

REGULAR MEETING
STATE CENTER COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Board Room
1525 East Weldon Avenue
Fresno, CA 93704

5:30 p.m. – Regular Meeting
Tuesday, December 15, 2015

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Consideration of Joint Commissioner Appointment
- E. Approval of the Minutes of the November 17, 2015 Regular Meeting.
- F. Information Items
 - 1. Quarterly Budget Report
 - 2. Discussion of Employees Working Out-of-Classification
 - 3. Discussion of Classification Study Status for Clerical/Secretarial Job Families
- G. Action Items
 - 15-55 Consideration and Approval of Eligibility Lists
 - a. Administrative Aide - Madera College Center, Effective 11/24/15
 - b. Bookstore Sales Clerk I – Seasonal, Effective 12/5/15
 - c. Bookstore Seasonal Assistant, Effective 12/9/15
 - d. General Utility Worker, Effective 11/24/15
 - e. Instructional Technician – Chemistry/Physical Science, Effective 12/8/15
 - f. Instructional Technician – General Science, Effective 12/8/15
 - g. Lead Custodian, Effective 11/24/15
 - h. Painter, Effective 11/12/15
 - i. Programmer Analyst, Effective 12/9/15
 - j. Seasonal Athletic Trainer, Effective 12/9/15
 - 15-56 Consideration and Approval to Classify New Positions in Established Job Classification Specifications.
 - a. Sign Language Interpreter III – PPT, RC
 - b. Sign Language Interpreter III – PPT, RC
 - c. Administrative Aide, 6-Month Limited-term, DO

- 15-57 Consideration and Approval to Change Position Classification in the Classified Service
 - a. Publication Specialist, Clovis College #5077
- 15-58 Consideration and Approval of New Classification Specification for Nursing Simulation Technician
- 15-59 Consideration and Approval of Revised Classification Specification for Child Development Lab School Manager
- 15-60 Consideration and Adoption of 2016 Personnel Commission Regular Meeting Calendar
- 15-61 Consideration of SCCCD Personnel Commission Organization
 - a. Election of Officers

H. Director's Report

I. Commissioners' Reports

J. Adjournment

Commission Rule 2-14.5 limits speakers to three minutes. Speakers will be recognized by the Chairperson.

Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Elba Gomez, Director of Classified Personnel, 1525 East Weldon Avenue, Fresno, CA 93704 (559) 244-5973, 8:00 a.m. to 5:00 p.m. at least 48 hours prior to the meeting.

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 1525 E. Weldon Avenue, Fresno, CA 93704 during normal business hours.

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

Presented to the Personnel Commission:

Date: December 15, 2015

SUBJECT: Consideration of Joint Commissioner
Appointment

ENCLOSURE(S):

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

Background:

In compliance with Education Code Section 88066, on November 17, 2015, the Personnel Commission voted to reappoint Mr. Bradley Tahajian to the Personnel Commission to serve a three-year term beginning December 1, 2015 – November 30, 2018.

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
November 17, 2015 **Draft**

- 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
Vincent Tafoya, HR Specialist
Edna Pearson, HR Technician (Limited-Term)
- Introduction of Guests The following guests attended:
Samerah Campbell, DO HR
Jason Meyers, CSEA
Eleanor Bruce, FCC
Susan Johnson, FCC
Carol Shimer, FCC
Cheryl Sullivan, FCC
Stephanie Robinson, FCC
- Public Comment Ms. Susan Johnson requested a status update on the classification study survey she completed in 2013. Mr. Liermann responded there was an item on the agenda that pertained to the classification study.
- Ms. Johnson stated she wanted to address the Commission regarding the transparency of the application process. Ms. Johnson stated that she was given information that she was “not competitive enough” to move forward in the testing process. Ms. Johnson stated that Commission staff had not explained what the rating scale or competitive criteria is. Mr. Liermann advised Ms. Johnson to call Ms. Gomez directly to get clarification on the process and her status in particular.
- Approval of the Minutes The minutes of the October 13, 2015 Regular Meeting were presented for approval.
- Ms. Gomez stated that Ms. Campbell had forwarded her suggested corrections in advance of the meeting. Ms. Campbell noted that in Item 15-46, there was no period at the end of the first paragraph. Ms. Campbell also noted that in Item 15-47, the spelling of Mr. Meyers’ name needed to be corrected in the first paragraph.
- Mr. Tahajian moved to adopt the minutes as amended. Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.
- The motion passed as follows:

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

Information Items

1. Discussion of Employees Working Out-of-Classification

Ms. Gomez provided an update on employees working out-of-classification.

Mr. Liermann noted that the reported numbers don't appear to have changed in many months. Ms. Campbell stated that she has communicated with Mr. Meyers to provide details on the pending analyses. A brief discussion followed in regards to the reporting and completion of working out-of-class requests.

Ms. Bruce requested clarification on the reporting format.
2. Discussion of Reclassification Moratorium

Ms. Bruce requested clarification regarding the status of the Reclassification Moratorium and how the status updates are shared with managers and staff. Ms. Bruce shared her research with the Commissioners and discussed her concerns regarding the Reclassification Moratorium.

Ms. Gomez explained that the Moratorium was never lifted because of the pending classification study. Ms. Gomez stated that allowing reclassifications to occur during the classification study would be a duplication of work. Ms. Gomez also stated that when Ms. Nancy Kast conducted reclassification analyses, the process still took years from the time of filing to completion of the report.
3. Discussion of Provisional Placement Days

Mr. Meyers requested clarification on the current application of the Personnel Commission rules in Provisional placements, the duration of those assignments and concurrent appointments.

Mr. Liermann stated that the Commission received legal counsel regarding the current process and determined that staff is operating within their purview and abiding to current laws and rules.

Mr. Taylor advised that the Commissioners have the right to waive attorney-client privilege to share the legal opinion, however doing so would compromise the ability to receive privileged advice.

Mr. Meyers stated that if the legal opinion was not shared, the transparency of the process could be questioned.
4. Discussion of Classification Study Status for Clerical/Secretarial Job Families.

Ms. Gomez provided an update to the districtwide classification study. Ms. Gomez stated that staff is currently working on scheduling meetings with managers. Ms. Gomez explained that she has changed the meeting strategy to focus on **site-wide** meetings with managers instead of department by department to expedite the process.

Ms. Gomez explained that over 70 positions have been added in the span of a few months and regular recruitments and temporary placements have slowed down the classification study progress. Ms. Gomez stated that all the new positions are being analyzed in addition to the existing classifications slated for study. Ms. Gomez explained that the Clerical/Secretarial Job Family is one of the largest families to study, with over 150 clerical positions currently existing in the District.

Ms. Gomez stated that if employees are concerned about their duties being in a higher classification while the study is pending, that those employees will need to submit a working out-of-classification analysis request to Human Resources as soon as they believe a discrepancy has occurred. Confidential and Classified Managers can submit their request through the Personnel Commission.

Mr. Liermann asked Ms. Gomez to prepare a district-wide memo updating classified staff of the progress and current status of the district-wide classification study. Mr. Liermann also requested that a hard copy of the memo be provided for staff who many not have access to email.

Mr. Meyers inquired if there was an anticipated completion date for the classification study. Ms. Gomez responded that her best estimate is that a preliminary report on all job families could be presented by June, 2016. Mr. Meyers stated that it is problematic for classified employees to request a working out-of-classification analysis when the existing job descriptions are so out of date. Ms. Freeman-Fobbs stated that we need to adjudicate fairly and that there is a delicate balance.

Mr. Tahajian stated that the classification study has already progressed a lot further than it could have. Mr. Tahajian stated that the commission fought to have the classification study conducted at all. Ms. Gomez advised that she will work on drafting a memo that would be sent Districtwide.

Action Items

[15-48] Consideration and
Approval of Eligibility Lists

Eligibility Lists Presented:

- a. Administrative Aide - Clovis College, Effective 11/9/15
- b. Administrative Aide - Fresno City College, Effective 11/9/15
- c. Administrative Aide - Reedley College, Effective 11/11/15
- d. Administrative Assistant, Effective 11/9/15
- e. Building Generalist, Effective 11/3/15
- f. Construction Services Manager, Effective 11/6/15
- g. Director of Maintenance & Operations, Effective
- h. Human Resources Technician, Effective 11/5/15
- i. Office Assistant I, Effective 10/22/15
- j. Office Assistant III - Clovis College, Effective 10/22/15

- k. Office Assistant III - Fresno City College, Effective 10/22/15
- l. Office Assistant III - Madera Center, Effective 10/30/15
- m. Office Assistant III - Oakhurst Center, Effective 10/29/15
- n. Office Assistant III - Reedley College, Effective 10/30/15

Mr. Liermann noted that more than one recruitment had hundreds of applicants. Mr. Liermann requested that future recruitment reports include the number of “hits” that a posting received.

Mr. Tahajian requested clarification on the competitive rating process. Ms. Gomez provided a brief summary of the process.

Ms. Gomez reported that the new process of campus-specific recruitments for some of the clerical positions worked well. Ms. Gomez stated that managers do not have to wait for lists and that testing went successfully.

Mr. Meyers inquired about the competitive rating section of the recruitment report and why it was denoted with an “n/a”. Ms. Gomez explained that this was in relation to the actual date that the process took place. Ms. Gomez explained that applications are screened as they are submitted, so there is not a specific date with which to populate that field.

Mr. Tahajian moved to approve item 15-48 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

[15-49] Consideration and Approval to Classify New Positions in Established Job Classification Specifications.

Classifications Presented:

- a. Research Assistant, 6-Month Limited-term, DO
- b. Food Service Worker PPT, RC
- c. Food Service Worker PPT, RC
- d. Food Service Worker PPT, RC
- e. Seasonal Athletic Trainer, CCC

Mr. Liermann moved to adopt item 15-49 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

[15-50] Consideration and Approval to Classify New

Classifications Presented:

- a. Laboratory Simulation Technician

Positions in New Job
Classification Specifications.

Ms. Gomez provided an explanation of the new position to the Commission and stated that a job description would be presented in December.

Mr. Liermann moved to adopt item 15-50 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

[15-51] Consideration and
Approval of New
Classification Specifications.

Classifications Presented:

- a. Instructional Technician – Manufacturing

Ms. Gomez provided an explanation of the new position and that there are currently 2 vacancies.

Mr. Tahajian moved to adopt item 15-51 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

[15-52] Consideration and
Approval of Revised
Classification Specification
for Admissions & Records
Manager

Classifications Presented:

- a. Admissions & Records Manager

Ms. Gomez stated that there are 2 vacancies. Ms. Campbell presented grammatical edits.

Mr. Liermann moved to adopt item 15-52 as amended, 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

[15-53] Consideration and
Approval of Revised
Classification Specification
for Campus Financial Aid
Manager

Classifications Presented:

- a. Campus Financial Aid Manager

Ms. Gomez provided a brief explanation. Mr. Tahajian pointed out 4th page had a line repeated and asked for correction.

Mr. Liermann moved to adopt item 15-53 with correction, 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

[15-54] Public Hearing and
Appointment of Personnel
Commissioner

Mr. Liermann opened the item for public comment at 6:35 p.m.,
comments were made, closed at 6:36 p.m.

Ms. Freeman-Fobbs moved to appoint Mr. Tahajian to serve another term
as the neutral Commissioner, Mr. Liermann seconded the motion, Mr.
Tahajian abstained, the motion carried.

The motion passed as follows:

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

Director's Report

Ms. Gomez gave a brief update on pending and anticipated recruitments.

Ms. Gomez stated she and Ms. Ferguson would be attending the
WRIPAC meeting this week.

Commissioner's Report

Ms. Freeman-Fobbs stated that she had the honor of sitting on a
committee to select the recipient of the Tom Crow Scholarship award.

Mr. Tahajian attended the Fresno City College City Fest.

Mr. Liermann stated that while the Personnel Commission regularly
provides updates to the status of working out-of-classification
assignments and analyses, it is not an item that is under the
Commission's purview. Mr. Liermann stated that Human Resources
handles working out-of-classification requests and analyses for the
classified employees while the Personnel Commission only determines
working out-of-classification for classified managers and confidential
staff.

Closed Session

1. Public Employee
Discipline/Dismissal/Release
[Pursuant to Government
Code 54957]

Mr. Liermann recessed to closed session at 6:43 p.m.

Case Presented

a. Case # 08-19-14.14-37.1090

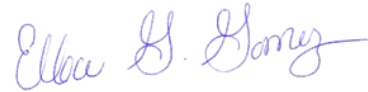
Open Session

Mr. Liermann reconvened the meeting to public session at 7:04 p.m.

Mr. Liermann reported from closed session that the Personnel
Commission made the motion to dismiss Case # 08-19-14.14-37.1090
due to settlement by the parties involved. The motion was carried
unanimously.

Adjournment

Mr. Liermann adjourned the meeting at 7:05 p.m.



Elba Gomez, Director of Classified Personnel
EG:cf

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

Presented to the Personnel Commission:

Date: December 15, 2015

SUBJECT: Presentation of Quarterly Budget Report

ENCLOSURE(S):
Budget Report
Summary, Budget
Report Detail

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 1

Background:

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

The enclosed report is a detailed list of spending through December 10, 2015 for the Fiscal Year 2015/2016.



Personnel Commission
Year End Report

Data last refreshed from Datatel on: 12/10/15
Report generated by: SCCCD\leg004

			2015						
			Total						
			Original Budget	Current Budget	Actuals	Open Purchase Orders	% Used	Available	
11-10-844000 Unrestricted (XX0, LTO) District Office Personnel Commission	92	92110 Regular-Classified	\$171,096.00	\$171,096.00	\$71,472.10	\$0.00	42%	\$99,623.90	
		92115 Confidential	\$0.00	\$16,937.00	\$8,467.74	\$0.00	0%	\$8,469.26	
		92120 Management-Classified	\$106,162.00	\$106,162.00	\$43,990.85	\$0.00	41%	\$62,171.15	
		92150 O/T-Classified	\$3,273.00	\$3,273.00	\$1,449.19	\$0.00	44%	\$1,823.81	
		92320 Hourly Non-Students	\$1,800.00	\$22,579.00	\$8,937.90	\$0.00	40%	\$13,641.10	
		92330 Perm Part-Time	\$16,710.00	\$16,710.00	\$0.00	\$0.00	0%	\$16,710.00	
		Total for 92	\$299,041.00	\$336,757.00	\$134,317.78	\$0.00	40%	\$202,439.22	
		93	93230 PERS Non-Instr	\$32,847.00	\$37,316.00	\$14,681.95	\$0.00	39%	\$22,634.05
			93330 OASDI Non-Instr	\$22,515.00	\$25,401.00	\$9,531.43	\$0.00	38%	\$15,869.57
	93430 H&W Non-Instr		\$55,250.00	\$55,250.00	\$23,272.00	\$0.00	42%	\$31,978.00	
	93530 SUI Non-Instr		\$146.00	\$164.00	\$67.19	\$0.00	41%	\$96.81	
	93630 Worker's Comp Non-Instr		\$5,854.00	\$6,612.00	\$2,699.74	\$0.00	41%	\$3,912.26	
	93730 PARS Non-Instr		\$535.00	\$535.00	\$341.76	\$0.00	64%	\$193.24	
	Total for 93		\$117,147.00	\$125,278.00	\$50,594.07	\$0.00	40%	\$74,683.93	
	94		94410 Office Supplies	\$1,500.00	\$1,500.00	\$790.04	\$0.00	53%	\$709.96
			94415 Software Non-Instr	\$500.00	\$500.00	\$0.00	\$0.00	0%	\$500.00
		94490 Other Supplies	\$0.00	\$0.00	\$171.62	\$0.00	0%	(\$171.62)	
		94530 Publications/Catalogs	\$150.00	\$150.00	\$0.00	\$0.00	0%	\$150.00	
		Total for 94	\$2,150.00	\$2,150.00	\$961.66	\$0.00	45%	\$1,188.34	
		95	95235 Hardware Maint & Lic	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
			95240 Software Maint & Licc	\$33,000.00	\$33,000.00	\$17,970.00	\$0.00	54%	\$15,030.00
	95310 Conference		\$7,200.00	\$7,200.00	\$4,225.66	\$0.00	59%	\$2,974.34	
	95315 Mileage		\$4,000.00	\$4,000.00	\$979.47	\$0.00	24%	\$3,020.53	
	95320 Charter/Vehicle Rental		\$0.00	\$0.00	\$152.05	\$0.00	0%	(\$152.05)	

		2015					
		Total					
		Original Budget	Current Budget	Actuals	Open Purchase Orders	% Used	Available
	95330	\$2,000.00	\$2,000.00	\$2,798.42	\$0.00	140%	(\$798.42)
	Hosting						
	95410	\$4,250.00	\$4,250.00	\$2,888.00	\$0.00	68%	\$1,362.00
	Dues/Memberships						
	95525	\$5,500.00	\$5,500.00	\$0.00	\$0.00	0%	\$5,500.00
	Medical Services						
	95530	\$2,500.00	\$2,500.00	\$1,500.00	\$0.00	60%	\$1,000.00
	Contract Labor/Other						
	95710	\$6,000.00	\$6,000.00	\$3,673.78	\$0.00	61%	\$2,326.22
	Advertising						
	95725	\$150.00	\$150.00	\$0.00	\$0.00	0%	\$150.00
	Postage/Shipping						
	95927	\$100.00	\$100.00	\$0.00	\$0.00	0%	\$100.00
	Chargebacks-Production						
	95990	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
	Miscellaneous						
	Total for 95	\$64,700.00	\$64,700.00	\$34,187.38	\$0.00	53%	\$30,512.62
96	96415	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
	Consultant Services						
	96510	\$2,000.00	\$2,000.00	\$0.00	\$512.36	0%	\$1,487.64
	Equip LT \$5K						
	96512	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
	Equip GE \$5K						
	Total for 96	\$2,000.00	\$2,000.00	\$0.00	\$512.36	0%	\$1,487.64
	Total	\$485,038.00	\$530,885.00	\$220,060.89	\$512.36	41%	\$310,311.75

Quarterly Budget Report (FY 2015/2016)
 Personnel Commission Meeting, December 15, 2015
 Discretionary Items Detail

Office Supplies - 94410

Description	DEBIT	CREDIT	Transaction Date
Office Depot, Inc.	\$224.98	\$0.00	8/12/2015
Office Depot, Inc.	\$65.94	\$0.00	9/28/2015
Office Depot, Inc.	\$7.78	\$0.00	11/13/2015
Office Depot, Inc.	\$29.53	\$0.00	11/13/2015
Office Depot, Inc.	\$234.71	\$0.00	11/13/2015
Office Depot, Inc.	(\$14.82)	\$0.00	11/16/2015
Office Depot, Inc.	\$177.00	\$0.00	11/20/2015
Elba G. Gomez	\$64.92	\$0.00	11/20/2015
Budget Year: 2016	\$790.04	\$0.00	

Other Supplies - 94490

Description	DEBIT	CREDIT	Transaction Date
Amazon.com, Inc.	\$171.62	\$0.00	8/31/2015
Budget Year: 2016	\$171.62	\$0.00	

Software Maint & Lic - 95240

Description	DEBIT	CREDIT	Transaction Date
NEOGOV	\$17,850.00	\$0.00	8/3/2015
Budget Year: 2016	\$17,850.00	\$0.00	

Conference - 95310

Description	DEBIT	CREDIT	Transaction Date
WRIPAC	\$300.00	\$0.00	7/23/2015
WRIPAC	\$300.00	\$0.00	7/23/2015
WRIPAC	\$300.00	\$0.00	7/23/2015
WRIPAC	\$325.00	\$0.00	7/23/2015
Executive Inn & Suites	\$248.00	\$0.00	8/24/2015
Executive Inn & Suites	\$248.00	\$0.00	8/24/2015
Doubletree San Diego Mission Valley	\$447.00	\$0.00	8/24/2015
Doubletree San Diego Mission Valley	\$447.00	\$0.00	8/24/2015
Elba G. Gomez	\$251.09	\$0.00	8/31/2015
Bank of America Visa	\$400.00	\$0.00	9/28/2015
Christine A. Ferguson	\$336.09	\$0.00	11/13/2015
Elba G. Gomez	\$623.48	\$0.00	11/19/2015
Budget Year: 2016	\$4,225.66	\$0.00	

Mileage - 95315

Description	DEBIT	CREDIT	Transaction Date
Reshonda N Collins	\$77.26	\$0.00	8/7/2015
Vincent T Tafoya	\$120.75	\$0.00	8/7/2015
Gail Freitas	\$33.25	\$0.00	8/7/2015
Elba G. Gomez	\$132.25	\$0.00	8/24/2015
Elba G. Gomez	\$213.90	\$0.00	8/31/2015

Quarterly Budget Report (FY 2015/2016)
Personnel Commission Meeting, December 15, 2015

Discretionary Items Detail

Elba G. Gomez	\$100.05	\$0.00	8/31/2015
Elba G. Gomez	\$132.83	\$0.00	8/31/2015
Erick M. Walker	\$39.84	\$0.00	9/3/2015
Vincent T Tafoya	\$49.78	\$0.00	9/4/2015
Vincent T Tafoya	\$28.38	\$0.00	10/12/2015
Vincent T Tafoya	\$51.18	\$0.00	11/9/2015
Budget Year: 2016	\$979.47	\$0.00	

Charter/Vehicle Rental - 95320

Description	DEBIT	CREDIT	Transaction Date
EAN Services, LLC	\$152.05	\$0.00	12/3/2015
Budget Year: 2016	\$152.05	\$0.00	

Hosting Events/Workshops - 95330

Description	DEBIT	CREDIT	Transaction Date
Elba G. Gomez	\$124.87	\$0.00	7/20/2015
Reedley College Food Services	\$78.12	\$0.00	8/5/2015
Vincent T. Tafoya	\$38.17	\$0.00	8/7/2015
Vincent T. Tafoya	\$27.88	\$0.00	8/7/2015
Reshonda N. Collins	\$69.27	\$0.00	8/10/2015
Elba G. Gomez	\$198.41	\$0.00	8/14/2015
ZWF Inc	\$597.86	\$0.00	9/3/2015
Vincent T. Tafoya	\$15.96	\$0.00	9/3/2015
Taher, Inc.	\$34.42	\$0.00	9/8/2015
Taher, Inc.	\$34.42	\$0.00	9/8/2015
Taher, Inc.	(\$0.08)	\$0.00	9/8/2015
Taher, Inc.	(\$0.08)	\$0.00	9/8/2015
Elba G. Gomez	\$81.72	\$0.00	9/23/2015
Vincent T. Tafoya	\$11.99	\$0.00	10/14/2015
Christine A. Ferguson	\$43.60	\$0.00	10/15/2015
Christine A. Ferguson	\$14.48	\$0.00	10/15/2015
Elba G. Gomez	\$80.53	\$0.00	10/23/2015
Elba G. Gomez	\$26.18	\$0.00	10/23/2015
Elba G. Gomez	\$27.65	\$0.00	10/23/2015
Elba G. Gomez	\$38.80	\$0.00	10/23/2015
Elba G. Gomez	\$12.99	\$0.00	10/23/2015
ZWF Inc	\$917.15	\$0.00	11/9/2015
Brittany M. Needham	\$53.69	\$0.00	11/9/2015
Vincent T. Tafoya	\$24.97	\$0.00	11/9/2015
Christine A. Ferguson	\$35.80	\$0.00	11/10/2015
Elba G. Gomez	\$24.20	\$0.00	11/23/2015
Reedley College Food Service	\$67.19	\$0.00	12/3/2015
Reedley College Food Service	\$38.92	\$0.00	12/3/2015
Vincent T. Tafoya	\$11.98	\$0.00	12/3/2015
Brittany M. Needham	\$14.95	\$0.00	12/3/2015
Edna I. Pearson	\$5.99	\$0.00	12/3/2015
Reshonda N. Collins	\$46.42	\$0.00	12/7/2015
Budget Year: 2016	\$2,798.42	\$0.00	

Quarterly Budget Report (FY 2015/2016)
 Personnel Commission Meeting, December 15, 2015
 Discretionary Items Detail

Dues/Memberships - 95410

Description	DEBIT	CREDIT	Transaction Date
CODESP	\$1,850.00	\$0.00	7/6/2015
CSPCA/NC	\$776.00	\$0.00	7/6/2015
NCHRA	\$167.00	\$0.00	7/20/2015
SPCA/NC	\$95.00	\$0.00	10/27/2015
Budget Year: 2016	\$2,888.00	\$0.00	

Contract Labor/Other Prof Svcs - 95530

Description	DEBIT	CREDIT	Transaction Date
Nation and Badilla Investigations	\$1,500.00	\$0.00	8/31/2015
Budget Year: 2016	\$1,500.00	\$0.00	

Advertising - 95710

Description	DEBIT	CREDIT	Transaction Date
CSU Fresno	\$400.00	\$0.00	9/2/2015
ValPrint	\$221.31	\$0.00	11/9/2015
C A P C A	\$150.00	\$0.00	11/9/2015
ValPrint	\$576.19	\$0.00	11/9/2015
ValPrint	\$459.96	\$0.00	11/23/2015
ValPrint	\$491.43	\$0.00	11/23/2015
ValPrint	\$229.87	\$0.00	11/23/2015
ValPrint	\$366.27	\$0.00	11/23/2015
ValPrint	\$778.75	\$0.00	11/23/2015
Budget Year: 2016	\$3,673.78	\$0.00	

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

Presented to the Personnel Commission:

Date: December 15, 2015

SUBJECT: Discussion of Employees Working Out-of-
Classification

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

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 2

Background:

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

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

Start		End		Current		Wg Out of Class			Status
Start	End	First Name	Last Name	Position No.	Current Position	Position No.	Wg out of Class Position	Status	
7/8/2015		Robert	Kim	1125	Webmaster	1125	Programmer Analyst	Pending Recruitment	

Number Employees Pending Working Out of Class Review

8

Number Employees Working Out of Class Review Completed

16

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

Presented to the Personnel Commission:

Date: December 15, 2015

SUBJECT: Discussion of Classification Study Status ENCLOSURE(S):

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Information

ITEM NO: 3

Background:

The Personnel Commission approved a District-wide Classification Study at the June 12, 2012 regular meeting. Commission staff is currently reviewing positions in the Clerical Secretarial Job Families job families. This item being presented as an informational item for discussion purposes and to provide an update to the Personnel Commission.

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

Presented to the Personnel Commission:

Date: December 15, 2015

SUBJECT: Consideration and Approval of Eligibility
 Lists

ENCLOSURES:
Eligibility Lists

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-55

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.

ADMINISTRATIVE AIDE – MADERA CENTER

Recruitment ID AAMC	Hits 1136	Applicants 84	Failed MQ** 54	Failed Competitive 6	Took Competency 24	Took Oral 15	Eligible 10
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Oral Board Raters

Yolanda Garcia, Administrative Aide, State Center Community College District
 Grisel Galicia, Administrative Assistant, Madera Unified School District
 Angelica Murillo, Business Specialist, Madera County Workforce Assistance Center

Advertisements

Websites:

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

Agencies and Schools:

FCOE, City of Fresno, Madera COE, Fresno County, CSUF, Central 14 Community Colleges (specifically COS, Cuesta, Gavilan, Hartnell, Merced, Monterey Peninsula, West Hills) DeVry University, Fresno Pacific, Heald College, ITT Technical Institute, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

Fresno, Central, Clovis, Kings Canyon, Madera, Sanger, KCUSD

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	4	0	4	40	13	2	0	4	67
Male	4	0	2	7	1	0	0	0	14
No Answer	0	0	0	0	0	0	0	3	3
Total	8	0	6	47	14	2	0	7	84

** Failed MQ: 52—MQs; 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 • Madera Center
Oakhurst Center • Career and Technology Center • The Training Institute

ADMINISTRATIVE AIDE

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

- Definition:** Under direction assists in the planning, organizing, and controlling of a variety of functional areas as well as performing specialized and difficult secretarial/clerical work.
- Compensation:** Starts at \$3,720.75 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 \$21.47 per hour with limited benefits.
- Experience:** Considerable experience performing administrative or difficult secretarial duties involving analytical and technical skills in an office environment.
- Education:** Formal or informal education equivalent to completion of the twelfth grade.
- Licenses/Certificates:** A valid driver's license is required.
- Examples of Duties:** Performs a wide variety of secretarial work including typing, proof-reading, checking, composing correspondence, recording information on records from general instructions utilizing word processing, spreadsheets and database software. Tracks budget expenditures and prepares reports. Operates a variety of office machines. Answers telephone, schedules and cancels appointments, takes and prepares minutes of meetings. Enters and retrieves data from computer system in appropriate format, including schedule of courses. Conducts research on problem areas and prepares reports. Initiates and coordinates procedural modifications. Assigns and reviews the work of other employees and students assigned to the department. May perform other related duties as needed.
- Required Knowledge, Skills 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. Ability to take and/or transcribe dictation and prepare minutes of meetings. Skill to employ mathematical techniques. Skills required to prepare and analyze budget, course schedule and faculty load reports. Ability to use complex computer applications in word processing, spreadsheets, databases, and communications software. Ability to enter and retrieve data from computer system in appropriate format. Ability to learn procedures connected with mission of department or service area. Ability to assign, monitor and review the work of others. 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.

State Center Community College District is an Equal Opportunity Employer. It is the policy of State Center Community College District to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion or similar factors as defined by law. We are a Title V employer.



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

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

Selection Process:

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (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 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, OCTOBER 14, 2015.**

APPLICATIONS WILL ONLY BE ACCEPTED FROM 9/28/15 - 9/30/15

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: 4:30 p.m., Wednesday, September 30, 2015

Posted: 9/9/15

Pay Range: Regular Classified Range 53

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.

BOOKSTORE SALES CLERK I - SEASONAL

Recruitment ID	Hits	Applicants	Failed MQ**	Took Competency	Eligible
BSC1 11-2015	1207	64	2	62	29

Advertisements

Websites:

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

Agencies and Schools:

FCOE, City of Fresno, Madera COE, Fresno County, CSUF, Central 14 Community Colleges (specifically COS, Cuesta, Gavilan, Hartnell, Merced, Monterey Peninsula, West Hills) DeVry University, Fresno Pacific, Heald College, ITT Technical Institute, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

Fresno, Central, Clovis, Kings Canyon, Madera, Sanger, KCUSD

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	6	0	3	15	8	1	0	2	35
Male	3	0	2	10	5	1	0	2	23
No Answer	0	0	0	3	1	0	0	2	6
Total	9	0	5	28	14	2	0	6	64

**** Failed MQ: 2 – Incomplete application**



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

BOOKSTORE SALES CLERK I – SEASONAL

These positions will be working 2 to 4 weeks during January - February 2016. Work schedule may include morning or evening full-time or part-time hours. Vacancies may be located at Fresno City College, Reedley College, the Clovis Community College, and the Madera Center.

- Definition:** Under direction assists in the stocking and inventory of textbooks, supplies and materials, assists customers in the purchase of textbooks and other merchandise.
- Compensation:** Positions are paid hourly, \$14.53 per hour, with no benefits, except sick leave and vacation.
- Experience:** None required.
- Education:** Formal or informal education equivalent to completion of the twelfth grade.
- Examples of Duties:** Performs a limited variety of work, including assisting customers in finding items in the store, keeping inventory records on supplies and merchandise, operating cash register, taking money and making change. May perform other related duties as needed.
- Required Knowledge and Abilities:** Skill to operate cash register and maintain sales records. Knowledge of inventory procedures. Skill to collect cash and make change for customers. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Selection Process:** The selection process will include screening to ensure applications are complete and meet all minimum qualifications. This process will also include a written test of knowledge and abilities (pass/fail). **Testing is tentatively scheduled for Friday, December 4, 2015. Those applicants who pass the exam will be scheduled for interviews on a first-come, first-served basis.**

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 attached to your application but will not be accepted in lieu of a completed application.

APPLICANTS MUST SUBMIT AN ONLINE APPLICATION BETWEEN MONDAY, NOVEMBER 23, 2015 AND WEDNESDAY, NOVEMBER 25, 2015.

ONLINE APPLICATIONS WILL NOT BE ACCEPTED ON ANY OTHER DATES.

Filing Deadline: 4:30 p.m., Wednesday, **November 25, 2015**

Date posted: 11/3/15

Pay range: Regular Classified 37

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.

BOOKSTORE SEASONAL ASSISTANT

Recruitment ID	Hits	Applicants	Failed MQ**	Took Competency	Eligible
BSA 11-2015	842	53	1	52	28

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	5	13	6	1	0	3	33
Male	1	1	2	8	3	0	0	2	17
No Answer	0	0	0	2	0	0	0	1	3
Total	6	1	7	23	9	1	0	6	53

** Failed MQ: 1 – Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

BOOKSTORE SEASONAL ASSISTANT

These positions will be working 2 to 4 weeks during January - February 2016. Work schedule may include morning or evening full-time or part-time hours. Vacancies may be located at Fresno City College, Reedley College, the Clovis Community College, and the Madera Center.

- Definition:** Under close direction and supervision, performs a variety of general retail functions and services in District bookstores during seasonal peak “rush” periods.
- Compensation:** Positions are paid hourly, \$12.49 per hour, with no benefits, except sick leave and vacation.
- Experience:** None required.
- Education:** Formal or informal education equivalent to completion of the twelfth grade
- Examples of Duties:** Performs a combination of the following duties: provides customer service, assists in locating textbooks and supplies, and assists with stocking and inventory. Functions as a greeter and assists with backpack check-in/check-out.
- Required Knowledge and Abilities:** Ability to receive and follow instruction with minimum direction, ability to interact with students and faculty, knowledge of stocking methods.
- Selection Process:** The selection process will include screening to ensure applications are complete and meet all minimum qualifications. This process will also include a written test of knowledge and abilities (pass/fail). **Testing is tentatively scheduled for Friday, December 4, 2015. Those applicants who pass the exam will be scheduled for interviews on a first-come, first-served basis.**
- 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 attached to your application but will not be accepted in lieu of a completed application.

APPLICANTS MUST SUBMIT AN ONLINE APPLICATION BETWEEN MONDAY, NOVEMBER 23, 2015 AND WEDNESDAY, NOVEMBER 25, 2015.

ONLINE APPLICATIONS WILL NOT BE ACCEPTED ON ANY OTHER DATES.

Filing Deadline: 4:30 p.m., Wednesday, November 25, 2015

Date posted: 11/3/15

Pay range: Regular Classified 31

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.

GENERAL UTILITY WORKER

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Performance	Eligible
G UW-1015	868	30	18	0	12	12	8

Performance Board Raters

Luis Ayala, Custodial Supervisor, Madera Unified
 Sergio Salinas, Lead Custodian, Clovis Community College
 Larry Dickson, General Utility Worker, Fresno City

Debbe Cardoza, Office Assistant III, Fresno City
 Nancy Gross, Administrative Aide, Fresno City 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	0	0	0	0	0	0
Male	1	0	3	13	13	0	0	0	30
No Answer	0	0	0	0	0	0	0	0	0
Total	1	0	3	13	13	0	0	0	30

** Failed MQ: 16—MQs; 2— 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

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

GENERAL UTILITY WORKER

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

- Definition:** Under direction performs movement of furniture and equipment, custodial and less complicated building maintenance tasks.
- Compensation:** Starts at \$2,915.33per 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 \$16.82 with limited benefits.
- Examples of Duties:** Duties include receiving and processing supplies, deliver and distribute supplies and equipment, special set up of furniture or equipment, building maintenance, perform minor repairs on equipment or furniture, custodial duties and performs other duties as needed.
- Required Employment Standards:**
- Education:** Equivalent to high school graduation
- Licenses/Certificates:** A valid driver's license is required.
- Experience:** Experience in performing minor building maintenance tasks, basic custodial duties.
- Knowledge**
- Knowledge of campus layout and buildings and basic safety procedures relating to building maintenance.
 - Knowledge of safe and appropriate cleaning solution mixtures, cleaning methods and the use and care of cleaning materials and equipment.
 - Knowledge of hazards and applicable safety rules by understanding Material Safety Data Sheet (MSDS).
 - Knowledge of floor maintenance techniques for all surface types.
 - Knowledge of operations and locations of security systems.
 - Knowledge of proper methods for lifting and moving heavy objects
- Skills**
- Skill to perform minor repair of campus as well as assemble and install new furnishing from diagrams, instructions, and plans.
 - Skill to use cleaning materials and equipment with skill and efficiency,
 - Skill and ability to identify and clean stains of differing types, detect unsafe conditions.
 - Skill to perform less complicated repair and replacement of plumbing, electric wiring, motors, and fixtures.
 - Skill to use and maintain supplies and equipment in a safe manner.
 - Skill to perform mathematical calculations.
- Abilities**
- Ability to operate and be certified in the operation of mechanical equipment utilized and assist with maintenance tasks.
 - Ability to read solution labels and instructions and write notes to supervisors.
 - Ability to read, write and use the English language at a level and in a manner that will allow effective written communications.
 - Ability to remain current with technical developments in the area of school maintenance and make recommended changes to keep current.

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GENERAL UTILITY WORKER

- Ability to receive and follow instructions in order to build and maintain effective working relationships.
- Ability to learn and apply college and district policies and procedures.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to perform heavy physical labor and lift and carry office supplies and equipment weighing up to 50 lbs.
- Ability to properly climb a ladder.

Physical/ Mental Demands

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

- Have muscular effort (or strength) needed to lift, push, pull or carry objects. (Muscular Tension).
- Have strength to resist fatigue such as being able to repeatedly push or pull items. (Muscular Endurance)
- Have the ability to bend, stretch, twist, or reach out with the body, arms and/or legs. (Flexibility)
- Have coordinated movements of the arms, legs and torso while the whole body is in motion such as when climbing a ladder. (Whole Body Coordination)
- Keep balanced and stay upright when in an unstable position such as when walking on slippery surfaces. (Whole Body Equilibrium)
- Have precise positioning and movement of the arm and hand such as cleaning a white board. (Arm-Hand Steadiness)
- Have coordination of two or more limbs (arms and legs) while seated or standing in one place such as driving a cart. (Multi-Limb Coordination)
- Have coordinated, precise movement of the fingers, hand or hand and arm together such as assembling parts or using various hand-held tools. (Manual & Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at product labels. (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 electrical cables or wires. (Color Discrimination)
- Tell from what direction a sound is coming from such source of an air leak. (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)
- Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
- Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
- Generate or use different sets of rules for combining or grouping things in different ways. (Category Flexibility)
- Focus on a single source of sound in the presence of other distracting sounds. (Auditory Attention)
- Quickly make sense of, combine, and organize information into meaningful patterns. (Speed of Closure)
- Concentrate on a task over a period of time without being distracted. (Selective Attention)
- Shift back and forth between two or more activities or sources of information; multi-task to work on different projects simultaneously. (Time Sharing)
- Remember information such as words, numbers, pictures, and procedures. (Memorization)
- Clearly communicate information and ideas through spoken words so others will understand. (Oral Expression)
- Identify and understand the speech of another person. (Speech Recognition)
- Recognize when something is wrong or is likely to go wrong. (Problem Sensitivity)
- Combine pieces of information to form general rules or conclusions such as finding a relationship among seemingly unrelated events. (Inductive Reasoning)
- Apply general rule, a premise, which is known to be true to specific problems to produce answers that make sense. (Deductive Reasoning)
- Read and understand information and ideas presented in writing. (Written Comprehension)
- Communicate information and ideas in writing so others will understand. (Written Expression)

GENERAL UTILITY WORKER

**Work
Conditions**

Working conditions which may occur:

- Work outside exposed to the weather and varying temperatures.
- Work on surfaces that vary in stability.
- Work at varying heights and may work on top of building structures.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Contact with electrical hazards
- Contact with paint, varnish, lacquer or resins.
- Exposed to nuisance dusts.
- Noise exposure may be up to 90 decibels, roughly that of a power lawn mower.
- Some overtime and/or schedule changes may occur.
- May be required to travel to locations other than assigned site.

**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 written examination (40% weight) and a performance examination (60% weight).

Of those achieving a passing score on the written examination, only the 20 highest scoring candidates, plus ties, will be invited to the performance examination. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR MONDAY, NOVEMBER 9, 2015.
ONLINE APPLICATIONS WILL ONLY BE AVAILABLE - 10/27/15 - 10/30/15

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

Filing Deadline: FRIDAY, OCTOBER 30, 2015, 4:30 PM.
Posted: 10/09/15

Pay Range: Regular Classified Range 43

INSTRUCTIONAL LABORATORY TECHNICIAN – CHEMISTRY/PHYSICAL SCIENCE

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500204	596	22	8	0	14	8	5

Oral Board Raters

Jason Meyers, Instructional Technician – Chemistry/Physical Science, State Center Community College District
Clari Cone, Lab Manager and Owner, CB&I

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	1	0	1	0	5	1	0	0	8
Male	0	0	6	1	4	1	0	2	14
No Answer	0	0	0	0	0	0	0	0	0
Total	1	0	7	1	9	2	0	2	22

** Failed MQ: 6—MQs; 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 • Madera Center
Oakhurst Center • Career and Technology Center • The Training Institute

INSTRUCTIONAL LABORATORY TECHNICIAN – CHEMISTRY/PHYSICAL SCI.

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 a full-time position in Fresno City College.

- Definition:** Under direction sets up laboratory materials and assists in the operation and maintenance of the physical science laboratory equipment, prepares demonstrations for the class, organizes and monitors the disposal of hazardous waste materials.
- Compensation:** Starts at \$4,105.25 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$23.68 with limited benefits
- Examples of Duties:** Performs a variety of duties related to the maintenance and operation of a multidisciplinary teaching laboratory including but not limited to:
- Demonstrates proper techniques and use of tools and equipment for students during laboratory classes.
 - Prepares chemical solutions and unknowns for laboratory demonstrations and practical examinations.
 - Prepares, labels, and maintains stock solutions and reagents.
 - Ensures the set-up and clean-up of laboratory exercises.
 - Inspects student experiments and work.
 - Coordinates the use of the laboratories and issues supplies, instruments, materials, tools, chemicals, solutions and equipment.
 - Operates, assembles, installs, inspects, tests, and repairs equipment, supplies, and materials.
 - Maintains stockrooms, laboratories, and other assigned areas in a clean, safe, and orderly condition.
 - Orders, receives, inspects, and organizes supplies, instruments, materials, tools, chemicals, solutions and equipment and verifies contents of shipments.
 - Monitors and tracks budget expenditures, prepares reports, and makes recommendations on funds needed for class labs and new equipment.
 - Performs demonstrations and provides orientation, assistance, training and technical support to instructors on laboratory procedures, operation of equipment, and location and use of materials.
 - Analyzes and suggests changes to experimental procedures.
 - Creates laboratory schedules with instructors to align experiments for efficient operation.
 - Assists in the development and evaluation of laboratory manuals.
 - Inspects, tests, operates, assembles, and installs equipment, supplies, and materials.
 - Makes repairs to equipment, to the extent possible, or arranges for professional repair services.
 - Maintains record keeping of hazardous waste generation in accordance with regulations, guidelines, and district policy.
 - Collects, stores, and coordinates the disposal of hazardous chemicals and materials.
 - Implements chemical hygiene and hazard communication programs.
 - Ensures and enforces security and safety of the lab according to established procedures, policies, and laws.
 - Maintains safety data sheets.
 - Performs routine safety inspections of classrooms, laboratories, and preparation areas in accordance to the Injury and Illness Prevention and Chemical Hygiene programs.
 - Ensures that laboratory chemicals are properly inventoried and stored in accordance with regulations, guidelines, and accepted best practices.
 - Assists faculty and/or department secure permits related to the acquisition, storage, and utilization of endangered species and specimens.
 - Screens, selects, trains, evaluates, and provides work direction to student workers.
 - Performs other duties as needed.

State Center Community College District is an Equal Opportunity Employer. It is the policy of State Center Community College District to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion or similar factors as defined by law. We are a Title V employer.

INSTRUCTIONAL LABORATORY TECHNICIAN – CHEMISTRY/PHYSICAL SCIENCE²

Required Employment Standards:

Education

Bachelor's degree in Chemistry with coursework in Physics preferred, OR Bachelor's degree in Physics with course work in Chemistry.

Experience

Experience in a chemistry or physics laboratory including previous experience handling and working with chemistry/physics experiments and equipment maintenance.

Licenses/Certificates

Valid Driver's License is required.

Knowledge

- Knowledge of operation and preparation of a chemistry/physics laboratory and equipment.
- Knowledge of scientific supplies/procedures used in the physical sciences.
- Knowledge of procedures used in physical science laboratories (general and organic chemistry, physics, and geology).
- Knowledge of chemical equations, symbols and scientific notations.
- Knowledge of principles and proper handling of hazardous waste disposal.
- Knowledge of cleaning, fabrication, operation and minor repair and maintenance of lab equipment.
- Knowledge of research procedures.
- Knowledge of proper storage and preservation procedures for physical science supplies and equipment.
- Knowledge of proper chemical hygiene.
- Knowledge of health and safety regulations.
- Knowledge of inventory techniques.
- Knowledge of principles and practices of budget tracking.
- 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 issue, receive, and maintain records of equipment and supplies.
- Skill to synthesize special organic and inorganic reagents.
- Skill to demonstrate proper techniques and use of equipment for students.
- Skill to communicate with vendors.
- Skill to clean, adjust, operate, and maintain analytical chemistry equipment.
- 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 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 operate and maintain analytical instrumentation used in an organic chemistry laboratory.
- Ability to assemble and dismantle chemistry laboratory experiments.
- Ability to provide hands-on academic support to students as a supplement to their classroom teaching.
- Ability to safely clean up and dispose of hazardous materials.
- Ability to prepare special reagents and precise chemical solutions.
- Ability to review and evaluate the work of students assigned by instructors.
- Ability to evaluate and assist students in a lab setting.
- Ability to interpret, explain, and apply procedures and regulations pertaining to laboratory safety and hazardous material disposal.
- Ability to keep accurate records and maintain accurate inventory of laboratory equipment and supplies.

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INSTRUCTIONAL LABORATORY TECHNICIAN – CHEMISTRY/PHYSICAL SCIENCE³

- Ability to maintain budget for laboratory supplies and anticipate expenses.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts, 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 effectively communicate with individuals for whom English is not a primary language.
- Ability to train and direct student aides.
- Ability to employ proper English usage, spelling, grammar, and punctuation.
- Ability to receive and follow instructions.
- Ability to learn and apply college and district policies and procedures.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 40 lbs.

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 typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)

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

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

INSTRUCTIONAL LABORATORY TECHNICIAN – CHEMISTRY/PHYSICAL SCIENCE⁴

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.
- Exposure to fumes, vapors or airborne particles, hazardous chemicals, biological hazards and risk of electrical shock. NOTE: All exposure is under OSHA Permissible Exposure Levels (PEL).
- Exposure to temperature controlled environment (walk-in refrigerator).
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Some overtime and/or schedule changes may occur.
- Work under pressure of constant deadlines with frequent interruptions.

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. Your 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 (50% weight) and an oral interview examination (50% weight).

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

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, NOVEMBER 20, 2015.

To move forward in the selection process, you must complete an online application through our web site <http://agency.governmentjobs.com/scccd> You must also upload (attach) a copy of your degree or transcripts showing degree conferral of your application may be rejected. *Resumes may be uploaded but cannot be used in lieu of a completed application.*

Filing Deadline: MONDAY, NOVEMBER 2, 2015, 4:30 PM.

Posted: 10/12/15

Pay Range: Regular Classified Range 57

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.

INSTRUCTIONAL LABORATORY TECHNICIAN – GENERAL SCIENCE

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500279	505	20	2	0	18	14	11

Oral Board Raters

Jason Meyers, Instructional Technician – Chemistry/Physical Science, State Center Community College District
 Clari Cone, Lab Manager and Owner, CB&I

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	1	0	4	0	0	0	0	0	5
Male	0	0	4	2	5	3	0	0	14
No Answer	0	0	0	0	0	0	0	1	1
Total	1	0	8	2	5	3	0	1	20

** Failed MQ: 2—MQs



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PERSONNEL COMMISSION

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Oakhurst Center • Career and Technology Center • The Training Institute

INSTRUCTIONAL LABORATORY TECHNICIAN – GENERAL SCIENCE

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 a permanent part-time position in Reedley College.

Definition: Under direction sets up laboratory materials and assists in the operation and maintenance of the general science laboratory, prepares demonstrations for the class, organizes and coordinates the disposal of hazardous waste.

Compensation: Starts at \$4,105.25 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$23.68 with limited benefits

Examples of Duties: Performs a variety of duties related to the maintenance and operation of a multidisciplinary teaching laboratory including but not limited to:

- Demonstrates proper techniques and use of tools and equipment for students during laboratory classes.
- Prepares reagents, solutions, media, cultures, slide mounts, and specimens.
- Prepares, labels, and maintains stock solutions and reagents.
- Prepares, maintains, and disposes of live biological cultures and unknowns for laboratory demonstrations and practical examinations.
- Ensures the set-up and clean-up of laboratory exercises.
- Inspects student experiments and work.
- Coordinates the use of the laboratories and issues supplies, instruments, materials, tools, chemicals, solutions and equipment.
- Operates, assembles, installs, inspects, tests, and repairs equipment, supplies, and materials.
- Maintains stockrooms, laboratories, and other assigned areas in a clean, safe, and orderly condition.
- Orders, receives, inspects, and organizes supplies, instruments, materials, tools, chemicals, solutions and equipment and verifies contents of shipments.
- Monitors and tracks budget expenditures, prepares reports, and makes recommendations on funds needed for class labs and new equipment.
- Performs demonstrations and provides orientation, assistance, training and technical support to instructors on laboratory procedures, operation of equipment, and location and use of materials.
- Analyzes and suggests changes to experimental procedures.
- Creates laboratory schedules with instructors to align experiments for efficient operation.
- Assists in the development and evaluation of laboratory manuals.
- Inspects, tests, operates, assembles, and installs equipment, supplies, and materials.
- Makes repairs to equipment, to the extent possible, or arranges for professional repair services.
- Maintains record keeping of hazardous and biological waste generation in accordance with regulations, guidelines, and district policy.
- Collects, stores, and coordinates the disposal of hazardous chemicals and materials.
- Implements chemical hygiene, hazard communication, and blood borne pathogen exposure programs.
- Ensures and enforces security and safety of the lab according to established procedures, policies, and laws.
- Maintains safety data sheets.
- Performs routine safety inspections of classrooms, laboratories, and preparation areas in accordance to the Injury and Illness Prevention and Chemical Hygiene programs.
- Ensures that laboratory chemicals are properly inventoried and stored in accordance with regulations, guidelines, and accepted best practices.
- Assists faculty and/or department secure permits related to the acquisition, storage, and utilization of endangered species and specimens
- Screens, selects, trains, evaluates, and provides work direction to student workers.
- Performs other duties as needed.

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**Required
Employment
Standards:****Education**

Bachelor's degree in Chemistry, Biology or Physics.

Experience

Experience in a general science laboratory including previous experience handling and working with biology/physics experiments and equipment maintenance.

Licenses/Certificates

Valid Driver's License is required.

Knowledge

- Knowledge of operation and preparation of a general science laboratory and equipment.
- Knowledge of scientific supplies/procedures used in the general sciences, laboratories.
- Knowledge of chemical equations, symbols and scientific notations.
- Knowledge of safety procedures for chemical or biological hazards.
- Knowledge of principles and handling of hazardous waste disposal.
- Knowledge of chemical equations, symbols, and scientific notations.
- Knowledge of principles of sterilization
- Knowledge of fabrication and repair techniques.
- Knowledge of cleaning, fabrication, operation, and minor repair techniques and maintenance of lab equipment.
- Knowledge of research procedures.
- Knowledge of proper storage and preservation procedures for physical science supplies and equipment.
- Knowledge of proper chemical hygiene.
- Knowledge of health and safety regulations.
- Knowledge of inventory techniques.
- Knowledge of principles and practices of budget tracking.
- 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 issue, receive and maintain records of equipment and supplies.
- Skill to synthesize special organic and inorganic reagents.
- Skill to demonstrate proper techniques and use of equipment for students.
- Skill to clean, adjust, operate, and repair lab equipment.
- Skill to communicate effectively both orally and in writing.
- Skill to give clear and concise instructions.
- Skill to communicate with vendors.
- 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 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 operate and maintain analytical instrumentation used in a general science laboratory.
- Ability to assemble and dismantle laboratory experiments.
- Ability to perform specialized technical laboratory duties pertaining general science.
- Ability to provide hands-on academic support to students as a supplement to their classroom teaching.
- Ability to safely clean up and dispose of hazardous materials.
- Ability to review and evaluate the work of students assigned by instructors.
- Ability to evaluate and assist students in a lab setting.

- Ability to interpret, explain, and apply procedures and regulations pertaining to laboratory safety and hazardous material disposal.
- Ability to keep accurate records and maintain accurate inventory of laboratory equipment and supplies.
- Ability to maintain budget for laboratory supplies and anticipate expenses.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts, 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 effectively communicate with individuals for whom English is not a primary language.
- Ability to train and direct student aides.
- Ability to employ proper English usage, spelling, grammar, and punctuation.
- Ability to receive and follow instructions.
- Ability to learn and apply college and district policies and procedures.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications and accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 40 lbs.

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 typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)

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

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

- Read and understand information and ideas presented in writing. (Written Comprehension)
- Communicate information and ideas in writing so others will understand. (Written Expression)

Working conditions which may occur

- Work inside protected from the weather.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- Exposure to fumes, vapors or airborne particles, hazardous chemicals, biological hazards and risk of electrical shock. NOTE: All exposure is under OSHA Permissible Exposure Levels (PEL).
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Some overtime and/or schedule changes may occur.
- Work under pressure of constant deadlines with frequent interruptions.

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. Your 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 (50% weight) and an oral interview examination (50% weight).

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

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, NOVEMBER 20, 2015.

To move forward in the selection process, you must complete an online application through our web site <http://agency.governmentjobs.com/scccd> You must also upload (attach) a copy of your degree or transcripts showing degree conferral of your application may be rejected. *Resumes may be uploaded but cannot be used in lieu of a completed application.*

Filing Deadline: MONDAY, NOVEMBER 2, 2015, 4:30 PM.

Posted: 10/12/15

Pay Range: Regular Classified Range 57

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LEAD CUSTODIAN

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500179	621	42	22	10	10	9	6

Oral Board Raters

Carlos Puente, Lead Custodian, Fresno City College
 Pete Serrato, Lead Custodian, California State University, 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	1	0	0	3	3	2	0	0	9
Male	5	0	4	14	9	1	0	0	33
No Answer	0	0	0	0	0	0	0	0	0
Total	6	0	4	17	12	3	0	0	42

** Failed MQ: 19—MQs; 3— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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LEAD CUSTODIAN

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 Madera Community College Center.

- Definition:** Under direction leads other employees in the performance of cleaning work and movement of furniture and equipment.
- Compensation:** Starts at \$3,141.42 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 \$18.12 with limited benefits.
- Examples of Duties:** Duties include leading, training and monitoring employees in the performance of custodial duties including emptying trash containers, cleaning chalkboards, arranging furniture, dusting, cleaning, disinfecting and restocking restrooms, sweeping and mopping floors, vacuuming carpet, washing windows, stripping and waxing floors. Performs other related duties as needed.
- Required Employment Standards:**
- Education:** Formal and informal education equivalent to completion of the twelfth grade and seminars in the custodial maintenance field.
- Licenses/Certificates:** A valid driver's license is required.
- Experience:** Considerable experience in performing custodial duties.
- Knowledge and Abilities:** Knowledge of safe and appropriate cleaning solution mixtures, cleaning methods and the preferred methods of cleaning and preserving floors, walls, and fixtures, cleaning materials, disinfectants, and equipment use in custodial work, custodial chemicals and their proper use, common tools and their uses, and quantities of materials needed in custodial work. Skill to estimate and requisition materials and supplies needed, maintain accurate records, lead and train employees in safe and appropriate cleaning techniques. Ability to assign, monitor, and review the work of others. 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 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 exam (40% weight) and an oral interview examination (60% weight).

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

TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, NOVEMBER 18, 2015 (in Madera).

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

Filing Deadline: FRIDAY, OCTOBER 30, 2015, 4:30 PM.
Posted: 10/09/15

Pay Range: Regular Classified Range 46

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.

PAINTER

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500186	854	34	19	0	15	10	10

Oral Board Raters

Johnathan Kepler, Maintenance Worker II, Reedley College
 Danny Salas, Journeyman Lead III, Madera Unified School District

Advertisements

Websites:

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

Agencies and Schools:

FCOE, City of Fresno, Madera COE, Fresno County, CSUF, Central 14 Community Colleges (specifically COS, Cuesta, Gavilan, Hartnell, Merced, Monterey Peninsula, West Hills) DeVry University, Fresno Pacific, Heald College, ITT Technical Institute, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

Fresno, Central, Clovis, Kings Canyon, Madera, Sanger, KCUSD

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	0	0	0	0	0	0	0
Male	0	0	4	11	18	1	0	0	34
No Answer	0	0	0	0	0	0	0	0	0
Total	0	0	4	11	18	1	0	0	34

** Failed MQ: 17—MQs; 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 • Madera Center
Oakhurst Center • Career and Technology Center • The Training Institute

PAINTER

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

- Definition:** Under direction performs skilled work in the painting and maintenance of buildings, equipment and related structures.
- Compensation:** Starts at \$4,752.08 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 \$27.42 with limited benefits.
- Examples of Duties:** Duties include maintenance and repair of existing structures, maintenance of paint shop area including tools and painting devices including airless paint sprayer, conventional sprayer, brushes, rollers, sanders, ladders, and rolling stage. Determining time and materials need for project, pricing projects according to description provided in discussion with staff, timeline for project completion, and obtaining required materials. Perform color matching, staining, patching, washing, sanding, repairing damaged wallpaper, clean-up and maintenance of materials. Maintains painted curbing and striping on campus. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Completion of a painting apprenticeship program.
- Licenses/Certificates:** A valid driver's license is required.
- Experience:** Journeyman experience in painting or attained regular status as a Maintenance Specialist within the district.
- Knowledge and Abilities:** Knowledge of types and uses of paint brushes, paint materials such as latex, oil base, epoxy, lacquers, and acrylic, operating and maintaining spray equipment, and respirators, surface preparation for painting, paints and thinners and their toxic effects, proper uses of ladders, scaffolds, and planks, matching colors to surrounding areas, paint and its coverage per gallon, and time and materials cost estimating techniques. Knowledge of safety regulations and codes and safe work practices. Skill to paint effectively to produce needed result, use and maintain supplies and equipment safely, perform mathematical calculations. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (No Weight). The examination process will also include a competency test (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, 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, NOVEMBER 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> Resumes may also be uploaded but cannot be used in lieu of a completed application.
- Filing Deadline:** **FRIDAY, OCTOBER 30, 2015, 4:30 PM.** Posted: 10/09/15 Pay Range: Regular Classified Range 63

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.

PROGRAMMER ANALYST

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
PAN-2015	936	9	4	1	4	3	3

Oral Board Raters

Caroline Kubin, Programmer Analyst, State Center Community College District
 Frank Recchia, Systems and Applications Analyst, Clovis Unified School District

Advertisements

Websites:

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

Agencies and Schools:

FCOE, City of Fresno, Madera COE, Fresno County, CSUF, Central 14 Community Colleges (specifically COS, Cuesta, Gavilan, Hartnell, Merced, Monterey Peninsula, West Hills) DeVry University, Fresno Pacific, Heald College, ITT Technical Institute, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

Fresno, Central, Clovis, Kings Canyon, Madera, Sanger, KCUSD

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	1	0	1	0	0	0	2
Male	1	0	2	0	2	1	0	0	6
No Answer	0	0	0	0	0	1	0	0	1
Total	1	0	3	0	3	2	0	0	9

** Failed MQ: 3—MQs; 1— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

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

PROGRAMMER ANALYST (EXTENDED DEADLINE)

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

The current vacancy is at the State Center Community College District Office.

Definition: Under direction performs information systems development, implementation, and support of on-line, interactive, and batch computer application systems in centralized, distributed, and client-server environments.

Compensation: Starts at \$6,059.50 per month. Full-time permanent positions provide an attractive benefit package which includes compensation, health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees.

Examples of Duties: Performs a wide variety of complex programming duties including but not limited to:

- Analyzes the needs of the District and provides technical support for the Information Systems department, such as coding, designing, implementing and debugging programs.
- Writes, analyzes, reviews, and rewrites programs, using workflow charts and diagrams, and applying knowledge of computer capabilities, subject matter, and symbolic logic.
- Tests and debugs programs and/or systems for accuracy and proficiency.
- Provides support of third party systems related to interfacing with our ERP system.
- Prepares detailed workflow charts and diagrams that describe input, output, and logical operation, and convert them into a series of instructions coded in a computer language.
- Modifies acquired application software using tables, profiles and other vendor supplied customization tools to reflect approved changes specified by the users.
- Participates in all phases of the systems development life cycle with a focus on computer application systems, including maintenance and support or technical services.
- Analyzes end users data needs and develops user oriented solutions which interface with existing applications.
- Conducts trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.
- Corrects errors by making appropriate changes and then rechecking the program to ensure that the desired results are produced.
- Revises, repairs, or expands existing programs to increase operating efficiency or adapt to new requirements.
- Maintains and assists in problem solving on current production programs.
- Assists in the development of test data used in checking the accuracy and completeness of computer processing results.
- Calculates project timelines and completion date estimates, using project planning techniques.
- Recommends improved operational procedures to maximize systems efficiency.
- In cooperation with the end user, tests application software to assure accuracy, integrity, interoperability and completeness to achieve desired results.
- Trains user and other staff, validates ability to use and run applications and document testing and training results.

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- Provides technical assistance and guidance in the form of training or documentation to the users, programmers, and operations staff.
- Writes or revises program documentation, operations documentation and user guides in accordance with standards.
- Ensures system integrity and assists in installation of technological upgrades.
- Maintains current knowledge and skills of programming standards.
- Performs other related duties as assigned.

**Required
Employment
Standards:**

Education & Experience: Any combination equivalent to: Bachelor's degree in computer science, mathematics or a related field and progressively responsible experience (2-3 years or more) in computer application systems development, implementation, analysis, design, programming, testing and implementing on-line, interactive, computer applications in centralized, distributed and client-server environments using multi-programming languages.

Licenses/Certificates: A valid driver's license is required.

Knowledge:

- Knowledge of multiple high level procedural and non-procedural programming languages.
- Knowledge of operational characteristics of operating systems, computer systems, applications, hardware, software, and peripheral equipment.
- Knowledge of programming theory and operating systems capabilities and constraints used in data system analysis and design, planning, testing and implementation.
- Knowledge of operations, production capacity, and uses of standard data processing equipment and current systems.
- Knowledge of methods and techniques of troubleshooting computer applications and network problems and evaluating network performance.
- Knowledge of adult and individual learning theory and training methods.
- Knowledge of data communication standards, protocols, hardware, software and network management practices.
- Knowledge of federal, state and local laws, codes and regulations pertaining to the use of network technologies.
- Knowledge of principles and practices of analytical systems for effective evaluation.
- Knowledge of methods, practices and terminology used in statistical technical work.
- Knowledge of recordkeeping and report preparation techniques to ensure information is accurately presented.
- 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 design on-line, interactive, computer application systems.
- Skill to develop and implement computer application systems from design specifications using programming languages such as HTML, Java, JavaScript, XML, CGI, Servlets, JSP, JavaBeans, Oracle, J2EE, ASP, PHP, SQL server, COM, MTS, CSS, SQL, PL/SQL, Infomaker and other related languages.

**Required
Employment
Standards
(cont):**

- Skill to conduct research and analyze data, trends, organizational needs to make recommendations and prepare reports.
- Skill and ability to analyze a variety of problems to make sound policy and procedural recommendations for their solutions.
- Skill to analyze users' needs and devise effective solutions, document computer application systems for both technical and non-technical audiences.
- Skill to demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
- 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 coordinate complex application design and development, and implementation of projects.
- Ability to perform complex systems and data analyses.
- Ability to coordinate and standardize data processing procedures.
- Ability to research, analyze and evaluate new service systems, develop systems testing and conversion plans.
- Ability to establish general schedules and priorities for systems development projects and support services.
- Ability to define systems security and control procedures.
- Ability to understand and apply technical instructions, materials and resource publications.
- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, independent programs consultant/trainers, and the public.
- Ability to understand and apply the analysis of functional requirements to the development of systems proposals, specifications and recommendations for efficient, cost effective technology solutions.
- Ability to conceptualize practical solutions to district, department, student, and other customer requirements and to prepare specifications for system improvements.
- Ability to troubleshoot and resolve network, application, and related problems and implement corrective actions.
- Ability to coordinate and lead technical discussion with technical and non-technical groups.
- Ability to prepare clear, concise and accurate systems documentation and reports of work performed.
- Ability to assign, monitor and review the work of others.

**Required
Employment
Standards
(cont):**

- Ability to learn and apply college and district policies and procedures.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to receive and follow instructions.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to prioritize workload and conflicting demands to meet critical deadlines.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

- Muscular effort (or strength) needed to lift, push, pull or carry an object. (Muscular Tension)
- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. (Flexibility)
- Coordinated movements of the arms, legs and torso while the whole body is in motion. (Whole Body Coordination)
- Keep balanced and stay upright when in an unstable position. (Whole Body Equilibrium)
- Coordination of two or more limbs (arms and legs) while seated or standing in one place. (Multi-Limb Coordination)
- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- Part of vision that occurs outside the very center of gaze allowing the individual to see objects, movement or sharp contrasts toward the edges of the visual field. (Peripheral Vision)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)
- Tell from what direction a sound is coming from. (Sound Localization)

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

- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
- Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
- Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
- 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)

**Required
Employment
Standards
(cont):**

- 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 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.

**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 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 TUESDAY, NOVEMBER 3, 2015 (UPDATED)

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: **EXTENDED DEADLINE TUESDAY, OCTOBER 20, 2015, 4:30 PM.**

Posted: 8/20/15 Reposted 9/29/15

Pay Range: Classified Range 73

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COLLEGE ATHLETIC TRAINER

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Eligible
CTR-CONT	3,862	6	5	0	1	1

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	Asian / Pacific Islander	African American / Non-Hispanic	American Indian / Alaskan Native	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	0	0	1	0	0	0	1
Male	1	0	0	1	1	0	0	1	4
No Answer	0	0	0	0	0	1	0	0	1
Total	1	0	0	1	2	1	0	1	6

Updated 5/4/15

** Failed MQ: 5--MQ

Prepared by Reshonda Collins – 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

COLLEGE/ATHLETIC TRAINER

The district-wide eligibility list will be used to fill full-time and part-time positions in this classification.

The current vacancy is at Reedley College.

- Definition:** Under direction performs and administers physical therapy treatment as prescribed by a physician.
- 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 per hour with limited benefits.
- Experience:** Experience as a trainer in a high school, college or university environment involving major competitive sports, i.e. football, basketball, baseball, and track.
- Education:** Bachelor's degree in kinesiology, physical education, physical therapy, or occupational therapy AND a certificate in Athletic Training from National Athletic Trainers' Association –Board of Certification.
- Licenses/Certificates:** A valid driver's license is required.
- Examples of Duties:** Performs needed preventative and rehabilitative physical therapy activities for injuries incurred by student athletes, consults and coordinates with team physicians in determining athletes physical ability to compete, maintains detailed records of injuries and therapy, coordinates athletic insurance for all sports and assists in other areas of the school athletic program as needed.
- Required Knowledge, Skills and Abilities:** Knowledge of sports injury prevention, principles and practices of sports medicine and first aid, cardiopulmonary resuscitation, operation of therapeutic devices, taping and strapping techniques, conditioning rehabilitation procedures, protective equipment, elements of health education, anatomy and physiology, sports injury record keeping, and the privacy laws. Skill to administer care for fractures, dislocations, sprains, strains, concussion, contusions, cuts, and abrasions, operate therapeutic devices, aid the team physician in physical examinations and reconditioning programs, conduct an effective training program. 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). Qualified applicants will be invited to take a competency exam (100% weight). Passing score is 75% out of 100%.
- To move forward in the examination process, you must complete an online application through our web site at <http://agency.governmentjobs.com/scccd> As part of the online application, you will be required to upload (attach) a copy of your degree and Athletic Training certificate or your application may be rejected. Resumes may also be uploaded but cannot be used in lieu of a completed application.

Filing Deadline: Continuous Recruitment
Posted: 11/19/2014

Salary Range: Regular Classified 60

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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
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: December 8, 2015

SUBJECT: Consideration to Approve Six-Month Limited ITEM NO. 15-82HR
 Term Administrative Aide Position, District
 Office

EXHIBIT: None

Background:

Under the auspices of the Educational Services and Institutional Effectiveness Division the District oversees the Central/Mother Lode Regional Consortium located at the Herndon Campus. District administration is recommending the approval of a six-month limited term administrative aide position to assist with the secretarial duties associated with the Central/Mother Lode Regional Consortium. This position will be categorically funded.

Recommendation:

It is recommended the Board of Trustees approve a six-month limited term Administrative Aide position, District Office.

STATE CENTER COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE AIDE

DEFINITION

Under direction assists in the planning, organizing, and controlling of a variety of functional areas as well as performing specialized and difficult secretarial/clerical work.

DISTINGUISHING CHARACTERISTICS

This classification differs from others in the series in that incumbents possess extensive knowledge of a department or service area, understand the relationship of that department with others both inside and outside of the district, and assist in the formulation of department procedures. This classification may require some lead responsibilities.

EXAMPLES OF DUTIES

Performs a wide variety of secretarial work including typing, proof-reading, checking, composing correspondence, recording information on records from general instructions utilizing word processing, spreadsheets and database software. Tracks budget expenditures and prepares reports. Operates a variety of office machines. Answers telephone, schedules and cancels appointments, takes and prepares minutes of meetings. Enters and retrieves data from computer system in appropriate format, including schedule of courses. Conducts research on problem areas and prepares reports. Initiates and coordinates procedural modifications. Assigns and reviews the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: Considerable experience performing administrative or difficult secretarial duties involving analytical and technical skills 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. Ability to take and/or transcribe dictation and prepare minutes of meetings. Skill to employ mathematical techniques. Skills required to prepare and analyze budget, course schedule and faculty load reports. Ability to use complex computer applications in word processing, spreadsheets, databases, and communications software. Ability to enter and retrieve data from computer system in appropriate format. Ability to learn procedures connect with mission of department or service area. Ability to assign, monitor and review the work of others. 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 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: December 15, 2015

SUBJECT: Consideration and Approval to Change
Position Classification in the Classified
Service

ENCLOSURE(S):
Board of Trustees
Agenda Item, Clovis
Community College
Revised Duties,
Current Classification,
PC Rule 3-1 thru 3-4,
3-7 thru 3-9, 3-12, 3-
13

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Action

ITEM NO: 15-57

Background:

The Board of Trustees previously approved the duties of a new position at Clovis Community College with the proposed title of Publication Specialist. At the July 21, 2015 Regular Meeting, the Personnel Commission took action to classify the new position in the Classified Service as a Publication Specialist. Personnel Commission rules 3-1 thru 3-4, 3-7 thru 3-9, 3-12, and 3-13 state that it is the responsibility of the Personnel Commission to classify duties of new positions approved by the Board of Trustees into either an established classification, recommend a new classification be created or exempt from the classified service.

Upon further review of the position as well as the needs of the college, it was determined that a classification change was needed for the position. The change will allow staff to properly recruit for the position and address the campus needs. The original item presented to the Board of Trustees is attached for the Commissioners review. Also attached are the submitted changes by campus administration addressing the duties needed by the position. The updated duties should be classified as a Graphic Designer.

Recommendation:

It is recommended the Personnel Commission approve the classification change of the new position at Clovis Community College from Publication Specialist to Graphic Designer.

Research Assistant
Accounting Technician II
Administrative Aide
Student Services Specialist (50%)

Management Positions: College Director of Marketing and Communications
Child Development Lab School Director
Research Director
Director of Technology (50% increase)

Recommendation:

It is recommended the Board of Trustees approve the 16 proposed new faculty, classified and management position, Clovis Community College.

Graphic Designer for Clovis Community College

Examples of Duties:

1. Using the Adobe Creative Suite software and Microsoft Office to design and produce production-ready graphic art and design layouts for marketing materials such as magazines, newspapers, brochures, training materials, advertising materials, social media campaigns.
2. Digital file processing and assist the printer by selecting type of paper and ink for publication.
3. Determine size and arrangement of illustrative material.
4. Employ color, type, illustration, photography, animation, and various print and layout techniques when designing a project.
5. Establish and maintain a photo library and other graphic resources.
6. Create publication layouts and templates.

Revised 12/2015

STATE CENTER COMMUNITY COLLEGE DISTRICT
PUBLICATIONS SPECIALIST

DEFINITION

Under direction prepares, edits and makes camera ready for print purposes information for magazines, brochures, and newspapers.

DISTINGUISHING CHARACTERISTICS

This classification performs complex duties in accordance with general directions or established procedures. This position may require lead responsibilities. This position differs in the responsibility for, knowledge of and relationship between public relations and page layout.

EXAMPLES OF DUTIES

Performs a variety of duties including planning and preparing the copy, photographs, and graphics needed for various projects and preparing a camera ready layout using manual and computer assisted means. Coordinates project goals with print capabilities and needs. Maintains positive relationships with various members of the media and provides information on campus or district programs to media through direct contact or press releases. Reviews materials and photographs to determine their print potential. Writes copy for brochures, press releases and catalogs. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Associated degree in journalism, public relations or a related area.

Experience: Experience using desktop publishing to prepare brochures, catalogs or advertisements in a public relations environment.

Knowledge and Abilities: Knowledge of desktop publishing, computer typesetting, computer pagination of various layouts, public relations, editing and layout of printed materials, modern printing techniques, methods of processing film photography techniques, promotion of events and local media and communications agencies. Skill to use computers to design and layout materials for printing, interview a variety of individuals, write and type accurate news releases and proofread own copy, carry out assignments with minimal supervision and meet deadlines. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. 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 students, staff, faculty, members of the media and the public. Ability to learn and apply college and district policies and procedures.

STATE CENTER COMMUNITY COLLEGE DISTRICT
GRAPHIC ARTIST

DEFINITION

Under direction performs graphic layout and produces graphic and photographic materials.

DISTINGUISHING CHARACTERISTICS

This classification performs duties in accordance with general instructions or procedures. This is a journey level position that differs from others in the greater variety of activities and work being less closely supervised.

EXAMPLES OF DUTIES

Performs duties including meeting with and determining client needs and acceptable solutions, layout and design including rough drawings, typesets material using a microcomputer, draws materials using freehand and mechanical methods, operates process camera, photographs and develops slides, laminates and mounts materials. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Completion of graphic art, commercial art or reprographics program.

Experience: Experience demonstrated through a portfolio which includes freehand drawing, design, and photography.

Knowledge and Abilities: Knowledge of color in making drawings, charts, maps, and diagrams. Knowledge of and skill to use drafting equipment, both manually or computer aided, select typeface and type size for page composition, freehand drawing, general photography including composition, light and shutter speed, enlarging, and color developing. 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 11 Page 26
Approved: June 17, 1991
Salary Range: 54

SECTION 3. THE CLASSIFIED SERVICE

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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.

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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: December 15, 2015

SUBJECT: Consideration and Approval of New
Classification Specification for Laboratory
Simulation Technician

ENCLOSURE(S):
Classification
Specification, Salary
Survey Summary &
Documentation

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-58

Background:

At the November 3, 2015 meeting, the Board of Trustees approved a new position at Fresno City College. The title proposed by the board was Laboratory Simulation Technician. The new classification and title will allow for a valid and reliable recruitment and selection process.

The following individuals were invited to suggest changes:

- Dean of Instruction, Fresno City College
- Director of Nursing
- Director of Human Resources
- CSEA

Recommendation:

It is recommended the new classification specification for Laboratory Simulation Technician be approved as presented with a recommended classified salary range of 50.



State Center Community College District

Job Title:	Laboratory Simulation Technician	Classification Series:	Instructional Services
FSLA Status:	Non-Exempt	Classification Group:	Laboratory Technical
Salary Schedule:	Classified (CSEA)	Classification Level:	Intermediate
Recommended Salary Range:	50	Date Created:	November 3, 2015

Definition

Under direction assists nursing students with improving their knowledge of nursing skills through implementation of the nursing process, clinical assessment procedures, and care of patients across the spectrum of nursing, schedules and monitors the use of equipment and laboratories.

Distinguishing Characteristics

The **Laboratory Simulation Technician** class is distinguished from the Instructional Aide class in that incumbents assigned to the class oversee complex instructional laboratories, possess specialized technical and academic training, and has experience in the assigned field. Additionally, the incumbent will provide administrative support for multiple instructors. Incumbents work independently and may provide instructional assistance to students and instructors in an instructional laboratory designated for a specific academic or vocational subject area. Laboratory Simulation Technicians are responsible for applying district policies in regards to environmental, health, and safety regulations.

The **Instructional Aide** class performs varied duties in accordance with general instructions or standard procedures. This position differs from the higher class due to the limited variety of activities, work being more closely supervised and more routine in nature.

Supervision Received

General supervision is received from the Dean of Instruction and Director of Nursing.

Supervision Exercised

Positions in this classification do not supervise other classified positions. Provides guidance and direction to students and student aides.

Essential Job Functions

Performs a variety of duties related to the Registered Nursing program including but not limited to:

1. Participates in the planning and implementation of human patient simulation exercises and/or case studies.
2. Demonstrates proper techniques, use of tools, and equipment for students during simulation exercises and laboratory classes.
3. Performs simulation demonstrations and provides orientation, assistance, training and technical support to instructors on laboratory procedures, operation of equipment, and location and use of materials.
4. Assists faculty and other instructional staff by preparing and presenting complex technical human patient simulations designed to enhance students' learning processes.
5. Prepares and maintains simulation and skills lab equipment, manikins, media, audio/visual, computers, and materials related to learning.
6. Develops, explains, and demonstrates simulation exercises, instructional materials, and assists in the development of simulation laboratory manuals.
7. Assists faculty in laboratory schedules and organizes the use of the simulation scenarios to align with the nursing faculty curriculum for efficient operation.
8. Evaluates and suggests changes to simulation and experimental procedures.
9. Inspects student experiments and simulations.



State Center Community College District

10. Enforces the safety and security of the lab according to established procedures, policies, and laws.
11. Prepares, maintains, and properly disposes of solutions, cultures, and specimens for laboratory demonstrations and practical examinations.
12. Ensures that simulation and skills laboratories and other assigned areas are maintained in a clean, safe and orderly condition.
13. Ensures that laboratory chemicals are properly inventoried and stored in accordance with regulations, guidelines, and accepted best practices.
14. Orders, receives, inspects, and organizes supplies, instruments, materials, tools, chemicals, solutions and equipment and verifies contents of shipments.
15. Maintains record keeping of hazardous and biological waste generation in accordance with regulations, guidelines, and district policy.
16. Maintains accurate and complete records and files, including materials and equipment inventories, warranty information, and maintenance records and schedules.
17. Provides advanced user support, troubleshoots, installs, configures and maintains the various School of Nursing technologies.
18. Operates a variety of computers and technical equipment pertaining to the simulation scenarios.
19. Assists faculty in utilizing specialized computer technology as part of the simulation process.
20. Works closely with students, staff, and faculty to solve complex problems, assists in identifying support resources and installing new software and equipment as appropriate.
21. Works with outside vendors to ensure proper maintenance and repair is performed on specialized healthcare simulation equipment, including warranty repairs.
22. Monitors and tracks budget expenditures, prepares reports, and makes recommendations on funds needed for class labs and new equipment.
23. Maintains awareness of current health care simulation developments through research, self-study, and participation in formal training programs.
24. Screens, selects, trains, evaluates, and provides work direction to student workers.
25. Perform other duties as assigned.

Auxiliary Job Functions

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification

Minimum Qualifications

Education & Experience

Any combination equivalent to: Associates degree in a health care related field and one (1) year of experience with direct patient care in a health care environment.

Licenses & Certificates

- Valid Driver's License is required.

Knowledge of:

1. Current concepts, principles, and practices of nursing, clinical procedures associated with the treatment and care of medical patients.
2. Basic human anatomy and physiology.
3. Basic principles of microbiology, nutrition, health, physics, pharmacology and medical terminology.
4. Features, capabilities, and use of basic multimedia equipment.
5. Specialized computer software used in the nursing and allied health professions.
6. Health, safety, and security regulations.
7. Math including addition, subtraction, multiplication, division, fractions, and unit conversions.
8. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence, reports, and/or technical manuals.



State Center Community College District

9. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
10. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.
11. Inventory techniques and supply procurement methods.
12. Principles and practices of budget tracking.

Skill to:

1. Safely operate, maintain and demonstrate the use of specialized equipment (e.g. IV pumps, suction and simulation equipment), supplies and materials.
2. Apply and explain instructional methods and procedures.
3. Communicate effectively both orally and in writing.
4. Conduct research and prepare reports as required.
5. Mediate and resolve conflicts.
6. Effectively communicate with individuals for whom English is not a primary language.
7. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
8. Plan and organize work to meet established timelines and department schedules.
9. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
10. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
11. Rapidly learn and acquire skills in areas and technologies not previously assigned.
12. Type at a sufficient speed to maintain workflow.

Ability to:

1. Give clear, concise explanations and demonstrations of complex nursing concepts, practices and procedures to students.
2. Set-up and disassemble patient simulator technologies.
3. Ability to install, maintain, and troubleshoot various School of Nursing technologies and implement corrective actions.
4. Utilize and demonstrate applications and a variety of hospital equipment.
5. Clean, adjust, operate, and maintain lab equipment.
6. Establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
7. 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.
8. Assist in monitoring the department expenses.
9. Interpret and apply college and district policies and procedures.
10. Interpret, explain, and apply procedures and regulations pertaining to laboratory safety, security, and biological/hazardous material storage and disposal.
11. Maintain confidentiality of sensitive information and records.
12. Receive and follow instructions.
13. Assign, monitor, and/or review the work of others.
14. Operate computers and their peripherals.
15. Keep accurate records.
16. Use current common software applications in order to accurately enter and retrieve data.
17. Maintain consistent, punctual and regular attendance.

Physical /Mental Demands

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



State Center Community College District

Physical Demands

While performing the duties of this job, the employee has ongoing physical strain and/or muscular exertion; uses hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee operates simulation equipment, beds, and gurneys in which manipulative skills and hand/eye coordination are important ingredients of safe and/or productive operations. Regular and at times sustained exertion of moderate to heavy physical effort in lifting, carrying, pushing, and pulling heavy items weighing up to 50 lbs.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, Personnel Commissioners, board members, faculty, staff, representatives of other agencies, and others encountered in the course of work.

Work Conditions

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

Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; Work involves indoor environment, working with simulation equipment; subject to heavy lifting, electrical equipment and tools; hazardous chemicals, and biological hazards such as cleaning solutions and human waste. NOTE: All exposure is under OSHA Permissible Exposure Levels (PEL), and extensive student contact; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

Duties Approved By:	Board of Trustees	Date:	November 3, 2015
Class Approved By:	Personnel Commission	Date:	December 15, 2015
Updated By:	Elba Gomez	Date/Time:	12/4/15

Laboratory Simulation Technician Compensation Survey
December 15, 2015

College/Agency	Job Title	Education	Experience	Licenses/Certificates	Monthly Salary Low	Monthly Salary High	Classified or Academic
SACCD	Laboratory Simulation Technician	Any combination equivalent to: Associates degree in a health care related field and	one (1) year of experience with direct patient care in a health care environment.	A valid driver's license is required.	\$ 3,464.00	\$ 4,213.17	Classified
Yosemite CCD	Instructional Support Specialist - Allied Health	<p>Pattern I</p> <ul style="list-style-type: none"> • Experience: Two years equivalent to an Instructional Support Technician at YCCD, performing duties that provided familiarity with Allied Health academic areas (which may vary depending upon the assignment of the position). <p>OR Pattern II</p> <ul style="list-style-type: none"> • Education: Possession of an associate's degree from an accredited college with major course work in an Allied Health discipline, or a related area, such as instructional technology, applicable to the specific assignment of the position. 	<p>Pattern I</p> <ul style="list-style-type: none"> • Experience: Two years equivalent to an Instructional Support Technician at YCCD, performing duties that provided familiarity with Allied Health academic areas (which may vary depending upon the assignment of the position). <p>OR Pattern II</p> <ul style="list-style-type: none"> • Experience: Four years performing technical duties that provided familiarity with a Allied Health instruction (which may vary depending upon the assignment of the position). 	Depending upon assignment, a valid license to drive in California may be required.	\$ 3,607.00	\$ 4,613.00	Classified
CSU Fresno	Licensed Vocational Nurse II	In addition to those of the LVN I, equivalent to three to four years of progressive responsibility as a LVN, including some experience in the specialty area to successfully perform work in the specialty; possess and maintain specialized training and/or related certifications.		Possess and maintain a valid Vocational Nurse license issued by the State of California; possess and maintain certification for intravenous therapy as defined by the BVNPT; and may also be required to possess and maintain a valid CPR/AED certification and/or IV certification as appropriate to the assigned duties.	\$ 3,385.00	\$ 5,690.00	Classified
Yosemite CCD	Instructional Support Technician - Allied Health	<p>Pattern I</p> <ul style="list-style-type: none"> • Experience: Two years equivalent to an Instructional Support Assistant at YCCD, performing duties that provided familiarity with a specialized academic area (which may vary depending upon the assignment of the position). <p>OR Pattern II</p> <ul style="list-style-type: none"> • Education: Possession of an associate degree from an accredited college with major course work applicable to the specific assignment of the position. 	<p>Pattern I</p> <ul style="list-style-type: none"> • Experience: Two years equivalent to an Instructional Support Assistant at YCCD, performing duties that provided familiarity with a specialized academic area (which may vary depending upon the assignment of the position). <p>OR Pattern II</p> <ul style="list-style-type: none"> • Two years performing technical duties that provided familiarity with Allied Health disciplines (which may vary depending upon the assignment of the position). 	Depending upon assignment, a valid license to drive in California may be required.	\$ 3,262.00	\$ 4,164.00	Classified
Fresno USD	Licensed Vocational Nurse	Any combination equivalent to: graduation from high school and	one year of experience in a clinical setting or with chronically ill or medically fragile children desirable.	Vocational Nurse's License; valid California Driver's License; valid First Aid and CPR Certification issued by an authorized agency.	\$ 3,248.87	\$ 3,948.79	
Fresno County	Licensed Vocational Nurse III		Two (2) years of full-time, paid work experience as a Licensed Vocational Nurse II.	Valid Licensed Vocational Nurse's License issued by the California Board of Vocational Nursing and Psychiatric Technicians.	\$ 3,232.67	\$ 4,136.17	Classified
Sanger USD	Health Services Assistant LVN	Requires a high school diploma or equivalent and	two years experience in a health care setting involving contact with children. School or clerical office experience involving contact with children is desirable.	Current California LVN or RN license required. Current First aid and CPR certification required. Requires a valid driver's license.	\$ 3,113.00	\$ 3,973.00	Classified

Laboratory Simulation Technician Compensation Survey
December 15, 2015

Fresno County Office of Education	Health Services Specialist	High school diploma, General Education Degree (GED) or State High School Proficiency certificate.	One year experience as Certified Nursing Assistant. Experience administering basic health services to students is preferred.	Valid California Certified Nurse Assistant (CNA) certification. Valid California driver's license; while employed by the County Office incumbent must be insurable at the standard rate by the employer's insurance carrier at all times. Valid First Aid and CPR certification issued by an authorized agency. Pre-placement Medical Assessment (PMA) and certification at a clinic selected by, and at the expense of, the County Office. Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at the time of hire. Valid Defensive Driving certification issued by an authorized agency <u>within one year of employment</u> .	\$ 3,007.00	\$ 3,838.00	Classified
Tulare County	Licensed Vocational Nurse	Any combination of education and experience that could likely provide the required knowledge, skills and qualifications is qualifying. A typical way to obtain the knowledge, skills, and abilities would be: Graduation from an accredited Licensed Vocational Nurse program.	For Quality Improvement/Utilization Management assigned positions, one (1) year of experience as a utilization review nurse or medical case manager.	A valid Licensed Vocational Nurse certificate issued by the California State Board of Vocational Nurse Examiners; possession of, or ability to obtain an appropriate, valid California driver's license.	\$ 2,988.17	\$ 3,641.75	Classified
Fresno County	Licensed Vocational Nurse II		One (1) year of full-time, paid work experience as a Licensed Vocational Nurse I.	Valid Licensed Vocational Nurse's License issued by the California Board of Vocational Nursing and Psychiatric Technicians.	\$ 2,953.17	\$ 3,778.67	Classified
CSU Fresno	Licensed Vocational Nurse I	High school diploma or equivalent. Successful completion of a state approved vocational nursing program in an accredited school of vocational nursing or equivalent training and experience as defined by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).		Possess and maintain a valid Vocational Nurse license issued by the State of California; and may also be required to possess and maintain a valid CPR/AED certification and/or IV certification as appropriate to the assigned duties.	\$ 2,906.00	\$ 4,886.00	Classified
Fresno County	Licensed Vocational Nurse I			Valid Licensed Vocational Nurse's License issued by the California Board of Vocational Nursing and Psychiatric Technicians.	\$ 2,656.33	\$ 3,399.50	Classified
West Hills CCD	Vocational Instructional Aide	Any combination equivalent to graduation from high school and three years' experience in the vocational field pertinent to the classes offered and in session required, such as health careers, administration of justice, automotive arts, the skilled trades, and culinary or hotel/restaurant/casino management. Associate's degree preferred.	Any combination equivalent to graduation from high school and three years' experience in the vocational field pertinent to the classes offered and in session required, such as health careers, administration of justice, automotive arts, the skilled trades, and culinary or hotel/restaurant/casino management. Associate's degree preferred.		\$ 2,600.00	\$ 4,334.00	Classified
Central USD	No Position				\$ -	\$ -	
Clovis USD	No Position				\$ -	\$ -	
Merced USD	No Response				\$ -	\$ -	

Average Salary \$ 3,079.93 \$ 4,200.24
Interquartile Range \$ 3,418.00 \$ 4,822.33
Personnel Commission Recommendation - Classified Range 50 \$ 3,464.00 \$ 4,213.17

INSTRUCTIONAL SUPPORT TECHNICIAN – ALLIED HEALTH

DEFINITION

Under direction, performs complex technical instructional and administrative support in an Allied Health laboratory and/or instructional setting; conducts and delivers a variety of learning experiences for students, using and applying specific knowledge and skill pertinent to the Allied Health disciplines; operates and maintains equipment related to the assigned instructional area; helps ensure student safety while using hazardous equipment, chemicals, or other materials; performs technical administrative support tasks for faculty and other instructional staff; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Instructional Support Technician is the first technical-level class in the Instructional Support Series within the Yosemite Community College District (YCCD). Incumbents in this class provide primary technical, instructional and/or administrative support in highly specialized academic laboratories and instructional settings. Incumbents may also coordinate and lead the staff and functions in less complex areas such as administrative, computer or general instructional settings. Incumbents in this class must possess and utilize technical and specialized knowledge of a particular instructional or academic area in order to perform duties and help ensure the safety of students.

The Instructional Support Technician – Allied Health may be distinguished from others in this class by the specific science, healthcare, and/or technology training needed and the specialized skills utilized in support of Allied Health instruction.

This class may be distinguished from the lower-level class of Instructional Support Assistant because incumbents in that class perform journey level instructional and administrative support duties in a computer, administrative or general instructional setting where the work does not typically require technical knowledge of a specialized instructional or academic area. Although an Instructional Support Assistant may support several different instructional locations, incumbents do not have formalized lead or coordinator responsibilities over classified employees. This class may also be distinguished from the higher-level class of Instructional Support Specialist because incumbents in that class lead and perform the most complex technical and administrative support activities in a highly complex science laboratory setting.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the direction of a manager or senior manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly supervise other full-time employees, but may lead, assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a regular, project or assignment basis.

EXAMPLES OF DUTIES (*Illustrative Only*)

- Assists faculty and other instructional staff by preparing and presenting technical materials designed to enhance students' learning processes; sets up and conducts complex instructional exercises as directed; may independently implement and coordinate instructional sessions and activities.
- Prepares equipment, materials and/or chemicals for specialized exercises in support of Allied Health classes.
- Work environment emphasis may be in Human Patient Simulation, nursing skills, medical assisting, respiratory or other Allied Health laboratory.
- Performs and/or trains students in procedures for mixing, storing, dispensing and labeling laboratory work or supplies.
- Helps maintain the learning environment in a safe, clean and orderly condition; calibrates and performs repairs on laboratory equipment; cleans, washes and maintains laboratory work areas and equipment according to established procedures; organizes laboratory materials; monitors the safety and security of equipment; opens/closes facilities.
- Operates a variety of computers and/or related equipment pertaining to the assigned academic area; performs routine hardware and software installations, maintenance and troubleshooting; assists students in utilizing specialized computer technology as part of the learning process; installs and sets up hardware and software; resolves and repairs minor technical issues.
- Sets up, disassembles, cleans or replaces apparatus and instructional materials used in laboratory activities and demonstrations.
- Prepares and properly disposes of solutions, cultures, and specimens;
- Develops, explains and demonstrates learning exercises and instructional materials; monitors students in class work procedures; consults with faculty as needed to develop lesson plans.
- Instructs and/or tutors individual students and small groups to reinforce and follow up on classroom learning activities; monitors and assists students in drills, practices and study activities as a follow up what was presented during regular classes.
- Proctors and monitors students who are taking tests; verifies student identification; gives verbal instructions; provides completed examinations to instructors.
- Reports student progress toward the accomplishment of learning objectives.
- Operates and maintains specialized equipment during specific lessons and when training students regarding equipment repair and maintenance; stores chemicals and equipment appropriately and safely.
- Helps maintain records of materials ordered, issued, used and returned; helps monitor inventories to ensure that adequate quantities are available for timely instructional use; maintains student positive attendance records, ensuring that students sign in/sign out; tracks student costs for computer and/or equipment use; maintains student laboratory accounts and submits charges.
- Assists in ordering and receiving chemicals, laboratory supplies and equipment; contacts vendors to order supplies as needed.
- Disposes of unsafe or hazardous materials according to Federal, State, County and City regulations.
- Maintains libraries and/or inventories of instructional resources and materials; maintains records of materials loaned to students for home study.

- Organizes and presents workshops related to the development of study skills, interpersonal skills, life skills, academic improvement, and other subjects relevant to learning.
- Performs a wide range of administrative support duties that typically require typing, proofreading, filing, checking and recording information.
- Posts information to a computerized and/or manual management information storage and retrieval systems; retrieves and compiles information and prepares complex clerical forms, reports and summaries.
- Coordinates and leads the work of subordinate staff in a moderately complex, non-technical laboratory environment that has a computer learning or administrative academic focus.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a specialized classroom or laboratory setting.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Operations, procedures, goals and objectives of the Allied Health disciplines and related technology.
- Modern office and classroom procedures and equipment, including computers and associated software applications.
- Principles and practices of leadership.
- The advanced and specialized procedures and equipment used in Allied Health instructional laboratories.
- Student behavior management strategies and techniques.
- Methods and techniques of student instruction.
- Proper English usage, spelling, grammar and punctuation.
- Principles and practices of filing and record keeping.
- Appropriate and effective communication and listening skills.
- Advanced concepts of computer-assisted instruction, and tutorial processes.

Ability to:

- Demonstrate an understanding, patient, and receptive attitude toward students in an Allied Health instructional setting.
- Serve as a lead worker over subordinate administrative and non-technical staff.
- Perform technical administrative tasks.
- Operate a variety of computer and peripheral equipment.
- Utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

- Depending upon assignment, a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit, walk or stand for extended periods.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes and/or prepare laboratory materials/equipment; must have a full range of motion in the upper extremities.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with students and instructors, as well as the public.
- **Other Factors:** moderate risk of exposure to hazardous chemicals, biological materials, flammable gases and electric shock; moderate use of equipment with moving and/or sharp parts.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Pattern I

- Experience: Two years equivalent to an Instructional Support Assistant at YCCD, performing duties that provided familiarity with a specialized academic area (which may vary depending upon the assignment of the position).

OR Pattern II

- Education: Possession of an associate degree from an accredited college with major course work applicable to the specific assignment of the position.
- Experience: Two years performing technical duties that provided familiarity with Allied Health disciplines (which may vary depending upon the assignment of the position).

Desirable Education and Experience:

- Education: Possession of a bachelor's degree from an accredited college with major course work applicable to the specific assignment of the position.
- Experience: Two years serving in an Allied Health laboratory or research facility as a student or employee.

Special Requirements:

- Depending upon the assignment of a position, applicants may be required to demonstrate technical knowledge and skills pertaining to a specialized academic area within Allied Health.

Class Adopted: 6/10/14

Class Amended: XX-XX-XX

INSTRUCTIONAL SUPPORT SPECIALIST – ALLIED HEALTH**DEFINITION**

Under direction, leads and performs highly advanced and technical support duties in a specialized Allied Health laboratory and/or instructional environment; assists instructors in preparing for complex learning experiences; serves as a lead worker over technical staff; coordinates the functions of several Allied Health units; operates and maintains specialized equipment related to the assigned instructional areas; monitors and ensures the safety of student activities that may involve the use of hazardous equipment, chemicals, or other materials; performs complex technical administrative support tasks for faculty and other instructional staff; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced and lead technical level class in the Instructional Support Series within the Yosemite Community College District (YCCD). Incumbents in this class provide advanced instructional and administrative support in technically complex Allied Health laboratory and/or instructional settings and frequently serve as lead workers over multiple complex areas in such settings. Incumbents must possess and utilize highly technical and specialized knowledge of a particular Allied Health instructional area and related technology in order to perform duties and help ensure the safety of students.

This class may be distinguished from the lower-level class of Instructional Support Technician because incumbents in that class perform a wide range of complex technical instructional and administrative support duties in science, vocational, engineering, electronics, photography, physical education, or other specialized and technical laboratory environments, but do not typically serve as lead workers in those types of specialized settings.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the direction of a manager or senior manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker by assigning, directing and/or monitoring the work of subordinate full time employees or student employees on a regular basis.

EXAMPLES OF DUTIES (*Illustrative Only*)

- Assists Allied Health faculty and instructional staff by preparing and presenting complex technical materials designed to enhance students' learning processes; participates in the planning and implementation of exercises and/or experiments; sets up and conducts complex instructional exercises as directed; may independently implement and coordinate instructional sessions and activities.
- Prepares complex and specialized equipment, materials and/or chemicals for exercises in support of the related programs; trains students in procedures for mixing, storing, dispensing and labeling laboratory work or supplies.

- Seeks out sources of demonstration materials and supplies.
- Sets up, disassembles, cleans or replaces apparatus and instructional materials used in activities and demonstrations.
- Prepares and properly disposes of solutions, cultures, and specimens.

- Ensures that assigned learning environments are maintained in a safe, clean and orderly condition; calibrates and performs minor repairs on equipment; monitors the cleaning and organizing of materials; monitors the safety and security of equipment; coordinates with vendors for repair and maintenance services as needed.
- Ensures that chemicals and equipment are stored appropriately and safely.
- Orders and purchases chemicals, laboratory supplies and equipment; contacts and negotiates with vendors to obtain supplies as needed.
- Oversees the disposal of unsafe or hazardous materials according to Federal, State, County and City regulations.
- Develops, explains and demonstrates specialized and complex learning exercises and instructional materials; monitors students in class work procedures; consults with faculty as needed to develop lesson plans.
- Maintains records of materials ordered, issued, used and returned and prepares related reports; maintains inventories to ensure that adequate quantities are available for timely instructional use; maintains student positive attendance records, ensuring that students sign in/sign out; tracks student costs for computer and/or equipment use; maintains student laboratory accounts and submits charges.
- Assists in the development of laboratory budgets.
- Instructs and/or tutors individual students and small groups to reinforce and follow up on classroom learning activities; monitors and assists students in drills, practices and study activities as a follow up what was presented during regular classes.
- Reports student progress toward the accomplishment of learning objectives.
- Maintains libraries and/or inventories of instructional resources and materials; maintains records of materials loaned to students for home study.
- Organizes and presents workshops related to the development of study skills, interpersonal skills, life skills, academic improvement, and other subjects relevant to learning.
- Coordinates and performs administrative support duties that may require typing, proofreading, filing, checking and recording information.
- Posts information to a computerized and/or manual management information storage and retrieval systems; retrieves and compiles information and prepares complex clerical forms, reports and summaries.
- Operates a variety of computers and/or related equipment pertaining to the assigned academic area; performs routine hardware and software installations, maintenance and troubleshooting; assists students in utilizing specialized computer technology as part of the learning process; installs and sets up hardware and software; resolves and repairs minor technical issues.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a Human Patient Simulation, nursing skills, Medical Assisting, Respiratory Care, or other Allied Health laboratory or other highly technical setting.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Operations, procedures, goals or objectives of the Allied Health laboratory(ies) and program(s) assigned.
- Methods and techniques of student instruction and tutoring.
- Principles and practices of supervision and leadership.
- Specialized subject matter pertaining to Allied Health disciplines.
- Modern office, classroom and laboratory procedures and equipment including computers and simulation technology.
- Basic mathematical principles and applications.
- Proper English usage, spelling, grammar and punctuation.
- Principles and practices of filing and record keeping.
- Principles of business letter writing and basic report preparation.
- Appropriate and effective communication and listening skills.

Ability to:

- Perform specialized technical laboratory duties pertaining to Allied Health disciplines.
- Provide hands-on academic support to students as a supplement to their classroom teaching.
- Prepare laboratories and lessons as requested by the instructor.
- Assist and support faculty during instructional simulations, demonstrations, and/or other activities
- Respond to a variety of requests for assistance from students and instructors.
- Listen effectively and appropriately assess student academic needs.
- Work with students from a wide range of cultural backgrounds, ages and academic abilities.
- Lead and direct the work of subordinate staff.
- Maintain accurate and complete records and files.
- Explain and ensure adherence to laboratory and program procedures, goals and objectives.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Licenses and Certificates:

- Depending upon assignment, a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit, walk or stand for extended periods.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes, and/or prepare laboratory materials/equipment; must have a full range of motion in the upper extremities.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with students, teachers and others, including the public.
- **Other Factors:** moderate risk of exposure to hazardous chemicals, biological materials, flammable gases and electric shock; moderate use of equipment with moving and/or sharp parts.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Pattern I

- Experience: Two years equivalent to an Instructional Support Technician at YCCD, performing duties that provided familiarity with Allied Health academic areas (which may vary depending upon the assignment of the position).

OR Pattern II

- Education: Possession of an associate's degree from an accredited college with major course work in an Allied Health discipline, or a related area, such as instructional technology, applicable to the specific assignment of the position.
- Experience: Four years performing technical duties that provided familiarity with a Allied Health instruction (which may vary depending upon the assignment of the position).

Special Requirements:

- Depending upon the assignment of a position, applicants may be required to demonstrate technical knowledge and skills pertaining to Allied Health instruction.

Class Adopted: 03/01/09

Class Amended: 06/18/14

YOSEMITE COMMUNITY COLLEGE DISTRICT
 CLASSIFIED SALARY SCHEDULE
 2015-2016 (5%)
 Effective July 1, 2015

RANGE	HOURS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
17		2,671	2,815	2,952	3,101	3,257	3,422
	HOURLY	15.41	16.24	17.03	17.89	18.79	19.74
18		2,747	2,882	3,030	3,185	3,340	3,509
	HOURLY	15.85	16.63	17.48	18.38	19.27	20.24
19		2,815	2,952	3,101	3,257	3,423	3,595
	HOURLY	16.24	17.03	17.89	18.79	19.75	20.74
20		2,882	3,030	3,185	3,340	3,505	3,684
	HOURLY	16.63	17.48	18.38	19.27	20.22	21.25
21		2,955	3,108	3,260	3,424	3,594	3,776
	HOURLY	17.05	17.93	18.81	19.75	20.74	21.79
22		3,033	3,186	3,343	3,508	3,690	3,877
	HOURLY	17.50	18.38	19.29	20.24	21.29	22.37
23		3,111	3,266	3,429	3,598	3,783	3,974
	HOURLY	17.95	18.84	19.78	20.76	21.83	22.93
24		3,188	3,346	3,514	3,691	3,870	4,068
	HOURLY	18.39	19.30	20.27	21.29	22.33	23.47
25		3,262	3,427	3,597	3,782	3,963	4,164
	HOURLY	18.82	19.77	20.75	21.82	22.86	24.02
26		3,351	3,516	3,692	3,881	4,069	4,276
	HOURLY	19.33	20.29	21.30	22.39	23.48	24.67
27		3,437	3,606	3,786	3,976	4,175	4,385
	HOURLY	19.83	20.80	21.84	22.94	24.09	25.30
28		3,519	3,698	3,883	4,074	4,278	4,494
	HOURLY	20.30	21.34	22.40	23.50	24.68	25.93
29		3,607	3,789	3,977	4,176	4,391	4,613
	HOURLY	20.81	21.86	22.94	24.09	25.33	26.61
30		3,698	3,883	4,074	4,278	4,492	4,718
	HOURLY	21.34	22.40	23.50	24.68	25.92	27.22
31		3,789	3,977	4,176	4,391	4,603	4,836
	HOURLY	21.86	22.94	24.09	25.33	26.56	27.90
32		3,885	4,077	4,282	4,499	4,720	4,959
	HOURLY	22.41	23.52	24.70	25.96	27.23	28.61
33		3,984	4,179	4,393	4,606	4,837	5,082
	HOURLY	22.99	24.11	25.34	26.57	27.91	29.32

Classification and Qualification STANDARDS

Licensed Vocational Nurse Series

Class Title	Class Code	Date Revised	FLSA
<i>Licensed Vocational Nurse I</i>	8134	02-01-2010	<i>Non-Exempt</i>
<i>Licensed Vocational Nurse II</i>	8133	04-14-2010	<i>Non-Exempt</i>

Classification Standard Reformatted: 03-01-2014

OVERVIEW:

The Licensed Vocational Nurse series is comprised of two classifications with progressive responsibility for nursing care. Incumbents provide nursing care to patients in the Student Health Center performing a wide range of technical and skilled nursing duties and patient care activities under the direction of a registered nurse, nurse practitioner, physician assistant or physician and according to established standardized written procedures. LVNs are trained and licensed to administer oral and injectable medications, intravenous fluids and perform a variety of other nursing duties as defined within their scope of practice. All classifications require a valid license as a Vocational Nurse issued by the State of California; and the ability to maintain effective working relationships with practitioners and other health center support staff; maintain patient confidentiality in compliance with applicable state and federal laws and regulations; communicate effectively with patients from diverse background; current on vocational nursing practice and requirements; and maintain competencies relative to the scope of practice.

Licensed Vocational Nurse I – Under the direct supervision of a registered nurse, nurse practitioner, physician assistant, or physician, incumbents perform a wide range of technical, skilled, and paraprofessional nursing duties and patient care activities within the scope of practice for a LVN.

Licensed Vocational Nurse II – Incumbents perform the full range of LVN nursing and patient care functions, but are distinguished by additional training and/or certification in a specialty area. The LVN II may run a clinic or provide case management related to the specialty area and provide lead work direction to other LVNs and clinic support staff.

Incumbents may perform some duties similar to those of a Medical Assistant; however, LVNs are distinguished by the possession of a vocational nursing license which allows them to perform technical and skilled nursing duties which require specialized training, judgment and skill. LVNs may also perform some duties similar to those of a Registered Nurse, but are limited in their role regarding patient assessment and scope of practice to performing those nursing services and patient care activities assigned to them by and practiced under the direction of a physician, nurse practitioner, physician assistant, or registered nurse. In contrast, a Registered Nurse has a broader scope in terms of nursing practice and patient assessment and is distinguished by the amount of scientific knowledge and technical skills needed to perform the full range of nursing care and assessment.

LICENSED VOCATIONAL NURSE I

The Licensed Vocational Nurse I performs work assignments that typically include some or all of the following: participate in planning and executing patient care interventions in accordance with the care plan or treatment plan prepared by practitioners, including explaining self-care treatments to the patient; contribute to the evaluation of individualized interventions related to the care or treatment plan and perform follow-up treatments as requested; under the orders of a physician or similar licensed practitioner and according to established standardized procedures, may administer medications by various means, including intramuscular and subcutaneous routes and perform phlebotomy; start and superimpose intravenous lines and fluids, and administer vaccines provided a

prescribed course approved by the Board of Licensed Vocational Nursing and competencies have been verified; perform a wide range of nursing services and patient care activities for which the incumbent has specific training and have been ordered by a physician or similar licensed practitioner such as, but not limited to, performing TB and other skin tests; perform electrocardiograms and pulmonary function testing; conduct irrigation and catheterizations; observe and record drug reactions; apply and change dressings; measure and fit for crutches and teach patients to walk with crutches; ear lavage; and similar treatments and procedures; perform basic and CLIA-waived testing including obtaining specimens and assist in acquiring other tests for patients such as preparing requisitions for laboratory and X-ray work as ordered by a practitioner; support general health center maintenance activities such as cleaning and sterilizing equipment and instruments, setting up treatment trays, changing linen in examination and treatment rooms, stocking supplies, checking refrigeration equipment is operating at required temperatures for storage of medications and specimens; assist in maintaining and filing medical records; may assist other medical or technical personnel in other clinical departments such as the laboratory, radiology, optometry, or physical therapy services and perform specialized nursing duties as needed; and may coordinate the work of other clinic support staff.

MINIMUM QUALIFICATIONS:

Knowledge:

Thorough knowledge of nursing care principles and practices pertaining to the scope of practice; anatomy and physiology applicable to assigned duties; basic medications and their effects, as well as potential complications; application and proper use of various medical supplies and equipment used in performing assigned nursing duties; and aseptic techniques and requirements. Working knowledge of California laws and regulations pertaining to LVNs and their scope of practice.

Abilities:

Ability to perform assigned nursing duties and demonstrate appropriate nursing practices; demonstrate proper techniques and skills, competency in performing assigned nursing duties and patient care activities described above; learn related clinic procedures and handle equipment required for patient care in a Student Health Center; understand basic medical terminology; make accurate observations and accurately document a patient's subjective complaint in medical records; exercise correct judgment within the areas of assigned responsibility; follow detailed oral and written instructions; and use applicable health center automated systems as needed to perform duties.

Education and Experience:

High school diploma or equivalent. Successful completion of a state approved vocational nursing program in an accredited school of vocational nursing or equivalent training and experience as defined by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

License and Certification:

Possess and maintain a valid Vocational Nurse license issued by the State of California; and may also be required to possess and maintain a valid CPR/AED certification and/or IV certification as appropriate to the assigned duties.

LICENSED VOCATIONAL NURSE II

The Licensed Vocational Nurse II may oversee clinic operations and coordinate specialty clinics and/or provide case management related to a specialty area, especially if they possess additional training or certification in a specialty area.

In addition to the general nursing and patient care duties of the Licensed Vocational Nurse I, work assignments typically include some or all of the following: provide lead work direction to other LVNs and health center support staff; lead work direction involves organizing and planning work, training and orienting employees, scheduling support staff, assigning and reviewing work, and providing input to employee selection and performance evaluations; may staff and coordinate a specialty clinic and/or provide case management services which require specialized training, skills or certification such as, but not limited to, an allergy or mental health clinic; and counsel and educate patients on matter related to the specialty area and general health.

MINIMUM QUALIFICATIONS:***Knowledge:***

In addition to those of the LVN I, possess broader and specialized knowledge and skills which support running and staffing specialty clinics, providing case management services and providing patient counseling in the specialty area; broader knowledge of clinic operations and the development and implementation of clinic and nursing policies and procedures; and basic principles of lead work direction.

Abilities:

In addition to those of the LVN I, the ability to effectively apply specialized skills, possess strong organizational skills and, if assigned, provide effective lead work direction to specified health center support staff.

Education and Experience:

In addition to those of the LVN I, equivalent to three to four years of progressive responsibility as a LVN, including some experience in the specialty area to successfully perform work in the specialty; possess and maintain specialized training and/or related certifications.

License and Certification:

Possess and maintain a valid Vocational Nurse license issued by the State of California; possess and maintain certification for intravenous therapy as defined by the BVNPT; and may also be required to possess and maintain a valid CPR/AED certification and/or IV certification as appropriate to the assigned duties.

LICENSED VOCATIONAL NURSE I - RANGE A

Class	Range	Effective Date	Pay Letter	CBID	Abbreviated Class Title
8134	1	7/1/2015	2015-06	R02	LVN I- A

FLSA	SISA	Shift Differential	Occupational Index	Affirmative Action	Employee Category	Vacation Rate
N	N	Y	I2	P2A	1	1

Annual Factor	Budget Occupation	Salary Per	Campus Code	License Type	AY Class	MPP AGL
12	32	M	00	2	N	

Pay Plan	Establish Date	Footnote	Status
A	1/31/1979	00	1

Variable Rate Salary - Monthly

Minimum Rate	SSI Max Rate	Maximum Rate
2,906.00 M	.00 M	4,886.00 M
16.77 H	.00 H	28.19 H
34,872.00 A	.00 A	58,632.00 A

Content Contact:
[Human Resources Administration](#)
(562) 951-4411

Technical Contact:
webmaster@calstate.edu

Last updated: October 28, 2009

LICENSED VOCATIONAL NURSE II - RANGE A

Class	Range	Effective Date	Pay Letter	CBID	Abbreviated Class Title
8133	1	7/1/2015	2015-06	R02	LVN II- A

FLSA	SISA	Shift Differential	Occupational Index	Affirmative Action	Employee Category	Vacation Rate
N	N	Y	I2	P2A	1	1

Annual Factor	Budget Occupation	Salary Per	Campus Code	License Type	AY Class	MPP AGL
12	32	M	00	2	N	

Pay Plan	Establish Date	Footnote	Status
A	2/1/2010	00	1

Variable Rate Salary - Monthly

Minimum Rate	SSI Max Rate	Maximum Rate
3,385.00 M	.00 M	5,690.00 M
19.53 H	.00 H	32.83 H
40,620.00 A	.00 A	68,280.00 A

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Last updated: October 28, 2009

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Licensed Vocational Nurse	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Health Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G- 37/CSEA 125 Salary Schedule

(Former Classification: Health Procedure Technician I)

BASIC FUNCTION:

Under general direction of an assigned supervisor or designee, provide nursing and other related health care services to children who are chronically ill and/or medically fragile, to meet the needs of students, families, staff and sites; perform medical procedures in a timely manner and administer first aid and medications to students in accordance with State laws and District regulations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Provide specialized physical health care services in a timely manner to deliver professional services to students and sites; services may include but not be limited to catheterization, tube feeding, tracheostomy care, ventilators, and other procedures as outlined in the guidelines of the California Department of Education and in the scope of practice of the State Licensing Board under the supervision of a credentialed School Nurse or as ordered by the healthcare provider. *E*

Provide emergency care, administer prescribed medications, and perform prescribed procedures in a timely manner as outlined by the California Department of Education and in the scope of practice of the State Licensing Board to meet the needs of students and sites; consult with medical professionals regarding student medical care as needed. *E*

Administer injections as needed, including but not limited to, immunizations and diabetic management within the scope of practice; administer medication as prescribed by the health care provider. *E*

Assist in initiating and maintaining confidential health and other related records and reports; including student health records, accident reports, and Medi-Cal logs; log medical procedures and input data into the health information system. *E*

Assist in the classroom in meeting personal and other needs of the individual or group of student(s) as directed in support of students achieving their personal best. *E*

Help maintain a positive school health environment through open communication and effective human relations by establishing collaborative relations with a diverse range of individuals. *E*

Adhere to schedules and time lines to meet the needs of students, staff and sites. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience in a clinical setting or with chronically ill or medically fragile children desirable.

LICENSES AND OTHER REQUIREMENTS:

Vocational Nurse's License; valid California Driver's License; valid First Aid and CPR Certification issued by an authorized agency.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic nursing skills to care for chronically ill or medically fragile children.
Proper methods of reporting health problems and concerns according to established guidelines.
Emergency care and protocol.
Current office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Accurate record keeping and filing.
Proper English usage, grammar, spelling, punctuation and vocabulary.
Basic health equipment and instruments.
Health Information Privacy Act and regulations.
Medical terminology.

ABILITY TO:

Use and understand medical terminology.
Work confidentially with discretion.
Provide specialized physical health care services and other nursing or related services.
Observe legal and defensive driving practices.
Prepare and maintain accurate records.
Learn and apply appropriate care and procedures related to chronically ill, medically fragile or injured students or students with specialized physical health care services.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Communicate, understand and follow both oral and written directions effectively.
Plan, organize and meet schedules and time lines.
Learn new or updated computer systems and programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Apply integrity and trust in all situations.
Actively participate in meeting District goals and outcomes.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment in schools throughout the District, as well as potential out-of-town activities; driving vehicle or riding in a District vehicle, as necessary; may be required to work an irregular schedule; contact with dissatisfied individuals ;exposure to and contact with bloodborne pathogens; exposure to communicable diseases.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; reaching overhead and horizontally to retrieve and store supplies; kneeling or crouching; dexterity to provide health care procedures; hearing and speaking to exchange information in person or on the telephone and provide assistance to students; seeing to read fine print; lifting moderately heavy objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions

**FRESNO UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE**

<u>Grade Title</u>	<u>Job Code</u>	<u>Duty Days</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
G35 Career Center Facilitator Home Education Facilitator-Hmong Home Education Facilitator-Spanish Job Developer I School/Community Liaison-HmgLao School/Community Liaison-Spanish School/Community Liaison-Lao	W110	192	\$27,406.11	\$28,774.99	\$30,173.19	\$31,718.65	\$33,293.59
	W093		\$17.84	\$18.73	\$19.64	\$20.65	\$21.68
	W096						
	W079						
	W130						
	W135						
	W134						
G36 Administrative Secretary I Budget Technician II Child Welfare & Attendance Specialist II Department Office Manager Disability/Retirement Technician Grants Technician Help Desk Support Technician Staff Development Technician	W161	261	\$38,035.63	\$40,036.28	\$41,977.27	\$44,117.98	\$46,518.99
	W191		\$18.22	\$19.17	\$20.10	\$21.13	\$22.28
	W165						
	W139						
	W171						
	W197						
	W146 W215						
G37 Human Resources Data Specialist I Human Resources Specialist License Vocational Nurse Human Resources Specialist License Vocational Nurse License Vocational Nurse	W172	261	\$38,986.44	\$40,933.02	\$42,981.91	\$45,129.14	\$47,385.43
	W201		\$18.67	\$19.60	\$20.59	\$21.61	\$22.69
	W198						
	W201	217	\$32,414.01	\$34,032.43	\$35,735.92	\$37,521.16	\$39,397.08
	W198		\$18.67	\$19.60	\$20.59	\$21.61	\$22.69
	W198	192	\$28,679.68	\$30,111.65	\$31,618.88	\$33,198.45	\$34,858.25
			\$18.67	\$19.60	\$20.59	\$21.61	\$22.69
G38 Technology Support Specialist I	W176	261	\$39,959.85	\$41,957.46	\$44,053.89	\$46,255.66	\$48,566.48
			\$19.14	\$20.09	\$21.10	\$22.15	\$23.26
G39 Operator, Computer II Education Audiologist Technician	W144	261	\$41,016.68	\$43,117.54	\$45,258.48	\$47,599.36	\$49,980.34
			\$19.64	\$20.65	\$21.68	\$22.80	\$23.94
	W019	192	\$30,173.19	\$31,718.65	\$33,293.59	\$35,015.62	\$36,767.14
			\$19.64	\$20.65	\$21.68	\$22.80	\$23.94
G40 Administrative Secretary II	W162	261	\$42,039.26	\$44,190.45	\$46,394.78	\$48,784.84	\$51,228.03
			\$20.13	\$21.16	\$22.22	\$23.36	\$24.53
G41 Architectural Drafting Specialist Media Technician/Driver	W066	261	\$43,117.54	\$45,258.48	\$47,599.36	\$49,980.34	\$52,681.50
	W219		\$20.65	\$21.68	\$22.80	\$23.94	\$25.23



LICENSED VOCATIONAL NURSE I

Bargaining Unit: 12 - Clerical, Paramedical,
Building & Service Employees

Class Code:
1465

COUNTY OF FRESNO
Revision Date: Jul 18, 2005

SALARY RANGE

\$15.33 - \$19.61 Hourly
\$1,226.00 - \$1,569.00 Biweekly
\$2,656.33 - \$3,399.50 Monthly
\$31,876.00 - \$40,794.00 Annually

DESCRIPTION:

Under immediate supervision, provides routine nursing care; and performs related work as required.

The Licensed Vocational Nurse (LVN) classification series is utilized in Human Service departments where nursing services are required such as Behavioral Health, Children and Family Services, and Community Health.

Licensed Vocational Nurse I is the entry level in this series and is a state licensed class. Incumbents provide routine nursing care under supervision of registered nurses and/or licensed physicians. This class differs from Licensed Vocational Nurse II in that the latter is the experienced level class and incumbents are expected to handle assignments with a greater degree of latitude and judgment. In addition, this class differs from Nursing Assistant which is an unlicensed class, therefore restricted in the nursing care they may provide.

Licensed Vocational Nurses must be able to: identify and be responsive to the health needs of patients; work effectively in stressful, emotional, and confrontational situations; accurately follow oral and written instructions; assess and react rapidly to emergency situations and have a high degree of maturity. In addition, incumbents must possess good judgment and cultural sensitivity towards persons of diverse ethnic, social, and economic backgrounds.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification. (Depending on the area of assignment, duties may include, but are not limited to, the following)

- Provides nursing care to patients within the scope of the Licensed Vocational Nurse Practice Act; prepares patients and cares for them during treatment; administers medications subcutaneously, intramuscularly, intradermal, sub dermal, and/or orally; takes temperature, pulse, respiration, and blood pressure of patients as necessary.
- Performs veina-puncture, injections of medications including biological immunizations for pediatric and adult patients, including the provision of Tuberculin Skin tests, Coccidioidin

skin tests, and Histoplasmin skin tests in the course of a tuberculosis control program.

- Applies and changes dressings and administers treatments including catheterizations, irrigations, and enemas; collects specimens for laboratory analysis.
- Assists doctors and registered nurses in the administration of special treatments and examinations; charts treatments and medications and maintains pertinent medical records according to established practice by the Nurse Practice Act, policies, and procedures.
- Assists doctors and registered nurses in the administration of medical records; assists in the data collection and input, preparation and implementation of patient care plans; participates in patient education and rehabilitation programs and documents data appropriately.
- Observes and assesses consumers condition and behavior; documents and reports significant changes to the supervisor and/or makes referrals as necessary; may participate in physical, occupational, and group therapy programs.
- May be responsible for the faxing of medication orders and reorders to the pharmacy and restocking of supplies and medications as needed.
- May perform lead work involving the assigning, reviewing, and coordinating the work of lower level staff.
- May be responsible for answering 24-hour "crisis" phone and provide counseling within scope of expertise or make necessary referrals to other agencies, facilities and/or other individuals.
- May draw blood upon completion of an approved course.

KNOWLEDGE, SKILLS AND ABILITIES:

MINIMUM QUALIFICATIONS:

License: Valid Licensed Vocational Nurse's License issued by the California Board of Vocational Nursing and Psychiatric Technicians.

Note: Recruitment may be limited to candidates with an education or experience background related to the specific position vacancy.



LICENSED VOCATIONAL NURSE II

Bargaining Unit: 12 - Clerical, Paramedical,
Building & Service Employees

Class Code:
1494

COUNTY OF FRESNO
Revision Date: Jul 18, 2005

SALARY RANGE

\$17.04 - \$21.80 Hourly
\$1,363.00 - \$1,744.00 Biweekly
\$2,953.17 - \$3,778.67 Monthly
\$35,438.00 - \$45,344.00 Annually

DESCRIPTION:

Under general supervision, provides routine nursing care; and performs related work as required.

The Licensed Vocational Nurse (LVN) classification series is utilized in Human Service departments where nursing services are required such as Behavioral Health, Children and Family Services, and Community Health.

Licensed Vocational Nurse II is the experienced level in this series and is a state licensed class. Incumbents provide routine nursing care under supervision of registered nurses and/or licensed physicians. This class differs from Licensed Vocational Nurse I in that incumbents are fully trained and are expected to handle assignments with a greater degree of latitude and judgment. This class differs from Licensed Vocational Nurse III in that the latter may act in a lead capacity by assigning, reviewing and coordinating the work of other Licensed Vocational Nurses.

Licensed Vocational Nurses must be able to: identify and be responsive to the health needs of patients; work effectively in stressful, emotional, and confrontational situations; accurately follow oral and written instructions; assess and react rapidly to emergency situations and have a high degree of maturity. In addition, incumbents must possess good judgment and cultural sensitivity towards persons of diverse ethnic, social, and economic backgrounds.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification. (Depending on the area of assignment, duties may include, but are not limited to, the following)

- Provides nursing care to patients within the scope of the Licensed Vocational Nurse Practice Act; prepares patients and cares for them during treatment; administers medications subcutaneously, intramuscularly, intradermal, sub dermal, and/or orally; takes temperature, pulse, respiration, and blood pressure of patients as necessary.
- Performs vein-puncture, injections of medications including biological immunizations for pediatric and adult patients, including the provision of Tuberculin Skin tests, Coccidioidin

skin tests, and Histoplasmin skin tests in the course of a tuberculosis control program.

- Applies and changes dressings and administers treatments including catheterizations, irrigations, and enemas; collects specimens for laboratory analysis.
- Assists doctors and registered nurses in the administration of special treatments and examinations; charts treatments and medications and maintains pertinent medical records according to established practice by the Nurse Practice Act, policies, and procedures.
- Assists doctors and registered nurses in the administration of medical records; assists in the data collection and input, preparation and implementation of patient care plans; participates in patient education and rehabilitation programs, and documents data appropriately.
- Observes and assesses consumers condition and behavior; documents and reports significant changes to the supervisor and/or makes referrals as necessary; may participate in physical, occupational, and group therapy programs.
- May be responsible for the faxing of medication orders and reorders to the pharmacy and restocking of supplies and medications as needed.
- May perform lead work involving the assigning, reviewing and coordinating the work of lower level staff.
- May be responsible for answering 24-hour "crisis" phone and provide counseling within scope of expertise or make necessary referrals to other agencies, facilities and/or other individuals.
- May draw blood upon completion of an approved course.

KNOWLEDGE, SKILLS AND ABILITIES:

MINIMUM QUALIFICATIONS:

Experience: One (1) year of full-time, paid work experience as a Licensed Vocational Nurse I.

License: Valid Licensed Vocational Nurse's License issued by the California Board of Vocational Nursing and Psychiatric Technicians.

Note: Recruitment may be limited to candidates with an education or experience background related to the specific position vacancy.



LICENSED VOCATIONAL NURSE III

Bargaining Unit: 12 - Clerical, Paramedical,
Building & Service Employees

Class Code:
1450

COUNTY OF FRESNO
Revision Date: Jul 18, 2005

SALARY RANGE

\$18.65 - \$23.86 Hourly
\$1,492.00 - \$1,909.00 Biweekly
\$3,232.67 - \$4,136.17 Monthly
\$38,792.00 - \$49,634.00 Annually

DESCRIPTION:

Under general supervision, provides routine nursing care; and performs related work as required.

The Licensed Vocational Nurse (LVN) classification series is utilized in Human Service departments where nursing services are required such as Behavioral Health, Children and Family Services, and Community Health.

Licensed Vocational Nurse III is the third level in this series and is a state licensed class. Incumbents provide routine nursing care under supervision of registered nurses and/or licensed physicians. This class differs from Licensed Vocational Nurse II in terms of greater independent latitude and judgment given Licensed Vocational Nurse III's.

Licensed Vocational Nurses must be able to: identify and be responsive to the health needs of patients; work effectively in stressful, emotional, and confrontational situations; accurately follow oral and written instructions; assess and react rapidly to emergency situations and have a high degree of maturity. In addition, incumbents must possess good judgment and cultural sensitivity towards persons of diverse ethnic, social, and economic backgrounds.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification. (Depending on the area of assignment, duties may include, but are not limited to, the following)

- Provides nursing care to patients within the scope of the Licensed Vocational Nurse Practice Act; prepares patients and cares for them during treatment; administers medications subcutaneously, intramuscularly, intradermal, sub dermal, and/or orally; takes temperature, pulse, respiration, and blood pressure of patients as necessary.
- Performs vein-puncture, injections of medications including biological immunizations for pediatric and adult patients, including the provision of Tuberculin Skin tests, Coccidioidin skin tests, and Histoplasmin skin tests in the course of a tuberculosis control program.
- Applies and changes dressings and administers treatments including catheterizations,

irrigations, and enemas; collects specimens for laboratory analysis.

- Assists doctors and registered nurses in the administration of special treatments and examinations; charts treatments and medications and maintains pertinent medical records according to established practice by the Nurse Practice Act, policies, and procedures.
- Assists doctors and registered nurses in the administration of medical records; assists in the data collection and input, preparation and implementation of patient care plans; participates in patient education and rehabilitation programs and documents data appropriately.
- Observe and assess consumers condition and behavior; documents and reports significant changes to the supervisor and/or makes referrals as necessary; may participate in physical, occupational, and group therapy programs.
- May be responsible for the faxing of medication orders and reorders to the pharmacy and restocking of supplies and medications as needed.
- May perform lead work involving the assigning, reviewing and coordinating the work of lower level staff.
- May be responsible for answering 24-hour "crisis" phone and provide counseling within scope of expertise or make necessary referrals to other agencies, facilities and/or other individuals.
- May draw blood upon completion of an approved course.

KNOWLEDGE, SKILLS AND ABILITIES:

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of full-time, paid work experience as a Licensed Vocational Nurse II.

License: Valid Licensed Vocational Nurse's License issued by the California Board of Vocational Nursing and Psychiatric Technicians.

Note: Recruitment may be limited to candidates with an education or experience background related to the specific position vacancy.

Sanger Unified School District

Position Description

Position: Health Services Assistant - LVN	Position Number:
Department/Site: School Site	FLSA: Non-exempt
Reports to/Evaluated by: various	Salary Grade: 117

Summary

Provides routine first aid and emergency care to ill or injured students in accordance with State laws and District regulations. Assists with other health-related services as required in a school setting including, but not limited to, administering prescribed medication, performing specialized health care procedures, accurately documenting health issues, daily managing of the health office and maintaining health records, referrals and reports.

Distinguishing Career Features

The Health Services Assistant – LVN is a Licensed Vocational Nurse who performs a variety of nursing duties within the scope of his/her practice and the Education Code as well as duties designated by the credentialed School Nurse. Under the direction of a credentialed School Nurse, performs varying assignments of a clerical, technical and paraprofessional nature to insure health and safety of students. Recognized exposure risk to communicable diseases and infectious bodily fluids. May be required to work an irregular schedule. School site(s) may change during the school year.

Essential Duties and Responsibilities

- Performs all of the duties of the Health Services Assistant with the additional responsibility of administering a variety of prescribed medications including injections, for example, insulin, immunizations, skin tests; emergency medications, for example, diastat, lorazepam, epinephrine, glucagon; and prescribed gastric tube medications.
- Performs routine first aid procedures and assists in screening ill or injured children according to established procedures. Refers serious illnesses and injuries to School Nurse, site administrator or other health care provider. May provide emergency short term care to students.
- Reviews student records for proper immunizations. Alerts parents of needed immunizations and maintains communication until records of immunizations are provided.
- Performs a variety of clerical duties. Accesses computer software to produce a variety of reports, correspondence, forms, notices and referrals including PE excuses and accident reports. Maintains files and duplicates material as needed.
- Provides emotional support for students until qualified professional can respond. Qualified health professional could include School Nurse, psychologist or a school site administrator.
- May confer with teachers, specialists and parents to assist in developing and evaluating

individual and group educational goals and objectives. May assist with implementation of special programs.

- May work with a small group and/or individual students on special subject and exercises, and/or with special needs (e.g., severely disabled) to execute individual lesson plans and strategies for maximizing learning experiences.
- May assist with monitoring classroom activities when a teacher is absent from the classroom. May accompany students going from one location to another. Observes, monitors and controls behavior of students within approved procedures.
- Exercises some independent judgment and discretion when applying specific instructions and established methods in routine or emergency situations.
- Communicates effectively with staff, students and parents to maintain a positive school health environment.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires medical knowledge and basic nursing skills consistent with the LVN level. Must be familiar with State Health Codes, State Education Code and district policies, procedures and practices. Adequate communication and nursing skills to deal with stressful situations are essential. Requires knowledge of clerical office practices, record keeping duties, and file maintenance. Requires sufficient language skill to document work activity.

▪ **Abilities**

Requires the ability to assess situations and apply appropriate regulations and procedures when administering first aid or health care assistance. Must be able to determine severity of illness or injury and refer appropriately for additional care. Must have the ability to remain calm while carrying out duties. Requires the ability to communicate effectively with the School Nurse, site administrators and staff, students and parents. Must be able to protect confidentiality of student information.

▪ **Physical Abilities**

Requires sufficient arm, hand, finger dexterity and strength to assist ill or injured students and operate keyboard, typewriter and other office equipment. Must have the ability to hear and speak to exchange information in person or on the telephone, to understand voice and speech patterns and to hear student requests; visual acuity to read fine print words, numbers and prescription labels and depth perception to prepare and administer injections; lift light objects. Requires physical stamina to sit or stand for extended periods of time. May be required to use hand to handle or feel; reach with hands and arms to pull materials from files and shelves; climb or balance; stoop, kneel or crouch.

▪ **Education and Experience**

Requires a high school diploma or equivalent and two years experience in a health care setting involving contact with children. School or clerical office experience involving

contact with children is desirable.

- **Licenses and Certificates**

Current California LVN or RN license required. Current First aid and CPR certification required. Requires a valid driver's license.

- **Working Conditions**

Work is generally performed indoors in an office/exam room environment; work may be performed outdoors in some situations. Regular exposure to communicable diseases, body fluids, and blood borne pathogens, however, the risk is minimal with proper protection.

Classified Salary Schedule Ranges

Job Title	Range	Job Title	Range	Job Title	Range
Accounting Clerk	112	Driver	111	Para Educator III	112
Accounting Technician I	115	Early Intervention Assistant	111	Para Educator IV	113
Accounting Technician II	117	Early Intervention Home Specialist	115	Parent Education Coordinator	115
Accounting Technician III	119	Equipment Attendant	110	Pool Maintenance Technician	113
Administrative Assistant	117	Food Service Assistant I	106	Purchasing Technician	115
Administrative Assistant - Senior	119	Food Service Assistant II	108	Registrar	117
Attendance Clerk I	111	Food Service Assistant III	110	School Office Manager	117
Attendance Clerk II	113	Groundskeeper	111	Secretary I	112
Attendance Clerk III	114	Health Services Assistant	109	Secretary II	114
Bus Driver	113	Health Services Assistant - LVN	117	Senior Technical Support Analyst	125
Bus Driver Instructor	116	Home School Liaison	109	Skilled Groundskeeper	113
Campus Safety Officer I	112	Human Resources Assistant	112	Skilled Maintenance Specialist	117
Campus Safety Officer II	114	Human Resources Technician I	117	Student Data Specialist	122
Career Center Technician	115	Human Resources Technician II	119	Student/Parent Advocate Coordinator	115
Child Care Provider	109	HVAC Associate	116	Technical Support Analyst	124
Child Development Assistant	109	HVAC Specialist	120	Technical Support Specialist I	118
Clerical Assistant I	107	Instructional Computing Technician	114	Technical Support Specialist II	120
Clerical Assistant II	109	Lead Groundskeeper	112	Technical Support Specialist III	122
Clerical Assistant III	111	Lead Vehicle Mechanic	120	Telecommunications Support Specialist	122
Cook/Team Leader	112	Library Clerk	106	Transportation Dispatcher	114
Custodial Services Team Leader I	114	Library Media Technician I	111	Transportation Router	115
Custodial Services Team Leader II	116	Library Media Technician II	113	Vehicle Mechanic	118
Custodian I	109	Maintenance Specialist	115	Warehouse/Delivery Driver	111
Custodian II	111	Migrant Home School Coordinator	115	Warehouse Supervisor	118
Database Administrator	126	Nurse Assistant	111	Warehouse Worker, Senior	115
Document Processing Technician I	109	Para Educator I	109	Webmaster	120
Document Processing Technician II	111	Para Educator II	110	Written Translator	\$40/page

**SANGER UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2015-2016**

3.0% increase retroactive to July 1, 2015 approved by Governing Board on September 8, 2015

Range	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5		STEP 6	
	Monthly	Hourly	Month	Hourly	Month	Hourly	Month	Hourly	Month	Hourly	Month	Hourly
101	1,745	10.07	1,832	10.57	1,924	11.10	2,020	11.65	2,121	12.24	2,227	12.85
102	1,800	10.39	1,890	10.90	1,985	11.45	2,084	12.02	2,188	12.62	2,297	13.25
103	1,858	10.72	1,951	11.26	2,049	11.82	2,151	12.41	2,259	13.03	2,372	13.68
104	1,919	11.07	2,015	11.63	2,116	12.21	2,222	12.82	2,333	13.46	2,450	14.13
105	1,985	11.45	2,085	12.03	2,189	12.63	2,298	13.26	2,413	13.92	2,534	14.62
106	2,054	11.85	2,157	12.44	2,265	13.07	2,378	13.72	2,497	14.40	2,622	15.12
107	2,126	12.27	2,232	12.88	2,344	13.52	2,461	14.20	2,584	14.91	2,713	15.65
108	2,203	12.71	2,313	13.34	2,428	14.01	2,550	14.71	2,677	15.45	2,811	16.22
109	2,284	13.18	2,398	13.83	2,518	14.53	2,644	15.25	2,776	16.01	2,915	16.82
110	2,369	13.67	2,488	14.35	2,612	15.07	2,743	15.82	2,880	16.62	3,024	17.45
111	2,460	14.19	2,583	14.90	2,712	15.65	2,847	16.43	2,990	17.25	3,139	18.11
112	2,555	14.74	2,682	15.47	2,816	16.25	2,957	17.06	3,105	17.91	3,260	18.81
113	2,654	15.31	2,787	16.08	2,926	16.88	3,072	17.73	3,226	18.61	3,387	19.54
114	2,760	15.92	2,898	16.72	3,043	17.55	3,195	18.43	3,354	19.35	3,522	20.32
115	2,871	16.57	3,015	17.39	3,166	18.26	3,324	19.18	3,490	20.14	3,665	21.14
116	2,989	17.25	3,139	18.11	3,296	19.01	3,460	19.96	3,633	20.96	3,815	22.01
117	3,113	17.96	3,269	18.86	3,432	19.80	3,604	20.79	3,784	21.83	3,973	22.92
118	3,245	18.72	3,407	19.66	3,577	20.64	3,756	21.67	3,944	22.75	4,141	23.89
119	3,383	19.51	3,552	20.49	3,729	21.52	3,916	22.59	4,112	23.72	4,317	24.91
120	3,528	20.35	3,704	21.37	3,890	22.44	4,084	23.56	4,288	24.74	4,503	25.98
121	3,681	21.24	3,865	22.30	4,058	23.41	4,261	24.58	4,474	25.81	4,698	27.10
122	3,843	22.17	4,035	23.28	4,237	24.45	4,449	25.67	4,671	26.95	4,905	28.30
123	4,015	23.16	4,215	24.32	4,426	25.54	4,647	26.81	4,880	28.15	5,124	29.56
124	4,354	25.12	4,572	26.37	4,800	27.69	5,040	29.08	5,292	30.53	5,557	32.06
125	4,676	26.98	4,910	28.33	5,155	29.74	5,413	31.23	5,684	32.79	5,968	34.43
126	5,017	28.94	5,267	30.39	5,531	31.91	5,807	33.50	6,098	35.18	6,403	36.94
127	5,375	31.01	5,644	32.56	5,926	34.19	6,222	35.90	6,534	37.69	6,860	39.58
128	5,755	33.20	6,042	34.86	6,344	36.60	6,662	38.43	6,995	40.35	7,344	42.37
129	6,155	35.51	6,462	37.28	6,786	39.15	7,125	41.11	7,481	43.16	7,855	45.32
130	6,578	37.95	6,907	39.85	7,253	41.84	7,615	43.93	7,996	46.13	8,396	48.44
131	7,023	40.52	7,374	42.54	7,743	44.67	8,130	46.90	8,536	49.25	8,963	51.71
132	7,493	43.23	7,868	45.39	8,261	47.66	8,674	50.04	9,108	52.55	9,563	55.17
133	7,989	46.09	8,389	48.40	8,808	50.82	9,249	53.36	9,711	56.03	10,197	58.83
134	8,512	49.11	8,937	51.56	9,384	54.14	9,853	56.85	10,346	59.69	10,863	62.67
135	9,063	52.28	9,516	54.90	9,991	57.64	10,491	60.53	11,016	63.55	11,566	66.73
136	9,645	55.64	10,127	58.42	10,633	61.35	11,165	64.41	11,723	67.63	12,309	71.02

Add:

Longevity After 8 years of Service	3.00%
Longevity After 10 years of Service	4.00%
Longevity After 15 years of Service	5.00%
Longevity After 20 years of Service	6.00%
Longevity After 25 years of Service	7.00%
Longevity After 30 years of Service	8.00%
Longevity After 35 years of Service	9.00%

Professional Growth: \$2.50 per month per unit up to 30 units
(pro-rated for part-time employees)

FRESNO COUNTY OFFICE OF EDUCATION

CLASSIFIED POSITION

Effective: July 1, 2003

Revised: March 1, 2007

Revised: July 1, 2015

CLASS TITLE: HEALTH SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Health Services and an assigned supervisor, provide a variety of health related services to students and school community members at a variety of Fresno County Office of Education (FCOE) locations and within the FCOE Mobile Health Unit.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist with and evaluate illness, injury or medical situation of students during Mobile Health Unit (MHU) Clinic appointment(s); prepare exam rooms.
- Assist with MHU projects and activities; provide assistance and serve as a liaison between students, school community members and Health Services MHU staff regarding Clinic programs and objectives and the importance of health maintenance.
- Assist in creating and maintaining MHU Clinic medical charts including and not limited to verification of Medi-Cal information, appointments, visits, immunizations, vision and hearing testing results, patient history.
- Assist with maintaining the MHU Clinic environment in a neat, organized, sanitary and safe condition including but not limited to requisition, receive and maintain inventory of products, forms, supplies and equipment for the purpose of ensuring consistent availability of required items, and appropriate equipment and supplies for Health Services staff.
- Communicate with school sites to schedule MHU Clinics; County Office personnel and outside agencies to coordinate activities; and to assure adequate medical attention is given to students and school community members.
- Communicate with students and school community members to assist in awareness and understanding of various policies and procedures, health services and related functions; respond to inquiries and explain applicable laws, codes, rules, programs, regulations and health procedures; assist families with obtaining transportation as needed; make home visits to assist families with health-related issues as directed.
- Communicate with students and school community members to determine MHU Clinic eligibility; establish and maintain Clinic appointment schedule and/or other Health Services documentation; process appropriate billing. (e.g. Medi-Cal)
- Contribute to the maintenance and preparation of the MHU for transport to and from scheduled school site and/or Clinic locations including pre and post trip MHU vehicle inspections; records of mileage, fuel, and oil, daily, weekly and monthly vehicle maintenance and fluid level checks; preparing inventory and supplies for MHU Clinic appointments.
- Initiate and receive phone calls to notify family of pertinent student health issues as directed; prepare and distribute billings and health service correspondence.
- Perform various activities for the purpose of ensuring efficiency of the MHU and Clinics and compliance with established guidelines and/or administrative requirements.

- Produce documents, materials and reports for the purpose of disseminating information to appropriate personnel and/or County Office departments and programs; input data using assigned software applications.
- Serve as a liaison between Health Services personnel, community health services and families; educate families in connection with obtaining available community resources and health services; refer families to community health services as appropriate.
- Visit student and school community member homes, sites and centers to administer health procedures; load and unload medical equipment and supplies from assigned vehicle; prepare presentations to families regarding health needs and services as needed.
- Adhere to the schedules, policies and procedures as determined by the Fresno County Office of Education.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Office and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.

OTHER DUTIES:

- Drive a vehicle to conduct work using own transportation.
- Drive and operate the Mobile Health Unit.
- Work irregular schedule when required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Basic computer skills and modern office practices, procedures and equipment.
- Basic concepts of child development and typical child behavior characteristics as related to pediatric, adolescent and young adults.
- Basic vehicle maintenance.
- Clean and sterile treatment techniques.
- Correct usage when reading, speaking, translating and/or writing in a designated second language.
- Health and safety regulations.
- Health office charting and documentation, practices, procedures and terminology.
- Medical symptoms and conditions applicable to children.
- Modern medical terminology, equipment and techniques.
- Operation of a variety of related medical equipment and instruments.
- Public health agencies and local health care resources.
- Record keeping and report preparation techniques.
- Standard First Aid, CPR methods and procedures, concepts of Automatic External Defibrillator; abdominal thrusts and rescue breathing.
- Applicable sections of the State Education Code, Local, State and Federal laws, codes, regulations and requirements as related to assigned activities and/or instructional area.
- Correct English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- County Office organization, operations, policies and objectives.

- Interpersonal skills using tact, patience, flexibility, and courtesy.
- Operation of a variety of office equipment, including but not limited to a computer and assigned software applications.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Administer basic first aid and screen ill or injured students in accordance with State laws and County Office regulations.
- Assist Health Services staff in providing a variety of specialized health care services.
- Compile and verify data and prepare reports.
- Develop effective time management strategies in planning and organizing schedules and deadlines.
- Demonstrate an empathetic and receptive attitude toward students.
- Learn and observe applicable laws, codes, rules and regulation related to assigned activities.
- Maintain inventory of products, forms, supplies and equipment necessary for the effective operation of the MHU.
- Perform a variety of duties in operation of the MHU.
- Provide a variety of health related services to students and families at a variety of County Office locations and within the MHU.
- Provide assistance to families in completing various health and/or insurance forms and documents; scheduling medical appointments; providing resources and referrals to community health services as appropriate and make home visits, as directed.
- Read, speak, translate and/or write in a designated second language.
- Serve as a technical resource to families to exchange information concerning health services and related functions.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Establish and maintain cooperative and effective working relationships with others contacted in the course of work.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain consistent, punctual and regular attendance.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Office administrators and personnel, outside organizations or the public concerning assigned program.
- Use professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.

EXPERIENCE:

- One year experience as Certified Nursing Assistant.
- Experience administering basic health services to students is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Reading, speaking, translating and/or writing in a designated second language.
- Valid California Certified Nurse Assistant (CNA) certification.
- Valid California driver's license; while employed by the County Office incumbent must be insurable at

the standard rate by the employer's insurance carrier at all times.

- Valid First Aid and CPR certification issued by an authorized agency.
- Pre-placement Medical Assessment (PMA) and certification at a clinic selected by, and at the expense of, the County Office.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at the time of hire.
- Valid Defensive Driving certification issued by an authorized agency within one year of employment.

WORKING CONDITIONS:

ENVIRONMENT:

- Community based environments.
- Drive a vehicle to conduct work, using own transportation.
- Driving the Mobile Health Unit (motor coach) to conduct work.
- Health office environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Climb up and down steps to enter motor coach; check fluid levels of motor coach.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- *Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.*

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Contact with blood and other body fluids.
- Exposure to minor contagious and/or infectious diseases.
- Potential for contact with blood borne pathogens and communicable diseases.
- Potentially harmful outbursts from students.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

FRESNO COUNTY OFFICE OF EDUCATION

2015 - 2016 Classified Salary Schedule

Reflects a 2.0% increase

Ratified 11/17/2015

Effective 7/1/2015

JCN#	JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
100	ACCOUNTANT	148	4,248	4,460	4,683	4,917	5,163	5,421
			24.41	25.63	26.91	28.26	29.67	31.16
104	ACCOUNTING TECHNICIAN	134	3,007	3,157	3,315	3,481	3,655	3,838
			17.28	18.14	19.05	20.01	21.01	22.06
108	ADMINISTRATIVE ASSISTANT I	136	3,158	3,316	3,482	3,656	3,839	4,031
			18.15	19.06	20.01	21.01	22.06	23.17
121	AFTER SCHOOL PROGRAM SITE LEAD	136	3,158	3,316	3,482	3,656	3,839	4,031
			18.15	19.06	20.01	21.01	22.06	23.17
125	ASSISTANT - CHILD DEVELOPMENT CENTER	122	2,209	2,319	2,435	2,557	2,685	2,819
			12.70	13.33	13.99	14.70	15.43	16.20
128	AUDIO VISUAL TECHNICIAN	132	2,861	3,004	3,154	3,312	3,478	3,652
			16.44	17.26	18.13	19.03	19.99	20.99
132	BILINGUAL OFFICE ASSISTANT	130	2,723	2,859	3,002	3,152	3,310	3,476
			15.65	16.43	17.25	18.11	19.02	19.98
146	CAMPUS SAFETY ASSISTANT	125	2,406	2,526	2,652	2,785	2,924	3,070
			13.83	14.52	15.24	16.01	16.80	17.64
144	COMMUNITY ASSISTANT	129	2,656	2,789	2,928	3,074	3,228	3,389
			15.26	16.03	16.83	17.67	18.55	19.48
161	COUNSELING AND ACADEMIC TUTOR I	129	2,656	2,789	2,928	3,074	3,228	3,389
			15.26	16.03	16.83	17.67	18.55	19.48
163	COUNSELING AND ACADEMIC TUTOR II	131	2,793	2,933	3,080	3,234	3,396	3,566
			16.05	16.86	17.70	18.59	19.52	20.49
162	CREDENTIAL ANALYST	150	4,463	4,686	4,920	5,166	5,424	5,695
			25.65	26.93	28.28	29.69	31.17	32.73
164	CREDENTIAL TECHNICIAN	138	3,320	3,486	3,660	3,843	4,035	4,237
			19.08	20.03	21.03	22.09	23.19	24.35
168	CUSTODIAN	125	2,406	2,526	2,652	2,785	2,924	3,070
			13.83	14.52	15.24	16.01	16.80	17.64
297	CYBER QUALITY CONTROL TECHNICIAN	138	3,320	3,486	3,660	3,843	4,035	4,237
			19.08	20.03	21.03	22.09	23.19	24.35
176	DEPARTMENT AUTOMATION SPECIALIST	136	3,158	3,316	3,482	3,656	3,839	4,031
			18.15	19.06	20.01	21.01	22.06	23.17
188	DIGITAL MEDIA SPECIALIST	147	4,143	4,350	4,568	4,796	5,036	5,288
			23.81	25.00	26.25	27.56	28.94	30.39
204	EDUCATIONAL SERVICES SPECIALIST	142	3,701	3,886	4,080	4,284	4,498	4,723
			21.27	22.33	23.45	24.62	25.85	27.14
208	ELECTRONIC REPAIR TECHNICIAN	130	2,723	2,859	3,002	3,152	3,310	3,476
			15.65	16.43	17.25	18.11	19.02	19.98
219	FACILITIES TECHNICIAN	136	3,158	3,316	3,482	3,656	3,839	4,031
			18.15	19.06	20.01	21.01	22.06	23.17
224	GRAPHIC ARTIST	132	2,861	3,004	3,154	3,312	3,478	3,652
			16.44	17.26	18.13	19.03	19.99	20.99
228	GRAPHICS & PRINTING TECHNOLOGY SPECIALIST	140	3,487	3,661	3,844	4,036	4,238	4,450
			20.04	21.04	22.09	23.20	24.36	25.57
232	GROUND MAINTENANCE WORKER	125	2,406	2,526	2,652	2,785	2,924	3,070
			13.83	14.52	15.24	16.01	16.80	17.64
240	HEALTH SERVICES ASSISTANT	130	2,723	2,859	3,002	3,152	3,310	3,476
			15.65	16.43	17.25	18.11	19.02	19.98
244	HEALTH SERVICES SPECIALIST	134	3,007	3,157	3,315	3,481	3,655	3,838
			17.28	18.14	19.05	20.01	21.01	22.06
252	HUMAN RESOURCES ASSISTANT	132	2,861	3,004	3,154	3,312	3,478	3,652
			16.44	17.26	18.13	19.03	19.99	20.99
260	HUMAN RESOURCES/PAYROLL TECHNICIAN	137	3,236	3,398	3,568	3,746	3,933	4,130
			18.60	19.53	20.51	21.53	22.60	23.74



**HUMAN RESOURCES
& DEVELOPMENT**
TULARE COUNTY

Licensed Vocational Nurse

Bargaining Unit: Health Services

Class Code:
032600

COUNTY OF TULARE

Revision Date: Mar 1, 1995

SALARY RANGE

\$17.24 - \$21.01 Hourly
\$1,379.15 - \$1,680.81 Biweekly
\$2,988.17 - \$3,641.75 Monthly
\$35,858.00 - \$43,701.00 Annually

DEFINITION:

To render routine nursing care in a preventive or primary health care clinic, and to maintain patient charts and a variety of related records; OR to perform site reviews of health care facilities, review treatment and referral authorization requests (TARs and RAFs), perform quality improvement reviews, and perform case management.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Supervising Nurse I or other higher level department staff, or by the Quality Improvement - Utilization Manager.

TYPICAL DUTIES:

DUTIES may include, but are not necessarily limited to:

LICENSED VOCATIONAL NURSE - NURSING FUNCTION: Take vital signs and measurements, and record results on patient charts; check patient charts to ensure required information has been obtained; administer medications as ordered by the physician, and inform patient of common side effects; prepare patient for tests or for examinations, and assist physician in patient examination; obtain informed consent for procedures that require consent; assist physician in minor surgical procedures and castings; administer skin tests such as for valley fever and tuberculosis, and follow-up with patients on medication use; follow established infectious waste policy for disposal of infectious material and cleaning of equipment; perform dressing changes, special treatments, immunizations, and other nursing services; report dog bites and communicable diseases to appropriate public health officials; review medical histories and school records of immunizations for completeness and compliance with State law; complete nutritional, health education and psych-social assessments according to established procedures; take, label, and chart various specimens; may complete clinic summaries, perform preliminary triage, order refills of medications per physician, and perform phlebotomy.

LICENSED VOCATIONAL NURSE - QUALITY IMPROVEMENT/UTILIZATION MANAGEMENT FUNCTION: Conduct site reviews of contracting health facilities to ensure compliance with health plan requirements, state and federal regulations; review requests for treatment authorization and referrals for specialist, ancillary, and in-patient services, and approve or deny requests based on health plan protocols; perform prospective, concurrent, and retrospective review of outpatient as well as in-patient services; review reports, audit results, member satisfaction surveys, and providers' medical records for quality improvement indicators as determined by the Medical Director-MEDICO and/or Quality Improvement Committee; perform case management for appropriate coordination and level of services; assist management staff in completing quality improvement and utilization management

related special projects.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined to be appropriate under applicable law.)

EMPLOYMENT STANDARDS:

NECESSARY EMPLOYMENT STANDARDS

Knowledge of: General nursing procedures; anatomy and physiology of the human body; pharmacology for nursing; general medical and nursing techniques including medical procedures, ancillary services and pharmacology; medical terminology; basic procedures utilized in treatment authorizations and claims processing; quality improvement techniques and programs; familiarity with Physicians' Current Procedure Terminology (CPT) codes, Diagnostic Related Groups (DRGs), and International Classification of Diseases (ICD-9) codes, and Healthcare Common Procedure Coding System (HCPCS).

Skill/Ability to: Read, write and understand medical terms, figures and symbols; follow oral and written instructions; communicate with a variety of personnel and health care providers; make decisions regarding medical treatment authorizations within health plan parameters; listen and ask questions pertaining to a specific medical situation; take vital signs and measurements; maintain effective working relationships with patients, public, staff and other departments and agencies; administer medications correctly as ordered; maintain a variety of records, charts and information; operate pertinent medical equipment; prepare a variety of forms, statistical and narrative reports.

EDUCATION AND EXPERIENCE

Any combination of education and experience that could likely provide the required knowledge, skills and qualifications is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Graduation from an accredited Licensed Vocational Nurse program.

Experience: For Quality Improvement/Utilization Management assigned positions, one (1) year of experience as a utilization review nurse or medical case manager.

LICENSE OR CERTIFICATE

A valid Licensed Vocational Nurse certificate issued by the California State Board of Vocational Nurse Examiners; possession of, or ability to obtain an appropriate, valid California driver's license.



Vocational Instructional Aide

Class Code:
6400000

Bargaining Unit: Temporary Employees

WEST HILLS COMMUNITY COLLEGE DISTRICT
Established Date: Feb 26, 2015
Revision Date: Feb 26, 2015

SALARY RANGE

\$15.00 - \$25.00 Hourly

JOB CLASSIFICATION:

West Hills College
Vocational Instructional Aide
Temporary Employment
\$15-\$25 per hour

Retirement: Employee Contribution to Apple 3.75%
Employer Contribution to Apple 3.75%

POSITION DUTIES:

Under general supervision, provide assistance with instructional tasks in a laboratory-equivalent setting.

ESSENTIAL FUNCTIONS:

- Assist students one-on-one or in groups in a lab setting
- Collect homework and daily assignments, check for accuracy and errors, make notes and record grades
- Assist instructor in classroom tasks
- Supervise groups of students in split lab settings while instructor works with another group
- Answer student questions during class and lab time
- Supervise lab sessions
- Proctor examinations
- Maintain records of student assignments, due dates, missing assignments (if any), and daily grades
- Set up displays and equipment for lab demonstrations
- Conduct lab demonstrations
- Prepare handouts, tests, etc.
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment
Record-keeping techniques
Filing systems and procedures
Interpersonal skills using tact, patience and courtesy
Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

Learn specialized duties in vocational programs
Learn to interpret rules, regulations, and policies on vocational programs and other programs
Communicate effectively both orally and in writing
Learn to interpret, apply and explain rules, regulations, policies and procedures

Maintain records and prepare reports
Understand and follow oral and written directions
Plan and organize work; meet schedules and time lines
Establish and maintain cooperative and effective working relationships with others

HAZARDS:

Contact with dissatisfied or abusive individuals
Constant interruptions
Contact with blood borne pathogens, physical, industrial, and chemical hazards

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor, workshop, laboratory, and clinical environments
Constant interruptions

PHYSICAL ABILITIES:

Lifting moderately heavy objects
Bending at the waist
Reaching overhead, above the shoulders and horizontally
Sitting or standing for extended periods of time
Hearing and speaking to exchange information and interview students
Dexterity of hands and fingers to operate a computer keyboard and other office equipment

QUALIFICATION:

MINIMUM QUALIFICATIONS:

Any combination equivalent to graduation from high school and three years' experience in the vocational field pertinent to the classes offered and in session required, such as health careers, administration of justice, automotive arts, the skilled trades, and culinary or hotel/restaurant/casino management. Associate's degree preferred.

SUPPLEMENTAL INFORMATION:

REQUIRED MATERIALS:

1. Online District Application
2. Resume
3. Unofficial Transcripts

West Hills Community College District is an equal opportunity employer committed to nondiscrimination on the basis of race, creed, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, genetic information or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self-disclose.

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

Presented to the Personnel Commission:

Date: December 15, 2015

SUBJECT: Consideration and Approval of Revised
Classification Specification for Child
Development Lab School Manager

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-59

Background:

A vacancy for the Child Development Lab School Manager position needs to be filled in the Child Development Center at Clovis College. In reviewing the classification specification prior to recruitment, changes have been made to update the Distinguishing Characteristics and Employment Standards to comply with mandated requirements. The changes will allow for a valid and reliable recruitment and selection process of positions in this classification.

The following individuals were invited to suggest changes:

- President, Clovis College
- Vice President Instruction & Student Services, Clovis College
- Dean of Instruction, Clovis College
- Director of Human Resources

Recommendation:

It is recommended the revised classification specification for Child Development Lab School Manager be approved as presented.



State Center Community College District

Job Title:	Child Development Lab School Manager	Classification Series:	Instructional Services
FLSA Status:	Exempt Management	Classification Group:	Instructional Assistance
Salary Schedule:	Classified Management	Classification Level:	Supervisor/Manager
Recommended Salary Range:	38	Date Duties Created:	July 7, 2015

Definition

Under direction plans, manages, evaluates and oversees the activities, services, and staff associated with the Child Development Lab School.

Distinguishing Characteristics

This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work **and work schedules, professional development/training,** evaluation of performance, **corrective action/discipline, conflict resolution, conduct investigations,** adjusting grievances, **participating in the Interactive discussion process,** recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

The **Child Development Lab School Manager** supervises the Child Development Lab School that is responsible for providing a model early childhood care and educational program for children and early childhood education students. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes. The incumbent must utilize excellent communication skills to effectively facilitate and interact with a wide range of schools, management, administrators, faculty, staff and students while maintaining day to day management of the child development lab school and student programs and services. The incumbent must also possess strong organizational and leadership skills.

Supervision Received

Administrative direction is received from the Dean of Instruction.

Supervision Exercised

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

Essential Job Functions

- Plans, coordinates, directs and supervises the activities, operations and staff of the Child Development Lab School.
- Ensures the health and safety of children in attendance, staff, parents, and volunteers on site.
- Develops and implements the college philosophy of early childhood education that is used to establish goals and objectives and to evaluate program effectiveness.
- Maintains and applies current knowledge and theory of best practices in child development.
- Maintains health and safety standards including nutritional programs, universal health precautions, emergency procedures, facility and equipment safety for children, parents, staff and students.
- Maintains National Association for the Education of Young Children Accreditation status including submission of all annual and accreditation reports in a timely manner.
- Develops, manages and monitors the annual lab school budget, in collaboration with instructional faculty, and controls the expenditures of funds.
- Interviews, hires, schedules, supervises, and evaluates all lab school staff.
- Schedules staff and assigns work to maintain teacher/child/adult/ratios.
- Advises and assists program staff in the resolution of work-related problems.



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- Arranges for timely maintenance and repair of lab school facilities and plans for equipping indoor/outdoor learning environments.
- Ensures compliance with campus, state, and county regulations and other legal and regulatory provisions concerned with the operation of the Centers.
- Oversees the maintenance of records and submits reports as required by licensing and the District.
- Develops and maintains a system for the maintenance of confidential files, which includes all documents required by licensing and other pertinent information.
- Supervises the assessment of children, making referrals for children as needed.
- Oversees the development, review and currency of the lab school policies and parent handbook with the input of lab school staff.
- Oversees the development and maintenance of classroom environments and curriculum to create a warm, interactive, intellectually stimulating, physically challenging, and emotionally secure program based on individual children's and families' specific needs, including language and cultural values which reflect and support the child development instructional program in close collaboration with child development faculty.
- Ensures the program's design and curriculum reflects theories and practices taught in the child development lecture courses, developmentally appropriate practices, emergent curriculum, documentation, use of industry standard tools and the integration of in-depth projects.
- Oversees and ensures the appropriate delivery of classroom curriculum including assessments, observations and conferences.
- Oversees lab school staff in-service training and professional development.
- Ensures lab school staff develops positive interpersonal relations with parents through parent orientations, parent education, individual conferences, parent meetings and daily parent communication.
- Ensures the facilitation of positive interpersonal relations with staff, students, children and the public through accessibility, positive dialogue, and regularly scheduled staff meetings.
- Advocates for and represents the lab school Program on campus and in the community and provides on-going reports to the Advisory Committee, child development faculty and other related campus and community interest groups.
- Communicates with other administrators, personnel, social services, and other outside agencies to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Provides on-going training concerning mandated reporting of suspected neglect or child abuse.
- Communicates effectively orally and in writing.
- Learns and applies emerging technologies.
- Attends and participates in seminars, conferences, workshops, and other meetings related to the lab school.
- Supervises the planning and implementation of the nutritional program.
- Generates resources and funds through grant writing and program proposals.
- Performs other duties as assigned.

Auxiliary Job Functions

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to this classification.

Minimum Qualifications

Education & Experience

Education and experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: ~~Bachelor's~~ **Master's** degree from an accredited college or university in child development, early childhood education, human development, or related field (degree must show 24 units in child development **of which 3 units must be in infant/toddler development**), **and a minimum of 3 units in administration or staff relations with the ability to complete an additional 6 units within 2 years of hire and 9 units in business**) ~~AND~~ **AND** two (2) years or more of increasingly responsible experience working in a child development program, including at least one year of supervisory experience.



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Licenses & Certificates

- Valid Driver's License is required.
- Possession of a California Child Development Program Director's Permit or ability to obtain permit within 6 months of hire.
- Valid certification in pediatric cardiopulmonary resuscitation (CPR) **or ability to obtain one within 60 days of hire.**
- Valid certification in first aid and preventative health practices or ability to obtain certification within ~~30~~ 60 days of hire.

Knowledge of:

- National Association for the Education of Young Children Accreditation requirements and other related child care center licensing requirements and/or standards.
- State and Federal laws, rules, policies, procedures, and regulations regarding child care activities.
- **Grant writing and institutional research techniques used in programs development process**
- Methods of observing, evaluating and recording child behavior.
- Nutritional standards.
- Health and safety standards, universal health precautions and emergency response techniques
- Facility and equipment safety.
- Early childhood education philosophies and best practices.
- Budget preparation and control.
- Record keeping and report preparation techniques to ensure information is accurately presented and reported.
- Basic math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skill to:

- **Conduct research and ability to analyze data and prepare reports such as those required by institutional programs or grant funding agencies.**
- Independently plan and implement a comprehensive and innovative early childhood education program for children and early childhood education students.
- Coordinate enrollment activities for the child development center.
- Analyze a variety of administrative problems to make sound policy and procedural recommendations for their solutions.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding early childhood education and child development center operations.
- Effectively communicate with individuals for whom English is not a primary language.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines and department schedules.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

Ability to:



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- Foster a developmentally appropriate and diverse learning environment for children and Early Childhood Education students by managing enrollment, laboratory learning opportunities, maintaining licensing standards, developing relationships with early care education peers and supporting center operations staff.
- **Ability to achieve and maintain a level 5 Early Stars rating from the County Office of Education.**
- Effectively represent the college at community events and present clear, concise, comprehensive reports to all in attendance.
- **Develop**, establish and maintain effective working relationships with District and campus administrators, management, staff, **parents**, students, diverse community, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Promote workplace diversity and a positive work environment.
- Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
- Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
- Prepare and monitor a budget.
- Learn Title 5, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in the District.
- Maintain confidentiality of sensitive information and records.
- Supervise, train, and evaluate personnel.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lift and carry office supplies, equipment and children weighing up to 50 lbs.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, Personnel Commissioners, board members, faculty, staff, representatives of other agencies, and others encountered in the course of work.

Work Conditions

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



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Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; exposure to fumes, vapors or airborne particles, hazardous chemicals, and biological hazards such as cleaning solutions and human waste. NOTE: All exposure is under OSHA Permissible Exposure Levels (PEL); work inside protected from the weather; work outside exposed to the weather and varying temperatures; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

Duties Approved By:	Board of Trustees	Date:	July 7, 2015
Class Approved By:	Personnel Commission	Date:	July 21, 2015
Updated By:	Elba Gomez	Date/Time:	12/9/15

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

Presented to the Personnel Commission:

Date: December 15, 2015

SUBJECT: Consideration and Adoption of 2015 Personnel
Commission Regular Meeting Calendar

ENCLOSURE(S):
Timelines

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-60

Background:

The Personnel Commission will consider and adopt a calendar of meetings for the next year. Regular meetings of the Personnel Commission will be held on the third Tuesday of each month at 5:30 p.m. in the State Center Community College District Board Room at 1525 E. Weldon Avenue, Fresno, CA. The Personnel Commission may start the meeting with a Closed Session, as indicated on the Agenda.

<u>Day</u>	<u>Date</u>	<u>Exceptions Noted</u>
Tuesday	January 19, 2016	Preferred: January 23, 2016
Tuesday	February 16, 2016	
Tuesday	March 15, 2016	Preferred: March 22, 2016
Tuesday	April 19, 2016	
Tuesday	May 17, 2016	Preferred: May 24, 2016
Tuesday	June 21, 2016	Preferred: June 28, 2016
		No meeting in July
		Hold: July 19, 2016
Tuesday	August 16, 2016	
Tuesday	September 20, 2016	
Tuesday	October 18, 2016	May Change Due to ACHRO
Tuesday	November 15, 2016	
Tuesday	December 20, 2016	

State Center Community College District

2016 Personnel Commission Calendar of Meetings & Agenda Timelines

Meeting Date	Deadline for Title of Item <small>(12:00 noon)</small>	Mail Draft Agenda <small>(Electronic)</small>	Post Agenda and Items on SCCCD Website Agenda Packets Distributed <small>(Hard copy and electronic)</small>
Tuesday, January 19	Friday, January 8	Wednesday, January 13	Thursday, January 14
Tuesday, February 16	Friday, February 5	Wednesday, February 10	Thursday, February 11
Tuesday, March 15	Friday, March 4	Wednesday, March 9	Thursday, March 10
Tuesday, April 19	Friday, April 8	Wednesday, April 13	Thursday, April 14
Tuesday, May 17	Friday, May 6	Wednesday, May 11	Thursday, May 12
Tuesday, June 21	Friday, June 10	Wednesday, June 15	Thursday, June 16
No July Meeting			
Tuesday, August 16	Friday, August 5	Wednesday, August 10	Thursday, August 11
Tuesday, September 20	Friday, September 9	Wednesday, September 14	Thursday, September 15
Tuesday, October 18	Friday, October 7	Wednesday, October 12	Thursday, October 13
Tuesday, November 15	Friday, November 4	Wednesday, November 9	Thursday, November 10
Tuesday, December 20	Friday, December 9	Wednesday, December 14	Thursday, December 15

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

Presented to the Personnel Commission:

Date: December 15, 2015

SUBJECT: Consideration of SCCCDC Personnel
Commission Organization: Election of
Officers

ENCLOSURE(S):

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-61

Background:

As stated in Personnel Commission Rule 2-5, "At its first regularly scheduled meeting in December of each year, the Commission shall elect one of its members to serve as Chairperson and another of its members to serve as Vice-Chairperson for a period of one (1) year or until such time as their successors are duly elected. The Commission at this same meeting shall elect the Director of Classified Personnel as Secretary to the Personnel Commission."

Recommendation:

It is recommended the following officers be considered and elected to serve for the next year:

1. Chairperson
2. Vice-Chairperson
3. Secretary

Personnel Commission – Director’s Report

December 15, 2015 Regular Meeting

Recruitment and Examination

Accepting applications for the following recruitments:

Name	Application Deadline
Building Generalist	Continuous Recruitment
College Trainer	Continuous Recruitment
College Trainer (Seasonal)	Continuous Recruitment
Early Childhood Education Specialist	Continuous Recruitment
Early Childhood Education Associate	Continuous Recruitment
Instructional Assistant – Nursing	Continuous Recruitment
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Farm Production Supervisor (Extended Deadline)	December 11, 2015
Piano Accompanist – Clovis College	January 8, 2016
Institutional Research Coordinator – Reedley College	January 11, 2016
Web Portal Administrator	January 11, 2016
Food Service Worker	January 13, 2016
Admissions & Records Manager	January 15, 2016

The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Network Coordinator	Competency	December 10, 2015
Textbook Purchasing Clerk	Competency	December 11, 2015
Assessment Technician	Oral board	December 11, 2015
Research Assistant	Oral Board	December 16, 2015
Registration Assistant	Oral Board	December 17, 2015
Seasonal Student Advisor	Oral Board	December 17, 2015
Library/Learning Resources Assistant III	Oral Board	December 18, 2015

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

Name	Location	Anticipated Posting Date/Status
Assistant Director, SCCC Foundation	DO	December 2015
Executive Secretary to Chancellor	DO	December 2015
Instructional Technician - Manufacturing	Districtwide	December 2015
Instructional Technician – Welding	Districtwide	December 2015
Theatre Manager -Flexible	FCC	December 2015
Police Officer	DO	December 2015
Chief of Police	DO	January 2016
College Director of Marketing	RC	January 2016
Computer Operator/IT Support	DO	January 2016
Instructional Technician - Manufacturing	Districtwide	January 2016
Instructional Technician – Welding	Districtwide	January 2016
Department Secretary	Districtwide	February 2016

Evaluator	Districtwide	February 2016
Graphic Artist	Districtwide	February 2016
Student Services Specialist	Districtwide	February 2016
Director of Admissions & Records	FCC	On hold pending position review.
Director of Technology	CCC	On hold pending position review.
Dir of Institutional Research, Assessment & Planning	CCC	On hold pending position review.
Instructional Aide – PPT	Districtwide	On hold pending position review.
International Trade Specialist	DO	On hold pending position review.
Instructional Tech – Maint, Mechanic	Districtwide	On hold pending position review
Lead Maintenance Person	Districtwide	On hold pending position review.

The following are current vacancies with active eligibility lists:

Name	Vacancy Location	Status
Accounting Clerk III	Purchasing, DO	List Referred 12/7/15
Administrative Aide	CTC, FCC	List Referred 12/4/15
Administrative Aide	Office of Instruction, CCC	List Referred 12/7/15
Administrative Secretary	TSS, FCC	List Referred 11/11/15
Bookstore Sales Clerk I – Seasonal	Districtwide (11 vacancies)	List Referred 12/6/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
College Athletic Trainer – Seasonal	Athletics, CCC	List Pending Referral
Department Secretary	Student Services, CCC	List Pending Referral
Department Secretary	TRIO, CCC	List Pending Referral
Department Secretary	Office of Instruction, CCC	List Pending Referral
Department Secretary	PIO, FCC	List Pending Referral
Department Secretary	Financial Aid, FCC	List Referred 11/19/15
Department Secretary	Admissions & Records, FCC	List Pending Referral
Department Secretary – PPT	Office of Instruction, MC	List Pending Referral
Department Secretary – PPT	Human Resources, DO	List Pending Referral
Educational Advisor	Student Services, CCC	List Referred 11/18/15
Evaluator	Student Services, CCC	List Pending Referral
Evaluator	Student Services, RC	List Pending Referral
Evaluator	Student Services, FCC	List Referred 11/11/15
Evaluator	Student Services, FCC	List Referred 11/11/15
Instructional Assistant – Nursing	Health Sciences, FCC	List Referred 2/11/15
Instructional Tech – Chem/PhysSci	Math, Sci., Engineer., FCC	List Referred 12/8/15
Instructional Tech – Gen. Sci.-PPT	Division B, RC	List Referred 12/9/15
Instructional Tech – MC Lab	Technology Services, RC	List Referred 11/11/15
Lead Custodian	Building Services, MC	List Referred 11/24/15
MicroComputer Specialist	Technology Services, FCC	List Pending Referral
MicroComputer Resources Tech	Technology Services, FCC	List Referred 12/4/15
Office Assistant I (PPT)	Admissions & Records, FCC	List Referred 11/11/15

Office Assistant III	Financial Aid, CCC	List Referred 12/9/15
Office Assistant III	Operations, DO	List Referred 12/3/15
Office Assistant III	Student Activities, FCC	List Pending Referral
Office Assistant III	Counseling, FCC	List Pending Referral
Office Assistant III	Library, FCC	List Pending Referral
Office Assistant III	Admissions & Records, FCC	List Pending Referral
Police Comm. Dispatcher - PPT	Police Department, DO	List Referred 10/6/15
Police Comm. Dispatcher	Police Department, DO	List Referred 10/6/15
Police Officer	Police Department, DO	List Referred 6/25/15
Programmer Analyst	Information Systems, DO	List Referred 12/10/15

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

- Leadership Graduation: 12/11/15, Christine graduated
- Melissa Flores, Limited-Term HR Technician starting on 12/21/15
- CSPCA: 2/25/16 – 2/28/16
- NeoGov Onboarding Implementation, Currently Working with IS Department.
- NeoGov Performance Evaluation Implementation
- Training Administrators and staff
- Classified Professionals Mega Conference: 3/22/16