

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, January 20, 2015

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Approval of the Minutes of the December 16, 2014 Regular Meeting.
- D. Information Items
 - 1. Discussion of Employees Working Out-of-Classification
- E. Action Items
 - 15-01 Consideration and Approval of Eligibility Lists
 - a. Early Childhood Education Associate, effective 12/11/14
 - b. Library/Learning Resource Assistant I, effective 1/5/15
 - c. Instructional Technician – Art, effective 1/14/15
- F. Director’s Report
- G. Commissioners’ Reports
- H. 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
December 16, 2014

Call to Order Mr. Liermann called the meeting to order at 5:01 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
Vince Tafoya, HR Specialist

Closed Session Mr. Liermann recessed to closed session at 5:01 p.m.

1. Conference with Legal
Counsel – Potential
Litigation [Government
Code 54956.9(b)]
Number of Potential
Cases – One

Open Session Mr. Liermann reconvened the meeting to public session at 5:35 p.m.

No action reported.

Public Comment Mr. Unruh gave a brief statement expressing concerns with the
current process of identifying candidates for temporary positions
within the district.

Introduction of Guests The following guests attended:
Samerah Campbell, DO HR
Bruce Hartman, DO PD
Shannon Ayello, POA
Cheryl Sullivan, FCC
Eleanor Bruce, FCC
Scot Unruh, RC
Doris Griffin, CCCC
Daniel McCloskey, Esq., Tuttle & McCloskey
David Soldani, Esq., Atkinson, Andelson, Loya, Ruud & Romo
Terry Flanagan, CSEA
Jason Meyers, CSEA

Approval of the Minutes The minutes of the November 10, 2014 Regular Meeting were
presented for approval.

The following changes were requested:

1. Mr. Tahajian requested that "...two panelist..." be changed to "...two panelists..." on page 2, paragraph 2. Mr. Tahajian also requested that "...moved to approve classification..." be changed to "...moved to approve the classification of new position duties into the classified service and establish new job classification specification..." on page 3, paragraph 2.
2. Ms. Campbell requested that "...be removed form..." be corrected to "...be removed from..." on page 1, Approval of the Minutes, change request 2.
3. Mr. Soldani requested a correction to the spelling of his name from "Saldani" to "Soldani" under Introduction of Guest.

Mr. Tahajian moved to approve the minutes as amended, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Information Items

- | | |
|--|--|
| 1. Public Announcement of Board of Trustees Commissioner Appointment | Mr. Liermann announced the Board of Trustees re-appointment of Ms. Freeman-Fobbs as Commissioner. |
| 2. Quarterly Budget Report | Ms. Freeman-Fobbs was sworn in under oath by Mr. Liermann. |
| 3. Discussion of Employees Working Out-of-Classification | Ms. Gomez presented an update on the quarterly budget report. |
| | Ms. Gomez presented an update on employees currently working out-of-classification and the number of employees that were still under review. |

Action Item Tabled from June 10, 2014 Regular Meeting

- | | |
|---|--|
| [14-30] Consideration and Approval to Classify New Management Position Duties in New Job Classification Specification in the Classified Service | [a. Assistant to the Chancellor, Enrollment Management, Admissions, Records and Information Services (Proposed Title)] |
| | Ms. Campbell made the following statement:
"For the record, the District's position is: |

- The Ed Code gives the governing board – not the personnel commission – the authorization to determine whether or not a position meets the definition of an educational administrator.
- It is clear to the Board of Trustees that senior-level management position meets the definition of educational administrator per Ed Code 87002(b).
- The Commission's view of whether the board's determination was proper is beyond the scope of the commission's duties, and not binding on the District."

Ms. Freeman-Fobbs inquired what would happen if motion was not approved. Mr. Soldani responded that there would be no change and the position would remain as Academic as the Board of Trustees approved.

Mr. Liermann moved to approve item 14-30 into the Classified Service.

Mr. Tahajian and Ms. Freeman-Fobbs did not second the motion stating that the position was a 1 year temporary position and could be re-evaluated should it become permanent. Mr. Tahajian and Ms. Freeman-Fobbs stated that if the position were to be extended or become permanent they would reconsider the action item at that time.

The motion died.

Action Item Tabled from August 19, 2014 Regular Meeting

[14-47] Consideration and Approval of New Classification Specification

New Classification Specification Presented

- a. Assistant to the Chancellor, Enrollment Management, Admissions, Records and Information Services

Mr. Liermann moved to take no action on this item as it was related to the previous item 14-30.

Action Items

[14-61] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented

- a. CalWORKs Assistant effective 11/17/14
- b. Early Childhood Education Associate effective 11/25/14

Ms. Gomez presented this item for consideration and approval noting that the recruitment report for the CalWORKs position only listed 2 internal raters due to a last minute cancellation.

Mr. Tahajian moved to approve item 14-61 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

[14-62] Consideration and Approval to Classify New Positions in Established Job Classification Specifications

New Positions Presented

- a. Financial Aid Assistant I, Clovis Community College Center
- b. Early Childhood Education Associate, Fresno City College
- c. Office Assistant I, Fresno City College
- d. Food Service Worker I (PPT), Fresno City College
- e. Institutional Research Coordinator, Fresno City College
- f. Evaluator, Fresno City College

Ms. Gomez presented this item for consideration and approval.

Mr. Liermann moved to approve item 14-62 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[14-63] Consideration and Approval to Exempt Academic Position from the Classified Service

New Academic Position Presented

- a. Extending the Class (ETC) Coordinator

Ms. Gomez presented this item for consideration and approval stating that the position had specific duties which were recognized as academic and thus needed to be exempted from the classified service.

Mr. Tahajian moved to approve item 14-63 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

[14-64] Consideration and Approval of New Classification Specification

New Classification Specification Presented

- a. Associate Vice Chancellor of Business and Operations

Ms. Gomez stated that the position was changed from an academic to a senior classified management position and would be exempt from rule of three per Education Code 88091.

Mr. Tahajian moved to approve item 14-64 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

[14-65] Consideration and Approval of Revised Classification Specification

Revised Classification Specification Presented

- a. Institutional Research Coordinator

Ms. Gomez presented this item for consideration and approval of the revised classification specification. Ms. Gomez noted that she could not locate correspondence with CSEA regarding suggestions for changes to the specification. Ms. Gomez also stated that employees had submitted suggestions for changes.

Mr. Meyers stated that he did not have an opportunity to provide input. Mr. Liermann inquired if Mr. Meyers would like to table the item until the January meeting to allow time to review the specifications. Mr. Meyers stated that he did not want to table the item.

Mr. Liermann inquired if Mr. Meyers was content with just having the responses from the employees. Mr. Meyers stated that he would not commit to an answer.

Mr. Tahajian recommended some grammatical changes to the first page of the specification to include a numbered list that divides the sentence. Mr. Tahajian also recommended that the term “supervises” under Distinguishing Characteristics be changed to “monitors”.

Mr. Flanagan inquired if the term “recognized” should be changed to “accredited” for better understanding. Mr. Tahajian recommended that the term “recognized” under Education & Experience be changed to “accredited”.

Mr. Meyers inquired if the phrase “Auxiliary job functions” was the same as the phrase “As other duties as assigned”? Mr. Gomez stated that it was.

Mr. Liermann moved to approve item 14-65 as amended, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[14-66] Consideration and Approval of Revised Classification Specification

Revised Classification Specification Presented

a. Custodial Manager

Ms. Gomez presented this item for consideration and approval of revised classification specification.

Mr. Tahajian moved to approve item 14-66 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

[14-67] Consideration and Adoption of 2015 Personnel Commission Regular Meeting Calendar

Ms. Gomez presented this item for consideration and adoption.

Ms. Freeman-Fobbs requested that there be no closed session on the January 20, 2015 Regular meeting.

Mr. Tahajian moved to approve item 14-67 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

[14-68] Consideration of SCCC
Personnel Commission
Organization

Personnel Commission Election of Officers

Ms. Freeman-Fobbs moved that Mr. Liermann continue as Chairperson, Mr. Tahajian continue as Vice-Chairperson and Ms. Gomez serve as Secretary. Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Director's Report

Ms. Gomez presented an update on current and upcoming recruitments as well as an update on the classification study.

CSPCA conference will be in January with Mr. Tahajian, Ms. Freeman-Fobbs and Ms. Phillips attending. Ms. Gomez will be attending a WRIPAC conference the following week at which the Personnel Commission will gain member status.

Ms. Gomez stated that the Classified Mega Conference would be March 31, 2015.

Ms. Gomez introduced that new POA president, Ms. Ayello.

Commissioner's Report


Ms. Freeman-Fobbs had nothing to report.

Mr. Tahajian had nothing to report.

Mr. Liermann reported that he attended a meet and greet with the Chancellor on December 4, 2014 and recently returned from vacation to Israel.

Adjournment

Mr. Liermann adjourned the meeting at 6:40 p.m.



Elba Gomez, Director of Classified Personnel
EG:vt

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

Presented to the Personnel Commission:

Date: January 20, 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
10/1/2014		Christine	Miktarian	1068	Construction Services Manager	1172	Chancellor, Business & Operations	Pending Recruitment
12/17/2014		Norman (Keith)	Johnson	1061	Lead Programmer Analyst	1033	Director of Information Systems	Pending Recruitment

Number Employees Pending Working Out of Class Review

6

Number Employees Working Out of Class Review Completed

3

January 20, 2015

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

Presented to the Personnel Commission:

Date: January 20, 2015

SUBJECT: Consideration and Approval of Eligibility
List

ENCLOSURES:
Eligibility List

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 15-01

Background:

An Eligibility list has been placed on the agenda as an action item. If for some reason any Commissioner would like to remove the list, it can be done.

Recommendation:

It is recommended the Personnel Commission approve the eligibility list.

EARLY CHILDHOOD EDUCATION SPECIALIST

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Performance	Took Oral Board	Eligible
ECE-001	29	6	1	22	10	9	7

Performance Exam Rater

Traci Triplitt, Instructor, SCCC

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	2	0	3	11	11	0	0	0	27
Male	1	0	0	0	0	0	0	0	1
No Answer	0	0	0	0	0	0	0	1	1
Total	0	0	0	0	0	0	0	0	29

** Failed MQ: 6 Failed Experience



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

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

EARLY CHILDHOOD EDUCATION SPECIALIST

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

Definition: Under direction plans, organizes, demonstrates, and evaluates age appropriate learning experiences for the optimum development of children in the demonstration laboratory or child development center and for Early Childhood Education students. Mentor and train student teachers in their work with children.

Compensation: Starts at \$3683.17 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 \$21.25 per hour with no benefits, except sick leave and vacation.

Examples of Duties: Performs a variety of duties for the child development center including, but not limited to:

- Plans, organizes, directs and evaluates a daily schedule of learning experiences for students and for the development of children in a children's center learning laboratory environment including those with special needs.
- Develops and provides instructional activities and materials to assist a campus based early childhood education program designed to teach and develop curriculum such as music, creative arts, mathematics, perceptual motor skills, science, language arts and social studies.
- Plans activities, instructional materials and lesson plans appropriate for assigned age level.
- Conducts classroom presentations to include concepts, language, literature, music/movement, and listening skills.
- Confers with instructional staff and students regarding assignments, student progress and child progress.
- Directs activities in the classroom and outside yard area, maintain order and positive redirection, and assures safety and proper adult to child ratio.
- Assigns tasks to student teachers, evaluate performance and serve as a mentor.
- Advises students where to locate resources to assist and improve in laboratory skills.
- Evaluates student teachers and provides input to instructors.
- Provides information, guidance, instruction, and feedback to parents concerning the child's progress, abilities, and areas of concern and explains program procedures and classroom activities as requested.
- Plans and participates in parent conferences.
- Refers parents and families to appropriate community services.
- Prepares, maintains and ensures the completion of a variety of records and reports such as attendance, lesson plans, developmental assessments, student performance and accidents.
- Provides an environment to facilitate physical and emotional development of infant, toddler and preschool children including those with special needs.
- Prepares and maintains rooms and play areas in a stimulating, orderly, clean, and safe condition in order to maintain an environment conducive to learning.
- Organizes and prepares laboratory classroom for various setups for children's use and reorganize following class as needed.
- Works with groups of children in a variety of activities.
- Assist children with hygiene procedures as necessary and observes and evaluates health needs of children and take appropriate action.
- Operates electronic devices, computer and other media equipment for instructional purposes.
- Attends staff planning meetings to assess center needs and program development.
- Attends conferences and workshops to remain current in the field of early childhood development.
- Trains staff assistants and recommend personnel actions for programs and services.
- Provides first aid and CPR as appropriate.
- Performs clerical support duties as assigned and assists in ordering instructional supplies and equipment.
- Lifts and carries children and equipment weighing up to 50 pounds.
- Perform other related duties as assigned.

Required Employment Standards: **Education and Experience**
Bachelor's degree preferably in child development, early childhood education or closely related field that is consistent with the state Child Development Permit Matrix and current experience (1 year or more) working in a licensed early childhood education setting.

Special Conditions for Required Education
Some positions may require three (3) units in Infant/Toddler Development.

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Licenses/Certificates

Valid Site Supervisor permit is required or proof of temporary permit is acceptable.

Valid Pediatric First Aid & CPR certificate is required.

Proof of successful completion of Health & Safety Certification within 30 days of hire.

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

- Knowledge of current concepts used in Early Childhood Education.
- Knowledge of basic child psychology and development.
- Knowledge of curriculum planning for a child development program.
- Knowledge of health and safety requirements of children.
- Knowledge of appropriate safety precautions and procedures, First Aid and CPR.
- Knowledge State and Federal laws, rules, policies, procedures, and regulations regarding child care activities.
- Knowledge of methods of observing, evaluating and recording child behavior.
- 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 provide a positive classroom and playground environment.
- Skill to keep a clean and safe classroom environment by reporting any cleanliness, health, or safety concerns to management.
- Skill to issue, receive and maintain records of equipment and supplies.
- Skill to demonstrate proper techniques and use of equipment for students.
- Skill to clean, adjust, operate repair, and maintain lab equipment.
- Skill to communicate effectively both orally and in writing.
- Skill to give clear and concise instructions.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones and other equipment.
- 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, 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 develop and maintain effective relationships with preschool and school aged children, students and parents.
- Ability to review and evaluate the work of students assigned by instructors.
- Ability to provide hands-on academic support to students as a supplement to their classroom teaching.
- Ability to plan, develop and implement educational experiences for children.
- Ability to evaluate and assist students in a lab setting.
- Ability to follow school safety procedures and ensure students are supervised at all times.
- Ability to provide a clean and safe classroom environment by reporting any cleanliness, health, or safety concerns to management.
- Ability to keep accurate records and maintain accurate inventory of laboratory equipment and supplies.
- Ability to track center supplies and anticipate expenses.
- Ability to remain current with research developments in the area of early childhood education.
- Ability to effectively communicate with individuals for whom English is not a primary language.
- Ability to employ proper English usage, spelling, grammar, and punctuation.
- Ability to receive and follow instructions.
- Ability to learn and apply college and district policies and procedures.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications and accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry children and equipment weighing up to 50 pounds.

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

- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)
- Muscular effort (or strength) needed to lift, push, pull or carry an object. (Muscular Tension)
- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task such as sitting on the floor and standing from floor seated position. (Flexibility)
- Coordinated movements of the arms, legs and torso while the whole body is in motion. (Whole Body Coordination)
- Keep balanced and stay upright when in an unstable position such as squatting to speak at a child's eye level. (Whole Body)

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

Equilibrium)

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

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

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

- May be required to travel to locations other than assigned site.
- Schedule changes may frequently occur based on center needs.
- Exposure to fumes, vapors or airborne particles, hazardous chemicals, and biological hazards such as cleaning solutions and human waste. NOTE: All exposure is under OSHA Permissible Exposure Levels (PEL).
- Work on varying types of surfaces.
- 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 situations which may require the supervision or control of persons who may become physically violent or combative.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Work with sensitive and confidential information.
- Work while standing for long periods of time.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

**Examination
Process:**

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a Competency exam (25% weight), Performance exam (40% weight) and an Oral Board examination (35% weight). Of those passing the Competitive Rating evaluation, only the 30 highest scoring candidates, plus ties, will be invited to the

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EARLY CHILDHOOD EDUCATION SPECIALIST

Competency exam. Of those candidates achieving a passing score, only the 20 highest scoring candidates, plus ties, will be invited to the performance exam. Of those candidates achieving a passing score on the first two tests, only the 15 highest scoring candidates, plus ties, will be invited to the Oral Board exam. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, OCTOBER 1, 2014.

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

To begin the process to obtain the necessary permits, you may visit the following websites:

- Child Development Permit <http://www.ctc.ca.gov/credentials/CREDS/child-dev-permits.html>
- Fresno County Department of Education for a temporary permit
- <http://www.fcoe.org/departments/credentials/credential-applications>

**Filing
Deadline:**

MONDAY, SEPTEMBER 22, 2014, 4:30 PM.

Posted: 08/29/14

Pay Range: Regular Classified 53

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LIBRARY/LEARNING RESOURCE ASSISTANT I

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
LR1-001	165	12	110	43	16	14

Oral Board Raters

Kelley Worman-Landano, Associate Librarian, Fresno County
 Mark Brenner, Community Librarian, Fresno County
 May Yang, Librarian, SCCC
 Wendy Eisenberg, Supervising Librarian, Blossom Trail Cluster

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	5	1	20	43	42	6	0	4	121
Male	2	3	7	16	11	2	0	0	41
No Answer	0	0	0	0	0	0	0	3	3
Total	0	0	0	0	0	0	0	0	165

** Failed MQ: 12; 11 Incomplete (missing info or wrong attachment); 1 Supplemental



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

LIBRARY LEARNING RESOURCE ASSISTANT I

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

Definition: Under direction performs clerical and public service work including typing, filing, maintaining records, operating machinery and answering phones.

Compensation: Starts at \$2,552.75 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$14.73 with limited benefits.

Examples of Duties: Performs a wide variety of clerical work, including typing, proof-reading, filing, checking and recording information on records from rough drafts, notes, or general instructions. Maintains files and assists instructors with student records and instructional materials. Operates a variety of machines including movie, slide and overhead projectors, tape recorders, and other audio-visual equipment. Answers telephone and provides basic information regarding services. Receive and check-in periodicals, films, and books according to the order. Contact suppliers for errors/omissions in shipment. Assist in the location and check-out of materials. Enters and retrieves data from computer system in appropriate format. May perform other related duties as needed.

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

Employment Standards: **Experience:** None required.

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. Ability to read and interpret card catalog, periodical indexes and abstracts. Ability to operate audio-visual equipment. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and 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 (40% weight) and an oral interview examination (60% weight).

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 15 highest scoring candidates, 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, DECEMBER 4, 2014.

To move forward in the selection process, you must complete an online application through our web site

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

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

APPLICATIONS WILL ONLY BE ACCEPTED NOVEMBER 19 - NOVEMBER 21, 2014

Filing Deadline: FRIDAY, NOVEMBER 21, 2014, 4:30 PM.

Posted: 10/31/14

Pay Range: Regular Classified Range 38

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INSTRUCTIONAL TECHNICIAN - ART

Recruitment ID	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Performance	Eligible
IT ART-001	33	8	8	17	14	8

Oral Board Raters

Theo Davis, Welding Instructor, FCC
 Jeff Barnett, FCC Theater Manager, SCCC
 Bob Barnes, Art Technician, Retired,
 Linda Richmond, Ceramics Instructor, CSUF
 Derek Borges, Ceramics Instructor, FCC

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	2	0	1	4	6	1	0	0	14
Male	1	0	3	5	5	2	0	0	16
No Answer	0	0	0	0	0	1	0	2	3
Total	0	0	0	0	0	0	0	0	33

** Failed MQ: 8; 6- Experience, 2 Incomplete (missing info or wrong attachment)



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INSTRUCTIONAL TECHNICIAN – ART

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

- Definition:** Under direction assists in the operation and maintenance of the arts program equipment, including preparing demonstrations for the class.
- Compensation:** Starts at \$3,429 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$19.78 per hour with no benefits, except sick leave and vacation.
- Experience:** Experience in support of an art program.
- Education:** Associate degree.
- License:** Valid driver's license is required.
- Examples of Duties:** Performs a variety of duties related to the art program including but not limited to: assisting with demonstration of proper techniques and use of tools and equipment for students during laboratory classes; assembling supplies and equipment for use in classroom activities; performing preventative maintenance on art equipment; maintaining records inventory and controlling distribution of art equipment; maintaining clean and safe studio environments; maintaining and operating kilns, clay mixers, and papermaking equipment; formulating and mixing glazes, clays, and paper pulps; adjusting, operating, and maintaining a wide variety of tools including welders, bronze casting equipment, woodshop tools, jewelry making tools, textile and printing equipment; ordering and receiving supplies; maintaining lab and stockroom area in a clean, safe, and orderly condition; collecting, storing, and coordinating the disposal of hazardous chemicals and materials; assisting with managing and record keeping of toxic waste in accordance with regulations and other guidelines; and ensuring and enforcing security and safety of the lab according to established procedures, policies, and laws. Screening, selecting, training, evaluating, and providing work direction for student workers. Performing other duties as needed.
- Required Knowledge, Skills and Abilities:** Knowledge, Skills, and Abilities: Knowledge of: tools, records and materials used in a college art program; proper storage and care of equipment and tools; and health and safety regulations. Skill and/or Ability to: learn, apply, and utilize hardware and specialized software applications to create spreadsheets, databases, and produce reports; follow applicable laws, regulations, rules and policies; clean, adjust, operate, and repair lab equipment; communicate effectively both orally and in writing; give clear and concise instructions; review and evaluate the work of students assigned by instructors; keep accurate records; effectively communicate with individuals for whom English is not a primary language; train and direct student aides; employ proper English usage, spelling, grammar, and punctuation; receive and follow instructions; appropriately interact with a diverse population to include students, staff, faculty, and the public; and learn and apply college and district policies and procedures.

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Selection Process:

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a Written exam (35% weight) and a Performance exam (65% weight).

Of those passing the Competitive Rating evaluation, only the 15 highest scoring candidates, plus ties, will be invited to the Written/Performance exam. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, JANUARY 7, 2015.

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

Our office will be closed 11/27/14 - 11/28/14 AND 12/24/14 - 01/01/15

Filing Deadline:

Friday, December 19, 2014.

Posted: 11/26/14

Pay Range: Regular Classified 50

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Personnel Commission – Director’s Report

January 20, 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
Director of SS, Equity & Outreach-RC	January 23, 2015
Custodial Manager-FCC	January 28, 2015

The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Instructional Tech – MicroComp. Lab	Competency	January 22, 2015
MicroComputer Resources Technician	Competency	January 22, 2015
Police Officer	Competency	January 22, 2015

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

Name	Location	Anticipated Posting Date/Status
Administrative Aide	FCC	January 20, 2015
Administrative Secretary	FCC	January 20, 2015
Accounting Supervisor	FCC	January 2015
Assessment Coordinator	RC	January 2015
Administrative Aide	Districtwide	January 2015
Administrative Secretary	Districtwide	January 2015
Assessment Coordinator	RC	January 2015
Educational Advisor	Districtwide	January 2015
Evaluator	FCC	January 2015
Food Service Worker I	FCC	January 2015
Institutional Research Coordinator	CCCC & FCC	January 2015
Associate Vice Chancellor, Bus & Op	Districtwide	February 2015
Custodian	Districtwide	February 2015
Director of SS, Equity & Outreach	FCC	February 2015
Director of Information Systems	DO	February 2015
DSPS Mobility Driver – PPT	FCC	February 2015
Food Service Worker I – PPT	FCC	February 2015
Groundskeeper Worker	DO	February 2015
Orientation Assistant	Districtwide	February 2015
Student Services Specialist	Districtwide	February 2015
Custodian	Districtwide	March 2015
Executive Director of Foundation	DO	On hold pending position review.
Instructional Aide – Workability	RC	On hold pending position review.

Job Developer - PPT	RC	On hold pending position review.
Lead Maintenance Person	Districtwide	On hold pending position review.

The following are current vacancies with active eligibility lists:

Name	Vacancy Location	Status
Accounting Clerk III	CCCC	List Referred 1/8/15
Accounting Technician II	Madera Center	List Referred 12/11/14
CalWORKS Assistant	CalWORKS, FCC	List Referred 1/5/15
Custodian	Building Services, CCCC	List Referred 1/4/15
Custodian	Building Services, FCC	List Pending Referral
Department Secretary - PPT	Business Division, FCC	List Referred 1/7/15
Early Childhood Education Assoc.	CCCC	List Referred 12/1/14
Early Childhood Educ Assoc. PPT	CCCC	List Referred 12/1/14
Early Childhood Education Assoc.	Child Development, FCC	List Pending Referral
Early Childhood Education Spec	Child Development, RC	List Pending Referral
Early Childhood Education Spec	Child Development, FCC	List Referred 12/18/14
Educational Advisor	SSSP, FCC	List Referred 1/8/15
Educational Advisor - PPT	SSSP, RC	List Pending Referral
Financial Aid Assistant I	Reedley College	List Referred 12/10/14
Financial Aid Assistant I	CCCC	List Pending Referral
HR Technician Confidential	Human Resources, DO	List Pending Referral
Library/Learning Resources Asst. I	Library, FCC	List Referred 1/5/15
Office Assistant I	Child Development, FCC	List Pending Referral
Office Assistant I	Financial Aid, FCC	List Referred 1/12/15
Office Assistant III	Financial Aid, FCC	List Pending Referral
Office Assistant III	Herndon Campus, CCCC	List Pending Referral
Police Communications Dispatcher	DO Operations/Police	List Pending Referral
Registration Assistant	Admissions & Records, FCC	List Referred 12/10/14
Seasonal Student Advisor	Student Services, FCC	List Referred 4/2/14

Classification

Job Description Updates

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

HRIS/NeoGov

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

Around the Office

- Working on reevaluating the recruitment announcements and marketing materials.

- CSPCA Conference, January 22-25, 2015
- WRIPAC Meeting and Conference, January 28-30, 2015
- Classified Professionals Mega Conference, March 31, 2015

Disciplinary Appeals

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