

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
Tuesday, October 11, 2016

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the September 20, 2016 Regular Meeting
- E. Information Items
 - 1. Quarterly Budget Report
 - 2. Classification Study Status
- F. Action Items
 - 16-48 Consideration and Approval of Eligibility Lists
 - a. Buyer, Effective 9/19/16
 - b. Executive Assistant to the Chancellor, Effective 10/4/16
 - c. Human Resources Technician – Confidential, Effective 9/20/16
 - d. Maintenance Worker I, Effective 10/3/16
 - 16-49 Consideration and Approval to Classify New Positions in New Job Classification Specifications
 - a. Program Specialist – Central Regional Consortium, DO, Position #1211
 - 16-50 Consideration and Approval to Change Position Classification for Secretary to the Vice Chancellor, Clovis Community College, #5051
 - 16-51 Consideration and Approval to Change Position Classification for Administrative Assistant Confidential, Fresno City College, #2039
 - 16-52 Consideration and Approval of Revised Classification Specification for College Trainer
 - 16-53 Consideration and Approval of Revised Classification Specification for Human Resources Assistant

- G. Director's Report
- H. Commissioners' Reports
- I. Next Regular Meeting: Tuesday, November 15, 2016
- J. Adjournment

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

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

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

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
September 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 Tahajian, Vice – Chairperson
Tim Liermann, Commissioner
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Ferguson, HR Analyst
Vince Tafoya, HR Specialist
- Introduction of Guests The following guests attended:
Annette Loria, DO
Samerah Campbell, DO
Donna Baker-Geidner, CSEA
Gregory Taylor, General Counsel
Carol Rains-Hasdorf, FCC
Mary Doyle, FCC
Sabrina Gray, FCC
Eleanor Bruce, FCC
Susan Johnson, FCC
Cheryl Sullivan, FCC
Edward Smith, Rampage
Ramuél Ramirez, Rampage
- Public Comment Ms. Gray stated that a correction to the minutes from the previous Commission meeting should have stated working out of classification, discrimination and unequitable behavior.
- Ms. Gray expressed concern about being denied placement on the agenda and not being able to speak on her concerns. Commissioner Fobbs advised Ms. Gray that the items requested to be placed on the agenda were not the purview of the Personnel Commission.
- Approval of the Minutes The minutes of the August 26, 2016 Regular Meeting were presented for approval.
- Mr. Liermann moved to approve the August 26, 2016 Regular Meeting minutes 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

Information Items

1. Provisional and Limited Term Placement Process

Ms. Gomez provided a document that outlined the process for limited term and provisional assignments within the district.

Mr. Tahajian inquired if internal employees were used in provisional and limited term assignments. Ms. Gomez responded that an internal employee could be used in a temporary assignment if the hiring manager received approvals from the internal employee's manager.

Ms. Campbell clarified that internal employees have been used in provisional and limited term assignments in the past and that the process is not initiated by the Commission but by the hiring manager.

2. Classification Study Status

Ms. Gomez provided an update on the classification study status. Ms. Gomez stated that an update had been made to the timeline document.

Ms. Campbell stated that the updated timeline stated that it would be completed in 6 months. Ms. Campbell stated that the 6 month completion timeframe would be unrealistic due to current work load of staff.

3. Report on Board of Trustees and Personnel Commission Joint Meeting

Mr. Tahajian commented stated that the Board of Trustees have had a misconception on how the Commission's budget was created and why the classification study has taken so long. Mr. Tahajian would like to have Ms. Gomez provide the Board of Trustees with a response that describes how the commission budget is managed, stating that the commission has not been receiving additional funds and the classification study process.

Ms. Freeman-Fobbs recommended having an outside agency complete the classification study.

Ms. Loria provided a brief statement describing her experience working with consulting firms and classification studies in general.

Ms. Gomez estimated that the study was about 75% completed. Ms. Campbell disagreed estimating that it was 15 – 20% complete.

Mr. Liermann questioned where the money would come from to hire an outside agency. Ms. Freeman-Fobbs stated that funds could be requested from the Board of Trustees.

Ms. Baker-Geidner stated that she agreed with the idea of utilizing a consulting firm.

Ms. Gomez indicated she would follow up with George Cole regarding services he could provide to assist the Personnel Commission.

Action Items

[16-43] Consideration and Approval of Eligibility Lists

Consideration and Approval of Eligibility Lists

a. Building Services Manager, Effective 9/15/16

b. Police Sergeant, Effective 9/15/16

Mr. Liermann moved to approve item 16-43 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

[16-44] Consideration and Approval to Classify New Positions in New Job Classification Specifications

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

a. Human Resources Analyst – Confidential, DO, Position #1197

Mr. Tahajian moved to approve item 16-44 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

[16-45] Consideration and Approval of New Classification Specification for Human Resources Analyst - Confidential

Consideration and Approval of New Classification Specification.

a. Human Resources Analyst - Confidential

Ms. Tahajian moved to approve item 16-45 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

[16-46] Consideration and Approval of Revised Classification Specification for Curriculum Assistant

Consideration and Approval of Revised Classification Specification.

a. Curriculum Assistant

Mr. Tahajian moved to approve item 16-46 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

[16-47] Consideration and Approval of Revised Classification Specification for Sign Language Interpreter Coordinator

Consideration and Approval of Revised Classification Specification.

a. Sign Language Interpreter Coordinator

Ms. Gomez stated that the following correction needed to be made on the last page, fourth paragraph:

Change from “...work with hands and fingers for long periods of time...” to “...work with hands and fingers for extended periods of time...”

Mr. Liermann moved to approve item 16-47 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

Director’s Report

Ms. Gomez gave a brief update on pending and anticipated recruitments, and upcoming trainings for commission staff. Ms. Gomez stated that the recruitment for Assessment Technician will be removed from the report.

Ms. Gomez stated that the commission staff would be attending the Fresno City College job fair on Thursday, September 22 and a job fair at the Herndon Campus on Thursday, September 29 for displaced ITT employees.

Commissioners’ Report

Mr. Liermann had nothing to report but commented on the official process for filing a complaint against commission staff.

Mr. Tahajian stated that he would be attending the Fresno City College City Fest on Friday, September 30.

Ms. Freeman-Fobbs stated that she attended the Strategic Planning Alliance meeting.

Adjournment

Ms. Freeman-Fobbs adjourned the meeting at 6:07 p.m.



Elba Gomez, Director of Classified Personnel

EG:vt

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

Presented to the Personnel Commission:

Date: October 11, 2016

SUBJECT: Presentation of Quarterly Budget Report

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

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 1

Background:

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

The enclosed report is a detailed list of spending through October 6, 2016 for the Fiscal Year 2016/2017.



Personnel Commission Quarterly Report

Data last refreshed from Datatel on: 10/6/2016
Report generated by: SCCCD\leg004

			2016/2017						
			Total						
			Original Budget	Current Budget	Actuals	Open Purchase Orders	% Used	Available	
11-10-844000 Unrestricted (XX0, LT0) District Office Personnel Commission	92	92110 Regular-Classified	\$177,004.00	\$177,004.00	\$44,475.02	\$0.00	25%	\$132,528.98	
		92115 Confidential	\$0.00	\$35,550.00	\$8,887.59	\$0.00	25%	\$26,662.41	
		92120 Management-Classified	\$111,331.00	\$111,331.00	\$27,832.74	\$0.00	25%	\$83,498.26	
		92150 O/T-Classified	\$3,273.00	\$3,273.00	\$812.87	\$0.00	25%	\$2,460.13	
		92320 Hourly Non-Students	\$1,800.00	\$1,800.00	\$1,300.00	\$0.00	72%	\$500.00	
		92330 Perm Part-Time	\$16,710.00	\$16,618.00	\$0.00	\$0.00	0%	\$16,618.00	
		Total for 92	\$310,118.00	\$345,576.00	\$83,308.22	\$0.00	24%	\$262,267.78	
		93	93230 PERS Non-Instr	\$40,044.00	\$44,981.00	\$11,276.55	\$0.00	25%	\$33,704.45
			93330 OASDI Non-Instr	\$22,327.00	\$25,046.00	\$6,155.86	\$0.00	25%	\$18,890.14
			93430 H&W Non-Instr	\$55,282.00	\$62,573.00	\$13,751.55	\$0.00	22%	\$48,821.45
	93530 SUI Non-Instr		\$149.00	\$167.00	\$41.66	\$0.00	25%	\$125.34	
	93630 Worker's Comp Non-Instr		\$6,166.00	\$6,881.00	\$1,674.53	\$0.00	24%	\$5,206.47	
	93730 PARS Non-Instr		\$589.00	\$589.00	\$27.20	\$0.00	5%	\$561.80	
	Total for 93		\$124,557.00	\$140,237.00	\$32,927.35	\$0.00	23%	\$107,309.65	
	94		94410 Office Supplies	\$1,500.00	\$1,500.00	\$389.76	\$0.00	26%	\$1,110.24
			94415 Software Non-Instr	\$500.00	\$500.00	\$0.00	\$0.00	0%	\$500.00
		94530 Publications/Catalogs	\$150.00	\$150.00	\$0.00	\$0.00	0%	\$150.00	
		Total for 94	\$2,150.00	\$2,150.00	\$389.76	\$0.00	18%	\$1,760.24	
		95	95240 Software Maint & Licc	\$33,000.00	\$32,000.00	\$0.00	\$0.00	0%	\$32,000.00
	95310 Conference		\$7,200.00	\$6,200.00	\$825.00	\$0.00	13%	\$5,375.00	
	95315 Mileage		\$4,000.00	\$4,000.00	\$694.44	\$0.00	17%	\$3,305.56	
	95320 Charter/Vehicle Rental		\$0.00	\$1,000.00	\$0.00	\$0.00	0%	\$1,000.00	
	95330 Hosting		\$2,000.00	\$3,000.00	\$402.44	\$0.00	13%	\$2,597.56	
	95410 Dues/Memberships		\$4,250.00	\$4,250.00	\$3,012.00	\$0.00	71%	\$1,238.00	
	Total for 95		\$44,450.00	\$43,450.00	\$4,924.44	\$0.00	11%	\$38,525.56	

		2016/2017						
		Total						
		Original Budget	Current Budget	Actuals	Open Purchase Orders	% Used	Available	
	95525 Medical Services	\$5,500.00	\$4,500.00	\$1,996.52	\$0.00	44%	\$2,503.48	
	95530 Contract Labor/Other	\$2,500.00	\$3,500.00	\$2,250.00	\$0.00	64%	\$1,250.00	
	95710 Advertising	\$6,000.00	\$6,000.00	\$600.00	\$0.00	10%	\$5,400.00	
	95725 Postage/Shipping	\$150.00	\$150.00	\$0.00	\$0.00	0%	\$150.00	
	95927 Chargebacks-Production	\$100.00	\$100.00	\$0.00	\$0.00	0%	\$100.00	
	95990 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	
	Total for 95	\$64,700.00	\$64,700.00	\$9,780.40	\$0.00	15%	\$54,919.60	
	96	96415 Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
		96510 Equip LT \$5K	\$2,000.00	\$2,000.00	\$1,439.13	\$0.00	72%	\$560.87
		96512 Equip GE \$5K	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
		Total for 96	\$2,000.00	\$2,000.00	\$1,439.13	\$0.00	72%	\$560.87
		Total	\$503,525.00	\$554,663.00	\$127,844.86	\$0.00	23%	\$426,818.14

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

Presented to the Personnel Commission:

Date: October 11, 2016

SUBJECT: Discussion of Classification Study Status

ENCLOSURE(S):
Class Study Timeline

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 2

Background:

The Personnel Commission approved a District-wide Classification Study at the June 12, 2012 regular meeting. Commission staff has completed reviewing all the job families and is currently working on the job descriptions. This item being presented as an informational item for discussion purposes and to provide an update to the Personnel Commission.

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 Bookstore Police

Final Class Study Report	
February 2017	Present to Personnel Commission
February 2017	Present to Cabinet/BOT

Develop/Update Classification Specifications (Job Descriptions)	
Management & Employee Review	New Occupational Groups
April 2016	Administration Series Information Technology Series
9/2016 to 12/2016	Student Services Series
9/2016 to 12/2016	Office Support & Technical Series
9/2016 to 12/2016	Instructional Services Series
9/2016 to 12/2016	Facilities Series Police/Safety Series

Finalized Classification Specifications	
February 2017	Present New/Updated Duties to the Board of Trustees
February 2017*	Present New/Updated Classification Specifications and Salary Study to 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: October 11, 2016

SUBJECT: Consideration and Approval of Eligibility
Lists

ENCLOSURES:
Eligibility Lists

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-48

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.

BUYER

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
BUY-0716	764	45	22	5	18	11	10

Oral Board Raters

Gina Tarvin, Accounting Technician II, State Center Community College District
Edward Van Patten, Buyer II, Fresno Unified School District

Advertisements

Websites:

SCCCD, CCC Registry, Edjoin, BulldogLink, Google+, Facebook, LinkedIn, Twitter, Instagram, Monster.com, Craigslist.com, POST

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	0	0	5	5	3	0	0	2	15
Male	0	1	2	6	17	0	0	4	30
No Answer	0	0	0	0	0	0	0	0	0
Total	0	1	7	11	20	0	0	6	45

** Failed MQ: 2-Incomplete; 20-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 Community College Center
Oakhurst Center • Career and Technology Center • The Training Institute

BUYER

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

- Definition:** Under direction performs standard procurement duties associated with the purchase, delivery, and quality of materials, supplies, equipment and services. Facilitates develops, reviews and evaluates bids and contracts, maintains vendor relationships, and assists with project and delivery scheduling.
- Compensation:** Starts at \$4,524.67 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees.
- Education & Experience:** Any combination equivalent to: Associate's Degree preferably with a major in the field of Business Management, Accounting, Economics, Finance, or a related area AND considerable experience (3 years or more) in a purchasing or distribution environment that involves contract/vendor management and purchasing of materials, supplies, services and equipment typically gained by working in positions such as a Buyer, Purchasing Agent, Purchasing Technician, or Project Manager.
- Licenses/Certificates:** A valid driver's license is required.
- Examples of Duties:** Performs a variety of purchasing duties including but not limited to:
- Receives and reviews requisitions for a variety of instructional and non-instructional supplies, materials and services.
 - Initiates, evaluates and revises purchasing specifications and purchase orders.
 - Prepares bid documents and monitors the process for formal and informal bids from vendors and contractors.
 - Facilitates and prepares request for proposals and project contracts for projects involving labor, materials and services.
 - Creates legal advertisements for bids and arranges for distribution and collection of bid and contract documents.
 - Analyzes bids for compliance with specifications, purchasing policies and procedures and makes recommendation for award.
 - Prepares from established procedures and instructions contract documents, special documentation for bonds, insurance and ensures proper authorizations before distribution.
 - Reviews, validates and modifies funding resources for purchases.
 - Locates sources of supplies, performs price and cost analysis, and evaluates quality and suitability of supplies and materials.
 - Negotiates prices, specifications, conditions, delivery and other related purchasing issues.
 - Meets with vendors for sources of supply, prices, product information, new products, standards and quality of service.
 - Resolves urgent purchasing concerns including resolving delivery and quality issues.
 - Develops and maintains filing system for a variety of logs, annual contracts, files and records, and other purchasing-related documents and ensures confidentiality.

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.

BUYER

Examples of Duties: (Cont.)

- Enters and retrieves data from computer system to prepare reports.
- Communicates and works collaboratively with vendors and district personnel including necessary training.
- Prepares credit applications and evaluates vendors' financial terms.
- Works with requestors and vendors to modify or correct existing orders and follows up to ensure receipt of proper quality and quantity.
- Maintains structure of web-based system contracts for supplies and inventory items including authorization, ordering and release.
- Documents and clarifies purchasing transactions in order to support annual audits.
- Assists with coordinating the physical inventory of the District's fixed assets.
- Ensures chronological activities connected with bid and contract processes, including reference, insurance, payment, progress, and notice of completion are accomplished and documented.
- Ensures compliance with applicable procurement laws, codes, rules, regulations, board policies and administrative regulations.
- Organizes multi-campus agreements of significant volume and complexity to achieve standardization and economies of scale.
- Coordinates project installations and logistics, participates in project planning, and ensures compliance with regulatory guidelines and contract deliverables.
- May perform other duties as needed.

Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of ethical purchasing policies and procedures used to determine merchandise quality and color, vendor selection, ordering, and scheduling.
- Knowledge of types and sources of supply.
- Knowledge of basic bid specification preparation.
- Knowledge of technical aspects of researching, analyzing and purchasing supplies, materials, services and equipment.
- Knowledge of materials handling, inventory procedures, shelf life, and delivery procedures.
- Knowledge of vendor analysis including performance, reliability and return policies.
- Knowledge of marketing and pricing methods.
- Knowledge of warehouse operations, procedures, equipment, and terminology.
- Knowledge of governmental procurement practices, functions, policies, and requirements.
- Knowledge of record keeping and report preparation techniques to ensure program compliance.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as bid requests, correspondence and/or reports.
- Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with vendors, students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.

Skills

- Skill to efficiently conduct product and vendor research.
- Skill to evaluate prices, items, terms and conditions, discounts and quantities to obtain verbal and written price quotes and purchase items cost-effectively.
- Skill to present technical information clearly, logically and persuasively.
- Skill to process information, make appropriate decisions and accurate price calculations.
- Skill to maintain and file records of orders and troubleshoot problems as they arise.
- Skill to employ mathematical techniques

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BUYER

Required Knowledge, Skills and Abilities: (Cont.)

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

Abilities

- Ability to understand and be sensitive to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, faculty, and staff.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, community, business and industry contacts, vendors, and the public.
- Ability to learn and interpret and apply federal and state laws and regulations, district policies and procedures as they pertain to purchasing and acquisition.
- Ability to assist and collaborate in the bid and specification development process.
- Ability to perform mathematical computations accurately to complete reports, update budgets, complete requisitions, purchase orders, and price analysis.
- Ability to effectively develop and present ideas, opinions, technical information and recommendations both orally and in writing.
- Ability to assign, monitor, and review the work of others.
- Ability to receive and follow instructions.
- Ability to appropriately interact with students, staff, faculty and the public.
- Ability to learn and apply college and district policies and procedures.
- Ability to operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to send and receive emails and research information through the Internet.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

- Muscular effort (or strength) needed to lift, push, pull or carry an object. (Muscular Tension)
- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. (Flexibility)
- Coordinated movements of the arms, legs and torso while the whole body is in motion. (Whole Body Coordination)
- Keep balanced and stay upright when in an unstable position. (Whole Body Equilibrium)
- Coordination of two or more limbs (arms and legs) while seated or standing in one place. (Multi-Limb Coordination)
- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)

BUYER

Required Knowledge, Skills and Abilities: (Cont.)

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

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

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

BUYER

Working conditions which may occur

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

Selection Process:

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

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

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, AUGUST 31, 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 also be uploaded but cannot be used in lieu of a completed application

Filing Deadline:

4:30 p.m., Monday, August 22, 2016

Posted: 8/1/16

Pay Range: Regular Classified Range 61

EXECUTIVE ASSISTANT TO THE CHANCELLOR (CONFIDENTIAL)

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
2016046	1075	64	40	1	23	10	10

Oral Board Raters

Linda Little, Secretary to the President, CCC
 Gwen Burks, Executive Assistant to the President, Fresno Pacific University
 Jacquie Pronovost, Executive Assistant to the City Manager

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 University, 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	5	0	3	14	20	1	0	14	57
Male	1	0	0	1	3	0	0	1	6
No Answer	0	0	0	1	0	0	0	0	1
Total	6	0	3	16	23	1	0	15	64

** Failed MQ: 1-Incomplete; 39-Minimum Qualifications



State Center Community College District



FRESNO CITY
COLLEGE

REEDLEY
COLLEGE

CLOVIS COMMUNITY
COLLEGE

MADERA
CENTER

OAKHURST
CENTER

Announcing The Search For **EXECUTIVE ASSISTANT TO THE CHANCELLOR (CONFIDENTIAL)**

Application Deadline

Friday, September 2, 2016 at 4:30pm

Salary Information

Confidential Classified Range 65

Starting Annual Salary

\$64,516.00

Apply Online

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



EXECUTIVE ASSISTANT TO THE CHANCELLOR (CONFIDENTIAL)

Definition

Under direction of the Chancellor, performs a variety of specialized, complex and confidential administrative assistant duties of the highest level of responsibility, confidentiality, and sensitivity for the Chancellor and coordinates the clerical operations of the Chancellor's Office.

Distinguishing Characteristics

This classification requires that incumbents possess extensive knowledge of the district, understand the relationship of the campuses with others both inside and outside of the district, and assist in the formulation of procedures used within the district. This classification differs from others in that incumbents have a higher degree of responsibility, greater variety and amount of contact with the Board of Trustees and the public.

This classification normally requires access to confidential information that is used to contribute significantly to the development of management positions with respect to employer-employee relations making this position "Confidential". This classification requires lead responsibilities. This position is exempt from merit system ranking.

Supervision Received

Administrative direction is usually received from the Chancellor.

Supervision Exercised

Direct lead responsibilities are exercised over the staff assigned to the department.

Essential Job Functions

Performs a wide variety of specialized, highly responsible, confidential and complex administrative and secretarial work including, but not limited to:

- Serves as the executive assistant to the Office of the Chancellor and the Board of Trustees, coordinates administrative, secretarial, and clerical activities, and exercises independent judgment in relieving the Chancellor of administrative and office detail.
- Coordinates the preparation of the Board agenda and ensures that submitted items contain required materials and are correct in format and content.
- Attends the meetings of the Board of Trustees, coordinates the dissemination of the Board agenda and related materials, records proceedings, prepares and distributes comprehensive official minutes, and completes notices of board actions and resolutions.
- Acts as a liaison between the Chancellor, the Board of Trustees, District staff, and the public on matters related to scheduling of meetings and other commitments, status of information requests, status of Board of Trustee inquiries, coordination of activities, and other administrative issues.
- Works with various educational institutions, government officials, community and business leaders, and other outside agencies to provide information and coordinate assigned activities.
- Plans, organizes, and coordinates the preparation and distribution of materials, notices, bulletins, and other public documents for a variety of meetings such as Chancellor's Cabinet and Communications Council.
- Researches, interprets and explains board policies, procedures, administrative regulations, and rules and ensures compliance with applicable state and federal laws.
- Coordinates the establishment, implementation, and maintenance of a complex data management, storage, and retrieval system for official records and actions of the Board of Trustees.
- Takes and transcribes dictation pertaining to correspondence, memoranda, reports, and a variety of other subject matter that may be sensitive, privileged, and highly confidential.
- Takes initiative to find solutions to problems and recommends changes to department policies and procedures.
- Assists the Chancellor in orienting new members of the Board of Trustees, including student trustees, by providing information on board meetings, business practices, procedures, and activities of the District office.
- Maintains calendars, applies initiative and judgment in scheduling appointments, uses diplomacy and tact in representing the Office of the Chancellor, maintains confidential information and uses discretion when communicating with students, staff and the public.
- Prepares correspondence such as letters, memoranda, personal acknowledgements, reports, and other materials based on verbal instructions or own initiative using word processing, spreadsheet, and desktop publishing software.
- Compiles budget data for the department's annual budget; reviews and monitor budget appropriations and expenditures.
- Reviews outgoing correspondence, reports, publications, and other materials for grammar, sentence structure, format, attachments, and compliance with applicable laws, rules, procedures, and directives of the Chancellor.
- Reviews incoming correspondence for nature of business and urgency, highlights items of special interest to the Chancellor, directs items to the appropriate staff, and independently prepares responses as appropriate.
- Screens telephone calls and visitors to the Office of the Chancellor for urgency and nature of business, refers calls not requiring the Chancellor's attention to appropriate staff or department to resolve concerns, and ensures appropriate follow through to confirm the issue was resolved.
- Researches, compiles, analyzes and summarizes data for special projects and various comprehensive reports.
- Arranges travel for the Chancellor and the Board of Trustees, makes reservations for transportation, hotel, conferences, and other business arrangements, prepares and processes expense reimbursement forms.
- Establishes and maintains positive staff and public relations.

- Operates a variety of office equipment including computers, printers, copiers, telephones, and telecommunication equipment.
- Initiates and implements procedural modifications and develops operational guidelines.
- Assigns, monitors, and reviews the work of other employees.
- Performs other duties as assigned.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Associate's degree AND five (5) years or more of lead/senior level secretarial/administrative assistant experience to an executive or administrator. Experience with shorthand is preferred.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Advanced knowledge of modern office practices, procedures and equipment, including letter and report writing; financial and statistical recordkeeping; reception and telephone techniques and etiquette.
- Advanced knowledge of secretarial practices and administrative functions such as accurately taking minutes of meetings and/or maintaining a calendar of meetings and events.
- Meeting protocol including the Brown Act, Roberts Rules of Order and parliamentary procedures.
- Mission of community colleges and their place in the higher education landscape.
- Principles and techniques of public relations and its role in advancing an organizational agenda.
- Organization, functions, and inter-relationships of various operating units of the District.
- Budget preparation and control in order to maintain maximum operating efficiency within the district.
- Record keeping and report preparation techniques to ensure information is accurately presented and reported.
- Basic math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing,

spreadsheets, calendaring, presentation, and database programs.

Skill to:

- Conduct research, analyze data and prepare reports as required by the Chancellor and the Board of Trustees.
- Prepare agenda items and minutes of meetings at a level that is sufficient to perform the duties.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge.
- Effectively communicate with individuals for whom English is not a primary language.
- Create and proofread various documents such as legal documents, correspondence, agendas, minutes, and reports.
- 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.
- Employ mathematical techniques for the purpose of analyzing budgets and spending reports
- Operate standard office equipment such as computers, fax machines, copy machines, printers, telephones, and other types of equipment.
- 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:

- Independently plan, coordinate, and perform administrative support work of the Chancellor's Office.
- Exercise good judgment and discretion in working with and on behalf of the Chancellor and the Board of Trustees.
- Exercise the authority of the position with diplomacy, honesty, integrity, humor, and tact.
- Establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Analyze problems, use sound problem-solving methods, and propose logical solutions to problems.
- Learn information systems used in higher education and methods of access for research purposes.
- Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
- Take dictation at an acceptable rate of speed and transcribe accurately, using equipment as required by the position.
- Prepare and monitor budgets and track department expenses.



EXECUTIVE ASSISTANT TO THE CHANCELLOR (CONFIDENTIAL)

- Learn the Title VII, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in order to communicate information.
- Learn district/public agency salary and benefit structure and personnel procedures.
- Maintain confidentiality of sensitive information and records.
- Assign, monitor, and review the work of others.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.
- Make recommendations on procedural modifications and develop operational guidelines.

Physical /Mental Demands

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

Physical Demands

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

Mental Demands

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

Work Conditions

The work 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; required to frequently travel to locations other than assigned site; overtime and 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.

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

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

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, SEPTEMBER 16, 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.

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

**State Center Community College District
Personnel Commission Office**
1525 E. Weldon Avenue
Fresno, CA 93704
(559) 226-0720
www.scccd.edu

HUMAN RESOURCES TECHNICIAN – CONFIDENTIAL

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
2016044	1,425	94	43	2	49	10	10

Oral Board Raters

Anna Maldonado, Human Resources Supervisor, Madera Unified School District
 Cora Montanez, Personnel Manager, City of Fresno
 Jame Yang, Human Resources Technician – Confidential, State Center Community College District

Advertisements

Websites:

SCCCD, CCC Registry, Edjoin, BulldogLink, Google+, Facebook, LinkedIn, Twitter, Instagram, Monster.com, Craigslist.com, POST

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, 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	6	22	27	2	0	3	67
Male	3	0	1	9	11	0	0	2	26
No Answer	0	0	1	0	0	0	0	0	1
Total	10	0	8	31	38	2	00	5	94

** Failed MQ: 3-Incomplete; 40-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/sccc>

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

HUMAN RESOURCES TECHNICIAN – CONFIDENTIAL

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

- Definition:** Under direction provides assistance in support of the district's human resources department for classified and academic employees related to recruitment and selection, employee records maintenance, and processing of personnel transactions for new and current employees.
- Compensation:** Starts at \$3,793.75 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.
- Education & Experience:** Any combination equivalent to: Completion of six college units in personnel or human resources management and Technical human resources experience (1 year or more) in recruitment, selection, processing of new employees and complex records management systems in a personnel/human resources office.
- Licenses/Certificates:** A valid driver's license is required.
- Examples of Duties:**
- Process paperwork for newly hired employees including conducting new hire orientation, ensure completion of pre-employment requirements and documents, determine salary placement and calculate salary, enter data into the human resources information system (HRIS), processes personnel transactions, create personnel files, and create employment reports.
 - Assist with the recruitment and selection process of faculty and educational administrators, utilize applicant tracking system, screen applications for minimum qualifications, and answer questions from applicants, staff, and the public.
 - Perform a variety of specialized technical work for the human resources department such as preparing application materials, preparing new hire packets with the appropriate new hire information including forms and pamphlets required by law.
 - Process employee status changes and ensure compliance with board policies, administrative regulations, and other laws, rules, and regulations.
 - Assist in preparing agenda items summarizing employee transactions and status changes to the board of trustees for approval.
 - Provide the payroll department with a variety of information and documentation required to pay employees and ensure that all personnel transactions are processed properly and in a timely manner.
 - Assist in the coordination of the annual employee recognition award ceremonies which includes verifying and ordering inventory, work with campus contacts to verify employee data and to ensure deadlines are met, prepare retiree list and employment histories, update and make corrections to list of employees with milestone anniversaries, present awards, and generate ending inventory report.
 - Assist with the processing of leave requests, prepare and mail correspondence, complete various forms required by state and federal law, request medical certification forms as necessary to verify eligibility, determine if absences will be applied to the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Pregnancy Disability Leave Act (PDL), track absences, and notify employee when leaves have been

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.

HUMAN RESOURCES TECHNICIAN – CONFIDENTIAL

Examples of Duties: (Cont.)

- exhausted.
- Maintain employee evaluation schedule, update database and records, produce and distribute reminders and evaluation forms, and ensure compliance with the collective bargaining agreement, personnel commission rules, board policies, administrative regulations, and other applicable laws.
- Prepare, reconcile, audit, and approve fingerprint billing and tracking components.
- Provide information to employees on the fingerprinting process, including costs and approved sites, track process through final clearance through the applicable government agency, inform management of disqualifying or questionable offenses for review and direction, and maintain strict confidentiality of records.
- Maintain and track records of required tuberculosis (TB) testing, notify employees of expired results, provides information on student health services hours, and notify management of noncompliant employees.
- Maintain and track completion of employee injury and illness prevention program (IIPP) training for district employees.
- Review, research, and process unemployment claims and submit new hire report to the Employment Development department (EDD).
- Participate in the collective bargaining process which includes providing technical support, make recommendations on contract language, take notes and updates and distribute contract upon completion.
- Collect compensation data and conduct salary and benefit surveys, and participate in surveys from various colleges, governmental agencies, unions and other organizations.
- Enter and retrieve data from computer system, research and organize information to produce technical reports in compliance with applicable laws and district procedures, and submit information to governmental agencies.
- Assist with position control and provide quality control of data entered into the human resources information system; verifies data input from campus locations are in compliance with district procedures and other applicable regulatory provisions.
- Ensure that district human resources website remains up to date.
- Review and process applications or requests for salary advancement or professional growth in compliance with collective bargaining agreements and research eligibility for step and longevity increases.
- Communicate with applicants, employees, supervisors, and administrators concerning human resources policies, procedures, collective bargaining agreements, personnel commission rules, and state and federal laws.
- Provide information on salaries, credentials, and district procedures to job applicants, employees, and administrators for academic recruitments.
- Attend various meetings to represent the human resources department.
- Develop, implement, and revise policies, procedures, and operational guidelines to improve processes.
- Maintain official employee records and files for district employees, and research employment histories to create seniority lists and orders of layoff, resolve problems, and to respond to inquiries.
- Attend seminars, conference, and workshops to enhance and maintain knowledge of state and federal regulations affecting human resources.
- Assist management with special projects as directed.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge:

- Basic knowledge of principles and practices of recruitment and selection.
- Basic knowledge of federal, state, and local laws and regulations such as EEO, ADA, FLSA, California Education and others that relate to employment law.
- Knowledge of district procedures, rules and regulations concerning academic contract personnel.

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**Required
Knowledge, Skills
and Abilities:
(Cont.)**

HUMAN RESOURCES TECHNICIAN – CONFIDENTIAL

- Knowledge of the Federal Uniform Guidelines on Employment Selection Procedures.
- Knowledge of record keeping and report preparation techniques to ensure information is accurately presented.
- Knowledge of math including addition, subtraction, multiplication, and division.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

- **Skills:**
 - Skill to conduct academic recruitments and develop materials needed by the department.
 - Skill to utilize human resources information systems (HRIS) and query tools to extract data from databases for interpreting and communicating recruitment and selection data.
 - Skill to conduct basic research and prepare reports as required by the department.
 - Skill and ability to effectively communicate with individuals for whom English is not a primary language.
 - Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
 - Skill to plan and organize work to meet established timelines and department schedules.
 - Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
 - Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
 - Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
 - Skill to type at a sufficient speed to maintain workflow.

- **Abilities:**
 - Ability to assist in the recruitment and selection of academic employees.
 - Ability to establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
 - Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
 - Ability to interpret and apply college and district policies and procedures.
 - Ability to learn the Title VII, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and bargaining unit contracts in order to communicate information.
 - Ability to learn district/public agency salary and benefit structure and personnel procedures.
 - Ability to learn the applicant tracking software in use by the District.
 - Ability to maintain confidentiality of sensitive information and records.
 - Ability to receive and follow instructions.
 - Ability to appropriately interact with students, staff, faculty, and public.
 - Ability to operate computers and their peripherals.
 - Ability to use current common software applications in order to accurately enter and retrieve data.
 - Ability to maintain consistent, punctual and regular attendance.
 - Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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HUMAN RESOURCES TECHNICIAN – CONFIDENTIAL

Required Knowledge, Skills and Abilities: (Cont.)

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

- **Examples of mental ability requirements necessary to perform the above job duties:**
- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
- Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
- Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
- Come up with a number of ideas about a topic. (Fluency of Ideas)
- Generate or use different sets of rules for combining or grouping things in different ways. (Category Flexibility)
- Focus on a single source of sound in the presence of other distracting sounds. (Auditory Attention)
- Quickly make sense of, combine, and organize information into meaningful patterns. (Speed of Closure)
- Concentrate on a task over a period of time without being distracted. (Selective Attention)
- Shift back and forth between two or more activities or sources of information; multi-task to work on different projects simultaneously. (Time sharing)
- Remember information such as words, numbers, pictures, and procedures. (Memorization)
- Clearly communicate information and ideas through spoken words so others will understand. (Oral Expression)
- Identify and understand the speech of another person. (Speech Recognition)
- Recognize when something is wrong or is likely to go wrong. (Problem Sensitivity)

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HUMAN RESOURCES TECHNICIAN – CONFIDENTIAL

- Combine pieces of information to form general rules or conclusions such as finding a relationship among seemingly unrelated events. (Inductive Reasoning)
- Apply general rule, a premise, which is known to be true to specific problems to produce answers that make sense. (Deductive Reasoning)
- Read and understand information and ideas presented in writing. (Written Comprehension)
- Communicate information and ideas in writing so others will understand. (Written Expression)

Working conditions which may occur

- Will be required to frequently travel to locations other than assigned site.
- Schedule changes may frequently occur based on business needs.
- Work inside protected from the weather.
- Work outside exposed to the weather and varying temperatures.
- Work under pressure of constant deadlines with frequent interruptions.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Work with sensitive and confidential information.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone

Selection Process:

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

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

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, SEPTEMBER 9, 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 a copy of your degree or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

Filing Deadline:

4:30 p.m., Friday, August 29, 2016

Posted: 8/8/16

Pay Range: Confidential Classified Range 51

MAINTENANCE WORKER I

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Performance	Eligible
201600162	764	65	23	1	41	19	14

Performance Exam Raters

Jesse Bath, Maintenance Field Supervisor, Central Unified School District
 Dann Carnahan, Plumber Specialist, State Center Community College District
 Dan Vanderpool, Building Generalist, State Center Community College District
 Joshua Lomier, Building Generalist, State Center Community College District
 Dan Hoffman, Building Generalist, Clovis Community College
 Gavino Heredia, Office Assistant III, Fresno City College
 Debbe Cardoza, Office Assistant III, Herndon Campus

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 University, 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	0	1	0	1	0	0	0	1	3
Male	4	1	2	30	18	0	0	6	61
No Answer	0	0	0	1	0	0	0	0	1
Total	4	2	2	32	18	0	0	7	65

**** Failed MQ: -Incomplete; -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

MAINTENANCE WORKER I

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

- Definition:** Under direction performs skilled and semi-skilled building maintenance work.
- Compensation:** Starts at \$3,141.42 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 \$18.12 with limited benefits.
- Examples of Duties:** Duties include a variety of work often done in the assistance of journey level lead employees in painting, carpentry, plumbing, electrical work, work on low pressure boilers and in the air conditioning/heating area. Performs other related duties as needed.
- Required Employment Standards:**
- Education:** Formal or informal education equivalent to completion of the twelfth grade
- Experience:** Experience in one or more of the building trades (carpentry, plumbing, heating, electrical, air conditioning).
- Licenses/Certificates:** Valid Driver's License is required.
- Knowledge and Abilities:** Knowledge of basic safety procedures relating to building maintenance, low pressure boilers sufficient to monitor servicing and operation, gauge reading, surface preparation for painting and lining courts, filing low spots on tennis courts, procedures to repair and adjust pumps and motors. Skill to read schematics, perform mathematical computations, operate hand and power tools, repair and maintain equipment, start and shutdown air conditioning equipment, maintain chemical feed systems, use pipe threaders, tap and dies, and pipe joints, file chemistry balance reports for Health and Safety Department. 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 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 examination (30%) and a performance examination (70% weight).
- Applicants achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating 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 performance exam. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR SEPTEMBER 9, 2016.

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

Filing Deadline: MONDAY, AUGUST 29, 2016, 4:30 PM.

Posted: 08/08/16

Pay Range: Regular Classified Range 46

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: October 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

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-49

Background:

The Board of Trustees was presented with the duties of new position at the Herndon Campus. The position approved needs a new classification specification written to address the needs of the department. Personnel Commission rules 3-1 thru 3-4, 3-7 thru 3-9, 3-12, and 3-13 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

The item presented to the Board of Trustees and related documentation is attached for the Commissioners review. The recommended new classification title for the new position is as follows:

- a. Program Specialist – Central Regional Consortium, DO, Position #1211

Recommendation:

It is recommended the Personnel Commission classify the new position in the classified service and a new classification specification be created with the proposed title.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: October 4, 2016

SUBJECT: Consideration to Approve New Position of ITEM NO. 16-70HR
 Program Specialist, Central Regional Consortium

EXHIBIT: None

Background:

The Central/Mother Lode Regional Consortium (CRC) is a collaboration of 14 community college faculty, staff and regional workforce and economic development organizations that serve the Central and Mother Lode regions on behalf of the California Community Colleges Chancellor's Office (CCCCO). The CRC supports regional economic growth by facilitating development and growth of college training and educational programs to meet the needs of regional businesses and industry. The CRC is housed at the Herndon campus and State Center Community College is the fiscal agent.

The CRC programs have grown and expanded substantially over the last few years. As a result, the CCCCCO has allocated additional funding to support the CRC. Administration is recommending the addition of a new position with a proposed title of program specialist. This position will provide duties such as liaison support with community groups, act as the project manager for special projects, coordinate the distribution of the quarterly e-newsletter, event flyers and event invitations, and coordinate all details for the Steering Committee meetings. This position will be paid from categorical funds.

Recommendation:

In accordance with Board Policy 7230, administration recommends the Board of Trustees approve the new position of Program Specialist, Central Regional Consortium.

SECTION 3. THE CLASSIFIED SERVICE

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

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

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

REFERENCE: Education Code Sections 88076, 88078

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

3-7 GENERAL CLASSIFICATION RULES

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

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

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

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

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

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

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

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

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

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

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

REFERENCE: Education Code Sections 88009, 88076, 88087

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

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

Presented to the Personnel Commission:

Date: October 11, 2016

SUBJECT: Consideration and Approval to Change
Position Classification for Secretary to the
Vice Chancellor, Clovis Community College,
#5051

ENCLOSURE(S):
Current Classification,
Proposed
Classification
Specification, PC Rule
3-1 thru 3-4, 3-7 thru
3-9, 3-12, 3-13

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-50

Background:

A vacancy has occurred at Clovis Community College for the position of Secretary to the Vice Chancellor. Upon review of the position, it was determined that a classification change to Secretary to the President is needed for position #5051. This change will allow staff to properly recruit for the position and address the campus needs.

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 positions approved by the Board of Trustees into either an established classification, recommend a new classification be created or exempt from the classified service.

Recommendation:

It is recommended the Personnel Commission approve the classification change of the position #5051 at Clovis Community College from Secretary to the Vice Chancellor to Secretary to the President.

STATE CENTER COMMUNITY COLLEGE DISTRICT SECRETARY TO THE VICE CHANCELLOR

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This classification requires that incumbents work independently, possess extensive knowledge of the district, understand the relationship of the campuses with others both inside and outside of the district, and assist in the formulation of procedures and interpretation of policies used within the district. This classification differs from others in that incumbents have a greater variety and amount of public contact, a higher degree of responsibility and have access to or possess information relating to the District's employer-employee relations, making this position "Confidential". This classification may require some lead responsibilities.

EXAMPLES OF DUTIES

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

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

EMPLOYMENT STANDARDS

Education:

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

Experience:

Considerable secretarial experience for an executive/administrator.

Licenses/Certificates:

Valid Drivers License is required

Obtain Notary Public certification within 6 months of employment.

Knowledge:

- Knowledge of modern office procedures to ensure efficient operation of the office of the Vice Chancellor.
- Thorough knowledge of budget practices in order to maintain maximum operating efficiency within the district.
- Knowledge of record keeping and report preparation techniques to ensure budgets and financial information is properly tracked.

- Advanced knowledge of secretarial practices and administrative functions such as accurately taking minutes of meetings and/or maintaining a calendar of meetings and events.
- Knowledge of proper English usage to include spelling, grammar, and punctuation in order to compose items such as correspondence, agendas, minutes, and/or reports.
- Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of basic math including addition, subtraction, multiplication and division.
- Knowledge of current computer software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.
- Knowledge of current computer operating systems.
- Knowledge of Notary Public Commission regulations to properly notarize legal documents.

Skills:

- Skill to organize and maintain the efficient operation of the Office of the Vice Chancellor.
- Skill to employ mathematical techniques for the purpose of analyzing budgets and spending reports.
- Skill to research, analyze, and prepare reports.
- Skill to prepare agenda items and minutes of meetings at a level that is sufficient to perform the duties.
- Skill to learn procedures to process contracts and/or insurance related matters.
- Skill to manage and prepare work activities, schedules, and resource utilization to ensure office tasks are properly prioritized.
- Skill to create and proofread legal documents such as correspondence, agendas, minutes, and reports.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.

Abilities:

- Ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Ability to interpret and apply college and district policies and procedures.
- Ability to learn and apply governmental agency agenda processes to ensure adherence to regulations such as the Brown Act.
- Ability to assign, monitor, and review the work of others.
- Ability to appropriately interact with students, staff, faculty and public.
- Ability to receive and follow instructions in order to build and maintain effective working relationships.
- Ability to type at a sufficient speed to maintain workflow.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

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

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

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

Other working conditions which may occur:

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

**STATE CENTER COMMUNITY COLLEGE DISTRICT
SECRETARY TO COLLEGE PRESIDENT/VICE CHANCELLOR, NORTH CENTERS**

DEFINITION

Under direction performs highly complex and responsible secretarial work by using independent judgment and having an understanding of campus functions and procedures in order to assist the College President/Vice Chancellor, North Centers by performing administrative and office detail.

DISTINGUISHING CHARACTERISTICS

This classification requires that incumbents work independently, possess extensive knowledge of the campus and the district, understand the relationship within the campus and among the campuses and district office as well as with external customers, and assist in the formulation of procedures and interpretation of policies used within the campus. This classification differs from others in that incumbents have a greater variety and amount of public contact, a higher degree of responsibility and have access to or possess information relating to the District's employer-employee relations, making this position "Confidential." This classification may require some lead responsibilities.

EXAMPLES OF DUTIES

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

- Filing, typing, proof-reading, checking, composing correspondence, and recording information on records from general instructions utilizing word processing, spreadsheets and database software.
- Tracking budgets and preparing reports.
- Scheduling meetings, conducting research and preparing notes or reports for the College President/Vice Chancellor, North Centers.
- Taking minutes of meetings and initiating follow-up needed from the College President's/Vice Chancellor, North Centers' office.
- Preparing materials for various meetings.
- Initiating and coordinating procedural modifications.
- Communicating campus and district policies and procedures.
- Assigning and reviewing the work of other employees and students assigned to the department.
- May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education:

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

Licenses/Certificates:

- Valid Drivers License is required.

Experience:

- Considerable secretarial experience for an executive/administrator.

Knowledge:

- Knowledge of modern office procedures to ensure efficient operation of the College President's/Vice Chancellor, North Centers' Office.
- Thorough knowledge of budget practices in order to maintain maximum operating efficiency within the campus.
- Knowledge of record keeping and report preparation techniques to ensure budgets and financial information is properly tracked.
- Advanced knowledge of secretarial practices and administrative functions such as accurately taking minutes of meetings and/or maintaining a calendar of meetings and events.
- Knowledge of proper English usage to include spelling, grammar, and punctuation in order to compose items such as correspondence, agendas, minutes, and/or reports.
- Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of basic math including addition, subtraction, multiplication and division.
- Knowledge of current computer software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.
- Knowledge of current computer operating systems.

Skills:

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

Abilities:

- Skill to interpret and apply college and district policies and procedures.
- Skill to learn and apply governmental agency agenda processes to ensure adherence to regulations such as the Brown Act.
- Skill to assign, monitor, and review the work of others.
- Skill to appropriately interact with students, staff, faculty and public.
- Skill to receive and follow instructions in order to build and maintain effective working relationships.
- Skill to type at a sufficient speed to maintain workflow.

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

Other working conditions which may occur:

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

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

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

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

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

- Read and understand information and ideas presented in writing. (Written Comprehension)
- Communicate information and ideas in writing so others will understand. (Written Expression)

Section 18 Page 7

Approved: June 17, 1991

Revised by PC: April 20, 2010

Salary Range: 58

SECTION 3. THE CLASSIFIED SERVICE

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

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

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

REFERENCE: Education Code Sections 88076, 88078

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

3-7 GENERAL CLASSIFICATION RULES

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

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

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

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

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

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

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

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

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

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

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

REFERENCE: Education Code Sections 88009, 88076, 88087

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

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

Presented to the Personnel Commission:

Date: October 11, 2016

SUBJECT: Consideration and Approval to Change
Position Classification for Administrative
Assistant Confidential, Fresno City College,
#2039

ENCLOSURE(S):
Current Classification,
Proposed
Classification
Specification, PC Rule
3-1 thru 3-4, 3-7 thru
3-9, 3-12, 3-13

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-51

Background:

A vacancy has occurred at Fresno City College for the position of Administrative Assistant Confidential. Upon review of the position, it was determined that a classification change to a non-confidential Administrative Assistant is needed for position #2039. This change will allow staff to properly recruit for the position and address the campus needs.

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 positions approved by the Board of Trustees into either an established classification, recommend a new classification be created or exempt from the classified service.

Recommendation:

It is recommended the Personnel Commission approve the classification change of the position #2039 at Fresno City College from Administrative Assistant Confidential to Administrative Assistant.

STATE CENTER COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE ASSISTANT - CONFIDENTIAL

DEFINITION

Under direction performs highly complex and responsible secretarial work and relieves a senior campus administrator of administrative and office detail.

DISTINGUISHING CHARACTERISTICS

This classification differs from others in the series in that incumbents possess extensive knowledge of a campus area, understand the relationship of the departments within the area to each other and to others both inside and outside of the district, and assist in the formulation of procedures used within the area. This classification also differs from others in that incumbents have a greater variety and amount of public contact, a higher degree of responsibility and have access to or possess information relating to the District's employer-employee relations, making this position "Confidential". This classification may require some lead responsibilities.

EXAMPLES OF DUTIES

Performs a wide variety of secretarial work, including typing, proof-reading, checking, composing correspondence and recording information on records from general instructions. Tracks budget expenditures and prepares reports. Schedules and prepares materials for meetings and appointments. Enters and retrieves data from computer system in appropriate format. Conducts research on problem areas and prepares reports. Initiate and coordinate procedural modifications. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: Considerable experience performing administrative or difficult secretarial duties involving analytical and technical skills for a senior level administrator.

Knowledge and Abilities: Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Ability to take and/or transcribe dictation. Skill to employ mathematical techniques. Skills required to research, prepare and analyze reports. Ability to enter and retrieve data from computer system in appropriate format. Ability to learn procedures connected with mission of area. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

STATE CENTER COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE ASSISTANT

DEFINITION

Under direction performs highly complex and responsible secretarial work and relieves a senior campus administrator of administrative and office detail.

DISTINGUISHING CHARACTERISTICS

This classification differs from others in the series in that incumbents possess extensive knowledge of a campus area, understand the relationship of the departments within the area to each other and to others both inside and outside of the district, and assist in the formulation of procedures used within the area. This classification may require some lead responsibilities.

EXAMPLES OF DUTIES

Performs a wide variety of secretarial work, including typing, proof-reading, checking, composing correspondence and recording information on records from general instructions. Tracks budget expenditures and prepares reports. Schedules and prepares materials for meetings and appointments. Enters and retrieves data from computer system in appropriate format. Conducts research on problem areas and prepares reports. Initiate and coordinate procedural modifications. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: Considerable experience performing administrative or difficult secretarial duties involving analytical and technical skills for a senior level administrator.

Knowledge and Abilities: Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Ability to take and/or transcribe dictation. Skill to employ mathematical techniques. Skills required to research, prepare and analyze reports. Ability to enter and retrieve data from computer system in appropriate format. Ability to learn procedures connected with mission of area. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 11 Page 25
Approved: August 8, 1994
Salary Range: 55
Revised by PC August 21, 2012

SECTION 3. THE CLASSIFIED SERVICE

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

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

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

REFERENCE: Education Code Sections 88076, 88078

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

3-7 GENERAL CLASSIFICATION RULES

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

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

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

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

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

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

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

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

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

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

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

REFERENCE: Education Code Sections 88009, 88076, 88087

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

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

Presented to the Personnel Commission:

Date: October 11, 2016

SUBJECT: Consideration and Approval of Revised
 Classification Specification for College
 Trainer

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-52

Background:

A vacancy has occurred for the position of College Trainer at Clovis Community College and while conducted the recruitment, Commission staff received a complaint from the Physical Therapy Board of California regarding the duties listed in the classification specification. The recruitment was cancelled to conduct a review the classification specification.

In reviewing the classification specification, changes have been made to update the Title, Definition, Distinguishing Characteristics, Duties and Employment Standards. The duties were revised by Vice Chancellor of Human Resources on behalf of the Board of Trustees. 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 Instruction, Fresno City College
- Vice President of Instruction, Reedley College
- Dean of Instruction, Clovis Community College
- Dean of Instruction, Fresno City College
- Vice Chancellor of Human Resources
- Director of Human Resources
- CSEA
- Incumbents

Recommendation:

It is recommended the revised classification specification for College Trainer be approved as presented.



State Center Community College District

Job Title:	College Athletic Trainer	Classification Series:	Instructional Services
FLSA Status:	Non-Exempt	Classification Group:	Athletics
Salary Schedule:	Classified	Classification Level:	Advanced/Lead
Salary Range:	60	Date Created:	June 17, 1991

Definition

~~Under direction performs and administers physical therapy treatment as prescribed by a physician.~~

Under direction, the athletic trainer assists in the development and implementation of programs for the prevention of injuries to student athletes, administers first aid and emergency medical care, administers rehabilitation for injuries to students and athletes involved in various sports and related activities in accordance with instruction from physicians.

Distinguishing Characteristics

This classification performs complex duties in accordance with general instructions or procedures. This position differs from lower levels by the responsibility for or greater variety of activities and work being less closely supervised.

An **Athletic Trainer** administers preventive and rehabilitative treatment to students and athletes involved in various sports and related activities in accordance with instruction from physicians.

Supervision Received

General supervision is received from an academic or classified administrator.

Supervision Exercised

No supervisory responsibilities. Incumbents assign, monitor, and review the work of other staff.

Essential Job Functions

~~Performs needed preventative and rehabilitative physical therapy activities for injuries incurred by student athletes, consults and coordinates with team physicians in determining athletes physical ability to compete, maintains detailed records of injuries and therapy, coordinates athletic insurance for all sports and assists in other areas of the school athletic program as needed.~~

1. Plans and implements comprehensive athletic injury and illness prevention programs.
2. Develops training programs and routines designed to improve athletic performance.
3. Oversees and implements a comprehensive concussion management system in accordance with guidelines set by the California Community College Athletic Association (CCCAA).
4. Confers with coaches in order to select protective equipment.
5. Keeps current with research on subject matter related to athletic training or sports medicine.
6. Advises athletes and coaching staff on matters related to conditioning, rehabilitation, training, diet, rest, alcohol/substance abuse, environmental conditions and related matters.
7. Instructs coaches, athletes, medical personnel, community members, and parents in the care, prevention and treatment of athletic injuries.
8. Advises student athletes on the proper use of equipment.
9. Coordinates and tracks student training room hours and schedules.
10. Travels with athletic teams as assigned and attends games and training sessions in order to be available to athletes as needed.
11. Transports or accompanies athletes to appointments for medical treatment or games.
12. Conducts an initial assessment of an athlete's illness or injury in order to provide emergency or continued care.
13. Provides referrals to physicians, health services, hospitals and other health professionals as necessary.
14. Schedules and assists with the administration of pre-participation physical examinations for student athletes.
15. Provides participation clearances when necessary and warranted.
16. Applies protective or injury preventive devices such as bandages, braces, or tape to body parts such as ankles, fingers, or wrists.
17. Assesses and reports the progress of recovering athletes and their readiness to play to coaches and physicians.



State Center Community College District

18. Prepares and maintains a variety of records, reports, and correspondence including injury and accident reports, rehabilitation logs and insurance claims.
19. Creates, updates and maintains confidential athlete files and records.
20. Cares for athletic injuries using therapy equipment and techniques.
21. Recommends special diets in order to improve athletes' health, increase their stamina, and/or alter their weight.
22. Provides support and guidance for students interested in entering athletic training programs at different institutions.
23. Cleans, disinfects, and maintains training facility and equipment and schedules equipment servicing as needed.
24. Collaborates with physicians in order to develop and implement comprehensive rehabilitation programs for athletic injuries.
25. May inspect dressing rooms, showers, playing fields, and athletic equipment to reduce hazards for student athletes.
26. Inventories and orders training room supplies.
27. Performs other duties as assigned.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

~~Education: Bachelor's degree in kinesiology, physical education, physical therapy, or occupational therapy AND a certificate in Athletic Training from National Athletic Trainers' Association – Board of Certification.~~

~~Experience: Experience as a trainer in a high school, college or university environment involving major competitive sports, i.e. football, basketball, baseball, and track.~~

~~Knowledge and Abilities: Knowledge of sports injury prevention, principles and practices of sports medicine and first aid, cardiopulmonary resuscitation, operation of therapeutic devices, taping and strapping techniques, conditioning rehabilitation procedures, protective equipment, elements of health education, anatomy and physiology, sports injury record-keeping, and the privacy laws. Skill to administer care for fractures, dislocations, sprains, strains, concussion, contusions, cuts, and abrasions, operate therapeutic devices, aid the team physician in physical examinations and reconditioning programs, conduct an effective training program. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.~~

Bachelor's degree in athletic training, kinesiology, health sciences, physical education, or closely related field is required AND experience as a trainer in a high school, college or university environment involving major competitive sports such as basketball, baseball, football, soccer, and track.

Licenses & Certificates

1. Valid Driver's License
2. Valid National Athletic Trainers' Association Certificate
3. Valid First Aid and CPR for the Professional Rescuer is required

Knowledge of:

1. Principles of anatomy, physiology, kinesiology, and nutrition.
2. Diagnostic signs and symptoms and related treatment of various physical injuries.
3. Principles, techniques and procedures used in the prevention, care and rehabilitation of athletic injuries.
4. Various types of therapeutic treatments, equipment and conditioning programs.
5. First aid medical procedures, including CPR.
6. Safety guidelines and regulations in athletic and therapeutic activities.
7. Safety and protective equipment used in sports.
8. General health and procedures used to prevent contamination.
9. Taping and bandaging techniques.
10. Operation of therapeutic devices.
11. Elements of health education, anatomy and physiology.



State Center Community College District

12. Sports injury record keeping, and the privacy laws.
13. Recordkeeping and report preparation techniques to ensure information is accurately presented.
14. Math including addition, subtraction, multiplication, and division.
15. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
16. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
17. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skill to:

1. Administer care for injuries such as fractures, dislocations, sprains, strains, concussion, contusions, cuts, and abrasions.
2. Operate therapeutic devices, aid the team physician in physical examinations and reconditioning programs.
3. Operate a vehicle observing legal and defensive driving practices.
4. Operate a variety of first aid and adaptive equipment and administers first aid and athletic therapy.
5. Use and operate athletic rehabilitation and weight equipment.
6. Conduct an effective training program.
7. Make quick decisions in emergency situations.
8. Effectively communicate with individuals for whom English is not a primary language.
9. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
10. Plan and organize work to meet established timelines and department schedules.
11. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
12. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
13. Rapidly learn and acquire skills in areas and technologies not previously assigned.
14. Type at a sufficient speed to maintain workflow.

Ability to:

1. Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, vendors, independent programs consultant/trainers, and the public.
2. 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.
3. Develop and implement individualized rehabilitation and reconditioning for injured students.
4. Identify when referrals to physicians, health services, hospitals and other health professionals are necessary.
5. Provide appropriate treatment to athletes to prevent injury or re-injury.
6. Attend off-campus sporting events as needed.
7. Aid the team physician in physical examinations and reconditioning programs.
8. Understand and apply various technical and all other directions issued by physicians.
9. Think clearly and logically, use good judgment, and make quick and appropriate decisions in emergency situations.
10. Assure student understanding of proper exercise techniques.
11. Communicate effectively with students, parents, coaches and faculty regarding physical injuries.
12. Receive and follow instructions.
13. Assign, monitor and review the work of others.
14. Learn and apply college the CCCAA bylaws and constitution, district policies and procedures.
15. Maintain confidentiality of sensitive information and records.
16. Operate computers and their peripherals.
17. 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



State Center Community College District

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 athletic equipment and supplies 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.

Work Conditions

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

Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; work inside protected from the weather; work outside exposed to the weather and varying temperatures; work under pressure of constant deadlines and frequent interruptions; work effectively in a demanding environment; work in situations which may require the response or de-escalation of persons who may become physically violent or combative; work collaboratively in a team environment, work with sensitive and confidential information; noise exposure is within OSHA limits, roughly that of a normal conversation or a ringing telephone.

Duties Approved By:	Board of Trustees	Date:	June 17, 1991
Class Approved By:	Personnel Commission	Date:	June 17, 1991
Class Revised By:	Personnel Commission	Date:	September 7, 2006
Duties Revised By:	VC of Human Resources	Date:	October 6, 2016
Class Revised By:	Personnel Commission	Date:	October 11, 2016 (Pending)
Updated By:	Elba Gomez	Date/Time:	10/6/2016

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

Presented to the Personnel Commission:

Date: October 11, 2016

SUBJECT: Consideration and Approval of Revised
Classification Specification for Human
Resources Assistant

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-53

Background:

A title change for the Human Resources Assistant was requested from CSEA and Human Resources as a result of negotiations. In reviewing the classification specification prior to recruitment, changes have been made to update the Title and Distinguishing Characteristics to show the proposed title of Human Resources Support Assistant. 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 Chancellor of Human Resources
- Director of Human Resources
- CSEA

Recommendation:

It is recommended the revised classification specification for Human Resources Assistant be approved as presented with the revised title of Human Resources Support Assistant.



State Center Community College District

Job Title:	Human Resources Support Assistant	Classification Series:	Office Administration
FLSA Status:	Non-Exempt	Classification Group:	Human Resources
Salary Schedule:	Classified	Classification Level:	Entry
Recommended Salary Range:	44	Date Created:	August 17, 2016

Definition

Under direction, performs a variety of general clerical, office support, and routine administrative duties to assist in the day-to-day operation of the Human Resources and Personnel Commission offices and provides information and assistance to District personnel, staff and the public regarding personnel matters.

Distinguishing Characteristics

A **Human Resources Support Assistant** performs clerical duties related to the processing of a wide variety of personnel transactions pertaining to recruitment, selection, employment processing, and other related areas. Incumbents in this classification will learn to apply rules, regulations, policies, and procedures of the Board of Trustees and Personnel Commission as well as applicable provisions of the collective bargaining agreements. This classification is entry-level and differs from higher levels by the responsibility for or limited variety of activities, work being more closely supervised and more routine in nature. Incumbents are expected to perform these functions in an accurate manner under specific deadlines

In comparison, a **Human Resources Specialist** performs responsible and complex human resources work relating to recruitment, selection, employment processing, classification and compensation, test construction and examinations. This classification differs from lower levels in that incumbents have a greater amount of public contact, require a higher level of expertise in the subject area and a higher degree of responsibility.

Supervision Received

General supervision is received from an academic or classified administrator.

Supervision Exercised

No supervisory responsibilities.

Essential Job Functions

1. Performs a variety of responsible clerical duties related to recruitment, examination, selection, and the processing and maintenance of personnel files.
2. Proctors examinations by checking candidate identification, distributing exam material, instructing and monitoring job candidates to ensure testing security and instructions are being followed, collecting and accounting for test documents and materials used in the examination.
3. Distributes job announcements and advertisements for positions.
4. Assists with soliciting job expert panelist, maintains job expert database, schedules screening/examination job experts for recruitment panels and compiles materials for selection/examination committees.
5. Assembles and organizes screening, written, competency and oral examination materials for vacancies.
6. Receives application materials, screens, verifies and follows-up on documents, correspondence, transcripts and other information for completeness of file.
7. Prepares, types, updates, monitors, duplicates and maintains a variety of forms, reports, bulletins, records, schedules, lists and files according to established procedures; verifies and posts information as necessary to assure completeness and accuracy.
8. Assists in entering recruitment data and maintaining computer database for recruitments, job revisions and files of applicant records.
9. Assists department staff by compiling information from a variety of sources for the completion of forms or the preparation of reports, classification studies, salary and benefits surveys, and/or related documents.



State Center Community College District

10. Assists in entering new employees and processes changes to employee data, tracks a variety of personnel data such as Tuberculosis test expiration, training and development activities, and employee status.
11. Assists in conducting new employee orientation for employees.
12. Prepares, reviews, and processes a variety of forms including requisitions, mileage, absence claims, billing orders, travel authorization and others.
13. Maintains financial records and performs basic calculations related to recruitments and other department expenses.
14. Types agendas, attends meetings and distributes materials as appropriate.
15. Takes dictation as assigned and prepares minutes of meetings.
16. Maintains the administrator's calendar, schedules and cancels appointments, meetings, and travel arrangements.
17. Creates and maintains office files by sorting, coding, indexing, filing, cross referencing, locating, and extracting documents in accordance with established operating procedures.
18. Receives and relays incoming calls, takes messages, and places calls using a multi-line telephone console.
19. Receives visitors, determines purpose of their visit, informs appropriate party of arrival, and directs visitors to appropriate office.
20. Responds to routine items and composes correspondence from brief oral and written instructions.
21. Sorts, stamps and distributes mail and answers letters requiring routine information.
22. Composes, types, prepares, and proofreads a wide variety of reports, correspondence, letters and memoranda.
23. Creates and maintains spreadsheets and databases and enters and retrieves information from computer in appropriate format and runs reports when requested.
24. Tracks, verifies and records information from general business documents and computer databases.
25. Performs basic research and gathers data from a variety of sources; and compiles results and reports on findings.
26. Maintains office supply inventory and processes requisitions.
27. Operates a variety of office equipment including but not limited to computers, telephones, printers, typewriters, copiers, scanners, and fax machines.
28. Performs other duties as assigned.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Formal or informal education equivalent to completion of the twelfth grade AND one (1) year of general clerical office experience. Experience in a human resources office setting is preferred.

Licenses & Certificates

Certain positions may require a valid California Driver's License, and the availability of private transportation.

Knowledge of:

1. Modern office practices, procedures, and equipment.
2. Basic knowledge of human resources policies and procedures.
3. Basic knowledge of principles and practices of recruitment and selection.
4. Principles and procedures of records management.
5. Principles and practices of business communication and phone and email etiquette.
6. Relevant provisions of the California Education Code, Personnel Commission rules and regulations, and collective bargaining agreements.
7. Recordkeeping and report preparation techniques to ensure information is accurately presented.
8. Basic math including addition, subtraction, multiplication, and division.
9. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.



State Center Community College District

10. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
11. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skill to:

1. Prepare agenda items and minutes of meetings at a level that is sufficient to perform the duties.
2. Effectively communicate with individuals for whom English is not a primary language.
3. Exercise tact, diplomacy and confidentiality in dealing with sensitive issues and situations.
4. Plan and organize work to meet established timelines and department schedules.
5. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
6. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
7. Rapidly learn and acquire skills in areas and technologies not previously assigned.
8. Type at a sufficient speed to maintain workflow.

Ability to:

1. Take dictation at an acceptable rate of speed and transcribe accurately, using equipment as required by the position.
2. Learn California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in order to communicate information.
3. Learn meeting protocol including the Brown Act, Roberts Rules of Order and parliamentary procedures.
4. Learn the human resources information system (HRIS) in use by the District.
5. Learn district/public agency salary and benefit structure and personnel procedures.
6. Track department expenses such as billing orders, travel authorization and others.
7. 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.
8. 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.
9. Receive and follow instructions to carry out daily assignments.
10. Learn and apply college and district policies and procedures.
11. Maintain confidentiality of sensitive information and records.
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 and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lift and carry office supplies and equipment weighing up to 25 lbs.

Mental Demands

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

Work Conditions

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

Maintain consistent, punctual and regular attendance; may be required to travel to locations other than assigned site to proctor exams; schedule changes may frequently occur based on business needs; work inside protected from the weather; may work outside exposed to the weather and varying temperatures; work under pressure of constant deadlines and frequent interruptions; work effectively in a demanding environment; work collaboratively in a team environment, work with sensitive and confidential information; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

Duties Approved By:	Vice Chancellor of HR	Date:	August 23, 2016
Class Approved By:	Personnel Commission	Date:	August 23, 2016
Updated By:	Elba Gomez	Date/Time:	8/23/2016

Personnel Commission – Director’s Report

October 11, 2016 Regular Meeting

Recruitment and Examination

Accepting applications for the following recruitments:

Name	Application Deadline
Building Generalist	Continuous Recruitment
Early Childhood Education Specialist	Continuous Recruitment
Early Childhood Education Associate	Continuous Recruitment
Food Service Worker I	Continuous Recruitment
Police Officer	Continuous Recruitment
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Microcomputer Specialist	October 7, 2016
Curriculum Assistant	October 14, 2016
Office Assistant I	October 14, 2016
Office Assistant I PPT	October 14, 2016
Call Center Support Specialist	October 24, 2016
Call Center Support Assistant	October 24, 2016
Student Communications Specialist	October 24, 2016

The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Chief of Police	Oral Board	October 12, 2016
Financial Aid Assistant I	Competency	October 14, 2016
Financial Aid Manager	Competency	October 14, 2016
Police Officer – Continuous	Competency	October 14, 2016

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

Name	Location	Anticipated Posting Date/Status
Administrative Assistant	Districtwide	October 2016
Bookstore Rush	Districtwide	October 2016
College (Athletic) Trainer	CCC	October 2016
HR Analyst - Confidential	DO	October 2016
Library Services Assistant	Districtwide	October 2016
Sign Language Interpreter Coordinator	Districtwide	October 2016
Institutional Research Coordinator	Districtwide	November 2016
Instructional Lab Tech – Chemistry	FCC	November 2016
Instructional Tech – Manufacturing	MC	November 2016
Program Development Assistant	Districtwide	November 2016
Department Secretary	Districtwide	November 2016
Department Secretary PPT	Districtwide	November 2016
Student Personnel Services Assistant	FCC	November 2016
Accounting Technician II	Districtwide	December 2016
Accounting Technician I	Districtwide	December 2016
Accounting Clerk III	Districtwide	December 2016

Accounting Clerk I	Districtwide	December 2016
Human Resources Assistant	DO	December 2016
Educational Advisor	Districtwide	December 2016
Administrative Support Series	Districtwide	January 2017
Custodian	Districtwide	January 2017
EEO/Staff Development Manager	Districtwide	January 2017
Program Specialist – CRC	DO	January 2017
Professional Development Coordinator	FCC	January 2017
Office Assistant III	Clovis/Hern	February 2017
Office Assistant III	Madera	February 2017
Office Assistant III	Oakhurst	February 2017
Office Assistant III	Reedley	February 2017
Cafeteria Attendant	RC	On hold pending position 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
Administrative Assistant	Administrative Svcs, FCC	List Pending Referral
Assessment Technician	Student Services, CCC	List Referred 7/13/16
Building Services Manager	Administrative Services, RC	List Referred 9/19/16
Buyer	Purchasing, DO	List Referred 9/19/16
Custodian	Administrative Svcs, CCC	List Referred 9/30/16
Custodian	Administrative Scs, RC	List Pending Referral
Department Secretary (PPT)	Office of Instruction, MC	List Referred 10/5/16
Executive Assistant to Chancellor	Chancellor's Office, DO	List Referred 10/4/16
Library/Learning Resource Asst. III	Library, RC	List Referred 7/28/16
HR Technician – Confidential	Human Resources, DO	List Referred 9/20/16
Maintenance Worker I	Maintenance & Ops, DO	List Referred 10/5/16
Maintenance Worker I	Maintenance & Ops, DO	List Referred 10/5/16
MicroComputer Resource Tech	Technology Services, RC	List Referred 9/7/16
Office Assistant III	DSP&S, FCC	List Referred 9/9/16
Office Assistant III	Counseling, FCC	List Pending Referral
Office Assistant III	Office of Instruction, MC	List Referred 9/20/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Seasonal Student Advisor	Student Services, CCC	List Referred 2/18/16
Secretary to the Associate VC	Maintenance & Ops, DO	List Pending Referral
Upward Bound Assistant	Upward Bound, RC	List Referred 3/18/16

Classification

Job Description Updates

Name	Status
Classification Studies	Managers have completed the review of classification study reports.

Classification Specifications	Commission staff is currently updating/creating 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 with the Final Classification Report has been approved.
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Around the Office

- NeoGov Onboarding Implementation, Currently Working with HR Department.
- NeoGov Performance Evaluation Implementation
- Training Administrators and staff
- NeoGov Conference @ Las Vegas October 12 – 14
- WRIPAC Training & Meeting @ Bass Lake October 26 – 28
- Leadership Class XVI Graduation, December 9, 2016 @ FCC OAB
- WRIPAC Training & Meeting @ Costa Mesa January 18 – 20, 2017
- CSPCA Conference @ San Francisco January 26 – 29, 2017
- NCHRA HR West Conference @ Oakland March 6 – 8, 2017