 PM. Agendas and minutes are posted on our website at <https://www.sccd.edu/departments/personnel-commission/meetings/index.htm> . Employees and members of the public are welcome to attend.**



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.



It is our mission to serve as a strategic partner alongside the State Center Community College District administration and Board of Trustees in meeting the mission, vision and strategic goals of the district and to provide support for the learning environment.

It is our belief that our employees are the single most valuable resource within our organization. We are committed to attracting, retaining and supporting outstanding classified professionals and administrators who are responsive to the diversity of our students and our community and understand the need for equity-minded practices to more effectively engage and support all students. We are looking for individuals that understand the unique challenges and opportunities of the Central Valley.

We provide a full range of centralized, comprehensive human resource management services to our internal and external campus community and adhere to open, equitable and ethical personnel standards. It is our goal to provide an optimal work environment for high productivity, continuous improvement and superior customer service so that our employees may be successful in achieving their goals and objectives.

STAFF

# PERSONNEL COMMISSION

SAMERAH CAMPBELL  
DISTRICT DIRECTOR OF THE  
PERSONNEL COMMISSION AND  
CLASSIFIED EMPLOYMENT



JAME YANG  
HUMAN RESOURCES ANALYST



ANTHONY CUNHA  
HUMAN RESOURCES SPECIALIST



ANTHONY CAMACHO  
HUMAN RESOURCES SPECIALIST



JENNIFER GONZALEZ  
HUMAN RESOURCES ASSISTANT



VACANT  
BUSINESS SYSTEMS ANALYST (50%)



STAFF

# HUMAN RESOURCES

JULIANNA MOSIER  
VICE CHANCELLOR,  
HUMAN RESOURCES



VACANT  
DISTRICT DIRECTOR OF  
HUMAN RESOURCES



CHRISTINE PHILLIPS  
DISTRICT DIRECTOR OF EEO/  
DIVERSITY AND PROFESSIONAL  
DEVELOPMENT



FRANCES GARZA  
BENEFITS COORDINATOR



JAMES YOUNG  
EMPLOYEE RELATIONS &  
TITLE IX COORDINATOR



SANDI EDWARDS  
HUMAN RESOURCES ANALYST





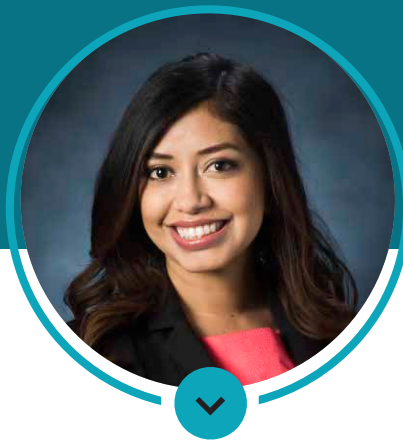
STAFF

# HUMAN RESOURCES

VACANT  
HUMAN RESOURCES ANALYST



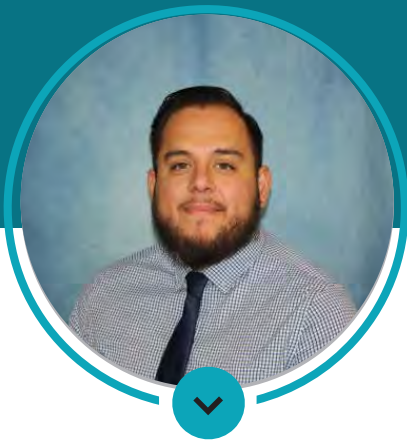
PAOLA LOPEZ  
SENIOR HUMAN RESOURCES  
TECHNICIAN



SAREANG NHIM  
SENIOR HUMAN RESOURCES  
TECHNICIAN



ALBERTO VILLEGAS-VILLAGOMEZ  
HUMAN RESOURCES TECHNICIAN



DANNY RODRIGUEZ  
HUMAN RESOURCES TECHNICIAN



APRIL JOHNSON  
HUMAN RESOURCES TECHNICIAN



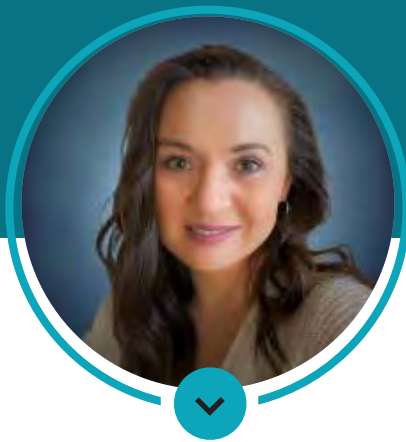
STAFF

# HUMAN RESOURCES

LAUREN LOWE  
EXECUTIVE ASSISTANT TO  
THE VICE CHANCELLOR



NICOLE PAGE  
ADMINISTRATIVE ASSISTANT



ERIN KENT  
ADMINISTRATIVE ASSISTANT



REINA KEMBLE  
BENEFITS TECHNICIAN



BLANCA SOTO  
HUMAN RESOURCES ASSISTANT



VACANT  
BUSINESS SYSTEMS ANALYST (50%)



# TYPES OF CLASSIFIED PROFESSIONALS

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 classified represented, 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, technology support 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 a subset of represented 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 213 job descriptions describing the various classified job types at State Center Community College District. There are about 698 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.



# ANNUAL SERVICE AWARDS

## 5 Years

Alan Cade	Emily Wilson	Kaylee Kelly	Michael Newton
Alejandra Garcia-Tovar	Enrique Alameda	Kenneth Willet	Michael Ornelas
Andrew Johnson	Eunji Seo	Kiesha Oliver	Michael Ragsdale
Angela Bustos	Fred Thomas	Kim Davidson	Miette Sasselli
Angelina Bravo	George Smith	Kou Lor	Moua Xiong
Antionette Aizon-Hubbell	Gerald Rude	Kristen Del Rosario	Natalie Bibayoff
Becky Barabe	Gloria Flores	Kristen Stenger	Oscar Noriega
Bobbie Wells	Haneen Musleh	Kristi Bryan	Patrick Tackett
Brett Hurst	Hilda Reyna	Krystin Risch	Peter-Tony Tran
Brittany Ballard	Hillary Biehler	Kyle Kirkman	Rafael Alcala
Brittany Zenz	Houa Xiong	Lilia Danielyan	Ramon Escareno
Charles Henkle	Jack Yang	Lorraine Sepeda	Raquel Mendoza
Chelsey White	Jacqueline Williams	Maria Andrade-Romeo	Rigoberto Alvarado Hernandez
Christina McCollam Martinez	James Ortez	Maria Silva	Robert Kifer
Christopher Khal	Janet Daniels	Maria Trujillo	Robert Lewallen
Cindy Clark	Javier Madrigal	Marie Dias	Robert Tibstra
Dale Van Dam	Jeannie Lee	Marissa Hutchinson	Robyn Nearn
Daniel Jeffcoach	Jennifer Gonzalez	Mark Tabay	Rosa Alcazar
Daniel Tanaka	Jennifer Lewallen	Matthew Levine	Rozanne Hernandez
David Campos	Jerome Countee	Melissa Llanes	Ryan Logan
Deborah Jensen	Jody McBeth	Michael Grahl	
Deborah Lyons	Jordan Anderson		
Deisy Ruiz	Jose Luis Meza Agabo		
Diana Salas	Joseph Lind		
Dmitri Rogulkin	Juan Rodriguez		
Douglas Rosendahl	Julianna Mosier		
Elizabeth Adams	Justina Alvarado		
Elizabeth Flores	Justin Ramirez		
Elizabeth Rard	Karina Perez Guzman		
	Karine Chatard		
	Kau Vue		



Samuel Morgan  
 Sarah Nance  
 Sara Woody  
 Sareang Nhim  
 Sarina Karr  
 Silvano Ramirez  
 Stacy McArron  
 Stacy Zuniga  
 Steven Stankivicz  
 Sukhchain Sandhu  
 Susan Amador  
 Tabitha Dubois  
 Terrence O'Neil  
 Terri Shannon Solis  
 Tina Ramsey  
 Tony Vang  
 William Baldwin  
 Yolanda Cardenas

**10 Years**

Brian Baker  
 Brooke Ramos  
 Carla Stoner-Brito  
 Glynna Billings

Janel Carrigan  
 Joshua Soderlund  
 Juan Bedolla  
 Laurie Nichols  
 Michelle Hoff  
 Natalie Chavez-Ruiz  
 Nickolas Lucio  
 Nicolas Escobar  
 Patrick Stumpf  
 Sally Potter  
 Shannon Aguilar  
 Virginia Vindiola  
 Yolanda Garcia

**15 Years**

Alan Razee  
 Alejandra Martinez  
 Amy Strobel  
 Andrea Torrez  
 Ann Brandon  
 Brett Herren  
 Christopher Cupp  
 Daniel Kilbert  
 Deborah Lewis

Donald Miller  
 Elaine Stamper  
 Elizabeth Day  
 Elizabeth Romero  
 Emily Berg  
 Estefana Antonio  
 Forrest Williams  
 Frances Garza  
 Frank Nunez  
 Hawkins Dowis  
 Irenio Garza  
 Jaime Duran  
 James Esquivel  
 James Mulligan  
 Janine Christl  
 Jeffrey Ragan  
 Joel Villar  
 Kerry Ybarra  
 Kimberley Fischer  
 Larry Simpson  
 Leroy Bibb  
 Linda Carvalho Cooley  
 Linda Vang  
 Lisa Vincent  
 Lorraine Yamaoka  
 Luann Aldape  
 Mai Yang  
 Maria Coronel  
 Matthew Laney  
 Michael Stannard  
 Ralph Nasalroad  
 Ralph Schwehr  
 Rebecca Nelson  
 Rita Luna  
 Robin Huigen  
 Ruby Marin-Duran  
 Scott Oaks  
 Stephanie Trimm  
 Susan Swallow

Truc Cao  
 Victoria Castro

**20 Years**

Abel Hernandez  
 Alvin Greathouse  
 Cathy Ostos  
 Christopher Bosworth  
 Cristina Bremer  
 Douglas Avery  
 Ernie Martinez  
 Jerald Glazener  
 Jose Campos  
 Joseph Lescoulie  
 Julian Delgado  
 Julie Preston-Smith  
 Kelley Benzler  
 Linda Reither  
 Lori Levine  
 Mario Gonzalez  
 Mario Gonzalez-Martinez  
 Patricia Martinez  
 Renee Dauer  
 Robert Cawley  
 Rodney Olsen  
 Ronald Reimer  
 Ryen Hirata  
 Sabrina Gray  
 Sallie Pfeiffer-Turpen  
 Sandi Edwards  
 Susan Dana  
 Tammy Gallagher

**25 Years**

Brent Parsons  
 Charles Lochbaum  
 Conrad Perez  
 Cynthia Luna  
 Erica Johnson  
 Gregory Jamison



Joyce Pinkard  
 Kathleen O'Connor  
 Kirk Kawagoe  
 Larry Dickson  
 Lee Herrick  
 Lois Parento  
 Mario Gonzales  
 Mary Wynn  
 Randall Vogt  
 Richard Scheidt  
 Richard Tuttrup  
 Robyn Hart  
 Sandra Huerta  
 Stephanie Powers-Puahina  
 Tiffany Jones  
**30 Years**  
 Daniel Sousa  
 Karen Ainsworth  
 Kathleen Bonilla  
 Kenneth Zamora  
 Lenora Barnes  
 Linda Quercia  
 Shirley Harvey  
 Steve DaSilva  
**35 Years**  
 Lorrie Hopper

SERVICE AWARDS





## STAFF

# TESTIMONIALS

This year, we wanted to take the opportunity to thank, honor, and highlight several of our longest serving classified professionals, at each college and the District Office, for years of dedication and service to State Center Community College District!

### CARMEN ALESSANDRO

District Enrollment Coordinator, District Office, 34 Years of Service

#### What drew you to SCCC?



I was initially drawn to SCCC for the benefits. I was young and had just returned home from San Diego, where I worked as administrative support to a Vice President for a contracted weatherization program through SDG&E (San Diego Gas & Electric Co). This was my first time moving out of my parent's home and the journey didn't go well. When I got back to Fresno, I immediately began applying for open clerical/office positions and I was quickly hired at a CPA firm. While in training at this CPA Firm, I received communication from SCCC and I was invited to test for an opening level Office Assistant I. My immediate thought was, this is an awesome opportunity, I would have more career advancement options, I could continue my education, I would start building my retirement, I would have good medical benefits, which growing up in poverty, my family has never had. So I went through the hiring process and was hired at Fresno City College Admissions and Records Office in July 1988.

#### What do you like most about working here?

In my 34 year career at SCCC, I have had several positions in the District, but, all positions have been in the Student Services area. I love knowing that I am part of helping students achieve their educational goals. I have truly enjoyed all the interactions of guiding, advising, referring and assisting our students, staff, faculty and community. Admissions and Records Offices, in my opinion, are the central campus hubs around the district. These offices are vital to the district's operations as they are where students and staff contact whether in person or via phone call or emails, with their admission, registration, residency, graduation and grading questions. We also serve our faculty with their questions regarding grading processes and we deliver the utmost professional customer service to them all.

#### How does your particular role uniquely serve the college?

I have been an Office Assistant I/II, an Office Assistant III, a Department Secretary, a Student Services Specialist and currently, I am the District Enrollment Coordinator. I feel one of my main roles in this position is ensuring we process all the admissions applications efficiently and accurately on a daily basis. I am responsible for making sure applicants are processed and ready to register as quickly as possible. My position, along with my coworker, "feeds" the campus sites. If applications do not get processed, we have no students to register. My role also provides districtwide communications to our students, throughout the year, regarding any and all information from study abroad, to COVID student requirements, to SEPs needed, Probation and Disqualification statuses, to drop and fee payment deadlines and so on. As many of the staff in the district, we do various necessary duties to ensure our students have the best educational experience they can possibly have at SCCC. I have many other roles, duties and hats I wear, which would take too much space to share. I would like to say that I am very proud to be part of the SCCC family and for the past 34 years, I have always done my very best to provide accurate information and professional service to the person I am working with.

## GINA TARVIN

Senior Budget Analyst, Madera Community College, 23 Years of Service

### What drew you to SCCCD?



I was drawn to work for SCCCD because I can see as well as appreciate the positive impact the District has in the local community and surrounding areas. SCCCD offers the opportunity for students at any age and stage of their educational goals, and the access to affordable and quality higher education. As a former graduate of a SCCCD campus, I value the experiences I received as a student, and now as an employee I have the ability to contribute to the successes of the District.

### What do you like most about working here?

What I like most about working for SCCCD is being located on a college campus. My worksite is Madera Community College and being there not only allows me to see how the students are served, but the success of those efforts. In addition, at MCC I am part of a collegiate community and the newest Community College in the state of California. It's exciting contributing to the momentum for expansion and growth of the Madera campus.

### How does your particular role uniquely serve the college?

As the Senior Budget Analyst, I don't work directly with the students, but rather, I provide the behind the scenes budgetary support to all the departments and programs on the Madera Community College campus. My role ensures that our campus is compliant when it comes to spending state & federal funds, I monitor the financial and physical resources available, and supports the college's mission and goals in order to better serve our students and the community in an equitable manner.

## CHERYL HESSE

Curriculum Analyst, Reedley College, 38 Years of Service

### What drew you to SCCCD?



I was drawn to State Center Community College District because I was familiar with the district since my mom worked for the district at both Fresno City College and Reedley College. After leaving the army, I was looking for a similar work environment which required working with people from different backgrounds, where I would continue using the skills I had obtained, and which also had good advancement opportunities.

### What do you like most about working here?

What I like most about working here are the opportunities that I have been given and the encouragement of my supervisors to take advantage of each and every opportunity that came my way. With their support I ended up in my current position where there is always something new to learn. I like being a part of an institution that where people from different backgrounds are provided affordable quality educational opportunities no matter their background.

### How does your particular role uniquely serve the college?

As the Curriculum Analyst for Reedley College I work with the different departments in developing curriculum, catalog, and class schedules which our students rely on to meet their educational goals. I am responsible for ensuring curriculum is submitted to the state Chancellor's Office for chaptering and approval in order for students to be able to obtain their degrees and certificates.

## LINDA JACKSON,

Senior Library Technician, Fresno City College, 37 Years of Service

### What drew you to SCCCD?



Was it riding on the “Rooters” (Cheer/Spirit) bus to watch my older brother play on the Championship Rams football team, or attending a concert at Ratcliff stadium to see Earth, Wind and Fire on their Spirit Tour? Or maybe it was anxiously waiting to attend one of the premier Track and field events in the United States at that time; The West Coast Relays, an annual event that took place at Ratcliff Stadium. The track meets catch phrase was “Where World Records are Broken.” Being a native of Fresno’s West Side, Fresno City College was the epicenter of activity in the community, a focal point that brought different people of different ethnicities together, a monumental act in a city that was covert with its redlining and discrimination. The college has always worked hard to meet the needs of the students and community. It was an introduction to some of the most progressive instructors, dynamic new classes, and a proud and inquisitive student body. Fresno City College has always been near and dear to me. The opportunity to work in the library with so many good people at this great institution was a dream come true.

### What do you like most about working here?

Upon entering the library, you may find me at a service desk. I consider myself a people person and I enjoy interacting with students, sometimes answering questions, discussing fiction books, or just pointing out a good study space. I enjoy working with our instructors and classified staff whom I find to be experienced, thoughtful and supportive colleagues. One of my favorite activities to observe is Children’s Storytime with the children from the Child Development Center and the librarian. I am just as excited as the kids are when they come by for story time. Their energy and zest for learning is amazing.

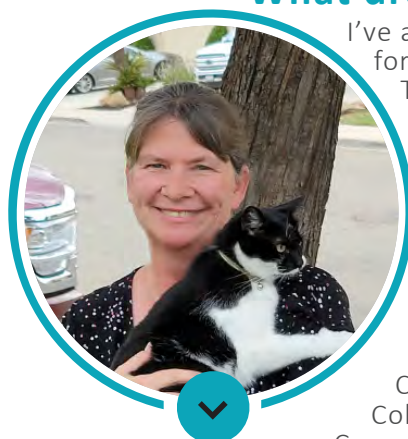
### How does your particular role uniquely serve the college?

Although we hope to get back to some type of normal, the pandemic has changed the way we do things in the library. My unique role is to assist with the input and arrangement of information regarding technology in the library databases. I also assist in the distribution of this technology, (laptops, iPads and Hotspots) for our new and returning students.

## LORRIE HOPPER

Vice President of Administrative Services, Clovis Community College, 35 Years of Service

### What drew you to SCCCD?



I’ve always valued education and a college environment seemed like a good fit for me, so I was thrilled when I was offered a position at Fresno City College. The affordability of California Community Colleges is a major reason that many students choose to come to us, but what I noticed after arriving on campus was how dedicated staff, faculty and administrators were to helping our students succeed inside and outside the classroom. This was an environment that I wanted to be a part of.

### What do you like most about working here?

I love the opportunities that are available at State Center Community College District. I started as an Account Clerk III in the Business Office at Fresno City College. I was able to promote several times and worked at Fresno City College, Madera College (when MC was a center), the District Office and Clovis Community College. What I am most appreciate of, though, is the permanent part-time positions that are available. I was in a management position at the District Office and wanted to work part-time because I had two toddlers at home. I applied for and was offered a permanent part-time position at Clovis Community College and held this position for seven years. This enabled me to stay with the district and still spend more time at home with my family. I am also very appreciative of the staff development activities I have been able to participate in.

### How does your particular role uniquely serve the college?

I believe that I serve the students by budgeting well and by being strategic in determining when we purchase certain items and which funding to use. One of my priorities over the past six to seven years has been putting funds aside for a new athletics facility at Clovis Community College. We are currently working with an architect on drawings and hope to break ground soon on the new facility. I am very excited to have participated in the planning of this project.



# PERSONNEL COMMISSION

## BUDGET 2021-22



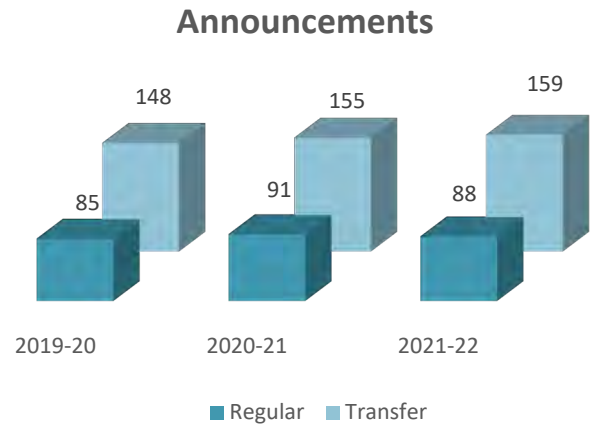
### BUDGET STATEMENT

The Personnel Commission actual expenditures for 2021-22 was \$704,029, leaving unspent funds of \$41,503 due to vacancies in the department and employees working provisional assignments.

Personnel Commission Budget	2021-22
Salaries	\$455,100
Overtime	\$3,273
Commissioners	\$1,800
Benefits	\$230,709
Office Supplies	\$1,500
Software	\$12,500
Publications	\$150
Conference	\$10,000
Mileage/Vehicle	\$5,000
Hosting	\$2,000
Dues	\$4,250
Medical Services	\$4,500
Contract Labor	\$2,500
Advertising	\$10,000
Postage/Shipping	\$150
Chargebacks	\$100
New Equipment	\$2,000

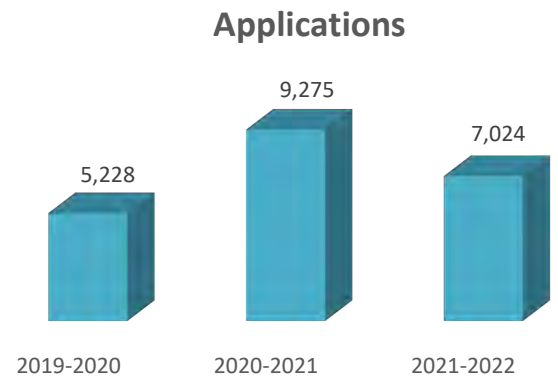
## Announcements

When a manager decides to fill a vacant classified position, the Personnel Commission normally sends a transfer notice 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.



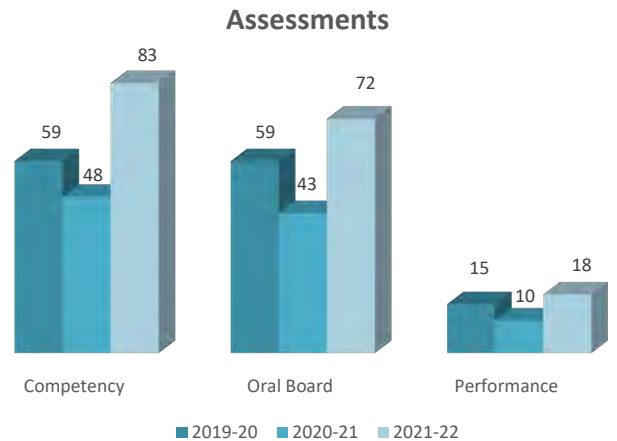
## Applications

The Personnel Commission received 7,024 applications during the 2021-22 fiscal year, a 24% decrease from 2020-2021. The applications include transfer postings, temporary postings, and regular open and promotional postings. Three percent (3%) of the applicants were veterans.



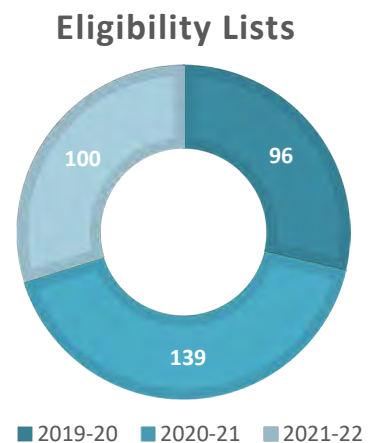
## Assessments

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.



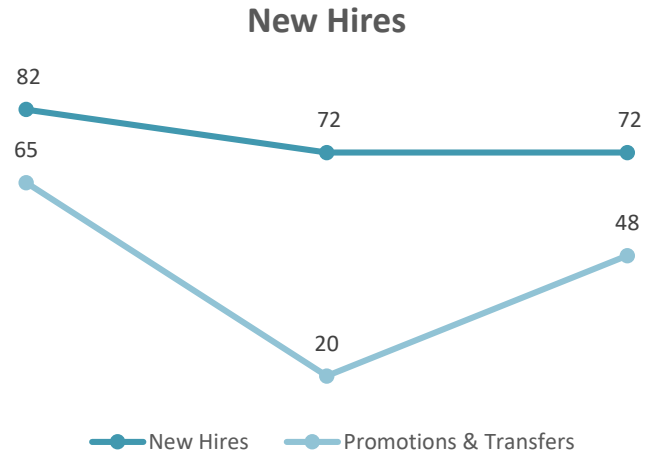
## Eligibility Lists

If an applicant is successful on the assessments, they will be placed on an eligible list of candidates from which departments can hire. In 2021-22, the Personnel Commission certified 100 eligibility lists. These counts do not include employees that applied for a lateral transfer. Eligibility lists are typically valid for six (6) months to one (1) year.



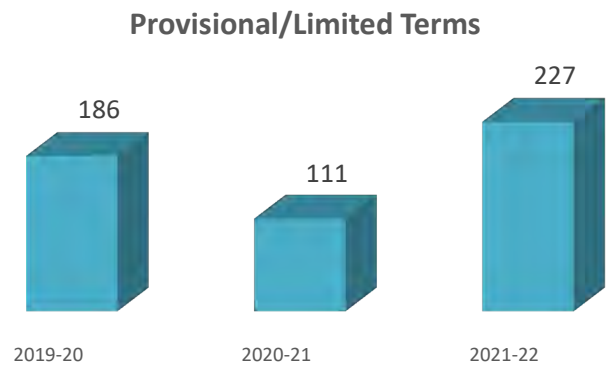
## New Hires

The number of new hires in 2021-22 remained steady, while transfers and promotions increased significantly (140%). There were 698 classified, confidential, and classified management employees at the end of the fiscal year.



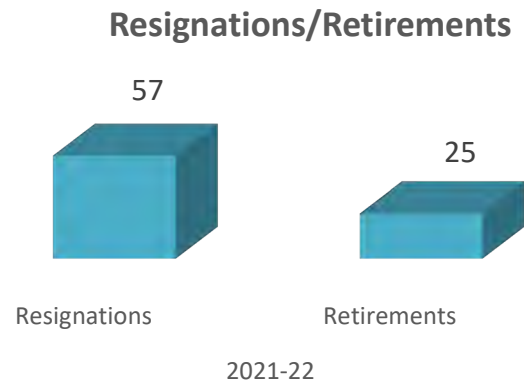
## Provisional/Limited Term Assignments

During the 2021-22 fiscal year, the Personnel Commission processed 227 temporary assignments including 156 provisionals due to recruitment and limited terms due to leaves of absence, and 71 board approved limited term assignments.



## Resignations & Retirements

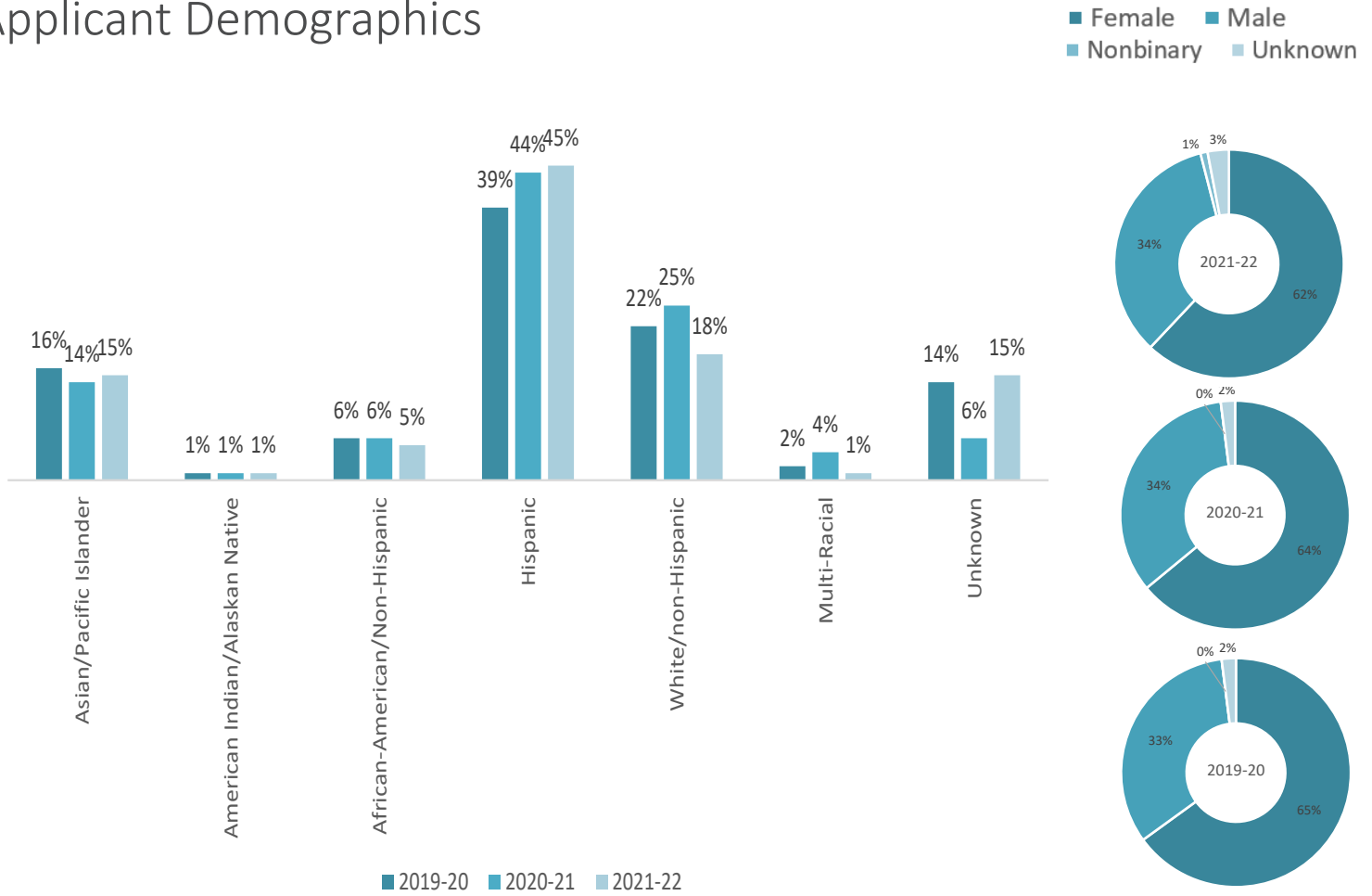
The District received 82 voluntary separations last fiscal year. Fifty-seven were resignations and 25 were due to retirement.



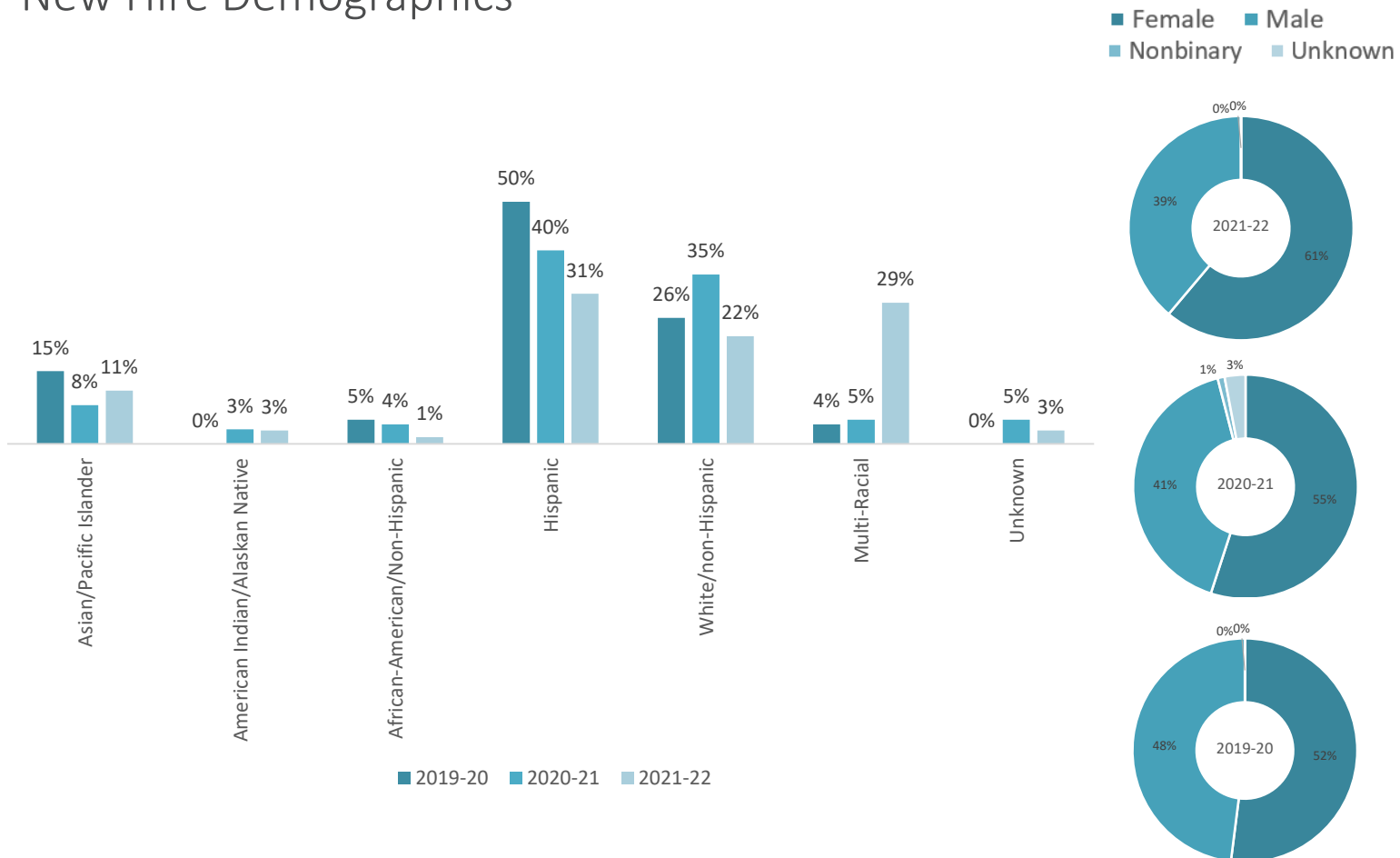
## Classification Maintenance

After the completion of the classification study implemented on July 1, 2018, the Personnel Commission reached agreement with the District and the Unions to establish a regular maintenance schedule to maintain accuracy, provide a realistic job preview, and to ensure a valid and reliable recruitment. The Commission also accepts requests for reclassification on an annual basis between October 1 and December 1, and working out of class requests on an as needed basis.

# Applicant Demographics



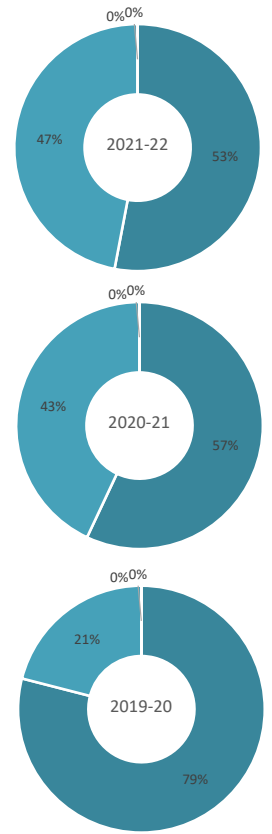
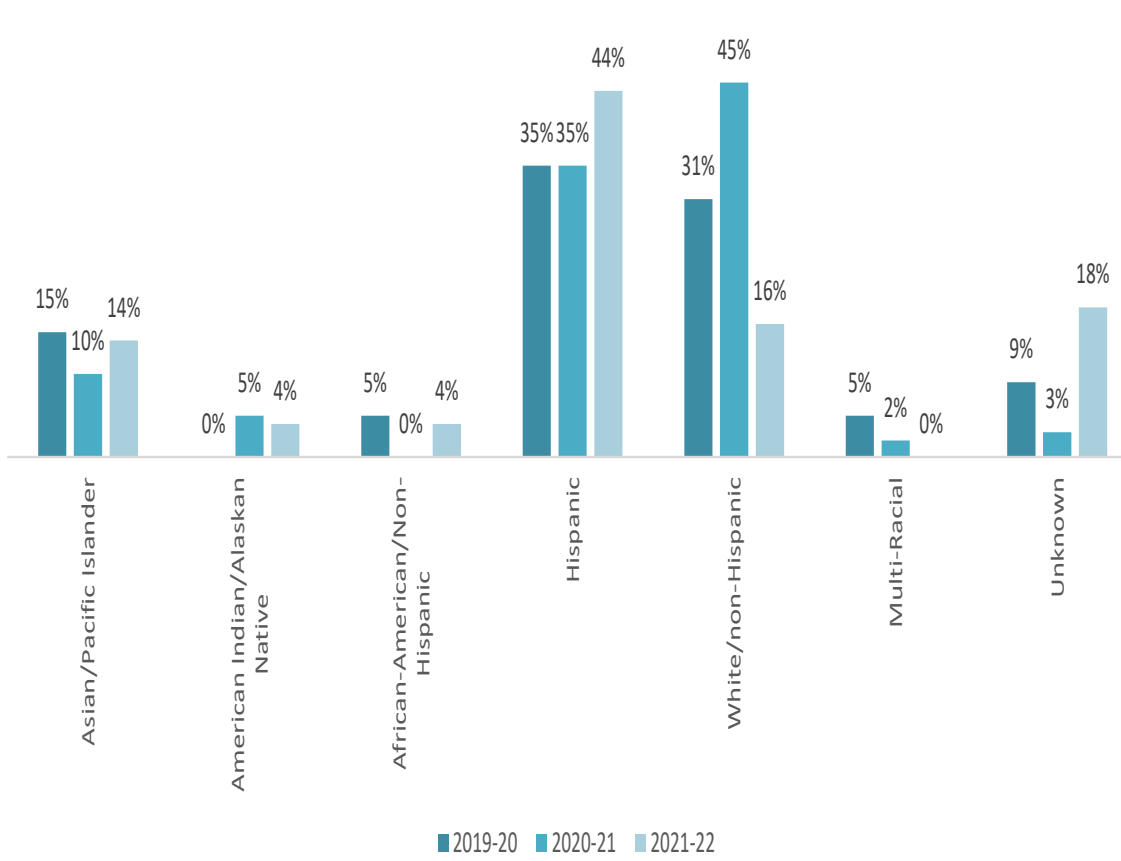
# New Hire Demographics





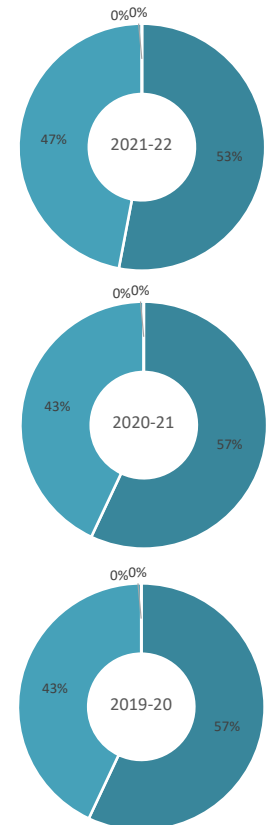
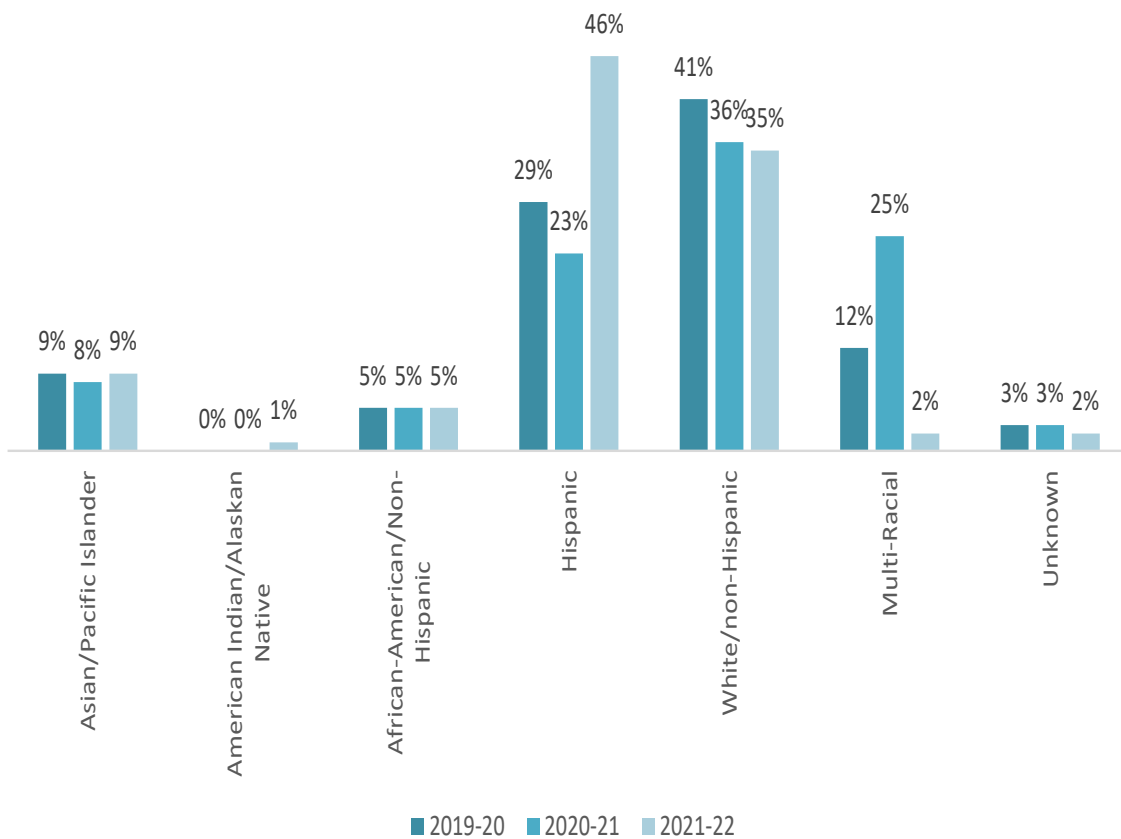
# Promotion & Transfer Demographics

■ Female ■ Male  
■ Nonbinary ■ Unknown



# Classified Workforce Demographics

■ Female ■ Male  
■ Nonbinary ■ Unknown



# PERSONNEL COMMISSION

## WORKSHOPS



The Personnel Commission presented various workshops throughout the year to applicants, staff and the public to educate and assist applicants on what to expect when applying with State Center Community College District.

- Assessment Strategies for Classified Jobs: Enhance Your Performance on Recruitment Examinations
- Interviewing: How to Appear Gifted Despite Being Nervous!
- NeoEd Online Hiring Center (OHC)
- Resume & Application Preparation
- The Hiring Manager's Guide to Conducting the Hiring Interview



Personnel Commission staff also partnered with the Human Resources department to present workshops on various topics.

- Affinity Group Panel
- Bystander Intervention
- SCCCD Hiring Workshop - FCC Asian American Faculty and Staff



Requests for training are always welcome! Email us at [jobs@scccd.edu](mailto:jobs@scccd.edu)



## 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
- The Fresno Center





 Fresno City College

 **Reedley  
College**

 Clovis  
Community  
College

  
**MADERA**  
COMMUNITY  
COLLEGE

# WE ARE HIRING!

For a listing of current career opportunities go to:

<https://www.schooljobs.com/careers/scccd>



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