

REGULAR MEETING  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

Board Room  
1525 East Weldon Avenue  
Fresno, CA 93704

5:30 p.m. – Regular Meeting  
Wednesday, August 26, 2015

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the July 21, 2015 Regular Meeting.
- E. Information Items
  - 1. 2014-2015 Year End Budget Report
  - 2. Discussion of Employees Working Out-of-Classification
  - 3. Discussion of Provisional Placement Days
  - 4. Draft Classification Study Working Report for Information Systems, Library and Student Services Job Families
- F. Action Items
  - 15-35 Consideration and Approval of Eligibility Lists
    - a. Scholarship Specialist, effective 7/22/15
    - b. Physical Education Attendant effective 7/22/15
    - c. Department Secretary, effective 7/29/15
    - d. Upward Bound Assistant, effective 7/29/15
    - e. Micro-Computer Specialist, effective 8/6/15
    - f. Cook, effective 8/6/15
  - 15-36 Consideration and Approval to Classify New Positions at Fresno City College in Established Job Classification Specifications.
    - a. Department Secretary (PPT), FCC
    - b. Instructional Aide (PPT), FCC
    - c. Sign Language Interpreter III (PPT) Districtwide
    - d. Sign Language Interpreter IV (PPT) Districtwide
  - 15-37 Presentation and Approval of the Personnel Commission Annual Report for 2014-2015

15-38 Consideration and Approval of Personnel Commission Organization and Staffing Plan

- G. Director's Report
- H. Commissioners' Reports
- I. Adjournment

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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  
July 21, 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 Ferguson, HR Analyst  
Reshonda Collins, HR Specialist
- Introduction of Guests The following guests attended:  
Samerah Campbell, DO HR  
Greg Taylor, DO  
Cheryl Sullivan, FCC  
Eleanor Bruce, FCC  
Pedro Avila, DO  
Rodney Zumkehr, POA  
Shannon Ayolla , POA  
Christine Mektarian, DO  
Tom Mester, CCC  
Lorrie Hopper, CCC  
Scott Olds, DO
- Public Comment None
- Approval of the Minutes The minutes of the June 16, 2015 Regular Meeting were presented for approval.
- Ms. Freeman-Fobbs moved to approve the minutes 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
- Information Items
1. Discussion of Employees Working Out-of-Classification Ms. Gomez provided an update on employees working out-of-classification.  
Ms. Gomez stated there are currently two employees’ working-out-of-class.
2. Discussion of Oral Board Exam Process Ms. Gomez stated that additional language has been added to the oral board sign-in document regarding an applicant’s right to have a panelist removed from their exam process. A brief discussion followed regarding the changes to the form.

3. Discussion of Personnel Commission Staff Organization
- Ms. Gomez stated that she wished to discuss with the Commissioners the possibility of an additional 2 new positions to the department to assist with recruitments. Ms. Gomez stated that she would like to fully fund a Human Resources Management Systems Analyst position and a part-time Human Resources Specialist position. Ms. Gomez stated the staffing request will be presented at the August 26, 2015 regular meeting.

Action Items

[15-23] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented:

- a. Assistant Residence Hall Supervisor-On Site, effective 6/22/15
- b. Director of College Relations & Outreach (FCC), effective 6/25/15
- c. Executive Director of Foundation, effective 7/13/15
- d. Print, Media & Communications Manager, effective 7/15/15
- e. College Center Assistant, effective 7/16/15
- f. Early Childhood Education Associate (merged list), effective 7/16/15
- g. Financial Aid Assistant I, effective 7/16/16
- h. Financial Aid Assistant II, effective 7/16/15
- i. Bookstore Sales Clerk I-Seasonal, effective 7/17/15
- j. Bookstore Seasonal Assistant-Seasonal, effective 7/17/15

Mr. Liermann moved to approve item 15-23 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

[15-24] Consideration and Approval to Classify New Positions at Fresno City College in Established Job Classification Specifications.

Classifications Presented:

- a. Custodians, 5 Positions
- b. Department Secretary
- c. Human Resources Technician
- d. Institutional Research Coordinator
- e. Instructional Laboratory Technician, Chemistry/Physical Science
- f. Instructional Technician, Welding
- g. Office Assistant I/II
- h. Student Services Specialist
- i. Theatre Manager (Flexible Hour)

Ms. Freeman-Fobbs moved to approve item 15-24 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

[15-25] Consideration and Approval to Classify New Positions at Reedley College and Madera Center in Established Job

Classifications Presented:

- a. Administrative Aide, Reedley College
- b. Department Secretary (PPT), Madera College Center
- c. Farm Production Supervisor, Reedley College
- d. Lead Custodian, Madera College Center

Classification  
Specifications.

e. Office Assistant III, Reedley College

Mr. Tahajian moved to approve item 15-25 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

[15-26] Consideration  
and Approval to Classify  
New Positions at Reedley  
College and Madera  
Center in Established Job  
Classification  
Specifications.

Classifications Presented:

- a. Accounting Technician II
- b. Administrative Aide
- c. College Director of Marketing & Communications
- d. Department Secretary
- e. Library/Learning Resources Assistant III
- f. Micro-Computer Resource Technician
- g. Network Coordinator
- h. Publications Specialist
- i. Research Assistant
- j. Student Services Specialist
- k. Webmaster

Mr. Tahajian moved to approve item 15-26 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

[15-27] Consideration  
and Approval to Classify  
New Positions at District  
Office and District  
Operations in Established  
Job Classification  
Specifications.

Classifications Presented:

- a. Accounting Clerk III, District Office
- b. Admissions & Records Manager, District Office
- c. Building Generalist, 5 Positions, District Operations
- d. Office Assistant III, District Operations
- e. Painter, District Operations
- f. Police Communications Dispatcher, District Operations

Mr. Liermann moved to approve item 15-27 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

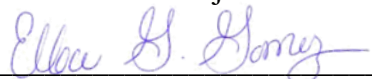
Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann  
Noes – 0

[15-28] Consideration  
and Approval to Classify  
New Position Duties in  
the Classified Service  
and Establish New

Classifications Presented:

- a. Instructional Technician, Maintenance Mechanic, Fresno City College
- b. Instructional Technician, Manufacturing, Reedley College
- c. Child Development Lab School Director, Clovis College
- d. Web Portal Strategist, District Office

- Classification Specifications Mr. Tahajian moved to approve item 15-28 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
- [15-29] Consideration and Approval to Extend Classification of New Positions in the Classified Service Classifications Presented:  
Director of Technology (50% Increase), Reedley College  
Director of Technology (50% Increase), Clovis College  
Research Director, Clovis College
- Ms. Gomez requested an extension until the August commission meeting due to the positions under review.
- Ms. Campbell stated, “or until we have a recommendation.”
- Ms. Freeman-Fobbs moved to approve item 15-29 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
- [15-30] Consideration and Approval of New Classification Specification for Financial Aid Systems Analyst Ms. Gomez stated this is new positions that will be located at the District Office. Ms. Gomez stated a salary placement on the classified range of 66 is being requested.
- Ms. Bruce questioned if the survey for the position looks at duties or simply dollar amounts. Ms. Gomez stated that the survey for the position looks at experience, knowledge, skills, and abilities.
- Mr. Tahajian moved to approve item 15-30 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
- [15-31] Consideration and Approval of New Classification Specification for Web Portal Administrator Ms. Gomez stated a title change from Web Portal Strategist to Web Portal Administrator with a recommended range of 75.
- Mr. Liermann moved to approve item 15-31 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

- [15-32] Consideration and Approval of New Classification Specification for Child Development Lab School Manager
- Ms. Gomez stated this position is specific to Clovis Community College with a recommended management range 38.
- Mr. Tahajian moved to approve item 15-32 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
- [15-33] Consideration and Approval of Revised Classification Specification for Executive Director of Public and Legislative Relations
- Ms. Gomez stated job description has been updated.
- Ms. Campbell stated first bullet under “knowledge of” should end at publications.
- Ms. Campbell requested additional changes; under Skill to, bullet 6, after plan and develop events add “special projects, bond measures, and related materials as needed.”
- Mr. Tahajian moved to approve item 15-33 as presented and amended by Ms. Campbell, 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
- [15-34] Consideration and Approval of Revised Classification Specification for Construction Services Manager
- Mr. Liermann moved to approve item 15-34 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 provided an update on recruitment and testing. Ms. Gomez requested Commission August meeting be moved to August 26, 2015.
- Commissioner’s Report
- Ms. Freeman-Fobbs stated that she will be attending a PowerPoint class at Clovis Community College on July 22, 2015.
- Mr. Tahajian and Mr. Liermann had no reports.
- Adjournment
- Mr. Liermann adjourned the meeting at 6:15 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: August 26, 2015

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SUBJECT: 2014-2015 Year End Budget Report

ENCLOSURE(S):  
Budget Reports

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Information Item

Information Item: 1

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Background:

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

The enclosed Year End report is a detailed list of spending through for the Fiscal Year 2014/2015.





**Personnel Commission**  
**Year End Report**

Data last refreshed from Datatel on: 8-20-15  
Report generated by: SCCCD\leg004

			<b>2015</b>						
			<b>Total</b>						
			<b>Original Budget</b>	<b>Current Budget</b>	<b>Actuals</b>	<b>Open Purchase Orders</b>	<b>% Used</b>	<b>Available</b>	
11-10-844000 Unrestricted (XX0, LTO) District Office Personnel Commission	92	92110 Regular-Classified	\$137,765.00	\$140,900.00	\$148,918.85	\$0.00	106%	(\$8,018.85)	
		92120 Management-Classified	\$101,090.00	\$103,277.00	\$103,837.48	\$0.00	101%	(\$560.48)	
		92150 O/T-Classified	\$3,000.00	\$3,066.00	\$3,107.47	\$0.00	101%	(\$41.47)	
		92320 Hourly Non-Students	\$1,800.00	\$1,855.00	\$3,504.58	\$0.00	189%	(\$1,649.58)	
		92330 Perm Part-Time	\$20,507.00	\$20,775.00	\$14,248.90	\$0.00	69%	\$6,526.10	
		Total for 92	\$264,162.00	\$269,873.00	\$273,617.28	\$0.00	101%	(\$3,744.28)	
		93	93230 PERS Non-Instr	\$27,946.00	\$28,632.00	\$29,641.46	\$0.00	104%	(\$1,009.46)
			93330 OASDI Non-Instr	\$18,596.00	\$19,007.00	\$19,529.32	\$0.00	103%	(\$522.32)
	93430 H&W Non-Instr		\$50,813.00	\$50,813.00	\$50,276.22	\$0.00	99%	\$536.78	
	93530 SUI Non-Instr		\$130.00	\$133.00	\$136.83	\$0.00	103%	(\$3.83)	
	93630 Worker's Comp Non-Instr		\$4,561.00	\$5,282.00	\$5,417.38	\$0.00	103%	(\$135.38)	
	93730 PARS Non-Instr		\$656.00	\$665.00	\$598.17	\$0.00	90%	\$66.83	
	Total for 93		\$102,702.00	\$104,532.00	\$105,599.38	\$0.00	101%	(\$1,067.38)	
	94		94410 Office Supplies	\$1,500.00	\$1,500.00	\$1,222.60	\$0.00	82%	\$277.40
			94415 Software Non-Instr	\$500.00	\$500.00	\$172.80	\$0.00	35%	\$327.20
			94530 Publications/Catalogs	\$150.00	\$150.00	\$57.36	\$0.00	38%	\$92.64
		Total for 94	\$2,150.00	\$2,150.00	\$1,452.76	\$0.00	68%	\$697.24	
		95	95235 Hardware Maint & Lic	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
	95240 Software Maint & Licc		\$40,000.00	\$40,000.00	\$35,778.92	\$0.00	89%	\$4,221.08	
	95310 Conference		\$7,000.00	\$7,000.00	\$8,891.98	\$0.00	127%	(\$1,891.98)	
	95315 Mileage		\$4,000.00	\$4,000.00	\$2,171.33	\$0.00	54%	\$1,828.67	
	95330 Hosting		\$2,000.00	\$2,000.00	\$2,109.67	\$0.00	105%	(\$109.67)	
	95410 Dues/Memberships		\$4,500.00	\$4,500.00	\$3,823.00	\$0.00	85%	\$677.00	
	95525 Medical Services		\$10,000.00	\$10,000.00	\$1,233.26	\$0.00	12%	\$8,766.74	

		2015						
		Total						
		Original Budget	Current Budget	Actuals	Open Purchase Orders	% Used	Available	
	95530	\$3,000.00	\$3,000.00	\$600.00	\$0.00	20%	\$2,400.00	
	Contract Labor/Other							
	95710	\$10,000.00	\$10,000.00	\$769.10	\$0.00	8%	\$9,230.90	
	Advertising							
	95725	\$150.00	\$150.00	\$69.95	\$0.00	47%	\$80.05	
	Postage/Shipping							
	95927	\$100.00	\$100.00	\$0.00	\$0.00	0%	\$100.00	
	Chargebacks-Production							
	95990	\$744.00	\$744.00	\$0.00	\$0.00	0%	\$744.00	
	Miscellaneous							
	Total for 95	\$81,494.00	\$81,494.00	\$55,447.21	\$0.00	68%	\$26,046.79	
	96	96415	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
	Consultant Services							
96510	\$3,000.00	\$3,000.00	\$5,114.73	\$0.00	170%	(\$2,114.73)		
Equip LT \$5K								
96512	\$0.00	\$0.00	\$5,667.11	\$0.00	0%	(\$5,667.11)		
Equip GE \$5K								
Total for 96	\$3,000.00	\$3,000.00	\$10,781.84	\$0.00	359%	(\$7,781.84)		
Total		\$453,508.00	\$461,049.00	\$446,898.47	\$0.00	97%	\$14,150.53	

Year-End Report (FY 2014/2015)  
 Personnel Commission Meeting, August 26, 2015  
 Discretionary Items Detail

### Office Supplies - 94410

Description	DEBIT	CREDIT	Transaction Date
Elba G. Gomez	\$26.50	\$0.00	7/7/2014
Office Depot, Inc.	\$66.21	\$0.00	7/28/2014
Office Depot, Inc.	\$0.00	\$17.14	7/28/2014
B&H Photo Video	\$259.58	\$0.00	8/28/2014
Office Depot, Inc.	\$131.59	\$0.00	10/28/2014
Office Depot, Inc.	\$49.90	\$0.00	12/9/2014
Office Depot, Inc.	\$6.48	\$0.00	12/9/2014
Office Depot, Inc.	\$27.50	\$0.00	12/19/2014
Office Depot, Inc.	\$3.08	\$0.00	1/29/2015
Office Depot, Inc.	\$69.24	\$0.00	1/29/2015
Office Depot, Inc.	\$35.88	\$0.00	1/29/2015
Office Depot, Inc.	\$174.10	\$0.00	3/16/2015
Office Depot, Inc.	\$11.35	\$0.00	3/25/2015
Office Depot, Inc.	\$57.76	\$0.00	3/25/2015
Office Depot, Inc.	\$70.65	\$0.00	4/24/2015
Office Depot, Inc.	\$22.71	\$0.00	4/24/2015
Office Depot, Inc.	\$102.79	\$0.00	6/28/2015
Office Depot, Inc.	\$124.42	\$0.00	6/28/2015
<b>Budget Year: 2015</b>	<b>\$1,239.74</b>	<b>\$17.14</b>	

### Software Non-Instr - 94415

Description	DEBIT	CREDIT	Transaction Date
J2 Global Communications, Inc.	\$169.50	\$0.00	10/20/2014
J2 Global Communications, Inc.	\$3.30	\$0.00	4/27/2015
<b>Budget Year: 2015</b>	<b>\$172.80</b>	<b>\$0.00</b>	

### Publications/Catalogs - 94530

Description	DEBIT	CREDIT	Transaction Date
Thomson Reuters West Payment Center	\$57.36	\$0.00	3/30/2015
<b>Budget Year: 2015</b>	<b>\$57.36</b>	<b>\$0.00</b>	

### Software Maint & Lic - 95240

Description	DEBIT	CREDIT	Transaction Date
NEOGOV	\$20,973.92	\$0.00	8/11/2014
IBM Corp.	\$105.00	\$0.00	9/18/2014
SurveyMonkey.com, LLC	\$300.00	\$0.00	11/21/2014
NEOGOV	\$8,400.00	\$0.00	4/20/2015
eSkill Corporation	\$6,000.00	\$0.00	5/29/2015
<b>Budget Year: 2015</b>	<b>\$35,778.92</b>	<b>\$0.00</b>	

### Conference - 95310

Description	DEBIT	CREDIT	Transaction Date
Sheraton Grand Sacramento	\$1,070.34	\$0.00	8/18/2014

Year-End Report (FY 2014/2015)  
Personnel Commission Meeting, August 26, 2015

Discretionary Items Detail

WRIPAC	\$225.00	\$0.00	8/18/2014
WRIPAC	\$225.00	\$0.00	8/18/2014
ACHRO/EEO	\$250.00	\$0.00	8/18/2014
ACHRO/EEO	\$150.00	\$0.00	8/18/2014
Knott's Resort Hotel	\$332.64	\$0.00	8/18/2014
Knott's Resort Hotel	\$332.64	\$0.00	8/18/2014
Elba G. Gomez	\$100.00	\$0.00	9/19/2014
SPCA/NC	\$50.00	\$0.00	10/9/2014
Christine A. Phillips	\$302.84	\$0.00	10/17/2014
Elba G. Gomez	\$54.22	\$0.00	10/20/2014
Elba G. Gomez	\$348.16	\$0.00	10/27/2014
Bradley J. Tahajian	\$292.26	\$0.00	10/28/2014
Christine A. Phillips	\$267.05	\$0.00	11/3/2014
Elba G. Gomez	\$56.00	\$0.00	11/21/2014
CSPCA/NC	\$325.00	\$0.00	12/19/2014
CSPCA/NC	\$325.00	\$0.00	12/19/2014
CSPCA/NC	\$325.00	\$0.00	12/19/2014
Wyndham San Diego Bayside	\$455.91	\$0.00	12/22/2014
Wyndham San Diego Bayside	\$455.91	\$0.00	12/22/2014
WRIPAC	\$225.00	\$0.00	1/20/2015
Christine A. Phillips	\$259.20	\$0.00	2/2/2015
Elba G. Gomez	\$634.01	\$0.00	2/19/2015
Bradley J. Tahajian	\$914.86	\$0.00	3/16/2015
Pamela F. Fobbs	\$247.03	\$0.00	4/6/2015
Elba G. Gomez	\$668.91	\$0.00	6/22/2015
<b>Budget Year: 2015</b>	<b>\$8,891.98</b>	<b>\$0.00</b>	

## Mileage - 95315

Description	DEBIT	CREDIT	Transaction Date
Reshonda N Collins	\$39.76	\$0.00	8/11/2014
Vincent T Tafoya	\$54.32	\$0.00	8/11/2014
Reshonda N Collins	\$14.56	\$0.00	9/4/2014
Vincent T Tafoya	\$50.93	\$0.00	9/5/2014
Elba G. Gomez	\$113.12	\$0.00	10/14/2014
Elba G. Gomez	\$212.24	\$0.00	10/14/2014
Elba G. Gomez	\$282.80	\$0.00	10/14/2014
Vincent T Tafoya	\$29.68	\$0.00	10/16/2014
Vincent T Tafoya	\$14.56	\$0.00	12/11/2014
Vincent T Tafoya	\$29.12	\$0.00	12/11/2014
Christine A. Phillips	\$25.28	\$0.00	12/18/2014
Elba G. Gomez	\$140.30	\$0.00	2/19/2015
Elba G. Gomez	\$106.40	\$0.00	2/19/2015
Elba G. Gomez	\$127.12	\$0.00	2/19/2015
Elba G. Gomez	\$133.84	\$0.00	2/19/2015
Vincent T Tafoya	\$102.80	\$0.00	4/10/2015
Reshonda N. Collins	\$29.90	\$0.00	4/15/2001
Elba G. Gomez	\$177.10	\$0.00	5/13/2015
Elba G. Gomez	\$200.10	\$0.00	5/13/2015
Isabel P. Barreras	\$55.20	\$0.00	6/8/2015
Vincent T Tafoya	\$41.40	\$0.00	6/15/2015
Reshonda N. Collins	\$10.93	\$0.00	6/15/2015
Christine A. Phillips	\$66.21	\$0.00	6/26/2015
Vincent T Tafoya	\$60.95	\$0.00	6/28/2015

Year-End Report (FY 2014/2015)  
 Personnel Commission Meeting, August 26, 2015  
 Discretionary Items Detail

Jenifer Heck	\$52.71	\$0.00	6/29/2015
<b>Budget Year: 2015</b>	<b>\$2,171.33</b>	<b>\$0.00</b>	

### Hosting Events/Workshops - 95330

Description	DEBIT	CREDIT	Transaction Date
Christine A. Phillips	\$10.47	\$0.00	8/13/2014
Christine A. Phillips	\$19.98	\$0.00	8/13/2014
Vincent T. Tafoya	\$24.34	\$0.00	8/14/2014
Reshonda N. Collins	\$14.89	\$0.00	8/18/2014
Elba G. Gomez	\$24.00	\$0.00	9/12/2014
Reshonda N. Collins	\$5.99	\$0.00	10/13/2014
Vincent T. Tafoya	\$16.73	\$0.00	10/24/2014
Karsh's Catering	\$282.62	\$0.00	10/27/2014
Vincent T. Tafoya	\$25.55	\$0.00	11/21/2014
Vincent T. Tafoya	\$4.99	\$0.00	12/19/2014
Christine A. Phillips	\$22.94	\$0.00	1/16/2015
Vincent T. Tafoya	\$25.37	\$0.00	2/9/2015
Karsh's Catering	\$166.16	\$0.00	2/20/2015
Christine A. Phillips	\$33.71	\$0.00	2/20/2015
Vincent T. Tafoya	\$24.75	\$0.00	3/9/2015
Elba G. Gomez	\$108.31	\$0.00	3/23/2015
Bravo Bites	\$32.00	\$0.00	3/27/2015
Christine A. Phillips	\$46.02	\$0.00	4/6/2015
Reedley College Food Service	\$29.19	\$0.00	4/6/2015
Vincent T. Tafoya	\$12.74	\$0.00	4/6/2015
Michelle Kozlowski	\$73.60	\$0.00	4/13/2015
Vincent T. Tafoya	\$17.63	\$0.00	4/27/2015
Reshonda N. Collins	\$47.76	\$0.00	4/28/2015
Elba G. Gomez	\$136.72	\$0.00	5/4/2015
Karsh's Catering	\$507.28	\$0.00	5/7/2015
Karsh's Catering	\$0.00	\$507.28	5/7/2015
ZWF Inc	\$507.28	\$0.00	5/8/2015
Elba G. Gomez	\$144.76	\$0.00	5/26/2015
Reshonda N. Collins	\$38.37	\$0.00	5/26/2015
Elba G. Gomez	\$93.69	\$0.00	5/26/2015
Elba G. Gomez	\$0.00	\$93.69	5/26/2015
Elba G. Gomez	\$88.24	\$0.00	5/26/2015
Reedley College Food Service	\$38.92	\$0.00	6/12/2015
Vincent T. Tafoya	\$7.27	\$0.00	6/12/2015
Reshonda N. Collins	\$35.22	\$0.00	6/15/2015
Elba G. Gomez	\$43.15	\$0.00	6/15/2015
<b>Budget Year: 2015</b>	<b>\$2,710.64</b>	<b>\$600.97</b>	

### Dues/Memberships - 95410

Description	DEBIT	CREDIT	Transaction Date
SHRM	\$185.00	\$0.00	7/1/2014
SPCA/NC	\$95.00	\$0.00	7/1/2014
CSPCA/NC	\$776.00	\$0.00	7/1/2014
CODESP	\$1,850.00	\$0.00	7/1/2014
NCHRA	\$167.00	\$0.00	9/8/2014
Nation and Badilla Investigations	\$750.00	\$0.00	6/12/2015

Year-End Report (FY 2014/2015)  
 Personnel Commission Meeting, August 26, 2015  
 Discretionary Items Detail

<b>Budget Year: 2015</b>	<b>\$3,823.00</b>	<b>\$0.00</b>
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### Medical Services - 95525

Description	DEBIT	CREDIT	Transaction Date
F.I.R.M. Associates, Inc	\$258.26	\$0.00	12/8/2014
Kent M. Kawagoe	\$325.00	\$0.00	2/23/2015
Kent M. Kawagoe	\$325.00	\$0.00	2/23/2015
Kent M. Kawagoe	\$325.00	\$0.00	2/23/2015
<b>Budget Year: 2015</b>	<b>\$1,233.26</b>	<b>\$0.00</b>	

### Contract Labor/Other Prof Svcs - 95530

Description	DEBIT	CREDIT	Transaction Date
Law & Associates Invest.	\$600.00	\$0.00	10/14/2014
<b>Budget Year: 2015</b>	<b>\$600.00</b>	<b>\$0.00</b>	

### Advertising - 95710

Description	DEBIT	CREDIT	Transaction Date
Yourmembership.Com, Inc	\$269.10	\$0.00	10/6/2014
CSU Fresno	\$300.00	\$0.00	1/16/2015
Bank of America Visa	\$200.00	\$0.00	5/28/2015
<b>Budget Year: 2015</b>	<b>\$769.10</b>	<b>\$0.00</b>	

### Postage/Shipping - 95725

Description	DEBIT	CREDIT	Transaction Date
Golden State Overnight	\$23.39	\$0.00	9/19/2014
Golden State Overnight	\$23.39	\$0.00	10/19/2014
Golden State Overnight	\$23.17	\$0.00	5/29/2015
<b>Budget Year: 2015</b>	<b>\$69.95</b>	<b>\$0.00</b>	

### Equip Less Than \$5K - 96510

Description	DEBIT	CREDIT	Transaction Date
Cal Bennett's	\$233.02	\$0.00	7/19/2014
ASUStek Computer Inc	\$4,881.71	\$0.00	6/16/2015
<b>Budget Year: 2015</b>	<b>\$5,114.73</b>	<b>\$0.00</b>	

### Equip Greater Than \$5K - 96512

Description	DEBIT	CREDIT	Transaction Date
CORE Business Interiors	\$5,667.11	\$0.00	1/16/2015
<b>Budget Year: 2015</b>	<b>\$5,667.11</b>	<b>\$0.00</b>	

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

Presented to the Personnel Commission:

Date: August 26, 2015

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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

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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**

<b>Start</b>	<b>End</b>	<b>First Name</b>	<b>Last Name</b>	<b>Current Position No.</b>	<b>Current Position</b>	<b>Wg Out of Class Position No.</b>	<b>Wg out of Class Position</b>	<b>Status</b>
7/8/2015		Robert	Kim	1125	Webmaster	1125	Programmer Analyst	Pending Recruitment
11/1/2013		Frances	Lippmann	2165	Admissions & Records Manager	2165	Director Level Range 59	Pending Classification Study
8/10/2015		Harold	Zahlis	2007	Network Coordinator	1056	Senior Systems and Network Analyst	WOC with employee since retiring soon.
8/13/2015		Christy	Hedstrom	1014	Buyer	1038	Director of Purchasing	WOC for assuming mgmt duties while Mgr out on a medical leave.

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

6

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

9

**August 26, 2015**



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

Presented to the Personnel Commission:

Date: August 26, 2015

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SUBJECT: Discussion of Provisional Placement Days

ENCLOSURE(S):  
PC Rules 7-5 thru  
7-12

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Information

ITEM NO: 3

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Background:

The Provisional Placement Days is being presented as an informational item for discussion purposes at the request of CSEA and to provide an update to the Personnel Commission

7-5 PROVISIONAL APPOINTMENT

7-6 REASONS FOR PROVISIONAL APPOINTMENT: The appointing authority may make a provisional appointment when the Director of Classified Personnel certifies that:

- (a) No eligibility list exists for the class or;
- (b) An eligibility list exists, but there is an insufficient number of available eligibles, and the appointing authority requests three (3) ranks of eligibles to interview.

REFERENCE: Education Code Sections 88080, 88081, 88106, 88107, 88108

7-7 LENGTH OF PROVISIONAL APPOINTMENT: A provisional appointment may accumulate to a total of ninety (90) working days. In no case may a person be employed in full-time provisional assignments for a total of more than 126 working days in any fiscal year.

REFERENCE: Education Code Sections 88080, 88081, 88106, 88107, 88108

7-8 EXTENSION OF PROVISIONAL APPOINTMENT: The Commission may extend the ninety (90) working day provisional appointment for a period not to exceed thirty-six (36) additional working days provided:

- (a) An examination for the class was completed during the initial ninety (90) working days of an employee's provisional assignment.
- (b) Satisfactory evidence is presented indicating:
  - (1) Adequate recruitment effort has been and is being made.
  - (2) Extension of this provisional assignment is necessary to carry on vital functions of the District or;
  - (3) The position cannot be satisfactorily filled by use of other employment lists or procedures.

REFERENCE: Education Code Sections 88080, 88081, 88106, 88107, 88108

7-9 SUCCESSIVE 90 DAY APPOINTMENTS: In the absence of an appropriate eligibility list, successive ninety (90) working day appointments may be made to a position for a period not exceeding the 126 working day limitation when:

- (a) Continuous examination procedures have been authorized by the Commission or;
- (b) The position is part time.
- (c) Such appointment shall continue only until certification from an appropriate list can be made.

REFERENCE: Education Code Sections 88106, 88107, 88108

7-10 QUALIFICATIONS OF PROVISIONAL APPOINTEES: Provisional appointees must meet the qualifications for the classification stated in the class specification. The appropriateness of qualifications shall be made by the Director of Classified Personnel prior to appointment.

REFERENCE: Education Code Sections 88080, 88081

7-11 STATUS OF PROVISIONAL EMPLOYEES: To be eligible for appointment to a regular position, the provisional appointee must qualify by competitive examination for a place on the eligibility list.

(a) Time served in provisional status shall not be counted as credit toward permanency or completion of the probationary period for the class in which the provisional appointment is made or provide the person with any other vested rights in the position or class.

REFERENCE: Education Code Sections 88080, 88081, 88106, 88107, 88108

7-12 TERMINATING PROVISIONAL APPOINTMENT: The services of a provisional appointee shall be terminated within twenty (20) working days after the date on which certification for interview from an eligibility list has been made. A provisional appointment may be terminated at any time, at the discretion of the appointing authority. Provisional appointments are employed at-will and can be terminated without cause.

REFERENCE: Education Code Sections 88080, 88081

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

Presented to the Personnel Commission:

Date: August 26, 2015

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SUBJECT: Discussion of Classification Study Draft  
Working Report for Information Systems,  
Library and Student Services Job Families

ENCLOSURE(S):  
Classification Study  
Working Report Draft

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Information

ITEM NO: 4

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Background:

The Personnel Commission approved a District-wide Classification Study at the June 12, 2012 regular meeting. Commission staff completed the review of positions in the management and confidential job families in accordance with the revised timelines. The report of the preliminary results of the classification study is attached for your review. The report is being presented as informational only in order to allow more time for management and staff to provide feedback.

Following discussion and approval of the final report, Commission staff will work with Human Resources and District Administration to draft the duties statements for presentation to the Board of Trustees. Following that approval, the final class specifications will return for approval by the Personnel Commission.

It is recommended the Personnel Commission review the Draft Working Report on the Classification Study for the Information System, Library, Student Services Job Families and provide feedback to commission staff.

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

Presented to the Personnel Commission:

Date: August 26, 2015

---

SUBJECT: Discussion of Classification Study Draft  
Working Report for Information Systems,  
Library and Student Services Job Families

ENCLOSURE(S):  
Classification Study  
Working Report Draft

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Information

ITEM NO: 4

---

Background:

The Personnel Commission approved a District-wide Classification Study at the June 12, 2012 regular meeting. Commission staff completed the review of positions in the Information Systems, Library and Student Services Job Families job families in accordance with the revised timelines. The report of the preliminary results of the classification study is attached for your review. The report is being presented as informational only in order to allow more time management and staff to provide feedback.

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It is recommended the Personnel Commission review the Draft Working Report on the Classification Study for the Information System, Library, Student Services Job Families and provide feedback to commission staff.



# Classification Study

## JOB FAMILIES

Management & Confidential

Information Systems, Library & Student Services

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# Introduction

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The Personnel Commission approved a District-wide Classification Study at the June 12, 2012 regular meeting. The purpose of the Classification Study is to address changes in district organization and operations over the last several years, which may have affected the type, scope, and level of work being performed.

One way that the Personnel Commission serves the administration and classified employees of the District is by ensuring that their positions are consistently and equitably classified. This is accomplished by conducting classification and reclassification studies

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

The Personnel Commission directed Commission staff to conduct a District-wide Classification Study. This report is limited to the classification study portion of this project. Recommendations pertaining to the compensation study are will be provided in a separate report.

The scope of this study includes 81 management and confidential positions where an in-depth analysis either for potential reclassification or for determination of FLSA status was completed. The majority of incumbents in these positions completed a Position Information Questionnaire (PIQ) which was reviewed by Commission staff.

This report includes a complete set of proposed classification concepts, including several new classifications, as well as specific allocation analyses and recommendations for each of the positions for which an in-depth analysis was performed. These recommendations were developed using sound classification principles and best practices, and are tailored specifically to reflect the District's functional needs based on how work is currently organized and assigned.

Personnel Commission staff is pleased to present this draft final report describing our findings and recommendations regarding a proposed classification structure for the District's Management & Confidential classifications. The approved final report will be re-submitted to the Personnel Commission when the classifications are presented for approval.

## **Purpose**

The purpose of the study as a whole is to address current classification and compensation issues within the District. The overall scope of the study includes: 1) performing classification analyses on designated positions and making classification recommendations for those positions, 2) reviewing and/or updating current classification specifications, 3) performing salary surveys, and 4) designing an implementation strategy. The study includes approximately 65 employees (50 management and 15 confidential) assigned to 46 classifications.

As noted above this report only addresses item 1 above. Findings on items 2, 3 and 4 will be presented in a separate report.



## Project Methodology

In order to complete the classification phase of the study, the following tasks were performed prior to preparing this report:

- **Conducted initial meetings and communications** – Commission staff met with the District Administrators and Director of Human Resources to determine the full scope of work, clarify issues, and establish the study schedule, procedures, goals, and project deliverables.
- **Determined job evaluation tools and techniques** – Commission staff gathered individual employees' job information by using PIQ forms, supplemented by employee and/or management interviews as appropriate. The incumbents of these positions received the extended version of the PIQ, and Commission staff also performed employee, supervisory, and management interviews as needed to ensure that complete and accurate information regarding District jobs was gathered.
- **Conducted orientation meetings with employees** – Commission staff facilitated informational meetings in order to provide employees with an overview of the study process and detailed instructions regarding completion of the PIQ. Employees were given access to an electronic version of the sample PIQ posted on the Personnel Commission website.
- **Scheduled employee job analysis appointments** – Commission staff scheduled individual and/or group job analysis appointments with the incumbents in order to provide detailed information about the work they performed.
- **Analyzed data and developed initial recommendations** – Commission staff analyzed all the information gathered from all employees to identify job families as well as the scope and different levels of work within each job family (e.g. entry level, intermediate, advanced/lead, supervisory, etc.). Staff also identified typical duties, knowledge, skills, abilities, and other job-related characteristics required to perform the work. Based on this analysis, the staff developed initial classification concepts and recommendations designed to appropriately describe the body of work currently being performed throughout the District.
- **Prepared preliminary Draft Classification Report** – Commission staff prepared a preliminary Draft Classification Report which describes the study methodology, findings, and recommendations and included summaries of all classification concepts that are being proposed for the District.
- **Presented preliminary Draft Classification Report** – The Director of Classified Personnel reviewed the preliminary Draft Classification Report with the Director of Human Resources/Administrators and other key stakeholders via meetings or conference calls to facilitate understanding of our findings and recommendations and to solicit review and comment for distribution to and review by other key individuals as determined by the District.
- **Received, reviewed, and responded to issues or concerns** – Commission staff reviewed and responded to issues or concerns expressed by the District based on its review of the preliminary Draft Classification Report.

The following tasks will be performed after Personnel Commission approval of this report:

- **Develop/update job descriptions** – Commission staff will finalize updated/new job descriptions to ensure they are up-to-date and accurate. The updated/new job descriptions will be provided with this Final Classification Report and Salary Recommendations.
- **Completed FLSA analysis of management positions** – Commission staff analyzed the FLSA exemption status designation of management positions. The proposed FLSA status for each of these positions will be included in the Final Classification Report & Salary Recommendations.

# Conceptual Framework

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An accurate and up-to-date classification system provides an organization with the necessary tools to make administrative, fiscal control, and human resources decisions. Accurate, current, and ADA-compliant classification specifications provide the fundamental and essential building blocks for successfully administering recruitment, performance management, compensation, and succession planning. In addition to providing the basis for these types of human resources management and process decisions, position classification can also effectively support systems of administrative and fiscal control. Grouping positions into an orderly classification system supports organizational planning, budget analysis and preparation, and various other administrative functions.

The methodology used by Commission staff during this study relied upon sound principles of job classification analysis. Using this approach, Commission staff developed a classification structure for the District's Management and Confidential job families that is designed to reflect distinct differences in the levels and types of work through the use of established classification factors and concepts. This section of the report presents the conceptual framework for the methodologies used by Commission staff in developing a proposed classification plan for State Center Community College District. The concepts addressed include the following:

- Point in Time Analysis
- Whole Job Analysis
- Preponderant Duties
- Level and Not Volume of Work
- Classification of the Position, Not the Employee
- Position versus Classification
- Classification versus Allocation
- Broad versus Narrow Classes
- Using Titling Conventions for Consistency
- Occupational Groups and Job Families
- Classification Levels
- Classification Series
- Allocation Factors

(For definitions of levels of supervision, refer to the Proposed Job Description Format section that follows the classification concept table.)

## General Classification Concepts, Guidelines and Definitions

### *Point-in-Time Analysis*

A classification study primarily captures the essential nature of positions at a single point in time. Therefore, recommendations cannot be based upon all possible future changes, particularly in a rapidly changing environment where organizational needs, technologies, and skill requirements are continuously evolving. Commission staff has, to the extent possible, designed a classification structure in line with the District's current goals, recognizing that other additions or deletions from the plan may take place in the future. Overall, the proposed classification structure, the depth of levels of work, and the functional areas identified from both a broad and narrow perspective, should provide a strong foundation for the District's future classification needs.

### *Whole-Job Analysis*

For purposes of this study, Commission staff used a whole-job analysis approach. This approach compares jobs with one another on the basis of an overall evaluation of difficulty or responsibilities. The entire position, including the skills required, the decision-making authority, the scope, and the magnitude and accountability, is compared as a whole to other positions. Similar comparisons may also be made between groups of positions.

### ***Preponderant Duties***

Classification studies often find that positions are assigned a wide range of duties and that incumbents have various levels of responsibility at any one time. Therefore, the positions must be analyzed based on the preponderant duties. Preponderance is a measure of importance, and the most preponderant duties of a position are those that support the primary purpose of the position. Sometimes the most time-consuming duties of a position are preponderant; whereas, greater consideration must sometimes be given to the responsibility and complexity of certain duties that do not occupy the majority of the incumbent's time. Overall, the determination of preponderance is a judgment call based on multiple factors.

### ***Level and Not Volume of Work***

Position classification is a reflection of the level of work performed by an employee; and thus, it is generally independent of volume. For example, if one employee processes double the work of another, yet the percentages of time spent on those tasks and other duties are comparable, a single classification should be appropriate for both positions. In fact, study questionnaires do not ask for, and Commission staff does not consider, the relative productivity of employees when evaluating positions. Likewise, classifications are not distinguished by the amount of time spent by incumbents on tasks or the volume of work assigned to positions since problems of excessive workload are properly solved by redistributing work or adding employees, and not by creating new classifications.

### ***Classification of the Position, Not the Employee***

Position classifications should be consistent regardless of who holds the position. As such, a classification study process classifies positions, not individual employees. In fact, positions are generally evaluated based on what they would look like if vacant or occupied by other employees.

Furthermore, classification does not consider the capabilities of individual employees or the efficiency and effectiveness of an incumbent. It is not a measure of how well an individual employee performs. Classification is not a tool to reward individual achievement, nor should classifications be created simply to reward length of service.

### ***Classification versus Allocation***

Classification is the process of identifying and describing the various kinds of work in an organization and grouping similar positions together based on job family, classification series, and classification distinctions. Allocation is more specifically tied to the placement and/or budgeting of positions within an organization. Thus, a recommendation to allocate a position within an organization is based on the results of the classification analysis for that position.

### ***Broad versus Narrow Classes***

The implementation of a broad versus narrow classification structure is a policy decision, which is undertaken based upon the organization's goals and objectives. Broad classes have advantages and disadvantages that should be considered when developing a classification plan. The following provides a discussion of the advantages and disadvantages of broad classes and how they apply to specific administrative practices:

#### **General Considerations**

Establishment of a relatively simple, well-delineated and valid classification plan is an important organizational goal. Through the use of such a plan, an organization should be able to identify and maintain consistent structural

relationships, develop equitable compensation plans, and have substantial protection against inappropriate “out-of-class” complaints.

As noted above, classification plans generally place positions into classes based on a determination of “sufficient similarity”. However, within an individual organization, “sufficient similarity” can be broadly or narrowly interpreted. A broad interpretation recognizes positions that share a core set of classification factors presented in the previous section, but accepts substantial variation between positions, resulting in broad classes. In contrast, a narrow interpretation might create separate narrow classes to address such variations.

### **Ease of Administration**

A good classification plan balances “ease of administration” with position classification validity. Complex classification structures with multiple job families, multiple class series, and multiple levels within each series can be difficult to administer. However, when class concepts are excessively broad and/or vague, position classification maintenance (and responding to out-of-class complaints) is often difficult, time consuming, and expensive. In general, when the type of work assigned to different positions varies dramatically, it often makes sense to place them in separate job families so that valid market comparisons can be made. Further, when the level of work within a job family has clear, job-related distinctions, separate classes usually offer the most efficient way to pay for the work that is actually being done. Thus, a realistic and successful plan usually includes both broad and narrow classes.

### **Salary Administration**

Broad classes can be challenging when it comes to salary administration. In determining class salaries, most organizations use a combination of market and internal relationship data, tempered with organizational philosophy and experience. An organization that is having difficulties recruiting for a particular type of position may wish to pay the highest amount possible for that position, and when such positions are part of a broad class, they can impact the salary for the entire class.

For the same reason, organizations may choose to divide a broad class because of salary issues. If it can be demonstrated that certain types of positions within a broad class are unnecessarily influencing the salary for the entire class, the organization may prefer separate classes so that salaries for each position group can be established.

### ***Using Titling Conventions for Consistency***

Within any organization, the use of classification titles and levels should be based on the specific needs of the organization. At the same time, certain standard titling and leveling conventions are commonly used when establishing classification plans.

By themselves, titles do not define positions; but, titles are often one of the most sensitive issues within an organization. Titles are sometimes perceived as a measure of importance, and thus, employees can be concerned about title changes. The use of consistent titling conventions can help an organization present a clear picture of its classification structure and provide a quick visual tool for identifying classification level.

When establishing a classification titling plan, the same numerical or status designators should be used throughout the hierarchy whenever possible. At times, Commission staff may recommend a title that appears inconsistent with typical titling guidelines. In these instances, a particular title may be recommended in order to conform to the titling conventionally used within a respective industry, trade or profession, or to be consistent with the past history within an organization.

### ***Definition of General Classification Terms***

**Specialist** – is a very broad term that can be used to describe multiple positions and multiple levels. However, as a leveling term, it must be defined on a relational basis since it is highly dependent upon the nature of the work assigned to the class. At the very least, a “specialist” is a level above the intermediate level, since the term implies that the duties assigned to the class are “specialized”. When "specialist" is used to identify a particular level in a series, a specialist is responsible for performing specialized work that is not typical of an intermediate level class, yet does not require an in-depth knowledge of technical information related to laws, regulations, and procedures and does not necessarily require formal knowledge or training related to the area of assignment. Since not all work can be “specialized”, it is best used in a limited manner, often to describe the highest level of work assigned within a series.

**Technician** – positions are defined as those that provide specialized work that requires knowledge and skills that have typically been obtained through a formalized course of instruction (such as a vocational training program or through one to two years of college instruction), or through extensive on-the-job training. Technician positions exist in many job families, and the type of technical work performed varies widely. For example, technical financial duties may require the application of basic accounting and bookkeeping principles as well as familiarity with standard laws and regulations associated with public agency financial administration. In contrast, engineering technicians may be required to know and apply the basic principles of engineering in order to perform assigned duties.

**Analyst** – describes positions that are responsible for performing specialized duties where the majority of the work is administrative and analytical in nature. Duties typically involve operational, policy and program research, analysis, reporting, and evaluation. By definition, analytical work involves the breaking down of a problem or question into its smallest parts; methodically evaluating each part in terms of its impact on the whole issue; assembling the parts back into a more whole picture; and providing recommendations as to how to resolve the problem based on the information gathered through the analysis process. Work of this nature requires knowledge and skills regarding how to perform the analytical process. Such knowledge and skills are usually gained through formal (college) coursework.

**Coordinator** – is a functionally descriptive term not limited by class level or series. Coordinator classes describe responsibility for ensuring that work is coordinated among various elements or players. Coordination duties typically involve a specific program or work process, e.g., outreach, payroll, or employment processes. Coordinators ensure that work output conforms, integrates, meshes and/reconciles with established practices and policies.

**Supervisor** – is used for positions that preponderantly have responsibility for full-scope supervision over subordinate positions. Supervisors may also perform day-to-day work similar to their subordinates in type, but usually are responsible for the more difficult or sensitive work in addition to their supervisory duties. Supervisory criteria can vary between organizations, but they most commonly describe supervisors over “regular” positions. Regular positions can be defined as those where the incumbents have statutory employment rights within the organizations requiring that personnel actions such as hiring/firing, corrective action, and performance evaluation must be performed within strict legal, contractual, or policy guidelines.

**Manager** – is the functional term used to describe responsibility for managing a major function and/or operational division within an organization. Managers who have a strong operational management role typically supervise one or more subordinate supervisors. Alternatively, some positions are “managers” based on highly advanced management of a complex function or program.

**Project Manager** – is sometimes used by organizations to identify classifications or positions that work with substantial independence; perform professional, analytical, and project management duties associated with the management of all phases of a major project, usually from inception to conclusion; and lead the implementation of initiatives resulting from the project plan. They may be responsible for administering project contracts, preparing funding documentation, and/or engaging the community in a planning process through a variety of public involvement strategies and methods.

**Director** – is the functional term used to describe responsibility for directing or controlling a major function/department within an organization. Directors who have a strong operational management role typically supervise one or more subordinate managers and or supervisors. Alternatively, some director positions are “managers” based on highly advanced management of a complex function or program. Generally, director level classes can be distinguished from other levels by their: 1) significant responsibility for planning, developing, and administering goals, objectives, strategies, policies and procedures; 2) significant responsibility for organizing the assigned area and determining the best methods to deliver services; 3) significant authority for directing the work of others to accomplish goals and objectives; 4) significant budgetary control over assigned areas; and 5) significant responsibility and authority for determining and implementing staffing plans. Note that some organizations may have more than one level of manager allocated within a job family.

**Executive/Administrative** – is the functional term used to describe the function of someone who is second in command such as vice president to a president or vice chancellor/associate vice chancellor to a chancellor and he/she acts on their behalf in their absence. Executive titles are titles for a person in charge of a specific department or function.

## The Classification Analysis Process

### *Occupational Groups and Job Families*

In a study of this type, positions are initially grouped according to the broad occupational nature of their overall functions and responsibilities and the purposes for which they exist. Within these initial groups, job families are then identified. In a job family, positions are more closely related and usually have some similarities in their employment requirements. For example, within an administrative services group, a financial job family may be identified where all positions in the job family perform some type of work associated with processing, monitoring, tracking, analyzing, developing, planning, and/or managing organizational finances. However, in spite of these similarities, positions in this job family can be distinguished based on the preponderant work performed and may require different levels of education, experience, skill, effort, or responsibility.

### *Classification Levels*

After positions are placed into an appropriate classification series, the classification levels needed within each series are identified. Position classification represents the grouping of all jobs within the District into a systematic classification structure based on the inter-relationship of the duties performed, nature and level of responsibilities, and other work-related requirements of the jobs. Within the overall classification plan proposed for State Center Community College District, Commission staff has placed most classifications into one of the following possible levels within a management or confidential job family:

Entry  
Intermediate  
Advanced/Lead  
Supervisor/Manager  
Director/Vice President/Vice Chancellor

Within each job family or classification series, there may be a classification at every level or only at selected levels. The levels within a job family reflect the organization and should be tailored to that organization's needs and priorities.

In some classification series, there is no need for functions to be performed below the intermediate level; therefore, there would be no entry-level classification in that particular series. Furthermore, it is important to note that while two given job families may both contain, for example, an intermediate classification, the two intermediate classes will likely be treated differently for compensation purposes because they may require different levels of expertise, may perform duties of varying complexity, or the market may simply value them differently. It should further be noted that the first level within a class series may be described as the entry level, simply because it is the "entry point" into that class series. In that sense, each classification series will have an entry level, whether maintenance, clerical, technical, or professional. However, a true entry-level classification does not usually require previous work-related experience.

Distinctions between class levels for all types of job families may be expressed in terms of the general extent of responsibility to be assumed within each class level. The following subsections generally define the responsibilities to be assumed at each class level identified:

- **Entry level** – This is often the trainee-level classification in a multi-level classification series. Most of the entry-level classifications describe positions that provide on-the-job training to employees and thus do not require job applicants to have substantial related work experience. Assignments are generally limited in scope and are performed within a procedural framework established by higher-level employees. As experience is acquired, the employee performs work with less immediate supervision.

As previously indicated, some organizations may permanently assign the most basic and routine duties to a position without an expectation that the level of work will increase over time. In that case, the first classification in the series is still the entry point into the series, but the classification is best defined as the "first working-level" in the series.

For both entry and first working-level classifications, Commission staff recommends using a Clerk or Assistant in the job title, e.g., Payroll Assistant.

- **Intermediate** or "No Designation" Classes – This is usually the second classification in a series. Alternatively, if an intermediate classification is not part of a series, it is often described as the full working-level classification. Incumbents at the intermediate or full working-level classification are expected to be fully competent to independently perform the full range of duties. They may also assist in training and providing direction to others, particularly those at the entry level, and may work outside the immediate proximity of a supervisor.

For intermediate/full working-level classification titles, Commission staff recommends using the Roman numeral I, e.g., Payroll Technician I. However, in a series where an intermediate classification exists but there is no entry-level classification below it, Commission staff recommends that no numerical designation be used, e.g., Payroll Technician.

- **Advanced/Lead level - senior level** – This is typically the next level in a classification series following the intermediate level. Employees are assigned advanced responsibilities that require specialized knowledge, skills, abilities, and experience. Typically, the specialized or complex assignments are not given to all positions in the series and, therefore, only a small number of positions within the organization would be allocated to this level. Depending upon the classification series, the specialized work may emphasize the more complex, difficult,

and/or technical duties assigned to positions in the series. In other situations, the advanced level may be used for positions that provide indirect (lead) supervision to lower level employees. An incumbent may also be responsible for a small program or limited functional area.

Not all classification series include an advanced level such as this. If such a classification level is needed, the duties should be clearly distinguished from the intermediate/full working-level classification. Furthermore, promotion to the advanced level should be based on the assignment of such rather than time-in-grade alone.

For these types of advanced-level classifications, Commission staff usually recommends using the term Senior or Coordinator in the title, e.g., Senior Payroll Technician. Commission staff recommends avoiding using a numerical designation because it can falsely be interpreted as a flexibly-staffed classification, but with this caution, using the Roman numeral II is appropriate. Likewise, if an advanced-level classification is a stand-alone classification with no other levels below it, then the title will not contain a designation such as Lead or Senior.

- **Supervisory level** – These classifications commonly follow either the intermediate level or advanced-level classifications. The primary reason for creating a separate classification for this level is to acknowledge the responsibility and authority to supervise others, particularly those who would otherwise be at the same classification level as the supervisor. Incumbents who are in designated supervisor classifications generally supervise staff as their preponderant responsibility. However, this does not prevent an organization from assigning limited supervisory duties to a non-supervisory classification if the supervisory duties are ancillary, and/or if staff members being supervised are in a much lower classification category, e.g., a professional position may reasonably be assigned to supervise a clerical or technical level position.

Supervisory level positions typically have significant input regarding decisions involving hiring/firing, corrective action, and performance evaluations. The supervisory level position may also have responsibility and authority over a small, well-defined operational activity, business function, or program unit. Supervisors work closely with managers in regard to major or sensitive issues. Supervisors may also perform day-to-day work similar to their subordinates in type but usually only perform the most difficult, advanced, or sensitive work in addition to supervising staff.

For classifications where supervision of staff is a preponderant role, Commission staff recommends the use of the word supervisor in the title. Classifications that describe responsibility for supervising functions but not staff should not include supervisor in the title.

- **Manager** – Where the word “Manager” appears in a job title, it identifies classes that assume full line and functional management responsibility for a division within a department. A manager may be a part of the senior management team.

Management classifications are those that have responsibility for planning, organizing, directing, staffing, and controlling the staff and operations for an assigned work unit, usually (but not always) through subordinate supervisors. For position classification purposes, it is important to distinguish between a manager and an employee who “manages” a set of tasks, functions or program activities. Organizationally, the concept of a manager is linked to high-level, strategic responsibility, and one would expect managers to have extensive authority and autonomy for: planning and establishing short and long-term strategic goals, objectives, and priorities for their assigned work unit; determining how the work is to be done, including the methods and strategies to be used; assigning and directing the work of others, and determining how the work is to be distributed; identifying and obtaining the staff and resources needed to get the work done; and exercising



financial/fiscal control over the work through budget development and administration. Although most managers are also supervisors, the reverse is not necessarily true since supervision is only one aspect of management. Note also that even though serving as a second-level supervisor is a common distinction among manager positions, second-level supervision alone does not automatically justify a manager classification if the other management-level assignments are not present.

Many organizations have both operational and functional managers. Operational managers have full management responsibility for a major division in the organization and typically supervise other employees through lower-level supervisors. Functional managers are responsible for managing a program area and providing subject-matter expertise based upon specialized knowledge, skills, abilities, and experience. A functional manager has significant authority for overseeing the utilization of his/her functional area, often at an organization-wide level. Thus, functional managers typically report to an executive-level manager, which contributes to their manager-level role. A functional manager may or may not directly supervise other employees.

- **Director/Vice President/Vice Chancellor level** – This also describes a senior management-level classification where incumbents perform full-scope management duties as described earlier in this report. However, as used by the District, use of the term Director/Vice President/Vice Chancellor in a job title is restricted to those positions that report to the Chancellor/Board/Commission, are part of the senior management team, and/or serve as department heads. Where the District's use of the term Director/Vice President/Vice Chancellor deviates from the department head distinction, it generally reflects industry practice.

Depending upon an organization's needs and priorities, a particular classification series may include every level identified above or only selected levels.

#### ***Classification Series***

A classification series is a set of two or more classes within a job family that are closely related in terms of work performed and distinguished primarily by the level of responsibility and scope of duties assumed and the level of independence with which the duties are performed. Within a class series, it is possible to distinguish general categories or levels based upon factors such as the scope of responsibility assumed, the training and experience required to perform assigned duties, and the nature of supervision received and exercised. Also, common titling designations are generally used to clearly define the applicable class level. By definition, a classification series consists of more than one classification. However, it is important to note that some classifications are not part of a series, especially in small organizations.

#### ***Allocation Factors***

In order to match individual District positions to the appropriate classification levels as identified above, Commission staff analyzed each District management and confidential position identified for in-depth analysis based on standard classification factors that included the following:

- **Scope and complexity** - defines the breadth and difficulty of the assigned function or responsibility inherent in the classification and the variety and nature of work performed; for management positions, this includes span of control.
- **Decision making/authority** - consists of (a) the decision-making responsibility and degree of authority, independence, or latitude that is inherent in the position and (b) the impact of the decisions.
- **Impact** - defines the impact on the organization, including accountability and the likelihood/consequence of error.

- **Guidelines used for performance of work** - relates to the extent to which performance of the work is controlled or influenced by rules, regulations, manuals, procedures, prescribed work practices, principles, policies, or other written instruction or methods.
- **Contact with others required by the job** - measures (a) the types of contacts, and (b) the purpose of the contacts.
- **Supervision received and exercised** - describes the level of supervision received from others and the nature of supervision provided to other workers, as well as the independence of action inherent in a position.
- **Knowledge, skills and abilities required** - defines the minimum requirements to qualify for the position, including the training, education, experience, licenses, certificates, physical demands, mental exertion, and other factors necessary to perform the assigned responsibilities.
- **Working conditions** - identifies a hazardous, dangerous, or unpleasant environment, and notes any adverse conditions.

Commission staff compared the information gathered in this analysis with the District's current classification structure. Commission staff then evaluated the District's existing classification specifications and identified the need for amended and/or new classification specifications. For purposes of this report, Commission staff has provided recommendations for each classification and used these classification concepts to develop individual position allocation recommendations for the positions identified for in- depth analysis.

## **Fair Labor Standards Act (FLSA) Exemptions**

The Fair Labor Standards Act (FLSA or the Act) was enacted by the United States Congress in 1938 to eliminate labor conditions injurious to the health and efficiency of workers, as well as unfair methods of compensation based on such conditions. The act has been amended multiple times since initial enactment. It contains provisions that cover minimum wage, child labor, equal pay, and several other employment practices.

As a federal law, all states must comply with the minimum requirements of the FLSA, though some states have enacted legislation that supersedes the FLSA in certain areas. When determining FLSA compliance, it is important to review both federal and state requirements. However, in the final determination, the law which is more beneficial to the employee must be applied. For the most part, California law appears to parallel the FLSA unless specifically noted below. For purposes of this review for the District, Commission did not identify any situations where California State law superseded federal FLSA law.

The FLSA contains language that requires employers to pay overtime to an employee at the rate of one and one-half the employee's regular rate of pay for all hours worked over 40 in a workweek, unless said employee qualifies for an exemption. This overtime pay requirement cannot be waived by agreement between the employer and employee, although the employer can choose to pay overtime to an employee even though the employee qualifies for exemption under the law.

FLSA exemptions do not apply to blue-collar workers; and, non-management production/line workers and non-management employees in maintenance, construction, and similar occupations, such as those who perform repetitive operations with their hands, physical skill and energy, are not exempt from FLSA under any circumstances.

However, Section 13(a)(1) of the FLSA provides an exemption from overtime pay for employees who are bona fide executive, administrative, professional, and outside sales employees. Elsewhere in the act, exemptions can also be found for: attorneys; certain farm workers; full time students; learners and apprentices; seasonal workers; and persons working under qualified union contracts where certain hours are specified. Section 13(a)(1) and Section 13(a) (17) also exempts certain computer-related positions.

To qualify for an exemption, employees must meet both salary and duties tests. The Act also requires that, in order to establish eligibility for an overtime exemption, analyses must be done on a position-by-position basis, with consideration given to the employee's actual job duties, not merely the job description. It should be noted that placement in a supervisory or management bargaining unit, or granting a management benefit package does not make a position exempt from overtime, nor does requiring professional licensure or registration automatically make a position exempt. Consequently, within a single classification, some positions may be exempt and others non-exempt.

Some of the FLSA overtime exemptions are narrowly defined and apply to a very limited employee population, e.g., attorneys. Others are broader and apply to a wider spectrum of employees, e.g., administrative employees. For purposes of this study, several FLSA exemptions categories, e.g., those for farm workers, physicians, teachers, and sales persons, have no application to this study and therefore were not considered. Although State Center Community College District has several computer professional positions, Commission staff did not analyze those positions for exemption, so no recommendations are provided in later reports. Based on the types of District positions included in this study, most of the positions in the study have been analyzed based on the "duties tests" set forth in 29CFR §§ 541.1, 541.2, 541.3, or 541.303, specifically for executive, administrative, or professional employees. This study also considered whether positions qualify for a "combination exemption" as defined in 29CFR §§ 541.708. This type of exemption applies to an employee whose primary duties (usually at least 50% of his or her workweek) meet two or more categories, even though either category, if considered alone, would not meet the 50% criteria.

The concepts and criteria for exemptions are outlined below.

#### Definitions Common to All Positions

When evaluating positions for executive, administrative, or professional exemptions, the following definitions should be considered:

1. While not specifically mentioned in the law, primary duties are generally those that occupy at least 50% of an employee's time.
2. The phrase "customarily and regularly performed" signifies a frequency that is more than occasional but may be less than constant.
3. Duties performed due to the temporary absence of another employee (e.g., acting as a supervisor in the absence of the regular supervisor) are not considered primary.
4. Most exemptions require the employee to customarily and regularly exercise discretion and independent judgment, which involves comparing and evaluating possible courses of conduct and acting or making a decision after considering various possibilities. Generally, employees who meet this criteria:
  - a. Have the power to make independent choices free from immediate supervision and with respect to matters of significance; or
  - b. Are able to make a recommendation for action subject to the final authority of a superior, as long as the employee has sufficient authority for the recommendation to affect matters of consequence to the business or its customers.

Other factors to consider include whether the employee has authority to formulate, affect, interpret, or implement management policies or operating practices; whether the employee carries out major assignments in conducting the operations of the business; whether the employee performs work that affects business operations to a substantial degree; whether the employee has authority to commit the employer in matters that have significant financial impact; and whether the employee has authority to waive or deviate from established policies and procedures without prior approval. The fact that an employee's decisions are reversed after review does not mean that the employee is not exercising discretion and independent judgment. However, the employee must do more than apply well-established techniques, procedures, or specific standards described in manuals or other sources.

An employee who merely applies his/her knowledge in following prescribed procedures or in determining which procedures to follow, or determines whether specified standards are met or whether an object falls into one or another grade or class, is not exercising discretion and judgment of the independent sort associated with exempt status. Furthermore, the decisions made by the employee must involve matters of consequence that are of real and substantial significance to the policies or general operations of the business or its customers. Even if the tasks are related directly to only a particular business segment, they must still have a substantial effect on the whole business. Exercising discretion and independent judgment on matters of consequence is different than making decisions that can lead to serious loss through the choice of wrong techniques, improper application of skills, neglect, or failure to follow instructions.

5. Employees who are in training for an exempt position are not exempt unless they are actually performing the duties of the exempt position.
6. Supervision of student workers is not considered equivalent to directing the work of full-time employees.
7. Directing the work of part-time or extra-help employees is only considered if the time worked by the part-time or extra-help employees equals that of two full-time equivalents.
8. Consulting a manual does not exclude an employee from being exempt.
9. Executive, administrative and professional workers must meet certain compensation criteria. Federal law requires that exempt employees be paid an amount that is above \$455 per week and California law stipulates a higher wage. The higher wage must be applied as it is more beneficial to employees. Compensation must be paid on a salary basis as follows:
  - a. The employee regularly receives a pre-determined amount of compensation each pay period.
  - b. This pre-determined amount cannot be reduced because of variations in the quality or quantity of work produced. However, exempt employees do not need to be paid for any work week in which they perform no work.
  - c. Deductions from pay cannot usually be taken unless the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness, to offset amounts employees receive from jury or witness duty, or military pay. However, deductions are permissible when an exempt employee is absent from work for more than one full day for personal reasons other than sickness or disability, or for penalties/disciplinary actions imposed in good faith. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.Under some circumstances, administrative and professional employees may be paid on a “fee basis” rather than a salary basis. A fee basis may exist when the employee is paid an agreed sum for a single job, regardless of the time required for its completion. Such fee payments are usually for a unique job rather than for a series of jobs repeated a number of times and for which identical payments repeatedly are made. In analyzing positions that are paid this way, it is still necessary to establish whether the payment is at the required rate (\$455 per week).
10. Certain employees who earn at least \$100,000 per year may qualify for exemption as a highly paid employee.

## Study Recommendations

### *Classification Plan Structure*

By definition, classifications are established for the purpose of grouping positions that are sufficiently similar to one another under a single classification title. Although single position classifications can exist, the premise behind an appropriately designed classification structure establishes and identifies the framework which allows the employer to recruit efficiently and effectively by establishing consistent, reasonable, and defensible qualifying criteria for similar positions rather than excessively restrictive criteria of questionable validity that unnecessarily limit the candidate pool. Broad classifications also support an equitable and defensible salary structure because they help identify and maintain appropriate internal position alignment based on class distinctions that are substantive rather than trivial. To assist the

District in administering its classification structure, Commission staff recommends the use of reasonably broad classifications that are clearly distinct from narrower, position, or job-specific duty statements.

### ***Supervisor versus Manager Titling***

Typical of a small organization, we found that some of the "managers" in the District are actually doing work that is more supervisory than true management. In fact, there are very few "supervisor" classes in the District; instead, at the division-head level, (division) manager class titles are used even though the incumbent is not always managing the division in the full sense of the word. Most often, the manager is a first-level supervisor, and also has working-level responsibility for a complex part of the line workload. The incumbent may have a minimal strategic role in the department, depending upon the department head, but that is not the rule.

In larger organizations, these positions would probably be titled as supervisors, not managers. If the District keeps the management titles, the salary survey will need to be sensitive to that. Commission staff recognizes that changing these titles to supervisors would likely be met with great resistance. Thus, we recommend keeping the manager titles for division heads, but will have to carefully consider each position's actual duties and responsibilities (rather than titles) when matching to other agencies.

### ***Proposed Classifications***

This section of the report will provide a brief summary of the recommendations for each of the classifications being proposed by Commission staff, generally grouped by occupational grouping. Commission staff has provided (in Appendix C) a detailed analysis of those positions.

Commission staff recommends that the Personnel Commission delete/abolish any existing classifications that are not specifically described below as they are either not currently allocated in management or confidential classifications, or will not be allocated when the study recommendations are implemented. Unless otherwise indicated, we are proposing only minor title and/or minor classification specification changes.

## **District Office/Operations**

<b>Chancellor/Foundation</b>
<b>Executive Director, Public and Legislative Relations</b>
The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Executive Director, Public and Legislative Relations to Executive Director of Communications, Public & Legislative Relations is also recommended to better reflect the primary purpose of the position.
Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.
<b>Executive Secretary to the Chancellor</b>
The incumbent completed a PIQ and a job analysis was conducted. The duties performed by the incumbent are consistent with the nature and level of work described in the class specification. Commission staff recommends retaining this classification with only minimal changes to the specification to improve clarity and consistency. A title change from Executive Secretary to the Chancellor to Executive Assistant to the Chancellor is also recommended to better reflect the primary purpose of the position.
Commission staff recommends this classification remain exempt from the Rule of 3 per Education Code 88091. This classification will remain a confidential position under PC Rule 3-17.
<b>Administrative Secretary I - Confidential</b>
The incumbent completed a PIQ and a job analysis was conducted. The District currently uses several narrowly-defined and department-specific Administrative Assistant and/or Administrative Secretary classifications to describe a

wide variety of positions. As discussed earlier in this report, Commission staff recognizes the value of having individual position or job-specific “duty statements” that can be used to assist management in communicating job expectations and measuring employee performance. However, consistent with our recommendations that the District broadens its classification concepts as much as possible, Commission staff considers it problematic to have multiple, Administrative Assistant and Administrative Secretary classifications where the duties are similar in nature. Furthermore, based on the PIQs and current class specifications, Commission staff is unable to distinguish between the Confidential Administrative Assistant and Confidential Administrative Secretary positions and therefore we see no need for two separate class concepts.

Instead, Commission staff recommends that the District consider adoption of a single-level Administrative Assistant classification. This classification would be used for positions where the incumbents work under general supervision and are primarily performing a variety of confidential secretarial and administrative duties in support of a department head. Incumbents may also provide secretarial and administrative support to division managers and other staff, but an incumbent’s direct reporting relationship to the department head would be a key allocation factor. Even so, the reporting relationship alone would not automatically imply that the position should be an Administrative Assistant. Since Commission staff did perform in-depth analysis on the positions currently allocated to Administrative Assistant or Administrative Secretary classes, we have determined that all of the positions fit the proposed Administrative Assistant class concept. We do notice that one of the positions (the Administrative Assistant – Confidential, FCC Administrative Services) does not meet the requirement of being confidential. Commission staff has further evaluated this position and made a recommendation under Fresno City College, Administrative Services.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

a. Administrative Secretary I Confidential - This classification is proposed to be abolished.

#### **SCCC Foundation**

##### **Executive Director of Foundation**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Executive Director of Foundation to Executive Director, SCCC Foundation is also recommended to better reflect the primary purpose of the position.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.

##### **Assistant Director, SCCC Foundation**

The incumbent did not complete a PIQ and was not interviewed. Commission staff recommends retaining the class with only minor changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### **Office of the General Counsel**

##### **Administrative Secretary I - Confidential**

The incumbent completed a PIQ and job analysis was conducted. The District currently uses several narrowly-defined and department-specific Administrative Assistant and/or Administrative Secretary classifications to describe a wide variety of positions. As discussed earlier in this report, Commission staff recognizes the value of having individual position or job-specific “duty statements” that can be used to assist management in communicating job expectations and measuring employee performance. However, consistent with our recommendations that the District broadens its classification concepts as much as possible, Commission staff considers it problematic to have multiple, Administrative Assistant and Administrative Secretary classifications where the duties are similar in nature. Furthermore, based on the PIQs and current class specifications, Commission staff is unable to distinguish between the Confidential Administrative Assistant and Confidential Administrative Secretary positions and therefore we see no need for two separate class concepts.

Instead, Commission staff recommends that the District consider adoption of a single-level Administrative Assistant classification. This classification would be used for positions where the incumbents work under general supervision

and are primarily performing a variety of confidential secretarial and administrative duties in support of a department head. Incumbents may also provide secretarial and administrative support to division managers and other staff, but an incumbent's direct reporting relationship to the department head would be a key allocation factor. Even so, the reporting relationship alone would not automatically imply that the position should be an Administrative Assistant. Since Commission staff did perform in-depth analysis on the positions currently allocated to Administrative Assistant or Administrative Secretary classes, we have determined that all of the positions fit the proposed Administrative Assistant class concept. We do notice that one of the positions (the Administrative Assistant – Confidential, FCC Administrative Services) does not meet the requirement of being confidential. Commission staff has further evaluated this position and made a recommendation under Fresno City College, Administrative Services.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

a. Administrative Secretary I Confidential - This classification is proposed to be abolished.

#### **Office of the Vice Chancellor, Finance & Administration**

##### **Secretary to the Vice Chancellor**

The incumbent completed a PIQ and job analysis was conducted. The duties performed by the incumbent are consistent with the nature and level of work described in the class specification. Commission staff recommends retaining this classification with only minimal changes to the specification to improve clarity and consistency. A title change from Secretary to the Vice Chancellor to Assistant to the Vice Chancellor is also recommended to better reflect the primary purpose of the position.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### **Finance**

##### **Director of Finance**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency. A title change from Director of Finance to Executive Director of Finance & Administration is also recommended to better reflect the primary purpose of the position.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.

##### **Director of Purchasing**

The incumbent did not complete a PIQ and was not interviewed. Commission staff recommends retaining the class with only minor changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

##### **Accounting Manager**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### **Payroll**

##### **Accounting Technician II – Payroll (Confidential)**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency. A title change from Accounting Technician II – Payroll to Payroll Technician II is also recommended to better reflect the primary purpose of the position.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

##### **Accounting Technician I – Payroll (Confidential)**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency. A title change from Accounting Technician I – Payroll to Payroll Technician I is also recommended to better reflect the primary purpose of the position. Commission staff recommends adding a second position of Payroll Technician I in the Payroll department to alleviate the work load of the Accounting Technician II - Payroll.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### **Accounting Clerk III – Payroll (Confidential)**

The incumbents completed the PIQ and job analysis were conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency. A title change from Accounting Clerk III – Payroll to Payroll Assistant is also recommended to better reflect the primary purpose of the position.

Positions in the classification will NOT remain confidential under PC Rule 3-17.

### **District Operations**

#### **Associate Vice Chancellor, Business & Operations**

The incumbent did not complete a PIQ and was not interviewed. Commission staff recommends retaining the class and creating a job specification to improve clarity and consistency.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.

#### **District Director of Capital Projects \*\*ABOLISH**

There are no incumbents.

- a. District Director of Capital Projects - This classification is proposed to be abolished

#### **Director of Environmental Health & Safety**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Director of Environmental Health & Safety to Director of Environmental Health & Risk Management is also recommended to better reflect the primary purpose of positions in this classification.

The classification will remain exempt under FLSA.

#### **Director of Maintenance & Operations**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### **Construction Services Manager**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### **Chief of Police**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### **Police Lieutenant**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.



The classification will remain exempt under FLSA.

#### **Grounds Services Manager**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### **Lead Maintenance Person**

The incumbent completed a PIQ and job analysis was conducted. The duties performed by the incumbents are inconsistent with the nature and level of work described in the current class specification. Commission staff recommends abolishing this classification and creating a new supervisory specification to improve clarity and consistency. An in-depth allocation analysis of these positions resulted in Commission staff recommending adding two positions of Maintenance & Operations Supervisor.

a. Lead Maintenance Person - This classification is proposed to be abolished.

### **Human Resources**

#### **Director of Human Resources**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with only small changes to the specification to improve clarity and consistency. An in-depth allocation analysis of this position resulted in Commission staff recommending adding a position of Director of Human Resources - Academic in the Human Resources department to alleviate the work load. A title change from Director of Human Resources to Director of Human Resources - Classified is also recommended to better reflect the primary purpose of the position.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.

#### **Director of Human Resources – Academic \*\*NEW CLASSIFICATION**

There are no incumbents. An in-depth allocation analysis of this position resulted in Commission staff recommending adding a position of Director of Human Resources - Academic in the Human Resources department to alleviate the work load.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.

#### **Equal Employment Opportunity/Diversity & Staff Development Manager**

The incumbent did not complete a PIQ and was not interviewed. Commission staff recommends retaining the class with only minor changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### **Benefits Coordinator - Confidential**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### **Human Resources Management Systems Analyst - Confidential**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### **Human Resources Analyst - Classified (Confidential) \*\*NEW CLASSIFICATION**

There are no incumbents. Commission staff recommends adding a classification of Human Resources Analyst - Classified in the Human Resources department to alleviate the work load.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

**Human Resources Analyst - Academic (Confidential) \*\*NEW CLASSIFICATION**

There are no incumbents. Commission staff recommends adding a classification of Human Resources Analyst - Academic in the Human Resources department to alleviate the work load on the Academic side.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

**Secretary to the Vice Chancellor**

The incumbent completed a PIQ and job analysis was conducted. The duties performed by the incumbent are consistent with the nature and level of work described in the class specification. Other duties currently performed by this position in the area of academic recruitment need to be re-assigned to the proposed classification of Human Resources Analyst – Academic. Commission staff recommends retaining this classification with only minimal changes to the specification to improve clarity and consistency. A title change from Secretary to the Vice Chancellor to Assistant to the Vice Chancellor is also recommended to better reflect the primary purpose of the position.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

**Senior Human Resources Technician (Confidential)**

The incumbents completed the PIQ and job analysis were conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Senior Human Resources Technician (Confidential) to Senior Human Resources Technician – Classified (Confidential) is also recommended to better reflect the primary purpose of positions in this classification.

Positions in this classification will remain a confidential position under PC Rule 3-17.

**Senior Human Resources Technician - Academic (Confidential) \*\*NEW CLASSIFICATION**

There are no incumbents. Commission staff recommends adding a classification of Senior Human Resources Technician – Academic (Confidential) in the Human Resources department to alleviate the work load on the Academic side.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

**Human Resources Technician (Confidential)**

The incumbents completed the PIQ and job analysis were conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency. A title change from Human Resources Technician (Confidential) to Human Resources Technician – Classified (Confidential) is also recommended to better reflect the primary purpose of positions in this classification.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

**Human Resources Technician - Academic (Confidential) \*\*NEW CLASSIFICATION**

There are no incumbents. Commission staff recommends adding a classification of Human Resources Technician – Academic (Confidential) in the Human Resources department to alleviate the work load on the Academic side.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

**Personnel Commission**

**Director of Classified Personnel**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Director of Classified Personnel to Director of Personnel Services is also recommended to better reflect the primary purpose of the position.

Commission staff recommends his position be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.

**Educational Services & Institutional Effectiveness**

<b>Director, Center for International Trade</b>
The incumbent did not complete a PIQ and was not interviewed. Commission staff recommends retaining the class with only small changes to the specification to improve clarity and consistency.
The classification will remain exempt under FLSA.
<b>Director, Grants and External Funding (Academic)</b>
The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. <b>No recommendations at this time.</b>
<b>Director of Consortium (Academic)</b>
The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. <b>No recommendations at this time.</b>
<b>Secretary to the Vice Chancellor</b>
The incumbent completed a PIQ and job analysis was conducted. The duties performed by the incumbent are consistent with the nature and level of work described in the class specification. Commission staff recommends retaining this classification with only minimal changes to the specification to improve clarity and consistency. A title change from Secretary to the Vice Chancellor to Assistant to the Vice Chancellor is also recommended to better reflect the primary purpose of the position.
Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

<b>Enrollment Management, Admissions, Records &amp; Information Services</b>
<b>Chief Information Officer **NEW CLASSIFICATION</b>
There are no incumbents. An in-depth allocation analysis of this position resulted in Commission staff recommending creating a classification of Chief Information Officer to direct the Information Technology services in the District.
Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.
<b>Director of Information Systems</b>
The incumbent did not complete a PIQ and were not interviewed. Commission staff recommends several specification changes to improve clarity and consistency with other similar classifications.
The classification will remain exempt under FLSA.

***Fresno City College***

<b>Office of the President</b>
<b>College Director of Marketing and Communications</b>
The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from College Director of Marketing and Communications to Director of Communications & External Relations is also recommended to better reflect the primary purpose of the position.
Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.
<b>Director of Institutional Research, Assessment &amp; Planning (Academic)</b>
The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. <b>No recommendations at this time.</b>
<b>Director of Technology (Academic)</b>
The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. <b>No recommendations at this time.</b>

**Secretary to the President**

The incumbent completed a PIQ and a job analysis was conducted. The duties performed by the incumbent are consistent with the nature and level of work described in the class specification. Commission staff recommends retaining this classification with only minimal changes to the specification to improve clarity and consistency. A title change from Secretary to the President to Assistant to the President is also recommended to better reflect the primary purpose of the position.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

**Instruction**

None

**Student Services****Director of Financial Aid (Academic)**

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. **No recommendations at this time.**

**Director of Student Activities (Academic)**

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. **No recommendations at this time.**

**Director of TRIO Programs (Academic)**

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. **No recommendations at this time.**

**Admissions & Records Manager**

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Admissions & Records Manager to Director of Admissions & Records is also recommended to better reflect the primary purpose of the position.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. This position will remain an exempt from overtime under FLSA.

**Director of CalWORKs (Academic)**

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. **No recommendations at this time.**

**Administrative Services****Vice President, Administrative Services**

The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. This position will remain an exempt from overtime under FLSA.

**Bookstore Manager**

The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Bookstore Manager to Bookstore Manager - Districtwide is also recommended to better reflect the primary purpose of the position.

The classification will remain exempt under FLSA.

**Assistant Bookstore Manager**

The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

**Print, Media and Communications Manager**

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Print, Media and Communications Manager to Communications & Media Center Supervisor is also recommended to better reflect the primary purpose of the position.

The classification will remain exempt under FLSA.

**Custodial Manager**

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

**Accounting Supervisor**

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Accounting Supervisor to Business Office Supervisor is also recommended to better reflect the primary purpose of the position.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. This position will remain an exempt from overtime under FLSA

**Custodial Supervisor \*NEW CLASSIFICATION**

An in-depth allocation analysis of the Custodial Manager position at Fresno City College resulted in Commission staff recommending creating a new management classification of Custodial Supervisor. The purpose of Custodial Supervisor to alleviate the work load and provide supervisory assistance the Custodial Manager. A new position is being recommended for Fresno City College.

This position will remain an exempt from overtime under FLSA.

**Administrative Assistant (Confidential)**

The incumbent completed the PIQ and job analysis were conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency. A title change from Administrative Assistant to Assistant to the Vice President is also recommended to better reflect the primary purpose of the position.

Positions changed to this classification will NOT remain confidential under PC Rule 3-17.

**Reedley College****Office of the President****Public Information Office Officer**

The incumbent did not complete a PIQ, but a job analysis was still conducted. The duties performed by the incumbents are inconsistent with the nature and level of work described in the current class specification. Commission staff recommends reclassifying this position into a management classification to improve clarity and consistency. An in-depth allocation analysis of these positions resulted in Commission staff recommending changing the classification from Public Information Office to Director of Communications & External Relations to better reflect the primary purpose of the position.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. This position will remain an exempt from overtime under FLSA.

### **Director of Technology (Academic)**

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. **No recommendations at this time.**

### **Secretary to the President**

The incumbent completed a PIQ and a job analysis was conducted. The duties performed by the incumbent are consistent with the nature and level of work described in the class specification. Commission staff recommends retaining this classification with only minimal changes to the specification to improve clarity and consistency. A title change from Secretary to the President to Assistant to the President is also recommended to better reflect the primary purpose of the position.

This classification will remain a confidential position under PC Rule 3-17.

## **Instruction (Agriculture & Natural Resources)**

### **Farm Production Supervisor**

There are no incumbents. An in-depth allocation analysis of this classification resulted in Commission staff recommending retaining this classification with several changes to the specification to improve clarity and consistency. A title change from Farm Production Supervisor to Farm Manager is also recommended to better reflect the primary purpose of the position. A new position is being recommended for Reedley College.

This position will remain an exempt from overtime under FLSA.

## **Student Services**

### **Director of Financial Aid (Academic)**

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. **No recommendations at this time.**

### **Director of Grant Funded Programs (Academic)**

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. **No recommendations at this time.**

### **Admissions & Records Manager**

The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

This position will remain an exempt from overtime under FLSA.

### **Residence Hall Supervisor**

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Residence hall Supervisor to Residence Hall Manager is also recommended to better reflect the primary purpose of the position.

This position will remain an exempt from overtime under FLSA.

### **Assistant Residence Hall Supervisor – On Site**

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Assistant Residence Hall Supervisor – On Site to On Site Residence Hall Supervisor is also recommended to better reflect the primary purpose of the position.

This position will remain an exempt from overtime under FLSA.

## **Administrative Services**

### **Vice President, Administrative Services**

The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. This position will remain an exempt from overtime under FLSA.

#### **Building Services Manager**

The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

This position will remain an exempt from overtime under FLSA.

#### **Accounting Supervisor**

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Accounting Supervisor to Business Office Supervisor is also recommended to better reflect the primary purpose of the position.

This position will remain an exempt from overtime under FLSA.

#### **Food Service Manager**

The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

This position will remain an exempt from overtime under FLSA.

### ***Clovis Community College Center***

#### **Office of the President**

##### **Director of Communications, Marketing & External Relations \*NEW ADDITION**

There are no incumbents. In anticipation of the Center becoming a college, an in-depth analysis of the Technology services at Clovis resulting in Commission staff recommending a new management classification. The purpose of the Director of Communications, Marketing & External Relations classification will be to alleviate the work load and provide supervisory assistance to the President. This classification will assume the duties currently performed by the President. A new position is being recommended for Clovis with the recommended new management classification.

This position will remain an exempt from overtime under FLSA.

##### **Director of Technology \*NEW ADDITION**

There are no incumbents. In anticipation of the Center becoming a college, an in-depth analysis of the Technology services at Clovis resulting in Commission staff recommending a new management classification. The purpose of the Director of Technology classification will be to alleviate the work load and provide supervisory assistance to the President. This classification will assume the duties currently shared by the Director of Technology at Reedley College. A new position is being recommended for Clovis with the recommended new management classification.

This position will remain an exempt from overtime under FLSA.

##### **Secretary to the President**

The incumbent completed a PIQ and a job analysis was conducted. The duties performed by the incumbent are consistent with the nature and level of work described in the class specification. Commission staff recommends retaining this classification with only minimal changes to the specification to improve clarity and consistency. A title change to from Secretary to the President to Assistant to the President is also recommended to better reflect the primary purpose of the position.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### **Office of the Vice President of Instruction & Student Services**

The incumbent completed a PIQ and a job analysis was conducted. In anticipation of the Center becoming a college, an in-depth analysis of Financial Aid at Clovis resulting in Commission staff recommending retaining the class with several changes to the specification to improve clarity and consistency. Commission staff also recommends a Director of Financial Aid position be created in the future to better reflect the primary purpose of the position as the Center becomes College.

This position will remain an exempt from overtime under FLSA

## Student Services

### College Financial Aid Manager

The incumbent completed a PIQ and a job analysis was conducted. In anticipation of the Center becoming a college, an in-depth analysis of Financial Aid at Clovis resulting in Commission staff recommending retaining the class with several changes to the specification to improve clarity and consistency. Commission staff also recommends a Director of Financial Aid position be created in the future to better reflect the primary purpose of the position as the Center becomes College.

This position will remain an exempt from overtime under FLSA

### Admissions & Records Manager \*NEW ADDITION

There are no incumbents. In anticipation of the Center becoming a college, an in-depth analysis of the Admissions & Records classification resulting in Commission staff recommending the use of this classification at Clovis. The purpose of Admissions & Records Manager is to alleviate the work load and provide management assistance the Dean of Student Services. A new position is being recommended for Clovis with the recommended management classification.

This position will remain an exempt from overtime under FLSA

## Administrative Services

### Vice President, Administrative Services

The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091.  
This position will remain an exempt from overtime under FLSA.

### Custodial Supervisor \*NEW ADDITION

There are no incumbents. In anticipation of the Center becoming a college, an in-depth analysis of the Custodial Manager classification resulting in Commission staff recommending the use of this classification at Clovis. The purpose of Custodial Supervisor is to alleviate the work load and provide management assistance the Vice President, Administrative Services. A new position is being recommended for Clovis with the recommended management classification.

This position will remain an exempt from overtime under FLSA

### *Proposed Job Description Format*

Commission staff recognizes that classification specifications need to be sufficiently descriptive and explanatory in order to help an organization define its classification structure. Overall, Commission staff recommends that the District consider a new job description format, including rearranging existing sections, so that they contain the following information:

- **Classification Title** – As discussed above, the classification title provides a brief and descriptive designation of the type of work performed. The use of appropriate classification titles will help support a consistent classification structure. It should be understood that the classification title is selected to serve this purpose, and is not to be construed as limiting the use of working titles.



- **Definition** – This section is a general description of the work and includes a concise definition of the primary responsibilities assigned to positions in the classification. This section generally also references the level of supervision provided to positions in the classification.
- **Distinguishing Characteristics** – This section further describes the level of work, and provides comparisons to other levels within a series as appropriate.
- **Supervision Received** – This section outlines the supervision received and exercised by positions in the classification. Supervision received is primarily defined based on the following:
  - Immediate Supervision – The employee works in the presence of his/her supervisor or in a situation of close control and easy reference. Work assignments are given with explicit instructions or are so routine that few, if any, deviations from established practice are made without checking with the supervisor. This type of supervision is common to the entry level in office support, technical, and maintenance series.
  - General Supervision – Assigned duties require the exercise of judgment or choice among possible actions, sometimes without clear precedents and with concern for the consequences of the action. The employee may or may not work in proximity to his/her supervisor. This type of supervision typically pertains to the journey level in office support, technical, and maintenance series and to the entry level in professional series.
  - Direction – The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. This category is usually applied to office support, technical, and maintenance advanced journey-level positions in which employees are expected to operate with a reasonable degree of independence and to the journey level in professional series.
  - General Direction – The employee is responsible for a program or functions and is expected to carry out necessary activities independently, except as new or unusual circumstances require. This category is usually reserved for supervisory or higher-level positions.
  - Administrative Direction – The employee has broad management responsibility for a large program or set of related functions. Administrative direction is usually received in terms of goals; review is received in terms of level positions.
  - Policy Direction – This is usually reserved for executive level positions.
- **Supervision Exercised** – This section of the classification specification also identifies the type of supervision exercised by positions in the classification. Supervision exercised falls into the following categories:
  - Direct Supervision – The basic characteristics of direct supervision are the assignment of tasks; the observance, review, and evaluation of performance; the administration of line personnel functions, e.g., selection, discipline, grievance, privileges; and responsibility for the worker, as well as the work.
  - Indirect/Lead Supervision – This describes a form of authority over the work of employees that are not under direct supervision. In other words, the supervisor is responsible for the work but not for the worker. This type of supervision would include “lead worker” duties. All employees are expected to oversee the work of student workers.
- **Essential Job Functions** – This section provides a relatively complete list of the actual duties performed in positions allocated to this classification. It lists typical tasks that are common to positions of the classification and generally shows the range of duties performed by employees in the classification. The list is intended to be illustrative but not limiting. It is not intended to describe all the work performed in all positions allocated to the classification. Instead, it merely serves to illustrate the more typical portions of the work. The statement “performs other related duties as assigned” is included in all classification specifications to provide flexibility to management in assigning duties.
- **Auxiliary Job Functions** – This section describes additional typical duties that may also be performed in positions allocated to this classification, but are not essential job functions, such as assisting with duties that are essential to another classification.

- **Minimum Qualifications** – This section describes the minimum knowledge, abilities, licenses/certificates, education, experience and other qualifications that applicants for positions in the classification should possess in order to be qualified. Although this section outlines the desirable levels of experience, education, and/or training most likely to produce the desired knowledge and abilities, it should be stressed that this section is not intended to limit the District’s recruitment flexibility. Each classification specification states that “any combination of education, experience, and/or training that would likely provide the above-required knowledge, skills, and abilities is qualifying”. Note also that personal characteristics commonly required of all employees, such as honesty, integrity, freedom from habitual use of intoxicating beverages to excess, or drug addiction, should not be listed since they are implied as required qualifications for all classifications.
- **Physical/Psychological Demands** – This section provides a brief summary of the typical physical and mental demands for positions in the classification.
- **Work Conditions** – This section provides a brief summary of the typical work environment for positions in the classification.

In developing the District’s updated/new classification specifications, Commission staff made every attempt to include all of the known applicant requirements. While we are able to make needed corrections, we will offer the updated/new classification specifications as draft documents with the understanding that District staff may wish to recommend additional changes before they are adopted in order to ensure that they are fully consistent with Personnel Commission Rules.

All existing classification specifications in the Management and Confidential job families have been reviewed and would either be replaced or updated. Some required minor changes while others required substantial changes. Where a current classification specification did not exist for a body of work, one will be created. Where a new classification has been proposed, a new classification specification will also be created.

In general, in situations where Commission staff determined that proposed amendments to existing classification specifications would significantly alter the current level of the classification, Commission staff is recommending a new classification and recommends reclassifying the incumbent(s) to the new classification. In other situations, where Commission staff determined that minor updates to a classification are non-substantive and would not impact the overall level of the classification, or where Commission staff has recommended a title change to improve titling consistency within the classification structure and to comply with industry standards, Commission staff proposes amending and/or re-titling the classification and maintaining the incumbent in the existing classification.

## Allocation and Recommendations

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In analyzing the positions identified for in-depth analysis, we found that many of the District’s management and confidential positions are appropriately classified. Where we found inconsistency or areas to consolidate or create new classes, we have recommended that incumbents be reclassified to an appropriate classification. A table summarizing these proposed position allocations is provided in Appendix A.

Individual position allocation recommendations, listed by department, by current classification title to facilitate review, are provided in Appendix B.

Proposed occupational groupings are provided in Appendix C.

**Note: The proposed titles listed are working titles only. Final determination of classification titles and salary ranges will be based on finalized classification specifications, compensation surveys and internal equity.**

# Appendix A: Summary Table of Proposed Classifications

**Note: The proposed titles listed are working titles only. Final determination of classification titles and salary ranges will be based on finalized classification specifications, compensation surveys and internal equity.**

Current Management & Confidential Classification Structure	Proposed Management & Confidential Classification Structure
<b>District Office/Operations</b>	
<b>Chancellor's office</b>	
Executive Director of Public and Legislative Relations	Director of Communications, Marketing & External Relations
Executive Secretary to the Chancellor (Exempt Confidential)	Executive Assistant to the Chancellor (Exempt Confidential)
Administrative Secretary I – Confidential (Abolish)	Administrative Assistant (Confidential)
<b>SCCCD Foundation Office</b>	
Executive Director of Foundation	Executive Director, SCCC Foundation
Assistant Director, SCCC Foundation	Assistant Director, SCCC Foundation
<b>Office of the General Counsel</b>	
Administrative Secretary I – Confidential (Abolish)	Administrative Assistant (Confidential)
<b>Office of the Vice Chancellor, Finance &amp; Administration</b>	
Secretary to the Vice Chancellor (Confidential)	Assistant to the Vice Chancellor (Confidential)
<b>Finance</b>	
Director of Finance	Executive Director of Finance & Administration
Director of Purchasing	Director of Purchasing
Accounting Manager	Accounting Manager
<b>Payroll</b>	
Accounting Technician II – Payroll (Confidential)	Payroll Technician II (Confidential)
Accounting Technician I – Payroll (Confidential)	Payroll Technician I (Confidential)
None	Payroll Technician I (Confidential)
Accounting Clerk III – Payroll (Confidential)	Payroll Assistant
Accounting Clerk III – Payroll (Confidential)	Payroll Assistant
<b>District Operations</b>	
Associate Vice Chancellor, Business & Operations	Associate Vice Chancellor, Business & Operations
District Director of Capital Projects (Abolish)	
Director of Environmental Health & Safety	Director of Environmental Health & Risk Management
Director of Maintenance & Operations	Director of Maintenance & Operations
Chief of Police	Chief of Police
Police Lieutenant	Police Lieutenant
Construction Services Manager	Construction Services Manager
Grounds Services Manager	Grounds Services Manager
Lead Maintenance Person	Maintenance & Operations Supervisor
Lead Maintenance Person	Maintenance & Operations Supervisor
<b>Human Resources</b>	
Director of Human Resources	Director of Human Resources – Classified Director of Human Resources – Academic
EEO/Diversity & Staff Development Manager	EEO/Diversity & Staff Development Manager
Benefits Coordinator (Confidential)	Benefits Coordinator (Confidential)
Human Resources Management Analyst (Confidential) PPT	Human Resources Management Analyst (Confidential) FT
Senior Human Resources Technician (Confidential)	Human Resources Analyst – Classified (Confidential) Senior Human Resources Technician – Classified (Confidential)
Senior Human Resources Technician (Confidential)	Human Resources Analyst – Academic (Confidential) Senior Human Resources Technician – Academic (Confidential)
Human Resources Technician (Confidential)	Human Resources Technician – Classified (Confidential)
Human Resources Technician (Confidential)	Human Resources Technician – Academic (Confidential)
Secretary to the Vice Chancellor (Confidential)	Assistant to the Vice Chancellor (Confidential)

<b>Personnel Commission</b>	
Director of Classified Personnel	Director of Personnel Services
<b>Educational Services &amp; Institutional Effectiveness</b>	
Director, Center for International Trade	Director, Center for International Trade
Director, Grants and External Funding (Academic)	Duties Under Review
Director of Consortium (Academic)	Duties Under Review
Secretary to the Vice Chancellor (Confidential)	Assistant to the Vice Chancellor (Confidential)
<b>Enrollment Management, Admissions, Records &amp; Information Systems</b>	
<b>Information Systems</b>	
None	<del>Chief Information Officer</del>
Communications/Telephony Technician 1024	Communications/Telephony Technician 1024
Communications/Telephony Technician 1131	Communications/Telephony Technician 1131
Computer Operator/Information Technology Support 1124	Help Desk Technician 1124
Database Administrator 1137	Database Administrator 1137
Director of Information Systems 1033	District Director of Information Systems 1033
Distance Education/IT Support Technician 1136	Audio Visual Equipment Technician 1136
Financial Aid Systems Analyst 1175	Financial Aid Systems Analyst 1175
Lead Programmer Analyst 1061	Senior ERP Analyst 1061
Network Coordinator 1122	Network & Systems Technician 1122
None	<b>ADD</b> Database Analyst
None	<b>ADD</b> Network Administrator
Programmer Analyst 1021	Programmer Analyst 1021
Programmer Analyst 1022	Programmer Analyst 1022
Programmer Analyst 1023	Programmer Analyst 1023
Programmer Analyst 1048	Programmer Analyst 1048
Programmer Analyst 1054	Programmer Analyst 1054
Programmer Analyst 1173	Programmer Analyst 1073
Senior Systems and Network Analyst 1056	Senior Systems and Network Administrator 1056
<del>Webmaster 1025</del>	<del>Eliminate Position 1025</del>
Web Portal Administrator 1177	Web Portal Administrator 1177
<b>Enrollment Management, Admissions and Records</b>	
Admissions & Records Manager 1176	Admissions & Records Manager 1176
Student Services Specialist 1165	Student Services Assistant 1165

<b>Fresno City College</b>	
<b>Office of the President</b>	
College Director of Marketing and Communications	Director of Communications, Marketing & External Relations
Director of Institutional Research, Assessment & Planning (Academic)	Duties Under Review
Secretary to the President (Confidential)	Assistant to the President (Confidential)
<b>Public Information Office</b>	
Webmaster 8510	Webmaster 8510
<b>Technology Support Services</b>	
Audio Visual Assistant PPT 8506	Audio Visual Assistant FT 8506
Audio Visual Maintenance Technician 2087	Audio Visual Equipment Technician 2087
Director of Technology (Academic) 2698	Duties Under Review 2298
Distance Education/IT Support Tech 2059	Distance Education Systems Technician 2059
Library/Learning Resource Asst III 2091	Audio Visual Equipment Specialist 2091
Micro-Computer Resource Specialist 2150	Network & Systems Technician 2150
Micro-Computer Resource Specialist 2159	Network & Systems Technician 2159
Micro-Computer Resource Specialist 2160	Network & Systems Technician 2160
Micro-Computer Resource Specialist 2161	Network & Systems Technician 2161
Micro-Computer Resource Specialist 2289	Network & Systems Technician 2289
Micro-Computer Resource Specialist 2334	Network & Systems Technician 2334
Micro-Computer Resource Specialist 2401	Network & Systems Technician 2401
Micro-Computer Resource Specialist 2480	Network & Systems Technician 2480
Micro-Computer Resource Technician 2093	Network & Systems Technician 2093
Micro-Computer Resource Technician 2280	Network & Systems Technician 2280
Micro-Computer Resource Technician 8132	Network & Systems Technician 8132
<b>Micro-Computer Resource Technician</b>	<b>Network &amp; Systems Technician (BOT 9/15)</b>
<b>None</b>	<b>ADD Computer &amp; Network Operations Manager</b>
Network Coordinator 2007	Network Administrator 2007
Systems Technical Resources Analyst 8130	Systems Technical Resources Analyst 8130
<b>Office of Instruction</b>	
<b>Applied Technology Division</b>	
<b>Electronics/MicroComputer Res Tech 2115</b>	<b>Instructional Technician – Computer Lab 2115</b>
<b>Library</b>	
Library Technical Services Assistant 2089	Library Services Technician 2089
Library Services Assistant 2088	Library Services Technician 2088
Library/Learning Resource Asst III 2090	Library Services Specialist 2090
Library/Learning Resource Asst III 2094	Library Services Specialist 2094
Library/Learning Resource Asst III 2097	Library Services Specialist 2097
Library/Learning Resource Asst III 2275	Library Services Specialist 2275
Library/Learning Resource Asst III PPT 2487	Library Services Specialist PPT 2487
Library/Learning Resource Asst II 2095	Library Services Assistant 2095
Library/Learning Resource Asst II 2099	Library Services Assistant 2099
<b>Tutorial Assistant 2415</b>	<b>Instructional Technician – Computer Lab 2415</b>
<b>Office of Student Services</b>	
<b>Vice President of Student Services Office</b>	
Coordinator (Academic)	Duties Under Review
<b>Admissions &amp; Records</b>	
Admissions & Records Manager 2165	Director of Admissions & Records 2165
Admissions & Records Manager 2166	Admissions & Records Manager 2166
Student Services Specialist 2016	Student Services Technician 2016
Student Services Specialist 2127	Student Services Technician 2127
Student Services Specialist 2128	Student Services Technician 2128
Student Services Specialist 2129	Student Services Technician 2129
Student Services Specialist 2130	Student Services Technician 2130

Student Services Specialist 2147	Student Services Technician 2147
Evaluator 2001	Student Records Evaluator 2001
Evaluator 2071	Student Records Evaluator 2071
Evaluator 8521	Student Records Evaluator 8521
<b>Evaluator</b>	<b>Student Records Evaluator (BOT 9/15)</b>
<b>Evaluator</b>	<b>Student Records Evaluator (BOT 9/15)</b>
<b>Assessment</b>	
Assessment Coordinator 2243	Assessment Coordinator 2243
<b>CalWORKS</b>	
Director of CalWORKs (Academic) 2763	Duties Under Review 2763
Program Development Assistant 2274	CalWORKS Program Specialist 2274
CalWORKS Assistant 2335	CalWORKS Program Assistant 2335
<b>Career and Employment Center</b>	
Job Placement Coordinator 2250	Career Services Coordinator 2250
Job Developer 2157	<b>Eliminate Position 2157</b>
Job Developer 2264	<b>Eliminate Position 2264</b>
Job Developer 2411	Career Services Specialist 2411
Job Placement Specialist 2482	Career Services Specialist 2482
Student Personnel Services Specialist 2004	<b>Eliminate Position 2004</b>
<b>Counseling Services &amp; College Relations Office</b>	
College Relations Specialist 2061	Outreach Specialist 2061
College Relations Specialist 2225	Outreach Specialist 2225
College Relations Specialist 2226	Outreach Specialist 2226
College Relations Specialist 2481	Outreach Specialist 2481
Educational Advisor 2240	<b>Eliminate Position 2240</b>
Educational Advisor 8512	Educational Advisor 8512
Educational Advisor 8515	Educational Advisor 4020
Educational Advisor PPT 2496	Educational Advisor PPT 2496
Educational Advisor PPT 2497	Educational Advisor PPT 2497
Educational Advisor PPT 2498	Educational Advisor PPT 2498
Educational Advisor PPT 4020	Educational Advisor PPT 4020
<b>Student Services Specialist</b>	<b>Student Services Technician (BOT 9/15)</b>
Educational Advisor – Seasonal 2459	<b>Seasonal Student Advisor 2459</b>
Educational Advisor – Seasonal 2495	<b>Seasonal Student Advisor 2495</b>
Educational Advisor – Seasonal 2500	<b>Seasonal Student Advisor 2500</b>
Seasonal Student Advisor 8200	Seasonal Student Advisor 8200
Seasonal Student Advisor 8201	Seasonal Student Advisor 8201
Seasonal Student Advisor 8202	Seasonal Student Advisor 8202
Seasonal Student Advisor 8203	Seasonal Student Advisor 8203
Seasonal Student Advisor 8204	Seasonal Student Advisor 8204
Seasonal Student Advisor 8205	Seasonal Student Advisor 8205
Orientation Assistant 8064	Outreach Assistant 8064
<b>Disabled Student Programs &amp; Services DSPS</b>	
Job Developer 2247	Career Services Specialist 2247
Job Developer PPT 2281	<b>Eliminate Position 2281</b>
Educational Advisor 2112	Educational Advisor 2112
Educational Advisor 2471	<b>Eliminate Position 2471</b>
Student Services Specialist 2309	<b>Eliminate Position 2309</b>
Student Services Specialist 2406 (OA2)	Student Services Assistant 2406
DSPS Mobility Driver PPT 2407	DSPS Mobility Driver PPT 2407
DSPS Mobility Driver PPT 2408	DSPS Mobility Driver PPT 2408
DSPS Mobility Driver PPT 8522	DSPS Mobility Driver PPT 8522
<b>EOP&amp;S</b>	

Job Developer 2435	Eliminate Position 2435
Educational Advisor 2108	Educational Advisor 2108
Educational Advisor 2109	Educational Advisor 2109
Educational Advisor 2110	Educational Advisor 2110
Educational Advisor 2111	Educational Advisor 2111
<b>Financial Aid Office</b>	
Director of Financial Aid (Academic)	Duties Under Review
None	<b>ADD Financial Aid Manager</b>
Financial Aid Assistant II 2102	Financial Aid Officer 2102
Financial Aid Assistant II 2104	Financial Aid Officer 2104
Financial Aid Assistant II 2447	Financial Aid Officer 2447
Financial Aid Assistant II 2448	Financial Aid Officer 2448
Financial Aid Assistant I 2105	Financial Aid Specialist 2105
Financial Aid Assistant I 2106	Financial Aid Specialist 2106
Financial Aid Assistant I 2155	Financial Aid Specialist 2155
Financial Aid Assistant I 2190	Financial Aid Specialist 2190
Financial Aid Assistant I 2420	Financial Aid Specialist 2420
Financial Aid Assistant I 2428	Financial Aid Specialist 2428
Financial Aid Assistant I 2430	Financial Aid Specialist 2430
Financial Aid Assistant I 2444	Financial Aid Specialist 2444
Financial Aid Assistant I 2445	Financial Aid Specialist 2445
Financial Aid Assistant I 2446	Financial Aid Specialist 2446
Financial Aid Assistant I 2483	Financial Aid Specialist 2483
Scholarship Specialist 2103	Scholarship Specialist 2103
<b>Student Activities</b>	
Director of Student Activities (Academic)	Duties Under Review
College Center Assistant 2234	College Center Specialist 2234
College Center Assistant 2238	College Center Specialist 2238
College Center Assistant 8504	College Center Specialist 8504
College Center Assistant 8505	College Center Specialist 8505
<b>TRIO Programs</b>	
Director of TRIO Programs (Academic)	Duties Under Review
Upward Bound Assistant	Upward Bound Specialist
<b>Administrative Services</b>	
Vice President, Administrative Services	Vice President, Administrative Services
Bookstore Manager	Bookstore Manager - Districtwide
Assistant Bookstore Manager	Assistant Bookstore Manager
Custodial Manager	Custodial Manager
Accounting Supervisor	Business Office Supervisor
Print, Media and Communications Manager	Print, Media and Communications Manager
None	Custodial Supervisor
Administrative Assistant (Confidential)	Assistant to the Vice President

<b>Reedley College</b>	
<b>Office of the President</b>	
Public Information Officer	Director of Communications, Marketing & External Relations
Director of Technology (Academic)	Duties Under Review
Secretary to the President (Confidential)	Assistant to the President (Confidential)
<b>Computer &amp; Technology Services</b>	
Director of Technology - 3592	Duties Under Review
Micro-Computer Resource Technician – 3028	Network & Systems Technician - 3028
Micro-Computer Resource Technician – 3124	Network & Systems Technician - 3124
Micro-Computer Resource Technician – (DSPS)	Network & Systems Technician (DSPS)
Micro-Computer Resource Technician (Madera) - 4027	Network & Systems Technician (Madera) - 4027
Micro-Computer Resource Specialist - 3046	Network & Systems Technician – 3046
Micro-Computer Resource Specialist - 3047	Network & Systems Technician – 3047
Network Coordinator - 3132	Network Administrator - 3132
<b>Office of Instruction</b>	
<b>Library</b>	
Library Services Assistant 3027	Library Services Technician 3027
Library/Learning Resource Asst III 3029	Library Services Specialist 3029
Library/Learning Resource Asst III	Library Services Specialist
Library/Learning Resource Asst II 3030	Library Services Assistant 3030
Library Services Assistant 4005 MC	Library Services Technician 4005 MC
Library/Learning Resource Asst II PPT 4019 MC	Library Services Assistant PPT 4019 MC
<b>Vice President of Student Services</b>	
Residence Hall Supervisor	Residence Hall Manager
Assistant Residence Hall Supervisor – On Site	On Site Residence Hall Supervisor
None	<b>ADD College Center Coordinator</b>
College Center Assistant 3086	College Center Specialist 3086
College Center Assistant PPT	College Center Specialist PPT
<b>Admissions &amp; Records</b>	
Admissions & Records Manager 3126	Admissions & Records Manager 3126
Student Services Specialist 3005	Student Services Technician 3005
Student Services Specialist 3044	Student Services Technician 3044
Student Services Specialist MC 4048	Student Services Technician MC 4048
None	<b>ADD Student Records Evaluator</b>
<b>CalWORKS</b>	
CalWORKs Coordinator	Duties Under Review
<b>Career Resource Center</b>	
Title V Coordinator	Duties Under Review
Job Developer 3168	Career Services Specialist 3168
Student Services Specialist 3130	Pending Review
<b>Counseling Services</b>	
Assessment Coordinator 3166	Assessment Coordinator 3166
<b>Disabled Student Programs &amp; Services DSPS</b>	
Job Developer PPT 3110	<b>Eliminate Position 3110</b>
Job Developer PPT 3159	Career Services Assistant PPT 3159
None	<b>ADD Sign Language Interpreters</b>
None	<b>ADD Educational Advisor</b>
None	<b>ADD DSPS Mobility Driver PPT</b>



<b>EOP&amp;S</b>	
Educational Advisor 3169	Educational Advisor 3169
EOP&S Assistant 3152	EOP&S Assistant 3152
<b>Financial Aid Office</b>	
Director of Financial Aid (Academic)	Duties Under Review
Financial Aid Assistant II 3055	Financial Aid Officer 3055
Financial Aid Assistant II 3084	Financial Aid Officer 3084
Financial Aid Assistant II 4023 MC	Financial Aid Officer 4023 MC
Financial Aid Assistant I 3031	Financial Aid Specialist 3031
Financial Aid Assistant I 3111	Financial Aid Specialist 3111
Financial Aid Assistant I 3116	Financial Aid Specialist 3116
Financial Aid Assistant I 3117	Financial Aid Specialist 3117
Financial Aid Assistant I 3131	Financial Aid Specialist 3131
Financial Aid Assistant I 4024 MC	Financial Aid Specialist 4024 MC
<b>Outreach and Matriculation</b>	
Director of Student Success, Equity & Outreach 3165	Director of College Relations & Outreach 3165
Matriculation Outreach Coordinator	Duties Under Review
College Relations Specialist 3059	Outreach Specialist 3059
College Relations Specialist 3145	Outreach Specialist 3059
Educational Advisor 3032	Educational Advisor 3032
<b>Educational Advisor MC 4030</b>	<b>Outreach Specialist MC 4030</b>
Educational Advisor PPT 3167	Educational Advisor PPT 3167
Educational Advisor PPT 4051 MC	Educational Advisor PPT 4051 MC
<b>Upward Bound Program</b>	
Director of Grant Funded Programs	Duties Under Review
Upward Bound Coordinator 3120	<b>Eliminate Position 3120</b>
Upward Bound Assistant 3123	Upward Bound Specialist 3123
Upward Bound Assistant 3140	Upward Bound Specialist 3140
Upward Bound Assistant 3164	Upward Bound Specialist 3164
Upward Bound Assistant 4042 MC	Upward Bound Specialist 4042 MC
Upward Bound Assistant 4043 MC	Upward Bound Specialist 4043 MC
<b>Administrative Services</b>	
Vice President, Administrative Services	Vice President, Administrative Services
Building Services Manager	Custodial Manager
Food Services Manager	Food Services Manager
Accounting Supervisor	Business Office Supervisor

<b>Clovis Community College</b>	
<b>Office of the President</b>	
None	Director of Communications, Marketing & External Relations
None	Director of Technology
Secretary to the President (Confidential)	Assistant to the President (Confidential)
<b>Computer &amp; Technology Services</b>	
Director of Technology	Duties Under Review
Micro-Computer Resource Technician 5052	Network & Systems Technician 5052
Micro-Computer Resource Technician 5074	Network & Systems Technician 5074
Network Coordinator 5073	Network Administrator 5073
Webmaster 5075	Webmaster 5075
<b>Office of the Vice President of Instruction &amp; Student Services</b>	
Evening Coordinator	Duties Under Review
<b>Dean of Instruction</b>	
<b>Child Development Center</b>	
Child Development Lab School Manager 5079	Child Development Lab School Manager 5079
<b>Library</b>	
Library Services Assistant 5004	Library Services Technician 5004
Library/Learning Resource Asst III 5080	Library Services Specialist 5080
Library/Learning Resource Asst II PPT 5010	Library Services Assistant PPT 5010
<b>Dean of Student Services Office</b>	
<b>Admissions &amp; Records</b>	
None	<b>ADD</b> Admissions & Records Manager
Student Services Specialist 5070	Student Services Technician 5070
Student Services Specialist 5081	Student Services Technician 5081
None	<b>ADD Student Records Evaluator 2071</b>
<b>CalWORKS</b>	
<b>Career Services ADD</b>	
None	<b>ADD Career Services Coordinator</b>
None	<b>ADD Career Services Specialist</b>
<b>Counseling Services &amp; Outreach Office</b>	
Director of Student Success, Equity & Outreach 5063	Director of Student Success, Equity & Outreach 5063
College Relations Specialist 2061	Outreach Coordinator 2061
None	<b>ADD Outreach Specialist</b>
Educational Advisor 5065	Educational Advisor 5065
None	<b>ADD Educational Advisor (BOT 9/1)</b>
None	<b>ADD Assessment Technician (BOT 9/1)</b>
Seasonal Student Advisor 5082	Seasonal Student Advisor 5082
Seasonal Student Advisor 5083	Seasonal Student Advisor 5082
Orientation Assistant 5034	Outreach Assistant 5034
Orientation Assistant 5035	Outreach Assistant 5035
Orientation Assistant 5036	Outreach Assistant 5036
Orientation Assistant 5037	Outreach Assistant 5037
Orientation Assistant 5066	Outreach Assistant 5066
<b>College Center</b>	
None	<b>ADD College Center Coordinator</b>

College Center Assistant 5045	College Center Specialist 5045
<b>Disabled Student Programs &amp; Services DSPS</b>	
<b>Financial Aid Office</b>	
None	<b>ADD Director of Financial Aid</b>
College Financial Aid Manager 5017	Financial Aid Manager 5017
Financial Aid Assistant II 5058	Financial Aid Officer 5058
Financial Aid Assistant I 5056	Financial Aid Specialist 5056
Financial Aid Assistant I 5068	Financial Aid Specialist 5068
<b>Herndon Campus</b>	
<b>Training Institute</b>	
Sales and Marketing Coordinator 2456	PENDING
Program Development Assistant 2454	PENDING
Program Development Assistant 2455	PENDING
Program Development Assistant 2468	Eliminate Position 2468
<b>Administrative Services</b>	
Vice President, Administrative Services	Vice President, Administrative Services
None	Custodial Supervisor

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# Appendix B: Summary Table of Allocation Recommendations

(Sorted by Employee Last Name)

**Note: The proposed titles listed are working titles only. Final determination of classification titles and salary ranges will be based on finalized classification specifications, compensation surveys and internal equity.**

MANAGEMENT AND CONFIDENTIAL EMPLOYEES					
Last Name	First Name	Campus	Department	Current Classification Title	Recommended Position Allocation
Abraham	Saprina	District Office	Payroll	Accounting Clerk III–Payroll (Conf)	Payroll Assistant
Acosta	Nina	District Office	Chancellor’s Office	Exec Sec to the Chancellor (Ex Conf)	Exec Asst to the Chancellor (Ex Conf)
Ahrens	Shanna	Fresno City	Administrative Services	Accounting Supervisor	Business Office Supervisor
Alvarez	Leticia	Reedley	A & R	Admissions & Records Manager	Admissions & Records Manager
Angle	Perry	Fresno City	Student Services	Director of TRIO Programs (Academic)	Duties Under Review
Avila	Pedro	District Office	EM, A&R & IS	Asst to the Chancellor, EM, A&R & IS	Limited-term Classification
Barbeiro	Janet	District Office	Ed Services & Inst Eff	Secretary to the Vice Chancellor (Conf)	Assistant to the Vice Chancellor (Conf)
Barthold-McKay	Doris	District Office	Chancellor’s Office	Administrative Secretary I (Conf)	Administrative Assistant (Confidential)
Bengtson	John	District Office	EM, A&R & IS	Director of Information Systems	Director of Information Systems
Berry	Donna	Reedley	Administrative Services	Vice President, Administrative Services	Vice President, Administrative Services
Bibb	Leroy	District Office	Operations	Lead Maintenance Person	Maintenance & Operations Supervisor
Billings	Glynnna	District Office	Finance & Admin	Accounting Manager	Accounting Manager
Brase	Elizabeth	District Office	Payroll	Accounting Clerk III – Payroll (Conf)	Payroll Assistant
Bremer	Cristina	Fresno City	President’s Office	College Dir. of Marketing & Comm.	Director of Comm, Mktg & Extrn Rel
Burgess	James	Reedley	Administrative Services	Building Services Manager	Building Services Manager
Campbell	Samerah	District Office	Human Resources	Director of Human Resources	Director of Human Resources-Classified
Cannon	Candace	Clovis	Student Services	College Financial Aid Manager	College Financial Aid Manager
Conner	Shelly	District Office	Ed Services & Inst Eff	Director of Grants (Academic)	Duties Under Review
Cortes	Christina	Reedley	Student Services	Director of Financial Aid (Academic)	Duties Under Review
Cousineau	Darren	District Office	Operations	Director of Environmental Hlth & Saf	Director of Risk Mgmt. & Env. Hlth
Cunningham	John	Reedley	Administrative Services	Food Services Manager	Food Services Manager
Edwards	Sandi	District Office	Human Resources	Sr. Human Resources Technician (Conf)	Sr. HR Technician-Academic (Conf)
Foth	Glen	District Office	Operations	Grounds Services Manager	Grounds Services Manager
Gaines	Richard	District Office	Police	Police Lieutenant	Police Lieutenant
Garza	Frances	District Office	Human Resources	Benefits Coordinator (Confidential)	Benefits Coordinator (Confidential)
Gerety	Emily	Reedley	President’s Office	Secretary to the President (Conf)	Assistant to the President (Conf)
Gomez	Elba	District Office	Personnel Commission	Director of Classified Personnel	Director of Personnel Services
Gonzalez	Patricia	District Office	Finance & Admin	Secretary to the Vice Chancellor (Conf)	Assistant to the Vice Chancellor (Conf)
<b>Guerrero</b>	<b>Rico</b>	<b>District Office</b>	<b>Foundation</b>	<b>Exec Director of Foundation</b>	<b>Exec Director, SCCC Foundation</b>
Harrison	Richard	Fresno City	Administrative Services	Print, Media & Comm Manager	Communications & Media Ctr Manager
Hartman	Bruce	District Office	Police	Chief of Police	Chief of Police
Henderson	Sean	Fresno City	Student Services	Director of Student Activities	Duties Under Review
Her	Yer	District Office	Human Resources	Sr. Human Resources Technician (Conf)	Sr. HR Technician-Classified (Conf)
Holman	Pauline	District Office	Human Resources	EEO/Diversity & Staff Dev Manager	EEO/Diversity & Staff Dev Manager
Hopper	Lorrie	Clovis	Administrative Services	Vice President, Administrative Services	Vice President, Administrative Services
Hutchison	Kelli	District Office	Payroll	Accounting Technician II-Payroll (Conf)	Payroll Technician II (Conf)
<b>Kohler</b>	<b>Richard</b>	<b>Reedley</b>	<b>Student Services</b>	<b>Asst Residence Hall Sup – Onsite</b>	<b>On Site Residence Hall Supervisor</b>
Lewis	Jo	District Office	General Counsel	Administrative Secretary I (Conf)	Administrative Assistant (Confidential)

Lippmann	Frances	Fresno City	A & R	Admissions & Records Manager	Director of Admissions & Records
Little	Linda	Clovis	President's Office	Secretary to the President (Conf)	Assistant to the President (Conf)
Lopez	Donald	Fresno City	President's Office	Director of Technology (Academic)	Duties Under Review
Mallory	Lynn	Fresno City	Administrative Services	Administrative Assistant (Confidential)	Assistant to the Vice President
Matz	Katherine	District Office	Human Resources	Secretary to the Vice Chancellor	Assistant to the Vice Chancellor
McAndrews	Lisa	Reedley	Student Services	Resident Hall Supervisor	Residence Hall Manager
Morton	Lori	District Office	Ed Services & Inst Eff	Director of Consortium	Duties Under Review
New	Pos1	District Office	Human Resources		Director of Human Resources-Academic
New	Pos2	District Office	Human Resources		HR Analyst-Academic (Conf)
New	Pos3	District Office	Human Resources		HR Analyst-Classified (Conf)
New	Pos4	District Office	Payroll		Payroll Technician I (Conf)
New	Pos5	Fresno City	Administrative Services		Custodial Supervisor
New	Pos6	Reedley	Instruction		Farm Manager
New	Pos7	Clovis	President's office		Director of Comm, Mktg & Extn Rel
New	Pos8	Clovis	President's Office		Director of Technology
New	Pos9	Clovis	Student Services		Admissions & Records Manager
New	Pos10	Clovis	Administrative Services		Custodial Supervisor
<b>New</b>	<b>Pos11</b>	<b>Fresno City</b>	<b>Technology Services</b>		<b>Computer &amp; Network Oper Manager</b>
Nies	Linda	Reedley	Administrative Services	Accounting Supervisor	Business Office Supervisor
Quesada	Kim	Fresno City	President's Office	Secretary to the President (Conf)	Assistant to the President (Conf)
Rios	Alicia	District Office	Ed Services & Inst Eff	Director, Center for International Trade	Director, Center for International Trade
Ruiz	Lucy	Reedley	President's Office	Public Information Officer	Director of Comm, Mktg & Extn Rel
Tapia-Wright	Diana	Reedley	Student Services	Director of Grant Fund Prg (Academic)	Duties Under Review
Tippins	Kira	Fresno City	Student Services	Director of Financial Aid (Academic)	Duties Under Review
<b>Saari</b>	<b>Nathan</b>	<b>Reedley</b>	<b>Student Services</b>	<b>Director of SS, Equity &amp; Outreach</b>	<b>Dir of College Relations &amp; Outreach</b>
Sakaguchi	Gary	Reedley	President's Office	Director of Technology (Academic)	Duties Under Review
Schofield	William	District Office	Finance & Admin	Director of Finance	Exec Director of Finance & Admin
Sihota Hebert	Gurdeep	District Office	Foundation Office	Exec Director of Foundation	Exec Director, SCCC Foundation
Simms	Carl	District Office	Operations	Director of Maintenance & Operations	Director of Maintenance & Operations
<b>Slater</b>	<b>Emilee</b>	<b>Fresno City</b>	<b>Student Services</b>	<b>Dir of College Relations &amp; Outreach</b>	<b>Dir of College Relations &amp; Outreach</b>
Souaykoumane	Melissa	District Office	Human Resources	Human Resources Technician (Conf)	HR Technician-Classified (Conf)
<b>Miktarian</b>	<b>Christine</b>	<b>District Office</b>	<b>Operations</b>	<b>AVC, Business &amp; Operations</b>	<b>AVC, Business &amp; Operations</b>
Sullivan	Cheryl	Fresno City	Administrative Services	Vice President, Administrative Services	Vice President, Administrative Services
<b>Vacant</b>	<b>Pos1</b>	<b>Clovis</b>	<b>Instruction</b>	<b>Child Development Lab Manager</b>	<b>Child Development Lab Manager</b>
<b>Vacant</b>	<b>Pos2</b>	<b>Clovis</b>	<b>President's Office</b>	<b>College Director of Marketing &amp; Comm</b>	<b>Director of Comm, Mktg &amp; Public Rel</b>
<b>Vacant</b>	<b>Pos3</b>	<b>Clovis</b>	<b>President's Office</b>	<b>Director of Institutional Research</b>	<b>Director of Institutional Research</b>
<b>Vacant</b>	<b>Pos4</b>	<b>Clovis</b>	<b>President's Office</b>	<b>Director of Technology</b>	<b>Director of Technology</b>
Vacant	Pos5	District Office	Chancellor's Office	Exec Dir. Public & Legislative Relations	Exec Dir. Public & Legislative Relations
Vacant	Pos6	District Office	Human Resources	Human Resources Technician (Conf)	HR Technician-Academic (Conf)
<b>Vacant</b>	<b>Pos7</b>	<b>District Office</b>	<b>Foundation Office</b>	<b>Asst Director, SCCC Foundation</b>	<b>Eliminate Position</b>
<b>Vacant</b>	Pos8	District Office	Operations	Construction Services Manager	<b>Director of Construction Services</b>
Vacant	Pos8	District Office	Operations	Lead Maintenance Person	Maintenance & Operations Supervisor
Vacant	Pos9	Fresno City	Administrative Services	Bookstore Manager	Bookstore Manager - Districtwide
Vacant	Pos10	Fresno City	Administrative Services	Assistant Bookstore Manager	Assistant Bookstore Manager
Vacant	Pos11	Fresno City	Administrative Services	Custodial Manager	Custodial Manager
<b>Vacant</b>	Pos12	Reedley	Instruction	Farm Production Supervisor	<b>Farm Supervisor</b>
Vindiola	Virginia	District Office	Payroll	Accounting Technician I-Payroll (Conf)	Payroll Technician I (Conf)
Vogt	Randy	District Office	Finance & Admin	Director of Purchasing	Director of Purchasing
Watts	Anne	Fresno City	Student Services	Director of CalWORKs	Duties Under Review
Zhai	Lijuan	Fresno City	President's office	Director of IR, Assessment & Plng (Aca)	Duties Under Review

# Appendix C: Summary Table of Occupational Groups

(Management and Confidential only)

**Note: The proposed titles listed are working titles only. Final determination of classification titles and salary ranges will be based on finalized classification specifications, compensation surveys and internal equity.**

## ADMINISTRATION SERIES

CLASSIFICATIONS	SALARY RANGE
<b><u>FINANCE &amp; ADMINISTRATION GROUP</u></b>	
Associate Vice Chancellor, Business & Operations	TBD
Vice President, Administrative Services	TBD
Executive Director of Finance & Administration	TBD
Director of Purchasing	TBD
Accounting Manager	TBD
Business Office Supervisor	TBD
<b><u>COMMUNICATIONS &amp; PUBLIC RELATIONS GROUP</u></b>	
Director of Communications, Public & Legislative Relations	TBD
Communications & Media Center Manager	TBD
<b><u>HUMAN RESOURCES/PERSONNEL GROUP</u></b>	
Director of Classified Personnel & Employment Services	TBD
Director of Human Resources – Academic	TBD
Director of Human Resources – Classified	TBD
EEO/Diversity & Staff Development Manager	TBD
<b><u>RESOURCE DEVELOPMENT GROUP</u></b>	
Executive Director, SCCC Foundation	TBD
Director, Center for International Trade	TBD
Assistant Director, SCCC Foundation	TBD
<b><u>POLICE AND SAFETY GROUP</u></b>	
Chief Police	TBD
Police Lieutenant	TBD

## FACILITIES SERIES

CLASSIFICATIONS	SALARY RANGE
<b><u>BUILDING &amp; CUSTODIAL SERVICES GROUP</u></b>	
Building Services Manager	TBD
Custodial Services Manager	TBD
Custodial Supervisor	TBD
<b><u>CONSTRUCTION GROUP</u></b>	
Construction Services Manager	TBD

<b>CLASSIFICATIONS</b>	<b>SALARY RANGE</b>
<b><u>ENVIRONMENTAL HEALTH &amp; RISK MANAGEMENT GROUP</u></b>	
Director of Environmental Health & Risk Management	TBD
<b><u>MAINTENANCE &amp; OPERATIONS GROUP</u></b>	
Director of Maintenance & Operations	TBD
Maintenance & Operations Supervisor	TBD
<b><u>GROUNDS MAINTENANCE GROUP</u></b>	
Ground Services Manager	TBD

### INFORMATION TECHNOLOGY SERIES

<b>CLASSIFICATIONS</b>	<b>SALARY RANGE</b>
<b><u>INFORMATION SYSTEMS GROUP</u></b>	
District Director of Information Systems	TBD
<b><u>COMPUTER AND NETWORK SUPPORT GROUP</u></b>	
Director of Technology Services	TBD
Computer & Network Operations Manager	TBD
Senior Network and Systems Administrator	TBD
Network Administrator	TBD
Network and Systems Technician	TBD
Help Desk Technician	TBD
Audio Visual Equipment Technician	TBD
Audio Visual Equipment Specialist	TBD
Audio Visual Equipment Assistant	TBD
<b><u>SYSTEMS &amp; PROGRAMMING GROUP</u></b>	
Senior ERP Administrator	TBD
Database Administrator	TBD
Database Analyst	TBD
Programmer Analyst	TBD
Financial Aid Systems Analyst	TBD
<b><u>WEB GROUP</u></b>	
Web Portal Administrator	TBD
Webmaster	TBD

### INSTRUCTIONAL SERVICES SERIES

<b>CLASSIFICATIONS</b>	<b>SALARY RANGE</b>
<b><u>AGRICULTURAL GROUP</u></b>	
Farm Production Supervisor	TBD
<b><u>ATHLETICS GROUP</u></b>	

<b>CLASSIFICATIONS</b>	<b>SALARY RANGE</b>
<b><u>INSTITUTIONAL RESEARCH GROUP</u></b>	
<b><u>INSTRUCTIONAL ASSISTANCE GROUP</u></b>	
Child Development Lab Manager	TBD
Early Childhood Education Specialist	TBD
Early Childhood Education Associate	TBD
<b><u>INSTRUCTIONAL RESOURCES GROUP</u></b>	
Distance Education Systems Technician	TBD
Sales and Marketing Coordinator	TBD
Sign Language Interpreter Coordinator	TBD
<b><u>LABORATORY TECHNICAL GROUP</u></b>	
<b><u>LIBRARY GROUP</u></b>	
Library Services Technician	TBD
Library Services Specialist	TBD
Library Services Assistant	TBD
<b><u>PERFORMING ARTS GROUP</u></b>	

## OFFICE SUPPORT SERIES

<b>CLASSIFICATIONS</b>	<b>SALARY RANGE</b>
<b><u>ADMINISTRATIVE ASSISTANCE/SUPPORT GROUP</u></b>	
Executive Assistant to the Chancellor (Confidential)	TBD
Assistant to the Vice Chancellor (Confidential)	TBD
Assistant to the President (Confidential)	TBD
Assistant to the Vice President	TBD
Administrative Assistant (Confidential)	TBD
<b><u>HUMAN RESOURCES/PERSONNEL SUPPORT GROUP</u></b>	
Benefits Coordinator (Confidential)	TBD
Human Resources Management Systems Analyst (Confidential)	TBD
Human Resources Analyst – Academic (Confidential)	TBD
Human Resources Analyst – Classified (Confidential)	TBD
Senior Human Resources Technician – Academic (Confidential)	TBD
Senior Human Resources Technician – Classified (Confidential)	TBD
Human Resources Technician – Academic (Confidential)	TBD
Human Resources Technician – Classified (Confidential)	TBD
Human Resources Assistant	TBD
<b><u>OFFICE/SECRETARIAL SUPPORT GROUP</u></b>	



<b>CLASSIFICATIONS</b>	<b>SALARY RANGE</b>
<b><u>PAYROLL SUPPORT GROUP</u></b>	
Payroll Technician II (Confidential)	TBD
Payroll Technician I (Confidential)	TBD
Payroll Assistant	TBD
<b><u>TECHNICAL SUPPORT GROUP</u></b>	

**POLICE SERIES**

<b>CLASSIFICATIONS</b>	<b>SALARY RANGE</b>
<b><u>POLICE GROUP</u></b>	

**STUDENT SERVICES SERIES**

<b>CLASSIFICATIONS</b>	<b>SALARY RANGE</b>
<b><u>ADMISSIONS &amp; RECORDS GROUP</u></b>	
Director of Admissions & Records	TBD
Admissions & Records Manager	TBD
Admissions & Records Technician	TBD
Student Records Evaluator	TBD
Admissions & Records Specialist	TBD
Admissions & Records Assistant	TBD
<b><u>BOOKSTORE GROUP</u></b>	
Bookstore Manager - Districtwide	TBD
Assistant Bookstore Manager	TBD
<b><u>FINANCIAL AID GROUP</u></b>	
Director of Financial Aid	TBD
Financial Aid Manager	TBD
Financial Aid Officer	TBD
Financial Aid Specialist	TBD
Financial Aid Assistant	TBD
<b><u>FOOD SERVICES GROUP</u></b>	
Food Services Manager	TBD
Cook	TBD
Food Services Worker	TBD
Food Services Cashier	TBD
<b><u>RESIDENCE HALL GROUP</u></b>	
Residence Hall Manager	TBD
On Site Residence Hall Supervisor	TBD
<b><u>STUDENT OUTREACH GROUP</u></b>	
Director of Student Success, Equity & Outreach	TBD

<b>CLASSIFICATIONS</b>	<b>SALARY RANGE</b>
Director of College Relations & Outreach	TBD
Outreach Coordinator	TBD
Outreach Specialist	TBD
Outreach Assistant	TBD
Seasonal Outreach Assistant	TBD
<b><u>SPECIAL SERVICES GROUP</u></b>	
Training Development Coordinator	TBD
CalWORKs Program Specialist	TBD
Upward Bound Specialist	TBD
CalWORKs Program Assistant	TBD
<b><u>STUDENT SERVICES GROUP</u></b>	
Assessment Coordinator	TBD
Career Services Coordinator	TBD
College Activities Coordinator	TBD
Assessment Technician	TBD
Career Services Specialist	TBD
College Activities Specialist	TBD
Educational Advisor	TBD
Seasonal Student Services Advisor	TBD
Student Services Specialist	TBD

DRAFT

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

Presented to the Personnel Commission:

Date: August 26, 2015

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SUBJECT:      Consideration and Approval of Eligibility  
                 Lists

ENCLOSURES:  
Eligibility Lists

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 15-35

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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.

# SCHOLARSHIP SPECIALIST

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500087	59	45	1	13	10	8

## Oral Board Raters

Christina Cazares, Financial Aid Assistant I, SCCC  
 Kimberly Duong, Accounting Technician II, SCCC  
 Donald Larson, Foundation Member, Retired

## 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	2	0	2	22	7	2	0	1	36
Male	3	0	2	7	7	2	0	0	21
No Answer	0	0	0	0	0	0	0	2	2
<b>Total</b>	5	0	4	29	14	4	0	3	59

\*\* Failed MQ: 44 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/sccd>

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

## SCHOLARSHIP SPECIALIST

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

### Definition:

Under general supervision performs a variety of complex and specialized work relating to student scholarships, financial aid, accounting and outreach.

### Compensation:

Starts at \$3,778.92 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 \$21.80 per hour with limited benefits.

### Examples of Duties:

Performs a wide variety of difficult and specialized clerical duties and records maintenance functions in support of benefit programs and workers compensation including but not limited to:

- Performs technical administrative work in support of the scholarship program including accounting, outreach and other areas.
- Provides information, assistance, and advice to students, parents, faculty, staff, and the public regarding the financial aid and scholarship processes, policies, Title IV regulations and operational procedures.
- Interviews and assists students with scholarship requirements.
- Initiates, processes, and tracks student scholarship awards, check requests, and donation credits and debits.
- Tracks and monitors scholarship fund accounts held by the college.
- Evaluates scholarship applications and supporting documents for accuracy, clarity and completeness according to federal and state laws, policies, and donor criteria to determine eligibility.
- Analyzes and determines student awards based on individual student characteristics and other related factors.
- Communicates with donors to determine eligibility in the event of special circumstances.
- Prepares scholarship award packages.
- Reviews student enrollment/registration prior to making payment to ensure criteria has been met.
- Monitors students' academic progress to evaluate initial and continued scholarship eligibility.
- Ensures proper communication of and compliance with District policies and procedures.
- Interprets and implements federal and state guidelines with respect to scholarship programs and services.
- Develops and distributes outreach materials.
- Organizes, participates, and conducts training sessions, meetings, financial aid orientations, outreach programs, and workshops for current and prospective students, as well as the public, college/community groups and organizations, to explain financial aid and scholarship regulations, requirements and application procedures.
- Reconciles records and collects data and statistics to prepare complex statistical and narrative reports for internal and state/federal agency use.
- Composes correspondence regarding scholarship issues.
- Analyzes scholarship statistical reports.
- Establishes and maintains effective working relationships with administrators, faculty, staff, students and donors with written and oral communication.
- Maintains and updates the online scholarship applications and website using the Internet and online scholarship management software.
- Designs and develops promotional materials, such as brochures, flyers, and the annual scholarship catalog.
- Creates, compiles and maintains confidentiality of sensitive information and records in compliance with the Family Educational Rights and Privacy Act (FERPA).
- Plans and organizes large receptions and events such as the annual scholarship ceremony, which includes preparing and mailing invitations and award letters, tracking on-line RSVP's, arranging seating assignments, coordinating catering, reserving facilities, contacting vendors, and recruiting ushers and volunteers.
- Reviews scholarship applications using online scholarship software to determine qualifications based on pre-established criteria and disseminates applications to donors.
- Certifies AmeriCorps vouchers and performs financial needs analysis as needed for a variety of scholarships.
- Enters and retrieves data using current common software applications.
- Provides information to individuals on how to establish a scholarship, the selection process, and options for disbursing scholarship funds.
- Works closely with SCCC Foundation staff to ensure proper donor relations.
- Performs other duties as assigned.

**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.**

## **Required Employment Standards:**

### **Education and Experience**

Any combination equivalent to: Associate's degree preferably with a major in the field of Communications, Public Relations, Marketing or related field and responsible experience (2 years or more) performing complex duties in support of a scholarship program in an educational setting.

### **Licenses/Certificates**

Valid Driver's License is required.

### **Knowledge**

- Knowledge of methods, practices and procedures used in scholarship administration and disbursement.
- Knowledge of methods and practices of public communication, outreach and involvement, including marketing and fundraising techniques.
- Knowledge of pertinent Federal, State and local codes, laws, regulations, policies and procedures related to the distribution and monitoring of scholarships.
- Knowledge of record keeping and report preparation techniques to ensure information is accurately presented.
- Knowledge of event fundraising and donor recruitment and tracking.
- Knowledge of vendor and contract services needed for event planning.
- Knowledge of activities associated with accounting, budget and transaction processing.
- Knowledge of basic math including addition, subtraction, multiplication, and division.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

### **Skills**

- Skill to convey scholarship and financial aid information in accordance with related laws, ordinances, regulations, and established procedures.
- Skill to analyze scholarship applications to determine eligibility and awards.
- Skill to plan, prepare special events and develop materials needed.
- Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge.
- Skill to utilize non-profit management database and query tools to extract data from databases for interpreting and communicating information.
- Skill to conduct research and prepare reports as required.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and department schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

### **Abilities**

- Ability to understand and interpret all aspects of the scholarship process.
- Ability to disperse scholarship information according to established procedures and administer scholarship funds to qualified applicants.
- Ability to plan, organize and conduct scholarship meetings with donors and scholarship committee members.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultants, vendors, and the public.
- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Ability to learn federal, state, and local laws and regulations such as Title IV, FERPA and others that relate to scholarship administration.
- Ability to interpret and apply college and district policies and procedures.
- Ability to learn the donor database software in use by the Foundation.
- 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.

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**Required  
Employment  
Standards  
(con't):**

- 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**

- 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)
- 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 such as sitting on the floor and standing from floor seated position. (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 such as squatting to speak at a child's eye level. (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 seeing children across the playground. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with art materials. (Color Discrimination)
- Part of vision that occurs outside the very center of gaze allowing the individual to see objects, movement or sharp contrasts toward the edges of the visual field. (Peripheral Vision)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)
- Tell from what direction a sound is coming from. (Sound Localization)

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

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

**Working  
conditions  
which may  
occur:**

- Schedule changes may frequently occur based on business needs.
- 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.

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# SCHOLARSHIP SPECIALIST

**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 (45% weight) and an oral interview examination (55% 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, 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, JUNE 18, 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:**

**Wednesday, May 27, 2015, 4:30 PM.**

Posted: 05/05/15

Pay Range: Regular Classified 54

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# PHYSICAL EDUCATION ATTENDANT

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Performance	Eligible
201500105	34	19	4	11	8	5

## Performance Exam Raters

Jennifer Branshaw, College Trainer, Reedley College  
 Erik Walker, Coach, Liberty High School  
 Karen Elliott, Office Assistant III, Reedley College  
 Julie Davidson, Office Assistant III, Reedley College

## 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	5	2	1	0	0	8
Male	0	0	3	8	11	2	0	0	24
No Answer	0	0	1	0	0	0	0	1	2
<b>Total</b>	0	0	4	13	13	3	0	1	34

\*\* Failed MQ: 18 - Experience; 1 – Incomplete application

Prepared by Vince Tafoya – State Center Community College District



# 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

## PHYSICAL EDUCATION ATTENDANT

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

- Definition:** Under direction performs duties related to the maintenance, issuance and set up of physical education equipment.
- Compensation:** Starts at \$2,885.92 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 \$16.65 with limited benefits.
- Examples of Duties:** Duties include set up for various PE classes, repair and maintain working condition of various PE equipment, wash, dry and fold towels and athletic team uniforms, issue and receive PE supplies and equipment, order, receive and process supplies and equipment. Assign and review the work of student assigned to the department. Perform other related duties as needed.
- Required Employment Standards:**
- Education:** Formal or informal education equivalent to completion of the twelfth grade.
- Experience:** Experience in athletic equipment related to a collegiate sports program and in performing first aid for athletes.
- Licenses/Certificates:** A valid driver's license is required.
- Knowledge and Abilities:** Knowledge of equipment used in volleyball, weight lifting, badminton, and basketball, safety procedures related to the use and maintenance of athletic equipment. Skill to accurately and effectively maintain a combination lock system used in locker security and to assist in the inventorying of physical education equipment and apparel, perform simple mathematical calculations, assemble physical education equipment from written instructions, identify unsafe and non-secured equipment or situations, and use a "yard vac" machine. 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 competency test (45% weight) and a performance examination (55% 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 10 highest scoring candidates from the competency exam, plus ties, will be invited to the performance exam. Passing score is 75% out of 100% on each testing section.

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.

**TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, JULY 1, 2015**

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

**Filing Deadline: MONDAY, JUNE 15, 2015, 4:30 PM.**  
Posted: 05/22/15

Pay Range: Regular Classified Range 43

# DEPARTMENT SECRETARY

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	E16ligible
201500090	108	23	46	39	17	16

## Oral Board Raters

Keelin McCabe, Administrative Assistant, SCCC  
 Mary DeLaCerde, Administrative Assistant, Madera USD  
 Christie Kiessling, Administrative Staff, Baker Peterson & Franklin

## 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	2	1	6	47	34	9	0	1	100
Male	0	0	0	2	4	0	0	0	6
No Answer	0	0	0	0	0	0	0	2	2
<b>Total</b>	2	1	6	49	38	9	0	3	108

**\*\* Failed MQ: 21-- Experience; 2-- 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

## DEPARTMENT SECRETARY

The eligibility list, which will be valid for at least one year, will be used to fill full and part-time positions in this classification. Current vacancy is at the Clovis Community College Center.

- Definition:** Under direction performs basic to moderately difficult secretarial and clerical duties.
- Compensation:** Starts at \$2,956.83 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 \$17.06 per hour with no benefits, except sick leave and vacation.
- Examples of Duties:** Performs a wide variety of secretarial work, including typing, proof-reading, filing, checking, drafting correspondence and recording information from rough drafts, notes, or general instructions. Files materials, prepares mailings, and duplicates materials. Tracks budget expenditures and money collected. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Answers telephone and serves as office receptionist. Schedules and cancels appointments. Enters and retrieves data from computer system in appropriate format. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Formal and informal education equivalent to completion of the twelfth grade
- Experience:** Responsible secretarial/clerical experience in an office environment.
- Knowledge and Abilities:** Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with student, 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 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.
- APPLICANTS MUST SUBMIT AN ONLINE APPLICATION BETWEEN 06/30/2015 – 07/02/2015.**  
**APPLICATIONS WILL NOT BE ACCEPTED ON ANY OTHER DATE.**
- COMPETENCY TESTING TENTATIVELY SCHEDULED FOR THURSDAY, JULY 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>. Resumes may be uploaded but cannot be used in lieu of a completed application.

**Filing Deadline:** THURSDAY, JULY 2 2014, 4:30 PM.  
Posted: 06/11/15

Pay Range: Regular Classified Range 44

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.

# UPWARD BOUND ASSISTANT

Recruitment ID 201500000	Applicants 167	Failed MQ** 62	Failed Competitive 74	Took Competency 31	Took Oral 16	E16ligible
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## Oral Board Raters

John Yang, Upward Bound Assistant, SCCC  
Jazmin Joya, Civil Registrar, Mexican Consulate

## 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	18	68	21	7	0	4	123
Male	5	1	6	20	7	2	0	1	42
No Answer	0	0	0	0	0	0	0	2	2
<b>Total</b>	10	1	24	88	28	9	0	7	167

\*\* Failed MQ: 57-- 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

## UPWARD BOUND ASSISTANT

**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. The current vacancy is at Reedley College.**

- Definition:** Under direction assists secondary students from low income families to pursue and further their educational goals.
- 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 with limited benefits.
- Examples of Duties:** Performs a variety of duties including assisting secondary grade students and parents in application and documentation for enrollment into a categorically funded project; assists high school seniors with completing financial aid, scholarship and grant forms; conducting project orientation sessions; assisting students with career guidance goals; administering student assessment instruments to determine strengths and weaknesses; collaborating with appropriate staff to score assessment instruments; determining appropriate course placement based upon assessment scores; planning and scheduling academic, social, and cultural activities by devising a Master Calendar of Events for project students; identifying students for remedial follow-up who demonstrate academic deficiencies in one or more high school courses; providing in-service training for tutorial staff; monitoring and evaluating the effectiveness of tutorial staff; maintaining student records; entering and retrieving data on computer utilizing TRIO Tracking or similar software; researching and drafting proposals for funding; collaborating with appropriate staff to identify and recruit project participants; may perform other duties as needed.
- Required Employment Standards:**
- Education:** Bachelor's Degree.
- Experience:** Experience working with culturally diverse clientele to provide various types of student support services (including: tutorial, instructional, personal/academic advising, assessments, career information, financial aid, scholarships, grants).
- Licenses/Certificates:** A valid driver's license is required.
- Knowledge and Abilities:** Knowledge of high school, college, and community resources, including the ability to know and use key contacts within secondary and post-secondary institutions to better assist secondary grade students; basic interviewing skills, research, advising, budgeting, and clerical skills. Skill to compile statistical data; communicate with students for whom English is not a primary language; communicate technical information to students and groups with limited technical backgrounds; record and effectively document transactions; and analyze transcripts and other records. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. 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

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.

(No Weight). The examination process will also include a competency test (60% weight) and an oral interview examination (40% weight).

**Examination  
Process: (cont.)**

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, JULY 8 AND THURSDAY JULY 9, 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: MONDAY, JUNE 22, 2015, 4:30 PM.**

Posted: 06/01/15

Pay Range: Regular Classified Range 52



# MICRO-COMPUTER SPECIALIST

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500119	39	8	10	21	10	10

## Oral Exam Raters

Donna Baker-Geidner, Micro-Computer Resource Technician, Reedley College  
 Armen Megerdichain, Information Services Supervisor, City of Fresno

## 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	0	1	8	12	12	4	0	0	37
No Answer	0	0	0	0	0	0	0	1	1
<b>Total</b>	0	1	8	12	13	4	0	1	39

**\*\* Failed MQ: 5 - Experience; 2 – Education; 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/sccc>

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

### MICRO-COMPUTER SPECIALIST

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. The current vacancy is at Fresno City College.

- Definition:** Under direction repairs and advises on the use of micro-computers.
- Compensation:** Starts at \$4,373.33 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 \$25.23 with limited benefits.
- Examples of Duties:** Performs a variety of work including analysis and repairs on a variety of district owned micro-computers, problem resolution and advice on software and its uses, and training users in general use of micro-computers. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Associate degree or equivalent in computer and electronics repair.
- Experience:** Responsible experience in a public agency or private firm repairing microcomputer equipment.
- Knowledge and Abilities:** Knowledge of data processing procedures and practice, computer programming languages and operating environments for micro-computers, micro-computer operating systems (MAC and Windows) integration of mobile computing devices in the enterprise environment (i.e. handheld computers, personal digital assistant (PDA), and smartphones), telecommunications, logic and digital electronics, copyright laws, and electronic measuring instruments. Skill to read and interpret highly technical materials, use data processing systems to maintain records and produce reports, test, troubleshoot, and repair complex digital electronic equipment, format disks and run back-up copies, and analyze hardware and software needs of users and assists users in computer use. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to employ simple mathematical techniques. 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 competency test (45% weight) and an oral interview examination (55% 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 to the competency exam. Of those achieving a passing score on the competency exam, only the

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10 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

**TESTING TENTATIVELY SCHEDULED FOR THURSDAY, JULY 23, 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: MONDAY, JULY 6, 2015, 4:30 PM.**

Posted: 06/12/15

Pay Range: Regular Classified Range 60

# COOK

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Performance	Took Oral	Eligible
201500055	15	4	0	11	7	7

## Performance/Oral Exam Raters

Kim Helmey, Adjunct Instructor – Food and Nutrition, Reedley College  
 Gail Freitas, Restaurant Manager, Pilot Restaurant  
 Brian Ferry, General Manager, Black Angus  
 Don Behnsch, Career Services Advisor – Culinary, Institute of Technology

## 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	3	1	0	0	0	4
Male	1	0	0	5	5	0	0	0	11
No Answer	0	0	0	0	0	0	0	0	0
<b>Total</b>	1	0	0	8	6	0	0	0	15

\*\* Failed MQ: 3 - 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/sccd>

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

## COOK

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

- Definition:** Under direction, prepares, cooks and/or bakes, packages and serves hot and cold menu items in large quantities according to governmental and nutritional guidelines, and maintains kitchen facilities and equipment in a clean and sanitary condition.
- Compensation:** Starts at \$2,885.92 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 \$16.65 per hour with no benefits, except sick leave and vacation.
- Examples of Duties:** Reviewing menu, gathering ingredients according to recipes, preparing per directions, combining together and cooking and baking appropriately, assisting in the ordering of supplies as needed, checking in deliveries of supplies, decorating and arranging foods in an attractive manner. Assigns and reviews the work of other employees and students assigned to the department. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Formal or informal education equivalent to completion of the twelfth grade.
- Licenses/Certificates:** Valid Driver's License is required.
- Experience:** Experience in large quantity food preparation and baking in a public or commercial establishment.
- Knowledge:**
- Knowledge of sanitation and safety methods and procedures such as sanitizing pans, utensils, equipment and preparation areas; as well as large-scale preparation, handling, and serving foods to a variety of customers.
  - Knowledge of common food service machines used in baking breads, pies, cakes, and other related items.
  - Knowledge of food preparation techniques in order to prepare visually attractive meals.
  - Knowledge of food storage techniques and rotation of perishable foods.
  - Knowledge of basic math, measurements, and weights.
- Skills:**
- Skill to use measuring devices in order to adjust food quantities and/or alter recipes.
  - Skill to evaluate appearance and taste of cooked and baked goods.
  - Skill to safely and effectively use institutional kitchen machinery, appliances, equipment, and utensils.
  - Skill to employ simple mathematical techniques in order to calculate quantities of ingredients.
  - Skill to keep simple written and numerical records.
  - Skill to rapidly learn and acquire skills in areas and technologies not previously assigned as it relates to the food service field.

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**Required  
Employment  
Standards:  
(cont.)**

- Skill to prioritize workload and conflicting demands.
- Skill to interpret and apply college and district policies and procedures.
- Skill to assign, monitor, and review the work of others.
- Skill to appropriately interact with students, staff, faculty and public.
- Skill to receive and follow instructions in order to build and maintain effective working relationships.

**Abilities:**

- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to lift and carry moderately heavy pans of cooked and baked goods using a cart as appropriate.
- Ability to maintain consistent, punctual and regular attendance.

**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 whipping ingredients or kneading bread. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at food in the oven or reading recipes. (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 different food ingredients. (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)

**Required Employment Standards (cont.):**

- 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.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- May work alone – physically isolated from others.
- Some overtime and/or schedule changes may occur.
- Heat exposure relating to kitchen appliances and machinery.
- May be required to travel to sites other than assigned location.

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

**TESTING TENTATIVELY SCHEDULED FOR FRIDAY, JULY 24, 2015**

**APPLICANTS MUST SUBMIT AN ONLINE APPLICATION BETWEEN TUESDAY, JULY 7, 2015 AND THURSDAY, JULY 9, 2015.**

**APPLICATIONS WILL NOT BE ACCEPTED ON ANY OTHER DATES.**

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

**Filing Deadline:**

**THURSDAY, JULY 9, 2015 4:30 PM.**  
Posted: 06/17/15

Pay Range: Regular Classified 43

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

Presented to the Personnel Commission:

Date: August 26, 2015

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SUBJECT: Consideration and Approval to Classify New Positions in an Established Job Classification Specifications

ENCLOSURE(S):  
Board of Trustees  
Agenda Items,  
Classification  
Specifications, PC  
Rule 3-1 thru 3-4, 3-7  
thru 3-9, 3-12, 3-13

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 15-36

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Background:

At the July 7, 2015 regular meeting, the Board of Trustees was presented with the duties of new positions at various locations. Personnel Commission rules 3-1 thru 3-4, 3-7 thru 3-9, 3-12, and 3-13 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into established classifications, recommend a new classification or exempt the new position duties from the classified service.

The items presented to the Board of Trustees are attached for the Commissioners review along with the established classification specifications. The items indicate the duties that will be performed by the new positions. The recommended classifications for the new positions are as follows:

- a. Department Secretary (PPT), FCC
- b. Instructional Aide (PPT), FCC
- c. Sign Language Interpreter IV (PPT), Districtwide
- d. Sign Language Interpreter III (PPT), Districtwide

Recommendation:

It is recommended the Personnel Commission approve and classify the duties of the new positions in the classified service with the recommended established classifications.



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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 4, 2015

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SUBJECT: Consideration to Approve Two New Sign  
Language Interpreter Positions, Districtwide

ITEM NO. 15-47HR

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EXHIBIT: None

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Background:

Title 5 mandates levels of service for disabled students. In order to meet those requirements, the Disabled Students Programs and Services (DSP&S) administration is recommending the addition of two new positions with the proposed titles of Sign Language Interpreter III and Sign Language Interpreter IV. The District has four levels of sign language interpreter positions. These proposed new positions perform a higher level of sign language interpreting duties. These positions will be funded through DSP&S categorical funds.

Recommendation:

It is recommended the Board of Trustees approve two new Sign Language Interpreter positions, Districtwide.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 4, 2015

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SUBJECT: Consideration to Approve Two New Positions with Proposed Titles of Permanent Part-Time Instructional Aide and Permanent Part-Time Department Secretary, DSP&S

ITEM NO. 15-48HR

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EXHIBIT: None

Background:

The Disabled Students Programs and Services (DSP&S) provide support services for 2,300 students. Administration is proposing a permanent part-time department secretary to assist the six counselors in the DSP&S Department and to monitor the adaptive equipment checkout for accommodations to students with disabilities (e.g., tape recorders, smart pens for note taking, adaptive technology for blind and physically disabled, voice activated calculators, braille and speak for blind, etc.).

The permanent part-time instructional aide will work in the test proctor center where over 150 tests are proctored each week and over 1,800 per semester, both manually and through the use of adaptive technology.

These positions will be funded through DSP&S categorical funds.

Recommendation:

It is recommended the Board of Trustees approve two new positions with proposed titles of Permanent Part-Time Instructional Aide and Permanent Part-Time Department Secretary, DSP&S.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
DEPARTMENT SECRETARY

DEFINITION

Under direction performs basic to moderately difficult secretarial and clerical duties.

DISTINGUISHING CHARACTERISTICS

This classification performs general and routine secretarial/clerical duties in accordance with clearly defined instructions or established office procedures. This classification differs from higher levels by the responsibility for or limited variety of activities, work being more closely supervised and more routine in nature.

EXAMPLES OF DUTIES

Performs a wide variety of secretarial work, including typing, proof-reading, filing, checking, drafting correspondence and recording information from rough drafts, notes, or general instructions. Files materials, prepares mailings, and duplicates materials. Tracks budget expenditures and money collected. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Answers telephone and serves as office receptionist. Schedules and cancels appointments. Enters and retrieves data from computer system in appropriate format. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: Responsible secretarial/clerical experience in an office environment.

Knowledge and Abilities: Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with student, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 3 Page 3  
Approved: April 15, 1991  
Salary Range: 44  
Revised by PC August 21, 2012

STATE CENTER COMMUNITY COLLEGE DISTRICT  
INSTRUCTIONAL AIDE

DEFINITION

Under direction assists in the operation and maintenance of the instructional program of the district.

DISTINGUISHING CHARACTERISTICS

This classification performs varied duties in accordance with general instructions or standard procedures. This position differs from other by the duties responsible for or limited variety of activities, work being more closely supervised and more routine in nature.

EXAMPLES OF DUTIES

Performs a variety of duties related to assisting students and faculty in subject areas requiring limited knowledge of the work of the various departments. Transmits established information to students, employees and public. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: Experience assisting in subject areas relating to those offered in the district.

Knowledge and Abilities: Knowledge of college programs, offices and their procedures; campus rules and regulations; and the educational program of the district. Skill to read, interpret and prepare written material; file and retrieve information, and maintain records. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 10 Page 29  
Approved: July 11, 1994  
Salary Range: 32

STATE CENTER COMMUNITY COLLEGE DISTRICT  
SIGN LANGUAGE INTERPRETER III

DEFINITION

Under direction, provides interpreting and/or translating services for Deaf and or/hard of hearing students.

DISTINGUISHING CHARACTERISTICS

This classification performs duties in accordance with general instructions or procedures. This position differs in that it is an experienced interpreter covering classroom, students/teacher meetings, small group settings and district-wide events including platform assignments.

EXAMPLES OF DUTIES

Duties include interpreting for students in classes, class-related events, and/or district-wide events; working effectively with team interpreters as assigned, including participating in mentorship support, interpreter preparation and meetings and performing related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Education: Completion of 60 college units, an Associate degree or graduation from an Interpreter Training Program OR national certification as an Interpreter.

Experience: Two years interpreting experience.

Knowledge and Abilities: Ability to adhere to the NAD/RID Code of Professional Conduct. Ability to interpret from American Sign Language into English and from English into American Sign Language across a variety of complex subject matter. Ability to do platform interpreting. Possess fluency in both expressive and receptive skills of American Sign Language and English. Ability to communicate with/relate to individual deaf/hard of hearing people. Ability to receive and follow instructions, learn and apply college and district policies and procedures and maintain cooperative working relationships with students, staff, faculty and the public.

Section 20 Page 3  
Approved: November 25, 2002  
Revised by PC: May 29, 2007  
Salary Range Revised on 1/24/2008: 48

STATE CENTER COMMUNITY COLLEGE DISTRICT  
SIGN LANGUAGE INTERPRETER IV

DEFINITION

Under direction, provides interpreting and/or transliterating services for Deaf and or/hard of hearing students.

DISTINGUISHING CHARACTERISTICS

This classification performs duties in complex assignments including classes, student/teacher meetings, groups, district-wide events and platform assignments. This position differs in the complexity of the subject matter and the experience of the interpreter.

EXAMPLES OF DUTIES

Duties include interpreting for students in classes, class-related events, and/or district-wide events including platform work; working effectively with team interpreters as assigned, including participating as a mentor, interpreter preparation and meetings and performing related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Education: Bachelor's degree or graduation from an Interpreter Training Program or the equivalent. Current national certification as an interpreter.

Experience: Three years interpreting experience.

Knowledge and Abilities: Ability to adherence to the NAD/RID Code of Professional Conduct. Ability to interpret from American Sign Language into English and from English into American Sign Language across a variety of complex subject matter. Possess fluency in both expressive and receptive skills of American Sign Language and English. Ability to communicate with/relate to individual Deaf/hard of hearing people. Ability to receive and follow instructions, learn and apply college and district policies and procedures and maintain cooperative working relationships with students, staff, faculty and the public.

Section 20 Page 2  
Approved: November 25, 2002  
Revised by PC: May 29, 2007  
Salary Range Revised on 1/24/2008: 53

### 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: August 26, 2015

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SUBJECT: Presentation and Approval of the Annual  
Report of the Commission for 2014-2015

ENCLOSURE(S):  
Annual Report

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 15-37

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Background:

Education Code 88086 and Personnel Commission Rule 2-33 requires the Director of Classified Personnel to prepare an annual report of the Commission's activities. When approved by the Commission, the annual report shall be submitted to the Governing Board at a regular meeting for its review.

Attached is the annual report for the fiscal year July 1, 2014 - June 30, 2015. There is information available on the various areas of Commission responsibility. It has been a good, productive year and the Commissioners can be very proud of the accomplishments for the year.

Recommendation:

It is recommended the Personnel Commission approve the Annual Report as presented and direct that it be sent to the Board of Trustees, as mandated.



## Merit System

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

## Merit System Principles

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

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

Personnel Commission Annual Report 2013 - 2014



## Personnel Commission

1525 East Weldon Avenue  
Fresno, CA 93704-6398  
559.226.0720 ph  
559.272.5156 fax  
www.scccd.edu  
<http://agency.governmentjobs.com/scccd>

Regularly scheduled meetings of the Personnel Commission are held the third Tuesday of each month. Agendas and minutes are posted on our website at [www.scccd.edu](http://www.scccd.edu)

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

State Center YEAR  
Community 2014-  
College  
District 2015

Personnel Commission

# ANNUAL REPORT



## this issue

<http://agency.governmentjobs.com/scccd> P.1

Classified Actions P.2

Personnel Commissioners P.3

Merit System Principles P.4

## Recruitment Website!

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

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

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

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

## State Center Community College District Merit System

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

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

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

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

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



## PERSONNEL COMMISSION STAFF

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

Elba Gomez  
Director of Classified Personnel  
[Elba.gomez@scccd.edu](mailto:Elba.gomez@scccd.edu)

Christine Ferguson  
HR Analyst  
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Vincent Tafoya  
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[Vincent.tafoya@scccd.edu](mailto:Vincent.tafoya@scccd.edu)

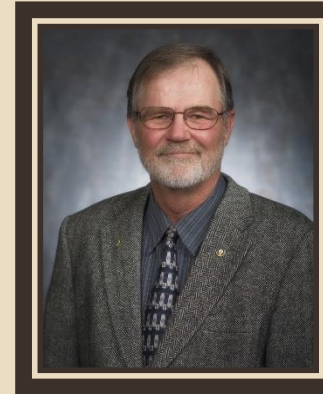
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Gavino Heredia  
Office Assistant II – PPT  
[Gavino.heredia@scccd.edu](mailto:Gavino.heredia@scccd.edu)

## Classified Actions

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

## Personnel Commissioners



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



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



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

## Personnel Commissioner Selection

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

## DISTRICTWIDE CLASSIFICATION STUDY

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

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

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

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

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

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

Presented to the Personnel Commission:

Date: August 26, 2015

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SUBJECT: Consideration and Approval of Personnel  
Commission Organization and Staffing Plan

ENCLOSURE(S):  
Organizational Charts  
Board Item

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 15-38

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Background:

At the July 21, 2015 Personnel Commission meeting, the Commission that staff indicated that a request for additional staff was going to be proposed and submitted at the August regular meeting. This document will describe and recommend the organizational and staffing changes in the Personnel Commission Office.

**Current Situation**

The Personnel Commission is currently staffed with the following positions:

1. Director of Classified Personnel – Full-time (100% Funded)
2. Human Resources Analyst – Full-time (100% Funded)
3. Human Resources Specialist – Full-time (100% Funded)
4. Human Resources Specialist – Full-time (100% Funded)
5. Office Assistant II – Part-time (100% Funded)

The Personnel Commission office was first reorganized with the current positions in 2012. The current organization of the department needs to be changed in order to adjust to the high increase of recruitments, classification study reviews and implementation of the NeoGov System used by the District. The Director of Classified Personnel, Human Resources Analyst and Human Resources Specialists have been highly impacted by the current changes in the District.

The Human Resources Analyst is unable to assist the Director with the classification studies, job revisions and community networking events because of the high increase of recruitments, planning, testing materials and job offers. The Human Resources Specialists are struggling to obtain exam panel members and conduct exams in a timely manner. The Director of Classified Personnel has focused on the classification studies, applicants appeals and is also assisting with recruitments. Commission staff has not been able to work on the NeoGov system implementation that is highly needed by the District.

**Solution**

After reviewing the duties performed by the positions in the department, we have requested 2 limited-term positions be approved by the Board of Trustees in order to assist with the increasing recruitments and workload. The request includes funding a Human Resources Management Analyst 21 hours to work on the NeoGov implementation and assist the Human Resources Analyst with recruitment reports

and analysis. It also includes funding a Human Resources Technician full-time to work on recruitment scheduling, obtaining exam raters, application screening, proctoring exams and clerical office duties. The following is the proposed department organization for the Personnel Commission:

1. Director of Classified Personnel – Full-time (100% Funded)
2. Human Resources Systems Analyst – Full-time (52.5% Funded) 1 Year Limited-term
3. Human Resources Analyst – Full-time (100% Funded)
4. Human Resources Specialist – Full-time (100% Funded)
5. Human Resources Specialist – Full-time (100% Funded)
6. Human Resources Technician – Full-time (100% Funded) 1 Year Limited-term
7. Office Assistant II – Part-time (Unfunded)

The proposed department organization will unfund the Office Assistant II Part-time.

### **Staffing Funds**

At the May 19, 2015 regular meeting, the Personnel Commission approved the 2015/2016 department budget for staff salaries in the amount of \$293,968. The approved amount is used to fund the salaries of the current positions as follows:

Director of Classified Personnel (M54)	\$106,162
Human Resources Analyst (R64)	\$61,706
Human Resources Specialist (R54)	\$58,552
Human Resources Specialist (R54)	\$50,838
Office Assistant PPT (R41)	\$16,710
Total Funded:	\$293,968

The proposed temporary department organization will increase the Personnel Commission’s approved budget and the salaries would be funded as follows:

Director of Classified Personnel (M54)	\$106,162
HR Management Systems (HRMS) Analyst (C63)	\$33,871 (52.5%)
Human Resources Analyst (R64)	\$61,706
Human Resources Specialist (R54)	\$58,552
Human Resources Specialist (R54)	\$50,838
Human Resources Technician (R50)	\$41,568
Office Assistant I (R41)	Unfund
Total Funded:	\$352,697

NOTE: The Board of Trustees approved the funding the limited term HRMS Analyst at the August 4, 2015 regular meeting. The Human Resources Technician will be presented to the Board of Trustees at the September 1, 2015 regular meeting.

### **Positions Affected**

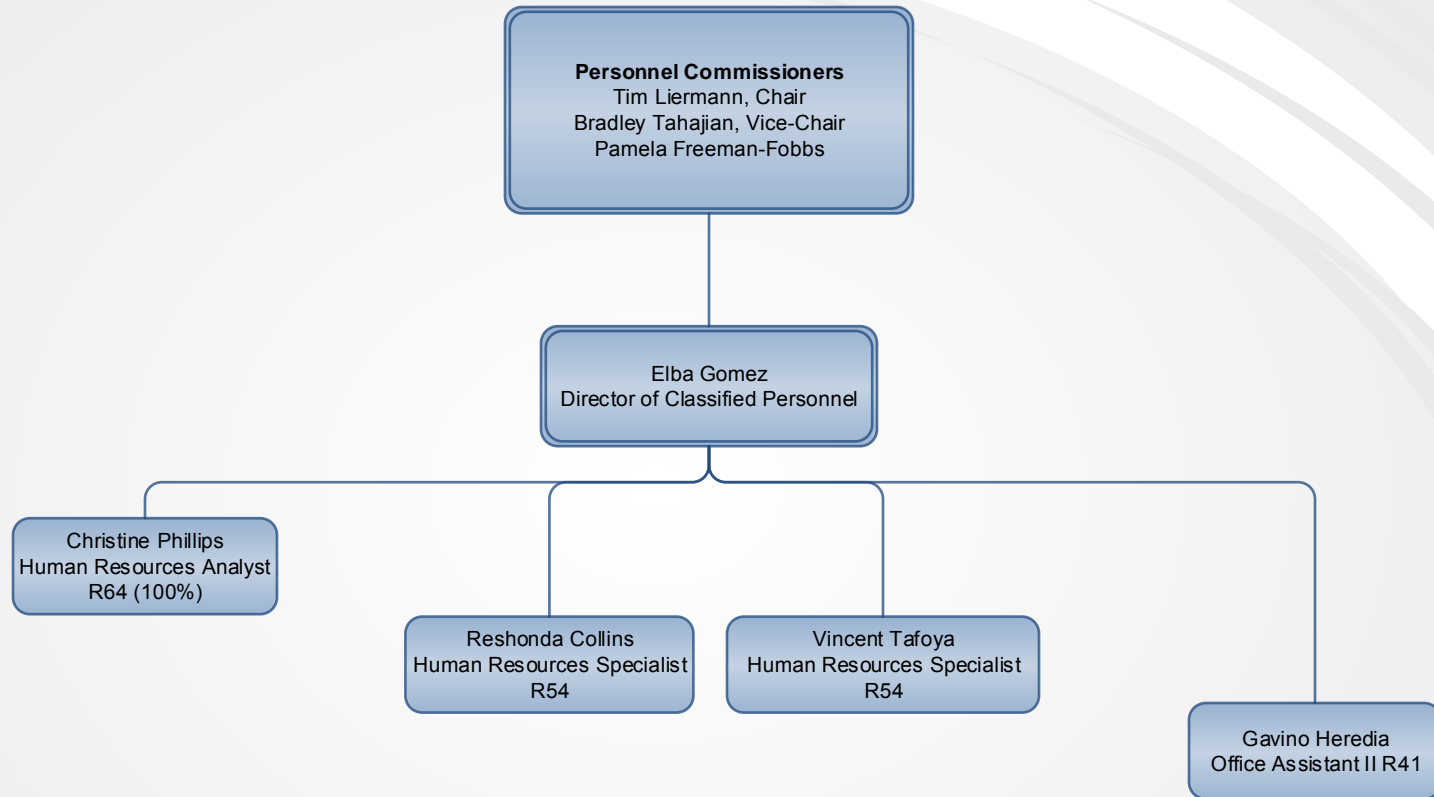
The unfunded Office Assistant II position would need to be vacated.

### Recommendation:

It is recommended that the Personnel Commission approve the Organization and Staffing plan as presented.

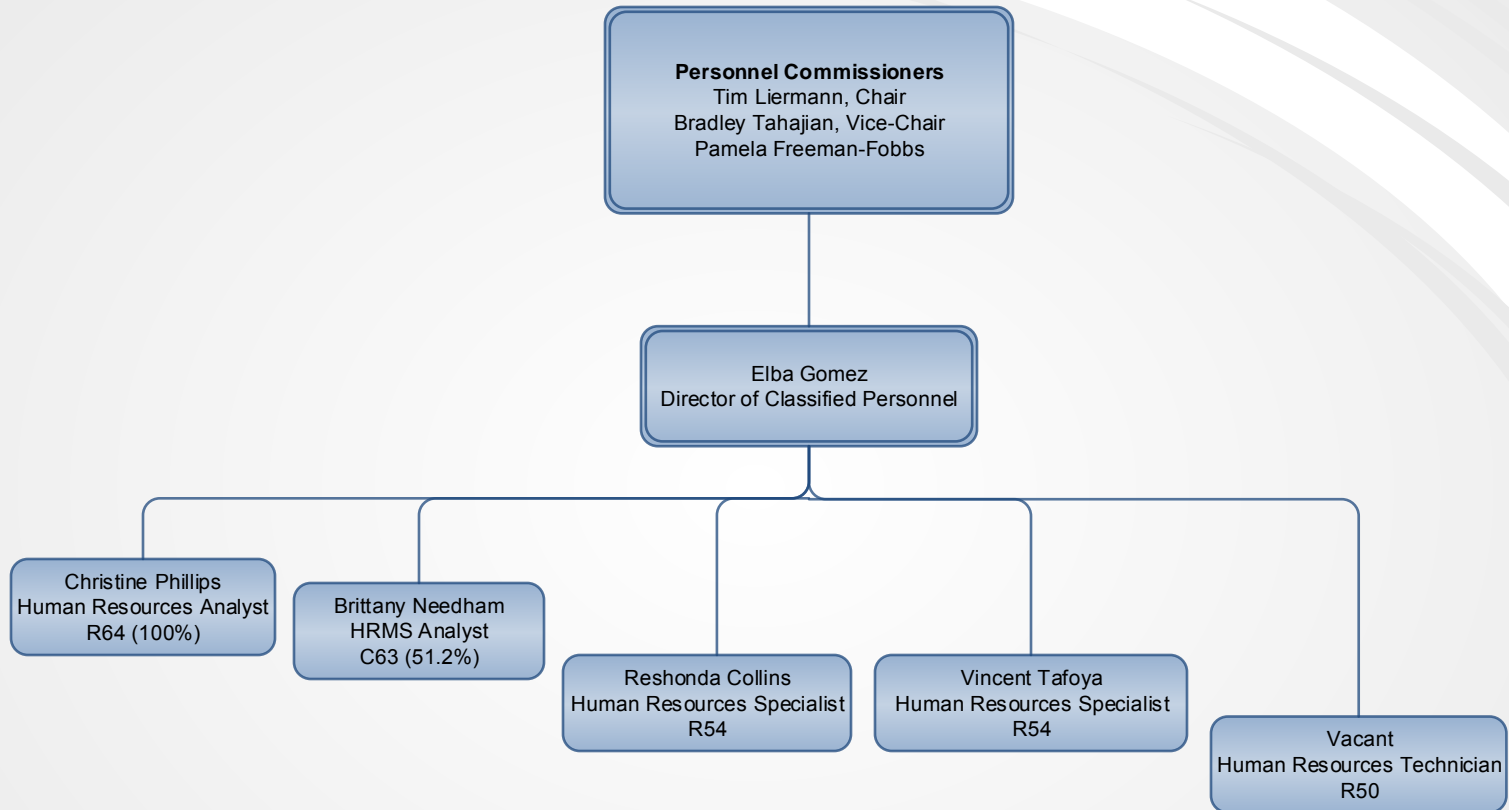
# State Center Community College District Personnel Commission

## CURRENT STAFFING



# State Center Community College District Personnel Commission

## PROPOSED STAFFING



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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 4, 2015

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SUBJECT: Consideration to Approve Temporary Increase in Hours of Human Resources Management Systems Analyst Position, Personnel Commission      ITEM NO. 15-50HR

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EXHIBIT: None

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Background:

The District currently has a 19-hour per week Human Resources Management Systems Analyst who works in the Human Resources Department. The Personnel Commission is recommending a temporary, six-month increase in the hours of this position by 21 hours per week to allow this position to work on special projects in the Personnel Commission office. The additional duties associated with the special projects are configuring and implementing the position control integration, on-boarding and performance evaluation modules in the Personnel Commission's NeoGov system used districtwide for recruitment and selection. These modules will improve the District's recruitment and selection by automating current processes.

The position control and on-boarding modules will provide major functions needed to create an online new hire employee portal, electronic new hire forms (such as I-9s, W4s), customized forms, employee and internal staff on-boarding checklists, electronic signatures, internal approval workflow, HRIS integration with Ellucian, interactive employee communications, and training materials and organization information.

The performance evaluation module will provide major functions in creating configurable performance evaluation templates and development plans, electronic workflow & routing for approvals, database with more than 350 competencies and customer competency sharing, automatic email notifications and reminders, dashboards and reports, integration with HRIS/Financial System, and training and support documentation for all users.

The Personnel Commission budget will be increased to cover the costs of the increased salary and benefits.

Recommendation:

It is recommended the Board of Trustees approve the temporary increase in hours of the Human Resources Management Systems Analyst Position, Personnel Commission, effective August 5, 2015.



# Personnel Commission – Director’s Report

*August 26, 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
Accounting Clerk I	August 24, 2015
Accounting Clerk III	August 24, 2015
Accounting Technician I	August 24, 2015
Accounting Technician II	August 24, 2015
College Director of Marketing	August 27, 2015
Executive Director of Public Relations	August 27, 2015
Web Portal Administrator Extended	August 28, 2015
Financial Aid Systems Analyst Extended	August 28, 2015
Custodian	September 3, 2015
Police Communications Dispatcher	September 8, 2015
Programmer Analyst	September 11, 2015

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

Name	Exam Type	Exam Date
Early Childhood Education Specialist	Performance	TBD
Accounting Clerk III for RC	Oral Board	August 25, 2015
Secretary to the Vice Chancellor	Oral Board	August 27, 2015
Educational Advisor – PPT for MC	Performance	August 27, 2015
Publications Specialist	Competency	September 11, 2015
Webmaster	Competency	September 11, 2015

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

Name	Location	Anticipated Posting Date/Status
Admissions & Records Manager	DO	September 2015
Administrative Assistant	Districtwide	September 2015
Administrative Aide	Districtwide	September 2015
Administrative Aide – PPT	DO North	September 2015
Human Resources Technician	FCC	September 2015
Office Assistant I	Districtwide	September 2015
Office Assistant III	Districtwide	September 2015
Piano Accompanist	CCCC	September 2015
Farm Production Supervisor	RC	End of September 2015

Child Development Lab Manager	Districtwide	End of September 2015
Assessment Technician	Districtwide	October 2015
Building Generalist (5 positions)	DO	October 2015
General Utility Worker	Districtwide	October 2015
Instructional Lab Tech – Chem/PhySci	FCC	October 2015
Instructional Technician – Welding	Districtwide	October 2015
Lead Custodian	Districtwide	October 2015
Network Coordinator	Districtwide	October 2015
Painter	DO	October 2015
Registration Assistant	Districtwide	October 2015
Library Learning Resource Assist. III	Districtwide	November 2015
Seasonal Student Advisor	Districtwide	November 2015
Registration Assistant	FCC	November 2015
Executive Secretary to Chancellor	DO	On hold Pending Chancellor Hire
Construction Services Manager	DO	On hold Per Chancellor
Instructional Aide/Workability	RC	On hold pending position review.
Instructional Aide – PPT	FCC	On hold pending position review.
International Trade Specialist	DO	On hold pending position review.
Instructional Tech – Maint, Mechanic	Districtwide	On hold pending position review
Instructional Technician – Manufacturing	Districtwide	On hold pending position review.
Lead Maintenance Person	Districtwide	On hold pending position review.
Textbook Purchasing Clerk	Districtwide	On hold pending position review.
Theatre Manager -Flexible	FCC	On hold pending position review

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

Name	Vacancy Location	Status
Administrative Aide	Office of Instruction, FCC	List Referred 8/3/15
Administrative Aide	Office of Instruction, CCCC	List Pending Referral
Administrative Aide	Office of Instruction, RC	List Pending Referral
CalWORKs Assistant	CalWORKs, FCC	List Referred 8/12/15
College/Athletic Trainer-Seasonal	Athletics, RC	List Referred 6/3/15
College Center Assistant	Student Activities, RC	List Referred 8/11/15
Cook	Food Services, RC	List Referred 8/17/15
Department Secretary	Student Services, CCC	List Referred 8/19/15
Department Secretary	Admissions & Records, FCC	List Pending Referral
Department Secretary – PPT	DSPS, FCC	List Pending Referral
Department Secretary – PPT	Office of Instruction, MC	List Pending Referral
Early Childhood Educ. Assoc.-PPT	Office of Instruction, RC	List Referred 7/29/15
Early Childhood Educ. Assoc.-PPT	Office of Instruction, CCC	List Pending Referral
Early Childhood Educ. Associate	Office of Instruction, FCC	List Pending Referral
Educational Advisor	EOPS, RC	List Referred 7/21/15
Educational Advisor	Outreach & Matric., RC	List Referred 7/21/15
Educational Advisor	Outreach & Matric., MC	List Pending Referral
Financial Aid Assistant I	Financial Aid, FCC	List Referred 7/16/15
Financial Aid Assistant I	Financial Aid, FCC	List Referred 7/16/15
Financial Aid Assistant I	Financial Aid, FCC	List Referred 8/12/15

Instructional Assistant – Nursing	Health Sciences, FCC	List Referred 2/11/15
MicroComputer Resources Tech	Technology Services, CCC	List Referred 7/28/15
Office Assistant III	Madera Center	List Referred 8/12/15
Office Assistant III	Madera Center	List Referred 8/12/15
Office Assistant III	Tutorial Center, FCC	List Pending Referral
Office Assistant III	Athletics/Physical Educ., RC	List Pending Referral
Office Assistant III	Student Activities, FCC	List Pending Referral
Office Assistant III	District Office Operations	List Pending Referral
Police Officer	Police Department, DO	List Referred 2/19/15
Police Officer	Police Department, DO	List Referred 6/25/15
Student Services Specialist	Student Services, CCCC	List Referred 7/13/15
Student Services Specialist	Student Services, CCCC	List Referred 7/13/15
Student Services Specialist	Admissions & Records, FCC	List Pending Referral
Student Services Specialist	Admissions & Records, FCC	List Pending Referral
Upward Bound Assistant	Student Services, MC	List Referred 7/29/15
Upward Bound Assistant	Student Services, RC	List Referred 7/29/15

## 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.

## Around the Office

- NeoGov Onboarding Implementation, Currently Working with IS Department.
- NeoGov Performance Evaluation Implementation, August 2015
- Training Administrators and staff

## 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. Currently waiting for Hearing Officer decision.