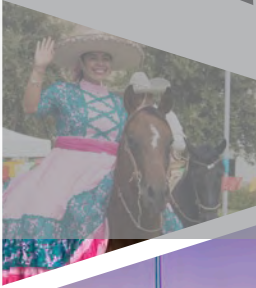




Personnel Commission  
**ANNUAL REPORT**

*Fiscal Year 2019-2020*







# Table of Contents

Mission, Vision, & Values	3
Director's Report	4
SCCCD & the Merit System	5
Personnel Commissioners	7
Personnel Commission Staff	8
Human Resources Staff	9
Type of Classified Professionals	11
Classified Professional of the Year	12
Service Awards	13
Statistics	15
Accomplishments & Goals	19
Budget	20
Career Fairs & Outreach	20
New & Revised Job Descriptions	20
Professional Memberships	22

# MISSION

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

# VISION

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

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

## *Motivation*

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

## *Efficiency*

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

## *Respect*

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

## *Integrity*

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

## *Teamwork*

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





# Letter from the Director

It is with great pleasure that I present to you the Personnel Commission Annual Report for fiscal year 2019-2020. What a historic year it has been! I am so incredibly proud to be a part of a District that has led us through an unprecedented global pandemic and has been so proactive in voicing its commitment to fighting racial inequality and unjust treatment of underrepresented populations.

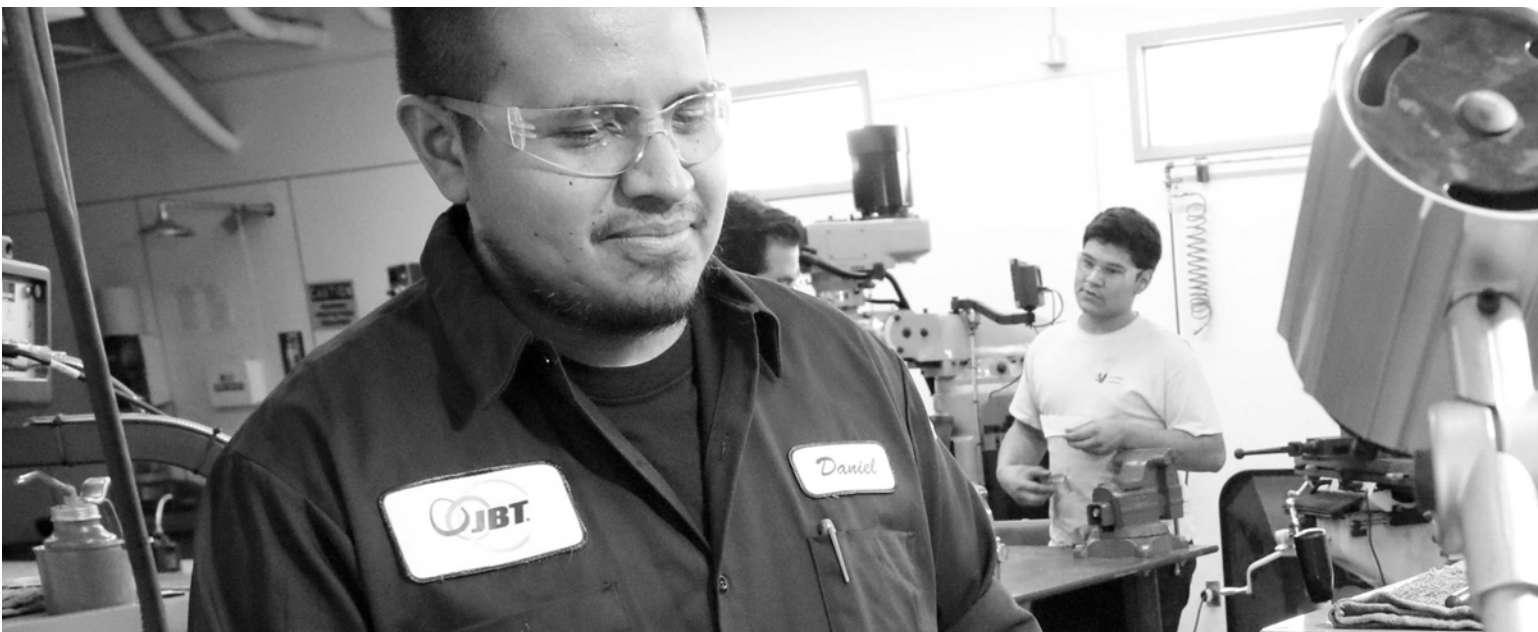
I was, and continue to be, truly honored to be selected by the Personnel Commissioners as the new District Director of the Personnel Commission and Classified Employment. When I accepted the position, I never imagined that I would begin this new exciting journey in the middle of April, during a global COVID-19 pandemic, teleworking from home, while sheltering in place by order of the Governor. Although the COVID-19 pandemic affected how we conduct business, how our students receive instruction, and basically our way of life, I have been so inspired by how the State Center Community College District (SCCCD) community rallied together to continue providing valuable services to our students, staff, and to the public. This could not have been done without the leadership of District Administration, the never-ending commitment of our faculty, and the tireless dedication of our Classified Professionals. It seems as though almost overnight, our Information Systems and Technology departments assisted with converting over 947 employees to online teaching or teleworking. The Colleges Building Services and District Operations employees continue to maintain, improve, and expand our facilities and grounds, while the Police Department ensures the students, staff and public remain safe and secure. Additionally, our Environmental Health & Safety department has been instrumental in working closely with the local health departments to provide much needed guidance throughout the District since the beginning of the COVID-19 pandemic.

Personnel Commission staff also had to immediately adjust to its new normal during the pandemic. Change inevitably presents challenges, but it can also help us move forward. For the first time, we began conducting Personnel Commission meetings and oral board interviews completely through the ConferZoom platform. Overall, staff was pleasantly surprised with the seamlessness of the transition. The Human Resources Specialists who conduct recruitments observed an increase in rater participation as we were able to contact agencies outside our local area creating a more diverse subject matter expert pool to choose from. Staff also reported a decrease in applicant no-shows and a decrease in costs. The District also converted more manual processes to electronic formats, while the Personnel Commission staff had the opportunity to expand their skill sets by taking on new projects and cross-training with the Human Resources department which fostered a cohesive work environment. The Personnel Commission will continue to research how we can improve our processes by leveraging technology and by monitoring these changes in the upcoming year to identify any unnecessary barriers and to ensure that we are meeting the mission of the Personnel Commission which is to support the goals of the District by ensuring the fair and equitable treatment of employees in the classified service and ensuring the selection and promotion processes are based on merit principles.

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

***Samerah Campbell***

*District Director of the Personnel Commission & Classified Employment*



# State Center Community College District

In 2019-20, SCCCD had three colleges and multiple centers which served approximately 1.7 million people and 22 unified and high school districts in urban and rural territories. The three main campuses of the District in 2019-20 were Fresno City College, Reedley College, and Clovis Community College. In addition, the District included the Career & Technology Center, the Madera Community College Center, and the Oakhurst Community College Center. In 2020-21, Madera CCC will become the 4th college at SCCCD!

State Center Community College District was established in 1964 after Fresno City College and Reedley College joined together. The District has grown to become a leader among community colleges with over 2,800 faculty and staff and nearly 67,000 students.

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

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

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

and medical disqualifications.

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

The Personnel Commission administers competency assessments for a variety of classifications such as Building Trades Generalist, DSP&S Mobility Driver, and various secretarial support staff positions. Competency assessments vary greatly and can include anything from hands-on computer testing, to driving a mobility cart, or making a presentation.

## Meetings

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



# Merit System

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

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

Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which assures that all receive equal opportunity.

All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, medical condition or sexual orientation.

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

District employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.

Employees should be retained and promoted on the basis of merit, as measured by the adequacy of their performance and professional achievement.

Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

“ I think most people know that SCCCD is a really good employer in our valley, but it really comes down to the people who work here that makes it so impressive. The energy and dedication of those who work here shows every day. It makes it easy to wake up in the morning and enjoy what you are doing with people you like working with.

**Kristie Andersen**

*Senior Administrative Technician*

*Fresno City College*

# Personnel Commissioners



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



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



**Pamela Freeman-Fobbs** is the Board of Trustees' appointee. She has been a Board Member of the SCCC Foundation Board since 2009. Ms. Freeman-Fobbs received her Doctor of Jurisprudence degree from Thurgood Marshall School of Law. She was awarded an internship at the Washington, DC office of Representative Barbara Jordan (D-Texas) during college. Ms. Fobbs has served as Chief Operating Officer at Fobbs LifePoint Women's Institute for Integrative and Special Gynecology since 1982. She is a former deputy district attorney for Fresno County and was a part time criminology instructor at CSU Fresno. Ms. Fobbs has served as a board member for numerous local organizations, including Valley Public Television, Community Hospitals of Central California, The Fresno Philharmonic, and Make-A-Wish Foundation. She has been invited to serve on numerous health-related government panels. Her passion is healthcare and quality-of-life issues for women and children. For 28 years, she has been getting the word out about heart disease, obesity, and breast cancer in the local and national community.

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



# Personnel Commission Staff



*Samerah Campbell*

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

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



*Christine Phillips*

## **Human Resources Analyst**

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



*Vacant*

## **Business Systems Analyst**

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



*Reshonda Martinez*

## **Human Resources Specialist**

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



*Jennifer Gonzalez*

## **Human Resources Specialist**

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



*Alberto Villegas-Villagomez*

## **Human Resources Assistant**

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



*Julianna Mosier*

**Vice Chancellor of Human Resources**



*Kendelynn Quiz*

**Executive Assistant to the Vice Chancellor**

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



*Frances Garza*

**Benefits Coordinator**

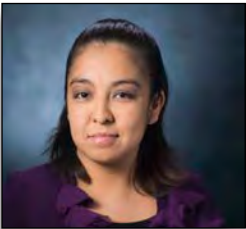
Coordinates employee & retiree health insurance benefits, workers' compensation & work-related injuries/illness, along with ACA eligibility & reporting.



*Reina Kemble*

**Benefits Technician**

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



*Blanca Soto*

**Human Resources Assistant**

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



*Nicole Ozburn*

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



*James Young*

**Human Resources Analyst**

Handles complaints and misconduct, discrimination, and harassment investigations.



*Vacant*

**Administrative Assistant**

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

# Human Resources

The State Center Community College District (SCCCD) Personnel Commission partners with the Human Resources department to ensure selection and retention efforts attract and retain high quality academic and classified professionals.

The SCCCDC Human Resources department is committed to supporting the strategic goals of the District by providing optimal, comprehensive and efficient human resources services, exceeding the expectations of the District's board of trustees, employees, students, and communities.

**Contact:**

Phone: 559.243.7100

Fax: 559.499.6007





*Stacy Zuniga*

**District Director of Human Resources**



*Sandi Edwards*

**Human Resources Analyst**

Handles the interactive discussion process and workplace accommodations.



*Yer Taylor*

**Human Resources Analyst**

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



*Jame Yang*

**Senior Human Resources Technician**

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



*Paola Lopez*

**Senior Human Resources Technician**

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



*Sareang Nhim*

**Human Resources Technician**

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



*Vacant*

**Human Resources Technician**

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



*Nicole Page*

**Administrative Assistant**

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

# Types of Classified Professionals at SCCCD

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

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

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

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

Confidential employees are non-

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

Additionally, there are classified positions who are responsible for providing a safe environment for our students, faculty, staff, and guests. District police officers are trained and regulated by the California Peace Officer Standards and Training (P.O.S.T.) Commission and have the same authority as a municipal police officer or county deputy sheriff.

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

Non-classified positions include

faculty (such as instructors and counselors), academic administrators (such as dean's and president's) and student workers.

There are currently over 213 job descriptions describing the various classified job types at State Center Community College District. There are about 670 classified employees who contribute to the District's success. These employees ensure a seamless experience for the students by providing a range of support services such as keeping the buildings safe and clean, and making sure that classroom tools and supplies are on hand and ready for use.

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

“ I was drawn by the District's strong reputation for quality leadership and genuine concern for others. This is a District full of people who truly want to make a positive impact on the lives of others...

*Andrew Prestage, District Director of Information Systems, SCCCD District Office*



# Classified Employee of the Year

The Classified Professional Steering Committee believes that there are individuals who exemplify what being a “Classified Professional” represents. These individuals excel in such areas as customer service, working on significant projects on campus, leadership & teamwork, and community involvement. In order to recognize these individuals, the Classified Professional of the Year award program was developed to provide well-deserved recognition. It is our hope that these Classified Professionals recognized through this program will be the role-models for their fellow peers and co-workers now and for years to come.

State Center Community College District’s Classified Professional of the Year is typically recognized at the annual Mega Conference, a one-day districtwide conference focused on the continuing professional development of classified employees. Unfortunately, due to the COVID-19 pandemic, the 2020 Mega Conference was canceled. Though we could not hold a ceremony this year, the Classified Professional Steering Committee would still like to congratulate the nominees and recognize this year's Classified Professional of the Year and thank them for their hard work and dedication to the District.

Congratulations to the 2020 Classified Professional of the Year!



## **Kimberlee Murray**

Early Childhood Education Specialist  
Madera Community College

---

*“Kim leads through her mentoring of both our Child Development Center staff and our Child Development Lab students.”*

*“She encourages our student staff when it is time for them to move beyond MCCC to pursue transfer, continued education opportunities and other employment options.”*

*“Students share about the impact Kim has in their understanding and challenges them to think deeply and to self-reflect.”*

# 2020 Service Awards

Congratulations to all for your dedicated service to the District!

## 5 Years

Abbs, Erica  
Adams, Alexis  
Aguilar, Emalee  
Aguilera, Sandra  
Al Haider, Rebecca  
Alaniz, Horacio  
Anaya, Randy  
Arenas, Joanna  
Babb, Stephanie  
Balint, George  
Baylon, Arthur  
Benas, Rebecca  
Bennett, Megan  
Bogosian, Chad  
Brannon, Colleen  
Cabrera, Justin  
Callahan, Kevin  
Carbajal Ruiz, Norberto  
Carrion, Annette  
Cartwright, Lisa  
Castellanos, Eve  
Childers, David  
Condry, Cory  
Cooper, Nicole  
Cortes Howden, Lynette  
Crooks, Elizabeth  
Cruz, Anna  
Cruz, Susana  
Davis, Gary  
de Morales, Linda  
Dent, Galin  
Fisher, Jessica  
Flores, Denise  
Garcia, Graciela  
Gomez, Bonita  
Guerrero, Rico  
Hannigan, Karie  
Harris, Darnell  
Harwood, Brina  
Hembd, Max  
Henderson, Caleb  
Her, Virginia  
Hernandez, Lily  
Hess, Shivon  
Hopkins, Lavell  
Hunt, Donna  
Isom-Norman, Dannette  
Jennings III, Richard  
Johns, Tyler  
Johnson, Paul  
Johnson, Cheryl  
Johnson, Amanda  
Jow, Kevin  
Kawagoe, Jodi  
Kerfoot, Mark  
Kerney, William  
Kobashigawa, Linda  
Lau, Gwun  
Lee, Sypher  
Lee, Bryan  
Lin, Joseph  
Lozano, Christopher  
Lynch, Crystyn  
MacArthur, James  
Mahoney, Rosemary  
March, Eleni  
Marrufo, Ralph  
Marta, Jennifer  
McDonald, Travis  
Murphy, Rodney  
Murray, Darlene  
Myers, Tiffany  
Naranjo, Jesus  
Negrete, Harmony  
Newsom, Nathan  
Osborne, Deborah  
Papavasiliou, Nell  
Parker, Joshua  
Paul, Heather  
Phantharath, Channie  
Piland, Kurt  
Poundstone, Andrew  
Quiroz, Jeanette  
Rabara, Alisha  
Radillo, Hector  
Ramirez, Raymond

Reents, Danielle  
Robertson, Shannon  
Roby, Nina  
Ross, Stacy  
Routt, Katelyn  
Santellano, Jeffrey  
Sarkisian, Tiffany  
See, Charles  
Slade, Anthony  
Slater, Emilee  
Sneed, Joshua  
Soukup, Darin  
Stavytska-Barba, Marina  
Stewart-Magee, Kevin  
Sumaya, Nanci  
Thiesen, Kurtis  
Torres, Paul  
Van Buren, Ruthann  
Vanderpool, Neil  
Vang, Teng  
Vang, Sue  
Velasquez, Amanda  
Voth, Joseph  
Wasemiller, Peter  
Williams, Ria  
Willis, Karen  
Winter, Kelly  
Woodard, Kevin  
Woods, Matthew  
Xiong, Becky  
Yang, Jame  
Yocupicio, Amy  
Zook, Steven

## 10 Years

Anderson, Karen  
Cartwright, George  
Cunningham, John  
De Anda, Carolyn  
Epperson, Tamara  
Fleuridor, Richard  
son  
Hanson, Erik  
Hoffman, Daniel  
Jimenez, Fernando



Johnson, Donnie  
 Mtunga, Jennifer  
 Pattillo, Daniel  
 Pearse, Stephen  
 Potter, Ronald  
 Privett Jr, Gary  
 Rocha, Andrew  
 Santillan, Frances  
 Schoenburg, Diane  
 Silva, Cheryl  
 Simonson, Jennifer  
 Standifer, Eddie  
 Woods, Timothy  
 Yates, Seth

### 15 Years

Adams, Anne  
 Aguirre, Ana  
 Allen, James  
 Arana, Ivy  
 Breshears, Gregory  
 Burdick, Jeffrey  
 Camacho, Brett  
 Chacon, Kenneth  
 Davis, Theophilus  
 Davis, James  
 Denis-Arrue, Nuria  
 Dormedy, Derek  
 Doud, Laurel  
 Garcia, Michelle  
 Gardner, Jason  
 Gruet, Karin  
 Guajardo, Ricco  
 Gutierrez-Osborne, Virginia  
 Gutierrez-Sauceda, Nancy  
 Hawkins, Reynani  
 Herman, Tamara  
 Hiebert, Margaret  
 LaSalle, Ryan  
 Ledgerwood, Janice  
 Leech, Stephen  
 Loya, Margaret  
 Martin, Sean

Minas, Natalie  
 Moreno, Estevan  
 Navarro, Bernard  
 Obeid, Lina  
 Ochs, Raquel  
 Radnejad, Forouzandeh  
 Ramos, Paula  
 Sanchez, Ray  
 Schmalle, Robert  
 Scott, Daniel  
 Semien, Kenneth  
 Smith, Lorraine  
 Smith Bush, Bethany  
 Sosa, Susana  
 Terrell, John  
 Tikkanen, David  
 Torres, Sarina  
 Vellandi, Christian

### 20 Years

Allen, Becky  
 Arriola, Joe  
 Begley, Polly  
 Bryant, Melanie  
 Castaneda, Jose  
 De La Cruz-Pulido, Gloria  
 Ervine, Kathleen  
 Gilmore, Pamela  
 Gonzalez, Eileen  
 Heathcote, John  
 Hedstrom, Christy  
 Herrera, Francisca  
 Hickey, Russell  
 Hope, Michael  
 Howard, Philip  
 Kastanes, Bill  
 King, Kirtley  
 Libby, Joseph  
 Lock, Cheryl  
 Martinez, Robert  
 Martinez, Reshonda  
 McCabe, Keelin  
 McLeod, Todd  
 Minar, Cynthia

Nelson, Brett  
 Patterson, Teresa  
 Sandoval, Delfina  
 Sause, James  
 Spear, Gricelda  
 Swan, Kathleen  
 Tarazi, Teresa  
 Unruh, Leah  
 Valentino-Singer, Mary Ann  
 Whitaker, Leah  
 Wong, Janice

### 25 Years

Coppedge, Michael  
 Doyle, Mary  
 Ferrer, Sharon  
 King, Leslie  
 Kubin, Caroline  
 Lapp, Deborah  
 Mahavong, Sunnie  
 Millar, Brad  
 Ockey, Debbie  
 O'Rourke, Kelli  
 Puente Jr, Carlos  
 Reynolds, Kaye  
 Vanderpool, Danny

### 30 Years

Bezerra-Nader, Rose marie  
 Hodges, Cynthia  
 Kubo, Renee  
 Mathos, Mary  
 Palmer, Richard  
 Romero, Anthony  
 Sweeney, Megan  
 Wen, Julie

### 35 Years

Jackson, Linda  
 Polanco, Henry  
 Rios, Rosa  
 Walls, William (Ron)

## 40 Years

Barela, Albert  
 Bravo, Jose

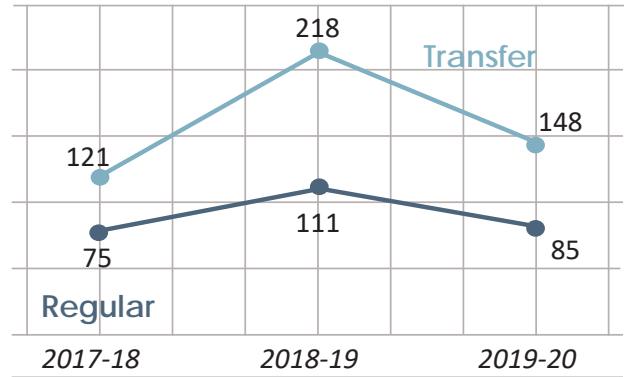
## Retirees

Berry, Donna  
 Bluth, Gary  
 Carroll, Jean  
 Cerkueira, Ronald  
 Chang, Cindy  
 De Santiago-Gomez, Laura  
 Denver, Monta  
 Elliott, Karen  
 Erven, Debra  
 Ervine, Kathleen  
 Foth, Glen  
 Florez, Abrian  
 Frary, Kathy  
 Gallegos, Terri  
 Gose, Kristine  
 Hinkle, Barbara  
 Hubbard, Greg  
 Johnson, Susan  
 Lapp, Deborah  
 Lewis, Clay  
 Mangum, Pearl  
 Mericle, Margaret (Peg)  
 Minar, Cynthia Jill  
 Munoz, Jose  
 Munoz, Shana  
 Oki, Gayle  
 Phister, Jeff  
 Reed, Edwin  
 Richards, Michael  
 Rooney, James  
 Santillan, Janet  
 Santos, Jeannie  
 Smith, Mary  
 Ugwu-Oju, Dympna  
 Vagim, Nancy N  
 Vanderpool, Neil  
 Wenter, Gary  
 Walls, William (Ron)

# 2019-2020 Statistics

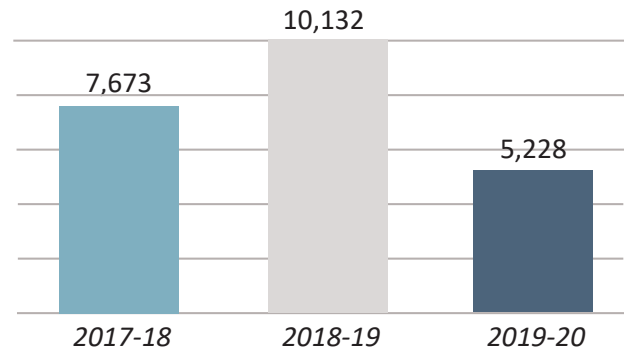
## Announcements

When a manager decides to fill a vacant classified position, the Personnel Commission first sends a transfer notice to all employees and posts the transfer notice on the District's website. When the transfer closes, the manager decides whether they want the Personnel Commission to recruit publicly.



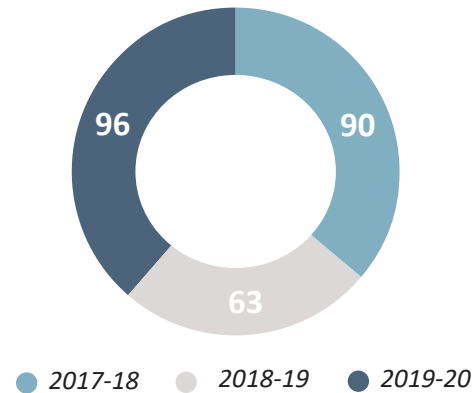
## Applications

Of the 5,228 applications received during the 2019-20 fiscal year, 106 were for transfer postings, 172 were for temporary postings, and the remaining 4,950 were for regular, open and promotional postings.



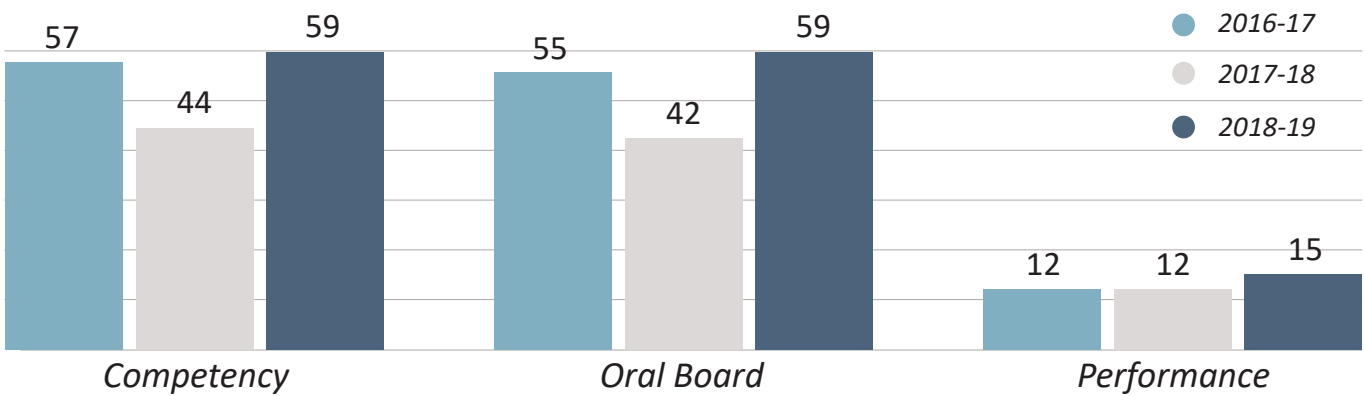
## Eligibility Lists

If an applicant is successful on the assessments, they will be placed on an eligible list of candidates from which departments can hire. These counts do not include any employees that applied for a transfer.

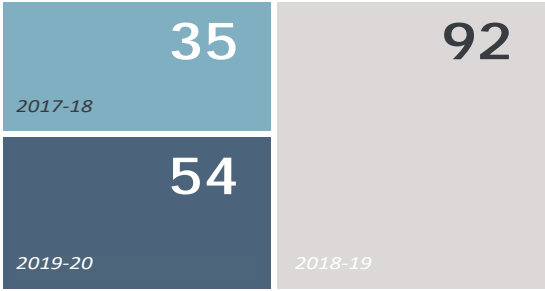


## Assessments

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





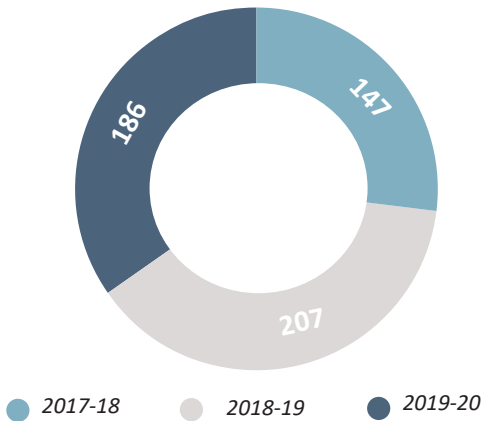
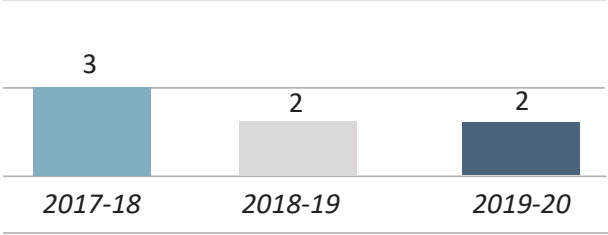


## Classification Actions

There was an increase in classification actions during the previous 2018-19 fiscal year due to the approval of new limited term positions while recruitments were on hold during the class study.

## Working-out-of-Class

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

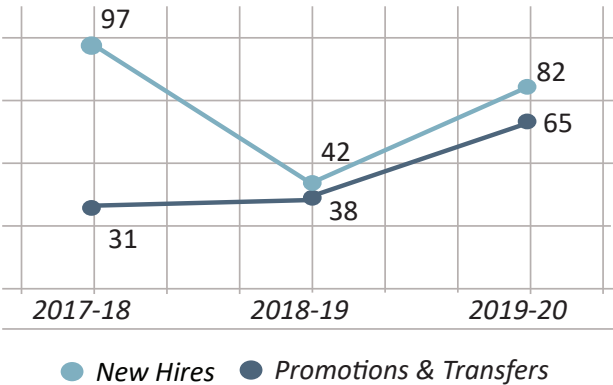


## Provisional/Limited Term Assignments

During the 2019-20 fiscal year, the Personnel Commission processed 186 temporary assignments including 87 provisionals, 83 limited terms due to a leave of absence, and 16 board approved limited term assignments.

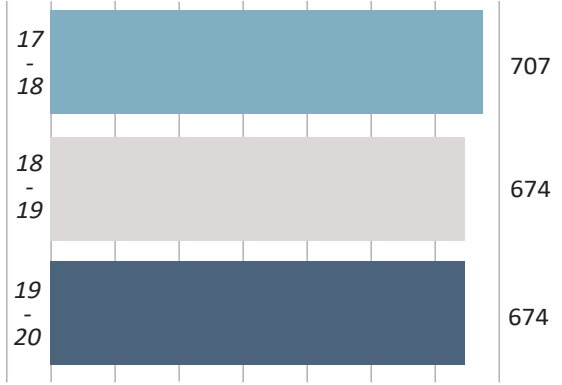
## Hires

There was an 84% increase in hires during the 2019-20 fiscal years as recruitments resumed after the classification study was finalized.



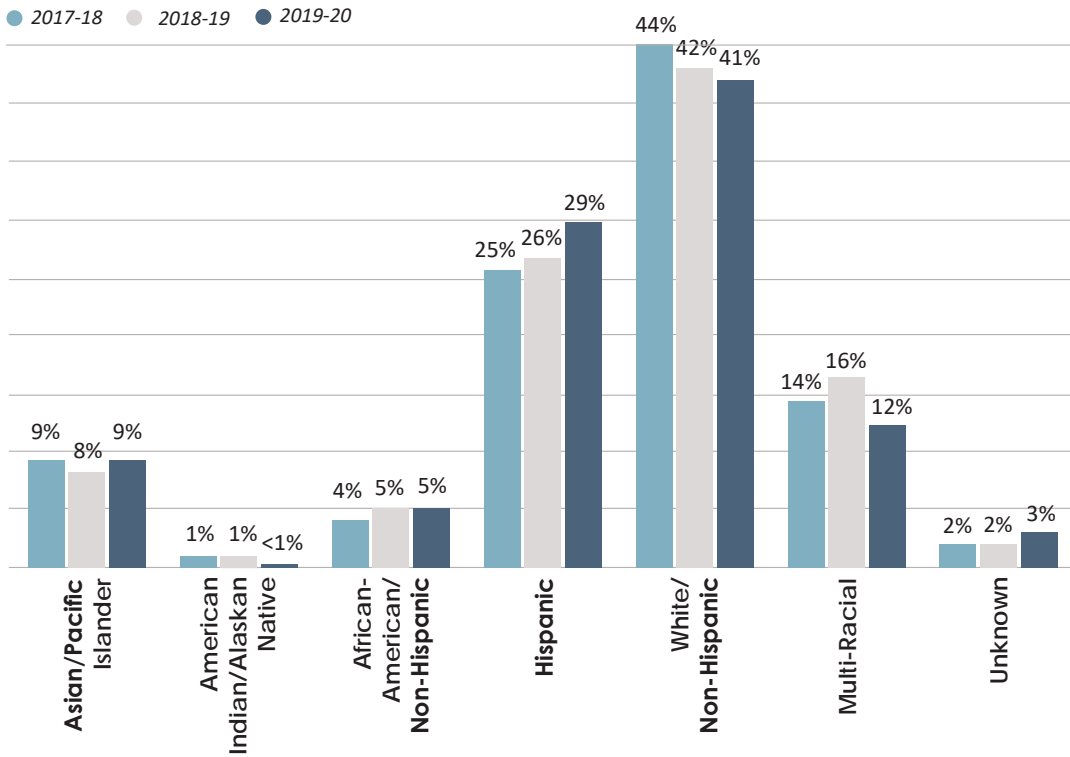
## Permanent Employees

There are currently 674 classified, confidential, and classified management employees at SCCCD and more than 80 vacancies that will be filled.



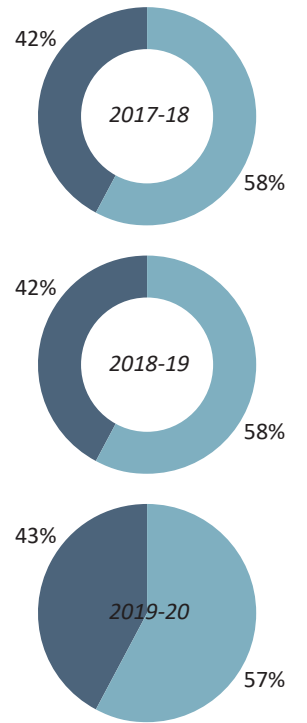
# Classified Workforce Demographics (Based on June 30, 2020 data)

## Ethnicity



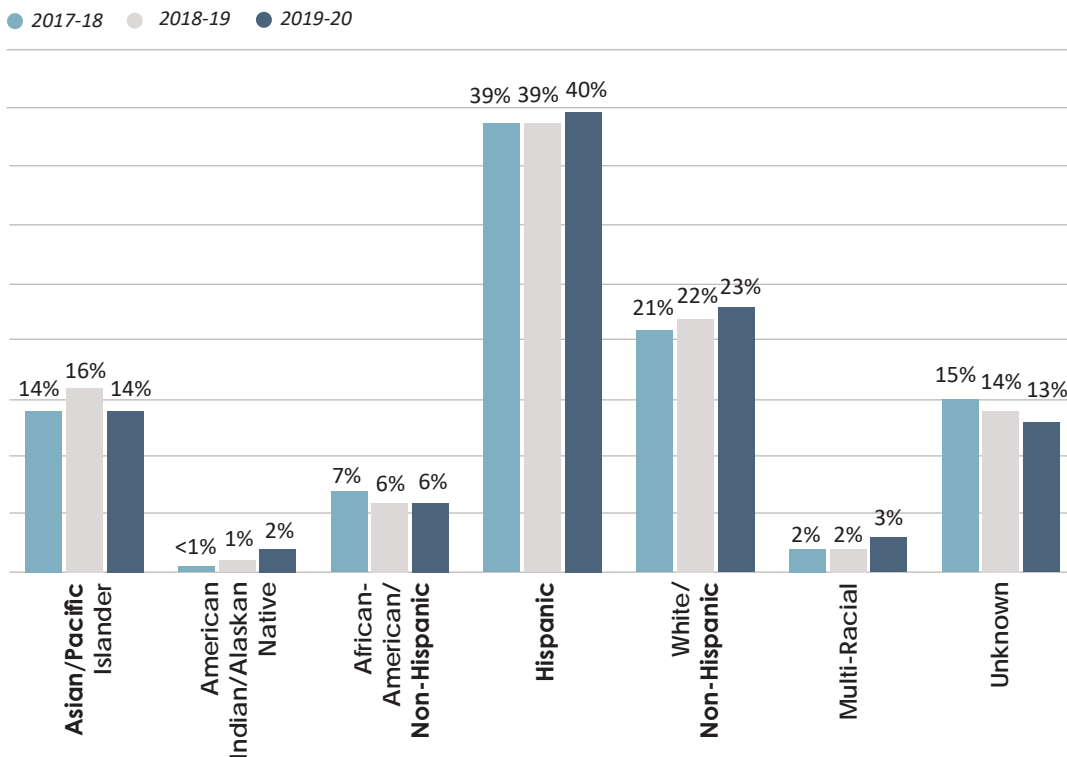
## Gender

● Female ● Male ● Unknown



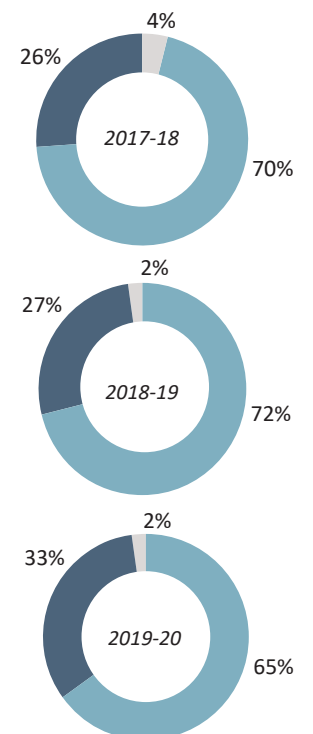
# Applicant Demographics

## Ethnicity



## Gender

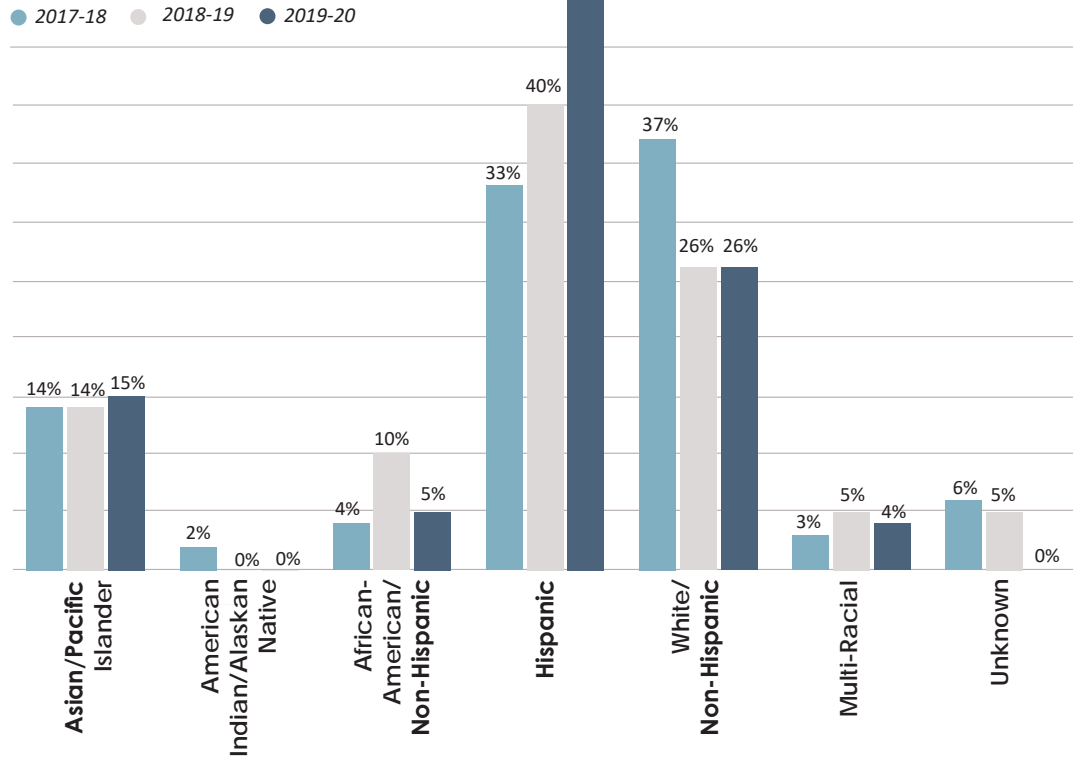
● Female ● Male ● Unknown





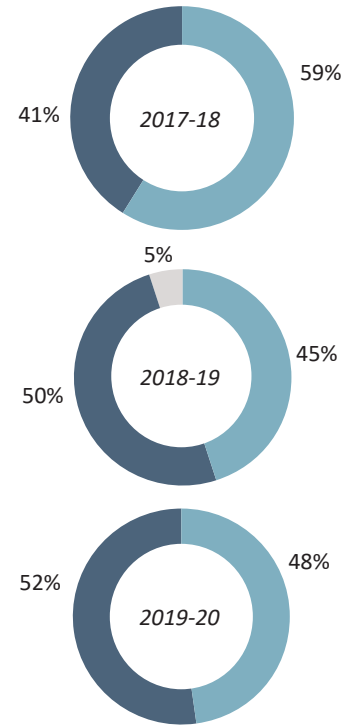
# New Hire Demographics

## Ethnicity



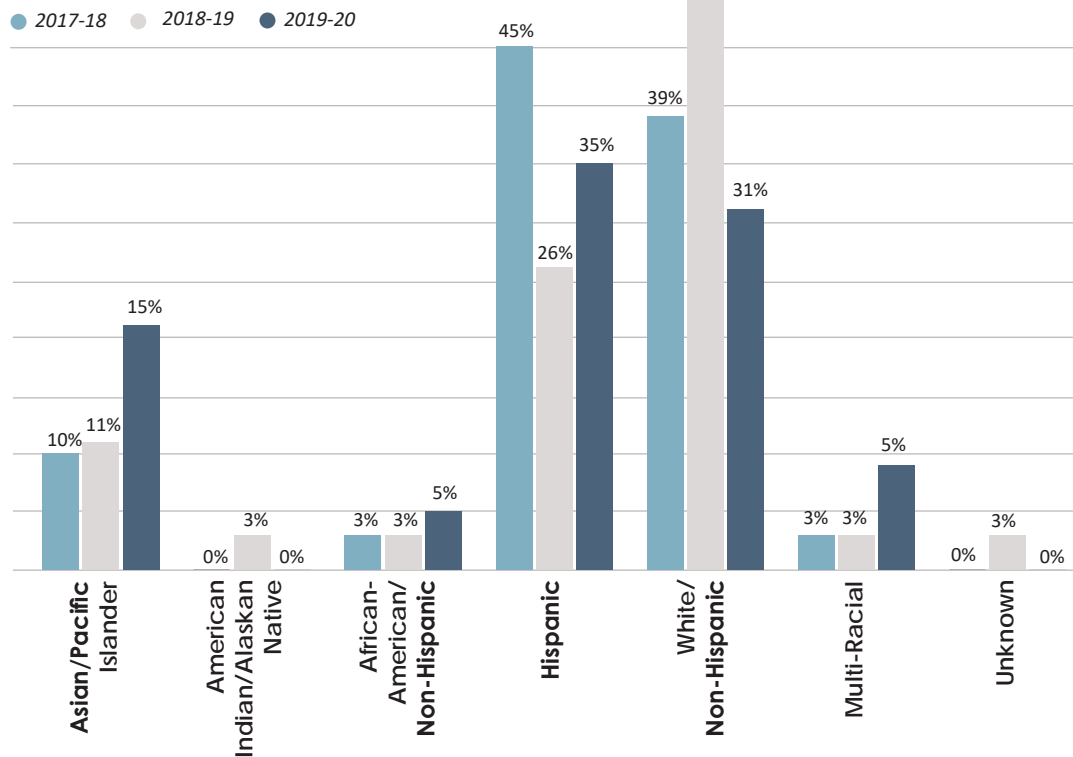
## Gender

● Female ● Male ● Unknown



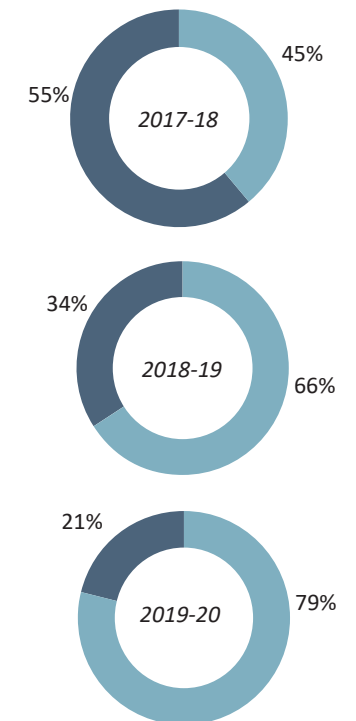
# Promotion & Transfer Demographics

## Ethnicity



## Gender

● Female ● Male ● Unknown



# 2019-2020 Achievements

- Relocated offices from Weldon to Fulton Street in Downtown Fresno.
- Increased diversity efforts by participating in nationwide diversity events.
- Moved to electronic record-keeping for paperless recruitment processes.
- Hired new permanent staff including a District Director of the Personnel Commission & Classified Employment, Human Resources Specialist, and Human Resources Assistant.
- Moved from partial unproctored/remote testing to complete unproctored/remote testing to include oral board assessments.
- Transitioned staff to remote work in response to COVID-19 including remote Personnel Commission public meetings.

# 2020-2021 Goals

- Update Personnel Commission Rules.
- Update the Personnel Commission website.
- Complete reclassification procedures and re-open reclassification window.
- Prepare for rotating job family classification studies.
- Develop remote training materials for internal and external constituents.
- Examine opportunities to enhance remote connections such as use of social media and unproctored testing platforms.
- Continue to develop training materials, procedures, and relationships to improve equity and diversity.



# 2019-20 Departmental Budget

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

## Career Fairs & Outreach

African American Male Education Network & Development (A2MEND)

Central California Hispanic Chamber of Commerce Amigo Luncheons

Central California Society for Human Resources Management (CCSHRM) Luncheons

Fresno County Employer Advisory Council (FCEAC)

Hispanic Association of Colleges & Universities (HACU)

Madera County Fall Job Fair

Recruit the 99 Career & Internship Fair

## New & Revised Job Descriptions

Electrician

Deputy Title IX Coordinator

Director of Trade and Training

Recreation Associate

District Director of the Personnel

Commission & Classified

Employment

Vice Chancellor of Operations



*Fresno Area Hispanic Foundation*

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

*Fresno County Employer Advisory Council*

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

*Fresno County Women's Chamber of Commerce*

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

*Fresno Metro Black Chamber of Commerce*

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

### *Association of Chief Human Resource Officers/Equal Employment Officers*

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

### *California School Personnel Commissioners Association*

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

### *Central California Society for Human Resource Management*

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

### *California Public Employers Labor Relations Association*

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

### *Central California Hispanic Chamber of Commerce*

**CCHCC** promotes, stimulates, and supports Hispanic owned businesses. The Chamber creates, maintains, and improves a favorable business environment, which strengthens the financial position of its members and contributes to the socioeconomic well being of the community.

### *Northern California Human Resources Association*

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

### *School Personnel Commissioners Association - Northern California*

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

### *Western Region Intergovernmental Personnel Assessment Council*

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





1171 Fulton Street, Fresno, CA 93721

[www.scccd.edu](http://www.scccd.edu)



559.243.7100



559.499.6002

**Career Opportunities:**

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

Follow us on @scccdcareers

