

REGULAR MEETING  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

Board Room  
1525 East Weldon Avenue  
Fresno, CA 93704

5:30 p.m. – Regular Meeting  
Tuesday, March 17, 2015

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the February 17, 2015 Regular Meeting.
- E. Information Items
  - 1. Quarterly Budget Report
  - 2. Discussion of Employees Working Out-of-Classification
- F. Action Items
  - 15-08 Consideration and Approval of Eligibility Lists
    - a. Custodial Manager, effective 2/23/15
    - b. Director of Student Success, Equity & Outreach, effective 2/25/15
    - c. Administrative Aide, effective 3/12/15
    - d. Administrative Secretary I, effective 3/12/15
  - 15-09 Consideration and Approval to Classify New Positions in Established Job Classification Specifications
    - a. DSPS Mobility Driver PPT, Fresno City College
    - b. Instructional Laboratory Technician General Science, Madera Center
    - c. Office Assistant III, Clovis Community College Center
  - 15-10 Consideration and Approval to Change Position Classification in the Classified Service
    - a. Director of Student Success, Equity & Outreach, Fresno City College
  - 15-11 Consideration and Approval of New Classification Specification for Director of College Relations & Outreach
- G. Director's Report
- H. Commissioners' Reports

I. Closed Session

1. Public Employee Performance Evaluation: Director of Classified Personnel  
[Government Code Section 54957]

J. Adjournment

---

Commission Rule 2-14.5 limits speakers to three minutes. Speakers will be recognized by the Chairperson.

Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Elba Gomez, Director of Classified Personnel, 1525 East Weldon Avenue, Fresno, CA 93704 (559) 244-5973, 8:00 a.m. to 5:00 p.m. at least 48 hours prior to the meeting.

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 1525 E. Weldon Avenue, Fresno, CA 93704 during normal business hours.

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
February 17, 2015

- Call to Order Mr. Liermann called the meeting to order at 5:30 p.m.
- Members Present Members of the Personnel Commission present were:  
Tim Liermann, Chairperson  
Bradley Tahajian, Vice – Chairperson  
Pamela Freeman-Fobbs
- Members of Commission staff present were:  
Elba Gomez, Director of Classified Personnel  
Christine Phillips, HR Analyst  
Vince Tafoya, HR Specialist
- Public Comment None.
- Introduction of Guests The following guests attended:  
Samerah Campbell, DO HR  
Jason Meyers, CSEA  
David Soldani, Esq., Atkinson, Andelson, Loya, Ruud & Romo  
Chris Villa, FCC  
David Clark, RC  
Eleanor Bruce, FCC
- Approval of the Minutes The minutes of the January 20, 2015 Regular Meeting were presented for approval.
- Mr. Tahajian moved to approve the minutes as presented, Mr. Liermann seconded the motion, and it carried unanimously.
- The motion passed as follows:  
Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann  
Noes – 0
- Information Items
1. Discussion of Employees Working Out-of-Classification Ms. Gomez presented this informational item by stating that two new employees have been added to working out-of-classification list.
- Mr. Meyers inquired if the employees identified as “completed” had been notified. Ms. Campbell responded that the review had been completed by Ms. Phillips and that the individuals who requested working out-of-classification analysis were pending approval from Human Resources.
- Mr. Liermann stated that there needed to be clarification on the report regarding analysis that are completed and those that have been sent to Human Resources for approval. Ms. Campbell responded that they would make the changes needed to differentiate the status.

2. Discussion of  
Classification Study  
Status

Ms. Gomez stated that the managers were currently in the process of reviewing classification studies. Ms. Gomez stated that one job family was being reviewed at a time and that the final reports for all areas should be ready for initial review by the Commissioners at the May 19, 2015 Regular Commission meeting.

Mr. Meyers inquired if employees that had not completed the study would still have time to complete them. Ms. Gomez responded that they would be moving forward with information that has already been provided.

Ms. Campbell stated that Human Resources and the Commission has made the classification study a priority and a focus.

Action Items

[15-02] Consideration  
and Approval of  
Eligibility Lists

Eligibility Lists Presented

- a. Microcomputer Resource Technician, effective 2/5/15
- b. Instructional Technician – Microcomputer Lab, effective 2/6/15
- c. College Trainer, effective 2/11/15
- d. Instructional Assistant - Nursing, effective 2/11/15
- e. Police Officer, effective 2/11/15

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian inquired why there was one list with only one candidate. Ms. Gomez responded that the College Trainer recruitment along with the Instructional Technician - Nursing would be continuous recruitment and handled similarly to the Sign Language Interpreter positions since applicants were difficult to find. Ms. Gomez also stated that the Eligibility List would be modified as more candidates apply and are moved through the testing process.

Mr. Tahajian moved to approve item 15-02 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann  
Noes – 0

[15-03] Consideration and  
Approval to Classify New  
Positions in Established  
Job Classification  
Specifications

Classifications Presented

- a. Job Developer, Reedley College
- b. College Center Assistant, Madera Center
- c. Student Services Specialist, Madera Center

Ms. Gomez presented this item for consideration and approval stating that there were 2 new positions at the Madera Center and 1 new position at Reedley College as a result of new funding.

Mr. Liermann stated that he was glad the District was hiring additional employees.

Mr. Liermann moved to approve item 15-03 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann

Noes – 0

[15-04] Consideration and Approval to Exempt Academic Position from the Classified Service

Academic Exemption Presented

a. Student Equity Coordinator

Ms. Gomez presented this item for consideration and approval stating that this position was originally brought to the Commissioners as a classified position, but after further review of the duties, it was determined that the position should not be classified.

Mr. Meyers inquired what duties were identified that would make the position exempt. Ms. Campbell responded the position will be in charge of recommending or developing instructional materials with faculty.

Ms. Gomez stated that duties 11, 12 and 16 helped determine the exemption.

Mr. Villa explained that the position would be more aligned with faculty responsibilities.

Mr. Freeman-Fobbs moved to approve item 15-04 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann

Noes – 0

[15-05] Consideration and Approval of Revised Classification Specification for Instructional Technician – Farm, Agricultural and Natural Resources

Ms. Gomez presented this item for consideration and approval stating that a new format was used which included the addition of special conditions. Ms. Gomez also added that the experience had to list each section individually because of the different areas of responsibility and the addition of commercial class A license as a requirement within 6 months of hire.

Mr. Clark stated that the position supports the Natural Resources Forestry class at Quail Lake. Mr. Clark also stated that the District insurance carrier requires that anyone who drives a 15 passenger van would be required to hold a class B or A license with passenger endorsement in order to transport students. Mr. Clark added that the individual would also be required to haul equipment to the Forestry lab at Quail Lake which requires a class A license.

Mr. Liermann inquired what would happen if they did not have a class A license within 6 months. Ms. Campbell responded that they would not meet the minimum qualifications of the position. Mr. Liermann inquired if the individual would be let go. Ms. Gomez affirmed that they would be released.

There was a brief discussion regarding the various types of licenses and requirements.

Mr. Meyers inquired if the District was eliminating their fleet vehicles, why a passenger endorsement would be required. Ms. Campbell responded that fleet was being phased out for instruction. Mr. Clark added that they would be utilizing rented vehicles.

Mr. Meyers inquired if incumbents would be required to have special licenses with passenger endorsements. Ms. Campbell responded they would. Mr. Meyers inquired who would be assuming the cost for the endorsements. Ms. Campbell responded that the District would cover the costs.

Mr. Tahajian moved to approve item 15-05 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann  
Noes – 0

[15-06] Consideration and Approval of Revised Classification Specification for Director of Information Systems

Ms. Gomez presented this item for consideration and approval of revised classification specification stating that there had been changes to the title and definition. Ms. Gomez also stated that there would be no change to salary, the position would be senior level classified and would be exempt from referral of only the top 3 ranks.

Mr. Liermann moved to approve item 15-06 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann  
Noes – 0

[15-07] Consideration and Approval of Revised Classification Specification for Executive Director of Foundation

Ms. Gomez presented this item for consideration and approval. Ms. Gomez stated that there would be no change to salary, the position would be senior level classified and would be exempt from the referral of only the top 3 ranks.

Mr. Liermann moved to approve item 15-07 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann  
Noes – 0

Director's Report

Ms. Gomez presented an update on current and upcoming recruitments and examinations.

Ms. Gomez also provided an update on the WRIPAC meeting that was held in January. Ms. Gomez added that she was nominated to be President Elect of WRIPAC.

Ms. Gomez reminded Commissioners about the upcoming Classified Mega Conference on March 31, 2015.

Ms. Gomez provided an update on the current discipline and appeals stating that the dates listed on the Director's Report have not changed.

Commissioner's Report

Ms. Freeman-Fobbs had nothing to report.

Mr. Tahajian provided a report on his attendance at the CSPCA conference that was held in January.

Mr. Liermann had nothing to report.

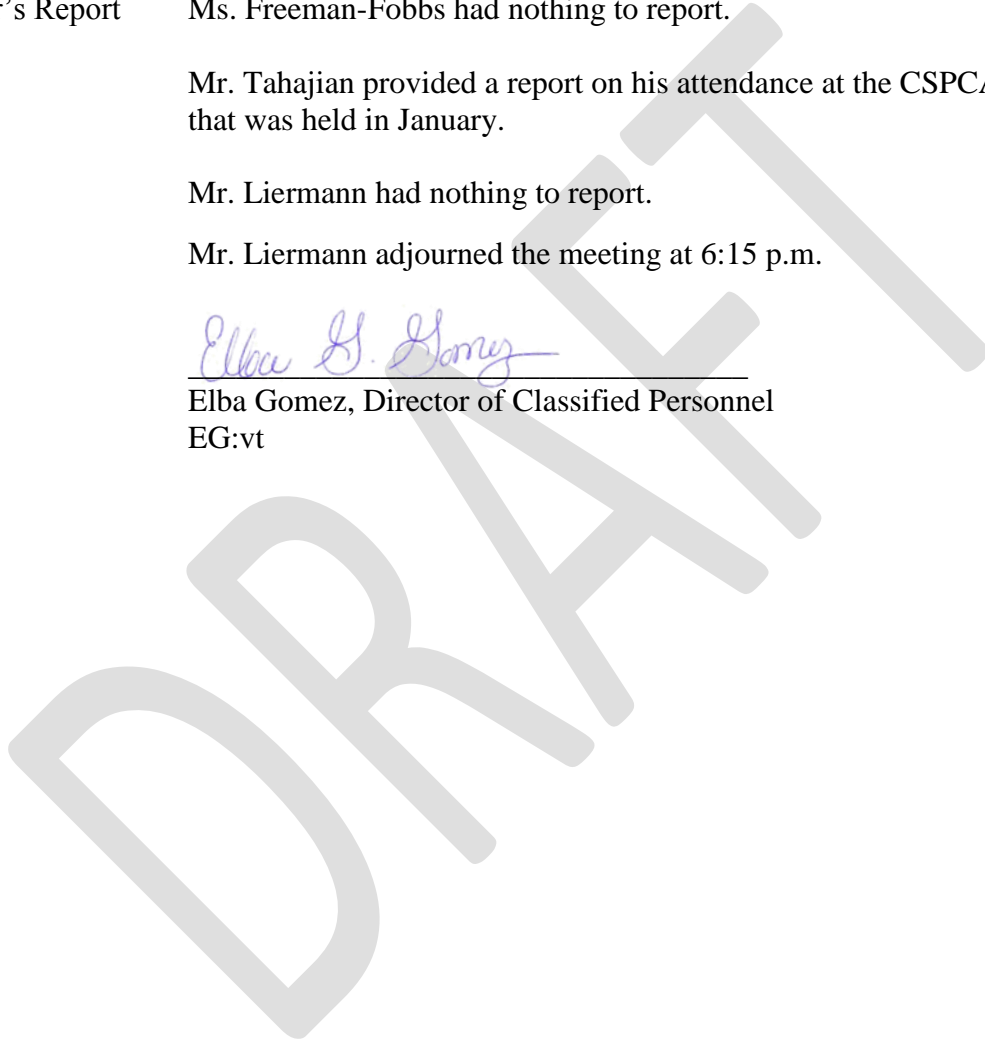
Adjournment

Mr. Liermann adjourned the meeting at 6:15 p.m.



---

Elba Gomez, Director of Classified Personnel  
EG:vt



State Center Community College District  
PERSONNEL COMMISSION  
1525 East Weldon Avenue  
Fresno, CA 93704

Presented to the Personnel Commission:

Date: March 17, 2015

---

SUBJECT: Presentation of Quarterly Budget Report

ENCLOSURE(S):  
Budget Report  
Summary, Budget  
Report Detail

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Information

ITEM NO: 1

---

Background:

At the May 15, 2012 Personnel Commission meeting, a request was made to provide quarterly budget updates.

The enclosed report is a detailed list of spending through March 12, 2015 for the Fiscal Year 2014/2015.





# Personnel Commission Year End Report

Data last refreshed from Datatel on: 3/12/15  
Report generated by: SCCCD\eg004

			2015						
			Total						
			Original Budget	Current Budget	Actuals	Open Purchase Orders	% Used	Available	
11-10-844000 Unrestricted (XX0, LTO) District Office Personnel Commission	92	92110 Regular-Classified	\$137,765.00	\$139,071.00	\$98,044.77	\$0.00	70%	\$41,026.23	
		92120 Management-Classified	\$101,090.00	\$101,996.00	\$68,292.15	\$0.00	67%	\$33,703.85	
		92150 O/T-Classified	\$3,000.00	\$3,038.00	\$2,226.22	\$0.00	73%	\$811.78	
		92320 Hourly Non-Students	\$1,800.00	\$1,800.00	\$900.00	\$0.00	50%	\$900.00	
		92330 Perm Part-Time	\$20,507.00	\$20,635.00	\$11,016.25	\$0.00	53%	\$9,618.75	
		Total for 92	\$264,162.00	\$266,540.00	\$180,479.39	\$0.00	68%	\$86,060.61	
		93	93230 PERS Non-Instr	\$27,946.00	\$28,330.00	\$19,533.38	\$0.00	69%	\$8,796.62
	93330 OASDI Non-Instr		\$18,596.00	\$18,767.00	\$12,874.74	\$0.00	69%	\$5,892.26	
	93430 H&W Non-Instr		\$50,813.00	\$50,813.00	\$33,297.58	\$0.00	66%	\$17,515.42	
	93530 SUI Non-Instr		\$130.00	\$131.00	\$90.24	\$0.00	69%	\$40.76	
	93630 Worker's Comp Non-Instr		\$4,561.00	\$5,214.00	\$3,573.13	\$0.00	69%	\$1,640.87	
	93730 PARS Non-Instr		\$656.00	\$658.00	\$371.42	\$0.00	56%	\$286.58	
	Total for 93		\$102,702.00	\$103,913.00	\$69,740.49	\$0.00	67%	\$34,172.51	
	94		94410 Office Supplies	\$1,500.00	\$1,500.00	\$658.82	\$174.09	44%	\$667.09
			94415 Software Non-Instr	\$500.00	\$500.00	\$169.50	\$0.00	34%	\$330.50
		94530 Publications/Catalogs	\$150.00	\$150.00	\$0.00	\$0.00	0%	\$150.00	
		Total for 94	\$2,150.00	\$2,150.00	\$828.32	\$174.09	47%	\$1,147.59	
	95	95235 Hardware Maint & Lic	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	
		95240 Software Maint & Licc	\$40,000.00	\$40,000.00	\$21,378.92	\$0.00	53%	\$18,621.08	
		95310 Conference	\$7,000.00	\$7,000.00	\$7,061.18	\$0.00	101%	(\$61.18)	
		95315 Mileage	\$4,000.00	\$4,000.00	\$1,374.03	\$0.00	34%	\$2,625.97	
95330 Hosting		\$2,000.00	\$2,000.00	\$702.49	\$301.22	35%	\$996.29		
95410 Dues/Memberships		\$4,500.00	\$4,500.00	\$3,073.00	\$0.00	68%	\$1,427.00		
95525 Medical Services		\$10,000.00	\$10,000.00	\$1,233.26	\$0.00	12%	\$8,766.74		

		2015						
		Total						
		Original Budget	Current Budget	Actuals	Open Purchase Orders	% Used	Available	
	95530	\$3,000.00	\$3,000.00	\$600.00	\$0.00	20%	\$2,400.00	
	Contract Labor/Other							
	95710	\$10,000.00	\$10,000.00	\$569.10	\$0.00	6%	\$9,430.90	
	Advertising							
	95725	\$150.00	\$150.00	\$46.78	\$0.00	31%	\$103.22	
	Postage/Shipping							
	95927	\$100.00	\$100.00	\$0.00	\$0.00	0%	\$100.00	
	Chargebacks-Production							
	95990	\$744.00	\$744.00	\$0.00	\$0.00	0%	\$744.00	
	Miscellaneous							
	Total for 95	\$81,494.00	\$81,494.00	\$36,038.76	\$301.22	45%	\$45,154.02	
	96	96415	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
	Consultant Services							
	96510	\$3,000.00	\$3,000.00	\$233.02	\$0.00	8%	\$2,766.98	
Equip LT \$5K								
96512	\$0.00	\$0.00	\$5,667.11	\$0.00	0%	(\$5,667.11)		
Equip GE \$5K								
Total for 96	\$3,000.00	\$3,000.00	\$5,900.13	\$0.00	197%	(\$2,900.13)		
Total	\$453,508.00	\$457,097.00	\$292,987.09	\$475.31	64%	\$163,634.60		

Quarterly Budget Report (FY 2014/2015)  
 Personnel Commission Meeting, March 17, 201  
 Discretionary Items Detail

### Office Supplies - 94410

Description	DEBIT	CREDIT	Transaction Date
Elba G. Gomez	\$26.50	\$0.00	7/7/2014
Office Depot, Inc.	\$66.21	\$0.00	7/28/2014
Office Depot, Inc.	\$0.00	\$17.14	7/28/2014
B&H Photo Video	\$259.58	\$0.00	8/28/2014
Office Depot, Inc.	\$131.59	\$0.00	10/28/2014
Office Depot, Inc.	\$49.90	\$0.00	12/9/2014
Office Depot, Inc.	\$6.48	\$0.00	12/9/2014
Office Depot, Inc.	\$27.50	\$0.00	12/19/2014
Office Depot, Inc.	\$3.08	\$0.00	1/29/2015
Office Depot, Inc.	\$69.24	\$0.00	1/29/2015
Office Depot, Inc.	\$35.88	\$0.00	1/29/2015
<b>Budget Year: 2015</b>	<b>\$675.96</b>	<b>\$17.14</b>	

### Software Non-Instr - 94415

Description	DEBIT	CREDIT	Transaction Date
J2 Global Communications, Inc.	\$169.50	\$0.00	10/20/2014
<b>Budget Year: 2015</b>	<b>\$169.50</b>	<b>\$0.00</b>	

### Software Maint & Lic - 95240

Description	DEBIT	CREDIT	Transaction Date
NEOGO	\$20,973.92	\$0.00	8/11/2014
IBM Corp.	\$105.00	\$0.00	9/18/2014
SurveyMonkey.com, LLC	\$300.00	\$0.00	11/21/2014
<b>Budget Year: 2015</b>	<b>\$21,378.92</b>	<b>\$0.00</b>	

### Conference - 95310

Description	DEBIT	CREDIT	Transaction Date
Sheraton Grand Sacramento	\$1,070.34	\$0.00	8/18/2014
WRIPAC	\$225.00	\$0.00	8/18/2014
WRIPAC	\$225.00	\$0.00	8/18/2014
ACHRO/EEO	\$250.00	\$0.00	8/18/2014
ACHRO/EEO	\$150.00	\$0.00	8/18/2014
Knott's Resort Hotel	\$332.64	\$0.00	8/18/2014
Knott's Resort Hotel	\$332.64	\$0.00	8/18/2014
Elba G. Gomez	\$100.00	\$0.00	9/19/2014
SPCA/NC	\$50.00	\$0.00	10/9/2014
Christine A. Phillips	\$302.84	\$0.00	10/17/2014
Elba G. Gomez	\$54.22	\$0.00	10/20/2014
Elba G. Gomez	\$348.16	\$0.00	10/27/2014
Bradley J. Tahajian	\$292.26	\$0.00	10/28/2014

Quarterly Budget Report (FY 2014/2015)  
Personnel Commission Meeting, March 17, 201

Discretionary Items Detail

Christine A. Phillips	\$267.05	\$0.00	11/3/2014
Elba G. Gomez	\$56.00	\$0.00	11/21/2014
CSPCA/NC	\$325.00	\$0.00	12/19/2014
CSPCA/NC	\$325.00	\$0.00	12/19/2014
CSPCA/NC	\$325.00	\$0.00	12/19/2014
Wyndham San Diego Bayside	\$455.91	\$0.00	12/22/2014
Wyndham San Diego Bayside	\$455.91	\$0.00	12/22/2014
WRIPAC	\$225.00	\$0.00	1/20/2015
Christine A. Phillips	\$259.20	\$0.00	2/2/2015
Elba G. Gomez	\$634.01	\$0.00	2/19/2015
<b>Budget Year: 2015</b>	<b>\$7,061.18</b>	<b>\$0.00</b>	

### Mileage - 95315

Description	DEBIT	CREDIT	Transaction Date
Reshonda N Collins	\$39.76	\$0.00	8/11/2014
Vincent T Tafoya	\$54.32	\$0.00	8/11/2014
Reshonda N Collins	\$14.56	\$0.00	9/4/2014
Vincent T Tafoya	\$50.93	\$0.00	9/5/2014
Elba G. Gomez	\$113.12	\$0.00	10/14/2014
Elba G. Gomez	\$212.24	\$0.00	10/14/2014
Elba G. Gomez	\$282.80	\$0.00	10/14/2014
Vincent T Tafoya	\$29.68	\$0.00	10/16/2014
Vincent T Tafoya	\$14.56	\$0.00	12/11/2014
Vincent T Tafoya	\$29.12	\$0.00	12/11/2014
Christine A. Phillips	\$25.28	\$0.00	12/18/2014
Elba G. Gomez	\$140.30	\$0.00	2/19/2015
Elba G. Gomez	\$106.40	\$0.00	2/19/2015
Elba G. Gomez	\$127.12	\$0.00	2/19/2015
Elba G. Gomez	\$133.84	\$0.00	2/19/2015
<b>Budget Year: 2015</b>	<b>\$1,374.03</b>	<b>\$0.00</b>	

### Hosting Events/Workshops - 95330

Description	DEBIT	CREDIT	Transaction Date
Christine A. Phillips	\$10.47	\$0.00	8/13/2014
Christine A. Phillips	\$19.98	\$0.00	8/13/2014
Vincent T. Tafoya	\$24.34	\$0.00	8/14/2014
Reshonda N. Collins	\$14.89	\$0.00	8/18/2014
Elba G. Gomez	\$24.00	\$0.00	9/12/2014
Reshonda N. Collins	\$5.99	\$0.00	10/13/2014
Vincent T. Tafoya	\$16.73	\$0.00	10/24/2014
Karsh's Catering	\$282.62	\$0.00	10/27/2014
Vincent T. Tafoya	\$25.55	\$0.00	11/21/2014
Vincent T. Tafoya	\$4.99	\$0.00	12/19/2014
Christine A. Phillips	\$22.94	\$0.00	1/16/2015
Vincent T. Tafoya	\$25.37	\$0.00	2/9/2015
Karsh's Catering	\$166.16	\$0.00	2/20/2015
Christine A. Phillips	\$33.71	\$0.00	2/20/2015
Vincent T. Tafoya	\$24.75	\$0.00	3/9/2015
<b>Budget Year: 2015</b>	<b>\$702.49</b>	<b>\$0.00</b>	

Quarterly Budget Report (FY 2014/2015)  
 Personnel Commission Meeting, March 17, 201  
 Discretionary Items Detail

### Dues/Memberships - 95410

Description	DEBIT	CREDIT	Transaction Date
SHRM	\$185.00	\$0.00	7/1/2014
SPCA/NC	\$95.00	\$0.00	7/1/2014
CSPCA/NC	\$776.00	\$0.00	7/1/2014
CODESP	\$1,850.00	\$0.00	7/1/2014
NCHRA	\$167.00	\$0.00	9/8/2014
<b>Budget Year: 2015</b>	<b>\$3,073.00</b>	<b>\$0.00</b>	

### Medical Services - 95525

Description	DEBIT	CREDIT	Transaction Date
F.I.R.M. Associates, Inc	\$258.26	\$0.00	12/8/2014
Kent M. Kawagoe	\$325.00	\$0.00	2/23/2015
Kent M. Kawagoe	\$325.00	\$0.00	2/23/2015
Kent M. Kawagoe	\$325.00	\$0.00	2/23/2015
<b>Budget Year: 2015</b>	<b>\$1,233.26</b>	<b>\$0.00</b>	

### Contract Labor/Other Prof Svcs - 95530

Description	DEBIT	CREDIT	Transaction Date
Law & Associates Invest.	\$600.00	\$0.00	10/14/2014
<b>Budget Year: 2015</b>	<b>\$600.00</b>	<b>\$0.00</b>	

### Advertising - 95710

Description	DEBIT	CREDIT	Transaction Date
Yourmembership.Com, Inc	\$269.10	\$0.00	10/6/2014
CSU Fresno	\$300.00	\$0.00	1/16/2015
<b>Budget Year: 2015</b>	<b>\$569.10</b>	<b>\$0.00</b>	

### Postage/Shipping - 95725

Description	DEBIT	CREDIT	Transaction Date
Golden State Overnight	\$23.39	\$0.00	9/19/2014
Golden State Overnight	\$23.39	\$0.00	10/19/2014
<b>Budget Year: 2015</b>	<b>\$46.78</b>	<b>\$0.00</b>	

### Equip Less Than \$5K - 96510

Description	DEBIT	CREDIT	Transaction Date
Cal Bennett's	\$233.02	\$0.00	7/19/2014
<b>Budget Year: 2015</b>	<b>\$233.02</b>	<b>\$0.00</b>	

### Equip Greater Than \$5K - 96512

Description	DEBIT	CREDIT	Transaction Date
CORE Business Interiors	\$5,667.11	\$0.00	1/16/2015
<b>Budget Year: 2015</b>	<b>\$5,667.11</b>	<b>\$0.00</b>	

State Center Community College District  
PERSONNEL COMMISSION  
1525 East Weldon Avenue  
Fresno, CA 93704

Presented to the Personnel Commission:

Date: March 17, 2015

---

SUBJECT: Discussion of Employees Working Out-of-  
Classification

ENCLOSURE(S):  
List of Employees  
Working Out of Class  
and Number  
Employees Pending  
Working Out of Class  
Review (same  
spreadsheet)

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Information

ITEM NO: 2

---

Background:

The Employees Working Out-of-Classification is being presented as an informational item for discussion purposes and to provide an update to the Personnel Commission.

**List of Current Employees  
Working out of Class**

		Current			Wg Out of Class			
Start	End	First Name	Last Name	Position No.	Current Position	Position No.	Wg out of Class Position	Status
10/1/2014		Christine	Miktarian	1068	Construction Services Manager	1172	Chancellor, Business & Operations	Pending Recruitment
12/17/2014		Norman (Keith)	Johnson	1061	Lead Programmer Analyst	1033	Director of Information Systems	Pending Recruitment
2/24/2015		Christy	Hedstrom	1014	Buyer	1038	Director of Purchasing	WOC (+15%) for assuming mgmt duties while EE out on leave.

**Number Employees Pending Working Out of Class Review**

6

**Number Employees Working Out of Class Review Completed**

3

March 17, 2015

State Center Community College District  
PERSONNEL COMMISSION  
1525 East Weldon Avenue  
Fresno, CA 93704

Presented to the Personnel Commission:

Date: March 17, 2015

---

SUBJECT: Consideration and Approval of Eligibility  
Lists

ENCLOSURES:  
Eligibility Lists

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 15-08

---

Background:

Eligibility lists have been placed on the agenda as an action item. If for some reason any Commissioner would like to remove a list, it can be done.

Recommendation:

It is recommended the Personnel Commission approve the eligibility lists.



# CUSTODIAL MANAGER

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201400187	36	18	3	10	10	5

## Oral Board Raters

Luis Ayala, Night Custodial Supervisor, Madera Unified School District  
 Juan Bravo, Owner, Bravo Bites (Retired FCC Custodial Manager)  
 Joseph Diebert, Environmental Health & Safety Officer, Fresno City College

## Advertisements

**Websites:**

SCCCD, CCC Registry, Edjoin, BulldogLink, Google+, Facebook, LinkedIn, Twitter, Discover Policing, Post.Ca.Gov, Porac, FMCPA, CPOA

**Agencies and Schools:**

FCOE, City of Fresno, Madera COE, Fresno County, CSUF, Central 14 Community Colleges (specifically COS, Cuesta, Gavilan, Hartnell, Merced, Monterey Peninsula, West Hills) DeVry University, Fresno Pacific, Heald College, ITT Technical Institute, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

**K-12 School Districts:**

Fresno, Central, Clovis, Kings Canyon, Madera, Sanger, KCUSD

## Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	0	1	0	0	0	0	1
Male	4	1	5	16	9	0	0	0	35
No Answer	0	0	0	0	0	0	0	0	0
<b>Total</b>	4	1	5	17	9	0	0	0	36

**\*\* Failed MQ: 7 Experience, 11 Incomplete (missing info or wrong attachment)**



# State Center Community College District



Class is in Session.  
Are you in?



Fresno City College  
*California's Premier Community College*

## SCCCD JOB ANNOUNCEMENT

Accepting Applications For  
**CUSTODIAL MANAGER**  
**FRESNO CITY COLLEGE**

### Application Deadline

Friday, January 23, 2015, 4:30 PM

### Salary Information

Classified Management Range 30  
Starting Annual Salary \$58,531

### Apply Online

<http://agency.governmentjobs.com/scccd>







# CUSTODIAL MANAGER — FRESNO CITY COLLEGE

## **Definition**

Under direction plans, coordinates, supervises, and reviews all custodial activities of custodial crews at a college campus.

## **Distinguishing Characteristics**

This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, responding to grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

The **Custodial Manager** is the incumbent responsible for planning, coordinating, and directing the custodial activities of a college campus. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes. Incumbents must utilize excellent communication skills to effectively facilitate and interact with management, administrators, faculty, staff and students while maintaining day to day management of custodial services. Incumbents assure custodial assignments are completed in an effective, efficient, and timely manner.

## **Essential Job Functions**

- Plans, organizes, and directs the custodial operations of the college.
- Plans, supervises, trains, and evaluates the work of employees.
- Establishes and maintains periodic inspection program of buildings and facilities to ensure cleanliness levels and compliance with applicable fire, safety, security, and sanitary codes and regulations.
- Plans, develops, and schedules facility cleaning and various special projects such as resurfacing of gymnasium floors, trash hauling, pest control spraying, and equipment and parts pick-up/delivery.
- Develops, adjusts, and assigns work schedules for regular and special custodial activities and ensures adequate coverage.
- Prepares and monitors department budget and allocates resources as needed.
- Manages preparation, set-up, and clean-up of facilities for events with student groups, staff, and the public.
- Coordinates, monitors, and evaluates work done by outside contractors.
- Analyzes staffing, equipment, and material needs for operational activities and makes appropriate recommendations.

- Responds to emergency calls concerning custodial activities and inspects sites and assigns staff to perform cleanup and related work.
- Establishes and monitors supply and equipment inventories, tests new custodial supplies and equipment, researches and recommends purchase of new equipment and materials.
- Inspects work in progress to ensure compliance with college standards, building, health, safety, and various laws and regulations.
- Plans and implements custodial in-service training and conducts safety training meetings.
- Confers with staff, students, and the public regarding the use of college facilities for various activities.
- Prepares and maintains a variety of reports, records, files and correspondence related to custodial functions.
- Coordinates the moving of equipment and furniture.
- Ensures the safe and proper use and storage of cleaning compounds, custodial tools and equipment.
- Develops standard operating procedures and performance standards for the department.
- Conducts and participates in a variety of meetings, workshops and committees, as designated by administration and completes special projects and assignments.
- Issues and maintains records of keys.
- Manages a campus recycling program and source separation activities.
- Works cooperatively with all departments to establish and maintain effective work relationships.
- Recommends staffing levels, and interviews, hires, and counsels employees.
- Interprets, applies and ensures compliance with board policies, administrative regulations, collective bargaining agreements, and other various laws and regulations.
- Provides immediate troubleshooting and suggests repair of equipment such as whiteboards, chalkboards, restroom partitions, and fixtures.
- Performs other duties as assigned.

## **Auxiliary Job Functions**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

## **Minimum Qualifications** **Education & Experience**

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Two (2) years of coursework at an accredited college or university and supervisory experience in plant fa-



cilities, plant operations, public works, or related area.

## **Licenses & Certificates**

Valid Driver's License

### **Knowledge of:**

- Methods, materials, and equipment used in custodial work
- Rules, regulations, agreements, and procedures affecting custodial staff.
- Principles of work scheduling in order to properly assign the work of custodial staff.
- Principles of supervision and training.
- Custodial sanitation and sterilization methods and techniques used in commercial cleaning.
- Proper and safe use and storage of cleaning compounds.
- Methods used in inventory control of custodial supplies.
- Proper and safe use of ladders, common custodial tools and equipment.
- Safe lifting and moving techniques.
- Applicable fire and safety rules and regulations.
- Proper and safe use of equipment used for window washing.
- Budget preparation and control.
- Record keeping and report preparation techniques to ensure information is accurately presented and reported.
- Basic math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

### **Skill to:**

- Establish performance standards, organize and direct a large work force.
- Assess minor mechanical malfunctions for custodial equipment.
- Plan and organize work to meet established timelines and department schedules.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding student services.
- Effectively communicate with individuals for whom English is not a primary language.

- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

### **Ability to:**

- Establish and maintain effective working relationships with District and campus administrators, management, staff, students, diverse community, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Promote workplace diversity and a positive work environment.
- Plan, coordinate, schedule, and supervise the work of multiple custodial crews.
- Train and advise custodial staff on the use of custodial methods, techniques, tools and equipment.
- Read and interpret labels on cleaning compounds and advise staff on proper use and potential hazards.
- Give clear and concise oral and written instructions.
- Order and maintain an inventory of supplies.
- Prepare comprehensive, concise reports and recommendations regarding custodial activities.
- Prepare and monitor a budget.
- Learn Merit System Rules, Board Policies, Administrative Regulations and collective bargaining agreements in the District.
- Maintain confidentiality of sensitive information and records.
- Supervise, train, and evaluate personnel.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

### **Physical /Mental Demands**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommoda-

tions may be made to enable individuals with disabilities to perform the essential functions.

#### Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lift and carry office supplies and equipment weighing up to 50 lbs.

#### Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, Personnel Commissioners, board members, faculty, staff, representatives of other agencies, and others encountered in the course of work.

#### **Work Conditions**

The work conditions characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; work inside protected from the weather; work outside exposed to the weather and varying temperatures; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

#### **Recruitment (Examination) Process**

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (30% weight) and an oral interview examination (70% weight).

Applicants achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 15 highest scoring candidates from the competency exam, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

#### **COMPENTENCY AND ORAL BOARD EXAM TENTATIVELY SCHEDULED FOR WEDNESDAY, FEBRUARY 11, 2015**

To move forward in the selection process, you must complete an online application through our web site at <http://agency.governmentjobs.com/scccd> Please attach a copy of your degree or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

#### **State Center Community College District Personnel Commission Office**

1525 E. Weldon Avenue  
Fresno, CA 93704  
(559) 244-0720  
[www.scccd.edu](http://www.scccd.edu)



# DIRECTOR OF COLLEGE RELATIONS & OUTREACH - RC

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
2014000313	49	22	12	15	13	6

## Oral Board Raters

Marcie Braggs, College Relations Specialist, Reedley College  
 Monica Cuevas, Dean of Counseling, Fresno City College  
 Mario Gonzalez, Director of EOP&S, Reedley College  
 Jennifer Heck, Head Counselor, Madera Unified School District  
 Christina Padilla, Learning Director, Reedley High School

## Advertisements

### Websites:

SCCCD, CCC Registry, Edjoin, BulldogLink, Google+, Facebook, LinkedIn, Twitter, Discover Policing, Post.Ca.Gov, Porac, FMCPCA, CPOA

### Agencies and Schools:

FCOE, City of Fresno, Madera COE, Fresno County, CSUF, Central 14 Community Colleges (specifically COS, Cuesta, Gavilan, Hartnell, Merced, Monterey Peninsula, West Hills) DeVry University, Fresno Pacific, Heald College, ITT Technical Institute, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

### K-12 School Districts:

Fresno, Central, Clovis, Kings Canyon, Madera, Sanger, KCUSD

## Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	3	0	0	6	11	3	0	1	24
Male	4	0	0	9	7	2	0	1	23
No Answer	0	0	0	2	0	0	0	0	2
<b>Total</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>18</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>49</b>

\*\* Failed MQ: 7 Experience, 15 Incomplete (missing info or wrong attachment)



# State Center Community College District

Class is in Session.  
Are you in?



Announcing The Search For  
**DIRECTOR OF  
COLLEGE RELATIONS & OUTREACH  
REEDLEY COLLEGE**

**Application Deadline**

Monday, January 26, 2015, 4:30 PM

**Salary Information**

Classified Management Range 59  
Starting Annual Salary \$103,847.00

**Apply Online**

<http://agency.governmentjobs.com/scccd>

Official Classification Title:

Director of Student Success, Equity & Outreach





## **Definition**

Under general direction, the Director is responsible for planning, directing, managing, evaluating and overseeing the activities, services, and staff of the Student Success and Support Program, and outreach programs, to attract students to a variety of programs at a college. The Director is also responsible for developing and implementing the Student Equity Plan and other student success initiatives.

## **Distinguishing Characteristics**

This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

The **Director of College Relations and Outreach** is the incumbent responsible for developing and implementing short and long-range plans and strategies to meet the District/College goals and objectives for the development and implementation of a comprehensive Student Success and Support Program Plan and/or Student Equity Plan which will be used for the promotion of student success, outreach, retention, and graduation. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes. Incumbents must utilize excellent communication skills to effectively facilitate and interact with a wide range of schools, management, administrators, faculty, staff and students while maintaining day to day management of outreach and student programs and services. Incumbents must also possess strong organizational and leadership skills.

## **Essential Job Functions**

- Provide leadership to the campus' outreach program and College Relations regarding outreach efforts and support for students in transition from schools to the community college including Registration-to-Go Program.
- Collaborate with local service area K-12 administrators and staff to implement and/or sustain projects that generate applicants and support students in transition from schools and the community to the college.
- Develop, monitor, and implement an outreach calendar that systematically coordinates all outreach activities between the college and local K-12 schools and community agencies.
- Collaborate closely with the Matriculation Coordinator and other staff with all programming designed to assist students in being fully matriculated to the college.

- Work closely with student equity program faculty and staff to assist various programs in achieving enrollment and student success targets.
- Responsible for the oversight and coordination of all campus tours and campus visits.
- Supervises the Student Ambassador Program.
- Provide leadership to reporting staff in developing, monitoring, evaluating and assessing annual unit goals and priorities, to include Student Learning Outcomes (SLOs) and Service Unit Outcomes (SUOs) for College Relations and Outreach.
- Develop and monitor budgets and expenditures for outreach, equity and student success programs under the direction of the Dean of Students.
- Develop and implement a training plan in collaboration with appropriate staff for matriculation and student equity.
- Work collaboratively with the Institutional Research and program offices in the collection of annual data for reporting purposes.
- Collaborate closely with K-12 service area high schools to arrange outreach events and college fairs, with a particular emphasis on student equity and outreach.
- Collaborate with Public Information Office to market and communicate to outreach and student success efforts.
- Lead department planning and implementation meetings
- Attend professional seminars/conferences related to student success, student equity, and faculty/staff development.
- Provide data and information as necessary for program review, student services, student success and support services, and student equity.
- Supervise and evaluate the effectiveness of Registration-to-Go.
- Ensure the evaluations of reporting staff are conducted on a regular and systematic basis in accordance with collective bargaining agreements and board policies and regulations.
- Participate in the coordination of dual enrollment, early college high school and transition in pathways efforts.
- Serve on standing and ad hoc committees as assigned.
- Participate in the coordination of community based pathway programs.
- Perform other duties as assigned.

## **Auxiliary Job Functions**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.



**Minimum Qualifications****Education & Experience**

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Master's degree from an accredited college or university, preferably in educational administration, counseling, organizational behavior, or a related field and 2 years or more of increasingly responsible experience working in a student services program involving the matriculation process, including at least one year of lead or supervisory experience.

**Licenses & Certificates**

Valid Driver's License

**Knowledge of:**

- Senate Bill 1456 (Student Success Act of 2012), Student Success and Support Program, Student Equity Plan, and other related student success initiatives and/or legislation.
- Educational institutions, news media, and community groups in the college's service area.
- Methods and practices of public communication, outreach and involvement including marketing techniques.
- Recruitment techniques used in educational institutions.
- Principles of public relations, publicity, and marketing.
- Budget preparation and control.
- Student activities and services at the college.
- Record keeping and report preparation techniques to ensure information is accurately presented and reported.
- Basic math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

**Skill to:**

- Independently plan and implement a comprehensive and innovative student outreach program, student success and support program plan, student equity plan and other recruitment programs.
- Coordinate complex and diverse recruitment activities in support of student success programs.
- Analyze a variety of administrative problems to make sound policy and procedural recommendations for their solutions.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding student services.

- Effectively communicate with individuals for whom English is not a primary language.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines and department schedules.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

**Ability to:**

- Develop and direct a comprehensive Student Success and Support Program, Student Equity Plan, and Outreach program founded upon enrollment management principles.
- Effectively represent the District and campus at community events and present clear, concise, comprehensive reports to all in attendance.
- Establish and maintain effective working relationships with District and campus administrators, management, staff, students, diverse community, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Promote workplace diversity and a positive work environment.
- Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
- Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
- Prepare and monitor a budget.
- Learn Title V, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in the District.
- Maintain confidentiality of sensitive information and records.
- Supervise, train, and evaluate personnel.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

**Physical /Mental Demands**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential

functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to person and by telephone; use hands finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lift and carry office supplies and equipment weighing up to 25 lbs.

#### Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, Personnel Commissioners, board members, faculty, staff, representatives of other agencies, and others encountered in the course of work.

#### **Work Conditions**

The work conditions characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; work inside protected from the weather; work outside exposed to the weather and varying temperatures; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

#### **Recruitment (Examination) Process**

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (40% weight) and an oral interview examination (60% weight).

Only the 15 highest scoring applicants, plus ties, achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating will be invited to the competency exam and oral appraisal board interview. Passing score is 75% out of 100% on each testing section

#### **COMPENTECY AND ORAL BOARD EXAM TENTATIVELY SCHEDULED FOR TUESDAY, FEBRUARY 10, 2015**

To move forward in the selection process, you must complete an online application through our web site at <http://agency.governmentjobs.com/scccd> Please attach a copy of your degree or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

**State Center Community College District  
Personnel Commission Office**  
1525 E. Weldon Avenue  
Fresno, CA 93704  
(559) 244-0720  
[www.scccd.edu](http://www.scccd.edu)

# ADMINISTRATIVE AIDE

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201400299	167	56	76	35	9	9

## Oral Board Raters

Rita Contreras, Administrative Assistant II, Fresno County Office of Education  
 Debbie Garcia, Senior Secretary, Fresno Area Express  
 Nancy Gross, Administrative Aide, SCCC  
 Rhonda Lacy, Sr. Human Resources Analyst, City of Fresno

## Advertisements

**Websites:**

SCCCD, CCC Registry, Edjoin, BulldogLink, Google+, Facebook, LinkedIn, Twitter

**Agencies and Schools:**

FCOE, City of Fresno, Madera COE, Fresno County, CSUF, Central 14 Community Colleges (specifically COS, Cuesta, Gavilan, Hartnell, Merced, Monterey Peninsula, West Hills) DeVry University, Fresno Pacific, Heald College, ITT Technical Institute, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

**K-12 School Districts:**

Fresno, Central, Clovis, Kings Canyon, Madera, Sanger, KCUSD

## Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	6	4	18	55	48	6	0	5	142
Male	1	0	4	8	5	0	0	3	21
No Answer	0	0	0	0	0	0	0	4	4
<b>Total</b>	7	4	22	63	53	6	0	12	167

**\*\* Failed MQ: 51 Experience; 5 – Incomplete application**



# CLASSIFIED JOB OPPORTUNITY

## STATE CENTER COMMUNITY COLLEGE DISTRICT

### PERSONNEL COMMISSION

1525 E. Weldon Avenue, Fresno, California 93704-6398

Phone (559) 226-0720 • Fax (559) 272-5156 • <http://agency.governmentjobs.com/scccd>

Fresno City College • Reedley College • Clovis Community College Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

### ADMINISTRATIVE AIDE

**The eligibility list, which is valid for at least one year, will be used to fill both full-time and part-time positions in this classification. The current vacancy is at District Office Herndon Campus.**

- Definition:** Under direction assists in the planning, organizing, and controlling of a variety of functional areas as well as performing specialized and difficult secretarial/clerical work.
- Compensation:** Starts at \$3,683.17 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$21.25 per hour with limited benefits.
- Experience:** Considerable experience performing administrative or difficult secretarial duties involving analytical and technical skills in an office environment.
- Education:** Formal or informal education equivalent to completion of the twelfth grade.
- Licenses/Certificates:** A valid driver's license is required.
- Examples of Duties:** Performs a wide variety of secretarial work including typing, proof-reading, checking, composing correspondence, recording information on records from general instructions utilizing word processing, spreadsheets and database software. Tracks budget expenditures and prepares reports. Operates a variety of office machines. Answers telephone, schedules and cancels appointments, takes and prepares minutes of meetings. Enters and retrieves data from computer system in appropriate format, including schedule of courses. Conducts research on problem areas and prepares reports. Initiates and coordinates procedural modifications. Assigns and reviews the work of other employees and students assigned to the department. May perform other related duties as needed.
- Required Knowledge, Skills and Abilities:** Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Ability to take and/or transcribe dictation and prepare minutes of meetings. Skill to employ mathematical techniques. Skills required to prepare and analyze budget, course schedule and faculty load reports. Ability to use complex computer applications in word processing, spreadsheets, databases, and communications software. Ability to enter and retrieve data from computer system in appropriate format. Ability to learn procedures connected with mission of department or service area. Ability to assign, monitor and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

State Center Community College District is an Equal Opportunity Employer. It is the policy of State Center Community College District to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion or similar factors as defined by law. We are a Title V employer.



# CLASSIFIED JOB OPPORTUNITY

## STATE CENTER COMMUNITY COLLEGE DISTRICT

### PERSONNEL COMMISSION

1525 E. Weldon Avenue, Fresno, California 93704-6398

Phone (559) 226-0720 • Fax (559) 272-5156 • <http://agency.governmentjobs.com/scccd>

Fresno City College • Reedley College • Clovis Community College Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

#### Selection Process:

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (55% weight) and an oral interview examination (45% weight).

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 10 highest scoring candidates from the competency exam will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

**TESTING TENTATIVELY SCHEDULED FOR  
THURSDAY, FEBRUARY 26, 2015.**

**APPLICATIONS WILL ONLY BE ACCEPTED FROM 2/6/15 - 2/10/15**

To move forward in the selection process, you must complete an online application through our web site at <http://agency.governmentjobs.com/scccd>. Resumes may be uploaded but cannot be used in lieu of a completed application.

**Filing Deadline: 4:30 p.m., Tuesday, February 10, 2015**

Posted: 1/20/15

Pay Range: Regular Classified Range 53

State Center Community College District is an Equal Opportunity Employer. It is the policy of State Center Community College District to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion or similar factors as defined by law. We are a Title V employer.

# ADMINISTRATIVE SECRETARY I

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
ASE - 01	151	50	52	49	12	12

## Oral Board Raters

Salvador Lucatero, Administrative Aide, FCC  
 Barbara Murphy, Executive Assistant (retired), Hyundai  
 Debra Spencer, Administrative Assistant, City of Fresno

## Advertisements

**Websites:**

SCCCD, CCC Registry, Edjoin, BulldogLink, Google+, Facebook, LinkedIn, Twitter

**Agencies and Schools:**

FCOE, City of Fresno, Madera COE, Fresno County, CSUF, Central 14 Community Colleges (specifically COS, Cuesta, Gavilan, Hartnell, Merced, Monterey Peninsula, West Hills) DeVry University, Fresno Pacific, Heald College, ITT Technical Institute, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

**K-12 School Districts:**

Fresno, Central, Clovis, Kings Canyon, Madera, Sanger, KCUSD

## Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	8	3	14	50	48	5	0	2	130
Male	1	0	3	8	3	0	0	1	16
No Answer	0	0	0	0	0	0	0	5	5
<b>Total</b>	9	3	17	58	51	5	0	8	151

**\*\* Failed MQ: 50 Experience**





# CLASSIFIED JOB OPPORTUNITY

## STATE CENTER COMMUNITY COLLEGE DISTRICT

### PERSONNEL COMMISSION

1525 E. Weldon Avenue, Fresno, California 93704-6398

Phone (559) 226-0720 • Fax (559) 272-5156 • <http://agency.governmentjobs.com/scccd>

Fresno City College • Reedley College • Clovis Community College Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

### ADMINISTRATIVE SECRETARY I

**The district-wide eligibility list, which will be valid for at least one year, will be used to fill full-time and part-time positions in this classification.**

**Definition:** Under direction performs a wide variety of difficult and specialized secretarial, administrative and clerical duties.

**Compensation:** Starts at \$3,266.58 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$18.85 with limited benefits.

**Examples of Duties:** Performs a wide variety of secretarial work, including typing, proof-reading, filing, checking, drafting correspondence and recording information on records from rough drafts, notes, or general instructions. Files materials, prepares mailings, and duplicates materials. Tracks budget expenditures. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Answers telephone and serves as office receptionist. Schedules and cancels appointments. Enters and retrieves data from computer system in appropriate format. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.

**Required Education:** Formal or informal education equivalent to completion of the twelfth grade.

**Employment Experience:** Considerable secretarial experience in an office environment.

**Standards:**

**Licenses/Certificates:** A valid driver's license is required.

**Knowledge and Abilities:** Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Ability to take and/or transcribe dictation. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

**Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (55% weight) and an oral interview examination (45% weight).

State Center Community College District is an Equal Opportunity Employer. It is the policy of State Center Community College District to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion or similar factors as defined by law. We are a Title V employer.

**Examination Process: (cont.)** Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 10 highest scoring candidates from the competency exam, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

**COMPETENCY TESTING TENTATIVELY SCHEDULED FOR  
THURSDAY, FEBRUARY 26, 2015**

**APPLICATIONS WILL ONLY BE ACCEPTED FROM 2/6/15 – 2/10/15**

To move forward in the selection process, you must complete an online application through our website at <http://agency.governmentjobs.com/scccd> Resumes may be uploaded but cannot be used in lieu of a completed application.

**Filing Deadline:** **TUESDAY, FEBRUARY 10, 2015, 4:30 PM.**

Posted: 01/20/15

Pay Range: Regular Classified Range 48



State Center Community College District  
PERSONNEL COMMISSION  
1525 East Weldon Avenue  
Fresno, CA 93704

Presented to the Personnel Commission:

Date: March 17, 2015

---

SUBJECT: Consideration and Approval to Classify New Positions in an Established Job Classification Specifications

ENCLOSURE(S): Board of Trustees Agenda Items, Classification Specifications, PC Rule 3-1 thru 3-4, 3-7 thru 3-9, 3-12, 3-13

REASON FOR PERSONNEL COMMISSION CONSIDERATION: Action

ITEM NO: 15-09

---

Background:

At the March 3, 2015 regular meeting, the Board of Trustees was presented with the duties of new positions at various locations. Personnel Commission rules 3-1 thru 3-4, 3-7 thru 3-9, 3-12, and 3-13 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into established classifications, recommend a new classification or exempt the new position duties from the classified service.

The items presented to the Board of Trustees are attached for the Commissioners review along with the established classification specifications. The items indicate the duties that will be performed by the new positions. The recommended classifications for the new positions are as follows:

- a. DSPS Mobility Driver PPT, Fresno City College
- b. Instructional Laboratory Technician General Science, Madera Center
- c. Office Assistant III, Clovis Community College Center

Recommendation:

It is recommended the Personnel Commission approve and classify the duties of the new positions in the classified service with the recommended established classifications.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: March 3, 2015

---

---

SUBJECT: Consideration to Approve New Permanent  
Part-Time DSP&S Mobility Driver Position,  
Fresno City College

ITEM NO. 15-16HR

---

EXHIBIT: None

---

---

Background:

Fresno City College currently has two permanent part-time DSP&S mobility drivers who work 19 hours per week for 11 months a year. These drivers are responsible for providing mobility assistance to students with disabilities. They assist in providing on-campus transportation over assigned routes and within an established timeline. Due to an increased demand for mobility services at Fresno City College, administration is requesting an additional permanent part-time DSP&S mobility driver for the Disabled Students Programs & Services (DSP&S) Department.

Recommendation:

It is recommended the Board of Trustees approve a new permanent part-time DSP&S Mobility Driver position, Fresno City College.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
DSP&S MOBILITY DRIVER

DEFINITION

Under direction, assists students with disabilities needing on-campus transportation.

DISTINGUISHING CHARACTERISTICS

This classification performs varied duties in accordance with general instructions or standard procedures. This position differs from others by the responsibility for specific activities and work being oriented to support the needs of the disabled students.

EXAMPLES OF DUTIES

Performs a variety of duties related to providing mobility assistance to students with disabilities. Assist in providing on-campus transportation over assigned routes within an established timeline; loads and unloads students; assists students in wheelchairs to load and unload; may strap down and tie down wheelchairs; uses seat belts and other safety equipment when necessary; adheres to Education and Vehicle codes; routinely inspects vehicles to ensure safe operation; completes transportation reports as necessary; attends safety meetings; maintains safety standards in conformance with state and insurance guidelines; may perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Experience driving, working with the public and working with individuals with disabilities. Must possess a valid California driver's license. **DRIVER'S LICENSE VERIFICATION:** Applicants' DMV driving record report will be reviewed. To qualify for the exam, records must not indicate any suspension, revocation or restriction (other than for corrective lenses) of a driver's license by DMV, or any conviction under the following California Vehicle Code sections in the last three years: 14601-VC, 20001-VC, 20002-VC, 23103-VC through 23104-VC and 23152-VC through 23153-VC.

Knowledge and Abilities: Knowledge of and ability to drive a modified golf cart. Possess the skill of operating a motor vehicle in a safe manner. Knowledge of how to inspect a vehicle to ensure safe operation. Knowledge and ability to safely assist a student and secure them in the vehicle. Ability to complete necessary reports. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 14 Page 3  
Approved: January 8, 2006  
Revised by the PC: August 15, 2006  
Salary Range: 32



Agenda

Consent

Item No. 15-18HR

Page 2

Classified Position: Madera Community College Center  
Instructional Laboratory Technician - General Science

Clovis Community College Center: Administration is requesting nine new positions consisting of one new management position, and eight new faculty positions. These positions were identified as high priority in the Clovis Community College Center Human Resources Staffing Plan prioritization process and have been verified as areas with growth and wait-listed classes.

Academic Positions: Dean of Instruction (Academic Management)  
Computer Engineering/Computer Science Faculty  
Chemistry Faculty  
Biology Faculty  
Economics Faculty  
Art Multimedia Faculty  
Communication Faculty  
Physics Faculty  
Philosophy Faculty

Recommendation:

It is recommended the Board of Trustees approve these new positions at Fresno City College, Reedley College and Clovis Community College Center contingent upon receiving growth funding from the State.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
INSTRUCTIONAL LABORATORY TECHNICIAN – GENERAL SCIENCE

DEFINITION

Under direction sets up laboratory materials and assists in the operation and maintenance of the general science laboratory, prepares demonstrations for the class, organizes and coordinates the disposal of hazardous waste.

DISTINGUISHING CHARACTERISTICS

The Instructional Technician class is distinguished from the Instructional Aide class in that incumbents assigned to the class of Instructional Technician oversee complex instructional laboratories, possess specialized technical and academic training, and has experience in the assigned field. Additionally, the incumbent will provide administrative support for multiple instructors. Incumbents work independently and may provide instructional assistance to students and instructors in an instructional laboratory designated for a specific academic or vocational subject area. Instructional Technicians are responsible for applying district policies in regard to environmental, health, and safety regulations.

Incumbents in this class compared to the non-science Instructional Technicians use greater scope of knowledge of a discipline in coordination of support services because of the greater diversity of laboratory activities and academic programs served. In addition to classroom support services, incumbents in this class have the added ongoing responsibility to maintain refrigeration, environmental control, power, or backup support for materials and equipment.

EXAMPLES OF DUTIES

Performs a variety of duties related to the maintenance and operation of a multidisciplinary teaching laboratory including but not limited to:

- Demonstrates proper techniques and use of tools and equipment for students during laboratory classes.
- Prepares reagents, solutions, media, cultures, slide mounts, and specimens.
- Prepares, labels, and maintains stock solutions and reagents.
- Prepares, maintains, and disposes of live biological cultures and unknowns for laboratory demonstrations and practical examinations.
- Ensures the set-up and clean-up of laboratory exercises.
- Inspects student experiments and work.
- Coordinates the use of the laboratories and issues supplies, instruments, materials, tools, chemicals, solutions and equipment.
- Operates, assembles, installs, inspects, tests, and repairs equipment, supplies, and materials.
- Maintains stockrooms, laboratories, and other assigned areas in a clean, safe, and orderly condition.
- Orders, receives, inspects, and organizes supplies, instruments, materials, tools, chemicals, solutions and equipment and verifies contents of shipments.
- Monitors and tracks budget expenditures, prepares reports, and makes recommendations on funds needed for class labs and new equipment.
- Performs demonstrations and provides orientation, assistance, training and technical support to instructors on laboratory procedures, operation of equipment, and location and use of materials.
- Analyzes and suggests changes to experimental procedures.
- Creates laboratory schedules with instructors to align experiments for efficient operation.
- Assists in the development and evaluation of laboratory manuals.
- Inspects, tests, operates, assembles, and installs equipment, supplies, and materials.
- Makes repairs to equipment, to the extent possible, or arranges for professional repair services.

- Maintains record keeping of hazardous and biological waste generation in accordance with regulations, guidelines, and district policy.
- Collects, stores, and coordinates the disposal of hazardous chemicals and materials.
- Implements chemical hygiene, hazard communication, and blood borne pathogen exposure programs.
- Ensures and enforces security and safety of the lab according to established procedures, policies, and laws.
- Maintains safety data sheets.
- Performs routine safety inspections of classrooms, laboratories, and preparation areas in accordance to the Injury and Illness Prevention and Chemical Hygiene programs.
- Ensures that laboratory chemicals are properly inventoried and stored in accordance with regulations, guidelines, and accepted best practices.
- Assists faculty and/or department secure permits related to the acquisition, storage, and utilization of endangered species and specimens
- Screens, selects, trains, evaluates, and provides work direction to student workers.
- Performs other duties as needed.

## EMPLOYMENT STANDARDS

### **Education**

Bachelor's degree in Chemistry, Biology or Physics.

### **Experience**

Experience in a general science laboratory including previous experience handling and working with biology/physics experiments and equipment maintenance.

### **Licenses/Certificates**

Valid Driver's License is required.

### **Knowledge**

- Knowledge of operation and preparation of a general science laboratory and equipment.
- Knowledge of scientific supplies/procedures used in the general sciences, laboratories.
- Knowledge of chemical equations, symbols and scientific notations.
- Knowledge of safety procedures for chemical or biological hazards.
- Knowledge of principles and handling of hazardous waste disposal.
- Knowledge of chemical equations, symbols, and scientific notations.
- Knowledge of principles of sterilization
- Knowledge of fabrication and repair techniques.
- Knowledge of cleaning, fabrication, operation, and minor repair techniques and maintenance of lab equipment.
- Knowledge of research procedures.
- Knowledge of proper storage and preservation procedures for physical science supplies and equipment.
- Knowledge of proper chemical hygiene.
- Knowledge of health and safety regulations.
- Knowledge of inventory techniques.
- Knowledge of principles and practices of budget tracking.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

## **Skills**

- Skill to issue, receive and maintain records of equipment and supplies.
- Skill to synthesize special organic and inorganic reagents.
- Skill to demonstrate proper techniques and use of equipment for students.
- Skill to clean, adjust, operate, and repair lab equipment.
- Skill to communicate effectively both orally and in writing.
- Skill to give clear and concise instructions.
- Skill to communicate with vendors.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

## **Abilities**

- Ability to operate and maintain analytical instrumentation used in a general science laboratory.
- Ability to assemble and dismantle laboratory experiments.
- Ability to perform specialized technical laboratory duties pertaining general science.
- Ability to provide hands-on academic support to students as a supplement to their classroom teaching.
- Ability to safely clean up and dispose of hazardous materials.
- Ability to review and evaluate the work of students assigned by instructors.
- Ability to evaluate and assist students in a lab setting.
- Ability to interpret, explain, and apply procedures and regulations pertaining to laboratory safety and hazardous material disposal.
- Ability to keep accurate records and maintain accurate inventory of laboratory equipment and supplies.
- Ability to maintain budget for laboratory supplies and anticipate expenses.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts, and the public.
- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Ability to effectively communicate with individuals for whom English is not a primary language.
- Ability to train and direct student aides.
- Ability to employ proper English usage, spelling, grammar, and punctuation.
- Ability to receive and follow instructions.
- Ability to learn and apply college and district policies and procedures.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications and accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 40 lbs.

### ***Examples of physical ability requirements necessary to perform the above job duties***

- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)



- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)

***Examples of mental ability requirements necessary to perform the above job duties***

- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
- Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
- Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
- Generate or use different sets of rules for combining or grouping things in different ways. (Category Flexibility)
- Focus on a single source of sound in the presence of other distracting sounds. (Auditory Attention)
- Quickly make sense of, combine, and organize information into meaningful patterns. (Speed of Closure)
- Concentrate on a task over a period of time without being distracted. (Selective Attention)
- Shift back and forth between two or more activities or sources of information; multi-task to work on different projects simultaneously. (Time sharing)
- Remember information such as words, numbers, pictures, and procedures. (Memorization)
- Clearly communicate information and ideas through spoken words so others will understand. (Oral Expression)
- Identify and understand the speech of another person. (Speech Recognition)
- Recognize when something is wrong or is likely to go wrong. (Problem Sensitivity)
- Combine pieces of information to form general rules or conclusions such as finding a relationship among seemingly unrelated events. (Inductive Reasoning)
- Apply general rule, a premise, which is known to be true to specific problems to produce answers that make sense. (Deductive Reasoning)
- Read and understand information and ideas presented in writing. (Written Comprehension)
- Communicate information and ideas in writing so others will understand. (Written Expression)

**Working conditions which may occur**

- Work inside protected from the weather.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- Exposure to fumes, vapors or airborne particles, hazardous chemicals, biological hazards and risk of electrical shock. NOTE: All exposure is under OSHA Permissible Exposure Levels (PEL).
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Some overtime and/or schedule changes may occur.
- Work under pressure of constant deadlines with frequent interruptions.

Section: Instructional Support  
 Approved: January 8, 2002  
 Revised by BOT: July 1, 2014

Revised by PC: August 19, 2014  
Classified Salary Range: 57  
Negotiated with CSEA: July 31, 2014  
Salary Range Effective Date: April 1, 2014

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: March 3, 2015

---

---

SUBJECT: Consideration to Approve New Office  
Assistant III Position, Clovis Community  
College Center

ITEM NO. 15-17HR

---

EXHIBIT: None

---

---

Background:

The Clovis Community College Center has received Student Success and Support Program (SSSP) and Student Equity Program funding. The administration, in conjunction with staff, has been evaluating the parameters of the funding requirements to determine appropriate staffing to fulfill the objectives of the funding requirements. At its regular meeting on October 7, 2015, the Board of Trustees approved the position of Director of Student Success, Equity and Outreach for the Clovis Community College Center. In order to better serve student needs within this program, there is a need for an Office Assistant III position. It will assist with records maintenance, produce reports, compose correspondence and provide information to students, staff and the public.

Recommendation:

It is recommended the Board of Trustees approve a new Office Assistant III position, Clovis Community College Center, as listed above.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
OFFICE ASSISTANT III

DEFINITION

Under general direction performs a variety of difficult and specialized clerical duties and records maintenance functions.

DISTINGUISHING CHARACTERISTICS

This classification performs complex clerical duties in accordance with general instructions or established office procedures. This is a senior level position that differs from lower levels in the series by the complexity and on going nature of the assignments. This position may involve lead responsibilities.

EXAMPLES OF DUTIES

Performs a wide variety of clerical work, including typing, filing, records maintenance, use of computer to input and retrieve data to produce reports, scheduling and canceling appointments and meetings, composing correspondence, maintaining supplies inventory, providing information to other staff and public. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Assist in the development of forms, office procedures and promotional brochures. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Formal or informal education equivalent to completion of the twelfth grade.

Experience: Considerable, responsible clerical work experience in a records management environment.

Knowledge and Abilities: Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain workflow. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others.

Section 1 Page 1  
Approved: April 15, 1991  
Salary Range: 48  
Revised by PC August 21, 2012

### SECTION 3. THE CLASSIFIED SERVICE

3-1 POSITIONS INCLUDED: All positions established by the Governing Board of-Trustees', which are not exempt from the classified service by law shall be a part of the classified service of the District. All employees serving in the District's classified positions shall be classified employees. The employees and positions shall be known as the Classified Service.

REFERENCE: Education Code Section 88076, 88005, 88006, 88008, 88079

3-2 EXEMPTION FROM THE CLASSIFIED SERVICE: Positions required by law to be academic, part-time playground positions, full-time students employed part-time, part-time students employed part-time in any college work-study program or in a work experience education program conducted by a community college district which is financed by state or federal funds, apprentice positions, and positions established for the employment of professional experts on a temporary basis for a specific project by the governing board or the by commission when so designated by the commission.

REFERENCE: Education Code Sections 88076, 88078

3-4 EFFECT OF EXEMPTION: Any position or employee totally exempted from the classified service by law shall be excluded from the benefits and burdens imposed by these Rules and Regulations, except as otherwise provided by law, the Board of Trustees, or these Rules and Regulations.

#### 3-7 GENERAL CLASSIFICATION RULES

3-8 ASSIGNMENT OF DUTIES: The Board shall fix and prescribe the duties and responsibilities of all positions in the classified service except those in the Commission staff. When the duties being performed by an employee are found to be inconsistent with the duties officially assigned to a specific position, the Director of Classified Personnel shall report the facts to the responsible administrator in order that appropriate action may be taken.

REFERENCE: Education Code Sections 88009, 88061, 88084, 88095

3-9 GENERAL CLASSIFICATION PLAN: The Commission shall classify all employees and positions within the jurisdiction of the Board or the Commission, except those positions which the Commission determines is exempt from the Classified Service pursuant to Rule 3-2. The Commission shall maintain a classification plan for all positions. The employees and positions shall be known as the Classified Service. To classify shall include, but not be limited to:

- (a) Allocation of all positions to appropriate classes.
- (b) Arrangement of classes into occupational hierarchies (job families).
- (c) Determination of reasonable percentage relationships between classes within the occupational hierarchies.
- (d) Determination of reasonable percentage relationships between occupational hierarchies.
- (e) Preparation of written class specifications.

REFERENCE: Education Code Sections 88076, 88005, 88009, 88076

3-12 CREATION OF NEW POSITIONS: When the Board of Trustees creates a new position or approves a reorganization that modifies the duties and/or responsibilities of a classification or position, it shall submit the duties officially assigned to the classification/position, in writing, to the Director of Classified Personnel. The Board may recommend minimum educational and work experience requirements for the classification/position. The Director of Classified Personnel shall present recommendations to the Commission for action. The Commission shall:

- (a) Determine if the new position shall be a part of the Classified Service or exempt under Rule 3-2.

(b) Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.

(c) If a new class is recommended, the Director of Classified Personnel shall set forth a proposed class specification setting out the title, duties as established by the Board of Trustees, qualifications, and other requirements of a class specification. The qualifications approved by the Commission must reasonably relate to the duties assigned to the position by the Board of Trustees.

(d) The Commission shall recommend the proper salary placement on the appropriate classified salary schedule.

(f) The Director of Classified Personnel shall notify the Board of Trustees of the Commission's action.

REFERENCE: Education Code Sections 88009, 88076, 88087

3-13 ALLOCATION OF POSITIONS TO EXISTING CLASSES: All positions which substantially consist of comparable duties, responsibilities, and qualifications shall be allocated to the same class.

State Center Community College District  
PERSONNEL COMMISSION  
1525 East Weldon Avenue  
Fresno, CA 93704

Presented to the Personnel Commission:

Date: March 17, 2015

---

SUBJECT: Consideration and Approval to Change  
Position Classification in the Classified  
Service

ENCLOSURE(S):  
Board of Trustees  
Agenda Item, Fresno  
City College Revised  
Duties, Current  
Classification, PC  
Rule 3-1 thru 3-4, 3-7  
thru 3-9, 3-12, 3-13

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 15-10

---

Background:

The Board of Trustees previously approved the duties of a new position at Fresno City College with the proposed title of Director of College Relations and Outreach. At the November 10, 2014 Regular Meeting, the Personnel Commission took action to classify the new position in the Classified Service as a Director of Student Success, Equity & Outreach. Personnel Commission rules 3-1 thru 3-4, 3-7 thru 3-9, 3-12, and 3-13 state that it is the responsibility of the Personnel Commission to classify duties of new positions approved by the Board of Trustees into either an established classification, recommend a new classification be created or exempt from the classified service.

Upon further review of the position as well as the needs of the college, it was determined that a new management level classification specification would need to be created for Fresno City College. The original item presented to the Board of Trustees is attached for the Commissioners review. The duties presented to the board do not fall within the definition of an Educational Administrator. The duties still meet the requirements of Education Code 88091(c) making the position a senior level classified administrator.

88091

(c) (1) Upon the request of a majority of the members of the governing board of a community college district, the personnel commission may exempt designated senior classified administrative positions from the requirements of this section. A "senior classified administrative employee" means a classified employee who acts as the chief business, fiscal, facilities, or information technology adviser or administrator for the district chancellor or superintendent or a college president, as determined by the governing board and certified by the personnel commission.

(2) Any person employed in an administrative position exempted under this subdivision shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except that he or she shall not attain permanent status in that administrative position. A vacancy in an administrative position that is exempted

under this subdivision shall be filled from an unranked list of eligible persons who have been found to be qualified for the positions as determined by the district chancellor or superintendent and the personnel commission. Any person whose services in an administrative position exempted under this subdivision are discontinued for any reason other than for cause as specified in this code or in a rule of the personnel commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission.

Recommendation:

It is recommended the Personnel Commission approve the classification change of the new position at Fresno City College from Director of Student Success, Equity & Outreach and a new classification specification be created with the Board of Trustees proposed title of Director of College Relations and Outreach.



STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: November 6, 2014

---

SUBJECT: Consideration to Approve New Positions for Student Success and Support Program (SSSP) and Student Equity Program Plans, Fresno City College

ITEM NO. 14-75HR

---

EXHIBIT: None

---

Background:

Fresno City College has received Student Success and Support Program (SSSP) and Student Equity Program funding. The administration in conjunction with staff has been evaluating the parameters of the funding requirements to determine appropriate staffing to fulfill the objectives of the funding requirements. Fresno City College administration is recommending the following:

One (1) New Position with Proposed Title of Director of College Relations and Outreach

Examples of Duties:

1. Provide leadership to the campus' outreach program and College Relations regarding outreach efforts and support for students in transition from schools to the community college including Registration-to-Go Program.
2. Collaborate with local service area K-12 administrators and staff to implement and/or sustain projects that generate applicants and support students in transition from schools and the community to the college.
3. Develop, monitor, and implement an outreach calendar that systematically coordinates all outreach activities between the college and local K-12 schools and community agencies.
4. Collaborate closely with the Matriculation Coordinator and other staff with all programming designed to assist students in being fully matriculated to the college.
5. Work closely with student equity program faculty and staff to assist various programs in achieving enrollment and student success targets.
6. Responsible for the oversight and coordination of all campus tours and campus visits.
7. Supervises the Student Ambassador Program.
8. Provide leadership to reporting staff in developing, monitoring, evaluating and assessing annual unit goals and priorities, to include Student Learning Outcomes (SLOs) and Service Unit Outcomes (SUOs) for College Relations and Outreach.

## Agenda

### Consent

Item No. 14-75HR

Page 2

9. Develop and monitor budgets and expenditures for outreach, equity and student success programs under the direction of the Dean of Students.
10. Develop and implement a training plan in collaboration with appropriate staff for matriculation and student equity.
11. Work collaboratively with the Institutional Research and program offices in the collection of annual data for reporting purposes.
12. Collaborate closely with K-12 service area high schools to arrange outreach events and college fairs, with a particular emphasis on student equity and outreach.
13. Collaborate with Public Information Office to market and communicate to outreach and student success efforts.
14. Lead department planning and implementation meetings
15. Attend professional seminars/conferences related to student success, student equity, and faculty/staff development.
16. Provide data and information as necessary for program review, student services, student success and support services, and student equity.
17. Supervise and evaluate the effectiveness of Registration-to-Go.
18. Ensure the evaluations of reporting staff are conducted on a regular and systematic basis in accordance with collective bargaining agreements and board policies and regulations.
19. Participate in the coordination of dual enrollment, early college high school and transition in pathways efforts.
20. Serve on standing and ad hoc committees as assigned.
21. Participate in the coordination of community based pathway programs.
22. Perform other duties as assigned.

### One (1) New Position with Proposed Title of Coordinator Student Equity

#### Example of Duties:

1. Ensure that the FCC Student Equity Plan is completed and sent to the CA CCC Chancellor's Office on an annual basis.
2. Ensure that all expenditures within the FCC Student Equity Plan conform with CA CCC Chancellor's Office expenditure guidelines.
3. Chair or serve as an active member of the FCC Student Equity Committee that will monitor the FCC Student Equity Plan so that equity outcomes are achieved.
4. Oversee the Professional Development component of the Student Equity Plan in order to ensure that all equity professional development activities, programs, etc. are coordinated and delivered.
5. Meet regularly with counseling and instructional faculty associated with equity programs in order to improve coordination of the delivery of services and the delivery of special programs such as Summer Bridge, Extending the Class, etc. Equity programs include but are not limited to: EOPS, TRIO, SYMBBA, IDILE, USEAA, PUENTE, Foster Bridge, DSPS, Veterans, Title V CAMINO.

## Agenda

### Consent

Item No. 14-75HR

Page 3

6. Work with the FCC Institutional Research and Effectiveness Committee to ensure that institutional outcomes pertaining to equity groups are monitored and that evaluation of equity programs and activities occur.

### Seven (7) New Counselor Positions

#### One (1) New Position with Proposed Classification of Educational Advisor

#### Examples of Duties:

1. Conducts group presentation as well as individual sessions with students and parents regarding registration, enrollment, student support programs, and class selection, forms and other procedures.
2. Arranges logistics for speakers and presentations.
3. Assists students in course selection and recording of their student educational plan
4. Assists with recruiting and retention and community outreach projects including identifying prospective students, making phone calls to students, staffing phone centers, assisting at orientations and registration.
5. May perform other related duties.

#### Recommendation:

It is recommended the Board of Trustees approve new positions for Student Success and Student Support (SSSP) and Student Equity Program Plans, Fresno City College, as presented above.



## State Center Community College District

<b>Job Title:</b>	Director of College Relations and Outreach	<b>Classification Series:</b>	Student Services
<b>FSLA Status:</b>	Exempt Management	<b>Classification Group:</b>	Student Outreach
<b>Salary Schedule:</b>	Classified Management	<b>Classification Level:</b>	Director/VP/VC
<b>Recommended Salary Range:</b>	59	<b>Date Duties Created:</b>	November 6, 2014

### Definition

Under ~~general administrative~~ direction, the Director is responsible for planning, directing, managing, evaluating and overseeing activities, services, and staff associated with college relations and outreach ~~the Student Success and Support Program, and outreach programs, to attract students to a variety of programs at a college.~~

### Distinguishing Characteristics

This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

The **Director of College Relations and Outreach** supervises the College Relations and Outreach Office that is responsible for generating applicants to the college, supports matriculation efforts such as assessment/testing, advising, and orientation associated with Registration-To-Go (RTG), and other services that focus on student transition from local schools and the community to the college. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes. ~~The incumbent Incumbents~~ must utilize excellent communication skills to effectively facilitate and interact with a wide range of schools, management, administrators, faculty, staff and students while maintaining day to day management of outreach and student programs and services. ~~The incumbent Incumbents~~ must also possess strong organizational and leadership skills.

### Supervision Received

~~General Administrative~~ direction is ~~usually~~ received from the Dean of Student Services, Counseling.

### Supervision Exercised

Direct supervision is exercised over professional, technical, and clerical staff assigned to the department.

### Essential Job Functions

1. Provide leadership to the campus outreach program and College Relations regarding outreach efforts and support for students in transition from schools to the community college including Registration-to-Go Program.
2. Collaborate with local service area K-12 administrators and staff to ~~develop~~, implement and/or sustain projects that generate applicants and support students in transition from schools and the community to the college.
3. Develop, monitor, and implement an outreach calendar that systematically coordinates all outreach activities between the college and local K-12 schools and community agencies.
4. Collaborate closely with the Matriculation Coordinator and other staff with all programming designed to assist students in being fully matriculated to the college.
5. Work closely with student equity program faculty and staff to assist various programs in achieving enrollment and student success targets.



## State Center Community College District

6. ~~Responsible for the oversight and coordination of~~ ~~Oversee and coordinate~~ all campus tours and campus visits.
7. Supervises the Student Ambassador Program.
8. Provide leadership to reporting staff in developing, monitoring, evaluating and assessing annual unit goals and priorities, to include Student Learning Outcomes (SLOs) and Service Unit Outcomes (SUOs) for College Relations and Outreach.
9. Develop and monitor budgets and expenditures for outreach, ~~student~~ equity and student success programs under the direction of the Dean of Students, Counseling.
10. Develop and implement a training plan in collaboration with appropriate staff for matriculation and student equity.
11. Work collaboratively with ~~the~~ institutional ~~research~~ and program offices in the collection of annual data for reporting purposes.
12. Collaborate closely with K-12 service area high schools to arrange outreach events and college fairs, with a particular emphasis on student equity and outreach.
13. Collaborate with Public Information Office to market and communicate ~~to~~ outreach and student success efforts.
14. Lead department planning and implementation meetings
15. Attend professional seminars/conferences related to student success, student equity, and faculty/staff development.
16. Provide data and information as necessary for program review, ~~student services, student success and support services, and student equity outcomes evaluation, and assessment.~~
17. Supervise and evaluate the effectiveness of Registration-to-Go.
18. Ensure the evaluations of reporting staff are conducted on a regular and systematic basis in accordance with collective bargaining agreements and board policies and regulations.
19. Participate in the coordination of dual enrollment efforts.
20. Serve on standing and ad hoc committees as assigned.
21. Participate in the coordination of community based pathway programs.
22. Perform other duties as assigned.

### Auxiliary Job Functions

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

### Minimum Qualifications

#### *Education & Experience*

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Bachelor's degree from an accredited college or university, ~~preferably in educational administration, counseling, organizational behavior, or a related field~~ and 2 years or more of increasingly responsible experience working in a student services program ~~involving the matriculation process~~, including at least one year of lead or supervisory experience.

#### *Licenses & Certificates*

Valid Driver's License

### Knowledge Skills and Abilities

#### *Knowledge of:*

1. Senate Bill 1456 (Student Success Act of 2012), Student Success and Support Program, Student Equity Plan, and other related student success initiatives and/or legislation.
2. Educational institutions, news media, and community groups in the college's service area.
3. Methods and practices of public communication, outreach and involvement including marketing techniques.



## State Center Community College District

4. Recruitment techniques used in educational institutions.
5. Principles of public relations, publicity, and marketing.
6. Budget preparation and control.
7. Student activities and services at the college.
8. Record keeping and report preparation techniques to ensure information is accurately presented and reported.
9. Basic math including addition, subtraction, multiplication, and division.
10. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
11. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
12. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

### ***Skill to:***

1. Independently plan and implement a comprehensive and innovative student outreach program, student success and support program plan, student equity plan and other recruitment programs.
2. Coordinate complex and diverse recruitment activities in support of student success programs.
3. Analyze a variety of administrative problems to make sound policy and procedural recommendations for their solutions.
4. Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding student services.
5. Effectively communicate with individuals for whom English is not a primary language.
6. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
7. Plan and organize work to meet established timelines and department schedules.
8. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
9. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
10. Rapidly learn and acquire skills in areas and technologies not previously assigned.
11. Type at a sufficient speed to maintain workflow.

### ***Ability to:***

1. Develop and direct a comprehensive Student Success and Support Program, Student Equity Plan, and Outreach program founded upon enrollment management principles.
2. Effectively represent the District and campus at community events and present clear, concise, comprehensive reports to all in attendance.
3. Establish and maintain effective working relationships with District and campus administrators, management, staff, students, diverse community, collaborative partner contacts, independent programs consultant/trainers, and the public.
4. Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
5. Promote workplace diversity and a positive work environment.
6. Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
7. Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
8. Prepare and monitor a budget.
9. Learn Title 5, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in the District.
10. Maintain confidentiality of sensitive information and records.
11. Supervise, train, and evaluate personnel.
12. Operate computers and their peripherals.
13. Use current common software applications in order to accurately enter and retrieve data.



## State Center Community College District

### ***Physical /Mental Demands***

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lift and carry office supplies and equipment weighing up to 25 lbs.

#### Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, Personnel Commissioners, board members, faculty, staff, representatives of other agencies, and others encountered in the course of work.

### ***Work Conditions***

The work conditions characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; work inside protected from the weather; work outside exposed to the weather and varying temperatures; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

Duties Approved By:	Board of Trustees	Date:	October 7, 2014
Class Approved By:	Personnel Commission	Date:	October 14, 2014
Duties Revised By:	Board of Trustees	Date:	November 6, 2014
Updated By:	Elba Gomez	Date/Time:	November 7, 2014

### SECTION 3. THE CLASSIFIED SERVICE

3-1 POSITIONS INCLUDED: All positions established by the Governing Board of-Trustees', which are not exempt from the classified service by law shall be a part of the classified service of the District. All employees serving in the District's classified positions shall be classified employees. The employees and positions shall be known as the Classified Service.

REFERENCE: Education Code Section 88076, 88005, 88006, 88008, 88079

3-2 EXEMPTION FROM THE CLASSIFIED SERVICE: Positions required by law to be academic, part-time playground positions, full-time students employed part-time, part-time students employed part-time in any college work-study program or in a work experience education program conducted by a community college district which is financed by state or federal funds, apprentice positions, and positions established for the employment of professional experts on a temporary basis for a specific project by the governing board or the by commission when so designated by the commission.

REFERENCE: Education Code Sections 88076, 88078

3-4 EFFECT OF EXEMPTION: Any position or employee totally exempted from the classified service by law shall be excluded from the benefits and burdens imposed by these Rules and Regulations, except as otherwise provided by law, the Board of Trustees, or these Rules and Regulations.

#### 3-7 GENERAL CLASSIFICATION RULES

3-8 ASSIGNMENT OF DUTIES: The Board shall fix and prescribe the duties and responsibilities of all positions in the classified service except those in the Commission staff. When the duties being performed by an employee are found to be inconsistent with the duties officially assigned to a specific position, the Director of Classified Personnel shall report the facts to the responsible administrator in order that appropriate action may be taken.

REFERENCE: Education Code Sections 88009, 88061, 88084, 88095

3-9 GENERAL CLASSIFICATION PLAN: The Commission shall classify all employees and positions within the jurisdiction of the Board or the Commission, except those positions which the Commission determines is exempt from the Classified Service pursuant to Rule 3-2. The Commission shall maintain a classification plan for all positions. The employees and positions shall be known as the Classified Service. To classify shall include, but not be limited to:

- (a) Allocation of all positions to appropriate classes.
- (b) Arrangement of classes into occupational hierarchies (job families).
- (c) Determination of reasonable percentage relationships between classes within the occupational hierarchies.
- (d) Determination of reasonable percentage relationships between occupational hierarchies.
- (e) Preparation of written class specifications.

REFERENCE: Education Code Sections 88076, 88005, 88009, 88076

3-12 CREATION OF NEW POSITIONS: When the Board of Trustees creates a new position or approves a reorganization that modifies the duties and/or responsibilities of a classification or position, it shall submit the duties officially assigned to the classification/position, in writing, to the Director of Classified Personnel. The Board may recommend minimum educational and work experience requirements for the classification/position. The Director of Classified Personnel shall present recommendations to the Commission for action. The Commission shall:

- (a) Determine if the new position shall be a part of the Classified Service or exempt under Rule 3-2.



(b) Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.

(c) If a new class is recommended, the Director of Classified Personnel shall set forth a proposed class specification setting out the title, duties as established by the Board of Trustees, qualifications, and other requirements of a class specification. The qualifications approved by the Commission must reasonably relate to the duties assigned to the position by the Board of Trustees.

(d) The Commission shall recommend the proper salary placement on the appropriate classified salary schedule.

(f) The Director of Classified Personnel shall notify the Board of Trustees of the Commission's action.

REFERENCE: Education Code Sections 88009, 88076, 88087

3-13 ALLOCATION OF POSITIONS TO EXISTING CLASSES: All positions which substantially consist of comparable duties, responsibilities, and qualifications shall be allocated to the same class.

State Center Community College District  
PERSONNEL COMMISSION  
1525 East Weldon Avenue  
Fresno, CA 93704

Presented to the Personnel Commission:

Date: March 17, 2015

---

SUBJECT: Consideration and Approval of New  
Classification Specification for Director of  
College Relations & Outreach

ENCLOSURE(S):  
Classification  
Specification

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 15-11

---

Background:

At the November 6, 2014 meeting, the Board of Trustees approved a new position at Fresno City College. The title proposed by the board was Director of College Relations and Outreach. The new classification will allow for a valid and reliable recruitment and selection process. The President, Vice President of Student Services, Dean of Student Services at Fresno City College and the Director of Human Resources were invited to suggest changes to the job description.

The Director of College Relations and Outreach will be a senior level classified administrator under Education Code 88091, exempt from the Rule of Three Ranks

Recommendation:

It is recommended the new classification specification for Director of College Relations and Outreach be approved as presented with a recommended classified management salary range of 59.



## State Center Community College District

<b>Job Title:</b>	Director of College Relations and Outreach	<b>Classification Series:</b>	Student Services
<b>FSLA Status:</b>	Exempt Management	<b>Classification Group:</b>	Student Outreach
<b>Salary Schedule:</b>	Classified Management	<b>Classification Level:</b>	Director/VP/VC
<b>Recommended Salary Range:</b>	59	<b>Date Duties Created:</b>	November 6, 2014

### Definition

Under administrative direction, the Director is responsible for planning, directing, managing, evaluating and overseeing activities, services, and staff associated with college relations and outreach.

### Distinguishing Characteristics

This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

The **Director of College Relations and Outreach** supervises the College Relations and Outreach Office that is responsible for generating applicants to the college, supports matriculation efforts such as assessment/testing, advising, and orientation associated with Registration-To-Go (RTG), and other services that focus on student transition from local schools and the community to the college. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes. The incumbent must utilize excellent communication skills to effectively facilitate and interact with a wide range of schools, management, administrators, faculty, staff and students while maintaining day to day management of outreach and student programs and services. The incumbent must also possess strong organizational and leadership skills.

### *Supervision Received*

Administrative direction is received from the Dean of Student Services, Counseling.

### *Supervision Exercised*

Direct supervision is exercised over professional, technical, and clerical staff assigned to the department.

### Essential Job Functions

1. Provide leadership to the campus outreach program and College Relations regarding outreach efforts and support for students in transition from schools to the community college including Registration-to-Go Program.
2. Collaborate with local service area K-12 administrators and staff to develop, implement and/or sustain projects that generate applicants and support students in transition from schools and the community to the college.
3. Develop, monitor, and implement an outreach calendar that systematically coordinates all outreach activities between the college and local K-12 schools and community agencies.
4. Collaborate closely with the Matriculation Coordinator and other staff with all programming designed to assist students in being fully matriculated to the college.
5. Work closely with student equity program faculty and staff to assist various programs in achieving enrollment and student success targets.
6. Oversee and coordinate all campus tours and campus visits.
7. Supervises the Student Ambassador Program.



## State Center Community College District

8. Provide leadership to reporting staff in developing, monitoring, evaluating and assessing annual unit goals and priorities, to include Student Learning Outcomes (SLOs) and Service Unit Outcomes (SUOs) for College Relations and Outreach.
9. Develop and monitor budgets and expenditures for outreach, student equity and student success programs under the direction of the Dean of Students, Counseling.
10. Develop and implement a training plan in collaboration with appropriate staff for matriculation and student equity.
11. Work collaboratively with institutional research and program offices in the collection of annual data for reporting purposes.
12. Collaborate closely with K-12 service area high schools to arrange outreach events and college fairs, with a particular emphasis on student equity and outreach.
13. Collaborate with Public Information Office to market and communicate outreach and student success efforts.
14. Lead department planning and implementation meetings
15. Attend professional seminars/conferences related to student success, student equity, and faculty/staff development.
16. Provide data and information as necessary for program review
17. Supervise and evaluate the effectiveness of Registration-to-Go.
18. Ensure the evaluations of reporting staff are conducted on a regular and systematic basis in accordance with collective bargaining agreements and board policies and regulations.
19. Participate in the coordination of dual enrollment efforts.
20. Serve on standing and ad hoc committees as assigned.
21. Participate in the coordination of community based pathway programs.
22. Perform other duties as assigned.

### Auxiliary Job Functions

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to this classification.

### Minimum Qualifications

#### *Education & Experience*

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Bachelor's degree from an accredited college or university, and 2 years or more of increasingly responsible experience working in a student services program, including at least one year of lead or supervisory experience.

#### *Licenses & Certificates*

Valid Driver's License

### Knowledge Skills and Abilities

#### *Knowledge of:*

1. Senate Bill 1456 (Student Success Act of 2012), Student Success and Support Program, Student Equity Plan, and other related student success initiatives and/or legislation.
2. Educational institutions, news media, and community groups in the college's service area.
3. Methods and practices of public communication, outreach and involvement including marketing techniques.
4. Recruitment techniques used in educational institutions.
5. Principles of public relations, publicity, and marketing.
6. Budget preparation and control.
7. Student activities and services at the college.



## State Center Community College District

8. Record keeping and report preparation techniques to ensure information is accurately presented and reported.
9. Basic math including addition, subtraction, multiplication, and division.
10. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
11. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
12. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

### ***Skill to:***

1. Independently plan and implement a comprehensive and innovative student outreach program, student success and support program plan, student equity plan and other recruitment programs.
2. Coordinate complex and diverse recruitment activities in support of student success programs.
3. Analyze a variety of administrative problems to make sound policy and procedural recommendations for their solutions.
4. Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding student services.
5. Effectively communicate with individuals for whom English is not a primary language.
6. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
7. Plan and organize work to meet established timelines and department schedules.
8. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
9. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
10. Rapidly learn and acquire skills in areas and technologies not previously assigned.
11. Type at a sufficient speed to maintain workflow.

### ***Ability to:***

1. Develop and direct a comprehensive Student Success and Support Program, Student Equity Plan, and Outreach program founded upon enrollment management principles.
2. Effectively represent the District and campus at community events and present clear, concise, comprehensive reports to all in attendance.
3. Establish and maintain effective working relationships with District and campus administrators, management, staff, students, diverse community, collaborative partner contacts, independent programs consultant/trainers, and the public.
4. Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
5. Promote workplace diversity and a positive work environment.
6. Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
7. Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
8. Prepare and monitor a budget.
9. Learn Title 5, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in the District.
10. Maintain confidentiality of sensitive information and records.
11. Supervise, train, and evaluate personnel.
12. Operate computers and their peripherals.
13. Use current common software applications in order to accurately enter and retrieve data.

### ***Physical /Mental Demands***

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



## State Center Community College District

### Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lift and carry office supplies and equipment weighing up to 25 lbs.

### Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, Personnel Commissioners, board members, faculty, staff, representatives of other agencies, and others encountered in the course of work.

### ***Work Conditions***

The work conditions characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; work inside protected from the weather; work outside exposed to the weather and varying temperatures; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

Duties Approved By:	Board of Trustees	Date:	November 6, 2014
Duties Revised By:	Human Resources	Date:	February 3, 2015
Class Approved By:	Personnel Commission	Date:	March 17, 2015
Updated By:	Elba Gomez	Date/Time:	February 3, 2015

## Personnel Commission – Director’s Report

*March 17, 2015 Regular Meeting*

### Recruitment and Examination

**Accepting applications for the following recruitments:**

Name	Application Deadline
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Instructional Assistant – Nursing	Continuous Recruitment
College Trainer	Continuous Recruitment
College Trainer (Seasonal)	Continuous Recruitment
Food Service Worker I	March 13, 2015
District Director of Information Systems	March 17, 2015
Accounting Supervisor	March 23, 2015

**The following recruitments are in the examination process:**

Name	Exam Type	Exam Date
Educational Advisor	Competency	March 18, 2015
Institutional Research Coordinator	Competency	March 19, 2015
Orientation Assistant	Competency	March 19, 2015
Student Services Specialist	Competency	March 19, 2015
Food Service Worker I	Competency	March 21, 2015
Assessment Coordinator	Oral Board	March 24, 2015
Evaluator	Oral Board	March 25, 2015
DSP&S Mobility Driver	Competency	March 30, 2015
Groundskeeper Worker	Competency	April 1, 2015

**The following received requests (vacancies) are in process to begin recruitment:**

Name	Location	Anticipated Posting Date/Status
Associate Vice Chancellor, Bus & Op	Districtwide	March 2015
Custodian	Districtwide	March 2015
Director of SS, Equity & Outreach	FCC	March 2015
Job Developer	RC	March 2015
Upward Bound Assistant	Districtwide	March 2015
College Center Assistant	Districtwide	April 2015
Early Childhood Education Associate	Districtwide	April 2015
Executive Director of Foundation	DO	May 2015
Instructional Aide – Workability	RC	On hold pending position review.
Lead Maintenance Person	Districtwide	On hold pending position review.
Print, Media & Communications Manager	FCC	On hold pending position review.
Programmer Analyst	DO	On hold pending position review.

**The following are current vacancies with active eligibility lists:**

Name	Vacancy Location	Status
Accounting Clerk I	Admin. Services, FCC	List Referred 2/19/15
Accounting Technician II	Grants & External Funding	List Referred 2/4/15
Administrative Aide	Office of Instruction, FCC	List Pending Referral
Administrative Secretary – PPT	President’s Office, FCC	List Pending Referral
Administrative Secretary	Social Sciences, FCC	List Pending Referral
College/Athletic Trainer	Student Services, RC	List Referred 2/25/15
Custodial Manager	Building Services, FCC	List Referred 2/23/15
Custodian	Building Services, FCC	List Referred 2/5/15
Department Secretary - PPT	Business Division, FCC	List Referred 1/7/15
Department Secretary	Social Sciences, FCC	List Referred 2/4/15
Dir. of Student Success, Equity	Student Services, RC	List Referred 2/25/15
Educational Advisor	SSSP, FCC	List Referred 1/8/15
Educational Advisor - PPT	SSSP, RC	List Pending Referral
HR Technician Confidential	Human Resources, DO	List Pending Referral
IT – MicroComputer Lab	Business Division, FCC	List Referred 3/10/15
Library/Learning Resoure Tech I	Office of Instruction, MC	List Referred 2/23/15
MicroComputer Resource Tech	Technology Services, RC	List Pending Referral
Office Assistant III	Tutorial Center, FCC	List Referred 2/19/15
Office Assistant III	Health Sciences, FCC	List Referred 2/25/15
Office Assistant III	Herndon Campus, CCCC	List Pending Referral
Office Assistant III	Madera Center	List Pending Referral
Police Officer	Police Department, DO	List Pending Referral
Police Communications Dispatcher	DO Operations/Police	List Referred 2/25/15
Registration Assistant	Admissions & Records, FCC	List Referred 12/10/14
Seasonal Student Advisor	Student Services, FCC	List Referred 4/2/14

## Classification

### Job Description Updates

Name	Status
Classification Studies	Managers are reviewing the classification study reports and meetings are being scheduled to review the information. Police Job Family has not been scheduled. Update will be given at the February 17, 2015.

## HRIS/NeoGov

- NeoGov Onboarding Implementation, April/May 2015
- NeoGov Performance Evaluation Implementation, August 2015
- Training Administrators and staff

## Around the Office

- Classified Professionals Mega Conference, March 31, 2015
- WRIPAC Board Retreat and Meeting, June 2015
- WRIPAC Job Analysis Training, July 2015 (Fresno)



## **Disciplinary Appeals**

- 04-22-14.14-23.1051 – Prehearing conference and mandatory settlement conference were scheduled for March 6, 2015, at 1:30 p.m., in Sacramento, California, and the hearing was scheduled for April 13, 2015, at 1:30 p.m., and April 14 through 17, 2015, at 9:00a.m., in Fresno, California. Office of Administrative Hearings (OAH) will send a separate Notice of Prehearing Conference and Mandatory Settlement Conference. The District shall serve a notice of hearing.
- 08-19-14.14-37.1090 – Prehearing conference and mandatory settlement conference were scheduled for May 8, 2015, at 9:00 a.m., in Sacramento, California, and the hearing was scheduled for June 15-17, 2015, at 9:00a.m., in Fresno, California. Office of Administrative Hearings (OAH) will send a separate Notice of Prehearing Conference and Mandatory Settlement Conference. The District shall serve a notice of hearing.