

REGULAR MEETING
STATE CENTER COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Fresno City College – OAB 251
1101 E University Ave
Fresno, CA 93741

5:30 p.m. – Regular Meeting
Tuesday, February 17, 2015

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the January 20, 2015 Regular Meeting.
- E. Information Items
 - 1. Discussion of Employees Working Out-of-Classification
 - 2. Discussion of Classification Study Status
- F. Action Items
 - 15-02 Consideration and Approval of Eligibility Lists
 - a. Microcomputer Resource Technician, effective 2/5/15
 - b. Instructional Technician – Microcomputer Lab, effective 2/6/15
 - c. College Trainer, effective 2/11/15
 - d. Instructional Assistant - Nursing, effective 2/11/15
 - e. Police Officer, effective 2/11/15
 - 15-03 Consideration and Approval to Classify New Positions in Established Job Classification Specifications
 - a. Job Developer, Reedley College
 - b. College Center Assistant, Madera Center
 - c. Student Services Specialist, Madera Center
 - 15-04 Consideration and Approval to Exempt Academic Position from the Classified Service
 - a. Student Equity Coordinator
 - 15-05 Consideration and Approval of Revised Classification Specification for Instructional Technician – Farm, Agricultural and Natural Resources
 - 15-06 Consideration and Approval of Revised Classification Specification for Director of Information Systems
 - 15-07 Consideration and Approval of Revised Classification Specification for Executive Director of Foundation

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

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

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

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

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
January 20, 2015

- Call to Order Mr. Liermann called the meeting to order at 5:30 p.m.
- Members Present Members of the Personnel Commission present were:
Tim Liermann, Chairperson
Bradley Tahajian, Vice – Chairperson
Pamela Freeman-Fobbs
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Phillips, HR Analyst
Reshonda Collins, HR Specialist
- Introduction of Guests The following guests attended:
Dr. Bill Stewart, Chancellor
Samerah Campbell, DO HR
Gregory Taylor, General Counsel
Shannon Ayello, POA
Cheryl Sullivan, FCC
Eleanor Bruce, FCC
Howard Barile, FCC
- Public Comment None.
- Approval of the Minutes The minutes of the December 16, 2014 Regular Meeting were presented for approval.
- The following changes were requested:
1. Ms. Campbell requested “...that...” be replaced with “...the...” on page 6, Director’s Report, last sentence.
- Mr. Tahajian moved to approve 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 presented the item by stating that the Working Out-of-Class list has not changed since it was presented at the last meeting. Ms. Gomez stated three Working Out-of-Class were completed and Ms. Phillips had six that were pending review. Ms. Gomez advised that staff was currently working on revising Director of Information Systems job description and indicated that the duties were scheduled to go before the Board of Trustees and Personnel Commission in February.

Mr. Barile inquired who was responsible for determining when duties are to be considered to be Working Out-of-Class. Ms. Gomez responded that Working Out-of-Class was a negotiated item in the contract and that the Human Resources Department was responsible for approving Working Out-of-Class for employees under the Collective Bargaining Agreement. Ms. Gomez stated that confidential and management employees are reviewed and approved by the Personnel Commission.

Mr. Liermann stated that Commission staff works closely with HR and the work is being divided among the two. The process has improved.

Action Items

[15-01] Consideration
and Approval of
Eligibility Lists

Eligibility Lists Presented

- a. Early Childhood Education Associate, effective 12/11/14
- b. Library/Learning Resource Assistant I, effective 1/5/15
- a. Instructional Technician – Art, effective 1/14/15

Ms. Gomez presented this item for approval.

Mr. Tahajian moved to approve eligibility list as presented. Ms. Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

Director's Report

Ms. Gomez presented an update on current and upcoming recruitments. Ms. Gomez stated an update on the classification study would be presented at the February meeting.

Ms. Gomez stated that CSPCA conference will be in January with Mr. Tahajian, Ms. Freeman-Fobbs and Ms. Phillips attending. Ms. Gomez will be attending a WRIPAC conference the following week at which the Personnel Commission will gain member status. Ms. Gomez stated the Classified Mega-Conference is scheduled for March 31, 2015.

Ms. Gomez stated that there was a change on the disciplinary appeals and that postponement request had been submitted by one of the attorneys.

Commissioner's Report

Ms. Freeman-Fobbs stated she had attended the Wall of Honor meeting for the African American museum and had also met the interim Executive Director of Foundation.

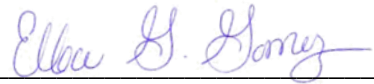
Mr. Tahajian stated he would be attending the upcoming CSPCA Conference.

Public Comment

Mr. Liermann thanked Dr. Stewart for his attendance. Dr. Stewart commended the Commission on conducting business in a very competent manner. Mr. Liermann thanked the POA for attending.

Adjournment

Mr. Liermann adjourned the meeting at 5:42 p.m.



Elba Gomez, Director of Classified Personnel
EG:rc

DRAFT

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

Presented to the Personnel Commission:

Date: February 17, 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: 1

Background:

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

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

Current					Wg Out of Class			
Start	End	First Name	Last Name	Position No.	Current Position	Position No.	Wg out of Class Position	Status
10/1/2014		Christine	Miktarian	1068	Construction Services Manager	1172	Chancellor, Business & Operations	Pending Recruitment
12/17/2014		Norman (Keith)	Johnson	1061	Lead Programmer Analyst	1033	Director of Information Systems	Pending Recruitment
1/20/2015	2/27/2015	Heather	Rodriguez	3004	Office Assistant III	3004	Student Services Specialist	Pending Recruitment
1/26/2015	2/27/2015	Lisa	Romero-Blancas	3052	Office Assistant II	3052	Office Assistant III	Pending Recruitment of Student Services Specialist

Number Employees Pending Working Out of Class Review

6

Number Employees Working Out of Class Review Completed

3

February 17, 2015

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

Presented to the Personnel Commission:

Date: February 17, 2015

SUBJECT: Discussion of Classification Study Status

ENCLOSURE(S):

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 2

Background:

The Classification Study Status is 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: February 17, 2015

SUBJECT: Consideration and Approval of Eligibility
Lists

ENCLOSURES:
Eligibility Lists

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-02

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.

MICROCOMPUTER RESOURCE TECHNICIAN

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201400124	44	5	8	31	15	12

Oral Board Raters

Doug Schreiner, Systems Technical Resource Analyst, Fresno City College
 Carlos Calderon, Information Technology Support, SCCC
 Art Frigon, Learner Support Manager, Fresno Unified School District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	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	1	1	0	0	0	2
Male	8	0	0	15	15	3	0	0	41
No Answer	0	0	0	0	1	0	0	0	1
Total	8	0	0	16	17	3	0	0	44

** Failed MQ: 4 Failed Experience; 1 Failed Education



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

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MICRO-COMPUTER RESOURCE TECHNICIAN

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 exists at Reedley College.

- Definition:** Under direction repairs, advises and provides training on the use of micro-computers.
- Compensation:** Starts at \$4,704.08 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 \$27.14 with limited benefits.
- Examples of Duties:** Performs a variety of work including analysis and repair on a variety of district owned micro-computers and peripherals; training of users in installation and uses of micro-computer hardware and software and related equipment (i.e., multi-media presentation equipment); maintaining micro-computer networks; bench marking of new types of equipment; advising on hardware and software and appropriate uses; serving as liaison between users and other departments to maintain district standards. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Associate degree or equivalent in computer and electronics repair.
- Experience:** Considerable experience in technology related fields.
- Knowledge and Abilities:** Knowledge of information systems procedures and practice; operating environments for micro-computers (MAC and Windows); integration of mobile computing devices in the enterprise environment (i.e. handheld computers, personal digital assistant (PDA), and smartphones); multi-media software applications and peripherals; telecommunications applications; virus detection, identification and prevention; copyright laws; and computer based test/measurement instruments. Skill to read and interpret highly technical materials; use data bases to maintain records, inventory and produce reports; troubleshoot and repair complex computer and computer related equipment. Skill to assist with the implementation of computer networking including cable testing and splicing of various types of cable and fiber optic applications. Knowledge of industry standard networking products and Internet. Knowledge of and ability to employ correct English usage, spelling, grammar, and punctuation. Skill to employ mathematical techniques. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge 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 include a competency test (50% weight) and an oral interview examination (50% weight).
- Of those achieving a passing score on the competency exam, only the 15 highest scoring candidates, plus ties, from the competency exam will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR THURSDAY, JANUARY 22, 2015.

To move forward in the selection process, you must complete an online application through our web site
<http://agency.governmentjobs.com/scccd>

Please attach to your application a copy of your degree or transcripts or your application may be considered incomplete. Resumes may be uploaded but cannot be used in lieu of a completed application.

THE DISTRICT OFFICES WILL BE CLOSED BEGINNING THURSDAY, DECEMBER 25, 2015 AND WILL RE-OPEN ON FRIDAY, JANUARY 2, 2015. STAFF WILL BE UNAVAILABLE TO ANSWER RECRUITMENT QUESTIONS DURING THIS TIME. PLEASE PLAN YOUR APPLICATION ACCORDINGLY.

Filing Deadline: WEDNESDAY, JANUARY 7, 2015, 4:30 PM.

Posted: 12/9/14

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.

INSTRUCTIONAL TECHNICIAN – MICROCOMPUTER LAB

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201400244	21	2	3	16	12	11

Oral Board Raters

James Davis, Microcomputer Resource Technician, Madera Center
 Chris Catalano, Technical Support Specialist, Clovis Unified School District
 Dr. Rebecca Malmo, Director of Instructional Technology, 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	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	3	0	0	0	0	3
Male	5	0	0	4	4	3	0	0	16
No Answer	0	0	0	1	0	0	0	1	2
Total	5	0	0	8	4	3	0	1	21

** Failed MQ: 1 Failed Experience; 1 Missing Information



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INSTRUCTIONAL TECHNICIAN – MICROCOMPUTER LAB

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 exists at Fresno City College.

Definition: Under direction assists in the operation and maintenance of computer laboratory equipment, including preparing demonstrations for the class.

Compensation: Starts at \$3,429.00 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$19.78 with limited benefits.

Examples of Duties: Performs a variety of duties related to instructional computer labs, including but not limited to: assisting with demonstration of proper techniques and use of tools, equipment, software, hardware, and networks for students during laboratory classes; assisting with review of student work; simple troubleshooting computer maintenance issues; inventorying and maintaining lab parts and equipment; maintaining lab area in a safe, clean, and orderly condition; preparing and maintaining records and reports; recording attendance; ordering parts, supplies, and processing orders upon delivery; collecting, storing, and coordinating the disposal of hazardous chemicals and materials; assisting with managing and record keeping of toxic waste in accordance with regulations and other guidelines; and ensuring and enforcing security and safety of the lab according to established procedures, policies, and laws. Screening, selecting, training, evaluating, and providing work direction for student workers. Performing other duties as needed.

Required Employment Standards:

Education: Associate degree or certificate of achievement in information systems, computer science, or other computer-related field.

Experience: Experience in customer service related to operation and maintenance of computers and networks, or in an instructional technology setting.

Knowledge and Abilities: Knowledge of: standard safety procedures; troubleshooting techniques; computer networks/internet; and health and safety regulations. Skill and/or Ability to: learn, apply, and utilize hardware and specialized software applications to create spreadsheets, databases, and produce reports; maintain equipment inventory; record student attendance; demonstrate techniques using microcomputers, peripherals, and related software/networks; review the work of students; use correct mathematical techniques; utilize a variety of software programs and media equipment; read and interpret technical material; clean, adjust, operate and repair lab equipment; communicate effectively both orally and in writing; give clear and concise instructions; review and evaluate the work of students assigned by instructors; keep accurate records; effectively communicate with individuals for whom English is not a primary language; train and direct student aides; employ proper English usage, spelling, grammar, and punctuation; receive and follow instructions; appropriately interact with a diverse population to include students, staff, faculty, and the public; and 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.

**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 include a competency test (60% weight) and an oral interview examination (40% weight).

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

TESTING TENTATIVELY SCHEDULED FOR THURSDAY, JANUARY 22, 2015.

To move forward in the selection process, you must complete an online application through our web site <http://agency.governmentjobs.com/scccd>.

Please attach to your application a copy of your degree or transcripts or your application may be considered incomplete. Resumes may be uploaded but cannot be used in lieu of a completed application.

THE DISTRICT OFFICES WILL BE CLOSED BEGINNING THURSDAY, DECEMBER 25, 2015 AND WILL RE-OPEN ON FRIDAY, JANUARY 2, 2015. STAFF WILL BE UNAVAILABLE TO ANSWER RECRUITMENT QUESTIONS DURING THIS TIME. PLEASE PLAN YOUR APPLICATION ACCORDINGLY.

**Filing
Deadline:** FRIDAY, JANUARY 9, 2015, 4:30 PM.

Posted: 12/11/14

Pay Range: Regular Classified Range 50

COLLEGE ATHLETIC TRAINER

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Eligible
CTR-CONT	4	3	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	0	1	0	1	0	1	0	0	3
No Answer	0	0	0	0	0	0	0	0	0
Total	0	1	0	1	1	1	0	0	4

**** Failed MQ: Did not meet MQ's (3)**



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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** **Salary Range: Regular Classified 60**
Posted: 11/19/2014

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INSTRUCTIONAL ASSISTANT - NURSING

Recruitment ID	Applicants	Failed MQ**	Took Competency	Eligible
2013000079	3	1	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	0	0	0	0	2
No Answer	0	0	0	0	0	0	0	0	
Total	1	0	0	1	1	0	0	0	3

**** Failed MQ: Failed to meet MQ (does not possess RN license)**



CLASSIFIED JOB OPPORTUNITY

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Oakhurst Center • Career and Technology Center • The Training Institute

INSTRUCTIONAL ASSISTANT - NURSING

The district-wide eligibility list will be used to fill part-time positions in this classification for at least one year.
Two current vacancies at 19 hours per week.

- Definition:** Under direction performs complex instructional assistance and administrative duties in support of duties in the registered and vocational nursing skills programs.
- Compensation:** Part-time positions are paid hourly, starting at \$25.74 per hour with no benefits, except sick leave and vacation.
- Examples of Duties:** Performs a variety of complex duties including the demonstration and explanation of nursing procedures and their relationship to theory and principles of nursing, assisting students in perfecting nursing skills for both registered nursing and vocational nursing students. May perform other related duties as needed.
- Required Employment Standards:**
- Education:**
Completion of registered nursing program.
- Experience:**
Experience as a registered nurse in a hospital, skilled nursing facility or nursing education program.
- Licenses/Certificates:**
Current licensure by the State of California as a registered nurse.
Valid Driver's License is required.
- Knowledge:**
- Knowledge of current concepts, principles, and practices of nursing, clinical procedures associated with the treatment and care of medical patients. Knowledge of basic anatomy and physiology.
 - Knowledge of basic principles of microbiology, nutrition, health, physics, pharmacology and medical terminology.
 - Knowledge of the features and capabilities of basic multimedia equipment.
 - Knowledge of specialized computer software used in the nursing and allied health professions
 - Knowledge of record keeping and comprehensive report preparation techniques to ensure information is accurately presented to students.
 - 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 safely operate, maintain and demonstrate the use of specialized equipment (e.g. IV pumps, suction and simulation equipment), supplies and materials.
 - Skill to apply and explain instructional methods and procedures.
 - Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge.
 - 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 establish and maintain effective working relationships with District administrators, management, faculty, staff, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, 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 interpret and apply college and district policies and procedures.
- Ability to learn the Education Code and Merit System Rules in order to communicate information.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to **40 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

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distracting material. (Flexibility of Closure)

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

Working Conditions Which May Occur:

- Will be required to frequently travel to locations other than assigned site. Schedule changes may frequently occur based on business needs.
- Work in health care settings which require wearing of safety equipment such as masks, head coverings, glasses, latex or non-latex gloves, shoe coverings, etc
- Work inside protected from the weather.
- Work outside exposed to the weather and varying temperatures.
- Work under pressure of constant deadlines with frequent interruptions.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Work with sensitive and confidential information.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

Selection Process:

The selection process will include screening to ensure applications are complete and meet all minimum qualifications. Qualified applicants will be invited to take a written or online knowledge test of knowledge and abilities (100% weight). Passing score is 75% out of 100%.

To move forward in the selection process, you must complete an online application through our web site at <http://agency.governmentjobs.com/sccd> As part of the online application, you will be required to upload (attach) a copy of your Nursing license or your application will be rejected. Resumes may also be uploaded but cannot be used in lieu of a completed application.

Filing Deadline:

Continuous Recruitment

Posted: 8/8/13

Pay Range: Classified 62

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Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201400198	37	9	0	28	15	14

Oral Board Raters

Chris Bosworth., Sergeant, SCCC
 Robert Beckwith, Sergeant, Fresno Police Department
 Jason Boust, Sergeant, Sanger Police Department

Advertisements

Websites:

SCCCD, CCC Registry, Edjoin, BulldogLink, Google+, Facebook, LinkedIn, Twitter, Discover Policing, Post.Ca.Gov, Porac, FMCPCA, CPOA

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	2	0	0	3	1	0	0	0	6
Male	2	0	1	15	10	2	0	0	30
No Answer	0	0	0	1	0	0	0	0	1
Total	4	0	1	19	11	2	0	0	37

**** Failed MQ: 7 Experience, 2 Incomplete (missing info or wrong attachment)**

Prepared by Vince Tafoya – State Center Community College District



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

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

POLICE OFFICER

**The eligibility list will be used to fill full-time positions in this classification for at least one year.
The vacancy exists in the District Police Department.**

- Definition:** Under direction patrols district campuses, offices, and other property in order to perform law enforcement and crime prevention functions, respond to crime-in-progress calls from the police radio regarding the district's property, personnel and students, and apprehend suspects and investigate crimes.
- Compensation:** Starts at \$4,063.83 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees.
- Examples of Duties:** Duties include investigating criminal activity, apprehending law violators, controlling dangerous and violent persons, operating emergency vehicles within legal guidelines, conducting plant security inspections, assisting staff and public with directions, unlocking or jumpstarting vehicles, and investigating non-criminal incidents. Police officers may be required to perform other duties such as field training officer, firearms and tactical weapons instruction, first aid and CPR training, background investigations, other related duties as assigned.
- Required Employment Standards:**
- Education and Experience:** Completion of thirty units of college coursework and POST Academy Certificate with no additional experience required.
- Licenses/Certificates:** In addition to POST Academy Certificate, a valid driver's license is required.
- Knowledge:**
- Knowledge of rules and regulations pertaining to the protection of buildings and grounds belonging to the district, California Penal Code, California Vehicle Code, Education Code, and City and County ordinances relating to theft, burglary, arson, etc.
 - Knowledge of legal mandates, traffic laws and regulations, basic school law, policies, rules, and regulations concerning campus control, parking, security, and appropriate student behavior.
 - Knowledge of administration of Public Safety Officer's Bill of Rights.
 - Knowledge of procedures and methods for patrol, arrest, search, seizure, evidence, preliminary crime scene investigation, and protection.
 - Knowledge of crime problems, current issues and special problems that affect school districts.
 - Knowledge of crowd control procedures and the detection and identification of dangerous drugs, improper substances and gang activity.
 - Knowledge of safe campus supervision methods and procedures.
 - Knowledge of behavior modification strategies and techniques.
 - Knowledge of emergency communication techniques including equipment and its use.
 - Knowledge of fire safety, security, surveillance, and communication systems and codes.
 - Knowledge of first aid and CPR.
 - Knowledge of handgun use and safety measures.
 - Knowledge of record keeping and report preparations techniques to ensure department compliance.
 - Knowledge of proper English spelling, grammar, and punctuation to compose items such as police reports and/or strategic plans.
 - Knowledge of customer service principles and interpersonal relationships 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, calendar, presentation, and database programs.

Required Employment Standards (cont'd):

Skills:

- Skill to conduct investigations, make arrests, file criminal complaints, patrol effectively, lift fingerprints, detect and prevent criminal activity.
- Skill to analyze data and prepare reports for items such as investigations, complaints, arrests, and others.
- Skill to operate and maintain department issued weapons and qualify periodically.
- Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of procedures.
- Skill to make quick decisions in emergency situations.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill to utilize law enforcement computer systems.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to accurately type at a sufficient speed to maintain workflow
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.

Abilities:

- Ability to establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, 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 promote good community relations and build community confidence in the campus police department.
- Ability to think clearly and logically, use good judgment, and make quick and appropriate decisions in emergency situations.
- Ability to recognize signs of danger to school property.
- Ability to exercise physical force when necessary in restraining and assisting in the arrest of suspicious persons or suspects on district property.
- Ability to interview and advise suspects, witnesses, victims, reporting parties, parents, and staff.
- Ability to remember names, faces, and details of occurrences.
- Ability to qualify to use a handgun.
- Ability to effectively communicate with individuals for whom English is not a primary language.
- Ability to employ proper English usage, spelling, grammar, and punctuation.
- Ability to learn and apply college and district policies and procedures.
- Ability to operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to learn, interpret and apply federal and state laws and regulations, district policies and procedures as they pertain to law enforcement.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to assist in assigning, monitoring, and/or reviewing the work of others.
- Ability to receive and follow instructions in order to build and maintain effective working relationships.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 140 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 such as exercising physical force. (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)

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Required Employment Standards (cont'd):

- 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)
- 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 situations which require the supervision or control of persons who may become physically violent, or combative.
- Will be required to frequently travel to different locations within the District.
- Work inside protected from the weather.
- Work outside exposed to the weather and varying temperatures.
- Work under pressure of constant deadlines with frequent interruptions.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.

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**Working conditions
Which May Occur
(cont'd):**

- Work with sensitive and confidential information.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- Schedule changes may occur based on business needs.

**Examination
Process:**

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge and abilities for the position. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. 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 include a competency test (40% weight) and an oral interview examination (60% weight).

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

COMPETENCY TESTING TENTATIVELY SCHEDULED FOR THURSDAY, JANUARY 22, 2015.

To move forward in the selection process, you must complete an online application through our web site at <http://agency.governmentjobs.com/scccd> Please attach to your application a copy of your POST Academy Certificate and a copy of your degree/transcripts showing completion of 30 college units or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

THE DISTRICT OFFICES WILL BE CLOSED BEGINNING THURSDAY, DECEMBER 25, 2015 AND WILL RE-OPEN ON FRIDAY, JANUARY 2, 2015. STAFF WILL BE UNAVAILABLE TO ANSWER RECRUITMENT QUESTIONS DURING THIS TIME. PLEASE PLAN YOUR APPLICATION ACCORDINGLY.

Filing Deadline:

4:30 p.m., Tuesday, January 6, 2015.

Posted: 12/8/14

Pay Range: Regular Classified 57

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

SUBJECT: Consideration to Approve New Positions,
Reedley College

ITEM NO. 15-08HR

EXHIBIT: None

Background:

Reedley College administration is requesting three new positions which will be utilized at the different campuses to meet the needs of the growing programs and student support. The positions are:

One new full-time Job Developer – Reedley College. This position will be assigned at Reedley College but will serve all three sites. This position will be critical to multiple programs particularly with the expansion of career pathways in partnership with the K-12 districts. Reedley College has an existing need for this position and there are unmet and expanding needs at Madera Community College Center and Oakhurst Center. The position will be categorically funded. This position was identified as high priority in the Reedley College HR Staffing Plan Prioritization process.

One new full-time, 10-Month College Center Assistant at Madera Community College Center. With the increased focus on student life and meeting student needs, there is a high need to support student related activities on the campus with a full-time College Center Assistant. The Madera Community College Center Associated Student Government is fully functioning and student clubs are active and building momentum with many events. This position will support those efforts through the academic year. The position will be categorically funded. This position was identified as high priority in the Reedley College HR Staffing Plan Prioritization process.

One new full-time Student Services Specialist at Madera Community College Center. Prior to the change of the North Centers and candidacy of Clovis Community College Center, there were several shared positions between Madera Community College Center and Clovis Community College Center including a Student Services Specialist position. Once the transition occurred, the position moved permanently to Clovis Community College Center leaving the Madera Community College Center with no Student Services Specialist position. With the increased need for student support coupled with Madera Community College Center growth, there is a high need to add a full-time Student Services Specialist at Madera Community College Center. This position will require no new funding. The funds are available through reassignment of other

Agenda

Consent

Item No. 15-08HR

Page 2

staff from general funds to categorical funds. This position was identified as high priority in the Reedley College HR Staffing Plan Prioritization process.

Recommendation

It is recommended the Board of Trustees approve the new positions of Full-Time Job Developer, 10-Month College Center Assistant and Full-Time Student Services Specialist, Reedley College.

STATE CENTER COMMUNITY COLLEGE DISTRICT
JOB DEVELOPER

DEFINITION

Under direction interviews, selects, and refers college students to employers for full-time, part-time, and temporary employment.

DISTINGUISHING CHARACTERISTICS

This classification performs difficult and complex duties in accordance with general instructions or established procedures. This position differs from higher levels by the responsibility for and knowledge of job placement activities, budgetary planning and decision making.

EXAMPLES OF DUTIES

Performs a variety of duties including visiting and contacting employers to develop job prospects for students, developing and maintaining files of interested students, interviewing and selecting students for referral, conducting follow-up surveys with employers and students, maintaining contact with faculty regarding student employment needs, entering and retrieving data from computer system in appropriate format. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Associate degree or completion of sixty (60) college units.

Experience: Responsible experience in an employment or job placement office.

Knowledge and Abilities: Knowledge of a variety of occupations and industries, including employment information, working requirements and conditions, principles of individual appraisal, including interviewing techniques, and employment and affirmative action laws and regulations. Skill to develop and maintain effective working relationships with students, employers, and representatives of public and private community agencies. Ability to apply the principles, techniques, laws and regulations used in employment interviewing. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to employ simple mathematical techniques, enter and retrieve data from computer system in appropriate format. 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 9 Page 9
Approved: October 19, 1998
Salary Range: 62

STATE CENTER COMMUNITY COLLEGE DISTRICT
COLLEGE CENTER ASSISTANT

DEFINITION

Under direction coordinates College Center activities and events and supervises student organization activities.

DISTINGUISHING CHARACTERISTICS

This classification performs difficult and complex duties in accordance with general instructions or established procedures. This position differs from other levels by the knowledge of and responsibility for student activities. This classification may require some lead responsibilities.

EXAMPLES OF DUTIES

Performs a wide variety of work, including working with faculty, staff and students to develop a comprehensive college center program which integrates the curricular and co-curricular programs; maintaining calendar and schedule of events for the College Center; implementing an effective program of films, speakers, field trips, workshops and seminars, art exhibits and student/staff performances; serving as trainer and advisor to campus student organizations; implementing an effective intramural program for students; supervising the student activities in the College Center; assisting with promotion of College Center activities; assisting with monitoring budget, processing artist's contracts and contacting vendors. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Bachelor's degree.

Experience: Leadership experience working with staff and participants in a college, high school, or organized community activities setting.

Knowledge and Abilities: Knowledge of college union philosophy, student development and leisure time theory, educational and cultural benefits of multiculturalism. Ability to work effectively with all college constituent groups. Ability to advise and train student groups and individuals and implement a quality program of social and cultural activities that compliments the academic program. Ability to organize, calendar, promote, and supervise an effective program of films, speakers, field trips, workshops and seminars, art exhibits and student/staff performances. 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. Assign and review the work of other employees and students assigned to the department.

STATE CENTER COMMUNITY COLLEGE ASSISTANT
STUDENT SERVICES SPECIALIST

DEFINITION

Under direction process and maintain highly technical records containing official, confidential records under specific legal requirements.

DISTINGUISHING CHARACTERISTICS

This classification performs complex record keeping duties in accordance with general instructions or established procedures. This is a senior level position that differs from lower levels by the complexity, problem solving requirements and on going nature of the assignments. This classification requires lead responsibilities.

EXAMPLES OF DUTIES

Performs a wide variety of record keeping work, including data entry, records maintenance, use of computer to retrieve data to produce reports, interacting with and communicating district and state requirements to students and staff. Assist in the development of forms, office procedures and policies. Coordinate multiple projects and remain on deadline. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: High school diploma or General Education Development (GED)

Experience: Considerable, responsible clerical work experience to include records management and computer use environment and lead responsibilities for other employees.

Knowledge and Abilities: Knowledge of data processing procedures sufficient to read and interpret input/output of data and identify discrepancies. Skill to read and interpret highly complex technical memoranda, set up and maintain complex filing systems, compose correspondence independently, perform mathematical calculations, proficiency in 10-key and keyboarding and proof read accurately, coordinate multiple projects and remain on deadline, assign, monitor, and review the work of others in a cooperative, team environment, and identify alternate solutions to solve complex problems. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to use computer and information systems to retrieve data to produce reports. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 9 Page 23
Approved: September 20, 1999
Salary Range: 52
Revisions Approved by Board:
PC Approved: August 16, 2005
Salary Range Negotiated: September 8, 2005

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: February 17, 2015

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

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

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Action

ITEM NO: 15-04

Background:

The Board of Trustees previously approved the duties of a new position at Fresno City College with the proposed title of Student Equity Coordinator. At the November 10, 2014 Regular Meeting, the Personnel Commission took action to classify the new position in the Classified Service based on the duties presented. Personnel Commission rules 3-1 thru 3-4, 3-7 thru 3-9, 3-12, and 3-13 state that it is the responsibility of the Personnel Commission to classify duties of new positions approved by the Board of Trustees into either an established classification, recommend a new classification be created or exempt from the classified service.

The original item presented to the Board of Trustees is attached for the Commissioners review. Also attached are the revised duties from the Fresno City College administration. The revised duties were reviewed by staff and it was determined that they could not be classified in an established classification specification and in light of the recent changes; the position should be exempted from the classified service. The revised duties presented by the college administration fall within the definition of an Academic Position.

87001.

(a) Academic employee" refers to a person employed by a community college district in an academic position.

(b) "Academic position" includes every type of service, excluding paraprofessional service, for which minimum qualifications have been established by the board of governors pursuant to Section 87356.

(c) Wherever in this code or any other code, the term "certificated employee" or any similar term is used in reference to community college employees, it shall be deemed a reference to academic employees of the community colleges.

(d) Wherever in this code or any other code, the phrase "position requiring certification qualifications," or any similar phrase is used in reference to positions in the community colleges, it shall be deemed a reference to academic positions in the community colleges. Nothing in this part shall be construed as repealing or negating any provisions in this code or any other code concerning employees of community college districts for purposes of retirement benefits under the State Teachers' Retirement System by referring to those employees as academic employees.

Recommendation:

It is recommended the Personnel Commission exempt the new Student Equity Coordinator position duties from the classified service.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 6, 2014

SUBJECT: Consideration to Approve New Positions for Student Success and Support Program (SSSP) and Student Equity Program Plans, Fresno City College

ITEM NO. 14-75HR

EXHIBIT: None

Background:

Fresno City College has received Student Success and Support Program (SSSP) and Student Equity Program funding. The administration in conjunction with staff has been evaluating the parameters of the funding requirements to determine appropriate staffing to fulfill the objectives of the funding requirements. Fresno City College administration is recommending the following:

One (1) New Position with Proposed Title of Director of College Relations and Outreach

Examples of Duties:

1. Provide leadership to the campus' outreach program and College Relations regarding outreach efforts and support for students in transition from schools to the community college including Registration-to-Go Program.
2. Collaborate with local service area K-12 administrators and staff to implement and/or sustain projects that generate applicants and support students in transition from schools and the community to the college.
3. Develop, monitor, and implement an outreach calendar that systematically coordinates all outreach activities between the college and local K-12 schools and community agencies.
4. Collaborate closely with the Matriculation Coordinator and other staff with all programming designed to assist students in being fully matriculated to the college.
5. Work closely with student equity program faculty and staff to assist various programs in achieving enrollment and student success targets.
6. Responsible for the oversight and coordination of all campus tours and campus visits.
7. Supervises the Student Ambassador Program.
8. Provide leadership to reporting staff in developing, monitoring, evaluating and assessing annual unit goals and priorities, to include Student Learning Outcomes (SLOs) and Service Unit Outcomes (SUOs) for College Relations and Outreach.

Agenda

Consent Item No. 14-75HR

Page 2

9. Develop and monitor budgets and expenditures for outreach, equity and student success programs under the direction of the Dean of Students.
10. Develop and implement a training plan in collaboration with appropriate staff for matriculation and student equity.
11. Work collaboratively with the Institutional Research and program offices in the collection of annual data for reporting purposes.
12. Collaborate closely with K-12 service area high schools to arrange outreach events and college fairs, with a particular emphasis on student equity and outreach.
13. Collaborate with Public Information Office to market and communicate to outreach and student success efforts.
14. Lead department planning and implementation meetings
15. Attend professional seminars/conferences related to student success, student equity, and faculty/staff development.
16. Provide data and information as necessary for program review, student services, student success and support services, and student equity.
17. Supervise and evaluate the effectiveness of Registration-to-Go.
18. Ensure the evaluations of reporting staff are conducted on a regular and systematic basis in accordance with collective bargaining agreements and board policies and regulations.
19. Participate in the coordination of dual enrollment, early college high school and transition in pathways efforts.
20. Serve on standing and ad hoc committees as assigned.
21. Participate in the coordination of community based pathway programs.
22. Perform other duties as assigned.

One (1) New Position with Proposed Title of Coordinator Student Equity

Example of Duties:

1. Ensure that the FCC Student Equity Plan is completed and sent to the CA CCC Chancellor's Office on an annual basis.
2. Ensure that all expenditures within the FCC Student Equity Plan conform with CA CCC Chancellor's Office expenditure guidelines.
3. Chair or serve as an active member of the FCC Student Equity Committee that will monitor the FCC Student Equity Plan so that equity outcomes are achieved.
4. Oversee the Professional Development component of the Student Equity Plan in order to ensure that all equity professional development activities, programs, etc. are coordinated and delivered.
5. Meet regularly with counseling and instructional faculty associated with equity programs in order to improve coordination of the delivery of services and the delivery of special programs such as Summer Bridge, Extending the Class, etc. Equity programs include but are not limited to: EOPS, TRIO, SYMBBA, IDILE, USEAA, PUENTE, Foster Bridge, DSPS, Veterans, Title V CAMINO.

Agenda

Consent

Item No. 14-75HR

Page 3

6. Work with the FCC Institutional Research and Effectiveness Committee to ensure that institutional outcomes pertaining to equity groups are monitored and that evaluation of equity programs and activities occur.

Seven (7) New Counselor Positions

One (1) New Position with Proposed Classification of Educational Advisor

Examples of Duties:

1. Conducts group presentation as well as individual sessions with students and parents regarding registration, enrollment, student support programs, and class selection, forms and other procedures.
2. Arranges logistics for speakers and presentations.
3. Assists students in course selection and recording of their student educational plan
4. Assists with recruiting and retention and community outreach projects including identifying prospective students, making phone calls to students, staffing phone centers, assisting at orientations and registration.
5. May perform other related duties.

Recommendation:

It is recommended the Board of Trustees approve new positions for Student Success and Student Support (SSSP) and Student Equity Program Plans, Fresno City College, as presented above.

Student Equity Coordinator Duties

Revised February 10, 2015

This Student Equity Coordinator reports to the Dean of Instruction, Student Success & Learning. The incumbent will:

1. Ensure that the FCC Student Equity Plan is completed and sent to the CA CCC Chancellor's Office on an annual basis.
2. Ensure that all expenditures within the FCC Student Equity Plan conform with CA CCC Chancellor's Office expenditure guidelines.
3. Chair or serve as an active member of the FCC Student Equity Committee that will monitor the FCC Student Equity Plan so that equity outcomes are achieved.
4. Oversee the Professional Development component of the Student Equity Plan in order to ensure that all equity professional development activities, programs, etc. are coordinated and delivered.
5. Meet regularly with counseling and instructional faculty associated with equity programs in order to improve coordination of the delivery of services and the delivery of special programs such as Summer Bridge, Extending the Class, etc. Equity programs include but are not limited to: EOPS, TRIO, SYMBAA, IDILE, USEAA, PUENTE, Foster Bridge, DSPS, Veterans, Title V CAMINO.
6. Work with the FCC Institutional Research and Effectiveness Committee to ensure that institutional outcomes pertaining to equity are monitored and that evaluation of equity programs and activities occur.
7. Coordinate innovative approaches to student equity by collaborating with faculty, deans and other staff to develop, recommend, and implement academic models for instruction and academic support.
8. Work with Deans of Instruction to coordinate the instructional component of the summer bridge program, including identifying courses, instructors, and ensuring the proper training of instructors.
9. Work with Deans of Instruction to develop and recommend summer schedule of classes for special programs, including but not limited to summer bridge.
10. Continuously evaluate curriculum to ensure student equity and success goals for programs such as PUENTE, SYMBAA, USEAA, IDILE and other related programs are being met.
11. Work with faculty to identify and recommend additional courses to expand curriculum.
12. Work with faculty to develop program student learning and other measurable outcomes as they relate to student success.
13. Participate in program review and curriculum development.
14. Serve on college committees and attend division and department meeting activities.
15. Participate in the development of unit goals and outcomes data collection.
16. Conduct academic workshops and other forms of academic assistance.
17. Attend and participate in professional conferences and meetings concerned with student equity.
18. Assist in the advancement of the institutional mission and goals
19. Perform related duties as assigned.

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: February 17, 2015

SUBJECT: Consideration and Approval of Revised
Classification Specification for Instructional
Technician – Farm, Agriculture & Natural
Resources.

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-05

Background:

A position requirement review was conducted for the position of Instructional Technician – Farm, Agriculture & Natural Resources. In reviewing the classification specification, changes have been made to update the Definition, Distinguishing Characteristics and Employment Standards. The changes will allow for a valid and reliable recruitment and selection process of positions in this classification.

The following individuals were invited to suggest changes:

- President, RC
- Vice Presidents of Instruction, RC
- Dean of Instruction, RC
- Director of Human Resources
- CSEA
- Incumbents

Recommendation:

It is recommended the revised classification specification for Instructional Technician – Farm, Agriculture & Natural Resources be approved as presented.



State Center Community College District

Job Title:	Instructional Technician – Farm, Agriculture & Natural Resources	Classification Series:	Instructional Services
FSLA Status:	Exempt Management	Classification Group:	Agriculture & Natural Resources
Salary Schedule:	Classified (CSEA)	Classification Level:	Intermediate
Recommended Salary Range:	50	Date Created:	June 3, 2014

Definition

Under direction assists in the operation and maintenance of the agriculture and natural resources program and equipment including preparing demonstrations for the class.

Distinguishing Characteristics

The **Instructional Technician – Farm, Agriculture & Natural Resources** class is distinguished from the Instructional Aide class in that incumbents assigned to the class of Instructional Technician 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. Instructional Technicians are responsible for applying district policies in regard to environmental, health, and safety regulations. Incumbents must have expertise in one of the program areas but will be cross trained and become knowledgeable in all areas. The program areas are agricultural mechanics, farm (plant science/animal science), and natural resources. Individuals must be willing to work in a team environment.

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.

Supervision Exercised

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

Essential Job Functions

Performs a variety of duties related to the Agriculture and Natural Resources program including but not limited to:

1. Demonstrates proper techniques and use of tools and equipment for students during laboratory classes.
2. Prepares instruments, equipment, tools and facilities for laboratory classes in a variety of environments.
3. Maintains livestock facilities and the care of livestock to include feeding, watering, observing for illness and unusual behavior.
4. Collects debris, refuse and animal waste from farm and remove using brooms, shovels, rakes or other tools in order to clear site using proper safety techniques.
5. Prepares soil for planting, dicing, plowing, fertilizing, cultivating and irrigating in order to adjust to seasonal changes in accordance with planned use.
6. Contracts farm labor services and monitors the work of laborers.



State Center Community College District

7. Identifies and conducts treatment for diseases in planted areas in order to prevent contamination.
8. Uses proper tools to install, repair, and maintain irrigation systems to ensure efficient operation.
9. Maintains agriculture and natural resources equipment in safe operating condition by performing routine maintenance such as sharpening blades, lubricating and replacing parts as needed.
10. Applies pesticides, herbicides and fertilizers utilizing proper application techniques and appropriate amounts for the upkeep of crops and elimination of pests and weeds.
11. Orders parts, supplies and instructional materials, maintains inventory and equipment, and processes orders upon delivery.
12. Collects, tracks, stores and coordinates the disposal of hazardous chemicals, materials and toxic waste in accordance with regulations and other guidelines.
13. Operates, diagnoses and repairs farm tractors and equipment.
14. Monitors students in class, lab and farm/shop situations.
15. Transports students and equipment to various sites for lab demonstrations.
16. Fabricating, welding and building for purposes of demonstrations, modifications and repairs.
17. Ensures and enforces security and safety of the lab according to established procedures, policies, and laws.
18. Screens, selects, trains, evaluates and provides work direction for student workers.
19. Participates in seminars, workshops and other training programs to stay current with rules, regulations, and industry best practices.
20. Perform other related duties as needed.

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

Special Conditions

Incumbents will be expected to cross-train and learn other programs duties and requirements in this classification. Cross-training will be conducted based on business needs.

Minimum Qualifications

Education & Experience

Any combination equivalent to:

Associates degree in agriculture, **natural resources**, or a related area and the ~~experience performing engine repairs including overhauls, tune ups, and air brakes; hydraulic, electrical and mobile air conditioning systems; welding fabrication; and farming related to row crops, trees and vines including open ditch, sprinkler, drip and valve irrigation systems.~~

Experience requirement is dependent upon the program area primarily assigned to.

- Ag Mechanics – One (1) year of responsible experience performing engine repairs including overhauls and tune-ups; hydraulic, electrical and mobile air conditioning systems repair, or welding fabrication.
- Farm (Plant Science) – One (1) year of responsible experience in farming related to row crops, field crops, trees and vines, or ornamental crops.
- Farm (Animal Science) – One (1) year of responsible experience in animal husbandry related to beef, sheep, swine or equine production.
- Natural Resources – One (1) year of responsible experience in forestry, natural resources, wild land firefighting, wildlife biology or riparian restoration.

Licenses & Certificates

- Valid Class C Driver's License
- Within six (6) months of hire and/or management request, incumbents must obtain the following licenses/certificates:



State Center Community College District

- ~~Valid Driver's License~~ State of California Department of Pesticide Regulations (or DPR) - Qualified Applicator Certificate or License to apply Pesticides.
- ~~Possession of a~~ Mobile Air Conditioning Society Certificate or the equivalent.
- ~~A valid driver's license is required.~~
- ~~A valid Commercial Class 'A' or 'B' Driver's license is desirable~~ required with passenger endorsement.

Knowledge of:

1. Techniques and methods of modern farm operation.
2. Installing, repairing, troubleshooting and maintaining irrigation systems to maximize efficiency and ensure proper function.
3. Relationship of weather factors and irrigation schedules.
4. Proper preparation of fertilizers, herbicides and pesticides using the required amount and accurate application techniques.
5. Cultivation and proper irrigation of various crops in order to maintain healthy growth.
6. Various diseases and pests common to the area and how to eliminate or manage the effects of such problems.
7. soil cultural practices (scraping, ripping, dicing, furrowing, harrowing)
8. Feeding and care of livestock techniques.
9. Common illnesses and behavior of livestock.
10. Health and safety regulations.
11. Shop safety procedures.
12. Engines and various engine parts to inspect and monitor repairs.
13. Packing and shipping procedures for engine parts.
14. Machine shop tools and equipment and their proper use.
15. Basic math including addition, subtraction, multiplication, and division.
16. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
17. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
18. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skill to:

1. Safely use and maintain farm lab materials, tools and equipment.
2. Identify a variety of plants and their horticultural needs.
3. Identify a variety of livestock and their needs.
4. Raise and breed livestock.
5. Identify diseases, insects and pests.
6. Design, install, repair, troubleshoot and maintain irrigation systems.
7. Demonstrate the correct use of safety equipment, safe work habits and observe all applicable worker safety regulations to minimize the risk of injury.
8. Operate and maintain hand and power tools and equipment used in farming and mechanics such as harvesters, tractors and feed mixers.
9. Communicate effectively both orally and in writing.
10. Employ proper English usage, spelling, grammar, and punctuation.
11. Conduct research and prepare reports as required.
12. Mediate and resolve conflicts.
13. Effectively communicate with individuals for whom English is not a primary language.
14. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
15. Plan and organize work to meet established timelines and department schedules.
16. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.



State Center Community College District

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

Ability to:

1. Read and interpret technical material, such as labels on chemicals and farm implement manuals and manufacturer's maintenance manuals.
2. Troubleshoot then **perform basic repairs**, and maintain farm equipment.
3. Perform mathematical calculations to measure chemicals properly.
4. Clean, adjust, operate, and repair lab equipment.
5. 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.
6. 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.
7. Assist in monitoring the department expenses.
8. Interpret and apply college and district policies and procedures.
9. Maintain confidentiality of sensitive information and records.
10. Receive and follow instructions and assign, monitor, and/or review the work of others.
11. Perform heavy manual labor such as bending, lifting, stretching, lifting overhead, and carrying tools, equipment and supplies weighing up to 50lbs for distances up to five ft.
12. Operate computers and their peripherals.
13. Keep accurate records.
14. Use current common software applications in order to accurately enter and retrieve data.
15. 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.

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 vehicles and heavy machinery 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 80 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



State Center Community College District

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 and outdoor environment, working with farm equipment; subject to heavy lifting, electrical equipment and tools; exposure to hazardous chemicals, pesticides, fertilizers, and extensive student contact; noise exposure up to 110 decibels, typically that of a chain saw.

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

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

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

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



State Center Community College District

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

Other Working conditions which may occur:

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

Duties Approved By:	Board of Trustees	Date:	June 3, 2014
Class Approved By:	Personnel Commission	Date:	June 10, 2014
Class Revised By:	Personnel Commission		December 16, 2014
Updated By:	Elba Gomez	Date/Time:	11/18/2014

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

Presented to the Personnel Commission:

Date: February 17, 2015

SUBJECT: Consideration and Approval of Revised
Classification Specification for Director of
Information Systems

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Action

ITEM NO: 15-06

Background:

A vacancy has occurred in the position of Director of Information Systems. In reviewing the classification specification prior to recruitment, changes have been made to update the Title, Definition, Distinguishing Characteristics, Examples of Duties and Employment Standards. The changes will allow for a valid and reliable recruitment and selection process of positions in this classification. The Board of Trustees approved the revised duties on February 3, 2015.

The following individuals were invited to suggest changes:

- Assistant to the Chancellor, A&R, Enrollment Management and Information Systems
- Director of Human Resources

The Director of Information Systems will be a senior level classified administrator under Education Code 88091, exempt from the Rule of Three Ranks

Recommendation:

It is recommended the revised classification specification for Director of Information Systems be approved as presented.



State Center Community College District

Job Title:	District Director of Information Systems	Classification Series:	Information Technology
FSLA Status:	Exempt Management	Classification Group:	Information Systems
Salary Schedule:	Classified Management	Classification Level:	Director/VP/VC
Recommended Salary Range:	59	Date Created:	March 17, 1997

Definition

~~Under direction plans, organizes, directs, and coordinates the operation of the district wide Information Systems department.~~

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

Distinguishing Characteristics

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

Supervision Received

Administrative direction is received from a senior level administrator.

Supervision Exercised

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

Essential Job Functions

1. Provides leadership for a customer-focused Information Services department that will effectively serve Districtwide instructional, student, and administrative services, and all districtwide information systems operations with innovative and reliable technology solutions.
2. Responsible for establishing Districtwide policies, procedures, standards, practices, and security measures to ensure the integrity and reliability of information and communications systems.
3. Consults, advises, and provides leadership to instructional, student, and administrative services on matters relating to information technology capabilities.
4. Responsible for goal setting, planning, and project management for Districtwide information systems and technology needs including, but not limited to, the District's:
 - a. Enterprise Resource Planning System (ERP)
 - b. Local Area Network (LAN), Wide Area Network (WAN), and wireless networks
 - c. Data warehouse
 - d. Voice, video, and data technology and storage systems
 - e. System analysis, design, and programming needs
 - f. Data Center
 - g. Data quality, disaster recovery, and security management including cyber-security.
 - h. Website and portal technologies



State Center Community College District

5. Provides leadership in the purchasing, design, installation, modification and operation of projects related to districtwide information systems and equipment, including, but not limited to:
 - a. Acquisition, implementation, management, and support of districtwide computer applications and systems (e.g. ERP, Blackboard, SARS, Email, LAN/WAN, voice, video, storage, and data associated peripherals and software)
 - b. Districtwide web and portal development
6. Improves utilization of technology and applications for instruction, student services, and administrative services including distance education, needs assessment, equipment and software specifications for acquisition, installation, and training.
7. Develops Districtwide long and short range plans for systems development, systems maintenance, production activities, and support services.
8. Provides leadership with innovative technology solutions to serve the instructional, student, and administrative needs of the District by evaluating and promoting the use of new technologies and approaches, and initiating changes in system design, hardware capacity or configuration, and resource allocation as needed.
9. Works with the college Director of Technology to identify and prioritize the implementation of information technology to improve programs and services.
10. Evaluates staff training and development needs, plans training and educational opportunities for staff to maintain and upgrade technical skills, and coordinates Districtwide end-user training and assistance including District Office help desk services.
11. Evaluates the merits and costs of information system projects, establish priorities, allocate resources, monitor the progress of projects, and make adjustments to schedules and scope of work as needed.
12. Directs the preparation of proposals and bid specifications for procurement of information technology related to districtwide services.
13. Evaluates vendor proposals for purchases of hardware, software, and technical services to assure adherence to technical specifications and to assure that expenditures are in the best interest of the District.
14. Directs or personally conducts negotiations for the acquisition, lease, modification, installation, and maintenance of computer software, hardware, and related products for the District's information systems.
15. Oversees the maintenance of current hardware and software inventory for the district.
16. Develops the budget for Districtwide information systems expenditures and the Information Systems department, and reviews and controls the expenditure of funds.
17. Plans, organizes, develops, and presents management reports and presentations regarding the information systems of the District.
18. Supervises the preparation and submission of required reports such as the District's Management Information System (MIS) report.
19. Maintains an understanding of current trends and legal requirements in technology and implements as appropriate for the District.
20. Develops and enforces policies and procedures to ensure the protection of college technology assets and the integrity, security, recovery, and appropriate confidentiality of data.
21. Participates on District and college standing committees as needed, represents the college in county and statewide college information system activities, and chairs the District's Information Systems Priority Committee.
22. Supervises, assigns, counsels, and evaluates work of Information Systems staff.
23. Performs other duties as assigned.

Auxiliary Job Functions

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



State Center Community College District

Minimum Qualifications

Knowledge and Abilities: Knowledge of administration of the information systems function; management techniques, responsibilities and organization skills; project management techniques; systems analysis and design techniques; advanced Relational Database management; advanced levels of computer programming; advanced levels of micro computers and Local Area Networks (LAN) and Wide Area Networks (WAN); electronic information systems equipment, including DEC products; technical report writing; accounting and business related functions; information systems standards and documentation; and California Community Colleges reporting requirements. Skill to analyze the functional areas documenting activities and information flow; develop effective solutions to problems of information handling; prepare comprehensive, meaningful reports, coordinate the design and implementation of varied information systems applications; write effectively; prepare presentations of a technical nature; provide advanced training in various areas of information systems to staff as required. Ability to assign, monitor, and evaluate 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.

Education & Experience

Education: Bachelor's degree in computer science or a related area.

Experience: Increasingly responsible experience in development, installation, and maintenance of information systems, including planning, direction, supervision and coordination of staff performing a variety of information systems functions with a mainframe computer system.

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Graduation from a recognized four-year college or university. An advanced degree with a specialization in computer science, computer information technology, computer engineering, business administration, or a closely related field is desirable AND five (5) years of recent full-time paid experience in directing all aspects of a medium or large scale information systems program which included information technology planning; system improvement; system analysis; software and hardware support; voice, video, storage, and data network support; and project development and implementation. Two years of the required experience must have been in an administrative or supervisory capacity. Experience with Enterprise Resource Planning (ERP) systems is desirable.

Licenses & Certificates

Valid Driver's License

Knowledge of:

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



State Center Community College District

12. Basic math including addition, subtraction, multiplication, and division.
13. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
14. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
15. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skill to:

1. Analyze a variety of administrative problems to make sound policy and procedural recommendations for their solutions.
2. Conduct research, analyze data and prepare reports as required by The Board of Trustees.
3. Make effective oral presentations to a variety of audiences with differing levels of knowledge.
4. Effectively communicate with individuals for whom English is not a primary language.
5. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
6. Plan and organize work to meet established timelines and department schedules.
7. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
8. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
9. Rapidly learn and acquire skills in areas and technologies not previously assigned.
10. Type at a sufficient speed to maintain workflow.

Ability to:

1. Plan and direct a complex and integrated program of information technology.
2. Evaluate the feasibility, merits, and costs of information systems projects.
3. Promote workplace diversity and a positive work environment.
4. Establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
5. Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
6. Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
7. Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
8. Prepare and monitor a budget in order to track department expenses.
9. Learn the California Code of Regulations Title V and VIII, California Education Code, Merit System Rules, Americans with Disabilities Act regulations, Board Policies, Administrative Regulations and collective bargaining agreements in order to communicate information.
10. Learn district/public agency salary and benefit structure and personnel procedures.
11. Maintain confidentiality of sensitive information and records.
12. Supervise, train, and evaluate personnel.
13. Operate computers and their peripherals.
14. Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities



State Center Community College District

required by this job include close vision and the ability to adjust focus. Lift and carry office supplies and equipment weighing up to 25 lbs.

Mental Demands

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

Work Conditions

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

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

Class Approved By:	Personnel Commission	Date:	March 17, 1997
Duties Revised By:	Board of Trustees	Date:	February 3, 2015
Class Revised By:	Personnel Commission	Date:	February 17, 2015
Last Updated By:	Elba Gomez	Date/Time:	1/20/2015

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

Presented to the Personnel Commission:

Date: February 17, 2015

SUBJECT: Consideration and Approval of Revised
Classification Specification for Executive
Director of Foundation

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-07

Background:

A vacancy has occurred in the position of Executive Director of Foundation. In reviewing the classification specification prior to recruitment, changes have been made to update the Definition, Distinguishing Characteristics, Examples of Duties and Employment Standards. The changes will allow for a valid and reliable recruitment and selection process of positions in this classification. The Board of Trustees approved the revised duties on February 3, 2015.

The following individuals were invited to suggest changes:

- Limited Term Executive Director of Foundation
- Director of Human Resources

The Executive Director of Foundation will be a senior level classified administrator under Education Code 88091, exempt from the Rule of Three Ranks

Recommendation:

It is recommended the revised classification specification for Executive Director of Foundation be approved as presented.



State Center Community College District

Job Title:	Executive Director of Foundation	Classification Series:	Administration
FSLA Status:	Exempt Management	Classification Group:	Resource Development
Salary Schedule:	Classified Management	Classification Level:	Director/VP/VC
Recommended Salary Range:	59	Date Created:	March 7, 2006

Definition

Under administrative direction of the Chancellor, the position is responsible for the administration of the State Center Community College District Foundation (“Foundation”), which includes but is not limited to, the overall development, planning and execution of the Foundation’s policies, procedures, and activities as set by State Center Community College District (“District”) leadership and the Foundation Board of Directors (“Foundation Board”). In addition, the scope of work includes serving as a staff resource person to the College Presidents and Vice Chancellor North Centers relative to fund development policy and practice.

Distinguishing Characteristics

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

The **Executive Director of Foundation** is the executive responsible for developing and implementing short and long-range plans and strategies for the Foundation Office to meet the District's goals and objectives. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes. Incumbents must utilize excellent communication skills to effectively facilitate and interact with a wide range of schools, management, administrators, Foundation board members, donors, faculty, staff and students while maintaining day to day management of the Foundation Office. Incumbents must also possess strong organizational and leadership skills.

Supervision Received

Administrative direction is received from the Chancellor.

Supervision Exercised

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

Essential Job Functions

Duties/essential functions may include, but not be limited to, the following:

1. Works with the Foundation Board to ensure the quality of projects and services to build a strong philanthropic example/focal point for all fundraising endeavors.
2. Oversees the business of the Foundation assuring that it maintains balance between a robust fundraising focus, event activity, and other opportunities.
3. Assures the accuracy and integrity of Foundation financial accounts.
4. Conducts a comprehensive, on-going fund development program to meet the needs of the District.
5. Solicits funds via face-to-face solicitations.
6. Writes grant proposals.



State Center Community College District

7. Provides leadership in organizing and implementing signature events, campaigns, and any other selected fundraising programs as deemed appropriate.
8. Identifies philanthropic prospects and assures appropriate cultivation.
9. Provides proposal and other support material to the Chancellor, campus presidents, and Foundation Board leaders for major gift solicitations.
10. Oversees thoughtful stewardship of donors in partnership with the colleges and centers.
11. Develops methods and systems to provide for major gifts, campaigns, corporate giving, estate planning/gifts, annuities and trust funds, and all other methods of support for the District;
12. Works in partnership with each college's scholarship representatives, develops new scholarship funds and oversees effective administration and stewardship of all privately funded scholarships and donors.
13. Provides staff support for Foundation committees.
14. Provides all meeting materials, including written reports as necessary and minutes for the Foundation Board and committees.
15. Assures that the talents of the Foundation Board members are fully applied to meet fundraising and organizational objectives.
16. Keeps the Foundation Board informed of all donations and key financial reports.
17. Maintains the accuracy and integrity of donor and prospect information within the Foundation's database.
18. Utilizes appropriate reports to enhance and improve information and decision making for program management.
19. Supervises all volunteers supporting the Foundation.
20. Performs ongoing review of program effectiveness.
21. Provides formal, written reviews of all programs at least annually.
22. Represents the Foundation to many external organizations and constituencies.
23. Attends District, college, center and community events when the achievement of development objectives will be served.
24. Supervises the development of Foundation-based publications including fundraising brochures, annual report, website, etc.
25. Develops long-range plans and direction for the Foundation.
26. Works closely with faculty, staff, and management to integrate the Foundation, its fundraising activities and endowment use into academic and student services program planning.
27. Oversees the preparation of all necessary reports as required by law and ensures the annual audit is completed.
28. Assigns, supervises and evaluates work of Foundation staff.
29. Develops and manages Foundation budget.
30. Performs other duties as assigned.

Auxiliary Job Functions

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

Minimum Qualifications

~~**Education:** Bachelor's degree from an accredited college or university.~~

~~**Experience:** Three years management-level experience in fundraising and resource development, capital development and/or campaigns with major gifts solicitation from foundations, corporations, businesses, and individuals; or management experience involving 501(c)(3). A demonstrated track record of raising funds from the business and philanthropic communities is required.~~

Education & Experience



State Center Community College District

Any combination equivalent to: Bachelor's degree and three (3 years or more) of management-level experience in fundraising and resource development, capital development and/or campaigns with major gifts solicitation from foundations, corporations, businesses, and individuals; or management experience involving 501(c)(3) organizations. A demonstrated track record of raising funds from the business and philanthropic communities is required.

Licenses & Certificates

Valid Driver's License

Knowledge of: Methods, techniques, and procedures used in the planning, development, marketing, and delivery of a major fundraising and resource development program in higher education; principles and processes for business and organizational modeling; leadership techniques; strategic planning, resource allocation, staffing, and supervision; analysis and presentation of complex data and ideas; standard business software such as word processing, spreadsheets, presentations and specialized business software for fundraising; financial record keeping practices and procedures; methods for gathering and presenting general, statistical, and technical data; budget development and expenditure tracking; complex business report writing.

Ability to: Strengthen and implement the goals of for a major comprehensive community college foundation program, including overseeing major fundraising and capital campaigns and outreach to the business and philanthropic communities; provide leadership and prioritize projects; communicate effectively, both orally and in writing; prepare and make effective presentations to foundation and corporate boards, administrators and business community groups; develop effective partnerships between the District's foundation and community and industry leaders; work well with individuals from diverse backgrounds.

Special Conditions of Employment: Selected candidate must possess and maintain a valid license to drive in the State of California

Knowledge of:

1. Methods, techniques, and procedures used in the planning, development, marketing, and delivery of a major fundraising and resource development program in higher education.
2. Federal, state, and local laws and regulations such as 501(c)(3) exemptions.
3. Strategic planning, resource allocation, staffing, and supervision.
4. Budget development and expenditure tracking.
5. Record keeping and report preparation techniques to ensure information is accurately presented to the Chancellor and Board.
6. Basic math including addition, subtraction, multiplication, and division.
7. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
8. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
9. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, publishing, and database programs.

Skill to:

1. Plan and develop event plans materials for as needed by the Foundation.
2. Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding Foundation services.
3. Utilize non-profit management database and query tools to extract data from databases for interpreting and communicating information.
4. Conduct research and prepare reports as required by the Chancellor.
5. Write complex business reports.



State Center Community College District

6. Demonstrate excellent relationship management and interpersonal skills.
7. Demonstrate strong organizational and analytical skills.
8. Effectively communicate with individuals for whom English is not a primary language.
9. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
10. Plan and organize work to meet established timelines and Foundation schedules.
11. Operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
12. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
13. Rapidly learn and acquire skills in areas and technologies not previously assigned.
14. Type at a sufficient speed to maintain workflow.

Ability to:

1. Supervise events for the Foundation to include students, staff, faculty, public and vendors.
2. Strengthen and implement the goals of a major comprehensive community college foundation program.
3. Ability to develop, provide leadership and prioritize projects for various programs.
4. Oversee major fundraising and outreach to the business and philanthropic communities.
5. 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 across wide geographical locations.
6. 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.
7. Maintain consistent, punctual and regular attendance to include special, evening and weekend events.
8. Monitor event expenses for the Foundation office.
9. Learn, interpret and apply federal and state laws and regulations, district policies and procedures as they pertain to non-profit management.
10. Maintain confidentiality of sensitive information and records.
11. Receive and follow instructions in order to build and maintain effective working relationships.
12. Assign, monitor, and/or review the work of others.
13. Appropriately interact with students, staff, faculty, and public.
14. Operate computers and their peripherals.
15. Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lift and carry office supplies and equipment weighing up to 25 lbs.

Mental Demands

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



State Center Community College District

Commissioners, board members, faculty, staff, representatives of other agencies, and others encountered in the course of work.

Work Conditions

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

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

Class Approved By:	Personnel Commission	Date:	April 25, 2006
Duties Revised By:	Board of Trustees	Date:	February 3, 2015
Class Revised By:	Personnel Commission	Date:	February 17, 2015
Updated By:	Elba Gomez	Date/Time:	1/28/2015

Personnel Commission – Director’s Report

February 17, 2015 Regular Meeting

Recruitment and Examination

Accepting applications for the following recruitments:

Name	Application Deadline
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Instructional Assistant – Nursing	Continuous Recruitment
College Trainer	Continuous Recruitment
College Trainer (Seasonal)	Continuous Recruitment
Assessment Coordinator	February 18, 2015
Evaluator	February 18, 2015
Educational Advisor	February 20, 2015
Orientation Assistant (Seasonal)	February 27, 2015
Student Services Specialist	February 27, 2015
Institutional Research Coordinator	March 2, 2015
DSPS Mobility Driver PT	March 5, 2015
Groundskeeper Worker	March 5, 2015

The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Custodial Manager	Competency & Oral Board	February 12, 2015
Director of SS, Equity & Outreach	Competency & Oral Board	February 25, 2015
Administrative Aide	Competency	February 26, 2015
Administrative Secretary I	Competency	February 26, 2015

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

Name	Location	Anticipated Posting Date/Status
Director of Information Systems	DO	February 2015
Food Service Worker I – PPT	FCC	February 2015
Associate Vice Chancellor, Bus & Op	Districtwide	March 2015
Accounting Supervisor	FCC	March 2015
Custodian	Districtwide	March 2015
Director of SS, Equity & Outreach	FCC	March 2015
Police Communications Dispatcher	DO	March 2015
Upward Bound Assistant	Districtwide	March 2015
Executive Director of Foundation	DO	On hold pending position review.
Instructional Aide – Workability	RC	On hold pending position review.
Job Developer - PPT	RC	On hold pending position review.
Lead Maintenance Person	Districtwide	On hold pending position review.
Print, Media & Communications Manager	FCC	On hold pending position review.

The following are current vacancies with active eligibility lists:

Name	Vacancy Location	Status
Accounting Technician II	Grants & External Funding	List Referred 2/4/15
CalWORKS Assistant	CalWORKS, FCC	List Referred 1/5/15
Custodian	Building Services, FCC	List Referred 2/5/15
Department Secretary - PPT	Business Division, FCC	List Referred 1/7/15
Department Secretary	Social Sci Division, FCC	List Referred 2/4/15
Early Childhood Education Assoc.	Child Development, FCC	List Referred 1/15/15
Early Childhood Education Spec	Child Development, RC	List Referred 2/4/15
Educational Advisor	SSSP, FCC	List Referred 1/8/15
Educational Advisor - PPT	SSSP, RC	List Pending Referral
Financial Aid Assistant I	Reedley College	List Referred 12/10/14
Financial Aid Assistant I	Clovis Comm Coll Center	List Pending Referral
HR Technician Confidential	Human Resources, DO	List Pending Referral
Office Assistant I	Child Development, FCC	List Referred 2/10/15
IT – MicroComputer Lab	Business Division, FCC	List Pending Referral
MicroComputer Resource Tech	Technology Services, RC	List Pending Referral
Office Assistant III	Financial Aid, FCC	List Referred 1/16/15
Office Assistant III	Herndon Campus, CCCC	List Pending Referral
Office Assistant III	Madera Center	List Pending Referral
Police Officer	Police Department, DO	List Pending Referral
Police Communications Dispatcher	DO Operations/Police	List Referred 1/8/15
Registration Assistant	Admissions & Records, FCC	List Referred 12/10/14
Seasonal Student Advisor	Student Services, FCC	List Referred 4/2/14

Classification

Job Description Updates

Name	Status
Classification Studies	Managers are reviewing the classification study reports and meetings are being scheduled to review the information. Police Job Family has not been scheduled. Update will be given at the February 17, 2015.

HRIS/NeoGov

- NeoGov Onboarding Implementation
- NeoGov Performance Evaluation Implementation
- Training Administrators and staff

Around the Office

- Working on reevaluating the recruitment announcements and marketing materials.
- Classified Professionals Mega Conference, March 31, 2015
- WRIPAC Board Retreat and Meeting, June 2015
- WRIPAC Job Analysis Training, July 2015 (Fresno)

Disciplinary Appeals

- 04-22-14.14-23.1051 – Prehearing conference and mandatory settlement conference were scheduled for March 6, 2015, at 1:30 p.m., in Sacramento, California, and the hearing was scheduled for April 13, 2015, at 1:30 p.m., and April 14 through 17, 2015, at 9:00a.m., in Fresno, California. Office of Administrative Hearings (OAH) will send a separate Notice of Prehearing Conference and Mandatory Settlement Conference. The District shall serve a notice of hearing.
- 08-19-14.14-37.1090 – Prehearing conference and mandatory settlement conference were scheduled for May 8, 2015, at 9:00 a.m., in Sacramento, California, and the hearing was scheduled for June 15-17, 2015, at 9:00a.m., in Fresno, California. Office of Administrative Hearings (OAH) will send a separate Notice of Prehearing Conference and Mandatory Settlement Conference. The District shall serve a notice of hearing.