

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, May 19, 2015

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the April 28, 2015 Regular Meeting.
- E. Information Items
  - 1. Discussion of Employees Working Out-of-Classification
  - 2. Discussion of Classification Specification Creation and Revisions
  - 3. Discussion of Classified Promotions
  - 4. Discussion of Position Waiver Form
  - 5. Discussion of Oral Board Examination Process
  - 6. Discussion of Classification Study Report
- F. Action Items
  - 15-16 Consideration and Approval of Eligibility Lists
    - a. College Trainer, effective 2/12/15
  - 15-17 Consideration and Approval to Classify New Positions in Established Job Classification Specifications.
    - a. Administrative Aide, Clovis Community College Center
    - b. Student Services Specialist, Clovis Community College Center
    - c. Department Secretary (10.5 Months), Clovis Community College Center
    - d. Painter (6 Month Limited-Term), District Operations
    - e. Painter (6 Month Limited-Term), District Operations
    - f. Financial Aid Assistant I (6 Month Limited-Term), Reedley College
    - g. Financial Aid Assistant I (6 Month Limited-Term), Reedley College
  - 15-18 Public Hearing and Adoption of 2015-2016 Personnel Commission Budget
- G. Director's Report
- H. Commissioners' Reports
- I. Adjournment

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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  
April 28, 2015

- Call to Order Mr. Liermann called the meeting to order at 5:30 p.m.
- Members Present Members of the Personnel Commission present were:  
Tim Liermann, Chairperson  
Bradley Tahajian, Vice – Chairperson  
Pamela Freeman-Fobbs
- Members of Commission staff present were:  
Elba Gomez, Director of Classified Personnel  
Christine Phillips, HR Analyst  
Vince Tafoya, HR Specialist
- Introduction of Guests The following guests attended:  
Samerah Campbell, DO HR  
Jason Meyers, CSEA  
Gregory Taylor, DO  
Cheryl Sullivan, FCC  
Eleanor Bruce, FCC
- Public Comment Ms. Bruce requested that a discussion regarding procedures for promotion be added as an item on the May 19, 2015 Regular Meeting agenda.
- Mr. Meyers requested that a discussion regarding the position waiver form, specifically the last sentence in the 2<sup>nd</sup> paragraph, be placed on the May 19, 2015 Regular Meeting agenda.
- Mr. Meyers also requested that a discussion regarding oral board examinations, specifically Personnel Commission rule 5-8 (a), be placed on the May 19, 2015 Regular Meeting agenda.
- Approval of the Minutes The minutes of the March 17, 2015 Regular Meeting were presented for approval.
- Mr. Liermann requested that “Jason Meyers, FCC” be changed to “Jason Meyers, CSEA” under “Introduction of Guests”.
- Ms. Tahajian moved to approve the minutes as amended, 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

Information Items

1. Personnel  
Commission  
Proposed Budget for  
FY 2015-2016
- Ms. Gomez provided an update on the proposed budget. Ms. Gomez stated that the Human Resources Analyst position would no longer be a shared position with Human Resources and would resume being a full time position in the Personnel Commission. Ms. Gomez also stated that there were some

changes made to the Operating expenses. There was a brief discussion regarding the creation of a reserve account for unspent funds to be rolled over to the new fiscal year.

2. Discussion of  
Employees Working  
Out-of-Classification

Ms. Gomez provided an update on employees working out-of-classification.

Mr. Meyers inquired what the process was to compensate employees when a working out-of-classification request is denied.

Ms. Campbell responded that documentation and research of working out-of-classification varies by position. Ms. Campbell stated that there are times when individuals are asked to track their duties on a calendar in order to determine the frequency of the higher level duties.

Mr. Meyers inquired if all employees who apply for working out-of-classification are required to track duties on a calendar. Ms. Campbell responded that if the positions are in the same job family and the duties are very similar, a calendar may be required to determine if higher level duties are being performed more than 5 days in a 5 day period.

Action Items

[15-12] Consideration  
and Approval of  
Eligibility Lists

Eligibility Lists Presented:

- a. Assessment Coordinator, effective 3/25/15
- b. Evaluator, effective 3/27/15
- c. Institutional Research Coordinator, effective 3/27/15
- d. Educational Advisor, effective 3/27/15
- e. DSP&S Mobility Driver, effective 4/8/15
- f. Orientation Assistant, effective 4/8/15
- g. District Director of Information Systems, effective 4/10/15
- h. Student Services Specialist, effective 4/10/15
- i. Food Service Worker, effective 4/14/15
- j. Groundskeeper Worker, effective 4/14/15
- k. Accounting Supervisor, effective 4/23/15

Ms. Gomez presented this item for consideration and approval. Ms. Gomez noted that the reason for listing only two panelists for the Accounting Supervisor position was due to cancellations and the unavailability of panelists due to the April tax deadlines.

Mr. Liermann moved to approve item 15-12 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

[15-13] Consideration  
and Approval to Exempt  
Academic Position from  
the Classified Service

Classifications Presented:

- a. Director of Oakhurst Community College Center
- b. Associate Vice Chancellor of Enrollment Management, Admissions, Records and Information Systems.

Ms. Gomez presented this item for consideration.

Mr. Tahajian moved to approve item 15-13 as presented, Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

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

[15-14] Consideration  
and Approval of Revised  
Specification for Print,  
Media &  
Communications  
Manager

Classifications Presented

a. Print, Media & Communications Manager

Ms. Gomez presented this item for consideration and approval.

Ms. Freeman-Fobbs moved to approve item 15-14 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Director's Report

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

Commissioner's Report

Ms. Freeman-Fobbs stated that she attended a lecture in February facilitated by Congressman Jim Costa and guest Congresswoman Maxine Waters at the Old Administration Building at Fresno City College.

Mr. Tahajian had nothing to report.

Mr. Liermann stated that he attended the Mega-Conference and commended staff for presenting a great event.

Closed Session

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

Mr. Liermann recessed to closed session at 6:15 p.m.

Case Presented


a. Case # 04-22-14.14-23.1051

Open Session

Mr. Liermann reconvened the meeting to public session at 6:27 p.m. Mr. Liermann reported from closed session: The Personnel Commission made a motion to accept the withdrawal of appeal for Case #04-22-14.14-23.1051. The motion was approved unanimously.

Adjournment

Mr. Liermann adjourned the meeting at 6:28 p.m.



Elba Gomez, Director of Classified Personnel  
EG:vt

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

Presented to the Personnel Commission:

Date: May 19, 2015

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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

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Background:

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

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

		Current			Wg Out of Class			
Start	End	First Name	Last Name	Position No.	Current Position	Position No.	Wg out of Class Position	Status
10/1/2014		Christine	Miktarian	1068	Construction Services Manager	1172	Chancellor, Business & Operations	Pending Recruitment
12/17/2014	5/26/2015	Norman (Keith)	Johnson	1061	Lead Programmer Analyst	1033	Director of Information Systems	Pending Start Date of New Hire
2/24/2015		Christy	Hedstrom	1014	Buyer	1038	Director of Purchasing	WOC (+15%) for assuming mgmt duties while EE out on leave.
4/15/2015		Mark	Nichols	2334	MicroComputer Resource Specialist	8132	MicroComputer Resource Technician	Pending Recruitment and Classification Study
11/1/2013		Frances	Lippmann	2165	Admissions & Records Manager	2165	Director Level Range 59	Pending Classification Study
4/20/2015	5/8/2015	Terri	Gallegos	2055	Bookstore Sales Clerk III	2076	Textbook Purchasing Clerk	
3/23/2015	4/6/2015	Eleanor	Bruce	2073	Accounting Clerk III	2073	Accounting Technician I	

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

6

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

9

**May 19, 2015**

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

Presented to the Personnel Commission:

Date: May 19, 2015

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SUBJECT: Discussion of Classification Specification  
Creation and Revisions

ENCLOSURE(S):  
PC Rules 3-7 thru  
3-14

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Information

ITEM NO: 2

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Background:

The Classification Specification Creation and Revisions is being presented as an informational item for discussion purposes at the request of CSEA and to provide an update to the Personnel Commission



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

- 3-9.5 ALTERNATE SERIES CLASSIFICATIONS: Employees appointed to the classifications of Accounting Clerk I/II, Bookstore Sales Clerk I/II, Food Service Worker I/II, Library/Learning Resource Assistant I/II, Maintenance Worker I/II, Office Assistant I/II, and Phone/Communication Operator I/II positions (excluding Seasonal positions) will begin work with the District in the lower level I classification and may be promoted, without competitive examination, to a level II classification in the same series upon successful completion of one year of service and the written recommendation of their supervisor.

The employee's anniversary date within the class to which he/she is promoted shall be the first day of the month following the date of promotion into the higher class. When the first date of promotion is the first working day of the month, the first day of the initial month shall be the anniversary date.

REFERENCE: Education Code Sections 88080, 88081

- 3-10 CLASS SPECIFICATIONS: All class specifications shall be incorporated by reference as a part of these Rules as if fully set forth and are included in Appendix A of these Rules. For each class, the Personnel Commission shall establish and maintain a class specification, which shall include:

- (a) The class title.

(b) A definition of the class, indicating the type of duties and responsibilities, as assigned by the District, and placement within the organizational scheme.

(c) A statement of distinguishing characteristics which differentiates the class from other related or similar classes.

(d) A statement of the examples of duties to be performed by persons holding positions allocated to the class. The Commission shall develop this statement from the list of duties presented to it by the Board of Trustees.

(e) A statement of the minimum qualifications for service in the particular class. The minimum qualifications may include education, experience, knowledge, skills, abilities, personal and physical traits and characteristics.

(f) A statement about any license, certificates, or other special requirements for employment or service in the particular class.

(g) A statement about any physical requirements required of positions in the class, including the essential functions of each classification.

(h) A statement about any additional qualifications considered to be so desirable that any person applying for employment who possesses such qualifications may be given additional credit in the evaluation of his/her qualifications, even though such additional qualifications were not listed as a prerequisite.

(i) Minimum qualifications shall not require a teaching, administrative, or other credential, nor may they require work experience, which would restrict applicants to credential holders. Titles may not be assigned that would restrict competition to holders of credentials.

(j) The title of the class shall be used as the title of all positions in the class on payrolls submitted to the Commission for auditing and in the records and correspondence of the Commission and the Board of Trustees.

(k) The Commission will recommend a salary range for each new classification. For bargaining unit positions the salary will be determined through the collective bargaining process. For management and confidential positions, the District, after considering the Commission's recommendation, will determine the salary range. Each classification specification will state the salary range for the position.

REFERENCE: Education Code Sections 88080, 88095, 88096, 88104, 88104.5

3-11 INTERPRETATION OF CLASS SPECIFICATIONS: The class specifications and their various parts have the following force and effect:

(a) The definition and typical tasks are descriptive and explanatory only and not restrictive, indicating the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and qualification requirements and do not prescribe what these details shall be in respect to any position.

(b) The use of a particular expression or illustration as to duties, responsibilities, qualification requirements or other attributes is typical or descriptive of the class

and does not exclude others not mentioned but of similar kind and/or quality as determined by the Commission.

(c) The specification for each class is considered as a whole in determining the class to which any position shall be allocated, giving consideration not to isolated clauses, phrases or words, but to the general duties, responsibilities, specific tasks and qualification requirements as affording a picture of the positions that the class includes.

(d) Each class specification is construed in its proper relationship to other specifications, particularly those of classes in the same series in such manner as to maintain a proper relationship in the series in which the class is located and proper differentiation within the group of classes.

(e) The following personal qualification requirements apply to all classes even though not necessarily specifically mentioned in the specification: freedom from communicable diseases; freedom from physical or mental impairment to perform the duties of the class with or without reasonable accommodation and without presenting a direct and imminent threat to the health and safety of others; dependability; good judgment; good moral character and reputation; loyalty; ability to work cooperatively with others; and willingness and ability to assume the responsibilities and to conform to the conditions or work characteristics of the particular position.

(f) The statement of qualification requirements, when considered with other parts of the specification, is to be used as a guide in the announcement and preparation of tests and in the evaluation of the qualifications of candidates seeking appointment, but does not require a particular form or content of test or testing procedure.

REFERENCE: Education Code Sections 88076, 88080, 88095

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.

REFERENCE: Education Code Section 88076

3-14 CHANGES IN DUTIES OF POSITIONS: Any substantial change in the duties of existing positions shall be promptly reported in writing to the Director of Classified Personnel, who shall conduct a review to determine whether the position should be allocated to a new or different class. Should a change in classification be warranted or necessary, the Director of Classified Personnel shall submit recommendations to the Personnel Commission for action.

REFERENCE: Education Code Sections 88076, 88104

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

Presented to the Personnel Commission:

Date: May 19, 2015

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SUBJECT: Discussion of Classified Promotions

ENCLOSURE(S):  
CSEA Article 33  
Section 8, POA  
Article 33 Section 6,  
PC Rules 7-1, 7-2 &  
17-13

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Information

ITEM NO: 3

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Background:

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

## **CSEA Article 33 Section 6**

### Section 6. Promotions:

Members who receive a promotion to a class allocated to a higher salary range shall be placed on the step of the higher classification which is a 5% increase in base rate of pay. The employee's anniversary date within the class to which he/she is promoted shall be the first of the month following the date of hire in the higher class, unless the date of hire is the first of the month, then that is considered the anniversary date. Step placement for promotion shall be based on a regular assignment.

## **POA Article 33 Section 6**

### Section 6. Promotions:

Members who receive a promotion to a class allocated to a higher salary range shall be placed on the step of the higher classification which is a 5% increase in base rate of pay. The employee's anniversary date within the class to which he/she is promoted shall be the first of the month following the date of hire in the higher class, unless the date of hire is the first of the month, then that is considered the anniversary date. Step placement for promotion shall be based on a regular assignment.

## **Personnel Commission Rules**

7-1 PROCEDURES FOR SELECTION: The appointing authority shall interview the top three ranks certified from an appropriate employment or eligibility list. Appointments shall be made from eligibles having the first three (3) ranks of eligibles on the list who are ready and willing to accept the position(s).

Once the hiring authority has made a selection, he/she shall complete the Manager's Hiring Recommendation Form, and, following the appropriate campus signatures, the Supervisor Form will be forwarded to the Associate Vice Chancellor, Human Resources, for approval of the selection. Once approved, the Associate Vice Chancellor, Human Resources will forward the Manager's Hiring Recommendation Form to the Director of Classified Personnel for approval. Once approved, the Director of Classified Personnel or his/her designee will make the offer of employment to the selected eligible.

REFERENCE: Education Code Sections 88160, 88161, 88091

7-2 APPOINTMENT: Upon selection, each prospective employee shall receive the official offer of employment by Human Resources conditional upon meeting pre-employment conditions with ultimate approval action by the Board of Trustees. The offer shall include the time and date to report for duty and the salary at time of hire. Appointment to the position shall be subject to review by the Personnel Commission, approving that the employee was hired pursuant to these Rules and the Education Code and the Board of Trustees action to employ as the employer, except for Commission positions.

(a) The prospective employee shall be allowed two (2) weeks to report for duty after an offer of employment to a permanent position has been made or one (1) month in the case

of management classes. Should the prospective employee be unable or unwilling to report for duty within the required period, the appointing authority may request that additional eligibles be certified.

REFERENCE: Education Code Sections 88080, 88081

17-13 PROMOTIONAL SALARY RATE: In determining the salary for an employee who is promoted, the following procedure shall be used:

(a) Management

In those instances in which personnel assume management responsibilities or their administrative responsibilities are increased due to a change in assignment, they shall be placed on Step 1 of the appropriate schedule or at the first step that would represent at least a five percent salary increase (on a net workday per diem basis), whichever is greater, but not beyond the top step of the appropriate range in any case.

(b) Confidential Personnel

A confidential employee who receives a promotion to a classification in a higher salary range shall be placed on the step of the higher classification which represents at least a five percent salary increase but not beyond the top step of the salary range in any case. The employee's anniversary date within the class to which he/she is promoted shall be the first day of the month following the date of hire in the higher class. When the first day of promotion is the first working day of the month, the first day of the initial month shall be the anniversary date.

(c) Promotional salary placement is based upon base salary and any shift differential or longevity increment is disregarded.

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: May 19, 2015

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SUBJECT: Discussion of Position Waiver Form

ENCLOSURE(S):  
PC Rule 6-9, Position  
Waiver Form

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Information

ITEM NO: 4

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Background:

The Position Waiver Form is being presented as an informational item for discussion purposes at the request of CSEA and to provide an update to the Personnel Commission.



6-9 ELIGIBILITY AFTER APPOINTMENT: An eligibility list shall be used for full-time, part-time, regular and limited-term assignments in the class. An eligible who accepts a part-time assignment shall continue to be eligible for full-time employment, and an eligible who accepts limited-term assignments shall continue to be eligible for regular employment.

REFERENCE: Education Code Sections 88080, 88081, 88105, 88119

(a) Waivers of Certification: An eligible may become unavailable for certification to specific locations or shifts and to part-time or full-time positions and to limited-term or permanent positions by filing a waiver form in the Personnel Commission Office. Eligibles may revise or withdraw their unavailability.

(b) Eligibles may waive certification twice without penalty. The third time, they will be permanently removed from that eligibility list.

REFERENCE: Education Code Sections 88080, 88081

**POSITION WAIVER FORM**

You have certain responsibilities to maintain your status on the eligibility list. Your primary responsibility is to keep the District informed in writing or by email of your current contact information.

You have the right to “waive” consideration for job vacancies twice without penalty. You may waive upon certification (selection) if you do not wish to interview, but cannot waive following an interview or after being offered a position.

**Your rights and responsibilities are outlined on the reverse side of this form. Please read them.**

IF YOU ARE INTERESTED in interviewing for the position indicated on the certification email/letter, please contact the person indicated on the letter. It is not necessary for you to do anything with this form if you are interested in an interview. It is suggested, however, that you hold on to it pending the outcome of the process.

YOU MUST DO THE FOLLOWING IF YOU ARE **NOT** INTERESTED in this position.

**Step 1.** Please sign this waiver and return it immediately. You have five working days from the date of the postmark on the envelope of the letter to return the waiver.

**Step 2.** You must also call the person whose name is on the letter and inform them that you are not interested and that you are returning the signed waiver.

I wish to waive certification for the position of: \_\_\_\_\_ Campus location: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I wish to have my name removed from the eligibility list.

\_\_\_\_\_ Please remove my name for the period of \_\_\_\_\_.

NAME: \_\_\_\_\_  
Please Print

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **STATEMENT OF ELIGIBLE RIGHTS/RESPONSIBILITIES**

1. You have the right to submit a written request to the Director of Classified Personnel requesting your name be suspended for a certain period of time. You must make this request in writing or by email and specify starting/ending dates. You may waive selection for an interview only a limited number of times. For example: You might want to suspend your name if you did not want to chance your name being dropped because you were not available (no show) due to illness or travel, etc. This action will not extend the time the list is valid (normally one year unless otherwise specified).
  
2. The Director of Classified Personnel may remove your name from consideration for the following reasons:
  - a. A written request, in writing, from the applicant asking to be removed.
  - b. Failure of the applicant to keep the Personnel Commission with an up to date address/phone number (Must be in writing).
  - c. Refusing an offer of regular employment.
  - d. Failure to respond within time limits for an interview.
  - e. Failure to respond within five working days to a written inquiry.
  - f. Deception or fraud.
  - g. Dishonorable discharge from the Armed Forces of the United States.
  - h. Unsuccessful completion of reference and fingerprint checks.
  - i. Conviction in court, including a plea of nolo contendere or a plea of guilty to a controlled substance or sex offense as defined in the California Education Code §88022 and §88023.
  - j. Charged or convicted of any offense involving immoral conduct or mistreatment of children.
  - k. Making a false statement or omitting a statement as to any material fact on the application forms.
  - l. Failure to meet minimum requirements stated in the position announcement.
  - m. Failure of the applicant to present approved photo identification on demand.
  
3. The Director of Classified Personnel will notify you in writing or by email that you have been removed from the eligibility list and the reason(s) for which you were removed. You may appeal the decision of the Director in writing within seven (7) calendar days of notice being given. Appeals must be filed, in writing, with the Director of Classified Personnel. Failure to file an appeal within the timelines will make the removal final and conclusive and shall constitute a waiver of rights.

**PLEASE READ (THIS INFORMATION IS IMPORTANT)**

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

Presented to the Personnel Commission:

Date: May 19, 2015

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SUBJECT: Discussion of Oral Board Examination  
Process

ENCLOSURE(S):  
PC Rule 5-8

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Information

ITEM NO: 5

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Background:

The Oral Board Examination Process is being presented as an informational item for discussion purposes at the request of CSEA and to provide an update to the Personnel Commission.

5-8 ORAL BOARD EXAMINATION: If an examination requires the use of an Oral Board interview panel, the Director of Classified Personnel shall assure that the following rules are followed:

(a) The oral board panel shall consist of two or more members. The majority of the oral board panel should be from outside the District for a lead position or above.

(b) An employee of the District or of the Commission may serve on an oral board panel if that employee is not at the first or second level of supervision over a vacant position in the class for which the examination is being held.

(c) Unless specifically directed to evaluate candidates' technical knowledge and skills, the oral board panel shall confine itself to evaluating general fitness for employment in the class.

(d) When the oral board panel is directed to evaluate technical knowledge and skills, at least two members of the oral board panel shall be technically qualified in the specified occupational areas under examination.

(e) Members of the Board of Trustees or Personnel Commission shall not serve on an oral board panel.

(f) Oral board proceedings shall be electronically recorded and retained in the Commission Office.

(g) Scores achieved by the candidate on other parts of the examination shall not be made available to the oral board panel.

(h) In no case will an oral or performance examination board be provided with confidential references on employees of the District who are competing in examinations.

(i) In oral board panel examinations, ratings accorded competitors shall be expressed in percentages with 75% being the minimum qualifying rating. Ratings shall be made independently by each oral board member either before or after discussion with other oral board members. Ratings shall be made independently on forms prescribed by the Director of Classified Personnel, which shall be signed by the oral board member and be delivered to the Director of Classified Personnel or his/her representative. All final markings shall be made in pen. When a competitor is disqualified by a member of the Oral Board Panel, the interviewer shall make a record of the reason(s) on the rating sheet.

(j) The ratings of the members of the Oral Board shall be averaged to determine each candidate's final rating. An average score of 75% or higher is required to pass the oral board.

REFERENCE: Education Code Sections 88080, 88092

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

Presented to the Personnel Commission:

Date: May 19, 2015

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SUBJECT: Discussion of Classification Study Report

ENCLOSURE(S):

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Information

ITEM NO: 6

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Background:

The Classification Study Report is being presented as an informational item for discussion purposes and to provide an update to the Personnel Commission.

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

Presented to the Personnel Commission:

Date: May 19, 2015

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SUBJECT:      Consideration and Approval of Eligibility  
                         List

ENCLOSURES:  
Eligibility Lists

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 15-16

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Background:

An eligibility list has been placed on the agenda as an action item. If for some reason any Commissioner would like to remove the list, it can be done.

Recommendation:

It is recommended the Personnel Commission approve the eligibility list.

# COLLEGE ATHLETIC TRAINER

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Eligible
CTR-CONT	5	3	0	2	2

## 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	Asian / Pacific Islander	African American / Non-Hispanic	American Indian / Alaskan Native	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	0	0	1	1	0	0	2
Male	0	1	0	1	0	1	0	0	3
No Answer	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	1	0	1	1	2	0	0	5

Updated 5/4/15

**\*\* Failed MQ: Did not meet MQ's (3)**

Prepared by Christine Phillips – 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 Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

### COLLEGE/ATHLETIC TRAINER

The district-wide eligibility list will be used to fill full-time and part-time positions in this classification.

The current vacancy is at Reedley College.

- Definition:** Under direction performs and administers physical therapy treatment as prescribed by a physician.
- Compensation:** Starts at \$4,373.33 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 \$25.23 per hour with limited benefits.
- Experience:** Experience as a trainer in a high school, college or university environment involving major competitive sports, i.e. football, basketball, baseball, and track.
- 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.
- Licenses/Certificates:** A valid driver's license is required.
- 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.
- Required Knowledge, Skills 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.
- 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). Qualified applicants will be invited to take a competency exam (100% weight). Passing score is 75% out of 100%.
- To move forward in the examination process, you must complete an online application through our web site at <http://agency.governmentjobs.com/scccd> As part of the online application, you will be required to upload (attach) a copy of your degree and Athletic Training certificate or your application may be rejected. Resumes may also be uploaded but cannot be used in lieu of a completed application.
- Filing Deadline:** **Continuous Recruitment** **Salary Range: Regular Classified 60**  
Posted: 11/19/2014

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.

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

Presented to the Personnel Commission:

Date: May 19, 2015

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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: 15-17

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Background:

At the May 5, 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. Administrative Aide, Clovis Community College Center
- b. Student Services Specialist, Clovis Community College Center
- c. Department Secretary (10.5 Months), Clovis Community College Center
- d. Painter (6 Month Limited-Term), District Operations
- e. Painter (6 Month Limited-Term), District Operations
- f. Financial Aid Assistant I (6 Month Limited-Term), Reedley College
- g. Financial Aid Assistant I (6 Month Limited-Term), Reedley College

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: May 5, 2015

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SUBJECT: Consideration to Approve New Position with  
Proposed Title of Administrative Aide, Clovis  
Community College Center

ITEM NO. 15-25HR

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EXHIBIT: None

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Background:

On March 3, 2015, the Board of Trustees approved a new Dean of Instruction position for Clovis Community College Center (CCCC). It is anticipated the new Dean of Instruction will start July 1, 2015. In order to meet the needs of the students and staff and for consistency across the District, administration is recommending an additional position of Administrative Aide for secretarial and administrative support for the new Dean position. The position will be funded from the ongoing general fund budget at CCCC.

Recommendation:

It is recommended the Board of Trustees approve a new position with a proposed title of Administrative Aide, Clovis Community College Center.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE AIDE

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.

DISTINGUISHING CHARACTERISTICS

This classification differs from others in the series in that incumbents possess extensive knowledge of a department or service area, understand the relationship of that department with others both inside and outside of the district, and assist in the formulation of department procedures. This classification may require some lead responsibilities.

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.

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 in an office 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 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 connect 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  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 5, 2015

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SUBJECT: Consideration to Approve New Position with  
Proposed Title of Student Services Specialist,  
Clovis Community College Center

ITEM NO. 15-26HR

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EXHIBIT: None

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Background:

Clovis Community College Center is recommending the addition of a Student Services Specialist position in order to meet the needs of students and staff, and for staffing consistency across the District. This position was identified as high priority in the Clovis Community College Center Human Resources Staffing Plan prioritization process. The position will be funded 75% from Student Success and Support Program (SSSP) and Student Equity Program, and 25% from the general fund.

Recommendation:

It is recommended the Board of Trustees approve a new position with a proposed title of Student Services Specialist, Clovis Community College Center.

STATE CENTER COMMUNITY COLLEGE ASSISTANT  
STUDENT SERVICES SPECIALIST

DEFINITION

Under direction process and maintain highly technical records containing official, confidential records under specific legal requirements.

DISTINGUISHING CHARACTERISTICS

This classification performs complex record keeping duties in accordance with general instructions or established procedures. This is a senior level position that differs from lower levels by the complexity, problem solving requirements and on going nature of the assignments. This classification requires lead responsibilities.

EXAMPLES OF DUTIES

Performs a wide variety of record keeping work, including data entry, records maintenance, use of computer to retrieve data to produce reports, interacting with and communicating district and state requirements to students and staff. Assist in the development of forms, office procedures and policies. Coordinate multiple projects and remain on deadline. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: High school diploma or General Education Development (GED)

Experience: Considerable, responsible clerical work experience to include records management and computer use environment and lead responsibilities for other employees.

Knowledge and Abilities: Knowledge of data processing procedures sufficient to read and interpret input/output of data and identify discrepancies. Skill to read and interpret highly complex technical memoranda, set up and maintain complex filing systems, compose correspondence independently, perform mathematical calculations, proficiency in 10-key and keyboarding and proof read accurately, coordinate multiple projects and remain on deadline, assign, monitor, and review the work of others in a cooperative, team environment, and identify alternate solutions to solve complex problems. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to use computer and information systems to retrieve data to produce reports. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 9 Page 23  
Approved: September 20, 1999  
Salary Range: 52  
Revisions Approved by Board:  
PC Approved: August 16, 2005  
Salary Range Negotiated: September 8, 2005

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

PRESENTED TO BOARD OF TRUSTEES

DATE: May 5, 2015

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SUBJECT: Consideration to Approve New Position with  
Proposed Title of Department Secretary,  
Clovis Community College Center

ITEM NO. 15-27HR

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EXHIBIT: None

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Background:

Clovis Community College Center is recommending the addition of a Department Secretary to provide support to the College Nurse and Psychological Services to ensure students are provided excellent service and assistance when dealing with their health and wellness needs, as required by the Health Fee. The position would be full-time for 10.5 months per year. This will meet the needs of students during heavy traffic months on campus.

Recommendation:

It is recommended the Board of Trustees approve a new position with a proposed title of Department Secretary, Clovis Community College Center.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
DEPARTMENT SECRETARY

DEFINITION

Under direction performs basic to moderately difficult secretarial and clerical duties.

DISTINGUISHING CHARACTERISTICS

This classification performs general and routine secretarial/clerical duties in accordance with clearly defined instructions or established office procedures. This classification differs from higher levels by the responsibility for or limited variety of activities, work being more closely supervised and more routine in nature.

EXAMPLES OF DUTIES

Performs a wide variety of secretarial work, including typing, proof-reading, filing, checking, drafting correspondence and recording information from rough drafts, notes, or general instructions. Files materials, prepares mailings, and duplicates materials. Tracks budget expenditures and money collected. 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.

EMPLOYMENT STANDARDS

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

Experience: Responsible secretarial/clerical experience in an office 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 work flow. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with student, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 3 Page 3  
Approved: April 15, 1991  
Salary Range: 44  
Revised by PC August 21, 2012



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

PRESENTED TO BOARD OF TRUSTEES

DATE: May 5, 2015

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SUBJECT: Consideration to Approve Two Six-Month  
Limited Term Positions with Proposed Title  
of Painter, Districtwide

ITEM NO. 15-28HR

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EXHIBIT: None

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Background:

Based on the high level of facility usage, the only time painting of curbs, parking stalls, benches, crosswalks, and campus facilities can occur is during the summer when heavy student usage is reduced. Other exterior painting can be completed before and after the summer break. Presently the Operations Department has an unfilled Painter position and there is no current plan for replacing that position. In order to complete the high volume of required painting, administration is recommending the approval of two six-month limited term Painter positions.

Recommendation:

It is recommended the Board of Trustees approve two six-month limited term positions with the proposed title of Painter, Districtwide, effective May 11, 2015.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
PAINTER

DEFINITION

Under direction performs skilled work in the painting and maintenance of buildings, equipment and related structures.

DISTINGUISHING CHARACTERISTICS

This classification performs complex duties in accordance with general instructions or procedures. This is a journey level position that differs from lower levels in the series by the responsibility for or greater variety of activities, work being less closely supervised, and lead responsibilities with other staff and students.

EXAMPLES OF DUTIES

Duties include maintenance and repair of existing structures, maintenance of paint shop area including tools and painting devices including airless paint sprayer, conventional sprayer, brushes, rollers, sanders, ladders, and rolling stage. Determining time and materials need for project, pricing projects according to description provided in discussion with staff, timeline for project completion, and obtaining required materials. Perform color matching, staining, patching, washing, sanding, repairing damaged wallpaper, clean-up and maintenance of materials. Maintains painted curbing and striping on campus. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Completion of a painting apprenticeship program.

Experience: Journeyman experience in painting or attained regular status as a Maintenance Specialist within the district.

Knowledge and Abilities: Knowledge of types and uses of paint brushes, paint materials such as latex, oil base, epoxy, lacquers, and acrylic, operating and maintaining spray equipment, and respirators, surface preparation for painting, paints and thinners and their toxic effects, proper uses of ladders, scaffolds, and planks, matching colors to surrounding areas, paint and its coverage per gallon, and time and materials cost estimating techniques. Knowledge of safety regulations and codes and safe work practices. Skill to paint effectively to produce needed result, use and maintain supplies and equipment safely, perform mathematical calculations. 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  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 5, 2015

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SUBJECT: Consideration to Approve Two Six-Month  
Limited Term Positions with Proposed Title  
of Financial Aid Assistant I, Reedley College

ITEM NO. 15-29HR

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EXHIBIT: None

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Background:

The Reedley College Financial Aid Department is in need of two six-month limited term Financial Aid Assistant I positions. The summer and early fall months are the busiest time for the Financial Aid Office. Additionally, there are new requirements for the federal gainful employment reporting that must be completed by July 31, 2015. This will allow the department to better serve the needs of the students in reviewing and processing student files in time for the fall semester and allow the department to meet the federal report requirements for gainful employment. These two positions will be paid through categorical funding.

Recommendation:

It is recommended the Board of Trustees approve two six-month limited term positions with the proposed title of Financial Aid Assistant I, Reedley College.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
FINANCIAL AID ASSISTANT I

DEFINITION

Under direction, assists with the delivery of financial aid services and assists students, parents, and the public in applying for and utilizing financial aid services and programs.

SPECIAL CONDITIONS

Some positions may require the skill to communicate in a language other than English.

DISTINGUISHING CHARACTERISTICS

This classification performs difficult and complex duties in accordance with general instructions or established procedures. The Financial Aid Assistant I differs from the Financial Aid Assistant II by the higher level of responsibility for and knowledge of financial aid processing and decision making required of the Financial Aid Assistant II.

EXAMPLES OF DUTIES

Performs a wide variety of duties including, but not limited to:

- Assists with the planning, implementation and coordination of Financial Aid services and programs.
- Provides information, assistance, and advice to students, parents, and the public throughout the financial aid process.
- Interviews students regarding financial aid requirements.
- Analyzes student need through recognized need analysis techniques.
- Evaluates financial aid applications and supporting documents for accuracy, clarity and completeness according to federal and state rules and regulations to determine eligibility for financial aid.
- Analyzes and determines student awards based on individual student characteristics and other related factors.
- Uses professional judgment to approve or deny eligibility in the event of special conditions, dependency overrides, or student appeals.
- Prepares financial aid award packages.
- Reviews student enrollment/registration prior to making payment to ensure proper coursework.
- Monitors students' academic progress to evaluate initial and continued financial aid eligibility.
- Places administrative holds due to failure to meet academic requirements for financial aid.
- Ensures proper communication of and compliance with District policies and procedures.
- Interprets and implements federal and state guidelines with respect to financial aid programs and services.
- Develops and distributes processing and outreach materials.
- Organizes, participates, and conducts training and dissemination meetings, financial aid orientation, outreach programs, and workshops for current and prospective students, as well as the public, college/community groups and organizations, to explain financial aid regulations, requirements and application procedures.
- Reconciles records and collects data and statistics to prepare complex statistical and narrative reports for internal and state/federal agency use.
- Conducts research on financial aid related topics.
- Composes correspondence regarding financial aid issues.
- Analyzes financial aid statistical reports.
- Performs other duties as assigned.

## EMPLOYMENT STANDARDS

### **Education**

Thirty college units; Associate degree preferred

### **Experience**

Financial Aid experience or related experience including reviewing documents to determine eligibility for participation.

### **Licenses/Certificates**

Valid Driver's License is required

### **Knowledge**

- Basic knowledge of financial aid programs and scholarship assistance programs available to students.
- Knowledge of principles and techniques of student advising and interviewing in order to provide proper assistance.
- Knowledge of record keeping and report preparation techniques to ensure reports are prepared in a timely manner.
- Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of proper English spelling, grammar, and punctuation to compose items such as correspondence and/or reports.
- Knowledge of basic math including addition, subtraction, multiplication, and division.
- Knowledge of current computer software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.
- Knowledge of current computer operating systems.

### **Skills**

- Skill to learn federal, state, local and institutional rules and regulations governing financial aid in order to provide assistance.
- Skill to learn student financial aid needs analysis.
- Skill to employ mathematical techniques for the purpose of analyzing statistical reports.
- Skill to research, analyze data and prepare reports.
- Skill to prepare work activities, schedules, and resource utilization to ensure office tasks are properly prioritized.
- Skill to type at a sufficient speed to maintain workflow.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to use, understand and interpret student financial aid need analysis.

### **Abilities**

- Ability to interpret and apply college and district policies and procedures.
- Ability to communicate technical information to individuals and groups with limited technical background.
- Ability to communicate with individuals for whom English is not a primary language.
- Ability to learn federal and state regulations and its terminology in order to communicate information.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to appropriately interact with students, staff, faculty and public.
- Ability to receive and follow instructions.
- Ability to build and maintain effective working relationships.

- Ability to operate computers and their peripherals.
- Ability to use current common software applications.
- Ability 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 25 lbs.

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

- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)

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

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

**Working conditions which may occur**

- Work inside protected from the weather.

- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- Some overtime and/or schedule changes may occur.
- May be required to travel to locations other than assigned site.

Section: Student Services  
Approved: November 25, 2002  
Revised by BOT: October 5, 2010  
Revised by PC: December 14, 2010  
Salary Negotiated: March 1, 2011  
Salary Range: 57

### 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: May 19, 2015

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SUBJECT: Public Hearing and Adoption of 2015-2016  
Personnel Commission Budget

ENCLOSURE(S):  
2014/2015 Proposed  
Budget, Anticipated  
Expenses, Budget  
History, Personnel  
Commission Org  
Chart, Education Code  
88073

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 15-18

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Background:

The current staffing for the Commission includes the Director, a Human Resources Analyst (70%), two Human Resources Specialists, and an Office Assistant I/II Part-time (19 Hours per Week). The current staffing plan was approved at the December 11, 2012 regular meeting when the Personnel Commission reorganized the Department.

The District Finance Office computes the figures for the salaries and benefits to include mandated personnel costs; however, salary and benefit costs have not been finalized. The figures included are based on a Director at Management Range 54, Step 4, a HR Analyst at Range 64, Step B, a HR Specialist at Range 54, Step C, a HR Specialist at Range 54, Step E, and an Office Assistant II Part-time, Range 41, Step B.

Last fiscal year, the Human Resources Department and Personnel Commission shared the Human Resources Analyst position to assist in processing working out-of-class requests. The Human Resources Department was approved to share the position by the Board of Trustees. This fiscal year staff is requesting to fund the Human Resources Analyst at 100% under the Personnel Commission. The workload in the Personnel Commission has increased and the Analyst position is needed to help with classification studies, classification specification revisions, recruitment planning, exam analysis and staff training. The position is listed as 100% funded by Personnel Commission in the proposed 2015-2016 budget. The District Finance Department will rollover funds in the amount of \$15,016 from 2014-2015 fiscal year to cover the Human Resources Analyst position in 2015-2016.

The current staff members' salaries include any step increases, longevity and professional growth amounts projected for the coming year. It is important to note that costs in salaries will increase every year because of step increases. Benefit amounts should remain the same as the current (2014-15) year.

The figures for the discretionary items, such as office supplies, advertising, testing expenses, etc, have been projected based on the current year actual expenses to date plus planning for the 2015-16 year. Our expenses increased this year with staff and commissioner training, recruitment and software testing. This current trend of increasing recruitment expenses is not expected to change in the coming year based on the anticipation of upcoming retirements. For training this coming year, it is suggested that Commissioners continue to alternate attendance to the CSPCA conference. Other operating expenses have been decreased to accommodate staff salary expenses and step increases.

Education Code 88073 requires a budget be prepared by May 31<sup>st</sup> each year.

Recommendation:

The Personnel Commission should open the meeting for public comment on the proposed 2015-2016 Personnel Commission Budget. Following the discussion, the Commissioners need to adopt a budget for the 2015-2016 fiscal year. The budget will be submitted to the Fresno County Office of Education for approval and presented to the Board of Trustees at their meeting on June 2, 2015.

# 2015/2016 PERSONNEL COMMISSION PROPOSED BUDGET

Presented May 19, 2015

General Fund - Includes XX0 & LT0 Combined	2014-15 Budget	2014-15 Actual 05/6/15	2014-15 Proj. 6/30/15	2015-16 Proposed Budget
<b>92000-CLASSIFIED SALARIES</b>				
92110 REG-CLASSIFIED	139,071	147,090	147,090	171,096
92115 CONFIDENTIAL	-	-	-	-
92120 MANAGEMENT-CLASS	101,996	85,139	102,558	106,162
92150 O/T-CLASSIFIED	3,038	2,398	2,500	3,273
92310 HOURLY STUDENTS	-	-	-	-
92320 HOURLY NON-STUDENTS	1,800	900	1,800	1,800
92330 PERM PART-TIME	20,635	13,491	17,203	16,710
<b>TOTAL CLASSIFIED SALARIES</b>	<b>266,540</b>	<b>249,018</b>	<b>271,151</b>	<b>299,041</b>
<b>93000-EMPLOYEE BENEFITS</b>				
93230 PERS NON-INSTR	28,330	24,403	29,273	32,847
93330 OASDI NON-INSTR	18,767	16,036	19,184	22,515
93430 H&W NON-INSTR	50,813	41,787	50,276	55,250
93530 SUI NON-INSTR	131	112	123	146
93630 WORK COMP NON-INSTR	5,214	4,444	5,330	5,854
93730 PARS NON-INSTR	658	451	530	535
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>103,913</b>	<b>87,233</b>	<b>104,716</b>	<b>117,147</b>
<b>94000-SUPPLIES &amp; MATERIALS</b>				
94410 OFFICE SUPPLIES	1,500	995	1,200	1,500
94415 SOFTWARE	500	173	170	500
94530 PUBLICATIONS/CATALOGS	150	57	57	150
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>2,150</b>	<b>1,226</b>	<b>1,427</b>	<b>2,150</b>
<b>95000-OTHER OPER. EXP. &amp; SERVICES</b>				
95125 TELE/PAGER/CELL SERVICE	-	-	-	-
95235 HARDWARE MAINT/LIC	-	-	-	-
95240 SOFTWARE MAINT/LIC	40,000	29,779	29,800	33,000
95310 CONFERENCE	7,000	8,223	9,423	7,200
95315 MILEAGE	4,000	1,884	2,200	4,000
95330 HOSTING EVENTS/WORKSHOPS	2,000	1,714	2,000	2,000
95410 DUES/MEMBERSHIPS	4,500	3,073	3,100	4,250
95525 MEDICAL SERVICES	10,000	1,233	1,500	5,500
95530 CONTRACT LABOR/OTHER	3,000	600	900	2,500
95710 ADVERTISING	10,000	569	800	6,000
95725 POSTAGE/SHIPPING	150	47	47	150
95927 CHARGEBACKS-PRODUCTION	100	-	-	100
95990 MISCELLANEOUS	744	-	-	-
<b>TOTAL OTHER OPER. EXP. &amp; SERVICES</b>	<b>81,494</b>	<b>47,122</b>	<b>49,770</b>	<b>64,700</b>
<b>TOTAL FOR OBJECTS 91000-95999</b>	<b>454,097</b>	<b>384,598</b>	<b>427,063</b>	<b>483,038</b>
<b>96000-CAPITAL OUTLAY</b>				
<b>96500-NEW EQUIPMENT</b>				
96510 NEW-INSTR EQUIP LT \$10,000	3,000	233	300	2,000
96515 NEW NON-INSTR EQUIP LT \$10,000	-	5,667	10,906	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>3,000</b>	<b>5,900</b>	<b>11,206</b>	<b>2,000</b>
<b>TOTAL FOR OBJECTS 96000-97999</b>	<b>3,000</b>	<b>5,900</b>	<b>11,206</b>	<b>2,000</b>
<b>TOTAL PERSONNEL COMMISSION</b>	<b>457,097</b>	<b>390,498</b>	<b>438,269</b>	<b>485,038</b>

2014/2015 Budget	457,097
Projected Actuals 6/30/15	438,269
Projected Available 6/30/15	18,828

# Anticipated Expenses FY 2015-16

## Personnel Commission Proposed Budget Attachment

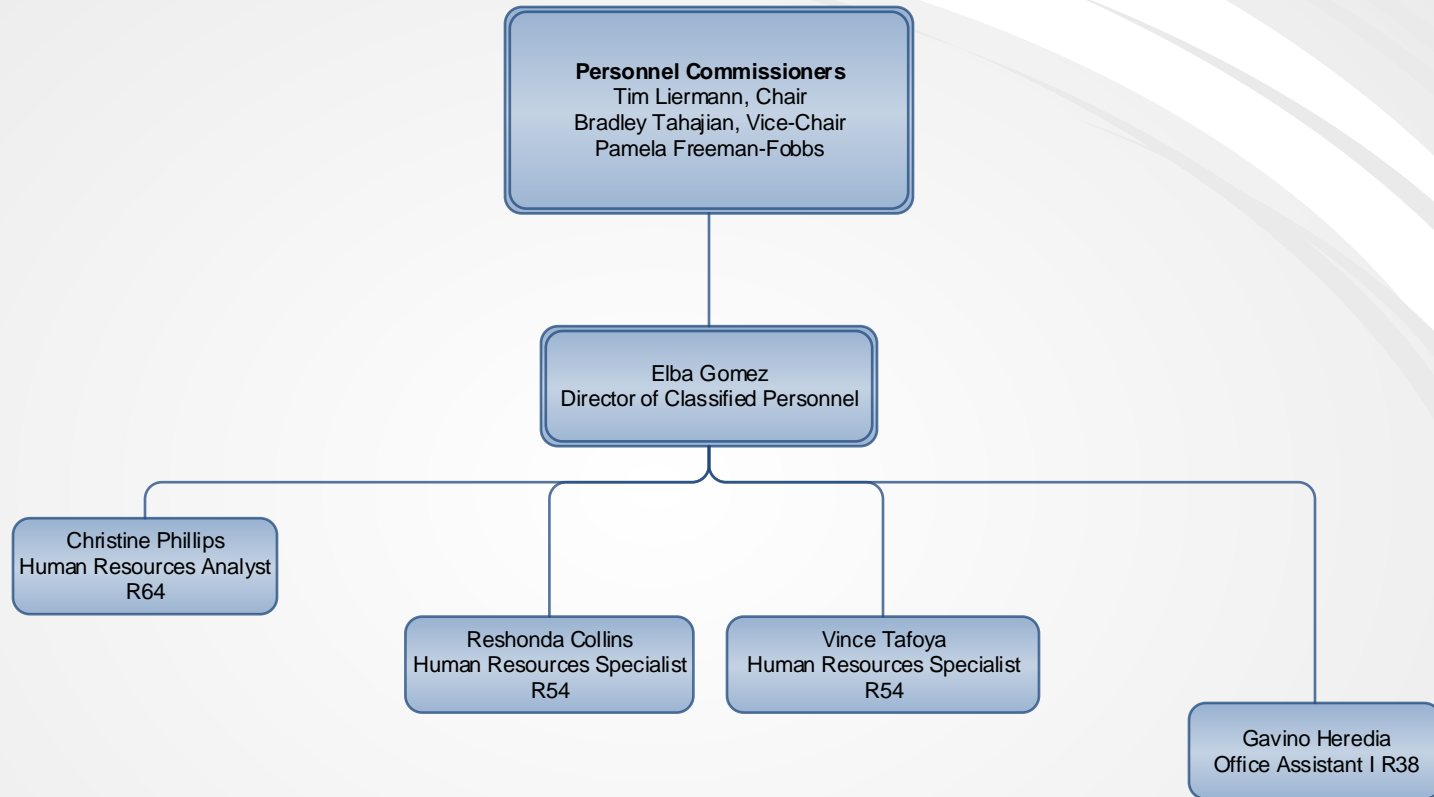
Presented May 19, 2015

VENDOR	REASON	OBJECT CODE	DESCRIPTION	PC AMOUNT	HR AMOUNT	Total
NeoGov Insight	Applicant Tracking Software	95240	Software License	\$ 8,400.00		\$ 8,400.00
NeoGov Onboard	Employment/Hire/Onboarding	95240	Software License	\$ 8,350.00		\$ 8,350.00
NeoGov Core	Position Control Tracking	95240	Software License	\$ 3,000.00		\$ 3,000.00
NeoGov Performance Evals	Performance Evaluations	95240	Software License	\$ 6,000.00	\$ 10,000.00	\$ 16,000.00
Eskill	Testing Software	95240	Software License	\$ 6,000.00		\$ 6,000.00
NeoGov API Integration	API Integration	95240	Software License	\$ 500.00		\$ 500.00
			<b>TOTAL</b>	<b>\$ 32,250.00</b>	<b>\$ 10,000.00</b>	<b>\$ 42,250.00</b>

Personnel Commission Budget History and Unexpended Funds

Year	Allocated Budget	Rollover to New FY	Unexpended Balance	Percent Save
2006	\$ 314,900.00		\$ 63,905.00	20.29
2007	\$ 425,019.00		\$ 18,666.00	4.39
2008	\$ 391,274.00		\$ (7,060.00)	-0.18
2009	\$ 420,253.00		\$ 25,570.00	6.08
2010	\$ 418,168.00		\$ 43,849.00	10.49
2011	\$ 428,819.00		\$ 18,205.00	4.25
2012	\$ 439,835.00		\$ 48,580.20	11.07
2013	\$ 437,254.00		\$ 31,028.00	8.22
2014	\$ 457,073.00		\$ 3,572.57	0.80
<b>2015</b>	<b>\$ 457,097.00</b>	<b>\$ 15,016.00</b>	<b>\$ 3,812.00</b>	<b>0.84</b>
<b>2016</b>	<b>\$ 485,038.00</b>	<b>2016 NOT INCLUDED IN TOTAL</b>		
<b>TOTAL</b>	<b>\$ 4,189,692.00</b>		<b>\$ 250,127.77</b>	<b>6.63</b>

# State Center Community College District Personnel Commission



## **California Education Code 88073**

**88073.** The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the community college district. The annual budget of the commission may include amounts for the purposes of Section 88075.

The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

If the county superintendent of schools proposes to reject the budget as submitted by the Commission, he shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He shall have informed both the commission and the governing board of the date, time and place of the hearing. He may after such public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.



## Personnel Commission – Director’s Report

*May 19, 2015 Regular Meeting*

### Recruitment and Examination

**Accepting applications for the following recruitments:**

Name	Application Deadline
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Instructional Assistant – Nursing	Continuous Recruitment
College Trainer	Continuous Recruitment
College Trainer (Seasonal)	Continuous Recruitment
Scholarship Specialist	May 27, 2015
Assistant Residence Hall Supervisor	May 28, 2015
Director of College Relations and Outreach/FCC	June 1, 2015
Print, Media & Communications Manager	June 11, 2015

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

Name	Exam Type	Exam Date
Job Developer	Competency	May 18, 2015
Associate Vice Chancellor Business & Operations	Oral Board	May 20, 2015
Custodian	Performance	May 21, 2015
Early Childhood Education Associate	Competency	May 27, 2015
Early Childhood Education Associate - PPT	Competency	May 27, 2015
Early Childhood Education Specialist	Competency	May 27, 2015
Human Resources Technician – Confidential	Competency	June 9, 2015

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

Name	Location	Anticipated Posting Date/Status
Financial Aid Assistant I	Districtwide	May 2015
Financial Aid Assistant II	Districtwide	May 2015
College Center Assistant	Districtwide	May 2015
PE Attendant	Districtwide	May 2015
Executive Director of Foundation	DO	June 2015
Cook	RC	June 2015
International Trade Specialist	DO	June 2015
Upward Bound Assistant	Districtwide	June 2015
Department Secretary	Districtwide	June 2015
MicroComputer Specialist	Districtwide	June 2015
Textbook Purchasing Clerk	Districtwide	July 2015
Lead Maintenance Person	Districtwide	On hold pending position review.
Lead Maintenance Person	Districtwide	On hold pending position review.

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

Name	Vacancy Location	Status
Accounting Supervisor	College Business Off., FCC	List Referred 4/28/15
Administrative Aide	Office of Instruction, CTC	List Referred 3/27/15
Administrative Aide	Office of Instruction, FCC	List Pending Referral
Administrative Aide	Student Services, RC	List Pending Referral
Administrative Secretary – PPT	President’s Office, FCC	List Referred 5/12/15
DSPS Mobility Driver	DSPS, FCC	List Referred 4/8/15
Educational Advisor - PPT	SSSP, MC	List Pending Referral
Evaluator	Admissions & Records, FCC	List Referred 3/27/15
Financial Aid Assistant II	Financial Aid, MC	List Referred 4/23/15
Instructional Assistant – Nursing	Health Sciences, FCC	List Referred 2/11/15
Instructional Lab Tech – Biology	Math, Science, Eng., FCC	List Referred 5/4/15
Instructional Lab Tech – Gen Sci	Office of Instruc., MC	List Referred 5/4/15
Institutional Research Coordinator	Student Services/SEP, FCC	List Referred 5/4/15
Institutional Research Coordinator	President’s Office/RC	List Pending Referral
MicroComputer Resource Tech	Technology Services, FCC	List Referred 5/12/15
Office Assistant III	Tutorial Center, FCC	List Pending Referral
Office Assistant III	Herndon Campus, CCCC	List Referred 4/16/15
Office Assistant III	Admissions & Records, RC	List Pending Referral
Office Assistant III	Madera Center	List Pending Referral
Orientation Assistant	Student Services, CCCC	List Referred 4/16/15
Orientation Assistant	Student Services, CCCC	List Referred 4/17/15
Police Officer	Police Department, DO	List Referred 2/19/15
Student Services Specialist	Admissions & Records, RC	List Referred 4/16/15
Student Services Specialist	Admissions & Records, FCC	List Pending Referral
Student Services Specialist	Admissions & Records, MC	List Pending Referral

## Classification

### Job Description Updates

Name	Status
Classification Studies	Managers are reviewing the classification study reports and meetings are being scheduled to review the information. Police Job Family has not been scheduled. Update will be given at the May 19, 2015.

## HRIS/NeoGov

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

## Around the Office

- WRIPAC Board Retreat and Meeting, June 2015
- WRIPAC Meeting in Pasadena, June 4-5, 2015
- WRIPAC Job Analysis Training, July 30 & 31, 2015, Fresno City College

## **Disciplinary Appeals**

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