

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, November 17, 2015

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the October 13, 2015 Regular Meeting.
- E. Information Items
 - 1. Discussion of Employees Working Out-of-Classification
 - 2. Discussion of Reclassification Moratorium
 - 3. Discussion of Provisional Placement Days
 - 4. Discussion of Classification Study Status for Clerical/Secretarial Job Families
- F. Action Items
 - 15-48 Consideration and Approval of Eligibility Lists
 - a. Administrative Aide - Clovis College, Effective 11/9/15
 - b. Administrative Aide - Fresno City College, Effective 11/9/15
 - c. Administrative Aide - Reedley College, Effective 11/11/15
 - d. Administrative Assistant, Effective 11/9/15
 - e. Building Generalist, Effective 11/3/15
 - f. Construction Services Manager, Effective 11/6/15
 - g. Director of Maintenance & Operations, Effective
 - h. Human Resources Technician, Effective 11/5/15
 - i. Office Assistant I, Effective 10/22/15
 - j. Office Assistant III - Clovis College, Effective 10/22/15
 - k. Office Assistant III - Fresno City College, Effective 10/22/15
 - l. Office Assistant III - Madera Center, Effective 10/30/15
 - m. Office Assistant III - Oakhurst Center, Effective 10/29/15
 - n. Office Assistant III - Reedley College, Effective 10/30/15
 - 15-49 Consideration and Approval to Classify New Positions in Established Job Classification Specifications.
 - a. Research Assistant, 6-Month Limited-term, DO

- b. Food Service Worker PPT, RC
- c. Food Service Worker PPT, RC
- d. Food Service Worker PPT, RC
- e. Seasonal Athletic Trainer, CCC

15-50 Consideration and Approval to Classify New Positions in New Job Classification Specifications.

- a. Laboratory Simulation Technician

15-51 Consideration and Approval of New Classification Specification for Instructional Technician - Manufacturing

15-52 Consideration and Approval of Revised Classification Specification for Admissions & Records Manager

15-53 Consideration and Approval of Revised Classification Specification for Campus Financial Aid Manager

15-54 Public Hearing and Appointment of Personnel Commissioner

G. Director's Report

H. Commissioners' Reports

I. Closed Session

1. Public Employee Discipline/Dismissal/Release [Pursuant to Government Code 54957]

- a. Case # 08-19-14.14-37.1090

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
October 13, 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 Ferguson, HR Analyst
Reshonda Collins, HR Specialist
Edna Pearson, HR Technician
- Introduction of Guests The following guests attended:
Samerah Campbell, DO HR
Jason Meyers, CSEA
Carla Liermann
Gregory Taylor, DO
Eleanor Bruce, FCC
- Public Comment Mr. Meyers inquired if Mr. Taylor had provided a response to his previous inquiry on provisional assignments. Mr. Liermann and Ms. Gomez responded that a discussion regarding provisional assignments would be placed on the November regular meeting agenda.
- Mr. Meyers requested an update on the Districtwide Classification Study. Mr. Liermann responded that an update on the Districtwide Classification Study would be placed on the November regular meeting agenda.
- Approval of the Minutes The minutes of the September 15, 2015 Regular Meeting were presented for approval.
- Ms. Freeman-Fobbs moved to approve the minutes 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

Information Items

1. Discussion of Employees Working Out-of-Classification Ms. Gomez provided an update on employees working out-of-classification.
- Mr. Meyers inquired why the report did not detail the working out-of-classification reviews with the employee names and position numbers as it is presented for the current working out-of-classification assignments. Ms. Campbell responded that she only agreed to provide summary updates in the form of numbers, not specific employee names.

2. Discussion of
Reclassification
Moratorium Ms. Bruce inquired about the status of the moratorium on reclassifications. Ms. Bruce did not recall a vote taken to continue the moratorium. Mr. Liermann asked for the item to be added to the November regular meeting agenda so that the matter could be researched.
3. Quarterly Budget Report Ms. Gomez provided an update on the 2015-2016 Quarterly Budget Report. Ms. Gomez stated that the budget was still pending salary adjustments based on the additional staff that was added to the department.

Tabled Action Items from September 15, 2015 Regular Meeting

[15-40] Consideration and Approval to Classify New Positions in Established Job Classification Specifications.

Classification Presented:

- o. Office Assistant III (SSSP), CCC

Ms. Gomez provided clarification regarding the full time nature of the position, and the partial denotation in the Board item being in reference to the funding only.

Mr. Liermann moved to approve item 15-40 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

Action Items

[15-45] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented:

- a. Executive Director of Public & Legislative Relations, Effective 9/21/15
- b. College Director of Marketing & Communications, Effective 9/28/15
- c. Accounting Clerk I, Effective 9/30/15
- d. Accounting Clerk III, Effective 9/30/15
- e. Accounting Technician I, Effective 9/30/15
- f. Accounting Technician II, Effective 9/30/15
- g. Financial Aid Systems Analyst, Effective 9/30/15
- h. Webmaster, Effective 9/30/15
- i. Publications Specialist, Effective 9/30/15
- j. Web Portal Administrator, Effective 10/1/15
- k. Police Communications Dispatcher, Effective 10/6/15

Mr. Tahajian moved to approve item 15-45 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

[15-46] Consideration and Approval to Classify New Positions in Established Job Classification Specifications.

Classifications Presented:

- a. Administrative Secretary, FCC
- b. Campus Financial Aid Manager, Six-Month Limited Term, FCC

Ms. Gomez stated minor changes may still be brought back to the Commission prior to recruitment for Campus Financial Aid Manager, because the definition is specific to Reedley College only

Mr. Liermann moved to adopt item 15-46 as amended, 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

[15-47] Consideration and Approval of Revised Personnel Commission Organization and Staffing Plan

Ms. Gomez stated that Mr. Myers had raised concerns that the Office Assistant I position in the Personnel Commission Office was not properly eliminated. Ms. Gomez stated that the item was being presented to formally eliminate the Office Assistant I – PPT position assigned to the Personnel Commission and indicated the eliminated position would be taken to the Board of Trustees at their November 2015 meeting.

Mr. Tahajian moved to approve item 15-47 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

Director's Report

Ms. Gomez gave a brief update on the pending recruitments and list referrals.

Ms. Gomez inquired which Commissioners would be interested in attending the CSPCA Conference scheduled to be held February 25th through 28th, 2016. All three Commissioners expressed interest in participating. Ms. Freeman-Fobbs stated that she attended the 2015 conference and could refrain, but would like to attend, should the funding allow.

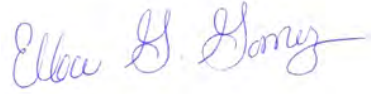
Mr. Taylor stated that he would follow up on the status of the pending disciplinary appeal.

Commissioner's Report

Ms. Freeman-Fobbs stated that she attended a Scholarship ceremony at Clovis Community College in September. Mr. Tahajian shared that he took swimming classes at FCC. Mr. Liermann recently returned from southern California where he celebrated his grandson's 6th birthday party.

Adjournment

Mr. Liermann adjourned the meeting at 6:01 p.m.



Elba Gomez, Director of Classified Personnel
EG:ep

DRAFT

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

Presented to the Personnel Commission:

Date: November 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: 1

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**

Start	End	First Name	Last Name	Current Position No.	Current Position	Wg Out of Class Position No.	Wg out of Class Position	Status
7/8/2015		Robert	Kim	1125	Webmaster	1125	Programmer Analyst	Pending Recruitment
8/13/2015		Christy	Hedstrom	1014	Buyer	1038	Director of Purchasing	WOC for assuming mgmt duties while Mgr out on a medical leave.
8/26/2015		Jame	Yang	1051	Human Resources Technician - Confidential	1002	Senior Human Resources Technician - Confidential	WOC while employee on leave of absence.

Number Employees Pending Working Out of Class Review

6

Number Employees Working Out of Class Review Completed

9

November 17, 2015

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

Presented to the Personnel Commission:

Date: November 17, 2015

SUBJECT: Discussion of Reclassification Moratorium ENCLOSURE(S):
Reclassification
Discussion History

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information ITEM NO: 2

Background:

The Reclassification Moratorium is being presented as an informational item for discussion purposes at the request of Eleanor Bruce and to provide an update to the Personnel Commission.

****NO ELECTRONIC FILES FOR 2005 OR PRE-2004****

April 17, 2007

[Item 07-13]

Reconsideration of Appeal Regarding Reclassification Studies for: Assessment Center Technician, 2243

October 16, 2007

[Item 07-63]

Consideration of Rehearing of the reclassification of Accounting Clerk III, position 2075

[Item 07-64]

Rehearing of the Reclassification of Accounting Clerk III, position #2075

August 21, 2008

[Informational Item F]

Update on Moratorium on Classification Study Requests

Ms. Kast began by summarizing the background of the moratorium on Classification Study requests, referencing the agenda item. Ms. Kast stated the reasons why the moratorium was put in place and what specific progress had been made to date. Ms. Kast recommended that the Commission move forward with the questionnaire provided by CODESP. Mr. Manfredi entertained the idea of delaying the filing period to November 1 – January 1. There was a lengthy discussion with CSEA regarding the potential delay. CSEA encouraged the Commission to stay with the existing regular filing period of October 1 – December 1. CSEA stating that the employees have already waited an entire year. The District indicated their support for the regular filing period with no delays. The Commission requested the Personnel Commission Staff be ready to present for review a draft questionnaire and resource documents, including sample organization and job family charts, at the September 16th meeting. Mr. Manfredi stated that we would move forward with the October 1 – December 1 filing period.

September 16, 2008

[Item 08-23]

Consideration and Approval of Questionnaire and Support Documents for Reclassification Study Request Window, October 1 – December 1, 2008

Mr. Manfredi briefly explained the materials being presented for approval and that Ms. Kast had been working on creating a reclassification questionnaire to improve the process of the reclassification requests. Mr. Manfredi asked if the ranges on the salary tables were 2.5% apart. Ms. Kast responded that she was not sure what the exact difference was between ranges. Mr. Rowe commented that originally they were designed that way but over time the percentage has changed somewhat.

Ms. Kast described the materials in more detail and the purpose of each of the items. Ms. Kast informed the Commission that Ms. Garcia and she would work on making any modifications to the questionnaire and convert it to a Acrobat Reader fillable format so that data may be entered directly into the form. Ms. Kast briefly described the purpose of the electronic form, the different areas in the form and how it will be sent out. Ms. Kast commented on the changes that will be made to the form before it is distributed to the incumbents. Mr. Veen asked if the questionnaire was going to be made available to employees who do not have access to computers. Ms. Kast responded that it would be made accessible to all classified employees and that they may also print it out and submit their information in written format.

Ms. de Goede asked for clarification on the task action verbs and wondered if employees are going to be able to understand what those are. Ms. Kast responded that there will be glossaries posted on the Personnel

Commission website that will assist employees in understanding the action verbs. Ms. Kast commented that she had discussed with Mr. Meyers the possibility of conducting workshops to help the employees understand how the questionnaire may be filled out. Ms. Kast pointed out the workshops would not assist the employee in applying for reclassification. Ms. Kast indicated Commission staff will make themselves available to answer questions.

Mr. Veen asked how the questionnaire will be used in the reclassification process. Ms. Kast responded by explaining the reclassification process and the questionnaire's role. Mr. Manfredi then commented that he has been disappointed with manager's responses to reclassification questionnaires in the past and stated that he would like to see more input from them in the future. Ms. Kast responded that managers are given the opportunity to respond. A discussion followed regarding the process to include the supervisor comments on the questionnaire.

When Mr. Veen asked if there are timelines that managers have to follow, Ms. Kast responded that the deadline is stated on the page where managers sign so they are aware of when it is due. Ms. de Goede asked if there was a specific format that was used when conducting desk audits because of the likelihood of employees appealing the outcomes. Ms. Kast indicated that the Commission will be given a report showing how the desk audit was performed. Mr. Manfredi suggested that a basic format be created for desk audits. Mr. Veen requested clarification as to when employees will be notified of the status of their requests. Ms. Kast explained the process as per the Personnel Commission rules and stated she will come to the February 2009 Personnel Commission meeting with a plan, depending on the number of requests, as to how the process will be completed.

Noting the deadlines for submitting requests for reclassification, Mr. Wallace asked why the process will take until February to go to the Personnel Commission. Ms. Kast responded that it would take this time for Commission staff to review the requests and present a proper plan to the Personnel Commission. Mr. Wallace commented on the supervision part of the questionnaire and requested clarification regarding that page. Mr. Wallace also suggested adding additional certificates to the page that listed them; he requested, for example, adding the POST certificate for police officers. Ms. Kast then described the family and organizational charts in detail. It was moved by Mr. Veen to approve the Questionnaire and Support Documents for Reclassification Study Request Window, October 1 – December 1, 2008. Ms. de Goede seconded the motion and it carried unanimously. Ms. Kast noted that the question was raised as to whether employees can complete the reclassification questionnaires on District equipment and advised that the District does not believe employees should use District equipment to complete the questionnaires. Ms. Kast's comment was followed by a brief discussion and a request by Ms. de Goede that the District be flexible in the use of District computers during breaks, lunch periods, and other "off duty" time.

October 28, 2008

[Informational Item #1]

Reclassification Process Presentation

Ms. Kast explained the re-classification process, with handouts, a slide show, and discussion. The process includes receipt of a lengthy questionnaire completed by the employee and review of the questionnaire by Ms. Kast for required knowledge, skills, and abilities. It also includes a desk audit and a meeting with the employee as well as a separate meeting with the immediate supervisor. Ms. Kast then compares the employee's duties and skills with the duties and skills of other classifications and other comparable positions. From that analysis, Ms. Kast draws conclusions and finally, a recommendation. All re-classification studies that result in a recommended change are brought before the Commission for review. If no change is recommended but the employee appeals, it comes to the Commission for review. Outcome possibilities are 1) report recommends no

change, 2) appeal, 3) report recommends change. All questionnaires are due December 1, 2008. Each re-classification study takes 12 to 15 hours to complete. Ms. Kast will recommend to the Commission at the February 2009 meeting what the timeline will be for reviewing the re-classification applications.

Mr. Veen raised concerns about the reclass process in Merit System districts and proposed discussing the issue at the next meeting.

November 18, 2008

[Informational Item #2]

Discussion Item on Reclassification vs Promotion in a Merit System

A lengthy discussion has been summarized as follows:

Mr. Manfredi noted that Ms. Kast had a report and exhibits, and invited her to explain it to those present. Ms. Kast provided copies of the Ed Code, Commission Rules, and the CSEA article with the section on working out of class. Ms. Kast stated the three questions that came from the email sent by John Veen: 1) Can an employee be promoted into a higher existing classification via reclassification without violating the merit principles; 2) If a person in one classification is performing the duties of another, existing, higher paid classification that is by definition an out-of-class assignment, out-of-class is covered by both the collective bargaining agreement and our commission rules; and 3) An employee can be reclassified into a new previously nonexistent classification through a gradual accretion of duties or an evolution of assigned work. Mr. Veen stated that in the merit system, promotions and selections are supposed to be done on the basis of competition, whether an existing District employee or a person from the general public. Mr. Veen explained that another individual could complain about not having the opportunity to compete for a position due to the results of a reclassification.

Mr. Manfredi asked for Ms. deGoede's comments. Ms. deGoede said she understood Mr. Veen's logic, but she had concerns. Ms. deGoede read from 88104 of Ed Code, and said it is clear that the Education Code allows for individuals to be reclassified into positions that already exist due to a gradual accretion of duties.

Mr. Manfredi said that Ed Code 88104 also addresses the situation when it appears that the entire group is working out-of-class. However, Mr. Veen is addressing individual requests to go to the next level. Mr. Manfredi said he sort of agrees with Mr. Veen. The area of reclassification ought to be approached very cautiously. The situation of working out of class definitely happens. There are managers who want more for their employees, and we have employees who are very aggressive. That's why this group (Personnel Commission) is here and why we have labor agreements. It is partially solved by being stricter on whether or not it is really a reclassification as opposed to working out-of-class. Reclassification does seem to be contrary to some of the principles of the Merit System. On the other hand, the law gives the right to reclassify. It can be solved by going through a more rigorous process.

Mr. Manfredi raised another issue of reclassified employees being placed on the same step on the new pay rate as on their previous range. It can result in a 20% to 25% hike in pay.

Mr. Manfredi referenced PC Rules, 3-22, which makes an assumption that an examination may be required. That brings up the issue of what type of examination? A competitive examination, or a non-competitive test.

Michael Guerra stated that FCC guards against working out of class, and that no one can work out of class without the signature of the President. Mr. Manfredi asked if the employees are informed. Mr. Guerra responded that the issue comes up when somebody is taking an extended leave, and someone is needed to work

out of class to fill that position. Mr. Manfredi said in that case the manager should be proactive about it. Mr. Guerra agreed, and said they were proactive in that regard.

Mr. Wallace noted that the union is working with three situations: reclassification, promotion, and working out of classification. CSEA is working with Ms. Clerou and the District to clear up working out of classification. It is very specific. You have to be directed to work out of your classification. You have to do it for more than 5 out of 15 days, then you have to have Board approval. Ms. deGoede said that part of the Commission's charge is to deal with the reclassifications. There are times where we will have a position where the nature of that position needs to change.

Donna Baker-Geidner asked how long a person can work out of class before some kind of change or adjustment is made to their job duties, to their job classification? Ms. Clerou responded that the District's position is two years. Ms. Baker-Geidner asked whether it happens automatically. Ms. Kast responded, "it is two separate processes. Out of class, which has been negotiated into the collective bargaining agreement, is handled by HR. It is not handled by the Commission. They have their own process of evaluating and determining whether someone is working out of class. An employee can apply, and/or their supervisor can apply for them to be reclassified. The third process is promotion."

Mr. Rowe commented, "We guard against, and we watch very carefully, managers who want to work somebody out of class. We just wouldn't allow somebody to go for a year. We really look at that. If you get up to a year and you're working somebody out of class, if it was for a medical reason, we'd do a limited term, and we'd come to the Commission if they have a list, and they'd hire somebody off that list for that long-term medical replacement. Working somebody out of class is usually for a short duration, maybe for a couple of months . . . because we don't want to have a manager and an employee team together and work out of class for two years straight and then say, the two years are up and they automatically get a promotion. If we see somebody is getting into their 6th or 8th month and there is no real good reason, and I cannot think of a good reason . . . then we need to approach a re-organization. In my eight years here, we have not reorganized a position with a person in it, because of the fact that when you re-organize the position, the person has no right to the position. We watch re-class. You don't want it to go very long."

Ms. deGoede indicated that if a reorganization results in the individual having to apply for the new position and they are not successful, they are laid off. That effectively is the fall-back position. Mr. Manfredi commented that is the downside. We cannot construct an entire policy around trying to avoid that.

Mr. Meyers asked Ms. Kast how many reclassification questionnaires were out now, and Ms. Kast responded, about 60 had been sent out. Mr. Meyers asked, "Why are there so many reclass requests if management is watching working out of class so closely?" Ms. Kast said she could not answer the question entirely but suggested employees still believe the duties to be out of class. One of the problems we have is that many of our specs are 18 years old. The window of opportunity to apply for reclass is here and the employees apply for a reclassification, because they still believe they should be in a higher class. Mr. Manfredi commented that because of how this was run in the past, that a culture developed in our agency, of an expectation that if you asked, you'd get it. The process we are using now is a more rigorous application and review than what existed before. Mr. Manfredi's answer would be to say, that unfortunately, because of the culture that was created, and the reclassifications that may have been granted 3, 4, 5 years ago and in some cases more recently, there is an expectation and a "me, too" attitude. Ms. deGoede said there must be a way to address and blend the cautiousness with the procedure of establishing reclass which is now different from before. When a position is reclassified to an existing higher position, if that position is tested for (opened up and treated in the same manner as any other position), then we fall back on PC Rules which say any displacement of a regular employee

RECLASSIFICATION DISCUSSION HISTORY - PERSONNEL COMMISSION MINUTES

resulting from a reclassification of a position or class of positions shall be considered lay-off. So that individual, who was actually serving in the position, may end up at the end being the individual getting the promotion. There is a way to blend that to be consistent with the rule and not have dissimilar requirements. We've got to have a way of approaching these things that is uniform. That is our obligation, to be uniform. That goes along with the merit principles as well.

Mr. Veen commented that one of the fine lines that the Commission has to address is reorganization vs. reclassification. A reclassification is a gradual accrual of duties. Under a reorganization, a sudden change in duties, you don't have rights to a job; you have to test for it. Under a reclassification, the Commission has the option of either reclassifying the person with the job, or not, and having them test for it. So when we are looking at the reclass request documents, that distinction is going to be very important to make.

Ms. Kast reminded the Personnel Commission that when reclasses occur, there may or may not already be an eligibility list. When the Personnel Commission considers requiring employees to compete rather than be reclassified with their position, the issue of existing lists will have to be considered. Ms. deGoede said, "It affects a whole bunch of different rules. We should thoroughly contemplate the ramifications of this." Mr. Wallace read from PC Rule 6.6, Merger of eligibility lists. Mr. Manfredi noted that we're talking about a person who is not on the list and how they would compete.

Mr. Wallace said, "You have to be directed by management to work out of class. And the employee says, OK, put that in writing. And that 'in writing' goes to Diane Clerou. Ms. Clerou makes a determination of whether or not they are working out of class. If Ms. Clerou feels they are, then that goes to the Board for approval. If Ms. Clerou says they are not working out of class, they would not receive working out of class compensation." CSEA discusses it with Ms. Clerou, going over their job specs and comparing that to what they are actually doing and a determination is made. Mr. Manfredi asked Mr. Rowe or Ms. Clerou if it were possible to conclude that they are working out of class, and it's more of a permanent situation. Ms. Clerou responded that it is possible to come to the conclusion that they are working out of class and direct the manager to cease and desist, unless the manager wants a reorganization.

Mr. Manfredi suggested that since Mr. Veen brought this up, now we should come up with a solution. Mr. Veen said that people had to pay attention to what they are doing at work and not to have some hope that if they keep on doing this, they will be reclassified. A person has a responsibility to help themselves and to talk to the union about what they are required to do, or whether the employer is permitting or actually directing them to do. There is a parallel responsibility, to a certain degree, between the Commission and the collective bargaining agreement. The Commission hasn't waived its responsibilities – it has asked to have some responsibilities – relative to out of class issues. It's in the rules, and has not been taken out. He suggested the Commission consider whether to reinforce the principle that a person cannot be reclassified into a promotional position, that the competition for these positions, for the sake of fairness and the sake of merit principles, has to be a part of the equation. A person may be reclassified into a class that does not already exist. The main principle is that someone should not reclass into a promotion, because that deprives other people in this merit system of an opportunity.

Mr. Manfredi stated he can support a more rigorous application to test the individual without competing, but he agrees with Ms. deGoede that the Commission should leave the option open, for what would be that rare circumstance, where the individual is clearly out of class and that the result of opening it up would cause a greater conflict than we already have. If everybody agrees to the reclassification, we have no problem. If the Director of Personnel agrees, if the District agrees, and the employee agrees, we have a reclassification order, then we have at least a unanimous opinion. When a situation exists where there is disagreement, possibly from

the District, then the person should prove beyond any doubt that they are qualified by testing. That doesn't necessarily have to be competitive.

Mr. Manfredi asked about the next step. Ms. deGoede said it's an easy change, all you have to do is take that one word "shall" and make it "may" and then basically anybody with two years or more of service may be reclassified without successful completion of a qualifying examination process. That goes to Mr. Manfredi's theory that you leave yourself as much discretion as you can. Some would be required to test, and some would not. "Do you feel comfortable living in that discretionary world, where you're going to have somebody come back to you and say, you were arbitrary?" Ms. deGoede concluded by saying it's a complicated issue with some significant ramifications. Mr. Veen asked the Commission to contemplate the issues for now.

A discussion of the appropriate way to consider possible rule changes at a future meeting was followed by Mr. Manfredi thanking everyone for their participation.

February 17, 2009

[Item 09-05]

Consideration and Approval of Reclassification Direction Item

Mr. Manfredi stated that this Item is made up of three issues.

1. The first issue is to question the whole way we are attacking the reclassifications, as potentially being in conflict with the spirit and the principles of the Merit System.
2. The second issue is "automatically" placing the reclassified employee on the same salary step in the new range. The practice has been that if you were at "x" classification and you were on Step D, and you were reclassified to "y" classification, you would be automatically placed on Step D, possibly leap-frogging someone who had more experience in that new position. Mr. Manfredi said that he challenged that, and that is up for discussion.
3. The third issue is the concept of thresholds. Mr. Manfredi asked Ms. Kast to explain that premise. Ms. Kast said the Ed Code gave some thresholds for reclassification. One is that it is a gradual accretion of duties, not a sudden change, or the result of a reorganization. Second, it talks about duties being out of class. Ms. Kast commented on her discussion from earlier in the day with Ms. Clerou, where they were in agreement that it requires a substantial portion of the employee's time spent in the higher level duties. It needs to comprise a substantial portion of their duties, not that they spend one hour in the week doing the higher level duties.

There was lengthy discussion regarding the spirit of the Merit System vs. Reclass which results in an individual being promoted without testing or competition.

Mr. Manfredi said he would try to give the Director some direction.

Mr. Manfredi said that on item 1, while Mr. Veen's principled argument is strong, we are on stable legal ground. Mr. Manfredi summarized the following direction to the Director: Allow the system to go forward and learn through the process of the system the pitfalls and problems and search out long range solutions before we make monumental changes, mid-stream. Ms deGoede said she'd like to use this set of reclasses as a vehicle to learn.

Mr. Manfredi said that with regard to (2) of this item, if you are range 52, step C, it's automatic you'll be on step C when you are reclassified to Range 55. Mr. Veen asked if the Commission has ruled on that. Ms. Kast said there has been no such Commission rule, but a past practice of the Commission and it is within the Commission's purview.

Following discussion, the Commissioners gave direction to Ms. Kast using the same language as CSEA Agreement, Article 33, Section 8, Compensation for Working out of Class – to be placed on the step of the higher salary range which is greater than but nearest to a five percent increase in rate.

Following some discussion on item (3), all present agreed that the Education Code standards were to be followed when evaluating reclassification requests: the change in the job came about through a gradual accretion of duties that comprise a substantial portion of the employee's time and responsibilities.

March 17, 2009

[Informational Item #2]

Reclassification Studies

Ms. Kast said she would place this item as a standard Discussion Item on the Personnel Commission Agenda to give the Commissioners an update each month on the progress of the reclass studies. Ms. Kast stated at the beginning, she and Ms. Garcia will conduct the first study as a benchmark to get the processes down. She said they are well into the writing stage of that first study, and getting it ready to be completed. Ms. Kast said appointments have been set up to begin the next group.

Ms. Kast commented that she provided historical data regarding prior reclassifications on the Item sheet. Ms. Kast said she had looked at the last full reclassification study that was done in 1988, and one interesting fact she found in that report was that the previous study had been done in 1985. Those two studies were fairly close together. Ms. Kast reviewed the historical information, stating that there were 228 individuals that participated in the 1988 study, and there were two new classifications developed, one class was renamed, and eight classifications were deleted. She said the Commission had stated one of its goals was to reduce the overall number of classifications. Ms. Kast said that with regard to individual employees, two changed families without changing salary range, for example, they may have gone from an Office Assistant III to an Administrative Secretary and they are in the same salary range, but they changed occupational families. She said that five changed classifications without changing salary range, and that relates to the classes that were renamed. She said there were fourteen reclassifications and there was one individual who was actually reclassified downwards and Y-rated.

Mr. Manfredi commented that the sky didn't fall back in 1988 when the previous reclass was done, and Ms. Kast agreed. Mr. Manfredi commented that there were no wholesale changes, wholesale raises, and etcetera, that it just righted things. Ms. Kast commented that was certainly the opinion at that time. Mr. Manfredi said he was being sarcastic because of course there has been so much opposition in some circles.

Ms. Kast said she had gone back since returning to the district in 2006, and looked at the reclassification requests that were received and what we had done with those. She said that when she came back, there were some that had been sitting for a long period of time, so a consultant was hired to come in and assist with catching those up. There were 17 individuals in those two requests for 2006 and 2007, and 2006 is probably a misnomer as some of them were several years old. There was one new class that was developed during that time, twelve total reclassifications, and ten were recommended to be reclassified, there were seven appeals and three of those individuals were reclassified as a result of their appeal. One of those individuals who appealed was already being recommended for reclass, and was successful at being reclassified to an even higher level. One position that was reclassified without the incumbent, because the individual had not served two years in that classification.

Mr. Manfredi stated that in a very brief way, Ms. Kast had given the Commission a ton of information. He said he appreciates it.

Ms. Kast said she wanted to give some assurance to those who might have an issue with merit and reclassification and promotion, that the PC is not doing these by the hundreds.

Mr. Manfredi invited questions, and there were none.

April 21, 2009

[Informational Item #1]

Reclassification Studies – Update Report

Ms. Kast reported that three studies, which included the final reports, had been completed. Ms. Kast notified the Commission that of the three, one appeal will be heard at tonight's meeting. Ms. Kast advised the Commissioners that the other two studies will come before them at a later date.

Mr. Veen asked why he had received the appeal information for the other two cases. Ms. Kast responded that the District had forwarded those to the Commissioners, but they were not ready to be heard and advised that those would be placed on the agenda and handled at a future meeting.

May 19, 2009

[Informational Item #1]

Reclassification Study – Update Report

Ms. Kast reported that two studies were in the process of being completed and that Ms. Garcia was in the process of beginning her next set of reclassification studies.

June 16, 2009

[Informational Item #1]

Reclassification Study – Update Report

Ms. Kast reported that eight of the twelve studies that were due June 30, 2009 were completed and four remained in progress. Mr. Manfredi asked for clarification on what happens to a study that receives no appeal. Ms. Kast responded that it would still come to the Personnel Commission for approval. Mr. Manfredi stated that when that was the case, it would be all right to schedule multiple studies in one meeting. A short discussion followed regarding the amount of studies the Commission will hear in one meeting.

July 27, 2009 (Special Meeting)

[Item 09-21]

Consideration of appeal regarding reclassification studies for:

- a. 2001, Office Assistant III and 2071, Office Assistant III

[Item 09-22]

Consideration of appeal regarding reclassification studies for:

- a. 3009, Office Assistant III

[Item 09-23]

Consideration of appeal regarding reclassification studies for:

- a. 6001 Department Secretary, and 6002, Department Secretary

August 18, 2009

[Informational Item #2]

Reclassification Studies – Update Report

Ms. Kast reported that close to half of the studies have been completed. Mr. Manfredi asked if a special meeting needed to be scheduled to handle the requests. Ms. Kast responded that it may be needed and she would give the Commission notice in advance.

[Informational Item #3]

Reclassification process revisions for October 2009

Ms. Kast advised that Commission staff had been working to revise the Reclassification Questionnaire. Commission staff researched several agencies and requested copies of the questionnaires they were currently using. Ms. Kast indicated that examples were sent to the Commission so they could review them and make suggestions. The Commission discussed the different questionnaires, the reclassification process and directed staff to create a hybrid of the sample questionnaires.

[Item 09-25]

Consideration of appeal regarding classification studies for:

- a. 2025, Department Secretary

September 8, 2009

[Informational Item #1]

Reclassification Studies – Update Report

Ms. Kast reported that three additional studies had been completed. Mr. Manfredi asked if a special meeting needed to be scheduled. Ms. Kast responded that none was needed at that time.

[Item 09-30]

Consideration and approval of questionnaire for reclassification study request window, October 1 – December 1, 2009

Ms. Kast discussed that at the last Personnel Commission meeting it was discussed that the reclassification questionnaire needed to be updated. Ms. Kast indicated that a hybrid questionnaire was created from the samples presented at last meeting. There was a lengthy discussion regarding the questionnaire. It was moved by Mr. Veen to approve the reclassification questionnaire as presented; Ms. de Geode seconded the motion and it carried unanimously.

[Item 09-29]

Consideration to amend Personnel Commission Rule 3-23 Effects of Reclassification

Mr. Veen began by discussing how the rule is in violation of the merit system by allowing employees to promote without examination. Mr. Veen gave a lengthy explanation of why he believes the rule should be changed and gave several examples of how the rule should work. Mr. Veen stated that his request is to change the rule so if ****Amended positions are reclassified, then employees will need to test and compete for the positions.**** Mr. Veen indicated that he would also like to add that if positions are reclassified they should be posted in the same manner as vacancies.

Several employees in attendance commented on the proposed changes and the concerns they had if the rule was changed. Mr. Manfredi and Mr. Veen asked that Commission staff research several outcomes that may happen if the rule was changed and present the information at next regular meeting. Ms. Kast then discussed the timeline for approving the rule.

October 19, 2009

[Informational Item #1]

Reclassification Studies – Update Report

Ms. Kast reported that approximately six additional reclassification studies will be completed or released, in addition to tonight's two studies. Mr. Manfredi asked if the studies would be completed by the first of the year and how many studies to expect at the November meeting. Ms. Kast responded that two additional studies

would likely be presented at the November meeting, and that the projected time of completion would depend on appeals and a potential December Personnel Commission meeting date change.

[First Reading to Amend Personnel Commission Rule 3-23 "Effects of Reclassification"]

[Item 09-36]

Consideration and approval of reclassification studies

November 17, 2009

[Item 09-38]

Public Hearing and Consideration to Amend Personnel Commission Rule 3-23 Effects of Reclassification

Mr. Manfredi referenced a letter from Charlie Lochbaum, SCCCD employee. Mr. Manfredi shared the history of the item and read Rule 3-23, noting both current and proposed language.

The public hearing opened at 5:42 p.m.

The following individuals shared comments:

Nathan Clark, Micro-Computer Specialist, FCC

Harry Zahlis, Network Coordinator, FCC

Jacque Gaston, Micro-Computer Specialist, FCC

Lois Williams, Student Services Specialist, RC

Jason Myers, CSEA

The public hearing closed at 6:14 p.m.

Mr. Veen responded to public comments, sharing concerns about management obligations and out-of-date class specifications. Mr. Veen noted differences between out-of-class and reclassification actions and fielded concerns from Ms. Aeikens.

Ms. De Goede commented on the difficulty of reclassification when specifications are out-of-date and that individual reclassifications are highly subjective. Ms. De Goede concluded with a concern over adverse effects such as layoffs with the proposed rule change.

Mr. Manfredi shared proposed language and emphasized the need for minimum qualifications. Mr. Manfredi asked Ms. Clerou if either classification studies or a reorganization had taken place recently. Ms. Clerou did not recall management reorganizing while employees were in positions. Mr. Manfredi went on record to say he was amazed and did not understand why management had not initiated reorganization and change in certain areas. Mr. Manfredi continued by saying the Commission needs to communicate their desire for updated class specifications and reorganization to the Board of Trustees.

The Commissioners discussed minimum qualifications and testing, and fielded comments from the public. Mr. Veen read language from the Government Code and from Newport Mesa Unified School District addressing selection and advancement.

Ms. De Goede shared the need for a plan moving forward. Mr. Manfredi desired a moratorium on reclassifications, communication to the Board of Trustees, and to work with Ms. Kast regarding a timeline for the Information Systems and Grounds/Maintenance classification studies.

RECLASSIFICATION DISCUSSION HISTORY - PERSONNEL COMMISSION MINUTES

Mr. Meyers asked about the Commission's ability to perform classification studies without Article 36. Ms. Kast responded that staff time would be a factor. Discussion continued between Ms. Clerou and Mr. Veen on essential duties and job specifications.

Mr. Manfredi summarized the Commission's comments. **Amended Per inquiry from Ms. De Goede, Mr. Taylor recommended that if the Commission was interested in a moratorium on reclassification applications, it would have to place the matter on a future agenda.**

Ms. De Goede made a motion including the following terms: the item will be tabled; the remaining reclassification studies will be completed; Ms. Kast will prepare a timeline and action plan for an all-inclusive specification update and present it at a future meeting; Ms. Kast's timeline and action plan will be used to prepare communication to the Board of Trustees. Mr. Veen seconded the motion; it was approved unanimously.

January 19, 2010

[Item 10-03]

Consideration of Appeal Regarding Classification Study for:

- a. 2103, Financial Aid Assistant I

May 18, 2010

[Item 10-13]

Consideration of Appeal Regarding Classification Study

June 15, 2010

[Item 10-03]

Consideration of Appeal Regarding Classification Study for:

- a. 2103, Financial Aid Assistant I

August 17, 2010

[Item 10-22]

Consideration and Approval of Reclassification studies on:

- a. 2009, Student Personnel Services Assistant

[Item 10-23]

Consideration and Approval of Reclassification Studies on:

- a. 3042, 2125 Curriculum Assistant

January 11, 2011

[Item 11-03]

Consideration of Appeal Regarding Reclassification Study

February 15, 2011

[Informational Item #1]

First Reading of Proposed Amendment to Personnel Commission Rules 3-15(a), 3-23(c), 3-26(a)(2), 5-24, 9-8(a)

March 15, 2011

[Item 11-12]

Second Reading and Consideration to Amend Personnel Commission Rules 3-15(a), 3-23(c), 3-26(a)(2), 5-24, 9-8(a)

April 21, 2011

[Item E]

First Reading and Consideration of Proposed Amendments to Personnel Commission Rules 3-15(a), 3-23(c), 3-23(d), 3-23(e), 3-26(a)(2), 5-24, 9-8(a)

May 17, 2011

[Item 11-20]

Second Reading and Consideration to Adopt Proposed Amendments to Personnel Commission Rules 3-15(a), 3-23(c), 3-23(d), 3-23(e), 3-26(a)(2), 5-24, 9-8(a)

September 20, 2011

[Item F]

First Reading and Consideration of Amendment to Personnel Commission Rule 3-23(c), 3-23(d), 3-23(f), 3-23(g), 3-23(h) and 3-23(i) Effects of Reclassification

October 17, 2011

[Item 11-37]

Second Reading and Consideration to Amend Personnel Commission Rule 3-23(c), 3-23(d), 3-23(f), 3-23(g), 3-23(h) and 3-23(i) Effects of Reclassification

January 12, 2012

[Item 12-03]

Consideration and Approval of Moratorium on Reclassification Requests

Mr. Barile addressed the Commission and inquired if a moratorium on reclassification requests existed. Mr. Barile indicated that there are inconsistencies in the Accounting series of classifications and further inquired if there were plans for an Accounting classification study. Mr. Barile also expressed concern about his position and that it should be classified as "Confidential" due to the nature of the student information he handles.

Ms. Bruce stated that in August 2007, revisions were made to the Accounting series and a Moratorium was subsequently imposed in September 2007. Ms. Bruce said that she filed her reclassification request when the Moratorium was lifted in 2008. Ms. Bruce expressed that, to her knowledge, no one filed for reclassification in 2009 or 2010 and a discussion in November 2009 took place in a Commission meeting where Mr. Taylor advised that the issue had to be placed on the Agenda for further discussion. Ms. Bruce inquired why there was no notification of the Moratorium being lifted and inquired as to whether the 14 day notice in PC Rules 1-1 would apply.

Ms. Kast stated that in response to Mr. Barile's inquiry of "confidential" classifications, the term "confidential" in the Education Code refers specifically to matters relating to negotiation and an employee's access and to and preparation of collective bargaining information.

Ms. Kast stated that in response to Ms. Bruce's inquiry of a 14 day period of appeal, Personnel Commission rule 1.1 B is specific to negotiating parties and only applies to employees through their collective bargaining unit.

Ms. Kast provided a brief history on the issue of the moratorium on reclassification requests. Ms. Kast stated that in September 2007, a moratorium was imposed by the incumbent Commissioners to be in place for a period of three months or until three contingencies were met. Ms. Kast indicated those contingencies were met in October 2008, June 2009 and October 2007 respectively. Ms. Kast continued by explaining that in the Fall of 2009, no one applied for reclassification and indicated the issue was deferred until the following filing period of October through December 2010.

Ms. Kast stated that the reason for implementing a moratorium on reclassification studies stemmed from the need to evaluate classification series or families as a whole, rather than a multitude of individual requests. Ms. Kast recommended that the moratorium be continued through summer 2013 to give time for more classification studies on families or series to be completed, and also to allow for the newly appointed Commissioner and Director of Classified Personnel to be informed of the business practices.

Mr. Manfredi agreed that he preferred a comprehensive view rather than the review of individual work and appeals. Ms. Kast stated that in 2008 there were 27 requests. Mr. Oliver stated that he was concerned that imposing a moratorium removed an avenue for employees to seek what they believed was fair. Mr. Tahajian inquired if Working-Out-of-Classification would be affected by this issue. Ms. Kast responded that it would not.

Mr. Manfredi recommended to agree with the recommendation. Mr. Tahajian recommended to place the item back on the Agenda in the summer. Mr. Liermann recommended that if the moratorium is in fact lifted in the summer of 2012, then the reclassification request already submitted by Mr. Barile should take priority.

No action was taken. The item will be agendized for the May 15, 2012 meeting.

May 15, 2012

[Informational Item #2]

Reclassification Moratorium

Ms. Gomez stated that direction is needed for staff to proceed regarding the existing reclassification moratorium. Ms. Gomez indicated that the PC rules state that reclassification requests are not accepted until October and she therefore proposed to bring the item for action at the September meeting. Ms. Gomez stated that if the Commission decides to lift the moratorium, then information, such as the formal questionnaires, needs to be prepared for Commission approval prior to the September meeting.

Mr. Liermann requested that this item be placed on the September 18, 2012 PC meeting Agenda as an action item.

* (Request to speak) Mr. Barile stated that he submitted a reclassification request prior to December 2011 and that since then, his boss has taken from him certain job duties that he used to perform. Mr. Barile inquired what he is to work on in the meantime, while the moratorium is in place and his reclassification request remains unprocessed. Mr. Barile stated that he was advised to apply for Working Out-of-Classification but meanwhile is concerned because extra duties have been stripped. Mr. Barile further expressed concern that other employees have had reclassification reviews during the moratorium period imposed in 2007. Mr. Liermann responded that those employees who had reclassification reviews during the moratorium filed their requests prior to the imposition of the moratorium and that they had been addressed in the order of their receipt.

Mr. Manfredi stated that the system is working and that it is the responsibility of the District to manage work. Mr. Manfredi further stated that if Mr. Barile was working out-of-classification, then those additional duties needed to be reassigned. Mr. Manfredi stated that it is not the duty of the Commission to make the campus department more efficient, but to ensure that job classification standards are appropriate for the position and that individual employees are not being asked to perform work outside of their assigned scope.

Ms. Gomez stated that if a reclassification request were to be reviewed, the first question asked would be if the employee is still doing the work that is considered out-of-class. If the employee is not, then a reclassification is not warranted. Ms. Gomez stated that a crucial step in considering reclassification is determining where the assigned work belongs.

Ms. Bruce stated that Mr. Liermann's assertion that no employees filed for reclassification after 2007 is incorrect and actually 28 employees did. Ms. Bruce identified Elizabeth Davidian who filed in 2008. Mr. Liermann stated that it was his understanding that the only people who were approved for reclassification after the moratorium was imposed had filed prior to the moratorium. Ms. Gomez stated that in 2008, the moratorium was temporarily lifted and that 27 employees did file for reclassification.

Mr. Tahajian responded to Mr. Barile by stating that if the additional duties that Mr. Barile is referring to were assigned at some point, but later removed, or if Mr. Barile chooses to perform them of his own volition, then it is not a case for reclassification. Mr. Tahajian informed Mr. Barile that he could explore his options for working out-of-classification compensation for the periods of time he was actually assigned additional duties to see if he is so entitled for additional compensation.

November 15, 2012

[Informational Item #1]

Employee Reclassification Study Acceptance

Ms. Gomez presented this item at Mr. Liermann's request, as to whether or not to reopen the Reclassification period for employees **in the absence of a classification study**. Ms. Gomez stated that the current rules only allow reclassification during a certain period. Modifying rules would require an action item, possibly presented at the December regular meeting. Mr. Liermann suggested Commission staff consider the period of February to April, 2013, unless the classification study moves forward. Mr. Manfredi requested a presentation with bulleted suggestions as to why or why not a reclassification window should be reopened, with particular detail explaining the cause for limiting or eliminating appeals. Mr. Manfredi stated that a district-wide classification study would address the volume of individual reclassification requests. Mr. Tahajian also requested proposed timelines to be included in this presentation. Ms. Campbell stated that the District suggestions were as follows:

- The District feels that reclassification needs to be a transparent process where the District and employee have the right to appeal. If appeals are eliminated, a step needs to be added to allow HR to appropriately assign duties in compliance with PC Rule 3-8.
- Awarding/ending Working Out of Classification compensation section should only apply to confidential and management employees, not employees under California School Employees Association (CSEA) & Police Officer's Association (POA) Collective Bargaining Agreement's (CBA).
- Re-classification requests should not be year-round. Employees have the responsibility to inform their managers or Human Resources of additional duties so that a working-out-of-classification analysis can be conducted in compliance with the collective bargaining agreements.
- HR requests a detailed analysis of specific duties that are being performed at the higher classification, how often these are performed and the proper relationship in the class series accompany the report.
- HR Representative should be present when Commission staff meets with managers.

Mr. Tahajian stated that those requests would be considered if HR were willing to participate within reasonable timelines. Mr. Manfredi stated that Commission staff should create a form for employees to complete so that responses are not so lengthy. Ms. Gomez stated that our Commission is the only Commission within California who allows appeals. Mr. Dickson stated that CSEA is in the process of negotiating the striking out of Article 36 and that it is still the opinion of CSEA that the Commission is identified when using the term "HR Director" in the CBA.

December 11, 2012

[Informational Item #2]

Classification Study and Reclassification Acceptance Update

Ms. Gomez reported that agreement has been reached by CSEA and the District HR regarding the need to proceed with the classification study. Ms. Gomez indicated that the proposed schedule has been updated to reflect the recent delay. Ms. Gomez also stated that the confidential and management group of employees was moved up to be the starting group, and surveys have already begun, with three already completed. **The working-out-of-classification and reclassification requests should be addressed by the information gathered in the study.**

Mr. Tahajian inquired if the anticipated completion date was December 2013. Mr. Manfredi responded that the majority of the research and preparation of materials will likely be completed by then, but that the Commission will also likely take several meetings to review and approve the proposed materials.

Mr. Manfredi also complimented staff for facilitating a conclusion to the barriers to proceed with the study. Mr. Manfredi also complimented the PC Staff and fellow Commissioners for demonstrating patience and restraint. Mr. Liermann expressed gratitude to HR and CSEA for agreeing to move forward and appreciated Ms. Clerou's district-wide email instructing staff to participate. Mr. Tahajian thanked all parties for coming to an agreement.

Ms. Gomez stated that PC staff was awaiting a statement from the Police Officer's Association and that Ms. Clerou is currently working with them to come to an agreement.

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

Presented to the Personnel Commission:

Date: November 17, 2015

SUBJECT: Discussion of Provisional Placement Days

ENCLOSURE(S):
PC Rules 7-5 thru
7-12

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 3

Background:

The Provisional Placement Days is being presented as an informational item for discussion purposes at the request of CSEA and to provide an update to the Personnel Commission

7-5 PROVISIONAL APPOINTMENT

7-6 REASONS FOR PROVISIONAL APPOINTMENT: The appointing authority may make a provisional appointment when the Director of Classified Personnel certifies that:

- (a) No eligibility list exists for the class or;
- (b) An eligibility list exists, but there is an insufficient number of available eligibles, and the appointing authority requests three (3) ranks of eligibles to interview.

REFERENCE: Education Code Sections 88080, 88081, 88106, 88107, 88108

7-7 LENGTH OF PROVISIONAL APPOINTMENT: A provisional appointment may accumulate to a total of ninety (90) working days. In no case may a person be employed in full-time provisional assignments for a total of more than 126 working days in any fiscal year.

REFERENCE: Education Code Sections 88080, 88081, 88106, 88107, 88108

7-8 EXTENSION OF PROVISIONAL APPOINTMENT: The Commission may extend the ninety (90) working day provisional appointment for a period not to exceed thirty-six (36) additional working days provided:

- (a) An examination for the class was completed during the initial ninety (90) working days of an employee's provisional assignment.
- (b) Satisfactory evidence is presented indicating:
 - (1) Adequate recruitment effort has been and is being made.
 - (2) Extension of this provisional assignment is necessary to carry on vital functions of the District or;
 - (3) The position cannot be satisfactorily filled by use of other employment lists or procedures.

REFERENCE: Education Code Sections 88080, 88081, 88106, 88107, 88108

7-9 SUCCESSIVE 90 DAY APPOINTMENTS: In the absence of an appropriate eligibility list, successive ninety (90) working day appointments may be made to a position for a period not exceeding the 126 working day limitation when:

- (a) Continuous examination procedures have been authorized by the Commission or;
- (b) The position is part time.
- (c) Such appointment shall continue only until certification from an appropriate list can be made.

REFERENCE: Education Code Sections 88106, 88107, 88108

7-10 QUALIFICATIONS OF PROVISIONAL APPOINTEES: Provisional appointees must meet the qualifications for the classification stated in the class specification. The appropriateness of qualifications shall be made by the Director of Classified Personnel prior to appointment.

REFERENCE: Education Code Sections 88080, 88081

7-11 STATUS OF PROVISIONAL EMPLOYEES: To be eligible for appointment to a regular position, the provisional appointee must qualify by competitive examination for a place on the eligibility list.

(a) Time served in provisional status shall not be counted as credit toward permanency or completion of the probationary period for the class in which the provisional appointment is made or provide the person with any other vested rights in the position or class.

REFERENCE: Education Code Sections 88080, 88081, 88106, 88107, 88108

7-12 TERMINATING PROVISIONAL APPOINTMENT: The services of a provisional appointee shall be terminated within twenty (20) working days after the date on which certification for interview from an eligibility list has been made. A provisional appointment may be terminated at any time, at the discretion of the appointing authority. Provisional appointments are employed at-will and can be terminated without cause.

REFERENCE: Education Code Sections 88080, 88081

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

Presented to the Personnel Commission:

Date: November 17, 2015

SUBJECT: Discussion of Classification Study Status for Clerical/Secretarial Job Families ENCLOSURE(S): Clerical/Secretarial List of Positions

REASON FOR PERSONNEL COMMISSION CONSIDERATION: Information ITEM NO: 4

Background:

The Personnel Commission approved a District-wide Classification Study at the June 12, 2012 regular meeting. Commission staff is currently reviewing positions in the Clerical Secretarial Job Families job families. This item being presented as an informational item for discussion purposes at the request of CSEA and to provide an update to the Personnel Commission.

Clerical/Secretarial Positions
November 17, 2015

LOCATION	DEPT DESC	POSITION	TITLE	LAST NAME	FIRST NAME	POSITION TYPE
CCC	Dean of Students	5020R3100AAI	Administrative Aide	Inthavong	Jittapaun	Classified - Regular
CCC	Dean of Instruction	5018R2100AAI	Administrative Aide	Nieto	Debra	Classified - Regular
CCC	Business Services	5057R4100AAS	Administrative Assistant	Ostos	Cathy	Classified - Regular
CCC	Office of Instr & Stu Srvs	5024R1100AAS	Administrative Assistant	Rata	Leslie	Classified - Regular
CCC	Office of Instr & Stu Srvs	C5071P3111DSE	Department Secretary	McGregor	Samantha	Classified Non-Bargaining - Provisional
CCC	Office of Instr & Stu Srvs	5069R3231OA3	Office Assistant III	Aguilar	Emalee	Classified - Regular
CCC	Admissions and Records	5002R1100OA3	Office Assistant III	Curtis	Debra	Classified - Regular
CCC	Admissions and Records	5060R1210OA3	Office Assistant III	DiPinto	Valerie	Classified - Regular
CCC	Dean of Instruction	5005R2100OA3	Office Assistant III	Suvanto	Marci	Classified - Regular
CCC	President's Office	5051R1100SVC	Secretary to the Vice Chancellor	Little	Linda	Confidential -Regular
CTC	Career & Technology Center	2060P2200AAI	Administrative Aide	Hughes	Trina	Classified Non-Bargaining - Provisional
DN	Ed Services & Institutional Eff	D1144P8315AAI	Administrative Aide - Ppt	Adams	Allyson	Classified Non-Bargaining - Provisional
DO	Public & Legislative Relations	D1006L8225AAI	Administrative Aide	Diaz	Teresa	Classified Non-Bargaining - Limited Term
DO	Admissions and Records	1146L8312AAS	Administrative Assistant	Barkley	Kelly	Classified - Limited Term
DO	Foundation	1052R8610AAS	Administrative Assistant	Burg	Marcia	Classified - Regular
DO	Chancellor's Services	1045R8210ASE	Administrative Secretary	Barthold-McKay	Doris	Confidential -Regular
DO	General Counsel	1153R8240ASE	Administrative Secretary (confidential)	Lewis	Jo	Confidential -Regular
DO	Chancellor's Services	1041P8210ESC	Executive Secretary to the Chancellor	Martin	Barbara	Classified Non-Bargaining - Provisional
DO	Purchasing	1017R8520OA1	Office Assistant I - Ppt	Vang	Sunny	Classified - Permanent Part-Time
DO	Human Resources	1168R8410OA2	Office Assistant II	Soto	Blanca	Classified - Regular
DO	Business & Operations	1115R8810SAV	Secretary to the Associate Vice Chancellor	Barendse	Patricia	Classified - Regular
DO	Ed Services & Institutional Eff	1065R8310SVC	Secretary to the Vice Chancellor	Barbeiro	Janet	Confidential -Regular
DO	Office of VC, Finance/Admin	1042R8510SVC	Secretary to the Vice Chancellor	Harwood	Brina	Confidential -Regular
DO	Human Resources	1044R8410SVC	Secretary to the Vice Chancellor	Matz	Katherine	Confidential -Regular
FCC	Library & Stdnt Learnng Supt	2043R2210AAI	Administrative Aide	Armenta	Monica	Classified - Regular
FCC	Social Sciences Division	2046R2600AAI	Administrative Aide	Clark	Nileen	Classified - Regular
FCC	Health Sciences Division	2041R2800AAI	Administrative Aide	Diliberto	Marta	Classified - Regular
FCC	Humanities Division	2042R2400AAI	Administrative Aide	Franklin	Jennifer	Classified - Regular
FCC	Counseling and Guidance	2040R3200AAI	Administrative Aide	Garachana	Sandra	Classified - Regular
FCC	Applied Technology Division	2048R2700AAI	Administrative Aide	Gross	Nancy	Classified - Regular
FCC	Math, Science, Eng. Division	2044R2500AAI	Administrative Aide	Lucatero	Salvador	Classified - Regular
FCC	Business Division	2038R2300AAI	Administrative Aide	Mangum	Pearl	Classified - Regular
FCC	Administrative Services	2039R4100AAS	Administrative Assistant	Mallory	Lynn	Confidential -Regular
FCC	Student Services	2107R3100AAS	Administrative Assistant	McCabe	Keelin	Classified - Regular
FCC	Office of Instruction	2045R2100AAS	Administrative Assistant	McKibben	Shannon	Classified - Regular
FCC	Police Academy	2287R2715ASE	Administrative Secretary	Johnson	Susan	Classified - Regular
FCC	Health Sciences Division	2065R2800ASE	Administrative Secretary	Willis	Phyllis	Classified - Regular
FCC	Social Sciences Division	2403R2600ASE	Administrative Secretary I	Abbs	Erica	Classified - Regular
FCC	President's Office	2493R1730ASE	Administrative Secretary I	Flores	Denise	Classified - Permanent Part-Time
FCC	Athletics	2272R2830ASE	Administrative Secretary I	Miller	Tamra	Classified - Regular

Clerical/Secretarial Positions
November 17, 2015

FCC	Math, Science, Eng. Division	2011R2500DSE	Department Secretary	Alaniz	Stephanie	Classified - Regular
FCC	Student Services	2035R3100DSE	Department Secretary	Arenas	Joanna	Classified - Regular
FCC	Nursing	2148R2800DSE	Department Secretary	Braze	Kathy	Classified - Regular
FCC	Business Division	2056R2300DSE	Department Secretary	Catlapp	Frances	Classified - Regular
FCC	Social Sciences Division	2028R2600DSE	Department Secretary	Edwards	Leah	Classified - Regular
FCC	Extended Opportunity Prog Serv	2054R3110DSE	Department Secretary	Haney	Loretta	Classified - Regular
FCC	Humanities Division	2050R2400DSE	Department Secretary	Herman	Tamara	Classified - Regular
FCC	Student Services	2063R3111DSE	Department Secretary	Hinkle	Barbara	Classified - Regular
FCC	Student Services	2241R3231DSE	Department Secretary	Huckeba	Josefa	Classified - Regular
FCC	Technology	2031R1145DSE	Department Secretary	Lawson	Sherry	Classified - Regular
FCC	Student Services	2260R3233DSE	Department Secretary	Thirlwall	Irene	Classified - Regular
FCC	Admissions & Records	2143R1210DSE	Department Secretary	Torrez	Andrea	Classified - Regular
FCC	Building Services	2057R4310DSE	Department Secretary	Whitaker	Leah	Classified - Regular
FCC	Disabled Students Prog & Ser.F	8530R3510DSE	Department Secretary - PPT	Beltran	Heather	Classified - Permanent Part-Time
FCC	Business Division	2008R2100DSE	Department Secretary - Ppt	Clark	Joyce	Classified - Permanent Part-Time
FCC	Financial Aid	2024R1220OA1	Office Assistant I	Thorpe	Crystyn	Classified - Regular
FCC	Child Development	8518R2620OA1	Office Assistant I	Van Buren	Ruthann	Classified - Regular
FCC	Admissions & Records	2017R1210OA1	Office Assistant I (Alt)	Frary	Kathy	Classified - Regular
FCC	Food and Nutrition	2347R2620OA2	Office Assistant II	Bryant	Melanie	Classified - Regular
FCC	Financial Aid	2346R1220OA2	Office Assistant II	Farrell	Leslie	Classified - Regular
FCC	DSP&S	2406R3510OA2	Office Assistant II	Golden	Heather	Classified - Regular
FCC	Library & Stdnt Learnng Supt	2429R2210OA2	Office Assistant II	Gray	Sabrina	Classified - Regular
FCC	Counseling and Guidance	2022R3200OA2	Office Assistant II	Henderson	Wilhemina	Classified - Regular
FCC	Social Sciences Division	2100R2600OA2	Office Assistant II	Martinez	Patricia	Classified - Regular
FCC	Extended Opportunity Prog Serv	2194R3610OA2	Office Assistant II	Mosqueda	Susan	Classified - Regular
FCC	Admissions & Records	2146R1210OA2	Office Assistant II	Pacada	Emelita	Classified - Regular
FCC	Social Sciences Division	2427R2600OA2	Office Assistant II	Rogers	Phyllis	Classified - Regular
FCC	Counseling and Guidance	2204R3212OA2	Office Assistant II	Shimer	Carolina	Classified - Regular
FCC	Financial Aid	2328R1220OA2	Office Assistant II	So	Phila	Classified - Regular
FCC	Admissions & Records	2425R1210OA2	Office Assistant II	Tafoya-Gipson	Cynthia	Classified - Regular
FCC	Admissions & Records	2020R1210OA2	Office Assistant II	Tello-Perez	Bobbie	Classified - Regular
FCC	DSP&S	2302R3510OA2	Office Assistant II	Vang	Choua	Classified - Regular
FCC	DSP&S	2379R3510OA2	Office Assistant II - Ppt	Wiget	Maria	Classified - Permanent Part-Time
FCC	Counseling and Guidance	2224R3215OA3	Office Assistant III	Adams	Anne	Classified - Regular
FCC	Business Division	2118R2300OA3	Office Assistant III	Baize	Carrie	Classified - Regular
FCC	Admissions & Records	2032R1210OA3	Office Assistant III	Biddy	Delores	Classified - Regular
FCC	DSP&S	8502R3510OA3	Office Assistant III	Cardoza	Deborah	Classified - Regular
FCC	Applied Technology Division	2201R2720OA3	Office Assistant III	Cowan	Alicia	Classified - Regular
FCC	Admissions & Records	2426R1210OA3	Office Assistant III	Fischer	Kimberley	Classified - Regular
FCC	Library & Stdnt Learnng Supt	2064P2210OA3	Office Assistant III	Heredia	Gavino	Classified - Regular
FCC	Admissions & Records	2015R1210OA3	Office Assistant III	Lopes	Susan	Classified - Regular

Clerical/Secretarial Positions

November 17, 2015

FCC	Admissions & Records	2476R12100A3	Office Assistant III	Lopez Pedrosa	Stephanie	Classified - Regular
FCC	Admissions & Records	2019R12100A3	Office Assistant III	Mahoney	Rosemary	Classified - Regular
FCC	Extended Opportunity Prog Serv	2051R36100A3	Office Assistant III	Nichols	Laurie	Classified - Regular
FCC	Police Academy	2474R27150A3	Office Assistant III	Oki	Gayle	Classified - Regular
FCC	Library & Stdnt Learnng Supt	2472R22100A3	Office Assistant III	Perea	Denee	Classified - Regular
FCC	Counseling and Guidance	2227R32140A3	Office Assistant III	Powers-Puahi	Stephanie	Classified - Regular
FCC	Student Services	2158R31120A3	Office Assistant III	Rata	Eric	Classified - Regular
FCC	Financial Aid	2006R12200A3	Office Assistant III	Rodriguez	Heather	Classified - Regular
FCC	Counseling and Guidance	2101R32130A3	Office Assistant III	Sanchez	Sylvia	Classified - Regular
FCC	Dental Hygiene	2477R28200A3	Office Assistant III	Sandoval	Delfina	Classified - Regular
FCC	TRIO Programs	2421R32000A3	Office Assistant III	Van Galder	Anne	Classified - Regular
FCC	Admissions & Records	2003R12100A3	Office Assistant III	Withrow	Nancy	Classified - Regular
FCC	President's Office	2211R1100SPR	Secretary to the President	Quesada	Kim	Confidential -Regular
HC	Admissions and Records	5026R12100A3	Office Assistant III	Ainsworth	Karen	Classified - Regular
HC	Dean of Students	C1210150A3	Office Assistant III			Classified Non-Bargaining - Provisional
MC	Dean of Students	4026R1100AAI	Administrative Aide	Fitzgerald	Pattie	Classified - Regular
MC	Dean of Instruction	4009R2100AAI	Administrative Aide	Garcia	Yolanda	Classified - Regular
MC	Office of Instr & Student Svc	4035R3111DSE	Department Secretary - Ppt	Luna	Rita	Classified - Permanent Part-Time
MC	Vice President's Office	4003R11000A3	Office Assistant III	Adame	Sophia	Classified - Regular
MC	Dean of Instruction	4006R21000A3	Office Assistant III	Chan	Fennyann	Classified - Regular
MC	Dean of Instruction	4002R11000A3	Office Assistant III	Xiong	Becky	Classified - Regular
OC	Oakhurst	6005R11000A3	Office Assistant III	Graham	Anne	Classified - Regular
OC	Chief Executive Officer-Pres	O1100000A3	Office Assistant III	Walke	Bonnie	Classified Non-Bargaining
OC	Oakhurst	O6002P11000A3	Office Assistant III - Ppt	Johnson	Amanda	Classified Non-Bargaining - Provisional
RC	Fine Arts/Humanities/Social Sc	3106R2400AAI	Administrative Aide	Buzo	Christina	Classified - Regular
RC	Agriculture/Bus/Ind Tech	3146R2700AAI	Administrative Aide	Davis-Schmall	Kassandra	Classified - Regular
RC	Child Dev/Hs/Math/Sci/Comp Sci	3170P2500AAI	Administrative Aide	Herrera	Francisca	Classified - Provisional
RC	Student Services	3020R3200AAI	Administrative Aide	Osborne	Deborah	Classified - Regular
RC	Dean of Students	3107R3100AAS	Administrative Assistant	Rodriguez	Diana	Classified - Regular
RC	Office of Instruction	3012R2100AAS	Administrative Assistant	Torres	Sarina	Classified - Regular
RC	Administrative Services	3043R4100AAS	Adminstrative Assistant	Cardenas	Samaria	Classified - Regular
RC	Student Activities	3014R3410DSE	Department Secretary	De Fore	Elizabeth	Classified - Regular
RC	Extended Opportunity Prog Serv	3088R3610DSE	Department Secretary	Garcia	Olga	Classified - Regular
RC	Library/Learning Resource Ctr	3128R2210DSE	Department Secretary	Palafox	Diana	Classified - Half-Time
RC	Health Services	3010R3111DSE	Department Secretary	Ramos	Paula	Classified - Regular
RC	Admissions & Records	3052R12100A2	Office Assistant II	Romero-Blancas	Lisa	Classified - Regular
RC	Admissions & Records	3102L12100A2	Office Assistant II (alt)	Danielyan	Naira	Classified Non-Bargaining - Limited Term
RC	DSP&S	3017R35100A3	Office Assistant III	Aldape	Luann	Classified - Regular
RC	Admissions & Records	3142R12100A3	Office Assistant III	Ashcroft	Gail	Classified - Regular
RC	Admissions & Records	3004R12100A3	Office Assistant III	Custodio	Naomi	Classified - Regular
RC	Extended Opportunity Prog Serv	3141R32320A3	Office Assistant III	Davidson	Julie	Classified - Regular

Clerical/Secretarial Positions
November 17, 2015

RC	Admissions & Records	3050R1210OA3	Office Assistant III	Elliott	Karen	Classified - Regular
RC	Financial Aid	3006R1220OA3	Office Assistant III	Garcia	Michelle	Classified - Regular
RC	Library/Learning Resource Ctr	3119R2210OA3	Office Assistant III	Huerta	Sandra	Classified - Regular
RC	Student Services	3112R3231OA3	Office Assistant III	Lemos	Corinna	Classified - Regular
RC	Student Services	3054R3215OA3	Office Assistant III	Mills	Susan	Classified - Regular
RC	Communication Services	3003R4115OA3	Office Assistant III	Rios	Rosa	Classified - Regular
RC	Agriculture/Bus/Ind Tech	3008R2750OA3	Office Assistant III	Wright	Mary	Classified - Regular
RC	Student Services	3113R3218OA3	Office Assistant III	Zavala-Martinez	Jane	Classified - Regular
RC	President's Office	3013R1100SPR	Secretary to the President	Gerety	Emily	Confidential -Regular

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

Presented to the Personnel Commission:

Date: November 17, 2015

SUBJECT: Consideration and Approval of Eligibility
 Lists

ENCLOSURES:
Eligibility Lists

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-48

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.

ADMINISTRATIVE AIDE – CLOVIS COLLEGE

Recruitment ID AACCC	Applicants 197	Failed MQ** 105	Failed Competitive 55	Took Competency 37	Took Oral 16	Eligible 15
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Oral Board Raters

Pearl Mangum, Administrative Aide, Fresno City College
 Sophia Ramirez, Executive Secretary, Central Valley Professionals
 Gilda Cox, Administrative Assistant, Fresno County Personnel Services

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	11	1	20	71	49	9	0	4	165
Male	3	0	2	11	5	3	0	0	24
No Answer	0	0	0	0	0	0	0	8	8
Total	14	1	22	82	54	12	0	12	197

** Failed MQ: 101—MQs; 2— Incomplete application; 2—License or Registration



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 • 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 at Clovis Community College ONLY.

- 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 \$3,720.75 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 \$21.47 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.



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Fresno City College • Reedley College • Clovis Community College • 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 15 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
WEDNESDAY, OCTOBER 14, 2015.**

APPLICATIONS WILL ONLY BE ACCEPTED FROM 9/28/15 - 9/30/15

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., Wednesday, September 30, 2015

Posted: 9/9/15

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 AIDE – FRESNO CITY COLLEGE

Recruitment ID AAFCC	Applicants 184	Failed MQ** 101	Failed Competitive 49	Took Competency 34	Took Oral 16	Eligible 15
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Oral Board Raters

Pearl Mangum, Administrative Aide, Fresno City College
 Sophia Ramirez, Executive Secretary, Central Valley Professionals
 Gilda Cox, Administrative Assistant, Fresno County Personnel Services

Advertisements

Websites:

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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	12	0	16	78	37	6	0	3	152
Male	4	0	2	10	5	2	0	0	23
No Answer	0	0	0	0	1	0	0	8	9
Total	16	0	18	88	43	8	0	11	184

** Failed MQ: 94—MQs; 5— Incomplete application; 2—License or Registration



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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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 at Fresno City College ONLY.

- 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 \$3,720.75 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 \$21.47 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.

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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 15 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.

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WEDNESDAY, OCTOBER 14, 2015.**

APPLICATIONS WILL ONLY BE ACCEPTED FROM 9/28/15 - 9/30/15

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., Wednesday, September 30, 2015

Posted: 9/9/15

Pay Range: Regular Classified Range 53

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ADMINISTRATIVE AIDE – REEDLEY COLLEGE

Recruitment ID AARCC	Applicants 88	Failed MQ** 48	Failed Competitive 10	Took Competency 30	Took Oral 15	Eligible 12
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Oral Board Raters

Christina Buzo, Administrative Aide, Reedley College
 Isabel Padron-Hamilton, Administrative Assistant, Selma Unified School District
 Matilda Martinez, Secretary, Reedley High School

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	2	1	3	49	15	3	0	0	73
Male	3	0	1	8	1	1	0	0	14
No Answer	0	0	0	0	0	0	0	1	1
Total	5	1	4	57	16	4	0	1	88

** Failed MQ: 47—MQs; 1— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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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 at Reedley College ONLY.

- 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 \$3,720.75 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 \$21.47 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 • 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 15 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
WEDNESDAY, OCTOBER 14, 2015.**

APPLICATIONS WILL ONLY BE ACCEPTED FROM 9/28/15 - 9/30/15

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., Wednesday, September 30, 2015

Posted: 9/9/15

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 ASSISTANT

Recruitment ID AAS-0915	Applicants 116	Failed MQ** 50	Failed Competitive 30	Took Competency 36	Took Oral 15	Eligible 15
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Oral Board Raters

Diana Rodriguez, Administrative Assistant, Reedley College
 Jacki Larkin, Administrative Assistant, City of Fresno
 Alicia Cruz, HR Secretary, Fresno Unified School District

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	5	0	13	45	28	4	0	1	96
Male	2	0	2	8	3	1	0	0	16
No Answer	0	0	0	0	1	0	0	3	4
Total	7	0	15	53	32	5	0	4	116

**** Failed MQ: 47—MQs; 2— Incomplete application; 1—License or Registration**



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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Oakhurst Center • Career and Technology Center • The Training Institute

ADMINISTRATIVE ASSISTANT

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 highly complex and responsible secretarial work and relieves a senior campus administrator of administrative and office detail.

Compensation: Starts at \$3,910.00 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 \$22.56 with limited benefits.

Examples of Duties: Performs a wide variety of secretarial work, including typing, proof-reading, checking, composing correspondence and recording information on records from general instructions. Tracks budget expenditures and prepares reports. Schedules and prepares materials for meetings and appointments. Enters and retrieves data from computer system in appropriate format. Conducts research on problem areas and prepares reports. Initiate and coordinate procedural modifications. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.

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

Experience: Considerable experience performing administrative or difficult secretarial duties involving analytical and technical skills for a senior level administrator.

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 mathematical techniques. Skills required to research, prepare and analyze reports. Ability to enter and retrieve data from computer system in appropriate format. Ability to learn procedures connected with mission of 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.

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).

Of those achieving a passing score on the Education, Training & Experience Supplemental

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ADMINISTRATIVE ASSISTANT

2

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 15 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR OCTOBER 14, 2015.
APPLICATIONS WILL ONLY BE ACCEPTED 9/28/15 - 9/30/15

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

Filing Deadline: WEDNESDAY, SEPTEMBER 30, 2015, 4:30 PM.

Posted: 09/09/15

Pay Range: Regular Classified Range 55

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.

BUILDING GENERALIST

Recruitment ID 201500187	Applicants 22	Failed MQ** 13	Failed Competitive 2	Took Performance 7	Eligible 3
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Performance Exam Raters

Art De La Cruz, AC/Heating Mechanic, Fresno City College
 Dan Vanderpool, Building Generalist, Madera College
 Dan Hoffman, Building Generalist, Clovis College

Bryant Berry, Building Generalist, Reedley College
 Pete Berndt, Clovis Unified School District
 Barby Hinkle, Department Secretary, Fresno City College

Advertisements

Websites:

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

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	0	0	0	0	0	0
Male	0	0	0	10	7	2	0	1	20
No Answer	0	0	0	0	1	1	0	0	2
Total	0	0	0	10	8	3	0	1	22

** Failed MQ: 11—MQs; 1— Incomplete application; 1—License or Registration



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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BUILDING GENERALIST (EXTENDED DEADLINE)

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 skilled work in the installation, maintenance, and repair of buildings, equipment and related structures, maintains services, and repairs boiler, plumbing, heating ventilation, air conditioning systems, and equipment.

Compensation: Starts at \$4752.08 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 \$27.42 with limited benefits.

Examples of Duties: Duties include monitoring, service, repair, and preventive maintenance of HVAC equipment, package units, air handling equipment, refrigeration equipment, chillers, pumps, controls, gauges, water systems, and related equipment, boilers, electrical wiring, plumbing, painting, carpentry, building and building systems. Perform general maintenance and repairs, including maintenance of physical plant equipment, treat and administer chemicals to cooling systems and boilers, calibration and replacement of control equipment, inspection, retrofit and air balance adjustments to air handling systems, arc welding, and gas welding. Perform preventive maintenance, maintain shop area and tools. Determine initial estimates of needed repairs, labor and materials costs for projects. Price out projects according to descriptions provided in discussion with staff, purchase and control inventory of hardware, tools, and supplies. Assigns and reviews the work of other employees and students assigned to the department. This is a district-wide position and involves the responsibility for all district facilities. Perform other related duties as needed.

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

Experience: Journeyman experience in heating/air conditioning. Progressively responsible experience (3 years or more) in electrical, boilers, or attained regular status as a Maintenance Specialist within the district. Experience in plumbing and mechanical maintenance preferred.

Licenses/Certificates:

- Valid Driver's License is required
- EPA Universal refrigerant Certified

Knowledge:

- Knowledge of methods, materials and equipment used in all phases of the building maintenance trades; including sheetrock repair, glazing, locksmithing, painting, carpentry, flooring repair, roof repair and associated building maintenance and repair.
- Knowledge of repair methods, materials and equipment involved with the repair of HVAC, electrical, plumbing, boilers, and all other mechanical equipment such as pumps, VFD's piping, controls and Freon.
- Knowledge of hazards and applicable safety rules by understanding Material Safety Data Sheet (MSDS) and chemical mixing instructions to prevent injuries.
- Knowledge of welding and soldering techniques.
- Knowledge of applicable building codes, ordinances, requirements and regulations.
- Knowledge of skillful use and care of the tools and equipment.

Skill:

- Skill to read and understand sketches, blueprints, or written instructions.
- Skill and ability to perform general building maintenance work, basic plumbing, boiler repair and other mechanical repairs involving air conditioning and heating equipment including pumps, motors, controls and associated equipment.

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**Required
Employment
Standards:
(cont.)**

- Skill and ability to develop and follow project time lines, material cost estimating and monitor staff and resources in a manner that allows for the appropriate completion of each project.
- Skill to analyze problems and develop required solutions and improvements.
- Skill to perform welding work.
- Skill to perform maintenance work effectively to produce needed result.
- Skill to use and maintain supplies and equipment in a safe manner.
- Skill to perform mathematical calculations.

Ability:

- Ability to inspect facilities for maintenance and repair needs.
- Ability to write and use the English language at a level and in a manner that will allow effective written communications with management staff and contractors.
- Ability to remain current with technical developments in the area of school maintenance and make recommended changes to keep current.
- Ability to receive and follow instructions in order to build and maintain effective working relationships.
- Ability to assign, monitor and review the work of others.
- Ability to learn and apply college and district policies and procedures.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to 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 50 lbs.
- Ability to properly climb a ladder.

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

- Have muscular effort (or strength) needed to lift, push, pull or carry objects. (Muscular Tension)
- Have strength to resist fatigue such as being able to repeatedly push or pull items. (Muscular Endurance)
- Have the ability to bend, stretch, twist, or reach out with the body, arms and/or legs. (Flexibility)
- Have coordinated movements of the arms, legs and torso while the whole body is in motion such as when climbing a ladder. (Whole Body Coordination)
- Keep balanced and stay upright when in an unstable position such as when walking on slippery surfaces. (Whole Body Equilibrium)
- Have precise positioning and movement of the arm and hand such as cutting a pipe. (Arm-Hand Steadiness)
- Have coordination of two or more limbs (arms and legs) while seated or standing in one place such as driving a car. (Multi-Limb Coordination)
- Have coordinated, precise movement of the fingers, hand or hand and arm together such as assembling parts or using various hand-held tools. (Manual & 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 electrical cables or wires. (Color Discrimination)
- Tell from what direction a sound is coming from such source of an air leak. (Sound Localization)

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

Required Employment Standards: (cont.) 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:

- Work outside exposed to the weather and varying temperatures.
- Work on surfaces that vary in stability.
- Work at varying heights and on top of building structures.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Contact with electrical hazards
- Contact with paint, varnish, lacquer or resins.
- Exposed to nuisance dusts.
- Noise exposure may be up to 90 decibels, roughly that of a power lawn mower.
- Some overtime and/or schedule changes may occur.
- May be required to travel to locations other than assigned site.

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 (50% weight) and a performance examination (50% 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 exam process. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, OCTOBER 23, 2015 (UPDATED).

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

Filing Deadline: ** EXTENDED DEADLINE FRIDAY, OCTOBER 9 2015, 4:30 PM.**

Posted: 09/2/15 Reposted 9/25/15

Pay Range: Regular Classified Range 63

CONSTRUCTION SERVICES MANAGER

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500263	14	4	2	8	8	4

Oral Board Raters

Darren Cousineau, Director of Environmental Health & Safety, SCCC
 Brian Speece, Assistant to the Chancellor for Capital Projects (Retired), SCCC
 Tom Driscoll, Owner, Sierra Building & Design
 Alan Mok, Owner, Alan Mok Engineering

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	0	2	0	0	0	2
Male	0	0	1	3	7	0	0	0	11
No Answer	0	0	0	0	0	1	0	0	1
Total	0	0	1	3	9	1	0	0	14

** Failed MQ: 2 Experience, 2 Education

Prepared by Christine Ferguson – State Center Community College District



State Center Community College District



FRESNO CITY
COLLEGE

REEDLEY
COLLEGE

CLOVIS COMMUNITY
COLLEGE

MADERA
CENTER

OAKHURST
CENTER

Announcing The Search For **CONSTRUCTION SERVICES MANAGER**

Application Deadline

Wednesday, October 21, 2015, 4:30 PM

Salary Information

Classified Management Range 40

Starting Annual Salary

\$71,992.00—\$90,663.00

Apply Online

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





CONSTRUCTION SERVICES MANAGER

Definition

Under direction plans, develops, directs and coordinates district construction projects, supervises the bid process, manages data, drawings, and documentation maintained in a variety of facilities management systems, provides data, reports, and analysis to support facilities planning, management decisions and reporting requirements

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 **Construction Services Manager** is responsible for managing data, drawings, and documentation maintained in a variety of construction projects and facilities management systems, coordinating district facility bid processes, and developing and maintaining budgets. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes. Incumbents must utilize excellent written and verbal communication skills to effectively facilitate and interact with a wide range of campus and district staff, and outside professionals including, management, administrators, board members, faculty, classified staff, students, architects, engineers, inspectors, and city officials while maintaining day to day management of the office. Incumbents must also possess strong organizational and leadership skills.

Supervision Received

Administrative direction is received from the Associate Vice Chancellor, Business and Operations.

Supervision Exercised

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

Essential Job Functions

Responsibilities include working with administration and identified committees to identify projects; estimating costs; developing and processing for approval the plans, specifications, and budget for projects; assisting in the development of bid specifications; evaluating bids; overseeing the progress and budget; coordinating and reviewing change orders; inspection and testing reports; project scheduling, progress payments and final acceptance of projects; ensuring compliance with state and local building code requirements; working with architects, engineers, consultants, inspectors, contractors, suppliers, district journeymen, operations staff, and other staff to ensure successful project completion. Performs other duties as needed.

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 re-

quired knowledge, skills and abilities: Bachelor's degree preferably in Engineering, Industrial Arts/Technology, Architecture, Construction Management or related area and five (5 years or more) of recent experience in construction management of new building construction and modernization projects.

Licenses & Certificates

Valid Driver's License

California Professional Engineer's license preferred

Knowledge of:

- Principles, methods, and practices of planning, design, and construction of new, remodeled, and renovated educational facilities, administration with particular reference to facilities planning, architectural design, facilities renovation and modernization, and structural, mechanical, and electrical engineering.
- Legal and administrative policies, practices, and processes of local, state, and federal agencies which impact facilities planning and development, such as Uniform Building Codes, Division of the State Architect requirements, California Public Contract Code, Americans with Disabilities Act, and other related statutes.
- Principles and practices of organization, leadership, management, and personnel administration.
- Principles of construction technology, construction management, and construction scheduling.
- Business and labor relations policies and practices of the construction industry.
- Sources of funding for higher education facilities projects.
- Principles of budgetary planning, preparation, and management.
- Capabilities of management information systems that relate to facilities planning, budgeting, scheduling, and reporting particularly with multiple funding sources.
- Principles of supervision, training, and staff development.
- Strategic planning, resource allocation, staffing, and supervision.
- Record keeping and report preparation techniques to ensure information is accurately presented to the Chancellor and Board.
- 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, publishing, and database programs.

Skill to:

- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding District and Construction 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.

- 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:

- Plan and manage an integrated program of facilities planning, design and construction.
- Comprehend and evaluate complex architectural and engineering designs, plans, and specifications.
- Read and understand architectural, mechanical, electrical, structural, and civil drawings, as well as related specifications.
- Translate large scale concepts and projects into work products requiring high level of accuracy and detail.
- Establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, business and industry contacts, 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.
- Maintain consistent, punctual and regular attendance.
- Learn, interpret and apply federal and state laws and regulations, district policies and procedures.
- Maintain confidentiality of sensitive information and records.
- Receive and follow instructions in order to build and maintain effective working relationships.
- Assign, monitor, and/or review the work of others.
- Appropriately interact with students, staff, faculty, and public.
- 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 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. Specific physical abilities required by this job include climbing ladders.

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; work on surfaces that vary in stability; work at varying heights and/or on top of building structures; exposure to fumes, vapors or airborne particles, hazardous chemicals, and biological hazards such as cleaning solutions and human waste. NOTE: All exposure is under OSHA Permissible Exposure Levels (PEL); noise exposure under 90 decibels, roughly that of a normal conversation or a ringing telephone.

SEE RECRUITMENT AND EXAMINATION PROCESS ON BACK PAGE

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 exam (40% weight) and an oral interview examination (60% weight).

Only the 10 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

ORAL INTERVIEW EXAM AND TESTING TENTATIVELY SCHEDULED FOR THURSDAY, OCTOBER 29, 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.

The eligibility list, which will be valid for at least one year, will be used to fill full-time positions in this classification. This position is assigned to District Office Operations.

**State Center Community College District
Personnel Commission Office**
1525 E. Weldon Avenue
Fresno, CA 93704
(559) 244-0720
jobs@scccd.edu
www.scccd.edu

DIRECTOR OF MAINTENANCE & OPERATIONS

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500278	26	7	9	10	10	5

Oral Board Raters

Darren Cousineau, Director of Environmental Health & Safety, SCCC
 Brian Speece, Assistant to the Chancellor for Capital Projects (Retired), SCCC
 Tom Driscoll, Owner, Sierra Building & Design
 Bob Petithomme, Principal/Architect, Darden Architects

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	0	1	0	0	0	1
Male	0	0	2	6	14	1	0	1	24
No Answer	0	0	0	0	0	1	0	0	1
Total	0	0	2	6	15	2	0	1	26

** Failed MQ: 3 Experience, 4 Incomplete (Missing Information)

Prepared by Christine Ferguson – State Center Community College District



State Center Community College District



FRESNO CITY
COLLEGE

REEDLEY
COLLEGE

CLOVIS COMMUNITY
COLLEGE

MADERA
CENTER

OAKHURST
CENTER

Announcing The Search For
**DIRECTOR OF
MAINTENANCE & OPERATIONS**

Application Deadline

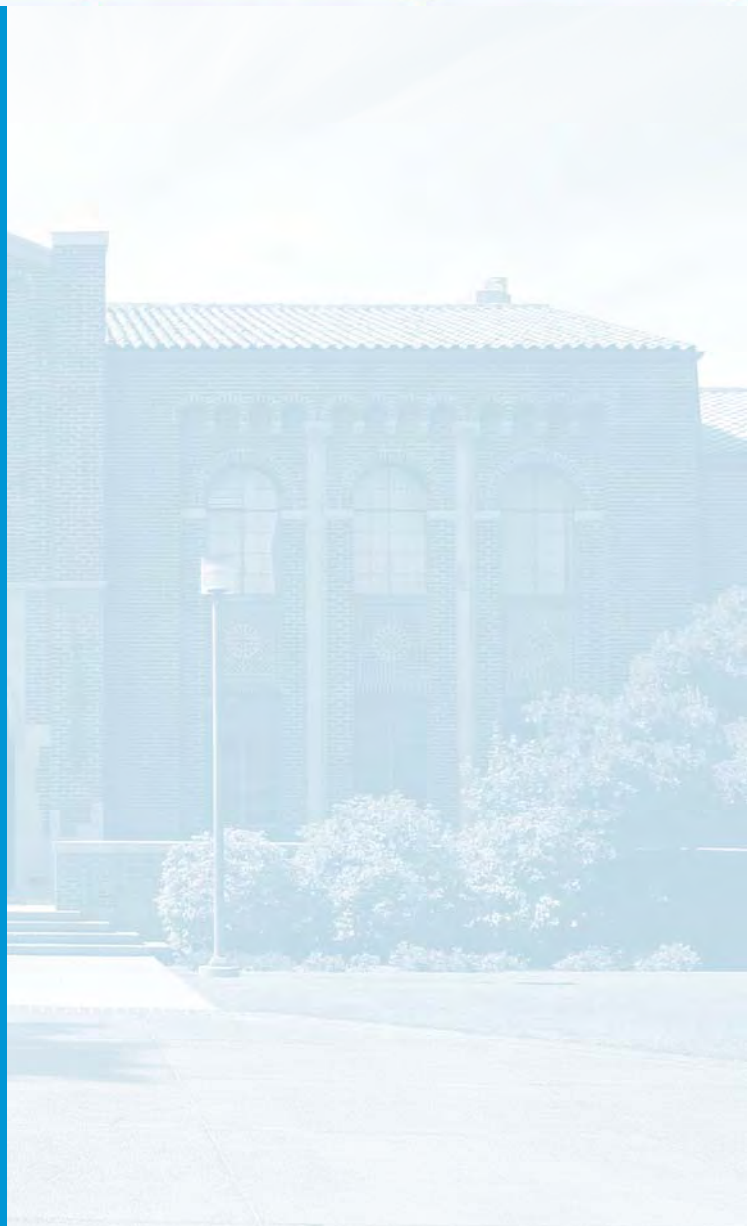
Monday, October 21, 2015, 4:30 PM

Salary Information

Classified Management Range 44
Annual Salary \$77,966.00—\$98,137.00

Apply Online

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





DIRECTOR OF MAINTENANCE & OPERATIONS

Definition

Under direction plans, organizes, and supervises the maintenance, transportation and warehouse operations of the district.

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.

Examples of Duties

Duties include developing departmental policies and procedures, coordinating equipment and supply requirements, resolution of operational problems, and training programs for departmental staff, determining building repair and maintenance needs and serving as liaison with interested parties, developing plans and specifications for contractors to bid on campus projects, representing the district as assigned with engineering and operational input to architects and engineers in the planning and implementation stages of projects, preparing cost estimates for projects, managing the energy management system, maintaining inventory of equipment, drawings and specifications for the district, developing five year Scheduled Maintenance and Minor Construction Projects for the district, planning and implementing a systematic program of preventive maintenance, assigning work schedules and supervising skilled workers in maintenance, major repair work and alterations of buildings, monitoring mechanical and electrical systems in order to ensure efficiency and economy of operation, coordinating the preparation of facilities for district and campus functions, and coordinating district transportation and warehouse services. Performs other duties as needed.

Employment Standards

Education

Associate degree or sixty (60) college units.

Experience

Progressively responsible experience in building maintenance and repair including supervisory experience working with journeymen level employees performing building construction, alterations and repair.

Licenses & Certificates

Valid Driver's License

Knowledge, Skills & Abilities

Knowledge of methods, practices, equipment, and supplies used in building maintenance work, current construction costs, working methods and procedures used in the building trades, crafts, maintenance operations, heating and ventilating systems and their upkeep, and codes affecting the construction and repair of school buildings. Skill to prepare and interpret plans and specifications, plan and organize the work involved in maintaining school buildings, estimate

costs of school construction, repair and maintenance work. Ability to assign, monitor, and evaluate 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.

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. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Your 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 10 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.

COMPETENCY AND ORAL BOARD EXAM TENTATIVELY SCHEDULED FOR WEDNESDAY, NOVEMBER 4, 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

Human Resources Technician

Recruitment ID HRT-01	Applicants 98	Failed MQ** 35	Failed Competitive 34	Took Competency 29	Took Oral 13	Eligible 12
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Oral Board Raters

Mary Beth Wynn, Job Placement Specialist, SCCC
 Ayisha Hills, Human Resources Analyst, Fresno Housing Authority
 Hope Lucero, Human Resources Technician II, Sanger Unified School District

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	9	2	10	31	13	2	0	1	68
Male	2	1	2	10	9	3	0	0	27
No Answer	0	0	0	0	0	0	0	3	3
Total	11	3	12	41	22	5	0	4	98

** Failed MQ: 4– Incomplete application; 31-Experience;



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

HUMAN RESOURCES TECHNICIAN

The eligibility list will be used to fill positions in this classification for at least one year.

The current vacancy is at Fresno City College.

- Definition:** Under direction provides assistance in recruitment, selection, and processing of new employees, and on-going transactions for employees.
- Compensation:** Starts at \$3,464.00 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 \$19.98 with limited benefits.
- Examples of Duties:** Duties include assisting in preparing recruitment materials, providing information to applicants, monitoring the interview and selection process, processing paperwork for newly hired employees. Preparing and maintaining applicant and employee records. Assisting in the research and preparation of reports for submission to district, state and federal offices. Enters and retrieves data from computer system as needed. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Formal and informal education equivalent to completion of the twelfth grade with experience in recruitment, selection, processing of new employees and complex records management systems in a personnel/human resources office; or completion of six college units in personnel or human relations management with experience in complex records management systems, personnel management and office management.
- Licenses/Certificates:** Valid Driver's License is required.
- Knowledge and Abilities:** Knowledge of district campuses and personnel, simple statistical techniques, organizational behavior and management, district rules and regulations, district semester calendar, federal and state employment guidelines, merit systems and their operation, district employment requirements, classification schedules, and contracts. Skill to set up and maintain complex filing systems, organize work to meet deadlines, assist applicants and current employees in completing forms and understanding policies and procedures, arrange and prepare materials for meetings, compile report information, recognize and maintain confidential information, skill to accurately type at a sufficient speed to maintain work flow. Ability to enter and retrieve data from computer system in appropriate format. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. 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 and abilities for the position. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Your 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 (45% weight) and an oral interview examination (55% weight).
- Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 25 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, 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 WEDNESDAY, OCTOBER 14, 2015.

To move forward in the selection process, you must complete an online application through our web site <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., Wednesday, September 30, 2015.
Posted: 9/8/15

Pay Range: Classified Range 50

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.

OFFICE ASSISTANT I

Recruitment ID OAI-0915	Applicants 202	Failed MQ** 20	Failed Competitive 135	Took Competency 47	Took Oral 15	Eligible 14
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Oral Board Raters

Erica Abbs, Administrative Secretary, Fresno City College
 Rita Contreras, Administrative Assistant II, Fresno County Office of Education
 Sonia Davis, Administrative Coordinator (Retired), Fresno State University

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	13	0	24	78	34	6	0	1	156
Male	2	0	5	18	12	3	0	0	40
No Answer	0	0	1	2	0	0	0	3	6
Total	15	0	30	98	46	9	0	4	202

** Failed MQ: 12– Incomplete application; 8–License or Registration

Prepared by Vince Tafoya – State Center Community College District



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 • Madera Center
Oakhurst Center • Career and Technology Center • The Training Institute

OFFICE ASSISTANT 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 general clerical work including typing, filing, maintaining records and answering phones.
- Compensation:** Starts at \$2,578.75 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 \$14.88 with limited benefits.
- Examples of Duties:** Performs a wide variety of clerical work, including typing, proof-reading, filing, checking and recording information on records from rough drafts, notes, or general instructions. Files materials, prepares mailings, and duplicates materials. 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. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Formal and informal education equivalent to completion of the twelfth grade
- Experience:** None 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 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).

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 15 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, OCTOBER 14, 2015.
APPLICATIONS WILL ONLY BE ACCEPTED 09/28/15 – 09/30/15

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: WEDNESDAY, SEPTEMBER 30 2015, 4:30 PM.

Posted: 08/09/15

Pay Range: Regular Classified Range 38

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.

OFFICE ASSISTANT III – CLOVIS COMMUNITY COLLEGE

Recruitment ID OAIII-CC15	Applicants 152	Failed MQ** 37	Failed Competitive 76	Took Competency 39	Took Oral 15	Eligible 14
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Oral Board Raters

Terese Edwards, Executive Assistant, City of Fresno
 Brad Mahoney, Transportation and Operations Assistant, SCCC
 Barbara Murphy, Executive Assistant (retired), Hyundai Capital America
 Lori Tigson, Risk 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	2	18	47	41	7	0	2	123
Male	4	0	1	9	7	2	0	0	23
No Answer	0	0	0	1	0	0	0	5	6
Total	10	2	19	57	48	9	0	7	152

** Failed MQ: 6– Incomplete application; 31-Experience;



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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Oakhurst Center • Career and Technology Center • The Training Institute

OFFICE ASSISTANT III – CLOVIS COMMUNITY COLLEGE

The 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 at Clovis Community College ONLY.

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

Compensation: Starts at \$3,299.92 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 \$19.04 with limited benefits.

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.

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

Employment Standards: **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.

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 (50% weight) and an oral interview examination (50% 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 15 highest scoring candidates, plus ties, 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 WEDNESDAY, OCTOBER 14, 2015.
APPLICATIONS WILL ONLY BE ACCEPTED 09/28/15 – 09/30/15

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: WEDNESDAY, SEPTEMBER 30, 2015, 4:30 PM.

Posted: 08/09/15

Pay Range: Regular Classified Range 48

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.

OFFICE ASSISTANT III – FRESNO CITY COLLEGE

Recruitment ID OAIII-FCC15	Applicants 167	Failed MQ** 48	Failed Competitive 84	Took Competency 35	Took Oral 15	Eligible 13
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Oral Board Raters

Terese Edwards, Executive Assistant, City of Fresno
 Brad Mahoney, Transportation and Operations Assistant, SCCC
 Barbara Murphy, Executive Assistant (retired), Hyundai Capital America
 Lori Tigson, Risk 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	0	20	63	37	6	0	2	134
Male	4	0	3	8	8	2	0	0	25
No Answer	0	1	0	1	1	0	0	5	8
Total	10	1	23	72	46	8	0	7	167

** Failed MQ: 8– Incomplete application; 39-Experience; 1—License



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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Oakhurst Center • Career and Technology Center • The Training Institute

OFFICE ASSISTANT III – FRESNO CITY COLLEGE

The 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 at Fresno City College ONLY.

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

Compensation: Starts at \$3,299.92 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 \$19.04 with limited benefits.

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.

Required Employment Standards: **Education:** Formal and 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.

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 (50% weight) and an oral interview examination (50% 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 15 highest scoring candidates, plus ties, 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 WEDNESDAY, OCTOBER 14, 2015.
APPLICATIONS WILL ONLY BE ACCEPTED 09/28/15 – 09/30/15

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: WEDNESDAY, SEPTEMBER 30, 2015, 4:30 PM.

Posted: 08/09/15

Pay Range: Regular Classified Range 48

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OFFICE ASSISTANT III – MADERA CENTER

Recruitment ID OAIII-MC15	Applicants 75	Failed MQ** 19	Failed Competitive 22	Took Competency 34	Took Oral 18	Eligible 15
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Oral Board Raters

Joanna Borstad, Human Resources Assistant, Camarena Health
 Yolanda Garcia, Administrative Aide, SCCC
 Elizabeth Soto, Administrative Support Specialist, Madera Unified School District

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	2	0	5	34	18	3	0	0	62
Male	4	0	1	3	3	0	0	0	11
No Answer	0	1	0	0	0	0	0	1	2
Total	6	1	6	37	21	3	0	1	75

** Failed MQ: 3– Incomplete application; 16-Experience

Prepared by Reshonda Collins – State Center Community College District



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 • Madera Center
Oakhurst Center • Career and Technology Center • The Training Institute

OFFICE ASSISTANT III – MADERA CENTER

The 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 at the Madera Center ONLY.

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

Compensation: Starts at \$3,299.92 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 \$19.04 with limited benefits.

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.

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

Employment Standards: **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.

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 (50% weight) and an oral interview examination (50% 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 15 highest scoring candidates, plus ties, 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 WEDNESDAY, OCTOBER 14, 2015.
APPLICATIONS WILL ONLY BE ACCEPTED 09/28/15 – 09/30/15

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: WEDNESDAY, SEPTEMBER 30, 2015, 4:30 PM.

Posted: 08/09/15

Pay Range: Regular Classified Range 48

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OFFICE ASSISTANT III – OAKHURST CENTER

Recruitment ID OAIH-OAK15	Applicants 23	Failed MQ** 4	Failed Competitive 0	Took Competency 19	Took Oral 14	Eligible 9
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Oral Board Raters

Sherry Colgate, Retiree, Sierra Telephone
Pattie Fitzgerald, Administrative Aide, SCCC

Advertisements

Websites:

SCCC, 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	1	0	0	5	12	0	0	0	18
Male	2	0	0	2	1	0	0	0	5
No Answer	0	0	0	0	0	0	0	0	0
Total	3	0	0	7	13	0	0	0	23

** Failed MQ: 4-Experience;



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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OFFICE ASSISTANT III – OAKHURST CENTER

The 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 at the Oakhurst Center ONLY.

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

Compensation: Starts at \$3,299.92 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 \$19.04 with limited benefits.

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.

Required Employment Standards: **Education:** Formal and 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.

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 (50% weight) and an oral interview examination (50% 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 15 highest scoring candidates, plus ties, 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 WEDNESDAY, OCTOBER 14, 2015.
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Filing Deadline: WEDNESDAY, SEPTEMBER 30, 2015, 4:30 PM.

Posted: 08/09/15

Pay Range: Regular Classified Range 48

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OFFICE ASSISTANT III – REEDLEY COLLEGE

Recruitment ID OAIII-RC15	Applicants 85	Failed MQ** 20	Failed Competitive 34	Took Competency 31	Took Oral 18	Eligible 16
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Oral Board Raters

Lisa Romero-Blancas, Office Assistant III, SCCC
 Matilda Martinez, Secretary, Reedley High School
 Diana Rodriguez, Administrative Assistant, SCCC
 Salina Gonzalez, Administrative Assistant, City of Reedley

Advertisements

Websites:

SCCC, 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	1	1	2	49	17	3	0	0	73
Male	3	0	1	3	3	1	0	0	11
No Answer	0	0	0	0	0	0	0	1	1
Total	4	1	3	52	20	4	0	1	85

** Failed MQ: 2– Incomplete application; 18-Experience



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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OFFICE ASSISTANT III – REEDLEY COLLEGE

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

Compensation: Starts at \$3,299.92 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 \$19.04 with limited benefits.

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Required Employment Standards: **Education:** Formal and 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.

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Posted: 08/09/15

Pay Range: Regular Classified Range 48

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

Presented to the Personnel Commission:

Date: November 19, 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: 15-49

Background:

At the November 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. Research Assistant, 6-Month Limited-term, DO
- b. Food Service Worker PPT, RC
- c. Food Service Worker PPT, RC
- d. Food Service Worker PPT, RC
- e. Seasonal Athletic Trainer, CCC

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: November 3, 2015

SUBJECT: Consideration to Approve Limited Term
Research Assistant Position, District Office

ITEM NO. 15-69HR

EXHIBIT: None

Background:

The California Community Colleges' Chancellor's Office will be providing State Center Community College District with additional funding to temporarily increase staff to support the implementation of statewide technology projects. Currently, the District has one full-time position dedicated to support districtwide research needs. This position handles all state and federal reporting for the District along with ad-hoc research requests.

Administration is requesting a six-month Limited Term Research Assistant position to increase the District's research capacity to support these statewide technology projects. This will allow the District's research department to continue to fulfill districtwide research needs and have the capacity to support our pilot projects' data needs such as tracking of cohorts, student outcomes, placement of students, and other special reports.

Recommendation:

It is recommended the Board of Trustees approve a six-month Limited Term Research Assistant position in the District Office.

STATE CENTER COMMUNITY COLLEGE DISTRICT
RESEARCH ASSISTANT

DEFINITION

Under direction performs research, analysis, and assists in drafting and editing proposals for external funding.

DISTINGUISHING CHARACTERISTICS

This classification differs from others in extensive knowledge of the district, campuses, departments and programs, understanding the relationship of the departments to each other and to others outside of the district, and assisting in the formulation of proposals for external funding to be used by various programs. This classification may require some lead responsibilities.

EXAMPLES OF DUTIES

Performs a variety of work, including researching, analyzing and interpreting complex data. As part of a team, develops and edits comprehensive proposals for funding. Regularly interfaces with administrators, faculty, staff, legislative offices and the public to collect and disseminate data. Attends proposal development workshops. Proposes procedures to assure accuracy, clarity, accessibility, usability, and confidentiality of information. Tracks budget expenditures, maintains ledger books, and prepares reports. Enters and retrieves data from computer system in appropriate format. Assigns and reviews the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education & Experience

Any combination equivalent to: Bachelor's degree preferably with a major in the field of Economics, Political Science, Business or Public Administration, Government, Business or related field and responsible experience (2 years or more) performing a combination of grant research, writing, and project development as a research analyst/assistant.

Licenses/Certificates/Other

Valid Driver's License is required

Knowledge

- Knowledge of research, analysis, consultation, advocacy and technical assistance methods and techniques used in securing, developing or providing information.
- Knowledge of grant writing and institutional research techniques used in programs development process.
- Knowledge of governmental practices, functions, policies, and requirements.
- Knowledge of budgeting, funding, and resource development
- Knowledge of multiple project scheduling and time management techniques.
- Knowledge of office support functions such as accurately taking minutes of meetings and/or maintaining a calendar of meetings and events.
- Knowledge of record keeping and report preparation techniques to ensure program compliance.
- Knowledge of proper English spelling, grammar, and punctuation to compose items such as grant proposals and/or strategic plans.
- Knowledge of customer service principles and interpersonal relationships 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, calendar, presentation, and database programs.

Skills

- Skill to conduct research and ability to analyze data and prepare reports such as those required by institutional programs or grant funding agencies.
- Skill to evaluate and interpret technical information and complex situations effectively.
- Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of research projects.
- Skill to enter and retrieve data from computer system in appropriate format.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.
- 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 department 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 understand and be sensitive to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, faculty, and staff.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts clients, collaborative partner contacts, independent programs consultant/trainers, and the public
- Ability to develop alternatives, prepare summaries and recommend courses of action or conclusions demonstrating initiative, creativity and flexibility.
- Ability to effectively develop and present ideas, opinions, technical information and recommendations both orally and in writing.
- Ability to learn and interpret and apply federal and state laws and regulations, district policies and procedures as they pertain to institutional research and grants.
- Ability to perform mathematical computations accurately to complete reports, update budgets, complete requisitions, and purchase orders as needed for office operation.
- Ability to operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to assign, monitor, and evaluate the work of others.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

- Muscular effort (or strength) needed to lift, push, pull or carry an object. (Muscular Tension)
- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. (Flexibility)
- Coordinated movements of the arms, legs and torso while the whole body is in motion. (Whole Body Coordination)
- Keep balanced and stay upright when in an unstable position. (Whole Body Equilibrium)

- Coordination of two or more limbs (arms and legs) while seated or standing in one place. (Multi-Limb Coordination)
- 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)
- Part of vision that occurs outside the very center of gaze allowing the individual to see objects, movement or sharp contrasts toward the edges of the visual field. (Peripheral Vision)
- 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)
- Tell from what direction a sound is coming from. (Sound Localization)

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)
- Come up with a number of ideas about a topic. (Fluency of Ideas)
- 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.
- May work outside exposed to the weather and varying temperatures.

- Work under pressure of constant deadlines with frequent interruptions.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Work with sensitive and confidential information.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- Schedule changes may occur based on business needs.

Section: Miscellaneous Technical

Approved: 6/17/1991

Revised by PC: 2/18/2014

Salary Range: 60

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 3, 2015

SUBJECT: Consideration to Approve Three Permanent
Part-Time Food Service Worker Positions,
Reedley College

ITEM NO. 15-70HR

EXHIBIT: None

Background:

Reedley College is recommending the addition of three permanent part time Food Service Worker I/II positions in Food Services. The college will pay for these positions with cost savings achieved by not funding one full-time Food Service Worker I/II position. This will allow Food Services to provide coverage for the evening hours, particularly dinner service. This will improve Food Services' overall operation and improve services for students and staff.

Recommendation:

It is recommended the Board of Trustees approve three permanent part-time Food Services Worker positions, Reedley College.

STATE CENTER COMMUNITY COLLEGE DISTRICT
FOOD SERVICE WORKER I

DEFINITION

Under direction assists in the preparation and serving of food.

DISTINGUISHING CHARACTERISTICS

This classification performs food preparation duties in accordance with clearly defined instructions or established procedures. This classification requires lead responsibilities. This position differs from higher levels by the responsibility for activities, working being less closely supervised and more routine in nature.

EXAMPLES OF DUTIES

Duties include assisting in the preparation of food from a food line or during catered events, totals up customer food bills using cash register, collecting cash from customers, cleaning off tables, cleaning kitchen equipment and utensils and assisting in the maintenance of the cafeteria according to safety and sanitation requirements. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: None required.

Knowledge and Abilities: Knowledge of food service cleaning and laundering procedures, large quantity measurements, preparation schedules sufficient to meet projected daily needs, kitchen utensils, equipment, and machinery, food and its preparation, microwave ovens and their use, dishes and their use, storage practices and stock areas. Skill to use dishwashing machines, kitchen utensils and equipment in a safe and efficient manner, use cash registers, perform simple math calculation in adding receipts and making change, maintain records of cash register receipts, read and understand operations manuals and recipes. 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 12 Page 4
Approved: June 17, 1991
Salary Range: 33

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 3, 2015

SUBJECT: Consideration to Approve New Seasonal ITEM NO. 15-74HR
 College Trainer Position, Clovis Community
 College

EXHIBIT: None

Background:

Clovis Community College administration is recommending the addition of a seasonal, part-time College Trainer. This position will work with the Clovis Community College swim team during its season.

The purpose of having a seasonal classified position is to allow the District to meet its staffing needs in the most fiscally prudent way possible. A seasonal employee is hired in a permanent classified position. The employee will serve a probationary period for the first six months. The six months will accrue based on actual days worked. The period of time a seasonal employee is not working will be considered unpaid leave. The hours of the position will vary and will be scheduled on an "as-needed basis," based on the needs of the college.

This position performs needed preventive and rehabilitative physical therapy activities for injuries incurred by student athletes and consults and coordinates with team physicians in determining athletes' physical ability to compete. The position will maintain detailed records of injuries and therapy and will coordinate athletic insurance needs. The college will pay for this position through the general fund.

Recommendation:

It is recommended the Board of Trustees approve a new Seasonal College Trainer position, Clovis Community College.

STATE CENTER COMMUNITY COLLEGE DISTRICT
COLLEGE TRAINER

DEFINITION

Under direction performs and administers physical therapy treatment as prescribed by a physician.

DISTINGUISHING CHARACTERISTICS

This classification performs complex duties in accordance with general instructions or procedures. This position differs from lower levels by the responsibility for or greater variety of activities and work being less closely supervised.

EXAMPLES OF DUTIES

Performs needed preventative and rehabilitative physical therapy activities for injuries incurred by student athletes, consults and coordinates with team physicians in determining athletes physical ability to compete, maintains detailed records of injuries and therapy, coordinates athletic insurance for all sports and assists in other areas of the school athletic program as needed.

EMPLOYMENT STANDARDS

Education: Bachelor's degree in kinesiology, physical education, physical therapy, or occupational therapy AND a certificate in Athletic Training from National Athletic Trainers' Association –Board of Certification.

Experience: Experience as a trainer in a high school, college or university environment involving major competitive sports, i.e. football, basketball, baseball, and track.

Knowledge and Abilities: Knowledge of sports injury prevention, principles and practices of sports medicine and first aid, cardiopulmonary resuscitation, operation of therapeutic devices, taping and strapping techniques, conditioning rehabilitation procedures, protective equipment, elements of health education, anatomy and physiology, sports injury record keeping, and the privacy laws. Skill to administer care for fractures, dislocations, sprains, strains, concussion, contusions, cuts, and abrasions, operate therapeutic devices, aid the team physician in physical examinations and reconditioning programs, conduct an effective training program. 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 11 Page 20
Approved: June 17, 1991
Revised by the PC: September 7, 2006
Salary Range: 60

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: November 17, 2015

SUBJECT: Consideration and Approval to Classify New Position Duties in the Classified Service and Establish New Classification Specification

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

REASON FOR PERSONNEL COMMISSION CONSIDERATION: Action

ITEM NO: 15-50

Background:

At the November 3, 2015 regular meeting, the Board of Trustees was presented with the duties of a new position at Fresno City College. The proposed title is listed below for Personnel Commission review. 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 either established classifications, recommend a new classification or exempt the new position duties from the classified service.

The item presented to the Board of Trustees and related documentation is attached for the Commissioners review. The proposed title for the new positions are as follows:

- a. Laboratory Simulation Technician

Recommendation:

It is recommended the Personnel Commission classify the duties of the new position in the classified service and a new classification specification be created with the proposed title.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 3, 2015

SUBJECT: Consideration to Approve New Laboratory Simulation Technician Position, Fresno City College

ITEM NO. 15-72HR

EXHIBIT: None

Background:

Fresno City College administration is recommending a new position with the proposed title of Laboratory Simulation Technician for the Nursing Department. This is in exchange for the Nursing Department vacant Instructional Assistant – Nursing position that will remain unfilled. This new position would perform highly advanced and technical support duties in a specialized health care simulation laboratory, assist the nursing faculty in preparing for complex learning experiences, assist in the function and maintenance of a simulation laboratory and specialized healthcare and simulation equipment, and maintain the equipment. The college will pay for this position through the general fund.

Example of Duties:

Duties include, but are not limited to:

1. Participates in the planning and implementation of human patient simulation exercises and/or case studies.
2. Demonstrates proper techniques, use of tools, and equipment for students during simulation exercises and laboratory classes.
3. Performs simulation demonstrations and provides orientation, assistance, training and technical support to instructors on laboratory procedures, operation of equipment, and location and use of materials.
4. Assists faculty and other instructional staff by preparing and presenting complex technical human patient simulations designed to enhance students' learning processes.
5. Prepares and maintains simulation and skills lab equipment, manikins, media, audio/visual, computers, and materials related to learning.
6. Develops, explains, and demonstrates simulation exercises, instructional materials, and assists in the development of simulation laboratory manuals.
7. Assists faculty in laboratory schedules and organizes the use of the simulation scenarios to align with the nursing faculty curriculum for efficient operation.

8. Evaluates and suggests changes to simulation and experimental procedures.
9. Inspects student experiments and simulations.
10. Enforces the safety and security of the lab according to established procedures, policies, and laws.
11. Prepares, maintains, and properly disposes of solutions, cultures, and specimens for laboratory demonstrations and practical examinations.
12. Ensures that simulation and skills laboratories and other assigned areas are maintained in a clean, safe and orderly condition.
13. Ensures that laboratory chemicals are properly inventoried and stored in accordance with regulations, guidelines, and accepted best practices.
14. Orders, receives, inspects, and organizes supplies, instruments, materials, tools, chemicals, solutions and equipment and verifies contents of shipments.
15. Maintains record keeping of hazardous and biological waste generation in accordance with regulations, guidelines, and district policy.
16. Maintains accurate and complete records and files, including materials and equipment inventories, warranty information, and maintenance records and schedules.
17. Provides advanced user support, troubleshoots, installs, configures and maintains the various School of Nursing technologies.
18. Operates a variety of computers and technical equipment pertaining to the simulation scenarios.
19. Assists faculty in utilizing specialized computer technology as part of the simulation process.
20. Works closely with students, staff, and faculty to solve complex problems, assists in identifying support resources and installing new software and equipment as appropriate.
21. Works with outside vendors to ensure proper maintenance and repair is performed on specialized healthcare simulation equipment, including warranty repairs.
22. Monitors and tracks budget expenditures, prepares reports, and makes recommendations on funds needed for class labs and new equipment.
23. Maintains awareness of current health care simulation developments through research, self-study, and participation in formal training programs.
24. Screens, selects, trains, evaluates, and provides work direction to student workers.
25. Perform other duties as assigned.

Recommendation:

It is recommended the Board of Trustees approve a new Laboratory Simulation Technician position, Fresno City College.

SECTION 3. THE CLASSIFIED SERVICE

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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: November 17, 2015

SUBJECT: Consideration and Approval of New
Classification Specification for Instructional
Technician - Manufacturing

ENCLOSURE(S):
Classification
Specification, Salary
Survey

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-51

Background:

At the September 1, 2015 meeting, the Board of Trustees approved a new position at Reedley College. The title proposed by the board was Instructional Technician - Manufacturing. The new classification and title will allow for a valid and reliable recruitment and selection process.

The following individuals were invited to suggest changes:

- Vice President of Instruction, Reedley College
- Dean of Instruction, Reedley College
- Director of Human Resources
- CSEA

Recommendation:

It is recommended the new classification specification for Instructional Technician Manufacturing be approved as presented with a recommended classified salary range of 50.



State Center Community College District

Job Title:	Instructional Technician - Manufacturing	Classification Series:	Instructional Services
FLSA Status:	Non-Exempt	Classification Group:	Instructional Assistance
Salary Schedule:	Classified Regular	Classification Level:	Intermediate
Recommended Salary Range:	50	Date Created:	September 1, 2015

Definition

Under direction sets up laboratory materials and assists in the operation and maintenance of the manufacturing laboratory equipment, prepares demonstrations for the class, organizes and monitors the disposal of hazardous waste materials.

Distinguishing Characteristics

The **Instructional Technician - Manufacturing** 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 regards to environmental, health, and safety regulations. Incumbents will be cross trained and become knowledgeable in other areas. Individuals must be willing to work in a team environment.

The **Instructional Aide** class performs varied duties in accordance with general instructions or standard procedures. This position differs from the higher class due to the limited variety of activities, work being more closely supervised and more routine in nature.

Supervision Received

General supervision is received from an academic or classified administrator.

Supervision Exercised

No supervisory responsibilities. Incumbents will have lead responsibilities and will assign, monitor, and review the work of other staff.

Essential Job Functions

Performs a variety of duties related to the manufacturing program including but not limited to:

1. Demonstrates proper techniques and use of tools and equipment for students during laboratory classes.
2. Utilizes a variety of maintenance equipment, tools, materials, and supplies.
3. Prepares instruments, equipment, tools, and facilities for laboratory classes in a variety of environments.
4. Performs demonstrations and provides orientation, assistance, training and technical support to instructors on classroom/shop procedures, operation of equipment, and location and use of instructional materials.
5. Ensures the set-up and clean-up of shop exercises.
6. Orders parts, supplies and instructional materials, maintains inventory and equipment, and processes orders upon delivery.
7. Maintains record keeping of hazardous waste generation in accordance with regulations, guidelines, and district policy.
8. Collects, stores, and coordinates the disposal of hazardous chemicals and materials.
9. Implements chemical hygiene and hazard communication programs.
10. Monitors students in class, lab, and shop situations.
11. Fabricates, welds, builds, modifies, and repairs for purposes of demonstration.
12. Ensures and enforces security and safety of the lab/shop according to established procedures, policies, and laws.



State Center Community College District

13. Screens, selects, trains, evaluates, and provides work direction for student workers.
14. Inspects, tests, operates, assembles, and installs equipment, supplies and materials.
15. Monitors and records tasks and prepares reports.
16. Performs other duties as needed.

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: Associate's degree or certificate in manufacturing or a related field AND at least two years of experience in welding, machine shop, electrical, hydraulics, or motor controls, OR Journeyman level experience (4 years or more) in welding, machine shop, electrical, hydraulics, or motor controls.

Licenses & Certificates

- Valid Driver's License
- Within six (6) months of hire and/or at management request, incumbents MAY be required to obtain the following licenses/certificates:
 - Commercial Class 'A' Driver's license
 - Forklift OSHA card

Knowledge of:

1. Principles, procedures and methods used in a manufacturing shop.
2. Principles and procedures to ensure proper handling of hazardous waste disposal.
3. Cleaning, fabrication, operation and minor repair and maintenance of shop equipment.
4. Research procedures in order to help set up laboratories.
5. Proper storage procedures of manufacturing supplies and equipment.
6. Safety procedures pertaining to machining, welding, electricity, fluid power, and chemical hygiene.
7. Health, safety and security practices and regulations.
8. Inventory techniques and supply procurement methods.
9. Principles and practices of budget tracking which includes creating purchase orders and tracking burn rate.
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, and presentations.
13. Basic math including addition, subtraction, multiplication, and division.
14. Hydraulics, pneumatics, machine shop, and fluid power.
15. Motor controls, 240 and 480 volt systems, variable frequency drives, transformers, and associated equipment.
16. Gas fusion welding, steel and cast iron welding, arc welding of steel plate and pipe, and tig and mig welding.

Skill to:

1. Issue, receive, and maintain records of equipment and supplies.
2. Demonstrate proper techniques and use of equipment for students.
3. Communicate with vendors.
4. Clean, adjust, operate, and maintain manufacturing equipment.
5. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
6. Plan and organize work to meet established timelines and schedules.
7. Operate standard office equipment such as computers, copy machines, telephones and others equipment.



State Center Community College District

- 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:

- Safely operate and demonstrate the proper operation of machine shop tools including lathes, mills, grinders, saws, drill presses and Computer Numerical Control (CNC) equipment.
- Perform and demonstrate the use of precision measurement tools, such as micrometers, calipers, and dial indicators.
- Safely operate and demonstrate the proper technique of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux-Corded Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW).
- Perform and demonstrate the use of fabricating equipment such as metal sheers, iron workers, cutting and forming tools.
- Read and interpret manufacturing shop manuals to facilitate repairs on shop equipment.
- Accurately read blueprints.
- Assemble and dismantle manufacturing laboratory simulations and assignments.
- Provide hands-on support to students as a supplement to their classroom teaching.
- Safely clean up and dispose of hazardous materials.
- Review and evaluate the work of students assigned by instructors.
- Evaluate and assist students in a lab setting.
- Interpret, explain, and apply procedures and regulations pertaining to laboratory safety, security and hazardous material disposal.
- Keep accurate records and maintain accurate inventory of shop equipment and supplies.
- Maintain budget for laboratory supplies and anticipate expenses.
- 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.
- Effectively communicate with individuals for whom English is not a primary language.
- Screen, select, train and provide work direction to student workers.
- Employ proper English usage, spelling, grammar, and punctuation.
- Receive and follow instructions.
- Learn and apply college and district policies and procedures.
- Operate computers and their peripherals.
- Use current common software applications found in manufacturing shops.
- Maintain consistent, punctual and regular attendance.

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 has ongoing physical strain and/or muscular exertion; uses hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee operates vehicles and heavy machinery in which manipulative skills and hand/eye coordination are important ingredients of safe and/or productive operations. Regular and at times sustained exertion of moderate to heavy physical effort in lifting, carrying, pushing, and pulling heavy items weighing up to 80 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



State Center Community College District

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 involves indoor and outdoor environment, working with manufacturing equipment; subject to heavy lifting, electrical equipment and tools; exposure to hazardous chemicals and extensive student contact; noise exposure up to 110 decibels, typically that of a manufacturing shop.

Class Approved By:	Personnel Commission	Date:	November 17, 2015
Duties Approved By:	Board of Trustees	Date:	September 1, 2015
Updated By:	Elba Gomez	Date/Time:	11/12/2015

DRAFT

Instructional Technician - Manufacturing Compensation Survey
November 2015

College	Job Title	Education & Experience	Licenses/Certificates	Monthly Salary Low	Monthly Salary High	Classified or Academic
SCCCD	Instructional Technician - Manufacturing	Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Associate's degree or certificate in manufacturing or a related field AND at least two years of experience in welding, machine shop, electrical, hydraulics, or motor controls, OR Journeyman level experience (4 years or more) in welding, machine shop, electrical, hydraulics, or motor controls.	<ul style="list-style-type: none"> • Valid Driver's License • Within six (6) months of hire and/or at management request, incumbents MAY be required to obtain the following licenses/certificates: <ul style="list-style-type: none"> o Commercial Class 'A' Driver's license o Forklift OSHA card 	\$ 3,464.00	\$ 4,213.17	Classified
University of California	Laboratory Mechanician	Graduation from high school or a General Education Diploma and four years of metal shop experience and journeyman skill in the operation of all standard machine shop equipment; or an equivalent combination of education and experience		\$4,127.28	\$4,959.00	Classified
California State Universities	Equipment Technician II	<p>Equivalent to two years of journey-level or skilled experience in the maintenance, repair, and operation of scientific or technical equipment in the specialty area to which assigned such as mechanical, electromechanical, electronics or in the specialized category including construction and fabrication and some precision work or requiring trade or craft skills working with a variety of unique materials.</p> <p>Equivalent to two years of semi-skilled experience maintaining and repairing scientific or technical equipment or related experience in the type of equipment to which assigned as part of instructional support activities may be substituted for one year of the required experience.</p> <p>Equivalent to two years of trade school or technical arts training with specialization in the type of equipment repair to which assigned, completion of an apprenticeship program, or completion of a full military specialization in the required type of equipment maintenance and repair for one year of the required experience.</p>	A Federal Communications Commission license is required for some positions.	\$ 3,748.00	\$ 5,905.00	Classified
California State Universities	Equipment Technician I	<p>Equivalent to one year of journey-level or skilled experience in the maintenance, repair and operation of scientific or technical equipment in the specialty area to which assigned such as mechanical, electromechanical, electronics or in the specialized category requiring construction and fabrication skills and some precision work, trade or craft skills working with a variety of unique materials, or specialized knowledge and skill related to unusual equipment.</p> <p>or</p> <p>Equivalent to two years of semi-skilled experience maintaining and repairing scientific or technical equipment or related equipment experience as part of instructional support activities may be substituted for the required experience.</p> <p>or</p> <p>Equivalent to two years of trade school or technical arts training with specialization in the type of equipment repair to which assigned, completion of an apprenticeship program, or completion of a full military specialization in the required type of equipment maintenance and repair may be substituted for the required experience.</p>	A Federal Communications Commission license is required for some positions.	\$ 3,419.00	\$ 5,389.00	
**US Department of Labor: Occupational Employment Statistics Query System	Agricultural and Food Science Technicians (Colleges universities and professional schools - State government owned)		Average Median Wage:	\$ 2,935.83	\$ 2,935.83	Classified
College of the Sequoias	(No Position)					
West Hills CCD	(No Position)					

Average Salary \$ 3,557.53 \$ 4,797.21
Comparable Interquartile Range \$ 3,937.64 \$ 5,432.00
Personnel Commission Recommendation - Range 50 \$ 3,464.00 \$ 4,213.17

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

Presented to the Personnel Commission:

Date: November 17, 2015

SUBJECT: Consideration and Approval of Revised
Classification Specification for Admissions
& Records Manager

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-52

Background:

Vacancies have occurred in the position of Admissions & Records Manager at Fresno City College and the District Office. In reviewing the classification specification prior to recruitment, changes have been made to update the Definition, Distinguishing Characteristics and Employment Standards. The changes will allow for a valid and reliable recruitment and selection process of positions in this classification.

The following individuals were invited to suggest changes:

- Vice President of Student Services, Fresno City College
- Vice President of Student Services, Reedley College
- Associate Vice Chancellor, Enrollment Management, Information Systems, Admission & Records
- Director of Human Resources

Recommendation:

It is recommended the revised classification specification for Admissions & Records Manager be approved as presented.



State Center Community College District

Job Title:	Admissions & Records Manager	Classification Series:	Student Services
FLSA Status:	Exempt Management	Classification Group:	Admissions & Records
Salary Schedule:	Classified Management	Classification Level:	Supervisor/Manager
Recommended Salary Range:	34	Date Created:	January 13, 1997

Definition

Under direction plans, coordinates, and implements admissions, registration, evaluations and permanent records functions ~~on-a-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, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

The **Admissions and Records Manager** is the incumbent responsible for managing the operations of a college admissions and records office and assists in development and implementation of operational procedures related to student admissions, registration, student academic records, transfers, graduation, and other functions of admissions and records services. 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.

Supervision Received

General direction is usually received from the Vice President of Student Services.

Supervision Exercised

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

Essential Job Functions

- Duties include responsibility for all activities associated with the admission, registration and records of students.
- Assisting in the long-term planning and the scheduling of registration and related functions.
- Designing and distributing necessary forms and information sheets to carry out the registration processes.
- Assisting in the planning of the student/instructor records and student academic record evaluation functions, coordinating the activities of the records and evaluations sections.
- Developing and implementing systems and procedures relating to student records.
- Making recommendations for staffing and budgeting-
- Assisting in the development of reports relating to the operation of the admissions and records office.
- Performs other duties as needed.

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



State Center Community College District

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 in ~~Information Management/Records systems, Business Administration or a related area. Considerable experience in computer applications for designing records systems or business administration relating to management of large quantities of information and records.~~ Education Administration, Business Administration, Computer Science, Statistics, or a related field, preferably with coursework in business management, office management, human relations and computer applications AND at least three (3) years of full-time paid experience in a college or university admissions office with at least one (1) year in a supervisory or lead capacity.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Federal, state and local laws, regulations, and policies related to student records, information systems, admissions and registration.
- Legal and administrative policies, practices, and processes of local, state, and federal agencies which impact enrollment, registration, grading, transfer, and graduation of students from college programs and specially funded programs.
- College curricula and instructional programs.
- Organization of post-secondary educational institutions.
- Principles and practices of organization, leadership, management, and personnel administration.
- Principles of front-desk/counter scheduling.
- Principles of budgetary planning, preparation, and management.
- Capabilities of management information systems that relate to admissions and records planning, budgeting, scheduling, and reporting particularly with multiple funding sources.
- Principles of supervision, training, evaluation, and staff development.
- Strategic planning and resource allocation.
- Record keeping and report preparation techniques to ensure information is accurately presented to the Chancellor and Board.
- 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, publishing, and database programs.

Skill to:

- Make decisions regarding student records, evaluations information, student admission and registration accordance with pertinent provisions.
- Supervise and coordinate the activities of personnel in areas of evaluations, admissions and registration records.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding District and admissions and records 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.
- 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, appraise and administer programs and services for admissions and records.



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- Coordinate the implementation, administration and maintenance of student records and computer information systems used to manage student records.
- Establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, business and industry contacts, 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.
- Maintain consistent, punctual and regular attendance.
- Learn, interpret and apply federal and state laws and regulations, ~~college and~~ district policies and procedures.
- Maintain confidentiality of sensitive information and records.
- Receive and follow instructions in order to build and maintain effective working relationships.
- Assign, monitor, and evaluate the work of others.
- Appropriately interact with students, staff, faculty, and the public.
- 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 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.

Class Approved By:	Personnel Commission	Date:	January 13, 1997
Duties Approved By:	Board of Trustees	Date:	January 13, 1997
Class Revised By:	Personnel Commission	Date:	November 17, 2015
Updated By:	Christine Ferguson	Date/Time:	11/10/15

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

Presented to the Personnel Commission:

Date: November 17, 2015

SUBJECT: Consideration and Approval of Revised
Classification Specification for Campus
Financial Aid Manager

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-53

Background:

A vacancy has occurred in the position of Campus Financial Aid Manager at Fresno City College. In reviewing the classification specification prior to recruitment, changes have been made to update the Title, Definition, Distinguishing Characteristics and Employment Standards. The changes will allow for a valid and reliable recruitment and selection process of positions in this classification.

The following individuals were invited to suggest changes:

- Vice President of Student Services, Fresno City College
- Vice President of Instruction & Student Services, Clovis College
- Deans of Student Services, Clovis College,
- Director of Financial Aid
- Director of Human Resources
- Incumbent(s)

Recommendation:

It is recommended the revised classification specification for Campus Financial Aid Manager be approved as presented.



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Job Title:	Campus Financial Aid Manager	Classification Series:	Student Services
FLSA Status:	Exempt Management	Classification Group:	Financial Aid
Salary Schedule:	Classified Management	Classification Level:	Supervisor/Manager
Recommended Salary Range:	34	Date Duties Created:	April 15, 1996

Definition

~~Under direction of the district Associate Dean of Financial Aid, directs the delivery of student financial aid at Reedley Community College.~~

Under direction, manages, evaluates and oversees the activities and staff of an assigned Financial Aid Office, plans and schedules the disbursement of financial aid funds to students, and resolves the more complex and difficult financial aid processing and student account issues.

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 **Financial Aid Manager** is the incumbent responsible for managing, reviewing and supervising the activities and staff of an assigned Financial Aid Office. Incumbents direct office staff in the intake of financial aid applications and supporting documentation and the day-to-day management of financial programs and services. Incumbents are responsible for resolving the more complex and difficult financial aid processing and student account issues and working with governmental and private student aid funding agencies to resolve student account issues. Incumbents are also responsible for developing and maintaining record keeping systems and procedures in accordance with federal and state regulations. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

Supervision Received

General supervision is received from an academic or classified administrator.

Supervision Exercised

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

Essential Job Functions

- Duties include the implementation of the policies and procedures for student financial aid services on a campus, including scholarships, grants and student employment programs.
- Assisting in the establishment of policy and procedures that assure the effective delivery of student financial aid services.
- Maintaining an automated financial aid system that provides interactive, consistent financial aid services to all students on the campus.
- Providing for and conducting on-going training for the financial aid staff.
- Makes recommendations for staffing, budgeting, selection and maintenance of current technology to support student financial aid services.
- Prepares and submits required local, state and federal reports.



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- Performs other duties as needed.

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 AND ~~considerable~~ two (2) years or more of management/lead level experience in management information systems, PC and related technology as well as designing records and delivery systems for financial aid or administration of large information records systems; ~~lead/supervisory experience.~~

Licenses & Certificates

Valid Driver's License is required.

~~Knowledge and Abilities: Knowledge of legislation, policies and regulations that establish the basis for the financial aid programs; management information systems equipment and applications for an automated financial aid program; electronic data entry, transmission, retrieval and reconciliation processes; prepare comprehensive technical reports and make presentations. Ability to assign, monitor, and evaluate 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.~~

Knowledge of:

1. Principles and practices of generally accepted accounting and auditing procedures related to Federal Title IV financial aid.
2. Applicable sections of the State Education Code and the Federal Title IV regulations.
3. Other federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
4. Features, requirements and eligibility provisions of federal, state and local financial aid programs.
5. Policies, objectives and technical aspects of financial aid programs and activities.
6. Methods and techniques of conducting financial aid needs analyses.
7. Methods and procedures of financial aid award packaging.
8. District organization, operations, policies and objectives pertaining to student admissions and financial aid.
9. Financial and statistical recordkeeping techniques.
10. District classified human resources policies and procedures and labor contract provisions.
11. Management information systems capabilities that relate to financial aid planning, budgeting, scheduling, and reporting particularly with multiple funding sources.
12. Principles of supervision, training, evaluation, and staff development.
13. Strategic planning and resource allocation.
14. Budget preparation and control.
15. Record keeping and report preparation techniques to ensure information is accurately presented and reported.
16. Basic math including addition, subtraction, multiplication, and division.
17. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
18. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
19. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.



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Skill to:

1. Coordinate financial aid activities for the Financial Aid Office.
2. Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding financial aid programs.
3. Effectively communicate with individuals for whom English is not a primary language.
4. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
5. Plan and organize work to meet established timelines and department schedules.
6. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
7. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
8. Rapidly learn and acquire skills in areas and technologies not previously assigned.
9. Type at a sufficient speed to maintain workflow.

Ability to:

1. Plan, organize and manage the operations and activities of the Financial Aid Office.
2. Coordinate and manage financial aid funds, budgets, personnel, information, training activities, systems and reporting functions to meet student needs and assure smooth and efficient activities.
3. Develop and implement financial aid plans, programs, projects, services, goals, objectives and systems.
4. Assure proper and timely resolution of financial aid issues, conflicts and discrepancies.
5. Monitor, analyze and modify policies, procedures and programs to enhance the financial effectiveness and operational efficiency of the Financial Aid Office.
6. Plan, develop, implement and conduct training sessions concerning financial aid.
7. Effectively represent the college at community events and present clear, concise, comprehensive reports to all in attendance.
8. 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.
9. 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.
10. Promote workplace diversity and a positive work environment.
11. Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
12. Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
13. Prepare and monitor a budget.
14. Learn Title 5, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in the District.
15. Maintain confidentiality of sensitive information and records.
16. Supervise, train, and evaluate personnel.
17. Operate computers and their peripherals.
18. Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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Duties Approved By:	Board of Trustees	Date:	April 15, 1996
Class Approved By:	Personnel Commission	Date:	April 15, 1996
Revised BY:	Personnel Commission	Date:	November 17, 2015
Updated By:	Elba Gomez	Date/Time:	11/12/2015

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

Presented to the Personnel Commission:

Date: November 17, 2015

SUBJECT: Consideration to Appoint Commissioner

ENCLOSURE(S):
PC Rule 2-2 (c)

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Action

ITEM NO. : 15-54

Background:

Pursuant to SCCCD Personnel Commission Rule 2-2 (c), Appointment Procedures, the following is a summary of the appointment procedures for Commissioner's appointment.

1. The Commissioner's appointment is due to expire this December. Mr. Tahajian is willing to make himself available for appointment to a new term.
2. At the October meeting of the Personnel Commission, the Commission members appointed by the Board of Trustees and CSEA can discuss their approach to making the appointment. The announcement will be made of the appointment. After 30 days following the formal announcement, a hearing will be held to allow public comment. This hearing can be agendized for the November regular meeting.
3. The Commissioners may make their appointment following the hearing.
4. If the Commissioners are unable to agree on a joint appointment within the next 45 days, the Director will take steps to have the appointment made by the Chancellor of the California Community Colleges.

2-2 SPECIFIC APPOINTMENT PROCEDURES: On or about September 1st of each year, the Director of Classified Personnel shall notify the Board of Trustees and the recognized classified employee organizations(s) of the name and home address of the commissioner whose term will be expiring and whether or not that commissioner will accept reappointment for another three-year term. The notification will also provide the name of the appointing authority, and the procedures to be followed in filling the upcoming vacancy.

(a) THE BOARD OF TRUSTEE'S APPOINTMENT: By September 30th the Board of Trustees shall publicly announce the name of the person it intends to appoint or reappoint. At a Board meeting to be held after 30 and within 45 days of the date the Board publicly announced its candidate, the Board shall hold a public hearing to provide the public, employees, and employee organizations the opportunity to express their views on the qualifications of the person recommended by the Board of Trustees for appointment. The Board at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

(b) THE CLASSIFIED EMPLOYEES' APPOINTMENT: At least 30 days prior to the date on which the vacancy will occur, the classified employee organization having authority to nominate the classified employees' appointee to the Commission shall submit to the Board the name of the person it wishes to appoint to the Commission. The Board shall appoint the nominee, unless the classified employees voluntarily withdraw the name of the nominee and submit the name of a new nominee. In the latter case, the Board shall then appoint the new nominee, to be effective on the date on which the vacancy would occur.

(1) In the event that the classified employees of the District are represented by one or more recognized employee organizations, the employee organization which represents the largest number of the District's classified staff on August 15 of the year in which the classified employees' appointment is to be made shall be the one authorized to submit the recommended appointment to the Board of Trustees for action as required by law and these Rules and Regulations.

(2) In the event that a vacancy is created on the Personnel Commission because of the classified employees' failure to agree upon a nominee, the Board of Trustees, upon the recommendation of the Director of Classified Personnel, may make an emergency appointment for hiring purposes only until such time as a permanent appointment can be made, but not to exceed sixty (60) days.

(c) THE COMMISSIONERS' APPOINTMENT: By September 30th, the appointee of the Board of Trustees and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint or reappoint to fill the vacancy. At the next regularly scheduled Personnel Commission meeting to be held after 30 days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations, and members of the Governing Board the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The candidate shall be invited to this meeting. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

(1) In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1st because of the failure of the Commission to take action on a new appointment, the commissioners' prior appointee shall continue in office and to function as a member of the District's Personnel Commission until such time as the commissioners take the necessary action(s) to appoint a qualified successor and that person is prepared to assume the duties and responsibilities of the position. If the

appointee of the governing board and the appointee of the classified employees are unable to agree upon a nomination by September 30, the Chancellor of the California Community Colleges shall make the appointment within 30 days.

REFERENCE: Education Code Sections 88065, 88066, 88068

Personnel Commission – Director’s Report

November 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
Building Generalist	Continuous Recruitment
College Trainer	Continuous Recruitment
College Trainer (Seasonal)	Continuous Recruitment
Network Coordinator**	November 16, 2015
Assessment Technician	November 16, 2015
Research Assistant	November 16, 2015
Library/Learning Resources Assistant III	November 23, 2015
Registration Assistant	November 23, 2015
Seasonal Student Advisor	November 23, 2015
Bookstore Seasonal Assistant	November 25, 2015
Bookstore Sales Clerk I – Seasonal	November 25, 2015
Textbook Purchasing Clerk	December 4, 2015
Farm Production Supervisor (Extended Deadline)	December 11, 2015

The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Administrative Aide – Madera College Center	Oral Board	November 12, 2015
Painter	Oral Board	November 12, 2015
General Utility Worker	Performance	November 18, 2015
Lead Custodian	OB/Competency	November 18, 2015
Instructional Lab Tech – Chem/Physical Science	Competency	November 20, 2015
Instructional Lab Tech – General Science	Competency	November 20, 2015
Programmer Analyst	OB/Competency	November 30, 2015
Piano Accompanist	OB/Competency	December 2, 2015

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

Name	Location	Anticipated Posting Date/Status
Instructional Technician - Manufacturing	Districtwide	October 2015
Instructional Technician – Welding	Districtwide	October 2015
Executive Secretary to Chancellor	DO	December 2015
Child Development Lab Manager	Districtwide	December 2015
Copy Center Specialist	Districtwide	December 2015
Theatre Manager -Flexible	FCC	December 2015
Admissions & Records Manager	FCC	December 2015
College Director of Marketing	RC	January 2016
Laboratory Simulation Technician	FCC	On hold pending position review.

Instructional Aide/Workability	RC	On hold pending position review.
Instructional Aide – PPT	FCC	On hold pending position review.
International Trade Specialist	DO	On hold pending position review.
Instructional Tech – Maint, Mechanic	Districtwide	On hold pending position review
Lead Maintenance Person	Districtwide	On hold pending position review.
Director of Technology	CCC	On hold pending position review.
Research Director	CCC	On hold pending position review.
Dir of Institutional Research, Assessment & Planning	CCC	On hold pending position review.

The following are current vacancies with active eligibility lists:

Name	Vacancy Location	Status
Accounting Technician II	Foundation, DO	List Referred 11/9/15
Administrative Aide	FPCA, FCC	List Referred 11/9/15
Administrative Aide	CTC, FCC	List Pending Referral
Administrative Aide	Division B, RC	List Referred 11/11/15
Administrative Aide	Office of Instruction, CCC	List Pending Referral
Administrative Secretary	TSS, FCC	List Referred 11/11/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Pending Referral
Building Generalist	Operations, DO	List Pending Referral
Construction Services Manager	Operations, DO	List Referred 11/6/15
Cook	Food Services, RC	List Referred 11/11/15
Department Secretary	Student Services, CCC	List Pending Referral
Department Secretary	TRIO, CCC	List Pending Referral
Department Secretary	Office of Instruction, CCC	List Pending Referral
Department Secretary	FPCA, FCC	List Referred 10/19/15
Department Secretary	PIO, FCC	List Pending Referral
Department Secretary	Financial Aid, FCC	List Pending Referral
Department Secretary	Admissions & Records, FCC	List Pending Referral
Department Secretary – PPT	Office of Instruction, MC	List Pending Referral
Director of Maintenance & Ops	Operations, DO	List Referred 11/5/15
Early Childhood Educ. Assoc.-PPT	Office of Instruction, CCC	List Pending Referral
Early Childhood Educ. Associate	Office of Instruction, FCC	List Pending Referral
Educational Advisor	Student Services, MC	List Referred 9/30/15
Educational Advisor	Student Services, CCC	List Pending Referral
Evaluator	Student Services, CCC	List Pending Referral
Evaluator	Student Services, RC	List Pending Referral
Evaluator	Student Services, FCC	List Referred 11/11/15
Evaluator	Student Services, FCC	List Referred 11/11/15
Financial Aid Systems Analyst	Information Systems, DO	List Referred 10/7/15
Institutional Research Coordinator	Institutional Research, RC	List Referred 11/9/15
Instructional Assistant – Nursing	Health Sciences, FCC	List Referred 2/11/15
Instructional Tech – MC Lab	Technology Services, RC	List Referred 11/11/15

MicroComputer Specialist	Technology Services, FCC	List Pending Referral
MicroComputer Resources Tech	Technology Services, FCC	List Pending Referral
Office Assistant I (PPT)	Admissions & Records, FCC	List Referred 11/11/15
Office Assistant III	Student Services, CCC	List Referred 10/22/15
Office Assistant III	Financial Aid, CCC	List Pending Referral
Office Assistant III	Student Activities, FCC	List Referred 11/6/15
Office Assistant III	Maintenance & Ops, DO	List Pending Referral
Office Assistant III	Athletics, RC	List Referred 11/4/15
Office Assistant III	Counseling, FCC	List Pending Referral
Office Assistant III	Library, FCC	List Pending Referral
Police Comm. Dispatcher - PPT	Police Department, DO	List Referred 10/6/15
Police Comm. Dispatcher	Police Department, DO	List Referred 10/6/15
Police Officer	Police Department, DO	List Referred 6/25/15
Publications Specialist	Clovis Community College	List Pending Referral
Student Services Specialist	Admissions & Records, FCC	List Referred 11/12/15
Web Portal Administrator	Information Systems, DO	List Referred 10/7/15

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.

Around the Office

- WRIPAC: 11/19/15 – 11/20/15
- CSPCA: 2/25/16 – 2/28/16
- NeoGov Onboarding Implementation, Currently Working with IS Department.
- NeoGov Performance Evaluation Implementation
- Training Administrators and staff