



Welcome to the Personnel Commission Annual Report for 2017-2018



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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.

VALUES

Motivation

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

Responsiveness

Paying timely and appropriate attention to details at an appropriate level of the District and having an understanding and respect for others while keeping the District's strategic goals in mind.

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.





Letter from the Director

I am proud to present to you this copy of the Personnel Commission 2017-2018 Annual Report.

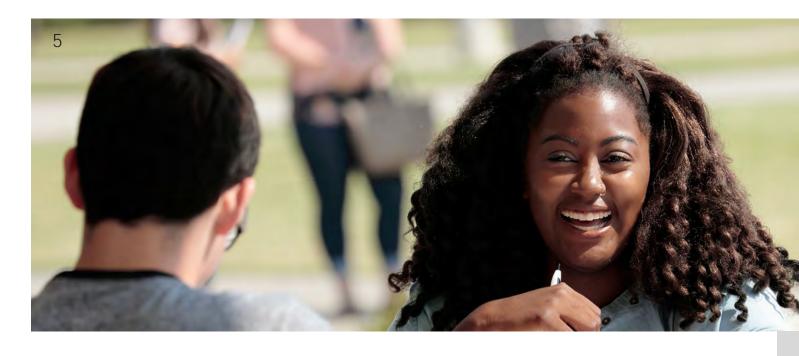
This year was pivotal for our department as we focused our efforts on our core mission to support the goals of the district by ensuring the fair and equitable treatment of employees in the classified service and ensuring the selection and promotion processes are based on merit principles.

Our annual report provides an overview of work activities in support of the Classified Service during the 2017-2018 fiscal year. A total of 121 open recruitments and 76 lateral recruitments were conducted during the year. We received, and our staff reviewed, 7,673 applications. A total of 96 regular employees and 147 temporary employees were employed in various job classifications. Four new job classifications were established and three were revised. The number of permanent employees in the classified service increased from 678 to 707. Additional statistics are available starting on page 13.

We sincerely hope you enjoy reading our annual report and hope to welcome you at the next Personnel Commission meeting. For those who read our annual report, please stop by the Personnel Commission office for a special treat. We are proud to have accomplished these activities in support of learning successes for almost 60,000 students.

Elba Gomez

Director of Classified Personnel



State Center Community College District

State Center Community College District includes three colleges and multiple centers which serve approximately 1.7 million people and 22 unified and high school districts in urban and rural territories.

The three main campuses of the District include Fresno City College, Reedley College, and Clovis Community College. In addition, the District includes the Career & Technology Center, the Madera Community College Center, and the Oakhurst Community College Center.

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 2,500 faculty and staff and nearly 60,000 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 performances.

The Personnel Commission is also responsible for the classification and reclassification of positions and serves as an appeal body for disciplined classified employees.

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 identifying the most qualified individuals.

The Personnel Commission administers competency assessments for a variety of classifications such as Building Generalist, Educational Advisor, 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, baking, or making a presentation.

Meetings

Regularly scheduled meetings of the Personnel Commission are held at the District Office on the third Tuesday of each month. Agendas and minutes are posted on our website at www.scccd. edu. Employees and members of the public are welcome to attend.



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, disabling condition or sexual orientation.

Equal pay should be provided for work of equal effort, skill, and responsibility.

School district employees should be managed and treated fairly and consistently and 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.



I was motivated to work for a public system that served a large student body built on community. A great percentage of SCCCD students are... unaware of what they need to achieve their goals. This is where my work takes shape in assisting students who have never been helped before.

Melissa Flores
Fresno City College

Personnel Commission Staff



Elba Gomez

Director of Classified Personnel

The Director of Classified Personnel 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 Ferguson
Human Resources Analyst

The HR Analyst assists in writing and revising job descriptions. She develops recruitment plans, creates exams, and conducts test analysis and review. The HR Analyst posts lateral transfers, certifies all eligibility lists and makes all job offers.



Brittany Needham
Human Resources Management Systems Analyst

The HRMS Analyst splits her time between PC and HR. She acts as the HR system administrator in charge of implimenting new processes and assisting with technical issues. She conducts various data analysis and constructs the annual report.



Reshonda Martinez
Human Resources Specialist

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



Vince Tafoya Human Resources Specialist

The HR Specialist handles temporary replacements 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 Support Assistant

The HR Support Assistant is the main contact for the PC and is responsible for most clerical duties. She assists with preparing recruitments and examinations including soliciting job expert panelists for oral board and performance exams.

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 Commission.

Chair

Bradley Tahajian is a senior attorney with the state Court of Appeals where he specializes in workers' compensation 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 attended classes at Fresno City College and earned a bachelor's degree in economics from the University of California, Los Angeles. Mr. Tahajian has also obtained a law degree from the University of California, Hastings College of the Law, as well as a legal master's degree in tax with an emphasis in employee benefits from the University of San Diego School of Law.



Bradley Tahajian

Vice-Chair

Isabel Barreras is the CSEA appointee. She has served in many leadership capacities in education, including serving on the California Community Colleges Board of Governors & the SCCCD Board of Trustees. She currently serves as Director of Classifed Personnel for the Madera USD. 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. In 2013, she was inducted into the Arte Americas Muro De Honor, acknowledging her dedicated support to bring a new awareness of Latino arts and culture. Ms. Barreras received her masters of public administration from National University and her bachelor's degree from CSU Fresno after attending Reedley College.



Isabel Barreras

Commissioner

Pamela Freeman-Fobbs is the Board of Trustees' appointee. She was sworn in to the Personnel Commission on January 29, 2013 and has been a Board Member for the SCCC Foundation since 2009. She is a former deputy district attorney for Fresno County and has served as a board member for many local organizations including Valley Public Television, Community Hospitals of Central California, The Fresno Philharmonic, and Make-A-Wish Foundation. Her passion is in healthcare and quality-of-life issues for women and children. For 28 years, she has been getting the word out about heart disease, obesity, and breast cancer in the local and national community. Ms. Freeman-Fobbs has a JD from Thurgood Marshall School of Law and interned for Rep. Barbara Jordan (D-Texas).



Pamela Freeman-Fobbs



Julianna Mosier
Vice Chancellor of
Human Resources



Melissa Ferry

Secretary to the Vice Chancellor

Works closely with the VC of HR on labor negotiations, executive recruitments, board items, budget, and consultant contracts.



Samerah Campbell
Director of Human
Resources



Jo Lewis

Administrative Secretary

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



Stacy Zuniga
EEO/Diversity & Staff
Development Manager



Mellisa Hodges

Department

Departmen Secretary

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 and attract and retain high quality academic and classified professionals.

The SCCCD 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: 559.244.5900

Fax: 559.499.6007



Frances Garza

Benefits Coordinator

Coordinates employee and retiree health benefits, including medical, dental, and vision. The Benefits Coordinator also handles long term disability, life insurance, workers' compensation, and the employee assistance program (EAP).



Blanca Soto

Provisional Benefits Assistant

Assists the Benefits Coordinator with benefit enrollment, changes, and correspondence as well as retiree insurance statements and quarterly payments, workers' compensation, and life insurance.



Yer Taylor

Human Resources Analyst

Reviews working-out-of-class studies and assists with labor negotiations, salary and benefit surveys, the interactive process, and the Affordable Care Act (ACA).



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

Human Resources Technician

Handles student worker Personnel Action Forms (PACs), classified evaluations, classified new employee onboarding, Livescan, and unemployment insurance claims.



Sandi Edwards

Senior Human Resources Technician

Handles full-time faculty & administrator payroll, administrator recruitments, academic leaves, full-time class advancements, onboarding, labor negotiations, 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.



Portia Owens

Limited Term Office Assistant I

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

18 Service Awards

Congratulations to all for your dedicated service to the District

5 Years

Adams, Darren Affeldt, Melissa Albidrez, Gabriel Ankney, Solia Barbeiro, Janet Caldwell, Sandra Cardenas, Samaria Cook, Keri DeKlotz, Olena Diquirico, Shawna Encinas, Desiree Frain, Victoria Gallegos, Isaac Gao, Lili Graham, Anne Guzman, Juan Harris, Christopher Hernandez, Timothy Howard, Jeanice Jauregui, Fidel Jordan II, Marvin Kela, Aarne Kepler, Johnathan Kralowec, Charles Leon Ruiz, Guadalupe Long, Louie Mahoney, Bradley Murray, Kimberlee Nichols, Debra Rooney, James Sandlin, Penny Shaw, Detra Shelton, Linda Soto, Blanca Taylor, Yer Torrez, Robert Trevino, Julio Vogel, Pamela Yang, David Yang, John



Zamora, Celia

10 Years

Alcorta, Jose

Anaya III, Frank

Anderson, Sasha

Andrews, Thomas

Aravanis, Donna

Asman, Jason Blanken, Hiram Bravo, Anthony Brown Jr, Lee Caetano, Heidi Clark, Nathan Crill-Hornsby, Cherylyn Culver-Dockins, Natalie Dancey, Karen Danielyan, Naira Davidson, Marcy Davies, Karen Defreitas, Diane Deftereos, Nicholas Delacruz, Arturo Denington, Sandra Dinis, Larry Ensminger, Maria Ensz, Toni Sue Ezaki, Gretchen Fritz, Erik Garcia Lupian, Sonia Garza Jr, Ricardo Gerard, Michael Gong, Douglas Gonzales, Janine Graffigna, Daniel Graffigna, Michael Gross, Nancy Gutierrez, Nancy Hernandez, Maria Hile, Arla Hinkle, Barbara Johnson, Fredrick Kirby II, James Lewis, Jo Ann Lozano, Alicia Luera, Kristina Magnia, Martha Maryanow, Natasha

Mendoza, Barbara Morales, Daniel Natal, Lori Pankratz, Aaron Patton, Michelle Ramirez, Gregory Robinson, Stephanie Rodriguez, Diana Rogers, Eric Rosendale, Stephen Sanchez, George Sanwo, Melanie Soto. Ernestina Spomer, Christopher Taintor, Amanda Tannen, Jeffrey Taylor, Gregory Trimble, Samara Villalba, Tabitha Wengerd, Bethany Wright, Mary Lou

15 Years

Adame, Sophia Clark, Joyce Clark, Nileen Custodio, Naomi Davitian, Elizabeth Duarte, Mirna Fernandez, Carol Figueroa, Rebeca Fowler, Amber Hammond, Sue Hernandez, Cynthia Kozielski, Cathleen Llanos, Josephine Lorenzano, Adelfa Machain, Mayra Maddox, Tamara Mooneyham, David Peek, Cynthia Rivera, Daniel Rosa, Roy Rothford, Jim Silva, Sonny Sorensen, Shelly

Thurston, Gerald Vang, Choua Vidinoff, John Weddle, Charla Withrow, Nancy Yang, Pao Zielke, Keith

20 Years

Abraham, Saprina

Anderson, Lydia Armstrong, Jamien Crocket, Karen Cuevas, Monica DeKruif, Linda Edwards, Sarah Florez, Abrian Gerety, Scott Gilmore, James Grusis, Steven Henderson, Karin Henderson, Sean Hernandez, Monica Hitchcock, Roger Hopper, Clarence Hutchison, Kelli Karle, Carey Mata, Olegario Mattern, Mary Mossette, Mary Nabors, Brent Norton, Steven Palsgaard, Loren Phister, Jeff Quesada, Kim Rata, Eric Sorensen, Michael Sullivan, Cheryl Vega, Guadalupe Yang, Victor

25 Years

Cooley, Jody Elizondo, Rosemarie Elizondo, Tonatiuh Jimenez, Dale Lopez, Erasmo Ramirez, Graciela Sihota Hebert, Gurdeep Tibbet, Pamela Torres, Robin Wu, Sharon

30 Years

Alessandro, Carmen Chesterton, Linda Clement, Terri De Fore, Elizabeth Espinosa, Charlotte McAndrews, Lisa Zigler, Janice

35 Years

Arakelian, Charlotte Garachana, Sandra

Retirees

Allen, William Angle, Perry Arakelian, Charlotte Atencio, David Avakian, Alan Baiz, Edward Barthold-McKay, Doris Bolt, Sandra Breuer, Robert Carnahan, Dann Chen, Chuen Jen Chernekoff, Ellen Chesterton, Linda Collins, Sheila Dana, Michael Delaney, Theresa A. Dover, Linda Eng, Edwin Francis, Charles Garachana, Sandra Griffin, Doris Guglielmino, Rosemarie Hill, Robert

Himes, Daniel Hirstein, John Honda, Lorence Kadingo, Carol Lopez, Rosa Martin, Sheila Mayhew, John Mendez, Linda Mendoza, Yolanda Meserve, Peter Mills, Susan Ostrander, Theodore Rothford, Jim Shelley, Deborah N. Shone, Marcia Smith, Donald Stovall, Deborah Tessler, Brian Thiessen, Jolene A. Tidyman-Jones, Laurie Underwood, Francine



Classified Employee of the Year

Ernie Garcia is truly dedicated to Fresno City College and its students. He is involved in various committees and organizations on and off campus. On campus, Ernie has served on over ten committees, including Renaissance Feast for Scholars Committee, Student Equity Committee, Strategic Planning Council, Classified Professionals Steering Committee and countless others. Most notably, Ernie has been involved with FCC's Classified Senate since 2007 where he served as president from 2008 to 2017. His involvement with FCC's Classified Senate has reached beyond to the state level with the California Community Colleges' Classified Senate as the current North Vice President.

Since 2006, Ernie has worked in several different positions, most of which were in the student services offices at Fresno City College. In his current position as an Educational Advisor in the EOPS department, Ernie works with students daily. Ernie's colleagues have said that he has a very easy going demeanor, which allows him to help guide students on the path to a better future.

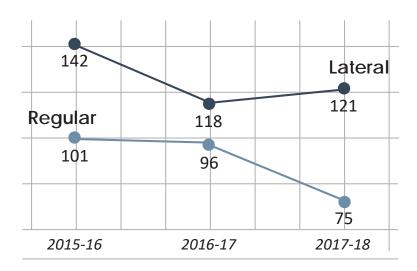
2017-18 Department Budget

Salaries	\$ 376,198
O/T Classified	\$ 3,273
Commissioners	\$ 1,830
Benefits	\$ 170,833
Office Supplies	\$ 1,500
Software	\$ 500
Publications	\$ 150
Software	\$ 34,000
Conference	\$ 8,000
Mileage/Vehicle	\$ 5,000
Events	\$ 2,000
Dues	\$ 4,250
Medical Services	\$ 4,500
Contract Labor	\$ 2,500
Advertising	\$ 6,000
Postage/Shipping	\$ 150
Chargebacks	\$ 100
New Equipment	\$ 2,000

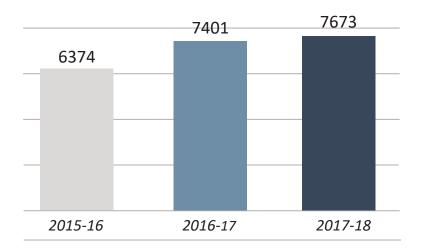
Total

\$ 622,782

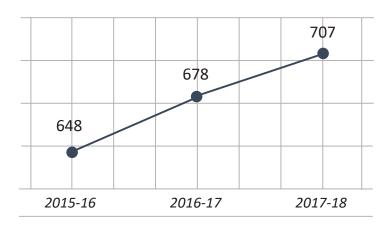
Statistics



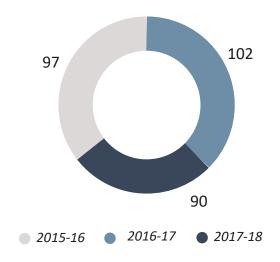
Announcements



Applications



Permanent Employees



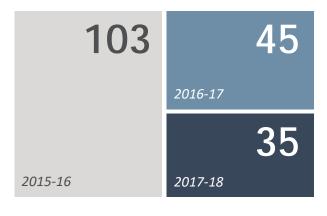
Eligibility Lists Referred

The number of lists referred to hiring departments, exluding any lateral transfers.



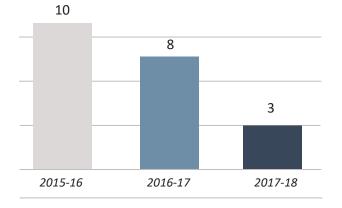
Provisional/Limited Term Assignments

Districtwide temporary assignments processed over the last three fiscal years.



Classification Actions

All new positions and changes in classification approved by the Personnel Commission as well as any positions exempted from classified services



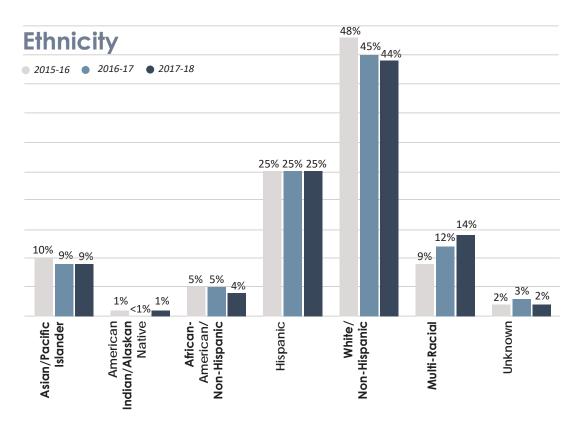
Working-out-of-Class

Employees approved for working-outof-class for the last three fiscal years.



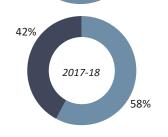
Demographics

Classified Workforce



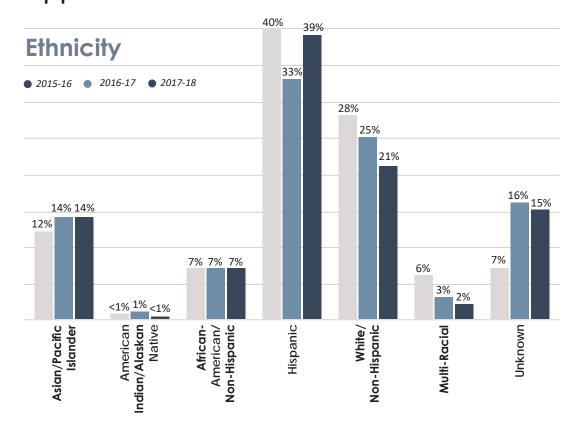
• Female • Male • Unknown 43% 2015-16 57% 1% 42%

Gender

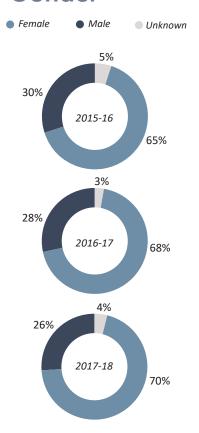


57%

Applicants

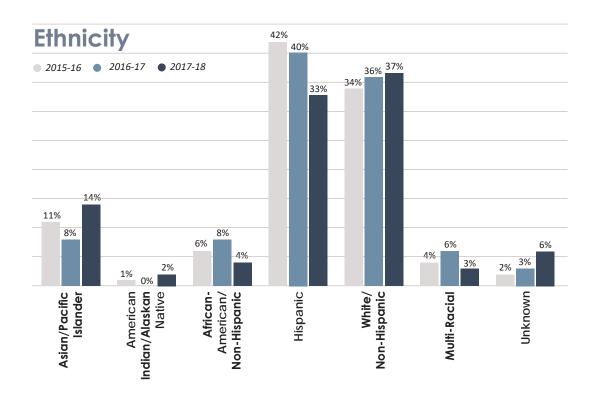


Gender

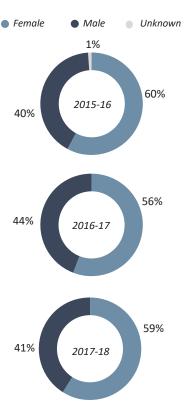


Demographics

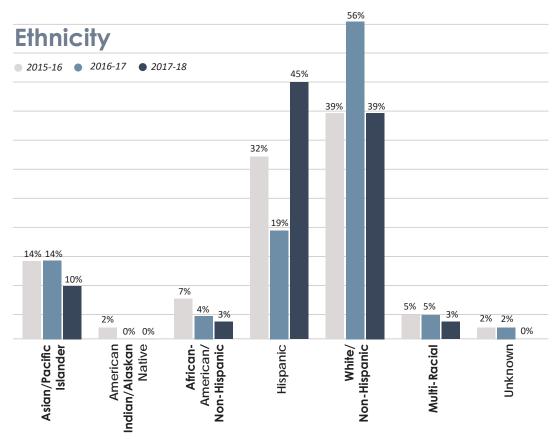
New Hires



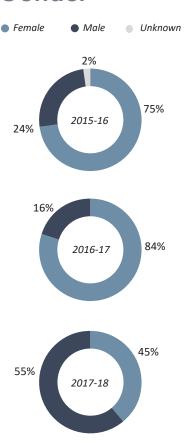
Gender



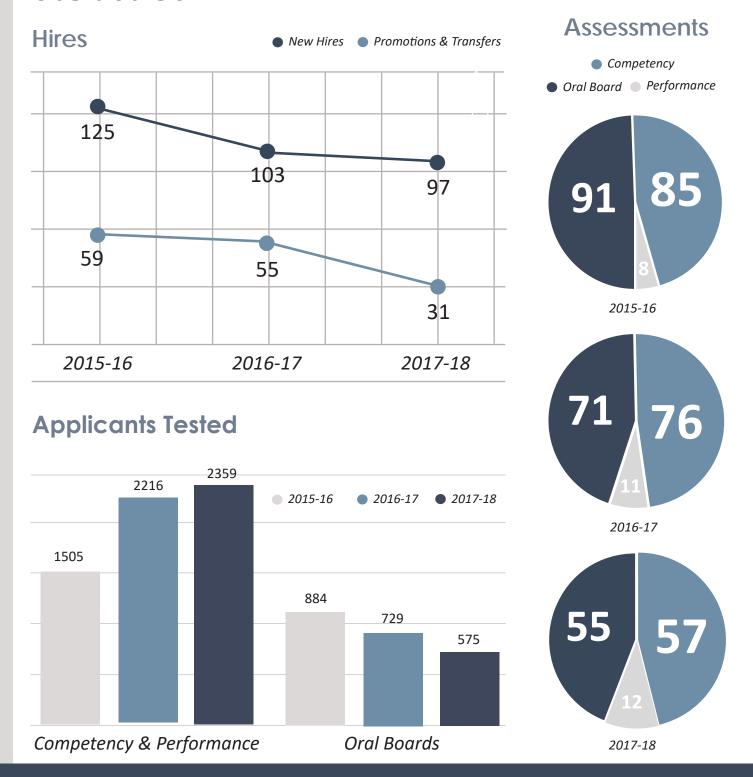
Promotions & Transfers



Gender



Statistics



Study Materials

The Personnel Commission provides employees with training resources to prepare for examinations. Resources can be found on the District website under the Personnel Commission department information.



Classification Study

In July 2017, the Personnel Commission approved outsourcing a districtwide classification and compensation study to Reward Strategy Group (RSG). In addition to reviewing classification study work already initiated by Personnel Commission staff, RSG held 8 orientation sessions at various campuses, collected over 680 position description questionnaires completed by employees and conducted over 270 in-person interviews to complete their report.

Classified employees, confidential employees, and classified managers received their proposed classification specifications on April 25, 2018 and had an opportunity to provide feedback and/or appeal their allocation. Classification specifications were sent to over 700 employees spanning over 300 different allocations and

approximately 85 appeals and 95 notations of feedback were considered.

In July 2018, RSG provided a comprehensive report to a joint meeting of the Board of Trustees and the Personnel Commission to detail their proposed classification specifications, salary placements, new salary scales as well as individual allocations. Negotiations between district Human Resources and the

Classified School Employees Association will take place to determine final impacts from the study.

As a result of the work with RSG, we are excited to introduce more relevant and accurate classification specifications with supporting salary data to improve the way we are able to conduct meaningful recruitment examinations and uphold the spirit of merit.

2018-19 Goals

Diversify applicant pool by participating in community events

Provide managers training on the hiring process

Complete NEOGOV and Colleague integration

Complete transition to 100% electronic Personnel Action Forms

Increase electronic onboarding to extend to student hires on all campuses

Implement all classification study changes (update job descriptions online, update salary schedules, change transactions)

Conduct budget planning to increase staffing

Relocation to new office, including assessment of impact to available testing facilities

Conduct a program review

Evaluate recruitment timelines

Continue staff development opportunities (providing and receiving training)

2017-18 Accomplishments

Over the last year the Personnel Commission staff has worked diligently on meeting set goals.

Since last July, staff has worked with Reward Strategy Group (RSG) to facilitate the Class Study. Staff has also conducted an employee survey and applicant survey for feedback and future program review, implemented new contract provisions for CSEA including lateral postings and promotional and open/competitive dual list certification, and implemented new initial step placement guidelines for salary/ employment offers to comply with new laws. In order to unite recruitment efforts with Human Resources, staff has shared job fairs, combined social media accounts, and created a new tag line for marketing materials ("Shaping the Future Together").

Over the last year, eight work-

shops on Personnel Commission processes were conducted Districtwide. Staff has attended both accessibility and website content management training to incorporate new processes, and community partnerships have grown through joint efforts with Barrios Unidos, Common Space, and local Chambers of Commerce.

To prepare for the update to our NEOGOV Online Hiring Center (OHC) in August, staff provided training in July and then conducted quarterly training thereafter. Staff has created new temporary pool postings for clerical and custodial assignments and sampled remote testing options (Basic Skills Assessment). All classified and temporary new hire paperwork has been moved to an electronic process in NEOGOV and through an Access database, staff have improved temporary placement tracking.

I really enjoy working at the collegiate level. Being able to communicate and provide support to faculty, staff, and students is very fulfilling.

Aaron GomezDistrict Office

2017-18 Job Fairs

September

Fresno City College Career & Job Expo Fresno State Career Fair (Science, Tech, Engineering, Ag & Math)

October

Fresno State Career Fair (Healthcare and Human Services) Central Vallery Career Fair Madera County Job Fair

November

Fresno State Career Fair (Professional & Business Services)

January

Califronia Community Colleges Registry Job Fair Senator Andy Vidak's Career & Resource Expo

February

Lotus Fresno Job Fair

March

Eastern Madera County Job Fair Fresno City College Career & Job Expo

April

Madera County Job Fair

May

Fresno County Veterans Job & Resource Fair



New Memberships

Fresno Area Hispanic Foundation

FAHF supports the growth and development of the community by bringing together business opportunities and assisting families from low-income households through specially designed philanthropic events.

Fresno County Women's Chamber of Commerce

FCWCC provides and promotes professional opportunities, personal development, financial growth, community leadership and legislative awareness for women.

Fresno Metro Black Chamber of Commerce

FMBCC advances the interests of the greater African-American community through the creation of opportunities, advocacy, and business & economic development.

Association of Chief Human Resource Officers/Equal Employment Officers

ACHRO/EEO assists the Chief Human Resource Officers and staff in the California Community College system. The Association plays an active role in generating and supporting legislation appropriate for functions of HR/EEO practitioners.

California School Personnel Commissioners Association

CSPCA promotes and advances public education on a noncommercial, nonsectarian, and non-partisan basis, through programs of research, investigation, communication and training designed to stimulate and improve public school personnel management for the benefit of the public, the students, the districts, and of their classified employees.

Central California Society for Human Resource Management

CCSHRM serves California's Central Valley HR professionals. CCSHRM brings professionals together to help them stay abreast of ever-changing employment legislation, network with colleagues, and provide a forum for exchanging information about trends and ideas used in Human Resource management today.

California Public Employers Labor Relations Association

CALPELRA assists California public sector employers better serve their communities by providing comprehensive, quality training in labor relations and personnel management and by fostering professional development with a dynamic network of support.

Fresno County Employer Advisory Council

FCEAC assists employers in conducting their business more effectively and efficiently, to provide information on employment related issues, to enhance communication between the EDD and the private sector, and to identify ways to improve EDD services.

Northern California Human Resources Association

NCHRA connects human resources professionals with practice resources, leading California-specific training, legal and legislative developments, quality service providers, and each other. NCHRA is the second-largest HR association in the country, offering over 100 programs annually and serving more than 30,000 professionals.

School Personnel Commissioners Association - Northern California

SPCA-NC promotes state-of-the-art human resources management practices based on merit system principles. They accomplish this through creating publications, presenting training workshops, providing merit support mentoring services, maintaining an informational web site, and sponsoring an annual conference.

Western Region Intergovernmental Personnel Assessment Council

WRIPAC develops personnel selection procedures, provides a forum for the review of professional and legal selection issues, assists member jurisdictions in maintaining professional personnel selection standards, promotes the principles of merit selection and equal employment opportunities and improves communication among member jurisdictions.











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