

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, October 13, 2015

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the September 15, 2015 Regular Meeting.
- E. Information Items
 - 1. Discussion of Employees Working Out-of-Classification
 - 2. Discussion of Reclassification Moratorium
 - 3. Quarterly Budget Report
- F. Tabled Action Items from September 15, 2015 Regular Meeting
 - 15-40 Consideration and Approval to Classify New Positions in Established Job Classification Specifications.
 - o. Office Assistant III (SSSP), CCC
- G. Action Items
 - 15-45 Consideration and Approval of Eligibility Lists
 - a. Executive Director of Public & Legislative Relations, Effective 9/21/15
 - b. College Director of Marketing & Communications, Effective 9/28/15
 - c. Accounting Clerk I, Effective 9/30/15
 - d. Accounting Clerk III, Effective 9/30/15
 - e. Accounting Technician I, Effective 9/30/15
 - f. Accounting Technician II, Effective 9/30/15
 - g. Financial Aid Systems Analyst, Effective 9/30/15
 - h. Webmaster, Effective 9/30/15
 - i. Publications Specialist, Effective 9/30/15
 - j. Web Portal Administrator, Effective 10/1/15
 - k. Police Communications Dispatcher, Effective 10/6/15

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

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

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

- H. Director's Report
- I. Commissioners' Reports
- J. Adjournment

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

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

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

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
September 15, 2015

- Call to Order Mr. Liermann called the meeting to order at 5:30 p.m.
- Members Present Members of the Personnel Commission present were:
Tim Liermann, Chairperson
Bradley Tahajian, Vice – Chairperson
Pamela Freeman-Fobbs
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Ferguson, HR Analyst
Reshonda Collins, HR Specialist
- Introduction of Guests The following guests attended:
Samerah Campbell, DO HR
Jason Meyers, CSEA
Gregory Taylor, DO
Raul Perez, CSEA Labor Relations
Eleanor Bruce, FCC
- Public Comment Ms. Bruce requested that a discussion on re-classification be added to October agenda. Mr. Meyers requested clarification on the Personnel Commission organization and staffing plan as an item on the October agenda. Mr. Gomez responded that she would meet with Mr. Meyers and explain the staffing plan. Ms. Gomez indicated a revision to the staffing plan would be brought back to the Personnel Commission at the October meeting if the change was needed.
- Approval of the Minutes The minutes of the August 26, 2015 Regular Meeting were presented for approval.
- Ms. Freeman-Fobbs moved to approve the minutes as presented, Mr. Tahajian seconded the motion, and it carried unanimously.
- The motion passed as follows:
Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann
Noes – 0
- Information Items
1. Discussion of Employees Working Out-of-Classification Ms. Gomez provided an update on employees working out-of-classification. Ms. Gomez stated that the number of pending working out-of-classification employees was now three employees working out-of-classification.

Mr. Perez presented a statement on behalf of CSEA that their position was that the working out-of-classification process is seriously flawed with no resolution in sight. Ms. Campbell responded that working out-of-classification is a negotiated issue and that Mr. Perez could meet with her to discuss his concerns.

2. Discussion of District-Wide Versus Location Specific Recruitments

Mr. Tahajian questioned the reasoning for site-specific applications for Office Assistant III and Administrative Aide recruitments.

Ms. Gomez stated the goal of site specific recruitments was to prevent campuses from waiting on eligibility lists. A brief discussion followed. Ms. Gomez requested that the Personnel Commission allow the process to happen and a report would be brought back after all testing was completed.

3. Discussion of Provisional Placement Days

Mr. Meyers inquired to the status of the legal opinion. Mr. Taylor stated that he is preparing a written opinion that will be given to Commissioners within a week.

Action Items

[15-39] Consideration and Approval of Eligibility Lists.

Classifications Presented:

- a. Accounting Clerk III – Reedley College, Effective 8/27/15
- b. Secretary to the Vice Chancellor, Effective 8/27/15
- c. Custodian, Effective 9/10/15
- d. Educational Advisor PPT, Effective 9/10/15

Mr. Liermann moved to approve item 15-39 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

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

Classifications Presented:

- a. Accounting Technician I (SSSP), FCC
- b. Assessment Technician (SSSP), FCC
- c. Assessment Technician (SSSP), CCC
- d. Athletic Equipment Manager, 6-Month Limited-Term, RC

- e. Educational Advisor (SSSP), CCC
- f. Educational Advisor (SSSP), MC
- g. Evaluator (SSSP), CCC
- h. Evaluator (SSSP), FCC
- i. Evaluator (SSSP), FCC
- j. Evaluator (SSSP), RC
- k. Human Resources Technician, 6-Month Limited-Term, DO
- l. Instructional Aide PPT, FCC
- m. MicroComputer Resource Technician, 6 Month Limited-Term, FCC
- n. MicroComputer Resource Technician (SSSP), FCC
- o. Office Assistant III (SSSP), Fund Full-time, CCC
- p. Office Assistant III (SSSP), FCC
- q. Office Assistant III (SSSP), FCC
- r. Research Assistant PPT (SSSP), CCC

Ms. Campbell requested clarification for the status of item (o). Item (o) was tabled until clarification is received.

Ms. Freeman-Fobbs moved to approve item 15-40 as presented, with the exception of item o, 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

[15-41] Consideration and Approval to Classify New Positions in New Job Classification Specifications

Classifications Presented:

- a. Instructional Technician – Manufacturing
- b. Student Support Specialist (SSSP), FCC
- c. Student Relation Specialist (SSSP), FCC

Mr. Liermann moved to approve item 15-41 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

[15-42] Consideration and Approval to Exempt New Positions from the Classified Service

Classifications Presented:

- a. College and Career Transition Coordinator (SSSP), Oakhurst

- b. Director of Counseling and Special Projects (SSSP), FCC
- c. Dual Enrollment Coordinator (SSSP), FCC
- d. Math Center Coordinator (SSSP), RC
- e. Peer Assistant Student Sessions Coordinator (SSSP), FCC
- f. Student Success Math Coordinator (SSSP), FCC
- g. Tutorial Center Coordinator (SSSP), MC
- h. Writing Center Coordinator (SSSP), RC

Ms. Campbell clarified that item (a) was for Madera, Reedley and Oakhurst and the item b was for “Special Programs” not “Special Projects”.

Mr. Tahajian moved to approve item 15-42 as corrected, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

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

[15-43] Consideration and Approval of Revised Classification Specification for Farm Production Supervisor

Ms. Gomez presented revisions to the classification specification for Farm Production Supervisor and recommended changing salary to Management Range 30.

Mr. Liermann moved to approve item 15-41 as presented, with consideration to the proposed salary range. 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

[15-44] Consideration to Appoint Commissioner

Mr. Tahajian stated he is willing to continue serving as a Commissioner.

Mr. Liermann and Ms. Freeman-Fobbs announced the Commission’s intent to reappoint Mr. Tahajian. Mr. Liermann explained that a public hearing would be held at the November meeting.

Director’s Report

Ms. Gomez provided an update on current recruitments and tests in progress. Ms. Gomez also requested that the October meeting be changed to October 13, 2015.

Commissioner's Report

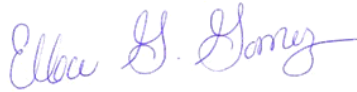
Ms. Freeman-Fobbs reported that she will be attending Clovis Community College scholarship ceremony.

Mr. Tahajian had nothing to report.

Mr. Liermann had nothing to report.

Adjournment

Mr. Liermann adjourned the meeting at 6:23 p.m.



Elba Gomez, Director of Classified Personnel
EG:rc

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

Presented to the Personnel Commission:

Date: October 13, 2015

SUBJECT: Discussion of Employees Working Out-of-
Classification

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

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 1

Background:

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

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

| Start | End | First Name | Last Name | Current Position No. | Current Position | Wg Out of Class Position No. | Wg out of Class Position | Status |
|--------------|------------|-------------------|------------------|---------------------------------|---|---|--|--|
| 7/8/2015 | | Robert | Kim | 1125 | Webmaster | 1125 | Programmer Analyst | Pending Recruitment |
| 8/13/2015 | | Christy | Hedstrom | 1014 | Buyer | 1038 | Director of Purchasing | WOC for assuming mgmt duties while Mgr out on a medical leave. |
| 8/26/2015 | | Jame | Yang | 1051 | Human Resources Technician - Confidential | 1002 | Senior Human Resources Technician - Confidential | WOC while employee on leave of absence. |
| 9/1/2015 | | Johnathan | Kepler | 1101 | Maintenance Worker II | 1101 | Carpenter | WOC doing journey-level Carpentry work on a repair project. |

Number Employees Pending Working Out of Class Review

6

Number Employees Working Out of Class Review Completed

9

October 13, 2015

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

Presented to the Personnel Commission:

Date: October 13, 2015

SUBJECT: Discussion of Reclassification Moratorium ENCLOSURE(S):

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Information

ITEM NO: 2

Background:

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

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

Presented to the Personnel Commission:

Date: October 13, 2015

SUBJECT: Presentation of Quarterly Budget Report

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

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 3

Background:

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

The enclosed report is a detailed list of spending through September 30, 2015 for the Fiscal Year 2015/2016.



Personnel Commission Year End Report

Data last refreshed from Datatel on: 10/7/15
Report generated by: SCCCD\eg004

| | | | 2015 | | | | | | |
|--|----------------------------------|--------------------------------|-------------------------------|----------------|-------------|----------------------|--------|--------------|-------------|
| | | | Total | | | | | | |
| | | | Original Budget | Current Budget | Actuals | Open Purchase Orders | % Used | Available | |
| 11-10-844000 Unrestricted (XX0, LTO) District Office Personnel Commission | 92 | 92110 Regular-Classified | \$171,096.00 | \$171,096.00 | \$42,883.26 | \$0.00 | 25% | \$128,212.74 | |
| | | 92115 Confidential | \$0.00 | \$0.05 | \$2,822.58 | \$0.00 | 0% | (\$2,822.53) | |
| | | 92120 Management-Classified | \$106,162.00 | \$106,162.00 | \$26,394.51 | \$0.00 | 25% | \$79,767.49 | |
| | | 92150 O/T-Classified | \$3,273.00 | \$3,273.00 | \$995.63 | \$0.00 | 30% | \$2,277.37 | |
| | | 92320 Hourly Non-Students | \$1,800.00 | \$1,800.00 | \$3,083.76 | \$0.00 | 171% | (\$1,283.76) | |
| | | 92330 Perm Part-Time | \$16,710.00 | \$16,710.00 | \$0.00 | \$0.00 | 0% | \$16,710.00 | |
| | | Total for 92 | \$299,041.00 | \$299,041.05 | \$76,179.74 | \$0.00 | 25% | \$222,861.31 | |
| | | 93 | 93230 PERS Non-Instr | \$32,847.00 | \$32,847.00 | \$8,541.61 | \$0.00 | 26% | \$24,305.39 |
| | | | 93330 OASDI Non-Instr | \$22,515.00 | \$22,515.00 | \$5,536.30 | \$0.00 | 25% | \$16,978.70 |
| | 93430 H&W Non-Instr | | \$55,250.00 | \$55,250.00 | \$13,768.20 | \$0.00 | 25% | \$41,481.80 | |
| | 93530 SUI Non-Instr | | \$146.00 | \$146.00 | \$38.11 | \$0.00 | 26% | \$107.89 | |
| | 93630 Worker's Comp Non-Instr | | \$5,854.00 | \$5,854.00 | \$1,531.17 | \$0.00 | 26% | \$4,322.83 | |
| | 93730 PARS Non-Instr | | \$535.00 | \$535.00 | \$154.43 | \$0.00 | 29% | \$380.57 | |
| | Total for 93 | | \$117,147.00 | \$117,147.00 | \$29,569.82 | \$0.00 | 25% | \$87,577.18 | |
| | 94 | | 94410 Office Supplies | \$1,500.00 | \$1,500.00 | \$290.92 | \$0.00 | 19% | \$1,209.08 |
| | | | 94415 Software Non-Instr | \$500.00 | \$500.00 | \$171.62 | \$0.00 | 34% | \$328.38 |
| | | 94530 Publications/Catalogs | \$150.00 | \$150.00 | \$0.00 | \$0.00 | 0% | \$150.00 | |
| | | Total for 94 | \$2,150.00 | \$2,150.00 | \$462.54 | \$0.00 | 22% | \$1,687.46 | |
| | | 95 | 95235 Hardware Maint & Lic | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| | 95240 Software Maint & Licc | | \$33,000.00 | \$33,000.00 | \$17,970.00 | \$0.00 | 54% | \$15,030.00 | |
| | 95310 Conference | | \$7,200.00 | \$7,200.00 | \$3,266.09 | \$0.00 | 45% | \$3,933.91 | |
| | 95315 Mileage | | \$4,000.00 | \$4,000.00 | \$899.91 | \$0.00 | 22% | \$3,100.09 | |
| | 95330 Hosting | | \$2,000.00 | \$2,000.00 | \$1,300.94 | \$0.00 | 65% | \$699.06 | |
| | 95410 Dues/Memberships | | \$4,250.00 | \$4,250.00 | \$2,793.00 | \$0.00 | 66% | \$1,457.00 | |
| | | | | | | | | | |
| | | | | | | | | | |

| | | 2015 | | | | | |
|----|------------------------|-----------------|----------------|--------------|----------------------|--------|--------------|
| | | Total | | | | | |
| | | Original Budget | Current Budget | Actuals | Open Purchase Orders | % Used | Available |
| | 95525 | \$5,500.00 | \$5,500.00 | \$0.00 | \$0.00 | 0% | \$5,500.00 |
| | Medical Services | | | | | | |
| | 95530 | \$2,500.00 | \$2,500.00 | \$1,500.00 | \$0.00 | 60% | \$1,000.00 |
| | Contract Labor/Other | | | | | | |
| | 95710 | \$6,000.00 | \$6,000.00 | \$400.00 | \$0.00 | 7% | \$5,600.00 |
| | Advertising | | | | | | |
| | 95725 | \$150.00 | \$150.00 | \$0.00 | \$0.00 | 0% | \$150.00 |
| | Postage/Shipping | | | | | | |
| | 95927 | \$100.00 | \$100.00 | \$0.00 | \$0.00 | 0% | \$100.00 |
| | Chargebacks-Production | | | | | | |
| | 95990 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| | Miscellaneous | | | | | | |
| | Total for 95 | \$64,700.00 | \$64,700.00 | \$28,129.94 | \$0.00 | 43% | \$36,570.06 |
| 96 | 96415 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| | Consultant Services | | | | | | |
| | 96510 | \$2,000.00 | \$2,000.00 | \$0.00 | \$0.00 | 0% | \$2,000.00 |
| | Equip LT \$5K | | | | | | |
| | 96512 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| | Equip GE \$5K | | | | | | |
| | Total for 96 | \$2,000.00 | \$2,000.00 | \$0.00 | \$0.00 | 0% | \$2,000.00 |
| | Total | \$485,038.00 | \$485,038.05 | \$134,342.04 | \$0.00 | 28% | \$350,696.01 |

Quarterly Budget Report (FY 2015/2016)
 Personnel Commission Meeting, October 13, 2015
 Discretionary Items Detail

Office Supplies - 94410

| Description | DEBIT | CREDIT | Transaction Date |
|--------------------------|-----------------|---------------|------------------|
| Office Depot, Inc. | \$224.98 | \$0.00 | 8/12/2015 |
| Office Depot, Inc. | \$65.94 | \$0.00 | 9/28/2015 |
| Budget Year: 2016 | \$290.92 | \$0.00 | |

Other Supplies - 94490

| Description | DEBIT | CREDIT | Transaction Date |
|--------------------------|-----------------|---------------|------------------|
| Amazon.com, Inc. | \$171.62 | \$0.00 | 8/31/2015 |
| Budget Year: 2016 | \$171.62 | \$0.00 | |

Software Maint & Lic - 95240

| Description | DEBIT | CREDIT | Transaction Date |
|--------------------------|--------------------|---------------|------------------|
| NEOGOV | \$17,850.00 | \$0.00 | 8/3/2015 |
| Budget Year: 2016 | \$17,850.00 | \$0.00 | |

Conference - 95310

| Description | DEBIT | CREDIT | Transaction Date |
|-------------------------------------|-------------------|---------------|------------------|
| WRIPAC | \$300.00 | \$0.00 | 7/23/2015 |
| WRIPAC | \$300.00 | \$0.00 | 7/23/2015 |
| WRIPAC | \$300.00 | \$0.00 | 7/23/2015 |
| WRIPAC | \$325.00 | \$0.00 | 7/23/2015 |
| Executive Inn & Suites | \$248.00 | \$0.00 | 8/24/2015 |
| Executive Inn & Suites | \$248.00 | \$0.00 | 8/24/2015 |
| Doubletree San Diego Mission Valley | \$447.00 | \$0.00 | 8/24/2015 |
| Doubletree San Diego Mission Valley | \$447.00 | \$0.00 | 8/24/2015 |
| Elba G. Gomez | \$251.09 | \$0.00 | 8/31/2015 |
| ACHRO/EEO | \$120.00 | \$0.00 | 9/18/2015 |
| Bank of America Visa | \$400.00 | \$0.00 | 9/28/2015 |
| Budget Year: 2016 | \$3,386.09 | \$0.00 | |

Mileage - 95315

| Description | DEBIT | CREDIT | Transaction Date |
|--------------------------|-----------------|---------------|------------------|
| Reshonda N Collins | \$77.26 | \$0.00 | 8/7/2015 |
| Vincent T Tafoya | \$120.75 | \$0.00 | 8/7/2015 |
| Gail Freitas | \$33.25 | \$0.00 | 8/7/2015 |
| Elba G. Gomez | \$132.25 | \$0.00 | 8/24/2015 |
| Elba G. Gomez | \$213.90 | \$0.00 | 8/31/2015 |
| Elba G. Gomez | \$100.05 | \$0.00 | 8/31/2015 |
| Elba G. Gomez | \$132.83 | \$0.00 | 8/31/2015 |
| Erick M. Walker | \$39.84 | \$0.00 | 9/3/2015 |
| Vincent T Tafoya | \$49.78 | \$0.00 | 9/4/2015 |
| Budget Year: 2016 | \$899.91 | \$0.00 | |

Quarterly Budget Report (FY 2015/2016)
 Personnel Commission Meeting, October 13, 2015
 Discretionary Items Detail

Hosting Events/Workshops - 95330

| Description | DEBIT | CREDIT | Transaction Date |
|-------------------------------|-------------------|---------------|------------------|
| Elba G. Gomez | \$124.87 | \$0.00 | 7/20/2015 |
| Reedley College Food Services | \$78.12 | \$0.00 | 8/5/2015 |
| Vincent T. Tafoya | \$38.17 | \$0.00 | 8/7/2015 |
| Vincent T. Tafoya | \$27.88 | \$0.00 | 8/7/2015 |
| Reshonda N. Collins | \$69.27 | \$0.00 | 8/10/2015 |
| Elba G. Gomez | \$198.41 | \$0.00 | 8/14/2015 |
| ZWF Inc | \$597.86 | \$0.00 | 9/3/2015 |
| Vincent T. Tafoya | \$15.96 | \$0.00 | 9/3/2015 |
| Taher, Inc. | \$34.42 | \$0.00 | 9/8/2015 |
| Taher, Inc. | \$34.42 | \$0.00 | 9/8/2015 |
| Taher, Inc. | (\$0.08) | \$0.00 | 9/8/2015 |
| Taher, Inc. | (\$0.08) | \$0.00 | 9/8/2015 |
| Elba G. Gomez | \$81.72 | \$0.00 | 9/23/2015 |
| Budget Year: 2016 | \$1,300.94 | \$0.00 | |

Dues/Memberships - 95410

| Description | DEBIT | CREDIT | Transaction Date |
|--------------------------|-------------------|---------------|------------------|
| CODESP | \$1,850.00 | \$0.00 | 7/6/2015 |
| CSPCA/NC | \$776.00 | \$0.00 | 7/6/2015 |
| NCHRA | \$167.00 | \$0.00 | 7/20/2015 |
| Budget Year: 2016 | \$2,793.00 | \$0.00 | |

Contract Labor/Other Prof Svcs - 95530

| Description | DEBIT | CREDIT | Transaction Date |
|-----------------------------------|-------------------|---------------|------------------|
| Nation and Badilla Investigations | \$1,500.00 | \$0.00 | 8/31/2015 |
| Budget Year: 2016 | \$1,500.00 | \$0.00 | |

Advertising - 95710

| Description | DEBIT | CREDIT | Transaction Date |
|--------------------------|-----------------|---------------|------------------|
| CSU Fresno | \$400.00 | \$0.00 | 9/2/2015 |
| Budget Year: 2016 | \$400.00 | \$0.00 | |

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

Presented to the Personnel Commission:

Date: September 15, 2015

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

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

REASON FOR PERSONNEL COMMISSION CONSIDERATION: Action

ITEM NO: 15-40

Background:

At the September 1, 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. Accounting Technician I (SSSP), FCC
- b. Assessment Technician (SSSP), FCC
- c. Assessment Technician (SSSP), CCC
- d. Athletic Equipment Manager, 6-Month Limited-Term, RC
- e. Educational Advisor (SSSP), CCC
- f. Educational Advisor (SSSP), MC
- g. Evaluator (SSSP), CCC
- h. Evaluator (SSSP), FCC
- i. Evaluator (SSSP), FCC
- j. Evaluator (SSSP), RC
- k. Human Resources Technician, 6-Month Limited-Term, DO
- l. Instructional Aide PPT, FCC
- m. MicroComputer Resource Technician, 6 Month Limited-Term, FCC
- n. MicroComputer Resource Technician (SSSP), FCC
- o. Office Assistant III (SSSP), Fund Full-time, CCC
- p. Office Assistant III (SSSP), FCC

- q. Office Assistant III (SSSP), FCC
- r. Research Assistant PPT (SSSP), CCC

Recommendation:

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

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

PRESENTED TO BOARD OF TRUSTEES

DATE: September 1, 2015

SUBJECT: Consideration to Approve New Positions
for Student Success and Support and Student
Equity Program Plans, Districtwide

ITEM NO. 15-59HR

EXHIBIT: None

Background:

Fresno City College, Reedley College and Clovis Community College have received Student Success and Support Program (SSSP), and Student Equity Program funding. Administration, in conjunction with staff, has been evaluating the parameters of the funding requirements. As a result, new programs have been developed. It has now been determined the staffing below is needed to implement these programs.

The positions below are funded with 2014-2015 carryover dollars and will then be absorbed into the 2015-2016 Student Support Services Program and Student Equity allocations. At the June 2, 2015, board meeting, it was announced the spending of the SSSP and Student Equity Program monies has been extended from the original June 30, 2015, deadline to December 31, 2015.

Fresno City College Student Success & Support Program (SSSP) and Student Equity Plan

Classified Positions: Evaluator (2 positions)
Assessment Technician
Microcomputer Resource Technician
Student Support Specialist
Office Assistant III
Student Relations Specialist
Accounting Technician I
Office Assistant III

Faculty Positions: Dual Enrollment Coordinator
Career Counselor
Generalist Counselors (4 positions)
Peer Assistant Student Sessions Coordinator
Transfer Counselor

Student Success Math Coordinator
DSP&S Counselor

Academic Management: Director of Counseling and Special Programs

Reedley College Student Success & Support Program SSSP) and Student Equity Plan

Faculty Positions: Reedley College
Writing Center Coordinator
Math Center Coordinator

Madera Community College Center
Tutorial Center Coordinator
Librarian

Madera/Oakhurst/Reedley Campuses/Centers
College And Career Transition Coordinator

Classified Position: Reedley College
Evaluator

Madera Community College Center
Educational Advisor

Clovis Community College Student Success & Support Program (SSSP) and Student Equity Plan

Classified Positions: Assessment Technician
Educational Advisor
Evaluator
Office Assistant III (partial)
Research Assistant (PPT)

Faculty Position: Counselor

Recommendation:

It is recommended the Board of Trustees approve 33 new positions for the Student Success and Student Support and Student Equity Program Plans, Districtwide

STATE CENTER COMMUNITY COLLEGE DISTRICT
OFFICE ASSISTANT III

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF DUTIES

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

EMPLOYMENT STANDARDS

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

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

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

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

SECTION 3. THE CLASSIFIED SERVICE

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

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

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

REFERENCE: Education Code Sections 88076, 88078

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

3-7 GENERAL CLASSIFICATION RULES

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

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

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

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

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

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

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

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

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

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

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

REFERENCE: Education Code Sections 88009, 88076, 88087

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

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

Presented to the Personnel Commission:

Date: October 13, 2015

SUBJECT: Consideration and Approval of Eligibility
Lists

ENCLOSURES:
Eligibility Lists

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-45

Background:

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

Recommendation:

It is recommended the Personnel Commission approve the eligibility lists.

EXECUTIVE DIRECTOR OF PUBLIC AND LEGISLATIVE RELATIONS

| | | | | | | |
|-----------------------------|------------------|-------------------|-------------------------|----------------------|----------------|---------------|
| Recruitment ID 201500138 | Applicants 22 | Failed MQ** 11 | Failed Competitive 3 | Took Competency 8 | Took Oral 8 | Eligible 4 |
|-----------------------------|------------------|-------------------|-------------------------|----------------------|----------------|---------------|

Oral Board Raters

Bruce Whitworth, Director of Community Projects and Publications, CSU Fresno
 Deborah Ikeda, President, Clovis Community College
 Robert De La Rosa, Marketing Director, United Way Fresno & Madera Counties

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

| Gender | African American / Non-Hispanic | American Indian / Alaskan Native | Asian / Pacific Islander | Hispanic | White | Multi-racial | Native Hawaiian/Other Pacific Islander | Unknown | Total |
|--------------|---------------------------------|----------------------------------|--------------------------|----------|----------|--------------|--|----------|-----------|
| Female | 2 | 1 | 2 | 4 | 3 | 1 | 0 | 2 | 15 |
| Male | 2 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 6 |
| No Answer | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Total | 4 | 1 | 3 | 5 | 5 | 2 | 0 | 2 | 22 |

** Failed MQ: 9—Experience; 1— Incomplete application; 1-Education

Prepared by Vince Tafoya – State Center Community College District



State Center Community College District



FRESNO CITY
COLLEGE

REEDLEY
COLLEGE

CLOVIS
CENTER

MADERA
CENTER

OAKHURST
CENTER

Announcing The Search For
**EXECUTIVE DIRECTOR OF PUBLIC
AND LEGISLATIVE RELATIONS**

Application Deadline

Wednesday, August 26, 2015, 4:30 PM

Salary Information

Classified Management Range 59

Starting Annual Salary

\$104,906.00—\$132,196.00

Apply Online

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



EXECUTIVE DIRECTOR OF PUBLIC AND LEGISLATIVE RELATIONS

Definition

Under direction of the Chancellor, plans, develops, implements, and directs an effective and strategic marketing, communications, legislative affairs, and a public relations program for the District that increases public awareness and support of District programs, services, and activities, and enhances the image of the District.

Distinguishing Characteristics

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

The **Executive Director of Public and Legislative Relations** works closely with the Chancellor and the Board of Trustees and is the executive responsible for developing and implementing short and long-range plans and strategies to meet the District's goals and objectives. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes. Incumbents must utilize excellent communication skills to effectively facilitate and interact with a wide range of schools, management, administrators, board members, donors, faculty, staff, students, and public while maintaining day to day management of the Public and Legislative Relations office. Incumbents must also possess strong organizational and leadership skills.

Supervision Received

Administrative direction is received from the Chancellor.

Supervision Exercised

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

Essential Job Functions

- Planning, organizing, directing and monitoring the district's marketing, public relations program.
- Assisting the chancellor with communications to board members.
- Developing, directing and approving the information provided to the media.
- Supervising the campus public information offices.
- Maintaining positive relationships with local, regional and national media.
- Coordinating and approving the production of publications for the district and monitoring publications from the campuses to insure the district image is consistent.
- Serving as lead media spokesperson for the district.
- Organizing and directing the district's legislative liaison efforts by maintaining regular contact with state legislators and their aides.
- Serving as a member of the district's legislative committee.
- Establishing and maintaining a legislative hotline.
- Representing the district at legislative hearings.

- Organizing the district's representation in community activities and serving as liaison with various community organizations.
- Directing the preparation, scripting, on-camera production and hosting of the district's cable television program.
- Supervising the preparation and data collection, editing, designing and distributing the district's class schedule.
- Assisting the chancellor in matters pertaining to board elections and community relations.
- Serving as a member of chancellor's cabinet.
- Participating in the formulation and administration of district policies, regulations and procedures.
- May perform other duties as needed.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Bachelor's degree in journalism, public relations or a related field and five (5) years of recent experience in marketing, public relations, writing and editing publications, community relations, television on-camera production, working with legislative offices to monitor and influence the progress of legislation including at least five (5) years of management level experience. Master's degree is preferred.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Layout and design of publications.
- The role of community colleges in education, the community and international development.
- Principles of communications and public relations and its role in advancing an organizational agenda.
- Principles, theories, practices, and techniques of marketing, branding, and advertising.
- Communications, media sources and their most effective uses, including print, broadcast, web, and social media.
- Methods and techniques of preparing and disseminating news releases and securing media placements.
- Design content and production of marketing and public relations materials.
- Missions, goals, and policies of the District and its colleges.
- Objectives and interests of legislative, political, professional, employee, student, business and community groups impacting the District.
- Principles of conflict resolution and crisis management.
- Organization, functions, and inter-relationships of various operating units of the District and its colleges.
- Principles of supervision, training, evaluation, and development.
- Strategic planning and resource allocation.
- Budget development and expenditure tracking.

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

Skill to:

- Project a positive image, initiative and self-confidence.
- Compose speeches, news releases and other types of communications for the Chancellor and/or Board of Trustees.
- Inform media of district and college events.
- Achieve the understanding and support of individuals or groups with indifferent or opposing points of view.
- Maintain good relations with media, community organizations, legislators and their staff, board members, and the public.
- Plan and develop events, special projects, bond measures and materials as needed by the Chancellor and the Board of Trustees.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding District services.
- Conduct research and prepare reports as required by the Chancellor and the Board of Trustees.
- Effectively communicate with individuals for whom English is not a primary language.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

Ability to:

- Plan, develop, direct, and maintain a strategic communications, marketing, and public relations program for the District.
- Apply research and analytical techniques in the collection, summarization, and analysis of information for media distribution and presentations.
- Coordinate and direct the production and distribution of a wide variety of promotional materials.
- Evaluate the public relations value of information.
- Present information on a wide variety of subjects using the full array of written, oral, and visual formats and techniques for diverse media outlets.

- Identify the characteristics of diverse target audiences and determine the most effective communications techniques for reaching and motivating these groups for maximum support of District programs, services, and activities.
- Establish and maintain effective and cooperative working relationships with District administrators, business and community leaders, and representatives of communications media and governmental organizations.
- Analyze situations accurately, adopt an effective course of action, and maintain composure in all situations.
- Exercise the authority of the position with diplomacy, honesty, integrity, charisma, and tact.
- Exercise initiative, discretion, and critical judgment.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Maintain consistent, punctual and regular attendance.
- Learn, interpret and apply federal and state laws and regulations, district policies and procedures.
- Maintain confidentiality of sensitive information and records.
- Receive and follow instructions in order to build and maintain effective working relationships.
- Assign, monitor, and/or review the work of others.
- Appropriately interact with students, staff, faculty, and public.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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

Physical Demands

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

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new in-

formation or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, Personnel Commissioners, board members, faculty, staff, representatives of other agencies, and others encountered in the course of work.

Work Conditions

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

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

Recruitment (Examination) Process

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

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

INTERVIEWS AND TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, SEPTEMBER 16, 2015

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

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

COLLEGE DIRECTOR OF MARKETING & COMMUNICATIONS

| | | | | | | |
|-----------------------------|------------------|-------------------|--------------------------|-----------------------|----------------|---------------|
| Recruitment ID 201500165 | Applicants 53 | Failed MQ** 16 | Failed Competitive 24 | Took Competency 13 | Took Oral 7 | Eligible 5 |
|-----------------------------|------------------|-------------------|--------------------------|-----------------------|----------------|---------------|

Oral Board Raters

Lucy Ruiz, Interim Executive Director of Public and Legislative Relations, State Center Community College District
 Doug Hoagland, Retired Editor, Reedley Exponent
 Armida Espinoza, Coordinator, Association of Mexican American Educators

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

| Gender | African American / Non-Hispanic | American Indian / Alaskan Native | Asian / Pacific Islander | Hispanic | White | Multi-racial | Native Hawaiian/Other Pacific Islander | Unknown | Total |
|--------------|---------------------------------|----------------------------------|--------------------------|-----------|-----------|--------------|--|----------|-----------|
| Female | 5 | 0 | 2 | 6 | 12 | 2 | 0 | 3 | 30 |
| Male | 1 | 0 | 1 | 4 | 15 | 1 | 0 | 1 | 23 |
| No Answer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 6 | 0 | 3 | 10 | 27 | 3 | 0 | 4 | 53 |

** Failed MQ: 7—Experience; 2— Incomplete application; 2-Education; 4-Supplemental; 1-Duplicate

Prepared by Vince Tafoya – State Center Community College District



State Center Community College District



FRESNO CITY
COLLEGE

REEDLEY
COLLEGE

CLOVIS
CENTER

MADERA
CENTER

OAKHURST
CENTER

Announcing The Search For **COLLEGE DIRECTOR OF MARKETING & COMMUNICATIONS**

CLOVIS COMMUNITY COLLEGE

Application Deadline

Thursday, August 27, 2015, 4:30 PM

Salary Information

Classified Management Range 44

Starting Annual Salary

\$77,966.00—\$98,137.00

Apply Online

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



COLLEGE DIRECTOR OF MARKETING & COMMUNICATIONS

Definition

Under direction, establishes and maintains effective external communications, marketing programs and public relations of the college.

Distinguishing Characteristics

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

This classification performs difficult and complex duties in accordance with general instructions or established laws/procedures. This position is a management position. This position differs from lower levels by the responsibility for and the technical knowledge of marketing/communications/public relations, and the complexity of problem solving.

Essential Job Functions

Develops strategic initiatives and provides vision and direction in order to advance the image of the college; supports student enrollment growth through planned recruitment campaigns; develops and maintains positive relationships with the media; works closely with the district office to promote the college and the district and provides public relations/marketing support; oversees media relations for the college; services as primary college spokesperson to the press and general public; projects favorable college image; provides direction and support for electronic communications, such as the college home page and videos; develops/coordinates the institutional marketing campaign, including, design/placement of college-specific advertising; develops/implements a program of community relations activities to enhance public interest; assists with district public relations programs; represents the college in district-wide projects; set departmental goals and objectives.

Minimum Qualifications

Education

Bachelor's degree in journalism, marketing or public relations.

Experience

Performing A minimum of three years of verifiable experience as a practitioner in the fields of journalism, marketing, or public relations. Demonstrated management experience in the fields of journalism, marketing, or public relations. Experience in all of the following areas: writing, publications, media relations, media ad production, media buying, and special events planning/execution.

Licenses & Certificates

Valid Driver's License

Knowledge, Skills and Abilities:

Knowledge of media/public relations, industry protocol, photography, graphic design, printing, production, writing, editing, management/supervision, budget, planning, and public communication skills both written and oral. Skill to make presentations and conduct training. Ability to assign, monitor, and evaluate the work of others. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to appropriately interact with a diverse group of students, staff, faculty and the public. Ability to learn and apply applicable laws, policies and procedures.

Recruitment (Examination) Process

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

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

ORAL BOARD AND COMPETENCY EXAM TENTATIVELY SCHEDULED FOR WEDNESDAY, SEPTEMBER 16, 2015

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

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

ACCOUNTING CLERK I

| Recruitment ID | Applicants | Failed MQ** | Failed Competitive | Took Competency | Took Oral | Eligible |
|----------------|------------|-------------|--------------------|-----------------|-----------|----------|
| AC1-002 | 118 | 13 | 75 | 30 | 16 | 15 |

Oral Board Raters

Kimberly Duong, Accounting Technician II, SCCC
 Anthony Toto, Treasurer, Clovis Junior Soccer League

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

| Gender | African American / Non-Hispanic | American Indian / Alaskan Native | Asian / Pacific Islander | Hispanic | White | Multi-racial | Native Hawaiian/Other Pacific Islander | Unknown | Total |
|------------------|---------------------------------|----------------------------------|--------------------------|----------|-------|--------------|--|---------|-------|
| Female | 7 | 1 | 15 | 30 | 16 | 6 | 0 | 1 | 76 |
| Male | 2 | 1 | 10 | 20 | 4 | 0 | 0 | 0 | 37 |
| No Answer | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 3 | 5 |
| Total | 9 | 2 | 25 | 52 | 20 | 6 | 0 | 4 | 118 |

**** Failed MQ: 1—MQs; 10— Incomplete application; 2-License or Registration**



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

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

ACCOUNTING CLERK I

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

- Definition:** Under direction performs general accounting and/or business office work.
- Compensation:** Starts at \$2,578.75 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$14.88 with limited benefits.
- Examples of Duties:** Performs a variety of entry-level accounting work including but not limited to: accounts payable; accounts receivable; cashiering; verifying and recording information from general business documents; verifying and preparing invoices, checks, and correspondence from standard form letters, and statistical information; proof-reading; filing; preparing mailings; duplicating materials; and entering and retrieving data from computer system in appropriate format. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Formal or informal education equivalent to completion of the twelfth grade.
- Experience:** None required.

Knowledge, Skills, and Abilities: Knowledge of modern office practices. Knowledge of and ability to employ proper English usage, spelling, grammar and punctuation. Skill to operate calculator and keyboard; maintain financial records; make deposits, process checks, and reconcile accounts; create and utilize word processing documents, spreadsheets, email, online calendaring and data entry/retrieval from database programs. Ability to receive and follow instructions; appropriately interact with students, staff, faculty and the public; learn and apply college and district policies and procedures.

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

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates (from each exam), plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 15 highest scoring candidates, plus ties, from the competency exam (for each position) will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, SEPTEMBER 11, 2015
APPLICATIONS WILL ONLY BE ACCEPTED 08/21/15 – 08/24/15

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

- Filing Deadline:** MONDAY, AUGUST 24 2015, 4:30 PM.
Posted: 08/03/15

Pay Range: Regular Classified Range 38

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

ACCOUNTING CLERK III

| | | | | | | |
|-----------------------------|------------------|-------------------|--------------------------|-----------------------|-----------------|----------------|
| Recruitment ID 201500133 | Applicants 66 | Failed MQ** 14 | Failed Competitive 22 | Took Competency 30 | Took Oral 16 | Eligible 16 |
|-----------------------------|------------------|-------------------|--------------------------|-----------------------|-----------------|----------------|

Oral Board Raters

Kimberly Duong, Accounting Technician II, SCCC
 Anthony Toto, Treasurer, Clovis Junior Soccer League

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

| Gender | African American / Non-Hispanic | American Indian / Alaskan Native | Asian / Pacific Islander | Hispanic | White | Multi-racial | Native Hawaiian/Other Pacific Islander | Unknown | Total |
|--------------|---------------------------------|----------------------------------|--------------------------|----------|-------|--------------|--|---------|-------|
| Female | 1 | 1 | 7 | 17 | 20 | 4 | 0 | 2 | 52 |
| Male | 1 | 0 | 4 | 4 | 2 | 1 | 0 | 0 | 12 |
| No Answer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| Total | 2 | 1 | 11 | 21 | 22 | 5 | 0 | 4 | 66 |

** Failed MQ: 14—Experience



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

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Oakhurst Center • Career and Technology Center • The Training Institute

ACCOUNTING CLERK III

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

- Definition:** Under direction performs a wide variety of moderately difficult accounting/business office work.
- Compensation:** Starts at \$3,299.92 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$19.04 with limited benefits.
- Examples of Duties:** Performs a wide variety of duties including but not limited to: increasingly complex accounting work; verifying, balancing and posting/recording accounting information verifying and preparing invoices, checks, correspondence, and statistical information; proof-reading; and filing. Calculating preparing and reconciling various financial reports. Entering and retrieving data from computer system as needed. Assigning and/or reviewing the work of other employees and students. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Formal and informal education equivalent to completion of the twelfth grade.
- Licenses/Certificates:** Valid Driver's License is required.
- Experience:** Considerable experience performing general accounting duties.
- Knowledge, Skills and Abilities:** Knowledge of sequence of procedures in the accounting cycle, analysis, use and interpretation of accounting and financial data; and modern office practices. Knowledge of and ability to employ proper English usage, spelling, grammar and punctuation. Skill to make deposits, process checks, and reconcile accounts; employ mathematical and statistical techniques sufficient to maintain district records; keyboard; utilize word processing software, email, online calendaring and data entry/retrieval from database programs; and create and utilize spreadsheets. Ability to assign, monitor, and/or review the work of others; receive and follow instructions and appropriately interact with students, staff, faculty and the public; and learn and apply college and district policies and procedures.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (55% weight) and an oral interview examination (45% weight).

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 15 highest scoring candidates, plus ties, will be invited to the oral interview examination. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, SEPTEMBER 11, 2015
APPLICATIONS WILL ONLY BE ACCEPTED FROM 08/21/15 – 08/24/15

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

Filing Deadline: MONDAY, AUGUST 24 2015, 4:30 PM.
Posted: 08/03/15

Pay Range: Regular Classified Range 48

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

ACCOUNTING TECHNICIAN I

| Recruitment ID | Applicants | Failed MQ** | Failed Competitive | Took Competency | Took Oral | Eligible |
|----------------|------------|-------------|--------------------|-----------------|-----------|----------|
| AT1-002 | 52 | 11 | 10 | 31 | 15 | 14 |

Oral Board Raters

Penny Cristan, Accountant/Auditor, SCCC
 Susan Dana, Accounting Technician II, SCCC
 Yolanda Smith, Accountant-Auditor, City of Fresno

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

| Gender | African American / Non-Hispanic | American Indian / Alaskan Native | Asian / Pacific Islander | Hispanic | White | Multi-racial | Native Hawaiian/Other Pacific Islander | Unknown | Total |
|--------------|---------------------------------|----------------------------------|--------------------------|-----------|-----------|--------------|--|----------|-----------|
| Female | 1 | 1 | 9 | 15 | 13 | 2 | 0 | 1 | 42 |
| Male | 1 | 0 | 4 | 3 | 2 | 0 | 0 | 0 | 10 |
| No Answer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 2 | 1 | 13 | 18 | 15 | 2 | 0 | 1 | 52 |

** Failed MQ: 8—Experience; 3— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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Oakhurst Center • Career and Technology Center • The Training Institute

ACCOUNTING TECHNICIAN I

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

- Definition:** Under direction performs a wide variety of highly responsible accounting duties.
- Compensation:** Starts at \$4,105.25 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 \$23.68 with limited benefits
- Examples of Duties:** Performs a wide variety of duties including but not limited to: complex accounting work; verifying, balancing and posting/recording data; preparing financial and reconciliation statements, audits, other reports, and bank deposits; calculating, preparing, reviewing and distributing checks, receipts, and financial documents; preparing and monitoring budgets and expenditure reports; entering and retrieving data from computer system as needed; assigning and/or reviewing the work of other employees and students. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Completion of sixty (60) college units including fifteen (15) units in accounting.
- Experience:** Experience performing a wide variety of difficult accounting duties related to preparation and maintenance of general ledger accounting systems, accounts payable, accounts receivable, cash control, payroll systems, and/or financial and statistical reports.
- Knowledge, Skills, and Abilities:** Knowledge of entire accounting cycle, including generally accepted accounting principles; computer terminology to effectively coordinate accounting functions with information systems; accounts receivable/payable; payroll; purchasing principles; and budget planning procedures. Knowledge of and ability to employ proper English usage, spelling, grammar and punctuation. Skill to prepare financial statements from accounting data and to analyze, recognize, define, and correct accounting errors and misinformation. Ability to assign, monitor, and/or review the work of others; receive and follow instructions; appropriately interact with students, staff, faculty and the public; and learn and apply college and district policies and procedures.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (55% weight) and an oral interview examination (45% weight).
- Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 15 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, SEPTEMBER 11, 2015
APPLICATIONS WILL ONLY BE ACCEPTED FROM 08/21/15 – 08/24/15

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

Filing Deadline: MONDAY, AUGUST 24 2015, 4:30 PM.

Posted: 08/03/15

Pay Range: Regular Classified Range 57

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.

ACCOUNTING TECHNICIAN II

| Recruitment ID | Applicants | Failed MQ** | Failed Competitive | Took Competency | Took Oral | Eligible |
|----------------|------------|-------------|--------------------|-----------------|-----------|----------|
| 201500164 | 38 | 11 | 2 | 25 | 15 | 15 |

Oral Board Raters

Penny Cristan, Accountant/Auditor, SCCC
 Susan Dana, Accounting Technician II, SCCC
 Yolanda Smith, Accountant-Auditor, City of Fresno

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

| Gender | African American / Non-Hispanic | American Indian / Alaskan Native | Asian / Pacific Islander | Hispanic | White | Multi-racial | Native Hawaiian/Other Pacific Islander | Unknown | Total |
|--------------|---------------------------------|----------------------------------|--------------------------|----------|-------|--------------|--|---------|-------|
| Female | 1 | 0 | 6 | 8 | 10 | 2 | 0 | 1 | 28 |
| Male | 0 | 0 | 3 | 3 | 2 | 0 | 0 | 0 | 8 |
| No Answer | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 2 |
| Total | 1 | 0 | 9 | 12 | 12 | 2 | 0 | 2 | 38 |

** Failed MQ: 10—Experience; 1— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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Oakhurst Center • Career and Technology Center • The Training Institute

ACCOUNTING TECHNICIAN II

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

- Definition:** Under direction performs a wide variety of complex and highly responsible accounting duties.
- Compensation:** Starts at \$4,524.67 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 \$26.10 with limited benefits
- Examples of Duties:** Performs a wide variety of duties including but not limited to: complex accounting work; verifying, balancing and posting/recording data; preparing financial and reconciliation statements, audits and other reports, and bank deposits; developing, maintaining, and using systems for recording, interpreting, and communicating financial data; reviewing, calculating, preparing and distributing checks, receipts and financial documents; preparing and monitoring budgets and expenditure reports; entering and retrieving data from computer system as needed; and assigning and/or reviewing the work of other employees and students. May perform other duties as needed.
- Required Employment Standards:**
- Education:** Completion of sixty (60) college units including fifteen (15) units in accounting.
- Experience:** Experience in a lead capacity performing a wide variety of highly responsible accounting duties related to preparation and maintenance of general ledger accounting systems, accounts payable, accounts receivable, and payroll systems. This should include tasks covering the entire accounting cycle, financial and statistical reports, systems analysis and design, and/or assisting with budget development and control.
- Knowledge, Skills, and Abilities:** Knowledge of entire accounting cycle; generally accepted accounting principles; budget planning procedures; computer terminology to effectively coordinate accounting functions with information systems; accounts receivable/payable; payroll and purchasing principles. Knowledge of and ability to employ proper English usage, spelling, grammar and punctuation. Skill to prepare financial statements from accounting data; analyze, recognize, define, and correct accounting errors and misinformation. Ability to exercise independent judgment, assign, monitor, and/or review the work of others; receive and follow instructions; appropriately interact with students, staff, faculty and the public; and ability to learn and apply college and district policies and procedures.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (45% weight) and an oral interview examination (35% weight).
- Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates (from each exam), plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 15 highest scoring candidates, plus ties, from the competency exam (for each position) will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, SEPTEMBER 11, 2015.

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

Filing Deadline: MONDAY, AUGUST 24 2015, 4:30 PM.

Posted: 08/03/15

Pay Range: Regular Classified Range 61

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.

FINANCIAL AID SYSTEMS ANALYST

| | | | | | | |
|---------------------------|------------------|------------------|-------------------------|----------------------|----------------|---------------|
| Recruitment ID FAS-001 | Applicants 14 | Failed MQ** 9 | Failed Competitive 0 | Took Competency 5 | Took Oral 4 | Eligible 3 |
|---------------------------|------------------|------------------|-------------------------|----------------------|----------------|---------------|

Oral Board Raters

Keith Johnson, Lead Programmer Analyst, State Center Community College District
Ben Atitya, Administrative Analyst, Fresno Unified School District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

| Gender | African American / Non-Hispanic | American Indian / Alaskan Native | Asian / Pacific Islander | Hispanic | White | Multi-racial | Native Hawaiian/Other Pacific Islander | Unknown | Total |
|--------------|---------------------------------|----------------------------------|--------------------------|----------|-------|--------------|--|---------|-------|
| Female | 0 | 1 | 0 | 3 | 2 | 0 | 0 | 1 | 7 |
| Male | 1 | 0 | 2 | 1 | 2 | 0 | 0 | 0 | 6 |
| No Answer | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Total | 1 | 1 | 2 | 4 | 4 | 1 | 0 | 1 | 14 |

** Failed MQ: 9—Experience



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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FINANCIAL AID SYSTEMS ANALYST

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

Definition:

Under direction and in coordination with the college's Financial Aid Directors, performs programming, analytical and technical functions specific to Financial Aid by preparing a variety of districtwide, state, and federal reports, providing support to end users on the use of applications, recommending improvements to districtwide financial aid processes and acting as a liaison between the colleges, District, Information Technology, and the State with respect to financial aid systems and regulations.

Compensation:

Compensation is pending negotiation. Recommended Classified salary range is 66. Full-time permanent positions provide an attractive benefit package which includes compensation, 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 with limited benefits.

Essential Job Functions:

- Performs advanced level duties in systems analysis, evaluation, design, development, testing, implementation, documentation, research, data compilation, data analysis, and preparation of reports and makes recommendations districtwide.
- In coordination with management, conducts ongoing training in both computer systems and operational business procedures related to financial aid and ensures training materials are maintained and updated.
- Provides guidance to end users on application use and operating parameters, including assistance in updating and maintaining system data.
- Provides functional expertise, serves as technical support, and troubleshoots and resolves problems related to the financial aid system.
- Analyzes, supports and manages the student financial aid enterprise applications with data and system conversion, production, test environments, ongoing development, upgrades, and enhancements.
- Works with other functional leads on developing processes and procedures to test and validate updates, patches and fixes.
- Develops functional specifications and test plans and scripts for testing changes across all impacted areas.
- Assists management in planning and coordinating operations to meet established goals and objectives, establishes timelines for processes and participates in forecasting business needs as it relates to College, State, and/or Federal policies and procedures.
- Works closely with management and attends districtwide and college financial aid meetings.
- Develops districtwide processes and reports for student financial aid services such as Student Academic Progress (SAP), Institutional Student Information Record (ISIRs) imports, auto packaging Board of Governors (BOG) fee waivers, District's Financial Aid Management Information Systems (MIS) report, award year setup, notification to students and fraudulent students' reports.
- Prepares various complex reports and summaries for management and/or users such as status reports, progress summaries and problem reports.
- Writes complex queries to assist users with data needs and reporting requirements and develops test data and conducts program tests to verify processing accuracy and completeness and corrects errors in programming logic.
- Maintains and updates student financial aid systems configuration to ensure accuracy in computation

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.

Essential Job Functions:
(cont.)

- of students accounts.
- Identifies, troubleshoots and rectifies student financial aid applications problems and works with outside consultants to solve complex procedural, operational and technical problems.
- Works with Directors of Financial Aid, functional leads, Information Systems, consultants and other departments to conduct needs analysis and ensure that proposed processes and related system changes are properly implemented, taking into account possible impacts in various areas.
- Defines and maintains security profiles for financial aid system and helps coordinate the administration of user security and system access of end-users with Information Systems.
- Documents business procedures and writes system manuals for student financial aid systems.
- Attends and participates in professional group meetings and stays abreast of new trends, reporting requirements and innovations in the field of information systems.
- Performs other duties as assigned.

Auxiliary Job Functions

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

Required Employment Standards:

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Graduation from an accredited four-year college or university preferably with a major in computer science, mathematics or a related field AND two (2) years of recent experience in business applications analysis, design, and programming for medium or large scale, multi-programmed computers.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Operational principles of operating systems, computer systems, applications, hardware, software, and peripheral equipment.
- Programming theory and operating systems capabilities and constraints used in data system analysis and design, planning, testing and implementation.
- Operations, production capacity, and uses of standard data processing equipment and current systems.
- Methods and techniques of troubleshooting computer applications and network problems and evaluating network performance.
- Adult and individual learning theory and training methods.
- Data communication standards, protocols, hardware, software and network management practices.
- Federal, state and local laws, codes and regulations pertaining to the use of network technologies.
- Principles and practices of analytical systems for effective evaluation.
- Methods, practices and terminology used in statistical technical work.
- Recordkeeping and report preparation techniques to ensure information is accurately presented.
- Math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs

Skill to:

- Analyze Financial Aid systems from design specifications using programming languages such as HTML, Java, JavaScript, XML, CGI, Servlets, JSP, JavaBeans, Oracle, J2EE, ASP, PHP, SQL

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

server, COM, MTS, CSS, SQL, PL/SQL, Infomaker and other related languages.

- Conduct research and analyze data, trends, and organizational needs to make recommendations and prepare reports as it relates to Financial Aid.
- Analyze Financial Aid system needs and devise effective solutions, document computer application systems for both technical and non-technical audiences.
- Demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
- Effectively communicate with individuals for whom English is not a primary language.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines and department schedules.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

Ability to:

- Perform complex systems and data analyses related to Financial Aid systems.
- Research, analyze and evaluate new service systems, develop systems testing and conversion plans.
- Establish general schedules and priorities for systems development projects and support services.
- Define systems security and control procedures.
- Understand and apply technical instructions, materials and resource publications.
- Establish and maintain effective working relationships with District and college management, staff, business and industry contacts, independent programs consultant/trainers, and the public.
- Understand and apply the analysis of functional requirements to the development of systems proposals, specifications and recommendations for efficient, cost effective technology solutions.
- Conceptualize practical solutions to district, department, student, and other customer requirements and to prepare specifications for system improvements.
- Participate in technical discussions with technical and non-technical groups.
- Prepare clear, concise and accurate systems documentation and reports of work performed.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Assign, monitor and review the work of others.
- Learn and apply college and district policies and procedures.
- Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
- Maintain confidentiality of sensitive information and records.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

**Physical/Mental
Demands:**

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

Physical Demands

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

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

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

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 (No Weight). The examination process will also include a competency test (50% weight) and an oral interview examination (50% weight).

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 25 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 10 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, AUGUST 28, 2015

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

Filing Deadline: **THURSDAY, AUGUST 13, 2015, 4:30 PM.**
Posted: 07/23/15 **Regular Classified position but pay range not established at time of posting.**

WEBMASTER

| Recruitment ID | Applicants | Failed MQ** | Failed Competitive | Took Competency | Took Oral | Eligible |
|----------------|------------|-------------|--------------------|-----------------|-----------|----------|
| 201500160 | 18 | 6 | 0 | 12 | 6 | 6 |

Oral Board Raters

Robert Kim, Webmaster, State Center Community College District
 Terry Solis, Web Developer, Shift3 Technologies

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

| Gender | African American / Non-Hispanic | American Indian / Alaskan Native | Asian / Pacific Islander | Hispanic | White | Multi-racial | Native Hawaiian/Other Pacific Islander | Unknown | Total |
|--------------|---------------------------------|----------------------------------|--------------------------|----------|----------|--------------|--|----------|-----------|
| Female | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 3 |
| Male | 1 | 0 | 4 | 4 | 3 | 1 | 0 | 0 | 13 |
| No Answer | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 2 |
| Total | 2 | 0 | 4 | 5 | 5 | 1 | 0 | 1 | 18 |

** Failed MQ: 6—Experience



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

Fresno City College • Reedley College • Clovis Community College • Madera Center
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WEBMASTER

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

- Definition:** Under direction works independently with timelines while performing duties associated with maintaining, developing, implementing and monitoring the overall objectives for content and design of web site; provides support, training to the District and/or Campuses and manages web performance and security.
- Compensation:** Starts at \$5,114.00 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$29.50 with limited benefits.
- Examples of Duties:** Performs a wide variety of duties including, but not limited to:
- Design, publish and update new and existing web sites and pages in order to maintain an appealing flow and uniformity.
 - Confer with appropriate personnel and assure high quality, accessibility, integrity, consistency and accuracy of the content of online resources.
 - Ensure sensitive or confidential information is not inadvertently released or compromised and review sites for hacker attempts and provide counter-measures to prevent future attacks.
 - Program using Hyper Text Markup Language (HTML) or related languages and upload pages on the web site.
 - Integrate multimedia assets, search engines and applications into the site by establishing links with other appropriate web sites.
 - Respond to user expectations for change and dynamic publishing.
 - Perform ongoing research and evaluation of new tools, software, products and technologies related to web sites and make appropriate recommendations.
 - Develop proposals and timelines for completion of web site projects.
 - Test and make recommendations related to new software, tools and hardware related to web site development.
 - Present a consistent visual image on the web by promoting uniform fonts, formatting, icons, images, layout techniques and modularization.
 - Integrate graphics, animation, video, sound and/or content for use in presentations, multimedia programs, web sites, CDs, DVDs, emails, and other electronic media.
 - Create and assure the functionality of web page links, online forms, surveys, scripts running behind the web site and convert files between various formats.
 - Determine appropriate compression techniques, resolutions, sizes, color maps and depths to assure images are delivered to the viewer in high speed and quality.
 - Establish automated systems to monitor web site use, analyze a variety of user data including number of visits, paths utilized and time spent on each page.
 - Evaluate user trends and recommend modifications to provide continuous improvement of the District's web site.
 - Maintain records and prepare periodical reports regarding web site design and implementation activities and user traffic and statistics.
 - Encourage campuses and departments to develop and maintain active web sites.
 - Coordinate work with other professional staff responsible for applications development and administration, network administration and database administration to ensure that web site architecture,

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.

Examples of Duties: (cont.)

- functionality and design are consistent with all information technology strategies.
- Provide technical support and training regarding web page design, trends and policies.
- Confer with Information Services staff to assist in creating web-accessed databases, managing web servers and assuring security and integrity of District information.
- Operate a variety of standard office equipment including a computer and assigned software.
- Follow and assist in enforcing District policy related to information access.
- Troubleshoot problems and related applications and programs that run in conjunction with the web pages.
- Run routine software tests and backup web site data in accordance with established procedures.
- Participate in a variety of meetings and committees regarding designing, developing and implementing web-based applications to promote District programs and activities.
- Assigns, monitors, and reviews the work of others.
- May perform other duties as needed.

Required Employment Standards:

Education & Experience

Any combination equivalent to: Associate Degree in computer sciences, web design, information systems or a closely related field and considerable experience (3 years or more) in web page design, maintenance and utilization.

Licenses/Certificates

A valid driver's license is required

Knowledge

- Knowledge of programming theory and operating systems capabilities and constraints used in web development.
- Knowledge of standard web programming and graphics mark-up languages.
- Knowledge of principles and techniques of optical scanning and graphic design software including creation, editing, and publishing.
- Knowledge of methods and techniques of troubleshooting web site, applications and network problems.
- Knowledge of adult and individual learning theory and training methods.
- Knowledge of federal, state and local laws, codes and regulations pertaining to the use of internet technologies.
- Knowledge of methods, practices and terminology used in statistical technical work.
- Knowledge of record keeping and report preparation techniques to ensure information is accurately presented.
- Knowledge of basic math including addition, subtraction, multiplication, and division.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs

Skills

- Skill to identify and resolve user problems related to website performance and operation.
- Skill to program in HTML, Java, JavaScript, XML, CGI, Servlets, JSP, JavaBeans, Oracle, J2EE, ASP, PHP, SQL server, COM, MTS, CSS, SQL, PL/SQL, Infomaker and other related languages.
- Skill to use design software such as Acrobat, Photoshop, Illustrator, After Effects, GoLive, Director/ShockWave, Image Ready, Dreamweaver, Fireworks, Flash, Coursebuilder, and Frontpage.
- Skill to conduct research and analyze data, trends, organizational needs to make recommendations and prepare reports.
- Skill and ability to analyze a variety of problems to make sound policy and procedural recommendations for their solutions.
- Skill to demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
- Skill and ability to effectively communicate with individuals for whom English is not a primary

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

- language.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and department schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

Abilities

- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, independent programs consultant/trainers, and the public.
- Ability to understand and apply the analysis of functional requirements to the development of systems proposals, specifications and recommendations for efficient, cost effective web technology solutions.
- Ability to conceptualize practical web-based solutions to district, department, student, and other customer requirements.
- Ability to troubleshoot and resolve web site, application, and related problems.
- Ability to coordinate work effectively with other departments responsible for web site content.
- Ability to prepare clear, concise and accurate systems documentation and reports of work performed.
- Ability to assign, monitor and review the work of others.
- Ability to learn and apply college and district policies and procedures.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to receive and follow instructions.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

- Muscular effort (or strength) needed to lift, push, pull or carry an object. (Muscular Tension)
- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. (Flexibility)
- Coordinated movements of the arms, legs and torso while the whole body is in motion. (Whole Body Coordination)
- Keep balanced and stay upright when in an unstable position. (Whole Body Equilibrium)
- Coordination of two or more limbs (arms and legs) while seated or standing in one place. (Multi-Limb Coordination)
- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- Part of vision that occurs outside the very center of gaze allowing the individual to see objects, movement or sharp contrasts toward the edges of the visual field. (Peripheral Vision)

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

- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)
- Tell from what direction a sound is coming from. (Sound Localization)

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

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

**Working
conditions
Which May
Occur:**

Working conditions which may occur:

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

**Examination
Process:**

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

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency

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Examination Process: (cont.) exam. Of those achieving a passing score on the competency exam, only the 15 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, SEPTEMBER 11, 2015.

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

Filing Deadline: WEDNESDAY, AUGUST 19, 2015, 4:30 PM.

Posted: 07/29/15

Pay Range: Regular Classified Range 66

PUBLICATIONS SPECIALIST

| | | | | | | |
|-----------------------------|------------------|-------------------|-------------------------|-----------------------|----------------|---------------|
| Recruitment ID 201500163 | Applicants 35 | Failed MQ** 18 | Failed Competitive 6 | Took Competency 11 | Took Oral 7 | Eligible 5 |
|-----------------------------|------------------|-------------------|-------------------------|-----------------------|----------------|---------------|

Oral Board Raters

Kathy Bonilla, Public Information Officer SCCC
 Leah Unruh, Publications Specialist, SCCC
 Susan Wise Publications Specialist, Clovis USD

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

| Gender | African American / Non-Hispanic | American Indian / Alaskan Native | Asian / Pacific Islander | Hispanic | White | Multi-racial | Native Hawaiian/Other Pacific Islander | Unknown | Total |
|--------------|---------------------------------|----------------------------------|--------------------------|----------|-------|--------------|--|---------|-------|
| Female | 4 | 0 | 4 | 8 | 7 | 2 | 0 | 1 | 26 |
| Male | 1 | 0 | 1 | 1 | 4 | 0 | 0 | 0 | 7 |
| No Answer | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 2 |
| Total | 5 | 0 | 5 | 9 | 12 | 2 | 0 | 2 | 35 |

** Failed MQ: 16—Experience; 2— Incomplete application



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PUBLICATIONS SPECIALIST

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

The current vacancy is at Clovis Community College.

Definition: Under direction prepares, edits and makes camera ready for print purposes information for magazines, brochures, and newspapers.

Compensation: Starts at \$3,817.50 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$22.02 per hour with no benefits, except sick leave and vacation.

Examples of Duties: Performs a variety of duties including planning and preparing the copy, photographs, and graphics needed for various projects and preparing a camera ready layout using manual and computer assisted means. Coordinates project goals with print capabilities and needs. Maintains positive relationships with various members of the media and provides information on campus or district programs to media through direct contact or press releases. Reviews materials and photographs to determine their print potential. Writes copy for brochures, press releases and catalogs. May perform other related duties as needed.

Required Education: Associated degree in journalism, public relations or a related area.

Employment Standards: Experience using desktop publishing to prepare brochures, catalogs or advertisements in a public relations environment.

Knowledge and Abilities: Knowledge of desktop publishing, computer typesetting, computer pagination of various layouts, public relations, editing and layout of printed materials, modern printing techniques, methods of processing film photography techniques, promotion of events and local media and communications agencies. Skill to use computers to design and layout materials for printing, interview a variety of individuals, write and type accurate news releases and proofread own copy, carry out assignments with minimal supervision and meet deadlines. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty, members of the media and the public. Ability to learn and apply college and district policies and procedures.

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

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 25 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 10 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR TUESDAY, SEPTEMBER 15, 2015.

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

Filing Deadline: WEDNESDAY, AUGUST 19 2015, 4:30 PM.

Posted: 07/29/15

Pay Range: Regular Classified Range 54

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WEB PORTAL ADMINISTRATOR

| | | | | | | |
|---------------------------|-----------------|------------------|-------------------------|----------------------|----------------|---------------|
| Recruitment ID WPA-001 | Applicants 7 | Failed MQ** 2 | Failed Competitive 0 | Took Competency 5 | Took Oral 3 | Eligible 3 |
|---------------------------|-----------------|------------------|-------------------------|----------------------|----------------|---------------|

Oral Board Raters

Don Lopez, Director of Technology, Fresno City College
 Jinyong Kim, Network Services Manager, Community Medical Centers

Advertisements

Websites:

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

Agencies and Schools:

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K-12 School Districts:

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

Applicant Demographics

| Gender | African American / Non-Hispanic | American Indian / Alaskan Native | Asian / Pacific Islander | Hispanic | White | Multi-racial | Native Hawaiian/Other Pacific Islander | Unknown | Total |
|--------------|---------------------------------|----------------------------------|--------------------------|----------|-------|--------------|--|---------|-------|
| Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Male | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 5 |
| No Answer | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Total | 1 | 0 | 1 | 1 | 1 | 1 | 0 | 2 | 7 |

** Failed MQ: 2—Experience



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WEB PORTAL ADMINISTRATOR

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

Definition:

Under direction, develops, tests, integrates and debugs complex web applications for the District's enterprise portal. Provides training and support to end users on the use of web applications, and researches and recommends improvements to the enterprise portal and web applications.

Compensation:

Compensation is pending negotiation. Recommended Classified salary range is 75. Full-time permanent positions provide an attractive benefit package which includes compensation, 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 with limited benefits.

Essential Job Functions:

- Performs advanced level duties in systems analysis, evaluation, design, development, testing, implementation, documentation, research, data compilation, and data analysis.
- Provides guidance to end users on application use, portal policies and governance, operating parameters, including assistance in updating and maintaining systems data.
- Maintains status for all portal projects, assists to resolve all issues for new and existing channels, and automates all processes.
- Analyzes, supports and manages the portal with data and systems conversion, production, test environments, ongoing development, upgrades, and enhancements.
- Assists management in planning and coordinating operations to meet established goals and objectives, establishes timelines for processes and participates in forecasting business needs as it relates to District, State, and/or Federal policies and procedures.
- Identifies methods and techniques of trouble shooting website, portal, applications and network problems.
- Monitors and analyzes all systems metrics and maintains optimal performance for all portals.
- Works with functional leads, consultants and other departments to conduct needs analysis and ensure that proposed processes and related systems changes are properly implemented, taking into account possible impacts in various areas.
- Defines and maintains security profiles for systems and helps coordinate the administration of user security and systems access of end-users.
- Confers with staff to assist in creating web-accessed databases, managing web servers and assuring security and integrity of District information.
- Designs, publishes and updates new and existing web sites and pages in order to maintain an appealing flow and uniformity.
- Performs ongoing research and evaluation of new tools, software, products and technologies related to web sites and makes recommendations for improvement.
- Develops proposals and timelines for completion of web site projects.
- Presents a consistent visual image on the web by abiding by District branding standards and promotes uniform fonts, formatting, icons, images, layout techniques and modularization.
- Integrates graphics, animation, video, sound and/or content for use in presentations, multimedia programs, web sites, CDs, DVDs, emails, and other electronic media.
- Creates and assures the functionality of web page links, online forms, surveys, and scripts running behind the web site and converts files between various formats.

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**Essential Job
Functions:
(cont.)**

- Determines appropriate compression techniques, resolutions, sizes, color maps and depths to assure images are delivered to the viewer in high speed and quality.
- Evaluates user trends and recommends modifications to provide continuous improvement of the District's web site.
- Maintains records and prepares reports regarding web site design and implementation activities, user traffic and statistics.
- Responsible for applications development and administration, in collaboration with staff, to ensure that web site architecture, functionality and design are consistent with all information technology strategies.
- Assists in the installation of all Web Center Interaction systems.
- Follows and assists in enforcing District policy related to information access.
- Runs routine software tests and backup web site data in accordance with established procedures.
- Participates in a variety of meetings and committees regarding designing, developing and implementing web-based applications to promote District programs and activities.
- Assigns, monitors, and reviews the work of others.
- Performs other duties as needed.

Auxiliary Job Functions

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

**Required
Employment
Standards:**

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Graduation from an accredited four-year college or university preferably with a major in computer information systems, management information systems, computer science, computer engineering or a closely related field AND two (2) years of recent experience in developing web applications for an Enterprise portal and business applications analysis, design, and programming for large scale, multi-programmed computers.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Advanced knowledge of standard web programming and graphics mark-up languages.
- Principles and techniques of optical scanning and graphic design software including creation, editing, and publishing.
- Operational characteristics of operating systems, computer systems, applications, hardware, software, and peripheral equipment.
- Programming theory and operating systems capabilities and constraints used in web development, data system analysis and design, planning, testing and implementation.
- Operations, production capacity, and uses of web portals and applications.
- Methods and techniques of troubleshooting web applications and evaluating performance.
- Adult and individual learning theory and training methods.
- Web portal application standards, protocols, hardware, software and network management practices.
- Federal, state and local laws, codes and regulations pertaining to the use of network technologies.
- Principles and practices of analytical systems for effective evaluation.
- Methods, practices and terminology used in statistical technical work.
- Recordkeeping and report preparation techniques to ensure information is accurately presented.
- Math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.

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

- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.
- Knowledge of methods and techniques of troubleshooting web site, applications and network problems.

Skill to:

- Analyze, identify and resolve user problems related to web portal and website performance and operation.
- Analyze systems from design specifications using programming languages such as HTML, Java, JavaScript, XML, CGI, Servlets, Power Shell, JSP, JavaBeans, Oracle, J2EE, ASP, PHP, .NET, SQL server, COM, MTS, CSS, SQL, PL/SQL, Infomaker and other related languages.
- Conduct research and analyze data, trends, and organizational needs to make recommendations and prepare reports.
- Analyze system needs and devise effective solutions, document computer application systems for both technical and non-technical audiences.
- Demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
- Effectively communicate with individuals for whom English is not a primary language.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines and department schedules.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

Ability to:

- Understand and apply the analysis of functional requirements to the development of systems proposals, specifications and recommendations for efficient, cost effective web portal applications and technology solutions.
- Conceptualize practical web-based application solutions to district, department, student, and other customer requirements.
- Troubleshoot and resolve web portal, site, application, and related problems.
- Coordinate with other departments responsible for web application and site content.
- Perform complex systems and analyses related to the District's web portal.
- Research, analyze and evaluate new web application systems, develop systems testing and conversion plans.
- Establish general schedules and priorities for systems development projects and support services.
- Define systems security and control procedures.
- Understand and apply technical instructions, materials and resource publications.
- Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, independent programs consultant/trainers, and the public.
- Participate in technical discussions with technical and non-technical groups.
- Prepare clear, concise and accurate systems documentation and reports of work performed.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Assign, monitor and review the work of others.
- Learn and apply college and district policies and procedures.
- Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.

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.

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

- Maintain confidentiality of sensitive information and records.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

**Physical/Mental
Demands:**

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

Physical Demands

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

Mental Demands

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

**Working
conditions
Which May
Occur:**

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

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

**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 (No Weight). The examination process will also include a competency test (60% weight) and an oral interview examination (40% weight).

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 25 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 10 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, AUGUST 28, 2015

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

Filing Deadline: THURSDAY, AUGUST 13, 2015, 4:30 PM.

Posted: 07/23/15

Regular Classified position but pay range not established at time of posting.

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POLICE COMMUNICATIONS DISPATCHER

| | | | | | | |
|---------------------------|------------------|-------------------|-------------------------|-----------------------|-----------------|---------------|
| Recruitment ID PCD-001 | Applicants 38 | Failed MQ** 22 | Failed Competitive 3 | Took Competency 13 | Took Oral 10 | Eligible 9 |
|---------------------------|------------------|-------------------|-------------------------|-----------------------|-----------------|---------------|

Oral Board Raters

Richard Hanson, Police Communications Dispatcher Supervisor, City of Fresno
 Dora Quiroz, Police Communications Dispatcher, SCCC
 Rodney Zumkehr, Police Officer, SCCC

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

| Gender | African American / Non-Hispanic | American Indian / Alaskan Native | Asian / Pacific Islander | Hispanic | White | Multi-racial | Native Hawaiian/Other Pacific Islander | Unknown | Total |
|--------------|---------------------------------|----------------------------------|--------------------------|-----------|----------|--------------|--|----------|-----------|
| Female | 1 | 0 | 1 | 11 | 6 | 7 | 0 | 0 | 26 |
| Male | 1 | 0 | 1 | 5 | 2 | 2 | 0 | 0 | 11 |
| No Answer | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Total | 2 | 0 | 2 | 16 | 8 | 10 | 0 | 0 | 38 |

** Failed MQ: 18—Experience; 4— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

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

POLICE COMMUNICATIONS DISPATCHER

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

Definition: Under direction operates police communications equipment to communicate between the public and police to receive, interpret and transmit information essential to the delivery of emergency and non-emergency police services.

Compensation: Starts at \$2,987.00 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$17.23 with limited benefits.

Examples of Duties: Receives incoming telephone and radio requests for police services, takes critical information by telephone, radio and computer from the public and District personnel, including location of crimes, traffic accidents and service requests; screens calls for urgency; dispatches District personnel; keeps records and logs of calls; conducts vehicle, record and warrant checks and operates the California Law Enforcement Telecommunications System (CLETS) terminal; enters and retrieves data from computer system in appropriate format; performs related clerical tasks. May perform other related duties as needed.

Required Employment Standards: **Education:** Formal or informal education equivalent to completion of the twelfth grade. Enrollment in and successful completion of the P.O.S.T Certified Public Safety Dispatcher Course during the probationary period.

Experience: Experience as a dispatcher utilizing computer-aided systems receiving both routine and emergency dispatch requests. (A combination of education and experience may be considered.)

License: Must have valid driver's license.

Knowledge:

- Knowledge of appropriate responses to a wide variety of emergency and non-emergency calls.
- Knowledge of computerized facility control systems.
- Knowledge of security, surveillance, and communication systems and codes in order to properly assist the Police department in daily operations.
- Knowledge of appropriate safety precautions and procedures.
- Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with students, staff, faculty, and the public.
- 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.

Skill:

- Skill to handle emergency calls efficiently and calmly while maintaining composure in a demanding environment.
- Skill and ability to monitor and operate multi-facility computerized control systems for detection of

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POLICE COMMUNICATIONS DISPATCHER

intrusions.

- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs
- Skill to type at a sufficient speed to maintain workflow.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.

Ability:

- Ability to receive and respond to emergency and non-emergency calls.
- Ability to operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to learn, interpret and apply federal and state laws and regulations, district policies and procedures as they pertain to law enforcement.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to assist in assigning, monitoring, and/or reviewing the work of others.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to receive and follow instructions in order to build and maintain effective working relationships.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

- Muscular effort (or strength) needed to lift, push, pull or carry an object. (Muscular Tension)
- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. (Flexibility)
- Coordinated movements of the arms, legs and torso while the whole body is in motion. (Whole Body Coordination)
- Keep balanced and stay upright when in an unstable position. (Whole Body Equilibrium)
- Coordination of two or more limbs (arms and legs) while seated or standing in one place. (Multi-Limb Coordination)
- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- Part of vision that occurs outside the very center of gaze allowing the individual to see objects, movement or sharp contrasts toward the edges of the visual field. (Peripheral Vision)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)
- Tell from what direction a sound is coming from. (Sound Localization)

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

- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
- Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)

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POLICE COMMUNICATIONS DISPATCHER

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

Working conditions Which May Occur:

- Work inside protected from the weather and varying temperatures.
- Work under pressure of constant deadlines with frequent interruptions.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Work with sensitive and confidential information.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- Some overtime and/or schedule changes may occur based on business needs.

Examination Process:

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (50% weight) and an oral interview examination (50% weight).

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 20 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 10 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, SEPTEMBER 25, 2015.

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

Filing Deadline:

Tuesday, September 8, 2015, 4:30 PM.

Posted: 8/17/15

Regular Classified Range 44

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

Presented to the Personnel Commission:

Date: October 13, 2015

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

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

REASON FOR PERSONNEL COMMISSION CONSIDERATION: Action

ITEM NO: 15-46

Background:

At the October 6, 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 Secretary, FCC
- b. Campus Financial Aid Manager, Six-Month Limited Term, FCC

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: October 6, 2015

SUBJECT: Consideration to Approve New Position of
Administrative Secretary I, Fresno City College

ITEM NO. 15-65HR

EXHIBIT: None

Background:

The Fresno City College Technology Support Services is in need of a new position, with a proposed title of Administrative Secretary I, to assist with the day-to-day secretarial duties such as typing, drafting correspondence, processing of reports, providing customer service, scheduling appointments, and answering phones. The Technology Support Services hours of operation extend beyond eight hours a day. Currently there is one Department Secretary and no other clerical support for this office. There is a high volume of administrative-secretary level duties that need to be performed in this office. The position will be funded through the general fund.

Recommendation:

It is recommended that Board of Trustees approve a new position of Administrative Secretary I, Fresno City College.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: October 6, 2015

SUBJECT: Consideration to Approve Six-Month Limited ITEM NO. 15-66HR
 Term Campus Financial Aid Manager Position,
 Fresno City College

EXHIBIT: None

Background:

The Fresno City College Financial Aid Office is in need of a six-month limited term Campus Financial Aid Manager. This position will report to the Director of Financial Aid and will assist with personnel issues, day to day operations, compliance requirements, quality assurance, and oversight of the department. Fresno City College's Financial Aid Office is the fifth largest department in the State of California in terms of financial aid processed. With a total of 22 permanent full-time staff, a growing number of compliance requirements and participation in statewide initiatives, the need for another manager in the department continues to grow. A Campus Financial Aid Manager, position was included in the department's last program review, as well as in the districtwide classification study departmental structure recommendations. Administration is currently requesting this six-month limited term position as part of a pilot program to be sure this is the most effective direction to go with the department. If it is successful, it is the intention of the Administration to fill this position permanently in the future. The position will be funded using categorical administrative cost allowance funds received from the Department of Education each year.

Example of Duties:

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

- Implements the policies and procedures for student financial aid services on a campus, including scholarships, grants and student employment programs;
- Assists in the establishment of policy and procedures that assure the effective delivery of student financial aid services;
- Maintains an automated financial aid system that provides interactive, consistent financial aid services to all students on the campus;
- Provides for and conducts on-going training for the financial aid staff;

- Makes recommendations for staffing, budgeting, selection and maintenance of current technology to support student financial aid services;
- Prepares and submits required local, state and federal reports;
- Performs other duties as needed.

Recommendation:

It is recommended the Board of Trustees approve a six-month limited term Campus Financial Aid Manager position, Fresno City College.

STATE CENTER COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE SECRETARY I

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This classification may require some lead responsibilities. This classification differs from lower levels by more complex problem solving responsibility, a wider variety of activities less routine in nature, and work being less closely supervised.

EXAMPLES OF DUTIES

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

EMPLOYMENT STANDARDS

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

Experience: Considerable secretarial 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. Ability to take and/or transcribe dictation. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

STATE CENTER COMMUNITY COLLEGE DISTRICT
CAMPUS FINANCIAL AID MANAGER

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF DUTIES

Duties include the implementation of the policies and procedures for student financial aid services on a campus, including scholarships, grants and student employment programs; assisting in the establishment of policy and procedures that assure the effective delivery of student financial aid services; maintaining an automated financial aid system that provides interactive, consistent financial aid services to all students on the campus; providing for and conducting on-going training for the financial aid staff; makes recommendations for staffing, budgeting, selection and maintenance of current technology to support student financial aid services; prepares and submits required local, state and federal reports. Performs other duties as needed.

EMPLOYMENT STANDARDS

Education: Bachelor's degree.

Experience: Considerable experience in management information systems, PC and related technology as well as designing records and delivery systems for financial aid or administration of large information records systems; lead/supervisory experience.

Knowledge and Abilities: Knowledge of legislation, policies and regulations that establish the basis for the financial aid programs; management information systems equipment and applications for an automated financial aid program; electronic data entry, transmission, retrieval and reconciliation processes; prepare comprehensive technical reports and make presentations. Ability to assign, monitor, and evaluate the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 19 Page 26
Approved: April 15, 1996
Salary Range: 34

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: October 13, 2015

SUBJECT: Consideration and Approval of Revised
Personnel Commission Organization and
Staffing Plan

ENCLOSURE(S):
Organizational Charts
Board Items

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-47

Background:

At the August 26, 2015 Personnel Commission meeting, Commission staff received approval to hire additional staff by the Personnel Commission. This report provides a correction to the elimination of a position within the department. It will also provide a recommend revision to the organizational and staffing changes in the Personnel Commission Office.

Current Situation

The Personnel Commission is currently staffed with the following positions:

1. Director of Classified Personnel – Full-time (100% Funded)
2. Human Resources Analyst – Full-time (100% Funded)
3. Human Resources Specialist – Full-time (100% Funded)
4. Human Resources Specialist – Full-time (100% Funded)
5. Office Assistant II – Part-time (100% Funded)

The Personnel Commission office was first reorganized with the current positions in 2012. The current organization of the department needs to be changed in order to adjust to the high increase of recruitments, classification study reviews and implementation of the NeoGov System used by the District. The Director of Classified Personnel, Human Resources Analyst and Human Resources Specialists have been highly impacted by the current changes in the District.

The Human Resources Analyst is unable to assist the Director with the classification studies, job revisions and community networking events because of the high increase of recruitments, planning, testing materials and job offers. The Human Resources Specialists are struggling to obtain exam panel members and conduct exams in a timely manner. The Director of Classified Personnel has focused on the classification studies, applicants appeals and is also assisting with recruitments. Commission staff has not been able to work on the NeoGov system implementation that is highly needed by the District.

Solution

After reviewing the duties performed by the positions in the department, we have requested 2 limited-term positions be approved by the Board of Trustees in order to assist with the increasing recruitments and workload. The request includes funding a Human Resources Management Analyst 21 hours to work on the NeoGov implementation and assist the Human Resources Analyst with recruitment reports

and analysis. It also includes funding a Human Resources Technician full-time to work on recruitment scheduling, obtaining exam raters, application screening, proctoring exams and clerical office duties. The following is the proposed department organization for the Personnel Commission:

1. Director of Classified Personnel – Full-time (100% Funded)
2. Human Resources Systems Analyst – Full-time (52.5% Funded) 1 Year Limited-term
3. Human Resources Analyst – Full-time (100% Funded)
4. Human Resources Specialist – Full-time (100% Funded)
5. Human Resources Specialist – Full-time (100% Funded)
6. Human Resources Technician – Full-time (100% Funded) 1 Year Limited-term
7. Office Assistant II – Part-time (Eliminate)

The proposed department organization will eliminate the Office Assistant II Part-time. A layoff resolution would need to be taken to the Board of Trustees at their November 2015 meeting.

Staffing Funds

At the May 19, 2015 regular meeting, the Personnel Commission approved the 2015/2016 department budget for staff salaries in the amount of \$293,968. The approved amount is used to fund the salaries of the current positions as follows:

| | |
|--|-----------|
| Director of Classified Personnel (M54) | \$106,162 |
| Human Resources Analyst (R64) | \$61,706 |
| Human Resources Specialist (R54) | \$58,552 |
| Human Resources Specialist (R54) | \$50,838 |
| Office Assistant PPT (R41) | \$16,710 |
| Total Funded: | \$293,968 |

The proposed temporary department organization will increase the Personnel Commission’s approved budget and the salaries would be funded as follows:

| | |
|--|------------------|
| Director of Classified Personnel (M54) | \$106,162 |
| HR Management Systems (HRMS) Analyst (C63) | \$33,871 (52.5%) |
| Human Resources Analyst (R64) | \$61,706 |
| Human Resources Specialist (R54) | \$58,552 |
| Human Resources Specialist (R54) | \$50,838 |
| Human Resources Technician (R50) | \$41,568 |
| Office Assistant I (R41) | Eliminate |
| Total Funded: | \$352,697 |

NOTE: The Board of Trustees approved the funding the limited-term HRMS Analyst at the August 4, 2015 regular meeting and the limited-term Human Resources Technician at the September 1, 2015 regular meeting.

Positions Affected

The eliminated Office Assistant II position would go through the layoff process.

Recommendation:

It is recommended that the Personnel Commission approve the Revised Organization and Staffing plan as presented.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 4, 2015

SUBJECT: Consideration to Approve Temporary Increase in Hours of Human Resources Management Systems Analyst Position, Personnel Commission ITEM NO. 15-50HR

EXHIBIT: None

Background:

The District currently has a 19-hour per week Human Resources Management Systems Analyst who works in the Human Resources Department. The Personnel Commission is recommending a temporary, six-month increase in the hours of this position by 21 hours per week to allow this position to work on special projects in the Personnel Commission office. The additional duties associated with the special projects are configuring and implementing the position control integration, on-boarding and performance evaluation modules in the Personnel Commission's NeoGov system used districtwide for recruitment and selection. These modules will improve the District's recruitment and selection by automating current processes.

The position control and on-boarding modules will provide major functions needed to create an online new hire employee portal, electronic new hire forms (such as I-9s, W4s), customized forms, employee and internal staff on-boarding checklists, electronic signatures, internal approval workflow, HRIS integration with Ellucian, interactive employee communications, and training materials and organization information.

The performance evaluation module will provide major functions in creating configurable performance evaluation templates and development plans, electronic workflow & routing for approvals, database with more than 350 competencies and customer competency sharing, automatic email notifications and reminders, dashboards and reports, integration with HRIS/Financial System, and training and support documentation for all users.

The Personnel Commission budget will be increased to cover the costs of the increased salary and benefits.

Recommendation:

It is recommended the Board of Trustees approve the temporary increase in hours of the Human Resources Management Systems Analyst Position, Personnel Commission, effective August 5, 2015.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: September 1, 2015

SUBJECT: Consideration to Approve Six-Month Limited ITEM NO. 15-55HR
 Term Position of Human Resources Technician,
 Personnel Commission

EXHIBIT: None

Background:

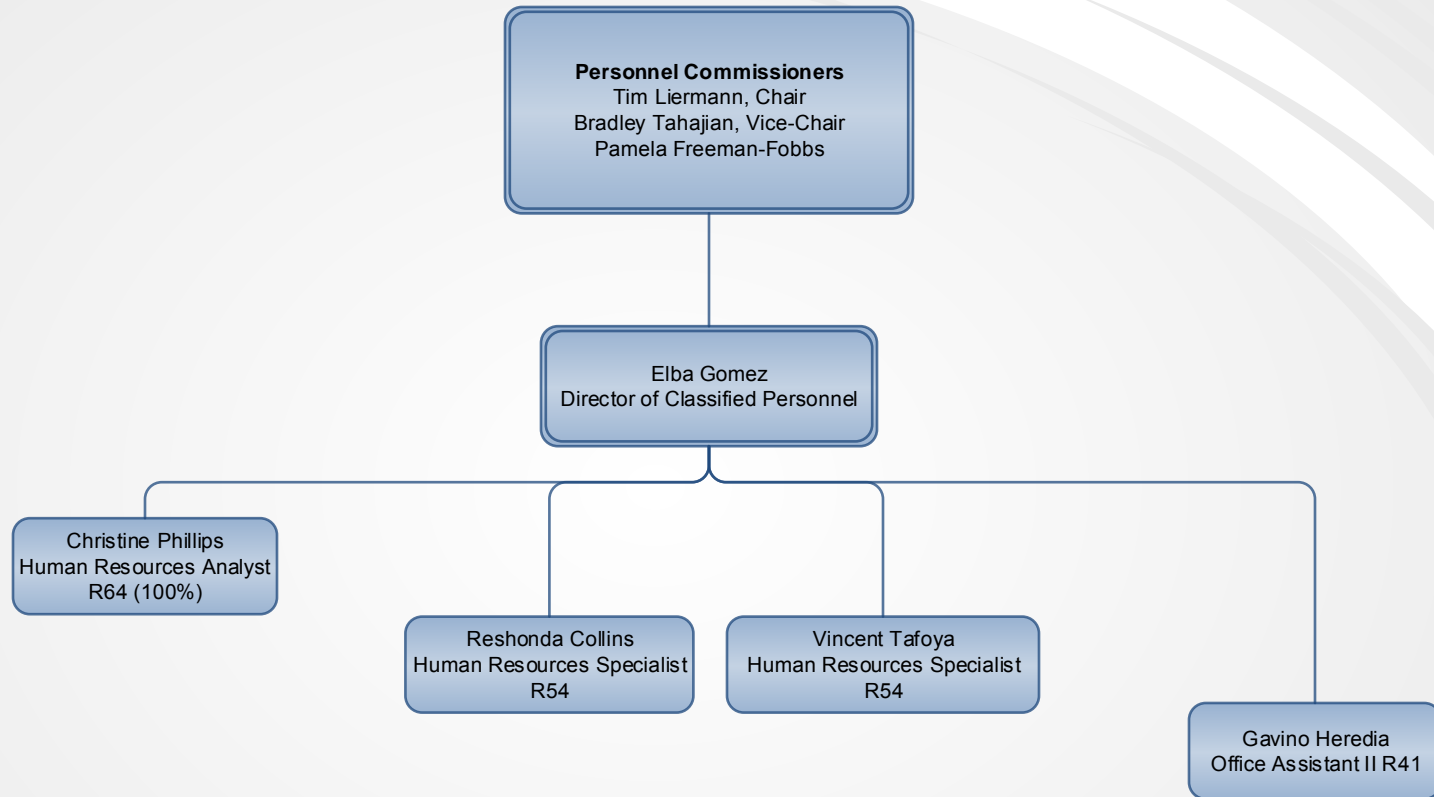
At the July 7, 2015, board meeting, the Board of Trustees approved over 40 new classified and classified management positions. Recruiting for this many additional positions in a timely fashion will place an extreme burden on the existing Personnel Commission staff. In order to complete these additional recruitments so the new employees can be in placed as soon as possible, the Personnel Commission is requesting the addition of a six-month limited term position with the proposed title of Human Resources Technician.

Recommendation:

It is recommended the Board of Trustees approve a six-month limited term position with the proposed title of Human Resources Technician, Personnel Commission.

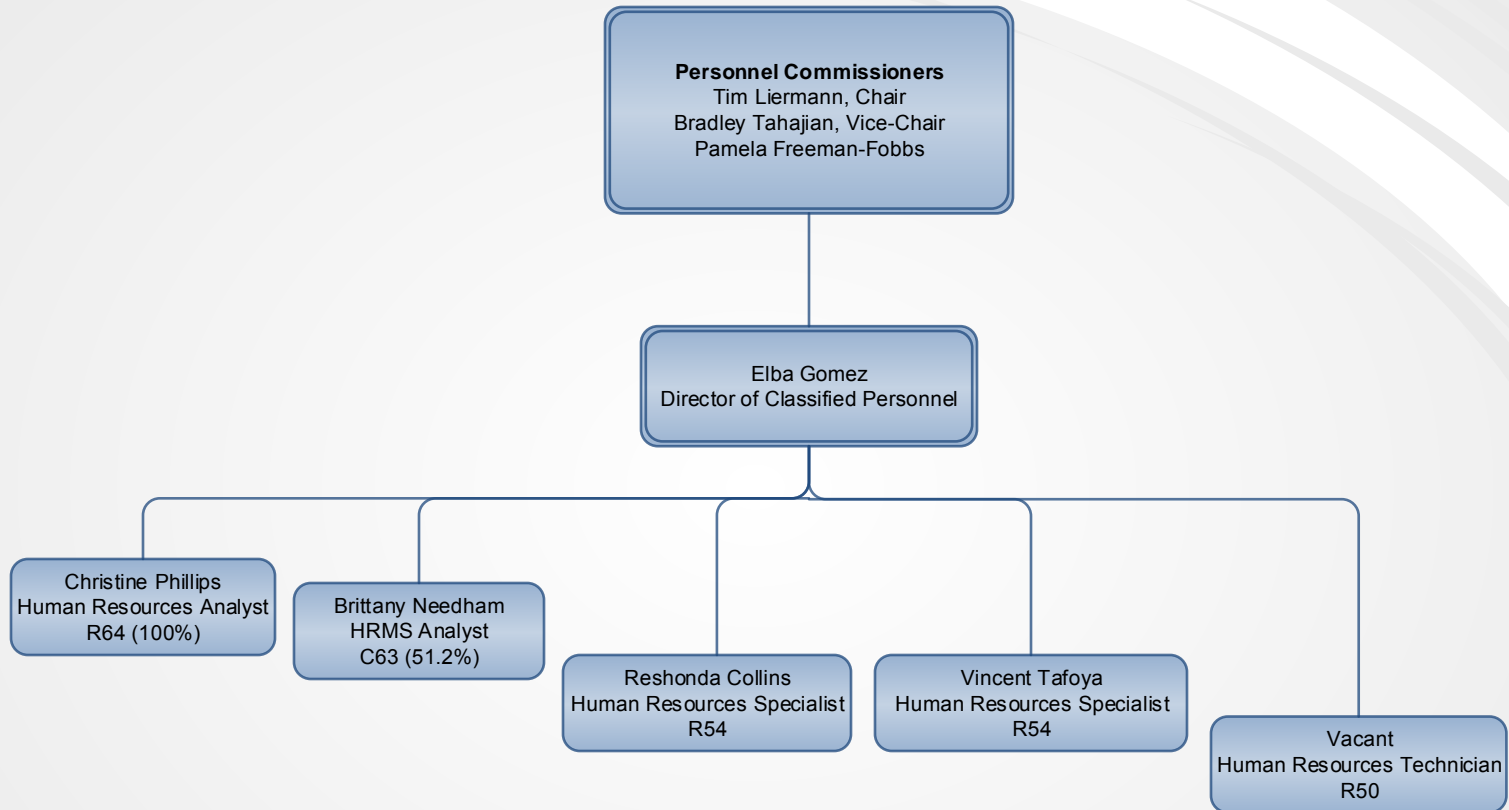
State Center Community College District Personnel Commission

CURRENT STAFFING



State Center Community College District Personnel Commission

PROPOSED STAFFING



Personnel Commission – Director’s Report

October 13, 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 |
| Building Generalist - Extended | October 9, 2015 |
| Piano Accompanist | October 19, 2015 |
| Programmer Analyst - Extended | October 20, 2015 |
| Director of Maintenance & Operations | October 21, 2015 |
| Construction Services Manager | October 21, 2015 |

The following recruitments are in the examination process:

| Name | Exam Type | Exam Date |
|---|-------------|------------------|
| Early Childhood Education Specialist | Performance | TBD |
| Administrative Aide – Various Postings | Competency | October 16, 2015 |
| Administrative Assistant | Competency | October 16, 2015 |
| Human Resources Technician | Competency | October 16, 2015 |
| Office Assistant III – Various Postings | Competency | October 16, 2015 |
| Office Assistant I | Competency | October 16, 2015 |

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

| Name | Location | Anticipated Posting Date/Status |
|--|--------------|---------------------------------|
| Farm Production Supervisor | RC | October 2015 |
| Assessment Technician | Districtwide | October 2015 |
| General Utility Worker | Districtwide | October 2015 |
| Instructional Lab Tech – Chem/PhySci | FCC | October 2015 |
| Instructional Technician – General Sci | Districtwide | October 2015 |
| Instructional Technician - Manufacturing | Districtwide | October 2015 |
| Instructional Technician – Welding | Districtwide | October 2015 |
| Lead Custodian | Districtwide | October 2015 |
| Network Coordinator | Districtwide | October 2015 |
| Painter | DO | October 2015 |
| Research Assistant | Districtwide | October 2015 |
| Bookstore Rush | Districtwide | November 2015 |
| Library Learning Resource Assist. III | Districtwide | November 2015 |
| Seasonal Student Advisor | Districtwide | November 2015 |
| Registration Assistant | FCC | November 2015 |
| Textbook Purchasing Clerk | Districtwide | November 2015 |
| Executive Secretary to Chancellor | DO | November 2015 |

| | | |
|--------------------------------------|--------------|----------------------------------|
| Child Development Lab Manager | Districtwide | December 2015 |
| Copy Center Specialist | Districtwide | December 2015 |
| Theatre Manager -Flexible | FCC | December 2015 |
| College Financial Aid Manager | FCC | December 2015 |
| Admissions & Records Manager | DO | On hold pending position review. |
| Instructional Aide/Workability | RC | On hold pending position review. |
| Instructional Aide – PPT | FCC | On hold pending position review. |
| International Trade Specialist | DO | On hold pending position review. |
| Instructional Tech – Maint, Mechanic | Districtwide | On hold pending position review |
| Lead Maintenance Person | Districtwide | On hold pending position review. |

The following are current vacancies with active eligibility lists:

| Name | Vacancy Location | Status |
|------------------------------------|-----------------------------|-----------------------|
| Accounting Clerk I | Student Services, FCC | List Pending Referral |
| Accounting Clerk III | Accounting, DO | List Referred 10/1/15 |
| Accounting Technician I | Library, FCC | List Referred 10/1/15 |
| Accounting Technician II | Business Services, CCC | List Referred 10/1/15 |
| CalWORKs Assistant | CalWORKs, FCC | List Referred 8/12/15 |
| College Dir. of Marketing & Comm. | Clovis Community College | List Referred 10/1/15 |
| Custodian | Building Services, FCC | List Referred 10/7/15 |
| Custodian | Building Services, FCC | List Referred 10/7/15 |
| Custodian | Building Services, FCC | List Referred 10/7/15 |
| Custodian | Building Services, FCC | List Pending Referral |
| Department Secretary | Student Services, CCC | List Pending Referral |
| Department Secretary | TRIO, CCC | List Pending Referral |
| Department Secretary | FPCA, FCC | List Pending Referral |
| Department Secretary – PPT | DSPS, FCC | List Referred 9/23/15 |
| Department Secretary | PIO, FCC | List Pending Referral |
| Department Secretary | Humanities, FCC | List Pending Referral |
| Department Secretary | Financial Aid, FCC | List Pending Referral |
| Department Secretary – PPT | Office of Instruction, MC | List Pending Referral |
| Early Childhood Educ. Assoc.-PPT | Office of Instruction, CCC | List Pending Referral |
| Early Childhood Educ. Associate | Office of Instruction, FCC | List Pending Referral |
| Educational Advisor | Student Services, MC | List Referred 9/30/15 |
| Evaluator | Student Services, CCC | List Pending Referral |
| Evaluator | Student Services, RC | List Pending Referral |
| Financial Aid Assistant I | Financial Aid, RC | List Referred 10/6/15 |
| Financial Aid Systems Analyst | Information Systems, DO | List Referred 10/7/15 |
| Institutional Research Coordinator | Institutional Research, FCC | List Referred 9/28/15 |
| Instructional Assistant – Nursing | Health Sciences, FCC | List Referred 2/11/15 |
| MicroComputer Specialist | Technology Services, FCC | List Pending Referral |
| MicroComputer Resources Tech | Technology Services, CCC | List Referred 9/24/15 |
| MicroComputer Resources Tech | Technology Services, FCC | List Pending Referral |
| Police Comm. Dispatcher - PPT | Police Department, DO | List Referred 10/6/15 |
| Police Comm. Dispatcher | Police Department, DO | List Pending Referral |
| Police Officer | Police Department, DO | List Referred 6/25/15 |

| | | |
|-----------------------------|---------------------------|-----------------------|
| Publications Specialist | Clovis Community College | List Pending Referral |
| Student Services Specialist | Admissions & Records, FCC | List Pending Referral |
| Student Services Specialist | Admissions & Records, RC | List Pending Referral |
| Webmaster | TSS, CCC | List Referred 10/1/15 |
| Web Portal Administrator | Information Systems, DO | List Referred 10/7/15 |

Classification

Job Description Updates

| Name | Status |
|------------------------|---|
| Classification Studies | Managers are reviewing the classification study reports and meetings are being scheduled to review the information. Police Job Family has not been scheduled. |

Around the Office

- ACHRO: 10/27/15 – 10/30/15
- WRIPAC: 11/19/15 – 11/20/15
- CSPCA: 2/25/16 – 2/28/16
- NeoGov Onboarding Implementation, Currently Working with IS Department.
- NeoGov Performance Evaluation Implementation
- Training Administrators and staff

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. Currently waiting for Hearing Officer decision.