



## 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.

## Merit System Principles

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

1. 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.
2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, disabling condition or sexual orientation.
3. Equal pay should be provided for work of equal effort, skill, and responsibility.
4. School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.
5. Employees should be retained and promoted on the basis of merit, as measured by the adequacy of their performance and professional achievement.
6. Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

State Center  
Community  
College  
District

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Personnel Commission

# ANNUAL REPORT



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Personnel Commission Annual Report 2010 - 2011



## Personnel Commission

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## Solutions For a New Economy

The Personnel Commission is excited with the progress that has been made with its new online applicant tracking system. Since its implementation, the application process has become more efficient & accessible. We are receiving positive feedback as well as constructive criticism. We hope to continue to improve this process & encourage many potential applicants to consider employment with State Center Community College District & apply.

Check us out at  
<https://scccd.peopleadmin.com>

## State Center Community College District Merit System

The State Center Community College District was established in 1964 after Fresno City College and Reedley College joined to form the State Center Community College District. The District has grown to become a leader among community colleges with more than 49,884 students enrolled this past fiscal year. The two main campuses of the District are Fresno City College and Reedley College. In addition, the District has centers in Madera, Clovis, Oakhurst, and its newest addition, the Willow International Center, located in northeast Fresno.

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 examinations and performance. In

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

The Personnel Commission has embarked on enhancing its examination process by including performance examinations in more of our recruitments. These performance examinations have proven to be instrumental in the recruitment and examination process by helping us differentiate between qualified and less qualified individuals. This fiscal year, we administered performance examinations including College Athletic Trainer, DSPS Mobility Driver, Piano Accompanist, Child Development Instructional Aide, Food Service Manager, Micro-Computer Specialist and secretarial support staff positions. Performance exams vary greatly and can include anything from a hands-on computer test driving a mobility cart.



## PERSONNEL COMMISSION Staff

The Director of Classified Personnel and staff carry out the day-to-day responsibilities of the Personnel Commission. The Director of Classified Personnel shall act as Secretary to the Personnel Commission, shall issue and receive all notifications on its behalf, and shall prepare, or cause to be prepared, an annual report which shall be sent by the Commission to the Board of Trustees.

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## Classified Actions

Recruitment & Exam	2009-10	2010-11
Vacancy Announcements	28	34
Applications Received	2940	2643
<b>Number of Examinations Administered:</b>		
Written and/or Screening	16	16
Oral Appraisal Examinations	19	15
Performance Examinations	16	16
<b>Personnel Actions:</b>		
Eligibility Lists Established	30	23
Regular (Probation) Appointments	53	35
Provisional/Limited Term	74	94
<b>Classification Requests Processed:</b>		
Reclassifications	12	3
Working Out-of-Class	38	45
<b>Permanent Classified Employees:</b>		
	652	631
<b>New Hires by Ethnicity</b>		
	2009-10	2010-11
Caucasian	38%	40%
Hispanic	38%	11%
African American	10%	3%
Hawaiian or Pacific Islander	0%	0%
Asian	12%	6%
American Indian or Alaska Native	0%	0%
Unreported	2%	40%
<b>New Hires by Gender</b>		
	2009-10	2010-11
Male	22%	34%
Female	78%	66%

## Personnel Commissioners



**Ron Manfredi**, Chairperson, is the Board of Trustees' appointee & has served on the Commission since 2003. Mr. Manfredi is a Reedley College graduate & went on to obtain his BA from UC Berkeley & his MA from CSU San Francisco. Mr. Manfredi has been the City Manager for the City of Kerman since 1993. He previously served as the Madera Assistant City Administrator for 15 years. Prior to serving on the Commission, Mr. Manfredi served as a Board of Trustees' member for the State Center Community College District from 1985 to 2002. Ron and his spouse, Elizabeth, have been married for 31 years and have four children and two grandchildren.



**Tim Liermann**, Commissioner, is the California School Employees Association State Center Chapter 379 appointee. He has a long work history as a classified employee for two school districts in the state of California. In 1985, Tim was hired as a Labor Relations Representative for CSEA. For the last 16 years, Tim has served as the Senior Labor Relations Representative for CSEA assigned to the Fresno Field Office representing approximately 22,000 classified employees. Tim and his wife Carla have 4 grandchildren and 1 great-grandchild. Tim retired from CSEA on January 1, 2011 after 26 years.



**Bradley Tahajian**, Vice-Chairperson, is a senior attorney with the state Court of Appeal, where he specializes in workers' compensation & related employment matters. He became familiar with public employment by serving as an executive fellow with the state Department of Personnel Administration, & later as legal counsel to a Judicial Council task force charged with evaluating judicial employment issues. Mr. Tahajian attended Fresno City College & earned a bachelor's degree in economics from UCLA, law degree from UC Hastings College of the Law, & legal master's degree in tax emphasizing in employee benefits from the University of San Diego.

## PERSONNEL COMMISSION Selection

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 representative for classified employees, and the third member shall be appointed by the other two members of the Commission.

## Personnel Commission Meetings

### Q: Where can I find out more?

A: Regularly scheduled meetings of the Personnel Commission are held the third Tuesday of each month. Agendas and minutes are posted on our website at:

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



The Personnel Commission encourages all to visit its website to view Classified Vacancies, the Commission's Annual Report, Commission Rules, Job Classifications and Families, Salary Schedules, and much more.

## INTERESTED? Become a Commissioner

Interested in being a Commissioner? The Board of Trustees will be looking to appoint a new Commissioner in 2012. Contact Randy Rowe at 559-226-5972 for more information.