

Merit System

The fundamental purpose of the Merit System is to ensure that employees are selected, promoted and retained without favoritism or prejudice, on the basis of merit and fitness.

Merit System Principles

According to the California School Personnel Commissioners Association (CSPCA), the principles of personnel administration include:

1. Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which assures that all receive equal opportunity.
2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, disabling condition or sexual orientation.
3. Equal pay should be provided for work of equal effort, skill, and responsibility.
4. School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.
5. Employees should be retained and promoted on the basis of merit, as measured by the adequacy of their performance and professional achievement.
6. Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

Personnel Commission Annual Report 2013 - 2014



Personnel Commission

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Regularly scheduled meetings of the Personnel Commission are held the third Tuesday of each month. Agendas and minutes are posted on our website at www.scccd.edu

The Personnel Commission encourages all to visit its website to view Classified Vacancies, the Commission's Annual Report, Commission Rules, Job Classifications and Families, Salary Schedules, and much more.

State Center YEAR
Community 2014-
College
District 2015

Personnel Commission

ANNUAL REPORT



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Recruitment Website!

The Personnel Commission accepts online applications and also utilizes enhanced applicant tracking capabilities for staff via their application website.

The website is:
<http://agency.governmentjobs.com/scccd>

The website has the ability to accept interest cards for positions that may not be currently accepting applications. This process electronically notifies applicants when a new recruitment has been posted.

In addition, the Personnel Commission has a Facebook page where new recruitments and links to valley jobs and testing tips are posted.

State Center Community College District Merit System

The State Center Community College District was established in 1964 after Fresno City College and Reedley College joined to form the State Center Community College District. The District has grown to become a leader among community colleges with more than 49,000 students enrolled this past fiscal year. The three main campuses of the District are Fresno City College, Reedley College and the newly accredited Clovis College. In addition, the District has centers in Madera, Clovis, Oakhurst.

The Merit System was adopted by the District in 1966 by an election of the classified employees. The Merit System grants the Personnel Commission of the State Center Community College District the responsibility of establishing rules and regulations that provide for the selection, retention, and promotion of classified employees on the basis of individual merit and fitness.

This is demonstrated by competitive examinations and performance. In addition, the Personnel Commission

is responsible for the classification and reclassification of positions and serves as an appeal body for disciplined classified employees.

The Personnel Commission has embarked on enhancing its examination process by including competency examinations in more of our recruitments. These competency examinations have proven to be instrumental in the recruitment and examination process by helping us differentiate between qualified and less qualified individuals. We administered competency exams for a variety of classifications to include, but not limited to; Building Generalist, Educational Advisor, DSPS Mobility Driver, Piano Accompanist, and secretarial support staff positions. Competency exams vary greatly and can include anything from a hands-on computer test to driving a mobility cart, baking or making a presentation.



PERSONNEL COMMISSION STAFF

The Director of Classified Personnel and staff carry out the day-to-day responsibilities of the Personnel Commission. The Director of Classified Personnel shall act as Secretary to the Personnel Commission, shall issue and receive all notifications on its behalf, and shall prepare, or cause to be prepared, an annual report which shall be sent by the Commission to the Board of Trustees.

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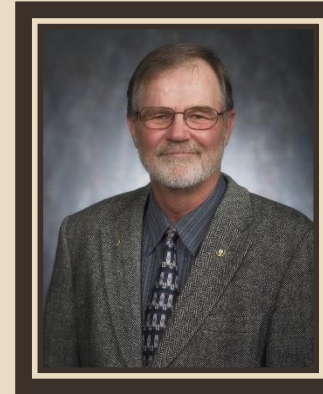
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Classified Actions

| Recruitment & Exam | 2012-13 | 2013-14 | 2014-15 |
|---|---------|---------|---------|
| Vacancy Announcements | 48 | 57 | 58 |
| Lateral Announcements | 32 | 55 | 115 |
| Applications Received | 4593 | 3800 | 3720 |
| Number of Examinations Administered: | | | |
| Knowledge/Written and/or Screening | 33 | 61 | 56 |
| Skills/Performance Examinations | 37 | 37 | 16 |
| Oral Appraisal Examinations | 32 | 38 | 44 |
| Personnel Actions: | | | |
| Eligibility Lists Established | 36 | 62 | 58 |
| Regular Appointments (New Hires) | 47 | 82 | 77 |
| <i>Promotions</i> | ~ | ~ | 25 |
| <i>Lateral Transfers</i> | ~ | ~ | 22 |
| Provisional/Limited Term | 73 | 98 | 149 |
| Classification Requests Processed: | | | |
| Position Classification Actions | 2 | 4 | 0 |
| Reclassifications | 0 | 0 | 0 |
| Working Out-of-Class | 35 | 18 | 21 |
| Permanent Classified Employees: | 607 | 602 | 610 |
| New Hires by Ethnicity | | | |
| African-American/Non-Hispanic | 4% | 5% | 8% |
| American Indian/Alaskan Native | 2% | 0% | <1% |
| Asian/Pacific Islander | 9% | 13% | 7% |
| Hispanic | 32% | 20% | 23% |
| White | 49% | 52% | 24% |
| Multi-racial | 0% | 8% | 22% |
| Unknown | 4% | 2% | 16% |
| New Hires by Gender | | | |
| Male | 30% | 27% | 54% |
| Female | 66% | 73% | 46% |
| Unknown/Unreported | 4% | 0% | <1% |
| Applicants by Ethnicity | | | |
| African-American/Non-Hispanic | 6% | 6% | 7% |
| American Indian/Alaskan Native | 1% | 1% | 1% |
| Asian/Pacific Islander | 13% | 13% | 13% |
| Hispanic | 41% | 37% | 39% |
| White | 32% | 30% | 28% |
| Multi-racial | 2% | 5% | 6% |
| Unknown | 5% | 8% | 1% |
| Applicants by Gender | | | |
| Male | 21% | 25% | 29% |
| Female | 76% | 68% | 66% |

Personnel Commissioners



Tim Liermann, Chair, is the California School Employees Association State Center Chapter 379 appointee. He has a long work history as a classified employee for two school districts in the state of California. In 1985, he was hired as a Labor Relations Representative for CSEA. For 16 years, Mr. Liermann served as the Senior Labor Relations Representative for CSEA assigned to the Fresno Field Office representing approximately 22,000 classified employees. He and his wife Carla have 5 grandchildren and 1 great-grandchild. Mr. Liermann retired from CSEA on January 1, 2011 after 26 years.



Bradley Tahajian, Vice-Chair, is a senior attorney with the state Court of Appeal, where he specializes in workers' compensation & related employment matters. He became familiar with public employment by serving as an executive fellow with the state Department of Personnel Administration & later as legal counsel to a Judicial Council task force charged with evaluating judicial employment issues. Mr. Tahajian attended Fresno City College & earned a bachelor's degree in economics from UCLA, law degree from UC Hastings College of the Law, & legal master's degree in tax emphasizing in employee benefits from the University of San Diego.



Pamela Freeman-Fobbs, Commissioner, is the Board of Trustees' appointee. Sworn in to the Personnel Commission on January 29, 2013, she has been a Board Member for the SCCC Foundation Board since 2009. Ms. Freeman-Fobbs is a former deputy district attorney for Fresno County and has served as a board member for many local organizations, including Valley Public Television, Community Hospitals of Central California, Fresno Philharmonic, and Make-A-Wish Foundation. Her passion is in healthcare and quality-of-life issues for women and children. Ms. Freeman-Fobbs has a JD from Thurgood Marshall School of Law.

Personnel Commissioner Selection

The Personnel Commission is composed of three individuals who must be registered voters, reside in the State Center Community College District, and be "known adherents to the principles of the Merit System." One member of the Commission shall be appointed by the Board of Trustees, one member shall be appointed by the exclusive bargaining unit for classified employees, and the third member shall be appointed by the other two members of the Commission.

DISTRICTWIDE CLASSIFICATION STUDY

At the June 12, 2012 Regular Meeting, the Personnel Commission approved a Districtwide Classification Study of all positions in the Classified Service.

The purpose of the Classification Study is to address changes in district organization and operations over the last several years, which may have affected the type, scope and level of work being performed.

The objective is to have a credible Classification Plan that recognizes these changes; ensures positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified together, provides salaries commensurate with assigned duties, clearly outlines the distinguishing characteristics between classifications in a job family and provides recognizable compensation growth, provides justifiable pay differential between individual classes, and maintains currency with relevant labor markets.

Personnel Commission staff has surveyed incumbents using a job analysis questionnaire, observing work processes, and verifying duties and responsibilities of incumbents and other employees in related positions. The Personnel Commission staff is currently meeting with the employee's supervisor and Human Resources.

The classification study reports will be presented to the Personnel Commission by groups of job families.