

REGULAR MEETING
STATE CENTER COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Fresno City College
Old Administration Building
Room OAB 251
1101 E University Ave
Fresno, CA 93741

5:30 p.m. – Regular Meeting
Tuesday, December 13, 2016

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Swearing In of CSEA Commissioner
- D. Public Comment
- E. Approval of the Minutes of the October 11, 2016 Regular Meeting (Tabled November 15, 2016)
- F. Approval of the Minutes of the November 15, 2016 Regular Meeting
- G. Information Items
 - 1. Classification Study Status
 - 2. Employees Working Out-of-Classification
- H. Action Items
 - 16-57 Consideration and Approval of Eligibility Lists
 - a. Administrative Assistant, Effective 12/1/16
 - b. Bookstore Sales Clerk I – Seasonal, Effective 12/2/16
 - c. Call Center Support Assistant, Effective 11/28/16
 - d. Call Center Support Specialist, Effective 11/28/16
 - e. Chief of Police, Effective 10/13/16
 - f. Curriculum Assistant, Effective 11/16/16
 - g. Library Services Assistant, Effective 12/7/16
 - h. Office Assistant I (Full-Time), Effective 11/28/16
 - i. Office Assistant I (Permanent Part-Time), Effective 11/28/16
 - j. Student Communications Specialist, Effective 11/28/16
 - 16-58 Consideration and Approval to Classify New Positions in New Job Classification Specifications

- a. Administrative Assistant, MC
- b. Food Service Worker II – PPT, RC
- c. Food Service Worker II – PPT, RC
- d. Food Service Worker II – PPT, RC
- e. Food Service Worker II – PPT, RC

16-59 Consideration and Approval to Change Position Classification for Food Service Worker I to Food Service Worker II

- a. Food Service Worker I, Position #3074, Vacant
- b. Food Service Worker I, Position #3078, Vacant
- c. Food Service Worker I, Position #3177, Alicia Aguirre
- d. Food Service Worker I, Position #3178, Crystal Z Kamada
- e. Food Service Worker I, Position #3179, Victoria Veloz

16-60 Consideration and Approval of Revised Classification Specification for Food Service Worker II

16-61 Consideration and Approval to Abolish Classification Specification for Food Service Worker I

16-62 Consideration and Approval of Revised Classification Specification for Secretary to the Associate Vice Chancellor

16-63 Consideration and Approval of Classification Specification Salary Change for Benefits Coordinator

16-64 Consideration and Adoption of 2017 Personnel Commission Regular Meeting Calendar

16-65 Consideration of SCCCD Personnel Commission Organization

- a. Election of Officers

I. Director's Report

J. Commissioners' Reports

K. Next Regular Meeting: Pending Calendar Approval

L. Closed Session

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

M. 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

Personnel Commission Agenda

December 13, 2016

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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
October 11, 2016

- Call to Order Ms. Freeman-Fobbs called the meeting to order at 5:31 p.m.
- Members Present Members of the Personnel Commission present were:
Pamela Freeman-Fobbs, Chairperson
Bradley Tahajian, Vice – Chairperson
Tim Liermann, Commissioner
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Ferguson, HR Analyst
Reshonda Collins, HR Specialist
- Introduction of Guests The following guests attended:
Annette Loria, DO
Samerah Campbell, DO
Barbara Wilson, CSEA
Gregory Taylor, General Counsel
Sabrina Gray, FCC
Eleanor Bruce, FCC
Cheryl Sullivan, FCC
Edward Smith, Rampage
Jennifer Langworthy, RC
- Public Comment Ms. Gray stated that Dr. Goldsmith, the new President of Fresno City College, recently handled a grievance in an equitable manner and that Ms. Gray stated that a positive tone was set by Dr. Goldsmith and expressed her optimism in working with Dr. Goldsmith on future matters.
- Ms. Gray also expressed concern regarding her working out of classification analysis and who was currently reviewing her request. Ms. Gray stated that she's had several different people listed as points of contact throughout the analysis and different tentative reports as a result.
- Ms. Gray expressed concern about Mr. Taylor representing the Personnel Commission and requested the Personnel Commission acquire outside counsel that does not also advise the District.
- Approval of the Minutes The minutes of the September 20, 2016 Regular Meeting were presented for approval.
- Mr. Tahajian moved to approve the September 20, 2016 Regular Meeting minutes as amended. Mr. Liermann seconded the motion, and it carried unanimously.
- The motion passed as follows:
Ayes – Ms. Freeman-Fobbs, Mr. Tahajian, and Mr. Liermann
Noes – 0

1. Quarterly Budget Report Ms. Gomez provided an update on the Personnel Commission budget and expenses. Ms. Gomez stated that anticipated expenses for Police Officer pre-hire requisites would put the department over budget by the end of the fiscal year. Ms. Gomez stated that she has advised District administration of the increase.

2. Classification Study Status Ms. Gomez provided an update on the classification study status. Ms. Gomez stated that Mr. George Cole, Executive Director for the California School Personnel Commissioners Association (CSPCA), would be willing to audit the process and status of the classification study, but would not be contracted to complete the study.

Ms. Loria stated there is an interest by the District to move forward with an audit by Mr. Cole. Commissioner Liermann requested a copy of the District's contract with Mr. Cole prior to staff being interviewed. A brief discussion followed regarding Mr. Cole's services to the District.

Action Items

[16-48]
Consideration and Approval of Eligibility Lists

Consideration and Approval of Eligibility Lists

- a. Buyer, Effective 9/19/16
- b. Executive Assistant to the Chancellor, Effective 10/4/16
- c. Human Resources Technician – Confidential, Effective 9/20/16
- d. Maintenance Worker I, Effective 10/3/16

Mr. Liermann moved to approve item 16-48 as presented. Mr. Tahajian seconded the motion and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-49]
Consideration and Approval to Classify New Positions in New Job Classification Specifications

Consideration and Approval to Classify New Positions in New Job Classification Specifications.

- a. Program Specialist, Central Regional Consortium, DO, Position #1211

Mr. Liermann moved to approve item 16-49 as presented. Mr. Tahajian seconded the motion and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-50]
Consideration and Approval to Change Position Classification for

Consideration and Approval to Change Position Classification for Secretary to the Vice Chancellor.

- a. Secretary to the Vice Chancellor, CCC, Position #5051 - Confidential

Secretary to the Vice Chancellor Mr. Liermann moved to approve item 16-50 as presented. Mr. Tahajian seconded the motion and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-51]
Consideration and Approval to Change Position Classification for Administrative Assistant Confidential

Consideration and Approval to Change Position Classification for Administrative Assistant - Confidential

a. Administrative Assistant – Confidential, FCC, Position #2039

Mr. Liermann moved to approve item 16-51 as presented. Mr. Tahajian seconded the motion and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-52]
Consideration and Approval of Revised Classification Specification for College Trainer

Consideration and Approval of Revised Classification Specification.

a. College Trainer

Mr. Liermann moved to approve item 16-52 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-53]
Consideration and Approval of Revised Classification Specification for Human Resources Assistant

Consideration and Approval of Revised Classification Specification.

a. Human Resources Assistant

Mr. Liermann moved to approve item 16-53 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

Director's Report

Ms. Gomez gave a brief update on pending and anticipated recruitments, and upcoming trainings for commission staff. Ms. Gomez stated that she will not be attending the ACHRO conference this year.

Commissioners' Report

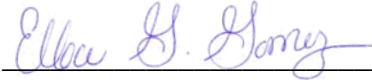
Mr. Liermann had nothing to report.

Mr. Tahajian stated that he attended the CityFest and Dr. Goldsmith's reception at FCC.

Ms. Freeman-Fobbs had nothing to report.

Adjournment

Ms. Freeman-Fobbs adjourned the meeting at 5:56p.m.



Elba Gomez, Director of Classified Personnel
EG:rc

DRAFT

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
November 15, 2016

- Call to Order Ms. Freeman-Fobbs called the meeting to order at 5:30 p.m.
- Members Present Members of the Personnel Commission present were:
Pamela Freeman-Fobbs, Chairperson
Bradley Tahajian, Vice – Chairperson
Tim Liermann, Commissioner
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Vince Tafoya, HR Specialist
- Introduction of Guests The following guests attended:
Annette Loria, DO
Samerah Campbell, DO
Barbara Wilson, CSEA
Gregory Taylor, General Counsel
Chief Dave Paris, SCCC PD
Karri Hammerstrom, SCCC
Susan Johnson, FCC
Mary Doyle, FCC
Eleanor Bruce, FCC
Cheryl Sullivan, FCC
Sergeant Chris Bosworth, SCCC PD
Isabel Barreras
- Public Comment Ms. Sullivan briefly expressed her concerns with Personnel Commission Rule 17-10 stating that there should be an increase in salary for provisional assignments when employees are taking on more responsibility.
- Approval of the Minutes The minutes of the October 11, 2016 Regular Meeting were presented for approval.
- Mr. Tahajian stated that there was a missing statement from Ms. Gray. Ms. Gomez stated that the audio would need to be reviewed to confirm. Ms. Freeman-Fobbs recommended that this item be tabled until the December 13, 2016 meeting pending further review.
1. Public Announcement of CSEA Commissioner Appointment Ms. Gomez stated that CSEA appointed Ms. Barreras as a commissioner and that Ms. Barreras would be sworn in during the December 13, 2016 Personnel Commission regular meeting.
2. Board of Trustees Communications Ms. Gomez provided an update on the communication letter that is to be provided to the Board of Trustees.
- Ms. Freeman-Fobbs inquired on when the communication letter would be completed. Ms. Gomez responded that the Commission is currently focused on recruitments and would provide the Commissioners with a draft document prior to submitting to the Board of Trustees.

3. Classification Study Status
- Ms. Gomez provided a brief update on the Classification Study stating that the timeline has not changed. Ms. Gomez also provided an update on the meeting that George Cole had with various individuals. Ms. Gomez stated that Mr. Cole would provide findings in his meetings to the District which in turn would be presented to the Commission in a draft report.

Action Items

[16-54]
Consideration and Approval of Eligibility Lists

Consideration and Approval of Eligibility Lists

- a. Financial Aid Assistant I, Effective 10/27/16
- b. Financial Aid Manager, Effective 11/7/16
- c. Microcomputer Specialist, Effective 11/8/16
- d. Police Officer – Continuous, Effective 10/20/16

Mr. Liermann moved to approve item 16-54 as presented. Mr. Tahajian seconded the motion and it carried unanimously.

The motion passed as follows:

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

[16-55]
Consideration and Approval to Classify New Positions in New Job Classification Specifications

Consideration and Approval to Classify New Positions in New Job Classification Specifications.

- a. Accounting Technician I DO, Position #1212
- b. EEO/Staff Development Manager – Limited-term (6-months), DO, Position #9035
- c. Institutional Research Coordinator – Limited-term (6-months), DO, Position #9034

Mr. Tahajian moved to approve item 16-55 as presented. Mr. Liermann seconded the motion and it carried unanimously.

The motion passed as follows:

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

[16-56]
Consideration and Approval of Revised Classification Specification for Police Officer

Ms. Gomez presented item 16-56 stating that incumbents had an opportunity to provide feedback and there was a recommended change in salary from range 57 to range 62.

Mr. Liermann moved to approve item 16-56 as presented. Mr. Tahajian seconded the motion and it carried unanimously.

The motion passed as follows:

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

[16-57]
Consideration and
Approval of New
Classification
Specification for
Program Specialist
– Central Mother
Lode Regional
Consortium (CRC)

Ms. Gomez presented item 16-56 stating that the specification was approved by the Board of Trustees in October.

Mr. Liermann moved to approve item 16-57 as presented. Mr. Tahajian seconded the motion and it carried unanimously.

The motion passed as follows:

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

Director’s Report

Ms. Gomez gave a brief update on pending and anticipated recruitments, and upcoming trainings for commission staff. Ms. Gomez also stated that oral exam panelists have been cancelling last minute and that the Commission may see reports that list internal panelists without external panelists.

Commissioners’
Report

Mr. Liermann expressed his thanks to the Commission for allowing him to serve.

Mr. Tahajian stated that he attended the Classified Staff Development day at Fresno City College on November 11, 2016 and was able to attend 3 out of the 4 sessions. Mr. Tahajian also thanked Mr. Liermann for his service as a Commissioner.

Ms. Freeman-Fobbs thanked Mr. Liermann for his service as a Commissioner.

Adjournment

Ms. Freeman-Fobbs adjourned the meeting at 5:58 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: December 13, 2016

SUBJECT: Discussion of Classification Study Status

ENCLOSURE(S):
Class Study Timeline

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 1

Background:

The Personnel Commission approved a District-wide Classification Study at the June 12, 2012 regular meeting. Commission staff has completed reviewing all the job families and is currently working on the job descriptions. This item being presented as an informational item for discussion purposes and to provide an update to the Personnel Commission.

CLASSIFICATION STUDY TIMELINE

Job Family Schedule	
Personnel Commission Meeting	Job Family
Presented September 2014	Management Confidential Employees
Presented August 2015	Information Technology Student Services Library/Learning Resource
March 2016	Clerical Secretarial
April 2016	Accounting Instructional Support Miscellaneous Technical Public Relations/Information
May/June 2016	Building Maintenance Custodial Maintenance Duplicating Food Services Bookstore Police

Final Class Study Report	
February 2017	Present to Personnel Commission
February 2017	Present to Cabinet/BOT

Develop/Update Classification Specifications (Job Descriptions)	
Management & Employee Review	New Occupational Groups
April 2016	Administration Series Information Technology Series
9/2016 to 12/2016	Student Services Series
9/2016 to 12/2016	Office Support & Technical Series
9/2016 to 12/2016	Instructional Services Series
9/2016 to 12/2016	Facilities Series Police/Safety Series

Finalized Classification Specifications	
February 2017	Present New/Updated Duties to the Board of Trustees
February 2017*	Present New/Updated Classification Specifications and Salary Study to Personnel Commission

* After this date, the District, CSEA and POA will negotiate the effects of the classification study bargaining unit positions.

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

Presented to the Personnel Commission:

Date: December 13, 2016

SUBJECT: Discussion of Employees Working Out-of-
Classification

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

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 2

Background:

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

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

Start	End	First Name	Last Name	Current Position No.	Current Position	Wg Out of Class Position No.	Wg out of Class Position
12/9/2015		Harold	Zahlis	2007	Network Coordinator	2007	Director of Technology

Number Employees Pending Working Out of Class Review

2

Number Employees Working Out of Class Review Completed

29

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

Presented to the Personnel Commission:

Date: December 13, 2016

SUBJECT: Consideration and Approval of Eligibility
Lists

ENCLOSURES:
Eligibility Lists

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-57

Background:

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

Recommendation:

It is recommended the Personnel Commission approve the eligibility lists.

ADMINISTRATIVE ASSISTANT

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
2016057	2,936	112	52	14	46	10	9

Oral Board Raters

Melissa Ferry, Secretary to the Associate Vice Chancellor, State Center Community College District

Anita Lopez, Executive Secretary II, Central Unified School District

Advertisements

Websites:

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

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 University, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	16	0	2	35	35	4	0	10	102
Male	2	0	1	4	2	0	0	0	9
No Answer	0	0	0	0	1	0	0	0	1
Total	18	0	3	39	38	4	0	10	112

** Failed MQ: 6-Incomplete 46-Minimum Qualifications



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

ADMINISTRATIVE ASSISTANT

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

Definition: Under direction performs highly complex and responsible secretarial work and relieves a senior campus administrator of administrative and office detail.

Compensation: Starts at \$3,910.00 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees.

Examples of Duties: Performs a wide variety of secretarial work, including typing, proof-reading, checking, composing correspondence and recording information on records from general instructions. Tracks budget expenditures and prepares reports. Schedules and prepares materials for meetings and appointments. Enters and retrieves data from computer system in appropriate format. Conducts research on problem areas and prepares reports. Initiate and coordinate procedural modifications. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.

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

Employment Standards: **Experience:** Considerable experience performing administrative or difficult secretarial duties involving analytical and technical skills for a senior level administrator

Knowledge and Abilities: Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Ability to take and/or transcribe dictation. Skill to employ mathematical techniques. Skills required to research, prepare and analyze reports. Ability to enter and retrieve data from computer system in appropriate format. Ability to learn procedures connected with mission of area. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

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

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

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, NOVEMBER 18, 2016.
ONLINE APPLICATIONS WILL ONLY BE ACCEPTED 11/2/16 – 11/4/16

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

Filing Deadline: FRIDAY, NOVEMBER 4, 2016, 4:30 PM.

Posted: 10/14/16

Pay Range: Regular Classified Range 55

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

BOOKSTORE SALES CLERK I - SEASONAL

Recruitment ID	Hits	Applicants	Failed MQ**	Took Competency	Eligible
2016074	911	37	3	34	22

Advertisements

Websites:

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

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, 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	1	12	5	1	0	3	25
Male	2	0	3	3	2	1	0	0	11
No Answer	0	0	0	0	0	0	0	1	1
Total	5	0	4	15	7	2	0	4	37

**** Failed MQ: 3 – Incomplete Application**



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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Career and Technology Center • The Training Institute

BOOKSTORE SALES CLERK I – SEASONAL

These positions will be working 2 to 4 weeks during January – February 2017. Work schedule may include morning or evening full-time or part-time hours. Vacancies may be located at Fresno City College, Reedley College, Clovis Community College and the Madera Center.

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

Testing is tentatively scheduled for Friday, November 18, 2016. Those applicants who pass the competency examination will be scheduled for interviews on a first-come, first-served basis.

To move forward in the selection process, you must complete an online application through our website at <https://www.governmentjobs.com/careers/scccd>. Resumes may be attached to your application but will not be accepted in lieu of a completed application.

APPLICANTS MUST SUBMIT AN ONLINE APPLICATION BETWEEN THURSDAY, NOVEMBER 3, 2016 AND MONDAY, NOVEMBER 7, 2016.

ONLINE APPLICATIONS WILL NOT BE ACCEPTED ON ANY OTHER DATES.

Filing Deadline: 4:30 p.m., Monday, November 7, 2016

Date posted: 10/17/16

Pay range: Regular Classified 37

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

CALL CENTER SUPPORT ASSISTANT

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
2016062	1949	234	156	3	75	10	9

Oral Board Raters

Scott Olds, Director of Information Systems, State Center Community College District

Michael Valdez, Network Specialist, Madera Unified School District

Advertisements

Websites:

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

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, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White / Non-Hispanic	Multi-racial	Unknown	Total
Female	16	0	23	50	42	6	28	165
Male	10	2	4	19	18	0	14	67
No Answer	0	0	0	0	0	0	2	2
Total	26	2	27	69	60	6	44	234

** Failed MQ: 19 – Incomplete Application, 137—Minimum qualifications;

Prepared by Vince Tafoya – State Center Community College District



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Oakhurst Center • Career and Technology Center • The Training Institute

CALL CENTER SUPPORT ASSISTANT

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

Definition:

Under direction, uses a variety of communication methods to provide support to students and the public regarding student services, registration, and web services, maintains the call center database and assists in delivering consistent performance that achieves the highest level of customer satisfaction.

Compensation:

Salary pending negotiations. 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 with limited benefits.

Examples of Duties:

- Receives, prioritizes, and responds to call center inquiries, incoming calls, and/or e-mails to provide informational and technical support to students, faculty, staff, and the public.
- Follows procedures related to identifying callers, resetting passwords, and providing accurate and consistent information.
- Assists students and the public with questions regarding admission, registration, accessing records, requesting transcripts, applying for degrees and certificates, paying fees, and other services.
- Interacts frequently with students, staff, faculty, administrators, and the public to provide information and assistance for the District websites, WebAdvisor, and student email.
- Stays informed of changes in student systems, college policies, and student matriculation requirements.
- Provides information and guides callers through complex technical procedures over the phone.
- Communicates and adheres to district, local, state, and federal policies, procedures, laws and requirements to students, staff, faculty, administrators and the public.
- Uses pre-established guidelines to diagnose, troubleshoot and/or resolve end user website compatibility issues.
- Notifies proper personnel when websites, computer programs or systems are not working properly.
- Works with technical and administrative staff to ensure timely resolution and follow-up of issues.
- Records details of support provided.
- Compiles and organizes vast amounts of call data into clear, concise, easy to read reports for staff, faculty, and administrators.
- Works on multiple projects and remains on deadline.
- Assists in providing input and recommendations on how to attain key support goals such as average response time, mean time to resolve issues, end-user satisfaction and number of problems resolved within a given period.
- Composes correspondence, prepares reports and presentations, and conducts research on problem areas.
- Maintains confidentiality of student records as per the Family Education Rights and Privacy Act (FERPA) requirements.
- Operates a variety of office equipment including computers, telephones, printers, copiers, calculators, and other equipment.
- Assists in the development of forms, videos, manuals, web pages, and office procedures.
- May serve on committees and participate in a variety of meetings and workshops, as designated by administration.
- Performs a wide variety of clerical work including typing, filing and records maintenance.
- Performs other duties as assigned.

Auxiliary Job Functions

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

State Center Community College District 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.

CALL CENTER SUPPORT ASSISTANT

Required Employment Standards:

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Two (2) years of recent experience providing information and guiding callers through complex technical procedures over the phone or other methods of communication. Experience in higher education student services is highly desirable.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Current software, office/e-mail applications, and computer operating systems basics in order to troubleshoot.
- Basic problem resolution and support services to students and the public regarding student services.
- General methods, principles, practices and techniques for troubleshooting and determining the causes of system, computer application problems and device errors and failures.
- Basic operational characteristics of various computer systems and operating environments for the purposes of call resolution or escalation.
- Adult and individual learning theory and training methods.
- Family Education Rights and Privacy Act (FERPA) requirements.
- Recordkeeping and report preparation techniques to ensure information is accurately recorded for the call center.
- 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, identify and resolve user problems with computers, peripheral equipment and/or related equipment by referencing common solutions and or referring issues to information technology staff.
- Diagnose, troubleshoot and/or escalate end user issues for both technical and non-technical audiences.
- Demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and communicate in the absence of non-verbal cues such as via telephone.
- 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 and independently prioritize daily computer operation tasks.
- 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:

- Receive, prioritize, respond or escalate call center inquiries, incoming calls, and/or e-mails to provide informational and technical support to students, faculty, staff, and the public.
- Analyze problems, explore solutions and make sound recommendations or referrals if escalation is required.
- Maintain composure and handle multiple user calls simultaneously.
- Provide prompt and appropriate technical support service to student and public users.
- Maintain accurate call center database and logs.
- Understand and apply technical instructions, materials and resource publications.
- Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, independent programs consultant/trainers, and the public.
- Prepare clear, concise and accurate systems documentation and reports of work performed.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural

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CALL CENTER SUPPORT ASSISTANT

Required Employment Standards: (con't)

- backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Learn and apply college and district policies and procedures.
 - Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
 - Maintain confidentiality of sensitive information and records.
 - Operate computers and their peripherals.
 - Use current common software applications in order to accurately enter and retrieve data.

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

Physical Demands

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

Mental Demands

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

Working 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; may 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; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

Examination Process:

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (50% weight) and an oral interview examination (50% weight).

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

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, NOVEMBER 4, 2016

To move forward in the selection process, you must complete an online application through our web site <https://www.governmentjobs.com/careers/sccd>. 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.*

Salary pending negotiations. May start at \$19.04 per hour.

Filing Deadline: MONDAY, OCTOBER 24, 2016, 4:30 PM.

Posted: 10/03/16

Regular Classified position but pay range not established a time of posting.

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CALL CENTER SUPPORT SPECIALIST

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
2016063	1025	132	83	3	46	12	11

Oral Board Raters

Scott Olds, Director of Information Systems, State Center Community College District

Michael Valdez, Network Specialist, Madera Unified School District

Advertisements

Websites:

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

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, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White / Non-Hispanic	Multi-racial	Unknown	Total
Female	5	0	13	26	25	4	12	85
Male	6	3	2	18	10	0	8	47
No Answer	0	0	0	0	0	0	0	0
Total	11	3	15	44	35	4	20	132

** Failed MQ: 5 – Incomplete Application, 78—Minimum qualifications;

Prepared by Vince Tafoya – State Center Community College District



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

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

CALL CENTER SUPPORT SPECIALIST

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

Definition:

Under direction, uses a variety of communication methods to provide support to students and the public regarding student services, registration, and web services, maintains the call center database and serves as the lead responsible for delivering consistent performance that achieves the highest level of customer satisfaction.

Compensation:

Salary pending negotiations. 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 with limited benefits.

Examples of Duties:

- Receives, prioritizes, and responds to call center inquiries, incoming calls, and/or e-mails to provide informational and technical support to students, faculty, staff, and the public.
- Monitors call center staff follow procedures related to identifying callers, resetting passwords, and providing accurate and consistent information.
- Assists students and the public with questions regarding admission, registration, accessing records, requesting transcripts, applying for degrees and certificates, paying fees, and other services.
- Interacts frequently with students, staff, faculty, administrators, and the public to provide information and assistance for the District websites, WebAdvisor, and student email.
- Ensures call center staff stay informed of changes in student systems, college policies, and student matriculation requirements.
- Provides information and guides callers through complex technical procedures over the phone.
- Communicates and ensures call center staff adhere to district, local, state, and federal policies, procedures, laws and requirements to students, staff, faculty, administrators and the public.
- Uses pre-established guidelines to diagnose, troubleshoot and/or resolve end user website compatibility issues.
- Notifies proper personnel when websites, computer programs or systems are not working properly.
- Works with technical and administrative staff to ensure timely resolution and follow-up of issues.
- Logs, creates and maintains accurate and detailed support documentation.
- Leads and organizes the data collection process to identify trends, discrepancies, issues and solutions.
- Compiles and organizes vast amounts of call data into clear, concise, easy to read reports for staff, faculty, and administrators.
- Leads improvements to the call center, works on multiple projects and remains on deadline.
- Provides up to date statistics and trends based on interactions with students, alumni, prospective students, and student representatives.
- Provides input and recommendations on how to attain key support goals such as average response time, mean time to resolve issues, end-user satisfaction and number of problems resolved within a given period.
- Assists in identifying and implementing district standards for the districtwide student support call center and collaborates with peers across the district to develop best practices and foster continuous improvement of services.
- Reviews, updates, and maintains the recordkeeping processes and procedures.
- Composes correspondence, prepares reports and presentations, and conducts research on problem areas.
- Maintains confidentiality of student records and monitors that call center staff follow Family Education Rights and Privacy Act (FERPA) requirements.
- Operates a variety of office equipment including computers, telephones, printers, copiers, calculators, and other equipment.
- Develops forms, videos, manuals, web pages, office procedures and policies.
- May serve on committees and participate in a variety of meetings and workshops, as designated by administration.
- Assigns, monitors, and reviews the work of other employees assigned to the department.
- Performs a wide variety of clerical work including typing, filing and records maintenance.

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CALL CENTER SUPPORT SPECIALIST

Examples of Duties: (con't)

- Performs other duties as assigned.

Auxiliary Job Functions

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

Required Employment Standards:

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Three (3) years of recent, increasingly responsible experience providing information and guiding callers through complex technical procedures over the phone or other methods of communication. Experience in higher education student services is highly desirable.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Current software, office/e-mail applications, and computer operating systems in order to troubleshoot.
- Problem resolution and support services to students and the public regarding student services.
- Methods, principles, practices and techniques for troubleshooting and determining the causes of system, computer application problems and device errors and failures.
- Operational characteristics of various computer systems and operating environments.
- Adult and individual learning theory and training methods.
- Family Education Rights and Privacy Act (FERPA) requirements.
- Recordkeeping and report preparation techniques to ensure information is accurately recorded for the call center.
- 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, identify and resolve user problems with the use of computers, peripheral equipment and/or related equipment.
- Diagnose, troubleshoot and/or resolve end user website compatibility issues for both technical and non-technical audiences.
- Demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
- 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 and independently prioritize daily computer operation tasks.
- 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:

- Receive, prioritize, and respond to call center inquiries, incoming calls, and/or e-mails to provide informational and technical support to students, faculty, staff, and the public.
- Analyze problems, evaluate alternatives and make sound recommendations.
- Maintain composure and handle multiple user calls simultaneously.
- Provide prompt and appropriate technical support service to student and public users.
- Maintain accurate call center database and logs.
- Understand and apply technical instructions, materials and resource publications.
- Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, independent programs consultant/trainers, and the public.
- Prepare clear, concise and accurate systems documentation and reports of work performed.

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CALL CENTER SUPPORT SPECIALIST

Required Employment Standards: (con't)

- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Learn and apply college and district policies and procedures.
- Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
- Maintain confidentiality of sensitive information and records.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

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

Physical Demands

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

Mental Demands

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

Working 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; may 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; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

Examination Process:

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (50% weight) and an oral interview examination (50% weight).

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

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, NOVEMBER 4, 2016

To move forward in the selection process, you must complete an online application through our web site <https://www.governmentjobs.com/careers/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.*

Salary pending negotiations. May start at \$20.96 per hour.

Filing Deadline: MONDAY, OCTOBER 24, 2016, 4:30 PM.

Posted: 10/03/16

Regular Classified position but pay range not established a time of posting.

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CHIEF OF POLICE

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
2016055	728	14	5	1	8	8	4

Oral Board Raters

Matthew Basgall, Chief of Police, Clovis Police Department
 Darren Cousineau, Director of Environmental Health & Safety, State Center Community College District
 Steve Frazier, Chief of Police, Madera Police Department
 Harald, Schweizer, Professor of Criminology, California State University Fresno

Advertisements

Websites:

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

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 University, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	0	0	0	0	0	0	0
Male	1	0	1	2	9	0	0	1	14
No Answer	0	0	0	0	0	0	0	0	0
Total	1	0	1	2	9	0	0	1	14

** Failed MQ:1 –Incomplete 4 - Minimum Qualifications



State Center Community College District



FRESNO CITY
COLLEGE

REEDLEY
COLLEGE

CLOVIS COMMUNITY
COLLEGE

MADERA
CENTER

OAKHURST
CENTER

Announcing The Search For **CHIEF OF POLICE** **DISTRICT OPERATIONS**

Application Deadline—EXTENDED
Wednesday, October 5, 2016, 4:30 PM

Salary Information
Classified Management Range 52
Annual Salary
\$91,370.00—\$115,026.00

Apply Online
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CHIEF OF POLICE

Definition

This position plans, coordinates, directs and supervises the daily operations and activities of the District Police Department, and oversees the districtwide emergency preparedness programs.

Distinguishing Characteristics

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

The **Chief of Police** is responsible for the effectiveness and quality of the crime prevention and law enforcement activities of the District. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and local, state, and federal laws/codes. The incumbent is responsible for preparing performance evaluations, processing bargaining unit grievances, recommending employment, and for taking and recommending disciplinary action.

Incumbent is expected to develop methods and procedures and solve problems encountered. Except where a deviation in policy is involved, most work is not reviewed directly by the manager and when work is reviewed, the review is directed toward final outcomes and results. Incumbents must utilize excellent written and verbal communication skills to effectively facilitate and interact with a wide range of campus and district staff, and outside professionals including, management, administrators, board members, faculty, classified staff, students, inspectors, and city officials while maintaining day to day management of the office. Incumbents must also possess strong organizational and leadership skills.

Supervision Received

Administrative direction is received from the Associate Vice Chancellor, Business and Operations.

Supervision Exercised

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

Essential Job Functions

Duties may include, but are not limited to, the following:

- Serves as a principal resource and advisor to District administration on all matters related to the protection of lives and property, preservation of peace, and the enforcement of laws and regulations on campus.
- Provides overall leadership to department, establishes departmental objectives and develops policies and procedures to accomplish those objectives and goals to ensure the efficient and effective operation of the District Police Department.

- Plans, organizes and evaluates all Police Department operations and ensures compliance with all regulations of the California Commission on Peace Officers Standards and Training (POST) for all sworn personnel.
- Provides leadership in law enforcement management with integrity, honesty, and a commitment to campus and community safety.
- Develops and maintains operating procedures, policies, files, records and reports for police operations, parking enforcement, electronic alarms and response for fire and theft incidents.
- Oversees the effective utilization of personnel through efficient scheduling to meet the needs of the college and maintains a 24/7 "on-call" status in order to respond to all campus emergencies to coordinate the law enforcement/public safety response.
- Participates in the collective bargaining process as part of the District negotiating team.
- Establishes and maintains effective communication between the Police Department and other campus departments to ensure personal safety and crime prevention throughout the District.
- Develops, implements and evaluates the Districtwide emergency preparedness and response plans in coordination with District and campus administration, and collaborates with outside law enforcement, medical, fire and other emergency response centers to create and foster linkages to a variety of services.
- Develops and monitors the department budget, anticipates staffing and equipment needs and develops short and long-range plans.
- Directs or conducts complex criminal or highly confidential personnel investigations, interfaces with other District personnel and departments to gather information necessary for police and personnel investigations, hears and resolves employer grievances and complaints.
- Develops, implements, and trains District and campus staff for active threat events.
- Reviews, evaluates and modifies officer response time, customer service and other procedures, and equipment for District emergencies.
- Oversees required training of police personnel in compliance with local, state, and federal law including the Education Code and federal training mandates.
- Oversees investigations related to misconduct and criminal violations, assists in the evaluation of evidence, witnesses and suspects in criminal cases to correlate all aspects and to assess for trends, similarities or for associations with other cases; and carries out appropriate physical restraining arrest and search or seizure laws.
- Oversees and reviews content of written reports to ensure adherence to legal requirements.
- Provides oversight to District and campuses and makes recommendations regarding surveillance and monitoring systems.
- Represents the Police Department in meetings and participates and works closely with the District and campus safety committees.
- Supervises and evaluates the work performance of assigned personnel, assists in the selection of new personnel and disciplines personnel in accordance with established laws, regulations, policies and procedures.
- Works with regional law enforcement agencies to address crime and crime prevention on campus and in adjacent communities.

- Works with representatives of the Office of Homeland Security and other federal and State law enforcement officials to develop and coordinate mutual aid agreements and various emergency response and disaster preparedness programs, exercises and activities as needed or required.
- Works in conjunction with District administration, law enforcement and Counsel, attends and participates in hearings or trials of suspects.
- Maintains current knowledge in the field of law enforcement and criminal justice and participates in professional organizations, regional meetings, conferences and related activities.
- Prepares reports regarding the effectiveness of the police program and plans for improvement and development.
- Performs other duties as assigned
- Security, surveillance, and communication systems and codes.
- Appropriate safety precautions and procedures.
- Principles of supervision, training, and staff development.
- Record keeping and report preparation techniques to ensure information is accurately presented to the Chancellor and Board.
- 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, publishing, and database programs.

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: Bachelor's degree preferably in business administration, administration of justice, criminal justice, police science, criminology or a related area, AND seven (7) years or more of recent public law enforcement and investigative experience which include three (3) years in a managerial or supervisory capacity at or above the level of police sergeant, preferably lieutenant. Experience in a college or university environment is desirable.

Licenses & Certificates

Valid Driver's License.

Possess valid Advanced and Supervisory POST Certification.

Must have a valid or obtain a Management POST Certification within two years of hire.

Special Conditions

Internal and external applicants must pass a POST approved background investigation, a medical examination and psychological examination.

Knowledge of:

- Principles and practices of administration and management as applied to support services, human resources programs, and systems development of the Police Department.
- Principles and practices of budget, financial, personnel, grants and contract administration
- Law enforcement procedures and applicable laws, codes, ordinances, rules and regulations.
- Public Safety Officer's Bill of Rights.
- POST requirements in relation to all aspects of running a police department and related services.
- Police strategy and methods.
- Patrol methods, criminal investigation and identification techniques.
- Property protection measures and regulations pertaining to the protection of district buildings and grounds.
- Criminal law and rules of evidence.
- Emergency communication techniques including equipment and its use.

Skill to:

- Coordinate police functions with administration and outside law enforcement agencies.
- Provide strong organizational leadership and management to a district police department.
- Plan and implement training programs for police personnel.
- Make quick decisions in emergencies.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding emergency procedures.
- Operate and maintain department issued weapons and qualify periodically.
- 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.
- Utilize law enforcement computer systems.
- Plan and organize work to meet established timelines.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Conduct research and analyze data and prepare reports such as those required by state and federal agencies.
- 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.
- Accurately type at a sufficient speed to maintain workflow.

Ability to:

- Promote good community relations and build community confidence in the campus police department.
- Think clearly and logically, use good judgment, and make quick and appropriate decisions in emergency situations.
- Demonstrate leadership in law enforcement management.
- Prepare and monitor department budget.
- Formulate, organize, and write departmental procedures.
- 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.



CHIEF OF POLICE

- Continuously pass POST approved background investigations, a medical examinations and psychological examinations.
- Maintain consistent, punctual and regular attendance.
- Learn, interpret, apply, and enforce federal and state laws and regulations, district policies and procedures as they pertain to law enforcement.
- Maintain confidentiality of sensitive information and records.
- Receive and follow instructions in order to build and maintain effective working relationships.
- Supervise, train, and evaluate personnel.
- Appropriately interact with students, staff, faculty, and public.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands and fingers to use a handgun or conducted electrical weapon, handle and feel computers and standard business equipment; and reach with hands and arms. Use muscular effort (or strength) needed to lift, push, pull or carry an object such as exercising physical force when controlling combative persons. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lift and carry office supplies and equipment weighing up to 140 lbs. Specific physical abilities required by this job include climbing ladders.

Mental Demands

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

Work Conditions

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

Work in situations which require the supervision or control of persons who may become physically violent, or combative; 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; work on surfaces that vary in stability; work at varying heights and/or on top of

building structures; 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); 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. 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 10 highest scoring applicants, plus ties, will be invited to the competency exam and oral appraisal board interview. Passing score is 75% out of 100% on each testing section

TESTING TENTATIVELY SCHEDULED FOR TUESDAY, OCTOBER 12, 2016

To move forward in the selection process, you must complete an online application through our web site at <https://www.governmentjobs.com/careers/scccd>. Please attach 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.

State Center Community College District Personnel Commission Office

1525 E. Weldon Avenue
Fresno, CA 93704
(559) 226-0720
www.scccd.edu

CURRICULUM ASSISTANT

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
2016048	2249	221	100	20	75	17	13

Oral Board Raters

Cheryl Hesse, Curriculum Analyst, Reedley College
 Margee Loya, Curriculum Analyst, Clovis Community College
 Jennifer Laval, Registrar, ITT

Advertisements

Websites:

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

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, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White / Non-Hispanic	Multi-racial	Unknown	Total
Female	28	0	16	51	41	7	32	175
Male	8	1	4	13	14	0	4	44
No Answer	0	0	0	1	0	0	1	2
Total	36	1	20	65	55	7	37	221

** Failed MQ: 8 – Incomplete Application, 98—Minimum qualifications;

Prepared by Brittany Needham – State Center Community College District



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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

Phone (559) 226-0720 • Fax (559) 272-5156 • <https://www.governmentjobs.com/careers/sccc>

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

CURRICULUM ASSISTANT

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

Definition: Under direction maintains and assists in the development of the course master listing and resulting catalog and schedules of classes and acts as secretary to campus curriculum committee.

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

Examples of Duties: Duties include gathering data for all new courses; maintaining the course master directory; preparing the college catalog and each semester's schedule of courses; adjusting the schedule of courses as cancelations, changes and additions occur; compiling and distributing all curriculum materials, keeping notes of actions taken by curriculum committee, and entering resulting data into the computerized data-bases; preparing official instructor load sheets from information provided by the Deans; preparing supplemental payroll for part-time faculty, including hours of work, lecture and laboratory load data, and pay rates; maintaining records on part-time faculty assignments; compiling reports. Enters and retrieves data from computer systems as needed. May perform other related duties as needed.

Required Employment Standards: **Education:** Formal and informal education equivalent to completion of the twelfth grade.
Experience: Experience organizing and providing information via use of computer systems; working independently to organize, coordinate, prioritize and implement complex computer functions; and relating to a large, diverse professional staff.

Knowledge and Abilities: Knowledge of the administrative organization and functions of a community college; research methods to plan and organize the improvement of procedures, college policies, regulations, state directives and laws relating to the completion of instructional administrative studies and forms; and data processing. Skill to use computer systems to set up and maintain records of courses and instructor loads; perform mathematical and statistical calculations; independently compose correspondence utilizing a personal computer. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to assign, monitor, and review the work of others. 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), an oral interview examination (40% weight).

Those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, 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, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, NOVEMBER 4, 2016.

To move forward in the selection process, you must complete an online application through the website <https://www.governmentjobs.com/careers/sccc>. Resumes may also be uploaded but cannot be used in lieu of a completed application.

Filing Deadline: FRIDAY, OCTOBER 14, 2016, 4:30 PM.

Posted: 09/23/2016

Pay Range: Regular Classified Range 57

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

LIBRARY SERVICES ASSISTANT

Recruitment ID 2016063	Hits 1536	Applicants 63	Failed MQ** 50	Failed Competitive 0	Took Competency 13	Took Oral 10	Eligible 10
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Oral Board Raters

Stephanie Curry, Librarian, Reedley College

Mark Berner, Supervising Librarian, Fresno County Public Library – Gillis Branch Library

Advertisements

Websites:

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

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, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White / Non-Hispanic	Multi-racial	Unknown	Total
Female	3	1	2	16	15	1	6	44
Male	5	0	1	3	7	0	1	17
No Answer	0	0	0	0	0	0	2	2
Total	8	1	3	19	22	1	9	63

**** Failed MQ: 13 – Incomplete Application, 37—Minimum qualifications;**

Prepared by Vince Tafoya – State Center Community College District



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

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

Phone (559) 226-0720 • Fax (559) 272-5156 • <https://www.governmentjobs.com/careers/scccd>

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

LIBRARY SERVICES ASSISTANT

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

Definition: Under direction performs paraprofessional duties including processing, circulating, storing, operating, and utilizing books, periodicals, audio-visual materials and equipment or cataloging in a library or learning resources center.

Compensation: Starts at \$4,008.33 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$23.13 with limited benefits.

Examples of Duties:

- Performs technical work in the acquisition of books, media, and other library materials by searching journals, catalogs, vendor websites and databases, and other resources for bibliographic and order information.
- Processes intra-library loan requests by locating, retrieving, charging, renewing and receiving library materials and distributing the materials to the requestor.
- Performs technical work in the cataloging process by searching reference and electronic sources for cataloging and classification information.
- Transfers or updates minimal or interim-level cataloging records.
- Transfers descriptive information from online or digital sources.
- Mends books and other materials and perform all necessary steps to prepare materials for use.
- Performs technical circulation work by creating and updating user records, conducting book searches and placing holds.
- Establishes and maintains library routines for overdue notifications and for collection of fines and replacement fees.
- Prepares and updates materials and book records.
- Performs technical periodicals work by maintaining records of periodicals received.
- Updates periodicals holding list, processes periodicals and performs all necessary steps to prepare periodicals for use.
- Fully utilizes software available through the integrated library system such as the on-line acquisitions, serials, cataloging, and circulation systems.
- Utilizes standard office software applications to prepare correspondence, reports, and data/information summaries concerning library services.
- Operates library and office equipment such as microfilm/fiche readers/printers, copiers, computers, printers, scanners, and related equipment.
- Provides customer service by answering and directing telephone calls, responding to on-site and electronic inquiries, directing reference and research questions to the appropriate librarian.
- Assists library patrons with directions and general library information, and use of equipment such as copiers, microfilm/fiche readers/printers, computers, printers, and other related equipment.
- Explains library, media, and learning resources center policy and procedures.
- Shelves, shelf-reads, and shifts books and other materials.
- Participates on panels, discussion groups, or committees as needed.
- Assigns, monitors, and reviews the work of others.
- Performs other related duties as assigned.

Required Employment Standards:

Education & Experience

Any combination equivalent to: Associate Degree with coursework in Library Science and experience (2 years or more) processing, circulating, storing, operating, developing, and utilizing Library/Learning Resources books, audio-visual materials and equipment. Experience in a supervisory role.

Licenses/Certificates

Valid Driver's License is required

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.

LIBRARY SERVICES ASSISTANT

Required Employment Standards: (con't)

Knowledge

- Knowledge of technical library resources including online catalogs, electronic databases, websites, and bibliographies.
- Knowledge of procedures for the acquisition of library and media materials.
- Knowledge of procedures involved in the cataloging and classifying of library and media materials.
- Knowledge of procedures involved in the circulation of library and media materials.
- Knowledge of library classification systems.
- Knowledge of laws, rules and regulations relating to library records retention.
- Knowledge of basic math including addition, subtraction, multiplication, and division.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skills

- Skill to identify and resolve user problems related to library systems performance and operations.
- Skill to utilize automated library systems to extract data from databases for interpreting and communicating data.
- Skill to demonstrate the use of a variety of library resources and facilities.
- Skill to conduct research and prepare reports as required by Librarians.
- Skill to demonstrate excellent relationship management and interpersonal skills.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and department schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

Abilities

- Ability to understand, 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 establish and maintain effective working relationships with District administrators, management, staff, diverse community, business, and the public.
- Ability to perform detailed and general library tasks accurately and rapidly.
- Ability to interpret, apply and explain rules, regulations and policies and exercise good judgment within established guidelines.
- Ability to use critical judgment in the evaluation of data and development of plans, reports and materials.
- Ability to make accurate calculations and recognize discrepancies in numerical data.
- Ability to assign, monitor and review the work of others.
- Ability to learn and apply college and district policies and procedures.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to receive and follow instructions.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to 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)

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LIBRARY SERVICES ASSISTANT

Required Employment Standards: (con't)

- 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:

- 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.

LIBRARY SERVICES ASSISTANT

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

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

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, NOVEMBER 18, 2016.

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

Filing Deadline: FRIDAY, NOVEMBER 4, 2016, 4:30 PM.
Posted: 10/14/16

Pay Range: Regular Classified Range 56

OFFICE ASSISTANT I

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
2016052	3,944	213	15	11	187	20	19

Oral Board Raters

Keelin McCabe, Administrative Assistant, Fresno City College
 Natalie Minas, Office Assistant III, Clovis Community College
 Gail Taylor, Administrative Aide, Retiree

Advertisements

Websites:

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

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 University, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	22	0	16	69	51	7	0	22	187
Male	6	0	0	5	7	0	0	5	23
No Answer	0	0	0	0	0	0	0	3	3
Total	28	0	16	74	58	7	0	30	213

** Failed MQ: 15-Incomplete



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 • <https://www.governmentjobs.com/careers/scccd>

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

OFFICE ASSISTANT I

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

- Definition:** Under direction performs general clerical work including typing, filing, maintaining records and answering phones.
- Compensation:** Starts at \$2,578.75 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.
- 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. Files materials, prepares mailings, and duplicates materials. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Answers telephone and serves as office receptionist. Schedules and cancels appointments. Enters and retrieves data from computer system in appropriate format. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Formal and informal education equivalent to completion of the twelfth grade
- Experience:** 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. Skill to accurately type at a sufficient speed to maintain work flow. 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 (55% weight) and an oral interview examination (45% weight).
- Those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating 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, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, NOVEMBER 4, 2016.
ONLINE APPLICATIONS WILL ONLY BE ACCEPTED 10/12/16 – 10/14/16

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

Filing Deadline: FRIDAY, OCTOBER 14 2016, 4:30 PM.
Posted: 09/23/16

Pay Range: Regular Classified Range 38

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.

OFFICE ASSISTANT I - PPT

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
2016053	2,227	105	1	11	93	17	16

Oral Board Raters

Kimberly Reed, Administrative Assistant II, Fresno County Office of Education
 Irene Thirlwall, Department Secretary, Fresno City College

Advertisements

Websites:

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

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 University, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	9	0	12	33	22	2	0	11	89
Male	5	0	0	1	4	0	0	6	16
No Answer	0	0	0	0	0	0	0	0	0
Total	14	0	12	34	26	2	0	17	105

** Failed MQ: 1-Incomplete



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 • <https://www.governmentjobs.com/careers/scccd>

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

OFFICE ASSISTANT I (PERMANENT PART-TIME)

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

- Definition:** Under direction performs general clerical work including typing, filing, maintaining records and answering phones.
- Compensation:** Part-time positions are paid hourly, starting at \$14.88 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. Files materials, prepares mailings, and duplicates materials. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Answers telephone and serves as office receptionist. Schedules and cancels appointments. Enters and retrieves data from computer system in appropriate format. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Formal and informal education equivalent to completion of the twelfth grade
- Experience:** 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. Skill to accurately type at a sufficient speed to maintain work flow. 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 (55% weight) and an oral interview examination (45% weight).
- Those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating 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, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, NOVEMBER 4, 2016.
APPLICATIONS WILL ONLY BE ACCEPTED 10/12/16 – 10/14/16

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

Filing Deadline: FRIDAY, OCTOBER 14 2016, 4:30 PM.

Posted: 09/23/16

Pay Range: Regular Classified Range 38

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.

STUDENT COMMUNICATION SPECIALIST

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
2016061	1,631	74	42	18	14	10	9

Oral Board Raters

Kathy Bonilla, Public Information Officer, State Center Community College District

Ben Lozano, Graphic Designer, Fresno County Office of Education

Advertisements

Websites:

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

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, San Joaquin Valley College, CA Indian Manpower Consortium, Central Valley Professionals, Fresno Center for New Americans, LDS Church, Fresno Economic Opportunities Commission, FARN

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White / Non-Hispanic	Multi-racial	Unknown	Total
Female	4	0	5	9	8	1	9	36
Male	3	0	1	18	9	0	5	36
No Answer	0	0	0	0	0	0	2	2
Total	7	0	6	27	16	1	17	74

** Failed MQ: 6 – Incomplete Application, 36—Minimum qualifications;



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 • <https://www.governmentjobs.com/careers/scccd>

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

STUDENT COMMUNICATIONS SPECIALIST

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

- Definition:** Under direction, supports and enhances internal and external communications initiatives to improve social connections with employees, students/parents, prospective students/parents and community members utilizing digital and social media communication and marketing efforts.
- Compensation:** **Salary pending negotiation.** 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.
- Education & Experience:** Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: An associate degree or its equivalent from a recognized college or university with a major in graphic design, digital media, marketing, communications, or a related field AND two (2) years of recent experience planning and executing digital and social media initiatives preferably in an education or corporate environment.
- Licenses/Certificates:** A valid driver's license is required.
- Examples of Duties:**
- Develops and maintains a comprehensive communication strategy that defines how social media, email and marketing techniques will be applied to increase student success.
 - Identifies and posts compelling content including videos and photos to college digital media channels and website that support the core services of Student Support Services Programs (SSSP).
 - Assists in the development of goals, strategies, benchmarks and budget to communicate the steps for college success and its outreach activities.
 - Interacts with college faculty, students, staff, alumni and other stakeholders to develop social media projects targeting incoming and current students.
 - Produces appealing images and infographics to use on district and campus digital media channels and websites.
 - Researches social media trends and best practices and proactively contributes to the development, maintenance, and advancement of the multimedia strategy of the college.
 - Writes a wide variety of communications for print, television, radio, and the Internet.
 - Liaisons with staff and students assigned to engage messaging strategy and channels of various colleges, departments, programs and areas.
 - Develops and maintains student database reporting systems for targeted communication.
 - Monitors all user-generated content in line with District policies for the digital community.
 - Ensures positive public reputation and helps reduce risk exposure in social media through online reputation management.
 - Ensures communications are accurate, clear, and complete by using appropriate spelling, grammar, punctuation, and editorial style, while maintaining a consistent tone and voice.
 - Develops communication plans, online offers, and evaluates effectiveness of email communications.
 - Conceives and executes email marketing campaigns to increase student success

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STUDENT COMMUNICATIONS SPECIALIST

Examples of Duties: (Cont.)

- engagement, retention, and conversion rates.
- Works with external consultants, vendors, design and teams on creative strategies.
- Provides SSSP event-related marketing support to students, faculty, staff and the public.
- Assists with media research and the evaluation of new media opportunities.
- Monitors, analyzes and reports on all communication strategies and engagement.
- Defines key performance indicators and implements enterprise level measurement, analytics, and reporting methods to gauge success.
- Assists in web content editing to ensure websites and social media are properly displayed.
- Generates ideas with other members of the creative design team.
- Maintains positive relationships with administrators, staff, students, and the public.
- Drafts correspondence, prepares reports and presentations, and conducts research on problem areas.
- Adheres to and remains current with federal, state and local laws and regulations such as ADA requirements, privacy laws, and trademarks.
- Operates a variety of office equipment including computers, printers, copiers, telephones, and other equipment.
- Serves on committees and participates in a variety of meetings and workshops, as designated by administration.
- Assigns, monitors and reviews the work of others.
- Performs other duties as assigned.

Auxiliary Job Functions

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

Required Knowledge, Skills and Abilities:

Knowledge of:

- Social media platforms such as Facebook, Twitter, YouTube, Google+, foursquare, Pinterest, Instagram and Tumblr.
- Principles, techniques, materials, and equipment used in graphic design.
- Graphic design software such as InDesign, QuarkXPress, Photoshop, Illustrator, and Internet environments.
- Principles of copywriting and editing digital media.
- Principles of marketing and public relations.
- Techniques related to the preparation of graphics for TV, multimedia, and video.
- Capabilities of computer systems and hardware common in graphic design and social media.
- Recordkeeping and report preparation techniques to ensure information is accurately presented.
- 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.
- Knowledge of methods and techniques of troubleshooting website, application and network problems.

Skill to:

- Utilize and leverage social media management and analytic tools.
- Use graphic/publishing software systems such as Adobe Creative Cloud.
- Demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.

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STUDENT COMMUNICATIONS SPECIALIST

Required Knowledge, Skills and Abilities: (Cont.)

- 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.
- Appropriately assess the social media and communication needs of the college or district and respond with a coordinated response or solution.
- Independently research and utilize a multitude of creative resources in order to stay current with social media trends and best practices.

Ability to:

- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Independently produce graphic design work utilizing a variety of software, materials, and equipment.
- Apply creativity in the preparation of layouts, drawings, illustrations, and related graphic materials.
- Create graphic design work from scanned images, photographs, sketches, and ideas.
- Operate photography and digital media equipment and software.
- Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, independent program consultants/trainers, and the public.
- Participate on technical discussions with technical and non-technical groups.
- Organize data, maintain records, and prepare clear, concise and accurate systems documentation and reports of work performed.
- Assign, monitor and review the work of others.
- Learn and apply college and district policies and procedures.
- Maintain confidentiality of sensitive information and records.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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

Physical Demands

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

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and

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STUDENT COMMUNICATIONS SPECIALIST

Required Knowledge, Skills and Abilities: (Cont.)

oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, faculty, staff, representatives of other agencies, and others encountered in the course of work.

Working conditions which may occur

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.

Selection Process:

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (50% weight) and an oral interview examination (50% weight).

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

TESTING TENTATIVELY SCHEDULED FOR TUESDAY, NOVEMBER 8, 2016

To move forward in the selection process, you must complete an online application through our web site at <https://www.governmentjobs.com/careers/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.

Salary pending negotiation. May start at \$22.02 per hour.

Filing Deadline:

Monday, October 24, 2016, 4:30 PM.

Posted: 10/3/16 **Regular Classified position but pay range not established at time of posting.**

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

Presented to the Personnel Commission:

Date: December 13, 2016

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: 16-58

Background:

The Board of Trustees was presented with the duties of new position(s) at one or 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 item(s) presented to the Board of Trustees are attached for the Commissioners review along with the established classification specifications. The item(s) indicate the duties that will be performed by the new position(s). The recommended classification(s) for the new position(s) are as follows:

- a. Administrative Assistant, MC
- b. Food Service Worker II – PPT, RC
- c. Food Service Worker II – PPT, RC
- d. Food Service Worker II – PPT, RC
- e. Food Service Worker II – PPT, RC

Recommendation:

It is recommended the Personnel Commission approve and classify the duties of the new position(s) in the classified service with the recommended established classification(s).

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

PRESENTED TO BOARD OF TRUSTEES

DATE: December 13, 2016

SUBJECT: Consideration to Approve New Position of
Administrative Assistant, Madera Community
College Center

ITEM NO. 16-83HR

EXHIBIT: None

Background:

District administration is recommending the addition of a new administrative assistant as support for the vice president of the Madera and Oakhurst community college centers. This position is currently supported by a vacant administrative aide position.

Administration has reviewed the duties and is recommending the new position as the higher level duties will better support the vice president and better serve the needs of the students and staff. This new position will align the secretarial position duties with the title of the supervisor at the community college centers. The department will defund the administrative aide position in order to offset the increased budget expense.

Recommendation:

In accordance with Board Policy 7230, administration recommends the Board of Trustees approve the new position of Administrative Assistant, Madera Community College Center.

STATE CENTER COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE ASSISTANT

DEFINITION

Under direction performs highly complex and responsible secretarial work and relieves a senior campus administrator of administrative and office detail.

DISTINGUISHING CHARACTERISTICS

This classification differs from others in the series in that incumbents possess extensive knowledge of a campus area, understand the relationship of the departments within the area to each other and to others both inside and outside of the district, and assist in the formulation of procedures used within the area. This classification may require some lead responsibilities.

EXAMPLES OF DUTIES

Performs a wide variety of secretarial work, including typing, proof-reading, checking, composing correspondence and recording information on records from general instructions. Tracks budget expenditures and prepares reports. Schedules and prepares materials for meetings and appointments. Enters and retrieves data from computer system in appropriate format. Conducts research on problem areas and prepares reports. Initiate and coordinate procedural modifications. 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 experience performing administrative or difficult secretarial duties involving analytical and technical skills for a senior level administrator.

Knowledge and Abilities: Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Ability to take and/or transcribe dictation. Skill to employ mathematical techniques. Skills required to research, prepare and analyze reports. Ability to enter and retrieve data from computer system in appropriate format. Ability to learn procedures connected with mission of area. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 11 Page 25
Approved: August 8, 1994
Salary Range: 55
Revised by PC August 21, 2012

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

PRESENTED TO BOARD OF TRUSTEES

DATE: December 13, 2016

SUBJECT: Consideration to Approve Four New Positions of Permanent Part-Time Food Service Worker I/II, Reedley College ITEM NO. 16-82HR

EXHIBIT: None

Background:

The Reedley College Food Services Department currently has two vacant positions. One is a full-time cafeteria attendant position, the other is permanent part-time cafeteria attendant position. These vacancies have allowed for the opportunity to address staffing needs within the food services operation at Reedley College.

Administration is recommending defunding the full-time cafeteria attendant position and the permanent part-time cafeteria attendant position, and adding four permanent part-time food service worker I/II positions. These positions would be 19 hours per week and would allow food services to better cover the cash register and food services line to better serve the needs of the students. This would also allow more flexibility to perform additional essential duties within the food services operations.

This recommendation would result in a net savings per year of \$2,986.01. Although this is a minimal cost savings, the overall operation of the food services department would be improved.

Recommendation:

In accordance with Board Policy 7230, administration recommends the Board of Trustees approve four new positions of Permanent Part-Time Food Service Worker I/II, Reedley College.

STATE CENTER COMMUNITY COLLEGE DISTRICT
FOOD SERVICE WORKER II

DEFINITION

Under direction assists in the preparation and serving of food.

DISTINGUISHING CHARACTERISTICS

This classification performs food preparation duties in accordance with clearly defined instructions or established procedures. This classification requires lead responsibilities. This position differs from higher levels by the responsibility for activities, working being less closely supervised and more routine in nature.

EXAMPLES OF DUTIES

Duties include assisting in the preparation of food including hot sandwiches, salads, vegetables, other main dishes and baked goods, serving of food from a food line or during catered events, totaling up customer food bills using cash register, collecting cash from customers, cleaning kitchen equipment and utensils and assisting in the maintenance of the cafeteria according to safety and sanitation requirements. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: Experience in food preparation for large groups, such as in school cafeterias or hospital kitchens.

Knowledge and Abilities: Knowledge of food service equipment, machinery used in and utensils, preparation techniques and schedules for large groups, sanitation and safety requirements, food substances and dangerous combinations, microwave ovens and their use, dishes and their use, storage practices and stock areas. Skill to use kitchen utensils and equipment in a safe and efficient manner, mix and prepare foods of varying types, write altered recipes in an understandable manner, remember directions and food orders, use cash registers, perform simple math calculation in altering recipes, adding receipts and making change, maintain records of cash register receipts, read and understand operations manuals and recipes. Ability to assign, monitor and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 12 Page 3
Approved: June 17, 1991
Salary Range: 36

SECTION 3. THE CLASSIFIED SERVICE

3-1 POSITIONS INCLUDED: All positions established by the Governing Board of-Trustees', which are not exempt from the classified service by law shall be a part of the classified service of the District. All employees serving in the District's classified positions shall be classified employees. The employees and positions shall be known as the Classified Service.

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

3-2 EXEMPTION FROM THE CLASSIFIED SERVICE: Positions required by law to be academic, part-time playground positions, full-time students employed part-time, part-time students employed part-time in any college work-study program or in a work experience education program conducted by a community college district which is financed by state or federal funds, apprentice positions, and positions established for the employment of professional experts on a temporary basis for a specific project by the governing board or the by commission when so designated by the commission.

REFERENCE: Education Code Sections 88076, 88078

3-4 EFFECT OF EXEMPTION: Any position or employee totally exempted from the classified service by law shall be excluded from the benefits and burdens imposed by these Rules and Regulations, except as otherwise provided by law, the Board of Trustees, or these Rules and Regulations.

3-7 GENERAL CLASSIFICATION RULES

3-8 ASSIGNMENT OF DUTIES: The Board shall fix and prescribe the duties and responsibilities of all positions in the classified service except those in the Commission staff. When the duties being performed by an employee are found to be inconsistent with the duties officially assigned to a specific position, the Director of Classified Personnel shall report the facts to the responsible administrator in order that appropriate action may be taken.

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

3-9 GENERAL CLASSIFICATION PLAN: The Commission shall classify all employees and positions within the jurisdiction of the Board or the Commission, except those positions which the Commission determines is exempt from the Classified Service pursuant to Rule 3-2. The Commission shall maintain a classification plan for all positions. The employees and positions shall be known as the Classified Service. To classify shall include, but not be limited to:

- (a) Allocation of all positions to appropriate classes.
- (b) Arrangement of classes into occupational hierarchies (job families).
- (c) Determination of reasonable percentage relationships between classes within the occupational hierarchies.
- (d) Determination of reasonable percentage relationships between occupational hierarchies.
- (e) Preparation of written class specifications.

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

3-12 CREATION OF NEW POSITIONS: When the Board of Trustees creates a new position or approves a reorganization that modifies the duties and/or responsibilities of a classification or position, it shall submit the duties officially assigned to the classification/position, in writing, to the Director of Classified Personnel. The Board may recommend minimum educational and work experience requirements for the classification/position. The Director of Classified Personnel shall present recommendations to the Commission for action. The Commission shall:

- (a) Determine if the new position shall be a part of the Classified Service or exempt under Rule 3-2.

(b) Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.

(c) If a new class is recommended, the Director of Classified Personnel shall set forth a proposed class specification setting out the title, duties as established by the Board of Trustees, qualifications, and other requirements of a class specification. The qualifications approved by the Commission must reasonably relate to the duties assigned to the position by the Board of Trustees.

(d) The Commission shall recommend the proper salary placement on the appropriate classified salary schedule.

(f) The Director of Classified Personnel shall notify the Board of Trustees of the Commission's action.

REFERENCE: Education Code Sections 88009, 88076, 88087

3-13 ALLOCATION OF POSITIONS TO EXISTING CLASSES: All positions which substantially consist of comparable duties, responsibilities, and qualifications shall be allocated to the same class.

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

Presented to the Personnel Commission:

Date: December 13, 2016

SUBJECT: Consideration and Approval to Change
Position Classification for Food Service
Worker I to Food Service Worker II

ENCLOSURE(S):
Current Classification,
Proposed
Classification
Specification, PC Rule
3-1 thru 3-4, 3-7 thru
3-9, 3-12, 3-13

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-59

Background:

Upon review of the Food Service position, it was determined that a classification change for Food Service Worker I to Food Service Worker II is needed for the positions listed below. District Administration and CSEA have agreed that the Personnel Commission should remove the alternate series classifications for the Food Service family. This change will address the campus needs in Food Services.

- a. Food Service Worker I, Position #3074, Vacant
- b. Food Service Worker I, Position #3078, Vacant
- c. Food Service Worker I, Position #3177, Alicia Aguirre
- d. Food Service Worker I, Position #3178, Crystal Z Kamada
- e. Food Service Worker I, Position #3179, Victoria Veloz

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 positions approved by the Board of Trustees into either an established classification, recommend a new classification be created or exempt from the classified service.

Recommendation:

It is recommended the Personnel Commission approve the classification change of positions #3074, #3078, #3177, #3178, and 3179 from Food Service Worker I to Food Service Worker II.

STATE CENTER COMMUNITY COLLEGE DISTRICT
FOOD SERVICE WORKER I

DEFINITION

Under direction assists in the preparation and serving of food.

DISTINGUISHING CHARACTERISTICS

This classification performs food preparation duties in accordance with clearly defined instructions or established procedures. This classification requires lead responsibilities. This position differs from higher levels by the responsibility for activities, working being less closely supervised and more routine in nature.

EXAMPLES OF DUTIES

Duties include assisting in the preparation of food from a food line or during catered events, totals up customer food bills using cash register, collecting cash from customers, cleaning off tables, cleaning kitchen equipment and utensils and assisting in the maintenance of the cafeteria according to safety and sanitation requirements. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: None required.

Knowledge and Abilities: Knowledge of food service cleaning and laundering procedures, large quantity measurements, preparation schedules sufficient to meet projected daily needs, kitchen utensils, equipment, and machinery, food and its preparation, microwave ovens and their use, dishes and their use, storage practices and stock areas. Skill to use dishwashing machines, kitchen utensils and equipment in a safe and efficient manner, use cash registers, perform simple math calculation in adding receipts and making change, maintain records of cash register receipts, read and understand operations manuals and recipes. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 12 Page 4
Approved: June 17, 1991
Salary Range: 33

STATE CENTER COMMUNITY COLLEGE DISTRICT
FOOD SERVICE WORKER II

DEFINITION

Under direction assists in the preparation and serving of food.

DISTINGUISHING CHARACTERISTICS

This classification performs food preparation duties in accordance with clearly defined instructions or established procedures. This classification requires lead responsibilities. This position differs from higher levels by the responsibility for activities, working being less closely supervised and more routine in nature.

EXAMPLES OF DUTIES

Duties include assisting in the preparation of food including hot sandwiches, salads, vegetables, other main dishes and baked goods, serving of food from a food line or during catered events, totaling up customer food bills using cash register, collecting cash from customers, cleaning kitchen equipment and utensils and assisting in the maintenance of the cafeteria according to safety and sanitation requirements. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: Experience in food preparation for large groups, such as in school cafeterias or hospital kitchens.

Knowledge and Abilities: Knowledge of food service equipment, machinery used in and utensils, preparation techniques and schedules for large groups, sanitation and safety requirements, food substances and dangerous combinations, microwave ovens and their use, dishes and their use, storage practices and stock areas. Skill to use kitchen utensils and equipment in a safe and efficient manner, mix and prepare foods of varying types, write altered recipes in an understandable manner, remember directions and food orders, use cash registers, perform simple math calculation in altering recipes, adding receipts and making change, maintain records of cash register receipts, read and understand operations manuals and recipes. Ability to assign, monitor and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 12 Page 3
Approved: June 17, 1991
Salary Range: 36

SECTION 3. THE CLASSIFIED SERVICE

3-1 POSITIONS INCLUDED: All positions established by the Governing Board of-Trustees', which are not exempt from the classified service by law shall be a part of the classified service of the District. All employees serving in the District's classified positions shall be classified employees. The employees and positions shall be known as the Classified Service.

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

3-2 EXEMPTION FROM THE CLASSIFIED SERVICE: Positions required by law to be academic, part-time playground positions, full-time students employed part-time, part-time students employed part-time in any college work-study program or in a work experience education program conducted by a community college district which is financed by state or federal funds, apprentice positions, and positions established for the employment of professional experts on a temporary basis for a specific project by the governing board or the by commission when so designated by the commission.

REFERENCE: Education Code Sections 88076, 88078

3-4 EFFECT OF EXEMPTION: Any position or employee totally exempted from the classified service by law shall be excluded from the benefits and burdens imposed by these Rules and Regulations, except as otherwise provided by law, the Board of Trustees, or these Rules and Regulations.

3-7 GENERAL CLASSIFICATION RULES

3-8 ASSIGNMENT OF DUTIES: The Board shall fix and prescribe the duties and responsibilities of all positions in the classified service except those in the Commission staff. When the duties being performed by an employee are found to be inconsistent with the duties officially assigned to a specific position, the Director of Classified Personnel shall report the facts to the responsible administrator in order that appropriate action may be taken.

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

3-9 GENERAL CLASSIFICATION PLAN: The Commission shall classify all employees and positions within the jurisdiction of the Board or the Commission, except those positions which the Commission determines is exempt from the Classified Service pursuant to Rule 3-2. The Commission shall maintain a classification plan for all positions. The employees and positions shall be known as the Classified Service. To classify shall include, but not be limited to:

- (a) Allocation of all positions to appropriate classes.
- (b) Arrangement of classes into occupational hierarchies (job families).
- (c) Determination of reasonable percentage relationships between classes within the occupational hierarchies.
- (d) Determination of reasonable percentage relationships between occupational hierarchies.
- (e) Preparation of written class specifications.

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

3-12 CREATION OF NEW POSITIONS: When the Board of Trustees creates a new position or approves a reorganization that modifies the duties and/or responsibilities of a classification or position, it shall submit the duties officially assigned to the classification/position, in writing, to the Director of Classified Personnel. The Board may recommend minimum educational and work experience requirements for the classification/position. The Director of Classified Personnel shall present recommendations to the Commission for action. The Commission shall:

- (a) Determine if the new position shall be a part of the Classified Service or exempt under Rule 3-2.

(b) Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established.

(c) If a new class is recommended, the Director of Classified Personnel shall set forth a proposed class specification setting out the title, duties as established by the Board of Trustees, qualifications, and other requirements of a class specification. The qualifications approved by the Commission must reasonably relate to the duties assigned to the position by the Board of Trustees.

(d) The Commission shall recommend the proper salary placement on the appropriate classified salary schedule.

(f) The Director of Classified Personnel shall notify the Board of Trustees of the Commission's action.

REFERENCE: Education Code Sections 88009, 88076, 88087

3-13 ALLOCATION OF POSITIONS TO EXISTING CLASSES: All positions which substantially consist of comparable duties, responsibilities, and qualifications shall be allocated to the same class.

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

Presented to the Personnel Commission:

Date: December 13, 2016

SUBJECT: Consideration and Approval of Revised
Classification Specification for Food Service
Worker II

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-60

Background:

Vacancies have occurred for the position of Food Service Worker II at Reedley College. In reviewing the classification specification, changes have been made to update the Title, De and Employment Standards. The changes will allow for a valid and reliable recruitment and selection process of positions in this classification.

The following individuals were invited to suggest changes:

- Vice President of Administrative Services, Reedley College
- Dean of Instruction, Fresno City College
- Food Service Manager, Reedley College
- Vice Chancellor of Human Resources
- Director of Human Resources
- CSEA
- Incumbents

Recommendation:

It is recommended the revised classification specification for Food Service Worker II be approved as presented.

STATE CENTER COMMUNITY COLLEGE DISTRICT
FOOD SERVICE WORKER II

DEFINITION

Under direction assists in the preparation and serving of food.

DISTINGUISHING CHARACTERISTICS

This classification performs food preparation duties in accordance with clearly defined instructions or established procedures. This classification requires lead responsibilities. This position differs from higher levels by the responsibility for activities, working being less closely supervised and more routine in nature.

EXAMPLES OF DUTIES

Duties include assisting in the preparation of food including hot sandwiches, salads, vegetables, other main dishes and baked goods, serving of food from a food line or during catered events, totaling up customer food bills using cash register, collecting cash from customers, cleaning kitchen equipment and utensils and assisting in the maintenance of the cafeteria according to safety and sanitation requirements. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: ~~Experience in food preparation for large groups, such as in school cafeterias or hospital kitchens.~~ **One (1) year of experience working in a fast paced and large volume food service operation in a commercial kitchen.**

Knowledge and Abilities: Knowledge of food service equipment, machinery used in and utensils, preparation techniques and schedules for large groups, sanitation and safety requirements, food substances and dangerous combinations, microwave ovens and their use, dishes and their use, storage practices and stock areas. Skill to use kitchen utensils and equipment in a safe and efficient manner, mix and prepare foods of varying types, write altered recipes in an understandable manner, remember directions and food orders, use cash registers, perform simple math calculation in altering recipes, adding receipts and making change, maintain records of cash register receipts, read and understand operations manuals and recipes. Ability to assign, monitor and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

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

Presented to the Personnel Commission:

Date: December 13, 2016

SUBJECT: Consideration and Approval to Abolish
Classification Specification for Food Service
Worker I

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-61

Background:

In reviewing the classification specification for Food Service Worker I, staff determined that the classification no longer meets District needs and needs to be abolished from the classified service.

Recommendation:

It is recommended the classification specification for Food Service Worker I be abolished from the classified service.

STATE CENTER COMMUNITY COLLEGE DISTRICT
FOOD SERVICE WORKER I

DEFINITION

Under direction assists in the preparation and serving of food.

DISTINGUISHING CHARACTERISTICS

This classification performs food preparation duties in accordance with clearly defined instructions or established procedures. This classification requires lead responsibilities. This position differs from higher levels by the responsibility for activities, working being less closely supervised and more routine in nature.

EXAMPLES OF DUTIES

Duties include assisting in the preparation of food from a food line or during catered events, totals up customer food bills using cash register, collecting cash from customers, cleaning off tables, cleaning kitchen equipment and utensils and assisting in the maintenance of the cafeteria according to safety and sanitation requirements. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: None required.

Knowledge and Abilities: Knowledge of food service cleaning and laundering procedures, large quantity measurements, preparation schedules sufficient to meet projected daily needs, kitchen utensils, equipment, and machinery, food and its preparation, microwave ovens and their use, dishes and their use, storage practices and stock areas. Skill to use dishwashing machines, kitchen utensils and equipment in a safe and efficient manner, use cash registers, perform simple math calculation in adding receipts and making change, maintain records of cash register receipts, read and understand operations manuals and recipes. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 12 Page 4
Approved: June 17, 1991
Salary Range: 33

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

Presented to the Personnel Commission:

Date: December 13, 2016

SUBJECT: Consideration and Approval of Revised
Classification Specification for Secretary to
the Associate Vice Chancellor

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-62

Background:

A vacancy has occurred for the position of Secretary to the Associate Vice Chancellor at the District Office. In reviewing the classification specification, changes have been made to update the Title, Definition, Distinguishing Characteristics, and Employment Standards. The changes will allow for a valid and reliable recruitment and selection process of positions in this classification.

The following individuals were invited to suggest changes:

- Associate Vice Chancellor, Enrollment Management, IS and Admissions & Records
- Associate Vice Chancellor, Business and Operations
- Vice Chancellor of Human Resources
- Director of Human Resources
- CSEA
- Incumbents

Recommendation:

It is recommended the revised classification specification for Secretary to the Associate Vice Chancellor be approved as presented.



State Center Community College District

Job Title:	Assistant Secretary to the Associate Vice Chancellor	Classification Series:	Office Administration
FLSA Status:	Non-Exempt	Classification Group:	Administrative Support
Salary Schedule:	Classified	Classification Level:	Intermediate
Salary Range:	57	Date Created:	June 17, 1991

Definition

~~Under direction performs highly complex and responsible secretarial work and relieves the Associate Vice Chancellor and other administrators of administrative and office detail.~~

Under direction of the Associate Vice Chancellor, performs a variety of specialized and complex administrative assistant duties, coordinates the clerical operations of the office and relieves the administrator of administrative office detail.

Distinguishing Characteristics

This classification requires that incumbents work independently and may have lead responsibilities, possess extensive knowledge of the district, understand the relationship of the campuses with others both inside and outside of the district, and assist in the formulation of procedures used throughout the district. This classification differs from others in that incumbents have a greater variety and amount of public contact and a higher degree of responsibility.

An Assistant to the Associate Vice Chancellor performs a variety of specialized and complex administrative assistant duties, coordinates the clerical operations of the office and relieves the administrator of administrative office detail.

Supervision Received

General supervision is received from an academic or classified administrator.

Supervision Exercised

No supervisory responsibilities. Incumbents assign, monitor, and review the work of other staff.

Essential Job Functions

Performs a variety of secretarial work, including typing, proof-reading, checking, composing correspondence, using computer to input and retrieve data to produce spreadsheets and reports, and recording information on records from general instructions. Tracks budget expenditures and prepares reports. Schedules meetings, conducts research and prepares notes or reports for the Associate Vice Chancellor. Takes minutes of meetings, initiates follow-up needed from Associate Vice Chancellor's office, prepares and maintains files on legal documents. Conducts research on problem areas and prepares reports. Initiates and coordinates procedural modifications and assists in the development of forms and office procedures. Maintains supplies inventory. Provides information to staff and the public. Assigns and reviews the work of other employees and students assigned to the department. May perform other duties as needed.

Auxiliary Job Functions

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

Minimum Qualifications

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

~~Experience: Considerable secretarial experience for a senior level administrator involving analytical and technical skills.~~

~~Knowledge and Abilities: Knowledge of or ability to learn the District's budget, construction and bidding processes as well as administrative, maintenance and skilled trades processes. Knowledge of or ability to learn the District's salary and benefit structure, budget and personnel procedures. Ability to operate standard office machines and equipment. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to type at a sufficient speed to maintain workflow. Skill to employ mathematical techniques. Skill to compose correspondence, type and proofread legal documents and statistical reports. Skills~~



State Center Community College District

required to research, prepare and analyze reports, and prepare agenda items and minutes. Ability to enter and retrieve data from computer system in appropriate format. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Formal and informal education equivalent to completion of the twelfth grade AND three (3) years or more of secretarial/administrative assistant experience to an executive or senior level administrator.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Modern office practices, procedures and equipment, including letter and report writing; financial and statistical recordkeeping; reception and telephone techniques and etiquette.
- Secretarial practices and administrative functions such as accurately taking minutes of meetings and/or maintaining a calendar of meetings and events.
- Meeting protocol including the Brown Act, Roberts Rules of Order and parliamentary procedures.
- Principles and techniques of public relations and its role in advancing an organizational agenda.
- Organization, functions, and inter-relationships of various operating units of the District.
- Budget preparation and control in order to maintain maximum operating efficiency within the district.
- Record keeping and report preparation techniques to ensure information is accurately presented and reported.
- Basic math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skill to:

- Prepare agenda items and minutes of meetings at a level that is sufficient to perform the duties.
- Effectively communicate with individuals for whom English is not a primary language.
- Create and proofread various documents such as legal documents, correspondence, agendas, minutes, and reports.
- 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.
- Employ mathematical techniques for the purpose of analyzing budgets and spending reports
- Operate standard office equipment such as computers, fax machines, copy machines, printers, telephones, and other types of equipment.
- 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:

- 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.
- Independently plan, coordinate, and perform administrative support work.
- Exercise good judgment and discretion in working with a senior level administrator.



State Center Community College District

- Analyze problems, use sound problem-solving methods, and propose logical solutions to problems.
- Learn information systems used in higher education and methods of access for research purposes.
- Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
- Take dictation at an acceptable rate of speed and transcribe accurately, using equipment as required by the position.
- Prepare and monitor budgets and track department expenses.
- Learn the Title VII, California Education Code, Merit System Rules, Board Policy, 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.
- Assign, monitor, and review the work of others.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.
- Make recommendations on procedural modifications and develop operational guidelines.

Physical /Mental Demands

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

Physical Demands

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

Mental Demands

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

Work Conditions

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

Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; overtime and 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.

Duties Approved By:	Board of Trustees	Date:	June 17, 1991
Class Approved By:	Personnel Commission	Date:	June 17, 1991
Class Revised By:	Personnel Commission	Date:	June 12, 2012
Class Revised By	Personnel Commission	Date:	November 28, 2016
Updated By:	Elba Gomez	Date/Time:	11/28/2016

STATE CENTER COMMUNITY COLLEGE DISTRICT BENEFITS COORDINATOR

DEFINITION

Under direction performs a variety of duties relating to the coordination of the district's benefits plans and the workers' compensation program.

DISTINGUISHING CHARACTERISTICS

This classification performs difficult and complex duties in accordance with general instructions or established procedures. This classification requires lead responsibilities. This position differs from lower levels in the complexity of the assignments and knowledge of benefit programs, worker's compensation program and their implementation. This position differs from bargaining unit positions by the duties to research and assist in costing proposals for management negotiations with various bargaining units. This position is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions making it a confidential position.

EXAMPLES OF DUTIES

Benefits Administration

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

- Plan, develop, organize, and lead the functions in the administration and implementation of employee benefit programs.
- Administer district health insurance program which includes monitoring, researching, and coordinating changes in benefit options, overseeing billing, and resolving issues.
- Administer the district's long-term disability (LTD) program which includes reviewing applications, completing eligibility audits, preparing LTD payments, and handling all correspondence.
- Organize and coordinate the services and activities of the district's Internal Revenue Code (IRC) Section 125 plan.
- Coordinate annual open enrollment period and handle all necessary functions such as preparing benefit enrollment information and working with vendors to ensure accurate enrollment of all eligible employees, retirees, and their dependents.
- Explain benefit options available according to collective bargaining agreements, personnel commission rules, board policies, and administrative regulations.
- Determine eligibility, process enrollment change forms, and process applications for employees and/or retirees in district offered plans and programs.
- Organize and coordinate dependent audits.
- Maintain premium deductions in database and update as needed.
- Prepare and authorize payments for benefit plans and other vendors that perform services for the benefits office.
- Develop, implement, and enforce policies, regulations, and operational procedures.
- Remain current on benefits related laws and policy changes.
- Review, audit, revise, and maintain summary plan documents, contracts, plan agreements, insurance policies, and procedures as necessary.
- Enter and retrieve information from insurance carrier and/or vendor websites.
- Ensure maintenance of State Center Community College benefit website.

- Prepare reports and proposals for labor negotiations, conduct research, and provide input as requested.
- Research and prepare federal, state and district mandated reports.
- Serve on the Fresno Area Self Insurance Benefits Organization (FASBO)/EdCare board as a voting member of the district.
- Provide information and guidance on benefit plans, eligibility requirements, enrollment procedures, insurance claims resolution, coverage, and other related issues.
- Plan and conduct workshops on employee benefit options.
- Assign, monitor, and review the work of other employees.
- May perform other related duties as needed.

Workers' Compensation

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

- Administer the district workers' compensation self-funded plan which includes reviewing, preparing, processing, and coordinating all functions in relation to work-related injuries and workers' compensation administration.
- Authorize initial treatment of injured workers at district approved medical facilities.
- Review injury reports to ensure completeness and accuracy of information.
- Monitor and approve workers' compensation leave usage in accordance with collective bargaining agreements, board policies, administrative regulations, and workers' compensation laws and regulations.
- Contact employees and/or managers to discuss injuries and assist throughout the workers' compensation process which includes explaining the interactive discussion process and attending those meetings as needed.
- Communicate with program administrators, medical providers, students, and employees to coordinate activities.
- Research, resolve and respond to inquiries and/or correspondence pertaining to injured workers.
- Review and authorize ergonomic assessment requests and work with the Office of Environmental Health and Safety to reduce the incidents of work related accidents or injuries.
- Meet with administrators to review workers compensation related issues to resolve problems and prevent future claims.
- Ensure compliance with the department of transportation drug and alcohol testing regulations which includes coordinating training, testing, and other related activities.
- Compile and analyze claims data and make recommendations for policy changes.
- Prepare various complex reports, review permanent and temporary disability benefits, and audit reports form third party administrators to ensure accuracy.
- Assemble records for hearings and trials and attend workers compensation trials and hearings.
- Represent or assist with representing the district's interests with various organizations such as brokers, claims administrators, investigators, regulatory and enforcement agencies, insurers, and joint powers authorities.
- Plan and conduct workshops on workers' compensation policies and procedures.
- Interpret, apply, evaluate, and recommend language for board policies, administrative regulations, personnel commission rules and other documents related to workers' compensation.
- Coordinate job analysis studies or related activities to ensure adherence to appropriate legal mandates, policies, regulations, and district standards.
- Remain up to date on laws, regulations, policies, and procedures pertaining to workers' compensation.
- May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Any combination equivalent to: Bachelor's in business, business administration, public administration, human resources management, psychology or other related field with six (6) units in accounting.

Experience: Any combination equivalent to: Considerable (3 years or more) experience in at least two of the following areas: administration of employee benefits, workers' compensation, or human resources (experience in workers' compensation is required).

Licenses/Certificates:

Valid Driver's License is required.

Knowledge:

- Advanced knowledge of planning, organization and coordination of employee benefit programs.
- Knowledge of methods, practices and procedures used in benefits administration and contract negotiations.
- Knowledge of federal, state, and local laws and regulations such as EEO, ADA, FLSA, and others that relate to benefits administration.
- Knowledge of the District health benefits policies and procedures, rules, and regulations used in processing health benefits, group life, and dental claims and payments.
- Knowledge of State Labor Codes pertaining to workers' compensation.
- Knowledge of rules and regulations of the California Division of Industrial Relations-Division of Workers' Compensation.
- Knowledge of bargaining agreements and union contract interpretation.
- Knowledge of record keeping and report preparation techniques to ensure information is accurately presented.
- Knowledge of activities associated with accounting, budget and payroll transaction processing.
- Knowledge of basic math including addition, subtraction, multiplication, and division.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skills:

- Skill to organize benefits plans and develop materials needed by a variety of individuals.
- Skill to convey insurance and benefit policy information and assist in decision making process in accordance with related laws, ordinances, regulations, and established procedures.
- Skill to make oral presentations to employees related to insurance enrollment options, contract provisions, and claims filing procedures.
- Skill to utilize human resources information systems (HRIS) and query tools to extract data from databases for interpreting and communicating benefits and/or workers' compensation data.
- Skill to conduct research and prepare reports as required.
- Skill to analyze insurance policies.
- Skill to mediate and resolve conflicts.

- Skill and ability to effectively communicate with individuals for whom English is not a primary language.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and department schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

Abilities:

- Ability to coordinate and administer health benefits programs for employees and retirees.
- Ability to analyze claims trends in group health insurance, prepare cost studies and advise administration of insurance trends.
- Ability to understand and explain all aspects of the Workers' Compensation process.
- 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 assist in monitoring the department expenses.
- 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 collective bargaining agreements in order to communicate information.
- Ability to learn district/public agency salary and benefit structure and personnel procedures.
- Ability to learn the human resources information system (HRIS) in use by the District.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to receive and follow instructions and 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.

Approved: April 15, 1996
Duties Revised by Board of Trustees: August 6, 2013
Revised by Personnel Commission: August 20, 2013
Salary Range: 63 Confidential



State Center Community College District

Job Title:	Human Resources Analyst (Confidential)	Classification Series:	Office Administration
FLSA Status:	Non-Exempt	Classification Group:	Human Resources
Salary Schedule:	Classified Confidential	Classification Level:	Advanced/Lead
Salary Range:	63	Date Created:	June 14, 2016

Definition

Under direction, performs highly complex and varied technical, professional, and confidential work required to administer human resources programs, including employee and labor relations, job analysis and compensation, training and development, equal employment opportunity, and other special human resources programs; performs research and analysis to develop information used in negotiations and formulates and recommends effective bargaining language and strategies and techniques related to a variety of program areas.

Distinguishing Characteristics

This classification performs difficult and highly complex duties in accordance with general directions. This classification differs from others in that incumbents have a greater variety and amount of public contact, very difficult and complex analytical duties, a higher degree of responsibility and have access to or possess information relating to the District's employer-employee relations. Incumbents are expected to perform these functions independently in an accurate manner under specific deadlines. This position differs from lower levels in the complexity of the problem solving responsibilities. This position differs from bargaining unit positions by the duties to research and assist management in making recommendations which are reviewed by District Administration and bargaining units. This position is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions, making it a confidential position. This position requires lead responsibilities.

A **Human Resources Analyst (Confidential)** performs highly complex and varied technical, professional, and confidential work required to administer human resources functions, including employee and labor relations, job analysis and compensation, training and development, equal employment opportunity, and other special human resources programs.

A **Senior Human Resources Technician (Confidential)** performs complex work in support of the district's human resources department for classified and academic employees related to recruitment and selection, classification and compensation, employee records maintenance, employee leave program and collective bargaining.

A **Human Resources Technician (Confidential)** 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.

Supervision Received

General supervision is received from an academic or classified administrator.

Supervision Exercised

No supervisory responsibilities. Incumbents assign, monitor, and review the work of other staff.

Essential Job Functions

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

- Analyzes job descriptions for working out of class studies, determines comparability of duties, gathers information, conducts research, interviews employees, managers, and schedules desk audits, consults with job experts, and prepares report.
- Conducts studies and audits, drafts duties for classification specifications and makes recommendations to personnel commission on education, experience, and other requirements of a classification specification.
- Reviews and analyzes reclassification recommendations, makes appeal recommendations, and prepares rebuttal if needed.



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- Collects compensation data and conducts salary and benefit surveys to make recommendations on salary placement and participates in surveys from various colleges, governmental agencies, unions, and other organizations.
- Assists with the reasonable accommodation interactive process required through the California Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA), including reviewing interactive discussion agendas to ensure compliance and completeness, analyzing requests for modified duty, and reviewing medical documentation for permanent restrictions.
- Implements and coordinates the technical aspects of the Patient Protection and Affordable Care Act (ACA) such as organizes and facilitates team meetings, reviews monthly reports with other staff members and managers to ensure accuracy, develops effective tools for staff to track ACA hours, assists managers and support staff with understanding the law, educates staff on tracking and reporting processes, assists with audits, and continuously researches more efficient and accurate ways to track eligibility of employees.
- Extracts, organizes, and analyzes data from computer system, troubleshoots and corrects errors, researches and organizes information to produce technical reports in compliance with applicable laws and district procedures, and submits information to governmental agencies.
- Participates in the collective bargaining process which includes developing District proposals, drafting contract language, attending strategy sessions, formulating and recommending effective bargaining strategies and techniques, providing statistical and narrative analysis of data and information in support of proposals, and attending negotiation sessions.
- Maintains and updates computer applications and human resources information system to meet user requirements for personnel information processing, and identifies and troubleshoots problems with programs and database.
- Ensures district human resources website remains up to date.
- Advises administrators, employees, bargaining unit representatives, and the public on policies, procedures, and the interpretation and application of collective bargaining agreements, personnel commission rules, and state and federal laws.
- Attends various district-wide and college committee meetings, as designated by management, to represent the human resources department.
- Develops, implements and revises policies, procedures, and operational guidelines to improve processes.
- Remains current on laws, regulations, practices, and legislative changes affecting human resources, researches effect on current policies and established procedures, and prepares summary for management.
- Stays abreast of new trends and innovations in the field of human resources administration.
- Conducts in-depth research and analysis on a variety of human resource issues and topics, gathers data, and prepares written and statistical reports and recommendations for consideration by management or special committees.
- Assists with the development and implementation of various employee training programs, and makes presentations as needed.
- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Assists management with special projects as directed.
- Attends seminars, conferences, and workshops to enhance and maintain knowledge of state and federal regulations affecting human resources.
- Prioritizes and coordinates position responsibilities while working independently within the realm of duties assigned, monitors office workflow in order to prioritize workload to ensure deadlines are met, improves efficiency and remains flexible in adapting to changing priorities.
- Assigns, reviews, and monitors the work of others.
- Performs other duties as assigned.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience



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Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Equivalent to graduation from a regionally accredited four-year college or university with a major in business administration, human resources, public administration, industrial relations or a closely related field AND two (2) years of recent professional experience in human resources administration.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Advanced knowledge of methods used in the development and administration of organizational structure, job analysis and job design.
- Employee and labor relations in a public agency setting in order to assist and participate in the collective bargaining process.
- 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.
- Federal, state, and local laws and regulations that relate to employment law.
- The Federal Uniform Guidelines on Employment Selection Procedures.
- The Patient Protection and Affordable Care Act (ACA).
- Bargaining agreements and union contract interpretation.
- Recordkeeping and report preparation techniques to ensure information is accurately presented.
- 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.
- Utilize human resources information systems (HRIS) and query tools to extract data from databases for interpreting and communicating data.
- Conduct research, analyze data and prepare reports such as those used in the collective bargaining process and as required by management and administration.
- make unpopular decisions and professionally and appropriately respond to critical and upset employees, staff, and faculty.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding Personnel Commission and/or Human Resources information.
- Demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
- 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, prioritize, 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:

- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, consultants, trainers, and the public.



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- Interpret, explain, and apply procedures and regulations pertaining to a Merit System District.
- Assist in monitoring the department budget.
- Interpret and apply college and district policies and procedures.
- Learn and apply the California Education Code, Board Policies, Administrative Regulations, bargaining unit contracts, and Merit System Rules in order to communicate information.
- Learn district salary and benefit structure and personnel procedures.
- Learn the human resources management software in use by the District and become a power user.
- Prepare clear, concise and accurate systems documentation and reports of work performed.
- Assign, monitor and review the work of others.
- Maintain confidentiality of sensitive information and records.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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

Physical Demands

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

Mental Demands

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

Work Conditions

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

Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; work inside protected from the weather; work outside exposed to the weather and varying temperatures; work under pressure of constant deadlines and frequent interruptions; work effectively in a demanding environment; work in uncomfortable situations and appropriately react to aggressive or hostile individuals; 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.

Duties Approved By:	Vice Chancellor of HR	Date:	September 14, 2016
Class Approved By:	Personnel Commission	Date:	September 20, 2016
Updated By:	Elba Gomez	Date/Time:	9/15/2016

Human Resources	
Confidential Salary Range	Human Resources Classifications
66	Benefits Coordinator \$65,997 - \$80,139
65	
64	
63	Human Resources Analyst - Conf HRMS Analyst - Confidential \$61,485 - 74,551
62	
61	
60	
59	
58	
57	Senior Human Resources Technician - Conf \$53,051 - \$64,516
56	
55	
54	
53	
52	
51	Human Resources Technician - Conf \$45,525 - \$55, 558

Personnel Commission	
Classified Salary Range	Human Resources Classifications
66	
65	
64	Human Resources Analyst \$58,455 - \$71,016
63	
62	
61	
60	
59	
58	
57	
56	
55	
54	Human Resources Specialist \$49,263 - \$55, 626
53	
52	
51	
50	Human Resources Technician \$41,568 - 50,558
49	
48	
47	
46	
45	
44	Human Resources Support Assistant \$35,844 - \$43,605

Benefits Coordinator
December 13, 2016

College	Job Title	Education	Experience	Licenses/Certificates	Monthly Salary Low	Monthly Salary High	Classified or Academic
SCCCD	Benefits Coordinator	Any combination equivalent to: Bachelor's in business, business administration, public administration, human resources management, psychology or other related field with six (6) units in accounting.	Considerable (3 years or more) experience in at least two of the following areas: administration of employee benefits, workers' compensation, or human resources (experience in workers' compensation is required).	Valid driver's license is required.	\$ 5,123.75	\$ 6,212.58	Classified
Madera USD	Human Resources Manager	Bachelor's Degree in Business Administration, Human Resources Management or a closely related field.	Three years of increasingly responsible supervisory/management Human Resources level experience which includes multi-faceted experiences in the various areas of Human Resources. HR experience in an educational setting is desirable. OR Four years of experience working in Madera Unified School District Human Resources Operation.	Driver's License	\$ 6,060.00	\$ 7,733.00	Classified
San Joaquin Valley Air Pollution Control District	Senior Personnel Analyst	A Bachelor's Degree from a four year college or university with major coursework in business or public administration, industrial relations, or a related field	and three (3) years of professional experience in a centralized personnel system which has included experience in more than one functional area of personnel (i.e., recruitment, selection, classification, compensation, labor relations, benefits administration, or employee training). Experience related to the personnel function may be substituted for the education on a year for year basis to a maximum of two years. Experience in a public agency setting is desirable	Driver's License	\$ 5,896.86	\$ 7,169.78	Classified
County of Fresno Personnel Services	Retirement Benefits Manager	Graduation with a bachelor's degree from an accredited college or university that is acceptable within the United States' College or University system, including or supplemented by at least fifteen (15) semester units in Business Administration, Public Administration, Finance, Economics, Accounting or a closely related field.	Four (4) years of full-time, paid increasingly responsible work experience, involving payroll or benefit calculations and interpretation of legislation, regulations, and agreements, of which two (2) years must have been gained in a managerial, supervisory or lead capacity.	Driver's License	\$ 5,818.92	\$ 9,201.83	Classified
Fresno County Office of Education	Benefits Analyst	Associates Degree.	Two years of increasingly responsible human resources experience may be substituted for the required education on a year-for-year basis.	Driver's License	\$ 4,827.00	\$ 5,866.00	Classified
San Joaquin Delta	Benefits and Leave Specialist	A Bachelor's Degree from an accredited college or university with a major in business, human resources, or a related field; and	Three (3) years of human resources experience, preferably in benefits administration or related benefits administration.	Driver's License	\$ 4,603.00	\$ 5,658.00	Classified
Clovis USD	Risk Management Specialist	Associate's degree in Public Administration, Human Resources, Risk Management or related field;	supplemented by four (4) years of progressive experience in a Risk Management or equivalent function encompassing employee benefit plans. Any equivalent combination of education, training and experience.	Driver's License	\$ 3,924.27	\$ 5,122.00	Classified
City of Fresno	Senior HR/Risk Analyst	Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Personnel Management, Industrial Relations, or closely related field; and	Three years of progressively responsible professional personnel experience or two years of experience as a Human Resources Analyst or Risk Analyst with the City of Fresno. Additional qualifying experience may be substituted for the education on a year-for-year basis, up to a maximum of two years.	Driver's License			
City of Fresno	Lead Risk Analyst	Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration, or a related field; and two years of experience in loss control, risk management, workers' compensation, insurance underwriting, or employee safety.	Additional qualifying experience may be substituted for the required education on a year-for-year basis. Public agency/governmental claims experience desirable	Driver's License			

Benefits Coordinator
December 13, 2016

	Monthly Salary Low	Monthly Salary High
Average Salary	\$ 5,188.34	\$ 6,791.77
Interquartile Range (Bottom 4)	\$ 3,924.27	\$ 5,122.00
Interquartile Range (2nd & 3rd Quadrant)	\$ 5,082.97	\$ 6,908.61
Interquartile Range (Top 4)	\$ 5,978.43	\$ 7,451.39
Personnel Commission Recommendation - Confidential Range 66	\$ 5,499.75	\$ 6,678.25

State Center Community College District

2017 Timeline for Personnel Commission Agenda Items

Meeting Date	Deadline for Title of Item <small>(12:00 noon)</small>	Mail Draft Agenda <small>(Electronic)</small>	Post Agenda and Items on SCCCD Website Agenda Packets Distributed <small>(Hard copy and electronic)</small>
Tuesday, January 24	Friday, January 13	Tuesday, January 17	Thursday, January 19
Tuesday, February 21	Friday, February 10	Tuesday, February 14	Thursday, February 16
Tuesday, March 21	Friday, March 10	Tuesday, March 14	Thursday, March 16
Tuesday, April 18	Friday, April 7	Tuesday, April 11	Thursday, April 13
Tuesday, May 16	Friday, May 5	Tuesday, May 9	Thursday, May 11
Tuesday, June 20	Friday, June 9	Tuesday, June 13	Thursday, June 15
No July Meeting			
Tuesday, August 15	Friday, August 4	Tuesday, August 8	Thursday, August 10
Tuesday, September 19	Friday, September 8	Tuesday, September 12	Thursday, September 14
Tuesday, October 17	Friday, October 6	Tuesday, October 10	Thursday, October 12
Tuesday, November 14	Friday, November 3	Tuesday, November 7	Thursday, November 9
Tuesday, December 12	Friday, December 1	Tuesday, December 5	Thursday, December 7

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

Presented to the Personnel Commission:

Date: December 13, 2016

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

ENCLOSURE(S):

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-65

Background:

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

Recommendation:

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

1. Chairperson
2. Vice-Chairperson
3. Secretary

Personnel Commission – Director’s Report

December 13, 2016 Regular Meeting

Recruitment and Examination

Accepting applications for the following recruitments:

Name	Application Deadline
Building Generalist	Continuous Recruitment
Early Childhood Education Specialist	Continuous Recruitment
Early Childhood Education Associate	Continuous Recruitment
Food Service Worker I	Continuous Recruitment
Police Officer	Continuous Recruitment
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Administrative Aide – Clovis Community College, HC	December 14, 2016
Administrative Aide – Fresno City College, DO	December 14, 2016
Administrative Aide – Madera College Center	December 14, 2016
Administrative Aide – Reedley College	December 14, 2016
District Sign Language Interpreter Coordinator (Extended)	December 13, 2016
Educational Advisor	December 23, 2016

The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Building Generalist (continuous)	Performance	December 16, 2016
Department Secretary	Competency	January 6, 2017
Department Secretary (Permanent Part-Time)	Competency	January 6, 2017
Early Childhood Education Specialist	Oral Board	December 16, 2016
Human Resources Analyst – Confidential	Competency	December 20, 2016
Police Communications Dispatcher	Competency	December 9, 2016
Secretary to the College President	Oral Board	December 15, 2016

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

Name	Location	Anticipated Posting Date/Status
Accounting Technician II	Districtwide	December 2016
Accounting Technician I	Districtwide	December 2016
Accounting Clerk III	Districtwide	December 2016
Accounting Clerk I	Districtwide	December 2016
Human Resources Support Assistant	DO	December 2016
Custodian	Districtwide	January 2017
EEO/Staff Development Manager	Districtwide	January 2017
Office Assistant III	Clovis/Hern	January 2017
Office Assistant III	Madera	January 2017
Office Assistant III	Oakhurst	January 2017
Office Assistant III	Reedley	January 2017
Program Development Assistant	Districtwide	January 2017
Program Specialist – CRC	DO	January 2017

Research Assistant	DO North	January 2017
General Utility Worker	Districtwide	February 2017
Instructional Tech – Manufacturing	MC	February 2017
Job Developer	Districtwide	February 2017
Orientation Assistant	Districtwide	February 2017
Secretary to the Associate VC	Districtwide	February 2017
Secretary to the VC	Districtwide	February 2017
DSPS Mobility Driver	FCC	March 2017
Duplicating Operator Technician	Districtwide	March 2017
Orientation Assistant	Districtwide	March 2017
Seasonal Student Advisor	Districtwide	March 2017
Cafeteria Attendant	RC	On hold pending position review.
Institutional Research Coordinator	DO	On hold pending positions review.
Instructional Aide – PPT	Districtwide	On hold pending position review.
International Trade Specialist	DO	On hold pending position review.
Professional Development Coordinator	FCC	On hold pending position review.

The following are current vacancies with active eligibility lists:

Name	Vacancy Location	Status
Administrative Assistant	Office of Admin Svcs, FCC	List Referred 12/1/16
Athletic Trainer	Physical Education, CCC	List Referred 11/30/16
Bookstore Sales Clerk I – Seasonal	Bookstore, FCC	List Referred 12/2/16
Bookstore Sales Clerk I – Seasonal	Bookstore, FCC	List Referred 12/2/16
Bookstore Sales Clerk I – Seasonal	Bookstore, FCC	List Referred 12/2/16
Bookstore Sales Clerk I – Seasonal	Bookstore, FCC	List Referred 12/2/16
Bookstore Sales Clerk I – Seasonal	Bookstore, FCC	List Referred 12/2/16
Bookstore Sales Clerk I – Seasonal	Bookstore, MC	List Referred 12/2/16
Call Center Support Assistant	Enrollment Mgmt, DO	List Pending Referral
Call Center Support Specialist	Enrollment Mgmt, DO	List Pending Referral
Chief of Police	Police Department, DO	List Referred 10/13/16
Curriculum Assistant	Office of Instruction, FCC	List Referred 11/16/16
Executive Assistant to Chancellor	Chancellor’s Office, DO	List Referred 10/4/16
Financial Aid Manager	Financial Aid, FCC	List Pending Referral
Groundskeeper Worker	Grounds, DO	List Referred 12/1/16
Groundskeeper Worker	Grounds, DO	List Referred 12/1/16
Instructional Lab Tech – Chem	Math, Sci, Engineering, FCC	List Referred 12/7/16
Library/Lrng Resource Asst I (PPT)	Library, MC	List Referred 12/1/16
Library Services Assistant	Library, RC	List Referred 12/7/16
MicroComputer Specialist	Tech Support Services, FCC	List Referred 11/8/16
MicroComputer Resource Tech	Technology Services, MC	List Referred 11/23/16
Office Assistant I (PPT)	Admissions & Records, FCC	List Referred 12/1/16
Office Assistant I (FT)	Counseling, FCC	List Referred 12/2/16
Office Assistant III	Counseling, FCC	List Referred 11/9/16
Office Assistant III	A&R, FCC	List Pending Referral
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16

Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Sergeant	Operations, DO	List Referred 10/31/16
Seasonal Student Advisor	Student Services, CCC	List Referred 2/18/16
Student Communications Specialist	Public Info Office, FCC	List Pending Referral
Student Services Specialist	DSPS, FCC	List Referred 11/1/16

Classification

Job Description Updates

Name	Status
Classification Studies	Managers have completed the review of classification study reports.
Classification Specifications	Commission staff is currently updating/creating new job descriptions to ensure they are up-to-date and accurate based on the Classification Studies report. The updated/new job descriptions will be provided with the Final Classification Report has been approved.

Around the Office

- NeoGov Onboarding Implementation, Currently Working with HR Department.
- NeoGov Performance Evaluation Implementation
- Training Administrators and staff
- WRIPAC Training & Meeting @ Costa Mesa January 18 – 20, 2017
- CSPCA Conference @ San Francisco January 26 – 29, 2017
- NCCIPMA-HR Conference @ Santa Rosa, CA March 2 – 3, 2017
- NCHRA HR West Conference @ Oakland March 6 – 8, 2017
- WRIPAC Training & Meeting @ Auburn May 17-19, 2017