



Personnel Commission ANNUAL REPORT

Fiscal Year 2015- 2016

Recruitment Website

The Personnel Commission accepts online applications and also utilizes enhanced applicant tracking capabilities for staff via their application website. 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 May of 2016, the Personnel Commission updated the recruitment webpage. The new link can be found at the bottom of the page. The new website provides all of the same information in a more responsive and user friendly environment.

In addition, the Personnel Commission has a Facebook page where new recruitments and links to valley jobs and testing tips are posted. Within the last fiscal year, the Personnel Commission has begun posting job vacancies to other social media sites such as Twitter, Instagram, LinkedIn, and Google+.

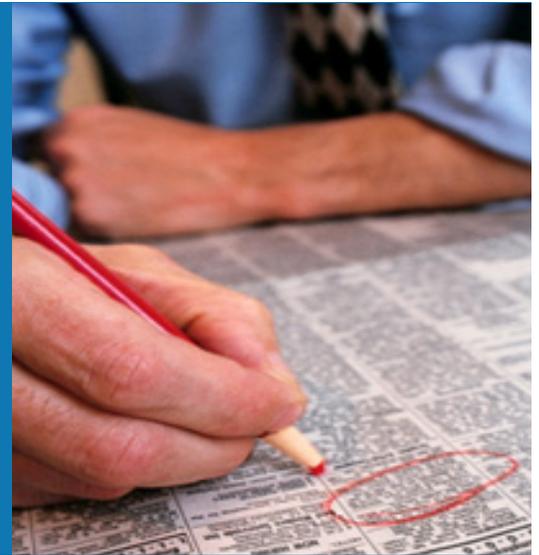
this issue

Recruitment Website | P.1

Classified Actions | P.2

Personnel Commissioners | P.3

Merit System Principles | P.4



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 50,813 students enrolled this past fiscal year. The three main campuses of the District are Fresno City College, Reedley College, and Clovis Community College. In addition, the District includes the Madera and Oakhurst Community College Centers.

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 conducts competency examinations in most 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 administer 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 hands-on computer testing, to driving a mobility cart, baking, or making a presentation.

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, as these changes may have affected the type, scope, and level of work being performed.

The objective of the study 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.

Classified Actions

Recruitments & Exams	2013-14	2014-15	2015-16
Vacancy Announcements	57	58	101
Lateral Announcements	55	115	142
Applications Received	3800	3720	6374
Number of Examinations Administered			
Knowledge/Written and/or Screening	61	56	85
Skills/Performance Examinations	37	16	5
Oral Appraisal Examinations	38	44	91
Personnel Actions			
Eligibility Lists Established	62	58	97
Regular Appointments (New Hires)	82	77	125
<i>Promotions</i>	-	25	39
<i>Lateral Transfers</i>	-	22	20
Provisional/Limited Term	98	149	162
Classification Requests Processed			
Position Classification Action	4	0	103
Reclassifications	0	0	0
Working Out-of-Class	18	21	10
Permanent Classified Employees	602	610	648
New Hires by Ethnicity			
African-American/Non-Hispanic	5%	8%	7%
American Indian/Alaskan Native	0%	<1%	<1%
Asian/Pacific Islander	13%	7%	11%
Hispanic	20%	23%	39%
White	52%	24%	33%
Multi-racial	8%	22%	4%
Unknown	2%	16%	4%
New Hires by Gender			
Male	27%	54%	33%
Female	73%	46%	64%
Unknown/Unreported	0%	<1%	3%
Applicants by Ethnicity			
African-American/Non-Hispanic	5%	8%	7%
American Indian/Alaskan Native	0%	<1%	<1%
Asian/Pacific Islander	13%	7%	12%
Hispanic	20%	23%	40%
White	52%	24%	28%
Multi-racial	8%	22%	6%
Unknown	2%	16%	7%
Applicants by Gender			
Male	25%	29%	30%
Female	68%	66%	65%
Unknown	7%	5%	5%

Personnel Commissioners



Pamela Freeman-Fobbs
Chair

Ms. Freeman-Fobbs 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. She 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 Juris Doctor degree from Thurgood Marshall School of Law.



Bradley Tahajian
Vice-Chair

Mr. Tahajian 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 and later as legal counsel to a Judicial Council task force charged with evaluating judicial employment issues. Mr. Tahajian has taken courses at Fresno City College, earned a bachelor's degree in economics from UCLA, a law degree from UC Hastings College of the Law, and a legal master's degree in tax with an emphasis in employee benefits from the University of San Diego.



Tim Liermann
Commissioner

Mr. Liermann is the California School Employees Association (CSEA) 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 and for 16 years, Mr. Liermann served as the Senior Labor Relations Representative for CSEA. He was assigned to the Fresno Field Office representing approximately 22,000 classified employees. Mr. Liermann and his wife Carla have five grandchildren and one great-grandchild. Mr. Liermann retired from CSEA on January 01, 2011 after 26 years of service.

Personnel Commission Annual Report *FY 2015-2016*

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.

Elba Gomez

Director of Classified Personnel
elba.gomez@scccd.edu

Christine Ferguson

HR Analyst
christine.ferguson@scccd.edu

Brittany Needham

HRMS Analyst
brittany.needham@scccd.edu

Reshonda Collins

HR Specialist
reshonda.collins@scccd.edu

Vince Tafoya

HR Specialist
vince.tafoya@scccd.edu

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.

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.

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.

Additional Information

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, Commission Annual Reports, Commission Rules, Job Classifications and Families, Salary Schedules, and much more.

Personnel Commission Annual Report | FY 2015-2016



Personnel Commission

1525 East Weldon Avenue

Fresno, CA 93704-6398

559.244.5900 phone

559.272.5156 fax

www.scccd.edu

www.governmentjobs.com/careers/scccd

