



State Center  
Community College District



Personnel Commission  
**ANNUAL REPORT**

*Fiscal Year 2016- 2017*

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*One of the many things that I like about the district is that I get to work with a lot of smart and hardworking people who are always willing to help you in one way or another.*

**Fennyann Chan**  
Madera Community College Center

# MISSION

The mission of the State Center Community College District Personnel Commission Office is to support the goals of the district by ensuring the fair and equitable treatment of employees in the classified service and ensuring that the selection and promotion processes are based on merit principles.

# VISION

Excellence in support of public education in the spirit of merit.

# MERIT VALUES

## MOTIVATION

Advising and guiding our applicants and employees, helping them to achieve their goals and overcome their challenges.

## EFFICIENCY

Obtaining the best possible outcome in the least wasteful manner by maintaining dynamic, relevant policies and procedures while consistently supporting a quality workforce.

## RESPONSIVENESS

Paying timely and appropriate attention to details at an appropriate level of the District and having an understanding and respect for others while keeping the districts strategic goals in mind.

## INTEGRITY

Acting with sound moral principles by being honest, responsible, accountable and respectful.

## TEAMWORK

To maximize our collective impact, we inspire, challenge and support each other to be our best and sustain district effort. We value and care about each other, operate with a generosity of spirit, and have fun in the process of working collaboratively.





## State Center Community College District

*State Center Community College District includes three colleges and multiple centers which serve approximately 1.7 million people and 22 unified and high school districts in urban and rural territories.*

*The three main campuses of the District include Fresno City College, Reedley College, and Clovis Community College. In addition, the District includes the Madera and Oakhurst Community College Centers.*

*State Center Community College District was established in 1964 after Fresno City College and Reedley College joined together. The District has grown to become a leader among community colleges with over 3,100 faculty & staff and nearly 60,000 students.*

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 performances.

The Personnel Commission is also 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 recruitments. These competency examinations have proven to be instrumental in the recruitment and examination process by helping differentiate between qualified and less qualified individuals.

The Personnel Commission administers competency exams for a variety of classifications to include, but not limited to: Building Generalist, Educational Advisor, DSP&S Mobility Driver, Piano Accompanist, and various 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.

## Meetings

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](http://www.scccd.edu). Employees and members of the public are welcome to attend.



# 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:*

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.

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.

Equal pay should be provided for work of equal effort, skill, and responsibility.

School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.

Employees should be retained and promoted on the basis of merit, as measured by the adequacy of their performance and professional achievement.

Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

”

*It is not just the security of having ‘a job’, but having a job that makes a difference in the community... whether we recognize it or not, we are respected from the outside. We serve as a major educational resource...*

**Pearl Magnum**  
Fresno City College



## FY 16/17 Budget

Salaries	\$ 340,503
O/T Classified	\$ 3,273
Commissioners	\$ 1,800
Benefits	\$ 140,237
Office Supplies	\$ 1,500
Software	\$ 500
Publications	\$ 150
Software Maint/License	\$ 32,000
Conference	\$ 8,200
Mileage	\$ 4,000
Events	\$ 2,000
Dues	\$4,250
Medical Services	\$ 5,500
Contract Labor	\$ 2,500
Advertising	\$ 6,000
Postage/Shipping	\$ 150
Chargebacks-Production	\$ 100
New Equipment	\$ 2,000

## Classification Study

After a thorough interview process, staff recommended Reward Strategy Group (RSG), led by Allan Crecelius, to provide consultant services to conduct the classification and compensation study process. Mr. Crecelius and his staff have extensive experience in compensation and organizational planning and have performed services for more than 300 client organizations throughout the public, private and not-for-profit sectors, including California community college districts. RSG has an impressive track record of successful classification and compensation projects, good industry references, and experience with merit districts.

RSG will review the classification study work already completed by staff to determine if any is still usable. The review

will include the position questionnaires completed by employees, current and proposed classifications and the classification study draft report presented to the Personnel Commission July of 2016. The Director of Classified Personnel and Vice Chancellor of Human Resources will work with the consultant to facilitate the process. The Director of Classified Personnel and Vice Chancellor of Human Resources will provide regular monthly updates to the workgroup and employees in the classified service.

At the July 18, 2017, the Personnel Commission approved outsourcing the Classification study to RSG who will present to the Personnel Commission and Board of Trustees at a joint meeting to be scheduled for August of 2017.

**Total** **\$ 554,663**

# Personnel Commissioners

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.

## *Chairperson*

Pamela 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 since 2009. She 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, The Fresno Philharmonic, and Make-A-Wish Foundation. Her passion is in healthcare and quality-of-life issues for women and children. For 28 years, she has been getting the word out about heart disease, obesity, and breast cancer in the local and national community. Ms. Freeman-Fobbs has a JD from Thurgood Marshall School of Law and has interned for Rep. Barbara Jordan (D-Texas).



**Pamela Freeman-Fobbs**

## *Vice - Chairperson*

Bradley Tahajian is a senior attorney with the state Court of Appeal where he specializes in workers’ compensation and 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 attended classes at Fresno City College and earned a bachelor’s degree in economics from the University of California, Los Angeles. Mr. Tahajian has also obtained a law degree from the University of California, Hastings College of the Law, as well as a legal master’s degree in tax with an emphasis in employee benefits from the University of San Diego School of Law.



**Bradley Tahajian**

## *Commissioner*

Ms. Barreras has served in many leadership capacities in public education, including serving on the California Community Colleges Board of Governors & the SCCC Board of Trustees. She currently serves as Director of Classified Personnel for the Madera Unified School District. Her additional leadership positions have included Program Manager for the California Hispanic Chamber of Commerce & Chair of both the California Community College Trustee Association & the Community College League of California. In 2013, she was inducted into the Arte Americas Muro De Honor, acknowledging her dedicated support to bring a new awareness of Latino arts & culture. Ms. Barreras received her masters of public administration from National University and her bachelor’s degree from CSU Fresno after attending Reedley College.



**Isabel Barreras**



*Elba Gomez*  
**Director of Classified Personnel**

The Director of Classified Personnel carries out all Merit System Rules and Regulations and acts as Secretary to the Personnel Commission. She supervises assigned staff and handles all employee/application appeals.

559-244-5973



*Christine Ferguson*  
**Human Resources Analyst**

The HR Analyst assists in writing and revising job descriptions. She develops recruitment plans, creates exams, and conducts test analysis and review. The HR Analyst posts lateral transfers, certifies all eligibility lists and makes all job offers.

559-244-5974



*Brittany Needham*  
**Human Resources Management Systems Analyst**

The HRMS Analyst splits her time between PC and HR. She acts as the NEOGOV administrator in charge of implementing new processes and assisting with technical issues. She conducts various data analysis and constructs the annual report.

559-244-5971

## Personnel Commission Staff



*Reshonda Collins*  
**Human Resources Specialist**

Reshonda handles temporary replacements for Clovis Community College, Reedley College, Madera CCC, and Oakhurst CCC. She also creates job postings, screens applications, conducts testing and assists with other recruitment events.

559-244-5994



*Vince Tafoya*  
**Human Resources Specialist**

Vince handles temporary replacements for Fresno City College and the Career & Technology Center as well as the District Office. He also creates job postings, screens applications, conducts testing and assists with other recruitment events.

559-244-5998



*Jennifer Gonzalez*  
**Human Resources Support Assistant**

The HR Support Assistant is the main contact for the PC and is responsible for most clerical duties. She assists with preparing recruitments and examinations including soliciting job expert panelists for oral board and performance exams.

559-244-5984

VICE CHANCELLOR

Julianna Mosier  
**Vice Chancellor  
of Human Resources**  
559-244-5977

Melissa Ferry  
**Secretary to the Vice  
Chancellor**  
559-244-5972

Labor negotiations, executive recruit-  
ments, board items, and consultant  
contracts.

# Human Resources

The State Center Community College District (SCCCD) Human Resources department is committed to supporting the strategic goals of the District by providing optimal, comprehensive and efficient human resources services, exceeding the expectations of the District's board of trustees, employees, students, and communities. The SCCCDC Human Resources department also partners with the Personnel Commission to ensure selection and retention efforts attract and retain high quality academic and classified professionals.

HR & PC

Brittany Needham  
**HRMS Analyst**  
559-244-5971

Data collection and analysis, State  
and Federal reporting, NEOGOV im-  
plementation and assistance, and  
ACA tracking.

EEO

Stacy Zuniga  
**EEO/Diversity & Staff  
Development Manager**  
559-244-5990

Victoria Srey  
**Provisional Department Secretary**  
559-244-5979

Staff development, District NEO,  
and classified leadership

BENEFITS

Frances Garza  
**Benefits Coordinator**  
559-244-5933

Jennifer Samarin  
**Benefits Assistant**  
559-244-5992

Health, dental, vision, long term  
disability, life insurance, worker's  
compensation.

ACADEMIC

Sandi Edwards  
**Senior Human Resources  
Technician**  
559-244-5976

FT faculty & administrator payroll,  
administrator recruitment/hiring,  
academic leaves, FT class advance-  
ments, FT onboarding, labor negoti-  
ations, evaluations, employment no-  
tices (contracts), questions on faculty  
collective bargaining agreements.

CLASSIFIED

Samerah Campbell  
**Director of  
Human Resources**  
559-244-5989

Jo Lewis  
**Administrative Secretary**  
559-244-5983

Subpoenas, investigations and inter-  
views, district new employee orien-  
tation, and training.

Jame Yang  
**Senior Human Resources  
Technician**  
559-244-5975

Classified leaves and interactive  
process, labor negotiations, posi-  
tion control, classified recommen-  
dations, professional growth, and  
questions on classified collective  
bargaining agreements.

Deisy Ruiz  
**Provisional Human  
Resources Technician**  
559-244-5986

FT faculty recruitment, PT payroll, PT  
class advancement, PT onboarding,  
fingerprints/Livescan, and unem-  
ployment insurance claims.

Yer Her  
**Human Resources Analyst**  
559-244-5993

Working out of class, labor negoti-  
ations, salary and benefit surveys,  
interactive process, and ACA.

Paola Lopez  
**Human Resources  
Technician**  
559-244-5981

Student worker Personnel Action  
Forms (PACs), classified evaluations,  
classified new employee onboard-  
ing, fingerprints/Livescan, and un-  
employment insurance claims.

Blanca Soto  
**Office Assistant II**

559-244-5925  
DO/HR receptionist, district mail, district switchboard,  
and fingerprint/livescan payments.

## 5 Years

Shannon Aguilar. Perry Angle. Brian Baker. Juan Bedolla. Glynna Billings. Dann Carnahan. Janel Carrigan. Natalie Chavez-Ruiz. Gayle Crable. Nicolas Escobar. Yolanda Garcia. Rene Hernandez. Michelle Hoff. Helen Hubbard. Nickolas Lucio. Laurie Nichols. Sally Potter. Brooke Ramos. Helen Shubin. Joshua Soderlund. Diane Staebler. Carla Stoner-Brito. Patrick Stumpf. Marci Suvanto. Virginia Vindiola.

## 10 Years

Stephanie Alaniz. Luann Aldape. Estefana Antonio. Emily Berg. Leroy Bibb. Ann Brandon. William Brotsis. Truc Cao. Linda Carvalho Cooley. Victoria Castro. Janine Christl. Maria Coronel. Christopher Cupp. Elizabeth Day. Hawkins Dowis. Jaime Duran. James Esquivel. Steven Estes. Kimberley Fischer. Kelly Fowler. Frances Garza. Ireneo Garza. Brett Herren. Robert Hill. Robin Huigen. Jittapaun Inthavong. Yasamin Jamali. Daniel Kilbert. Matthew Laney. Deborah Lewis. Rita Luna. Cynthia MacDonald. Ruby Marin-Duran. Alejandra Martinez. Donald Miller Jr. James Mulligan. Ralph Nasalroad. Rebecca Nelson. Frank Nunez. Scott Oaks. Veronica Pilling. Jeffrey Ragan. Alan Razez. David Richey. Elizabeth Romero. Lynda Sanford. Ralph Schwehr. Larry Simpson. Elaine Stamper. Michael Stannard. Amy Strobel. Susan Swallow. Andrea Torrez. Linda Vang. Joel Villar. Lisa Vincent. Jill Webb. Forrest Williams. Lorraine Yamaoka. Mai Yang.

# SERVICE

## 15 Years

Douglas Avery. Kelley Benzler. Christopher Bosworth. Cristina Bremer. Jose Campos. Robert Cawley. Ellen Chernenkoff. Susan Dana. Renee Dauer. Julian Delgado. Sandi Edwards. Daniel Fierro. Tammy Gallagher. Jerald Glazener. Mario Gonzalez. Mario Gonzalez-Martinez. Sabrina Gray. Alvin Greathouse. Abel Hernandez. Ryen Hirata. Joseph Lescoulie. Lori Levine. Claudia Lourido-Habib. Ernie Martinez. Patricia Martinez. Debra McCollum. Susan Mills. Rodney Olsen. Cathy Ostos. Sallie Pfeiffer-Turpen. Victoria Piper. Julie Preston-Smith. Rown Rankin. Ronald Reimer. Linda Reither. Laurie Tidyman-Jones.

## Classified Employee of the Year

Steve is all about the students. He has mentored and supervised many students in the DSP&S and WAVE programs and has done the same with a multitude of Federal Work Study Students.

Steve is involved in many activities on and off campus. He has volunteered untold hours, participating in many successful Asian Fests. He was instrumental in staging a one month installation of "Art Responding to Bonsai" in the FCC Art

Space Gallery. He has also offered several workshops for classified employees during Professional Development Days.

Steve has led the FCC Bonsai Club for the past 17 year and has helped expose hundreds of students to the joys of horticulture. His colleagues describe him as being a great role model to every student he has encountered. As one student said, "Steve is awesome. He is like a TREE WHISPERER!"





# AWARDS

*Many thanks to the Human Resources department and the individual colleges for organizing this year's service awards. Congratulations to all those celebrating another year with the district!*

## 20 Years

Larry Dickson. Charles Francis. Clifford Garoupa. Mario Gonzales. Doris Griffin. Robyn Hart. Lee Herrick. Lorence Honda. Sandra Huerta. Gregory Jamison. Erica Johnson. Tiffany Jones. Kirk Kawagoe. Charles Lochbaum. Cynthia Luna. Kathleen O'Connor. Lois Parento. Brent Parsons. Conrad Perez. Joyce Pinkard. Stephanie Powers-Puahi. Richard Scheidt. Richard Tuttrup. Francine Underwood. Randall Vogt. Robert Weil. Brian Williams. Jane Zavala-Martinez.

## 25 Years

Karen Ainsworth. Lenora Barnes. Kathleen Bonilla. Steve DaSilva. Jan Dekker. Debra Erven. Judi Fischer. Daniel Hernandez. Norman Johnson. Shirley McManus. Linda Quercia. Janet Santillan. Daniel Sousa. Kenneth Zamora.

## 30 Years

Mary Alfieris. Daniel Himes.  
Lorrie Hopper. Maria Ortiz.

## 35 Years

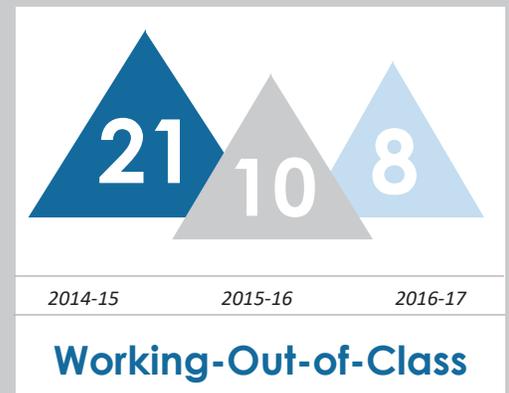
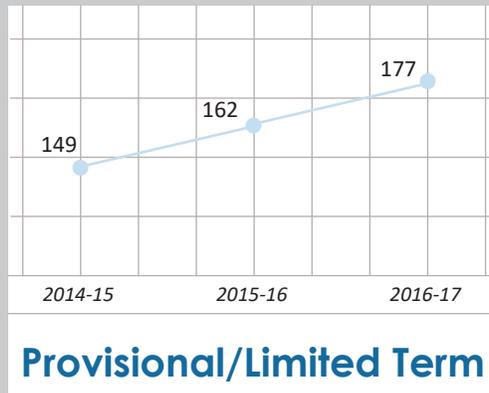
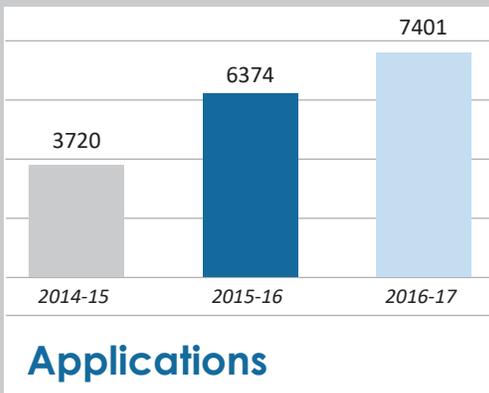
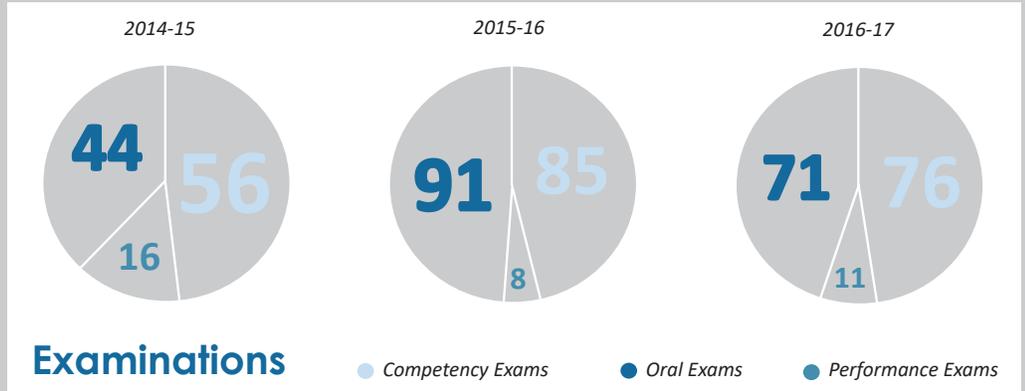
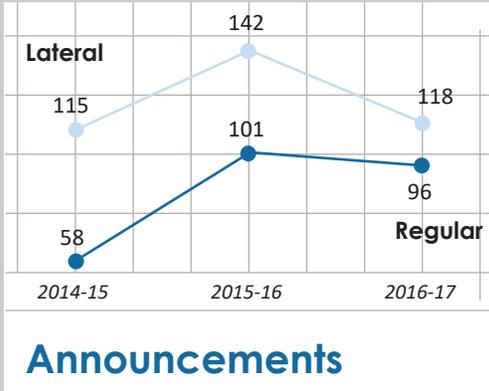
Kenneth Chavez.

## 45 Years

Loretta Haney.  
Sylvia A. Sanchez.

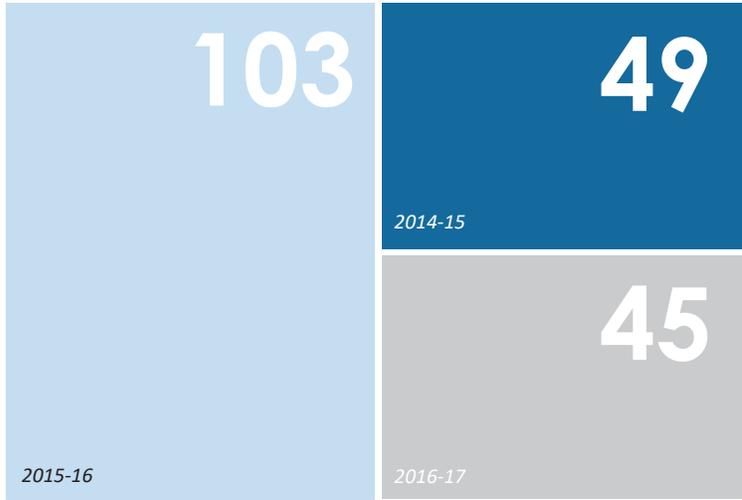


# Statistics

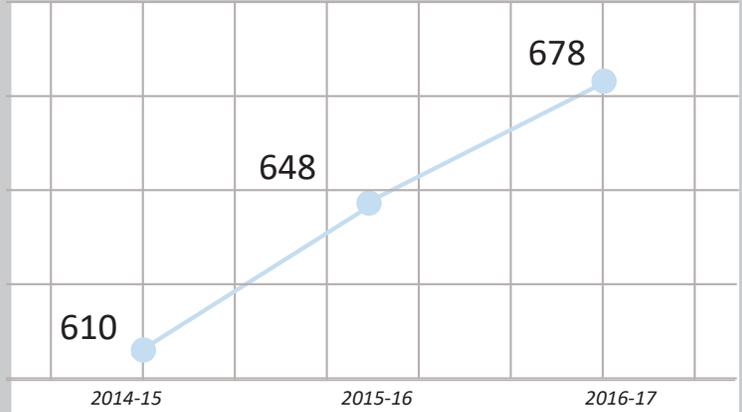


## Goals for FY 2017-18

- Work with RSG to facilitate completion of class study by summer 2018
- Move all onboarding/new hire paperwork to NEOGOV for classified and student hires
- In conjunction with HR, start testing and implementation of evaluations in NEOGOV for classified staff
- Budget planning to increase staff for 2018-2019 FY
- Shorten recruitment timelines
- Improve customer satisfaction (respond to NEOGOV and HR surveys)
- Administer training
  - New manager training
  - New employee orientation
  - Merit System/application tips series
  - NEOGOV updates
- Improve methods for tracking temporary placements
- Participate in community networking events such as job fairs
- Explore options to streamline services (remote testing, keeping core test scores on file, etc.)
- Continue with staff development (continued training, legal updates, statistical measures, etc.)

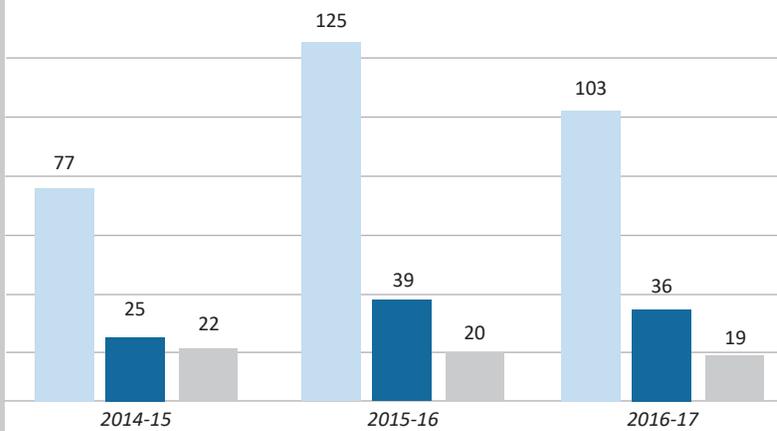


### Classification Actions



### Permanent Employees

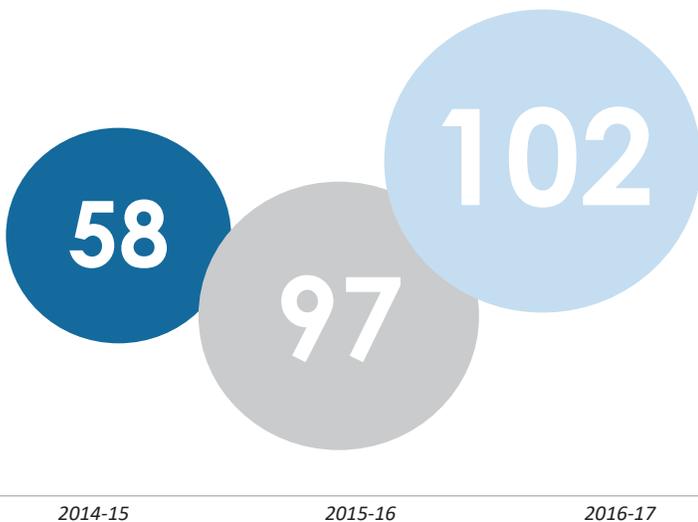
## New & Revised Job Descriptions



### Hires

● New Hires ● Promotions ● Lateral Transfers

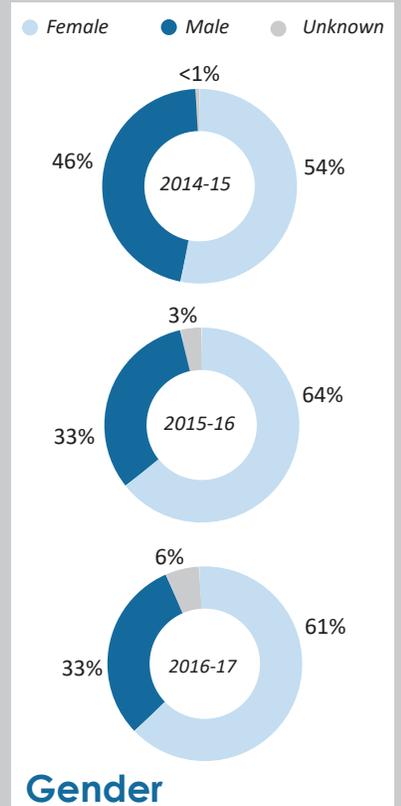
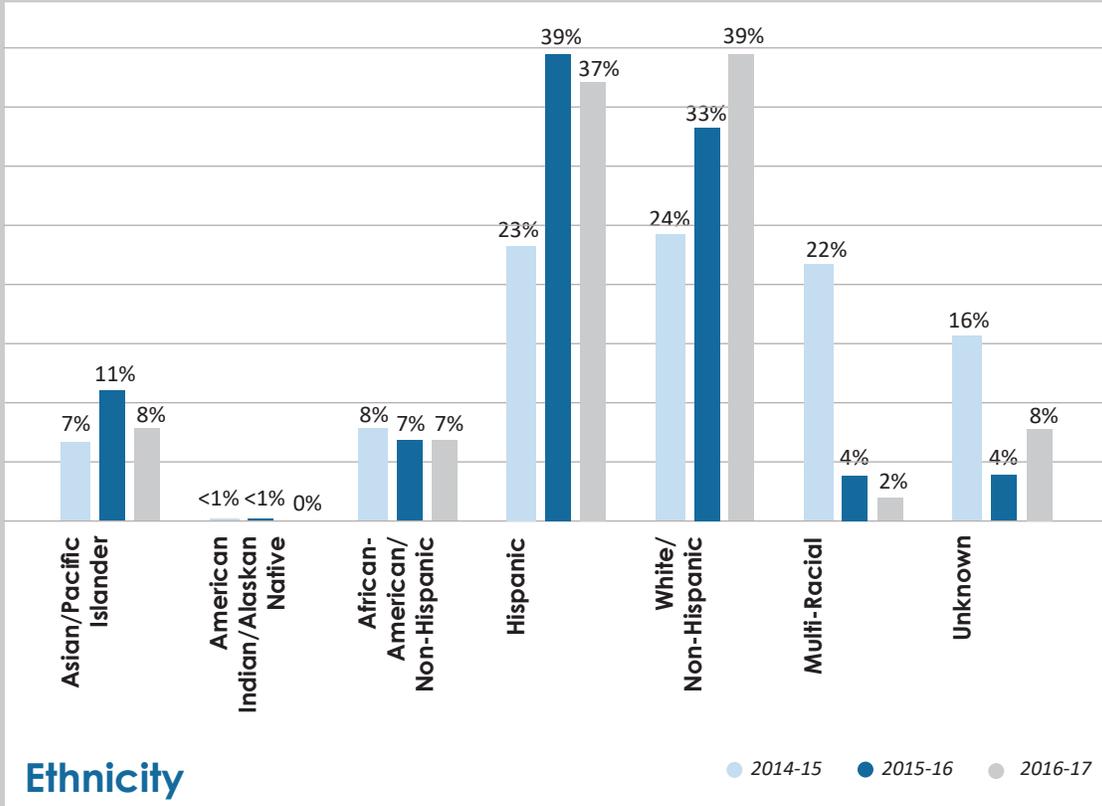
- Assistant to the President
- Call Center Support Assistant
- Call Center Support Specialist
- College Trainer
- Construction Services Assistant
- Curriculum Assistant
- Director of Financial Aid
- District Director, Capital Projects
- District Sign Language Interpreter Coordinator
- Executive Assistant to the Chancellor (Confidential)
- Food Service Worker I
- Food Service Worker II
- Grants Officer
- Human Resources Analyst - Confidential
- Human Resources Assistant
- Library Learning Resource Assistant III
- Police Lieutenant
- Police Officer
- Police Sergeant
- Program Specialist (CRC)
- Secretary to the Associate Vice Chancellor
- Sign Language Interpreter Coordinator
- Warehouse Worker



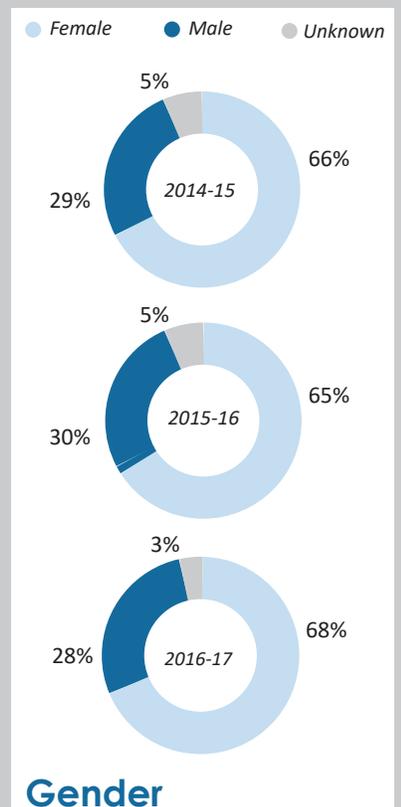
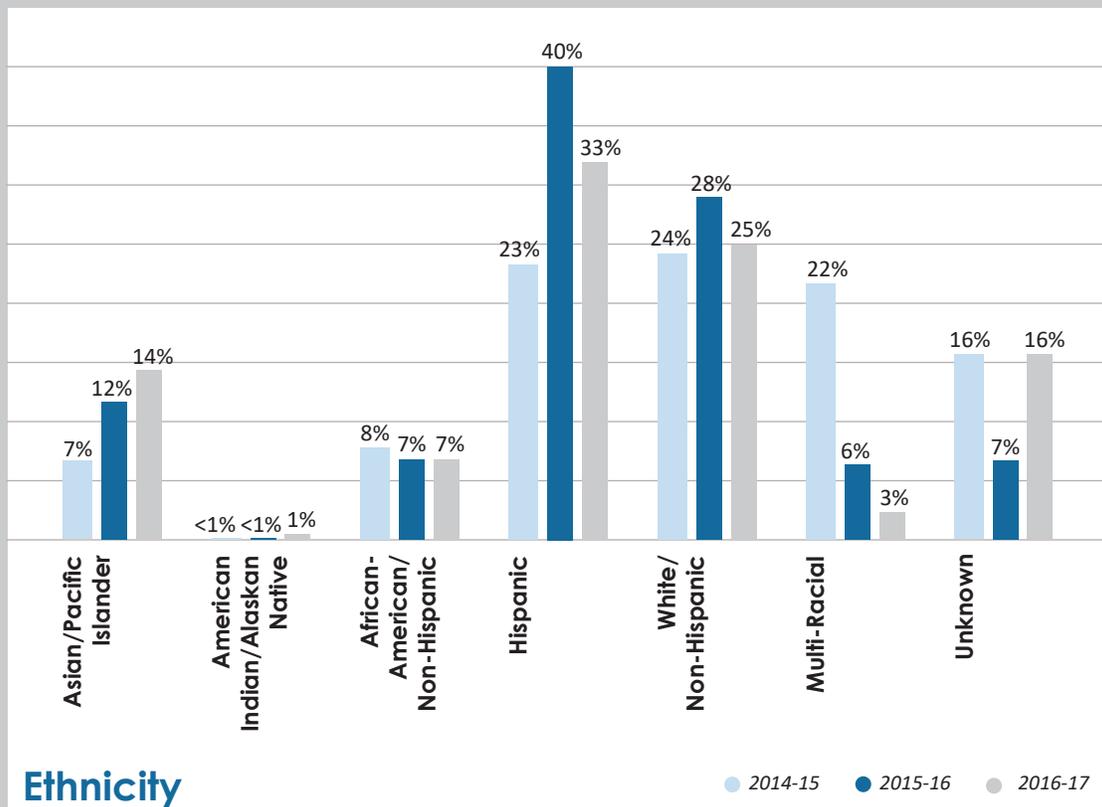
2014-15 2015-16 2016-17

### Eligibility Lists

# New Hire Demographics



# Applicant Demographics



*Association of Chief Human Resource Officers/Equal Employment Officers*

**ACHRO/EEO** - A non-profit organization assisting the Chief Human Resource Officers and staff in the California Community College system. The Association plays an active role in generating and supporting legislation appropriate for functions of Human Resource/Equal Employment Opportunity practitioners.

*California School Personnel Commissioners Association*

**CSPCA** - The objective of this Association is to promote and advance public education on a noncommercial, nonsectarian, and nonpartisan basis, through programs of research, investigation, communication and training designed to stimulate and improve public school personnel management for the benefit of the public, the students, the districts, and of their classified employees.

*Central California Society for Human Resource Management*

**CCSHRM** - A nonprofit organization serving California's Central Valley HR professionals. CCSHRM members are throughout Fresno and Madera Counties and other surrounding communities. CCSHRM brings professionals together to help them stay abreast of ever-changing employment legislation, network with colleagues, and provide a forum for exchanging information about trends and ideas used in Human Resource management today.

*Fresno County Employer Advisory Council*

**FCEAC** - A non-profit partnership between the Employment Development Department (EDD) and the business community. The membership represents a cross section of business and industry. The EAC commitment is to assist employers in conducting their business more effectively and efficiently, to provide information on employment related issues, to enhance communication between EDD and the private sector, and to identify ways to improve EDD services.

*Northern California Human Resources Association*

**NCHRA** - One of the nation's largest HR associations, NCHRA has been advancing organizations through human resources since 1960. Delivering over 100 programs annually, the association is dedicated to connecting human resources professionals with practice resources, leading California-specific training, legal and legislative developments, quality service providers, and each other.

*School Personnel Commissioners Association - Northern California*

**SPCA-NC** - The goal of the Association is to promote state-of-the-art human resources management practices based on merit system principles. They accomplish this through creating publications, presenting training workshops, providing merit support mentoring services, maintaining an informational web site, and sponsoring an annual conference.

*Western Region Intergovernmental Personnel Assessment Council*

**WRIPAC** - Small, medium and large public agencies representing state and local governments, school districts, utility districts, and other public agencies in western states. Their objectives are to develop and share personnel selection procedures, provide a forum for the review of professional and legal selection issues, assist member jurisdictions in maintaining professional personnel selection standards, promote the principles of merit selection and equal employment opportunities and improve communication among member jurisdictions.



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Recruitment Website | <https://www.governmentjobs.com/careers/scccd>

