

REGULAR MEETING  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

Board Room  
1525 East Weldon Avenue  
Fresno, CA 93704

5:30 p.m. – Regular Meeting  
Tuesday, April 28, 2015

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the March 17, 2015 Regular Meeting.
- E. Information Items
  - 1. Personnel Commission Proposed Budget for FY 2015/2016
  - 2. Discussion of Employees Working Out-of-Classification
- F. Action Items
  - 15-12 Consideration and Approval of Eligibility Lists
    - a. Assessment Coordinator, effective 3/25/15
    - b. Evaluator, effective 3/27/15
    - c. Institutional Research Coordinator, effective 3/27/15
    - d. Educational Advisor, effective 3/30/15
    - e. DSP&S Mobility Driver, effective 4/8/15
    - f. Orientation Assistant, effective 4/8/15
    - g. District Director of Information Systems, effective 4/10/15
    - h. Student Services Specialist, effective 4/10/15
    - i. Food Service Worker, effective 4/14/15
    - j. Groundskeeper Worker, effective 4/14/15
    - k. Accounting Supervisor, effective 4/23/15
  - 15-13 Consideration and Approval to Exempt Academic Position from the Classified Service
    - a. Director of Oakhurst Community College Center
    - b. Associate Vice Chancellor of Enrollment Management, Admissions, Records and Information Systems.
  - 15-14 Consideration and Approval of Revised Classification Specification for Print, Media & Communications Manager
- G. Director's Report
- H. Commissioners' Reports

I. Closed Session

1. Public Employee Discipline/Dismissal/Release [Pursuant to Government Code 54957]
  - a. Case # 04-22-14.14-23.1051

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  
March 17, 2015

- Call to Order Mr. Liermann called the meeting to order at 5:30 p.m.
- Members Present Members of the Personnel Commission present were:  
Tim Liermann, Chairperson  
Bradley Tahajian, Vice – Chairperson  
Pamela Freeman-Fobbs
- Members of Commission staff present were:  
Elba Gomez, Director of Classified Personnel  
Christine Phillips, HR Analyst  
Reshonda Collins, HR Specialist
- Public Comment None.
- Introduction of Guests The following guests attended:  
Diane Clerou, DO HR  
Raul Perez, CSEA  
Carol Shimmer, FCC  
Jason Meyers, FCC  
Gregory Taylor, General Counsel  
Chris Villa, FCC  
Cheryl Sullivan, FCC  
Shannon Ayello, POA  
Eleanor Bruce, FCC
- Approval of the Minutes The minutes of the February 17, 2015 Regular Meeting were presented for approval.
- Mr. Tahajian moved to approve the minutes as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.
- The motion passed as follows:  
Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann  
Noes – 0
- Information Items
1. Quarterly Budget Report Ms. Gomez reported on the current budget. Ms. Gomez stated that the Commission was on track for expenditures. Ms. Gomez stated that the conference and training expenditures may require a budget transfer because of higher expenses than what was originally allocated for the year.
- Ms. Gomez advised the Commissioners that the first draft of the 2015-2016 Personnel Commission budget would be presented at the April 28, 2015 Regular Meeting.
2. Discussion of Employees Working Out-of-Classification Ms. Gomez stated there was one additional Working Out-of-Classification in a Director of Purchasing position and indicated the assignment would end when the permanent employee returned. Ms. Gomez indicated the other two Working Out-of-Classification assignments were pending recruitment

Mr. Meyers requested clarification on what a completed Working Out-of-Classification report represented. Mr. Liermann stated “completed” does not tell the complete story and it needed to be better defined.

Mr. Meyers noted the Board of Trustees consent agenda had four different names than those listed on the report. Ms. Gomez responded that short-term assignments were not listed on the Working Out-of-Classification list; only active Working Out of Class assignments were being reported and those pending analysis.

Action Items

[15-08] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented

- a. Custodial Manager, effective 2/23/15
- b. Director of Student Success, Equity & Outreach, effective 2/25/15
- c. Administrative Aide, effective 3/11/15
- d. Administrative Secretary I, effective 3/12/15

Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 15-08 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann  
Noes – 0

[15-09] Consideration and Approval to Classify New Positions in Established Job Classification Specifications

Classifications Presented

- a. DSPS Mobility Driver PPT, Fresno City College
- b. Instructional Laboratory Technician General Science, Madera Center
- c. Office Assistant III, Clovis Community College Center

Ms. Gomez presented this item for consideration.

Mr. Liermann stated that he was glad the District was hiring additional employees.

Mr. Tahajian moved to approve item 15-09 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann  
Noes – 0

[15-10] Consideration and Approval to Change Position Classification in the Classified Service

Classifications Presented

- a. Director of Student Success, Equity & Outreach, Fresno City College

Ms. Gomez presented this item for consideration and approval stating that the duties for this position were revised specifically for Fresno City College.

Ms. Freeman-Fobbs moved to approve item 15-10 as presented, Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[15-11] Consideration  
and Approval of New  
Classification  
Specification for Director  
of College Relations &  
Outreach

Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 15-11 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

Director's Report

Ms. Gomez presented an update on current and upcoming recruitments and examinations.

Ms. Gomez announced there will be a WRIPAC job analysis in Fresno, CA in June or July.

Ms. Gomez provided an update on the current discipline and appeals stating that the dates listed on the Director's Report have not changed. Ms. Gomez indicated the first hearing was being moved from the District Office to the Herndon Campus.

Commissioner's Report

Ms. Freeman-Fobbs requested to move meeting to April 28, 2015

Mr. Tahajian had nothing to report.

Mr. Liermann stated he will be attending the Mega-Conference.

Adjournment

Mr. Liermann adjourned the meeting at 5:53 p.m.



Elba Gomez, Director of Classified Personnel

EG:rc

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

Presented to the Personnel Commission:

Date: April 28, 2015

---

SUBJECT: Presentation of 2015-2016 Proposed  
Personnel Commission Budget

ENCLOSURE(S):  
2015-16 Proposed  
Budget, 2014-15  
Anticipated Expenses,  
Ed Code 88073

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Informational

INFORMATIONAL  
ITEM NO: 1

---

Background:

The current staffing for the Commission includes the Director, a Human Resources Analyst (70%), two Human Resources Specialists, and an Office Assistant I/II Part-time (19 Hours per Week). The current staffing plan was approved at the December 11, 2012 regular meeting when the Personnel Commission reorganized the Department.

The District Finance Office computes the figures for the salaries and benefits to include mandated personnel costs; however, salary and benefit costs have not been finalized. The figures included are based on a Director at Management Range 54, Step 4, a HR Analyst at Range 64, Step B, a HR Specialist at Range 54, Step C, a HR Specialist at Range 54, Step E, and an Office Assistant II Part-time, Range 41, Step B.

Last fiscal year, the Human Resources Department and Personnel Commission shared the Human Resources Analyst position to assist in processing working out-of-class requests. The Human Resources Department was approved to share the position by the Board of Trustees. This fiscal year staff is requesting to fund the Human Resources Analyst at 100% under the Personnel Commission. The workload in the Personnel Commission has increased and the Analyst position is needed to help with classification studies, classification specification revisions, recruitment planning, exam analysis and staff training. The position is listed as 100% funded by Personnel Commission in the proposed 2015-2016 budget.

The current staff members' salaries include any step increases, longevity and professional growth amounts projected for the coming year. It is important to note that costs in salaries will increase every year because of step increases. Benefit amounts should remain the same as the current (2014-15) year.

The figures for the discretionary items, such as office supplies, advertising, testing expenses, etc, have been projected based on the current year actual expenses to date plus planning for the 2015-16 year. Our expenses increased this year with staff and commissioner training, recruitment and software testing. This current trend of recruitment expenses will not change for the coming year because of all the pending retirements. For training this coming year it is suggested that Commissioners continue to alternate attendance to the CSPCA conference. Other operating expenses have been decreased to accommodate staff salary expenses and increases.

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

The Personnel Commission should discuss the draft budget presented and provide direction to staff on any changes to be made prior to the May meeting and public hearing.

# 2015/2016 PERSONNEL COMMISSION PROPOSED BUDGET

Presented April 28, 2015

General Fund - Includes XX0 & LT0 Combined	2014-15 Budget	2014-15 Actual 04/23/15	2014-15 Proj. 6/30/15	2015-16 Proposed Budget
<b>92000-CLASSIFIED SALARIES</b>				
92110 REG-CLASSIFIED	139,071	122,568	139,071	171,096
92115 CONFIDENTIAL	-	-	-	-
92120 MANAGEMENT-CLASS	101,996	85,139	101,996	106,162
92150 O/T-CLASSIFIED	3,038	2,398	2,500	2,500
92310 HOURLY STUDENTS	-	-	-	-
92320 HOURLY NON-STUDENTS	1,800	900	1,800	1,800
92330 PERM PART-TIME	20,635	13,491	17,000	15,545
<b>TOTAL CLASSIFIED SALARIES</b>	<b>266,540</b>	<b>224,495</b>	<b>262,367</b>	<b>297,103</b>
<b>93000-EMPLOYEE BENEFITS</b>				
93230 PERS NON-INSTR	28,330	24,403	28,330	34,935
93330 OASDI NON-INSTR	18,767	16,036	18,767	22,426
93430 H&W NON-INSTR	50,813	41,787	50,813	55,250
93530 SUI NON-INSTR	131	112	131	146
93630 WORK COMP NON-INSTR	5,214	4,444	5,214	5,831
93730 PARS NON-INSTR	658	451	658	497
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>103,913</b>	<b>87,233</b>	<b>103,913</b>	<b>119,085</b>
<b>94000-SUPPLIES &amp; MATERIALS</b>				
94410 OFFICE SUPPLIES	1,500	902	1,500	1,500
94415 SOFTWARE	500	170	500	500
94530 PUBLICATIONS/CATALOGS	150	57	150	150
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>2,150</b>	<b>1,129</b>	<b>2,150</b>	<b>2,150</b>
<b>95000-OTHER OPER. EXP. &amp; SERVICES</b>				
95125 TELE/PAGER/CELL SERVICE	-	-	-	-
95235 HARDWARE MAINT/LIC	-	-	-	-
95240 SOFTWARE MAINT/LIC	40,000	29,779	33,000	33,000
95310 CONFERENCE	7,000	8,223	7,200	7,200
95315 MILEAGE	4,000	1,507	4,000	4,000
95330 HOSTING EVENTS/WORKSHOPS	2,000	1,004	1,500	2,000
95410 DUES/MEMBERSHIPS	4,500	3,073	3,800	4,250
95525 MEDICAL SERVICES	10,000	1,233	1,500	5,500
95530 CONTRACT LABOR/OTHER	3,000	600	900	2,500
95710 ADVERTISING	10,000	569	1,500	6,000
95725 POSTAGE/SHIPPING	150	47	47	150
95927 CHARGEBACKS-PRODUCTION	100	-	100	100
95990 MISCELLANEOUS	744	-	-	-
<b>TOTAL OTHER OPER. EXP. &amp; SERVICES</b>	<b>81,494</b>	<b>46,035</b>	<b>53,547</b>	<b>64,700</b>
<b>TOTAL FOR OBJECTS 91000-95999</b>	<b>454,097</b>	<b>358,892</b>	<b>421,977</b>	<b>483,038</b>
<b>96000-CAPITAL OUTLAY</b>				
<b>96500-NEW EQUIPMENT</b>				
96510 NEW-INSTR EQUIP LT \$10,000	3,000	233	300	2,000
96515 NEW NON-INSTR EQUIP LT \$10,000	-	5,667	5,700	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>3,000</b>	<b>5,900</b>	<b>6,000</b>	<b>2,000</b>
<b>TOTAL FOR OBJECTS 96000-97999</b>	<b>3,000</b>	<b>5,900</b>	<b>6,000</b>	<b>2,000</b>
<b>TOTAL PERSONNEL COMMISSION</b>	<b>457,097</b>	<b>364,792</b>	<b>427,977</b>	<b>485,038</b>

2014/2015 Budget	457,097
Projected Actuals 6/30/15	427,977
Projected Available 6/30/15	29,120



# Anticipated Expenses FY 2015-16

## Personnel Commission Proposed Budget Attachment

Presented April 28, 2015

VENDOR	REASON	OBJECT CODE	DESCRIPTION	PC AMOUNT	HR AMOUNT	Total
NeoGov Insight	Applicant Tracking Software	95240	Software License	\$ 8,400.00		\$ 8,400.00
NeoGov Onboard	Employment/Hire/Onboarding	95240	Software License	\$ 8,350.00		\$ 8,350.00
NeoGov Core	Position Control Tracking	95240	Software License	\$ 3,000.00		\$ 3,000.00
NeoGov Performance Evals	Performance Evaluations	95240	Software License	\$ 6,000.00	\$ 10,000.00	\$ 16,000.00
Eskill	Testing Software	95240	Software License	\$ 6,000.00		\$ 6,000.00
NeoGov API Integration	API Integration	95240	Software License	\$ 500.00		\$ 500.00
			<b>TOTAL</b>	<b>\$ 32,250.00</b>	<b>\$ 10,000.00</b>	<b>\$ 42,250.00</b>

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

Presented to the Personnel Commission:

Date: April 28, 2015

---

SUBJECT: Discussion of Employees Working Out-of-  
Classification

ENCLOSURE(S):  
List of Employees  
Working Out of Class  
and Number  
Employees Pending  
Working Out of Class  
Review (same  
spreadsheet)

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Information

ITEM NO: 2

---

Background:

The Employees Working Out-of-Classification is being presented as an informational item for discussion purposes and to provide an update to the Personnel Commission.

**List of Current Employees  
Working out of Class**

		Current			Wg Out of Class			
Start	End	First Name	Last Name	Position No.	Current Position	Position No.	Wg out of Class Position	Status
10/1/2014		Christine	Miktarian	1068	Construction Services Manager	1172	Chancellor, Business & Operations	Pending Recruitment
12/17/2014		Norman (Keith)	Johnson	1061	Lead Programmer Analyst	1033	Director of Information Systems	Pending Start Date of New Hire
2/24/2015		Christy	Hedstrom	1014	Buyer	1038	Director of Purchasing	WOC (+15%) for assuming mgmt duties while EE out on leave.
4/15/2015		Mark	Nichols	2334	MicroComputer Resource Specialist	8132	MicroComputer Resource Technician	Pending Recruitment and Classification

**Number Employees Pending Working Out of Class Review**

6

**Number Employees Working Out of Class Review Completed**

3

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

Presented to the Personnel Commission:

Date: April 28, 2015

---

SUBJECT: Consideration and Approval of Eligibility  
Lists

ENCLOSURES:  
Eligibility Lists

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 15-12

---

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.

# ASSESSMENT COORDINATOR

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201400295	78	33	16	29	10	9

## Oral Board Raters

Alexandra Dennis, Student Financial Services Advisor, Fresno Pacific University  
 Michele Ruby, Assessment Coordinator, SCCC  
 Boun Xiong, Counselor, Fresno Unified School District

## Advertisements

**Websites:**

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

**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, Heald College, 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	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	5	1	9	22	12	1	0	1	51
Male	4	0	2	13	6	1	0	1	27
No Answer	0	0	0	0	0	0	0	0	0
<b>Total</b>	9	1	11	35	18	2	0	2	78

\*\* Failed MQ: 32 Experience; 1 – Incomplete application



# CLASSIFIED JOB OPPORTUNITY

## STATE CENTER COMMUNITY COLLEGE DISTRICT

### PERSONNEL COMMISSION

1525 E. Weldon Avenue, Fresno, California 93704-6398

Phone (559) 226-0720 • Fax (559) 272-5156 • <http://agency.governmentjobs.com/scccd>

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

#### ASSESSMENT COORDINATOR

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

- Definition:** Under direction coordinates the planning, development, and implementation of student assessment programs and activities.
- Compensation:** Starts at \$5,062.33 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 \$29.21 per hour with limited benefits.
- Experience:** Responsible program coordination experience including: assessment testing and evaluation, statistics or data processing; advertising and promoting programs and activities; and interviewing and scheduling staff.
- Education:** Bachelor's degree.
- Licenses/Certificates:** A valid driver's license is required.
- Examples of Duties:** Duties may include but are not limited to: exploring options, planning, developing, organizing and leading the implementation of student assessment programs and activities in accordance with college/district, state, federal and commercial testing program specifications; coordinating with various instructional and support service departments and local high schools to ensure student access to assessment; leading the implementation of complex testing programs; serving as liaison to various instructional and support service departments and local high schools; generating data and performing difficult and specialized statistical work; developing and maintaining assessment and student databases; providing assessment reports to appropriate parties; assisting with program specific research requirements including making recommendations and implementing solutions. Screening, selecting, training, evaluating, and providing work direction for student workers and staff. May perform other related duties as assigned.
- Required Knowledge, Skills and Abilities:**
- Knowledge of:
- Principles and techniques of assessment and proficiency testing.
  - Statistical methods; assessment methods; and college assessment uses.
- Skill to:
- Gather, analyze, and interpret statistical information relating to assessment procedures and results; plan, coordinate and conduct a variety of complex assessment activities; develop and coordinate publicity for assessment activities; format data; maintain complex records; prepare reports; and assist data processing staff in developing programs for assessment operations.
  - Organize and provide programmatic coordination in assigned functional areas.
  - Serve as the District's representative in meetings and functions related to assessment.

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.



# 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 Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

#### Ability to:

- Learn, apply, and utilize hardware and specialized software applications to create spreadsheets, databases, and produce reports; communicate effectively both orally and in writing; give clear and concise instructions; communicate with individuals for whom English is not a primary language; and employ proper English usage, spelling, grammar, and punctuation
- Direct the daily operation of the Assessment Center and appropriately interact with a diverse population to include students, staff, faculty, and the public; assign, monitor, and review the work of others; receive and follow instructions; and learn and apply college and district policies and procedures

#### 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 (No Weight). The examination process will also include a competency test (55% weight) and an oral interview examination (45% weight).

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 25 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 10 highest scoring candidates, plus ties, from the competency exam will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

#### TESTING TENTATIVELY SCHEDULED FOR THURSDAY, MARCH 5, 2015.

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., Wednesday, February 18, 2015**

Posted: 1/23/15

Pay Range: Regular Classified Range 66

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.

# EVALUATOR

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201400127	98	58	13	27	13	11

## Oral Board Raters

Sandy Brooke, Admissions Counselor, National University  
 Diane Rodriguez, Credential Program Specialist II, National University  
 George Sanchez, Financial Aid I, SCCC

## Advertisements

### Websites:

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

### 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, Heald College, 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	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	4	0	14	19	18	8	0	1	64
Male	5	2	3	12	6	4	0	0	32
No Answer	0	0	0	0	0	0	0	2	2
<b>Total</b>	9	2	17	31	24	12	0	3	98

\*\* Failed MQ: 53 Experience; 5 – Incomplete application





# CLASSIFIED JOB OPPORTUNITY

## STATE CENTER COMMUNITY COLLEGE DISTRICT

### PERSONNEL COMMISSION

1525 E. Weldon Avenue, Fresno, California 93704-6398

Phone (559) 226-0720 • Fax (559) 272-5156 • <http://agency.governmentjobs.com/scccd>

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

#### EVALUATOR

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

**Definition:**

Under general supervision, evaluates and analyzes student academic records to determine eligibility for degrees or certificates, prepares certifications for general education transfer requirements, and provides technical information and assistance

**Compensation:**

Starts at \$3,341.58 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 \$19.28 per hour with limited benefits.

**Experience:**

Responsible experience in the evaluation of student records in a higher education institution including notification and explanation of evaluation criteria to students.

**OR**

Associate Degree and, Increasingly responsible experience in the evaluation of records including notification and explanation of evaluation criteria to “customers”.

**Education:**

Completion of 30 semester units of college level coursework is preferred.

**Licenses/Certificates:**

A valid driver’s license is required.

**Examples of Duties:**

Performs complex and technical duties related to the evaluation of student academic records including but not limited to:

- Evaluates student academic records to verify completion of educational requirements for Associate’s degrees, certificates, CSU General Education (GE) breadth requirement certification, and Inter-segmental General Education Transfer Curriculum (IGETC) Certification.
- Evaluates student academic records in compliance with the state education code, Title 5, board policy, administrative regulations and college catalogs.
- Evaluates transcripts and other documents for courses and units completed, course level, content, and unit value.
- Evaluates, researches, and interprets transcripts, course descriptions and other documents to determine course equivalencies and course substitutions.
- Determines number of units accepted by reviewing catalogs, grading systems, and/or by contacting other institutions via telephone, written communication, and by utilizing other appropriate reference materials.
- Audits and reviews military records, advanced placement test scores, College-Level Examination Program (CLEP) test scores, and other exams to determine number of units awarded and to post credits to students’ permanent records.
- Determines athletic eligibility based on established rules and regulations.
- Provides information and technical assistance to students, staff, counselors, faculty, administrators, and public on the interpretation of district policies, procedures, and federal/state regulations as it relates to graduation and CSU/UC general education certification.

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.



# 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 Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

#### Examples of Duties: (Cont.)

- Provides information and technical assistance to other colleges, universities, and institutions outside of the district regarding course transfers, course equivalencies, course content and other evaluation related requirements.
- Explains basis for evaluation, researches student complaints, resolves problems and makes corrections as needed.
- Conducts degree audits to ensure that student meets all requirements and prepares IGETC and GE certifications.
- Researches and corrects degree audit discrepancies based on established guidelines.
- Assists students in completing various forms and documents.
- Reviews course waiver/substitution petition forms and non-traditional education materials for granting of college credits.
- Prepares correspondence to students on graduation and degree requirements, evaluation status, to request additional documentation, and regarding other evaluation related issues.
- Converts quarter units to semester units where applicable.
- Reviews final grades and verifies completion of final semester courses.
- Processes application for graduation and determines eligibility for graduation based on approved curriculum.
- Assists at graduation ceremonies by preparing graduation lists, diplomas/certificates, reader cards, and processes reservations.
- Enters and retrieves data from computer system as needed and utilizes various word processing, spreadsheet, database, email and other software programs to compile information, create and maintain records, and to prepare a variety of statistical reports.
- Assigns and reviews the work of other employees and students assigned to the department.
- May perform other duties as needed.

#### Required Knowledge, Skills and Abilities:

##### Knowledge:

- Knowledge of current computer software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.
- Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of basic math computations including addition, subtraction, multiplication, and division.

##### Skills:

- Skill to exercise initiative and sound judgment to solve technical and complex problems.
- Skill to prioritize workload and conflicting demands.
- Skill to analyze situations accurately, determine priorities and adopt an effective course of action.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.

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.



# 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 Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

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

- Skill and ability to make effective decisions independently.
- 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 respond accordingly to changing rules and regulations relating to admission and records.
- Ability to prepare and maintain accurate data, records, and files and prepare reports as necessary.
- Ability to plan and organize work to meet schedules and deadlines.
- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, and staff.
- Ability to perform independently specialized duties with minimum direction or supervision.
- Ability to perform mathematical computations to evaluate students' academic standing.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to assist in assigning, monitoring, and/or reviewing 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 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.

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

- Bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. Flexibility can also involve the continuous and repeated bending, stretching, or twisting movements of the trunk, arms or legs such as switching from the counter to the computer screen. (Flexibility)
- 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

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.



# 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 Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

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

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)

#### Working conditions which may occur:

- Work inside protected from the weather.
- 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.
- Some overtime and/or schedule changes may occur.

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.



# 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 Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

#### 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 (No Weight). The examination process will also include a competency test (50% weight) and an oral interview examination (50% weight).

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 25 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 10 highest scoring candidates, plus ties, from the competency exam will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

**TESTING TENTATIVELY SCHEDULED FOR THURSDAY, MARCH 5, 2015.**

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., Wednesday, February 18, 2015**

Posted: 1/23/15

Pay Range: Regular Classified Range 49

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.

# INSTITUTIONAL RESEARCH COORDINATOR

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201400265	28	12	5	11	7	7

## Oral Board Raters

Carmen Rodriguez, Research Evaluation & Assessment Coordinator, Fresno Unified School District  
 Ralph Schwehr, Database Administrator, SCCC

## Advertisements

**Websites:**

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

**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, Heald College, 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	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
<b>Female</b>	2	0	1	8	5	1	0	0	17
<b>Male</b>	1	0	3	1	6	0	0	0	11
<b>No Answer</b>	0	0	0	0	0	0	0	0	0
<b>Total</b>	3	0	4	9	11	1	0	0	28

**\*\* Failed MQ: 1 Incomplete Application; 10 Experience, 1 Education**





# 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 Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

## INSTITUTIONAL RESEARCH COORDINATOR

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

- Definition:** Under direction performs complex research assignments related to educational programs, planning, and development.
- Compensation:** Starts at \$5,062.33 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 \$29.21 with limited benefits.
- Examples of Duties:**
- Conducts complex research studies related but not limited to enrollment management, retention, matriculation, weekly contact hours, staffing patterns, student and faculty characteristics, program vitality and evaluation, program review, community characteristics, student achievement, student learning outcomes, accreditation, and institutional planning and effectiveness.
  - Makes recommendations for policies, procedures, and systems based on analysis of current and proposed programs and practices.
  - Designs, implements, and maintains specialized databases to facilitate research and planning activities.
  - Evaluates problems to determine whether they are amenable to statistical inquiry and formulates the investigative processes and procedures to be followed.
  - Analyzes trends in community college education, college and community characteristics, and anticipates planning and information needs.
  - Selects, adapts, and applies appropriate research and statistical techniques to specific areas of study.
  - Collects, compiles, describes, organizes, analyzes, interprets, and presents data and information related to matters under study by creating queries and utilizing various types of software such as Microsoft Access, SQL and Ellucian.
  - Coordinates with faculty, staff, and administration on various aspects of planning, accreditation, and program review functions and processes.
  - Documents, writes, and presents research findings on a variety of college issues such as student retention, cohort tracking, student and institutional outcomes, student success, program review, and student learning outcomes.
  - Prepares research and statistical findings in proper technical form.
  - Analyzes research data and findings of other agencies and translates their implications and limitations as they pertain to the District.
  - Explains research methodology and findings.
  - Fully utilizes the capabilities of standard and specialized software programs in the production of management information and reports such as data management, spreadsheet, presentation, and word processing software.
  - Uses interactive data management and statistical programs such as SPSS, SAS, or other applications used in social science research.
  - Coordinates, prepares, and verifies data to submit state and federal reports.
  - Serves on committees and participates in a variety of meetings and workshops, as designated by administration.
  - Completes special projects and assignments.

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.

## INSTITUTIONAL RESEARCH COORDINATOR

### Examples of Duties: (cont.)

- 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.

### Required Employment Standards:

#### *Knowledge of:*

- Concepts, methodologies, processes, and terminology applicable to higher education research, planning, accreditation, and program review functions.
- Principles, theories, techniques, and methods of statistics.
- Principles of management, organization, and administrative analysis.
- Principles, theories, techniques, and methods of survey construction, sampling, administration, and reporting.
- Principles, theories, techniques, and methods of data warehousing and distribution of information across the institution.
- Procedures for access to state and national student level information.
- 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.
- Information systems used in higher education and methods of access for research purposes.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

#### *Skill to:*

- Use interactive programming languages such as SPSS, SAS or other advanced data access and distribution tools.
- Effectively communicate with individuals for whom English is not a primary language.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines and department schedules.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

#### *Ability to:*

- Collect, interpret, and evaluate complex data and conduct studies and surveys to support functions such as research, planning, accreditation, and program review.
- Exercise creativity and critical judgment.
- Establish and maintain the cooperation of others in providing information, data, and assistance for the research program.
- Apply conventional and original techniques in research methodology.
- Apply statistical theory and methods used in the collection, classification, and evaluation of quantitative facts as a basis for inference.
- Analyze factual information and recognize significant factors, relationships, and trends.
- Establish and maintain effective working relationships with District and campus administrators, management, staff, students, diverse community, collaborative partner contacts, independent programs consultant/trainers, and the public.



## INSTITUTIONAL RESEARCH COORDINATOR

### Required Employment Standards: (cont.)

- 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.
- Promote workplace diversity and a positive work environment.
- Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
- Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
- Maintain confidentiality of sensitive information and records.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

### *Education & Experience*

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities:

Graduation from an accredited four-year college or university preferably with a major in social science research, economics, educational administration, business administration, organizational analysis, information science, or other research-oriented specialization AND five (5) years of paid professional-level experience in a research, analytical, or institutional planning position.

### **OR**

Master's Degree from a recognized university preferably with a major in social science research, economics, educational administration, business administration, organizational analysis, information science, or other research-oriented specialization AND three (3) years of paid professional-level experience in a research, analytical, or institutional planning position.

### *Licenses & Certificates*

Valid Driver's License

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

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

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.

## INSTITUTIONAL RESEARCH COORDINATOR

### **Examination Process:**

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

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

### **TESTING TENTATIVELY SCHEDULED FOR THURSDAY, MARCH 19, 2015.**

To move forward in the selection process, you must complete an online application through our website 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:** **MONDAY, MARCH 2, 2015, 4:30 PM.**

Posted: 01/26/15

Pay Range: Regular Classified Range 66

# EDUCATIONAL ADVISOR

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
EAD – 001	169	63	70	36	11	11

## Oral Board/Performance Exam Raters

Corinna Lemos, Office Assistant III, Reedley College  
 Sandra Rodriguez, Office Assistant III, Reedley College  
 Ernie Garcia, Educational Advisor, Fresno City College  
 Sandy Brooke, Admissions Counselor, National University  
 Robert De La Torre, Admissions Advisor, Fresno Pacific University

## Advertisements

### Websites:

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

### 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, Heald College, 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	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	4	0	22	49	29	11	0	3	118
Male	7	1	5	16	13	4	0	0	46
No Answer	0	0	0	1	0	0	0	4	5
<b>Total</b>	11	1	27	66	42	15	0	7	169

\*\* Failed MQ: 4 Incomplete Application; 59 Experience



# 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 Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

## EDUCATIONAL ADVISOR

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

- Definition:** Under direction performs work related to the recruitment, orientation, and advising of current and prospective students.
- Compensation:** Starts at \$4,063.83 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 \$23.45 with limited benefits.
- Examples of Duties:** Performs a variety of duties including conducting group presentations as well as individual sessions with students and parents regarding registration, enrollment, student support programs, and class selection, forms and other procedures. Arranges logistics for speakers and presentations. Assists students in course selection and recording of their student educational plan, assists with recruiting and retention and community outreach projects including identifying prospective students, making phone calls to students, staffing phone centers, assisting at orientations and registration. May perform other related duties as needed.
- Required Employment Standards:**
- Education: Bachelor's degree.
- Experience: Experience working with various types of student support services, school relations, and transfer information.
- Knowledge and Abilities: Knowledge of college and community resources to assist students; guidance procedures; college regulations; student transcripts and Privacy Act; functions of student services; community organizations, public and private agencies; curriculum and the college catalog; course prerequisites and general education requirements; advising and interviewing techniques. Skill to prepare for and make presentations; aid in the development of services for college and prospective students; develop and maintain records; and work in a team to provide services to students. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to enter and retrieve data from computer system in appropriate format; receive and follow instructions and appropriately interact with students, parents, staff, faculty and the public; assign and review the work of other employees and students assigned to the department, learn and apply college and district policies and procedures.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (30% weight), a performance exam (40% weight) and an oral interview examination (30% weight).
- Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 15 highest scoring candidates, plus ties, from the competency exam will be invited to the performance exam and only the 10

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.

EDUCATIONAL ADVISOR

**Examination Process: (cont.)** highest scoring candidates, plus ties, will be invited to the oral board exam. Passing score is 75% out of 100% on each testing section.

**TESTING TENTATIVELY SCHEDULED FOR THURSDAY, MARCH 5, 2015.**

To move forward in the selection process, you must complete an online application through our website 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:** **FRIDAY, FEBRUARY 20, 2015, 4:30 PM.**

Posted: 01/28/15

Pay Range: Regular Classified Range 57

# DSP&S MOBILITY DRIVER - PPT

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Performance	Eligible
201400323	25	8	7	10	7

## Performance Raters

Joseph Diebert, Occupational Health & Safety Officer, SCCC  
 Isaac Gallegos, Mobility Driver, FCC  
 Darren Cousineau, Dir. Of Environmental Health & Safety, SCCC

## Advertisements

### Websites:

SCCC, CCC Registry, Edjoin, BulldogLink, Google+, Facebook, LinkedIn, Twitter

### 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, Heald College, 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	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	0	3	4	0	0	0	7
Male	4	0	3	6	4	0	0	1	18
No Answer	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>9</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>25</b>

\*\* Failed MQ: 8 incomplete application



# CLASSIFIED JOB OPPORTUNITY

## STATE CENTER COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

1525 E. Weldon Avenue, Fresno, California 93704-6398  
Phone (559) 226-0720 • Fax (559) 272-5156 • <http://agency.governmentjobs.com/scccd>

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

### DSP&S MOBILITY DRIVER - PPT

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

- Definition:** Under direction, assists students with disabilities needing on-campus transportation.
- Compensation:** Part-time positions are paid hourly, starting at \$12.71 with limited benefits.
- Examples of Duties:** Performs a variety of duties related to providing mobility assistance to students with disabilities. Assist in providing on-campus transportation over assigned routes within an established timeline; loads and unloads students; assists students in wheelchairs to load and unload; may strap down and tie down wheelchairs; uses seat belts and other safety equipment when necessary; adheres to Education and Vehicle codes; routinely inspects vehicles to ensure safe operation; completes transportation reports as necessary; attends safety meetings; maintains safety standards in conformance with state and insurance guidelines; may perform other related duties as needed.
- Required Employment Standards:**
- Education:** Formal and informal education equivalent to completion of the twelfth grade.
- Experience:** Experience driving, working with the public and working with individuals with disabilities.
- Licenses/Certificates:** Must possess a valid California driver's license.
- DRIVER'S LICENSE VERIFICATION:** Applicants' DMV driving record report will be reviewed. To qualify for the exam, records must not indicate any suspension, revocation or restriction (other than for corrective lenses) of a driver's license by DMV, or any conviction under the following California Vehicle Code sections in the last three years: 14601-VC, 20001-VC, 20002-VC, 23103-VC through 23104-VC and 23152-VC through 23153-VC.
- Knowledge and Abilities:** Knowledge of and ability to drive a modified golf cart. Possess the skill of operating a motor vehicle in a safe manner. Knowledge of how to inspect a vehicle to ensure safe operation. Knowledge and ability to safely assist a student and secure them in the vehicle. Ability to complete necessary reports. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a performance exam (100% weight).
- Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 10 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 MONDAY, MARCH 30, 2015.

To move forward in the selection process, you must complete an online application through our web site at <http://agency.governmentjobs.com/scccd> Resumes may be uploaded but cannot be used in lieu of a completed application.

**Filing Deadline:** THURSDAY, MARCH 5, 2015, 4:30 PM.  
Posted: 02/09/15

Pay Range: Regular Classified Range 32

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.

# ORIENTATION ASSISTANT (SEASONAL)

Recruitment ID 201400261	Applicants 64	Failed MQ** 42	Failed Competitive 1	Took Competency 21	Took Oral 12	Eligible 10
-----------------------------	------------------	-------------------	-------------------------	-----------------------	-----------------	----------------

## Oral Board Raters

Dr. Felix Enuwa, CEO, Delta Financial  
John Young, Upward Bound Assistant, SCCC

## Advertisements

**Websites:**

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

**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, Heald College, 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	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	5	0	14	23	7	1	0	2	52
Male	0	0	0	8	1	0	0	2	11
No Answer	0	0	0	0	0	0	0	1	1
<b>Total</b>	5	0	14	31	8	1	0	5	64

**\*\* Failed MQ: 39 Experience; 3 – Incomplete application**





# CLASSIFIED JOB OPPORTUNITY

## STATE CENTER COMMUNITY COLLEGE DISTRICT

### PERSONNEL COMMISSION

1525 E. Weldon Avenue, Fresno, California 93704-6398

Phone (559) 226-0720 • Fax (559) 272-5156 • <http://agency.governmentjobs.com/scccd>

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

#### ORIENTATION ASSISTANT (SEASONAL)

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

- Definition:** Under direction performs work related to the orientation of prospective students for registration.
- Compensation:** Seasonal positions are paid hourly, starting at \$15.83 per hour with limited benefits.
- Education and Experience:** Any combination equivalent to: Associate degree and basic office clerical experience OR 60 units of college level work and one (1) year of office clerical experience OR 30 units of college level work and two (2) years of office clerical experience.
- Licenses/Certificates:** A valid driver's license is required.
- Examples of Duties:** Performs a variety of duties including: assists students with reviewing registration forms and materials; assists students with reading the schedule of classes and review of the college catalog; assists students with the first semester course selections from a check list. Stocks and prepares materials. May perform other related duties as needed.
- Required Knowledge, Skills and Abilities:**
- Knowledge:**
- Knowledge of simple recordkeeping techniques and general office practices and procedures.
  - Knowledge of Federal, state and local laws, rules and regulations governing confidentiality of student records.
  - 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 and ability to effectively communicate with individuals for whom English is not a primary language.
  - Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge.
  - 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, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers,
- 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.



# 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 Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

administrators and staff.

- Ability to interpret and apply college and district policies and procedures.
- 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 stand for long periods of time.
- 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)
- 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)
- 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)

**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.**



# 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 Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

- 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)
- 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 travel to locations other than assigned site.
- Schedule changes may 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, skills 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 (40% weight) and an oral interview examination (60% weight).

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

#### TESTING TENTATIVELY SCHEDULED FOR THURSDAY, MARCH 19, 2015

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., Friday, February 27, 2015**

Posted: 2/3/15

Pay Range: Regular Classified Range 41

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.

# DISTRICT DIRECTOR OF INFORMATION SYSTEMS

Recruitment ID 201500018	Applicants 17	Failed MQ** 2	Failed Competitive 2	Took Competency 10	Took Oral 10	Eligible* 5
-----------------------------	------------------	------------------	-------------------------	-----------------------	-----------------	----------------

## Oral Board Raters

Lety Alvarez, Admissions & Records Manager, Reedley College  
 Henry Chen, Programmer Analyst, SCCC District Office  
 Michelle Kozlowski, Associate Vice Chancellor, Technology Services, West Hills CCD  
 Frances Lippmann, Admissions & Records Manager, Fresno City College  
 Don Lopez, Director of Technology, Fresno City College  
 Raj Sra, Chief Information Officer, Fresno County Office of Education

## Advertisements

**Websites:**

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

**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, Heald College, 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	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	1	0	1	0	0	0	2
Male	1	0	2	0	11	0	0	0	14
No Answer	0	0	0	0	0	0	0	1	1
<b>Total</b>	1	0	3	0	12	0	0	1	17

## Eligibility List Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	0	0	0	0	0	0	0
Male	1	0	2	0	2	0	0	0	5
No Answer	0	0	0	0	0	0	0	0	0
<b>Total</b>	1	0	2	0	2	0	0	0	5

\* List Exempt From Top 3 Ranks

\*\* Failed MQ: 2 Experience





# State Center Community College District



FRESNO CITY  
COLLEGE

REEDLEY  
COLLEGE

CLOVIS  
CENTER

MADERA  
CENTER

OAKHURST  
CENTER

## Announcing The Search For **DISTRICT DIRECTOR OF INFORMATION SYSTEMS**

### Application Deadline

Tuesday, March 17, 2015, 4:30 PM

### Salary Information

Classified Management Range 59  
Starting Annual Salary \$103,847.00

### Apply Online

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



# DISTRICT DIRECTOR OF INFORMATION SYSTEMS

## **Definition**

Under administrative direction, plans, directs, and administers information systems to support Districtwide instructional, student and administrative services and provides leadership for all information systems and technology matters for the District.

## **Distinguishing Characteristics**

This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

## **Supervision Received**

Administrative direction is received from a senior level administrator.

## **Supervision Exercised**

Direct supervision is exercised over professional, technical, and clerical staff assigned to the District Office Information Systems department.

## **Essential Job Functions**

- Provides leadership for a customer-focused Information Services department that will effectively serve Districtwide instructional, student, and administrative services, and all districtwide information systems operations with innovative and reliable technology solutions.
- Responsible for establishing Districtwide policies, procedures, standards, practices, and security measures to ensure the integrity and reliability of information and communications systems.
- Consults, advises, and provides leadership to instructional, student, and administrative services on matters relating to information technology capabilities.
- Responsible for goal setting, planning, and project management for Districtwide information systems and technology needs including, but not limited to, the District's:
  - Enterprise Resource Planning System (ERP)
  - Local Area Network (LAN), Wide Area Network (WAN), and wireless networks
  - Data warehouse
  - Voice, video, and data technology and storage systems
  - System analysis, design, and programming needs
  - Data Center
  - Data quality, disaster recovery, and security management including cyber-security.
  - Website and portal technologies
- Provides leadership in the purchasing, design, installation, modification and operation of projects related to districtwide information systems and equipment, including, but not limited to:
  - Acquisition, implementation, management, and support of districtwide computer applications and systems (e.g. ERP, Blackboard, SARS, Email, LAN/WAN, voice, video, storage, and data associated peripherals and software)
  - Districtwide web and portal development

- Improves utilization of technology and applications for instruction, student services, and administrative services including distance education, needs assessment, equipment and software specifications for acquisition, installation, and training.
- Develops Districtwide long and short range plans for systems development, systems maintenance, production activities, and support services.
- Provides leadership with innovative technology solutions to serve the instructional, student, and administrative needs of the District by evaluating and promoting the use of new technologies and approaches, and initiating changes in system design, hardware capacity or configuration, and resource allocation as needed.
- Works with the college Director of Technology to identify and prioritize the implementation of information technology to improve programs and services.
- Evaluates staff training and development needs, plans training and educational opportunities for staff to maintain and upgrade technical skills, and coordinates Districtwide end-user training and assistance including District Office help desk services.
- Evaluates the merits and costs of information system projects, establish priorities, allocate resources, monitor the progress of projects, and make adjustments to schedules and scope of work as needed.
- Directs the preparation of proposals and bid specifications for procurement of information technology related to districtwide services.
- Evaluates vendor proposals for purchases of hardware, software, and technical services to assure adherence to technical specifications and to assure that expenditures are in the best interest of the District.
- Directs or personally conducts negotiations for the acquisition, lease, modification, installation, and maintenance of computer software, hardware, and related products for the District's information systems.
- Oversees the maintenance of current hardware and software inventory for the district.
- Develops the budget for Districtwide information systems expenditures and the Information Systems department, and reviews and controls the expenditure of funds.
- Plans, organizes, develops, and presents management reports and presentations regarding the information systems of the District.
- Supervises the preparation and submission of required reports such as the District's Management Information System (MIS) report.
- Maintains an understanding of current trends and legal requirements in technology and implements as appropriate for the District.
- Develops and enforces policies and procedures to ensure the protection of college technology assets and the integrity, security, recovery, and appropriate confidentiality of data.
- Participates on District and college standing committees as needed, represents the college in county and statewide college information system activities, and chairs the District's Information Systems Priority Committee.
- Supervises, assigns, counsels, and evaluates work of Information Systems staff.
- 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: Graduation from a recognized four-year college or university. An advanced degree with a specialization in computer science, computer information technology, computer engineering, business administration, or a closely related field is desirable AND five (5) years of recent full-time paid experience in directing all aspects of a medium or large scale information systems program which included information technology planning; system improvement; system analysis; software and hardware support; voice, video, storage, and data network support; and project development and implementation. Two years of the required experience must have been in an administrative or supervisory capacity. Experience with Enterprise Resource Planning (ERP) systems is desirable.

#### **Licenses & Certificates**

Valid Driver's License

#### **Knowledge of:**

- Characteristics and capabilities of voice, video, storage, and data (both local and metropolitan) networks
- Procedures used in systems analysis and design, computer programming, systems software, and computer operations
- Enterprise Resource Planning (ERP) systems such as Colleague, Oracle, etc. System security and access control.
- Principles of database management.
- Principles and practices related to system audit and security.
- Federal, state, and local laws, regulations, and rules related to information technology and systems.
- Educational and instructional applications of information technology Technological changes in the information technology industry
- Organization, functions, and inter-relationships of operating programs of the District
- Principles and practices of supervision, training, and management.
- Record keeping and report preparation techniques to ensure information is accurately presented.
- Activities associated with accounting and budgeting.
- 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:**

- Analyze a variety of administrative problems to make sound policy and procedural recommendations for their solutions.
- Conduct research, analyze data and prepare reports as required by The Board of Trustees.
- 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.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines and department schedules.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

#### **Ability to:**

- Plan and direct a complex and integrated program of information technology.
- Evaluate the feasibility, merits, and costs of information systems projects.
- Promote workplace diversity and a positive work environment.
- 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, develop sound problem-solving models, and propose logical solutions to problems.
- Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
- Prepare and monitor a budget in order to track department expenses.
- Learn the California Code of Regulations Title V and VIII, California Education Code, Merit System Rules, Americans with Disabilities Act regulations, Board Policies, 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.
- Supervise, train, and evaluate personnel.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

#### **Physical /Mental Demands**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this

class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lift and carry office supplies and equipment 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 conditions characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; work inside protected from the weather; work outside exposed to the weather and varying temperatures; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

#### **Recruitment (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. 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 (40% weight) and an oral interview examination (60% weight).

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

#### **COMPETENCY AND ORAL BOARD EXAM TENTATIVELY SCHEDULED FOR WEDNESDAY, APRIL 8, 2015**

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.

**State Center Community College District  
Personnel Commission Office**  
1525 E. Weldon Avenue  
Fresno, CA 93704  
(559) 244-0720  
[www.scccd.edu](http://www.scccd.edu)



# STUDENT SERVICES SPECIALIST

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201400224	222	106	85	31	15	14

## Oral Board Raters

Robert de la Torre, Admissions Advisor, Fresno Pacific University  
 Darla Shoebridge, Senior Vocational Rehabilitation Counselor, State of California

## Advertisements

### Websites:

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

### 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, Heald College, 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	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	6	3	25	73	49	13	0	1	170
Male	3	1	9	18	11	4	0	1	47
No Answer	0	0	1	1	0	0	0	3	5
<b>Total</b>	9	4	35	92	60	17	0	5	222

\*\* Failed MQ: 98 Experience; 8 – Incomplete application



# CLASSIFIED JOB OPPORTUNITY

## STATE CENTER COMMUNITY COLLEGE DISTRICT

### PERSONNEL COMMISSION

1525 E. Weldon Avenue, Fresno, California 93704-6398

Phone (559) 226-0720 • Fax (559) 272-5156 • <http://agency.governmentjobs.com/scccd>

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

### STUDENT SERVICES SPECIALIST

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

- Definition:** Under direction process and maintain highly technical records containing official, confidential records under specific legal requirements.
- Compensation:** Starts at \$3,597.08 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 \$20.75 per hour with limited benefits.
- Experience:** Considerable, responsible clerical work experience to include records management and computer use environment and lead responsibilities for other employees
- Education:** High school diploma or General Education Development (GED)
- Licenses/Certificates:** A valid driver's license is required.
- Examples of Duties:** Performs a wide variety of record keeping work, including data entry, records maintenance, use of computer to retrieve data to produce reports, interacting with and communicating district and state requirements to students and staff. Assist in the development of forms, office procedures and policies. Coordinate multiple projects and remain on deadline. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed
- Required Knowledge, Skills and Abilities:** Knowledge of data processing procedures sufficient to read and interpret input/output of data and identify discrepancies. Skill to read and interpret highly complex technical memoranda, set up and maintain complex filing systems, compose correspondence independently, perform mathematical calculations, proficiency in 10-key and keyboarding and proof read accurately, coordinate multiple projects and remain on deadline, assign, monitor, and review the work of others in a cooperative, team environment, and identify alternate solutions to solve complex problems. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to use computer and information systems to retrieve data to produce reports. 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.
- 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

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.



# 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 Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

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 (65% weight) and an oral interview examination (35% weight).

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

#### **TESTING TENTATIVELY SCHEDULED FOR THURSDAY, MARCH 19, 2015.**

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

**Filing Deadline: 4:30 p.m., Friday, February 27, 2015**

Posted: 2/3/15

Pay Range: Regular Classified Range 52

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.

# FOOD SERVICE WORKER I

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201400259	45	1	23	21	10	9

## Oral Board/Performance Exam Raters

Terri Clement, Instructional Aide CDL, Fresno City College Linda Shelton, Coordinator Cal-PRO-NET, Fresno City College Anna Vargas, Food Service Supervisor, Fresno Unified	Richard Gomez, Meat Department Manager, Vons Anita Handy, Food Service Director, Taher, Inc.
---	---

## Advertisements

**Websites:**

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

**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, Heald College, 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	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	2	7	10	5	0	0	1	25
Male	2	1	3	6	5	1	0	0	18
No Answer	0	0	0	1	1	0	0	0	2
<b>Total</b>	2	3	10	17	11	1	0	1	45

**\*\* Failed MQ: 1 Withdrew From Process**



**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 Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

**FOOD SERVICE WORKER I**

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

- Definition:** Under direction assists in the preparation and serving of food.
- Compensation:** Starts at \$2,254.08.58 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 \$13.00 with limited benefits.
- Examples of Duties:** Duties include assisting in the preparation of food from a food line or during catered events, totals up customer food bills using cash register, collecting cash from customers, cleaning off tables, cleaning kitchen equipment and utensils and assisting in the maintenance of the cafeteria according to safety and sanitation requirements. May perform other related duties as needed.
- Required Employment Standards:** Education: Formal and informal education equivalent to completion of the twelfth grade.  
Experience: None required.  
Knowledge and Abilities: Knowledge of food service cleaning and laundering procedures, large quantity measurements, preparation schedules sufficient to meet projected daily needs, kitchen utensils, equipment, and machinery, food and its preparation, microwave ovens and their use, dishes and their use, storage practices and stock areas. Skill to use dishwashing machines, kitchen utensils and equipment in a safe and efficient manner, use cash registers, perform simple math calculation in adding receipts and making change, maintain records of cash register receipts, read and understand operations manuals and recipes. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (No Weight). The examination process will also include a competency test (65% weight) and an oral interview examination (35% weight).

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 20 highest scoring candidates, plus ties, will be invited

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.

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

**TESTING TENTATIVELY SCHEDULED FOR SATURDAY, MARCH 21, 2015**

To move forward in the selection process, you must complete an online application through our web site at <http://agency.governmentjobs.com/sccd> Resumes may be uploaded but cannot be used in lieu of a completed application.

**APPLICATIONS WILL ONLY BE ACCEPTED  
TUESDAY, MARCH 10, 2015 – FRIDAY, MARCH 13, 2015**

**Filing** **FRIDAY, MARCH 13, 2015, 4:30 PM.**

**Deadline:** Posted: 02/27/15

Pay Range: Regular Classified Range 33

# GROUNDSKEEPER WORKER

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201400277	37	19	1	17	6	6

## Oral Board/Performance Exam Raters

Mario F. Gonzalez, Groundskeeper Worker II, Clovis Center James McMullen, Groundskeeper Worker II, Reedley College Rown Rankin, Small Engine/Equipment Repair, Fresno City Darren Cousineau, Dir. of Environmental Health & Safety, DO	Pierre Etcheverry, Groundsperson III, Madera Unified Don Sommarstrom, Grounds Maintenance Suprv., Fresno Unified
---	---

## Advertisements

**Websites:**

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

**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, Heald College, 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	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	0	0	1	0	0	0	1
Male	4	0	3	19	7	1	0	1	35
No Answer	0	0	0	0	0	0	0	1	1
<b>Total</b>	4	0	3	19	8	1	0	2	37

**\*\* Failed MQ: 19 Experience**



# 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 Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

## GROUNDSKEEPER WORKER

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

- Definition:** Under direction performs a variety of grounds maintenance and landscaping duties in the beautification of assigned grounds, landscape, and hardscaped areas.
- Compensation:** Starts at \$3,109.67 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. Part-time positions are paid hourly, starting at \$17.94 with limited benefits.
- Examples of Duties:** Performs a variety of duties including, but not limited to:
- Care for established landscaped areas by mowing, aerating, edging, grubbing, mulching, removing thatch, trimming and weeding around flower beds, walkways, and walls according scheduled needs.
  - Plant, cultivate, prune, fertilize and irrigate flowers, trees, grass, shrubs, and other plant material in order to preserve softscape areas.
  - Identify and conduct treatment for diseases in landscaped areas in order to prevent contamination.
  - Prepare soil for new sod, seeding or overseeding in order to adjust to seasonal changes in accordance with planned use.
  - Collect debris and refuse from tree trimming and removal operations into piles, using shovels, rakes or other tools in order to clear site.
  - Care for hardscaped areas by using blowers, brooms, shovels, rakes, and other tools in order to clear sites.
  - Use hand tools such as axes, hedge trimmers, handsaws, rakes, brush trimmers, pruning saws, and shovels to plant, cultivate, prune, fertilize and irrigate flowers, trees, grass and shrubs in order to preserve soft-scape areas
  - Collect animal waste, human waste and debris from campus and remove using brooms, shovels, rakes or other tools in order to clear site using proper safety techniques.
  - Use proper tools to install, repair, and maintain irrigation systems to ensure efficient operation.
  - Maintain grounds equipment in safe operating condition by performing routine maintenance such as sharpening blades, lubricating and replacing parts as needed.
  - Apply pesticides, herbicides and fertilizers utilizing proper application techniques and appropriate amounts for the upkeep of turfs, shrubs, trees, and hardscapes for elimination of pests and weeds.
  - Ensure preparation and repairs of athletic fields and turfs for appropriate use.
  - Communicate with district personnel to exchange information and resolve issues or concerns related to grounds maintenance activities.
  - Clear sites, streets, and grounds of woody and herbaceous materials, such as tree stumps, fallen trees and limbs to maintain a safe and visually appealing area.
  - May climb trees using ladders, climbing hooks, boom lifts, correct safety equipment and belts to prune dead and excess branches and inspect for pests and diseases
  - Participate in seminars, workshops and other training programs to stay current with rules, regulations, and industry best practices.
  - May perform other related duties as needed.

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.



## GROUNDSKEEPER WORKER

### **Required Employment Standards:**

#### **Education & Experience**

Any combination equivalent to: Completion of six (6) units or the equivalent in plant science, ornamental horticulture or a related area and experience (1 year or more) performing landscaping or grounds maintenance work OR completion of three units or the equivalent in plant science, ornamental horticulture or a related area and within six months of hire as a condition of passing probation: completion of three (3) additional units in plant science, ornamental horticulture or a related area and successful application and passing of the State of California Qualified Applicator Certificate or License for application of Chemical Pesticides

#### **Licenses/Certificates**

- Class C Driver's License is required.
- State of California Department of Pesticide Regulations (or DPR)-Qualified Applicator Certificate or License to apply Chemical Pesticides.

#### **Knowledge:**

- Knowledge of maintenance and safe operation of hand and power tools used in grounds keeping such as mowers, edgers, blowers, axes, hedge and brush trimmers, saws, rakes, shovels and small power equipment.
- Knowledge of cultivation and proper irrigation of flowers, trees, shrubs and turfs in order to maintain healthy growth.
- Knowledge of various plants, diseases and pests common to the area and how to eliminate or manage the effect of such problems.
- Knowledge of correct pruning techniques of trees, shrubs and plants to ensure proper growth and safety of campus.
- Knowledge of appropriate use and care of landscape maintenance materials, tools and equipment to ensure tools are in proper working condition.
- Knowledge of hazards and applicable safety rules of grounds care by understanding Material Safety Data Sheet (MSDS) and chemical mixing instructions to prevent injuries.
- Knowledge of installing, repairing, troubleshooting and maintaining irrigation systems to maximize efficiency and ensure proper function.

#### **Skills:**

- Skill to safely use and maintain softscape and hardscape materials, tools and equipment.
- Skill to identify a variety of plants and their horticultural needs.
- Skill to identify diseases, insect and pests.
- Skill to design, install, repair, troubleshoot and maintain irrigation systems.
- Skill to perform general landscaping and grounds keeping duties in the maintenance and beautification of assigned grounds and landscaped areas.
- Skill to demonstrate the correct use of safety equipment, safe work habits and observe all applicable worker safety regulations to minimize the risk of injury.
- Skill to operate and maintain hand and power tools and equipment used in grounds keeping such as mowers, edgers, blowers and standard landscaping hand tools.

#### **Abilities:**

- Ability to write English sufficiently to correctly maintain records.
- Ability to read English adequately to understand safety and instructional manuals such as MSDS (Material Safety Data Sheet) and product labels.
- Ability to communicate and cooperate with other departments in order to perform joint tasks.
- Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public.
- Ability to learn, apply and adhere to various district standards, policies and procedures.
- Ability to perform heavy manual labor such as bending, lifting, stretching, lifting overhead, and carrying tools, equipment and supplies weighing up to 60lbs for distances up to five feet.
- Ability to climb a variety of ladders.
- Ability to maintain consistent, punctual and regular attendance

## GROUNDSKEEPER WORKER

### Physical/ Mental Demands

#### 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 pulling weeds or trimming branches. (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 various plant materials. (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)

### Work Conditions

- Work outside exposed to the weather and varying temperatures.
- Work under pressure of constant deadlines with frequent interruptions.
- Work on varying type of surfaces.
- Work at heights that may be up to 90 feet.
- May come in contact with electrical hazards and hazardous materials.
- May come in contact with degreasing agents and solvents.
- May be exposed to nuisance dusts.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Noise exposure up to 110 decibels, typically that of a chain saw.
- Some overtime and/or schedule changes may occur.
- Required to travel to locations to other than assigned sites.

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.

## GROUNDSKEEPER WORKER

### **Examination Process:**

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

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

### **TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, APRIL 1, 2015.**

To move forward in the selection process, you must complete an online application through our web site at <http://agency.governmentjobs.com/sccd> 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: THURSDAY, MARCH 5, 2015, 4:30 PM.**

Posted: 02/09/15

Pay Range: Regular Classified Range 46

# ACCOUNTING SUPERVISOR

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201400293	22	6	2	13	13	11

## Oral Board Raters

Glynn Billings, Accounting Manager, SCCC District Office

Jill Boe, Business Owner/Bookkeeper, Wheel King

## Advertisements

### Websites:

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

### 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, Heald College, 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	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	1	5	6	1	0	0	13
Male	0	0	3	2	4	0	0	0	9
No Answer	0	0	0	0	0	0	0	0	0
Total	0	0	4	7	10	1	0	0	22

## Eligibility List Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	1	3	4	1	0	0	9
Male	0	0	0	1	1	0	0	0	2
No Answer	0	0	0	0	0	0	0	0	0
Total	0	0	1	4	5	1	0	0	11

\*\* Failed MQ: 4 Experience, 2 Incomplete



# State Center Community College District



FRESNO CITY  
COLLEGE

REEDLEY  
COLLEGE

CLOVIS  
CENTER

MADERA  
CENTER

OAKHURST  
CENTER

## Announcing The Search For **ACCOUNTING SUPERVISOR**

### Application Deadline

Tuesday, March 24, 2015, 4:30 PM

### Salary Information

Classified Management Range 37  
Starting Annual Salary \$67,179.00

### Apply Online

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

**SEE BACK FOR MORE DETAILS**







# ACCOUNTING SUPERVISOR

## **Definition**

Under direction plans, develops, organizes and manages the accounting functions of the business office.

## **Distinguishing Characteristics**

This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

## **Essential Job Functions**

Performs a wide variety of duties including but not limited to:

- Planning, organizing, and managing accounting functions.
- Auditing and analyzing general ledger accounts.
- Maintaining accounting records for various campus funds.
- Training employees in the maintenance of approved accounting systems.
- Establishing, maintaining and monitoring internal cash and expenditure controls of monies receipted including federal funds.
- Coordinating the activities of the business office with related activities of other departments including information systems;
- Developing, improving and supporting accounting services utilizing current technologies.
- Assisting in the preparation of budgets.
- Insuring that federal funds are disbursed and accounted for following federal regulations.
- Conducting internal audits of revenue generating areas.
- Performs other duties as needed.

## **Minimum Qualifications**

### **Education**

Bachelor's degree in accounting or a related area including a minimum of 20 units in accounting.

### **Experience**

Performing professional accounting and financial duties including general accounting; preparation of financial statements, federal reports and claims; budget development, accounting systems analysis and design, and/or internal auditing; and supervision or lead experience.

### **Licenses & Certificates**

Valid Driver's License

### **Knowledge, Skills and Abilities:**

Knowledge of generally accepted accounting principles; generally accepted auditing standards; budgeting; financial reporting; and information systems operations in relation to accounting applications. Ability to learn and apply principles of California Community College finance and

reporting requirements, district policies and procedures and federal, state and other applicable laws and regulations; receive and follow instructions and appropriately interact with students, staff, faculty and the public. Skill to coordinate and supervise the work of clerical and accounting staff; analyze accounting data; and prepare clear and accurate statements and recommendations.

## **Recruitment (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. 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 (35% weight) and an oral interview examination (65% weight).

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

## **COMPETENCY AND ORAL BOARD EXAM TENTATIVELY SCHEDULED FOR THURSDAY, APRIL 16, 2015**

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.

## **The current vacancy is at Fresno City College**

### **State Center Community College District Personnel Commission Office**

1525 E. Weldon Avenue  
Fresno, CA 93704  
(559) 244-0720  
[www.scccd.edu](http://www.scccd.edu)

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

Presented to the Personnel Commission:

Date: April 28, 2015

---

SUBJECT: Consideration and Approval to Exempt New Management Position Duties from the Classified Service

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: 15-13

---

Background:

At the March 3, 2015 the Board of Trustees reorganized the Enrollment Management, Admissions, Records, and Information Services Department and created a new position with the proposed title of Associate Vice Chancellor, Enrollment Management, Admissions, Records, and Information Services. At the April 7, 2015 the Board of Trustees approved the duties for a new management position at the Oakhurst Center with the proposed Title of Director of Oakhurst Community College Center.

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

The items presented to the Board of Trustees are attached for the Commissioners review. The first item describes the reorganization of the position at the District Office Enrollment Management, Admissions, Records, and Information Services department. The second item indicates the duties that will be performed by the new position at the Oakhurst Center. The duties and the department reorganization were reviewed by staff and it was determined that they could not be classified in an established classification specification and should be exempted from the classified service. The duties presented to the board for approval fall within the definition of an Educational Administrator.

87002.

(a) "Administrator" means any person employed by the governing board of a community college district in a supervisory or management position as defined in Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code.

(b) "Educational administrator" means an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Educational administrators include, but are not limited to, chancellors, presidents, and other supervisory or management employees designated by the governing board as educational administrators.

(c) "Classified administrator" means an administrator who is not employed as an educational administrator.

Recommendation:

It is recommended the Personnel Commission exempt the new management positions from the classified service.



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

PRESENTED TO BOARD OF TRUSTEES

DATE: March 3, 2015

---

---

SUBJECT: Consideration to Approve Reorganization of Enrollment Management, Admissions, Records, and Information Services

ITEM NO. 15-15

---

EXHIBIT: None

---

---

Background:

At its June 3, 2014, regular meeting, the Board of Trustees approved the temporary reassignment of the District Dean of Admissions, Records and Enrollment Management, Pedro Avila, to Assistant to the Chancellor, Enrollment Management, Admissions, Records and Information Services. The purpose of the temporary reassignment was to allow time for the Chancellor and Human Resources to study the organizational structure of these departments.

After review and consideration, in order to streamline operations and improve effectiveness, it is recommended Enrollment Management, Admissions, Records and Information Services be reorganized to report to a new position, Associate Vice Chancellor of Enrollment Management, Admissions, Records and Information Systems. This reorganization will return the District to the same staffing level in effect prior to January 2013 when the position of Vice President of Admissions and Records was reorganized to become the District Dean of Admissions, Records and Enrollment Management. This reorganization expands the duties previously completed by the District Dean and the Vice President to include districtwide responsibility for Information Systems. This reorganization also includes the elimination of the District Dean of Admissions, Records and Enrollment Management, and the Assistant to the Chancellor, Enrollment Management, Admissions, Records and Information Services positions.

There is no net increase in the number of positions; therefore, this reorganization is permitted under Title V, Section 53021, Recruitment.

Recommendation:

It is recommended the Board of Trustees approve the reorganization of Enrollment Management, Admissions, Records, and Information Services, and appoint Pedro Avila as the Associate Vice Chancellor of Enrollment Management, Admissions, Records, and Information Systems, with

Item No. 15-15

Page 2

placement on the Management Salary Schedule at Range 66, Step 7 (\$12,156.50/monthly)  
effective March 4, 2015.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

---

SUBJECT: Consideration to Approve New Position  
with Proposed Title of Director of Oakhurst  
Community College Center

ITEM NO. 15-26

---

EXHIBIT: None

---

Background:

The Oakhurst Community College Center (OCCC) is currently staffed with a ten-month Faculty Coordinator position. The person in this position has accepted a transfer to the Clovis Community College Center as an instructor. A review was conducted by Reedley College administration and Human Resources to assess the duties and requirements of this Faculty Coordinator position. It is determined that this position was incorrectly categorized; the duties are clearly academic administrator duties based on Education Code 87002(b). It defines an educational administrator, as designated by the governing board of the district, as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Additionally, the recommendation is for the Director of the Oakhurst Community College Center to be a full-time, twelve-month academic administrator.

The closest educational administrator is the Vice President of the Madera and Oakhurst Centers located 45 miles away at the Madera Community College Center. Therefore, the Oakhurst position must plan, direct and monitor the instructional and student services programs as well as the faculty and classified staff. The OCCC has 24 faculty members, 4 staff members and serves 572 students.

Examples of Duties:

1. Recruits and hires adjunct faculty.
2. Assists in the development and management of the Oakhurst Community College Center budget.
3. Supervises and evaluates classified staff assigned to the Oakhurst Community College Center.
4. Supervises student workers at the Oakhurst Community College Center.

5. Serves as liaison between Oakhurst Community College Center and the community, and manages outreach activities.
6. Serves as liaison between Reedley College, Madera Community College Center, and the Oakhurst Community College Center faculty, staff, and administration.
7. Coordinates instructional and student services programs of the Oakhurst Community College Center in consultation with the Vice President of Madera and Oakhurst Community College Centers, Vice President of Instruction, and Vice President of Student Services.
8. Develops the schedule of courses for the Oakhurst Community College Center.
9. Assists in the process of developing and recommending annual instructional and student services goals in consultation with the Vice President of Madera and Oakhurst Community College Centers, Vice President of Instruction, and Vice President of Student Services and is responsible for the attainment of these goals.
10. Recommends the purchase of services, supplies, and equipment necessary to successfully carry out the instructional and student services programs of the Oakhurst Community College Center.
11. Provides input into the performance evaluations of faculty and management staff assigned to or are an integral part of the instructional and student services programs of the Oakhurst Community College Center.
12. Serves on committees.
13. Manages the Oakhurst Community College Center's facilities, equipment, and technology.
14. Coordinates and supervises distance learning courses and technology needs of these courses.
15. Coordinates development of new academic programs with the advisory committees, dean of instruction, and division representatives.
16. Serves as host for community events and activities.
17. Writes press releases and works with local news agencies in conjunction with the PIO.
18. Performs other duties as required.

Recommendation:

It is recommended the Board of Trustees approve a new position with a proposed title of Director of Oakhurst Community College Center.

### 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: April 28, 2015

---

SUBJECT: Consideration and Approval of Revised  
Classification Specification for Print, Media  
and Communications Manager

ENCLOSURE(S):  
Classification  
Specification

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Action

ITEM NO: 15-14

---

Background:

A vacancy has occurred in the position of Print, Media and Communications Manager at Fresno City College. In reviewing the classification specification prior to recruitment, changes have been made to update the Definition, Distinguishing Characteristics and Employment Standards. The changes will allow for a valid and reliable recruitment and selection process of positions in this classification.

The following individuals were invited to suggest changes:

- Vice President of Administrative Services, Fresno City College
- Director of Human Resources

Recommendation:

It is recommended the revised classification specification for Print, Media and Communications Manager be approved as presented.



## State Center Community College District

<b>Job Title:</b>	Print, Media and Communications Manager	<b>Classification Series:</b>	Administration
<b>FSLA Status:</b>	Exempt Management	<b>Classification Group:</b>	Communications & Public Relations
<b>Salary Schedule:</b>	Classified Management	<b>Classification Level:</b>	Supervisory
<b>Recommended Salary Range:</b>	30	<b>Date Created:</b>	November 22, 2004

### Definition

Under direction plans, organizes, coordinates, supervises, and participates in the operation of the campus copy center, **graphics**, print shop, mail and telephone **operations services**.

### Distinguishing Characteristics

This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

The **Print, Media and Communications Manager** is the incumbent responsible for managing the operations of a college print shop and assisting in the development and implementation of operational procedures for the department. Incumbents are responsible for the supervision and production of large quantity, high quality printed materials, as well as, providing a variety of binding, folding, and duplicating services. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes. Incumbents must utilize excellent communication skills to effectively facilitate and interact with a wide range of schools, management, administrators, faculty, staff and students.

### Supervision Received

General direction is usually received from the Vice President of Administrative Services.

### Supervision Exercised

Direct supervision is exercised over professional, technical, and clerical staff assigned to the department.

### Essential Job Functions

1. Responsibilities include functional and technical supervision of personnel assigned to campus copy-center, print shop, mail and telephone operations.
2. Review requests for offset and copy services to determine whether work should be printed or copied.
3. Confers with campus department representatives as needed regarding printing, copy and mail requests; evaluates and recommends methods of reproduction.
4. Supervises the processing of outgoing U.S. mail.
5. Prepares a variety of production reports and prepares requisitions for supplies.
6. Provides training printing, mail and telephone services.
7. Participates in developing the department's annual budget.
8. Maintains safety standards to ensure compliance with college, state, and federal codes.

### 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.





## State Center Community College District

### Minimum Qualifications

#### **Education & Experience**

~~Education: Associate Degree in printing or an equivalent combination of education and experience in printing processes.~~

~~Experience: Four years experience in operation of offset printing and related equipment, and at least two years experience in a lead position supervising employees in a print shop/copy center operation.~~

~~Knowledge and Abilities: Knowledge of the principles, practices and procedures of reprographics as they relate to offset printing, photocopying, bindery and related work. Skill in the operation of printing and duplicating machines, process cameras, and related equipment used in the printing process. Ability to use a personal computer and software applications that pertain to the graphics industry. Ability to interpret and apply college and departmental policies and regulations.~~

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 4 years or more of increasingly responsible experience in operation of offset printing and related equipment, and at least two years experience in a lead position supervising employees in a print shop/copy-center operation.

#### **Licenses & Certificates**

Valid Driver's License

#### **Knowledge of:**

1. Operation of offset duplicating machines, high speed digital duplicators, bindery and related printing equipment.
2. Principles of layout and design.
3. Principles and practices of personnel administration, supervision and training.
4. Principles and techniques of record keeping and basic purchasing related to a central duplicating operation. Principles, practices and methods of graphics production, printing, reproduction and mailroom operations and equipment.
5. Policies and regulations pertaining to US Mail.
6. Budget preparation and control.
7. Record keeping and report preparation techniques to ensure information is accurately presented and reported.
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.
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. Operate printing and duplicating machines, process cameras and related equipment used in the printing process.
2. Analyze operating procedures to reduce the costs of productivity.
3. Direct, instruct, and organize print shop employees to maintain the professional standards of the department.
4. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
5. Plan and organize work to meet established timelines and department schedules.
6. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.



## State Center Community College District

7. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
8. Rapidly learn and acquire skills in areas and technologies not previously assigned.
9. Type at a sufficient speed to maintain workflow.

### **Ability to:**

1. Plan the work of a central reproduction section.
2. Estimate costs and schedule work for the Print Shop and maintain time, material, and other cost records.
3. Effectively represent the District and campus at community events and present clear, concise, comprehensive reports to all in attendance.
4. Establish and maintain effective working relationships with District and campus administrators, management, staff, students, diverse community, collaborative partner contacts, independent programs consultant/trainers, and the public.
5. 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.
6. Promote workplace diversity and a positive work environment.
7. Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
8. Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
9. Interpreting and applying applicable Federal and State rules, and regulations.
10. Prepare and monitor a budget.
11. Maintain confidentiality of sensitive information and records.
12. Supervise, train, and evaluate personnel.
13. Operate computers and their peripherals.
14. 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, Personnel Commissioners, board members, 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.



## State Center Community College District

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

Duties Approved By:	Board of Trustees	Date:	November 22, 2014
Class Revised By:	Personnel Commission	Date:	April 28, 2015
Updated By:	Elba Gomez	Date/Time:	4/23/2015

DRAFT

## Personnel Commission – Director’s Report

*April 28, 2015 Regular Meeting*

### Recruitment and Examination

**Accepting applications for the following recruitments:**

Name	Application Deadline
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Instructional Assistant – Nursing	Continuous Recruitment
College Trainer	Continuous Recruitment
College Trainer (Seasonal)	Continuous Recruitment
Custodian	May 7, 2015
Job Developer	May 7, 2015
Associate Vice Chancellor Business & Operations	May 8, 2015
Human Resources Technician – Confidential	May 11, 2015

**The following recruitments are in the examination process:**

Name	Exam Type	Exam Date

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

Name	Location	Anticipated Posting Date/Status
Early Childhood Education Specialist	Districtwide	April 2015
Early Childhood Education Associate	Districtwide	April 2015
Director of College Relations & Outreach	FCC	April 2015
Print Media & Communications Manager	FCC	April 2015
Assistant Residence Hall Supervisor	RC	April 2015
College Center Assistant	Districtwide	May 2015
PE Attendant	Districtwide	May 2015
Financial Aid Assistant I	Districtwide	May 2015
Financial Aid Assistant II	Districtwide	May 2015
Scholarship Specialist	FCC	May 2015
Executive Director of Foundation	DO	June 2015
Cook	RC	June 2015
International Trade Specialist	DO	June 2015
Upward Bound Assistant	Districtwide	June 2015
Lead Maintenance Person	Districtwide	On hold pending position review.
Lead Maintenance Person	Districtwide	On hold pending position review.

**The following are current vacancies with active eligibility lists:**

Name	Vacancy Location	Status
Accounting Clerk III – Payroll	Payroll, DO	List Referred 4/21/15
Accounting Supervisor	College Business Off., FCC	List Pending Referral
Administrative Aide	Office of Instruction, FCC	List Referred 3/27/15

Administrative Aide	Student Services, RC	List Pending Referral
Administrative Secretary – PPT	President’s Office, FCC	List Pending Referral
Assessment Coordinator	Student Services, RC	List Referred 3/30/15
DSPS Mobility Driver	DSPS, FCC	List Referred 4/8/15
DSPS Mobility Driver	DSPS, FCC	List Referred 4/8/15
Educational Advisor - PPT	SSSP, RC	List Pending Referral
Evaluator	Admissions & Records, FCC	List Referred 3/27/15
Financial Aid Assistant II	Financial Aid, MC	List Referred 4/23/15
Food Service Worker I	Social Sciences, FCC	List Referred 4/16/15
Groundskeeper Worker	Operations, DO	List Referred 4/16/15
Groundskeeper Worker	Operations, DO	List Referred 4/16/15
Instructional Assistant – Nursing	Health Sciences, FCC	List Referred 2/11/15
Instructional Lab Tech – Biology	Math, Science, Eng., FCC	List Pending Referral
Instructional Lab Tech – Gen Sci	Office of Instruc., MC	List Pending Referral
Institutional Research Coordinator	Office of Instruction, CCCC	List Referred 3/27/15
Institutional Research Coordinator	Student Services/SEP, FCC	List Pending Referral
MicroComputer Resource Tech	Technology Services, FCC	List Referred 4/16/15
Office Assistant III	Tutorial Center, FCC	List Referred 2/19/15
Office Assistant III	Herndon Campus, CCCC	List Referred 4/16/15
Office Assistant III	Madera Center	List Pending Referral
Orientation Assistant	Student Services, CCCC	List Referred 4/16/15
Orientation Assistant	Student Services, CCCC	List Referred 4/17/15
Police Officer	Police Department, DO	List Referred 2/19/15
Seasonal Student Advisor	Student Services, FCC	List Referred 4/2/14
Student Services Specialist	Admissions & Records, RC	List Referred 4/16/15
Student Services Specialist	Admissions & Records, FCC	List Pending Referral
Student Services Specialist	Admissions & Records, MC	List Pending Referral

## Classification

### Job Description Updates

Name	Status
Classification Studies	Managers are reviewing the classification study reports and meetings are being scheduled to review the information. Police Job Family has not been scheduled. Update will be given at the May 19, 2015.

## HRIS/NeoGov

- NeoGov Onboarding Implementation, April/May 2015
- NeoGov Performance Evaluation Implementation, August 2015
- Training Administrators and staff

## Around the Office

- WRIPAC Board Retreat and Meeting, June 2015
- WRIPAC Job Analysis Training, July 2015 (Fresno)

## **Disciplinary Appeals**

- 08-19-14.14-37.1090 – Prehearing conference and mandatory settlement conference were scheduled for May 8, 2015, at 9:00 a.m., in Sacramento, California, and the hearing was scheduled for June 15-17, 2015, at 9:00a.m., in Fresno, California. Office of Administrative Hearings (OAH) will send a separate Notice of Prehearing Conference and Mandatory Settlement Conference. The District shall serve a notice of hearing.