

REGULAR MEETING
STATE CENTER COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Board Room
1525 East Weldon Avenue
Fresno, CA 93704

5:30 p.m. – Regular Meeting
Tuesday, June 16, 2015

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the May 19, 2015 Regular Meeting.
- E. Information Items
 - 1. Discussion of Employees Working Out-of-Classification
 - 2. Discussion of Position Waiver Form
 - 3. Discussion of Oral Board Examination Process
 - 4. Discussion of Classification Specification Creation and Revisions
 - 5. Discussion of Neutral Commissioner Appointment
- F. Action Items
 - 15-19 Consideration and Approval of Eligibility Lists
 - a. Associate Vice Chancellor, Business and Operations, effective 5/26/15
 - b. Job Developer, effective 6/1/15
 - c. Human Resources Technician - Confidential, effective 6/10/15
 - 15-20 Consideration and Approval to Classify New Positions in Established Job Classification Specifications.
 - a. Educational Advisor, Reedley College
 - b. Human Resources Analyst PPT, (6 Month Limited-Term), District Office
 - c. Human Resources Technician, (6 Month Limited-Term), District Office
 - d. Office Assistant III (6 Month Limited-Term), District Office
 - e. Seasonal Student Advisor, Clovis Community College Center
 - f. Seasonal Student Advisor, Clovis Community College Center
 - 15-21 Consideration and Approval to Classify New Position in New Job Classification Specification.
 - a. Financial Aid Systems Analyst, District Office

15-22 Consideration and Approval to Exempt Academic Position from the Classified Service

- a. Student Equity Coordinator, Reedley College
- b. Tutorial Center Coordinator, Clovis Community College Center

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
May 19, 2015

- Call to Order Mr. Liermann called the meeting to order at 5:31 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:
Samerah Campbell, DO HR
Jason Meyers, CSEA
Raul Perez, CSEA
Cheryl Sullivan, FCC
Eleanor Bruce, FCC
Ernie Garcia, FCC
Karin Collins, FCC
- Public Comment None
- Approval of the Minutes The minutes of the April 28, 2015 Regular Meeting were presented for approval.
- Mr. Tahajian moved to approve the minutes as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.
- The motion passed as follows:
Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann
Noes – 0
- Information Items
1. Discussion of Employees Working Out-of-Classification Ms. Gomez provided an update on employees working out-of-classification.
2. Discussion of Classification Specification and Creation and Revisions Mr. Meyers inquired how requirements were added to a job description. Mr. Meyers expressed concern that some classified positions may have more requirements than faculty positions. Ms. Gomez responded that faculty job descriptions are not considered when creating classified positions. Ms. Campbell stated that faculty positions typically have a job announcement, not a job description. Ms. Gomez and Ms. Campbell stated that they would research issues regarding instructional support staff working with faculty.
- Ms. Gomez will report her findings at the June meeting.

3. Discussion of Classified Promotions
Ms. Bruce inquired about the promotional process and used the example of a recent promotion in which the employee promoted without actually reporting to the original assignment. A brief discussion followed regarding employee promotions.
Ms. Gomez explained the CSEA rules regarding promotions and pay.
4. Discussion of Position Waiver Form
Mr. Meyers stated that on the position waiver form, paragraph 2, last sentence, the inability to waive after an interview is too restricting. Mr. Meyers stated that applicants should be able to waive a position after an interview. Mr. Meyers would like the sentence removed from position waiver form. Mr. Perez stated that Paragraph 2, last sentence takes away options for applicants.
Ms. Gomez stated that allowing applicants to waive after an interview would cause issues with managers receiving the eligibility list in a timely manner.
Mr. Liermann requested this item will be placed on June’s agenda under informational items.
5. Discussion of Oral Board Examination Process
Mr. Meyers stated that some recent oral board exams consisted of only two panelists; concern was raised by some CSEA members that they did not have the right of refusal regarding a panelist who had personal knowledge of the applicant. Ms. Gomez stated that there is a form that applicants sign prior to oral board exams and applicants may request a panelist be removed prior to their exam.
Mr. Liermann requested a copy of the form that applicants’ sign be included in next month’s agenda under informational items.
6. Discussion of Classification Study Report
Ms. Gomez stated that she is continuing to add information to the report previously submitted to Commissioners. Ms. Gomez and Ms. Campbell will be meeting with employees and managers, whether or not there will be a change to their classifications before the Commissioners receive a finalized report. Job descriptions will be updated in phases.
Ms. Campbell stated Human Resources will be requesting a limited term part-time Human Resources Analyst dedicated to the classification study.
Mr. Perez inquired as to possible remedies if an employee disagrees with the classification study findings. Ms. Gomez stated there is no appeal process once the report is finalized.

Action Items

- [15-16] Consideration and Approval of Eligibility Lists
a.

Eligibility Lists Presented:
a. College Trainer, amended 2/12/15

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian moved to approve item 15-16 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[15-17] Consideration and Approval to Classify New Positions in Established Job Classification Specifications.

Classifications Presented:

- a. Administrative Aide, Clovis Community College Center
- b. Student Services Specialist, Clovis Community College Center
- c. Department Secretary (10.5 Months), Clovis Community College Center
- d. Painter (6 Month Limited-Term), District Operations
- e. Painter (6 Month Limited-Term), District Operations
- f. Financial Aid Assistant I (6 Month Limited-Term), Reedley College
- g. Financial Aid Assistant I (6 Month Limited-Term), Reedley College

Ms. Gomez presented this item for consideration.

Mr. Liermann moved to approve item 15-17 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[15-18] Public Hearing and Adoption of 2015-2016 Personnel Commission Budget

Ms. Gomez presented this item for consideration and approval. Mr. Tahajian inquired about the possibility of rolling over unused funds into the following fiscal year. Ms. Gomez stated that she was advised to utilize excess revenues to fund the Human Resources Analyst position 100%.

Mr. Tahajian moved to approve item 15-18 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously. Ms. Gomez stated that the Personnel Commission budget would be presented to the Board of Trustees at their June 2, 2015 regular meeting.

The motion passed as follows:

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

Noes – 0

Director's Report

Ms. Gomez presented an update on current and upcoming recruitments and examinations. All staff members will be attending the upcoming WRIPAC job analysis training at Fresno City College. Ms. Gomez updated the Commission on the status of the new laptops for the Personnel Commission.

Commissioner's Report

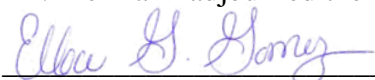
Ms. Freeman-Fobbs stated that she attended the chancellor committee search focus group at Clovis Community College Center.

Mr. Tahajian attended Bike Day at Fresno City College and registered his bike.

Mr. Liermann had nothing to report.

Adjournment

Mr. Liermann adjourned the meeting at 6:57 p.m.

A handwritten signature in blue ink, reading "Elba G. Gomez", is written over a horizontal line.

Elba Gomez, Director of Classified Personnel

EG:rc

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

Presented to the Personnel Commission:

Date: June 16, 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**

Start	End	First Name	Last Name	Current Position No.	Current Position	Wg Out of Class Position No.	Wg out of Class Position	Status
4/15/2015		Mark	Nichols	2334	MicroComputer Resource Specialist	8132	MicroComputer Resource Technician	Pending Recruitment and Classification Study
11/1/2013		Frances	Lippmann	2165	Admissions & Records Manager	2165	Director Level Range 59	Pending Classification Study

Number Employees Pending Working Out of Class Review

6

Number Employees Working Out of Class Review Completed

9

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

Presented to the Personnel Commission:

Date: June 16, 2015

SUBJECT: Discussion of Position Waiver Form

ENCLOSURE(S):
PC Rule 6-9, Referral
Notice, Position
Waiver Form

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 2

Background:

The Position Waiver Form is being presented as an informational item for discussion purposes at the request of the Personnel Commission and to provide an update on this topic.

6-9 ELIGIBILITY AFTER APPOINTMENT: An eligibility list shall be used for full-time, part-time, regular and limited-term assignments in the class. An eligible who accepts a part-time assignment shall continue to be eligible for full-time employment, and an eligible who accepts limited-term assignments shall continue to be eligible for regular employment.

REFERENCE: Education Code Sections 88080, 88081, 88105, 88119

(a) Waivers of Certification: An eligible may become unavailable for certification to specific locations or shifts and to part-time or full-time positions and to limited-term or permanent positions by filing a waiver form in the Personnel Commission Office. Eligibles may revise or withdraw their unavailability.

(b) Eligibles may waive certification twice without penalty. The third time, they will be permanently removed from that eligibility list.

REFERENCE: Education Code Sections 88080, 88081

DATE

Dear APPLICANT:

Congratulations! This letter is to inform you that your name has been selected to interview for the Assessment Coordinator position at Reedley College in the Office of Student Services.

Please contact DEPARTMENT CONTACT at (559) XXX-XXXX to schedule or waive the interview. The deadline for contacting us to schedule an interview or waive the position is DEADLINE DATE by 4pm. Please read the position waiver form and statement of eligible rights and responsibilities carefully to ensure that you comply with these rules.

It is your responsibility to notify us of any changes in your contact information. These changes must be communicated to us in writing or by email.

On behalf of the Personnel Commission and Human Resources staff, let me congratulate you and wish you the best of luck in your interview. If you have any questions, please contact Christine Phillips at christine.phillips@scccd.edu or (559) 244-5974.

Good luck!

Personnel Commission Staff

TO WAIVE THE INTERVIEW, PLEASE SUBMIT WAIVER FORM TO:
christine.phillips@scccd.edu

POSITION WAIVER FORM

You have certain responsibilities to maintain your status on the eligibility list. Your primary responsibility is to keep the District informed in writing or by email of your current contact information.

You have the right to “waive” consideration for job vacancies twice without penalty. You may waive upon certification (selection) if you do not wish to interview, but cannot waive following an interview or after being offered a position.

Your rights and responsibilities are outlined on the reverse side of this form. Please read them.

IF YOU ARE INTERESTED in interviewing for the position indicated on the certification email/letter, please contact the person indicated on the letter. It is not necessary for you to do anything with this form if you are interested in an interview. It is suggested, however, that you hold on to it pending the outcome of the process.

YOU MUST DO THE FOLLOWING IF YOU ARE **NOT** INTERESTED in this position.

Step 1. Please sign this waiver and return it immediately. You have five working days from the date of the **email or** postmark on the envelope of the letter to return the waiver.

Step 2. You must also call the person whose name is on the letter and inform them that you are not interested and that you are returning the signed waiver.

I wish to waive certification for the position of: _____ Campus location: _____

_____ I wish to have my name removed from the eligibility list.

_____ Please remove my name for the period of _____.

NAME: _____
Please Print

SIGNATURE: _____ DATE: _____

STATEMENT OF ELIGIBLE RIGHTS/RESPONSIBILITIES

1. You have the right to submit a written request **or by email** to the Director of Classified Personnel requesting your name be suspended for a certain period of time. You must make this request in writing or by email and specify starting/ending dates. You may waive selection for an interview only a limited number of times. For example: You might want to suspend your name if you did not want to chance your name being dropped because you were not available (no show) due to illness or travel, etc. This action will not extend the time the list is valid (normally one year unless otherwise specified).
2. The Director of Classified Personnel may remove your name from consideration for the following reasons:
 - a. A written request, in writing, from the applicant asking to be removed.
 - b. Failure of the applicant to keep the Personnel Commission with an up to date address/phone number (Must be in writing).
 - c. Refusing an offer of regular employment.
 - d. Failure to respond within time limits for an interview.
 - e. Failure to respond within five working days to a written inquiry.
 - f. Deception or fraud.
 - g. Dishonorable discharge from the Armed Forces of the United States.
 - h. Unsuccessful completion of reference and fingerprint checks.
 - i. Conviction in court, including a plea of nolo contendere or a plea of guilty to a controlled substance or sex offense as defined in the California Education Code §88022 and §88023.
 - j. Charged or convicted of any offense involving immoral conduct or mistreatment of children.
 - k. Making a false statement or omitting a statement as to any material fact on the application forms.
 - l. Failure to meet minimum requirements stated in the position announcement.
 - m. Failure of the applicant to present approved photo identification on demand.
3. The Director of Classified Personnel will notify you in writing or by email that you have been removed from the eligibility list and the reason(s) for which you were removed. You may appeal the decision of the Director in writing within seven (7) calendar days of notice being given. Appeals must be filed, in writing, with the Director of Classified Personnel. Failure to file an appeal within the timelines will make the removal final and conclusive and shall constitute a waiver of rights.

PLEASE READ (THIS INFORMATION IS IMPORTANT)

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

Presented to the Personnel Commission:

Date: June 6, 2015

SUBJECT: Discussion of Oral Board Examination
Process

ENCLOSURE(S):
PC Rule 5-8, Oral
Board Disclosure
Form

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 3

Background:

The Oral Board Examination Process is being presented as an informational item for discussion purposes at the request of CSEA and to provide an update to the Personnel Commission.

5-8 ORAL BOARD EXAMINATION: If an examination requires the use of an Oral Board interview panel, the Director of Classified Personnel shall assure that the following rules are followed:

(a) The oral board panel shall consist of two or more members. The majority of the oral board panel should be from outside the District for a lead position or above.

(b) An employee of the District or of the Commission may serve on an oral board panel if that employee is not at the first or second level of supervision over a vacant position in the class for which the examination is being held.

(c) Unless specifically directed to evaluate candidates' technical knowledge and skills, the oral board panel shall confine itself to evaluating general fitness for employment in the class.

(d) When the oral board panel is directed to evaluate technical knowledge and skills, at least two members of the oral board panel shall be technically qualified in the specified occupational areas under examination.

(e) Members of the Board of Trustees or Personnel Commission shall not serve on an oral board panel.

(f) Oral board proceedings shall be electronically recorded and retained in the Commission Office.

(g) Scores achieved by the candidate on other parts of the examination shall not be made available to the oral board panel.

(h) In no case will an oral or performance examination board be provided with confidential references on employees of the District who are competing in examinations.

(i) In oral board panel examinations, ratings accorded competitors shall be expressed in percentages with 75% being the minimum qualifying rating. Ratings shall be made independently by each oral board member either before or after discussion with other oral board members. Ratings shall be made independently on forms prescribed by the Director of Classified Personnel, which shall be signed by the oral board member and be delivered to the Director of Classified Personnel or his/her representative. All final markings shall be made in pen. When a competitor is disqualified by a member of the Oral Board Panel, the interviewer shall make a record of the reason(s) on the rating sheet.

(j) The ratings of the members of the Oral Board shall be averaged to determine each candidate's final rating. An average score of 75% or higher is required to pass the oral board.

REFERENCE: Education Code Sections 88080, 88092

STATE CENTER COMMUNITY COLLEGE DISTRICT

POLICE OFFICER

Oral Board Examination – February 10, 2015

The oral board examination you are participating in today will be electronically recorded. The audio recording of this examination is required by Education Code Section 88092. This will be a 15 minute interview.

The panelists do not have a copy of your resume or application. (They will not accept copies today.) Please be as descriptive as possible in formulating your responses. The panel will only ask you the questions you have been given; they will not ask follow-up questions and are not available to answer any questions you might have. Please contact your test proctor or another Personnel Commission staff person for any inquiry. A copy of the questions will be present in the interview room.

The oral board members for today are:

Robert Beckwith, Sergeant, Fresno Police Department

Christopher Bosworth, Sergeant, SCCCCD

Jason Boust, Sergeant, Sanger Police Department

The proctor is **Reshonda Collins**, HR Specialist, State Center Community College District Personnel Commission.

This is the final test in your series. Your overall score will determine your rank on the eligibility list. Your scores from each preceding test will be emailed to you along with your ranking on the eligibility list within the next two weeks. The eligibility list will be used to fill full-time vacancies in this classification for at least one year. The top three ranks (which could include ties) will be forwarded to the hiring manager for interviews for any vacancy in this classification during the life of the list.

Good Luck!

Signature

Print Name

Date

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

Presented to the Personnel Commission:

Date: June 16, 2015

SUBJECT: Discussion of Classification Specification
Creation and Revisions

ENCLOSURE(S):
PC Rules 3-7 thru
3-14

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 4

Background:

The Classification Specification Creation and Revisions is being presented as an informational item for discussion purposes at the request of the Personnel Commission and to provide an update.

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

- 3-9.5 ALTERNATE SERIES CLASSIFICATIONS: Employees appointed to the classifications of Accounting Clerk I/II, Bookstore Sales Clerk I/II, Food Service Worker I/II, Library/Learning Resource Assistant I/II, Maintenance Worker I/II, Office Assistant I/II, and Phone/Communication Operator I/II positions (excluding Seasonal positions) will begin work with the District in the lower level I classification and may be promoted, without competitive examination, to a level II classification in the same series upon successful completion of one year of service and the written recommendation of their supervisor.

The employee's anniversary date within the class to which he/she is promoted shall be the first day of the month following the date of promotion into the higher class. When the first date of promotion is the first working day of the month, the first day of the initial month shall be the anniversary date.

REFERENCE: Education Code Sections 88080, 88081

- 3-10 CLASS SPECIFICATIONS: All class specifications shall be incorporated by reference as a part of these Rules as if fully set forth and are included in Appendix A of these Rules. For each class, the Personnel Commission shall establish and maintain a class specification, which shall include:

- (a) The class title.

(b) A definition of the class, indicating the type of duties and responsibilities, as assigned by the District, and placement within the organizational scheme.

(c) A statement of distinguishing characteristics which differentiates the class from other related or similar classes.

(d) A statement of the examples of duties to be performed by persons holding positions allocated to the class. The Commission shall develop this statement from the list of duties presented to it by the Board of Trustees.

(e) A statement of the minimum qualifications for service in the particular class. The minimum qualifications may include education, experience, knowledge, skills, abilities, personal and physical traits and characteristics.

(f) A statement about any license, certificates, or other special requirements for employment or service in the particular class.

(g) A statement about any physical requirements required of positions in the class, including the essential functions of each classification.

(h) A statement about any additional qualifications considered to be so desirable that any person applying for employment who possesses such qualifications may be given additional credit in the evaluation of his/her qualifications, even though such additional qualifications were not listed as a prerequisite.

(i) Minimum qualifications shall not require a teaching, administrative, or other credential, nor may they require work experience, which would restrict applicants to credential holders. Titles may not be assigned that would restrict competition to holders of credentials.

(j) The title of the class shall be used as the title of all positions in the class on payrolls submitted to the Commission for auditing and in the records and correspondence of the Commission and the Board of Trustees.

(k) The Commission will recommend a salary range for each new classification. For bargaining unit positions the salary will be determined through the collective bargaining process. For management and confidential positions, the District, after considering the Commission's recommendation, will determine the salary range. Each classification specification will state the salary range for the position.

REFERENCE: Education Code Sections 88080, 88095, 88096, 88104, 88104.5

3-11 INTERPRETATION OF CLASS SPECIFICATIONS: The class specifications and their various parts have the following force and effect:

(a) The definition and typical tasks are descriptive and explanatory only and not restrictive, indicating the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and qualification requirements and do not prescribe what these details shall be in respect to any position.

(b) The use of a particular expression or illustration as to duties, responsibilities, qualification requirements or other attributes is typical or descriptive of the class

and does not exclude others not mentioned but of similar kind and/or quality as determined by the Commission.

(c) The specification for each class is considered as a whole in determining the class to which any position shall be allocated, giving consideration not to isolated clauses, phrases or words, but to the general duties, responsibilities, specific tasks and qualification requirements as affording a picture of the positions that the class includes.

(d) Each class specification is construed in its proper relationship to other specifications, particularly those of classes in the same series in such manner as to maintain a proper relationship in the series in which the class is located and proper differentiation within the group of classes.

(e) The following personal qualification requirements apply to all classes even though not necessarily specifically mentioned in the specification: freedom from communicable diseases; freedom from physical or mental impairment to perform the duties of the class with or without reasonable accommodation and without presenting a direct and imminent threat to the health and safety of others; dependability; good judgment; good moral character and reputation; loyalty; ability to work cooperatively with others; and willingness and ability to assume the responsibilities and to conform to the conditions or work characteristics of the particular position.

(f) The statement of qualification requirements, when considered with other parts of the specification, is to be used as a guide in the announcement and preparation of tests and in the evaluation of the qualifications of candidates seeking appointment, but does not require a particular form or content of test or testing procedure.

REFERENCE: Education Code Sections 88076, 88080, 88095

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.

REFERENCE: Education Code Section 88076

3-14 CHANGES IN DUTIES OF POSITIONS: Any substantial change in the duties of existing positions shall be promptly reported in writing to the Director of Classified Personnel, who shall conduct a review to determine whether the position should be allocated to a new or different class. Should a change in classification be warranted or necessary, the Director of Classified Personnel shall submit recommendations to the Personnel Commission for action.

REFERENCE: Education Code Sections 88076, 88104

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

Presented to the Personnel Commission:

Date: June 16, 2015

SUBJECT: Discussion of Discussion of Neutral
Commissioner Appointment

ENCLOSURE(S):
PC 2-1 thru 2-9

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 5

Background:

The Neutral Commissioner Appointment is being presented as an informational item for discussion purposes at the request of the Personnel Commission and to provide an update.

SECTION 2. ORGANIZATION OF THE COMMISSION

2-1 TERM(S) OF OFFICE AND GENERAL SELECTION PROCEDURES: The Personnel Commission is composed of three individuals who must be registered voters, reside in the State Center Community College District, and be "known adherents to the principle of the Merit System." One member of the Commission shall be appointed by the Board of Trustees, one member shall be appointed by the Board of Trustees upon the recommendation of the exclusive representative which represents the largest number of the District's classified employees, and the third member shall be appointed by the other two (2) members of the Commission.

(a) No member of the governing board of any community college district or a county board of education shall be eligible for appointment, reappointment, or continuance as a member of the Commission. During a commissioner's term of office, a member of the Personnel Commission shall not be an employee of the State Center Community College District.

(b) As used in this chapter, known adherent to the principle of the Merit System, with respect to a new appointee, shall mean a person who by the nature of his/her prior public or private service has given evidence that he/she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. As used in this chapter, "known adherent to the principle of the Merit System," with respect to a candidate for reappointment, shall mean a commissioner who has clearly demonstrated through meeting attendance and actions that he/she does, in fact, support the Merit System and its operation.

(c) By law, the term of office for each of the commissioners is for a three (3) year period and expires at Noon on December 1st of the third year. The terms of office have been scheduled so that the term of office of not more than one (1) commissioner expires each December 1st.

REFERENCE: Education Code Sections 88064, 88065, 88066, 88067

2-2 SPECIFIC APPOINTMENT PROCEDURES: On or about September 1st of each year, the Director of Classified Personnel shall notify the Board of Trustees and the recognized classified employee organizations(s) of the name and home address of the commissioner whose term will be expiring and whether or not that commissioner will accept reappointment for another three-year term. The notification will also provide the name of the appointing authority, and the procedures to be followed in filling the upcoming vacancy.

(a) THE BOARD OF TRUSTEE'S APPOINTMENT: By September 30th the Board of Trustees shall publicly announce the name of the person it intends to appoint or reappoint. At a Board meeting to be held after 30 and within 45 days of the date the Board publicly announced its candidate, the Board shall hold a public hearing to provide the public, employees, and employee organizations the opportunity to express their views on the qualifications of the person recommended by the Board of Trustees for appointment. The Board at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

(b) THE CLASSIFIED EMPLOYEES' APPOINTMENT: At least 30 days prior to the date on which the vacancy will occur, the classified employee organization having authority to nominate the classified employees' appointee to the Commission shall submit to the Board the name of the person it wishes to appoint to the Commission. The Board shall appoint the nominee, unless the classified employees voluntarily withdraw the name of the nominee and submit the name of a new nominee. In the latter case, the Board shall then

appoint the new nominee, to be effective on the date on which the vacancy would occur.

(1) In the event that the classified employees of the District are represented by one or more recognized employee organizations, the employee organization which represents the largest number of the District's classified staff on August 15 of the year in which the classified employees' appointment is to be made shall be the one authorized to submit the recommended appointment to the Board of Trustees for action as required by law and these Rules and Regulations.

(2) In the event that a vacancy is created on the Personnel Commission because of the classified employees' failure to agree upon a nominee, the Board of Trustees, upon the recommendation of the Director of Classified Personnel, may make an emergency appointment for hiring purposes only until such time as a permanent appointment can be made, but not to exceed sixty (60) days.

(c) THE COMMISSIONERS' APPOINTMENT: By September 30th, the appointee of the Board of Trustees and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint or reappoint to fill the vacancy. At the next regularly scheduled Personnel Commission meeting to be held after 30 days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations, and members of the Governing Board the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The candidate shall be invited to this meeting. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

(1) In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1st because of the failure of the Commission to take action on a new appointment, the commissioners' prior appointee shall continue in office and to function as a member of the District's Personnel Commission until such time as the commissioners take the necessary action(s) to appoint a qualified successor and that person is prepared to assume the duties and responsibilities of the position. If the appointee of the governing board and the appointee of the classified employees are unable to agree upon a nomination by September 30, the Chancellor of the California Community Colleges shall make the appointment within 30 days.

REFERENCE: Education Code Sections 88065, 88066, 88068

(d) Discharge of Duties until Successor Appointed: A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed, but for no more than 90 calendar days.

2-3 FILLING OF VACANCIES DURING TERM OF OFFICE: In the event that a vacancy occurs during the term of office of any of the commissioners, a new appointee shall be selected by the original appointing authority to complete the unexpired term in accordance with the procedures noted below. The Director of Classified Personnel shall immediately notify the other commissioners, the Governing Board and the recognized classified employee organization(s) of the name of the commissioner, the effective date of the vacancy, the duration of the unexpired term, the name of the appointing authority, and the procedures to be followed in filling the vacancy.

(a) THE GOVERNING BOARD'S APPOINTMENT: Within 45 days of notification of the vacancy, the Board of Trustees shall publicly announce the name of the person it intends to appoint to fill the unexpired term. At a Board meeting to be held after 30 and within 45

days of the date the Board publicly announced its candidate, the Board shall hold a public hearing to provide the public, employees, and employee organizations the opportunity to express their views on the qualifications of the person recommended by the Governing Board for appointment. The Board at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

(b) THE CLASSIFIED EMPLOYEES' APPOINTMENT: At least 30 days prior to the date on which the vacancy will occur, whenever possible or within 15 days of notification of the vacancy, the classified employee organization having authority to nominate the classified employees' appointee to the Commission, shall submit the name of the person it wishes to appoint to the Commission to fill the unexpired term. The Board shall appoint the nominee unless the classified employees voluntarily withdraw the name of the nominee and submit the name of a new nominee. In the latter case, the Board shall then appoint the new nominee.

(1) If the Board and the classified employees are unable to agree upon a nominee because the Board has made a legitimate claim as to the lack of mandated qualifications of the nominee or the classified employee organization has refused to submit a nominee within 30 days of notification of the vacancy, the State Community College Chancellor's Office shall, within thirty (30) days, make the necessary appointment.

(2) In the event that the classified employees of the District are represented by one or more recognized employee organizations, the employee organization which represents the largest number of the District's classified staff on August 15 of the year in which the classified employees' original appointment was made shall be the one authorized to submit the recommended appointment to the Governing Board for action as required by law and these Rules and Regulations.

(3) In the event that the classified employees have no exclusive representative, the governing board shall, by written rule, prescribe the method by which the recommendation is to be made by its, classified employees.

(4) In the event that the vacancy goes unfilled because of the classified employees' failure to agree upon a nominee, the Governing Board, upon the recommendation of the Director of Classified Personnel, may make an emergency appointment for hiring purposes only until such time as a permanent appointment can be made, but not to exceed sixty (60) days.

(c) THE COMMISSIONERS' APPOINTMENT: At the next Personnel Commission meeting after notification of the vacancy, the appointee of the Board of Trustees and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint to fill the vacancy. At the next regularly scheduled Personnel Commission meeting to be held after 30, days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations, and members of the Board of Trustees the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The candidate shall be invited to this meeting. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

(1) If the commissioners are unable to agree upon a joint appointment by September 30 (per EC 88066), the appointment to fill the unexpired term shall be made by the Chancellor of the California Community Colleges within 30 days.

REFERENCE: Education Code Sections 88065, 88066, 88068, 88080

- 2-4 EMERGENCY APPOINTMENT OF COMMISSIONERS: Notwithstanding these Rules, the Board of Trustees at the request of the Director of Classified Personnel shall declare that an emergency exists and shall make an interim appointment to fill a vacancy to insure the continuance of the hiring functions of the Personnel Commission. An interim appointment shall terminate on the date the notification of permanent appointment is received by the appointee.

(a) An interim appointee must meet the requirements of Section 88064 of the Education Code and Rule 2-1, and be free of the restrictions contained therein.

(b) An interim appointment in no event shall be valid for more than 60 calendar days.

REFERENCE: Education Code Sections 88064, 88068, 88080, 88081

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

REFERENCE: Education Code Sections 88080, 88081

- 2-6 QUORUM AND MAJORITY VOTE: Two members of the Commission shall constitute a quorum for any regular or special meeting of the Personnel Commission. The affirmative vote of at least two (2) members of the Commission is required to carry any motion or action.

- 2-7 COMPENSATION OF COMMISSION MEMBERS: The Board of Trustees may authorize payment to the members of the Personnel Commission at the rate of fifty dollars (\$50) per meeting, not to exceed two hundred-fifty dollars (\$250) per month. The Board of Trustees may authorize the members of the Commission to receive the same health insurance plans of the District as provided members of the Board of Trustees.

REFERENCE: Education Code Section 88070

- 2-8 EVENTS CAUSING VACANCY BEFORE EXPIRATION OF TERM: Personnel Commissioners shall be expected to attend all regular and special meetings of the Personnel Commission. If a member is unable to attend a scheduled meeting, the member shall contact the Director of Classified Personnel to inform the Commission of the expected absence. A member of the Personnel Commission shall be deemed to have vacated the seat of the Commission on the happening of any of the following events before the expiration of the prescribed term:

(a) The death of the commissioner.

(b) An adjudication pursuant to a quo warranto proceeding declaring that the commissioner is physically or mentally incapacitated due to disease, illness, or accident, and that there is reasonable cause to believe that the commissioner will not be able to perform the duties of the office for the remainder of the term.

(c) The commissioner's resignation.

- (d) The commissioner's removal from office by a court of competent jurisdiction.
- (e) The commissioner ceasing to meet all the legal requirements to continue to be a commissioner as outlined in Rule 2-1.
- (f) The commissioner's absence exceeding four (4) total regular meetings in a fiscal year, except when prevented by sickness, or excused absence.
- (g) The commissioner's conviction of a felony or of any offense involving a violation of the official duties of a commissioner as required by these Rules and/or the law. A commissioner shall be deemed to have been convicted under this Rule when trial court judgment is entered.
- (h) The decision of a competent tribunal declaring void the commissioner's appointment.
- (i) The commissioner's commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict. In this event, the office shall not be deemed vacant until the order of commitment has become final.

REFERENCE: 1. Government Code Sections 1060 et seq., 1750, 1770, 2. Penal Code Sections 1026, 1368 et seq.
2. Education Code Sections 88064, 88065, 88066, 88067

2-9 FILLING A VACATED POSITION: Upon a Personnel Commission position becoming vacant pursuant to Government Code 1770, the Commission shall be required to declare the position vacant pursuant to this Rule. The Commission, and the proposed declaration of vacancy must be listed as an action item on the official published agenda for said meeting. A copy of the agenda must be delivered in the usual and prescribed manner required by these Rules to the Commissioner being subjected to possible removal. The Commission shall solicit input from the Board of Trustees and the employee organization(s), if any, prior to the final decision. The Director of Classified Personnel shall initiate the necessary legal steps to fill the vacancy as mandated by the Education Code and these Rules and Regulations.

REFERENCE: 1. Government Code Sections 1060 et seq., 1750, 1770
2. Education Code Sections 88064, 88065, 88066, 88067

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

Presented to the Personnel Commission:

Date: June 16, 2015

SUBJECT: Consideration and Approval of Eligibility
 Lists

ENCLOSURES:
Eligibility Lists

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-19

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.

ASSOCIATE VICE CHANCELLOR, BUSINESS AND OPERATIONS

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Oral	Eligible
201500086	11	4	0	7	4

Oral Board Raters

George Railey, Interim President, Fresno City College
 Renena Smith, Assistant City Manager, City of Fresno
 Brian Speece, SCCC Retiree, District Operations

Advertisements

Websites:

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

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, Universities and Colleges in the United States.

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	0	1	2	0	0	1	4
Male	0	0	2	2	3	0	0	0	7
No Answer	0	0	0	0	0	0	0	0	0
Total	0	0	2	3	5	0	0	1	11

** Failed MQ: 3 Experience, 1 Incomplete (missing info or wrong attachment)



State Center Community College District



FRESNO CITY
COLLEGE

REEDLEY
COLLEGE

CLOVIS
CENTER

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CENTER

OAKHURST
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Announcing The Search For
**ASSOCIATE VICE CHANCELLOR
BUSINESS & OPERATIONS**

Application Deadline

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Salary Information

Classified Management Range 66

Starting Annual Salary

\$119,346.00—\$150,330.00

Apply Online

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ASSOCIATE VICE CHANCELLOR, BUSINESS & OPERATIONS

Definition

Under administrative direction of the Chancellor plans, organizes, staffs, controls and reports on Maintenance, Construction, Transportation, Grounds, Warehouse, Environmental Health & Safety, and Police Services throughout 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.

An Associate Vice Chancellor, Business & Operations is the executive responsible for all aspects of the District's Facilities Planning and Development Division including oversight of the capital construction program funded by bond measures and other sources, and technical direction of college facilities management activities.

Supervision Received

Administrative direction is received from the Chancellor.

Supervision Exercised

Direct supervision is exercised over Maintenance, Construction, Transportation, Grounds, Warehouse, Environmental Health & Safety, and Police Services and professional, technical, and clerical staff assigned to the District Operations Department.

Essential Job Functions

- Develops and implements policies and procedures relating to the operations of Maintenance, Construction, Transportation, Grounds, Environmental Health & Safety, Warehousing, and Police Services.
- Coordinates engineering, design, bidding, construction, inspection, testing and contract administration for facilities
- Develops facility needs and long range capital plans for all facilities and capital projects.
- Facilitates training for maintenance, grounds, transportation and police personnel.
- Coordinates the maintenance and repair of buildings and grounds.
- Coordinates the development of plans and specifications and reviews bid results.
- Develops the five year scheduled maintenance, capital project, and minor construction plans for the District.
- Ensures a systematic District wide program of preventive maintenance is sustained.
- Directs the planning, development, organization, implementation, monitoring and management of the District's environmental health and safety programs.
- Analyzes District heating, cooling, power and lighting, water and sewage, natural gas and energy systems for efficient and economical operation.
- Maintains records and prepares reports as required
- Develops budget proposals and monitors expenditures for District Operations.

- Coordinates the supervision and inspection of the construction, renovation, and/or installation of District facilities and capital projects .
- Coordinates with campus administration and identified committees to determine facility needs throughout the District.
- Coordinates the preparation of funding submittals and implements Federal, State and Local funded facilities projects
- Serves as district liaison with college administration and staff, the State Architect and the State Chancellor's Offices regarding facilities related matters.
- Coordinates the preparation of plans and bid specifications for District facilities construction and renovation.
- Ensures compliance with state and local building code requirements.
- Reviews and recommends capital project scope and cost estimates.
- Facilitates the selection of design professionals and consultants related to facilities.
- Reviews change orders, testing reports and construction schedules.
- Coordinates inspections, lab testing services and final acceptance of projects.
- Performs other duties as required.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Graduation from an accredited four-year college or university with a major in civil engineering, architecture, construction management, or a closely related field and three (3) years or more of responsible management level experience in facilities management (i.e. planning, construction, and maintenance). Master's degree preferred in engineering or related field.

Licenses & Certificates

Valid Driver's License

California Professional Engineer's license preferred

Knowledge of:

- Budget preparation and control.
- Engineering, design, bidding, construction, inspection, testing and contract administration for facilities.
- Maintenance and repair of buildings and grounds.
- Development of plans, specifications and public works bidding process.
- Supervision and inspection of the construction, renovation, and/or installation of District facilities and capital projects.
- Change orders, testing reports and construction schedules.
- Inspection, lab testing services and final acceptance of projects.
- Principles and practices of supervision, training, and management.
- Record keeping and report preparation techniques to ensure information is accurately presented.

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

Skill to:

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

Ability to:

- Chair meetings, lead discussions, and elicit individual and group cooperation.
- Promote workplace diversity and a positive work environment.
- Establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
- Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
- Prepare and monitor a budget in order to track department expenses.
- Learn the California Code of Regulations Title V and VIII, California Education Code, Merit System Rules, Americans with Disabilities Act regulations, Board Policies, Administrative Regulations and collective bargaining agreements in order to communicate information.
- Learn district/public agency salary and benefit structure and personnel procedures.

- Maintain confidentiality of sensitive information and records.
- Supervise, train, and evaluate personnel.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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

Physical Demands

While performing the duties of this class, employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms; and climb, balance, stoop, kneel or crawl. Specific vision abilities required by this job include close and distance vision and the use of both eyes for a clear field of vision. 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 Board members, all levels of District management, other governmental officials, contractors, vendors, employees, the public and others encountered in the course of work.

Work Conditions

The work conditions characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; work inside protected from the weather; work outside exposed to the weather and varying temperatures; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

Recruitment (Examination) Process

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of a Supplemental Questionnaire Competitive Rating Form to evaluate your education, training and experience relative to the required knowledge and abilities for the position. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Your responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include an oral interview (100% weight).

Only the 10 highest scoring applicants, plus ties, achieving a passing score on the Supplemental Questionnaire Competitive Rating Form will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

**ORAL BOARD INTERVIEW
TENTATIVELY SCHEDULED FOR
WEDNESDAY, MAY 20, 2015**

To move forward in the selection process, you must complete an online application through our web site at <http://agency.governmentjobs.com/scccd> Please attach a copy of your degree or transcripts (including when degree was awarded) or your application will be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

**State Center Community College District
Personnel Commission Office**
1525 E. Weldon Avenue
Fresno, CA 93704
(559) 244-0720
jobs@scccd.edu
www.scccd.edu

JOB DEVELOPER

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500056	109	45	39	25	12	11

Oral Board/Performance Raters

Jim Reed, General Manager, Ryerson, Inc.
 Mary Beth Wynn, Job Developer, Fresno City College
 Rob Weil, Sales and Marketing Coordinator, Training Institute
 Isabel Barreras, Human Resources Specialist, Madera Unified

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	6	2	11	23	23	3	0	2	70
Male	4	1	7	11	10	1	0	2	35
No Answer	0	0	0	1	1	0	0	2	4
Total	10	3	18	35	34	4	0	6	109

**** Failed MQ: 41 Experience; 4 – Incomplete application**



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

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

JOB DEVELOPER

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

The current vacancy is at Reedley College

- Definition:** Under direction interviews, selects, and refers college students to employers for full-time, part-time, and temporary employment.
- Compensation:** Starts at \$4,588.67 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$26.47 with limited benefits.
- 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.
- Required 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.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (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 25 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 10 highest scoring candidates, plus ties, from the competency exam will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.
- TESTING TENTATIVELY SCHEDULED FOR THURSDAY, MAY 14, 2015.**
- To move forward in the selection process, you must complete an online application through this website. Please attach to your application a copy of your degree or transcripts (including when degree was awarded) or your application may be considered incomplete. **Resumes may also be uploaded but cannot be used in lieu of a completed application.**
- Filing Deadline:** **THURSDAY, MAY 7, 2015, 4:30 PM.**
Posted: 04/16/15
- Pay Range: Regular Classified Range 62

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.

HUMAN RESOURCES TECHNICIAN - CONFIDENTIAL

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500085	40	19	0	21	10	9

Oral Board Raters

Victoria Roth, Director of Classified Personnel, Sanger Unified School District
 Mary Siegl, Human Resources Technician II, Madera Unified School District
 Melissa Souaykoumane, Human Resources Technician – Confidential, SCCC

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	3	0	2	10	8	3	0	1	27
Male	0	0	2	5	2	2	0	1	12
No Answer	0	0	0	0	0	0	0	1	1
Total	3	0	4	15	10	5	0	3	40

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



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

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

HUMAN RESOURCES TECHNICIAN - CONFIDENTIAL

The eligibility list will be used to fill positions in this classification for at least one year.

The current vacancy is at the District Office.

- Definition:** Under direction provides assistance in support of the district's human resources department for classified and academic employees related to recruitment and selection, employee records maintenance, and processing of personnel transactions for new and current employees.
- Compensation:** Starts at \$3,755.42 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$21.67 with limited benefits.
- Examples of Duties:** Performs a wide variety of complex duties including but not limited to:
- Process paperwork for newly hired employees including conducting new hire orientation, ensure completion of pre-employment requirements and documents, determine salary placement and calculate salary, enter data into the human resources information system (HRIS), processes personnel transactions, create personnel files, and create employment reports.
 - Assist with the recruitment and selection process of faculty and educational administrators, utilize applicant tracking system, screen applications for minimum qualifications, and answer questions from applicants, staff, and the public.
 - Perform a variety of specialized technical work for the human resources department such as preparing application materials, preparing new hire packets with the appropriate new hire information including forms and pamphlets required by law.
 - Process employee status changes and ensure compliance with board policies, administrative regulations, and other laws, rules, and regulations.
 - Assist in preparing agenda items summarizing employee transactions and status changes to the board of trustees for approval.
 - Provide the payroll department with a variety of information and documentation required to pay employees and ensure that all personnel transactions are processed properly and in a timely manner.
 - Assist in the coordination of the annual employee recognition award ceremonies which includes verifying and ordering inventory, work with campus contacts to verify employee data and to ensure deadlines are met, prepare retiree list and employment histories, update and make corrections to list of employees with milestone anniversaries, present awards, and generate ending inventory report.
 - Assist with the processing of leave requests, prepare and mail correspondence, complete various forms required by state and federal law, request medical certification forms as necessary to verify eligibility, determine if absences will be applied to the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Pregnancy Disability Leave Act (PDL), track absences, and notify employee when leaves have been exhausted.
 - Maintain employee evaluation schedule, update database and records, produce and distribute reminders and evaluation forms, and ensure compliance with the collective bargaining agreement, personnel commission rules, board policies, administrative regulations, and other applicable laws.
 - Prepare, reconcile, audit, and approve fingerprint billing and tracking components.
 - Provide information to employees on the fingerprinting process, including costs and approved sites, track process through final clearance through the applicable government agency, inform management of disqualifying or questionable offenses for review and direction, and maintain strict confidentiality of records.
 - Maintain and track records of required tuberculosis (TB) testing, notify employees of expired results, provides information on student health services hours, and notify management of noncompliant employees.
 - Maintain and track completion of employee injury and illness prevention program (IIPP) training for district employees.

- Review, research, and process unemployment claims and submit new hire report to the Employment Development department (EDD).
- Participate in the collective bargaining process which includes providing technical support, make recommendations on contract language, take notes and updates and distribute contract upon completion.
- Collect compensation data and conduct salary and benefit surveys, and participate in surveys from various colleges, governmental agencies, unions and other organizations.
- Enter and retrieve data from computer system, research and organize information to produce technical reports in compliance with applicable laws and district procedures, and submit information to governmental agencies.
- Assist with position control and provide quality control of data entered into the human resources information system; verifies data input from campus locations are in compliance with district procedures and other applicable regulatory provisions.
- Ensure that district human resources website remains up to date.
- Review and process applications or requests for salary advancement or professional growth in compliance with collective bargaining agreements and research eligibility for step and longevity increases.
- Communicate with applicants, employees, supervisors, and administrators concerning human resources policies, procedures, collective bargaining agreements, personnel commission rules, and state and federal laws.
- Provide information on salaries, credentials, and district procedures to job applicants, employees, and administrators for academic recruitments.
- Attend various meetings to represent the human resources department.
- Develop, implement, and revise policies, procedures, and operational guidelines to improve processes.
- Maintain official employee records and files for district employees, and research employment histories to create seniority lists and orders of layoff, resolve problems, and to respond to inquiries.
- Attend seminars, conference, and workshops to enhance and maintain knowledge of state and federal regulations affecting human resources.
- Assist management with special projects as directed.
- Performs other duties as assigned.

Required Employment Standards:

Education:

Any combination equivalent to: Completion of six college units in personnel or human resources management and technical human resources experience (1 year or more) in recruitment, selection, processing of new employees and complex records management systems in a personnel/human resources office.

Licenses/Certificates:

Valid Driver's License is required.

Knowledge:

- Basic knowledge of principles and practices of recruitment and selection.
- Basic knowledge of federal, state, and local laws and regulations such as EEO, ADA, FLSA, California Education and others that relate to employment law.
- Knowledge of district procedures, rules and regulations concerning academic contract personnel.
- Knowledge of the Federal Uniform Guidelines on Employment Selection Procedures.
- Knowledge of record keeping and report preparation techniques to ensure information is accurately presented.
- Knowledge of math including addition, subtraction, multiplication, and division.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skills:

- Skill to conduct academic recruitments and develop materials needed by the department.
- Skill to utilize human resources information systems (HRIS) and query tools to extract data from databases for interpreting and communicating recruitment and selection data.
- Skill to conduct basic research and prepare reports as required by the department.
- 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.

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

Required Employment Standards (cont'd):

- 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, & 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 assist in the recruitment and selection of academic employees.
- Ability to 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.
- 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 Title VII, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and bargaining unit contracts in order to communicate information.
- Ability to learn district/public agency salary and benefit structure and personnel procedures.
- Ability to learn the applicant tracking software in use by the District.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to receive and follow instructions.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

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

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

- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)

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Required Employment Standards (cont'd):

- 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:

- Will be 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.
- Work under pressure of constant deadlines with frequent interruptions.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Work with sensitive and confidential information.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

Examination Process:

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

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

COMPETENCY TESTING TENTATIVELY SCHEDULED FOR THURSDAY, MAY 28, 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 transcripts (showing 6 units in personnel or human resources management) or copy of degree in these fields or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

Filing Deadline:

4:30 p.m., Monday, May 11, 2015.
Posted: 4/20/15

Pay Range: Confidential Range 51

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

Presented to the Personnel Commission:

Date: June 16, 2015

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

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

REASON FOR PERSONNEL COMMISSION CONSIDERATION: Action

ITEM NO: 15-20

Background:

At the June 2, 2015 regular meeting, the Board of Trustees was presented with the duties of new positions at various locations. Personnel Commission rules 3-1 thru 3-4, 3-7 thru 3-9, 3-12, and 3-13 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into established classifications, recommend a new classification or exempt the new position duties from the classified service.

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

- a. Educational Advisor, Reedley College
- b. Human Resources Analyst PPT, (6 Month Limited-Term), District Office
- c. Human Resources Technician, (6 Month Limited-Term), District Office
- d. Office Assistant III (6 Month Limited-Term), District Office
- e. Seasonal Student Advisor, Clovis Community College Center
- f. Seasonal Student Advisor, Clovis Community College Center

Recommendation:

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

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

PRESENTED TO BOARD OF TRUSTEES

DATE: June 2, 2015

SUBJECT: Consideration to Approve New Position with
Proposed Title of Educational Advisor,
Reedley College

ITEM NO. 15-34HR

EXHIBIT: None

Background:

With the vacancy of the Extended Opportunity Program and Services (EOPS) Assistant position #3152 at Reedley College, a review was conducted by administration to assess the duties and requirements of the position.

Administration is proposing to leave the EOPS Assistant vacant at this time and is recommending a new position of Educational Advisor be added. The duties of the EOPS Assistant position are more limiting in scope than those of the Educational Advisor. The Educational Advisor can have advising contacts with students and can assist students in course selection and recording of their Student Education Plans (SEP). Other duties include assisting students with enrollment, registration, retention activities, and recruitment and outreach activities. The new position of Educational Advisor will better serve the needs of the students in the EOPS program and meet the EOPS program goals and objectives.

Recommendation:

It is recommended the Board of Trustees approve the new position with a proposed title of Educational Advisor, Reedley College.

STATE CENTER COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADVISOR

DEFINITION

Under direction performs work related to the recruitment, orientation, and advising of current and prospective students.

DISTINGUISHING CHARACTERISTICS

This classification performs duties in accordance with general instructions or established procedures. This classification may require some lead responsibilities. This position differs from higher levels by the responsibility for specific activities, direction received and decision making.

EXAMPLES OF DUTIES

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

EMPLOYMENT STANDARDS

Education: Bachelor's degree.

Experience: Experience working with various types of student support services, school relations, and transfer information.

Knowledge and Abilities: Knowledge of college and community resources to assist students; guidance procedures; college regulations; student transcripts and Privacy Act; functions of student services; community organizations, public and private agencies; curriculum and the college catalog; course prerequisites and general education requirements; advising and interviewing techniques. Skill to prepare for and make presentations; aid in the development of services for college and prospective students; develop and maintain records; and work in a team to provide services to students. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to enter and retrieve data from computer system in appropriate format; receive and follow instructions and appropriately interact with students, parents, staff, faculty and the public; assign and review the work of other employees and students assigned to the department, learn and apply college and district policies and procedures.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: June 2, 2015

SUBJECT: Consideration to Approve Six-Month Limited
Term Position with Proposed Title of Human
Resources Analyst, District Office

ITEM NO. 15-35HR

EXHIBIT: None

Background:

At the May 5, 2015, Board meeting, the Board of Trustees approved a decision package for the 2015-2016 fiscal year that contained a proposal for a one-year project intended to improve the efficiency of the current full classification study. The decision package contains a 19-hour per week, one-year limited term lottery-funded Human Resources Analyst. However, the Education Code only allows for the assignment of limited term positions for six months at a time; therefore, at this time the request is for a six month position.

This position will review approximately 140 classification questionnaires and write duties for the classification specifications. The process is labor and time intensive as it involves analyzing the information obtained from the managers, employees and Personnel Commission staff; following up with managers to ensure review of questionnaires; organizing meetings with District administration, management, human resources, employees and the Personnel Commission; obtaining job descriptions from other community colleges and agencies in the Central Valley; comparing/analyzing the duties, knowledge, skills and abilities to current District classifications, and conducting salary surveys.

Recommendation:

It is recommended the Board of Trustees approve the six-month limited term position with a proposed title of Human Resources Analyst, District Office.

STATE CENTER COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES ANALYST

DEFINITION

Under direction provides high level professional personnel work related to recruitment and selection, classification of positions, personnel policies, rules, and procedures, equal employment opportunity programs and services, and research and analysis on personnel projects for the Personnel Commission and Human Resources Departments.

DISTINGUISHING CHARACTERISTICS

This classification performs very difficult and complex analytical duties including, but not limited to, interpreting state and federal law, the education code, and collective bargaining unit provisions. Incumbents are expected to perform these functions in an accurate manner under specific deadlines. This position differs from other positions by the duties to research and assist the Director in making recommendations which are reviewed by District Administration and bargaining units. Incumbents have a greater variety and amount of public contact, a higher degree of responsibility, require a high level of expertise in the subject area, and lead responsibility. This position differs from lower levels due to the complexity of problem-solving.

EXAMPLES OF DUTIES

- Conducts organizational and classification studies and audits in order to determine comparability of duties, responsibilities and conditions of work performed for public and private employers.
- Analyzes job descriptions for positions in the classified service and prepares changes in job descriptions for presentation to the personnel commission.
- Conducts salary surveys and makes recommendations for appropriate placement of positions on salary schedule.
- Prepares recommendations for classification and reclassification.
- Analyzes working out of class requests for human resources and makes a recommendation to the associate vice chancellor of human resources or his/her designee.
- Explains and interprets merit system rules, education code provisions, and other pertinent laws and regulations to supervisors, employees, applicants, and the general public.
- Assists in the implementation and monitoring of equal employment opportunity compliance policies and programs.
- Confers with administrators, employees, employee organization representatives, and community representatives regarding classification, recruitment examinations, compensation, and rules.
- Confers with department heads and technical experts about the selection, development, preparation, and evaluation of materials for examinations ensuring validation of content.
- Assists the director of classified personnel with the administration of recruitment plans and examinations.
- Devises and develops testing methods of required competencies or knowledge, skills, and abilities in order to establish test standards.
- Uses automated applicant tracking/exam scoring/statistical analysis/HRIS software to conduct analysis of exam results such as, pass point analysis, item analysis, applicant flow analysis, univariate statistics, and inter-rater reliability.
- Meets and explains test results to employees and applicants regarding individual test results.
- Assists in the development and maintenance of a recruiting plan and calendar.
- Oversees oral board selection process.
- Participates in initial examination protest procedures and provides a report to director of classified personnel.
- Prepares eligibility list for personnel commission approval and certification.
- Monitors office workflow in order to prioritize workload as appropriate, improves efficiency and remains flexible in adapting to changing priorities.
- Develops or assists in the development and maintenance of internal operating guidelines.
- Assists with the development and implementation of various employee training programs.

- Assists in developing computer related programs, databases, spreadsheets and maintains a computerized data base for applicant tracking and reporting purposes.
- Monitors personnel commission budget and expenditures.
- May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education

Graduation from an accredited four-year college or university with a major in business administration, human resources, public administration, or industrial relations or a closely related field with coursework in statistics.

Experience

Increasingly responsible technical and analytical personnel experience in at least two or more of the following areas: position classification, wage and salary administration, recruitment and selection, staff development or training. Public personnel work is desirable.

Education and Experience

A combination of education and experience may be considered.

Licenses/Certificates

Valid Driver's License is required.

Knowledge

- Advanced knowledge of methods used in the development and administration of position classification and compensation plans and Personnel Commission/Human Resources assessment techniques.
- Advanced knowledge of math including statistics, addition, subtraction, multiplication, and division.
- Knowledge of principles and practices of recruitment and selection for Merit/Civil Service agencies to include test construction, analysis and evaluation of recruitment plans.
- Knowledge of methods used in collecting and comparing salary data, benefit information, and internal and external market influences affecting wage determination in order to make classification and salary recommendations.
- Knowledge of federal, state, and local laws and regulations such as EEO, ADA, Title VII, FLSA, DFEH, California Education and others that relate to employment law.
- Knowledge of methods and strategies used in test validation, statistical analysis and prediction of recruitment exams.
- Knowledge of the Federal Uniform Guidelines on Employment Selection Procedures.
- Knowledge of bargaining agreements and union contract interpretation.
- Knowledge of record keeping and comprehensive report preparation techniques to ensure information is accurately presented to the Personnel Commission/Board of Trustees.
- Knowledge of staff development approaches used in the creation of staff professional training programs.
- 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 conduct and analyze classification studies, recruitment plans, staff development materials and/or other analysis needed by the department.

- Skill and ability to analyze a variety of administrative problems to make sound policy and procedural recommendations for their solutions.
- Skill to utilize human resources information systems (HRIS) and query tools to extract data from databases for interpreting and communicating recruitment and selection data.
- Skill to conduct research and ability to analyze data and prepare reports such as those classification study recommendations or those required by Personnel Commission/Board of Trustees.
- Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge regarding Personnel Commission/Human Resources information.
- 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, 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, explain, and apply procedures and regulations pertaining to a Merit System District.
- Ability to accept and carry out responsibility for direction, control and planning of department needs.
- Ability to assist in preparing and monitoring the department budget.
- 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 learn district/public agency salary and benefit structure and personnel procedures.
- Ability to learn the applicant tracking software in use by the District and become a power user.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to assign, monitor, and/or review the work of others.
- 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 25 lbs.

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

- Muscular effort (or strength) needed to lift, push, pull or carry an object. (Muscular Tension)
- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. (Flexibility)
- Coordinated movements of the arms, legs and torso while the whole body is in motion. (Whole Body Coordination)
- Keep balanced and stay upright when in an unstable position. (Whole Body Equilibrium)
- Coordination of two or more limbs (arms and legs) while seated or standing in one place. (Multi-Limb Coordination)
- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)

- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- Part of vision that occurs outside the very center of gaze allowing the individual to see objects, movement or sharp contrasts toward the edges of the visual field. (Peripheral Vision)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)
- Tell from what direction a sound is coming from. (Sound Localization)

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

- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
- Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
- Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
- Come up with a number of ideas about a topic. (Fluency of Ideas)
- Generate or use different sets of rules for combining or grouping things in different ways. (Category Flexibility)
- Focus on a single source of sound in the presence of other distracting sounds. (Auditory Attention)
- 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 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.

Section Human Resources/Personnel Commission
Personnel Commission Approved: June 28, 2006
Board of Trustees Approved: June 27, 2006
Revised by PC: September 18, 2012
Duties Revised by BOT: September 4, 2012
Salary Negotiated: June 29th, 2006
Salary Range: 64

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

PRESENTED TO BOARD OF TRUSTEES

DATE: June 2, 2015

SUBJECT: Consideration to Approve Six-Month Limited
Term Position with Proposed Title of Human
Resources Technician, District Office

ITEM NO. 15-36HR

EXHIBIT: None

Background:

At the May 5, 2015, board meeting, the Board of Trustees approved a decision package for the 2015-2016 fiscal year that contained a proposal for a one-year pilot program wherein the part-time academic recruitment will be centralized at the District Office. Historically the hiring of part-time faculty has been the responsibility of the campus departments who have done the recruiting, collecting of applications and related documents, and minimum qualifications paper screening of all part-time faculty applications. Centralizing these functions became an option when HR purchased PeopleAdmin, a software program. This software and changes in internal processes will provide the campuses with a sufficient number of high-quality part-time faculty to meet the increased student growth needs of the District. The Education Code only allows for the assignment of limited term positions for six months at a time; therefore, at this time the request is for a six month position.

Recommendation:

It is recommended the Board of Trustees approve the six-month limited term position with a proposed title of Human Resources Technician, District Office.

STATE CENTER COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES TECHNICIAN - CONFIDENTIAL

DEFINITION

Under direction provides assistance in support of the district's human resources department for classified and academic employees related to recruitment and selection, employee records maintenance, and processing of personnel transactions for new and current employees.

DISTINGUISHING CHARACTERISTICS

This classification performs complex duties in accordance with general direction and standards. This classification differs from others in that incumbents have a greater variety and amount of public contact, a higher degree of responsibility and have access to or possess information relating to the District's employer-employee relations, making this position "Confidential". This position differs from higher levels in the complexity of the problem solving responsibilities.

EXAMPLES OF DUTIES

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

- Process paperwork for newly hired employees including conducting new hire orientation, ensure completion of pre-employment requirements and documents, determine salary placement and calculate salary, enter data into the human resources information system (HRIS), processes personnel transactions, create personnel files, and create employment reports.
- Assist with the recruitment and selection process of faculty and educational administrators, utilize applicant tracking system, screen applications for minimum qualifications, and answer questions from applicants, staff, and the public.
- Perform a variety of specialized technical work for the human resources department such as preparing application materials, preparing new hire packets with the appropriate new hire information including forms and pamphlets required by law.
- Process employee status changes and ensure compliance with board policies, administrative regulations, and other laws, rules, and regulations.
- Assist in preparing agenda items summarizing employee transactions and status changes to the board of trustees for approval.
- Provide the payroll department with a variety of information and documentation required to pay employees and ensure that all personnel transactions are processed properly and in a timely manner.
- Assist in the coordination of the annual employee recognition award ceremonies which includes verifying and ordering inventory, work with campus contacts to verify employee data and to ensure deadlines are met, prepare retiree list and employment histories, update and make corrections to list of employees with milestone anniversaries, present awards, and generate ending inventory report.
- Assist with the processing of leave requests, prepare and mail correspondence, complete various forms required by state and federal law, request medical certification forms as necessary to verify eligibility, determine if absences will be applied to the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Pregnancy Disability Leave Act (PDL), track absences, and notify employee when leaves have been exhausted.
- Maintain employee evaluation schedule, update database and records, produce and distribute reminders and evaluation forms, and ensure compliance with the collective bargaining agreement, personnel commission rules, board policies, administrative regulations, and other applicable laws.
- Prepare, reconcile, audit, and approve fingerprint billing and tracking components.
- Provide information to employees on the fingerprinting process, including costs and approved sites, track process through final clearance through the applicable government agency, inform management of disqualifying or questionable offenses for review and direction, and maintain strict confidentiality of records.

- Maintain and track records of required tuberculosis (TB) testing, notify employees of expired results, provides information on student health services hours, and notify management of noncompliant employees.
- Maintain and track completion of employee injury and illness prevention program (IIPP) training for district employees.
- Review, research, and process unemployment claims and submit new hire report to the Employment Development department (EDD).
- Participate in the collective bargaining process which includes providing technical support, make recommendations on contract language, take notes and updates and distribute contract upon completion.
- Collect compensation data and conduct salary and benefit surveys, and participate in surveys from various colleges, governmental agencies, unions and other organizations.
- Enter and retrieve data from computer system, research and organize information to produce technical reports in compliance with applicable laws and district procedures, and submit information to governmental agencies.
- Assist with position control and provide quality control of data entered into the human resources information system; verifies data input from campus locations are in compliance with district procedures and other applicable regulatory provisions.
- Ensure that district human resources website remains up to date.
- Review and process applications or requests for salary advancement or professional growth in compliance with collective bargaining agreements and research eligibility for step and longevity increases.
- Communicate with applicants, employees, supervisors, and administrators concerning human resources policies, procedures, collective bargaining agreements, personnel commission rules, and state and federal laws.
- Provide information on salaries, credentials, and district procedures to job applicants, employees, and administrators for academic recruitments.
- Attend various meetings to represent the human resources department.
- Develop, implement, and revise policies, procedures, and operational guidelines to improve processes.
- Maintain official employee records and files for district employees, and research employment histories to create seniority lists and orders of layoff, resolve problems, and to respond to inquiries.
- Attend seminars, conference, and workshops to enhance and maintain knowledge of state and federal regulations affecting human resources.
- Assist management with special projects as directed.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Education:

Any combination equivalent to: Completion of six college units in personnel or human resources management and Technical human resources experience (1 year or more) in recruitment, selection, processing of new employees and complex records management systems in a personnel/human resources office.

Licenses/Certificates:

Valid Driver's License is required.

Knowledge:

- Basic knowledge of principles and practices of recruitment and selection.
- Basic knowledge of federal, state, and local laws and regulations such as EEO, ADA, FLSA, California Education and others that relate to employment law.
- Knowledge of district procedures, rules and regulations concerning academic contract personnel.
- Knowledge of the Federal Uniform Guidelines on Employment Selection Procedures.
- Knowledge of record keeping and report preparation techniques to ensure information is accurately presented.

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

Skills:

- Skill to conduct academic recruitments and develop materials needed by the department.
- Skill to utilize human resources information systems (HRIS) and query tools to extract data from databases for interpreting and communicating recruitment and selection data.
- Skill to conduct basic research and prepare reports as required by the department.
- 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 assist in the recruitment and selection of academic employees.
- Ability to 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.
- 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 Title VII, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and bargaining unit contracts in order to communicate information.
- Ability to learn district/public agency salary and benefit structure and personnel procedures.
- Ability to learn the applicant tracking software in use by the District.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to receive and follow instructions.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

- Muscular effort (or strength) needed to lift, push, pull or carry an object. (Muscular Tension)
- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. (Flexibility)

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

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

- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
- Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
- Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
- Come up with a number of ideas about a topic. (Fluency of Ideas)
- Generate or use different sets of rules for combining or grouping things in different ways. (Category Flexibility)
- Focus on a single source of sound in the presence of other distracting sounds. (Auditory Attention)
- 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 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.

Section 18 Page 12

Approved: May 17, 2004

Title Change approved by PC: March 11, 2008

Salary Range: 51

Revised by PC August 20, 2013

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

PRESENTED TO BOARD OF TRUSTEES

DATE: June 2, 2015

SUBJECT: Consideration to Approve Six-Month Limited ITEM NO. 15-32HR
 Term Position with Proposed Title of Office
 Assistant III, District Office

EXHIBIT: None

Background:

The District recently received a Career and Technical Education (CTE) Transitions grant through the Carl D. Perkins Career and Technical Education Improvement Act of 2006. CTE Transitions focuses on five objectives: Outreach/career exploration, articulation, concurrent enrollment, credit by exam, and work-based learning. CTE Transitions requires designated community colleges to fund activities related to CTE Transition objectives with the goal of helping CTE students transition from secondary to postsecondary education and into the world of work.

The six-month limited term Office Assistant III position will provide clerical support for achieving the five objectives. This position will be funded through the CTE allocation from the State and housed in the Educational Services and Institutional Effectiveness Department.

Recommendation:

It is recommended the Board of Trustees approve the six-month limited term position with a proposed title of Office Assistant III, District Office.

STATE CENTER COMMUNITY COLLEGE DISTRICT
OFFICE ASSISTANT III

DEFINITION

Under general direction performs a variety of difficult and specialized clerical duties and records maintenance functions.

DISTINGUISHING CHARACTERISTICS

This classification performs complex clerical duties in accordance with general instructions or established office procedures. This is a senior level position that differs from lower levels in the series by the complexity and on going nature of the assignments. This position may involve lead responsibilities.

EXAMPLES OF DUTIES

Performs a wide variety of clerical work, including typing, filing, records maintenance, use of computer to input and retrieve data to produce reports, scheduling and canceling appointments and meetings, composing correspondence, maintaining supplies inventory, providing information to other staff and public. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Assist in the development of forms, office procedures and promotional brochures. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: Considerable, responsible clerical work experience in a records management environment.

Knowledge and Abilities: Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain workflow. 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. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others.

Section 1 Page 1
Approved: April 15, 1991
Salary Range: 48
Revised by PC August 21, 2012

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

PRESENTED TO BOARD OF TRUSTEES

DATE: June 2, 2015

SUBJECT: Consideration to Approve Two New Positions
with Proposed Title of Seasonal Student
Advisor, Clovis Community College Center

ITEM NO. 15-39HR

EXHIBIT: None

Background:

Clovis Community College Center is recommending the addition of two Seasonal Student Advisor positions in order to meet the needs of the students and for staffing consistency across the District. These positions will assist with outreach to high school students and the community, as well as retention and completion support for current students. These positions were identified as high priority in the Clovis Community College Center Human Resources Staffing Plan prioritization process. The positions will be 100% funded from the Student Success and Support Program (SSSP).

Recommendation:

It is recommended the Board of Trustees approve two new positions with a proposed title of Seasonal Student Advisor, Clovis Community College Center.

STATE CENTER COMMUNITY COLLEGE DISTRICT
SEASONAL STUDENT ADVISOR

DEFINITION

Under direction performs work related to the recruitment, orientation, and advising of current and prospective students.

DISTINGUISHING CHARACTERISTICS

This classification performs duties in accordance with general instructions or established procedures. This classification may require some lead responsibilities. This position works on a seasonal basis in the recruitment and registration of students.

EXAMPLES OF DUTIES

Performs a variety of duties including, but not limited to: conducting group presentations as well as individual sessions with students and parents regarding admissions, course selection, registration, and completion of forms and other procedures. Guides students in course selection and recording their student educational plan; assisting with recruitment, retention and community outreach projects including identifying prospective students, contacting students and the public, and assisting at orientations and registration. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education

Bachelor's degree.

Experience

Experience working with various types of student support services, student recruitment and transfer information.

Licenses/Certificates

A valid driver's license is required.

Knowledge:

- Knowledge of college and community resources to assist students.
- Knowledge of student advising procedures, college regulations, student transcripts and Privacy Act.
- Knowledge of student services functions and student referral procedures.
- Knowledge of curriculum, course catalog, course prerequisites and general education requirements.
- Knowledge of Federal, state and local laws, rules and regulations governing confidentiality of student records.
- Knowledge of simple recordkeeping techniques and general office practices and procedures.
- Knowledge of math including addition, subtraction, multiplication, and division.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skills:

- Skill to organize materials and events and be timely in their presentation.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.

- Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and department schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

Abilities:

- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Ability to interpret and apply college and district policies and procedures.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to assign, monitor and review the work of others.
- Ability to receive and follow instructions.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to stand for long periods of time at a counter responding to inquiries.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

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

- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)
- Tell from what direction a sound is coming from. (Sound Localization)

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

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

Working conditions which may occur:

- Will be required to travel to locations other than assigned site.
- Schedule changes may frequently occur based on business needs.
- Work inside protected from the weather.
- Work outside exposed to the weather and varying temperatures.
- 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.

Section 9 Page 22
 Approved by BOT: October 7, 2008
 Approved by PC: October 28, 2008
 Revised by PC: January 21, 2014
 Salary Negotiated: January 29, 2009
 Salary Range: 52

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: June 16, 2015

SUBJECT: Consideration and Approval to Classify New
Position Duties in the Classified Service and
Establish New Job Classification
Specification

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

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-21

Background:

At the June 2, 2015 regular meeting, the Board of Trustees was presented with the duties of a new position at the District Office with the proposed title of Financial Aid Systems Analyst. Personnel Commission rules 3-1 thru 3-4, 3-7 thru 3-9, 3-12, and 3-13 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

The item presented to the Board of Trustees and related documentation is attached for the Commissioners review. The item describes the duties that will be performed by the new position.

Recommendation:

It is recommended the Personnel Commission classify the duties of the new position in the classified service and a new classification specification be created with the proposed title of Financial Aid Systems Analyst.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: June 2, 2015

SUBJECT: Consideration to Approve New Classification Specification and Position with Proposed Title of Financial Aid Systems Analyst, District Office

ITEM NO. 15-33HR

EXHIBIT: None

Background:

Administration is requesting a new position with a proposed title of Financial Aid Systems Analyst be added to the districtwide financial aid division which reports to the Associate Vice Chancellor, Enrollment Management, Admissions, Records and Information Services. This position will facilitate centralization of processes and districtwide support to all financial aid departments. The position will be funded from the colleges' categorical Board Financial Assistance program (BFAP) funds provided by the state. Funding will be based on the percentage of Board of Governor's or Pell grant students at each college.

According to Education Code Section 88009 the Board of Trustees shall fix and prescribe the duties to be performed by all persons in the classified service. Following the Board of Trustees' approval of the duties, the Director of Classified Personnel, in accordance with Education Code Section 88095, will recommend minimum qualifications, along with the knowledge, skills and abilities required for this position, to the Personnel Commission for their approval.

Example of Duties:

1. Performs advanced level duties in systems analysis, evaluation, design, development, testing, implementation, documentation, research, data compilation, data analysis, and preparation of reports and makes recommendations districtwide.
2. In coordination with management, conducts ongoing training in both computer systems and operational business procedures related to financial aid and ensures training materials are maintained and updated.
3. Provides guidance to end users on application use and operating parameters, including assistance in updating and maintaining system data.
4. Provides functional expertise, serves as technical support, and troubleshoots and resolves problems related to the financial aid system.

Agenda

Consent

Item No. 15-33HR

Page 2

5. Analyzes, supports and manages the student financial aid enterprise applications with data and system conversion, production, test environments, ongoing development, upgrades, and enhancements.
6. Works with other functional leads on developing processes and procedures to test and validate updates, patches and fixes.
7. Develops functional specifications and test plans and scripts for testing changes across all impacted areas.
8. Assists management in planning and coordinating operations to meet established goals and objectives, establishes timelines for processes and participates in forecasting business needs as it relates to College, State, and/or Federal policies and procedures.
9. Works closely with management and attends districtwide and college financial aid meetings.
10. Develops districtwide processes and reports for student financial aid services such as Student Academic Progress (SAP), Institutional Student Information Record (ISIRs) imports, auto packaging Board of Governors (BOG) fee waivers, District's Financial Aid Management Information Systems (MIS) report, award year setup, notification to students and fraudulent students' reports.
11. Prepares various complex reports and summaries for management and/or users such as status reports, progress summaries and problem reports.
12. Writes complex queries to assist users with data needs and reporting requirements and develops test data and conducts program tests to verify processing accuracy and completeness and corrects errors in programming logic.
13. Maintains and updates student financial aid systems configuration to ensure accuracy in computation of students accounts.
14. Identifies, troubleshoots and rectifies student financial aid applications problems and works with outside consultants to solve complex procedural, operational and technical problems.
15. Works with Directors of Financial Aid, functional leads, Information Systems, consultants and other departments to conduct needs analysis and ensure that proposed processes and related system changes are properly implemented, taking into account possible impacts in various areas.
16. Defines and maintains security profiles for financial aid system and helps coordinate the administration of user security and system access of end-users with Information Systems.
17. Documents business procedures and writes system manuals for student financial aid systems.
18. Attends and participates in professional group meetings and stays abreast of new trends, reporting requirements and innovations in the field of information systems.
19. Performs other duties as assigned.

Recommendation:

It is recommended the Board of Trustees approve the new classification specification and position with a proposed title of Financial Aid Systems Analyst, at the District Office.

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: June 16, 2015

SUBJECT:	Consideration and Approval to Exempt New Position Duties from the Classified Service	ENCLOSURE(S): Board of Trustees Agenda Item, PC Rule 3-1 thru 3-4, 3-7 thru 3-9, 3-12, 3-13
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**REASON FOR PERSONNEL
COMMISSION CONSIDERATION:** Action

ITEM NO: 15-22

Background:

At the June 2, 2015 Board of Trustees Meeting, the Board approved the duties of two new positions; one at Reedley College with the proposed title of Student Equity Coordinator and one at Clovis Community College Center with the proposed title of Tutorial Center Coordinator. 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 item presented to the Board of Trustees is attached for the Commissioners review. The item indicates the duties that will be performed by the new positions. The duties were reviewed by staff and it was determined that they could not be classified in an established classification specification and they should be exempted from the classified service. The duties presented to the board for approval 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 and Tutorial Center Coordinator position duties from the classified service.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: June 2, 2015

SUBJECT: Consideration to Approve New Positions
for the Student Success and Support Program
and the Student Equity Program, Reedley
College

ITEM NO. 15-37HR

EXHIBIT: None

Background:

Reedley 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. Reedley College administration is recommending the following:

One (1) New Student Equity Coordinator Position

Three (3) New Counselor Positions

Recommendation:

It is recommended the Board of Trustees approve the new positions for the Student Success and Student Support Program and the Student Equity Program, Reedley College.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: June 2, 2015

SUBJECT: Consideration to Approve New Position of
Tutorial Center Coordinator, Clovis
Community College Center

ITEM NO. 15-38HR

EXHIBIT: None

Background:

Clovis Community College Center (CCCC) is in need of a full-time coordinator for its Tutorial Center. Currently, part-time faculty is used to assist with the daily operation of the Tutorial Center. This full-time position is similar to the Tutorial Coordinator positions at Reedley College and Fresno City College.

The Tutorial Coordinator will be under the direction of the Vice President of Instruction and Student Services. Duties include recruiting, hiring, training, and monitoring tutors; direct responsibility for supervising the staff and operation of the Tutorial Center programs; training tutors and teaching tutor practicum classes; developing innovative and efficient tutorial service delivery strategies such as supplemental instruction, embedded tutoring, and on-line services; working closely with all instructional faculty and counselors to meet the tutorial needs of students; working closely with student support and retention services to provide appropriate and innovative tutorial activities; coordinating activities to promote and publicize the services provided by the tutorial centers; developing budget recommendations; maintaining records; conducting studies regarding the tutorial centers; providing leadership for program review; participating in academic committee work; and otherwise fulfilling the duties and responsibilities required of the instructional staff.

Recommendation:

It is recommended the Board of Trustees approve the new position of Tutorial Center Coordinator, Clovis Community College Center.

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REFERENCE: Education Code Section 88076, 88005, 88006, 88008, 88079

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REFERENCE: Education Code Sections 88076, 88078

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REFERENCE: Education Code Sections 88009, 88061, 88084, 88095

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- (d) Determination of reasonable percentage relationships between occupational hierarchies.
- (e) Preparation of written class specifications.

REFERENCE: Education Code Sections 88076, 88005, 88009, 88076

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(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

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Personnel Commission – Director’s Report

June 16, 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
Print, Media and Communications Manager	June 11, 2015
College Center Assistant	June 15, 2015
Scholarship Specialist	June 15, 2015
Financial Aid Assistant I	June 15, 2015
Financial Aid Assistant II	June 15, 2015
PE Attendant	June 15, 2015
Upward Bound Assistant	June 22, 2015
Bookstore Seasonal Assistant	June 26, 2015
Bookstore Sales Clerk I – Seasonal	June 26, 2015
Executive Director of Foundation	June 30, 2015
Department Secretary	July 2, 2015
MicroComputer Specialist	July 6, 2015

The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Assistant Residence Hall Supervisor	Oral Board	June 19, 2015
Director of College Relations & Outreach – FCC	Oral Board	June 17, 2015
Custodian	Performance	June 11, 2015
Early Childhood Education Associate	Performance	June 24, 2015
Early Childhood Education Associate - PPT	Performance	June 24, 2015
Early Childhood Education Specialist	Performance	June 26, 2015

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

Name	Location	Anticipated Posting Date/Status
Cook	RC	June 2015
Textbook Purchasing Clerk	Districtwide	July 2015
Executive Secretary to Chancellor	DO	July 2015
Secretary to the Vice Chancellor	DO	July 2015
Accounting Clerk III (Reedley only)	RC	July 2015
Financial Aid Systems Analyst	DO	Pending job description creation.
Exec. Dir. of Public & Legislative Relations	DO	On hold pending position review.
International Trade Specialist	DO	On hold pending position review.

Instructional Aide/Workability	RC	On hold pending position review.
Lead Maintenance Person	Districtwide	On hold pending position review.
Lead Maintenance Person	Districtwide	On hold pending position review.
Programmer Analyst	DO	On hold pending position review.

The following are current vacancies with active eligibility lists:

Name	Vacancy Location	Status
Accountant/Auditor	College Business Off., FCC	List Referred 6/10/15
Administrative Aide	Student Services, RC	List Referred 6/5/15
Administrative Aide	Office of Instruction, FCC	List Pending Referral
Administrative Aide	Office of Instruction, CCCC	List Pending Referral
Administrative Secretary – PPT	President’s Office, FCC	List Referred 5/12/15
College/Athletic Trainer-Seasonal	Athletics, RC	List Referred 6/3/15
Educational Advisor - PPT	SSSP, MC	List Referred 5/22/15
Educational Advisor	EOPS, RC	List Pending Referral
Human Resources Tech – Conf.	Human Resources, DO	List Referred 6/10/15
Instructional Assistant – Nursing	Health Sciences, FCC	List Referred 2/11/15
Institutional Research Coordinator	President’s Office/RC	List Referred 6/10/15
Job Developer	Student Services, RC	List Referred 6/9/15
MicroComputer Resource Tech	Technology Services, FCC	List Referred 6/3/15
Office Assistant I	Admissions & Records, FCC	List Referred 6/11/15
Office Assistant III	Tutorial Center, FCC	List Pending Referral
Office Assistant III	Herndon Campus, CCCC	List Referred 4/16/15
Office Assistant III	Admissions & Records, RC	List Pending Referral
Office Assistant III	Madera Center	List Pending Referral
Orientation Assistant	Student Services, CCCC	List Referred 4/16/15
Orientation Assistant	Student Services, CCCC	List Referred 4/17/15
Police Officer	Police Department, DO	List Referred 2/19/15
Student Services Specialist	Admissions & Records, FCC	List Referred 6/5/15
Student Services Specialist	Admissions & Records, MC	List Pending Referral
Student Services Specialist	Student Services, CCCC	List Pending Referral

Classification

Job Description Updates

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

HRIS/NeoGov

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

Around the Office

- WRIPAC Planning Meeting, June 27-28, 2015, Monterey, CA (Sat-Sun)
- Recruitment and Selection Training, July 2015, Districtwide
- WRIPAC Job Analysis Training, July 30 & 31, 2015, Fresno City College

Disciplinary Appeals

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