

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, September 15, 2015

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the August 26, 2015 Regular Meeting.
- E. Information Items
 - 1. Discussion of Employees Working Out-of-Classification
 - 2. Discussion of District-wide Versus Location Specific Recruitments
 - 3. Discussion of Provisional Placement Days
- F. Action Items
 - 15-39 Consideration and Approval of Eligibility Lists
 - 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
 - 15-40 Consideration and Approval to Classify New Positions in Established Job Classification Specifications.
 - 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

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

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

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

- 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

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

15-44 Consideration to Appoint Commissioner

G. Director's Report

H. Commissioners' Reports

I. 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.

Personnel Commission Agenda

September 15, 2015

Page 3

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
August 26, 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
Vince Tafoya, HR Specialist
- Introduction of Guests The following guests attended:
Samerah Campbell, DO HR
Jason Meyers, CSEA
Rodney Zumkehr, POA
David Soldani, Esq., Atkinson, Andelson, Loya, Ruud & Romo
Pedro Avila, DO
Scott Olds, DO
Harold Zahlis, FCC
Lisa Vincent, FCC
Marcie Braggs, RC
Cindy Dunn, FCC
- Public Comment Ms. Braggs expressed concerns regarding Informational Item 4 on the agenda and the draft report. Ms. Braggs stated that she felt the College Relations Specialist should not be downgraded to Educational Advisor. Ms. Gomez responded that there was no recommendation to downgrade or change any positions to Educational Advisors. Ms. Gomez stated that the classification study draft was a presentation of proposed titles.
- Mr. Zahlis commented on the title changes for the Microcomputer positions and stated that it was his position that those positions should not be combined. Ms. Gomez responded that this was a preliminary report and incumbents would still be allowed to make recommendations when the actual job descriptions were written.
- Ms. Dunn inquired why the Job Developer position was recommended to be changed to Career Services Specialist in the draft report. Ms. Gomez responded that only draft titles were being presented at this time. Ms. Dunn also stated her concerns regarding the title changes throughout the District to Technician or Specialist.
- Approval of the Minutes The minutes of the July 21, 2015 Regular Meeting were presented for approval.
- The following changes were requested:

1. Ms. Gomez requested corrections to the last names of Shannon Ayello and Christine Miktarian under “Introduction of Guests”.
2. Ms. Gomez also requested that page 4, first paragraph under item 15-30 be changed from “...this is new positions...” to “...this is a new position...”

Mr. Tahajian moved to approve the minutes as amended, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

Information Items

1. 2014-2015 Year End Budget Report
Ms. Gomez provided an update on the 2014-2015 Year End Budget Report. Ms. Gomez stated that the budget was adjusted with the Cost of Living increase.
2. 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 seven.
3. Discussion of Provisional Placement Days
Ms. Gomez stated that CSEA had requested this item be placed on the agenda for discussion.

Mr. Meyers requested that the Commission clarify the interpretation of 90 provisional days within one fiscal year under Personnel Commission Rule 7-7. A discussion followed regarding provisional placement days.

Mr. Liermann stated that this item would be placed on the September 15, 2015 Regular Commission meeting agenda for further discussion and requested a legal opinion from the General Counsel.
4. Discussion of Classification Study Draft Working Report for Information Systems, Library and Student Services Job Families
Ms. Gomez provided an update on the classification study draft report. Ms. Gomez stated that the recommended changes began on page 30 of the working report and were highlighted in green.

Ms. Freeman-Fobbs inquired if the employees would be given an opportunity to provide input to the recommended changes. Ms. Gomez responded that the employees would receive a copy of the job description once the updated descriptions were written and would be given an opportunity to provide feedback.

Mr. Meyers inquired what the rationale was for consolidating titles of positions. Ms. Gomez responded that positions were consolidated when the work performed by the employees in similar classifications was similar or the same. Mr. Meyers inquired if the titles would be reassessed based on the response of employees from the classification study. Ms. Gomez responded that they would be reviewed when the classification specifications were drafted.

Ms. Campbell stated she would like to caution against discussing unverified information received from individuals other than the District, CSEA, POA and the Commission. Ms. Campbell also stated that this is currently a working report and could be changed based on further information received.

Mr. Meyers inquired why there were recommendations made to eliminate some of the positions. Ms. Gomez responded that after reviewing the questionnaires for several positions, some did not have enough duties listed to warrant keeping the position. Ms. Gomez state that position would be reviewed again if there were changes in the duties. Ms. Gomez also stated that most of the positions recommended for elimination were vacant positions.

Action Items

[15-35] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented:

- a. Scholarship Specialist, effective 7/22/15
- b. Physical Education Attendant effective 7/22/15
- c. Department Secretary, effective 7/29/15
- d. Upward Bound Assistant, effective 7/29/15
- e. Micro-Computer Specialist, effective 8/6/15
- f. Cook, effective 8/6/15

Mr. Liermann moved to approve item 15-35 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

[15-36] Consideration and Approval to Classify New Positions at Fresno City College in Established Job Classification Specifications.

Classifications Presented:

- a. Department Secretary (PPT), FCC
- b. Instructional Aide (PPT), FCC
- c. Sign Language Interpreter III (PPT) Districtwide
- d. Sign Language Interpreter IV (PPT) Districtwide

Mr. Tahajian moved to approve item 15-36 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

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

[15-37] Presentation and Approval of the Personnel Commission Annual Report for 2014-2015

Ms. Gomez presented the 2014-1015 Personnel Commission Annual Report for approval. Ms. Gomez noted a correction to the number of enrolled students reflected in the packet that was sent out. Ms. Gomez indicated the correct number was 49,000. Mr. Liermann requested that copies of the corrected report be mailed out to the Commissioners.

Mr. Tahajian moved to approve item 15-37 as presented, Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[15-38] Consideration and Approval of Personnel Commission Organization and Staffing Plan

Ms. Gomez presented item 15-38 by stating that Commission Staff was requesting approval to have the current part-time Human Resources Management Systems Analyst work 21 hours per week for the Personnel Commission department in a 6 month, limited term assignment. Ms. Gomez indicated that the Board of Trustees approved the funding of the position for an additional 21 hours, making the position full-time. Ms. Gomez stated that the Human Resources Management Systems Analyst was currently being funded 19 hours per week by the Human Resources department.

Ms. Gomez also requested approval for a full-time 6-month limited-term Human Resources Technician position to help with the additional office workload and recruitments. Ms. Gomez stated that the Human Resources Technician was being presented to the Board of Trustees at their September 1, 2015 regular meeting as a 6 month limited term assignment. Ms. Gomez also stated that the current Office Assistant I position would be unfunded.

Mr. Liermann moved to approve item 15-38 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

Director's Report

Ms. Gomez provided an update on current recruitment and testing.

Commissioner's Report

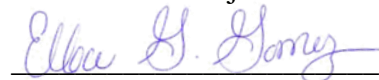
Ms. Freeman-Fobbs reported that she attended the opening ceremony for Clovis Community College in August.

Mr. Tahajian had nothing to report.

Mr. Liermann reported that the evening was his 26th wedding anniversary.

Adjournment

Mr. Liermann adjourned the meeting at 6:25 p.m.



Elba Gomez, Director of Classified Personnel

EG:vt

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

Presented to the Personnel Commission:

Date: September 15, 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
8/10/2015		Harold	Zahlis	2007	Network Coordinator	1056	Senior Systems and Network Analyst	WOC with employee since employee retiring soon.
8/13/2015		Christy	Hedstrom	1014	Buyer	1038	Director of Purchasing	WOC for assuming mgmt duties while Mgr out on a medical leave.

Number Employees Pending Working Out of Class Review

6

Number Employees Working Out of Class Review Completed

9

September 15, 2015

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

Presented to the Personnel Commission:

Date: September 15, 2015

SUBJECT: Discussion of District-wide Versus Location Specific Recruitments ENCLOSURE(S):

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 2

Background:

The Provisional Placement Days is being presented as an informational item for discussion purposes at the request of Commissioner Tahajian 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: September 15, 2015

SUBJECT: Discussion of Provisional Placement Days

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

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 3

Background:

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

7-5 PROVISIONAL APPOINTMENT

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

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

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

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

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

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

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

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

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

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

REFERENCE: Education Code Sections 88106, 88107, 88108

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

REFERENCE: Education Code Sections 88080, 88081

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

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

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

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

REFERENCE: Education Code Sections 88080, 88081

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

Presented to the Personnel Commission:

Date: September 15, 2015

SUBJECT: Consideration and Approval of Eligibility
Lists

ENCLOSURES:
Eligibility Lists

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-39

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.

ACCOUNTING CLERK III - REEDLEY

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500133	61	18	12	31	10	10

Oral Board Raters

Cathleen Kozielski, Accounting Technician II, Fresno City College
 Karen Gross, Director of Accounting, American Pistachio Growers

Advertisements

Websites:

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

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	5	20	12	5	0	1	44
Male	1	0	7	5	2	1	0	0	16
No Answer	0	0	0	0	0	0	0	1	1
Total	1	1	12	25	14	6	0	2	61

**** Failed MQ: 18 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 Center • Madera Center
Oakhurst Center • Career and Technology Center • The Training Institute

ACCOUNTING CLERK III – REEDLEY COLLEGE

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

- 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 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 interview examination. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR THURSDAY, AUGUST 13, 2015

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

Filing Deadline: WEDNESDAY, JULY 29 2015, 4:30 PM.

Posted: 07/08/15

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.

SECRETARY TO THE VICE CHANCELLOR

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500141	63	25	16	22	10	10

Oral Board Raters

Janet Barbeiro, Secretary to the Vice Chancellor, SCCC
 Grisel Galicia, Administrative Assistant, Madera Unified School District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	4	0	5	23	20	7	0	0	59
Male	0	0	0	1	0	1	0	0	2
No Answer	0	0	0	0	0	0	0	2	2
Total	4	0	5	24	20	8	0	2	63

** Failed MQ: 22—Experience; 3— 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

SECRETARY TO THE VICE CHANCELLOR (EXTENDED)

The eligibility list, which is valid for at least one year, will be used to fill full-time positions in this classification.
The current vacancy is at the District Office (Weldon).

Definition:

Under direction performs highly complex and responsible secretarial work by using independent judgment and having an understanding of district functions and procedures in order to assist the Vice Chancellor by performing administrative and office detail.

Compensation:

Starts at \$4,517.50 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 \$26.06 with limited benefits.

Examples of Duties:

Performs a wide variety of secretarial and administrative support work including, but not limited to:

- Filing, typing, proof-reading, checking, composing correspondence, and recording information on records from general instructions utilizing word processing, spreadsheets and database software.
- Tracking budgets and preparing reports.
- Scheduling meetings, conducting research and preparing notes or reports for the Vice Chancellor.
- Taking minutes of meetings of and initiating follow-up needed from Vice Chancellor's office.
- Preparing and maintaining files on legal documents.
- Preparing agenda items and materials for Board of Trustees meetings.
- Initiating and coordinating procedural modifications.
- Communicating district policies and procedures.
- Assigning and reviewing the work of other employees and students assigned to the department.
- Serve as a Notary Public for District Business.
- May perform other related other duties as needed.

Required Employment Standards:**Education:**

- High school diploma or the equivalent required; Associate Degree preferred.

Licenses/Certificates:

- Valid Driver's License is required
- Obtain Notary Public certification within 6 months of employment.

Experience:

- Considerable secretarial experience for an executive/administrator.

Knowledge:

- Knowledge of modern office procedures to ensure efficient operation of the office of the Vice Chancellor.
- Thorough knowledge of budget practices in order to maintain maximum operating efficiency within the district.
- Knowledge of record keeping and report preparation techniques to ensure budgets and financial information is properly tracked.
- Advanced knowledge of secretarial practices and administrative functions such as accurately taking minutes of meetings and/or maintaining a calendar of meetings and events.
- Knowledge of proper English usage to include spelling, grammar, and punctuation in order to compose items such as correspondence, agendas, minutes, and/or reports.
- 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.

Required Employment

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.

SECRETARY TO THE VICE CHANCELLOR

Standards (cont.)

- 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.
- Knowledge of Notary Public Commission regulations to properly notarize legal documents.

Skills:

- Skill to organize and maintain the efficient operation of the Office of the Vice Chancellor.
- Skill to employ mathematical techniques for the purpose of analyzing budgets and spending reports.
- Skill to research, analyze, and prepare reports.
- Skill to prepare agenda items and minutes of meetings at a level that is sufficient to perform the duties.
- Skill to learn procedures to process contracts and/or insurance related matters.
- Skill to manage and prepare work activities, schedules, and resource utilization to ensure office tasks are properly prioritized.
- Skill to create and proofread legal documents such as correspondence, agendas, minutes, and reports.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to interpret and apply college and district policies and procedures.
- Skill to learn and apply governmental agency agenda processes to ensure adherence to regulations such as the Brown Act.
- Skill to assign, monitor, and review the work of others.
- Skill to appropriately interact with students, staff, faculty and public.
- Skill to receive and follow instructions in order to build and maintain effective working relationships.
- Skill to type at a sufficient speed to maintain workflow.

Abilities:

- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

Other working conditions which may occur:

- Work inside protected from the weather.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- May work alone – physically isolated from others.
- Some overtime and/or schedule changes may occur.
- May be required to travel to locations other than assigned site.

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

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

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

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

Required Employment Standards (cont.)

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.

SECRETARY TO THE VICE CHANCELLOR

material. (Flexibility of Closure)

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

Selection Process:

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. 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 (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 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 from the competency exam will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR THURSDAY, AUGUST 20, 2015 (UPDATED)

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: ~~Friday, July 31, 2015~~ ****EXTENDED** NEW FILING DEADLINE: FRIDAY, AUGUST 14, 2015 4:30 PM**
 Posted: 7/10/15 Re-Posted 08/07/15 Pay Range: Classified Confidential 58

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.

CUSTODIAN

Recruitment ID	Applicants	Failed MQ**	Took Performance	Eligible
201500065	56	35	21	14

Performance/Oral Exam Raters

Sergio Salinas, Lead Custodian, SCCCC
 Tim Horton, Warehouse Worker, SCCCC
 Joseph Diebert, Occupational Health & Safety Officer, SCCCC
 Pearl Mangum, Administrative Aide, SCCCC
 Adam Ferguson, Production Associate, Angelica

Advertisements

Websites:

SCCCC, 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	0	0	4	1	0	0	0	5
Male	3	2	6	29	9	1	0	1	51
No Answer	0	0	0	0	0	0	0	0	0
Total	3	2	6	33	10	1	0	1	56

**** Failed MQ: 27 - Experience; 8 – 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 • Madera Center • Clovis Community College
• Oakhurst Center • Career and Technology Center • The Training Institute

CUSTODIAN

The district-wide eligibility list will be used to fill both full-time and part-time positions for various shifts in this classification for at least one year. The current vacancies are at Fresno City College and Reedley College

- Definition:** Under direction performs routine cleaning work and movement of furniture and equipment.
- Compensation:** Starts at \$2,771 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 \$15.99 per hour with no benefits, except sick leave and vacation.
- Experience:** Experience in performing basic custodial duties.
- License:** Must have a valid driver's license.
- Education:** Education equivalent to completion of the twelfth grade.
- Examples of Duties:** Duties include emptying trash containers, cleaning chalkboards, arranging furniture, dusting, cleaning, disinfecting and restocking restrooms, sweeping and mopping floors, vacuuming carpets, washing windows, stripping and waxing floors. Performs other related duties as needed.
- Required Knowledge, Skills and Abilities:** Knowledge of safe and appropriate cleaning solution mixtures, cleaning methods and the use and care of cleaning materials and equipment, floor maintenance techniques, operations and locations of security systems, and vacuum systems. Skill to use cleaning materials and equipment with skill and efficiency, perform heavy physical labor, identify and clean stains of differing types, detect unsafe conditions, perform simple mathematical calculations, read solution labels and instructions and write notes to supervisors. 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.
- Selection Process:** The selection process will include a screening review to ensure applications are complete and meet all minimum qualifications. The most qualified applicants will be invited to a performance exam (100% weight). Passing score is 75% out of 100%.

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.

APPLICATIONS WILL ONLY BE ACCEPTED ONLINE FROM 8/31/15 – 9/3/15

Applications will not be accepted on any other date.

Testing is tentatively scheduled for Wednesday, September 9, 2015

Filing Deadline:

Posted: 8/11/15

Pay Range: Regular Classified 41

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.

EDUCATIONAL ADVISOR - PPT

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Performance	Took Oral	Eligible
201500167	73	34	9	30	16	10	10

Oral Board/Performance Exam Raters

Anthony Bravo, Educational Advisor, SCCC
 Sandy Brooke, Admissions Advisor, National University

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	3	0	9	22	10	6	0	2	52
Male	3	1	4	7	5	1	0	0	21
No Answer	0	0	0	0	0	0	0	0	0
Total	6	1	13	29	15	7	0	2	73

** Failed MQ: 2—Incomplete Application: 32—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
Oakhurst Center • Career and Technology Center • The Training Institute

EDUCATIONAL ADVISOR - PPT

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

- Definition:** Under direction performs work related to the recruitment, orientation, and advising of current and prospective students.
- Compensation:** Part-time positions are paid hourly, starting at \$23.68 with limited benefits.
- Examples of Duties:** Performs a variety of duties including conducting group presentations as well as individual sessions with students and parents regarding registration, enrollment, student support programs, and class selection, forms and other procedures. Arranges logistics for speakers and presentations. Assists students in course selection and recording of their student educational plan, assists with recruiting and retention and community outreach projects including identifying prospective students, making phone calls to students, staffing phone centers, assisting at orientations and registration. May perform other related duties as needed.
- Required Employment Standards:** Education: Bachelor's degree.
Experience: Experience working with various types of student support services, school relations, and transfer information.
Knowledge and Abilities: Knowledge of college and community resources to assist students; guidance procedures; college regulations; student transcripts and Privacy Act; functions of student services; community organizations, public and private agencies; curriculum and the college catalog; course prerequisites and general education requirements; advising and interviewing techniques. Skill to prepare for and make presentations; aid in the development of services for college and prospective students; develop and maintain records; and work in a team to provide services to students. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to enter and retrieve data from computer system in appropriate format; receive and follow instructions and appropriately interact with students, parents, staff, faculty and the public; assign and review the work of other employees and students assigned to the department, 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 (30% weight), a performance exam (40% weight) and an oral interview examination (30% weight).
Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 15 highest scoring candidates, plus ties, from the competency exam will be invited to the performance exam and only the 10 highest scoring candidates, plus ties, will be invited to the oral board exam. Passing score is 75% out of 100% on each testing section.
- Examination Process: (cont.)** **TESTING TENTATIVELY SCHEDULED FOR THURSDAY, AUGUST 13, 2015.**
To move forward in the selection process, you must complete an online application through our website 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:** **MONDAY, AUGUST 3, 2015, 4:30 PM.**
Posted: 7/13/15 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.

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 Six-Month Limited ITEM NO. 15-54HR
 Term Position of Athletic Equipment Manager,
 Reedley College

EXHIBIT: None

Background:

Reedley College administration is requesting a six-month limited term position with the proposed title of Athletic Equipment Manager. The position of Athletic Equipment Manager handles all of the set-ups for the physical education classes and athletic contests. This position cleans and maintains all courts, athletic equipment, and uniforms. In addition, this position is responsible for maintaining inventory and ordering all supplies and equipment. During the football and basketball seasons, there is a larger workload in order to maintain equipment and uniforms for both athletic teams. Reedley College administration is recommending the addition of a six-month limited term position with the proposed title of Athletic Equipment Manager. This will allow them to assess the needs of the department.

Recommendation:

It is recommended the Board of Trustees approve a six-month limited term position with the proposed title of Athletic Equipment Manager, Reedley College.

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
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: September 1, 2015

SUBJECT: Consideration to Approve Six-Month
Limited Term Position of Microcomputer
Resource Technician, Fresno City College

ITEM NO. 15-56HR

EXHIBIT: None

Background:

Fresno City College administration is requesting a six-month limited term position with the proposed title of Microcomputer Resource Technician. The Technology Support Services Department at Fresno City College is considering restructuring certain positions to better meet the needs of the student. There are specific duties that must be covered during this interim period, which are: performs a variety of work including analysis and repair of microcomputers and peripherals; training of users on installation and uses of micro-computer hardware and software and related equipment; maintaining microcomputer networks; bench marking of new types of equipment; advising on hardware and software and appropriate uses; and serving as liaison between users and other departments to maintain district standards.

Recommendation:

It is recommended the Board of Trustees approve a six-month limited term position with a proposed title of Microcomputer Resource Technician, Fresno City College.

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 Permanent
Part-Time Position of Instructional Aide,
DSP&S, Reedley College

ITEM NO. 15-57HR

EXHIBIT: None

Background:

The Disabled Students Programs and Services (DSP&S) provides support services for 2,300 students. Reedley College administration is recommending a new position with a proposed title of permanent part-time Instructional Aide to work in the test proctor center where over 180 tests are proctored each week, over 1,200 per semester, both manually and through the use of adaptive technology.

This position will be funded through DSP&S categorical funds.

Recommendation:

It is recommended the Board of Trustees approve the new permanent part-time position with proposed title of Instructional Aide, DSP&S, Reedley College.

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
ACCOUNTING TECHNICIAN I

DEFINITION

Under direction performs a wide variety of highly responsible accounting duties.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I's perform highly responsible accounting related duties involving the monitoring and tracking of budgets and expenditures for a variety of departments, programs, funds and special projects. Incumbents must possess a detailed knowledge of the budgeting, purchasing, accounts payable, payroll, revenue and accounts receivable processes and procedures in order to maintain up-to-date financial information and monitor department, program and other budgets and funds. Incumbents are expected to independently perform these functions in an accurate, timely manner and exercise initiative in resolving problems related to these functions by referring to District, State and other governmental policies and procedures and knowledge gained through experience.

Accounting Technician I is distinguished from Accounting Technician II in that incumbents in the latter class are responsible for performing increasingly complex and highly responsible duties in preparing, maintaining and reconciling District-wide financial and accounting records requiring a broader and more detailed understanding of the District's accounting processes and procedures.

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.

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.

STATE CENTER COMMUNITY COLLEGE DISTRICT
ASSESSMENT TECHNICIAN

DEFINITION

Under direction assists in planning, developing, and implementing student assessment programs and activities.

DISTINGUISHING CHARACTERISTICS

This classification performs difficult and complex testing and statistical reporting duties in accordance with general instructions or established procedures. This position may require lead responsibilities. This position differs in the complexity of the assignments and the employment of statistical and testing standards.

EXAMPLES OF DUTIES

Duties include the planning, developing, and organizing of student assessment programs and activities, coordinates and leads the implementation of complex testing programs, serves as liaison to various instructional and support service departments and local high schools, gathers data and performs difficult and specialized statistical work, develops and maintains assessment records and student data, supplies information involving facts and interpretation. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Bachelor's degree.

Experience: Responsible experience in educational testing, statistics, or data processing.

Knowledge and Abilities: Knowledge of modern office procedures and practices, statistical methods, assessment methods and college assessment uses. Skill to gather, analyze, and interpret statistical information relating to assessment procedures and results, plan, coordinate and conduct a variety of complex assessment activities, develop and coordinate publicity for assessment activities, format data, maintain complex records and prepare reports, assist data processing staff in developing programs for assessment operations, and skill to accurately type at a sufficient speed to maintain work flow. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. 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.

Section 9 Page 15

Approved: June 17, 1991

Salary Range: 57

Revised by PC August 21, 2012

STATE CENTER COMMUNITY COLLEGE DISTRICT
ATHLETIC EQUIPMENT MANAGER

DEFINITION

Under direction performs duties related to the maintenance, repair and storage of athletic equipment and supplies.

DISTINGUISHING CHARACTERISTICS

This classification performs varied duties in accordance with general instructions or standard procedures. This position differs from others by the responsibility for specific activities and work being oriented to maintenance of instructional and competitive environments.

EXAMPLES OF DUTIES

Duties include set up of gymnasium for PE classes and athletic contests; cleaning and maintenance of courts and surrounding areas; repairing and maintaining in working condition all athletic equipment; wash, dry and fold towels and athletic team uniforms; maintaining running inventory of athletic supplies and equipment, ordering, receiving and processing supplies, equipment, and uniforms. Assisting in the administration of first aid as needed. Assigning and reviewing the work of students assigned to the department. Perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Formal or informal education equivalent to completion of the twelfth grade and a valid first aid certificate.

Experience: Experience in handling athletic equipment related to a high school or collegiate sports program and in performing first aid for athletes.

Knowledge, Skills and Abilities: Knowledge of athletic equipment quality, cost, types, and durability, materials used for athletic equipment, various types of athletic events, and athletic equipment cleaning methods, safety procedures related to the use and maintenance of athletic equipment. Knowledge of and skill to assemble athletic equipment and set up for PE classes and athletic events. Skill to maintain team rosters, purchase and inventory records and files, perform mathematical calculations, maintain athletic equipment inventory, identify unsafe or broken athletic equipment, repair sports equipment, administer first aid treatment for a wide variety of athletic injuries. 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
EDUCATIONAL ADVISOR

DEFINITION

Under direction performs work related to the recruitment, orientation, and advising of current and prospective students.

DISTINGUISHING CHARACTERISTICS

This classification performs duties in accordance with general instructions or established procedures. This classification may require some lead responsibilities. This position differs from higher levels by the responsibility for specific activities, direction received and decision making.

EXAMPLES OF DUTIES

Performs a variety of duties including conducting group presentations as well as individual sessions with students and parents regarding registration, enrollment, student support programs, and class selection, forms and other procedures. Arranges logistics for speakers and presentations. Assists students in course selection and recording of their student educational plan, assists with recruiting and retention and community outreach projects including identifying prospective students, making phone calls to students, staffing phone centers, assisting at orientations and registration. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Bachelor's degree.

Experience: Experience working with various types of student support services, school relations, and transfer information.

Knowledge and Abilities: Knowledge of college and community resources to assist students; guidance procedures; college regulations; student transcripts and Privacy Act; functions of student services; community organizations, public and private agencies; curriculum and the college catalog; course prerequisites and general education requirements; advising and interviewing techniques. Skill to prepare for and make presentations; aid in the development of services for college and prospective students; develop and maintain records; and work in a team to provide services to students. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to enter and retrieve data from computer system in appropriate format; receive and follow instructions and appropriately interact with students, parents, staff, faculty and the public; assign and review the work of other employees and students assigned to the department, learn and apply college and district policies and procedures.

STATE CENTER COMMUNITY COLLEGE DISTRICT EVALUATOR

DEFINITION

Under general supervision, evaluates and analyzes student academic records to determine eligibility for degrees or certificates, prepares certifications for general education transfer requirements, and provides technical information and assistance

DISTINGUISHING CHARACTERISTICS

This classification performs difficult and complex duties in accordance with general standards and may require lead responsibilities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification differs from other classifications in that incumbents have problem-solving responsibilities regarding broad-based curriculum issues.

EXAMPLES OF DUTIES

Performs complex and technical duties related to the evaluation of student academic records including but not limited to:

- Evaluates student academic records to verify completion of educational requirements for Associate's degrees, certificates, CSU General Education (GE) breadth requirement certification, and Inter-segmental General Education Transfer Curriculum (IGETC) Certification.
- Evaluates student academic records in compliance with the state education code, Title 5, board policy, administrative regulations and college catalogs.
- Evaluates transcripts and other documents for courses and units completed, course level, content, and unit value.
- Evaluates, researches, and interprets transcripts, course descriptions and other documents to determine course equivalencies and course substitutions.
- Determines number of units accepted by reviewing catalogs, grading systems, and/or by contacting other institutions via telephone, written communication, and by utilizing other appropriate reference materials.
- Audits and reviews military records, advanced placement test scores, College-Level Examination Program (CLEP) test scores, and other exams to determine number of units awarded and to post credits to students' permanent records.
- Determines athletic eligibility based on established rules and regulations.
- Provides information and technical assistance to students, staff, counselors, faculty, administrators, and public on the interpretation of district policies, procedures, and federal/state regulations as it relates to graduation and CSU/UC general education certification.
- Provides information and technical assistance to other colleges, universities, and institutions outside of the district regarding course transfers, course equivalencies, course content and other evaluation related requirements.
- Explains basis for evaluation, researches student complaints, resolves problems and makes corrections as needed.
- Conducts degree audits to ensure that student meets all requirements and prepares IGETC and GE certifications.
- Researches and corrects degree audit discrepancies based on established guidelines.
- Assists students in completing various forms and documents.

- Reviews course waiver/substitution petition forms and non-traditional education materials for granting of college credits.
- Prepares correspondence to students on graduation and degree requirements, evaluation status, to request additional documentation, and regarding other evaluation related issues.
- Converts quarter units to semester units where applicable.
- Reviews final grades and verifies completion of final semester courses.
- Processes application for graduation and determines eligibility for graduation based on approved curriculum.
- Assists at graduation ceremonies by preparing graduation lists, diplomas/certificates, reader cards, and processes reservations.
- Enters and retrieves data from computer system as needed and utilizes various word processing, spreadsheet, database, email and other software programs to compile information, create and maintain records, and to prepare a variety of statistical reports.
- Assigns and reviews the work of other employees and students assigned to the department.
- May perform other duties as needed.

EMPLOYMENT STANDARDS

Education & Experience

- Associate Degree and,
- Increasingly responsible experience in the evaluation of records including notification and explanation of evaluation criteria to “customers”.

OR

Experience

- Responsible experience in the evaluation of student records in a higher education institution including notification and explanation of evaluation criteria to students.

Education

- Completion of 30 semester units of college level coursework is preferred.

Knowledge:

- Knowledge of current computer software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.
- Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of basic math computations including addition, subtraction, multiplication, and division.

Skills:

- Skill to exercise initiative and sound judgment to solve technical and complex problems.
- Skill to prioritize workload and conflicting demands.
- Skill to analyze situations accurately, determine priorities and adopt an effective course of action.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.

- Skill and ability to make effective decisions independently.
- 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 respond accordingly to changing rules and regulations relating to admission and records.
- Ability to prepare and maintain accurate data, records, and files and prepare reports as necessary.
- Ability to plan and organize work to meet schedules and deadlines.
- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, and staff.
- Ability to perform independently specialized duties with minimum direction or supervision.
- Ability to perform mathematical computations to evaluate students' academic standing.
- 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 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:

- Bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. Flexibility can also involve the continuous and repeated bending, stretching, or twisting movements of the trunk, arms or legs such as switching from the counter to the computer screen. (Flexibility)
- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)

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

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

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

Working conditions which may occur:

- Work inside protected from the weather.
- 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.

Approved by BOT: September 6, 2011

Approved by PC: November 29, 2011

Salary Negotiated: Regular Classified Range 49

STATE CENTER COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES TECHNICIAN

DEFINITION

Under direction provides assistance in recruitment, selection, and processing of new employees, and on-going transactions for employees.

DISTINGUISHING CHARACTERISTICS

This classification performs complex duties in accordance with general direction and standards. This classification differs from others in that incumbents have a greater variety and amount of public contact and a higher degree of responsibility.

EXAMPLES OF DUTIES

Duties include assisting in preparing recruitment materials, providing information to applicants, monitoring the interview and selection process, processing paperwork for newly hired employees. Preparing and maintaining applicant and employee records. Assisting in the research and preparation of reports for submission to district, state and federal offices. Enters and retrieves data from computer system as needed. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education and Experience: Formal and informal education equivalent to completion of the twelfth grade with experience in recruitment, selection, processing of new employees and complex records management systems in a personnel/human resources office; or completion of six college units in personnel or human relations management with experience in complex records management systems, personnel management and office management.

Knowledge and Abilities: Knowledge of district campuses and personnel, simple statistical techniques, organizational behavior and management, district rules and regulations, district semester calendar, federal and state employment guidelines, merit systems and their operation, district employment requirements, classification schedules, and contracts. Skill to set up and maintain complex filing systems, organize work to meet deadlines, assist applicants and current employees in completing forms and understanding policies and procedures, arrange and prepare materials for meetings, compile report information, recognize and maintain confidential information, type at 55 nwpm from clear copy and independently draft correspondence. Ability to enter and retrieve data from computer system in appropriate format. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

STATE CENTER COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL AIDE

DEFINITION

Under direction assists in the operation and maintenance of the instructional program of the district.

DISTINGUISHING CHARACTERISTICS

This classification performs varied duties in accordance with general instructions or standard procedures. This position differs from other by the duties responsible for or limited variety of activities, work being more closely supervised and more routine in nature.

EXAMPLES OF DUTIES

Performs a variety of duties related to assisting students and faculty in subject areas requiring limited knowledge of the work of the various departments. Transmits established information to students, employees and public. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: Experience assisting in subject areas relating to those offered in the district.

Knowledge and Abilities: Knowledge of college programs, offices and their procedures; campus rules and regulations; and the educational program of the district. Skill to read, interpret and prepare written material; file and retrieve information, and maintain records. 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 10 Page 29
Approved: July 11, 1994
Salary Range: 32

STATE CENTER COMMUNITY COLLEGE DISTRICT
MICRO-COMPUTER RESOURCE TECHNICIAN

DEFINITION

Under direction repairs, advises and provides training on the use of micro-computers.

DISTINGUISHING CHARACTERISTICS

This classification performs complex duties in accordance with general instructions or procedures. This position differs from others by the responsibility for activities or variety of activities, including the integration of micro-computer systems with other platforms. This position may require lead responsibilities.

EXAMPLES OF DUTIES

Performs a variety of work including analysis and repair on a variety of district owned micro-computers and peripherals; training of users in installation and uses of micro-computer hardware and software and related equipment (i.e., multi-media presentation equipment); maintaining micro-computer networks; bench marking of new types of equipment; advising on hardware and software and appropriate uses; serving as liaison between users and other departments to maintain district standards. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Associate degree or equivalent in computer and electronics repair.

Experience: Considerable experience in technology related fields.

Knowledge and Abilities: Knowledge of information systems procedures and practice; operating environments for micro-computers (MAC and Windows); integration of mobile computing devices in the enterprise environment (i.e. handheld computers, personal digital assistant (PDA), and smartphones); multi-media software applications and peripherals; telecommunications applications; virus detection, identification and prevention; copyright laws; and computer based test/measurement instruments. Skill to read and interpret highly technical materials; use data bases to maintain records, inventory and produce reports; troubleshoot and repair complex computer and computer related equipment. Skill to assist with the implementation of computer networking including cable testing and splicing of various types of cable and fiber optic applications. Knowledge of industry standard networking products and Internet. Knowledge of and ability to employ correct English usage, spelling, grammar, and punctuation. Skill to employ mathematical techniques. 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 3 Page 13
Approved: November 20, 1995
Revised by PC: June 14, 2011
Salary Range: 63

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

STATE CENTER COMMUNITY COLLEGE DISTRICT
RESEARCH ASSISTANT

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF DUTIES

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

EMPLOYMENT STANDARDS

Education & Experience

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

Licenses/Certificates/Other

Valid Driver's License is required

Knowledge

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

- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.

Skills

- Skill to conduct research and ability to analyze data and prepare reports such as those required by institutional programs or grant funding agencies.
- Skill to evaluate and interpret technical information and complex situations effectively.
- Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of research projects.
- Skill to enter and retrieve data from computer system in appropriate format.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and department schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

Abilities

- Ability to understand and be sensitive to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, faculty, and staff.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts clients, collaborative partner contacts, independent programs consultant/trainers, and the public
- Ability to develop alternatives, prepare summaries and recommend courses of action or conclusions demonstrating initiative, creativity and flexibility.
- Ability to effectively develop and present ideas, opinions, technical information and recommendations both orally and in writing.
- Ability to learn and interpret and apply federal and state laws and regulations, district policies and procedures as they pertain to institutional research and grants.
- Ability to perform mathematical computations accurately to complete reports, update budgets, complete requisitions, and purchase orders as needed for office operation.
- Ability to operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to assign, monitor, and evaluate the work of others.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

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

- Coordination of two or more limbs (arms and legs) while seated or standing in one place. (Multi-Limb Coordination)
- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- Part of vision that occurs outside the very center of gaze allowing the individual to see objects, movement or sharp contrasts toward the edges of the visual field. (Peripheral Vision)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)
- Tell from what direction a sound is coming from. (Sound Localization)

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

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

Working conditions which may occur:

- Work inside protected from the weather.
- May work outside exposed to the weather and varying temperatures.

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

Section: Miscellaneous Technical

Approved: 6/17/1991

Revised by PC: 2/18/2014

Salary Range: 60

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: September 15, 2015

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

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

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-41

Background:

At the September 1, 2015 regular meeting, the Board of Trustees was presented with the duties of new positions at the various District locations. The proposed titles are listed below for Personnel Commission review. Personnel Commission rules 3-1 thru 3-4, 3-7 thru 3-9, 3-12, and 3-13 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

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

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

Recommendation:

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

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
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: September 1, 2015

SUBJECT: Consideration to Approve Duties for New
Classification Specification of Instructional
Technician – Manufacturing

ITEM NO. 15-60HR

EXHIBIT: None

Background:

At the July 7, 2015, board meeting, the position of Instructional Technician – Manufacturing was approved for Reedley College. This is a new position that was approved through the campus prioritization process. Now that the position has been approved, the duties in the classification specification are being recommended for official adoption by the Board of Trustees. This position is responsible for performing duties related to the manufacturing program at Reedley College.

According to Education Code Section 88009, the Board of Trustees shall fix and prescribe the duties to be performed by all persons in the classified service. Following the Board of Trustees' approval of these duties, the Director of Classified Personnel will recommend minimum qualifications, along with the knowledge, skills and abilities required for this position, to the Personnel Commission for their approval.

Examples of Duties:

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

- Demonstrates proper techniques and use of tools and equipment for students during laboratory classes.
- Utilizes a variety of maintenance equipment, tools, materials, and supplies.
- Prepares instruments, equipment, tools, and facilities for laboratory classes in a variety of environments.
- Performs demonstrations and provides orientation, assistance, training and technical support to instructors on classroom/shop procedures, operation of equipment, and location and use of instructional materials.
- Ensures the set-up and clean-up of shop exercises.
- Orders parts, supplies and instructional materials, maintains inventory and equipment, and processes orders upon delivery.

- Maintains record keeping of hazardous waste generation in accordance with regulations, guidelines, and district policy.
- Collects, stores, and coordinates the disposal of hazardous chemicals and materials.
- Implements chemical hygiene and hazard communication programs.
- Monitors students in class, lab, and shop situations.
- Fabricates, welds, builds, modifies, and repairs for purposes of demonstration.
- Ensures and enforces security and safety of the lab/shop according to established procedures, policies, and laws.
- Screens, selects, trains, evaluate, and provides work direction for student workers.
- Inspects, tests, operates, assembles, and installs equipment, supplies and materials.
- Monitors and records tasks and prepares reports.
- Performs other duties as needed.

Recommendation:

It is recommended the Board of Trustees approve the duties for the new classification specification for Instructional Technician – Manufacturing.

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: September 15, 2015

SUBJECT: Consideration and Approval to Exempt New
Positions from the Classified Service

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

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-42

Background:

At the September 1, 2015 Board of Trustees Meeting, the Board approved new positions that will be performing Academic functions. 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 positions approved by the Board of Trustees into either an established classification, recommend a new classification be created or exempt from the classified service.

The item presented to the Board of Trustees is attached for the Commissioners review. The item indicates the duties that will be performed by the new positions. The overall function of these positions were reviewed by staff and it was determined that they could not be classified in an established classification specification and they should be exempted from the classified service. The positions presented to the board for approval fall within the definition of an Academic Position.

Academic Positions:

- 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

87001.

(a) Academic employee" refers to a person employed by a community college district in an academic position.

(b) "Academic position" includes every type of service, excluding paraprofessional service, for which minimum qualifications have been established by the board of governors pursuant to Section 87356.

(c) Wherever in this code or any other code, the term "certificated employee" or any similar term is used in reference to community college employees, it shall be deemed a reference to academic employees of the community colleges.

(d) Wherever in this code or any other code, the phrase "position requiring certification qualifications," or any similar phrase is used in reference to positions in the community colleges, it shall be deemed a reference to academic positions in the community colleges. Nothing in this part shall be construed as

repealing or negating any provisions in this code or any other code concerning employees of community college districts for purposes of retirement benefits under the State Teachers' Retirement System by referring to those employees as academic employees.

Recommendation:

It is recommended the Personnel Commission exempt the new board approved positions from the classified service.

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

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: September 15, 2015

SUBJECT: Consideration and Approval of Revised
Classification Specification for Farm
Production Supervisor

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-43

Background:

A vacancy has occurred in the position of Farm Production Supervisor at Reedley College. In reviewing the classification specification prior to recruitment, changes have been made to update the Definition, Distinguishing Characteristics and Employment Standards. The changes will allow for a valid and reliable recruitment and selection process of positions in this classification.

The following individuals were invited to suggest changes:

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

Recommendation:

It is recommended the revised classification specification for Farm Production Supervisor be approved as presented.



State Center Community College District

Job Title:	Farm Production Supervisor	Classification Series:	Instruction
FLSA Status:	Exempt Management	Classification Group:	
Salary Schedule:	Classified Management	Classification Level:	Supervisor/Manager
Recommended Salary Range:	44	Date Created:	August 19, 1991

Definition

Under direction plans, organizes, ~~staffs, directs, and controls~~ **coordinates, and implements farm operations to support agricultural and natural resources instruction and collaboration with local industry.**

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 **Farm Production Supervisor** is the incumbent responsible for supervising the operations of a college agricultural laboratory including the riparian areas and develops and implements operational procedures related to instructional assistance, operation of a farm/agricultural lab, animal and crop care, crop production, and facilities and equipment maintenance and repair. 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, vendors, management, administrators, faculty, staff and students while maintaining day to day management of the agricultural laboratory.

Supervision Received

General direction is usually received from the Dean of Instruction.

Supervision Exercised

Direct supervision is exercised over staff and farm laborers assigned to the department.

Essential Job Functions

Responsibilities include coordinating farm operations with the staff and classroom instruction and the operations of the farm project with local industry; coordinating the management of field operations; contracting for various services required for the farm; controlling supplies inventories and sales of products; operating and teaching others the operation of farm equipment; assisting students by instructing in farm and livestock operations; developing the budget, budget controls an cost bids for the farm project; maintaining of records on crops and livestock inventory costs; planning the various farming operations of the farm project and the marketing of the products produced by the project. Assigning and reviewing the work of employees and students assigned to the project. Performs other duties as needed.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Bachelor's degree in Agriculture, **Natural Resources** or a related field ~~and possession of California Agricultural Pest Control Advisor License and California Qualified Applicator Certificate.~~ **AND at least two years of**



State Center Community College District

full-time paid experience in farming such as row crops, field crops, trees, vines or ornamental crops, animal husbandry related to beef, sheep, swine or equine production, with at least one year in a supervisory or managerial capacity.

Licenses & Certificates

- Valid Class C Driver's License
- Within six (6) months of hire and/or management request, incumbents must obtain the following licenses/certificates:
 - State of California Department of Pesticide Regulations (or DPR) - Qualified Applicator License (QAC) to apply Pesticides and Qualified Pest Control Advisor License (QAL).
 - Mobile Air Conditioning Society Certificate or the equivalent.
 - Commercial Class 'A' Driver's license with passenger endorsement.

Knowledge of:

- ~~Farm management and operations (livestock and plant production).~~ Farming/agricultural principles and methods and their application to farm/agricultural activities.
- State and local laws and regulations related to animal care, crop production and farm operations.
- Livestock care to include common illnesses, behavior, feeding, breeding, disease control, selection and sanitation.
- Irrigation systems to include installation, maintenance, troubleshooting, repair and their relationship to weather in order to maximize efficiency and watering schedules.
- Proper preparation of fertilizers, herbicides and pesticides using accurate amounts and application techniques.
- Various diseases and pests common to the area and how to eliminate or manage the effects of such problems.
- Soil cultural practices such as scraping, ripping, dicing, furrowing, harrowing.
- Principles of public relations and marketing of agricultural products.
- Product sales principles and techniques.
- Health and safety laws and regulations as they apply to farm/agricultural operations, product sales and hazardous materials.
- Procedures for inventory control.
- Principles and practices of organization, leadership, management, and personnel administration.
- ~~Basic budget procedures.~~ Principles of budgetary planning, preparation, and management.
- ~~Record maintenance systems.~~ Record keeping and report preparation techniques to ensure information is accurately presented.
- Basic math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, publishing, and database programs.

Skill to:

- Plan, organize, staff, direct and control the various elements of the farm project.
- Obtain and evaluate project bids as well as record and maintain project costs.
- Negotiate contracts for farm production services.
- Coordinate various operations of the farm laboratory.
- ~~Provide instruction to students regarding farm and livestock operations.~~ Evaluate and mentor staff and students.
- Develop sustainable agricultural practices for the benefit of the farm laboratory.
- Safely use and maintain farm lab materials, tools and equipment.
- Identify a variety of plants and their horticultural needs.
- Identify a variety of livestock and their needs.
- Raise and breed livestock.
- Identify diseases, insects and pests.
- Design, install, repair, troubleshoot and maintain irrigation systems.



State Center Community College District

- Demonstrate the correct use of safety equipment, safe work habits and observe all applicable worker safety regulations to minimize the risk of injury.
- Operate and maintain hand and power tools and equipment used in farming and mechanics such as harvesters, tractors and feed mixers.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding farm production.
- 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:

- ~~Write and modify system and network programs.~~ Read, interpret and explain technical material, such as labels on chemicals and farm implement manuals.
- Plan and manage an integrated program of farm operations, agronomy, and livestock in conjunction with an instructional program.
- Ability to coordinate farm operations with staff, faculty, students and class instruction.
- Ability to maintain riparian areas.
- Troubleshoot, maintain, repair, clean, operate and adjust farm lab equipment and machinery.
- Develop plans for farm operations and recommend improvements.
- Train others in farm operations and related activities.
- Perform heavy manual labor such as bending, lifting, stretching, lifting overhead, and carrying tools.
- Establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Maintain consistent, punctual and regular attendance.
- Learn, interpret and apply federal and state laws and regulations, district policies and procedures.
- Maintain confidentiality of sensitive information and records.
- Receive and follow instructions in order to build and maintain effective working relationships.
- Assign, monitor, and evaluate 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 has ongoing physical strain and or/muscular exertion; uses hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee operates vehicles and heavy machinery in which manipulative skills and hand/eye coordination are important ingredients of safe and/or productive operations. Regular and at times sustained exertion of moderate to heavy physical effort in lifting, carrying, pushing, and pulling heavy items weighing up to 50 lbs.



State Center Community College District

Mental Demands

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

Work Conditions

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

Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; work inside protected from the weather; work outside exposed to the weather and varying temperatures; work on surfaces that vary in stability; work at varying heights and/or on top of building structures; exposure to fumes, vapors or airborne particles, hazardous chemicals, and biological hazards such as cleaning solutions and animal waste NOTE: All exposure is under OSHA Permissible Exposure Levels (PEL); noise exposure under 90 decibels, roughly that of a normal conversation or a ringing telephone

Class Approved By:	Personnel Commission	Date:	August 19, 1991
Duties Approved By:	Board of Trustees	Date:	August 19, 1991
Class Revised By:	Personnel Commission	Date:	September 15, 2015
Updated By:	Christine Ferguson	Date/Time:	

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 to Appoint Commissioner

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

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Action

ITEM NO. : 15-44

Background:

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

1. The Commissioner's appointment is due to expire this December. Mr. Tahajian is willing to make himself available for appointment to a new term.
2. At the September 15, 2015 meeting of the Personnel Commission, the Commission members appointed by the Board of Trustees and CSEA can discuss their approach to making the appointment. The announcement will be made of the appointment. After 30 days following the formal announcement, a hearing will be held to allow public comment. This hearing can be agendized for the November regular meeting.
3. The Commissioners may make their appointment following the hearing.
4. If the Commissioners are unable to agree on a joint appointment within the next 45 days, the Director will take steps to have the appointment made by the Chancellor of the California Community Colleges.

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

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

(1) In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1st because of the failure of the Commission to take action on a new appointment, the commissioners' prior appointee shall continue in office and to function as a member of the District's Personnel Commission until such time as the commissioners take the necessary action(s) to appoint a qualified successor and that person is prepared to assume the duties and responsibilities of the position. If the appointee of the governing board and the appointee of the classified employees are unable to agree upon a nomination by September 30, the Chancellor of the California Community Colleges shall make the appointment within 30 days.

REFERENCE: Education Code Sections 88065, 88066, 88068

Personnel Commission – Director’s Report

September 15, 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
Programmer Analyst	September 11, 2015
Building Generalist	September 25, 2015
Administrative Aide – Clovis College	September 30, 2015
Administrative Aide – Fresno City College	September 30, 2015
Administrative Aide – Madera Center	September 30, 2015
Administrative Aide – Reedley College	September 30, 2015
Administrative Assistant	September 30, 2015
Human Resources Technician	September 30, 2015
Office Assistant I	September 30, 2015
Office Assistant III – Clovis College	September 30, 2015
Office Assistant III – Fresno City College	September 30, 2015
Office Assistant III – Madera Center	September 30, 2015
Office Assistant III – Oakhurst Center	September 30, 2015
Office Assistant III – Reedley College	September 30, 2015

The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Early Childhood Education Specialist	Performance	TBD
Publications Specialist	Competency	September 11, 2015
Webmaster	Competency	September 11, 2015
Accounting Clerk I	Competency	September 11, 2015
Accounting Clerk III	Competency	September 11, 2015
Accounting Technician I	Competency	September 11, 2015
Accounting Technician II	Competency	September 11, 2015
Web Portal Administrator Extended	Competency	September 11, 2015
Financial Aid Systems Analyst Extended	Competency	September 11, 2015
College Director of Marketing	Oral Board	September 16, 2015
Executive Director of Public Relations	Oral Board	September 17, 2015
Police Communications Dispatcher	Competency	September 25, 2015

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

Name	Location	Anticipated Posting Date/Status
Admissions & Records Manager	DO	End of September 2015
Piano Accompanist	CCCC	End of September 2015
Farm Production Supervisor	RC	End of September 2015
Construction Services Manager	DO	End of September 2015
Director of Maintenance & Operations	DO	End of September 2015
Assessment Technician	Districtwide	October 2015
Building Generalist (5 positions)	DO	October 2015
General Utility Worker	Districtwide	October 2015
Instructional Lab Tech – Chem/PhySci	FCC	October 2015
Instructional Technician – Welding	Districtwide	October 2015
Lead Custodian	Districtwide	October 2015
Network Coordinator	Districtwide	October 2015
Painter	DO	October 2015
Registration Assistant	Districtwide	October 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
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
Instructional Technician – Manufacturing	Districtwide	On hold pending position review.
Lead Maintenance Person	Districtwide	On hold pending position review.
Theatre Manager -Flexible	FCC	On hold pending position review

The following are current vacancies with active eligibility lists:

Name	Vacancy Location	Status
Accounting Clerk III – RC	Administrative Services, RC	List Referred 9/1/15
CalWORKs Assistant	CalWORKs, FCC	List Referred 8/12/15
Custodian	Building Services, FCC	List Pending Referral
Custodian	Building Services, FCC	List Pending Referral
Custodian	Building Services, FCC	List Pending Referral
Custodian	Building Services, RC	List Pending Referral
Department Secretary	Student Services, CCC	List Pending Referral
Department Secretary	Admissions & Records, FCC	List Referred 8/26/15
Department Secretary – PPT	DSPS, FCC	List Pending Referral
Department Secretary – PPT	Office of Instruction, MC	List Pending Referral
Early Childhood Educ. Assoc.-PPT	Office of Instruction, RC	List Referred 7/29/15
Early Childhood Educ. Assoc.-PPT	Office of Instruction, CCC	List Pending Referral
Early Childhood Educ. Associate	Office of Instruction, FCC	List Pending Referral

Educational Advisor - PPT	Outreach & Matric., MC	List Pending Referral
Educational Advisor	Student Services, CCC	List Pending Referral
Educational Advisor	Student Services, MC	List Pending Referral
Evaluator	Student Services, CCC	List Pending Referral
Evaluator	Student Services, FCC	List Pending Referral
Evaluator	Student Services, FCC	List Pending Referral
Evaluator	Student Services, RC	List Pending Referral
Financial Aid Assistant I	Financial Aid, FCC	List Referred 8/12/15
Instructional Assistant – Nursing	Health Sciences, FCC	List Referred 2/11/15
MicroComputer Resources Tech	Technology Services, CCC	List Referred 7/28/15
MicroComputer Resources Tech	Technology Services, CCC	List Pending Referral
Police Officer	Police Department, DO	List Referred 2/19/15
Police Officer	Police Department, DO	List Referred 6/25/15
Student Services Specialist	Admissions & Records, FCC	List Pending Referral
Student Services Specialist	Admissions & Records, FCC	List Pending Referral

Classification

Job Description Updates

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

Around the Office

- NeoGov Onboarding Implementation, Currently Working with IS Department.
- NeoGov Performance Evaluation Implementation, August 2015
- 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.