

REGULAR MEETING
STATE CENTER COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

District Office Board Room
1525 E. Weldon Ave
Fresno, CA 93704

5:30 p.m. – Regular Meeting
Wednesday, May 11, 2016

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the April 20, 2016 Regular Meeting
- E. Information Items
 - 1. Classification Study Status
 - 2. July 2016 Meeting Date
- F. Action Items
 - 16-20 Consideration and Approval of Eligibility Lists
 - a. Graphic Designer, Effective 4/18/16
 - b. Library Learning/Resource Assistant I, Effective 4/26/16
 - c. MicroComputer Resource Technician, Effective 5/2/16
 - 16-21 Consideration and Approval to Classify New Positions in Established Job Classification Specifications.
 - a. College Director of Marketing & Communications, RC, Position #3184
 - b. Systems Technical Resource Analyst, DO, Position #1195
 - 16-22 Consideration and Approval to Classify New Positions in New Job Classification Specifications.
 - a. Student Support Services Specialist, DO, Position #1193
 - b. Student Support Services Assistant, DO, Position #1194
 - 16-23 Consideration and Approval of Revised Classification Specification for Copy Center Specialist
 - 16-24 Public Hearing and Adoption of 2016-2017 Personnel Commission Budget

- G. Director's Report
- H. Commissioners' Reports
- I. Future Agenda Items
- J. Adjournment

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

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

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

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
April 20, 2016

- Call to Order Ms. Freeman-Fobbs called the meeting to order at 5:30 p.m.
- Members Present Members of the Personnel Commission present were:
Pamela Freeman-Fobbs, Chairperson
Bradley Tahajjian, Vice – Chairperson
Tim Liermann, Commissioner
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Ferguson, HR Analyst
Melissa Flores, Limited Term HR Technician
- Introduction of Guests The following guests attended:
Dr. Paul Parnell, Chancellor
Eric Payne, Trustee
Jason Meyers, CSEA
Raul Perez, CSEA
Kevin Dale, Esq., Atkinson, Andelson, Loya, Ruud & Romo
Samerah Campbell, DO
Pedro Avila, DO
Wil Schofield, DO
Barbara Martin, DO
Eleanor Bruce, FCC
Susan Johnson, FCC
Mary Doyle, FCC
Joyce Clark, FCC
Nathan Clark, FCC
Frances Catlapp, FCC
Cindy Dunn, FCC
Jeff Santellano, FCC
Robin Torres, FCC
Carol Rains-Heisdorf, FCC
Alex Adams, FCC
- Public Comment Ms. Rains-Heisdorf stated her concerns regarding the Classification Study, the recommendation to change the job title of Institutional Research Coordinator, and the classification of Institutional Research as part of the Instructional Services Job Family.
- Approval of the Minutes The minutes of the March 22, 2016 Regular Meeting and April 5, 2016 Special Meeting were presented for approval.
- Mr. Tahajjian requested that the April 5, 2016 Special Meeting minutes be changed from “Ms. Freeman-Fobbs convened in closed session...” to “Ms. Freeman-Fobbs convened the meeting in closed session...”
- Mr. Liermann moved to adopt the March 22, 2016 Regular Meeting minutes

as presented and approve the April 5, 2016 Special Meeting minutes as amended. Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

Information Items

1. Discussion of Personnel Commission Proposed Budget for FY 2016/2017

Ms. Gomez provided an explanation of the Personnel Commission Proposed Budget for FY 2016/2017 and noted the proposal of funding for 1.5 positions.

Mr. Liermann noted the increased workload of the Personnel Commission and encouraged the District to fund these positions.
2. Discussion of Authority of the Personnel Commission to Eliminate Positions

Ms. Dunn stated her concerns regarding three positions within the Career and Employment Center and recommended that one individual be moved to a different department.

Mr. Tahajian stated that it is not under the authority of the Personnel Commission to transfer or eliminate positions.

Ms. Freeman-Fobbs stated that only the Board of Trustees has the authority to eliminate positions.
3. Discussion of Classification Study Working Report for Instructional Support, Accounting, Miscellaneous Technical, and Public Relations Job Families

Ms. Gomez provided an explanation of the Classification Study Working Report and noted the following changes to be made:

 1. Ms. Gomez noted that page 25, next to “Accounting Clerk I/II PPT 2413 (Vacant)” be changed from “Needs further review 2413” to “Accounting Assistant.”
 2. Ms. Gomez noted that page 32, next to “Athletic Equipment Manager 3048 (Kevin Hempley)” be changed from “PE/Athletics Specialist” to “Athletic Equipment Manager.”
 3. Ms. Gomez noted that page 36, under “Computer & Technology Services, next to each of the three “Instructional Tech – Pc Lab PPT” positions be changed from “Computer Lab Specialist” to “Computer Lab Assistant.”

Ms. Gomez stated that the sections identified in orange need further review.

Ms. Freeman-Fobbs inquired if a Classification Study orientation was provided to staff. Ms. Gomez stated that an orientation was provided to staff in January 2013 after the Classification Study was initially approved in June 2012, and Memorandums of Understanding were signed at the end of 2012.

Mr. Tahajian inquired to how close the Classification Study is to being completed. Ms. Gomez stated that the Classification Study is approximately 70% completed.

Ms. Rains-Heisdorf inquired why the term “Assistant” was not listed among the Classification Study definition terms. Ms. Gomez stated that due to the entry-level nature of the term, no definition is needed in the Classification Study.

Ms. Rains-Heisdorf inquired if the order of defined terms reflected classification hierarchy. Ms. Gomez stated that based on the recommendations made throughout the Classification Study, the defined terms do reflect classification hierarchy.

Ms. Freeman-Fobbs stated that George Cole, the Executive Director of the California School Personnel Commissioners Association, has offered to review the Classification Study for further clarification and validation.

Ms. Gomez stated that the Classification Study has been modeled after the Los Angeles Community College District (LACCD). Ms. Gomez explained that the LACCD was chosen as a model because it is a Merit System district, a multi-campus district, and the district with the most recently completed Classification Study.

Ms. Bruce inquired when district employees are able to provide feedback regarding the Classification Study. A brief discussion followed regarding the timeline of the Classification Study, how feedback is obtained from employees and managers, and the classification hierarchy as outlined in the definition of terms.

Mr. Meyers called attention to page 23 of the Classification Study and stated his concerns regarding the purview of the Personnel Commission to recommend FLEX positions, specifically “Athletic Equipment Manager FLEX.” Ms. Campbell stated that FLEX positions are negotiable.

Mr. Liermann stated that because this is a negotiable item, it is not under the purview of the Personnel Commission to make FLEX recommendations.

Mr. Tahajian stated that management can make FLEX recommendations to Human Resources and suggested that the Personnel Commission withdraw FLEX recommendations from the Classification Study.

4. Discussion of
Classification Study
Status

Ms. Gomez provided an updated timeline for the upcoming Classification Study meetings scheduled with campus management.

Ms. Gomez stated that additional calendar adjustments may be made to the May, June, and July meetings.

5. Discussion of
Working Out of
Classification
Request

Mr. Meyers stated his concerns regarding employees working out of classification and provided documentation that supported the Personnel Commission’s purview over working out of classification determinations.

Ms. Freeman-Fobbs thanked Mr. Meyers for bringing this to the attention of the Personnel Commission and stated that it will be discussed with General Counsel.

Ms. Campbell stated that working out of classification is related to wages, hours, and working conditions and noted that Human Resources is continuing to review this issue. Ms. Campbell provided documentation that supported Human Resources' purview over working out of classification.

Mr. Perez inquired to the number of pending working out of classification analysis requests and to the number of approved working out of classification assignments.

Ms. Gomez stated requests are submitted directly to Human Resources and that those figures are not currently being tracked by the Personnel Commission. Ms. Campbell stated that information regarding those figures should not be discussed during the Personnel Commission meeting.

Ms. Catlapp stated her concerns regarding the perceived threat of declining an assignment that is out of classification. Ms. Campbell stated that Administrative Regulations exist which outline the process for working out of classification assignments and requests for analysis.

6. Discussion of August 2016 Regular Meeting Date Ms. Gomez proposed that the August 2016 Regular Meeting be scheduled for August 23, 2016 and that a July 2016 Regular Meeting be scheduled for July 19, 2016.

Mr. Liermann stated that he will be unable to attend the July 2016 Regular Meeting.

Ms. Freeman-Fobbs, Mr. Tahajian, and Mr. Liermann approved the proposed July 2016 and August 2016 Regular Meeting dates.

Action Items

[16-13] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented:

- a. Building Generalist – Continuous, Effective 4/4/16
- b. Custodian, Effective 4/11/16
- c. Department Secretary – CCC and HC, Effective 3/28/16
- d. Department Secretary – FCC and DO, Effective 3/28/16
- e. Department Secretary – Madera, Effective 3/28/16
- f. Department Secretary – Reedley, Effective 3/28/16
- g. Early Childhood Education Associate – Continuous, Effective 3/28/16
- h. Evaluator, Effective 3/31/16
- i. Lead Maintenance Worker, Effective 4/4/16
- j. Student Services Specialist, Effective 3/31/16

Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 16-13 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-14] Consideration and Approval to Classify New Positions in Established Job Classification Specifications

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian moved to approve item 16-14 as presented, Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-15] Consideration and Approval Exempt New Position Duties from the Classified Service

Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 16-15 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-16] Consideration and Approval to Classify New Position Duties in the Classified Service and Establish New Job Classification Specification

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian moved to approve item 16-16 as presented, Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-17] Consideration and Approval of New Classification Specific for Director of Admissions & Records

Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 16-17 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-18] Consideration and Approval of Revised Classification Specification for Computer Operator/Information Technology Support


Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 16-18 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

- [16-19] Consideration and Approval of Revised Classification Specification for Executive Secretary to the Chancellor Ms. Gomez presented this item for consideration and approval.
Mr. Liermann moved to approve item 16-19 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.
The motion passed as follows:
Ayes – Ms. Freeman-Fobbs Mr. Tahajian, and Mr. Liermann
Noes – 0
- Director’s Report Ms. Gomez gave a brief update on pending and anticipated recruitments. Ms. Gomez also stated that many Classification Study meetings have been scheduled and several job classification families are currently being updated.
Ms. Gomez noted that Ms. Flores attended the United Way Job Fair and that Ms. Ferguson will be attending the June 2016 WRIPAC Meeting.
- Commissioners’ Report Mr. Liermann stated that he enjoyed meeting Chancellor Parnell and that he appreciated his attendance at the Personnel Commission Regular Meeting.
Mr. Tahajian stated that he also enjoyed meeting Chancellor Parnell and thanked Trustee Payne for his attendance at the Personnel Commission Regular Meeting.
Mr. Tahajian stated he served on the Vice Chancellor of Human Resources Selection Committee. Mr. Tahajian also stated that Trustee Arias requested to receive more information regarding the Personnel Commission.
Ms. Freeman-Fobbs stated that it was a pleasure meeting Chancellor Parnell. Ms. Freeman-Fobbs reported that she will be attending an upcoming retirement luncheon and a “recycled fashion show” at the Fresno City College Library.
Mr. Liermann stated that he will be observing the Executive Secretary to the Chancellor Oral Board Examination. Mr. Liermann also stated that Ms. Gomez and Ms. Ferguson will be presented with Service Awards at the end of the month.
- Adjournment Ms. Freeman-Fobbs adjourned the meeting at 6:50 p.m.

Elba Gomez, Director of Classified Personnel
EG:mf

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

Presented to the Personnel Commission:

Date: May 11, 2016

SUBJECT: Discussion of Classification Study Status

ENCLOSURE(S):
Class Study Timeline

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Information

ITEM NO: 1

Background:

The Personnel Commission approved a District-wide Classification Study at the June 12, 2012 regular meeting. Commission staff is currently reviewing positions in the for Bookstore, Building Maintenance, Custodial Maintenance, Duplicating, Food Services and Police Job Families. This item being presented as an informational item for discussion purposes and to provide an update to the Personnel Commission.

The following meetings are completed or currently scheduled with management to discuss classification study recommendations.

Clerical & Secretarial Job Families

1. Wed, Feb 3 – FCC Instruction [*Completed*]
2. Thurs, Feb 4 – CCC [*Completed*]
3. Wed, Feb 17 – DO Business, Finance & Accounting [*Completed*]
4. Wed, Feb 17 – FCC Student Services + Admin Services [*Completed*]
5. Thurs, Feb 18 – DO District Operations [*Completed*]
6. Wed, Feb 24 – RC + MC + OC [*Completed*]
7. Tues, Mar 1 – FCC President [*Completed*]

Accounting, Instructional Support, & Miscellaneous Technical Job Families

1. Tues, Mar 29 – FCC Instruction [*Completed*]
2. Tues, Mar 29 – VP of Admin Services [*Completed*]
3. Wed, Mar 30 – FCC Student Services / Admin Services [*Completed*]
4. Thurs, Mar 31 – FCC President [*Completed*]
5. Thurs, Mar 31 – CCC [*Completed*]
6. Thurs, Mar 31 – RC + MC + OC [*Completed*]
7. Fri, Apr 1 – DO, SCCC Foundation, and
Enrollment/Admissions/Records [*Completed*]
8. Fri, Apr 1 – DO District Operations, Police Department, and Maintenance [*Completed*]
9. Fri, Apr 1 – DO Business, Finance, & Accounting [*Completed*]
10. Fri, April 15 – DO Vice Chancellor of Ed Services [*Completed*]

**Bookstore, Building Maintenance, Custodial Maintenance, Duplicating, Food Services and
Police Job Families**

1. Wed, May 4 RC – Meeting 1 [*Completed*]
2. Wed, Apr 27 RC – Meeting 2 [*CANCELLED*]
3. Wed, Apr 27 FCC – Meeting 1 [*Completed*]
4. Thurs, Apr 28 FCC – Meeting 2 [*Completed*]
5. Fri, Apr 29 CCC – Meeting 1 [*Completed*]
6. Tues, May 3 CCC – Meeting 2 [*CANCELLED*]
7. Wed, May 4 DO [*Completed*]

CLASSIFICATION STUDY TIMELINE

Job Family Schedule	
Personnel Commission Meeting	Job Family
Presented September 2014	Management Confidential Employees
Presented August 2015	Information Technology Student Services Library/Learning Resource
March 2016	Clerical Secretarial
April 2016	Accounting Instructional Support Miscellaneous Technical Public Relations/Information
May/June 2016	Building Maintenance Custodial Maintenance Duplicating Food Services Academic Administrator/Coordinator Bookstore Police

Final Class Study Report	
July 2016	Present to Personnel Commission
August 2016	Present to Cabinet/BOT

Develop/Update Classification Specifications (Job Descriptions)	
Management & Employee Review	New Occupational Groups
April 2016	Administration Series Information Technology Series
May 2016	Student Services Series
June 2016	Office Support & Technical Series
July 2016	Instructional Services Series
August 2016	Facilities Series Police/Safety Series

Finalized Classification Specifications	
September 2016	Present New/Updated Duties to the Board of Trustees
September/October 2016*	Present New/Updated Classification Specifications and Salary Study to the Personnel Commission

* After this date, the District, CSEA and POA will negotiate the effects of the classification study bargaining unit positions.

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

Presented to the Personnel Commission:

Date: May 11, 2016

SUBJECT: July 2016 Regular Meeting Date

ENCLOSURE(S):

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 2

Background:

This item being presented as an informational item for discussion purposes and to provide an update to the Personnel Commission regarding changes in meeting dates.

Day
Tuesday

Date

Requested Date
July 26, 2016

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

Presented to the Personnel Commission:

Date: May 11, 2016

SUBJECT: Consideration and Approval of Eligibility
Lists

ENCLOSURES:
Eligibility Lists

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-20

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.

GRAPHIC DESIGNER

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201600004	1034	66	21	20	25	14	14

Oral Board Raters

Ben Lozano, Graphic Artist, Fresno City College
 Carol Logan, Senior Graphic Designer, Valley Children's Hospital
 David Rodriguez, President / Designer, DR-GRAPHIX

Advertisements

Websites:

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

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, ITT Technical Institute, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	7	0	1	4	7	2	0	0	21
Male	10	0	1	14	15	2	0	1	43
No Answer	1	0	0	0	0	1	0	0	2
Total	18	0	2	18	22	5	0	1	66

** Failed MQ: 21—Minimum qualifications;



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/sccd>

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

GRAPHIC DESIGNER

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

Definition: Under direction, creates, designs, lays out, and produces printed and digital materials and publications utilizing a wide variety of commercial art media and techniques and applies creative and innovative ways to translate written or verbal ideas or concepts into graphic design work.

Compensation: Starts at \$3,817.50 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$22.02 with limited benefits.

Examples of Duties:

- Performs duties including meeting with and determining client needs and acceptable solutions, layout and design including rough drawings, typesets material using a microcomputer.
- Draws materials using freehand and mechanical methods.
- Operates process camera, photographs and develops slides, laminates and mounts materials.
- May perform other related duties as needed.

Auxiliary Job Functions

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

Required Employment Standards:

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: An associate degree or its equivalent from a recognized college or university with a major in graphic design, digital media, fine arts, or a related field AND two (2) years of recent experience in commercial graphic design including the use of graphics software.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Principles, techniques, materials, and equipment used in graphic design.
- Graphic design software such as InDesign, QuarkXPress, Photoshop, Illustrator, and Internet environments.
- Design and layout tools related to web site development such as HTML, CSS, and Dreamweaver
- Principles of composition, typography, aesthetics, color and design theories.
- Principles of copywriting and editing digital media.
- Principles of marketing and public relations.
- Requirements and terminology for digital pre-press, high volume offset and/or digital printing methods.
- Techniques related to the preparation of graphics for TV, multimedia, and video
- Capabilities of computer systems and hardware common in graphic design
- Recordkeeping and report preparation techniques to ensure information is accurately presented.
- Math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.
- Knowledge of methods and techniques of troubleshooting web site, applications and network problems.

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

**Required
Employment
Standards (con't):**

Skill to:

- Use and maintain various graphic design studio equipment.
- Use drafting equipment, both manually or computer aided, select typeface and type size for page composition, freehand drawing, general photography including composition, light and shutter speed, enlarging, and color developing.
- Using graphic/publishing software systems such as Adobe Creative Cloud.
- Demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
- Effectively communicate with individuals for whom English is not a primary language.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines and department schedules.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

Ability to:

- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Independently produce graphic design work utilizing a variety of software, materials, and equipment.
- Apply creativity in the preparation of layouts, drawings, illustrations, and related graphic materials.
- Create graphic design work from scanned images, photographs, sketches, and ideas.
- Design and lay out web pages using a content management system.
- Prepare graphic design work as digital files for offset printing.
- Operate photography and digital media equipment and software.
- Design using typographical, illustrative, coloring, and other related techniques.
- Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, independent programs consultant/trainers, and the public.
- Participate on technical discussions with technical and non-technical groups.
- Prepare clear, concise and accurate systems documentation and reports of work performed.
- Assign, monitor and review the work of others.
- Learn and apply college and district policies and procedures.
- Maintain confidentiality of sensitive information and records.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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

Physical Demands

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

Mental Demands

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

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.

Working conditions which may occur:

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

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

Examination Process:

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (40% weight), an oral interview examination (60% 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 15 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview and performance exam. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR TUESDAY, APRIL 5, 2016.

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

Filing Deadline: MONDAY, MARCH 21, 2016, 4:30 PM.
Posted: 02/29/16

Pay Range: Regular Classified Range 54

LIBRARY/LEARNING RESOURCE ASSISTANT I

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201600036	2742	143	2	106	35	17	15

Oral Board Raters

John Hirstein, Library Services Assistant, Madera Community College Center
 Wendy Eisenberg, Supervising Librarian, Fresno County Public Library
 Alicia Diaz Wrest, Law Library Director, San Joaquin College of Law

Advertisements

Websites:

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

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, ITT Technical Institute, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	12	2	10	36	37	6	0	3	106
Male	6	2	1	6	12	3	0	1	31
No Answer	0	0	0	1	0	0	0	5	6
Total	18	4	11	43	49	9	0	9	143

** Failed MQ: 2—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

LIBRARY LEARNING RESOURCE ASSISTANT I

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

Definition: Under direction performs clerical and public service work including typing, filing, maintaining records, operating machinery and answering phones.

Compensation: Starts at \$2,578.75 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$14.88 with limited benefits.

Examples of Duties: Performs a wide variety of clerical work, including typing, proof-reading, filing, checking and recording information on records from rough drafts, notes, or general instructions. Maintains files and assists instructors with student records and instructional materials. Operates a variety of machines including movie, slide and overhead projectors, tape recorders, and other audio-visual equipment. Answers telephone and provides basic information regarding services. Receive and check-in periodicals, films, and books according to the order. Contact suppliers for errors/omissions in shipment. Assist in the location and check-out of materials. Enters and retrieves data from computer system in appropriate format. May perform other related duties as needed.

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

Employment Standards: **Experience:** None required.

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. Ability to read and interpret card catalog, periodical indexes and abstracts. Ability to operate audio-visual equipment. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and public. Ability to learn and apply college and district policies and procedures.

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

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

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, APRIL 8, 2016
ONLINE APPLICATIONS WILL ONLY BE ACCEPTED MARCH 24 – MARCH 28, 2016

To move forward in the selection process, you must complete an online application through our web site <http://agency.governmentjobs.com/scccd>

Resumes may be uploaded but cannot be used in lieu of a completed application.

Filing Deadline: MONDAY, MARCH 28, 2016, 4:30 PM.

Pay Range: Regular Classified Range 38

Posted: 03/04/16

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.

MICRO-COMPUTER RESOURCE TECHNICIAN

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
MCRT-2016	455	48	14	14	10	10	7

Oral Board Raters

Doug Schreiner, Systems Technical Resource Analyst, Fresno City College

Randy Garringer, Network Administrator, Madera Unified School District

Advertisements

Websites:

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

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, ITT Technical Institute, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	1	0	0	0	2	1	0	0	4
Male	5	1	2	15	14	4	0	0	41
No Answer	0	0	1	0	0	0	0	2	3
Total	6	1	3	15	16	5	0	2	48

** Failed MQ: 5 – Incomplete Application, 9—Minimum qualifications;



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

MICRO-COMPUTER RESOURCE TECHNICIAN

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

- Definition:** Under direction repairs, advises and provides training on the use of micro-computers.
- Compensation:** Starts at \$4,752.80 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 \$27.42 with limited benefits.
- 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.
- Required 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.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (50% weight) and an oral interview examination (50% weight).
- Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 20 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 10 highest scoring candidates, plus ties, 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 MONDAY, APRIL 8, 2016.

To move forward in the selection process, you must complete an online application through our web site at <http://agency.governmentjobs.com/scccd>

Resumes may be uploaded but cannot be used in lieu of a completed application.

Filing Deadline: MONDAY, MARCH 28, 2016, 4:30 PM.

Posted: 3/4/16

Pay Range: Regular Classified Range 63

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

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

Presented to the Personnel Commission:

Date: May 11, 2016

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
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REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-21

Background:

At the May 3, 2016 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. College Director of Marketing & Communications, RC, Position #3184
- b. Systems Technical Resource Analyst, DO, Position #1195

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
COLLEGE DIRECTOR OF MARKETING & COMMUNICATIONS

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF DUTIES

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

EMPLOYMENT STANDARDS

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

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

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

STATE CENTER COMMUNITY COLLEGE DISTRICT
SYSTEMS TECHNICAL RESOURCE ANALYST

DEFINITION

Under direction performs hardware and software systems management.

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF DUTIES

Duties include system hardware and software analysis and problem resolution, debugging, testing and installation of new hardware and software, maintaining records of systems maintenance, hardware inventory, new installations and problem resolution, assigning user accounts, and tuning the operating system for optimal performance. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Associate degree in computer science, mathematics, or a related field.

Experience: Progressively responsible experience in capacity planning, setting job priorities, maintaining hardware inventory, working with technical staff determining resource allocations, systems security, and scheduling operations. (Experience may have been obtained as course requirements.)

Knowledge and Abilities: Knowledge of computer/server hardware; Storage Area Network; Server and Virtual Desktop Infrastructure technologies (i.e., VMware, Citrix, Microsoft); and backup and recovery techniques. Skill to install and upgrade the operating system and layered products, tune the system for optimal performance, set up and manage special clusters and network configurations, system generation for workload needs, establish resource control, set up user accounts, and manage daily system operations. 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 5
Approved: September 17, 1990
Revised: February 15, 2011
Salary Range: 73

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

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

SUBJECT: Consideration to Approve New Position of ITEM NO. 16-41HR
 College Director of Marketing and
 Communications, Reedley College

EXHIBIT: None

Background:

Reedley College administration is recommending the addition of a college director of marketing and communications. The position is supported by the preliminary classification study performed by the Personnel Commission. The position will be a member of the President's Advisory Cabinet, which provides administrative oversight to the college. This position will participate in the strategic development of the college and will provide a leadership role in marketing, planning, and public/media relations. This position will have responsibility for development and implementation of the College Marketing Plan. The college will pay for this position through the general fund.

Recommendation:

In accordance with Board Policy 7230, administration recommends the Board of Trustees approve a new position of College Director of Marketing and Communications, Reedley College.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

SUBJECT: Consideration to Approve New Position of
Systems Technical Resource Analyst, District
Office

ITEM NO. 16-42HR

EXHIBIT: None

Background:

Due to the increase in new technology and centralization of systems, the district's information systems support requirements are increasing in the management of its Data Center and server resources (more than 85 servers). Therefore, the district office needs a position with specialized skills to work with the network coordinator and senior network/systems administrator to help manage these growing needs that are improving services and providing new technologies for employees and students. This position will be funded by not filling the vacant webmaster position plus an augmentation of the information systems budget of \$14,000.

Recommendation:

In accordance with Board Policy 7230, administration recommends the Board of Trustees approve the new position of Systems Technical Resource Analyst, District Office.

SECTION 3. THE CLASSIFIED SERVICE

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

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

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

REFERENCE: Education Code Sections 88076, 88078

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

3-7 GENERAL CLASSIFICATION RULES

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

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

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

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

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

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

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

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

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

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

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

REFERENCE: Education Code Sections 88009, 88076, 88087

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

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

Presented to the Personnel Commission:

Date: May 11, 2016

SUBJECT: Consideration and Approval to Classify New Position Duties in the Classified Service and Establish New Job 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
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REASON FOR PERSONNEL COMMISSION CONSIDERATION: Action

ITEM NO: 16-22

Background:

At the October 5, 2015 regular meeting, the Board of Trustees approved a grant that added two new positions the Information Systems department. The positions were created to provide helpdesk support to students. 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 grant presented to the Board of Trustees and related documentation is attached for the Commissioners review. The recommended new classification titles for the new positions are as follows:

- a. Student Support Services Specialist, DO, Position #1193
- b. Student Support Services Assistant, DO, Position #1194

Recommendation:

It is recommended the Personnel Commission classify 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: October 6, 2015

SUBJECT: Consideration to Accept Grant from
U.S. Department of Education for Title V
Cooperative Project, Fresno City College
Reedley College, Clovis Community College

ITEM NO. 15-122G

EXHIBIT: None

Background:

The District has recently been notified by the U.S. Department of Education that Fresno City College, as the lead institution, has been approved for funding of a Title V Cooperative Project grant along with Reedley College and Clovis Community College as cooperative partners. This grant provides Hispanic Serving Institutions the opportunity to expand and enhance their academic offerings, program quality, and institutional stability. This funding will provide programs for Hispanic students by integration and implementation of technology enhanced support services and learning opportunities to increase student access and success, and timely completion of education goals across the district. The grant award is for the period October 1, 2015, through September 30, 2020, with annual funding in the amount of \$650,000. This grant is anticipated to be renewed annually for a total of five years.

Recommendation:

It is recommended that the Board of Trustees:

- a) authorize the District, on behalf of the Fresno City College, Reedley College, and Clovis Community College, to accept the Title V Cooperative Project grant from the U.S. Department of Education for the period October 1, 2015, through September 30, 2020, with annual funding in the amount of \$650,000;
- b) authorize renewal of the grant with similar terms and conditions; and
- c) authorize the Chancellor or Vice Chancellor, Finance and Administration, to sign grant-related documents on behalf of the District.

SECTION 3. THE CLASSIFIED SERVICE

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

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

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

REFERENCE: Education Code Sections 88076, 88078

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

3-7 GENERAL CLASSIFICATION RULES

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

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

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

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

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

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

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

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

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

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

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

REFERENCE: Education Code Sections 88009, 88076, 88087

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

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

Presented to the Personnel Commission:

Date: May 11, 2016

SUBJECT:	Consideration and Approval of Revised Classification Specification for Copy Center Specialist	ENCLOSURE(S): Classification Specification
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REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-23

Background:

A vacancy has occurred for the position of Copy Center Specialist at Fresno City College. In reviewing the classification specification prior to recruitment, changes have been made to update the 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:

- Vice President of Administrative Services, FCC
- Vice President of Administrative Services, RC
- Print, Media & Communications Manager, FCC
- Director of Human Resources
- CSEA
- Incumbent, RC

Recommendation:

It is recommended the revised classification specification for Copy Center Specialist be approved as presented.



State Center Community College District

Job Title:	Copy Center Specialist	Classification Series:	Information Technology
FLSA Status:	Non-Exempt	Classification Group:	Print Services
Salary Schedule:	Classified (CSEA)	Classification Level:	Intermediate
Salary Range:	48	Date Created:	May 3, 2005

Definition

Under direction operates college copy center graphic arts equipment and assists with planning and operation of the copy center.

Distinguishing Characteristics

This classification performs complex duties in the copy center including the operation of digital copy machines, ordering inventory, assisting with record keeping, typesetting, and the planning and scheduling of projects received at the copy center.

Supervision Received

Direction is usually received from a Classified Administrator.

Supervision Exercised

Lead responsibilities may be exercised over the staff assigned to the department.

Essential Job Functions

Performs copy work and the operation of related graphic arts equipment. Assists with planning and operation of the copy center and related areas located within the Production Department. Plans, designs, and typesets forms using current graphic arts related computer programs. Assists with recordkeeping, supply ordering, inventory and scheduling of projects. Coordinates and plans projects with customers, recommends cost and time effective methods of copying services or printing services. May perform other related 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

~~Education/Experience: Formal and informal education equivalent to completion of the twelfth grade, and equipment manufacturer training; and one year experience operating digital copy machines; and experience in the operation of modern graphic arts equipment used in copying and typesetting using current computer programs, and experience in planning and assisting in the operation of a copy center.~~

~~OR~~

~~Formal and informal education equivalent to completion of the twelfth grade, and nine (9) college-level units in computer software, applications, and spreadsheets; and Graphic layout program; and 6 months experience working in a copy center or offset print shop; and experience in the operation of modern graphic arts equipment used in copying, typesetting using current computer programs, and experience in planning and assisting in the operation of a copy center.~~



State Center Community College District

Education/Experience: 9 units of college level coursework in graphic arts or related area. One year experience operating digital copy machines and modern graphic arts equipment used in copying and typesetting using current computer programs.

Licenses & Certificates

Valid Driver's License

~~Knowledge and Abilities: Knowledge of modern office procedures. Experience in the operation of a copy center equipped with modern copy machines and related computer equipment. Must be skilled with current computer programs used in the operation of a copy center for record keeping and typesetting. Ability to plan, receive and follow instructions in the daily operation of the copy center. Experience in customer relations and assisting in planning, recommending and organizing customer projects when received at the copy center. Ability to learn and apply college and district policies and procedures.~~

Knowledge of:

1. Printing/mailroom equipment and methods including copying, finishing, collating, binding, and mailing equipment.
2. Basic provisions of copyright laws applicable to the work.
3. Basic inventory methods and practices.
4. Chemicals and papers used in digital printing operations.
5. Record keeping and report preparation techniques to ensure information is accurately presented and reported.
6. Basic math including addition, subtraction, multiplication, and division.
7. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
8. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
9. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.
10. Health and Safety regulations including OSHA guidelines for the handling and disposal of hazardous waste materials and the proper use and maintenance of MSDS paperwork.
11. Basic principles of training and providing work direction.

Skill to:

1. Set-up, operate, and maintain high-speed programmable photocopier machines and other related reprographic equipment.
2. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
3. Plan and organize work to meet established timelines and department schedules.
4. Operate standard office equipment such as computers, fax machines, copy machines, printers, telephones, and other types of equipment.
5. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
6. Rapidly learn and acquire skills in areas and technologies not previously assigned.
7. Type at a sufficient speed to maintain workflow.

Ability to:

1. Organize and coordinate the work flow of printed material production.
2. Use typesetting and graphics equipment as necessary to complete print projects.
3. Use software applications commonly used in graphics, print and design industries.
4. Make minor repairs and adjustments to reprographic equipment
5. 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.



State Center Community College District

6. 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.
7. Maintain confidentiality of sensitive information and records.
8. Understand and successfully carry out oral and written instructions.
9. Communicate concisely and effectively both orally and in writing.
10. Assign, monitor, and review the work of others.
11. Monitor finished work and ensure that accuracy and quality standards are met.
12. Operate computers and their peripherals.
13. Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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

Physical Demands

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

Mental Demands

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

Work Conditions

The work condition 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; overtime and schedule changes may frequently occur based on business needs; work inside protected from the weather; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone; proper handling of hazardous materials and use of proper lifting techniques.

Duties Approved By:	Board of Trustees	Date	May 3, 2005
Class Approved By:	Personnel Commission	Date:	May 17, 2005
Class Revised By:	Personnel Commission	Date:	May 11, 2016
Last Updated By:	Elba Gomez	Date:	4/30/2016

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

Presented to the Personnel Commission:

Date: May 11, 2016

SUBJECT:	Public Hearing and Adoption of 2015-2016 Personnel Commission Budget	ENCLOSURE(S): 2016-17 Proposed Budget, Office Workload, 2006 thru 2014 Unexpended Funds, District Budget Sessions Information, Ed Code 88073
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REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-24

Background:

The current staffing for the Commission includes the Director of Classified Personnel, a Human Resources Analyst, two Human Resources Specialists, one limited-term Human Resources Technician and a limited-term Human Resources Management Systems (HRMS) Analyst (52% or 21 Hours per Week). The current staffing plan was approved at the August 26, 2015 regular meeting when the Personnel Commission reorganized the department and was approved for additional funding for the temporary positions.

This fiscal year staff is requesting to fund the vacant Human Resources Assistant (Position 1003) at 100% under the Personnel Commission. The workload in the Personnel Commission has increased and the position is needed to help with creating recruitment materials for testing events, obtaining oral board panelists, processing paperwork for newly hired employees, maintaining applicant and employee records, maintaining Personnel Commission agendas, minutes and website, and updating the office electronic calendar. The position is listed as 100% funded by Personnel Commission in the proposed 2016-2017 budget.

Staff will also be requesting to permanently fund the HRMS Analyst position. This position is currently assigned part-time to the Human Resources department. The position will continue to work on the implementation and maintenance of the NEOGOV System which includes Insight, Online Hiring Center, Onboard, and Performance Evaluation components. This position has become the district expert and provides support to all users. The position works on resolving system problems, unexpected results or process flaws and recommends solutions or alternate methods to meet requirements. The HRMS Analyst

conducts districtwide NEOGOV training, serves as the project lead for the Onboarding and Performance Evaluation system implementation, and operates as a key technology liaison with a variety of departments such as information technology, payroll and others as needed. The position is listed as 52% funded by Personnel Commission in the proposed 2016-2017 budget.

The request for the 1.5 new positions was submitted via the District's position request process. The funding for the requested positions has not been approved by District Administration.

The District Finance Office computes the figures for the salaries and benefits to include mandated personnel costs; however, salary and benefit costs have not been finalized. The figures included in the current proposed budget are based on the following:

Director, Management Range 54, Step 5
HR Analyst at Range 64, Step C
HR Specialist at Range 54, Step D
HR Specialist at Range 54, Step E
Office Assistant I/II PPT at Range 41, Step A

The current staff members' salaries include any step increases, longevity and professional growth amounts projected for the coming year. It is important to note that costs in salaries will increase every year because of step increases. Benefit amounts should remain the same as the current (2015-16) year.

The figures for the discretionary items, such as office supplies, advertising, testing expenses, etc, have been projected based on the current year actual expenses to date plus planning for the 2016-17 year. Our expenses increased this year with staff and commissioner training, recruitment, pre-employment screening, and software testing. This current trend of recruitment expenses will not change for the coming year because of all the new positions approved by the board and pending retirements.

This draft budget will allow a starting point for the Commission to discuss the budget and give direction to staff prior to the regular May meeting when a budget is scheduled for adoption. Education Code 88073 requires a budget be prepared by May 31st each year.

Recommendation:

The Personnel Commission should open the meeting for public comment on the proposed 2016-2017 Personnel Commission Budget. Following the discussion, the Commissioners need to adopt a budget for the 2016-2017 fiscal year. The budget will be submitted to the Fresno County Office of Education for approval and presented to the Board of Trustees at their meeting on June 7, 2016.

2016/2017 PERSONNEL COMMISSION PROPOSED BUDGET

Presented May 11, 2016

General Fund - Includes XX0 & LT0 Combined	2015-16 Original Budget	2015-16 Updated Budget	2015-16 Actual 04/30/16	2015-16 Proj. 6/30/16	2016-17 Proposed Budget
92000-CLASSIFIED SALARIES					
92110 REG-CLASSIFIED	171,096	172,525	144,374	172,525	177,836
92115 CONFIDENTIAL	-	30,786	22,750	28,395	
92120 MANAGEMENT-CLASS	106,162	107,042	88,862	106,538	111,926
92150 O/T-CLASSIFIED	3,273	3,302	1,478	3,200	3,200
92310 HOURLY STUDENTS		-	-	-	-
92320 HOURLY NON-STUDENTS	1,800	1,800	-	1,800	1,800
92330 PERM PART-TIME	16,710	37,668	22,594	32,000	16,696
TOTAL CLASSIFIED SALARIES	299,041	353,123	280,058	344,458	311,458
93000-EMPLOYEE BENEFITS					
93230 PERS NON-INSTR	32,847	39,164	30,260	39,164	37,518
93330 OASDI NON-INSTR	22,515	26,638	19,610	26,638	22,261
93430 H&W NON-INSTR	55,250	55,250	46,180	55,250	55,282
93530 SUI NON-INSTR	146	172	140	172	148
93630 WORK COMP NON-INSTR	5,854	6,941	5,629	6,941	6,151
93730 PARS NON-INSTR	535	541	769	700	591
TOTAL EMPLOYEE BENEFITS	117,147	128,706	102,588	128,865	121,951
94000-SUPPLIES & MATERIALS					
94410 OFFICE SUPPLIES	1,500	1,500	1,487	1,500	1,500
94415 SOFTWARE	500	500	170	200	500
94530 PUBLICATIONS/CATALOGS	150	150	-	150	150
TOTAL SUPPLIES & MATERIALS	2,150	2,150	1,656	1,850	2,150
95000-OTHER OPER. EXP. & SERVICES					
95125 TELE/PAGER/CELL SERVICE	-	-	-	-	-
95235 HARDWARE MAINT/LIC	-	-	-	-	-
95240 SOFTWARE MAINT/LIC	33,000	33,000	30,272	32,000	33,000
95310 CONFERENCE	7,200	7,200	7,477	7,600	6,200
95315 MILEAGE	4,000	4,000	1,886	2,500	4,000
95320 CHARTER/VEHICLE RENTAL			542	600	1,000
95330 HOSTING EVENTS/WORKSHOPS	2,000	2,000	4,647	5,600	3,000
95410 DUES/MEMBERSHIPS	4,250	4,250	3,378	3,800	4,250
95525 MEDICAL SERVICES	5,500	5,500	-	-	4,500
95530 CONTRACT LABOR/OTHER	2,500	2,500	3,092	3,500	7,200
95710 ADVERTISING	6,000	6,000	3,674	4,500	6,000
95725 POSTAGE/SHIPPING	150	150	-	150	150
95927 CHARGEBACKS-PRODUCTION	100	100	156	100	100
95990 MISCELLANEOUS	-	-	-	-	-
TOTAL OTHER OPER. EXP. & SERVICES	64,700	64,700	55,124	60,350	69,400
TOTAL FOR OBJECTS 91000-95999	483,038	548,679	439,425	535,523	504,959
96000-CAPITAL OUTLAY					
96500-NEW EQUIPMENT					
96510 NEW-INSTR EQUIP LT \$10,000	2,000	2,000	1,213	700	2,000
96515 NEW NON-INSTR EQUIP LT \$10,000	-	-	-	-	-
TOTAL CAPITAL OUTLAY	2,000	2,000	1,213	700	2,000
TOTAL FOR OBJECTS 96000-97999	2,000	2,000	1,213	700	2,000
TOTAL PERSONNEL COMMISSION	485,038	550,679	440,638	536,223	506,959

2015/2016 Budget	550,679
Projected Actuals 6/30/16	536,223
Projected Available 6/30/16	14,456

The budget recommendations do not include the current request to add 1.5 positions. The request for these positions were submitted via the position request process approved by the District.

PC Staff Report
2012-2015 FY

	2011-12	2011-12	2012-13	2013-14	Average 2011-2014FY	2014-15	% Change
Recruitment & Exam							
Vacancy Announcements	34	27	48	57	41	58	30%
Lateral Announcements			32	55	44	115	62%
Applications Received	2643	2011	4593	3800	3262	3720	12%
Number of Examinations Administered:							
Knowledge/Written and/or Screening	16	15	33	61	31	56	44%
Skills/Performance Examinations	15	16	37	37	24	16	-31%
Oral Appraisal Examinations	16	17	32	38	26	44	41%
Personnel Actions:							
Eligibility Lists Established	23	29	36	62	38	58	34%
Regular Appointments (New Hires)	35	39	47	82	51	77	34%
Provisional/Limited Term	94	89	73	98	89	149	40%
Permanent Classified Employees:	612	612	607	602	608	610	1%
							27%
PC Staff	3 FTE	4 FTE	4.5 FTE	4.5 FTE	4 FTE	5 FTE*	20%

*PC Staff has 5.5 FTE

1.5 FTE are limited-term of which 0.5 FTE is solely used with NeoGov and not in this calculation

The calculations listed here do not take in consideration the classification study that staff is currently undertaking. Once the classification study has been completed, staff will create a schedule to review classifications on a yearly basis. While the classification study is conducted, Reclassification requests have been put on hold. These requests will reopen when the classification study is completed which means the workload will essentially stay the same.

The NeoGov software is another component that will continue in the future. The HRMS Analyst will support the software completely and continue to conduct training within the District for Insight, Online Hiring Center, Onboard, Performance Evaluation, and Position Control.

Personnel Commission Budget History and Unexpended Funds

Year	Allocated Budget	Rollover to New FY	Unexpended Balance	Percent Save
2006	\$ 314,900.00		\$ 63,905.00	20.29
2007	\$ 425,019.00		\$ 18,666.00	4.39
2008	\$ 391,274.00		\$ (7,060.00)	-0.18
2009	\$ 420,253.00		\$ 25,570.76	6.08
2010	\$ 418,168.00		\$ 43,849.27	10.49
2011	\$ 428,819.00		\$ 18,205.50	4.25
2012	\$ 439,835.00		\$ 48,580.20	11.07
2013	\$ 437,254.00		\$ 22,884.54	8.22
2014	\$ 457,073.00		\$ 3,572.57	0.80
2015	\$ 461,049.00		\$ 14,150.53	0.84
2016	\$ 550,679.00		\$ 8,889.00	0.80
2017	\$ 503,259.00	2017 NOT INCLUDED IN TOTAL		
TOTAL	\$ 4,744,323.00		\$ 261,213.37	6.63

Includes Rollover Funds
and additional funding
Original \$485,038

Personnel Commission

Commissioners

Pamela Freeman-Fobbs, Chair - Bradley Tahajian, Vice-Chair - Tim Liermann, Commissioner

Commission Staff

Elba Gomez – Director of Classified Personnel
Christine Ferguson – Human Resources Analyst
Reshonda Collins – Human Resources Specialist
Vince Tafoya – Human Resources Specialist
Brittany Needham – Limited Term HR Management Systems Analyst (52%)
Melissa Flores – Limited Term Human Resources Technician

Personnel Commission Staff

Elba Gomez, Director of Classified Personnel

- Personnel Commission meetings
- Directs and supervise Commission Staff
- Manage Commission Budget and Expenses
- Employee/Applicant Protests and Appeals
- Classification Plan, Study of Positions & Job Descriptions
- Develop and Maintain Operational Rules & Procedures
- Certify Employee Transactions

Christine Ferguson (formerly Phillips), HR Analyst

- Classification Studies, Desk Audits & Job Descriptions
- Recruitment Plans & Timelines
- Examination Analysis & Review
- Eligibility Lists, Certifications, New Hires
- Department lead

Personnel Commission Staff, Cont'd

Vincent Tafoya, Human Resources Specialist

- Job announcements and applications
- Implement Recruitment Plans
- Administer examinations
- Provisional/Limited Term Placements
 - Fresno City College
 - DO Weldon, DO North & District Operations

Reshonda Collins, Human Resources Specialist

- Job announcements and applications
- Implement Recruitment Plans
- Administer examinations
- Provisional/Limited Term Placements
 - Reedley College & Clovis College
 - College Centers (Herndon Campus, Madera & Oakhurst)

Personnel Commission Staff, Cont'd

Brittany Needham, Human Resources Mgmt. Systems Analyst (PT/LT)

- NEOGOV Expert (Insight, OHC, ON, PE)
 - Provides support for HRMS including, but not limited to, researching and resolving HRMS problems, unexpected results or process flaws and recommends solutions or alternate methods to meet requirements.
 - Conducts Districtwide Training on NeoGov.
- Onboarding Implementation Project Lead
- NeoGov Performance Evaluation System Project Lead
- Serves as a key technology liaison with a variety of departments such as information technology, payroll and others as needed.

Melissa Flores, Human Resources Technician

- Prepares recruitment materials for testing events.
- Obtains oral board panelists.
- Processes paperwork for newly hired employees.
- Maintains applicant and employee records.
- PC agenda, minutes and website updates.
- Maintains office electronic calendar.



STATE CENTER COMMUNITY COLLEGE DISTRICT

Budget Study Session

April 5, 2016



2015-16 Update

UNRESTRICTED	2015-16 On-Going	2015-16 One Time	2015-16 Total
2014-15 Prior Year Adjustment	-280,000	350,000	70,000
Base Funding Increase	850,000		850,000
Additional Growth Funds	955,000		955,000
State Mandate Funding		1,100,000	1,100,000
Apportionment Deficit Reduction	300,000		300,000
Miscellaneous Income	600,000	250,000	850,000
Parking Fees/Fines	150,000		150,000
Total	2,575,000	1,700,000	4,275,000

Additional Needs/Costs:

Utilities, Parking Fee Transfer, Board Room,
Bond Filing Fees, & Enrollment Campaign 1,075,000

Transfer to Fund 41 (address 2016-17 Sch. Mtncce) 3,200,000



2016-17 Projected Revenues

UNRESTRICTED	2016-17 On-Going	2016-17 One-Time	2016-17 Total
2015-16 Increase Base Funding	570,000		570,000
2015-16 Increased Growth	955,000		955,000
2015-16 Misc Local Revenues	750,000		750,000
2015-16 Deficit Factor Adjustment	300,000		300,000
2016-17 Growth Funding (3%)	4,100,000		4,100,000
COLA (0.47%)	736,000		736,000
Retirement Savings	680,000		680,000
2016-17 Misc Local Revenues	150,000		150,000
State Mandated Costs	25,000	1,875,000	1,900,000
Total	8,266,000	1,875,000	10,141,000

RESTRICTED	2016-17 On-Going	2016-17 One-Time	2016-17 Total
Sch Mtnce & Instr. Equip		6,900,000	6,900,000
Total	0	6,900,000	6,900,000



2016-17 Proposed Expenditures

UNRESTRICTED	2016-17	2016-17	2016-17
	On-Going	One-Time	Total
New Full-Time Faculty Positions (24)	2,400,000		2,400,000
3 New Police Officers	240,000		240,000
6 Classified Positions	480,000		480,000
Enrollment Growth-Adjunct & Marketing	510,000		510,000
Step & Column Increases	1,250,000		1,250,000
STRS/PERS Rate Increase	1,700,000		1,700,000
OPEB Obligation Increase	200,000		200,000
COLA	736,000		736,000
ACA Benefits	600,000		600,000
Parking Maintenance Transfer	150,000		150,000
Scheduled Maintenance		1,700,000	1,700,000
Election Costs		175,000	175,000
Total	8,266,000	1,875,000	10,141,000



2016-17 Proposed Expenditures

RESTRICTED	2016-17 On-Going	2016-17 One-Time	2016-17 Total
Instructional Equipment		1,900,000	1,900,000
Scheduled Maintenance		5,000,000	5,000,000
Total	0	6,900,000	6,900,000

	2016-17 One-Time
Unrestricted-Scheduled Maintenance (page 4)	1,700,000
Restricted-Scheduled Maintenance (page 5)	5,000,000
Subtotal 2016-17 Resources	6,700,000
2015-16 Resources (page 2)	3,200,000
Total 2016-17 Scheduled Maintenance Resources	9,900,000
Transfer to Fund 41	



2016-17 Proposed Scheduled Maintenance

<u>Category</u>	<u>Cost</u>
HVAC & Mechanical Replacements	\$ 7,600,000
Safety Improvements	\$ 400,000
Roofing	\$ 815,000
Utility Maintenance (Switchgear, Water)	\$ 170,000
Campus Improvements (Flooring, Restrooms, Doors)	\$ 510,000
Exterior Improvement (Concrete repairs, Trees, Fencing)	\$ 405,000
TOTAL	\$ 9,900,000



2016-17 Proposed Scheduled Maintenance (cont.)

Location	Project	Cost	Cat. Subtotal
FCC	Replace (1) Cooling Tower, (1) Chiller	\$ 880,000	
FCC	Replace Air Handlers: Speech-Music, LA, Library, Gym, Art	\$ 5,300,000	
RC	Replace Chiller, Utility Building	\$ 250,000	
RC	Replace (4) Cooling Systems, Ag Mechanics	\$ 80,000	
Clovis-Hernd	Replace (3) Package Units, Building B	\$ 140,000	
DW	Fire Suppression at Main Data Rooms	\$ 300,000	
DW	Energy Management System Upgrade	\$ 400,000	
DW	Elevator Repairs and Replacements	\$ 250,000	\$ 7,600,000
DW	Install Interior, Replace Exterior Emer. Notification Speakers	\$ 400,000	\$ 400,000
RC	Reroof Student Personnel	\$ 375,000	
FCC	Reroof Faculty Offices	\$ 340,000	
FCC	Reroof Gym Ticket Booth	\$ 100,000	\$ 815,000



2016-17 Proposed Scheduled Maintenance (cont.)

Location	Project	Cost	Cat. Subtotal
RC	Clean, Calibrate Switchgear	\$ 50,000	
CTC	Clean, Calibrate Switchgear	\$ 10,000	
Madera	Madera Water Tank Repairs	\$ 10,000	
FCC	Split Domestic Water at LA	\$ 100,000	\$ 170,000
RC	Cafeteria Flooring (Serving & Main)	\$ 200,000	
FCC	Replace Clocks	\$ 10,000	
DW	Restroom Fixture Upgrades	\$ 100,000	
FCC	Doors & Hardware Replacement	\$ 200,000	\$ 510,000
RC	Termite control, phase 1	\$ 20,000	
DW	Fence replacement	\$ 60,000	
DW	Landscape Improvements, Tree Trimming	\$ 60,000	
DW	Landscape safety improvements	\$ 40,000	
RC	Replace Sidewalks/Concrete	\$ 75,000	
FCC	Replace Sidewalks/Concrete	\$ 125,000	
MC	Replace Sidewalks/Concrete	\$ 25,000	\$ 405,000



Future Economic Considerations

Economy

Seventh year of Economic Recovery

Recession – yes

When – unknown

Duration – unknown

Severity – unknown



Future Economic Considerations (cont.)

Proposition 30

Sales Tax Increase (Jan 2013 to Dec 2016)

~20% of Prop 30

0.25% Increase in Sales tax

Personal Income Taxes (Jan 2012 to Dec 2018)

~80% of Prop 30

1% Increase income tax rates of Highest Income earners



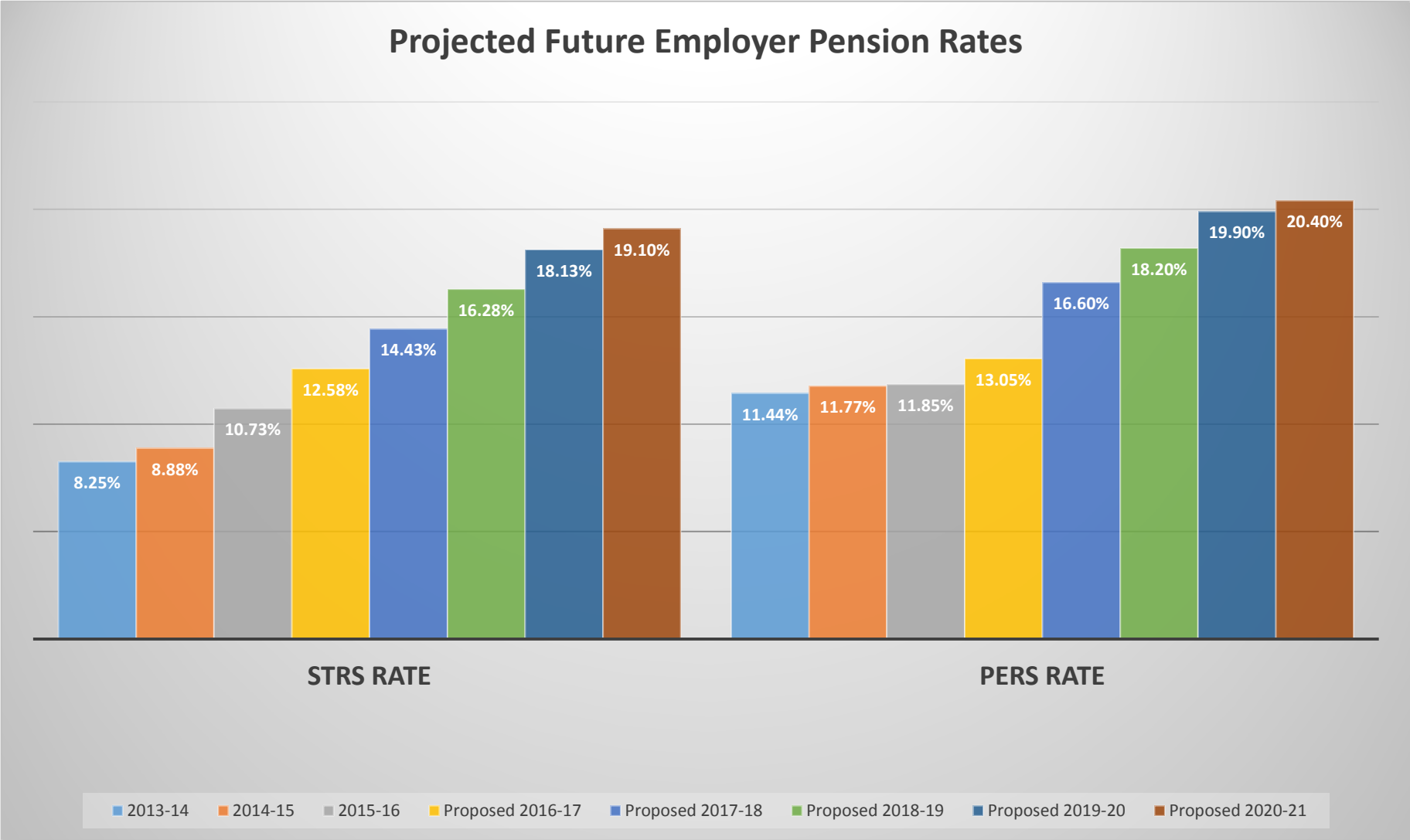
Future Economic Considerations (cont.)

Projected Future Employer Pension Rates

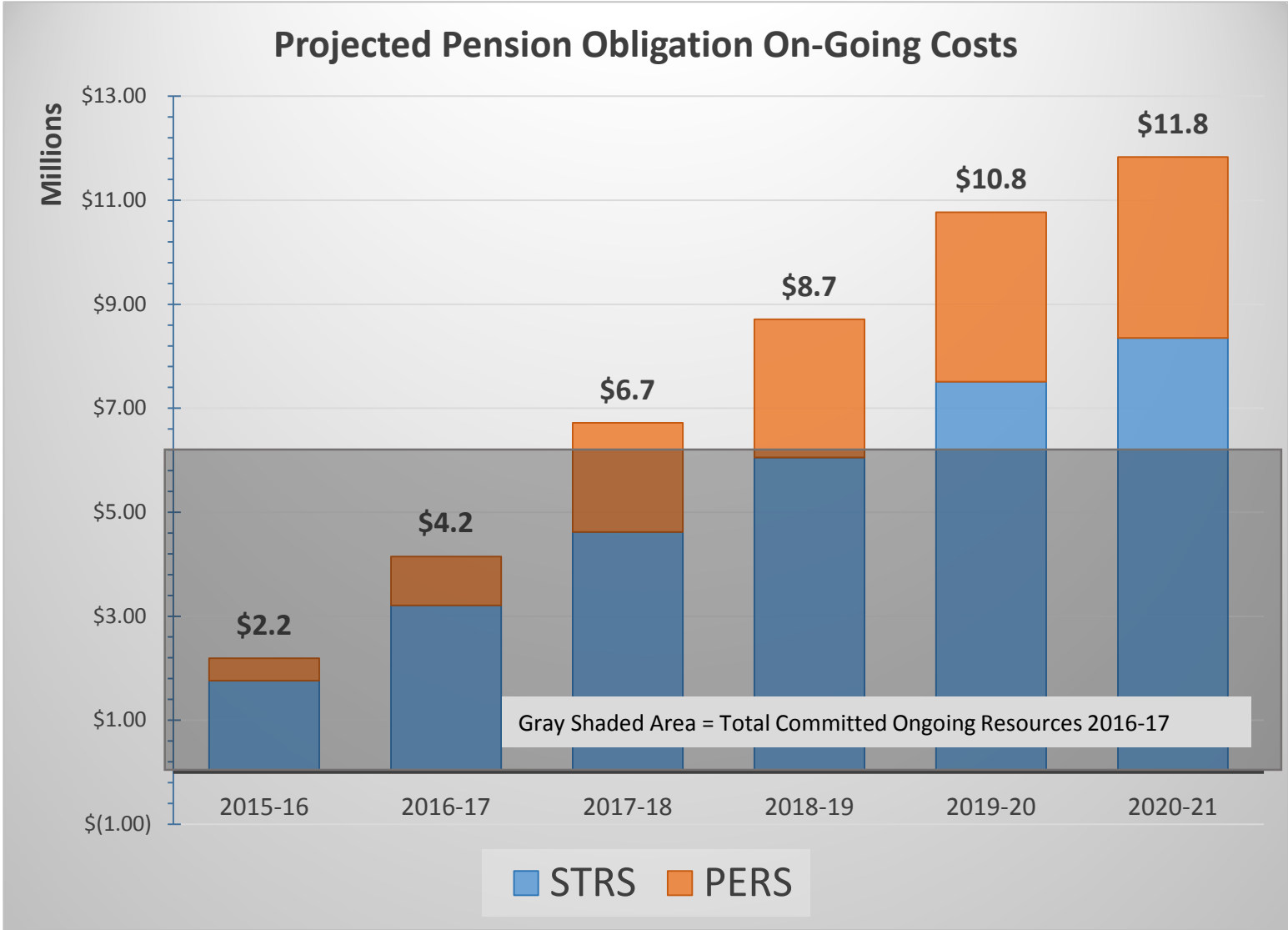
Fiscal Year	STRS Rate	PERS Rate
2013-14	8.25%	11.44%
2014-15	8.88%	11.77%
2015-16	10.73%	11.85%
Proposed 2016-17	12.58%	13.05%
Proposed 2017-18	14.43%	16.60%
Proposed 2018-19	16.28%	18.20%
Proposed 2019-20	18.13%	19.90%
Proposed 2020-21	19.10%	20.40%



Future Economic Considerations (cont.)



Future Economic Considerations (cont.)



Future Economic Considerations (cont.)

Pension Obligation Reserve

Transfer Pension Obligation Reserve	
From Fund 11 to Fund 62 (2015-16)	\$7.5m
From Fund 11 to Fund 62 (2016-17)	\$3.0m
Funds Available to Address Increase	
Employer Pension Rate Increases	<u>\$10.5m</u>



QUESTIONS





2016-17 Proposed Lottery Budget

STATE CENTER COMMUNITY COLLEGE DISTRICT

Board of Trustees Meeting

April 5, 2016

Overview

UNRESTRICTED LOTTERY

1. Districtwide Technology Allocation (Software)
2. District Office Allocation
3. Allocation to Colleges
 - A. Fixed Allocation
 - 1) Colleges
 - 2) Centers
 - B. Variable Allocation (FTES)



Overview (cont.)

RESTRICTED LOTTERY

1. Allocation to Colleges
 - A. Fixed Allocation
 - 1) Colleges
 - 2) Centers
 - B. Variable Allocation (FTES)



Allocation

2016-17 Proposed Lottery Decision Packages

Unrestricted Lottery

Districtwide Technology	1,600,000
District Office	900,000
FCC	897,609
RC	425,919
CCC	276,472
Subtotal Unrestricted Lottery	<u>4,100,000</u>

Restricted Lottery

FCC	589,638
RC	305,626
CCC	204,736
Subtotal Restricted Lottery	<u>1,100,000</u>
Grand Total 2016-17 Lottery	<u><u>5,200,000</u></u>



Campus Impact

2016-17 Proposed Lottery

Location	Unrestricted Lottery		Restricted Lottery	Grand Total
	Technology	Decision Packages		
District Office	708,540	900,000	-	1,608,540
FCC	534,030	897,609	589,638	2,021,277
RC	229,530	425,919	305,626	961,075
CCC	127,900	276,472	204,736	609,108
Total	1,600,000	2,500,000	1,100,000	5,200,000



QUESTIONS



Personnel Commission – Director’s Report

May 11, 2016 Regular Meeting

Recruitment and Examination

Accepting applications for the following recruitments:

Name	Application Deadline
Building Generalist	Continuous Recruitment
College Trainer	Continuous Recruitment
Early Childhood Education Specialist	Continuous Recruitment
Early Childhood Education Associate	Continuous Recruitment
Food Service Worker I	Continuous Recruitment
Instructional Assistant – Nursing	Continuous Recruitment
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Audio/Visual Technician	May 6, 2016
Instructional Technician – Manufacturing	May 6, 2016
Instructional Technician – Welding	May 6, 2016
Executive Assistant to the Chancellor	May 13, 2016
Help Desk Technician	May 13, 2016
Secretary to Associate Vice Chancellor	May 13, 2016
Custodial Manager	May 25, 2016
Director of Admissions & Records	June 2, 2016

The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Assessment Coordinator	Competency	May 6, 2016
Benefits Assistant	Competency	May 6, 2016
Laboratory Simulation Technician	Competency	May 13, 2016
Bookstore Sales Clerk III	Oral Board	May 10, 2016

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

Name	Location	Anticipated Posting Date/Status
Bookstore Rush	Districtwide	May 2016
Chief of Police	DO	May 2016
College Director of Marketing	RC	May 2016
Cook	RC	May 2016
Carpenter	Districtwide	June 2016
Department Secretary – PPT (MC)	Madera	June 2016
Orientation Assistant	Districtwide	June 2016
Systems Technical Resource Analyst	Districtwide	June 2016
Occupational Health & Safety Officer	Districtwide	June 2016
Social Media & Communications Spec	FCC	July 2016
Student Support Services Specialist	DO	July 2016
Student Support Services Assistant	DO	July 2016
Copy Center Specialist	Districtwide	On hold pending position review.

Director of Grants	DO	On hold pending classification review.
Instructional Aide – PPT	Districtwide	On hold pending position review.
International Trade Specialist	DO	On hold pending position review.

The following are current vacancies with active eligibility lists:

Name	Vacancy Location	Status
Accounting Clerk I	Student Activities, FCC	List Referred 4/28/16
Accounting Clerk III	Accounts Payable, DO	List Referred 4/25/16
Admissions & Records Manager	Admissions & Records, RC	List Referred 4/15/16
Admissions & Records Manager	Admissions & Records, CCC	List Pending Referral
Assessment Technician	Student Services, RC	List Referred 3/28/16
Building Generalist	Operations, DO	List Referred 4/4/16
Building Generalist	Operations, DO	List Referred 4/4/16
Building Generalist	Operations, DO	List Referred 4/4/16
Building Generalist	Operations, DO	List Referred 4/4/16
Custodian	Building Services, FCC	List Referred 4/26/16
Custodian	Building Services, FCC	List Referred 4/26/16
Department Secretary	Admissions & Records, FCC	List Referred 5/5/16
Department Secretary	President's Office, CCC	List Referred 4/26/16
Early Childhood Educ. Specialist	Child Dev. Center, FCC	List Referred 4/25/16
Early Childhood Educ. Specialist	Child Dec. Center, RC	List Pending Referral
Food Service Worker I – PPT	Food Services, RC	List Referred 3/7/16
Food Service Worker I – PPT	Food Services, RC	List Referred 3/7/16
Food Service Worker I – PPT	Food Services, RC	List Referred 3/7/16
Library/Learning Res. Asst. I-PPT	Office of Instruction, CCC	List Referred 4/26/16
Library/Learning Resource Asst. I		List Pending Referral
Office Assistant I/II	Admissions & Records, FCC	List Referred 5/5/16
Office Assistant I/II	Admissions & Records, FCC	List Referred 5/5/16
Office Assistant III	Student Activities, FCC	List Pending Referral
Office Assistant III	DSP&S, CCC	List Referred 4/15/16
Office Assistant III	Admissions & Records, FCC	List Referred 5/5/16
Office Assistant III - PPT	Ed. Svcs. & Institutional Effectiveness, DO	List Pending Referral
Office Assistant III	Enrollment Mgmt., I.S., District A&R, DO	List Pending Referral
Police Officer	Operations, DO	List Referred 3/7/16
Police Officer	Operations, DO	List Referred 3/7/16
Police Officer	Operations, DO	List Pending Referral
Police Officer	Operations, DO	List Pending Referral
Police Officer	Operations, DO	List Pending Referral
Registration Assistant	Admissions & Records, FCC	List Referred 4/15/16
Seasonal Student Advisor	Matric. & Outreach, CCC	List Referred 2/18/16
Sign Language Interpreter IV - PPT	DSPS, FCC	List Referred 3/16/16
Upward Bound Assistant	Upward Bound, RC	List Referred 3/18/16

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 been scheduled and questionnaires are being reviewed.
Classification Specifications	Commission staff has begun to update/create new job descriptions to ensure they are up-to-date and accurate based on the Classification Studies report. The updated/new job descriptions will be provided after the Final Classification Report has been approved.

Around the Office

- NeoGov Onboarding Implementation, Currently Working with IS Department.
- NeoGov Performance Evaluation Implementation
- Training Administrators and staff
- WRIPAC Training 6/8/16 – 6/10/16 (Christine)
- Fresno City College Job Fair September 2016