

REGULAR MEETING
STATE CENTER COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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

5:30 p.m. – Regular Meeting
Tuesday, June 28, 2016

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the May 11, 2016 Regular Meeting and May 25, 2016 Special Meeting
- E. Information Items
 - 1. Board of Trustees Meeting Update
 - 2. Lateral Transfer Procedures
 - 3. Working out of Classification Status
 - 4. Classification Study Working Report for Building & Custodial Maintenance, Duplicating, Food Services, Bookstore, and Police/Safety Job Families
 - 5. Classification Study Status
- F. Action Items
 - 16-25 Consideration and Approval of Eligibility Lists
 - a. Administrative Secretary, Effective 5/25/16
 - b. Assessment Coordinator, Effective 5/19/16
 - c. Audio Visual Technician, Effective 6/10/16
 - d. Benefits Assistant, Effective 5/19/16
 - e. Bookstore Sales Clerk III, Effective 5/17/16
 - f. Custodial Manager, Effective 6/17/2016
 - g. Director of Admissions and Records, Effective 6/22/16
 - h. Early Childhood Education Associate, Effective 6/13/16
 - i. Early Childhood Education Specialist, Effective 6/22/16
 - j. Executive Assistant to the Chancellor, Effective 6/16/16
 - k. Help Desk Technician, Effective, Effective 6/10/16
 - l. Instructional Technician – Manufacturing, Effective 6/22/16
 - m. Instructional Technician – Welding, Effective 6/22/16
 - n. Laboratory Simulation Technician, Effective 5/26/16

- o. Secretary to the Associate Vice Chancellor, Effective 6/10/16
- 16-26 Consideration and Approval to Classify New Positions in Established Job Classification Specifications
 - a. Buyer, DO, Position #1198
 - b. Department Secretary PPT, FCC, Position #8136
 - c. Curriculum Assistant, FCC, Position #8137
 - d. Research Assistant, DO, Position #1199
 - e. Seasonal College Trainer, CCC, Position #5097
 - f. Student Services Specialist, FCC, Position #8542
- 16-27 Consideration and Approval to Classify New Positions in New Job Classification Specifications
 - a. Staff Development Coordinator, FCC, Position #8138
- 16-28 Consideration and Approval of Revised Classification Specification for Occupational Health and Safety Officer
- 16-29 Consideration and Approval of Revised Classification Specification for Senior Network & Systems Analyst
- 16-30 Consideration and Approval of New Classification Specification for Communications and Social Media Specialist
- 16-31 Consideration and Approval of funding for HRMS Analyst #1018 and Human Resources Assistant #1003 positions in the Personnel Commission Office
- A. Future Agenda Items
- B. Director's Report
- C. Commissioners' Reports
- D. Next Regular Meeting: Tuesday, July 26, 2016
- E. Adjournment

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

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

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public

Personnel Commission Agenda

June 28, 2016

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inspection in the District Office located at 1525 E. Weldon Avenue, Fresno, CA 93704 during normal business hours.

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
May 11, 2016

- Call to Order Ms. Freeman-Fobbs called the meeting to order at 5:30 p.m.
- Members Present Members of the Personnel Commission present were:
Pamela Freeman-Fobbs, Chairperson
Bradley Tahajian, Vice – Chairperson
Tim Liermann, Commissioner
- Members of Commission staff present were:
Christine Ferguson, HR Analyst
Melissa Flores, Limited Term HR Technician
- Members of Commission staff absent were:
Elba Gomez, Director of Classified Personnel
- Introduction of Guests The following guests attended:
Jason Meyers, CSEA
Samerah Campbell, DO
Eleanor Bruce, FCC
Susan Johnson, FCC
Carol Rains-Heisdorf, FCC
Alex Adams, FCC
Tammy Gallagher, FCC
Donna Baker-Geidner, RC
- Public Comment Ms. Bruce stated her concerns regarding the process for Lateral job postings and inquired what the timeline of Lateral transfer announcements is in relation to Permanent job announcements.
- Mr. Meyers requested that the Personnel Commission itemize the Lateral transfer posting process for the next Personnel Commission Regular Meeting.
- Mr. Meyers referred to Personnel Commission Rules 8, 9, and 11-9 to and stated that the process for posting “in-house” job announcements should be explicit.
- Mr. Meyers requested that the Personnel Commission itemize a timeline for the completion of Classification Study job descriptions.
- Mr. Adams inquired when feedback from the Personnel Commission regarding his questions at a previous Regular Meeting will be provided.
- Ms. Freeman-Fobbs stated that he may request for his inquiry to be placed on the June 2016 Regular Meeting Agenda.
- Mr. Adams and Ms. Rains-Heisdorf stated that they have not received feedback regarding their concerns about the Classification Study, the recommendation to change the job title of Institutional Research Coordinator,

and the classification of Institutional Research as part of the Instructional Services Job Family.

Mr. Adams stated that at the April 2016 Regular Meeting, he learned that the State Center Community College District (SCCCD) Classification Study has been modeled after the Los Angeles Community College District (LACCD). He researched that particular Classification Study and found that the LACCD job classifications contain the “levels” that he and Ms. Rains-Heisdorf recommended the SCCC Classification Study to include.

Ms. Campbell suggested that Mr. Adams’ inquiries be itemized for the June 2016 Regular Meeting Agenda.

Ms. Freeman-Fobbs agreed with Ms. Campbell and noted that Mr. Adams’ inquiries regarding Classification Study feedback and job classification hierarchy be itemized for the June 2016 Regular Meeting Agenda.

Approval of the Minutes

The minutes of the April 20, 2016 Regular Meeting were presented for approval.

Mr. Meyers requested that page 2, Item 3, bullet point number 2 be changed from “Athletic Equipment Manager 3048 (Kevin Hempley)...” to “Athletic Equipment Manager 3048 (Kevin Hemley)...”

Mr. Tahajian moved to approve the April 20, 2016 Special Meeting minutes as amended. Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

Information Items

1. Discussion of
Classification Study
Status

Ms. Ferguson stated that 10 individual employees have yet to complete the required Classification Study survey.

Ms. Ferguson noted that scheduling issues with Academic Coordinators have occurred and Memorandums of Understanding still need to be completed.

Ms. Ferguson stated that the final Job Family will be presented at the June 2016 Regular Meeting, and a comprehensive report with recommended job titles will be presented at the July 2016 Regular Meeting.

Mr. Liermann referred to Mr. Meyers’ previous inquiry of a timeline for job descriptions. Ms. Ferguson stated that the comprehensive report with job titles will be provided in July 2016, and job specifications are anticipated to be completed by the end of the year. Ms. Ferguson noted that meetings with managers must still take place in order to finalize the job specifications.

Mr. Tahajian inquired to the high amount of recommended job descriptions that the Personnel Commission has completed and provided to Human Resources.

Ms. Campbell stated that the Classification Study is a working report and that recommendations cannot be made until the job descriptions are completed.

Ms. Campbell stated that it would be difficult to give an exact timeline for the completion of job descriptions, due to the high volume of work required to review the recommended job descriptions from the Personnel Commission.

Ms. Johnson inquired for clarification what the Personnel Commission will be presenting in the June 2016 and July 2016 Regular Meetings. Ms. Ferguson stated that recommendations will be made for job titles, job descriptions, and classification hierarchies.

Ms. Freeman-Fobb stated that the Classification Study will be presented as a “completed report,” but that it will still be a working report. Ms. Campbell stated that the report will not be finalized until job description and salary recommendations are finalized.

Ms. Johnson suggested that a timeline be provided for the Classification Study. Mr. Liermann stated that targeted dates for deadlines have changed, and the Classification Study timeline may be extended in lieu of job classification agreements.

Ms. Rains-Heisdorf inquired to the difference in responsibilities between the Personnel Commission and Human Resources in relation to the development of job titles and job descriptions. Ms. Campbell stated that job duties are under the purview of District (Human Resources), and job title and job description recommendations are under the purview of the Personnel Commission.

Ms. Bruce inquired what the District is using to develop salary surveys. Ms. Campbell stated that a list of comparable community college institutions was established in 2007 and has been in use to develop salary surveys since then.

Mr. Meyers stated that many of the answers being asked can be answered by the timeline provided in the Classification Study. Mr. Meyers stated that for this reason, no alternate timelines are needed.

Mr. Meyers stated his concern regarding the limited amount of time allotted to receiving employee feedback regarding the Classification Study. Mr. Meyers suggested that the Personnel Commission extend the timeline for the sole purpose of allowing employees a sufficient amount of time to provide feedback.

Ms. Ferguson asked Ms. Campbell if there was opposition to the Personnel Commission disseminating job descriptions to employees as they are

completed. Ms. Campbell stated that there would be opposition, as management must finalize job descriptions before that information is provided to employees. A brief discussion followed regarding the dissemination of job descriptions to managers and employees for review.

Mr. Liermann suggested that the Personnel Commission re-evaluate the amount of time managers are given to review job descriptions.

Ms. Freeman-Fobbs stated that she will receive input from George Cole, the Executive Director of the California School Personnel Commissioners Association, regarding the standard and customary timeline of Classification Studies.

Ms. Campbell requested that an update regarding the Classification Study be provided at each monthly Personnel Commission Regular Meeting.

Mr. Meyers stated his concerns regarding the authority that managers have to dictate job description timelines to administration. Mr. Meyers stated that administration should not dictate to managers an exact timeline for when job description reviews should be completed.

Ms. Campbell recommend that Mr. Meyers' concerns be placed on the June 2016 Regular Meeting Agenda, as she could not address his concerns at this time.

Ms. Baker-Geidner stated that an Information Technology meeting is scheduled for June 3, 2016. Ms. Baker-Geidner inquired if it were possible to complete the Information Technology Series job descriptions and disseminate them to both managers and employees during the June 3, 2016 meeting, as both parties will be present.

Ms. Campbell stated that managers must agree on job description revisions. Ms. Campbell stated that the current course of action is to conduct group sessions with managers to receive feedback on job description revisions.

Ms. Freeman-Fobbs recommended to Mr. Adams that he submit a memorandum to the Personnel Commission specifying his request to include Classification Study feedback and information on job classification hierarchy on the June 2016 Regular Meeting Agenda.

2. Discussion of July
2016 Meeting Date

Ms. Freeman-Fobbs stated that the proposed July 2016 Regular Meeting be scheduled for July 26, 2016.

Ms. Freeman-Fobbs, Mr. Tahajian, and Mr. Liermann approved the proposed July 2016 Regular Meeting date.

Action Items

[16-20] Consideration
and Approval of
Eligibility Lists

Eligibility Lists Presented:

- a. Graphic Designer, Effective 4/18/16
- b. Library Learning/Resource Assistant I, Effective 4/26/16

c. Micro-Computer Resource Technician, Effective 5/2/16

Ms. Ferguson presented this item for consideration and approval.

Mr. Liermann stated that he found the high volume of “hits” for the Library / Learning Resource Assistant I position very interesting.

Mr. Liermann moved to approve item 16-20 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

[16-21] Consideration and Approval to Classify New Positions in Established Job Classification Specifications

Ms. Ferguson presented this item for consideration and approval.

Mr. Liermann moved to approve item 16-21 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

[16-22] Consideration and Approval to Classify New Positions in New Job Classification Specifications

Ms. Ferguson presented this item for consideration and approval.

Mr. Tahajian moved to approve item 16-22 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

[16-23] Consideration and Approval of Revised Classification Specification for copy Center Specialist

Ms. Ferguson presented this item for consideration and approval.

Mr. Tahajian moved to approve item 16-23 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

[16-24] Public Hearing and Adoption of 2016-2017 Personnel Commission Budget

Ms. Ferguson presented this item for consideration and approval.

Ms. Ferguson stated that an increase in the Contract Labor / Services account was required to fund a high number of pre-employment background investigations.

Ms. Ferguson stated an answer has yet to be provided by the District regarding the proposed funding of the Personnel Commission's current 1.5 temporary positions.

Ms. Ferguson stated that the Commissioners are welcome to attend the July 14, 2016 Board of Trustees Regular Meeting if the proposed funding of the Personnel Commission's current 1.5 temporary positions are approved.

Mr. Tahajian inquired about the possibility of rolling over unused funds into the following fiscal year. Mr. Liermann stated that approximately \$485,000 of unexpended funds remains in the Personnel Commission budget.

Mr. Tahajian stated that, per General Counsel, if the Personnel Commission unused funds will be forfeited if not reallocated before the end of the fiscal year. Mr. Liermann suggested that unused funds be allocated into the Miscellaneous account.

Ms. Ferguson stated that unused funds cannot be "rolled over," but they can be reallocated to a different budget category, otherwise any unused funds will be allocated into the General Fund.

Mr. Liermann moved to approve item 16-24 as presented and recommended that any unused funds be reallocated to the Miscellaneous account, if proper. Mr. Tahajian recommended that unused funds be reallocated to a Reserve account in lieu of a Miscellaneous account. Ms. Campbell inquired to the amount of unused funds being carried over. Mr. Tahajian stated that there an amount of \$8,889 remains unused for the 2015-2016 fiscal year.

Ms. Ferguson confirmed the date that the Personnel Commission budget would be presented to the Board of Trustees as July 14, 2016. Mr. Liermann revoked his motion to approve item 16-24 to allow Ms. Freeman-Fobbs to convene the Public Hearing.

Ms. Freeman-Fobbs opened the Public Hearing at 6:25 p.m.

Ms. Campbell stated her concerns regarding the "rolling over" and reallocation of unused funds in the Personnel Commission budget. Ms. Ferguson stated that the deadline to complete the proposed budget for the upcoming fiscal year is May 31, 2016.

Mr. Meyers stated that unused funds must be reallocated into the Miscellaneous fund.

Ms. Rains-Heisdorf inquired how the Personnel Commission would utilized any unused funds. Mr. Tahajian stated that sick and vacation compensation given to employees who are discharged from the District will come from the Personnel Commission budget.

Mr. Liermann revoked his previous statement regarding the total amount of unexpended funds remaining in the Personnel Commission budget. Mr. Liermann stated that approximately \$261,000 of unexpended funds remains in the Personnel Commission budget.

Ms. Freeman-Fobbs closed the Public Hearing at 6:30 p.m.

Mr. Tahajian and Mr. Liermann stated that they will be available to attend the upcoming Board of Trustees Regular Meeting.

Mr. Liermann moved to approve item 16-24 as presented and recommended that any unused funds be reallocated to either the Reserve or Miscellaneous account, if proper.

Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

Director's Report

Ms. Ferguson gave a brief update on pending and anticipated recruitments.

Ms. Ferguson noted that the Personnel Commission will be attending the upcoming Fresno City College Job Fair and that she will be attending the June 2016 WRIPAC Meeting.

Commissioners' Report

Mr. Liermann thanked Ms. Freeman-Fobbs for allowing him to present Ms. Gomez with her 10 Year Service Award. Mr. Liermann also noted that Ms. Gomez presented Ms. Ferguson with her 5 Year Service Award.

Mr. Liermann made a recommendation that future Service Award gifts be engraved and that future pictures during Service Award events include a display of the award being presented.

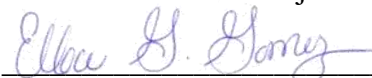
Mr. Tahajian had nothing to report.

Ms. Freeman-Fobbs inquired what the timeline is for submitting memorandums to the Personnel Commission to request that items be placed on Regular Meeting agendas. Ms. Ferguson stated that the timeline is located on the Personnel Commission website.

Ms. Freeman-Fobbs thanked Ms. Ferguson for her expertise and for serving as a proxy for Ms. Gomez in lieu of her absence.

Adjournment

Ms. Freeman-Fobbs adjourned the meeting at 6:37 p.m.



Elba Gomez, Director of Classified Personnel

EG:mf

MINUTES OF THE SPECIAL MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
May 25, 2016

Call to Order Ms. Freeman-Fobbs called the meeting to order at 9:03 a.m.

Members Present Members of the Personnel Commission present were:
Pamela Freeman-Fobbs, Chairperson
Bradley Tahajian, Vice – Chairperson

Members of the Personnel Commission absent were:
Tim Liermann, Commissioner


Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Phillips, Human Resources Analyst

Introduction of Guests The following guests attended:
Dr. Paul Parnell, DO Chancellor’s Office
Diane Clerou, DO HR
Samerah Campbell, DO HR

Public Comment None.

Personnel Commission Workshop The Commissioners, Chancellor and staff received a presentation about
“The Successful Merit System” from George Cole, Executive Director

Adjournment Mr. Liermann adjourned the meeting at 11:17 a.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: June 28, 2016

SUBJECT: Discussion of Board of Trustees Meeting
Update

ENCLOSURE(S):

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 1

Background:

The Board of Trustees Meeting Update is being presented as an informational item for discussion purposes and to provide an update to the Personnel Commission.

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

Presented to the Personnel Commission:

Date: June 28, 2016

SUBJECT: Discussion of Lateral Transfer Procedures

ENCLOSURE(S):
PC Rules Chapter 6 &
11

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 2

Background:

The Lateral Transfer Procedures is being presented as an informational item for discussion purposes and to provide an update to the Personnel Commission.

CHAPTER 6

ELIGIBILITY FOR EMPLOYMENT

SECTION 6. ELIGIBILITY LISTS

6-1 ESTABLISHMENT AND LIFE OF ELIGIBILITY LISTS: After an examination, the names of successful competitors shall be arranged in the order of examination score plus additional points when applicable. The completed list constitutes an eligibility list for that class upon signature by the Director of Classified Personnel. All eligibility lists will be ratified by the Personnel Commission.

(a) Unless specifically authorized in these Rules, all appointments to positions in the Classified Service shall be made from eligibles whose names appear on eligibility lists. The Director of Classified Personnel shall be responsible for establishing eligibility lists as a result of examinations authorized by these Rules.

REFERENCE: Education Code Sections 88080, 88081, 88091

6-2 CONTENTS OF ELIGIBILITY LIST: An eligibility list shall contain:

(a) The names of all eligibles in final rank order of total examination scores.

(b) The weighted total score.

(c) The expiration date of each person's eligibility for merged lists.

(d) The signature of the Director of Classified Personnel or designee attesting to the accuracy of the information on the eligibility list.

(e) The date the list was ratified or approved by the Personnel Commission.

REFERENCE: Education Code Sections 88080, 88081, 88091

6-3 CERTIFICATION BY PERSONNEL COMMISSION: All eligibility lists shall be certified by the Commission at the first reasonable opportunity.

(a) The Director of Classified Personnel may submit eligibility lists for ratification and approval by the Commission subsequent to certification from the list. Appointments may be made from available eligibles pending final decision on any protest and/or appeal and shall not be changed even though the outcome is in the appellant's favor, unless the Commission has ordered it otherwise.

(b) The rule of Three Ranks will apply for all certifications.

REFERENCE: Education Code Sections 88080, 88081

6-4 TYPES OF ELIGIBILITY: Appointments to position shall be made from:

(a) Eligibility Lists: In order of precedence:

(1) Reemployment: A list of employees who have been laid off from permanent positions because of lack of work, lack of funds, voluntarily demoted in lieu of layoff, lost their positions because of abolishment or reclassification of positions, exhaustion of illness or accident leave, or return from military duty under conditions set forth in these rules. These eligibles shall take precedence over all other persons eligible for appointment.

REFERENCE: Education Code Sections 88192, 88195

(2 Internal and External: A list of eligibles resulting from an examination of all qualified applicants. Eligibility list candidates will be certified by rank (ties of final scores will be ranked together.)

(b) Other methods to fill positions:

(1) Former Employees: To be eligible, a former regular permanent employee who resigned in good standing shall make a written request to the District's Human Resources Office within 39 months from last day of employment to be considered for any classification in which they have achieved regular permanent status. Upon approval by the District, the request shall be forwarded to the Director of Classified Personnel. That person's name will appear on the certified requisition and will not count toward the number of ranks submitted to the hiring authority. A former employee may waive twice without penalty. The third waiver will constitute removal from the reemployment list.

REFERENCE: Education Code Section 88128

(2) Lateral Transfer: Employees who have requested transfer to a vacant position in the same or related classification (as determined by the Personnel Commission.) Lateral transfer requests will be certified in addition to the total number of ranks (three) submitted to the hiring authority.

(3) PROBATIONARY PERIOD FOR LATERAL TRANSFER: A permanent employee who transfers to a position in a class in which the employee has not previously completed a probationary period shall be considered probationary in that class for the standard probationary period outlined in these rules. At any time during this probationary period, the employee may be returned (transferred) to a former class without right of appeal. Any seniority earned by a probationary employee who is returned or transferred to a former class shall be credited to that former class.

REFERENCE: Education Code Sections 88080, 88081

6-5 DURATION OF ELIGIBILITY LISTS: An eligibility list shall be in effect for a period of six months or one year, unless otherwise determined by the Director of Classified Personnel, and may be extended for up to an additional year by the Commission. The duration of the eligibility list shall be noted on the job announcement for the examination. When merging lists or continuous recruitment, names of successful competitors may be added to eligibility lists by the Director of Classified Personnel.

(a) When fewer than three (3) ranks of available eligibles remain on an eligibility list and the appointing authority has formally requested certification of additional eligibles, the list may be terminated by the Director of Classified Personnel.

REFERENCE: Education Code Sections 88080, 88081, 88119

6-6 MERGER OF ELIGIBILITY LISTS: If a new examination for a class is given during the term of

the life of an existing list, the examination shall be sufficiently similar to the previous examination to ensure the comparability of the scores of eligibles. The new list shall then be merged with the existing list with eligibles ranked in the order of examination score, plus additional points where applicable.

(a) When lists are merged under this Rule, the earlier list shall be terminated one year after its establishment and those eligibles' names shall be removed from the consolidated list, except when the earlier list is extended.

(b) All candidates on an eligibility list which is terminated may retake the examination if a period of ninety (90) days has elapsed since the candidate last took the examination. Notification is not required when an eligibility list expires.

(c) A competitor who participates in an examination during their eligibility on an earlier eligibility list for the same classification shall utilize their new scores when the lists are merged.

REFERENCE: Education Code Sections 88080, 88081, 88110, 88119

6-7 REEMPLOYMENT LISTS: There shall be established for each class, as necessary, a reemployment list which shall take precedence over all other employment lists in filling vacant positions. This list shall contain the names of all regular classified employees who have been laid off or demoted from any position because of lack of work or lack of funds, abolishment or reclassification of position, exhaustion of illness or accident leave or return from military duty as set forth herein.

(a) An employee who requires a leave of absence for military duty and those who are ordered, pursuant to the laws of the United States, to serve in any civilian war effort or war industry, shall have their names placed over all other names on the reemployment list in the class which they leave.

(b) Employees who take long term limited-term assignments, voluntary demotions, or voluntary reductions in assigned time in lieu of layoff shall retain eligibility for reemployment for an additional period of twenty-four (24) months, provided the same tests of fitness under which they qualified for appointment still apply, as determined by the Personnel Commission.

REFERENCE: 1. Education Code Sections 88117
2. Military and Veterans Codes 395.1 and 395.3

6-8 TERMINATION OF ELIGIBILITY LISTS: An eligibility list is automatically terminated at the end of the period as established on the job announcement unless extended by the Commission.

(a) An eligibility list may be terminated by the Director of Classified Personnel prior to its expiration when there are fewer than three (3) ranks of eligibles remaining on the list. Candidates on such lists shall be notified of the proposed termination.

REFERENCE: Education Code Section 88119

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

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

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

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

REFERENCE: Education Code Sections 88080, 88081

6-10 REMOVAL OF NAMES FROM ELIGIBILITY LISTS: The name of an eligible may be removed from an eligibility list by the Director of Classified Personnel for any of the following reasons:

(a) Failure to respond within five (5) working days from the date of certification of employment letter of an inquiry regarding availability for employment.

(b) Any of the causes listed in Section 4-5.

(c) Failure to respond for a scheduled interview after certification.

(d) Refusing an employment offer after having been properly certified as eligible and available for the appointment.

(e) A written request by the eligible for removal.

(f) Failure by the applicant to keep their address and telephone number information current with the Personnel Commission.

REFERENCE: Education Code Sections 88080, 88081

6-11 NOTIFICATION TO ELIGIBLE OF REMOVAL FROM LIST: The Commission shall notify the eligible of the action and the reasons therefore and shall provide the person with the opportunity to appeal the decision to the Commission within five (5) working days of notification. The decision of the Commission shall be final.

REFERENCE: Education Code Sections 88080, 88081

6-12 CERTIFICATION FROM EMPLOYMENT LISTS

6-13 APPOINTING AUTHORITY: The appointing authority shall be the Board of Trustees and its designated managers, except that the Personnel Commission shall be the appointing authority in the case of employees assigned to the Personnel Commission.

6-14 RULE OF THREE RANKS: Eligibles shall be placed on the eligibility list in rank order according to their score on the examination. The final scores of candidates shall be rounded to the nearest whole percent. All eligibles with the same percentage score shall be placed in the same rank. Certification from the list shall be the first three (3) ranks of eligibles who are ready and willing to accept the positions to be filled.

(a) For classes approved for continuous examination, certification shall be made at the time the Director of Classified Personnel can first reasonably certify three ranks of eligibles to the appointing authority.

REFERENCE: Education Code Sections 88080, 88081, 88091

6-15 CERTIFICATION AND APPOINTMENT FROM ELIGIBILITY LISTS:

(a) The Director of Classified Personnel shall determine the availability of eligibles and shall certify the names of all eligibles who are ready and willing to accept appointment to a position to be filled. Certification shall be in accordance with Rule 6-14.

(b) The appointing authority or a representative of the appointee shall, within five (5) working days following the interview, make a selection from the persons presented and shall notify the Director of Classified Personnel who shall see that the necessary employment procedures are carried out. This five day period may be extended by the Director of Classified Personnel.

(c) If a candidate who was declared eligible for appointment to a position fails to keep an interview appointment or declines the appointment, the appointing authority may fill the vacancy from the remaining eligibles or may request certification of eligibles in accordance with Rule 6-17.

REFERENCE: Education Code Sections 88080, 88081, 88091, 88096

6-16 PROCEDURE WHEN FEWER THAN THREE RANKS REMAIN

(a) When fewer than three (3) ranks of eligibles are available for certification, the available eligibles may be certified. However, the appointing authority may choose not to appoint from less than 3 ranks and may request additional eligibles.

(1) If the appointing authority chooses to interview less than the top three ranks from current eligibility list then the appointing authority must select from a combination of the top 3 ranks of the current and new eligibility list.

(2) If the appointing authority does not interview from the current list with less than 3 eligibles, the current valid eligibility list and new eligibility lists are merged and the appointing authority must then select from the top 3 ranks.

REFERENCE: Education Code Sections 88080, 88081, 88091

6-17 CERTIFICATION OF ADDITIONAL ELIGIBLES: If an eligible who has been certified, refuses appointment or fails to respond for an interview, the appointing authority shall notify the Director of Classified Personnel. When a request for additional eligibles is made, the Director of Classified Personnel shall:

(a) Certify additional eligibles as required.

(b) Remove the names of eligibles who failed to report for interviews or who refused appointment from the eligibility list.

(c) Investigate the matter at his/her discretion to determine that any appointment refusal is in fact voluntary.

(d) Request authorization from the Commission to refuse further certification should the investigation determine that refusal of appointment by an eligible is in fact not voluntary.

REFERENCE: Education Code Sections 88080, 88081, 88091

CHAPTER 11

TRANSFER OF EMPLOYEES

SECTION 11. TRANSFER

11-1 DEFINITION OF VACANCY: For purposes of this Rule, a vacancy shall occur when a new position is created or an incumbent of a position terminates employment with the District.

(a) DEFINITION OF TRANSFER: A transfer is a relocation of an employee to the same class in a different department or job site or to a related classification within the same salary range.

(b) MANAGEMENT AND CONFIDENTIAL EMPLOYEES:

The Board of Trustees may, when it judges it to be in the best interest of the District, transfer or reassign management or confidential positions. Such transfers or reassignments may be between campuses or at the individual's currently assigned campus.

REFERENCE: Education Code Sections 88080, 88081

11-2 LATERAL TRANSFER: Lateral transfer requests may be granted at any time, subject to the availability of positions and the qualifications of the applicant. Employees who have requested a transfer shall be given first consideration for a transfer based upon, but not limited to seniority, job performance, qualifications, and the needs of the District.

No employee shall be allowed to transfer until successful completion of the probationary period.

REFERENCE: Education Code Sections 88080, 88081

11-3 ADMINISTRATIVE ASSIGNMENT (INVOLUNTARY TRANSFER): The Chancellor or designee, subject to the approval of the Board of Trustees, retains the right in accordance with these Rules to transfer staff at any time such assignment is in the best interest of the District. The employee shall be provided an official copy of the transfer notice within five (5) working days.

REFERENCE: Education Code Sections 88080, 88081

(a) Conference To Discuss Involuntary Transfer: An employee who has been involuntarily transferred may, within five (5) working days after receiving written notification, request and shall be granted a conference with the appropriate administrator to discuss the administrative reassignment.

REFERENCE: Education Code Sections 88080, 88081

11-4 TRANSFER: An employee may be administratively assigned from his/her position to another position in a related class. The determination of whether classes are sufficiently related to permit transfer between them shall be made by the Director of Classified Personnel. The following factors shall be considered in determining whether classes are sufficiently related: 1) duties, 2) minimum qualifications, and 3) examination content. The extent to which two classes are comparable may depend on additional factors deemed appropriate by the Personnel Commission.

No employee shall be allowed to transfer until successful completion of the probationary period.

REFERENCE: Education Code Sections 88080, 88081

- 11-5 PERIOD FOR LATERAL TRANSFER: A permanent employee who transfers to a position from a class in which the employee has not previously completed a probationary period shall be considered probationary in the new class for the standard probationary period outlined in Chapter 9-6 of these Rules. At any time during this probationary period, the employee may be returned (transferred) to his/her former class without the right of appeal.

REFERENCE: Education Code Sections 88080, 88081

- 11-6 NO ADVERSE EFFECT FROM TRANSFERS: A transfer shall not change the employee's range and step placement on the salary schedule, salary increment date, accumulated leave and vacation credit, or otherwise adversely affect the employee's rights as provided in these Rules.

REFERENCE: Education Code Sections 88080, 88081

- 11-7 SENIORITY CREDIT: Transfers shall have no adverse impact upon the employee's seniority. When transfers are between positions in the same class, the employee shall retain his/her full seniority in that class.

REFERENCE: Education Code Sections 88080, 88081

- 11-8 POSTING OF VACANCY NOTICES TO THE PUBLIC: Vacancy notices shall only be required to be distributed to the public if there is no current and valid eligibility list in existence. In such instances, the vacancy notice will be posted for at least 15 working days. All vacancy notices are posted in-house to allow employees to request a lateral transfer.

REFERENCE: Education Code Sections 88080, 88081, 88097

- 11-9 SUBMISSION FOR REQUEST FOR TRANSFER: An employee may request a transfer to a vacant position by submitting a request for transfer letter to the Personnel Commission Office no later than the closing date on the lateral transfer announcement.

REFERENCE: Education Code Sections 88080, 88081

- 11-10 CERTIFICATION OF NAMES TO INTERVIEW: The Director of Classified Personnel shall maintain a reinstatement list. Whenever the appointing authority requests an eligibility list to fill an existing vacancy in a classification, the Director of Classified Personnel shall also submit the appropriate reinstatement list (if any). The appointing authority may fill a vacant position by either a selection from the reinstatement list or eligibility list as long as not more than three ranks are certified.

REFERENCE: Education Code Sections 88080, 88081

- 11-11 APPEAL RIGHTS: An employee may utilize the Personnel Commission complaint procedure if the employee believes that the procedure for transfer has not been followed in accordance with these Rules. The complaint procedure shall not be available to challenge the District's right to transfer or deny a transfer in accordance with these Rules.

REFERENCE: Education Code Sections 88080, 88081

11-12 DEMOTIONS

11-13 VOLUNTARY DEMOTION: A permanent employee may request a voluntary demotion to a vacant position in a class with a lower salary rate, provided that the employee has previously achieved permanent status in that class or, the request for demotion is to a related class in the same job series as defined by the Personnel Commission. Demotion requests shall be in accordance with Chapter 11-10.

(a) Salary placement for employees who demote to a class with a lower maximum salary rate shall be in accord with these Rules.

11-14 INVOLUNTARY DEMOTION: An involuntary demotion is a disciplinary action and, as such, is subject to the disciplinary procedures in these Rules and Regulations.

(a) A permanent employee who has been promoted or transferred to a new class, may be involuntarily returned to his/her former class during the 6 month probationary period without cause and without right of appeal.

(b) Salary placement for employees who are involuntarily returned shall be to their former range and appropriate step.

REFERENCE: Education Code Sections 88080, 88081

11-15 RESTORATIONS

11-16 RESTORATION OF FORMER EMPLOYEE: A former permanent employee who resigns in good standing may be reinstated to a vacant position in his/her former class and status within thirty-nine (39) months of the last date of his/her paid service. Resignation in good standing shall be determined by the Personnel Commission. In addition, the former employee may be reemployed to a vacant position in a lower-related class if qualified, as determined and approved by the Personnel Commission, or in a limited-term status in the same or lower class. Such employment actions are discretionary with the appointing authority.

REFERENCE: Education Code Sections 88080, 88081, 88128

11-17 RESTORATION OF CURRENT EMPLOYEE TO FORMER CLASS: An employee who has taken a voluntary demotion may be restored to a vacant position in his/her former class or to a vacant position in a related lower class as determined and approved by the Personnel Commission within thirty-nine (39) months after demotion. Except for demotion(s) taken in lieu of layoff which are covered by the layoff provisions of these Rules, restoration is discretionary with the appointing authority and both managers must agree.

REFERENCE: Education Code Sections 88080, 88081

11-18 EFFECTS OF REINSTATEMENT: Reinstatement or reemployment of a current or former employee as a permanent employee shall have the following effects:

(a) A former employee would be restored to the former step in the salary range for the class, or if reemployed in a lower-related class, to the rate closest to that of the step to which he/she would be assigned if the former employee were reinstated to his/her former class.

(b) A current employee being reinstated to a former higher class would be placed at the salary range of the higher class and then to the step required in these Rules if the employee was

receiving a promotion.

(c) The former employee would receive restoration of accumulated sick leave and seniority as of the date of separation.

(d) The former employee would receive restoration of his/her former anniversary date deducting time away from the District and without step-advancement credit for the off-duty period.

(e) The former employee would receive restoration of any prior longevity steps granted prior to resigning, without longevity step-advancement credit for the off-duty period.

REFERENCE: Education Code Sections 88080, 88081, 88128

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

Presented to the Personnel Commission:

Date: June 28, 2016

SUBJECT: Discussion of Working Out-of-Classification
Request

ENCLOSURE(S):
Documents Submitted
at 3/22/16 PC Meeting

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 3

Background:

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

Jason Meyers

From: Jason Meyers
Sent: Thursday, March 10, 2016 1:42 PM
To: Claudia Habib
Cc: Samerah Campbell; Jane Zavala-Martinez; Jermain Pipkins; Elba Gomez
Subject: RE: Veterans Training

Just to clarify you are asking her to assume duties that are in that job classification. I didn't say you were asking her to be the coordinator.

Jason Meyers
CSEa President State Center #379

-----Original Message-----

From: Claudia Habib
Sent: Thursday, March 10, 2016 1:39 PM
To: Jason Meyers <jason.meyers@reedleycollege.edu>
Cc: Samerah Campbell <samerah.campbell@scccd.edu>; Jane Zavala-Martinez <jane.zavala-martinez@reedleycollege.edu>; Jermain Pipkins <jermain.pipkins@reedleycollege.edu>; Elba Gomez <elba.gomez@scccd.edu>
Subject: Re: Veterans Training

Just for clarification we are not asking Jane to be the Veterans Coordinator. We are asking Jane to fulfill duties as a Certifying Official for Veteran Students at Reedley College.

Dr. Claudia Habib
Sent from my iPad

> On Mar 10, 2016, at 11:57 AM, Jason Meyers <jason.meyers@reedleycollege.edu> wrote:
>
> Sam

Jason Meyers

From: Jason Meyers
Sent: Thursday, March 10, 2016 11:58 AM
To: Samerah Campbell; Jane Zavala-Martinez
Cc: Jermain Pipkins; Claudia Habib; Elba Gomez
Subject: RE: RE: Veterans Training

Sam,

Thank you for the quick response however I think it is too hasty in nature as you could barely process the argument being presented. Below is the duties for an OAIII and nowhere in there do I find the work that is being asked of Jane. Secondly you have made CSEA aware of another position that you may be working out of class with similar duties. I find it irritating when administration always defaults to the clerical work instead of embracing the work that is being done and acknowledge that the employee is truly working out of class. This is a constant practice being used and it needs to stop. In the mean time I hope that Jane will be directed to wait for clarification before she is to proceed with following thru on this work. CSEA also would like to distinguish the fact that an OAIII and CalWORKs position are different in their entirety as well as the jobs that are being added to Janes workload. Let's compare apple to apples not apples to bananas.

OAIII 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.

Jason Meyers
CSEA President State Center #379

From: Samerah Campbell
Sent: Thursday, March 10, 2016 11:38 AM
To: Jason Meyers <jason.meyers@reedleycollege.edu>; Jane Zavala-Martinez <jane.zavala-martinez@reedleycollege.edu>
Cc: Jermain Pipkins <jermain.pipkins@reedleycollege.edu>; Claudia Habib <claudia.habib@reedleycollege.edu>; Elba Gomez <elba.gomez@scccd.edu>
Subject: RE: RE: Veterans Training

Jason,

I will look into these duties as some of them are clerical in nature. I do not believe we have the same situation here as we had with the individual at FCC. Frankly, some of these duties are very similar to what the CalWorks Assistant does at FCC and she is also a range 48. HR will analyze these duties and get back to both you and Reedley College Administration.

Samerah Campbell

*Director of Human Resources
State Center Community College District
1525 E. Weldon Avenue
Fresno, CA 93704-6398
Phone: (559) 244-5989
Fax: (559) 229-7039
Samerah.Campbell@scccd.edu*

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Sam

From: Jason Meyers
Sent: Thursday, March 10, 2016 11:28 AM
To: Jane Zavala-Martinez
Cc: Jermain Pipkins; Claudia Habib; Samerah Campbell; Elba Gomez
Subject: RE: Veterans Training

Jane,

CSEA sees significant problem with the duties that the Dean and the VP are asking you to do as a current OAI. It is apparent that the administration does not understand that there is a veterans coordinator position that encompasses those duties already. That job came about when an FCC employee was reclassified because of the work being performed with veterans and international students. It is safe to say they didn't even consider if the work was in a different classification or offered you out of class pay per the collective bargaining agreement. I have included the VP, Dean as well as Samerah Campbell from HR and Elba Gomez Director of Classified Personnel so that they are aware of the duties you are being asked to perform.

I understand the administration is trying to short change the position because they don't want to pay for the work being done, however I would be remiss in saying that they should be paying someone to do this work at the right pay level. Now that CSEA is aware of what the administration is doing CSEA will at the next Personnel Commission meeting fight on your behalf. The clerical portion of the Class Study will be presented at the March Commission meeting at that time I will go on the record that your position is being in properly classified due to the added duties you are being asked to perform. I will ask them to reevaluate your position and ask that you have the opportunity to fill out another questionnaire so that you can include these additional duties in your class study. Also CSEA would like you to request the Working out of Class forms and submit them to HR Since your managers are not willing to do so, which shows the lack of respect they have for you in your position.

Lastly I have attached the Veterans and international Coordinator position and highlighted everything in that position that they are asking you to do so that it is clear they are having you do higher level work. Also CSEA will be requesting information from the District to see who else is doing this work on the Reedley Campus so that we can prevent this from being an reoccurring issue. If needed this email along with a memo will be sent to the board of trustees to show the lack of understand the admistration has when trying to reassign work.

Jason Meyers
CSEA President State Center #379

From: Jane Zavala-Martinez

Sent: Tuesday, March 08, 2016 10:43 AM
To: Jason Meyers <jason.meyers@reedleycollege.edu>
Subject: Veterans Training

Jason,
What are your thoughts on this? The attachment was developed by financial aid staff.

Jane Zavala-Martinez
Reedley College
Student Services-Counseling
995 N. Reed Ave
Reedley, CA 93654
559-638-0337

From: Jermain Pipkins
Sent: Tuesday, March 08, 2016 9:21 AM
To: Jane Zavala-Martinez <jane.zavala-martinez@reedleycollege.edu>; Chris Cortes <chris.cortes@reedleycollege.edu>
Cc: Claudia Habib <claudia.habib@reedleycollege.edu>
Subject: Veterans Training

Hi Jane,

Per our discussion, Chris Cortes will be contacting you to develop a schedule (3 hours per week) for the remainder of the semester to provide training for certifying veterans courses. Please let me know if I can do anything to provide support.

Once you have a training scheduled developed, provide that information to me.

Thanks!

Jermain Pipkins, M. Ed.
Dean of Student Services
Reedley College
Office: 559-638-0300 ext. 3336
Fax: 800-643-3957
Email: jermain.pipkins@reedleycollege.edu

VA population

	Spring 2015	Fall 2015
Reedley	77	63
Madera	33	44
Clovis	73	80
Oakhurst	5	4
TOTAL	115 + (73 Clovis) = 188	111 + (80 Clovis) = 191

Veteran Certifying Official duties

1. Assist students with completing the VA application process
2. Process VA mail
3. Assist students in obtaining/requesting Academic Transcripts and VA transcripts
 - a. Notify A&R of transcripts that need to be evaluated
 - b. Notify VA Counselor of Course Approval Forms that need to be re-reviewed after transcript evaluations

Most of these duties (1-3) are completed by the VA Work-Study students

4. Report Enrollment certifications each semester
 - a. Check enrollments every two weeks
 - b. Report enrollment changes
 - c. Report academic progress at the end of each term
 - d. Send Parent school letters to other colleges
 - e. Send notifications of ineligible classes to students
 - f. Send notifications of academic progress to students
5. Report changes in a student's major
6. Process paperwork for Chapter 31 campus benefits
 - a. Send approval documents to Bookstore
 - b. Send approval documents to Business Office
7. Maintain a hardcopy VA file
 - a. Destroy records after the record retention period
8. Supervise VA Work Study students
9. Process repayment/debt letters and mail to students

STATE CENTER COMMUNITY COLLEGE DISTRICT
VETERANS AND INTERNATIONAL STUDENTS SERVICES COORDINATOR

DEFINITION

Under direction coordinates and develops program activities for Veterans' and International Students Departments to include presentations, promotions and performs specialized student services development and monitoring for the college, involving various programs for improving student services; serves as liaison to the Veterans Administration, United States Customs and Immigration Services (USCIS) and Immigration Custom Enforcement (ICE).

DISTINGUISHING CHARACTERISTICS

This classification performs difficult and complex duties in accordance with general instructions or established procedures. This position differs from other levels by the responsibility for and knowledge of federal laws pertaining to veterans and international students. Incumbents are expected to coordination of forums and receptions and perform these functions in an accurate manner under specific deadlines. Incumbents have a greater variety and amount of public contact, a higher degree of responsibility, require a high level of expertise in the subject area, and lead responsibility. This position differs from lower levels due to the complexity of problem-solving.

EXAMPLES OF DUTIES

Veterans Office Duties

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

- Plans, develops, coordinates, and implements the activities and daily functions of the veterans office.
- Organizes, plans, and develops timelines for fulfilling requirements according to federal regulations.
- Evaluates program processes and procedures and presents recommendations and/or concerns to management for evaluation.
- Serves as a technical information resource and liaison between veterans and college academic divisions, student services division, the public, and other governmental and community agencies regarding the veterans programs, policies, procedures, and practices.
- Meets with students to discuss the educational benefits available to veterans, explains requirements and restrictions, determines eligibility for benefit programs and services, ensures receipt of required paperwork, verifies forms are complete, and provides students with general information on program services.
- Advises students and parents on policies and procedures governing veterans benefits.
- Processes and verifies educational benefit claims to the Veterans Administration (VA) for veterans, service members, reservists, and dependents of veterans.
- Advises and provides information to veterans regarding availability of tutorial assistance, financial aid, extended opportunity programs and services, disabled student programs and services, student activities, health services, and career and employment services.
- Reviews transcripts, military records, and other information for accuracy and completeness, certifies the validity and source of the documents, and resolves discrepancies related to the supporting documentation.
- Processes veteran applications and completes the certification of veteran benefits under the guidelines set by the Department of Veterans Affairs and State Approving Agency.
- Monitors student enrollment to verify that classes meet program and graduation requirements, reviews and identifies non-qualified classes, notifies students regarding classes that are not eligible for program payment, advises students regarding appropriate courses of study to meet current educational objectives in compliance with VA federal rules and regulations.
- Audits student files for accuracy and completion, reviews student educational study plans, ensures veterans students are attending classes, reviews grade point average (GPA), units passed, and monitors academic records for changes in status and/or unsatisfactory progress and reports changes to VA in a timely manner.

- Explains and interprets complex regulations, technical manuals, federal and state laws, district policies and procedures, and monitors program activities to ensure compliance.
- Maintains current knowledge of VA programs, regulations, and veteran-related legislation.
- Meets with compliance specialist and serves as campus representative during audits and compliance surveys.
- Assesses student problems, resolves conflicts or misinterpretations, and assists students in resolving educational benefit payment issues.
- Maintains confidentiality of office and student records and demonstrates professionalism, tact and poise in working with the faculty, staff, and students on matters of a confidential and sensitive nature.
- Collects, analyzes, and organizes information to produce reports.
- Enters, retrieves, and maintains student data in appropriate computer systems, including the VA Once Program which is used to transfer enrollment certifications electronically to appropriate processing center.
- Operates a computer and assigned software to transfer enrollment certification electronically to appropriate processing center.
- Reviews correspondence and creates letters, templates, reports, and other forms of communication using current computer software applications, VA databases, and the internet.
- Creates guidelines, brochures, newsletters and other informational materials to keep veteran students and others informed regarding changes in policies.
- Attends workshops and conferences, participates in college events and community committees to develop and increase the operational effectiveness of the program.
- Develops and coordinates events, receptions, forums, and presentations, conducts orientation sessions for new and returning students, creates specialized workshops to meet the various needs of the veteran population, and trains staff members on the guidelines of the veterans program.
- Assists with outreach activities by promoting programs and services, interfacing with local community agencies, producing appropriate outreach materials, and organizing outreach events to recruit veterans to the college.
- Serves as the designated Certifying Official for the college.
- Serves as liaison between the college and the United States Veterans Administration (USDVA), the California Department of Veterans Affairs (CDVA) and the State Approving Agency.
- Responsible for veterans' office program review.
- Monitors office expenditures for budgetary compliance.
- Coordinates the VA's work-study program by placing eligible students, maintaining records and time sheets, submitting appropriate paperwork to the VA, interviewing, hiring and terminating students as needed.
- Assigns, monitors, and reviews the work of others.

International Student Services Office Duties

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

- Responsible for the coordination of the daily functions of the International Student Services office.
- Participates in the development of goals, objectives, policies and procedures and makes recommendations for the purpose of improving student success.
- Coordinates the admission of international students which includes reviewing admission applications and files, determining eligibility, and making admission decisions.
- Acts as a source of information and liaison between the International Student Program and the college academic divisions, admissions and records, student services division, the public, and other governmental and community agencies regarding international student programs, policies, procedures and practices.
- Serves as Principal Designated School Official (PDSO) and is primary contact for international students in situation of inquiry, crisis and problem resolution.
- Processes international student admission applications, analyzes and authenticates immigration documents and validates students' F-1 status, official transcripts, financial statements, bank letters, TOEFL scores, and immunization records.
- Advises faculty, staff, students, parents and the public regarding immigration and admissions policies and procedures as they relate to international students which includes providing information on program offerings, eligibility requirements, college admission, application procedures and deadlines, immigration regulations, required visas, F-1 employment resources, medical insurance, and scholarships.

- Assists students with services such as visa changes and obtaining a social security number and driver's license.
- Prepares the Form I-20 for first time entrants and transfer students in accordance with federal rules and regulations.
- Collects, copies, and tracks status of official documents such as I-20, I-94, passports, visas, etc.
- Serves as an advocate for students in the application, renewal, and reinstatement process.
- Advises students and monitors the process for Student and Exchange Visitor Information System (SEVIS) compliance including such functions as work authorizations, recertifications, reinstatements, change of status, transfer procedures, and updates.
- Explains, interprets, and applies complex federal and state laws, ensures compliance with the United States Citizenship and Immigration Services (USCIS) rules and regulations, district policies, procedures, and administrative regulations and monitors program activities
- Develops, plans, and coordinates special events for the benefit of international students such as welcoming receptions, forums, and special recognition programs and presents at workshops, training seminars or other meetings as needed.
- Represents the college at various events and attends workshops and seminars, participates in professional organizations, special projects, committees, and networks with other colleges and organizations to stay abreast of current trends in international student programs.
- Maintains current knowledge of immigration regulations and legislation related to international students and maintains current information
- Maintains international student files and records, periodically reviews overall status of students, compiles data and generates reports as necessary on program activities and for reporting purposes.
- Enters, retrieves, and maintains student data into appropriate computer systems, including the SEVIS, which is used to report the status of international students electronically to the federal government.
- Reviews correspondence and creates letters, forms, flyers, brochures, guidelines, and other forms of communication using current computer software applications.
- Assigns, monitors and reviews the work of others.

EMPLOYMENT STANDARDS

Education & Experience:

Any combination equivalent to: Bachelor's degree in business, business administration, public administration, management, psychology, organizational behavior, or a related field and considerable experience (3 years or more) working with culturally diverse clientele to provide various types of student support services, such as financial aid, personal counseling, career and transfer information.

Licenses/Certificates:

A valid driver's license is required. (Is this a requirement of the job?)

Knowledge:

- Knowledge of high school, college, and community resources, including the ability to know and use key contacts within secondary and post-secondary institutions to better assist secondary grade students.
- Knowledge of California Education Code and Title 5 requirements relating to admission of international students.
- Knowledge of program purpose, strategies and techniques to achieve goals.
- Knowledge of Student and Exchange Visitor Information System (SEVIS) and immigration regulations and compliance issues.
- Knowledge of college and community resources to assist students and their key contact persons.
- Knowledge of planning, organizing and coordinating activities related to program.
- Knowledge of basic math including addition, subtraction, multiplication, and division.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.

- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, publishing, and database programs.

Skills:

- Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge regarding Veterans and International Student Services.
- Skill to conduct research and prepare reports as required by the department.
- Skill to demonstrate strong organizational and analytical skills.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and Foundation schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

Ability:

- Ability to oversee the coordination of forums and receptions to include students, staff, faculty, public and vendors.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Ability to maintain consistent, punctual and regular attendance to include special, evening and weekend events.
- Ability to assist in monitoring the department expenses.
- Ability to learn, interpret and apply federal and state laws and regulations, district policies and procedures as they pertain to non-profit management.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to receive and follow instructions in order to build and maintain effective working relationships.
- Ability to assign, monitor, and/or review the work of others.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

- Muscular effort (or strength) needed to lift, push, pull or carry an object. (Muscular Tension)
- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. (Flexibility)
- Coordinated movements of the arms, legs and torso while the whole body is in motion. (Whole Body Coordination)
- Keep balanced and stay upright when in an unstable position. (Whole Body Equilibrium)
- Coordination of two or more limbs (arms and legs) while seated or standing in one place. (Multi-Limb Coordination)
- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)

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

Working conditions which may occur:

- Work inside protected from the weather and varying temperatures.
- Work under pressure of constant deadlines with frequent interruptions.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Work with sensitive and confidential information.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- Overtime and/or schedule changes will occur based on business needs.

Class Section: Student Services
 Duties Approved by BOT: 10/10/2013
 Classification Approved by PC: Pending
 Negotiated Salary Range: Pending



State Center Community College District

1525 East Weldon Avenue • Fresno, California 93704-6398 • (559) 226-0720 • FAX 559-229-7039 • www.scccd.edu

March 18, 2016

Jason Meyers, CSEA Chapter President #379
California School Employees Association (CSEA)
2501 West Shaw Avenue, Suite 107
Fresno, California 93711

Re: Response to Request for Relevant and Necessary Information regarding Veterans
Certifying Duties at Reedley College Student Services Department

Dear Mr. Meyers:

This letter is in response to your letter dated March 10, 2016, wherein you have requested the following information from State Center Community College District. The information is as follows:


1. CSEA Request No. 1: "We are asking for names of all employees who are fulfill [sic] duties as a Certifying Official for Veteran Students at Reedley College."

District Response No. 1: The current certifying officials for veteran students at Reedley College are:

- Cynthia Hernandez, Financial Aid Assistant I
- Amber Fowler, Financial Aid Assistant II
- Yvette Martinez, Financial Aid Assistant II
- Cheryl Lock, Financial Aid Assistant II
- Chris Cortes, Director of Financial Aid

Should you have any questions, please feel free to contact our office.

Very truly yours,


Samerah Campbell
Director of Human Resources

C: Diane Clerou, Vice Chancellor of Human Resources
Raul Perez, Labor Relations Representative

Enclosures

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

Presented to the Personnel Commission:

Date: June 28, 2016

SUBJECT: Discussion of Classification Study Working Report for Building & Custodial Maintenance, Duplicating, Food Services, Bookstore, and Police/Safety Job Families

ENCLOSURE(S):
Classification Study Working Report Draft

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 4

Background:

The Personnel Commission approved a District-wide Classification Study at the June 12, 2012 regular meeting. Commission staff completed the initial review of positions in the Building & Custodial Maintenance, Duplicating, Food Services, Bookstore, and Police/Safety Job Families in accordance with the revised timelines. The report of the preliminary results of the classification study is attached for your review. The report is being presented as informational only in order to allow more time management and staff to provide feedback.

Following discussion and approval of the final report, Commission staff will work with Human Resources and District Administration to draft the job descriptions. Employees will be allowed to provide feedback prior to presenting the finalized classifications to the Board of Trustees and Personnel Commission

It is recommended the Personnel Commission review and discuss the Draft Working Report on the Classification Study for the Building & Custodial Maintenance, Duplicating, Food Services, Bookstore, and Police/Safety Job Families and provide feedback to commission staff.



Classification Study

JOB FAMILIES

Management & Confidential

Information Systems, Library & Student Services

Clerical & Secretarial

Instructional Support, Accounting, Miscellaneous Technical &
Public Information

Building and Custodial Maintenance, Duplicating, Food
Services, Bookstore, and Police/Safety

Revised 6.23.2016

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DRAFT

Introduction

The Personnel Commission approved a District-wide Classification Study at the June 12, 2012 regular meeting. The purpose of the Classification Study is to address changes in district organization and operations over the last several years, which may have affected the type, scope, and level of work being performed.

One way that the Personnel Commission serves the administration and classified employees of the District is by ensuring that their positions are consistently and equitably classified. This is accomplished by conducting classification and reclassification studies

One of the main objectives of the Classification Study is to have a credible Classification Plan that recognizes changes in positions, ensures positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified together. A classification plan provides salaries commensurate with assigned duties, clearly outlines the distinguishing characteristics between classifications in a job family, provides recognizable compensation growth, provides justifiable pay differential between individual classes, and maintains currency with relevant labor markets.

The Personnel Commission directed Commission staff to conduct a District-wide Classification Study. This report is limited to the classification study portion of this project. Recommendations pertaining to the compensation study are will be provided in a separate report.

The scope of this study includes 81 management and confidential positions where an in-depth analysis either for potential reclassification or for determination of FLSA status was completed. The majority of incumbents in these positions completed a Position Information Questionnaire (PIQ) which was reviewed by Commission staff.

This report includes a complete set of proposed classification concepts, including several new classifications, as well as specific allocation analyses and recommendations for each of the positions for which an in-depth analysis was performed. These recommendations were developed using sound classification principles and best practices, and are tailored specifically to reflect the District's functional needs based on how work is currently organized and assigned.

Personnel Commission staff is pleased to present this draft final report describing our findings and recommendations regarding a proposed classification structure for the District's Management & Confidential classifications. The approved final report will be re-submitted to the Personnel Commission when the classifications are presented for approval.

Purpose

The purpose of the study as a whole is to address current classification and compensation issues within the District. The overall scope of the study includes: 1) performing classification analyses on designated positions and making classification recommendations for those positions, 2) reviewing and/or updating current classification specifications, 3) performing salary surveys, and 4) designing an implementation strategy. The study includes approximately 65 employees (50 management and 15 confidential) assigned to 46 classifications.

As noted above this report only addresses item 1 above. Findings on items 2, 3 and 4 will be presented in a separate report.

Project Methodology

In order to complete the classification phase of the study, the following tasks were performed prior to preparing this report:

- **Conducted initial meetings and communications** – Commission staff met with the District Administrators and Director of Human Resources to determine the full scope of work, clarify issues, and establish the study schedule, procedures, goals, and project deliverables.
- **Determined job evaluation tools and techniques** – Commission staff gathered individual employees' job information by using PIQ forms, supplemented by employee and/or management interviews as appropriate. The incumbents of these positions received the extended version of the PIQ, and Commission staff also performed employee, supervisory, and management interviews as needed to ensure that complete and accurate information regarding District jobs was gathered.
- **Conducted orientation meetings with employees** – Commission staff facilitated informational meetings in order to provide employees with an overview of the study process and detailed instructions regarding completion of the PIQ. Employees were given access to an electronic version of the sample PIQ posted on the Personnel Commission website.
- **Scheduled employee job analysis appointments** – Commission staff scheduled individual and/or group job analysis appointments with the incumbents in order to provide detailed information about the work they performed.
- **Analyzed data and developed initial recommendations** – Commission staff analyzed all the information gathered from all employees to identify job families as well as the scope and different levels of work within each job family (e.g. entry level, intermediate, advanced/lead, supervisory, etc.). Staff also identified typical duties, knowledge, skills, abilities, and other job-related characteristics required to perform the work. Based on this analysis, the staff developed initial classification concepts and recommendations designed to appropriately describe the body of work currently being performed throughout the District.
- **Prepared preliminary Draft Classification Report** – Commission staff prepared a preliminary Draft Classification Report which describes the study methodology, findings, and recommendations and included summaries of all classification concepts that are being proposed for the District.
- **Presented preliminary Draft Classification Report** – The Director of Classified Personnel reviewed the preliminary Draft Classification Report with the Director of Human Resources/Administrators and other key stakeholders via meetings or conference calls to facilitate understanding of our findings and recommendations and to solicit review and comment for distribution to and review by other key individuals as determined by the District.
- **Received, reviewed, and responded to issues or concerns** – Commission staff reviewed and responded to issues or concerns expressed by the District based on its review of the preliminary Draft Classification Report.

The following tasks will be performed after Personnel Commission approval of this report:

- **Develop/update job descriptions** – Commission staff will finalize updated/new job descriptions to ensure they are up-to-date and accurate. The updated/new job descriptions will be provided with this Final Classification Report and Salary Recommendations.
- **Completed FLSA analysis of management positions** – Commission staff analyzed the FLSA exemption status designation of management positions. The proposed FLSA status for each of these positions will be included in the Final Classification Report & Salary Recommendations.

Conceptual Framework

An accurate and up-to-date classification system provides an organization with the necessary tools to make administrative, fiscal control, and human resources decisions. Accurate, current, and ADA-compliant classification specifications provide the fundamental and essential building blocks for successfully administering recruitment, performance management, compensation, and succession planning. In addition to providing the basis for these types of human resources management and process decisions, position classification can also effectively support systems of administrative and fiscal control. Grouping positions into an orderly classification system supports organizational planning, budget analysis and preparation, and various other administrative functions.

The methodology used by Commission staff during this study relied upon sound principles of job classification analysis. Using this approach, Commission staff developed a classification structure for the District's Management and Confidential job families that is designed to reflect distinct differences in the levels and types of work through the use of established classification factors and concepts. This section of the report presents the conceptual framework for the methodologies used by Commission staff in developing a proposed classification plan for State Center Community College District. The concepts addressed include the following:

- Point in Time Analysis
- Whole Job Analysis
- Preponderant Duties
- Level and Not Volume of Work
- Classification of the Position, Not the Employee
- Position versus Classification
- Classification versus Allocation
- Broad versus Narrow Classes
- Using Titling Conventions for Consistency
- Occupational Groups and Job Families
- Classification Levels
- Classification Series
- Allocation Factors

(For definitions of levels of supervision, refer to the Proposed Job Description Format section that follows the classification concept table.)

General Classification Concepts, Guidelines and Definitions

Point-in-Time Analysis

A classification study primarily captures the essential nature of positions at a single point in time. Therefore, recommendations cannot be based upon all possible future changes, particularly in a rapidly changing environment where organizational needs, technologies, and skill requirements are continuously evolving. Commission staff has, to the extent possible, designed a classification structure in line with the District's current goals, recognizing that other additions or deletions from the plan may take place in the future. Overall, the proposed classification structure, the depth of levels of work, and the functional areas identified from both a broad and narrow perspective, should provide a strong foundation for the District's future classification needs.

Whole-Job Analysis

For purposes of this study, Commission staff used a whole-job analysis approach. This approach compares jobs with one another on the basis of an overall evaluation of difficulty or responsibilities. The entire position, including the skills required, the decision-making authority, the scope, and the magnitude and accountability, is compared as a whole to other positions. Similar comparisons may also be made between groups of positions.

Preponderant Duties

Classification studies often find that positions are assigned a wide range of duties and that incumbents have various levels of responsibility at any one time. Therefore, the positions must be analyzed based on the preponderant duties. Preponderance is a measure of importance, and the most preponderant duties of a position are those that support the primary purpose of the position. Sometimes the most time-consuming duties of a position are preponderant; whereas, greater consideration must sometimes be given to the responsibility and complexity of certain duties that do not occupy the majority of the incumbent's time. Overall, the determination of preponderance is a judgment call based on multiple factors.

Level and Not Volume of Work

Position classification is a reflection of the level of work performed by an employee; and thus, it is generally independent of volume. For example, if one employee processes double the work of another, yet the percentages of time spent on those tasks and other duties are comparable, a single classification should be appropriate for both positions. In fact, study questionnaires do not ask for, and Commission staff does not consider, the relative productivity of employees when evaluating positions. Likewise, classifications are not distinguished by the amount of time spent by incumbents on tasks or the volume of work assigned to positions since problems of excessive workload are properly solved by redistributing work or adding employees, and not by creating new classifications.

Classification of the Position, Not the Employee

Position classifications should be consistent regardless of who holds the position. As such, a classification study process classifies positions, not individual employees. In fact, positions are generally evaluated based on what they would look like if vacant or occupied by other employees.

Furthermore, classification does not consider the capabilities of individual employees or the efficiency and effectiveness of an incumbent. It is not a measure of how well an individual employee performs. Classification is not a tool to reward individual achievement, nor should classifications be created simply to reward length of service.

Classification versus Allocation

Classification is the process of identifying and describing the various kinds of work in an organization and grouping similar positions together based on job family, classification series, and classification distinctions. Allocation is more specifically tied to the placement and/or budgeting of positions within an organization. Thus, a recommendation to allocate a position within an organization is based on the results of the classification analysis for that position.

Broad versus Narrow Classes

The implementation of a broad versus narrow classification structure is a policy decision, which is undertaken based upon the organization's goals and objectives. Broad classes have advantages and disadvantages that should be considered when developing a classification plan. The following provides a discussion of the advantages and disadvantages of broad classes and how they apply to specific administrative practices:

General Considerations

Establishment of a relatively simple, well-delineated and valid classification plan is an important organizational goal. Through the use of such a plan, an organization should be able to identify and maintain consistent structural

relationships, develop equitable compensation plans, and have substantial protection against inappropriate “out-of-class” complaints.

As noted above, classification plans generally place positions into classes based on a determination of “sufficient similarity”. However, within an individual organization, “sufficient similarity” can be broadly or narrowly interpreted. A broad interpretation recognizes positions that share a core set of classification factors presented in the previous section, but accepts substantial variation between positions, resulting in broad classes. In contrast, a narrow interpretation might create separate narrow classes to address such variations.

Ease of Administration

A good classification plan balances “ease of administration” with position classification validity. Complex classification structures with multiple job families, multiple class series, and multiple levels within each series can be difficult to administer. However, when class concepts are excessively broad and/or vague, position classification maintenance (and responding to out-of-class complaints) is often difficult, time consuming, and expensive. In general, when the type of work assigned to different positions varies dramatically, it often makes sense to place them in separate job families so that valid market comparisons can be made. Further, when the level of work within a job family has clear, job-related distinctions, separate classes usually offer the most efficient way to pay for the work that is actually being done. Thus, a realistic and successful plan usually includes both broad and narrow classes.

Salary Administration

Broad classes can be challenging when it comes to salary administration. In determining class salaries, most organizations use a combination of market and internal relationship data, tempered with organizational philosophy and experience. An organization that is having difficulties recruiting for a particular type of position may wish to pay the highest amount possible for that position, and when such positions are part of a broad class, they can impact the salary for the entire class.

For the same reason, organizations may choose to divide a broad class because of salary issues. If it can be demonstrated that certain types of positions within a broad class are unnecessarily influencing the salary for the entire class, the organization may prefer separate classes so that salaries for each position group can be established.

Using Titling Conventions for Consistency

Within any organization, the use of classification titles and levels should be based on the specific needs of the organization. At the same time, certain standard titling and leveling conventions are commonly used when establishing classification plans.

By themselves, titles do not define positions; but, titles are often one of the most sensitive issues within an organization. Titles are sometimes perceived as a measure of importance, and thus, employees can be concerned about title changes. The use of consistent titling conventions can help an organization present a clear picture of its classification structure and provide a quick visual tool for identifying classification level.

When establishing a classification titling plan, the same numerical or status designators should be used throughout the hierarchy whenever possible. At times, Commission staff may recommend a title that appears inconsistent with typical titling guidelines. In these instances, a particular title may be recommended in order to conform to the titling conventionally used within a respective industry, trade or profession, or to be consistent with the past history within an organization.

Definition of General Classification Terms

Specialist – is a very broad term that can be used to describe multiple positions and multiple levels. However, as a leveling term, it must be defined on a relational basis since it is highly dependent upon the nature of the work assigned to the class. At the very least, a “specialist” is a level above the intermediate level, since the term implies that the duties assigned to the class are “specialized”. When "specialist" is used to identify a particular level in a series, a specialist is responsible for performing specialized work that is not typical of an intermediate level class, yet does not require an in-depth knowledge of technical information related to laws, regulations, and procedures and does not necessarily require formal knowledge or training related to the area of assignment. Since not all work can be “specialized”, it is best used in a limited manner, often to describe the highest level of work assigned within a series.

Technician – positions are defined as those that provide specialized work that requires knowledge and skills that have typically been obtained through a formalized course of instruction (such as a vocational training program or through one to two years of college instruction), or through extensive on-the-job training. Technician positions exist in many job families, and the type of technical work performed varies widely. For example, technical financial duties may require the application of basic accounting and bookkeeping principles as well as familiarity with standard laws and regulations associated with public agency financial administration. In contrast, engineering technicians may be required to know and apply the basic principles of engineering in order to perform assigned duties.

Analyst – describes positions that are responsible for performing specialized duties where the majority of the work is administrative and analytical in nature. Duties typically involve operational, policy and program research, analysis, reporting, and evaluation. By definition, analytical work involves the breaking down of a problem or question into its smallest parts; methodically evaluating each part in terms of its impact on the whole issue; assembling the parts back into a more whole picture; and providing recommendations as to how to resolve the problem based on the information gathered through the analysis process. Work of this nature requires knowledge and skills regarding how to perform the analytical process. Such knowledge and skills are usually gained through formal (college) coursework.

Coordinator – is a functionally descriptive term not limited by class level or series. Coordinator classes describe responsibility for ensuring that work is coordinated among various elements or players. Coordination duties typically involve a specific program or work process, e.g., outreach, payroll, or employment processes. Coordinators ensure that work output conforms, integrates, meshes and/reconciles with established practices and policies.

Supervisor – is used for positions that preponderantly have responsibility for full-scope supervision over subordinate positions. Supervisors may also perform day-to-day work similar to their subordinates in type, but usually are responsible for the more difficult or sensitive work in addition to their supervisory duties. Supervisory criteria can vary between organizations, but they most commonly describe supervisors over “regular” positions. Regular positions can be defined as those where the incumbents have statutory employment rights within the organizations requiring that personnel actions such as hiring/firing, corrective action, and performance evaluation must be performed within strict legal, contractual, or policy guidelines.

Manager – is the functional term used to describe responsibility for managing a major function and/or operational division within an organization. Managers who have a strong operational management role typically supervise one or more subordinate supervisors. Alternatively, some positions are “managers” based on highly advanced management of a complex function or program.

Project Manager – is sometimes used by organizations to identify classifications or positions that work with substantial independence; perform professional, analytical, and project management duties associated with the management of all phases of a major project, usually from inception to conclusion; and lead the implementation of initiatives resulting from the project plan. They may be responsible for administering project contracts, preparing funding documentation, and/or engaging the community in a planning process through a variety of public involvement strategies and methods.

Director – is the functional term used to describe responsibility for directing or controlling a major function/department within an organization. Directors who have a strong operational management role typically supervise one or more subordinate managers and or supervisors. Alternatively, some director positions are “managers” based on highly advanced management of a complex function or program. Generally, director level classes can be distinguished from other levels by their: 1) significant responsibility for planning, developing, and administering goals, objectives, strategies, policies and procedures; 2) significant responsibility for organizing the assigned area and determining the best methods to deliver services; 3) significant authority for directing the work of others to accomplish goals and objectives; 4) significant budgetary control over assigned areas; and 5) significant responsibility and authority for determining and implementing staffing plans. Note that some organizations may have more than one level of manager allocated within a job family.

Executive/Administrative – is the functional term used to describe the function of someone who is second in command such as vice president to a president or vice chancellor/associate vice chancellor to a chancellor and he/she acts on their behalf in their absence. Executive titles are titles for a person in charge of a specific department or function.

The Classification Analysis Process

Occupational Groups and Job Families

In a study of this type, positions are initially grouped according to the broad occupational nature of their overall functions and responsibilities and the purposes for which they exist. Within these initial groups, job families are then identified. In a job family, positions are more closely related and usually have some similarities in their employment requirements. For example, within an administrative services group, a financial job family may be identified where all positions in the job family perform some type of work associated with processing, monitoring, tracking, analyzing, developing, planning, and/or managing organizational finances. However, in spite of these similarities, positions in this job family can be distinguished based on the preponderant work performed and may require different levels of education, experience, skill, effort, or responsibility.

Classification Levels

After positions are placed into an appropriate classification series, the classification levels needed within each series are identified. Position classification represents the grouping of all jobs within the District into a systematic classification structure based on the inter-relationship of the duties performed, nature and level of responsibilities, and other work-related requirements of the jobs. Within the overall classification plan proposed for State Center Community College District, Commission staff has placed most classifications into one of the following possible levels within a management or confidential job family:

Entry
Intermediate
Advanced/Lead
Supervisor/Manager
Director/Vice President/Vice Chancellor

Within each job family or classification series, there may be a classification at every level or only at selected levels. The levels within a job family reflect the organization and should be tailored to that organization's needs and priorities.

In some classification series, there is no need for functions to be performed below the intermediate level; therefore, there would be no entry-level classification in that particular series. Furthermore, it is important to note that while two given job families may both contain, for example, an intermediate classification, the two intermediate classes will likely be treated differently for compensation purposes because they may require different levels of expertise, may perform duties of varying complexity, or the market may simply value them differently. It should further be noted that the first level within a class series may be described as the entry level, simply because it is the "entry point" into that class series. In that sense, each classification series will have an entry level, whether maintenance, clerical, technical, or professional. However, a true entry-level classification does not usually require previous work-related experience.

Distinctions between class levels for all types of job families may be expressed in terms of the general extent of responsibility to be assumed within each class level. The following subsections generally define the responsibilities to be assumed at each class level identified:

- **Entry level** – This is often the trainee-level classification in a multi-level classification series. Most of the entry-level classifications describe positions that provide on-the-job training to employees and thus do not require job applicants to have substantial related work experience. Assignments are generally limited in scope and are performed within a procedural framework established by higher-level employees. As experience is acquired, the employee performs work with less immediate supervision.

As previously indicated, some organizations may permanently assign the most basic and routine duties to a position without an expectation that the level of work will increase over time. In that case, the first classification in the series is still the entry point into the series, but the classification is best defined as the "first working-level" in the series.

For both entry and first working-level classifications, Commission staff recommends using a Clerk or Assistant in the job title, e.g., Payroll Assistant.

- **Intermediate** or "No Designation" Classes – This is usually the second classification in a series. Alternatively, if an intermediate classification is not part of a series, it is often described as the full working-level classification. Incumbents at the intermediate or full working-level classification are expected to be fully competent to independently perform the full range of duties. They may also assist in training and providing direction to others, particularly those at the entry level, and may work outside the immediate proximity of a supervisor.

For intermediate/full working-level classification titles, Commission staff recommends using the Roman numeral I, e.g., Payroll Technician I. However, in a series where an intermediate classification exists but there is no entry-level classification below it, Commission staff recommends that no numerical designation be used, e.g., Payroll Technician.

- **Advanced/Lead level - senior level** – This is typically the next level in a classification series following the intermediate level. Employees are assigned advanced responsibilities that require specialized knowledge, skills, abilities, and experience. Typically, the specialized or complex assignments are not given to all positions in the series and, therefore, only a small number of positions within the organization would be allocated to this level. Depending upon the classification series, the specialized work may emphasize the more complex, difficult,

and/or technical duties assigned to positions in the series. In other situations, the advanced level may be used for positions that provide indirect (lead) supervision to lower level employees. An incumbent may also be responsible for a small program or limited functional area.

Not all classification series include an advanced level such as this. If such a classification level is needed, the duties should be clearly distinguished from the intermediate/full working-level classification. Furthermore, promotion to the advanced level should be based on the assignment of such rather than time-in-grade alone.

For these types of advanced-level classifications, Commission staff usually recommends using the term Senior or Coordinator in the title, e.g., Senior Payroll Technician. Commission staff recommends avoiding using a numerical designation because it can falsely be interpreted as a flexibly-staffed classification, but with this caution, using the Roman numeral II is appropriate. Likewise, if an advanced-level classification is a stand-alone classification with no other levels below it, then the title will not contain a designation such as Lead or Senior.

- **Supervisory level** – These classifications commonly follow either the intermediate level or advanced-level classifications. The primary reason for creating a separate classification for this level is to acknowledge the responsibility and authority to supervise others, particularly those who would otherwise be at the same classification level as the supervisor. Incumbents who are in designated supervisor classifications generally supervise staff as their preponderant responsibility. However, this does not prevent an organization from assigning limited supervisory duties to a non-supervisory classification if the supervisory duties are ancillary, and/or if staff members being supervised are in a much lower classification category, e.g., a professional position may reasonably be assigned to supervise a clerical or technical level position.

Supervisory level positions typically have significant input regarding decisions involving hiring/firing, corrective action, and performance evaluations. The supervisory level position may also have responsibility and authority over a small, well-defined operational activity, business function, or program unit. Supervisors work closely with managers in regard to major or sensitive issues. Supervisors may also perform day-to-day work similar to their subordinates in type but usually only perform the most difficult, advanced, or sensitive work in addition to supervising staff.

For classifications where supervision of staff is a preponderant role, Commission staff recommends the use of the word supervisor in the title. Classifications that describe responsibility for supervising functions but not staff should not include supervisor in the title.

- **Manager** – Where the word “Manager” appears in a job title, it identifies classes that assume full line and functional management responsibility for a division within a department. A manager may be a part of the senior management team.

Management classifications are those that have responsibility for planning, organizing, directing, staffing, and controlling the staff and operations for an assigned work unit, usually (but not always) through subordinate supervisors. For position classification purposes, it is important to distinguish between a manager and an employee who “manages” a set of tasks, functions or program activities. Organizationally, the concept of a manager is linked to high-level, strategic responsibility, and one would expect managers to have extensive authority and autonomy for: planning and establishing short and long-term strategic goals, objectives, and priorities for their assigned work unit; determining how the work is to be done, including the methods and strategies to be used; assigning and directing the work of others, and determining how the work is to be distributed; identifying and obtaining the staff and resources needed to get the work done; and exercising

financial/fiscal control over the work through budget development and administration. Although most managers are also supervisors, the reverse is not necessarily true since supervision is only one aspect of management. Note also that even though serving as a second-level supervisor is a common distinction among manager positions, second-level supervision alone does not automatically justify a manager classification if the other management-level assignments are not present.

Many organizations have both operational and functional managers. Operational managers have full management responsibility for a major division in the organization and typically supervise other employees through lower-level supervisors. Functional managers are responsible for managing a program area and providing subject-matter expertise based upon specialized knowledge, skills, abilities, and experience. A functional manager has significant authority for overseeing the utilization of his/her functional area, often at an organization-wide level. Thus, functional managers typically report to an executive-level manager, which contributes to their manager-level role. A functional manager may or may not directly supervise other employees.

- **Director/Vice President/Vice Chancellor level** – This also describes a senior management-level classification where incumbents perform full-scope management duties as described earlier in this report. However, as used by the District, use of the term Director/Vice President/Vice Chancellor in a job title is restricted to those positions that report to the Chancellor/Board/Commission, are part of the senior management team, and/or serve as department heads. Where the District's use of the term Director/Vice President/Vice Chancellor deviates from the department head distinction, it generally reflects industry practice.

Depending upon an organization's needs and priorities, a particular classification series may include every level identified above or only selected levels.

Classification Series

A classification series is a set of two or more classes within a job family that are closely related in terms of work performed and distinguished primarily by the level of responsibility and scope of duties assumed and the level of independence with which the duties are performed. Within a class series, it is possible to distinguish general categories or levels based upon factors such as the scope of responsibility assumed, the training and experience required to perform assigned duties, and the nature of supervision received and exercised. Also, common titling designations are generally used to clearly define the applicable class level. By definition, a classification series consists of more than one classification. However, it is important to note that some classifications are not part of a series, especially in small organizations.

Allocation Factors

In order to match individual District positions to the appropriate classification levels as identified above, Commission staff analyzed each District management and confidential position identified for in-depth analysis based on standard classification factors that included the following:

- **Scope and complexity** - defines the breadth and difficulty of the assigned function or responsibility inherent in the classification and the variety and nature of work performed; for management positions, this includes span of control.
- **Decision making/authority** - consists of (a) the decision-making responsibility and degree of authority, independence, or latitude that is inherent in the position and (b) the impact of the decisions.
- **Impact** - defines the impact on the organization, including accountability and the likelihood/consequence of error.

- **Guidelines used for performance of work** - relates to the extent to which performance of the work is controlled or influenced by rules, regulations, manuals, procedures, prescribed work practices, principles, policies, or other written instruction or methods.
- **Contact with others required by the job** - measures (a) the types of contacts, and (b) the purpose of the contacts.
- **Supervision received and exercised** - describes the level of supervision received from others and the nature of supervision provided to other workers, as well as the independence of action inherent in a position.
- **Knowledge, skills and abilities required** - defines the minimum requirements to qualify for the position, including the training, education, experience, licenses, certificates, physical demands, mental exertion, and other factors necessary to perform the assigned responsibilities.
- **Working conditions** - identifies a hazardous, dangerous, or unpleasant environment, and notes any adverse conditions.

Commission staff compared the information gathered in this analysis with the District's current classification structure. Commission staff then evaluated the District's existing classification specifications and identified the need for amended and/or new classification specifications. For purposes of this report, Commission staff has provided recommendations for each classification and used these classification concepts to develop individual position allocation recommendations for the positions identified for in- depth analysis.

Fair Labor Standards Act (FLSA) Exemptions

The Fair Labor Standards Act (FLSA or the Act) was enacted by the United States Congress in 1938 to eliminate labor conditions injurious to the health and efficiency of workers, as well as unfair methods of compensation based on such conditions. The act has been amended multiple times since initial enactment. It contains provisions that cover minimum wage, child labor, equal pay, and several other employment practices.

As a federal law, all states must comply with the minimum requirements of the FLSA, though some states have enacted legislation that supersedes the FLSA in certain areas. When determining FLSA compliance, it is important to review both federal and state requirements. However, in the final determination, the law which is more beneficial to the employee must be applied. For the most part, California law appears to parallel the FLSA unless specifically noted below. For purposes of this review for the District, Commission did not identify any situations where California State law superseded federal FLSA law.

The FLSA contains language that requires employers to pay overtime to an employee at the rate of one and one-half the employee's regular rate of pay for all hours worked over 40 in a workweek, unless said employee qualifies for an exemption. This overtime pay requirement cannot be waived by agreement between the employer and employee, although the employer can choose to pay overtime to an employee even though the employee qualifies for exemption under the law.

FLSA exemptions do not apply to blue-collar workers; and, non-management production/line workers and non-management employees in maintenance, construction, and similar occupations, such as those who perform repetitive operations with their hands, physical skill and energy, are not exempt from FLSA under any circumstances.

However, Section 13(a)(1) of the FLSA provides an exemption from overtime pay for employees who are bona fide executive, administrative, professional, and outside sales employees. Elsewhere in the act, exemptions can also be found for: attorneys; certain farm workers; full time students; learners and apprentices; seasonal workers; and persons working under qualified union contracts where certain hours are specified. Section 13(a)(1) and Section 13(a) (17) also exempts certain computer-related positions.

To qualify for an exemption, employees must meet both salary and duties tests. The Act also requires that, in order to establish eligibility for an overtime exemption, analyses must be done on a position-by-position basis, with consideration given to the employee's actual job duties, not merely the job description. It should be noted that placement in a supervisory or management bargaining unit, or granting a management benefit package does not make a position exempt from overtime, nor does requiring professional licensure or registration automatically make a position exempt. Consequently, within a single classification, some positions may be exempt and others non-exempt.

Some of the FLSA overtime exemptions are narrowly defined and apply to a very limited employee population, e.g., attorneys. Others are broader and apply to a wider spectrum of employees, e.g., administrative employees. For purposes of this study, several FLSA exemptions categories, e.g., those for farm workers, physicians, teachers, and sales persons, have no application to this study and therefore were not considered. Although State Center Community College District has several computer professional positions, Commission staff did not analyze those positions for exemption, so no recommendations are provided in later reports. Based on the types of District positions included in this study, most of the positions in the study have been analyzed based on the "duties tests" set forth in 29CFR §§ 541.1, 541.2, 541.3, or 541.303, specifically for executive, administrative, or professional employees. This study also considered whether positions qualify for a "combination exemption" as defined in 29CFR §§ 541.708. This type of exemption applies to an employee whose primary duties (usually at least 50% of his or her workweek) meet two or more categories, even though either category, if considered alone, would not meet the 50% criteria.

The concepts and criteria for exemptions are outlined below.

Definitions Common to All Positions

When evaluating positions for executive, administrative, or professional exemptions, the following definitions should be considered:

1. While not specifically mentioned in the law, primary duties are generally those that occupy at least 50% of an employee's time.
2. The phrase "customarily and regularly performed" signifies a frequency that is more than occasional but may be less than constant.
3. Duties performed due to the temporary absence of another employee (e.g., acting as a supervisor in the absence of the regular supervisor) are not considered primary.
4. Most exemptions require the employee to customarily and regularly exercise discretion and independent judgment, which involves comparing and evaluating possible courses of conduct and acting or making a decision after considering various possibilities. Generally, employees who meet this criteria:
 - a. Have the power to make independent choices free from immediate supervision and with respect to matters of significance; or
 - b. Are able to make a recommendation for action subject to the final authority of a superior, as long as the employee has sufficient authority for the recommendation to affect matters of consequence to the business or its customers.

Other factors to consider include whether the employee has authority to formulate, affect, interpret, or implement management policies or operating practices; whether the employee carries out major assignments in conducting the operations of the business; whether the employee performs work that affects business operations to a substantial degree; whether the employee has authority to commit the employer in matters that have significant financial impact; and whether the employee has authority to waive or deviate from established policies and procedures without prior approval. The fact that an employee's decisions are reversed after review does not mean that the employee is not exercising discretion and independent judgment. However, the employee must do more than apply well-established techniques, procedures, or specific standards described in manuals or other sources.

An employee who merely applies his/her knowledge in following prescribed procedures or in determining which procedures to follow, or determines whether specified standards are met or whether an object falls into one or another grade or class, is not exercising discretion and judgment of the independent sort associated with exempt status. Furthermore, the decisions made by the employee must involve matters of consequence that are of real and substantial significance to the policies or general operations of the business or its customers. Even if the tasks are related directly to only a particular business segment, they must still have a substantial effect on the whole business. Exercising discretion and independent judgment on matters of consequence is different than making decisions that can lead to serious loss through the choice of wrong techniques, improper application of skills, neglect, or failure to follow instructions.

5. Employees who are in training for an exempt position are not exempt unless they are actually performing the duties of the exempt position.
6. Supervision of student workers is not considered equivalent to directing the work of full-time employees.
7. Directing the work of part-time or extra-help employees is only considered if the time worked by the part-time or extra-help employees equals that of two full-time equivalents.
8. Consulting a manual does not exclude an employee from being exempt.
9. Executive, administrative and professional workers must meet certain compensation criteria. Federal law requires that exempt employees be paid an amount that is above \$455 per week and California law stipulates a higher wage. The higher wage must be applied as it is more beneficial to employees. Compensation must be paid on a salary basis as follows:
 - a. The employee regularly receives a pre-determined amount of compensation each pay period.
 - b. This pre-determined amount cannot be reduced because of variations in the quality or quantity of work produced. However, exempt employees do not need to be paid for any work week in which they perform no work.
 - c. Deductions from pay cannot usually be taken unless the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness, to offset amounts employees receive from jury or witness duty, or military pay. However, deductions are permissible when an exempt employee is absent from work for more than one full day for personal reasons other than sickness or disability, or for penalties/disciplinary actions imposed in good faith. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.Under some circumstances, administrative and professional employees may be paid on a “fee basis” rather than a salary basis. A fee basis may exist when the employee is paid an agreed sum for a single job, regardless of the time required for its completion. Such fee payments are usually for a unique job rather than for a series of jobs repeated a number of times and for which identical payments repeatedly are made. In analyzing positions that are paid this way, it is still necessary to establish whether the payment is at the required rate (\$455 per week).
10. Certain employees who earn at least \$100,000 per year may qualify for exemption as a highly paid employee.

Study Recommendations

Classification Plan Structure

By definition, classifications are established for the purpose of grouping positions that are sufficiently similar to one another under a single classification title. Although single position classifications can exist, the premise behind an appropriately designed classification structure establishes and identifies the framework which allows the employer to recruit efficiently and effectively by establishing consistent, reasonable, and defensible qualifying criteria for similar positions rather than excessively restrictive criteria of questionable validity that unnecessarily limit the candidate pool. Broad classifications also support an equitable and defensible salary structure because they help identify and maintain appropriate internal position alignment based on class distinctions that are substantive rather than trivial. To assist the

District in administering its classification structure, Commission staff recommends the use of reasonably broad classifications that are clearly distinct from narrower, position, or job-specific duty statements.

Supervisor versus Manager Titling

Typical of a small organization, we found that some of the "managers" in the District are actually doing work that is more supervisory than true management. In fact, there are very few "supervisor" classes in the District; instead, at the division-head level, (division) manager class titles are used even though the incumbent is not always managing the division in the full sense of the word. Most often, the manager is a first-level supervisor, and also has working-level responsibility for a complex part of the line workload. The incumbent may have a minimal strategic role in the department, depending upon the department head, but that is not the rule.

In larger organizations, these positions would probably be titled as supervisors, not managers. If the District keeps the management titles, the salary survey will need to be sensitive to that. Commission staff recognizes that changing these titles to supervisors would likely be met with great resistance. Thus, we recommend keeping the manager titles for division heads, but will have to carefully consider each position's actual duties and responsibilities (rather than titles) when matching to other agencies.

Proposed Classifications

This section of the report will provide a brief summary of the recommendations for each of the classifications being proposed by Commission staff, generally grouped by occupational grouping. Commission staff has provided (in Appendix C) a detailed analysis of those positions.

Commission staff recommends that the Personnel Commission delete/abolish any existing classifications that are not specifically described below as they are either not currently allocated in management or confidential classifications, or will not be allocated when the study recommendations are implemented. Unless otherwise indicated, we are proposing only minor title and/or minor classification specification changes.

Proposed Job Description Format

Commission staff recognizes that classification specifications need to be sufficiently descriptive and explanatory in order to help an organization define its classification structure. Overall, Commission staff recommends that the District consider a new job description format, including rearranging existing sections, so that they contain the following information:

- **Classification Title** – As discussed above, the classification title provides a brief and descriptive designation of the type of work performed. The use of appropriate classification titles will help support a consistent classification structure. It should be understood that the classification title is selected to serve this purpose, and is not to be construed as limiting the use of working titles.
- **Definition** – This section is a general description of the work and includes a concise definition of the primary responsibilities assigned to positions in the classification. This section generally also references the level of supervision provided to positions in the classification.
- **Distinguishing Characteristics** – This section further describes the level of work, and provides comparisons to other levels within a series as appropriate.
- **Supervision Received** – This section outlines the supervision received and exercised by positions in the classification. Supervision received is primarily defined based on the following:
 - Immediate Supervision – The employee works in the presence of his/her supervisor or in a situation of close control and easy reference. Work assignments are given with explicit instructions or are so routine that few, if any, deviations from established practice are made without checking with the supervisor. This type of supervision is common to the entry level in office support, technical, and maintenance series.

- General Supervision – Assigned duties require the exercise of judgment or choice among possible actions, sometimes without clear precedents and with concern for the consequences of the action. The employee may or may not work in proximity to his/her supervisor. This type of supervision typically pertains to the journey level in office support, technical, and maintenance series and to the entry level in professional series.
- Direction – The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. This category is usually applied to office support, technical, and maintenance advanced journey-level positions in which employees are expected to operate with a reasonable degree of independence and to the journey level in professional series.
- General Direction – The employee is responsible for a program or functions and is expected to carry out necessary activities independently, except as new or unusual circumstances require. This category is usually reserved for supervisory or higher-level positions.
- Administrative Direction – The employee has broad management responsibility for a large program or set of related functions. Administrative direction is usually received in terms of goals; review is received in terms of level positions.
- Policy Direction – This is usually reserved for executive level positions.
- **Supervision Exercised**– This section of the classification specification also identifies the type of supervision exercised by positions in the classification. Supervision exercised falls into the following categories:
 - Direct Supervision – The basic characteristics of direct supervision are the assignment of tasks; the observance, review, and evaluation of performance; the administration of line personnel functions, e.g., selection, discipline, grievance, privileges; and responsibility for the worker, as well as the work.
 - Indirect/Lead Supervision – This describes a form of authority over the work of employees that are not under direct supervision. In other words, the supervisor is responsible for the work but not for the worker. This type of supervision would include “lead worker” duties. All employees are expected to oversee the work of student workers.
- **Essential Job Functions** – This section provides a relatively complete list of the actual duties performed in positions allocated to this classification. It lists typical tasks that are common to positions of the classification and generally shows the range of duties performed by employees in the classification. The list is intended to be illustrative but not limiting. It is not intended to describe all the work performed in all positions allocated to the classification. Instead, it merely serves to illustrate the more typical portions of the work. The statement “performs other related duties as assigned” is included in all classification specifications to provide flexibility to management in assigning duties.
- **Auxiliary Job Functions** – This section describes additional typical duties that may also be performed in positions allocated to this classification, but are not essential job functions, such as assisting with duties that are essential to another classification.
- **Minimum Qualifications** – This section describes the minimum knowledge, abilities, licenses/certificates, education, experience and other qualifications that applicants for positions in the classification should possess in order to be qualified. Although this section outlines the desirable levels of experience, education, and/or training most likely to produce the desired knowledge and abilities, it should be stressed that this section is not intended to limit the District’s recruitment flexibility. Each classification specification states that “any combination of education, experience, and/or training that would likely provide the above-required knowledge, skills, and abilities is qualifying”. Note also that personal characteristics commonly required of all employees, such as honesty, integrity, freedom from habitual use of intoxicating beverages to excess, or drug addiction, should not be listed since they are implied as required qualifications for all classifications.
- **Physical/Psychological Demands** – This section provides a brief summary of the typical physical and mental demands for positions in the classification.

- **Work Conditions** – This section provides a brief summary of the typical work environment for positions in the classification.

In developing the District’s updated/new classification specifications, Commission staff made every attempt to include all of the known applicant requirements. While we are able to make needed corrections, we will offer the updated/new classification specifications as draft documents with the understanding that District staff may wish to recommend additional changes before they are adopted in order to ensure that they are fully consistent with Personnel Commission Rules.

All existing classification specifications in the Management and Confidential job families have been reviewed and would either be replaced or updated. Some required minor changes while others required substantial changes. Where a current classification specification did not exist for a body of work, one will be created. Where a new classification has been proposed, a new classification specification will also be created.

In general, in situations where Commission staff determined that proposed amendments to existing classification specifications would significantly alter the current level of the classification, Commission staff is recommending a new classification and recommends reclassifying the incumbent(s) to the new classification. In other situations, where Commission staff determined that minor updates to a classification are non-substantive and would not impact the overall level of the classification, or where Commission staff has recommended a title change to improve titling consistency within the classification structure and to comply with industry standards, Commission staff proposes amending and/or re-titling the classification and maintaining the incumbent in the existing classification.

Allocation and Recommendations

In analyzing the positions identified for in-depth analysis, we found that many of the District’s management and confidential positions are appropriately classified. Where we found inconsistency or areas to consolidate or create new classes, we have recommended that incumbents be reclassified to an appropriate classification. A table summarizing these proposed position allocations is provided in Appendix A.

Individual position allocation recommendations, listed by department, by current classification title to facilitate review, are provided in Appendix B.

Proposed occupational groupings are provided in Appendix C.

Note: The proposed titles listed are working titles only. Final determination of classification titles and salary ranges will be based on finalized classification specifications, compensation surveys and internal equity.

Appendix A: Summary Table of Proposed Classifications

Note: The proposed titles listed are working titles only. Final determination of classification titles and salary ranges will be based on finalized classification specifications, compensation surveys and internal equity.

Next

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Pos	Employee	Current Classification Structure	Proposed Classification Structure
District Office/Operations			
Chancellor's Office – Dr. Parnell			
1041	Vacant	Executive Secretary to the Chancellor (Exempt Conf)	Executive Assistant to the Chancellor (Exempt Conf)
1045	McKay, Dori	Administrative Secretary I (Confidential)	Assistant to the Chancellor (Exempt Conf)
Public Relations – Lucy Ruiz			
	Ruiz, Lucy	Executive Director of Public and Legislative Relations	Executive Director of Public and Legislative Relations
1006	Martin, Barbara	Administrative Aide (Barbara Martin)	Assistant to the Executive Director
SCCCD Foundation Office – Rico Guerrero			
1121	Guerrero, Rico	Executive Director of Foundation	Executive Director, SCCC Foundation
1170	Joos, Kelley	Assistant Director, SCCC Foundation	Assistant Director, SCCC Foundation
1174	Musacchio, Leslie	Accounting Technician II	Senior Accounting Technician
1052	Burg, Marcia	Administrative Assistant	Assistant to Executive Director
1125		Accounting Technician I	Accounting Technician
1167	Vacant	Foundation Events Planner	Events Planner
Office of the General Counsel – Greg Taylor			
1153	Lewis, Jo	Administrative Secretary I (Conf) 50%	Administrative Assistant (Conf) 50%
Office of the Vice Chancellor, Finance & Administration – Ed Eng			
1042	Hardwood, Brina	Secretary to the Vice Chancellor (Conf)	Assistant to the Vice Chancellor (Conf)
1035	Schofield, William	Director of Finance	Executive Director of Finance & Administration
Accounting & Payroll – Glynna Billings			
1009	Billings, Glynna	Accounting Manager	Accounting Manager
1013	Hutchison, kelly	Accounting Technician II-Payroll (Conf)	Senior Payroll Technician
1064	Vindiola, Sage	Accounting Technician I-Payroll (Conf)	Payroll Technician
1135	Abraham, Saprina	Accounting Clerk III-Payroll)	Payroll Specialist
1020	Vacant	Accounting Clerk III – Payroll	Payroll Specialist
	Class Only		ADD CLASS Payroll Assistant
1011	Walls, Ron	Accountant/Auditor	Accountant
1059	Chang, Cindy	Accountant/Auditor	Accountant
1012	Dana, Susan	Accounting Technician	Senior Accounting Technician
1016	Montoya, Cecilia	Accounting Technician	Accounting Technician
1019	Navarro, Elvira	Accounting Clerk III	Accounting Specialist
1179	Oliver, Katelyn	Accounting Clerk III	Accounting Specialist
1134	Briceno, Michelle	Accounting Clerk I/II	Accounting Assistant
1005	Vacant	Accounting Clerk I/II	Accounting Assistant
1049	Vacant	Accounting Clerk I/II	Accounting Assistant
Purchasing – Randy Vogt			
1038	Vont, Randy	Director of Purchasing	Director of Purchasing

Pos	Employee	Current Classification Structure	Proposed Classification Structure
District Office/Operations			
1014	Hedstrom, Christy	Buyer	Buyer
1126	Campagna, Teresa	Buyer	Buyer
1198	Vacant	Buyer (Pending)	Buyer
1030	Vont, Alexis	Accounting Clerk III	Purchasing Specialist
1031	Vacant	Office Assistant III	Purchasing Specialist
1017	Vang, Cheri	Office Assistant I/II PPT	Office Assistant
District Operations – Christine Miktarian			
1172	Miktarian, Christine	Associate Vice Chancellor, Business & Operations	Associate Vice Chancellor, Business & Operations
1115	Barendse, Patty	Secretary to the Associate Vice Chancellor	Assistant to the Associate Vice Chancellor
	Class Only	District Director of Capital Projects	Delete Classification
1068	Robertson, Shannon	Construction Services Manager	Construction Services Manager
	Class Only	Construction Services Assistant (No Position)	Delete Classification
Risk Management – Darren Cousineau			
1096	Cousineau, Darren	Director of Environmental Health & Safety	Director of Environmental Health & Risk Management
		Occupational Health & Safety Officer	Environmental Health & Safety Specialist
1178	Ferguson, Adam	Office Assistant III	Office Specialist
		None	ADD CLASS Environmental Health & Safety Tech
District Operations & Grounds – Leroy Bibb			
1071	Bibb, Leroy	Director of Maintenance & Operations	Director of Maintenance & Transportation
1072	Foth, Glen	Grounds Services Manager	Grounds Services Manager
1103	Delacruz, Arturo	Air Conditioning and Heating Mechanic	HVAC Specialist
1097	Vacant	Building Generalist	Building Generalist
1098	Vacant	Building Generalist	Building Generalist
1132	Vanderpool, Danny	Building Generalist	Building Generalist
1141	Vacant	Building Generalist	Building Generalist
1157	Hoffman, Daniel	Building Generalist	Building Generalist
1180	Sneed, Joshua A.	Building Generalist	Building Generalist
1181	Hoffman, Sean M.	Building Generalist	Building Generalist
1182	Lomier, Joshua R.	Building Generalist	Building Generalist
1183	Vacant	Building Generalist	Building Generalist
1184	Vacant	Building Generalist	Building Generalist
1100	Yelinek, Michael	Building Locksmith Generalist	Locksmith or Locksmith Generalist
1107	Carnahan, Dann	Boiler/Plumber Specialist	Boiler/Plumber Specialist
1112	Smith, Donald	Carpenter	Carpenter
1095	Miller, Don	Electrician	Electrician
1191	Berry, Bryant	Lead Maintenance Worker	Lead Maintenance Worker
1192	Machado, Clarence	Lead Maintenance Worker	Lead Maintenance Worker
1110	Rooney, James	Lead Maintenance Worker (Electrician)	Electrician
	Class Only		ADD CLASS Maintenance Supervisor

Pos	Employee	Current Classification Structure	Proposed Classification Structure
District Office/Operations			
1029	Vacant	Maintenance Worker I/II	Maintenance Specialist
1032	Vacant	Maintenance Worker I/II	Maintenance Specialist
1106	Vacant	Maintenance Worker I/II	Maintenance Specialist
1109	Vacant	Maintenance Worker I/II	Maintenance Specialist
1089	Breshears, Gregory	Maintenance Worker II	Maintenance Specialist
1099	Albidrez, Gabriel	Maintenance Worker II	Maintenance Specialist
1101	Kepler, Johnathan S	Maintenance Worker II	Maintenance Specialist
1108	Montgomery Jr., CL	Maintenance Worker II	Maintenance Specialist
1113	Breuer, Robert	Maintenance Worker II	Maintenance Specialist
1119	Vacant	Office Assistant III	Office Specialist
1114	Mahoney, Bradley	Transporation and Operations Assistant	Transporation and Operations Assistant
1111	Balint, George	Painter	Painter
1104	Fries, Vincent G.	Security Systems Specialist	Security Systems Specialist
1102	Mosqueda, Robert	Vehicle Mechanic	Vehicle Mechanic
1120	Phister, Jeff	Vehicle Mechanic	Vehicle Mechanic
1105	Horton, Timothy	Warehouse Worker	Warehouse Specialist
Police – Richard Gaines			
1069	Vacant	Chief of Police	Chief of Police
1092	Vacant	Department Secretary	Office Assistant
1127	Quiroz, Isadora	Police Communications Dispatcher	Police Dispatcher
1128	Harris, Christopher	Police Communications Dispatcher	Police Dispatcher
1185	Ortega, Samantha	Police Communications Dispatcher	Police Dispatcher
1206	Hornsby, Christopher	Police Communications Dispatcher	Police Dispatcher
1207	Cook, Keri	Police Communications Dispatcher	Police Dispatcher
1208	Salinas, Onnastasia D.	Police Communications Dispatcher	Police Dispatcher
1070	Gaines, Richard	Police Lieutenant	Police Lieutenant
1084	Williams, Brian	Police Officer	Police Officer
1085	Hernandez, Nicholas	Police Officer	Police Officer
1088	Vacant	Police Officer	Police Officer
1090	Poundstone, Andrew	Police Officer	Police Officer
1116	Villarreal, Isidro	Police Officer	Police Officer
1117	Rey, Martin	Police Officer	Police Officer
1118	Moreno, Estevan	Police Officer	Police Officer
1123	Corso, Jennifer	Police Officer	Police Officer
1152	Vacant	Police Officer	Police Officer
1154	Yang, Cheekeng	Police Officer	Police Officer
1159	Vacant	Police Officer	Police Officer
1187	Vacant	Police Officer	Police Officer
1188	Vacant	Police Officer	Police Officer
1189	Vacant	Police Officer	Police Officer
1053	Vacant	Police Officer	Police Officer

Pos	Employee	Current Classification Structure	Proposed Classification Structure
District Office/Operations			
1055	Vacant	Police Officer	Police Officer
1087	Ayello, Shannon	Sergeant of Police	Police Sergeant (Supervisory)
1093	Vacant	Sergeant of Police	Police Sergeant (Supervisory)
1094	Vacant	Sergeant of Police	Police Sergeant (Supervisory)
Human Resources – Diane Clerou			
1169	Holman, Pauline	EEO/Diversity & Staff Development Manager	EEO/Diversity & Staff Development Manager
1060	Garza, Frances	Benefits Coordinator (Confidential)	TBD
1018	Needham, Brittany	Human Resources Management Systems Analyst (Conf)	Human Resources Management Systems Analyst (Conf)
1171	Gordillo,	Benefits Assistant	Benefits Specialist
1044	Matz, Claudette	Secretary to the Vice Chancellor (Confidential)	Assistant to the Vice Chancellor (Confidential)
1205	Patrick	Department Secretary	Office Assistant
1168	Soto, Blanca	Office Assistant	Clerical Assistant
Academic			
		None	ADD CLASS Director of HR - Academic
1002	Edwards, Sandi	Senior Human Resources Technician (Confidential)	Human Resources Technician - Academic (Confidential)
1051	Yang, Jame	Human Resources Technician (Confidential)	Human Resources Specialist - Academic (Confidential)
Classified – Samerah Campbell			
1050	Campbell, Samerah	Director of Human Resources	Director of Human Resources – Classified
1197	Vacant	Human Resources Analyst	Human Resources Analyst
1047	Vacant	Personnel Analyst	Human Resources Technician – Classified (Confidential)
1046	Her, Yer	Senior Human Resources Technician (Confidential)	Human Resources Technician – Classified (Confidential)
1040	Ferry, Melissa	Human Resources Technician (Confidential)	Human Resources Specialist - Classified (Confidential)
1153	Lewis, Jo	Administrative Secretary I (Confidential)	Administrative Assistant (Confidential)
Personnel Commission – Elba Gomez			
1130	Gomez, Elba	Director of Classified Personnel	Director of PC & Employment Services
1018	Needham, Brittany	Human Resources Management Systems Analyst (Conf)	Human Resources Management Systems Analyst (Conf)
1063	Ferguson, Christine	Human Resources Analyst	Human Resources Analyst
1037	Collins, Reshonda	Human Resources Specialist	Human Resources Specialist
1162	Tafoa, Vincent	Human Resources Specialist	Human Resources Specialist
1003	Vacant	Human Resources Assistant	Human Resources Assistant
Educational Services & Institutional Effectiveness – Barbara Hioco, Marilyn Behringer			
		Director of Grants (Academic)	Under Review
1067	Lee, Sypher	Accounting Technician II	Senior Accounting Technician
1036	Vacant	Accounting Technician I	Accounting Technician
1144	Vacant	Administrative Aide	Office Specialist

Pos	Employee	Current Classification Structure	Proposed Classification Structure
District Office/Operations			
1139	Vacant	Administrative Secretary	Office Specialist
1138	Vacant	Department Secretary	Office Assistant
1026	Vacant	Grants Officer	Grants Coordinator
1145	Torres, Robin	Institutional Research Coordinator	Institutional Research Analyst
1160	Vacant	Institutional Research Coord	Institutional Research Analyst
1156	Crill-Hornsby, Cheryl	Office Assistant III	Office Specialist
1166	Vacant	Research Assistant	Grants Specialist
1065	Barbeiro, Janet	Secretary to Vice Chancellor	Assistant to the Vice Chancellor
1149	Vacant	Webmaster	Webmaster
Training Institute			
2456	Weil, Rob	Sales and Marketing Coordinator	Program Coordinator
2454		Program Development Assistant	Program Specialist
2455		Program Development Assistant	Program Specialist
2463		Program Development Assistant	Program Specialist
2464		Program Development Assistant	Program Specialist
2468	Vacant	Program Development Assistant	Program Specialist
2197	Vacant	Program Development Assistant	Program Specialist
2293	Vacant	Employment/Case Management Specialist	Delete Classification
2294	Vacant	Employment/Case Management Specialist	Delete Classification
2311	Vacant	Employment/Case Management Specialist	Delete Classification
2312	Vacant	Employment/Case Management Specialist	Delete Classification
2301	Vacant	Education Resource Center Coordinator	Program Coordinator
2013	Vacant	Training Institute Coordinator	Program Coordinator
2049	Vacant	Workshop Facilitator	Workshop Facilitator
2304	Vacant	Workshop Facilitator	Workshop Facilitator
2319	Vacant	Workshop Facilitator	Workshop Facilitator
2369	Vacant	Workshop Facilitator (Hmong)	Workshop Facilitator
2370	Vacant	Workshop Facilitator (Spanish)	Workshop Facilitator
Center for International Trade – Alicia Rios			
1161	Rios, Alicia	Director, Center for International Trade	Director, Center for International Trade
1147	Vacant	International Trade Specialist	Program Specialist – International Trade
1143	Nunez, Frank	Program Development Assistant	Program Specialist – International Trade
1140	Vacant	Accounting Clerk III	Accounting Specialist
1150	Vacant	Administrative Secretary	Office Assistant
Enrollment Management, Admissions, Records & Information Systems – Pedro Avila			
1176	Duarte, Mirna	Admissions & Records Manager	District Director of Admissions & Records
1146	Vacant	Assistant to the Associate Vice Chancellor	Assistant to the Associate Vice Chancellor
1164	Barkely, Kelley	Office Assistant III	Student Services Assistant
1165	Alessandro, Carmen	Student Services Specialist	Student Services Specialist

Pos	Employee	Current Classification Structure	Proposed Classification Structure
District Office/Operations			
Information Systems – Scott Olds			
		Director of Information Systems 1033	District Director of Information Systems 1033
		Communications/Telephony Technician 1024	Communications/Telephony Technician 1024
		Communications/Telephony Technician 1131	Communications/Telephony Technician 1131
		Help Desk Technician	Help Desk Technician 1124
		Database Administrator 1137	Database Administrator 1137
		Distance Education/IT Support Technician 1136	Audio Visual Equipment Technician 1136
		Financial Aid Systems Analyst 1175	Financial Aid Systems Analyst 1175
		Lead Programmer Analyst 1061	Senior Programmer Analyst 1061
		Network Coordinator 1122	Network Administrator 1122
		None	ADD CLASS Database Analyst
		None	ADD CLASS Network & Systems Technician
		Programmer Analyst 1021	Programmer Analyst 1021
		Programmer Analyst 1022	Programmer Analyst 1022
		Programmer Analyst 1023	Programmer Analyst 1023
		Programmer Analyst 1048	Programmer Analyst 1048
		Programmer Analyst 1054	Programmer Analyst 1054
		Programmer Analyst 1173	Programmer Analyst 1073
		Senior Systems and Network Analyst 1056	Senior Systems and Network Administrator 1056
		Webmaster 1025	Programmer Analyst
		Web Portal Administrator 1177	Web Portal Administrator 1177

Pos	Employee	Current Classification Structure	Proposed Classification
Clovis Community College			
Office of the President – Deborah Ikeda			
5051	Little, Linda	Secretary to the Vice Chancellor (Confidential)	Assistant to the President (Confidential)
5008	Vacant	Department Secretary	Office Assistant
5016	Vacant	Department Secretary	Office Assistant
5084	Vacant	Department Secretary	Office Assistant
5001	Vacant	Secretary to the Vice Chancellor (Conf)	Assistant to the Vice President
Public Information Office – Stephanie Babb			
5078	Babb, Stephanie	College Dir. of Mktg and Communications	College Dir. of Marketing and Communications
5077	Mendez, Jason	Graphic Designer	Graphic Designer
Computer & Technology Services			
		Director of Technology	
5086	Vacant	Administrative Aide	Assistant to the Dean
5012	Escobar, Nicolas	Instructional Tech – Pc Lab	Computer Lab Assistant
5013	Wu, Howard	Instructional Tech – Pc Lab	Computer Lab Assistant
5022	Srun, Chamnann	Instructional Tech – Pc Lab	Computer Lab Assistant
5052	Boutthavong, Khamsoha	Micro-Computer Resource Technician	Network & Systems Technician
5074	Johnson, Paul M.	Micro-Computer Resource Technician	Network & Systems Technician
5073	Teng, Her	Network Coordinator	Network Administrator
5075	Roby, Nina	Webmaster	Webmaster
Office of the Vice President of Instruction & Student Services – Kelly Fowler			
5024	Rata, Leslie	Administrative Assistant	Assistant to the Vice President
4038	Vacant	Department Secretary (Shared w/ MC)	Office Assistant
5054	Loya, Margee	Curriculum Analyst	Curriculum Analyst
5064	Johnson, Michelle	Institutional Research Coordinator	Institutional Research Analyst
5091	Reynolds, Kaye	Research Assistant	Research Technician
5065	McGinnis, Rica	Educational Advisor	Educational Advisor
5089	Shimer, Carol	Assessment Technician	Assessment Technician
	Davis, Maya	Evening Coordinator	Duties Under Review
Office of Instruction CTE/STEM – Linda Thomas			
5072	Cockrell, Vicki M.	Administrative Aide	Assistant to the Dean
5014	Gingold, Jacob	Instructional Lab Tech – General Science	Instructional Laboratory Technician – Sciences
5059	Fite, Austin	Instructional Lab Tech – General Science	Instructional Laboratory Technician – Sciences
5009	Vacant	Instructional Lab Tech – Biological Science	Instructional Laboratory Technician – Sciences
Child Development Center			
5079	Marquez, Monica	Child Development Lab School Manager	Child Development Lab School Manager
5027	Cao, Truc	Early Childhood Education Specialist	Early Childhood Education Specialist
5028	Yamaoka, Lorraine	Early Childhood Education Specialist	Early Childhood Education Specialist

Pos	Employee	Current Classification Structure	Proposed Classification
Clovis Community College			
5039	Rabara, Alisha S.	Early Childhood Education Associate	Early Childhood Education Associate
5040	Aravanis, Donna	Early Childhood Education Associate	Early Childhood Education Associate
5041	Marta, Jennifer	Early Childhood Education Associate	Early Childhood Education Associate
5042	Vacant	Early Childhood Education Associate	Early Childhood Education Associate
Office of Instruction Humanities & Social Science – Lee Brown			
5018	Nieto, Debbie	Administrative Aide	Assistant to the Dean
5005	Suvanto, Marci	Office Assistant III	Office Specialist
5033	Vacant	Piano Accompanist FLEX	Piano Accompanist
Library			
5004	Hansen, Susan	Library Services Assistant	Library Services Technician
5080	Anderson, Karen	Library/Learning Resource Asst III	Library Services Specialist
5010	Vacant	Library/Learning Resource Asst II	Library Services Assistant
Office Of Student Services – Ryen Hirata/Doris Griffin			
5020	Inthavong, Jittapaun	Administrative Aide	Assistant to the Dean
5055	Oki, Gayle	Office Assistant III	Office Specialist
5023	Vacant	Office Assistant III	Office Specialist
5071	???	Department Secretary	Office Assistant
Admissions & Records – Ryen Hirata/Doris Griffin			
5095	Vacant	Admissions & Records Manager	Admissions & Records Manager
5002	Curtis, Debra	Office Assistant III	Student Services Assistant
5026	Ainsworth, Karen	Office Assistant III	Student Services Assistant
5060	DePinto, Valerie	Office Assistant III	Student Services Assistant
5070	Hawkins, Reynani	Student Services Specialist	Student Services Technician
5081	Sumaya, Nancy	Student Services Specialist	Student Services Technician
5090	Vacant	Evaluator	Student Records Evaluator
CalWORKS			
Career Services ADD			
		None	ADD Career Services Coordinator
		None	ADD Career Services Specialist
Outreach Office – Gurdeep He’Bert			
5063	Sihota Hebert, Gurdeep	Director of Student Success, Equity & Outreach	Director of Student Success, Equity & Outreach
5069	Aguilar, Emalee	Office Assistant III	Office Specialist
2061	Navarro, David	College Relations Specialist	Outreach Specialist
5088	Reyna, Isaac D.	Educational Advisor	Educational Advisor
5082	Vacant	Seasonal Student Advisor	Seasonal Student Advisor

Pos	Employee	Current Classification Structure	Proposed Classification
Clovis Community College			
5083	Vacant	Seasonal Student Advisor	Seasonal Student Advisor
5034	Vacant	Orientation Assistant	Outreach Assistant
5035	Vacant	Orientation Assistant	Outreach Assistant
5036	Vacant	Orientation Assistant	Outreach Assistant
5037	Vacant	Orientation Assistant	Outreach Assistant
5066	Vacant	Orientation Assistant	Outreach Assistant
College Center			
		None	ADD College Center Coordinator
5045	Stumpf, Patrick	College Center Assistant	College Center Specialist
Disabled Student Programs & Services DSPS			
Financial Aid Office – Candace Cannon			
		None	ADD Director of Financial Aid
5017	Cannon, Candace	College Financial Aid Manager)	Financial Aid Manager
5058	Lock, Cheryl	Financial Aid Assistant II	Financial Aid Technician
5056	Wilson, Barbara	Financial Aid Assistant I	Financial Aid Specialist
5068	Riddle, Rebecca	Financial Aid Assistant I	Financial Aid Specialist
5092	Minas, Natalie	Office Assistant III	Office Specialist
Administrative Services – Lorrie Hopper			
Administrative Services			
	Hopper, Lorrie	Vice President, Administrative Services	Vice President, Administrative Services
5057	Ostos, Cathy	Administrative Assistant	Assistant to the Vice President
5061	Cristan, Penny	Accountant/Auditor	Accountant
5076	Duong, Kimberly	Accounting Technician II	Senior Accounting Technician
5044	Vacant	Account Clerk III	Accounting Specialist
5047	Encinas, Desiree	Accounting Clerk III	Accounting Specialist
5062	Critchfield, Melody	Accounting Clerk III	Accounting Specialist
5031	Vacant	Faculty Sign Language Interpreter	Sign Language Interpreter – Advanced
5049	Vacant	Faculty Sign Language Interpreter	Sign Language Interpreter – Advanced
5050	Vacant	Faculty Sign Language Interpreter	Sign Language Interpreter – Advanced
Bookstore – Miles Abrahamson			
2030	Abrahamson, Miles	Bookstore Manager 2030	Bookstore Manager
5011	Grasmick, John	Bookstore Sales Clerk III	Bookstore Specialist
5032	Vacant	Bookstore Sales Clerk III	Bookstore Specialist
8042	Rickert, Jennifer	Bookstore Sales Clerk I Seasonal	Bookstore Clerk
8050	Cuellar, Efrain	Bookstore Sales Clerk I Seasonal	Bookstore Clerk
8051	Nugent, April	Bookstore Sales Clerk I Seasonal	Bookstore Clerk

Pos	Employee	Current Classification Structure	Proposed Classification
Clovis Community College			
8052	Rodriguez, Armanda M.	Bookstore Sales Clerk I Seasonal	Bookstore Clerk
8114	Crable, Gayle	Bookstore Sales Clerk I Seasonal	Bookstore Clerk
8115	Holford, Christin M.	Bookstore Sales Clerk I Seasonal	Bookstore Clerk
Custodial Services – Vacant			
5096	Vacant	Custodial Manager	Custodial Manager
5003	Romero, Anthony	General Utility Worker	Custodian
5006	Aguilera, Sandra	Custodian	Custodian
5007	Campos, Jose	Custodian	Custodian
5019	Estes, Steven	Custodian	Custodian
5021	Samaniego, Ignacio	Custodian	Custodian
5038	Salinas, Sergio	Lead Custodian	Lead Custodian
5048	Pattillo, Daniel	Custodian	Custodian

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Fresno City College			
Office of the President – Cheryl Sullivan			
2211	Kim Quesada	Secretary to the President (Confidential)	Assistant to the President (Confidential)
2493	Denise F	Administrative Secretary PPT (Acad Sen)	Office Specialist
2296	Vacant	Department Secretary PPT	Office Assistant
Institutional Research – Lijuan Zhai			
2337	Vacant	Administrative Secretary	Office Specialist
2164	Gao, Lili	Institutional Research Coordinator	Institutional Research Analyst
8520	Adams, Alexis	Institutional Research Coordinator	Institutional Research Analyst
8536	Rains, Carol	Institutional Research Coordinator	Institutional Research Analyst
8511	Kralowec, Charles	Research Assistant	Research Technician
Public Information Office – Cristina Bremer			
		College Director of Marketing and Communications	Director of Communications, Marketing & External Rel
2121	Bonilla, Kathy	Public Information Officer	Public Information Officer
2132	Vacant	Newswriter/Reporter	Newswriter/Reporter
			ADD CLASS Comm & Social Media Specialist
8510	Nichols, Debra	Webmaster	Webmaster
2219	Luna, Rita	Department Secretary	Office Assistant
Technology Support Services – Harry Zahlis			
2698		Director of Technology (Academic) 2698	Duties Under Review 2298
8506	Rocha, Andrew	Audio Visual Assistant PPT 8506	Audio Visual Assistant
2087	Martin, Sean	Audio Visual Maintenance Technician	Audio Visual Equipment Technician
2091	Cawley, Robert	Library/Learning Resource Asst III	Audio Visual Equipment Specialist
2150		Micro-Computer Resource Specialist	Network & Systems Specialist
2159		Micro-Computer Resource Specialist	Network & Systems Specialist
2160		Micro-Computer Resource Specialist	Network & Systems Specialist
2161		Micro-Computer Resource Specialist	Network & Systems Specialist
2289		Micro-Computer Resource Specialist	Network & Systems Specialist
2334		Micro-Computer Resource Specialist	Network & Systems Specialist
2401		Micro-Computer Resource Specialist	Network & Systems Specialist
2480		Micro-Computer Resource Specialist	Network & Systems Specialist
2093		Micro-Computer Resource Technician	Network & Systems Technician
2280		Micro-Computer Resource Technician	Network & Systems Technician
8132		Micro-Computer Resource Technician	Network & Systems Technician
		Micro-Computer Resource Technician	Network & Systems Technician (BOT 9/15)
			ADD CLASS Computer & Network Manager
2007	Zahlis, Harold	Network Coordinator	Network Administrator
8130		Systems Technical Resources Analyst	Systems Technical Resources Analyst
8547	Abbs, Erica	Administrative Secretary	Office Specialist
2031	Lawson, Sherry	Department Secretary	Office Assistant

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Fresno City College			
Distance Education – Autumn Bell			
2059	Wilson, Jon	Distance Education/IT Support Technician	Distance Education Systems Technician
Office of Instruction – Don Lopez			
Office the Vice President of Instruction			
2045	McKibben, Shannon	Administrative Assistant	Assistant to the Vice President
2075	Lyness, Linda	Accounting Technician I	Accounting Technician
2125	Rourke, Kelli O	Curriculum Analyst	Curriculum Analyst
2116	Vacant	Job Developer (Last: Michael Hopkins)	Career Services Specialist
Applied Technology Division – Jacob Jackson			
2048	Gross, Nancy	Administrative Aide	Assistant to the Dean
2201	Cowan, Alicia	Office Assistant III	Office Specialist
2068	Vacant	Department Secretary	Office Assistant
2066	Vacant	Office Assistant III	Office Specialist
2475	Vacant	Office Assistant III	Office Specialist
2052	Vacant	Office Assistant I-II	Office Assistant
2115	G, Rico	Electronics/MicroComputer Technician	Instructional Technician – Electronics
2133	E, Anthony	Instructional Technician Automotive	Instructional Technician – Automotive Technology
2254	A, Frank	Instructional Technician Auto Body Fender	Instructional Technician – Automotive Technology
2265	Wong, Daniel	Instructional Technician Reprographics	Instructional Technician – Digital Media
8534	Vacant	Instructional Technician – Welding	Instructional Technician – Manufacturing
Business Education Division – Lydia Anderson			
2038	Magnum, Pearl	Administrative Aide	Assistant to the Dean
2118	Baize, Carrie	Office Assistant III	Office Specialist
2056	Catlapp, Frances	Department Secretary	Office Assistant
2008	Clark, Joyce	Department Secretary PPT	Office Assistant
2286	Vacant	Instructional Aide PPT	Instructional Assistant
8516		Instructional Technician-Microcomputer Lab	Needs further review
2437	Vacant	Instructional Technician – Office Skills 2437 (Vacant)	Needs further review
Career and Technology Center – Tim Woods			
2060	Hugues, Trina	Administrative Aide	Assistant to the Dean
2431	Vacant	Administrative Secretary	Office Specialist
2412	Vacant	Office Assistant I/II CDC (Last: Erin P)	Office Assistant
2469	Vacant	Accounting Clerk III PPT	Accounting Specialist
2433	Sankey, Suzanne	Automotive Parts Technician	Instructional Technician – Automotive Technology
2432	Zapata, Ramon	Instructional Technician – Auto Body	Instructional Technician – Automotive Technology
2438	Villar, Joel	Instructional Technician – Automotive	Instructional Technician – Automotive Technology
8535	Hugues, Mechanic	Instructional Technician – Maint Mechanic	Instructional Technician – Manufacturing

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Fresno City College			
Fine, Performing & Communication Art Division – Neil Vanderpool			
2451	Benzler, Kelley	Administrative Aide	Assistant to the Dean
2453	Cartwright, Lisa	Department Secretary	Office Assistant
2266	Vacant	Department Secretary	Office Assistant
2479	Condry, Cory	Instructional Tech – Art	Instructional Technician – Art
2486	Martinez, Dawn	Instructional Tech – Costume Maker	Instructional Technician - Costume Maker
2441	Vacant	Piano Accompanist FLEX	Piano Accompanist
2442	Webb, Jill	Piano Accompanist FLEX	Piano Accompanist
2443	Kela, Aarne	Piano Accompanist FLEX	Piano Accompanist
2122	Barrett, Jeffrey	Theatre Manager	Theatre Manager
8537	Vacant	Theatre Manager	Theatre Manager
2341	Mtunga, Jennifer	Theatre Box Office Cashier	Theatre Events Specialist
Allied Health, Physical Education and Athletics Division – Lorraine Smith			
2041	Diliberto, Marta	Administrative Aide	Assistant to the Dean
2065	Willis, Phyllis	Administrative Secretary	Office Specialist
2272	Miller, Tamra	Administrative Secretary(Athletics)	Office Specialist
2477	Delfina Sandoval	Office Assistant III (Dental) 10mth	Allied Health Services Assistant/TBD
2148	Braze, Kathy	Department Secretary (Nursing)	Office Assistant
2058	Vacant	Department Secretary	Office Assistant
2353	Vacant	Department Secretary PPT	Office Assistant
2499	Ervin, Theresa	Accounting Technician I	Accounting Technician
2145	Jim Rothford	Athletic Equipment Manager	Athletic Equipment Manager
2151	Donnie Johnson	Athletic Equipment Manager	Athletic Equipment Manager
2222	Nelson, John Scott	College Trainer	Athletic Trainer
2359	Hammond, Sue	College Trainer	Athletic Trainer
8548	Vacant	Laboratory Simulation Technician	Laboratory Simulation Technician
2113	Vacant	Instructional Assistant - Nursing	Instructional Technician - Nursing
8507	Stephanie B	Instructional Assistant – Nursing PPT	Instructional Technician - Nursing
8508	Vacant	Instructional Assistant – Nursing PPT	Instructional Technician - Nursing
2149	Fink, James	Physical Education Attendant	PE/Athletics Assistant
2154	Hernandez, Monica	Physical Education Attendant 50% CUS	PE/Athletics Assistant
Humanities Division – Jennifer Johnson			
2042	Franklin, Jennifer	Administrative Aide	Assistant to the Dean
2050	Herman, Tamara	Department Secretary	Office Assistant
2025	Vacant	Department Secretary	Office Assistant
2339	Razonda M	Faculty Sign Language Interpreter FLEX	Sign Language Interpreter Advanced
2440	Amy S	Faculty Sign Language Interpreter FLEX	Sign Language Interpreter Advanced
8108	Vacant	Faculty Sign Language Interpreter FLEX	Sign Language Interpreter Advanced

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Fresno City College			
Library – Renee Craig-Marius			
2043	Armenta, Monica	Administrative Aide	Assistant to the Dean
2064	Hereida, Gavino	Office Assistant III (Tutorial Center)	Office Specialist
2472	Perea, Denece	Office Assistant III (Writing Center)	Office Specialist
8546	Vacant	Office Assistant III (New 9/1/15)	Office Specialist
2429	Gray, Sabrina	Office Assistant II	Office Specialist
8545	Lau, Gwun	Accounting Technician I	Accounting Technician
2277	Vacant	MicroComputer Resource Technician	Needs review
2089	D, Theresa	Library Technical Services Assistant	Library Services Technician
2088	Handy, Norma	Library Services Assistant	Library Services Technician
2090	Vacant	Library/Learning Resource Asst III	Library Services Specialist
2094	Kubo, Rene	Library/Learning Resource Asst III	Library Services Specialist
2097	Jackson, Linda	Library/Learning Resource Asst III	Library Services Specialist
2275	Delgado, Mary	Library/Learning Resource Asst III	Library Services Specialist
2487	Her, Youa	Library/Learning Resource Asst III PPT	Library Services Specialist
2095	Vacant	Library/Learning Resource Asst II	Library Services Assistant
2099	A, Jamien	Library/Learning Resource Asst II	Library Services Assistant
2415	Peek, Cynthia	Tutorial Assistant	Computer Lab Specialist
2206	Hernandez, Randal	Instructional Aide PPT	Computer Lab Assistant
Math, Science & Engineering Division – Shirley McManus			
2044	Lucatero, Sal	Administrative Aide	Assistant to the Dean
2011	Alaniz, Stephanie	Department Secretary	Office Assistant
2402	Castro, Victoria	Instructional Tech Biological Sciences	Instructional Laboratory Technician – Sciences
2114	Vacant	Instructional Tech Biological Sciences	Instructional Laboratory Technician – Sciences
2117	Goodland, Melissa	Instructional Tech Chemistry	Instructional Laboratory Technician – Sciences
8528	Lusk, Brittany	Instructional Tech Chemistry	Instructional Laboratory Technician – Sciences
2191	DaSilva, Steve	Instructional Tech Greenhouse	Needs further review
Police Academy – Richard Lindstrom			
2287		Administrative Secretary 2287 (Susan Johnson)	Needs further review
2474		Office Assistant III 2474 (Vacant)	Office Specialist
Social Sciences Division – Peg Mericle			
2046	Clark, Nileen	Administrative Aide 2046 (Nileen Clark)	Assistant to the Dean
2403	Hayes, Lisa	Administrative Secretary 2403 (Lisa Hayes)	Office Specialist
2028	Edwards, Leah	Department Secretary 2028 (Leah Edwards)	Office Assistant
2347	Bryant, Melanie	Office Assistant II 2347 (Cal-Pro) (Melanie Bryant)	Office Assistant (Grant funded)
8518	Buren, Ruthann Van	Office Assistant I 8518 (CDC) (Ruthann Van Buren)	Office Assistant (Grant funded)
2100	Martinez, Pat	Office Assistant II 2100 (Forum Hall) (Pat Martinez)	Instructional Assistant
2427	Vacant	Office Assistant II 2427 (Forum Hall)	Instructional Assistant
2473	Vacant	Office Assistant III 2473 (Vacant)	Office Specialist

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Fresno City College			
2478	Vacant	Office Assistant III 2478 (Vacant)	Office Specialist
2232	Vacant	Department Secretary 50% 2232 (Vacant)	Office Assistant
2351	Vacant	Office Assistant I/II 2351 (Vacant)	Office Assistant
2354	Vacant	Office Assistant I/II PPT 2354 (Vacant)	Office Assistant
2484	Vacant	Office Assistant I/II 50 CTC/50 SS 2484 (Vacant)	Office Assistant
2348	Pryor, Tanya	Accounting Technician I 2348 (Tanya Pryor)	Accounting Technician
8509	Herr, Sheng	Accounting Technician I PPT 8509 (Sheng Herr)	Accounting Technician
2413	Vacant	Accounting Clerk I/II PPT 2413 (Vacant)	Accounting Assistant
2230	Clement, Terri	Early Childhood Education Associate	Early Childhood Education Associate
2231	C, Ellen	Early Childhood Education Associate	Early Childhood Education Associate
2349	P, Maria	Early Childhood Education Associate	Early Childhood Education Associate
2350	G, Stephanie	Early Childhood Education Associate	Early Childhood Education Associate
2418	G, Tammy	Early Childhood Education Associate	Early Childhood Education Associate
8517	Yang, Pa Nhia	Early Childhood Education Associate	Early Childhood Education Associate
2156	M, Mary	Early Childhood Education Specialist	Early Childhood Education Specialist
2228	Vacant	Early Childhood Education Specialist	Early Childhood Education Specialist
2229	C, Sheila	Early Childhood Education Specialist	Early Childhood Education Specialist
2417	Kathleen	Early Childhood Education Specialist	Early Childhood Education Specialist
Office of Student Services – Rojelio Vasquez			
Office the Vice President of Student Services			
		Coordinator (Academic)	Duties Under Review
8513		Director of College Relations 8513 (Emilee Slater)	
2424		Accounting Technician I 2424 (Elizabeth Davitian)	Accounting Technician 2424 (Needs review)
2107		Administrative Assistant 2107 (Keelin McCabe)	Assistant to the Vice President 2107
2035		Department Secretary 2035 (Joanna Arenas)	Office Assistant 2035
2063	Hinkle, Barby	Department Secretary 2063 (Health Services)	Office Assistant 2063
2158		Office Assistant III 2158 (Phone Center) (Eric Rata)	Help Desk 2158
2259		Office Assistant III 2259 (Vacant)	Office Specialist 2259
Admissions & Records – Kathy Rice			
2165		Admissions & Records Manager 2165 (Vacant)	Director of Admissions & Records 2165
2166		Admissions & Records Manager 2166 (Vacant)	Admissions & Records Manager 2166
2032		Office Assistant III 2032 (Vacant)	Student Services Assistant 2032
2426		Office Assistant III 2426 (Kimberly Fischer)	Student Services Assistant 2426
2025		Office Assistant III 2015 (Susan Lopes)	Student Services Assistant 2015
2476		Office Assistant III 2476 (Stephanie Lopez Pedrosa)	Student Services Assistant 2476
2019		Office Assistant III 2019 (Rosemary Mahoney)	Student Services Assistant 2019
2003		Office Assistant III 2003 (Nancy Withdraw)	Student Services Assistant 2003
2233		Office Assistant III 2233 (Vacant)	Student Services Assistant 2233
2143		Department Secretary 2143 (Andrea Torrez)	Admissions & Records Assistant 2143
2017		Office Assistant I 2017 (Kathy Frary)	Admissions & Records Assistant 2017

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Fresno City College			
8529		Office Assistant I PPT 8529 (Nicole Pondexter)	Admissions & Records Assistant PPT 8529
2018		Office Assistant II 2018 (Vacant)	Admissions & Records Assistant 2018
2425		Office Assistant II 2425 (Cynthia Tafoya)	Admissions & Records Assistant 2425
2020		Office Assistant II 2020 (Bobby Tello)	Admissions & Records Assistant 2020
2144		Office Assistant II 2144 (Vacant)	Admissions & Records Assistant 2146
2146		Office Assistant II 2146 (Emelita Pacada)	Admissions & Records Assistant 2146
2016		Student Services Specialist 2016	Student Services Technician 2016
2127		Student Services Specialist 2127	Student Services Technician 2127
2128		Student Services Specialist 2128	Student Services Technician 2128
2129		Student Services Specialist 2129	Student Services Technician 2129
2130		Student Services Specialist 2130	Student Services Technician 2130
2147		Student Services Specialist 2147	Student Services Technician 2147
2071		Evaluator 2071	Student Records Evaluator 2071
8521		Evaluator 8521	Student Records Evaluator 8521
		Evaluator	Student Records Evaluator (BOT 9/15)
		Evaluator	Student Records Evaluator (BOT 9/15)
Assessment – Monica Cuevas			
		Assessment Coordinator 2243 (Michele Ruby)	Assessment Coordinator 2243
		Assessment Technician 8541 (Vacant)	Assessment Technician 8541
		Office Assistant II 2204 (Vacant)	Office Assistant 2204
CalWORKS – Anne Watts			
		Director of CalWORKs (Academic) 2763	Duties Under Review 2763
		Administrative Secretary (DSE) 2200 (Trene Thieval)	Office Assistant 2260
		Accounting Technician I 2335 (Jeannie Morgan)	Accounting Technician 2335
		CalWORKs Assistant 2336 (Daneillie Davis)	Program Assistant - CalWORKS 2336
		Program Development Assistant 2274	Program Specialist - CalWORKS 2274
Career and Employment Center – Sean Henderson			
		Office Assistant III 2101 (Sylvia Sanchez)	Office Specialist 2101
		Department Secretary 2460 (Vacant)	Office Assistant 2460
		Job Placement Coordinator 2250 (Cynthia Dunn)	Career Services Coordinator 2250
		Job Developer 2157 (Vacant)	Career Services Specialist 2157
		Job Developer 2264 (Charlezsette Day)	Career Services Specialist 2264
		Job Developer 2411 (Karen Collins)	Career Services Specialist 2411
		Job Placement Specialist 2482 (Mary Wynn)	Career Services Specialist 2482
		Student Personnel Services Specialist 2004 (Vacant)	Delete Classification
Counseling Services & College Relations Office – Monica Cuevas			
		Administrative Aide 2040 (Sandra Garachana)	Assistant to the Dean 2040
		Accounting Technician I 2292 (Pat Aeikens)	Accounting Technician 2292

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Fresno City College			
		Accounting Technician I 2295 (Vacant)	Accounting Technician 2295
		Department Secretary 2249 (Vacant)	Office Assistant 2249
	H, Josie	Department Secretary 2241 (College Relations)	Office Assistant 2241
		College Relations Specialist 2225	Outreach Specialist 2225
		College Relations Specialist 2226	Outreach Specialist 2226
		College Relations Specialist 2481	Outreach Specialist 2481
		Educational Advisor 2240 (Homer Green)	Needs further review 2240
		Educational Advisor 8512	Educational Advisor 8512
		Educational Advisor 8515	Educational Advisor 4020
		Educational Advisor PPT 2496	Educational Advisor PPT 2496
		Educational Advisor PPT 2497	Educational Advisor PPT 2497
		Educational Advisor PPT 2498	Educational Advisor PPT 2498
		Educational Advisor PPT 4020	Educational Advisor PPT 4020
		Student Services Specialist	Student Services Technician (BOT 9/15)
		Educational Advisor – Seasonal 2459	Seasonal Student Advisor 2459
		Educational Advisor – Seasonal 2495	Seasonal Student Advisor 2495
		Educational Advisor – Seasonal 2500	Seasonal Student Advisor 2500
		Instructional Aide 30hrs 2409 (Vacant)	Clerical Assistant PPT 2409 (Needs Review)
		Instructional Aide PPT 2410 (Vacant)	Clerical Assistant PPT 2410 (Needs Review)
		Instructional Aide PPT 2416 (Vacant)	Clerical Assistant PPT 2416 (Needs Review)
		Office Assistant III 2224 (Anne Adams)	Office Specialist 2224
		Office Assistant III 2227 (Stephanie Powers-Puahi)	Office Specialist 2227
		Office Assistant III 2252 (Kaye Reynolds)	Office Specialist 2252
		Office Assistant III 8543 (Beth Fields)	Office Specialist 8543
		Office Assistant II 2022 (Wilhemina Henderson)	Clerical Assistant 2022
		Orientation Assistant 8064	Outreach Assistant 8064
		Seasonal Student Advisor 8200	Seasonal Student Advisor 8200
		Seasonal Student Advisor 8201	Seasonal Student Advisor 8201
		Seasonal Student Advisor 8202	Seasonal Student Advisor 8202
		Seasonal Student Advisor 8203	Seasonal Student Advisor 8203
		Seasonal Student Advisor 8204	Seasonal Student Advisor 8204
		Seasonal Student Advisor 8205	Seasonal Student Advisor 8205
		Workshop Facilitator 2029 (Vacant)	Workshop Facilitator 2029
		Neighborhood Centers Coordinator 2343 (Vacant)	Delete Classification
Disabled Student Programs & Services DSPS – Janice Emerzian			
2223		Accounting Technician I 2223 (Erlinda Ragasa)	Accounting Technician
2488		Administrative Aide 2488 (Vacant)	Assistant to the Dean
8530		Department Secretary PPT 8530 (Heather Beltran)	Office Assistant
2407		DSPS Mobility Driver PPT 2407 (Isaac Gallegos)	DSPS Mobility Driver
2408		DSPS Mobility Driver PPT 2408 (Peter Xiong)	DSPS Mobility Driver
8522		DSPS Mobility Driver PPT 8522 (Kelly Hurst)	DSPS Mobility Driver

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Fresno City College			
2112		Educational Advisor 2112	Educational Advisor
2471		Educational Advisor 2471	Educational Advisor
2247		Job Developer 2247 (Vacant)	Career Services Specialist
2281		Job Developer PPT 2281 (Vacant)	Career Services Specialist
2270	DeSutter, Cindy	Instructional Aide 2270 PPT	Instructional Assistant Proctor???
8531		Instructional Aide 8531 PPT (Vacant)	Instructional Assistant
2126	Gerard, Michael	Instructional Technician – PC Lab 2126	Needs further review
8502		Office Assistant III 8502 (Deborah Cardoza)	Office Specialist
2302		Office Assistant II 2302 (Chua Vang)	Office Assistant
2378		Office Assistant II PPT 2378 (Vacant)	Office Assistant
2379		Office Assistant II PPT 2379 (Maria Wiget)	Office Assistant
2309		Student Services Specialist 2309 (Vacant)	Office Assistant
2406	Golden, Heather	Student Services Specialist 2406 (OA2)	Office Assistant
8503	Gough, Christine	Sign Language Interpreter Coordinator 8503	Disabled Student Services Coordinator
2490		Sign Language Interpreter I 2490	Sign Language Interpreter Entry
8070		Sign Language Interpreter I 8070	Sign Language Interpreter Entry
8072		Sign Language Interpreter I 8072	Sign Language Interpreter Entry
8073		Sign Language Interpreter I 8073	Sign Language Interpreter Entry
8074		Sign Language Interpreter I 8074	Sign Language Interpreter Entry
8075		Sign Language Interpreter I 8075	Sign Language Interpreter Entry
8091		Sign Language Interpreter I 8091	Sign Language Interpreter Entry
8092		Sign Language Interpreter I 8092	Sign Language Interpreter Entry
8093		Sign Language Interpreter I 8093	Sign Language Interpreter Entry
8094		Sign Language Interpreter I 8094	Sign Language Interpreter Entry
8095		Sign Language Interpreter I 8095	Sign Language Interpreter Entry
8098		Sign Language Interpreter I 8098	Sign Language Interpreter Entry
8099		Sign Language Interpreter I 8099	Sign Language Interpreter Entry
8101		Sign Language Interpreter I 8101	Sign Language Interpreter Entry
8102		Sign Language Interpreter I 8102	Sign Language Interpreter Entry
8103		Sign Language Interpreter I 8103	Sign Language Interpreter Entry
8104		Sign Language Interpreter I 8104	Sign Language Interpreter Entry
8105		Sign Language Interpreter I 8105	Sign Language Interpreter Entry
2239	Langworthy, Jenny	Sign Language Interpreter II 2239	Sign Language Interpreter Entry
2248		Sign Language Interpreter II 2248	Sign Language Interpreter Entry
2391		Sign Language Interpreter II 2391	Sign Language Interpreter Entry
2392		Sign Language Interpreter II 2392	Sign Language Interpreter Entry
8076		Sign Language Interpreter II 8076	Sign Language Interpreter Entry
8077		Sign Language Interpreter II 8077	Sign Language Interpreter Entry
8078		Sign Language Interpreter II 8078	Sign Language Interpreter Entry
8079		Sign Language Interpreter II 8079	Sign Language Interpreter Entry
8080		Sign Language Interpreter II 8080	Sign Language Interpreter Entry
8116		Sign Language Interpreter II 8116	Sign Language Interpreter Entry

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Fresno City College			
8117		Sign Language Interpreter II 8117	Sign Language Interpreter Entry
8118		Sign Language Interpreter II 8118	Sign Language Interpreter Entry
8119		Sign Language Interpreter II 8119	Sign Language Interpreter Entry
8120		Sign Language Interpreter II 8120	Sign Language Interpreter Entry
2242		Sign Language Interpreter III 2242	Sign Language Interpreter Expert
2306		Sign Language Interpreter III PPT 2306	Sign Language Interpreter Expert
2393	Ferdinandi, Mary	Sign Language Interpreter III 2393	Sign Language Interpreter Expert
2394		Sign Language Interpreter III 2394	Sign Language Interpreter Expert
2395	Denington, Sandra	Sign Language Interpreter III 2395	Sign Language Interpreter Expert
2396	Perez, Darlen	Sign Language Interpreter III 2396	Sign Language Interpreter Expert
2397		Sign Language Interpreter III 2397	Sign Language Interpreter Expert
2398		Sign Language Interpreter III PPT 2398	Sign Language Interpreter Expert
8081		Sign Language Interpreter III 8081	Sign Language Interpreter Expert
8282		Sign Language Interpreter III 8282	Sign Language Interpreter Expert
8083		Sign Language Interpreter III 8083	Sign Language Interpreter Expert
8084		Sign Language Interpreter III 8084	Sign Language Interpreter Expert
8085		Sign Language Interpreter III 8085	Sign Language Interpreter Expert
8106		Sign Language Interpreter III 8106	Sign Language Interpreter Expert
8107		Sign Language Interpreter III 8107	Sign Language Interpreter Expert
8109		Sign Language Interpreter III 8109	Sign Language Interpreter Expert
8110		Sign Language Interpreter III 8110	Sign Language Interpreter Expert
8111		Sign Language Interpreter III 8111	Sign Language Interpreter Expert
8112		Sign Language Interpreter III 8112	Sign Language Interpreter Expert
8113		Sign Language Interpreter III 8113	Sign Language Interpreter Expert
8121		Sign Language Interpreter III 8121	Sign Language Interpreter Expert
8122		Sign Language Interpreter III 8122	Sign Language Interpreter Expert
8123		Sign Language Interpreter III 8123	Sign Language Interpreter Expert
8124		Sign Language Interpreter III 8124	Sign Language Interpreter Expert
8125		Sign Language Interpreter III 8125	Sign Language Interpreter Expert
8126		Sign Language Interpreter III 8126	Sign Language Interpreter Expert
8532		Sign Language Interpreter III PPT 8532	Sign Language Interpreter Expert
2251		Sign Language Interpreter IV 2251	Sign Language Interpreter Advanced
2399		Sign Language Interpreter IV 2399	Sign Language Interpreter Advanced
8086		Sign Language Interpreter IV 8086	Sign Language Interpreter Advanced
8087		Sign Language Interpreter IV 8087	Sign Language Interpreter Advanced
8088		Sign Language Interpreter IV 8088	Sign Language Interpreter Advanced
8089		Sign Language Interpreter IV 8089	Sign Language Interpreter Advanced
8090		Sign Language Interpreter IV 8090	Sign Language Interpreter Advanced
8096	Cronk, Kendra	Sign Language Interpreter IV 8096	Sign Language Interpreter Advanced
8097		Sign Language Interpreter IV 8097	Sign Language Interpreter Advanced
8100		Sign Language Interpreter IV 8100	Sign Language Interpreter Advanced
8533		Sign Language Interpreter IV PPT 8533	Sign Language Interpreter Advanced

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Fresno City College			
8127		Faculty Sign Language Interpreter 8127	Sign Language Interpreter Advanced
8128		Faculty Sign Language Interpreter 8128	Sign Language Interpreter Advanced
8129		Faculty Sign Language Interpreter 8129	Sign Language Interpreter Advanced
8131		Faculty Sign Language Interpreter 8131	Sign Language Interpreter Advanced
8108		Faculty Sign Language Interpreter 8108	Sign Language Interpreter Advanced
EOP&S – Thomas Gaxiola			
		Accounting Clerk III 2073 (Eleanor Bruce)	Accounting Specialist 2073
		Educational Advisor 2108 (Vacant)	Educational Advisor 2108
		Educational Advisor 2109 (Mark McNiff)	Educational Advisor 2109
		Educational Advisor 2110 (Houa Yang)	Educational Advisor 2110
		Educational Advisor 2111 (Ernesto Garcia)	Educational Advisor 2111
		Job Developer 2435 (Vacant) (Last: Marcy Braggs)	Career Services Specialist 2435
		Office Assistant III 2051 (Laurie Nichols)	Office Specialist 2051
		Office Assistant II 2194 (Susan Mosqueda)	Office Assistant 2194
		Office Assistant II 2023 (Vacant) (Last: Susan Mosqueda)	Office Assistant 2023
Financial Aid Office – Kira Tippins			
		Director of Financial Aid (Academic)	Duties Under Review
		None	ADD CLASS Financial Aid Manager
		Accounting Technician I 2074 (Howard Barile)	Needs further review 2074
		Department Secretary 2422 (Virginia Beamer)	Office Assistant 2422
		Office Assistant III 2006 (Heather Rodriguez)	Financial Aid Assistant 2006
		Office Assistant II 2024 (Crystyn Thorpe)	Office Assistant 2024
		Office Assistant II 2315 (Vacant)	Office Assistant 2315
		Office Assistant II 2328 (Phila So)	Office Assistant 2328
		Office Assistant II 2346 (Leslie Farrell)	Office Assistant 2346
		Office Assistant II 2400 (Vacant)	Office Assistant 2400
		Financial Aid Assistant II 2102	Financial Aid Technician 2102
		Financial Aid Assistant II 2104	Financial Aid Technician 2104
		Financial Aid Assistant II 2447	Financial Aid Technician 2447
		Financial Aid Assistant II 2448	Financial Aid Technician 2448
		Financial Aid Assistant I 2105	Financial Aid Specialist 2105
		Financial Aid Assistant I 2106	Financial Aid Specialist 2106
		Financial Aid Assistant I 2155	Financial Aid Specialist 2155
		Financial Aid Assistant I 2190	Financial Aid Specialist 2190
		Financial Aid Assistant I 2420	Financial Aid Specialist 2420
		Financial Aid Assistant I 2428	Financial Aid Specialist 2428
		Financial Aid Assistant I 2430	Financial Aid Specialist 2430
		Financial Aid Assistant I 2444	Financial Aid Specialist 2444
		Financial Aid Assistant I 2445	Financial Aid Specialist 2445

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Fresno City College			
		Financial Aid Assistant I 2446	Financial Aid Specialist 2446
		Financial Aid Assistant I 2483	Financial Aid Specialist 2483
		Scholarship Specialist 2103	Scholarship Specialist 2103
Veterans Students – Sean Henderson			
		Department Secretary 2054 (Loretta Haney)	Office Assistant 2054
		Vet & Int Student Services Coordinator 2009 (Mary A)	Needs further review 2009
Student Activities – Sean Henderson			
		Director of Student Activities (Academic)	Duties Under Review
		College Center Assistant 2234 (Maile Glover)	Student Activities Specialist 2234
		College Center Assistant 2238 (Janice Wong)	Student Activities Specialist 2238
		College Center Assistant 8504 (Vacant)	Student Activities Specialist 8504
		College Center Assistant 8505 (Vacant)	Student Activities Specialist 8505
		Office Assistant III 2290 (Vacant)	Student Activities Assistant 2290
		Accounting Clerk II 2082 (Vacant)	Accounting Assistant 2082
TRIO Programs – Perry Angle			
		Director of TRIO Programs (Academic)	Duties Under Review
		Accounting Technician I 2047 (Mayra Machain)	Needs further review 2047
		Office Assistant III 2421 (Anne VanGalder)	Office Assistant 2421
		Upward Bound Assistant 2258 (John Yang)	Upward Bound Specialist 2258
		Talent Search Coordinator 2013 (Vacant)	Delete Classification
Administrative Services – Cheryl Sullivan			
Administrative Services			
2053	Sullivan, Cheryl	Vice President, Administrative Services	Vice President, Administrative Services
2039	Mallory, Lynn	Administrative Assistant (Confidential)	Assistant to the Vice President (Non Conf)
2436	Vacant	Accounting Clerk III	Accounting Specialist
2339	Vacant	Accounting Technician I	Accounting Technician
2358	Padua, Alemario	Accounting Technician II	Senior Accounting Technician
2470	Kozielski, Cathleen	Accounting Technician II	Senior Accounting Technician
2489	Vang, Teng	Accountant/Auditor	Accountant
2123	Nitzel, Susi	Campus Business Assistant	Administrative Services Specialist
2027	Riversmith, Jewell	Business Facilities Assistant	Office Specialist
2010	Yocupicio, Amy	Human Resources Technician	Administrative Services Assistant
Bookstore – Miles Abrahamson			
2030	Abrahamson, Miles	Bookstore Manager 2030	Bookstore Manager 2030
		Assistant Bookstore Manager	Bookstore Supervisor
2070	Tarvin, Gina	Accounting Technician II 2070	Senior Accounting Technician

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Fresno City College			
2055	Gallegos, Terri	Bookstore Sales Clerk III	Bookstore Specialist
2079	Cupp, Christopher	Bookstore Sales Clerk III	Bookstore Specialist
2080	Stovall, Deborah	Bookstore Sales Clerk III	Bookstore Specialist
2288	Santillan, Janet	Bookstore Purchasing Clerk	Bookstore Buyer
8001	Lewis, Clay	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8002	Jamali, Yasamin	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8003	Coleman, Claudia	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8004	Her, Virginia P.	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8005	Besinaiz, Tiffany	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8006	Leon, Guadalupe	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8007	Vacant	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8008	Jefferson, Jordan M.	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8009	Ankney, Solia D.	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8010	Ensch, Linda	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8011	Vacant	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8012	Vacant	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8013	Hernandez, Robert J.	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8015	Shaw, Detra T.	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8016	Sulamo, Phillip A.	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8017	Blanchet, Sherilynne	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8018	Ruggles, Matthew A.	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8019	Vacant	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8020	Brewster, Denise	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
8021	Lockhart, Priscilla	Bookstore Sales Clerk I Seasonal	Bookstore Sales Clerk
2083	Fischer, Judi	Bookstore Sales Clerk I-II	Bookstore Sales Clerk
2085	Vacant	Bookstore Sales Clerk I-II	Bookstore Sales Clerk
2086	Vacant	Bookstore Sales Clerk I-II	Bookstore Sales Clerk
8022	Crockett, Lloyd	Bookstore Seasonal Asssistant	Bookstore Assistant
8023	Vacant	Bookstore Seasonal Asssistant	Bookstore Assistant
8024	Vacant	Bookstore Seasonal Asssistant	Bookstore Assistant
8025	Vacant	Bookstore Seasonal Asssistant	Bookstore Assistant
8026	Vacant	Bookstore Seasonal Asssistant	Bookstore Assistant
8027	Vacant	Bookstore Seasonal Asssistant	Bookstore Assistant
8028	Gardner, Diana	Bookstore Seasonal Asssistant	Bookstore Assistant
8029	Vacant	Bookstore Seasonal Asssistant	Bookstore Assistant
8030	Pilling, Veronica	Bookstore Seasonal Asssistant	Bookstore Assistant
8031	Vacant	Bookstore Seasonal Asssistant	Bookstore Assistant
8032	Vacant	Bookstore Seasonal Asssistant	Bookstore Assistant
8033	Vacant	Bookstore Seasonal Asssistant	Bookstore Assistant
8034	Martinez, Alexis	Bookstore Seasonal Asssistant	Bookstore Assistant
8035	Landseadel, John Robin	Bookstore Seasonal Asssistant	Bookstore Assistant
8036	Vacant	Bookstore Seasonal Asssistant	Bookstore Assistant

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Fresno City College			
8037	Vacant	Bookstore Seasonal Asssistant	Bookstore Assistant
8038	Vargas, Robin	Bookstore Seasonal Asssistant	Bookstore Assistant
8039	Vacant	Bookstore Seasonal Asssistant	Bookstore Assistant
8040	Vacant	Bookstore Seasonal Asssistant	Bookstore Assistant
2162	Arana, Ivy	Shipping/Receiving Specialist	Shipping and Receiving Specialist
2076	Mendoza, Barbara	Textbook Purchasing Clerk	Bookstore Buyer
2202	Vacant	Textbook Purchasing Clerk	Bookstore Buyer
College Business Office – Tammy Maddox			
2021	Maddox, Tammy	Accounting Supervisor	Business Office Supervisor
2078	Jimenez, Dale	Accounting Clerk I-II	Accounting Assistant
8500	Martin, Michelle	Accounting Clerk I-II	Accounting Assistant
2072	Vacant	Accounting Clerk III	Accounting Specialist
2077	Dodd, Sherri	Accounting Clerk III	Accounting Specialist
2449	Sandlin, Penny	Accounting Clerk III	Accounting Specialist
2492	Nassar, Jennifer	Accounting Clerk III	Accounting Specialist
2069	Coppedge, Mike	Accounting Technician II	Senior Accounting Technician
2081	Vacant	Cashier 2081	Accounting Assistant
Print, Media and Communications – Mary Doyle			
2120	Doyle, Mary	Print, Media and Communications Manager	Print, Media and Communications Manager
2012	McCollum, Debra	Phone Communications Operator I-II	Communications Assistant/TBD
2142	Yang, Pao	Phone Communications Operator I-II	Communications Assistant/TBD
2026	Vacant	Office Assistant I-II	Office Assistant
2124	Lozano, Ben	Graphic Designer	Graphic Designer
2036	Vacant	Duplicating Operations Technician	Delete Classification
2037	Cook, David	Printing Trades Technician	Copy Center Specialist
2141	Cowan, David	Duplicating Operator	Copy Center Assistant
2256	Vacant	Duplicating Operator	Copy Center Assistant
8071	Vacant	Copy Center Specialist	Copy Center Specialist
Building Services – Ernie Martinez			
2119	Martinez, Ernie	Custodial Manager	Custodial Manager
			ADD CLASS Custodial Supervisor
2489	Vacant	Office Assistant III	Office Specialist
2057	Whitaker, Leah	Department Secretary	Office Assistant
2134	Vacant	Custodian	Custodian
2135	Newsom, Nathan A.	Custodian	Custodian
2136	Alcorta, Jose	Custodian	Custodian
2137	Crump, Jered	Custodian	Custodian
2138	Record, Charles	Custodian	Custodian
2139	Standifer, Eddie L.	Custodian	Custodian

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Fresno City College			
2140	Shubin, Helen	Custodian	Custodian
2152	Greathouse, Alvin	Custodian	Custodian
2168	Munoz, Jose	Custodian	Custodian
2169	Briones, Richard	Custodian	Custodian
2171	Samuel, Dwight L.	Custodian	Custodian
2173	Reed, Edwin	Custodian	Custodian
2174	Luna, John R.	Custodian	Custodian
2176	Jordan, Marvin	Custodian	Custodian
2177	Figueroa, Frances L.	Custodian	Custodian
2178	Anaya, Randy	Custodian	Custodian
2179	Polanco Jr., Henry	Custodian	Custodian
2180	Villegas, Alberto	Custodian	Custodian
2181	Yang, Neng	Custodian	Custodian
2182	Hernandez, Abel	Custodian	Custodian
2183	Vacant	Custodian	Custodian
2184	Vacant	Custodian	Custodian
2185	Slade, Anthony D.	Custodian	Custodian
2186	Fierro, Daniel	Custodian	Custodian
2188	Jauregui, Fidel	Custodian	Custodian
2189	Tristan, Joseph	Custodian	Custodian
2261	Olvera, Francisco	Custodian	Custodian
2278	Lopez, Erasmo	Custodian	Custodian
2282	Vacant	Custodian	Custodian
2361	West, James F.	Custodian	Custodian
8523	Vacant	Custodian	Custodian
8524	Chacon, David A	Custodian	Custodian
8525	Hopkins, Lavell M.	Custodian	Custodian
8526	Alaniz, Horacio	Custodian	Custodian
8527	Baylon, Arthur S.	Custodian	Custodian
2163	Potter, Ronald A.	General Utility Worker	Needs Further Review
2167	Dickson, Larry	General Utility Worker	Needs Further Review
2170	Williams, Artie	General Utility Worker	Needs Further Review
2187	Andrews, Thomas	General Utility Worker	Needs Further Review
2172	Puente, Carlos	Lead Custodian	Lead Custodian
2175	Richards, Michael	Lead Custodian	Lead Custodian
2220	Florez, Abrian	Lead Custodian	Lead Custodian

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Reedley College			
Office of the President – Sandra Caldwell			
3013	Gerety, Emily	Secretary to the President (Conf)	Assistant to the President (Conf)
3184	Vacant	College Director of Marketing and Communications	College Director of Marketing and Communications
3039	Vacant	Public Information Officer	Public Information Officer
3045	Unruh, Leah	Public Information Specialist	Public Information Specialist
3136	Vacant	Institutional Research Coordinator	Institutional Research Analyst
3182	Vacant	Research Assistant	Research Technician
Computer & Technology Services – Gary Sakaguchi			
3592		Director of Technology - 3592	Duties Under Review
3037	A, Shannon	Instructional Tech-MicroComputer Lab	Computer Lab Assistant
3091	Vang, Kao	Instructional Tech-MicroComputer Lab	Computer Lab Assistant
3028	Celaya, Anthony	Micro-Computer Resource Technician	Network & Systems Technician
3124	Baker, Donna	Micro-Computer Resource Technician	Network & Systems Technician
3046	Rola, Alfredo	Micro-Computer Resource Specialist	Network & Systems Technician
3047	Torres, Enrique	Micro-Computer Resource Specialist	Network & Systems Technician
3132	Vacant	Network Coordinator	Network Administrator
3183	Vacant	Webmaster	Webmaster
3144	Vacant	Office Assistant III	Office Specialist
Office of Instruction – Jan Dekker			
Office of the Vice President of Instruction			
3012	Torres, Sarina	Administrative Assistant	Assistant to the Vice President
3042	Hesse, Cheryl	Curriculum Analyst	Curriculum Analyst
Ag & Natural Resources, Business and Industrial Technology Division – David Clark			
3146	Davis-Schmall, Kassandra	Administrative Aide	Assistant to the Dean
3008	Wright, Mary Lou	Office Assistant III 11-Month	Office Specialist
3095	Vacant	Department Secretary	Office Assistant
3069	Vacant	Department Secretary PPT	Office Assistant
3172	Maestas, Raymond	Farm Production Supervisor	Farm Production Supervisor
3049	DePriest, Gary	Instructional Tech – Farm, Ag & Nat	Instructional Tech – Farm, Ag & NR
3051	Bernal, Julio	Instructional Tech – Farm, Ag & Nat	Instructional Tech – Farm, Ag & NR
3053	H, George	Instructional Tech – Farm, Ag & Nat	Instructional Tech – Farm, Ag & NR
3034	Parsons, Brent	Instructional Tech – Aeronautics	Instructional Tech – Aeronautics
3035	Nelson, Brett	Instructional Tech – Automotive	Instructional Tech – Automotive Technology
3094	J, William	Instructional Tech – Machine Shop	Instructional Tech – Manufacturing
3173	Vacant	Instructional Tech – Manufacturing	Instructional Tech – Manufacturing
Composition, Literature & Comm, Reading & Language, and Fine Arts & Social Sciences – Todd Davis			
3106	Buzo, Christina	Administrative Aide 3106	Assistant to the Dean
3093	Fowler, Barbara	Instructional Tech-Art PPT 9mths	Instructional Technician – Art
3077	Hill, Robert	Instructional Aide PPT 9mths	Instructional Assistant
Library – Todd Davis			
3128	Palafox, Diana	Department Secretary 20 Hours	Library Services Assistant
3027	Rapue, Danielle	Library Services Assistant	Library Services Technician
3018	M, Olga	Library/Learning Resource Asst III	Library Services Specialist

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Reedley College			
3029	G, Mary Helen	Library/Learning Resource Asst III	Library Services Specialist
3030	Doyle, Stephanie	Library/Learning Resource Asst II	Library Services Assistant
Math, Engineering & Computer Sciences, Science, and Health Sciences Division – Marie Harris			
3170	Carrion, Annette	Administrative Aide	Assistant to the Dean
3048	Hemley, Kevin	Athletic Equipment Manager	PE/Athletics Specialist
3073	V, Anna	Early Childhood Education Associate	Early Childhood Education Associate
3036	Mull, Kendra	Early Childhood Education Specialist	Early Childhood Education Specialist
3105	S, Megan	Early Childhood Education Specialist	Early Childhood Education Specialist
3174	Vacant	Early Childhood Education Specialist Flex	Early Childhood Education Specialist
3147	Guhin, Katherine	Instructional Lab Tech – Biology	Instructional Laboratory Technician – Sciences
3075	Meyers, Jason	Instructional Lab Tech – Chemistry	Instructional Laboratory Technician – Sciences
3163	G, Simon	Instructional Lab Tech – General Sci 10mt	Instructional Laboratory Technician – Sciences
3076	Vacant	Instructional Technician – Dental Assisting	Delete Classification
3079	Vacant	Instructional Technician 3079	Delete Classification
Office of Student Services – Claudia Lourido-Habib			
Office the Vice President of Student Services			
3107	Rodriguez, Diana	Administrative Assistant	Assistant to the Vice President
3127	Branshaw, Jennifer	College Trainer	Athletic Trainer
3156	Ludtke, Jennifer	College Trainer Seasonal	Athletic Trainer
3121	Vacant	Department Secretary	Office Assistant
3133	Vacant	Department Secretary	Office Assistant
3134	Vacant	Gear Up Assistant	Delete Classification
3135	Vacant	Gear Up Coordinator	Delete Classification
3066	Vacant	Office Assistant III	Office Specialist
3171	Athletics, Rene Dauer	Office Assistant III (Athletics)	Office Specialist
3092	Vacant	PE Attendant PPT (Physical Education)	PE/Athletics Assistant
Student Services – Jermain Pipkins			
3020	Osborne, Deborah	Administrative Aide	Assistant to the Dean
Counseling – Jermain Pipkins			
3113	Zavala-Martinez, Jane	Office Assistant III	Needs Review
Admissions & Records – Veronica Jury			
3126	Jury, Veronica	Admissions & Records Manager	Admissions & Records Manager
3005	Hunt, Donna	Student Services Specialist	Student Services Technician 3005
3044	Vacant	Student Services Specialist	Student Services Technician 3044
3130	Mendoza, Monique	Student Services Specialist	Student Services Technician 3005
3176	Moreno, Sofia	Evaluator 3176 (Sofia Moreno)	Student Records Evaluator 3176
3004	Custodio, Naomi	Office Assistant III 3004 (Naomi Custodio)	Student Services Assistant 3004
3007	Vacant	Office Assistant III 3007 (Vacant)	Office Specialist 3007
3050	Elliott, Karen	Office Assistant III 3050 (Karen Elliott)	Student Services Assistant 3050
3142	Ashcroft, Gail	Office Assistant III 3142 (Gail Ashcroft)	Student Services Assistant 3142
3052	Blancas, Lisa Romer	Office Assistant I-II 3052 (Lisa Romer-Blancas)	Admissions & Records Assistant 3052
3102	Yang, Phua	Office Assistant I-II 3102 (Phua Yang)	Admissions & Records Assistant 3102

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Reedley College			
CalWORKS – Jermain Pipkins			
		CalWORKS Coordinator	Duties Under Review
3141	Davidson, Julie	Office Assistant III	Office Specialist
Outreach and Matriculation – Nathan Saari			
3165	Saari, Nathan	Director of Student Success, Equity & Outreach	Director of College Relations & Outreach
		Matriculation Outreach Coordinator	Duties Under Review
3166	Harris, Darnell	Assessment Coordinator	Assessment Coordinator
3181	Vacant	Assessment Technician	Assessment Technician
3059	Braggs, Marcie	College Relations Specialist	Outreach Specialist
3145	Navarro, Mia	College Relations Specialist	Outreach Specialist
3032	Gomez, Bonita	Educational Advisor	Educational Advisor
3112	Lemos, Corinna	Office Assistant III	Office Specialist
Disabled Student Programs & Services DSPS – Janice Emerzian			
3109	Dover, Linda	Accounting Clerk I/II	Needs further review
3019	Vacant, Secretary	Department Secretary	Office Assistant 3019
3154	Vacant	Faculty Sign Language Interpreter	Sign Language Interpreter Advanced
3155	Vacant	Faculty Sign Language Interpreter	Sign Language Interpreter Advanced
3153	Vacant	Instructional Aide PPT	Instructional Assistant
3175	Vacant	Instructional Aide PPT	Instructional Assistant
3110	Verduzco, Ismael	Job Developer PPT	Career Services Assistant
3159	Vacant	Job Developer PPT	Career Services Assistant
3017	Aldape, LuAnn	Office Assistant III	Office Specialist
3002	Maciel, Steve	Micro-Computer Resource Technician	Network & Systems Technician
3180	Vacant	Sign Language Interpreter III PPT 11mth	Sign Language Interpreter Expert
4056	Vacant	Sign Language Interpreter III PPT MC 11mth	Sign Language Interpreter Expert
EOP&S – Mario Gonzales			
3169	Cazarez, Christina	Educational Advisor	Educational Advisor
3152	Vacant	EOP&S Assistant	Delete Classification
3088	Garcia, Olga	Department Secretary	Needs further review
Financial Aid Office – Christina Cortez			
		Director of Financial Aid (Academic)	Duties Under Review
3125	Vacant	Financial Aid Manager	Financial Aid Manager
3055	Fowler, Amber	Financial Aid Assistant II	Financial Aid Technician
3084	Martinez, Yvette	Financial Aid Assistant II	Financial Aid Technician
3031	Prado, Milagros	Financial Aid Assistant I	Financial Aid Specialist
3111	Vacant	Financial Aid Assistant I	Financial Aid Specialist
3116	Silva, Jessica	Financial Aid Assistant I	Financial Aid Specialist
3117	Hernandez, Cynthia	Financial Aid Assistant I	Financial Aid Specialist
3131	Sanchez, George	Financial Aid Assistant I	Financial Aid Specialist
3006	Garcia, Michelle	Office Assistant III	Office Specialist
Health Services – Claudia Lourido-Habib			
		Department Secretary 3010 (Paula Ramos)	Needs further review 3010

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Reedley College			
Residence Hall – Lisa McAndrews			
3101	McAndrews, Lisa	Residence Hall Supervisor	Residence Hall Manager
3099	Vacant	Residence Hall Supervisor (Last: Frank M)	Residence Hall Manager
3158	Richard	Assistant Residence Hall Supervisor-On Site	On Site Residence Hall Supervisor
3138	Unruh, Scot T.	Custodian - PPT	Custodian
3058	Alvarado Hernandez, Sergio	General Utility Worker	Needs further review
Student Activities – Claudia Lourido-Habib			
		None	ADD CLASS College Center Coordinator
3086	Torres, Paul	College Center Assistant	College Center Specialist
3014	Huebert-Defore, Liz	Department Secretary 11-Month	Office Assistant
Career Resource Center – Jermain Pipkins			
3168	Maokosy, Sara	Job Developer	Career Services Specialist
3033	Vacant	Job Developer	Career Services Specialist
3054	Mills, Susan	Office Assistant III	Office Specialist
Tutorial Center – Claudia Lourido-Habib			
3119	Huerta, Sandra	Office Assistant III	Office Specialist
Upward Bound Program – Diana Tapia-Wright			
3122	DiQuirico, Shawna	Accounting Clerk III	Accounting Specialist
3120		Upward Bound Coordinator	Needs further review
3123		Upward Bound Assistant	Upward Bound Program Specialist
3140		Upward Bound Assistant	Upward Bound Program Specialist
3164		Upward Bound Assistant	Upward Bound Program Specialist
Administrative Services – Donna Berry			
Administrative Services			
3115	Berry, Donna	Vice President, Administrative Services	Vice President, Administrative Services
3083	Vacant	Accounting Clerk III	Accounting Specialist
3085	Highfill, Melanie	Accountant/Auditor	Accountant
3151	Vacant	Accountant/Auditor	Accountant
3015	Rosso, Cameron	Accounting Technician I	Accounting Technician
3043	Cardenas, Samaria	Administrative Assistant	Assistant to the Vice President
3003	Rios, Rosa	Office Assistant III	Needs further review
3143	Vacant	Office Assistant III	Office Specialist
3009	Espinosa Charlotte	Copy Center Specialist	Needs further review
3139	Quercia, Linda	Duplicating Operator	Needs further review
3011	Vacant	Lead Duplicating Technician	Delete Classification
Business Services Office – Linda Nies			
3137	Nies, Linda	Accounting Supervisor	Business Office Supervisor
3040	Aguirre, Ana	Accounting Clerk III	Accounting Specialist
3089	Marrufo, Ralph	Accounting Clerk III	Accounting Specialist
3023	Mendoza, Yolanda	Accounting Technician I	Accounting Technician
3021	Ishizuka, Sau Wah	Accounting Technician II	Senior Accounting Technician
3087	Vacant	Assistant Cashier	Accounting Assistant

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Reedley College			
3024	Vacant	Cashier	Accounting Assistant
3029	Vacant	Cashier	Accounting Assistant
Bookstore - Miles Abrahamson			
2030	Abrahamson, Miles	Bookstore Manager 2030	Bookstore Manager 2030
8014	Uribe Martinez, Michell	Bookstore Sales Clerk I - Seasonal	Bookstore Clerk
8041	Sanford, Lynda	Bookstore Sales Clerk I - Seasonal	Bookstore Clerk
8043	Vacant	Bookstore Sales Clerk I - Seasonal	Bookstore Clerk
8044	Pena, Jerrod A.	Bookstore Sales Clerk I - Seasonal	Bookstore Clerk
8045	Garcia, Valentina	Bookstore Sales Clerk I - Seasonal	Bookstore Clerk
8053	Vacant	Bookstore Sales Clerk I - Seasonal	Bookstore Clerk
8054	Dodd, Myrna	Bookstore Sales Clerk I - Seasonal	Bookstore Clerk
8055	Vang, Boon	Bookstore Sales Clerk I - Seasonal	Bookstore Clerk
3016	Vacant	Bookstore Sales Clerk I/II	Bookstore Clerk
3081	Vacant	Bookstore Sales Clerk I/II	Bookstore Clerk
3082	Herb, Martin	Bookstore Sales Clerk II	Bookstore Clerk
3025	Vacant	Bookstore Sales Clerk III	Bookstore Specialist
3080	Vacant	Bookstore Sales Clerk III	Bookstore Specialist
4050	Swan, Kathleen J.	Bookstore Sales Clerk III	Bookstore Specialist
8046	Cappelletty, Denise	Bookstore Seasonal Assistant	Bookstore Assistant
8047	Vacant	Bookstore Seasonal Assistant	Bookstore Assistant
8048	Vacant	Bookstore Seasonal Assistant	Bookstore Assistant
8049	Hansen, Meagan	Bookstore Seasonal Assistant	Bookstore Assistant
3022	Lee, Donna	Operations Assistant	Needs further review
3150	Arends, Jeffrey	Shipping/Receiving Specialist	Shipping and Receiving Specialist
Building Services – Larry Simpson			
3097	Burgess, Jim	Building Services Manager	Building Services Manager
3038	Graffigna, Michael	Custodian	Custodian
3060	Cabrera, Justin M.	Custodian	Custodian
3061	Jones, Evan	Custodian	Custodian
3062	Hernandez, Rene	Custodian	Custodian
3065	Bravo, Jose	Custodian	Custodian
3104	Henderson, Craig M.	Custodian	Custodian
3108	Lynch, Michael O.	Custodian	Custodian
3149	Allen, James	Custodian	Custodian
3057	Cogdell, Addam	General Utility Worker	Needs further review
3063	Vacant	General Utility Worker	Needs further review
3064	Laney, Matthew F	General Utility Worker	Needs further review
3072	Martinez, Thomas	General Utility Worker	Needs further review
3056	Morales, Mark	Lead Custodian	Lead Custodian
Food Services – John Cunningham			
3096	Cunningham, John	Food Services Manager	Food Services Manager
3118	Chesterton, Linda	Accounting Clerk III 75%	Accounting Specialist
3070	Vacant	Baker	Cook
3090	Aguirre, Gloria	Cafeteria Attendant	Food Service Worker
3098	Aguirre, Alicia	Cafeteria Attendant - PPT	Food Service Worker

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Reedley College			
3067	Vacant	Cook	Cook
3068	Lopez, Manuel J.	Cook	Cook
3074	Vacant	Food Service Worker I/II	Food Service Worker
3078	Vacant	Food Service Worker I/II	Food Service Worker
3177	Vacant	Food Service Worker I/II - PPT	Food Service Worker
3178	Vacant	Food Service Worker I/II - PPT	Food Service Worker
3179	Vacant	Food Service Worker I/II - PPT	Food Service Worker
3041	Figueroa, Rebeca	Food Service Worker II	Food Service Worker
3071	Curnett, Julie	Food Service Worker II	Food Service Worker
Madera & Oakhurst Community College Centers			
Office of the Vice President – John Fitzer			
4036	Vacant	Accounting Technician I	Accounting Technician
4046	Hope, Aaron	Accounting Technician II	Senior Accounting Technician
4026	Fitzgerald, Pattie	Administrative Aide	Assistant to the Vice President
4038	Vacant	Department Secretary (Split RC/CCC)	Office Assistant
4003	Adame, Sophia	Office Assistant III	Office Specialist
4002	Chan, Fennyann	Office Assistant III	Student Services Assistant
4048	Jury, Veronica	Student Services Specialist	Student Services Technician
4011	Castro, Jimmy	Custodian	Custodian
4021	Machain, Edward	Custodian	Custodian
4004	Zavala, Jose J.	General Utility Worker	Needs further review
4052	Jimenez, Fernando J.	Lead Custodian	Lead Custodian
Computer & Technology Services – Gary S.			
	Davis, James	MicroComputer Resource Technician	Network & Systems Technician
4010	Vacant	MicroComputer Resource Technician	Network & Systems Technician
Dean of Instruction – Jim Chin			
4009	Garcia, Yolanda	Administrative Aide	Assistant to the Dean
4006	Xiong), Becky	Office Assistant III	Office Specialist
4053	Vacant	Department Secretary PPT	Office Assistant
4048	Vacant	Instructional Lab Tech – Biological Science PPT	Instructional Laboratory Technician – Sciences
4025	H, Matthew	Instructional Lab Tech – Biological Science	Instructional Laboratory Technician – Sciences
4049	J, Tyler	Instructional Lab Tech – General Science	Instructional Laboratory Technician – Sciences
4007	M, Kim	Early Childhood Education Specialist	Early Childhood Education Specialist
4055	Vacant	Early Childhood Education Specialist FLEX	Early Childhood Education Specialist
4045	Summer	Early Childhood Education Associate PPT	Early Childhood Education Associate
Library			
4005		Library Services Assistant	Library Services Technician
4019		Library/Learning Resource Asst II PPT	Library Services Assistant
Dean Student Services - Leticia			
		None	ADD Assistant to the Dean
4047	Zamora, Celia	College Center Assistant	Student Activities Specialist
4041	Vacant	College Center Assistant PPT	Student Activities Assistant

Pos	Employee	Current Classification Structure	Proposed Classification Structure
Reedley College			
CalWORKS			
		CalWORKS Coordinator	Duties Under Review
Counseling Services			
4030	Rivera, Daniel	Educational Advisor	Outreach Specialist
4054	Mendoza, Raquel	Educational Advisor	Educational Advisor
4051	Vacant	Educational Advisor PPT	Educational Advisor
Financial Aid Office			
4023	Naranjo, Jesus	Financial Aid Assistant II	Financial Aid Technician
4024	Vacant	Financial Aid Assistant I	Financial Aid Specialist
Health Services			
4035	Vacant	Department Secretary PPT	Office Assistant
Upward Bound Program			
4042		Upward Bound Assistant	Upward Bound Program Specialist
4043		Upward Bound Assistant	Upward Bound Program Specialist
Oakhurst Center – Darin Soukup			
6004	Mayhew, John	General Utility Worker/Groundskeeper Worker	Custodian / Groundskeeper Worker
6003	Weddle, Charla	Instructional Aide PPT	Instructional Assistant
6001	Vacant	Office Assistant III 6001	Student Services Assistant
6005	Graham, Anne	Office Assistant III 10-Month	Student Services Assistant
6002	Johnson, Amanda	Office Assistant III PPT	Student Services Assistant

Appendix B: Summary Table of Allocation Recommendations

(Sorted by Employee Last Name)

Note: The proposed titles listed are working titles only. Final determination of classification titles and salary ranges will be based on finalized classification specifications, compensation surveys and internal equity.

MANAGEMENT AND CONFIDENTIAL					
Last Name	First Name	Campus	Department	Current Classification Title	Recommended Position Allocation

INFORMATION TECHNOLOGY					
Last Name	First Name	Campus	Department	Current Classification Title	Recommended Position Allocation

LIBRARY					
Last Name	First Name	Campus	Department	Current Classification Title	Recommended Position Allocation

CLERICAL AND SECRETARIAL					
Last Name	First Name	Campus	Department	Current Classification Title	Recommended Position Allocation

STUDENT SERVICES					
Last Name	First Name	Campus	Department	Current Classification Title	Recommended Position Allocation

Appendix C: Summary Table of Occupational Groups

Note: The proposed titles listed are working titles only. Final determination of classification titles and salary ranges will be based on finalized classification specifications, compensation surveys and internal equity.

ADMINISTRATION SERIES

CLASSIFICATIONS	SALARY RANGE
<u>FINANCE & ADMINISTRATION GROUP</u>	
Associate Vice Chancellor, Business & Operations	TBD
Vice President, Administrative Services	TBD
Executive Director of Finance & Administration	TBD
Director of Purchasing	TBD
Accounting Manager	TBD
Business Office Supervisor	TBD
<u>COMMUNICATIONS & PUBLIC RELATIONS GROUP</u>	
Director of Communications, Marketing & External Relations	TBD
Communications & Media Center Supervisor	TBD
<u>HUMAN RESOURCES/PERSONNEL GROUP</u>	
Director of Classified Employment Services	TBD
Director of Human Resources – Academic	TBD
Director of Human Resources – Classified	TBD
EEO/Diversity & Staff Development Manager	TBD
<u>RESOURCE DEVELOPMENT GROUP</u>	
Executive Director, SCCC Foundation	TBD
Director, Center for International Trade	TBD
Assistant Director, SCCC Foundation	TBD
<u>POLICE AND SAFETY GROUP</u>	
Chief Police	TBD
Police Lieutenant	TBD

FACILITIES SERIES

CLASSIFICATIONS	SALARY RANGE
<u>BUILDING & CUSTODIAL SERVICES GROUP</u>	
Building Services Manager	TBD
Custodial Services Manager	TBD
Custodial Supervisor	TBD
<u>CONSTRUCTION GROUP</u>	
Construction Services Manager	TBD
<u>ENVIRONMENTAL HEALTH & RISK MANAGEMENT GROUP</u>	

CLASSIFICATIONS	SALARY RANGE
Director of Environmental Health & Risk Management	TBD
Occupational Health & Safety Officer	TBD
<u>MAINTENANCE & OPERATIONS GROUP</u>	
Director of Maintenance & Operations	TBD
Maintenance & Operations Supervisor	TBD
<u>GROUNDS MAINTENANCE GROUP</u>	
Ground Services Manager	TBD

INFORMATION TECHNOLOGY SERIES

CLASSIFICATIONS	SALARY RANGE
<u>INFORMATION SYSTEMS GROUP</u>	
District Director of Information Systems	TBD
<u>COMPUTER AND NETWORK SUPPORT GROUP</u>	
Director of Technology Services	TBD
Technology and Computer Services Manager	TBD
Senior Network and Systems Administrator	TBD
Network Administrator	TBD
Network and Systems Technician	TBD
Help Desk Technician	TBD
Audio Visual Equipment Technician	TBD
Audio Visual Equipment Specialist	TBD
Audio Visual Equipment Assistant	TBD
<u>SYSTEMS & PROGRAMMING GROUP</u>	
Senior ERP Administrator	TBD
Database Administrator	TBD
Programmer Analyst	TBD
Financial Aid Systems Analyst	TBD
<u>WEB GROUP</u>	
Web Portal Administrator	TBD
Webmaster	TBD
<u>PRINT SERVICES GROUP</u>	
Print, Media & Communications Manager	TBD
Copy Center Specialist	TBD

INSTRUCTIONAL SERVICES SERIES

CLASSIFICATIONS	SALARY RANGE
<u>AGRICULTURAL GROUP</u>	
Farm Production Supervisor	TBD

CLASSIFICATIONS**SALARY RANGE****ATHLETICS GROUP****INSTITUTIONAL RESEARCH GROUP****INSTRUCTIONAL ASSISTANCE GROUP**

Child Development Lab Manager	TBD
Early Childhood Education Specialist	TBD
Early Childhood Education Associate	TBD

INSTRUCTIONAL RESOURCES GROUP

Distance Education Systems Technician	TBD
Sales and Marketing Coordinator	TBD
Sign Language Interpreter Coordinator	TBD

LABORATORY TECHNICAL GROUP**LIBRARY GROUP**

Library Services Technician	TBD
Library Services Specialist	TBD
Library Services Assistant	TBD

PERFORMING ARTS GROUP**OFFICE SUPPORT SERIES****CLASSIFICATIONS****SALARY RANGE****ADMINISTRATIVE ASSISTANCE/SUPPORT GROUP**

Executive Assistant to the Chancellor (Confidential)	TBD
Assistant to the Vice Chancellor (Confidential)	TBD
Assistant to the President (Confidential)	TBD
Assistant to the Vice President	TBD
Administrative Assistant (Confidential)	TBD

HUMAN RESOURCES/PERSONNEL SUPPORT GROUP

Benefits Coordinator (Confidential)	TBD
Human Resources Management Systems Analyst (Confidential)	TBD
Human Resources Analyst – Academic (Confidential)	TBD
Human Resources Analyst – Classified (Confidential)	TBD
Senior Human Resources Technician – Academic (Confidential)	TBD
Senior Human Resources Technician – Classified (Confidential)	TBD
Human Resources Technician – Academic (Confidential)	TBD
Human Resources Technician – Classified (Confidential)	TBD
Human Resources Assistant	TBD

CLASSIFICATIONS	SALARY RANGE
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OFFICE/SECRETARIAL SUPPORT GROUP

PAYROLL SUPPORT GROUP

Payroll Technician II (Confidential)	TBD
Payroll Technician I (Confidential)	TBD
Payroll Assistant	TBD

TECHNICAL SUPPORT GROUP

POLICE SERIES

CLASSIFICATIONS	SALARY RANGE
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POLICE GROUP

STUDENT SERVICES SERIES

CLASSIFICATIONS	SALARY RANGE
------------------------	---------------------

ADMISSIONS & RECORDS GROUP

District Director of Admissions & Records	TBD
Admissions & Records Manager	TBD
Admissions & Records Technician	TBD
Student Records Evaluator	TBD
Admissions & Records Specialist	TBD
Admissions & Records Assistant	TBD

BOOKSTORE GROUP

Bookstore Manager - Districtwide	TBD
Assistant Bookstore Manager	TBD

FINANCIAL AID GROUP

Director of Financial Aid	TBD
Financial Aid Manager or Financial Aid Analyst	TBD
Financial Aid Technician	TBD
Financial Aid Specialist	TBD
Financial Aid Assistant	TBD

FOOD SERVICES GROUP

Food Services Manager	TBD
Cook	TBD
Food Services Worker	TBD
Food Services Cashier	TBD

RESIDENCE HALL GROUP

Residence Hall Manager	TBD
On Site Residence Hall Supervisor	TBD

CLASSIFICATIONS**SALARY RANGE****STUDENT OUTREACH GROUP**

Director of Student Success, Equity & Outreach	TBD
Director of College Relations & Outreach	TBD
Student Outreach Coordinator	TBD
Student Outreach Specialist	TBD
Student Outreach Assistant	TBD
Seasonal Student Outreach Assistant	TBD

SPECIAL SERVICES GROUP

Upward Bound Student Coordinator	TBD
Training Development Coordinator	TBD
CalWORKs Program Specialist	TBD
CalWORKs Program Assistant	TBD

STUDENT SERVICES GROUP

Assessment Coordinator	TBD
Career Services Coordinator	TBD
College Activities Coordinator	TBD
Student Services Coordinator, Special Programs	TBD
Assessment Technician	TBD
Career Services Specialist	TBD
College Activities Specialist	TBD
Educational Services Advisor	TBD
Seasonal Student Services Advisor	TBD
Student Services Specialist	TBD

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

Presented to the Personnel Commission:

Date: June 28, 2016

SUBJECT: Discussion of Classification Study Status

ENCLOSURE(S):
Class Study Timeline

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 5

Background:

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

CLASSIFICATION STUDY TIMELINE

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

Final Class Study Report	
August 2016	Present to Personnel Commission
September 2016	Present to Cabinet/BOT

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

Finalized Classification Specifications	
September/October 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: June 28, 2016

SUBJECT: Consideration and Approval of Eligibility
Lists

ENCLOSURES:
Eligibility Lists

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-25

Background:

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

Recommendation:

It is recommended the Personnel Commission approve the eligibility lists.

Administrative Secretary

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
ASE - 2016	3,226	180	59	89	32	11	9

Oral Board Raters

Irene Archuleta, Administrative Aide, Retired
 Ernie Garcia, Educational Advisor, Fresno City College
 Donna Noceti, Executive Secretary for the Chief Academic Officer, Fresno Unified School District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	4	2	20	85	41	10	0	2	164
Male	1	0	1	4	6	0	0	0	12
No Answer	0	0	0	1	0	0	0	3	4
Total	5	2	21	90	47	10	0	5	180

** Failed MQ: 50—Minimum qualifications; 9— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

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

ADMINISTRATIVE SECRETARY I

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

Definition: Under direction performs a wide variety of difficult and specialized secretarial, administrative and clerical duties.

Compensation: Starts at \$3,299.92 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$19.04 with limited benefits.

Examples of Duties: Performs a wide variety of secretarial work, including typing, proof-reading, filing, checking, drafting correspondence and recording information on records from rough drafts, notes, or general instructions. Files materials, prepares mailings, and duplicates materials. Tracks budget expenditures. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Answers telephone and serves as office receptionist. Schedules and cancels appointments. Enters and retrieves data from computer system in appropriate format. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.

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

Employment Experience: Considerable secretarial experience in an office environment.

Standards: Licenses/Certificates: A valid driver's license is required.

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

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

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

Examination Process: (cont.) Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 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.

**COMPETENCY TESTING TENTATIVELY SCHEDULED FOR
FRIDAY, MAY 13, 2016**

ONLINE APPLICATIONS WILL ONLY BE ACCEPTED FROM 4/27/16 – 4/29/16

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

Filing Deadline: **Friday, April 29, 2016, 4:30 PM.**
Posted: 04/08/16

Pay Range: Regular Classified Range 48

Assessment Coordinator

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
ASC - 2016	2,041	84	46	15	23	11	11

Oral Board Raters

Cindy Fukuyama, Coordinator of Curriculum, Instruction, & Assessment, Madera Unified School District
 Darnell Harris, Assessment Coordinator, Reedley College
 Julie Marty-Pearson, Director of the office of Institutional Assessment, Effectiveness, & Research, California Health Sciences University

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, 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	4	1	3	21	23	3	0	1	56
Male	2	0	4	13	7	0	0	0	26
No Answer	0	0	0	0	0	0	0	2	2
Total	6	1	7	34	30	3	0	3	84

** Failed MQ: 42—Minimum qualifications; 4— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

ASSESSMENT COORDINATOR

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

- Definition:** Under direction coordinates the planning, development, and implementation of student assessment programs and activities.
- Compensation:** Starts at \$5,114.00 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 \$29.50 per hour with limited benefits.
- Experience:** Responsible program coordination experience including: assessment testing and evaluation, statistics or data processing; advertising and promoting programs and activities; and interviewing and scheduling staff.
- Education:** Bachelor's degree.
- Licenses/Certificates:** A valid driver's license is required.
- Examples of Duties:** Duties may include but are not limited to: exploring options, planning, developing, organizing and leading the implementation of student assessment programs and activities in accordance with college/district, state, federal and commercial testing program specifications; coordinating with various instructional and support service departments and local high schools to ensure student access to assessment; leading the implementation of complex testing programs; serving as liaison to various instructional and support service departments and local high schools; generating data and performing difficult and specialized statistical work; developing and maintaining assessment and student databases; providing assessment reports to appropriate parties; assisting with program specific research requirements including making recommendations and implementing solutions. Screening, selecting, training, evaluating, and providing work direction for student workers and staff. May perform other related duties as assigned.
- Required Knowledge, Skills and Abilities:**
- Knowledge of:**
- Principles and techniques of assessment and proficiency testing.
 - Statistical methods; assessment methods; and college assessment uses.
- Skill to:**
- Gather, analyze, and interpret statistical information relating to assessment procedures and results; plan, coordinate and conduct a variety of complex assessment activities; develop and coordinate publicity for assessment activities; format data; maintain complex records; prepare reports; and assist data processing staff in developing programs for assessment operations.
 - Organize and provide programmatic coordination in assigned functional areas.
 - Serve as the District's representative in meetings and functions related to assessment.

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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

Required Knowledge, Skills and Abilities (cont.):

Ability to:

- Learn, apply, and utilize hardware and specialized software applications to create spreadsheets, databases, and produce reports; communicate effectively both orally and in writing; give clear and concise instructions; communicate with individuals for whom English is not a primary language; and employ proper English usage, spelling, grammar, and punctuation
- Direct the daily operation of the Assessment Center and appropriately interact with a diverse population to include students, staff, faculty, and the public; assign, monitor, and review the work of others; receive and follow instructions; and learn and apply college and district policies and procedures

Selection Process:

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

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

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, MAY 6, 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:

4:30 p.m., Friday, April 22, 2016

Posted: 4/1/16

Pay Range: Regular Classified Range 66

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

AUDIO VISUAL TECHNICIAN

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201600069	436	28	11	1	16	10	10

Oral Board Raters

Andrew Rocha, Micro-Computer Specialist, Fresno City College
 Paul Gong, Product Specialist, Fresno County Office of Education
 Ben Holley, Technical Director, Clovis Unified School District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	1	0	0	1	2	0	0	0	4
Male	2	0	2	6	11	2	0	0	23
No Answer	0	0	0	0	0	0	0	1	1
Total	3	0	2	7	13	2	0	1	28

**** Failed MQ: 10-Minimum qualifications; 1-Incomplete**



CLASSIFIED JOB OPPORTUNITY

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

AUDIO VISUAL TECHNICIAN

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

- Definition:** Under direction, delivers and sets up audio-visual equipment and non-print instructional media for faculty and staff at the various locations on campus.
- Compensation:** Starts at \$2,225.25 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 \$12.84 with limited benefits.
- Examples of Duties:** Distributes and collects audio visual equipment and non-print instructional media, coordinates schedules for check-out of equipment to students and faculty, provides assistance to faculty and staff regarding audio visual equipment set-up and operation. Audio visual equipment may include, but is not limited to: data projectors, visual projectors, overhead projectors, televisions, DVDs, VCRs, instructional computers, slide projectors, public address systems (PA) and microphone systems, sound systems, cameras, video recorders and smart technologies. Maintains inventory of check-out audio visual equipment, records and maintains statistics of equipment usage utilizing a database, cleans the check-out and campus audio visual equipment on a routine basis, and performs other related duties as assigned.
- Required Employment Standards:**
- Education:** Formal or informal education equivalent to completion of the twelfth grade; course work in audio and visual production, desktop computing, and instructional media technology is preferred.
- Licenses/Certificates:** Valid Driver's License is required.
- Experience:** Experience in handling, setting up and troubleshooting audio visual equipment and basic desktop computer configuration.
- Knowledge:**
- Knowledge of audio visual equipment and modern media materials in order to assist faculty and staff.
 - Knowledge of record keeping techniques in order to properly track equipment.
 - Knowledge of inventory principles & practices in an automated environment.
 - Knowledge of tools, methods, & equipment used in the maintenance and troubleshooting of audio visual equipment.
 - Knowledge of safety practices and precautions.
- Skills:**
- Skill to safely and effectively operate and maintain audio-visual equipment and non-print instructional media.
 - Skill to keep simple written and numerical records.
 - Skill to rapidly learn and acquire skills in areas and technologies not previously assigned and/or trained.
 - Skill to prioritize workload and conflicting demands.
 - Skill to interpret and apply college and district policies and procedures.
 - Skill to work independently with little direction.
 - Skill to appropriately interact with students, staff, faculty and public.
 - Skill to receive and follow instructions in order to build and maintain effective working relationships.
- Abilities:**
- Ability to operate computers and their peripherals.
 - Ability to use current common software applications in order to accurately enter and retrieve data.
 - Ability to lift and carry equipment weighing up to 50lbs such as televisions, projectors and other related items.
 - Ability to climb stairs and/or use ladders.
 - Ability to maintain consistent, punctual and regular attendance.
- Examples of physical ability requirements necessary to perform the above job duties:**
- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such using tools to troubleshoot equipment. (Finger Dexterity)

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AUDIO VISUAL TECHNICIAN

Required Employment Standards: (con't)

- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as taking visual inventory of equipment on a media cart. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as identifying color coded cables. (Color Discrimination)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)

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

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

Working conditions which may occur:

- Work inside protected from the weather.
- Work in heights up to 12 feet.
- Work outside in various weather conditions in order to deliver equipment.
- Perform tasks that involve working with the wrists in a bent or twisted position.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- May work alone – physically isolated from others.
- Some schedule changes may occur.
- May be required to travel to sites other than assigned location.

Examination Process:

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

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

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, MAY 20, 2016.

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

Filing Deadline:

FRIDAY, MAY 6, 2016, 4:30 PM.

Posted: 04/15/16

Pay Range: Regular Classified Range 32

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

BENEFITS ASSISTANT

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201600073	2326	134	109	8	17	10	8

Oral Board Raters

Darren Cousineau, Director of Environmental Health and Safety, SCCC
 Marissa Gonzales, Human Resources Manager, City of Hanford
 Michele Stannard, Account Manager, Barthuli & Associates Insurance Services, Inc.

Advertisements

Websites:

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

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

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	9	1	12	52	21	5	0	3	103
Male	5	0	5	10	5	1	0	0	26
No Answer	0	0	0	3	0	0	0	2	5
Total	14	1	17	65	26	6	0	5	134

** Failed MQ: Incomplete - 18; —Minimum qualifications - 91



CLASSIFIED JOB OPPORTUNITY

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BENEFITS ASSISTANT

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

Definition: Under general direction performs a variety of difficult and specialized clerical duties pertaining to benefits and other related programs.

Compensation: Starts at \$3,299.92 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$19.04 with limited benefits.

Examples of Duties: Performs a wide variety of difficult and specialized clerical duties and records maintenance functions in support of benefit programs and workers compensation including but not limited to:

- Assists with annual open enrollment, prepares benefit enrollment information and works with vendors to ensure accurate enrollment of eligible employees, retirees, and their dependents.
- Provides information on benefit options available according to collective bargaining agreements, personnel commission rules, board policies, and administrative regulations.
- Explains benefit plans, eligibility requirements, enrollment procedures, insurance claims, coverage, and other related issues.
- Responds to inquiries, assists employees with completing required forms and applications, and contacts insurance companies for employees to help resolve claims problems.
- Verifies eligibility, processes enrollment change forms, and address changes, and processes applications for employees and/or retirees in for district offered plans and programs.
- Reviews, verifies and prepares invoices and billings, processes checks, and reconciles billings.
- Creates payment invoices for waiver recipients and ensures eligibility by searching various records.
- Processes mail which includes running mail through postage machine, opening incoming mail, date stamping, sorting, and distributing as needed.
- Operates a variety of office machines including, but not limited to copiers, shredders, and folding machines.
- Enters and retrieves data from computer system, databases and insurance carrier and/or vendor websites.
- Ensures State Center Community College District benefit website and employee intranet remains up-to-date.
- Prepares correspondence and mails confirmation memorandums to communicate information to employees and retirees such as a notice of qualifying event or overage dependent.
- Assists with workers' compensation program activities which includes, but is not limited to monitoring claims, updating records, ensuring receipt of medical certifications, tracking appointments, and explaining follow-up guidelines and procedures to employees and managers.
- Reviews injury reports to ensure completeness and accuracy of information.
- Verifies and tracks workers' compensation leave usage in accordance with collective bargaining agreements, board policies, administrative regulations, and workers' compensation laws and regulations.
- Contacts employees and/or managers to discuss injuries and assists throughout the workers' compensation process.
- Researches, resolves and responds to inquiries and/or correspondence pertaining to injured workers.
- Gathers and compiles a variety of data to prepare reports such as the OSHA 300 log, 1099R report, and the datamatch survey.
- Interprets and applies laws, rules, regulations, policies, procedures, administrative regulations, and operational procedures.
- Maintains highly confidential records, benefits-related files and databases in accordance with state and federal laws.
- Types, proof-reads, files, checks and records information on records from rough drafts, notes, or general instructions.
- May perform other duties as needed.

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BENEFITS ASSISTANT

Required Employment Standards:

Education & Experience

Any combination equivalent to: Formal or informal education equivalent to completion of the twelfth grade and responsible experience (2 years or more) performing complex clerical and/or office duties in support of employee benefits administration or workers' compensation activities.

Licenses/Certificates

Valid Driver's License is required.

Knowledge

- Knowledge of methods, practices and procedures used in benefits administration.
- Knowledge of record keeping and report preparation techniques to ensure information is accurately presented.
- Knowledge of activities associated with accounting, budget and payroll transaction processing.
- Knowledge of basic math including addition, subtraction, multiplication, and division.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skills

- Skill to organize and develop materials needed by a variety of individuals.
- Skill to convey insurance and benefit policy information in accordance with related laws, ordinances, regulations, and established procedures.
- Skill to utilize human resources information systems (HRIS) and query tools to extract data from databases for interpreting and communicating benefits and/or workers' compensation data.
- Skill to conduct research and prepare reports as required.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and department schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

Abilities

- Ability to understand and interpret all aspects of the Workers' Compensation process.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Ability to learn federal, state, and local laws and regulations such as EEO, ADA, FLSA, and others that relate to benefits administration.
- Ability to learn the rules and regulations of the California Division of Industrial Relations-Division of Workers' Compensation.
- Ability to interpret and apply college and district policies and procedures.
- Ability to learn California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in order to communicate information.
- Ability to learn district/public agency salary and benefit structure and personnel procedures.
- Ability to learn the human resources information system (HRIS) in use by the District.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to receive and follow instructions.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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BENEFITS ASSISTANT

Required Employment Standards: (con't)

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

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

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

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

Working Conditions:

Working conditions which may occur:

- Schedule changes may frequently occur based on business needs.
- Work inside protected from the weather.
- Work under pressure of constant deadlines with frequent interruptions.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Work with sensitive and confidential information.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

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BENEFITS ASSISTANT

**Examination
Process:**

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Your responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (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 20 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 from the competency exam will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, MAY 6, 2016.

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

Filing Deadline: WEDNESDAY, APRIL 27, 2016, 4:30 PM.

Posted: 04/05/16

Pay Range: Regular Classified Range 48

Bookstore Sales Clerk III

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201600061	2,319	237	116	84	37	16	16

Oral Board Raters

Susan Bartell, Book Department Manager, Retired
Barbara Mendoza, Textbook Purchasing Clerk, 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	17	2	15	63	55	13	0	4	169
Male	5	0	6	25	24	5	0	0	65
No Answer	0	0	0	0	0	0	0	3	3
Total	22	2	21	88	79	18	0	7	237

** Failed MQ: 82—Minimum qualifications; 34— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

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

BOOKSTORE SALES CLERK III

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

Definition: Under direction leads other employees in the assistance of customers in their purchase of textbooks and other merchandise and assists in the ordering, stocking and inventory of bookstore supplies and materials.

Compensation: Starts at \$2,915.33 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$16.82 per hour with no benefits, except sick leave and vacation.

Examples of Duties: Performs a variety of work, including assisting customers by writing up charge reports, taking payments for bad checks, and making refunds. Transferring funds within the store, reviewing inventory of texts, determining those to be returned and preparing paperwork for return of books. Operating cash register, taking money and making change. Assign and review the work of other employees and students assigned to the bookstore. May perform other related duties as needed.

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

Experience: Some experience in retail sales, stock maintenance and control, and supervision of staff.

Knowledge and Abilities: Skill to operate cash register and maintain sales records. Knowledge of inventory methods. Skill to collect cash and make change for customers. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

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

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

TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, APRIL 27, 2016.

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

Filing Deadline: 4:30 p.m., Thursday, April 14, 2016

Posted: 3/23/16

Pay Range: Regular Classified Range 43

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

CUSTODIAL MANAGER

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201600084	638	24	14	0	10	10	7

Oral Board Raters

Ernie Martinez, Interim Director of Student Activities, Fresno City College
 Luis Ayala, Head Custodian I, Madera Unified School District
 Karla Sapien, Custodial Operations Supervisor, Fresno Unified School District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	0	0	2	0	0	0	2
Male	1	2	2	10	7	0	0	0	22
No Answer	0	0	0	0	0	0	0	0	0
Total	1	2	2	10	9	0	0	0	24

**** Failed MQ: 2-Incomplete; 12-Minimum Qualifications**



State Center Community College District



FRESNO CITY
COLLEGE

REEDLEY
COLLEGE

CLOVIS COMMUNITY
COLLEGE

MADERA
CENTER

OAKHURST
CENTER

Announcing The Search For **CUSTODIAL MANAGER**

Application Deadline

Wednesday, May 25, 2016, 4:30 PM

Salary Information

Classified Management Range 30

Starting Annual Salary

\$59,128.00—\$74,414.00

Apply Online

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



CUSTODIAL MANAGER

Definition

Under direction plans, coordinates, supervises, and reviews all custodial activities of custodial crews at a college campus.

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, responding to grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

The **Custodial Manager** is the incumbent responsible for planning, coordinating, and directing the custodial activities of a college campus. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes. Incumbents must utilize excellent communication skills to effectively facilitate and interact with management, administrators, faculty, staff and students while maintaining day to day management of custodial services. Incumbents assure custodial assignments are completed in an effective, efficient, and timely manner.

Supervision Received

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

Supervision Exercised

Direct supervision is exercised over custodial and clerical staff assigned to the department.

Essential Job Functions

- Plans, organizes, and directs the custodial operations of the college.
- Plans, supervises, trains, and evaluates the work of employees.
- Establishes and maintains periodic inspection program of buildings and facilities to ensure cleanliness levels and compliance with applicable fire, safety, security, and sanitary codes and regulations.
- Plans, develops, and schedules facility cleaning and various special projects such as resurfacing of gymnasium floors, trash hauling, pest control spraying, and equipment and parts pick-up/delivery.
- Develops, adjusts, and assigns work schedules for regular and special custodial activities and ensures adequate coverage.
- Prepares and monitors department budget and allocates resources as needed.

- Manages preparation, set-up, and clean-up of facilities for events with student groups, staff, and the public.
- Coordinates, monitors, and evaluates work done by outside contractors.
- Analyzes staffing, equipment, and material needs for operational activities and makes appropriate recommendations.
- Responds to emergency calls concerning custodial activities and inspects sites and assigns staff to perform cleanup and related work.
- Establishes and monitors supply and equipment inventories, tests new custodial supplies and equipment, researches and recommends purchase of new equipment and materials.
- Inspects work in progress to ensure compliance with college standards, building, health, safety, and various laws and regulations.
- Plans and implements custodial in-service training and conducts safety training meetings.
- Confers with staff, students, and the public regarding the use of college facilities for various activities.
- Prepares and maintains a variety of reports, records, files and correspondence related to custodial functions.
- Coordinates the moving of equipment and furniture.
- Ensures the safe and proper use and storage of cleaning compounds, custodial tools and equipment.
- Develops standard operating procedures and performance standards for the department.
- Conducts and participates in a variety of meetings, workshops and committees, as designated by administration and completes special projects and assignments.
- Issues and maintains records of keys.
- Manages a campus recycling program and source separation activities.
- Works cooperatively with all departments to establish and maintain effective work relationships.
- Recommends staffing levels, and interviews, hires, and counsels employees.
- Interprets, applies and ensures compliance with board policies, administrative regulations, collective bargaining agreements, and other various laws and regulations.
- Provides immediate troubleshooting and suggests repair of equipment such as whiteboards, chalkboards, restroom partitions, and fixtures.
- Performs other duties as assigned.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Two (2) years of coursework at an accredited college or university and supervisory experience in plant facilities, plant operations, public works, or related area.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Methods, materials, and equipment used in custodial work.
- Rules, regulations, agreements, and procedures affecting custodial staff.
- Principles of work scheduling in order to properly assign the work of custodial staff.
- Principles of supervision and training.
- Custodial sanitation and sterilization methods and techniques used in commercial cleaning.
- Proper and safe use and storage of cleaning compounds.
- Methods used in inventory control of custodial supplies.
- Proper and safe use of ladders, common custodial tools and equipment.
- Safe lifting and moving techniques.
- Applicable fire and safety rules and regulations.
- Proper and safe use of equipment used for window washing.
- Budget preparation and control.
- Record keeping and report preparation techniques to ensure information is accurately presented and reported.
- Basic math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skill to:

- Establish performance standards, organize and direct a large work force.
- Assess minor mechanical malfunctions for custodial equipment.

- Plan and organize work to meet established timelines and department schedules.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding student 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.
- 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:

- Establish and maintain effective working relationships with District and campus administrators, management, staff, students, diverse community, 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.
- Promote workplace diversity and a positive work environment.
- Plan, coordinate, schedule, and supervise the work of multiple custodial crews.
- Train and advise custodial staff on the use of custodial methods, techniques, tools and equipment.
- Read and interpret labels on cleaning compounds and advise staff on proper use and potential hazards.
- Give clear and concise oral and written instructions.
- Order and maintain an inventory of supplies.
- Prepare comprehensive, concise reports and recommendations regarding custodial activities.
- Prepare and monitor a budget.
- Learn Merit System Rules, Board Policies, Administrative Regulations and collective bargaining agreements in the District.
- Maintain confidentiality of sensitive information and records.
- Supervise, train, and evaluate personnel.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

The physical and mental demands described here are rep-



CUSTODIAL MANAGER

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 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, 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.

Examination Process

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge and abilities for the position. Answers should

be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (30% weight) and an oral interview examination (70% weight).

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

TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, JUNE 15, 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 a copy of your degree or transcripts (including when degree was awarded) if you would like your education to be considered as part of the minimum qualification screening. *Resumes may also be uploaded but cannot be used in lieu of a completed application.*

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

**State Center Community College District
Personnel Commission Office**

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

DIRECTOR OF ADMISSIONS AND RECORDS

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500283	831	31	19	0	12	12	10

Oral Board Raters

Ernie Martinez, Director of Student Activities, Fresno City College
 Ambar Alvarez Soto, Interim Director of Admissions, Fresno State University

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	1	6	7	0	0	1	15
Male	0	0	3	2	8	1	0	0	14
No Answer	0	0	0	0	0	0	0	2	2
Total	0	0	4	8	15	1	0	3	31

**** Failed MQ: 1-Incomplete; 18-Minimum Qualifications**



State Center Community College District



FRESNO CITY
COLLEGE

REEDLEY
COLLEGE

CLOVIS COMMUNITY
COLLEGE

MADERA
CENTER

OAKHURST
CENTER

Announcing The Search For **DIRECTOR OF ADMISSIONS & RECORDS**

Application Deadline

Thursday, June 2, 2016, 4:30 PM

Salary Information

Classified Management Range 59

Starting Annual Salary

\$104,906.00—\$132,196.00

Apply Online

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



DIRECTOR OF ADMISSIONS & RECORDS

Definition

Under administrative direction, the Director is responsible for planning, directing, coordinating and overseeing the admissions and records programs, activities and other functions related to admission and records services.

Distinguishing Characteristics

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

The **Director of Admissions & Records** is the incumbent responsible for planning, directing, and administering the operations of a college admissions and records office, developing and implementing goals, objectives, strategies, policies, rules, and operational procedures related to student admissions, registration, student permanent records, enrollment, transfers, graduation, and other functions of admissions and records services. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes. Incumbents must utilize excellent communication skills to effectively facilitate and interact with a wide range of schools, management, administrators, faculty, staff and students while overseeing the management of student programs and services. Incumbents must also possess strong organizational and leadership skills.

The **Admissions & Records Manager** is the incumbent responsible for managing the operations of a college admissions and records office and assists in development and implementation of policies, rules and operational procedures related to student admissions, registration, permanent records, transfers, graduation, and other functions of admissions and records services. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes. Incumbents must utilize excellent communication skills to effectively facilitate and interact with a wide range of schools, management, administrators, faculty, staff and students while maintaining day to day management of student programs and services.

Supervision Received

Administrative 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

- Plans, organizes, administers, and directs the operations of a college admissions and records office, and information center involving admission, registration, permanent records, enrollment, grading, petitions, transfers, residency requirement, graduation, and other matters related to admissions and records services.
- Provides leadership in developing, implementing, and evaluating work programs, plans, processes, systems and procedures, to achieve department, college, and District goals, objectives, and performance measures consistent with the District's quality and service expectations.
- Provides leadership and coordinates activities to ensure a high performance, customer service oriented work environment.
- Develops and administers operational rules, policies, and procedures mandated by federal, state, District and institutional guidelines for the processing of admission applications, registration of students, confidentiality of student records, grading policies, graduation requirements and related functions.
- Interprets complex policies, rules and regulations, and operational procedures to students, faculty, administration, and staff.
- Resolves the more complex and difficult admissions and records issues with student records, such as grades, attendance, enrollment, reinstatement, pre-requisites, and satisfactory academic progress.
- Consults and coordinates with the college and District Information Systems departments to define system requirements and needs, and to ensure appropriate use and development of technology to support department functions.
- Directs the implementation of new and revised student records computer information systems.
- Maintains currency of knowledge and application of advanced technology utilized in providing high quality admissions, records, and registration services.
- Participates in the planning and coordination of student services activities and programs with other instructional, student, and administrative service departments.
- Prepares a variety of complex, periodic, ad hoc, and special reports and surveys.
- Coordinates special technical projects as assigned by senior level administrators at the college and District office.
- Prepares and submits to the Office of Instruction, the admissions, records and registration program segments for the college catalog and the schedule of classes.
- Consults with faculty, department chairs, and other college staff on admissions and records related matters.
- Plans, develops, and manages the annual budget.
- Plans, organizes, manages and evaluates the work of assigned staff.
- Represents the college to community groups and governmental agencies and serves on local, District, and state committees as directed.
- Directs, monitors, and maintains policies and procedures to ensure the retention, destruction, and confidentiality of student records.

- Attends and participates in seminars, conferences, workshops, and other meetings related to admissions and records.
- Performs other duties as assigned.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

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 from an accredited college or university, preferably in educational or business administration, organizational behavior, or a related field and four (4) years or more of increasingly responsible experience working in admissions and records, including at least two (2) years of lead or supervisory experience. Master's degree preferred.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- 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.
- Federal, state and local laws, regulations, and policies related to student records, information systems, admissions and registration.
- College curricula and instructional programs.
- Organization of post-secondary educational institutions.
- Principles and practices of organization, leadership, management, and personnel administration.
- 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.
- Strategic planning and resource allocation.
- Student programs and services at the college.
- Record keeping and report preparation techniques to ensure information is accurately presented and reported.
- Advanced knowledge of math including statistics, 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.
- Principles, theories, techniques, and methods of research, data warehousing and distribution of information.

Skill to:

- Analyze a variety of administrative problems to make sound policy and procedural recommendations for their solutions.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding student 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 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.
- Use interactive programming languages such as SPSS, SQL or other advanced data access and distribution tools.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

Ability to:

- Administer, create, and evaluate programs and services for admissions and records.
- Effectively represent the District and campus at community events and present clear, concise, comprehensive reports to all in attendance.
- Establish and maintain effective working relationships with District and campus administrators, management, staff, students, diverse community, 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.
- Promote workplace diversity and a positive work environment.
- Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
- Collect, interpret, and evaluate complex data and conduct studies to ensure data integrity and support the college and District research, planning and program review.
- Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
- Prepare and monitor a budget.
- Learn Title 5, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in the District.
- Maintain confidentiality of sensitive information and records.
- Supervise, train, and evaluate personnel.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.



DIRECTOR OF ADMISSIONS & RECORDS

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.

Examination Process

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

Only the 15 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

TESTING TENTATIVELY SCHEDULED FOR THURSDAY, JUNE 16, 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.

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

State Center Community College District Personnel Commission Office

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

EARLY CHILDHOOD EDUCATION ASSOCIATE CONTINUOUS

Recruitment ID ECEA-CONT	Applicants 12	Failed MQ 8	Failed Competitive 0	Took Competency 4	Eligible 4
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Advertisements

Websites:

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

Agencies and Schools:

FCOE, City of Fresno, Madera COE, Fresno County, CSUF, Central 14 Community Colleges (specifically COS, Cuesta, Gavilan, Hartnell, Merced, Monterey Peninsula, West Hills) DeVry University, Fresno Pacific, 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	2	2	2	1	0	0	9
Male	1	0	0	0	2	0	0	0	3
No Answer	0	0	0	0	0	0	0	0	0
Total	3	0	2	2	4	1	0	0	12

**** Failed MQ: 1-Incomplete; 7—Minimum qualifications**



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

Phone (559) 226-0720 • Fax (559) 272-5156 • <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 - CONTINUOUS

The continuous district wide eligibility list 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.
 - Proof of successful completion of Health & Safety Certification within 30 days of hire.

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

Knowledge

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

Skills

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

Abilities

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

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

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

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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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**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 examination (100% weight). Passing score is 75% out of 100%. Candidates who are unsuccessful in an examination will be eligible to retest after 90 calendar days.

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

Pay Range: Regular Classified 38

EARLY CHILDHOOD EDUCATION SPECIALIST CONTINUOUS

Recruitment ID	Hits	Applicants	Failed MQ	Failed Competitive	Took Competency	Took Oral	Eligible
ECES-CONT	2667	16	11	0	5	4	4

Oral Board Raters

Monica Marquez, Coordinator – Child Development, Madera Community College Center
 Vince Tafoya, HR Specialist, SCCC

Advertisements

Websites:

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

Agencies and Schools:

FCOE, City of Fresno, Madera COE, Fresno County, CSUF, Central 14 Community Colleges (specifically COS, Cuesta, Gavilan, Hartnell, Merced, Monterey Peninsula, West Hills) DeVry University, Fresno Pacific, 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	3	8	0	0	0	14
Male	0	0	2	0	0	0	0	0	2
No Answer	0	0	0	0	0	0	0	0	0
Total	2	0	3	3	8	0	0	0	16

** Failed MQ: 11—Minimum qualifications



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

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

Phone (559) 226-0720 • Fax (559) 272-5156 • <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 SPECIALIST - CONTINUOUS

The continuous district wide eligibility list will be used to fill both full-time and part-time positions in this classification.

- Definition:** Under direction plans, organizes, demonstrates, and evaluates age appropriate learning experiences for the optimum development of children in the demonstration laboratory or child development center and for Early Childhood Education students. Mentor and train student teachers in their work with children.
- Compensation:** Starts at \$3683.17 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$21.25 per hour with no benefits, except sick leave and vacation.
- Examples of Duties:** Performs a variety of duties for the child development center including, but not limited to:
- Plans, organizes, directs and evaluates a daily schedule of learning experiences for students and for the development of children in a children's center learning laboratory environment including those with special needs.
 - Develops and provides instructional activities and materials to assist a campus based early childhood education program designed to teach and develop curriculum such as music, creative arts, mathematics, perceptual motor skills, science, language arts and social studies.
 - Plans activities, instructional materials and lesson plans appropriate for assigned age level.
 - Conducts classroom presentations to include concepts, language, literature, music/movement, and listening skills.
 - Confers with instructional staff and students regarding assignments, student progress and child progress.
 - Directs activities in the classroom and outside yard area, maintain order and positive redirection, and assures safety and proper adult to child ratio.
 - Assigns tasks to student teachers, evaluate performance and serve as a mentor.
 - Advises students where to locate resources to assist and improve in laboratory skills.
 - Evaluates student teachers and provides input to instructors.
 - Provides information, guidance, instruction, and feedback to parents concerning the child's progress, abilities, and areas of concern and explains program procedures and classroom activities as requested.
 - Plans and participates in parent conferences.
 - Refers parents and families to appropriate community services.
 - Prepares, maintains and ensures the completion of a variety of records and reports such as attendance, lesson plans, developmental assessments, student performance and accidents.
 - Provides an environment to facilitate physical and emotional development of infant, toddler and preschool children including those with special needs.
 - Prepares and maintains rooms and play areas in a stimulating, orderly, clean, and safe condition in order to maintain an environment conducive to learning.
 - Organizes and prepares laboratory classroom for various setups for children's use and reorganize following class as needed.
 - Works with groups of children in a variety of activities.
 - Assist children with hygiene procedures as necessary and observes and evaluates health needs of children and take appropriate action.
 - Operates electronic devices, computer and other media equipment for instructional purposes.
 - Attends staff planning meetings to assess center needs and program development.
 - Attends conferences and workshops to remain current in the field of early childhood development.
 - Trains staff assistants and recommend personnel actions for programs and services.
 - Provides first aid and CPR as appropriate.
 - Performs clerical support duties as assigned and assists in ordering instructional supplies and equipment.
 - Lifts and carries children and equipment weighing up to 50 pounds.
 - Perform other related duties as assigned.

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

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

Required Licenses/Certificates

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

Valid Site Supervisor permit is required or proof of temporary permit is acceptable.
Valid Pediatric First Aid & CPR certificate is required.
Proof of successful completion of Health & Safety Certification within 30 days of hire.

Knowledge

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

Skills

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

Abilities

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

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

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

Required

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Employment Standards (con't):

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

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

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

Working conditions which may occur:

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

Examination Process:

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will include a competency examination (40% weight) and an oral interview examination (60% weight). Passing score is 75% out of 100% on each testing section. Candidates who are unsuccessful in an examination will be eligible to retest after 90 calendar days.

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EARLY CHILDHOOD EDUCATION SPECIALIST - CONTINUOUS

4

**Examination
Process: (con't)**

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

Pay Range: Regular Classified 53

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EXECUTIVE ASSISTANT TO THE CHANCELLOR

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Oral	Eligible
201500256	2002	105	59	26	20	12

Oral Board Raters

Leslie Rata, Administrative Assistant, Clovis Community College
 Janet Booth, Presidential Aide, Fresno State University
 Sharon McGinnis, Executive Secretary, Fresno Unified School District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	3	0	6	35	43	5	0	2	94
Male	2	0	1	5	3	0	0	0	11
No Answer	0	0	0	0	0	0	0	0	0
Total	5	0	7	40	46	5	0	2	105

** Failed MQ: 5-Incomplete; 54-Minimum Qualifications



State Center Community College District



FRESNO CITY
COLLEGE

REEDLEY
COLLEGE

CLOVIS COMMUNITY
COLLEGE

MADERA
CENTER

OAKHURST
CENTER

Announcing The Search For **EXECUTIVE ASSISTANT TO THE CHANCELLOR (CONFIDENTIAL)** **REVISED ANNOUNCEMENT**

Extended Application Deadline
Thursday, June 9, 2016, 4:30 PM

Salary Information
Confidential Classified Range 65
Starting Annual Salary
\$64,516.00—\$78,238.00

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



EXECUTIVE ASSISTANT TO THE CHANCELLOR (CONFIDENTIAL)

Definition

Under direction of the Chancellor, performs a variety of specialized, complex and confidential administrative assistant duties of the highest level of responsibility, confidentiality, and sensitivity for the Chancellor and coordinates the clerical operations of the Chancellor's Office.

Distinguishing Characteristics

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

This classification normally requires access to confidential information that is used to contribute significantly to the development of management positions with respect to employer-employee relations making this position "Confidential". This classification requires lead responsibilities. This position is exempt from merit system ranking.

Supervision Received

Administrative direction is usually received from the Chancellor.

Supervision Exercised

Direct lead responsibilities are exercised over the staff assigned to the department.

Essential Job Functions

Performs a wide variety of specialized, highly responsible, confidential and complex administrative and secretarial work including, but not limited to:

- Serves as the executive assistant to the Office of the Chancellor and the Board of Trustees, coordinates administrative, secretarial, and clerical activities, and exercises independent judgment in relieving the Chancellor of administrative and office detail.
- Coordinates the preparation of the Board agenda and ensures that submitted items contain required materials and are correct in format and content.
- Attends the meetings of the Board of Trustees, coordinates the dissemination of the Board agenda and related materials, records proceedings, prepares and distributes comprehensive official minutes, and completes notices of board actions and resolutions.
- Acts as a liaison between the Chancellor, the Board of Trustees, District staff, and the public on matters related to scheduling of meetings and other commitments, status of information requests, status of Board of Trustee inquiries, coordination of activities, and other administrative issues.
- Works with various educational institutions, government officials, community and business leaders, and other outside agencies to provide information and coordinate assigned activities.
- Plans, organizes, and coordinates the preparation and distribution of materials, notices, bulletins, and other public documents for a variety of meetings such as Chancellor's Cabinet and Communications Council.

- Researches, interprets and explains board policies, procedures, administrative regulations, and rules and ensures compliance with applicable state and federal laws.
- Coordinates the establishment, implementation, and maintenance of a complex data management, storage, and retrieval system for official records and actions of the Board of Trustees.
- Takes and transcribes dictation pertaining to correspondence, memoranda, reports, and a variety of other subject matter that may be sensitive, privileged, and highly confidential.
- Assists in orienting new members of the Board of Trustees, including student trustees, by providing information on board meetings, business practices, procedures, and activities of the District office.
- Maintains calendars, applies initiative and judgment in scheduling appointments, uses diplomacy and tact in representing the Office of the Chancellor, maintains confidential information and uses discretion when communicating with students, staff and the public.
- Prepares correspondence such as letters, memoranda, personal acknowledgements, reports, and other materials based on verbal instructions or own initiative using word processing, spreadsheet, and desktop publishing software.
- Reviews outgoing correspondence, reports, publications, and other materials for grammar, sentence structure, format, attachments, and compliance with applicable laws, rules, procedures, and directives of the Chancellor.
- Reviews incoming correspondence for nature of business and urgency, highlights items of special interest to the Chancellor, directs items to the appropriate staff, and independently prepares responses as appropriate.
- Screens telephone calls and visitors to the Office of the Chancellor for urgency and nature of business, refers calls not requiring the Chancellor's attention to appropriate staff or department to resolve concerns, and ensures appropriate follow through to confirm the issue was resolved.
- Researches, compiles, analyzes and summarizes data for special projects and various comprehensive reports.
- Arranges travel for the Chancellor and the Board of Trustees, makes reservations for transportation, hotel, conferences, and other business arrangements, prepares and processes expense reimbursement forms.
- Establishes and maintains positive staff and public relations.
- Operates a variety of office equipment including computers, printers, copiers, telephones, and telecommunication equipment.
- Initiates and implements procedural modifications and develops operational guidelines.
- Assigns, monitors, and reviews the work of other employees.
- Performs other duties as assigned.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Two-years of college or university coursework AND three (3) years or more of increasingly responsible secretarial/administrative assistant experience to an

executive or administrator. Experience with shorthand is preferred.

Licenses & Certificates

Valid Driver's License

Knowledge of:

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

Skill to:

- Conduct research, analyze data and prepare reports as required by the Chancellor and the Board of Trustees.
- Prepare agenda items and minutes of meetings at a level that is sufficient to perform the duties.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge.
- Effectively communicate with individuals for whom English is not a primary language.
- Create and proofread various documents such as legal documents, correspondence, agendas, minutes, and reports.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines and department schedules.
- Employ mathematical techniques for the purpose of analyzing budgets and spending reports
- Operate standard office equipment such as computers, fax machines, copy machines, printers, telephones, and other types of equipment.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

Ability to:

- Plan, coordinate, and perform administrative support work of the Chancellor's Office.
- Exercise good judgment and discretion in working with and on behalf of the Chancellor and the Board of Trustees.

- Establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Analyze problems, use sound problem-solving methods, and propose logical solutions to problems.
- Learn information systems used in higher education and methods of access for research purposes.
- Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
- Take dictation at an acceptable rate of speed and transcribe accurately, using equipment as required by the position.
- Prepare and monitor budgets and track department expenses.
- Learn the Title VII, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in order to communicate information.
- Learn district/public agency salary and benefit structure and personnel procedures.
- Maintain confidentiality of sensitive information and records.
- Assign, monitor, and review the work of others.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.
- Make recommendations on procedural modifications and develop operational guidelines.

Physical /Mental Demands

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

Physical Demands

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

Mental Demands

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

Work Conditions



EXECUTIVE ASSISTANT TO THE CHANCELLOR (CONFIDENTIAL)

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

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

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 an oral interview examination (100% weight).**

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 20 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview.

Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR TUESDAY, JUNE 14, 2016

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

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

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

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

State Center Community College District Personnel Commission Office

1525 E. Weldon Avenue

Fresno, CA 93704

(559) 226-0720

www.scccd.edu

Help Desk Technician

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500389	1,766	114	43	50	21	13	11

Oral Board Raters

Carlos Calderon, Financial Aid Systems Analyst, State Center Community College District
 Peter Fortuna, Information Technology Consultant, California State University Fresno
 JP Pendergast, Business Development Manager, Shift 3 Technology

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	1	0	1	7	4	1	0	0	14
Male	6	1	18	31	33	6	0	1	96
No Answer	0	0	1	0	1	0	0	2	4
Total	7	1	20	38	38	7	0	3	114

** Failed MQ: 36—Minimum qualifications; 7— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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Oakhurst Center • Career and Technology Center • The Training Institute

HELP DESK TECHNICIAN

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

Definition: Under general direction, uses a variety of communication methods to provide on-line, first-level technical support in the operations of computer equipment, peripherals, and software for district computer users by performing question/problem diagnosis and guiding users through step-by-step solutions in a help desk environment.

Compensation: Starts at \$4,752.08 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$27.42 with limited benefits.

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

- Provides technical consultation to end-users on systems and network service related requirements.
- Troubleshoots and diagnoses communication equipment problems as a functional operation of the help desk services.
- Assists in planning, organizing, and coordinating the help desk system and enters and monitors service requests using a help desk software.
- Organizes and maintains records of systems and network, software, and equipment installation.
- Runs enterprise system backups using data protector software.
- Runs backups and restorals for the virtual file servers.
- Performs backup of computers and performs data recovery procedures when a loss occurs.
- Maintains the enterprise system printer server, configures advanced printing configurations for the plug-in software, serves as a printer server specialist, deploys printer connections to end-users, and programs printers to print specialized forms such as class rosters.
- Installs, configures, maintains, upgrades and troubleshoots computer and network hardware and software.
- Performs minor repairs of computer equipment and coordinates access to appropriate resources if the problem is larger in scope.
- Assists in arranging for major equipment repairs and assists analysts in their determination of problem sources.
- Interfaces with vendors regarding software applications, equipment specifications, repairs, replacements, and tracking and registration of equipment and warranties.
- Creates accounts for new employees and demonstrates to students, staff, administrators and faculty, effective ways to use computer equipment and facilities.
- Maintains computer equipment in safe operating condition by performing routine maintenance, regular cleaning such as dusting and vacuuming, ensures wires are properly installed and replaces parts as needed.
- Maintains inventory records and orders supplies needed for the operation of equipment.
- Independently responds to various inquiries and correspondence.
- Develops and prepares reports, newsletters, visual presentations, flyers, graphic materials, documentation, procedure manuals and user instructions.
- Participates in committees and attends meetings related to district wide technology including strategic planning, infrastructure projects, systems and network operations and information technology.
- Stays abreast on updated technology and new developments related to technology and collaborates with internal resources in the evaluation of internet-working equipment, solutions, and new technology.
- Assures software compatibility with the systems and network before release to users.
- Creates batch files & utility programs, & develops or recommends simple scripts to improve program usability.
- Assists in maintaining security profiles for the enterprise system and helps coordinate the administration of user security and system access of end-users.
- Assists in controlling access to common data files and databases on a network to maintain the integrity of data and enable all users to retrieve and manipulate data effectively.
- Performs other duties as assigned.

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

Examples of Duties (cont.):

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: An Associate's degree 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 providing customer support in computers, networks, and information systems, preferably in a technology help desk or technology support environment.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Workstation hardware/software, office/e-mail applications, and computer operating systems.
- Problem resolution and technical support services to information technology customers for the operation and use of computers, peripheral equipment and various network connections.
- Methods, principles, practices and techniques for troubleshooting and determining the causes of system, computer, application, and hardware problems and device errors and failures.
- Operational characteristics of various computer systems and operating environments.
- Methods, principles, practices of systems and network administration and maintenance, including procedures for establishing network connectivity.
- Active Directory including account management, security group management, and managing New Technology File System (NTFS) permissions on various file servers.
- Tools, equipment and safety practices used in maintenance and repair of computers and peripheral equipment.
- Adult and individual learning theory and training methods.
- Recordkeeping and report preparation techniques to ensure information is accurately presented.
- Basic math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skill to:

- Analyze, identify and resolve user problems with the use of computers, peripheral equipment, network services, and/or related equipment.
- Analyze 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 and independently prioritize daily computer operation tasks.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

Ability to:

- Research, install, troubleshoot, diagnose, repair, and resolve hardware, software and network connectivity problems to minimize system downtime for the computer user.
- Analyze problems, evaluate alternatives and make sound recommendations.
- Maintain composure and handle multiple user calls simultaneously.
- Provide prompt and appropriate technical support service to system users.
- Obtain accurate and complete information from customers, in person and by telephone, to identify their needs and problems and develop responses and solutions.
- Maintain accurate inventory of computer hardware and software components.
- Understand and apply technical instructions, materials and resource publications.

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

- Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, independent programs consultant/trainers, and the public.
- Participate on 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.
- 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.

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.

**Examination
Process:**

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

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 20 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 FRIDAY, MAY 27, 2016.

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

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

**Filing
Deadline:** **FRIDAY, MAY 13, 2016, 4:30 PM.**
Posted: 4/22/16

Pay Range: Regular Classified Range 63

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INSTRUCTIONAL TECHNICIAN - MANUFACTURING

Recruitment ID	Hits	Applicants	Failed MQ	Failed Competitive	Took Performance	Took Competency	Took Oral	Eligible
201500173	172	6	1	0	5	5	4	4

Performance Exam Raters

Brett Camacho, Applied Technology & Trades Department Chair, Fresno City College
 Theo Davis, Welding Instructor, Fresno City College
 David Tikkanen, Manufacturing Technology Instructor, Reedley College

Oral Board Raters

Travis Burrell, Maintenance Supervisor, R&D Farms
 Robert Fransen, Welding Instructor, Reedley College
 Dave Mooneyham, Maintenance Mechanic Instructor, Career & Technology Center
 Steve Rivera, Quality Control Manager, Olson & Co. Steel

Advertisements

Websites:

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

Agencies and Schools:

FCOE, City of Fresno, Madera COE, Fresno County, CSUF, Central 14 Community Colleges (specifically COS, Cuesta, Gavilan, Hartnell, Merced, Monterey Peninsula, West Hills) DeVry University, Fresno Pacific, 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	0	3	2	1	0	0	6
No Answer	0	0	0	0	0	0	0	0	0
Total	0	0	0	3	2	1	0	0	6

** Failed MQ: 1—Minimum qualifications



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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INSTRUCTIONAL TECHNICIAN - MANUFACTURING

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

Definition:

Under direction sets up laboratory materials and assists in the operation and maintenance of the manufacturing laboratory equipment, prepares demonstrations for the class, organizes and monitors the disposal of hazardous waste materials.

Compensation:

Starts at \$3,464.00 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$19.98 per hour with limited benefits.

Education & Experience:

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Associate's degree or certificate in manufacturing or a related field AND at least two years of experience in welding, machine shop, electrical, hydraulics, or motor controls, OR Journeyman level experience (4 years or more) in welding, machine shop, electrical, hydraulics, or motor controls.

Licenses/Certificates:

- Valid Driver's License
- Within six (6) months of hire and/or at management request, incumbents MAY be required to obtain the following licenses/certificates:
 - Commercial Class 'A' Driver's license
 - Forklift OSHA card

Examples of Duties:

- Performs a variety of duties related to the manufacturing program including but not limited to:
- Demonstrates proper techniques and use of tools and equipment for students during laboratory classes.
 - Utilizes a variety of maintenance equipment, tools, materials, and supplies.
 - Prepares instruments, equipment, tools, and facilities for laboratory classes in a variety of environments.
 - Performs demonstrations and provides orientation, assistance, training and technical support to instructors on classroom/shop procedures, operation of equipment, and location and use of instructional materials.
 - Ensures the set-up and clean-up of shop exercises.
 - Orders parts, supplies and instructional materials, maintains inventory and equipment, and processes orders upon delivery.
 - Maintains record keeping of hazardous waste generation in accordance with regulations, guidelines, and district policy.
 - Collects, stores, and coordinates the disposal of hazardous chemicals and materials.
 - Implements chemical hygiene and hazard communication programs.
 - Monitors students in class, lab, and shop situations.
 - Fabricates, welds, builds, modifies, and repairs for purposes of demonstration.
 - Ensures and enforces security and safety of the lab/shop according to established procedures, policies, and laws.
 - Screens, selects, trains, evaluates, and provides work direction for student workers.
 - Inspects, tests, operates, assembles, and installs equipment, supplies and materials.
 - Monitors and records tasks and prepares reports.
 - Performs other duties as needed.

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CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles, procedures and methods used in a manufacturing shop.
- Principles and procedures to ensure proper handling of hazardous waste disposal.
- Cleaning, fabrication, operation and minor repair and maintenance of shop equipment.
- Research procedures in order to help set up laboratories.
- Proper storage procedures of manufacturing supplies and equipment.
- Safety procedures pertaining to machining, welding, electricity, fluid power, and chemical hygiene.
- Health, safety and security practices and regulations.
- Inventory techniques and supply procurement methods.
- Principles and practices of budget tracking which includes creating purchase orders and tracking burn rate.
- 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, and presentations.
- Basic math including addition, subtraction, multiplication, and division.
- Hydraulics, pneumatics, machine shop, and fluid power.
- Motor controls, 240 and 480 volt systems, variable frequency drives, transformers, and associated equipment.
- Gas fusion welding, steel and cast iron welding, arc welding of steel plate and pipe, and tig and mig welding.

Skill to:

- Issue, receive, and maintain records of equipment and supplies.
- Demonstrate proper techniques and use of equipment for students.
- Communicate with vendors.
- Clean, adjust, operate, and maintain manufacturing equipment.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines and schedules.
- Operate standard office equipment such as computers, copy machines, telephones and others equipment.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

Ability to:

- Safely operate and demonstrate the proper operation of machine shop tools including lathes, mills, grinders, saws, drill presses and Computer Numerical Control (CNC) equipment.
- Perform and demonstrate the use of precision measurement tools, such as micrometers, calipers, and dial indicators.
- Safely operate and demonstrate the proper technique of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux-Corded Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW).
- Perform and demonstrate the use of fabricating equipment such as metal sheers, iron workers, cutting

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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

Required Knowledge, Skills and Abilities: (Cont.)

- and forming tools.
- Read and interpret manufacturing shop manuals to facilitate repairs on shop equipment.
- Accurately read blueprints.
- Assemble and dismantle manufacturing laboratory simulations and assignments.
- Provide hands-on support to students as a supplement to their classroom teaching.
- Safely clean up and dispose of hazardous materials.
- Review and evaluate the work of students assigned by instructors.
- Evaluate and assist students in a lab setting.
- Interpret, explain, and apply procedures and regulations pertaining to laboratory safety, security and hazardous material disposal.
- Keep accurate records and maintain accurate inventory of shop equipment and supplies.
- Maintain budget for laboratory supplies and anticipate expenses.
- 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.
- Effectively communicate with individuals for whom English is not a primary language.
- Screen, select, train and provide work direction to student workers.
- Employ proper English usage, spelling, grammar, and punctuation.
- Receive and follow instructions.
- Learn and apply college and district policies and procedures.
- Operate computers and their peripherals.
- Use current common software applications found in manufacturing shops.
- Maintain consistent, punctual and regular attendance.

Physical /Mental Demands

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

Physical Demands

While performing the duties of this job, the employee has ongoing physical strain and/or muscular exertion; uses hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee operates vehicles and heavy machinery in which manipulative skills and hand/eye coordination are important ingredients of safe and/or productive operations. Regular and at times sustained exertion of moderate to heavy physical effort in lifting, carrying, pushing, and pulling heavy items weighing up to 80 lbs.

Mental Demands

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

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Required Knowledge, Skills and Abilities: (Cont.)

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 involves indoor and outdoor environment, working with manufacturing equipment; subject to heavy lifting, electrical equipment and tools; exposure to hazardous chemicals and extensive student contact; noise exposure up to 110 decibels, typically that of a manufacturing shop.

Selection Process:

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

Of those passing the Competitive Rating evaluation, only the 20 highest scoring candidates, plus ties, will be invited to the competency/performance exam. Of those achieving a passing score on the competency/performance exam, only the 15 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, MAY 20, 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 (including when degree was awarded), certificate or transcripts or your application may be considered incomplete. *Resumes may also be uploaded but cannot be used in lieu of a completed application.*

Filing Deadline:

4:30 p.m., Friday, May 6, 2016

Posted: 4/15/16

Pay Range: Regular Classified Range 50

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

INSTRUCTIONAL TECHNICIAN - WELDING

Recruitment ID	Hits	Applicants	Failed MQ	Failed Competitive	Took Performance	Took Competency	Took Oral	Eligible
IT-WELD 2016	176	8	0	2	6	6	4	4

Performance Exam Raters

Brett Camacho, Applied Technology & Trades Department Chair, Fresno City College
 Theo Davis, Welding Instructor, Fresno City College
 David Tikkanen, Manufacturing Technology Instructor, Reedley College

Oral Board Raters

Travis Burrell, Maintenance Supervisor, R&D Farms
 Robert Fransen, Welding Instructor, Reedley College
 Dave Mooneyham, Maintenance Mechanic Instructor, Career & Technology Center
 Steve Rivera, Quality Control Manager, Olson & Co. Steel

Advertisements

Websites:

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

Agencies and Schools:

FCOE, City of Fresno, Madera COE, Fresno County, CSUF, Central 14 Community Colleges (specifically COS, Cuesta, Gavilan, Hartnell, Merced, Monterey Peninsula, West Hills) DeVry University, Fresno Pacific, 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	0	5	2	1	0	0	8
No Answer	0	0	0	0	0	0	0	0	0
Total	0	0	0	5	2	1	0	0	8

**** Failed MQ: 0**



CLASSIFIED JOB OPPORTUNITY

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INSTRUCTIONAL TECHNICIAN - WELDING

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

- Definition:** Under direction assists in the operation and maintenance of the welding program equipment, including demonstrations for students.
- Compensation:** Starts at \$3,464.00 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$19.98 per hour with limited benefits.
- Education & Experience:** Education: Certificate program in welding or 15 units in welding courses.
Experience: Experience performing gas fusion welding, steel and cast iron welding, arc welding of steel plate and pipe, tig and mig welding, and experience reading blueprints.
- Licenses/Certs.** Valid Driver's License is required.
- Examples of Duties:** Performs a variety of duties related to the welding program including inventory and maintenance of parts and equipment, inspection of equipment and student repair work, demonstration of proper techniques and use of tools and equipment for students during laboratory classes, ordering of parts and process of orders upon delivery. May perform other related duties as needed.
- Required Knowledge, Skills and Abilities:** Knowledge of 440 electrical volt systems, gas fusion welding, basic safety procedures pertaining to welding, fusion welding of steel, arc welding of steel plate and pipe, tig welding and fusion welding of aluminum, stainless steel and copper base alloys, mig welding, and semi-automatic welding of steel and aluminum alloys, four basic welding positions. Skill to read and interpret technical material, such as manufacturer's maintenance manuals, maintain inventory, attendance, and other types of records, file parts and materials to coincide with inventory books, identify and process improperly requisitioned parts, maintain equipment used in welding lab. Ability to demonstrate proper techniques and use of tools and equipment for students, perform mathematical calculations, review the work of students assigned by instructors. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Selection Process:** The 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/Performance exam (60% weight) and an Oral Board exam (40% weight).
Of those passing the Competitive Rating evaluation, only the 15 highest scoring candidates, plus ties, will be invited to the competency/performance exam. Of those achieving a passing score on the competency/performance exam, only the 10 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, MAY 20, 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 (including when degree was awarded), certificate or transcripts or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

Filing Deadline: 4:30 p.m., Friday, May 6, 2016

Posted: 4/15/16

Pay Range: Regular Classified Range 50

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

LABORATORY SIMULATION TECHNICIAN

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201500331	279	8	3	1	4	4	1

Oral Board/Performance Exam Raters

Pamela Vogel, Nursing Instructor, FCC
 Dr. Carolyn Drake, Dean Emerita – Instruction, Health Sciences, FCC
 Nancy Hoff, Faculty Emerita – Health Sciences, FCC
 Dr. Janice Sanders, Nursing Faculty, CSU Fresno
 Gretchen Ezaki, Nursing Instructor, FCC
 Lemuel Majam, Registered Nurse – Emergency Department, Community Regional Medical Center

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	2	0	1	0	2	1	0	0	6
Male	0	0	0	0	1	0	0	1	2
No Answer	0	0	0	0	0	0	0	0	0
Total	2	0	1	0	3	1	0	1	8

** Failed MQ: 3—Minimum qualifications;

Prepared by Vince Tafoya – State Center Community College District



CLASSIFIED JOB OPPORTUNITY

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LABORATORY SIMULATION TECHNICIAN

The districtwide eligibility list, which is 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 Fresno City College.

Definition:

Under direction assists nursing students with improving their knowledge of nursing skills through implementation of the nursing process, clinical assessment procedures, and care of patients across the spectrum of nursing, schedules and monitors the use of equipment and laboratories.

Compensation:

Starts at \$3,464.00 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$19.98 with limited benefits.

Examples of Duties:

Performs a variety of duties related to the Registered Nursing program including but not limited to:

- Participates in the planning and implementation of human patient simulation exercises and/or case studies.
- Demonstrates proper techniques, use of tools, and equipment for students during simulation exercises and laboratory classes.
- Performs simulation demonstrations and provides orientation, assistance, training and technical support to instructors on laboratory procedures, operation of equipment, and location and use of materials.
- Assists faculty and other instructional staff by preparing and presenting complex technical human patient simulations designed to enhance students' learning processes.
- Prepares and maintains simulation and skills lab equipment, manikins, media, audio/visual, computers, and materials related to learning.
- Develops, explains, and demonstrates simulation exercises, instructional materials, and assists in the development of simulation laboratory manuals.
- Assists faculty in laboratory schedules and organizes the use of the simulation scenarios to align with the nursing faculty curriculum for efficient operation.
- Evaluates and suggests changes to simulation and experimental procedures.
- Inspects student experiments and simulations.
- Enforces the safety and security of the lab according to established procedures, policies, and laws.
- Prepares, maintains, and properly disposes of solutions, cultures, and specimens for laboratory demonstrations and practical examinations.
- Ensures that simulation and skills laboratories and other assigned areas are maintained in a clean, safe and orderly condition.
- Ensures that laboratory chemicals are properly inventoried and stored in accordance with regulations, guidelines, and accepted best practices.
- Orders, receives, inspects, and organizes supplies, instruments, materials, tools, chemicals, solutions and equipment and verifies contents of shipments.
- Maintains record keeping of hazardous and biological waste generation in accordance with regulations, guidelines, and district policy.
- Maintains accurate and complete records and files, including materials and equipment inventories, warranty information, and maintenance records and schedules.
- Provides advanced user support, troubleshoots, installs, configures and maintains the various School of Nursing technologies.
- Operates a variety of computers and technical equipment pertaining to the simulation scenarios.
- Assists faculty in utilizing specialized computer technology as part of the simulation process.
- Works closely with students, staff, and faculty to solve complex problems, assists in identifying support resources and installing new software and equipment as appropriate.
- Works with outside vendors to ensure proper maintenance and repair is performed on specialized healthcare simulation equipment, including warranty repairs.
- Monitors and tracks budget expenditures, prepares reports, and makes recommendations on funds

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LABORATORY SIMULATION TECHNICIAN

Examples of Duties: (con't)

needed for class labs and new equipment.

- Maintains awareness of current health care simulation developments through research, self-study, and participation in formal training programs.
- Screens, selects, trains, evaluates, and provides work direction to student workers.
- Perform other duties as assigned.

Auxiliary Job Functions:

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

Required Employment Standards:

Education & Experience:

Any combination equivalent to: Associates degree in a health care related field and one (1) year of experience with direct patient care in a health care environment.

Licenses & Certificates:

Valid Driver's License is required.

Knowledge of:

- Current concepts, principles, and practices of nursing, clinical procedures associated with the treatment and care of medical patients.
- Basic human anatomy and physiology.
- Basic principles of microbiology, nutrition, health, physics, pharmacology and medical terminology.
- Features, capabilities, and use of basic multimedia equipment.
- Specialized computer software used in the nursing and allied health professions.
- Health, safety, and security regulations.
- Math including addition, subtraction, multiplication, division, fractions, and unit conversions.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence, reports, and/or technical manuals.
- 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.
- Inventory techniques and supply procurement methods.
- Principles and practices of budget tracking.

Skill to:

- Safely operate, maintain and demonstrate the use of specialized equipment (e.g. IV pumps, suction and simulation equipment), supplies and materials.
- Apply and explain instructional methods and procedures.
- Communicate effectively both orally and in writing.
- Conduct research and prepare reports as required.
- Mediate and resolve conflicts.
- 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:

- Give clear, concise explanations and demonstrations of complex nursing concepts, practices and procedures to students.
- Set-up and disassemble patient simulator technologies.

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LABORATORY SIMULATION TECHNICIAN

Required Employment Standards: (con't)

- Ability to install, maintain, and troubleshoot various School of Nursing technologies and implement corrective actions.
- Utilize and demonstrate applications and a variety of hospital equipment.
- Clean, adjust, operate, and maintain lab equipment.
- Establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
- 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.
- Assist in monitoring the department expenses.
- Interpret and apply college and district policies and procedures.
- Interpret, explain, and apply procedures and regulations pertaining to laboratory safety, security, and biological/hazardous material storage and disposal.
- Maintain confidentiality of sensitive information and records.
- Receive and follow instructions.
- Assign, monitor, and/or review the work of others.
- Operate computers and their peripherals.
- Keep accurate records.
- Use current common software applications in order to accurately enter and retrieve data.
- Maintain consistent, punctual and regular attendance.

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

Physical Demands:

While performing the duties of this job, the employee has ongoing physical strain and/or muscular exertion; uses hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee operates simulation equipment, beds, and gurneys in which manipulative skills and hand/eye coordination are important ingredients of safe and/or productive operations. Regular and at times sustained exertion of moderate to heavy physical effort in lifting, carrying, pushing, and pulling heavy items weighing up to 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, Personnel Commissioners, board members, faculty, staff, representatives of other agencies, and others encountered in the course of work.

Working Conditions:

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

Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; Work involves indoor environment, working with simulation equipment; subject to heavy lifting, electrical equipment and tools; hazardous chemicals, and biological hazards such as cleaning solutions and human waste. NOTE: All exposure is under OSHA Permissible Exposure Levels (PEL), and extensive student contact; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

Examination Process:

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (30% weight), an oral interview examination (30% weight) and a performance examination (40% weight).

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LABORATORY SIMULATION TECHNICIAN

**Examination
Process: (con't)**

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

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, MAY 13, 2016.

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

Filing Deadline: WEDNESDAY, MAY 4, 2016, 4:30 PM.
Posted: 04/13/16

Pay Range: Regular Classified Range 50

SECRETARY TO THE ASSOCIATE VICE CHANCELLOR

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201600110	1135	66	28	15	23	11	11

Oral Board Raters

Emilie Gerety, Secretary to the President, Reedley Community College
 Aide Garza, Senior Administrative Assistant, Kings Canyon Unified School District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	4	1	4	28	19	2	0	1	59
Male	1	0	0	1	4	0	0	0	6
No Answer	0	0	0	0	0	0	0	1	1
Total	5	1	4	29	23	2	0	2	66

** Failed MQ: 27-Minimum qualifications; 1-Incomplete



CLASSIFIED JOB OPPORTUNITY

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SECRETARY TO THE ASSOCIATE VICE CHANCELLOR

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

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

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

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

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

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

Licenses & Certificates: Valid Driver's License

Knowledge and Abilities: Knowledge of or ability to learn the District's budget, construction and bidding processes as well as administrative, maintenance and skilled trades processes. Knowledge of or ability to learn the District's salary and benefit structure, budget and personnel procedures. Ability to operate standard office machines and equipment. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to type at a sufficient speed to maintain workflow. Skill to employ mathematical techniques. Skill to compose correspondence, type and proofread legal documents and statistical reports. Skills required to research, prepare and analyze reports, and prepare agenda items and minutes. Ability to enter and retrieve data from computer system in appropriate format. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

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 20 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 FRIDAY, MAY 27, 2016

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

Filing Deadline: FRIDAY, MAY 13, 2016, 4:30 PM.
Posted: 04/22/16

Pay Range: Regular Classified Range 57

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

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

Presented to the Personnel Commission:

Date: June 28, 2016

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

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

REASON FOR PERSONNEL COMMISSION CONSIDERATION: Action

ITEM NO: 16-26

Background:

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

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

- a. Buyer, DO, Position #1198
- b. Department Secretary PPT, FCC, Position #8136
- c. Curriculum Assistant, FCC, Position #8137
- d. Research Assistant, DO, Position #1199
- e. Student Services Specialist, FCC, Position #8542

Recommendation:

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

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

PRESENTED TO BOARD OF TRUSTEES

DATE: June 14, 2016

SUBJECT: Consideration to Approve New Position of
Curriculum Assistant, Fresno City College

ITEM NO. 16-49HR

EXHIBIT: None

Background:

There is currently a vacant job developer position, #2264 at Fresno City College (FCC). A close review was conducted by the college administration and as a result administration is recommending defunding the job developer position and adding a curriculum assistant position at Fresno City College, Office of Instruction. This position will ensure the curriculum outlines, meeting minutes, catalog descriptions and State Curriculum Inventory Database are updated on a timely basis. The unfunded job developer position is a range 62 and the curriculum assistant is range 57; therefore, this new position will cost FCC less while providing a more needed service

Recommendation

In accordance with Board Policy 7230, administration recommends the Board of Trustees approve the new position of Curriculum Assistant, Fresno City College.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: June 14, 2016

SUBJECT: Consideration to Approve New Position of ITEM NO. 16-50HR
 Flexible-Hour, Seasonal College Trainer, Clovis
 Community College

EXHIBIT: None

Background:

Currently Clovis Community College has men's and women's swimming offered as an athletic sport. Men's and women's soccer are being added for next semester. The college trainer (athletic trainer) position is required by the California Community College Athletics Association (CCCAA) constitution for all home contests. This position performs needed preventative and rehabilitative physical therapy activities for injuries incurred by student athletes, consults and coordinates with team physicians in determining athletes physical ability to compete, maintains detailed records of injuries and therapy, coordinates athletic insurance for all sports, and assists in other areas of the school athletic program, as needed. With the growth in the athletic program administration is recommending the addition of a flexible-hour, seasonal college trainer.

Recommendation

In accordance with Board Policy 7230, administration recommends the Board of Trustees approve the new position of flexible-hour, seasonal College Trainer, Clovis Community College.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: June 14, 2016

SUBJECT: Consideration to Approve Proposed
2016-2017 Tentative Budget

ITEM NO. 16-28

EXHIBIT: Proposed 2016-2017 Tentative Budget

Background:

The 2016-2017 Tentative Budget for the general fund, other funds and accounts and capital outlay projects fund, is presented for board approval. The proposed Tentative Budget is based upon the Governor's January budget proposal since the Governor's May Revise, released on May 13, 2016, was received too late to be included. Highlights of the Governor's January budget proposal included the following:

On-Going Funds

- \$114.7m (2%) Growth
- No COLA**

One-Time Funds

- \$76.3m State Mandate Reimbursement
- \$289.5m Scheduled Maintenance/ Instructional Equipment

Categorical Funds

- \$200m Workforce Development
- \$48m CTE Pathways
- \$30m Basic Skills
- \$45.2m Prop 39 (Energy Efficiency)

**May Revise

The Governor's January proposal focuses on increased funding for education, reducing long-term debt, and continuing support for student success. However, it is uncertain which proposals will move forward in the legislature. Since this will not be decided until the state budget is adopted, the 2016-2017 Tentative Budget is primarily the Governor's January budget proposal.

Item No. 16-28

Page 2

The fiscal assumptions used in the preparation of the district's 2016-2017 Tentative Budget include the following:

OPERATING BUDGET – Highlights

Revenues

- No COLA
- 3% Growth (\$4.1m*)
- Instructional Equipment (\$1.9m*)
- Increased Appt. Funding (On-Going) FY 2015-16 (\$1.5m*)
- Increased Local Revenues (On-Going) FY 2015-16 (\$900,000)
- Retirement Salary Savings (\$700,000)
- Rollover of 2015-16 Districtwide Technology Projects (\$480,000)

Expenditures

- 24 New Faculty Positions (\$2.4m)
- 3 New Police Officers (\$240,000)
- 6 Classified Positions (\$480,000)
- Pension Reform (STRS/PERS) (\$1.9m)
- Step and Column Increases (\$1.25m)
- Instructional Equipment (\$1.9m)
- ACA Benefits (\$380,000)
- Enrollment Growth-Adjunct & Marketing (\$510,000)
- 2015-16 Districtwide Technology Projects (\$480,000)

Continue Depositing \$3.0m of On-Going Funds to Retirement Fund to Address Pension Obligations

CAPITAL BUDGET – Highlights

Revenues

- Transfer from 2015-16 (\$8.1m)
- State Mandates (\$1.8m*)
- Scheduled Maintenance (\$5.0m*)
- Prop 39 (\$800,000*)
- Transfer in of Parking Fees/Fines (\$500,000)

Expenditures

- Scheduled Maintenance (\$9.9m)
- Parking Maintenance Transfer (\$700,000)
- Child Development Center, FCC (District Match (\$2.6m)
- Child Development Center, RC (District Match (\$1.9m)
- Prop 39 Interior Lighting Upgrades, Districtwide (\$800,000)

LOTTERY (DECISION PACKAGES) BUDGET – Highlights

Revenues

- Unrestricted Lottery (\$4.1m*)
- Restricted Lottery (\$1.1m*)

Expenditures

- Unrestricted
FCC (\$900,000)
RC (\$425,000)
CCC (\$275,000)
DW (\$1.6m)
DO (\$900,000)
- Restricted
FCC (\$590,000)
RC (\$305,000)
CCC (\$205,000)

(*Estimated Impact to SCCCD)

Recommendation:

In accordance with Board Policy 6200, administration recommends the Board of Trustees approve the 2016-2017 Tentative Budget, as presented.

STATE CENTER COMMUNITY COLLEGE DISTRICT
BUYER

DEFINITION

Under direction performs standard procurement duties associated with the purchase, delivery, and quality of materials, supplies, equipment and services. Facilitates develops, reviews and evaluates bids and contracts, maintains vendor relationships, and assists with project and delivery scheduling.

DISTINGUISHING CHARACTERISTICS

This classification performs difficult duties in the purchasing of a variety of supplies, materials and equipment requisitioned by managers throughout the district. This classification requires some lead responsibilities. This position differs from lower levels by the responsibility for and variety of activities and work being less closely supervised.

EXAMPLES OF DUTIES

Performs a variety of purchasing duties including but not limited to:

- Receives and reviews requisitions for a variety of instructional and non-instructional supplies, materials and services.
- Initiates, evaluates and revises purchasing specifications and purchase orders.
- Prepares bid documents and monitors the process for formal and informal bids from vendors and contractors.
- Facilitates and prepares request for proposals and project contracts for projects involving labor, materials and services.
- Creates legal advertisements for bids and arranges for distribution and collection of bid and contract documents.
- Analyzes bids for compliance with specifications, purchasing policies and procedures and makes recommendation for award.
- Prepares from established procedures and instructions contract documents, special documentation for bonds, insurance and ensures proper authorizations before distribution.
- Reviews, validates and modifies funding resources for purchases.
- Locates sources of supplies, performs price and cost analysis, and evaluates quality and suitability of supplies and materials.
- Negotiates prices, specifications, conditions, delivery and other related purchasing issues.
- Meets with vendors for sources of supply, prices, product information, new products, standards and quality of service.
- Resolves urgent purchasing concerns including resolving delivery and quality issues.
- Develops and maintains filing system for a variety of logs, annual contracts, files and records, and other purchasing-related documents and ensures confidentiality.
- Enters and retrieves data from computer system to prepare reports.
- Communicates and works collaboratively with vendors and district personnel including necessary training.
- Prepares credit applications and evaluates vendors' financial terms.
- Works with requestors and vendors to modify or correct existing orders and follows up to ensure receipt of proper quality and quantity.
- Maintains structure of web-based system contracts for supplies and inventory items including authorization, ordering and release.
- Documents and clarifies purchasing transactions in order to support annual audits.
- Assists with coordinating the physical inventory of the District's fixed assets.

- Ensures chronological activities connected with bid and contract processes, including reference, insurance, payment, progress, and notice of completion are accomplished and documented.
- Ensures compliance with applicable procurement laws, codes, rules, regulations, board policies and administrative regulations.
- Organizes multi-campus agreements of significant volume and complexity to achieve standardization and economies of scale.
- Coordinates project installations and logistics, participates in project planning, and ensures compliance with regulatory guidelines and contract deliverables.
- May perform other duties as needed.

EMPLOYMENT STANDARDS

Education & Experience

Any combination equivalent to: Associate's Degree preferably with a major in the field of Business Management, Accounting, Economics, Finance, or a related area AND considerable experience (3 years or more) in a purchasing or distribution environment that involves contract/vendor management and purchasing of materials, supplies, services and equipment typically gained by working in positions such as a Buyer, Purchasing Agent, Purchasing Technician, or Project Manager.

Licenses/Certificates

A valid driver's license is required

Knowledge:

- Knowledge of ethical purchasing policies and procedures used to determine merchandise quality and color, vendor selection, ordering, and scheduling.
- Knowledge of types and sources of supply.
- Knowledge of basic bid specification preparation.
- Knowledge of technical aspects of researching, analyzing and purchasing supplies, materials, services and equipment.
- Knowledge of materials handling, inventory procedures, shelf life, and delivery procedures.
- Knowledge of vendor analysis including performance, reliability and return policies.
- Knowledge of marketing and pricing methods.
- Knowledge of warehouse operations, procedures, equipment, and terminology.
- Knowledge of governmental procurement practices, functions, policies, and requirements.
- Knowledge of record keeping and report preparation techniques to ensure program compliance.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as bid requests, correspondence and/or reports.
- Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with vendors, students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.

Skills

- Skill to efficiently conduct product and vendor research.
- Skill to evaluate prices, items, terms and conditions, discounts and quantities to obtain verbal and written price quotes and purchase items cost-effectively.
- Skill to present technical information clearly, logically and persuasively.
- Skill to process information, make appropriate decisions and accurate price calculations.
- Skill to maintain and file records of orders and troubleshoot problems as they arise.
- Skill to employ mathematical techniques

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

Abilities

- Ability to understand and be sensitive to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, faculty, and staff.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, community, business and industry contacts, vendors, and the public.
- Ability to learn and interpret and apply federal and state laws and regulations, district policies and procedures as they pertain to purchasing and acquisition.
- Ability to assist and collaborate in the bid and specification development process.
- Ability to perform mathematical computations accurately to complete reports, update budgets, complete requisitions, purchase orders, and price analysis.
- Ability to effectively develop and present ideas, opinions, technical information and recommendations both orally and in writing.
- Ability to assign, monitor, and review the work of others.
- Ability to receive and follow instructions.
- Ability to appropriately interact with students, staff, faculty and the public.
- Ability to learn and apply college and district policies and procedures.
- Ability to operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to send and receive emails and research information through the Internet.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

- Muscular effort (or strength) needed to lift, push, pull or carry an object. (Muscular Tension)
- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. (Flexibility)
- Coordinated movements of the arms, legs and torso while the whole body is in motion. (Whole Body Coordination)
- Keep balanced and stay upright when in an unstable position. (Whole Body Equilibrium)
- Coordination of two or more limbs (arms and legs) while seated or standing in one place. (Multi-Limb Coordination)
- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)

- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- Part of vision that occurs outside the very center of gaze allowing the individual to see objects, movement or sharp contrasts toward the edges of the visual field. (Peripheral Vision)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)
- Tell from what direction a sound is coming from. (Sound Localization)

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

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

Working conditions which may occur

- Work inside protected from the weather.
- Work outside exposed to the weather and varying temperatures.
- Work under pressure of constant deadlines with frequent interruptions.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Work with sensitive and confidential information.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- Schedule changes may occur based on business needs.

Approved: April 15, 1991
Revised by BOT: January 14, 2014
Revised by PC: January 21, 2014
Salary Range: 61

STATE CENTER COMMUNITY COLLEGE DISTRICT
CURRICULUM ASSISTANT

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This classification performs complex duties in accordance with general direction and standards. This classification requires lead responsibilities. This position differs from lower levels in the complexity of the problem solving responsibilities and inter-relationships between the curriculum development process and major college publications.

EXAMPLES OF DUTIES

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

EMPLOYMENT STANDARDS

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

Experience: Experience organizing and providing information via use of personal and mainframe computers; working independently to organize, coordinate, prioritize and implement complex computer functions; and relating to a large, diverse professional staff.

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

STATE CENTER COMMUNITY COLLEGE DISTRICT
DEPARTMENT SECRETARY

DEFINITION

Under direction performs basic to moderately difficult secretarial and clerical duties.

DISTINGUISHING CHARACTERISTICS

This classification performs general and routine secretarial/clerical duties in accordance with clearly defined instructions or established office procedures. This classification differs from higher levels by the responsibility for or limited variety of activities, work being more closely supervised and more routine in nature.

EXAMPLES OF DUTIES

Performs a wide variety of secretarial work, including typing, proof-reading, filing, checking, drafting correspondence and recording information from rough drafts, notes, or general instructions. Files materials, prepares mailings, and duplicates materials. Tracks budget expenditures and money collected. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Answers telephone and serves as office receptionist. Schedules and cancels appointments. Enters and retrieves data from computer system in appropriate format. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: Responsible secretarial/clerical experience in an office 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 work flow. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with student, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 3 Page 3
Approved: April 15, 1991
Salary Range: 44
Revised by PC August 21, 2012

STATE CENTER COMMUNITY COLLEGE DISTRICT
RESEARCH ASSISTANT

DEFINITION

Under direction performs research, analysis, and assists in drafting and editing proposals for external funding.

DISTINGUISHING CHARACTERISTICS

This classification differs from others in extensive knowledge of the district, campuses, departments and programs, understanding the relationship of the departments to each other and to others outside of the district, and assisting in the formulation of proposals for external funding to be used by various programs. This classification may require some lead responsibilities.

EXAMPLES OF DUTIES

Performs a variety of work, including researching, analyzing and interpreting complex data. As part of a team, develops and edits comprehensive proposals for funding. Regularly interfaces with administrators, faculty, staff, legislative offices and the public to collect and disseminate data. Attends proposal development workshops. Proposes procedures to assure accuracy, clarity, accessibility, usability, and confidentiality of information. Tracks budget expenditures, maintains ledger books, and prepares reports. Enters and retrieves data from computer system in appropriate format. Assigns and reviews the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education & Experience

Any combination equivalent to: Bachelor's degree preferably with a major in the field of Economics, Political Science, Business or Public Administration, Government, Business or related field and responsible experience (2 years or more) performing a combination of grant research, writing, and project development as a research analyst/assistant.

Licenses/Certificates/Other

Valid Driver's License is required

Knowledge

- Knowledge of research, analysis, consultation, advocacy and technical assistance methods and techniques used in securing, developing or providing information.
- Knowledge of grant writing and institutional research techniques used in programs development process.
- Knowledge of governmental practices, functions, policies, and requirements.
- Knowledge of budgeting, funding, and resource development
- Knowledge of multiple project scheduling and time management techniques.
- Knowledge of office support functions such as accurately taking minutes of meetings and/or maintaining a calendar of meetings and events.
- Knowledge of record keeping and report preparation techniques to ensure program compliance.
- Knowledge of proper English spelling, grammar, and punctuation to compose items such as grant proposals and/or strategic plans.
- Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with students, staff, faculty, and the public.

STATE CENTER COMMUNITY COLLEGE DISTRICT
COLLEGE TRAINER

DEFINITION

Under direction performs and administers physical therapy treatment as prescribed by a physician.

DISTINGUISHING CHARACTERISTICS

This classification performs complex duties in accordance with general instructions or procedures. This position differs from lower levels by the responsibility for or greater variety of activities and work being less closely supervised.

EXAMPLES OF DUTIES

Performs needed preventative and rehabilitative physical therapy activities for injuries incurred by student athletes, consults and coordinates with team physicians in determining athletes physical ability to compete, maintains detailed records of injuries and therapy, coordinates athletic insurance for all sports and assists in other areas of the school athletic program as needed.

EMPLOYMENT STANDARDS

Education: Bachelor's degree in kinesiology, physical education, physical therapy, or occupational therapy AND a certificate in Athletic Training from National Athletic Trainers' Association –Board of Certification.

Experience: Experience as a trainer in a high school, college or university environment involving major competitive sports, i.e. football, basketball, baseball, and track.

Knowledge and Abilities: Knowledge of sports injury prevention, principles and practices of sports medicine and first aid, cardiopulmonary resuscitation, operation of therapeutic devices, taping and strapping techniques, conditioning rehabilitation procedures, protective equipment, elements of health education, anatomy and physiology, sports injury record keeping, and the privacy laws. Skill to administer care for fractures, dislocations, sprains, strains, concussion, contusions, cuts, and abrasions, operate therapeutic devices, aid the team physician in physical examinations and reconditioning programs, conduct an effective training program. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 11 Page 20
Approved: June 17, 1991
Revised by the PC: September 7, 2006
Salary Range: 60

STATE CENTER COMMUNITY COLLEGE ASSISTANT
STUDENT SERVICES SPECIALIST

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF DUTIES

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

EMPLOYMENT STANDARDS

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

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

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

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

- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.

Skills

- Skill to conduct research and ability to analyze data and prepare reports such as those required by institutional programs or grant funding agencies.
- Skill to evaluate and interpret technical information and complex situations effectively.
- Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of research projects.
- Skill to enter and retrieve data from computer system in appropriate format.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and department schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

Abilities

- Ability to understand and be sensitive to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, faculty, and staff.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts clients, collaborative partner contacts, independent programs consultant/trainers, and the public
- Ability to develop alternatives, prepare summaries and recommend courses of action or conclusions demonstrating initiative, creativity and flexibility.
- Ability to effectively develop and present ideas, opinions, technical information and recommendations both orally and in writing.
- Ability to learn and interpret and apply federal and state laws and regulations, district policies and procedures as they pertain to institutional research and grants.
- Ability to perform mathematical computations accurately to complete reports, update budgets, complete requisitions, and purchase orders as needed for office operation.
- Ability to operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to assign, monitor, and evaluate the work of others.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

- Muscular effort (or strength) needed to lift, push, pull or carry an object. (Muscular Tension)
- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. (Flexibility)
- Coordinated movements of the arms, legs and torso while the whole body is in motion. (Whole Body Coordination)
- Keep balanced and stay upright when in an unstable position. (Whole Body Equilibrium)

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

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

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

Working conditions which may occur:

- Work inside protected from the weather.
- May work outside exposed to the weather and varying temperatures.

- Work under pressure of constant deadlines with frequent interruptions.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Work with sensitive and confidential information.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- Schedule changes may occur based on business needs.

Section: Miscellaneous Technical

Approved: 6/17/1991

Revised by PC: 2/18/2014

Salary Range: 60

SECTION 3. THE CLASSIFIED SERVICE

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

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

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

REFERENCE: Education Code Sections 88076, 88078

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

3-7 GENERAL CLASSIFICATION RULES

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

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

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

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

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

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

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

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

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

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

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

REFERENCE: Education Code Sections 88009, 88076, 88087

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

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

Presented to the Personnel Commission:

Date: June 28, 2016

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

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

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-27

Background:

At the June 14, 2016 regular meeting, the Board of Trustees approved the tentative budget for the District that added positions to the District Office and Campuses. One of the positions approved needs a new classification specification written to address the needs of the department. Personnel Commission rules 3-1 thru 3-4, 3-7 thru 3-9, 3-12, and 3-13 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

The item presented to the Board of Trustees and related documentation is attached for the Commissioners review. The recommended new classification title for the new position is as follows:

- a. Staff Development Coordinator, FCC, Position #8138

Recommendation:

It is recommended the Personnel Commission classify the new position in the classified service and a new classification specification be created with the proposed title.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: June 14, 2016

SUBJECT: Consideration to Approve Proposed
2016-2017 Tentative Budget

ITEM NO. 16-28

EXHIBIT: Proposed 2016-2017 Tentative Budget

Background:

The 2016-2017 Tentative Budget for the general fund, other funds and accounts and capital outlay projects fund, is presented for board approval. The proposed Tentative Budget is based upon the Governor's January budget proposal since the Governor's May Revise, released on May 13, 2016, was received too late to be included. Highlights of the Governor's January budget proposal included the following:

On-Going Funds

- \$114.7m (2%) Growth
- No COLA**

One-Time Funds

- \$76.3m State Mandate Reimbursement
- \$289.5m Scheduled Maintenance/ Instructional Equipment

Categorical Funds

- \$200m Workforce Development
- \$48m CTE Pathways
- \$30m Basic Skills
- \$45.2m Prop 39 (Energy Efficiency)

**May Revise

The Governor's January proposal focuses on increased funding for education, reducing long-term debt, and continuing support for student success. However, it is uncertain which proposals will move forward in the legislature. Since this will not be decided until the state budget is adopted, the 2016-2017 Tentative Budget is primarily the Governor's January budget proposal.

Item No. 16-28

Page 2

The fiscal assumptions used in the preparation of the district's 2016-2017 Tentative Budget include the following:

OPERATING BUDGET – Highlights

Revenues

- No COLA
- 3% Growth (\$4.1m*)
- Instructional Equipment (\$1.9m*)
- Increased Appt. Funding (On-Going) FY 2015-16 (\$1.5m*)
- Increased Local Revenues (On-Going) FY 2015-16 (\$900,000)
- Retirement Salary Savings (\$700,000)
- Rollover of 2015-16 Districtwide Technology Projects (\$480,000)

Expenditures

- 24 New Faculty Positions (\$2.4m)
- 3 New Police Officers (\$240,000)
- 6 Classified Positions (\$480,000)
- Pension Reform (STRS/PERS) (\$1.9m)
- Step and Column Increases (\$1.25m)
- Instructional Equipment (\$1.9m)
- ACA Benefits (\$380,000)
- Enrollment Growth-Adjunct & Marketing (\$510,000)
- 2015-16 Districtwide Technology Projects (\$480,000)

Continue Depositing \$3.0m of On-Going Funds to Retirement Fund to Address Pension Obligations

CAPITAL BUDGET – Highlights

Revenues

- Transfer from 2015-16 (\$8.1m)
- State Mandates (\$1.8m*)
- Scheduled Maintenance (\$5.0m*)
- Prop 39 (\$800,000*)
- Transfer in of Parking Fees/Fines (\$500,000)

Expenditures

- Scheduled Maintenance (\$9.9m)
- Parking Maintenance Transfer (\$700,000)
- Child Development Center, FCC (District Match (\$2.6m)
- Child Development Center, RC (District Match (\$1.9m)
- Prop 39 Interior Lighting Upgrades, Districtwide (\$800,000)

LOTTERY (DECISION PACKAGES) BUDGET – Highlights

Revenues

- Unrestricted Lottery (\$4.1m*)
- Restricted Lottery (\$1.1m*)

Expenditures

- Unrestricted
FCC (\$900,000)
RC (\$425,000)
CCC (\$275,000)
DW (\$1.6m)
DO (\$900,000)
- Restricted
FCC (\$590,000)
RC (\$305,000)
CCC (\$205,000)

(*Estimated Impact to SCCCD)

Recommendation:

In accordance with Board Policy 6200, administration recommends the Board of Trustees approve the 2016-2017 Tentative Budget, as presented.

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

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

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

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

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

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

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

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

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

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

REFERENCE: Education Code Sections 88009, 88076, 88087

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

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

Presented to the Personnel Commission:

Date: June 28, 2016

SUBJECT: Consideration and Approval of Revised
Classification Specification for Occupational
Health & Safety Officer

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-28

Background:

A vacancy has occurred for the position of Occupational Health and Safety Officer at the District Operations. In reviewing the classification specification prior to recruitment, changes have been made to update the Definition, Distinguishing Characteristics and Employment Standards. The changes will allow for a valid and reliable recruitment and selection process of positions in this classification.

The following individuals were invited to suggest changes:

- Associate Vice Chancellor of Business & Operations
- Director of Environmental Health & Safety
- Director of Human Resources
- CSEA

Recommendation:

It is recommended the revised classification specification for Occupational Health & Safety Officer be approved as presented.

STATE CENTER COMMUNITY COLLEGE DISTRICT
Occupational Health and Safety Officer

DEFINITION

Under the direction of the ~~College Business Manager~~, plans, develops, organizes, implements, monitors, and manages the **District's Colleges** environmental health and safety programs to ensure compliance with all federal, state and local laws, regulations and applicable policies and procedures.

DISTINGUISHING CHARACTERISTICS

This classification performs difficult and complex duties in accordance with general instructions or established laws/procedures. This position requires lead responsibilities. This position differs from lower levels by the responsibility for and knowledge of occupational health and safety and the complexity of problem solving.

DUTIES AND RESPONSIBILITIES

Directs and manages The Injury and Illness Prevention Program, Hazard Communication Standard, the Chemical Hygiene Plan, Bloodborne Pathogen Program and other programs mandated by Cal/OSHA or other regulatory **agencies**.

Oversees safety training programs at all levels of the **District College**. This includes but is not limited to the training requirements of the IIPP, Haz Com, Chemical Hygiene Plan, and Hazardous Waste management.

Works closely with the District Director of Environmental Health and Safety to ensure compliance and consistency with policies established by the District and the **colleges College**.

Implements site specific emergency response plans.

Implements and oversees safety inspections, reviews inspections reports and insures that remedial action is taken to correct any problems identified as a safety hazard. Safety inspections will be carried out in accordance with the requirements of the IIPP, Chemical Hygiene Plan and any another program requiring inspections.

Develops and implements an accident reporting process. Reviews accident reports and conducts accident investigations as needed. Conducts training in accident prevention as needed.

Assists departments in developing Safety Manuals or Standard Operating Procedures required by safety programs. These Manuals or SOP's will be site specific and act as additions to the IIPP.

Assist departments or divisions in developing safety committee's and appointment of safety coordinators to comply with the requirements of the IIPP.

Participates as a member of the campus Safety Committee.

Industrial Hygiene duties include conducting environmental sampling and analysis as needed, preparing reports, and making recommendations for remedial action as needed. (Hazard assessment and remediation)

Oversees/conducts annual training sessions for persons using PPE (Personal Protective Equipment). This includes but is not limited to the respiratory protection and hearing conservation programs.

EMPLOYMENT STANDARDS

Education: Bachelors degree in Industrial Hygiene, **Environmental Health**, Chemistry, Biochemistry, Biology, or related science field.

Experience: Four years experience in a public or private institutional setting in a safety officer assignment with comprehensive environmental health and safety program.

Certificates and Licenses: **Valid California driver's license. Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) or similar preferred.**

Knowledge: Knowledge of federal, state and local environmental protection and occupational safety and health principles, practices, regulations for multiple program areas, including but not limited to: accident/injury prevention, investigation and risk management, asbestos abatement, biological and laboratory safety, building plan review and construction safety, Cal OSHA and NIOSH regulations, emergency preparedness, environmental health, ergonomics, fire and life safety, hazardous material management and waste minimization, hazard assessment and control, Illness/Injury and Prevention Plan, industrial hygiene, occupational safety, radiation safety, "right to know" laws.

Skill/Ability: to influence cultural attitudes and behaviors toward safety; to provide safety leadership in a large organization; to interact in a professional manner and work cooperatively with a diverse audience of students, employees and regulatory personnel; to develop and present effective, engaging, training sessions with an emphasis on adult learning; excellent verbal, written communication and presentation skills. Ability to work independently and as a

member of a cross departmental team; strong computer and data management skills; ability to develop and manage a comprehensive risk management program including environmental protections, occupational health and safety and other loss prevention and control functions; develop and recommend risk management and loss control techniques including the assumption or elimination, reduction and transfer of risk through self-insured programs and the purchase of insurance coverage; ability to read, interpret, apply and explain laws, rules, regulations, policies and procedures.

Section 11 Page 1

Approved by Board of Trustees Dec. 6, 2005

Approved by Personnel Commission Dec. 20, 2005

Salary Range 72

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

Presented to the Personnel Commission:

Date: June 28, 2016

SUBJECT: Consideration and Approval of Revised
Classification Specification for Senior
Systems and Network Analyst

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-29

Background:

District administration is preparing for anticipated vacancy in the classification of Senior Network and Systems Analyst at the District Information Systems department. 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:

- Associate Vice Chancellor, Enrollment Management, IS and Admissions & Records
- District Director of Information Systems
- Director of Human Resources
- CSEA
- Incumbent (1)

Recommendation:

It is recommended the revised classification specification for Senior Systems and Network Analyst be approved as presented.



State Center Community College District

Job Title:	Senior Network and Systems Administrator Analyst	Classification Series:	Information Technology
FLSA Status:	Non-Exempt	Classification Group:	Computer & Network Support
Salary Schedule:	Classified Regular	Classification Level:	Advanced
Salary Range:	79	Date Created:	October 20, 1997

Definition

~~Under direction assists in the coordination of the District's computer hardware and networking systems.~~

Under direction, performs design, configuration, installation, maintenance and support for the District's systems and network services, equipment and devices to ensure the operation, performance, maintenance of the mission-critical enterprise, private and public cloud technologies.

Distinguishing Characteristics

~~This classification performs complex duties in accordance with general instructions or procedures. This position requires lead responsibilities.~~

This classification performs complex duties under general supervision, serves as the technical expert in information technology; serves as the district's primary source for information, consultation and recommendations on all matters related to the implementation, maintenance, configuration, and administration of the district's technical resources.

The **Senior Network and Systems Administrator** applies an advanced knowledge in the design, development, and deployment of complex computer, network, security and telecommunication systems districtwide. Performs districtwide application analysis, design, and programming duties involving complex computer applications and programs or segments of highly complex programs. May provide technical assistance to assigned programming and web content staff. This position differs from lower levels by the responsibility for and the technical knowledge of the District enterprise portal, websites, complexity of problem solving, and expert knowledge of web programming languages.

Supervision Received

General supervision is received from an academic or classified administrator.

Supervision Exercised

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

Essential Job Functions

Performs a variety of duties related to Information Technology including but not limited to:

1. Configures, installs and maintains the District systems and network infrastructure and related systems, including but not limited to routers, switches, firewalls, wireless access controllers, and VoIP infrastructure.



State Center Community College District

2. Identifies, troubleshoots and resolves issues relating to systems and network outages and performance and makes recommendations for upgrades or improvements.
3. Monitors and analyzes systems and network resource utilization and performance to determine and resolve potential systems and network service issues and ensures services are delivered efficiently.
4. Administrates the performance and stability of multiple hardware and software platforms at the most complex level to maximize systems and network resource through-put.
5. Responsible for the Layer 3 through 7 on the OSI model of the WAN and consults with colleges on OSI Level 1 and 2.
6. Supports interfaces with servers and other systems and network devices at operating system and application levels to ensure services are provided efficiently.
7. Responsible for the management and operations of Enterprise Datacenter, including hardware systems, networks, security appliance systems, telephony systems, power distribution systems, environment sensors and system performance and health monitors.
8. Responsible for the management of systems and networks including Internet, LAN layers 1-7, campus backbone, WAN connectivity, District wireless networks, physical and virtual systems including District ERP and Email hardware.
9. Responsible for the administration of District firewall, District Office storage area network systems, IP video and VoIP phone and IP speaker emergency notification systems including systems and integration with physical and virtual hardware resources.
10. Arranges for the installation or modification of electrical, telephone, cabling lines related to the addition of work stations to the network.
11. Plans, analyzes, and develops the process of deployment, implementation, and maintenance procedures for the District's systems and network projects.
12. Recommends, develops, implements, and maintains systems and network security standards and performs administration tasks for various layers of systems and network security levels.
13. In coordination with management, plans, organizes, coordinates, schedules, assigns, and reviews the work of assigned technical staff.
14. Responds to user reported problems and service requests related to systems and network services efficiently and effectively.
15. Participates with committees related to district wide technology including strategic planning and infrastructure projects.
16. Stays abreast on updated technology and new developments related to systems and networks and collaborates with internal resources and vendors in the evaluation and acquisition of internetworking equipment, solutions, and new technology.
17. Ensures the execution of proper operational procedures, change controls and documentation and creates and maintains documentation as it relates to systems and network configuration, network mapping, processes and service records.
18. Provides technical consultation to end users on systems and network service related requirements and acts as the primary technical staff to provide systems and network technical expertise to implement various systems and network related projects, District-Wide.
19. Implements systems and network policies, procedures, and standards in conjunction with Information Technology staff of the District Office and network support staff from other colleges.
20. Represents the college or assigned area, as designated, at meetings regarding systems and network operations and information technology.
21. May plan, organize, and coordinate the help desk and maintenance services for computer and systems and network users at a college or district.



State Center Community College District

22. Coordinates the maintenance of records on systems and network, software, and equipment installation and trouble calls.
23. Maintains liaison with District's computer center to facilitate the uploading and downloading of data.
24. Coordinates and participates in the installation and maintenance of all systems and network software including system upgrades, and monitors software license usage and assures software compatibility with the systems and network before release to users.
25. Participates in the setup of user profiles on the systems and network including access rights, resource allocation, log-in script, and electronic mail.
26. Coordinates and participates in the analysis of systems and network performance and maintenance of statistics of systems and network resource data such as space and memory usage.
27. Designs the layout and develops specifications for voice, video, storage, and data systems and network(s) and network support infrastructures such as switches, and cables.
28. Evaluates hardware and software technologies and advises administrators on appropriate improvements of systems and network operations.
29. Interfaces with vendors regarding software applications, equipment specifications, repairs, replacements, and tracking and registration of equipment and warranties.
30. Performs other duties as assigned.

Auxiliary Job Functions

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

Minimum Qualifications

~~Education: Bachelor degree in computer science, mathematics, or a related field.~~

~~Experience: Progressively responsible experience in system capacity planning, network planning, setting job priorities, maintaining hardware inventory, working with technical staff determining resource allocations, systems security, and scheduling operations.~~

~~Knowledge and Abilities: Knowledge of computer hardware and telecommunications equipment, operating systems (e.g., VMS, UNIX, NT), database administration, backup, recovery, and disaster techniques, and network software knowledge. Skill to install and upgrade the operating system and layered software, tune the system for optimal performance, set up and manage special clusters and network configurations, system generation for workload needs, establish resource control, set up user accounts, and manage daily system operations. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to write and modify system and network programs. 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: 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 four (4) years of recent responsible experience in the development and administration of systems and network infrastructures in an information systems environment similar in size and complexity to that of the community college or university.

Licenses & Certificates

Valid Driver's License.

Recent Cisco CCIE, VMware VCP, Microsoft MSCE, CISSP certifications are preferred, but not required.



State Center Community College District

Knowledge of:

1. Advanced knowledge of operating system infrastructures, complex business applications and software systems, ERP systems, components, uses and limitations applicable to the district's technology environment to identify problems and implement solutions.
2. Principles and practices of network security, access control, development lifecycle and design principles using flowcharting techniques and prototype development tools, network servers, structured cabling and testing equipment, and computer integrated systems.
3. Principles of effective Project management and methodology using specialized software applications such as Project management, Visio documentation management and traditional Office suite and PDF applications.
4. Network structures and basic theory and principles of network design, systems and network services management tools, integration and protocols related to system audit and security.
5. Wired and wireless LAN/WAN solutions, mobile and wireless, architecture, design concept and implementation.
6. District and colleges infrastructure technologies including MDF, IDF's campus fiber and copper connectivity adhering to IEEE standards.
7. Industry practices and standards for systems, network administration and maintenance.
8. Data and voice communication concepts, protocols, devices and systems and network monitor tools such as Multilayer Switching technology, routing protocols, and systems and network management software.
9. Programming, scripting skills to streamline systems and network administration tasks.
10. Internet application services, such as web server and directory services, internet security, secure protocol, firewalls, proxy servers, digital rights, Windows CE Security Services and virtual private systems and network (VPN). Internet application service and services, such as web server and directory services.
11. Servers and workstations operating systems concepts and administration.
12. Physical and Virtual Server Operating Systems such as Microsoft Server/Datacenter OS, LinuxOS., VMware, ESXi, Microsoft Hyper-V or equivalent hypervisors, VDI.
13. New trends and developments in computer, systems and network technology.
14. Systems and network software such as Cisco IOS, Juniper JunOS, Solar Winds Orion SNMP, industry standard software toolsets.
15. Security appliance such as Firewalls, Intrusion Prevention, Email Gateways.
16. Video Conferencing Systems including large group and PC desktop solutions.
17. Recordkeeping and report preparation techniques to ensure information is accurately presented.
18. Math including addition, subtraction, multiplication, and division.
19. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
20. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
21. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.
22. Methods and techniques of troubleshooting web site, applications and network problems.

Skill to:

1. Conduct research and analyze data, trends, and organizational needs to make recommendations and prepare reports.
2. Diagnose, research and evaluate various types of hardware, software, systems and network problems and take corrective action.
3. Analyze needs and devise effective solutions, document computer application systems for both technical and non-technical audiences.
4. Install and network various computer hardware and software to ensure optimum performance.
5. Methods and equipment used to troubleshoot equipment and systems and network malfunctions.



State Center Community College District

6. Operation and application of a wide variety of computer applications, systems and network software
7. Administer ISCSI SAN.
8. Design, implement, and administer local area systems and network(s).
9. Utilize diagnostic test procedures, tools and equipment.
10. Maintain accurate systems and network operating statistics.
11. Build and maintain private and hybrid cloud such as hypervisor servers, SAN, virtual switched networks.
12. Coordinate the voice telecommunications operations of district and colleges.
13. Write clear and precise technical procedures for system operations and configuration, program documentation, operating instructions, and training materials.
14. Use and maintain industry tools, supplies and equipment.
15. Demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
16. Effectively communicate with individuals for whom English is not a primary language.
17. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
18. Plan and organize work to meet established timelines and department schedules.
19. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
20. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
21. Rapidly learn and acquire skills in areas and technologies not previously assigned.
22. Type at a sufficient speed to maintain workflow.

Ability to:

1. Understand and apply the analysis of functional requirements to the development of systems proposals, specifications and recommendations for efficient, cost effective business applications and technology solutions.
2. Resolve critical system problems and escalated tickets, which may require resourcefulness, thorough research, and timeliness.
3. Conceptualize practical networking application solutions to district, department, student, and other customer requirements.
4. Analyze technical problems and anticipate the implication of various options for resolution before making a final recommendation and/or taking action.
5. Effectively manage and prioritize multiple tasks under limited time constraints.
6. Establish general schedules and priorities for systems development projects and support services.
7. Define systems security and control procedures.
8. Assess computer user needs and provide appropriate training and support.
9. Effectively communicate technical information to non-technical groups.
10. Understand and apply technical instructions, materials and resource publications.
11. Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, vendors, independent programs consultant/trainers, and the public.
12. 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.
13. Read, understand and apply technical information pertaining to computer and network systems.
14. Prepare clear, concise and accurate systems documentation and reports of work performed.
15. Assign, monitor and review the work of others.
16. Learn and apply college and district policies and procedures.
17. Maintain confidentiality of sensitive information and records.
18. Operate computers and their peripherals.
19. Use current common software applications in order to accurately enter and retrieve data.



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20. Exercise independent action and judgment in the absence of supervisor.

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, grasping of items with fingers and hands; reaching for items with hands and arms; stooping, crouching, crawling, and climbing ladders to install or remove equipment; color determination for error code recognition; moving from place to place within an office; some reaching for items above and below desk level. Strength, dexterity, coordination and vision to use a keyboard and video display terminal for long periods of time. Hearing and speaking ability to communicate clearly on the telephone or in person. 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 but exposed to varying temperatures; work outside exposed to the weather and varying temperatures; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

Duties Approved By:	Board of Trustees	Date:	October 20, 1997
Class Approved By:	Personnel Commission	Date:	October 20, 1997
Duties Revised By	Board of Trustees*	Date:	June 23, 2016
Class Revised By :	Personnel Commission	Date:	June 28, 2016
Updated By:	Elba Gomez	Date/Time:	6/23/2016 10:56AM

*Duties approved via email on behalf of Vice Chancellor of Human Resources

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

Presented to the Personnel Commission:

Date: June 28, 2016

SUBJECT: Consideration and Approval of New Classification Specification for Communications and Social Media Specialist

ENCLOSURE(S):
Classification Specification, Salary Survey

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Action

ITEM NO: 16-30

Background:

On September 5, 2015, the Board of Trustees approved a new position at Fresno City College. The title proposed by the board was Student Relation Specialist. The Personnel Commission classified the position in the Classified Service at its September 15, 2015 regular meeting. After review of the duties and comparable positions in other colleges, Commission Staff recommends the title of Communications and Social Media Specialist. The new classification and title will allow for a valid and reliable recruitment and selection process.

The following individuals were invited to suggest changes:

- President, Fresno City College
- College Director of Marketing & Communications, Fresno City College
- Director of Human Resources
- CSEA

Recommendation:

It is recommended the new classification specification for Communications and Social Media Specialist be approved as presented with a recommended classified regular salary range of 54.



State Center Community College District

Job Title:	Communications and Social Media Specialist	Classification Series:	Information Technology
FLSA Status:	Non-Exempt	Classification Group:	Web & Digital Media
Salary Schedule:	Classified Regular	Classification Level:	Intermediate
Recommended Salary Range:	54	Date Created:	September 1, 2015

Definition

Under direction, supports and enhances internal and external communications initiatives to improve social connections with employees, students/parents, prospective students/parents and community members utilizing digital and social media communication and marketing efforts.

Distinguishing Characteristics

This classification performs duties in accordance with general instructions or procedures. 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 social media and marketing systems.

A **Communications and Social Media Specialist** uses a wide variety of commercial art media and techniques to support and enhance internal and external communications initiatives to improve social connections with employees, students/parents, prospective students/parents and community members. 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. Develops and maintains a comprehensive communication strategy that defines how social media, email and marketing techniques will be applied to increase student success.
2. Identifies and posts compelling content including videos and photos to college digital media channels and website that support the core services of Student Support Services Programs (SSSP).
3. Assists in the development of goals, strategies, benchmarks and budget to communicate the steps for college success and its outreach activities.
4. Interacts with college faculty, students, staff, alumni and other stakeholders to develop social media projects targeting incoming and current students.
5. Produces appealing images and infographics to use on district and campus digital media channels and websites.
6. Researches social media trends and best practices and proactively contributes to the development, maintenance, and advancement of the multimedia strategy of the college.
7. Writes a wide variety of communications for print, television, radio, and the Internet.
8. Liaisons with staff and students assigned to engage messaging strategy and channels of various colleges, departments, programs and areas.
9. Develops and maintains student database reporting systems for targeted communication.
10. Monitors all user-generated content in line with District policies for the digital community.
11. Ensures positive public reputation and helps reduce risk exposure in social media through online reputation management.



State Center Community College District

12. Ensures communications are accurate, clear, and complete by using appropriate spelling, grammar, punctuation, and editorial style, while maintaining a consistent tone and voice.
13. Develops communication plans, online offers, and evaluates effectiveness of email communications.
14. Conceives and executes email marketing campaigns to increase student success engagement, retention, and conversion rates.
15. Works with external consultants, vendors, design and teams on creative strategies.
16. Provides SSSP event-related marketing support to students, faculty, staff and the public.
17. Assists with media research and the evaluation of new media opportunities.
18. Monitors, analyzes and reports on all communication strategies and engagement.
19. Defines key performance indicators and implements enterprise level measurement, analytics, and reporting methods to gauge success.
20. Assists in web content editing to ensure websites and social media are properly displayed.
21. Generates ideas with other members of the creative design team.
22. Maintains positive relationships with administrators, staff, students, and the public.
23. Drafts correspondence, prepares reports and presentations, and conducts research on problem areas.
24. Adheres to and remains current with federal, state and local laws and regulations such as ADA requirements, privacy laws, and trademarks.
25. Operates a variety of office equipment including computers, printers, copiers, telephones, and other equipment.
26. Serves on committees and participates in a variety of meetings and workshops, as designated by administration.
27. Assigns, monitors and reviews the work of others.
28. Performs other duties as assigned.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: An associate degree or its equivalent from a recognized college or university with a major in graphic design, digital media, marketing, communications, or a related field AND two (2) years of recent experience planning and executing digital and social media initiatives preferably in an education or corporate environment.

Licenses & Certificates

Valid Driver's License

Knowledge of:

1. Social media platforms such as Facebook, Twitter, YouTube, Google+, foursquare, Pinterest, Instagram and Tumblr.
2. Principles, techniques, materials, and equipment used in graphic design.
3. Graphic design software such as InDesign, QuarkXPress, Photoshop, Illustrator, and Internet environments.
4. Principles of copywriting and editing digital media.
5. Principles of marketing and public relations.
6. Techniques related to the preparation of graphics for TV, multimedia, and video.
7. Capabilities of computer systems and hardware common in graphic design and social media.
8. Recordkeeping and report preparation techniques to ensure information is accurately presented.
9. Basic math including addition, subtraction, multiplication, and division.



State Center Community College District

10. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
11. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
12. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.
13. Knowledge of methods and techniques of troubleshooting website, application and network problems.

Skill to:

1. Utilize and leverage social media management and analytic tools.
2. Use graphic/publishing software systems such as Adobe Creative Cloud.
3. Demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
4. Effectively communicate with individuals for whom English is not a primary language.
5. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
6. Plan and organize work to meet established timelines and department schedules.
7. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
8. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
9. Rapidly learn and acquire skills in areas and technologies not previously assigned.
10. Type at a sufficient speed to maintain workflow.
11. Appropriately assess the social media and communication needs of the college or district and respond with a coordinated response or solution.
12. Independently research and utilize a multitude of creative resources in order to stay current with social media trends and best practices.

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. Operate photography and digital media equipment and software.
6. Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, independent program consultants/trainers, and the public.
7. Participate on technical discussions with technical and non-technical groups.
8. Organize data, maintain records, and prepare clear, concise and accurate systems documentation and reports of work performed.
9. Assign, monitor and review the work of others.
10. Learn and apply college and district policies and procedures.
11. Maintain confidentiality of sensitive information and records.
12. Operate computers and their peripherals.
13. Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands and fingers, handle and feel computers and standard business equipment; and



State Center Community College District

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.

Duties Approved By:	Board of Trustees*	Date:	May 4, 2016
Class Revised By:	Personnel Commission	Date:	June 28, 2016
Updated By:	Elba Gomez	Date/Time:	6/18/2016

*Duties approved via email on behalf of Vice Chancellor of Human Resources

Communications and Social Media Specialist
June 28, 2016

College/Agency	Job Title	Education	Experience	Licenses/Certificates	Monthly Salary Low	Monthly Salary High	Classified or Academic
SCCCD	Communications and Social Media Specialist	Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: An associate degree or its equivalent from a recognized college or university with a major in graphic design, digital media, marketing.	two (2) years of recent experience planning and executing digital and social media initiatives preferably in an education or corporate environment.	Valid Driver's License	\$ 3,817.50	\$ 4,635.50	Classified
Tulare County	Media Specialist	Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be graduation from an accredited college or university with a bachelor's degree in Journalism, Marketing, Public Relations or a related field AND	two (2) years of increasingly responsible experience in journalism, mass media communication or public relations.	Valid Driver's License	\$ 3,825.92	\$ 4,662.75	Classified
SCCCD	Graphic Designer	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.	Valid Driver's License	\$ 3,817.50	\$ 4,635.50	Classified

Monthly Salary Low	Monthly Salary High
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Average Salary \$ 3,821.71 \$ 4,649.13

Personnel Commission Recommendation - Classified 54 \$ 3,817.50 \$ 4,635.50
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**HUMAN RESOURCES
& DEVELOPMENT**
TULARE COUNTY

Media Specialist

Bargaining Unit: Mid-Management

Class Code:
071800

COUNTY OF TULARE

Revision Date: Nov 16, 2014

SALARY RANGE

\$22.07 - \$26.90 Hourly
\$1,765.81 - \$2,152.04 Biweekly
\$3,825.92 - \$4,662.75 Monthly
\$45,911.00 - \$55,953.00 Annually

DEFINITION:

Coordinates public relations and media for a County department or agency. Serves as a central source of departmental or agency information. Responds to inquires made by the news media and the community.

Provides a variety of staff administrative functions.

General direction is provided by the Division Manager or higher level staff.

Responsibilities may include the direct and indirect supervision of professional and support staff.

TYPICAL DUTIES:

DUTIES: Responsibilities may include, but not necessarily limited to: Serve as spokesperson in media requests for information; plan, develop, coordinate and implement media strategies to disseminate department or agency information; coordinate public relations activities; develop materials for press announcements including preparing press releases and feature articles; develop and coordinate the illustration and printing of publications; make recommendations on design, color, graphics and appropriate media in accordance with budget restraints; prepare, review, and edit releases, newsletters, publications and public service announcement scripts; establish and maintain cooperative working relationships with the print, television and radio news media; participate in video-taped and telephone interviews with the media; supervise public information related trainings; assist with promotion development and evaluation of communication strategies; utilize social media for information dissemination and make recommendations on website content; determine website and social media updates and edits, including placement and functionality of information posted online; recommend budget needs to successfully implement public relations and outreach goals; interact with and assist administrators at events; serve as department or agency photographer at large events with the aim to publish photos in County publications, supervise, train and evaluate staff directly or indirectly depending on management.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

EMPLOYMENT STANDARDS:

EMPLOYMENT STANDARDS

Education/Experience: Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be graduation from an accredited college or university with a bachelor's degree in Journalism, Marketing, Public Relations or a related field AND two (2) years of increasingly responsible experience in journalism, mass media communication or public relations.

Knowledge of: Various journalistic styles; current principles, techniques and objectives of public information and public relations programs; strong written and verbal communication skills including the ability to employ a variety of writing techniques that inform the public on complex issues;

current office practices and procedures including business correspondence, filing, and standard office equipment operations; principles and practices of the functions of organizations of an executive office environment; data collection and record keeping methods; principles and practices of public relations.

Skill/Ability to: Multi-task in a fast paced environment; represent the department to the media in a professional manner; interpret rules and regulations; establish goals and objectives; effective oral communications with other employees, members of the media, other agencies and the public by telephone, in a one-to-one, face-to-face setting, and/or in a group setting; produce clear, concise reports, correspondence and a variety of written materials using proper sentence structure, grammar, punctuation and spelling; organize multiple activities involved in a public relations program; operate a personal computer using standard word processing, spreadsheet and publication software in order to produce media documentation; exercise exceptional interpersonal skills, good judgment, and an understanding of highly complex and political environments; comprehend and make inferences from materials; move objects 20-50 pounds short distances (20 feet or less); work cooperatively with other employees, media representatives and the public.

License or Certificate: Possession of or ability to obtain an appropriate, valid California driver's license.

Desirable Qualifications: Copywriting, journalism or desktop publishing experience.



Graphic Designer

Class Code:
GAR

Bargaining Unit: California School Employees Association

STATE CENTER COMMUNITY COLLEGE DISTRICT
Established Date: Jun 17, 1991
Revision Date: Apr 17, 2012

SALARY RANGE

\$22.02 - \$26.74 Hourly
\$3,817.50 - \$4,635.50 Monthly
\$45,810.00 - \$55,626.00 Annually

DEFINITION:

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.

EXAMPLES OF DUTIES / ESSENTIAL JOB FUNCTIONS:

?Essential Job Functions

Performs duties including meeting with and determining client needs and acceptable solutions, layout and design including rough drawings, typesets material using a microcomputer.

- Draws materials using freehand and mechanical methods.
- Operates process camera, photographs and develops slides, laminates and mounts materials.
- 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.

EMPLOYMENT STANDARDS / MINIMUM QUALIFICATIONS:

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: 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:

- Principles, techniques, materials, and equipment used in graphic design.
- Graphic design software such as InDesign, QuarkXPress, Photoshop, Illustrator, and Internet environments.
- Design and layout tools related to web site development such as HTML, CSS, and Dreamweaver
- Principles of composition, typography, aesthetics, color and design theories.
- Principles of copywriting and editing digital media.
- Principles of marketing and public relations.
- Requirements and terminology for digital pre-press, high volume offset and/or digital printing methods.
- Techniques related to the preparation of graphics for TV, multimedia, and video
- Capabilities of computer systems and hardware common in graphic design
- 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.
- Knowledge of methods and techniques of troubleshooting web site, applications and network problems.

Skill to:

- Use and maintain various graphic design studio equipment.
- 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.
- Using graphic/publishing software systems such as Adobe Creative Cloud.
- Demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
- 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, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Independently produce graphic design work utilizing a variety of software, materials, and equipment.
- Apply creativity in the preparation of layouts, drawings, illustrations, and related graphic materials.
- Create graphic design work from scanned images, photographs, sketches, and ideas.
- Design and lay out web pages using a content management system.
- Prepare graphic design work as digital files for offset printing.
- Operate photography and digital media equipment and software.
- Design using typographical, illustrative, coloring, and other related techniques.
- Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, independent programs consultant/trainers, and the public.
- Participate on technical discussions with technical and non-technical groups.
- Prepare clear, concise and accurate systems documentation and reports of work performed.
- Assign, monitor and review the work of others.
- Learn and apply college and district policies and procedures.
- Maintain confidentiality of sensitive information and records.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

PHYSICAL AND MENTAL DEMANDS:***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.

DISTINGUISHING CHARACTERISTICS:

This classification performs duties in accordance with general instructions or procedures. 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.

CLASSIFICATION HISTORY:

Section 11 Page 26

Approved: June 17, 1991

Salary Range: 54

Duties Approved By:Board of TrusteesDate:June 17, 1991

Class Approved By:Personnel CommissionDate:June 17, 1991

Class Revised By:Personnel CommissionDate:February 16, 2016

Updated By:Elba GomezDate/Time:2/11/2016

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

Presented to the Personnel Commission:

Date: May 11, 2016

SUBJECT:	Consideration and Approval of funding for HRMS Analyst #1018 and Human Resources Assistant #1003 positions in the Personnel Commission Office	ENCLOSURE(S): 2016-17 Approved Budget, Office Workload
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REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Action

ITEM NO: 16-31

Background:

The current staffing for the Commission includes the Director of Classified Personnel, a Human Resources Analyst, two Human Resources Specialists, a partially funded Limited-term Human Resources Management Systems (HRMS) Analyst (52% or 21 Hours per Week), and a Limited-term Human Resources Technician which is scheduled to end June 30, 2016. The budget for the proposed staffing plan was approved at the May 11, 2016 regular meeting when the Personnel Commission. Adjustments have been made to the budget to show additional funding for the HRMS Analyst position.

District administration approved funding the HRMS Analyst position requested by the Personnel Commission effective July 1, 2016. This position was assigned part-time to the Human Resources department and will now be working full-time for both departments. The position will now be listed as 52% funded by Personnel Commission as indicated in the approved 2016-2017 budget. No recruitment will be conducted for this position because it not a new or a vacant position. The attached budget shows the additional funding which now makes the position full-time. This is also confidential position that does not need to be negotiated. The position will continue to work on the implementation and maintenance of the NEOGOV System which includes Insight, Online Hiring Center, Onboard, and Performance Evaluation components.

Staff had previously requested funding for the vacant Human Resources Assistant (Position 1003) at 100% under the Personnel Commission. District administration did the approve funding for this request even after the Commission approved it in its budget. The workload in the Personnel Commission has increased and the position is needed to help with creating recruitment materials for testing events, obtaining oral board panelists, processing paperwork for newly hired employees, maintaining applicant and employee records, maintaining Personnel Commission agendas, minutes and website, and updating the office

electronic calendar. This work is currently being done by the Limited-Term Human Resources Technician.

The Human Resources Assistant classification was changed to Senior Human Resources Technician in 2013 but no action was ever taken to change position #1003. Staff is requesting to temporarily under-fill this position with an Office Assistant III until a new classification specification can be written as a Human Resources Assistant. The current position is a full-time 40 hours per week position that would need to be negotiated once the new classification specification is written.

The Personnel Commission needs to consider that the funding in the budget is only for a part-time Office Assistant I/II classification. The Office Assistant I/II was eliminated during a layoff in 2015. Staff is requesting to permanently fill a position that was not approved to be funded by the District which means that we will be over budget for the 2016-2017 fiscal year.

Recommendation:

It is recommended approve the current funding for HRMS Analyst #1018, funding the Human Resources Assistant #1003 and a new classification specification be created for Human Resources Assistant.

**State Center Community College District
Budget for Fiscal Year 2016-2017
Personnel Commission**

Object	Name/Object Description	Approved FY 16/17 Budget
92110	Hourly Non-Management	\$ 177,004
92115	Confidential	\$ 35,550
92120	Management	\$ 111,331
92150	O/T Classified	\$ 3,273
92320	Commissioners	\$ 1,800
92330	Hourly Part-Time	\$ 16,618
93230	PERS	\$ 44,981
93330	FICA/Medicare	\$ 25,046
93430	Health & Welfare	\$ 62,573
93530	SUI	\$ 167
93630	Worker's Comp	\$ 6,881
93730	PARS	\$ 589
94410	Office Supplies	\$ 1,500
94415	Software Non-Inst	\$ 500
94530	Publications/Catalogs	\$ 150
95240	Software Maint/License	\$ 32,000
95310	Conference	\$ 6,200
95315	Mileage	\$ 4,000
95320	Charter/Vehicle Rental	\$ 1,000
95330	Hosting Events/Workshops	\$ 3,000
95410	Dues/Memberships	\$ 4,250
95525	Medical Services	\$ 4,500
95530	Contract Labor/Other	\$ 3,500
95710	Advertising	\$ 6,000
95725	Postage/Shipping	\$ 150
95927	Chargebacks-Production	\$ 100
95990	Miscellaneous	\$ -
96510	New Equipment	\$ 2,000
		\$ 554,663

PC Staff Report
2012-2015 FY

	2011-12	2011-12	2012-13	2013-14	Average 2011-2014FY	2014-15	% Change
Recruitment & Exam							
Vacancy Announcements	34	27	48	57	41	58	30%
Lateral Announcements			32	55	44	115	62%
Applications Received	2643	2011	4593	3800	3262	3720	12%
Number of Examinations Administered:							
Knowledge/Written and/or Screening	16	15	33	61	31	56	44%
Skills/Performance Examinations	15	16	37	37	24	16	-31%
Oral Appraisal Examinations	16	17	32	38	26	44	41%
Personnel Actions:							
Eligibility Lists Established	23	29	36	62	38	58	34%
Regular Appointments (New Hires)	35	39	47	82	51	77	34%
Provisional/Limited Term	94	89	73	98	89	149	40%
Permanent Classified Employees:	612	612	607	602	608	610	1%
							27%
PC Staff	3 FTE	4 FTE	4.5 FTE	4.5 FTE	4 FTE	5 FTE*	20%

*PC Staff has 5.5 FTE

1.5 FTE are limited-term of which 0.5 FTE is solely used with NeoGov and not in this calculation

The calculations listed here do not take in consideration the classification study that staff is currently undertaking. Once the classification study has been completed, staff will create a schedule to review classifications on a yearly basis. While the classification study is conducted, Reclassification requests have been put on hold. These requests will reopen when the classification study is completed which means the workload will essentially stay the same.

The NeoGov software is another component that will continue in the future. The HRMS Analyst will support the software completely and continue to conduct training within the District for Insight, Online Hiring Center, Onboard, Performance Evaluation, and Position Control.

Personnel Commission – Director’s Report

June 28, 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
Police Officer	Continuous Recruitment
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Systems Technical Resource Analyst	June 23, 2016

The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Bookstore Rush	Competency	June 24, 2016
Building Generalist (Continuous)	Competency	June 30, 2016
College Director of Marketing & Communication	Comp/Oral Board	June 24, 2016
Cook	Oral Board	June 30, 2016
Copy Center Specialist	Oral Board	June 29, 2016
Department Secretary - PPT (MC)	Competency	July 8, 2016

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

Name	Location	Anticipated Posting Date/Status
Office Assistant III (FCC & DO)	FCC & DO	June 2016
Groundskeeper Worker	DO	July 2016
Occupational Health & Safety Officer	DO	July 2016
Senior Systems & Network Analyst	DO	July 2016
Building Services Manager	RC	July 2016
Buyer	DO	August 2016
Human Resources Analyst	DO	August 2016
Maintenance Specialist	DO	August 2016
Orientation Assistant	Districtwide	August 2016
Sign Language Interpreter Coordinator	FCC	August 2016
Social Media & Communications Spec	FCC	August 2016
Curriculum Assistant	FCC	September 2016
Staff Development Coordinator	FCC	September 2016
Student Support Services Specialist	DO	September 2016
Student Support Services Assistant	DO	September 2016
Director of Grants	DO	On hold pending classification review.
Instructional Aide – PPT	Districtwide	On hold pending position review.

International Trade Specialist	DO	On hold pending position review.
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The following are current vacancies with active eligibility lists:

Name	Vacancy Location	Status
Admissions & Records Manager	Admissions & Records, CCC	List Referred 5/20/16
Assessment Coordinator	Counseling, FCC	List Referred 5/19/16
Audio Visual Technician	Tech Support Services, FCC	List Referred 6/10/16
Building Generalist	Operations, DO	List Referred 4/4/16
Building Generalist	Operations, DO	List Referred 4/4/16
Building Generalist	Operations, DO	List Referred 4/4/16
Custodial Manager	Administrative Svcs, CCC	List Referred 6/17/16
Custodian	Building Services, CCC	List Referred 6/1/16
Custodian	Building Services, FCC	List Pending Referral
Department Secretary	Admissions & Records, FCC	List Referred 5/5/16
Department Secretary	President's Office, CCC	List Referred 4/26/16
Director of Admissions & Records	Admissions & Records, FCC	List Pending Referral
Early Childhood Educ. Associate	Child Dec. Center, FCC	List Referred 5/26/16
Early Childhood Educ. Specialist	Child Dev. Center, RC	List Referred 5/13/16
Executive Asst. to Chancellor	Chancellor's Office, DO	List Referred 6/16/16
Help Desk Technician	Information Systems, DO	List Referred 6/10/16
Instructional Tech – Manufacturing	Office of Instruction, RC	List Pending Referral
Library/Learning Resource Asst. I	Library, FCC	List Referred 5/20/16
Micro Computer Resources Tech	Tech Support Services, FCC	List Referred 6/22/16
Police Officer	Operations, DO	List Referred 5/19/16
Police Officer	Operations, DO	List Referred 5/19/16
Police Officer	Operations, DO	List Referred 5/19/16
Police Officer	Operations, DO	List Referred 5/19/16
Police Officer	Operations, DO	List Referred 5/19/16
Secretary to Assoc. Vice Chancellor	Enrollment Mgmt, DO	List Referred 6/13/16
Seasonal Student Advisor	Matric. & Outreach, CCC	List Referred 2/18/16
Student Services Specialist	A& R, MC	List Pending Referral
Upward Bound Assistant	Upward Bound, RC	List Referred 3/18/16

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 been scheduled and questionnaires are being reviewed.
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.

Around the Office

- NeoGov Onboarding Implementation, Currently Working with IS Department.
- NeoGov Performance Evaluation Implementation
- Training Administrators and staff
- Fresno City College Job Fair September 2016
- ACHRO/EEO Conference @ Sacramento October 18 – 21
- WRIPAC Training & Meeting @ Bass Lake October 26 – 28
- WRIPAC Training & Meeting @ Costa Mesa January 18 – 20, 2017
- CSPCA Conference @ San Francisco January 26 – 29, 2017