

REGULAR MEETING  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

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

5:30 p.m. – Regular Meeting  
Tuesday, February 16, 2016

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the January 26, 2016 Regular Meeting.
- E. Information Items
  - 1. Discussion of Recruitment and Testing Fairness
  - 2. Discussion of Personnel Commission Office Priorities
  - 3. Discussion of Classification Studies
- F. Action Items
  - 16-07 Consideration and Approval of Eligibility Lists
    - a. Admissions & Records Manager, Effective 1/27/16
    - b. Early Child Education Associate – Continuous, Effective 2/10/16
    - c. Theatre Manager, Effective 2/10/16
    - d. Web Portal Administrator, Effective 1/22/16
  - 16-08 Consideration and Approval to Classify New Positions in Established Job Classification Specifications.
    - a. Office Assistant III, 6-Month Limited-term, RC
  - 16-09 Consideration and Approval of Revised Classification Specification for Graphic Artist
- G. Director's Report
- H. Commissioners' Reports

I. Future Agenda Items

J. Adjournment

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

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

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

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
January 26, 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
- Members of Commission staff present were:  
Elba Gomez, Director of Classified Personnel  
Christine Phillips, HR Analyst  
Reshonda Collins, HR Specialist  
Melissa Flores, Limited Term HR Technician
- Introduction of Guests The following guests attended:  
Samerah Campbell, DO HR  
Gregory Taylor, DO  
Christine Miktarian, DO  
Eleanor Bruce, FCC  
Jason Myers, CSEA  
Angie Botelho, CSEA
- Public Comment Ms. Gomez introduced Ms. Flores as the new Limited Term HR Technician.
- Approval of the Minutes The minutes of the December 15, 2015 Regular Meeting were presented for approval.
- Ms. Gomez requested that “Nursing” be replaced with “Laboratory” on page 3, item 15-58, and third paragraph.
- Ms. Gomez also requested that “presented” be replaced with “amended” on page 3, item 15-58, and fourth paragraph.
- Mr. Tahajian moved to adopt the 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

Information Items

1. Discussion of Employees Working Out-of-Classification Ms. Gomez provided an update on employees working out-of-classification noting that the report only listed one employee currently working out-of-classification.
- Mr. Tahajian suggested that the report be presented on a quarterly basis. Mr. Tahajian, Mr. Liermann, and Ms. Freeman-Fobbs agreed in consensus that the report be presented quarterly.

2. Discussion of Classification Study Status for Clerical/Secretarial Job Families
- Ms. Gomez provided an update on the classification study. Ms. Gomez stated that Ms. Flores scheduled five upcoming management meetings to discuss classification study recommendations.

Action Items

[16-01] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented:

- a. Assessment Technician, Effective 12/15/15
- b. Farm Production Supervisor, Effective 1/13/16
- c. Library/Learning Resource Assistant III, Effective 12/18/15
- d. Network Coordinator, Effective 1/13/16
- e. Registration Assistant, Effective 12/18/15
- f. Research Assistant, Effective 12/17/15
- g. Seasonal Student Advisor, Effective 12/18/15
- h. Textbook Purchasing Clerk, Effective 1/15/16

Ms. Gomez presented a correction to the eligibility list for Registration Assistant stating that the first ranked score was incorrect. Ms. Gomez provided the correct score and noted that there is no change in rankings.

Mr. Liermann moved to approve item 16-01 as corrected, 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

[16-02] Consideration and Approval to Classify New Positions in Established Job Classification Specifications

Classifications Presented:

- a. Assessment Technician, RC
- b. Evaluator, 6-Month Limited-term, RC
- c. Research Assistant, RC
- d. Webmaster, RC

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian moved to approve item 16-02 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

[16-03] Consideration and Approval of Revised Classification Specification for Chief of Police

Ms. Gomez presented revisions to the classification specification for Chief of Police with a salary recommendation of Management Range 54.

Mr. Liermann inquired how the new proposed Chief of Police salary would affect the relationship to the Police Lieutenant. A brief discussion followed regarding the spread of salary ranges.

Ms. Gomez responded that the classification study will assist in determining a final salary range for all positions, including the relationships among job families.

Mr. Liermann moved to approve item 16-03 as presented, with consideration to the proposed salary range. 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

[16-04] Consideration  
and Approval of Revised  
Classification  
Specification for Lead  
Maintenance Worker

Ms. Gomez presented this item noting that additional changes to the classification were required to ensure valid and reliable recruitment.

Ms. Gomez noted that there will be no proposed change in salary.

Mr. Myers inquired to the number of vacancies for the position of Lead Maintenance Worker. Ms. Gomez stated that two vacancies had occurred for this classification in the District Operations Department.

Mr. Liermann moved to approve item 16-04 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

[16-05] Consideration  
and Approval of  
Appointment of a  
Hearing Officer for  
Appeal of a Medical  
Examination Results for  
Case # 01-26-16.16-  
05.3126

Ms. Gomez stated that the appellant contacted the Personnel Commission and withdrew their appeal.

No action needed.

[16-06] Consideration  
and Approval of  
Appointment of a  
Hearing Officer for  
Appeal of a Medical  
Examination Results for  
Case # 01-26-16.16-  
06.1185

Ms. Gomez presented this item and stated that the Limited Term applicant selected for the position had not passed the required pre-employment psychological exam.

Ms. Gomez indicated that due to the employee's appeal, the Personnel Commission must either appoint a Hearing Officer to conduct a hearing or the Personnel Commission conduct a hearing with an appointed Medical Examiner.

Mr. Taylor recommended that the Personnel Commission appoint a Medical Examiner that would function as the Hearing Officer. Ms. Gomez noted that the Medical Examiner must be POST-certified. A brief discussion followed regarding the selection process of a Medical Examiner.

Mr. Tahajian moved to approve item 16-06 as presented and recommended that Ms. Gomez be delegated to appoint a Medical Examiner who will also function as a Hearing Officer, 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

Director’s Report

Ms. Gomez gave a brief update on pending and anticipated recruitments, stating that current Computer Operator/IT Support recruitment will be put on hold due to classification specification revisions that must be made.

Ms. Gomez noted that the Personnel Commission staff will be participating in upcoming job fairs and that she will be attending the upcoming California School Personnel Commissioners Association Annual Conference.

Commissioner’s Report

Mr. Liermann had nothing to report.

Mr. Tahajian requested an informational item be placed on the February Regular Meeting agenda which discusses the prioritization of activities and goals of Commission staff. Mr. Tahajian also requested clarification regarding recruitment practices in response to concerns which were raised to him regarding equity in the process. Ms. Gomez stated that she would schedule one-on-one meetings to explain the recruitment cycle with Commissioners, but that much of that discussion could not take place in a public forum due to the sensitivity of revealing scoring and testing practices.

Mr. Taylor stated that in accordance with the Brown Act, items that are not on the agenda must not be addressed during the Personnel Commission meeting.

Mr. Tahajian also advised staff of his concerns with the recruitment process and internal employees being affected. Ms. Gomez stated that due to the confidential nature of recruitment testing materials, she would schedule separate meetings with the Personnel Commissioners to review the application screening process. Ms. Gomez indicated she would place an information item on the February agenda regarding Testing Fairness.

Mr. Liermann stated that the annual Mega Conference is coming up and commended staff on presenting a great program.

Ms. Freeman-Fobbs reported that she is serving on the Clovis Community College Steering Committee that will work to promote a new Bond Measure which will directly benefit the district.

Adjournment

Ms. Freeman-Fobbs adjourned the meeting at 5:57 p.m.



Elba Gomez, Director of Classified Personnel  
EG:mf

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

Presented to the Personnel Commission:

Date: February 16, 2016

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SUBJECT: Discussion of Recruitments and Testing  
Fairness

ENCLOSURE(S):  
Presentation

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Information

ITEM NO: 1

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Background:

The Recruitments and Testing Fairness is being presented as an informational item for discussion purposes at the request of Commissioner Tahajian and to provide an update to the Personnel Commission.

## Classified Recruitment Process & NeoGov

Presented by  
Elba Gomez  
Director of Classified Personnel  
SCCCD Personnel Commission

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## NEOGOV™ ONLINE HIRING CENTER (OHC) Training Guide

- OHC Roles
- Universal Login (Future Onboarding & Performance Evaluations)
- Requisitions
- Approvers
- Referred Lists

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## Classified Recruitment Process

- Recruitment Plan
  - Job Announcement
  - Application Review
  - Exams
  - List Establishment
  - List Referral

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### Competitive Rating Questionnaires

- Is this a test?
- Purpose of Questionnaires
- Types of Questions
- Ratings



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### Competency Exams

- General Knowledge/ Multiple Choice
- Simulation
- Skill/Performance
- Presentations
- Behavioral



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### Structured Interviews (Oral Panel Exam)

- Panelists
- Questions & Ratings
- How To Prepare
- Feedback



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Questions



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

Presented to the Personnel Commission:

Date: February 16, 2016

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SUBJECT: Discussion of Personnel Commission Office Priorities      ENCLOSURE(S):

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Information

ITEM NO: 2

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Background:

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

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

Presented to the Personnel Commission:

Date: February 16, 2016

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SUBJECT: Discussion of Classification Study Status

ENCLOSURE(S):  
Class Study Timeline

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Information

ITEM NO: 3

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Background:

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

The following meetings are currently scheduled with management to discuss classification study recommendations.

1. **Wed, Feb 3** – FCC Instruction [Completed]
2. **Thurs, Feb 4** – CCC [Completed]
3. **Wed, Feb 17** – DO Business, Finance & Accounting
4. **Wed, Feb 17** – FCC Student Services + Admin Services
5. **Thurs, Feb 18** – DO District Operations
6. **Wed, Feb 24** – RC + MC + OC
7. **Tues, Mar 1** – FCC President

**CLASSIFICATION STUDY TIMELINE**

<b>Job Family Schedule</b>	
<b>Personnel Commission Meeting</b>	<b>Job Family</b>
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
May 2016	Building Maintenance Custodial Maintenance Duplicating Food Services
June 2016	Academic Administrator/Coordinator Bookstore Police Public Relations/Information

<b>Final Class Study Report</b>	
June 2016	Present to Personnel Commission
July 2016	Present to Cabinet/BOT

<b>Develop/Update Classification Specifications (Job Descriptions)</b>	
<b>Management &amp; Employee Review</b>	<b>New Occupational Groups</b>
April 2016	Administration Series Information Technology Series
May 2016	Student Services Series
June 2016	Office Support & Technical Series
July 2016	Instructional Services Series
August 2016	Facilities Series Police/Safety Series

<b>Finalized Classification Specifications</b>	
September 2016	Present New/Updated Duties to the Board of Trustees
September/October 2016*	Present New/Updated Classification Specifications and Salary Study to the 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: February 16, 2016

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SUBJECT:      Consideration and Approval of Eligibility  
                 Lists

ENCLOSURES:  
Eligibility Lists

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 16-07

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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.

# ADMISSIONS AND RECORDS MANAGER

Recruitment ID ARM 12-2015	Hits 1,800	Applicants 47	Failed MQ** 31	Failed Competitive 6	Took Competency 10	Took Oral 10	Eligible 5
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## Oral Board Raters

Amber Alvarez Soto, Interim Associate Director of Admissions, California State University Fresno  
 Kira Tippin, Director of Financial Aid, Fresno City College

## Advertisements

**Websites:**

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

**Agencies and Schools:**

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

**K-12 School Districts:**

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

## Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	2	0	1	9	10	3	0	2	27
Male	1	0	6	3	4	3	0	1	18
No Answer	0	0	0	1	0	0	0	1	2
<b>Total</b>	3	0	7	13	14	6	0	4	47

**\*\* Failed MQ: 28—Minimum qualifications; 3— Incomplete application**



# State Center Community College District



FRESNO CITY  
COLLEGE

REEDLEY  
COLLEGE

CLOVIS  
CENTER

MADERA  
CENTER

OAKHURST  
CENTER

## Announcing The Search For **ADMISSIONS AND RECORDS MANAGER**

### Application Deadline

Friday, January 15, 2016, 4:30 PM

### Salary Information

Classified Management Range 34

Starting Annual Salary

\$64,026.00—\$80,578.00

### Apply Online

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





# ADMISSIONS AND RECORDS MANAGER

## **Definition**

Under direction plans, coordinates, and implements admissions, registration, evaluations and permanent records functions.

## **Distinguishing Characteristics**

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

## **Supervision Received**

General direction is usually received from the Vice President of Student Services.

## **Supervision Exercised**

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

## **Essential Job Functions**

- Duties include responsibility for all activities associated with the admission, registration and records of students.
- Assisting in the long-term planning and the scheduling of registration and related functions.
- Designing and distributing necessary forms and information sheets to carry out the registration processes.
- Assisting in the planning of the student/instructor records and student academic record evaluation functions, coordinating the activities of the records and evaluations sections.
- Developing and implementing systems and procedures relating to student records.
- Making recommendations for staffing and budgeting.
- Assisting in the development of reports relating to the operation of the admissions and records office.
- **Performs 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 & 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 in education Administration, Business Administration, Computer Science, Statistics, or a related field, preferably with coursework in business management, office management, human relations and computer applications AND at least three (3) years of full-time paid experience in a college or university admissions office with at least one (1) year in a supervisory or lead capacity.

### ***Licenses & Certificates***

Valid Driver's License

### ***Knowledge of:***

- Federal, state and local laws, regulations, and policies related to student records, information systems, admissions and registration.

- Legal and administrative policies, practices, and processes of local, state, and federal agencies which impact enrollment, registration, grading, transfer, and graduation of students from college programs and specially funded programs.
- College curricula and instructional programs.
- Organization of post-secondary educational institutions.
- Principles and practices of organization, leadership, management, and personnel administration.
- Principles of front-desk/counter scheduling.
- Principles of budgetary planning, preparation, and management.
- Capabilities of management information systems that relate to admissions and records planning, budgeting, scheduling, and reporting particularly with multiple funding sources.
- Principles of supervision, training, evaluation, and staff development.
- Strategic planning and resource allocation.
- 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.

### ***Skill to:***

- Make decisions regarding student records, evaluations information, student admission and registration accordance with pertinent provisions.
- Supervise and coordinate the activities of personnel in areas of evaluations, admissions and registration records.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding District and admissions and records services.
- 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.
- 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:***

- Develop, appraise and administer programs and services for admissions and records.
- Coordinate the implementation, administration and maintenance of student records and computer information systems used to manage student records.

- 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.
- Maintain consistent, punctual and regular attendance.
- Learn, interpret and apply federal and state laws and regulations, college and district policies and procedures.
- Maintain confidentiality of sensitive information and records.
- Receive and follow instructions in order to build and maintain effective working relationships.
- Assign, monitor, and evaluate the work of others.
- Appropriately interact with students, staff, faculty, and the 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 to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lift and carry office supplies and equipment weighing up to 25 lbs.

#### Mental Demands

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

### ***Work Conditions***

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

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

### **Recruitment (Examination) Process**

The examination process will include screening to ensure The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency exam (40% weight) and an oral interview examination (60% weight).

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

### **COMPETENCY AND ORAL BOARD EXAM TENTATIVELY SCHEDULED FOR TUESDAY, JANUARY 26, 2016**

To move forward in the selection process, you must complete an online application through our web site at <http://agency.governmentjobs.com/scccd> Please attach a copy of your degree or transcripts (including when degree was awarded) or your application 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) 244-0720  
[www.scccd.edu](http://www.scccd.edu)

# EARLY CHILDHOOD EDUCATION ASSOCIATE CONTINUOUS

Recruitment ID	Applicants	Failed MQ	Failed Competitive	Took Competency	Eligible
201500032	3	0	0	2	2

## Advertisements

### Websites:

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

### Agencies and Schools:

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

### K-12 School Districts:

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

## Applicant Demographics

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



# CLASSIFIED JOB OPPORTUNITY

## STATE CENTER COMMUNITY COLLEGE DISTRICT

### PERSONNEL COMMISSION

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

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

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

## EARLY CHILDHOOD EDUCATION ASSOCIATE

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

### Definition:

Under the direction assist in providing care, guidance and developmentally appropriate learning and socialization experiences for infant, toddler and/or preschool-aged children to encourage and facilitate positive social and cognitive learning. Duties are carried out in a learning laboratory classroom setting with District Early Childhood Education (ECE) students.

### Compensation:

Starts at \$2,552.75 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$14.73 per hour with no benefits, except sick leave and vacation.

### Examples of Duties:

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

- Assists in planning and organizing the daily schedule of learning experiences for the development of children in a children's center learning laboratory environment including those with special needs.
- Assists in providing care, guidance and developmentally appropriate learning and socialization experiences in language development, physical and motor development, reading and math readiness, art, music, nutrition, health and safety of infant, toddler and/or preschool-aged children.
- Helps maintain a stimulating and supportive environment for children and encourages positive learning, eating and communication skills by modeling appropriate behaviors.
- Conducts classroom presentations to include concepts, language, literature, music/movement, and listening skills.
- Works with groups of children in a variety of activities such as telling and reading stories, singing songs, playing music and preparing materials for arts and crafts and other play activities.
- Supervise children at play in the classroom and outside area, maintain order and positive redirection, and assures safety and proper adult to child ratio.
- Provides information, guidance, instruction, and feedback to parents concerning the child's progress, abilities, and areas of concern and explains program procedures and classroom activities as requested.
- Assists in planning and participates in parent conferences.
- Helps maintain a variety of records and reports such as attendance, lesson plans, developmental assessments, student performance and accidents.
- Assists in providing an environment to facilitate physical and emotional development of infant, toddler and preschool children including those with special needs.
- Assists in preparing and maintaining rooms and play areas in a stimulating, orderly, clean, and safe condition in order to maintain an environment conducive to learning.
- Assists in preparing laboratory classroom for various setups for children's use and reorganize following class as needed.
- Assists in ordering supplies, snacks, food and equipment.
- Operates electronic devices, computer and other media equipment for instructional purposes.
- Attends staff planning meetings to help assess center needs and program development.
- Attends conferences and workshops to remain current in the field of early childhood development.
- Assists children with hygiene procedures as necessary and observes and evaluates health needs of children and takes appropriate action.
- Provides first aid and CPR as appropriate.
- Performs clerical support duties as assigned and assists in ordering instructional supplies and equipment.
- Lifts and carries children and equipment weighing up to 50 pounds.
- Perform other related duties as assigned.

### Required Employment Standards:

#### Education and Experience

Associate degree preferably in child development, early childhood education or closely related field that is consistent with the state Child Development Permit Matrix and current experience (1 year or more) working in a licensed early childhood education setting.

#### Special Conditions for Required Education

Some positions may require three (3) units in Infant/Toddler Development.

#### Licenses/Certificates

- Valid Teacher permit is required or proof of temporary permit is acceptable.
- Valid Pediatric First Aid & CPR certificate is required.

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

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

**Knowledge**

- Knowledge of current concepts used in Early Childhood Education.
- Knowledge of basic child psychology and development.
- Knowledge of curriculum planning for a child development program.
- Knowledge of health and safety requirements of children.
- Knowledge of appropriate safety precautions and procedures, First Aid and CPR.
- Knowledge State and Federal laws, rules, policies, procedures, and regulations regarding child care activities.
- Knowledge of methods of observing, evaluating and recording child behavior.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

**Skills**

- Skill to provide a positive classroom and playground environment.
- Skill to keep a clean and safe classroom environment by reporting any cleanliness, health, or safety concerns to management.
- Skill to issue, receive and maintain records of equipment and supplies.
- Skill to demonstrate proper techniques and use of equipment for students.
- Skill to clean, adjust, operate repair, and maintain lab equipment.
- Skill to communicate effectively both orally and in writing.
- Skill to give clear and concise instructions.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones and other equipment.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

**Abilities**

- Ability to establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts, and the public.
- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Ability to develop and maintain effective relationships with preschool and school aged children, students and parents.
- Ability to review and evaluate the work of students assigned by instructors.
- Ability to provide hands-on academic support to students as a supplement to their classroom teaching.
- Ability to plan, develop and implement educational experiences for children.
- Ability to evaluate and assist students in a lab setting.
- Ability to follow school safety procedures and ensure students are supervised at all times.
- Ability to provide a clean and safe classroom environment by reporting any cleanliness, health, or safety concerns to management.
- Ability to keep accurate records and maintain accurate inventory of laboratory equipment and supplies.
- Ability to track center supplies and anticipate expenses.
- Ability to remain current with research developments in the area of early childhood education.
- Ability to effectively communicate with individuals for whom English is not a primary language.
- Ability to employ proper English usage, spelling, grammar, and punctuation.
- Ability to receive and follow instructions.
- Ability to learn and apply college and district policies and procedures.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications and accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry children and equipment weighing up to 50 pounds.

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

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

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

- Keep balanced and stay upright when in an unstable position such as squatting to speak at a child's eye level. (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 seeing children across the playground. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with art materials. (Color Discrimination)
- Part of vision that occurs outside the very center of gaze allowing the individual to see objects, movement or sharp contrasts toward the edges of the visual field. (Peripheral Vision)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)
- Tell from what direction a sound is coming from. (Sound Localization)

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

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

**Working  
conditions  
which may  
occur:**

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

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# EARLY CHILDHOOD EDUCATION ASSOCIATE

**Examination  
Process:**

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

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

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

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

**Filing  
Deadline:**

**CONTINUOUS RECRUITMENT**

Posted: 11/24/15

Pay Range: Regular Classified 38

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# Theatre Manager

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500267	748	15	5	1	6	6	5

## Oral Board Raters

Jeff Barrett, Theatre Manager, Fresno City College  
 Reggie Rush, Owner, Live Light, Inc.  
 Dan Pessano, Owner/Managing Director, Good Company Players

## Advertisements

### Websites:

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

### Agencies and Schools:

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

### K-12 School Districts:

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

## Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	0	1	4	0	0	0	5
Male	0	0	0	3	7	0	0	0	10
No Answer	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	4	11	0	0	0	15

\*\* Failed MQ: 4—Minimum qualifications; 1— Barred from Applying





**CLASSIFIED JOB OPPORTUNITY**  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

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

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

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

**THEATRE MANAGER - FLEXIBLE**

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

- Definition:** Under direction coordinates the operation and use of the theater facility provides technical skills in production of theater events.
- Compensation:** Starts at \$4,524.00 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$26.10 with limited benefits.
- Examples of Duties:** Performs a variety of duties including maintaining master calendar of theater usage, designing lighting for theater events and running light board and sound equipment, assists in the construction and mounting of sets, light plots, and recording and editing of sound for productions. Assists instructors in monitoring and reviewing theater lab coursework. Conduct tours of theater facilities and maintain records of potential users and their needs. Maintain inventory and repair theater equipment, ordering supplies as needed. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Associate degree or certificate in technical theater
- Experience:** Technical stagecraft experience involving stage-set construction, paint, lighting, design, and operation and use of stage equipment.
- Knowledge and Abilities:** Knowledge of space proportionally assigned, pigment, colors and the gray scale, basic recording studio techniques, variety of light color media, basic electricity and electrical diagrams used in the theater, theater light and sound control boards, blueprints used in theater, theater building layout, safety, security and equipment, theater production procedures, available sources of hardware, lumber, lighting and sound supplies, fire and safety rules, form and style for set design. Skill to assign, review and monitor the work of students, use hand and power tools common to a theater, construct sets, do mechanical drawings, select appropriate materials for set construction, install and operate effective lighting systems, and maintain records. 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 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).
- Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 25 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 10 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.
- TESTING TENTATIVELY SCHEDULED FOR THURSDAY, JANUARY 28, 2016**
- To move forward in the selection process, you must complete an online application through our web site at <http://agency.governmentjobs.com/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.
- Filing Deadline: FRIDAY, JANUARY 15, 2016, 4:30 PM.**  
Posted: 12/14/15 Pay Range: Regular Classified Range 61

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# WEB PORTAL ADMINISTRATOR

Recruitment ID 201500326	Applicants 6	Failed MQ** 3	Failed Competitive 0	Took Competency 3	Took Oral 3	Eligible 2
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## Oral Board Raters

Harold Zahlis, Interim Director of Technology, Fresno City College  
Jinyong Kim, Network Services Manager, Community Medical Centers

## Advertisements

### Websites:

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

### Agencies and Schools:

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

### K-12 School Districts:

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

## Applicant Demographics

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

\*\* Failed MQ: 2—Experience; 1—Education



# CLASSIFIED JOB OPPORTUNITY

## STATE CENTER COMMUNITY COLLEGE DISTRICT

### PERSONNEL COMMISSION

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

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

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

## WEB PORTAL ADMINISTRATOR

The eligibility list, which will be valid for at least one year, will be used to fill full-time and part-time positions in this classification. The current vacancy is at the District Office (Weldon).

**Definition:** Under direction, develops, tests, integrates and debugs complex web applications for the District's enterprise portal. Provides training and support to end users on the use of web applications, and researches and recommends improvements to the enterprise portal and web applications.

**Compensation:** Starts at **\$6,361.25** 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 \$36.70 with limited benefits.

**Essential Job Functions:**

- Performs advanced level duties in systems analysis, evaluation, design, development, testing, implementation, documentation, research, data compilation, and data analysis.
- Provides guidance to end users on application use, portal policies and governance, operating parameters, including assistance in updating and maintaining systems data.
- Maintains status for all portal projects, assists to resolve all issues for new and existing channels, and automates all processes.
- Analyzes, supports and manages the portal with data and systems conversion, production, test environments, ongoing development, upgrades, and enhancements.
- Assists management in planning and coordinating operations to meet established goals and objectives, establishes timelines for processes and participates in forecasting business needs as it relates to District, State, and/or Federal policies and procedures.
- Identifies methods and techniques of trouble shooting website, portal, applications and network problems.
- Monitors and analyzes all systems metrics and maintains optimal performance for all portals.
- Works with functional leads, consultants and other departments to conduct needs analysis and ensure that proposed processes and related systems changes are properly implemented, taking into account possible impacts in various areas.
- Defines and maintains security profiles for systems and helps coordinate the administration of user security and systems access of end-users.
- Confers with staff to assist in creating web-accessed databases, managing web servers and assuring security and integrity of District information.
- Designs, publishes and updates new and existing web sites and pages in order to maintain an appealing flow and uniformity.
- Performs ongoing research and evaluation of new tools, software, products and technologies related to web sites and makes recommendations for improvement.
- Develops proposals and timelines for completion of web site projects.
- Presents a consistent visual image on the web by abiding by District branding standards and promotes uniform fonts, formatting, icons, images, layout techniques and modularization.
- Integrates graphics, animation, video, sound and/or content for use in presentations, multimedia programs, web sites, CDs, DVDs, emails, and other electronic media.
- Creates and assures the functionality of web page links, online forms, surveys, and scripts running behind the web site and converts files between various formats.

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## WEB PORTAL ADMINISTRATOR

### Essential Job Functions: (cont.)

- Determines appropriate compression techniques, resolutions, sizes, color maps and depths to assure images are delivered to the viewer in high speed and quality.
- Evaluates user trends and recommends modifications to provide continuous improvement of the District's web site.
- Maintains records and prepares reports regarding web site design and implementation activities, user traffic and statistics.
- Responsible for applications development and administration, in collaboration with staff, to ensure that web site architecture, functionality and design are consistent with all information technology strategies.
- Assists in the installation of all Web Center Interaction systems.
- Follows and assists in enforcing District policy related to information access.
- Runs routine software tests and backup web site data in accordance with established procedures.
- Participates in a variety of meetings and committees regarding designing, developing and implementing web-based applications to promote District programs and activities.
- Assigns, monitors, and reviews the work of others.
- Performs 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.

### 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: Graduation from an accredited four-year college or university preferably with a major in computer information systems, management information systems, computer science, computer engineering or a closely related field AND two (2) years of recent experience in developing web applications for an Enterprise portal and business applications analysis, design, and programming for large scale, multi-programmed computers.

#### *Licenses & Certificates*

Valid Driver's License

#### *Knowledge of:*

- Advanced knowledge of standard web programming and graphics mark-up languages.
- Principles and techniques of optical scanning and graphic design software including creation, editing, and publishing.
- Operational characteristics of operating systems, computer systems, applications, hardware, software, and peripheral equipment.
- Programming theory and operating systems capabilities and constraints used in web development, data system analysis and design, planning, testing and implementation.
- Operations, production capacity, and uses of web portals and applications.
- Methods and techniques of troubleshooting web applications and evaluating performance.
- Adult and individual learning theory and training methods.
- Web portal application standards, protocols, hardware, software and network management practices.
- Federal, state and local laws, codes and regulations pertaining to the use of network technologies.
- Principles and practices of analytical systems for effective evaluation.
- Methods, practices and terminology used in statistical technical work.
- 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.

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## WEB PORTAL ADMINISTRATOR

**Required  
Employment  
Standards:  
(cont.)**

- Knowledge of methods and techniques of troubleshooting web site, applications and network problems.

***Skill to:***

- Analyze, identify and resolve user problems related to web portal and website performance and operation.
- Analyze systems from design specifications using programming languages such as HTML, Java, JavaScript, XML, CGI, Servlets, Power Shell, JSP, JavaBeans, Oracle, J2EE, ASP, PHP, .NET, SQL server, COM, MTS, CSS, SQL, PL/SQL, Infomaker and other related languages.
- Conduct research and analyze data, trends, and organizational needs to make recommendations and prepare reports.
- Analyze system needs and devise effective solutions, document computer application systems 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.
- 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 and apply the analysis of functional requirements to the development of systems proposals, specifications and recommendations for efficient, cost effective web portal applications and technology solutions.
- Conceptualize practical web-based application solutions to district, department, student, and other customer requirements.
- Troubleshoot and resolve web portal, site, application, and related problems.
- Coordinate with other departments responsible for web application and site content.
- Perform complex systems and analyses related to the District's web portal.
- Research, analyze and evaluate new web application systems, develop systems testing and conversion plans.
- Establish general schedules and priorities for systems development projects and support services.
- Define systems security and control procedures.
- 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.
- Participate in technical discussions with technical and non-technical groups.
- 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 backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Assign, monitor and review the work of others.
- 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.

## WEB PORTAL ADMINISTRATOR

**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 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 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.

**Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (No Weight). The examination process will also include a competency test (60% weight) and an oral interview examination (40% weight).

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 15 highest scoring candidates, 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.

### **ORAL BOARD AND COMPETENCY EXAMS TENTATIVELY SCHEDULED FOR THURSDAY, JANUARY 21, 2016**

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

**Filing Deadline:** **MONDAY, JANUARY 11, 2016, 4:30 PM.**  
Posted: 12/04/15

Regular Classified Range 75.

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

Presented to the Personnel Commission:

Date: February 16, 2016

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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: 16-08

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Background:

At the February 2, 2016 regular meeting, the Board of Trustees was presented with the duties of a new position at Reedley College. 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 presented to the Board of Trustees is attached for the Commissioners review along with the established classification specification. The item indicates the duties that will be performed by the new position. The recommended classification for the new position are as follows:

- a. Office Assistant III, 6-Month Limited-term, RC

Recommendation:

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

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 2, 2016

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SUBJECT:     Consideration to Approve Six-Month Limited     ITEM NO.     16-12HR  
                  Term Office Assistant III Position, Reedley  
                  College

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EXHIBIT:     None

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Background:

Reedley College administration is requesting the addition of a six-month, 19-hour a week limited term Office Assistant III position. The position will provide clerical assistance for the preparation of dual enrollment handbooks for students, parents, faculty and high schools. In addition the position will assist with the orientation process for the students, assist in the development of forms and office procedures, prepare documents and correspondence, and schedule meetings for the dual enrollment coordinators. This position will be paid from Student Support Services Program (SSSP) funding.

Recommendation:

It is recommended the Board of Trustees approve a six-month limited term Office Assistant III position, Reedley College.



STATE CENTER COMMUNITY COLLEGE DISTRICT  
OFFICE ASSISTANT III

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF DUTIES

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

EMPLOYMENT STANDARDS

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

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

Knowledge and Abilities: Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain workflow. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others.

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

### SECTION 3. THE CLASSIFIED SERVICE

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

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

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

REFERENCE: Education Code Sections 88076, 88078

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

#### 3-7 GENERAL CLASSIFICATION RULES

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

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

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

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

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

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

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

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

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

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

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

REFERENCE: Education Code Sections 88009, 88076, 88087

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

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

Presented to the Personnel Commission:

Date: February 16, 2016

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SUBJECT: Consideration and Approval of Revised  
Classification Specification for Graphic  
Artist

ENCLOSURE(S):  
Classification  
Specification

REASON FOR PERSONNEL  
COMMISSION CONSIDERATION: Action

ITEM NO: 16-09

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Background:

A vacancy has occurred for the position of Graphic Artist at Clovis Community College. In reviewing the classification specification prior to recruitment, 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:

- President, Clovis Community College
- College Director of Marketing, Clovis Community College
- Print, Media and Communications Manager, Fresno City College
- Director of Human Resources
- CSEA
- Incumbents

Recommendation:

It is recommended the revised classification specification for Graphic Artist be approved as presented.



## State Center Community College District

<b>Job Title:</b>	<del>Graphic Artist</del> Graphic Designer	<b>Classification Series:</b>	Information Technology
<b>FSLA Status:</b>	Non-Exempt	<b>Classification Group:</b>	Web & Digital Media
<b>Salary Schedule:</b>	Classified (CSEA)	<b>Classification Level:</b>	Intermediate
<b>Salary Range:</b>	54	<b>Date Created:</b>	June 17, 1991

### Definition

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

Under direction, creates, designs, lays out, and produces printed and digital materials and publications utilizing a wide variety of commercial art media and techniques and applies creative and innovative ways to translate written or verbal ideas or concepts into graphic design work.

### Distinguishing Characteristics

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

This classification may require lead responsibilities. This is an intermediate level position that differs from lower levels in the series by the responsibility for or greater variety of activities, work being less closely supervised, and coordination responsibilities with multiple design software systems.

A **Graphic Designer** uses a wide variety of commercial art media and techniques, creates and produces graphic design work from rough sketches, notes, or verbal instructions with great latitude for creativity and independent judgment. The use of advanced graphic software applications is an integral aspect of the duties.

### 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

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

### Auxiliary Job Functions

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

### Minimum Qualifications

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

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



## State Center Community College District

~~Knowledge and Abilities: Knowledge of color in making drawings, charts, maps, and diagrams. Knowledge of and skill to use drafting equipment, both manually or computer aided, select typeface and type size for page composition, freehand drawing, general photography including composition, light and shutter speed, enlarging, and color developing. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.~~

### **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, fine arts, or a related field AND two (2) years of recent experience in commercial graphic design including the use of graphics software.

### **Licenses & Certificates**

Valid Driver's License

### **Knowledge of:**

1. Principles, techniques, materials, and equipment used in graphic design.
2. Graphic design software such as InDesign, QuarkXPress, Photoshop, Illustrator, and Internet environments.
3. Design and layout tools related to web site development such as HTML, CSS, and Dreamweaver
4. Principles of composition, typography, aesthetics, color and design theories.
5. Principles of copywriting and editing digital media.
6. Principles of marketing and public relations.
7. Requirements and terminology for digital pre-press, high volume offset and/or digital printing methods.
8. Techniques related to the preparation of graphics for TV, multimedia, and video
9. Capabilities of computer systems and hardware common in graphic design
10. Recordkeeping and report preparation techniques to ensure information is accurately presented.
11. Math including addition, subtraction, multiplication, and division.
12. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
13. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
14. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.
15. Knowledge of methods and techniques of troubleshooting web site, applications and network problems.

### **Skill to:**

1. Use and maintain various graphic design studio equipment.
2. Use drafting equipment, both manually or computer aided, select typeface and type size for page composition, freehand drawing, general photography including composition, light and shutter speed, enlarging, and color developing.
3. Using graphic/publishing software systems such as Adobe Creative Cloud.
4. Demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
5. Effectively communicate with individuals for whom English is not a primary language.
6. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
7. Plan and organize work to meet established timelines and department schedules.
8. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
9. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
10. Rapidly learn and acquire skills in areas and technologies not previously assigned.
11. Type at a sufficient speed to maintain workflow.



## State Center Community College District

### **Ability to:**

1. 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.
2. Independently produce graphic design work utilizing a variety of software, materials, and equipment.
3. Apply creativity in the preparation of layouts, drawings, illustrations, and related graphic materials.
4. Create graphic design work from scanned images, photographs, sketches, and ideas.
5. Design and lay out web pages using a content management system.
6. Prepare graphic design work as digital files for offset printing.
7. Operate photography and digital media equipment and software.
8. Design using typographical, illustrative, coloring, and other related techniques.
9. Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, independent programs consultant/trainers, and the public.
10. Participate on technical discussions with technical and non-technical groups.
11. Prepare clear, concise and accurate systems documentation and reports of work performed.
12. Assign, monitor and review the work of others.
13. Learn and apply college and district policies and procedures.
14. Maintain confidentiality of sensitive information and records.
15. Operate computers and their peripherals.
16. 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 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 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; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.



## State Center Community College District

Duties Approved By:	Board of Trustees	Date:	June 17, 1991
Class Approved By:	Personnel Commission	Date:	June 17, 1991
Updated By:	Elba Gomez	Date/Time:	2/11/2016

DRAFT



## Personnel Commission – Director’s Report

*February 16, 2016 Regular Meeting*

### Recruitment and Examination

**Accepting applications for the following recruitments:**

Name	Application Deadline
Building Generalist	Continuous Recruitment
College Trainer	Continuous Recruitment
Early Childhood Education Specialist	Continuous Recruitment
Early Childhood Education Associate	Continuous Recruitment
Food Service Worker I	Continuous Recruitment
Instructional Assistant – Nursing	Continuous Recruitment
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Department Secretary – FCC/DO	February 19, 2016
Department Secretary – CC/Herndon	February 19, 2016
Department Secretary – MC	February 19, 2016
Department Secretary – RC	February 19, 2016
Instructional Technician – Biology	February 19, 2016
Evaluator	March 1, 2016
Student Services Specialist	March 2, 2016
Lead Maintenance Worker	March 4, 2016

**The following recruitments are in the examination process:**

Name	Exam Type	Exam Date
Child Development Lab Manager	Comp/Oral Board	February 17, 2016
Assistant Director, SCCC Foundation	Comp/Oral Board	February 18, 2016
Police Officer	Competency	February 19, 2016
Piano Accompanist	Comp/Oral Board	February 20, 2016
Food Service Worker I	Competency	February 26, 2016

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

Name	Location	Anticipated Posting Date/Status
Graphic Artist	Districtwide	February 2016
Chief of Police	DO	February 2016
Library/Learning Resource Assistant I	Districtwide	March 2016
MicroComputer Resources Technician	Districtwide	March 2016
Instructional Technician - Manufacturing	Districtwide	On hold pending salary negotiation.
Laboratory Simulation Technician	FCC	On hold pending salary negotiation.
Computer Operator/IT Support	DO	On hold pending position review
Copy Center Specialist	Districtwide	On hold pending position review.
Director of Admissions & Records	FCC	On hold pending position review.
Occupational Health & Safety Officer	Districtwide	On hold pending position review.
Director of Grants	DO	On hold pending classification review.

Dir of Institutional Research, Assessment & Planning	CCC	On hold pending classification review.
Executive Secretary to Chancellor	DO	On hold pending position review.
Instructional Aide – PPT	Districtwide	On hold pending position review.
International Trade Specialist	DO	On hold pending position review.
Instructional Tech – Welding	Districtwide	On hold pending position review.

**The following are current vacancies with active eligibility lists:**

Name	Vacancy Location	Status
Accounting Clerk III	Business Office, FCC	List Referred 1/15/16
Accounting Technician I	Administrative Services, RC	List Referred 2/4/16
Assessment Technician	Admissions & Records, FCC	List Referred 2/2/16
Assessment Technician	Student Services, RC	List Pending Referral
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Department Secretary	Student Services, CCC	List Referred 1/15/16
Department Secretary	Student Services, CCC	List Referred 1/15/16
Institutional Research Coordinator	President's Office, RC	List Pending Referral
MicroComputer Specialist	Technology Services, FCC	List Referred 2/5/16
Network Coordinator	Technology Services, RC	List Referred 2/4/16
Office Assistant I/II (PPT)	Purchasing, DO	List Referred 1/19/16
Office Assistant I/II	Social Sciences, FCC	List Pending Referral
Office Assistant III	Student Activities, FCC	List Pending Referral
Office Assistant III	Library, FCC	List Referred 1/27/16
Office Assistant III	Admissions & Records, FCC	List Pending Referral
Office Assistant III	Police Academy, FCC	List Pending Referral
Orientation Assistant	Student Services, CCC	List Referred 4/16/15
Research Assistant	Office of Instruction, CCC	List Referred 2/4/16
Research Assistant	President's Office, RC	List Pending Referral
Student Services Specialist	Admissions & Records, FCC	List Referred 2/3/16
Theatre Manager	FPCA, FCC	List Referred 2/11/16
Webmaster	Technology Services, RC	List Referred 1/27/16
Web Portal Administrator	Information Systems, DO	List Referred 1/22/16

## Classification

### Job Description Updates

Name	Status
Classification Studies	Managers are reviewing the classification study reports and meetings are being scheduled to review the information. Police Job Family has not been scheduled.

Classification Specifications	Commission staff has begun to update/create 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 after the Final Classification Report has been approved.
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## **Around the Office**

- CSPCA: 2/25/16 – 2/28/16 (Elba & Bradley)
- NeoGov Onboarding Implementation, Currently Working with IS Department.
- NeoGov Performance Evaluation Implementation
- Training Administrators and staff
- “Recruit Up the 99” Job Fair at Save Mart Center: 3/1/16, 1:30pm – 6pm
- New Employee Orientation: 3/10/16
- Classified Professionals Mega Conference: 3/22/16
- Madera County Job Fair at Madera District Fair: 4/7/16, 10am-2pm

## **Medical Appeals**

- 01-26-16.16-06.1185 – Medical Examiner and Hearing officer has been retained. The medical exam is scheduled for February 17, 2016 with Dr. Gregory Cherney who will provide a full report to the Personnel Commission. The medical exam will require a two-day process.