#### REGULAR MEETING STATE CENTER COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

District Office Board Room 1525 E. Weldon Ave Fresno, CA 93704

5:30 p.m. – Regular Meeting Tuesday, March 22, 2016

#### AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the February 16, 2016 Regular Meeting.
- E. Information Items
  - 1. Quarterly Budget Report
  - 2. Classification Study Status for Instructional/Accounting/Misc. Job Families
  - 3. April 2016 and October 2016 Regular Meeting Dates
- F. Action Items
  - 16-10 Consideration and Approval of Eligibility Lists
    - a. Assistant Director, SCCC Foundation, Effective 2/19/16
    - b. Child Development Lab School Manager, Effective 2/18/16
    - c. Early Childhood Education Specialist (continuous), Effective 3/14/16
    - d. Food Service Worker I (continuous), Effective 3/7/16
    - e. Instructional Laboratory Technician Biological Sciences, Effective 3/7/16
    - f. Piano Accompanist, Effective 3/17/16
    - g. Police Officer, Effective 3/7/16
  - 16-11 Consideration and Approval of Hearing Officer & Medical Examiner Results for Appeal Case # 01-26-16.16-06.1185
  - 16-12 Consideration and Approval of Classification Study Working Report for Clerical and Secretarial Job Families
- G. Director's Report
- H. Commissioners' Reports
- I. Future Agenda Items
- J. Adjournment

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

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

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

#### MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION STATE CENTER COMMUNITY COLLEGE DISTRICT February 16, 2016

Call to Order	Ms. Freeman-Fobbs called the meeting to order at 5:30 p.m.
Members Present	Members of the Personnel Commission present were: Pamela Freeman-Fobbs, Chairperson Bradley Tahajian, Vice – Chairperson Tim Liermann
	Members of Commission staff present were: Elba Gomez, Director of Classified Personnel Christine Ferguson, HR Analyst Brittany Needham, HRMS Analyst
Introduction of Guests	The following guests attended: Samerah Campbell, DO HR Cheryl Sullivan, FCC David Soldani, Esq., Atkinson, Andelson, Loya, Ruud & Romo Mary Doyle, FCC Stephanie Babb, CCC Eleanor Bruce, FCC Jason Meyers, CSEA Angie Botelho, CSEA
Public Comment	Ms. Gomez introduced Ms. Brittany Needham, HRMS Analyst.
Approval of the Minutes	The minutes of the January 26, 2016 Regular Meeting were presented for approval.
	Ms. Gomez requested that the spelling of Mr. Meyers' name be corrected throughout the minutes.
	Mr. Liermann moved to adopt the minutes as amended, Mr. Tahajian seconded the motion, and it carried unanimously.
	The motion passed as follows: Ayes – Ms. Freeman-Fobbs Mr. Tahajian, and Mr. Liermann Noes – $0$
<ul> <li><u>Information Items</u></li> <li>1. Discussion of Recruitment &amp;</li> </ul>	Ms. Gomez provided a thorough explanation of the recruitment and selection process for Classified Personnel.
Testing Fairness	Mr. Tahajian noted the benefit of knowing the process and will use the Director's Report as a guide for future reference.
<ol> <li>Discussion of Personnel Commission Office Priorities</li> </ol>	Ms. Gomez stated that the priority of Personnel Commission staff is to complete the current Classification Study.

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	Ms. Gomez also noted that while the Classification Study takes priority, it is the responsibility of the Personnel Commission to ensure that SCCCD recruitments are completed.
3. Discussion of Classification Studies	Ms. Gomez stated that calendar adjustments were made for the Clerical and Secretarial Job Family Classification Study.
	Ms. Gomez explained that she and Ms. Ferguson will begin writing job descriptions for the management and confidential job families and the information technology series.
Action Items [16-07] Consideration and Approval of Eligibility Lists	<ul> <li>Eligibility Lists Presented:</li> <li>a. Admissions &amp; Records Manager, Effective 1/27/16</li> <li>b. Early Child Education Associate – Continuous, Effective 2/10/16</li> <li>c. Theatre Manager, Effective 2/10/16</li> <li>d. Web Portal Administrator, Effective 1/22/16</li> </ul>
	Ms. Gomez presented this item for consideration and approval.
	Mr. Tahajian requested clarification on the scoring process for continuous recruitments. Ms. Gomez explained that continuous recruitments will be scored on a pass/fail basis.
	Mr. Liermann moved to approve item 16-07 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 – $0$
[16-08] Consideration and Approval to Classify	Classifications Presented: a. Office Assistant III, 6-Month Limited-term, RC
New Positions in Established Job	Ms. Gomez presented this item for consideration and approval.
Classification Specifications	Mr. Tahajian moved to approve item 16-08 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 – $0$
[16-09] Consideration and Approval of Revised Classification	Ms. Gomez presented revisions to the classification specification for Graphic Artist noting that the recommended title be changed to Graphic Designer.
Specification for Graphic Artist	Ms. Babb noted that the new position was created after the recent accreditation of Clovis Community College.

	<ul><li>Mr. Meyers voiced concern with changes made to required experience and education.</li><li>Ms. Campbell explained that the Personnel Commission Rules state that education may be substituted for experience.</li></ul>
	Ms. Gomez explained that any changes to salary would be addressed during the classification study as no changes are currently recommended.
	Mr. Tahajian requested that numbers 3, 8, and 9 in the "Knowledge" section must end with periods.
	Mr. Tahajian moved to approve item 16-09 as corrected, Mr. Liermann seconded the motion, and it carried unanimously.
	The motion passed as follows: Ayes – Ms. Freeman-Fobbs Mr. Tahajian, and Mr. Liermann Noes – 0
Director's Report	Ms. Gomez stated that the Personnel Commission staff will be participating in upcoming job fairs and that she will be attending the upcoming California School Personnel Commissioners Association Annual Conference with Mr. Tahajian.
	Ms. Gomez gave a brief update on the NeoGov training that will be facilitated by Ms. Needham. Ms. Gomez also noted that the SCCCD Mega-Conference will be taking place next month.
	Mr. Liermann inquired when the Police job family classification study would occur. Ms. Gomez stated that the Memorandum of Understanding with the Police Officers Association for the classification study to be conducted was signed in December.
	Mr. Liermann asked if the Police job family classification study would delay the pending classification study report, which includes Management, Confidential and CSEA positions. Ms. Gomez stated that it would not.
	Ms. Gomez noted that the decision regarding Information Item 16-06, Appeal of a Medical Examination Results, will be made in time for the April Personnel Commission meeting.
Commissioner's Report	Mr. Liermann stated that he is looking forward to attending the Mega- Conference.
	Mr. Tahajian stated that he will be attending the California School Personnel Commissioners Association Annual Conference with Ms. Gomez.
	Mr. Freeman-Fobbs stated that she has been working with the SCCC Foundation to plan the upcoming Renaissance Feast.

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Adjournment

Ms. Freeman-Fobbs adjourned the meeting at 6:10 p.m.

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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: March 22, 2016

SUBJECT:	Presentation of Quarterly Budget Report	ENCLOSURE(S): Budget Report Summary, Budget Report Detail
	R PERSONNEL N CONSIDERATION: Information	ITEM NO: 1

Background:

At the May 15, 2012 Personnel Commission meeting, a request was made to provide quarterly budget updates.

The enclosed report is a detailed list of spending through March 17, 2016 for the Fiscal Year 2015/2016.



# Personnel Commission Quarterly Report

Data last refreshed from Datatel on: 3/17/2016 Report generated by: SCCCD\eg004

			2015/2016					
			Total Original Budget	Current Budget	Actuals	Open Purchase	% Used	Available
11-10-844000	92	92110	\$171,096.00	\$172,525.00	\$115,784.81	Orders \$0.00	67%	\$56,740.19
Unrestricted (XX0, LT0)		Regular-Classified						
District Office		92115	\$0.00	\$30,786.00	\$17,104.83	\$0.00	0%	\$13,681.17
Personnel Commission		Confidential						
		92120	\$106,162.00	\$107,042.00	\$71,265.18	\$0.00	67%	\$35,776.82
		Management-Classified	+0.070.00	10.000.00		+0.00	450/	11.000.00
		92150	\$3,273.00	\$3,302.00	\$1,478.17	\$0.00	45%	\$1,823.83
		O/T-Classified 92320	\$1,800.00	\$22,758.00	\$15,644.69	\$0.00	69%	\$7,113.31
		Hourly Non-Students	\$1,000.00	\$22,750.00	\$15,041.05	\$0.00	0970	φ/,113.31
		92330	\$16,710.00	\$16,710.00	\$0.00	\$0.00	0%	\$16,710.00
		Perm Part-Time	+	+,	1	4		+,
		Total for 92	\$299,041.00	\$353,123.00	\$221,277.68	\$0.00	63%	\$131,845.32
	93	93230	\$32,847.00	\$40,492.00	\$24,119.56	\$0.00	60%	\$16,372.44
		PERS Non-Instr	+22 545 00	+25 504 00	t15 (22 01	+0.00	610/	+0.057.40
		93330	\$22,515.00	\$25,591.00	\$15,633.81	\$0.00	61%	\$9,957.19
		OASDI Non-Instr 93430	\$55,250.00	\$55,250.00	\$37,016.80	\$0.00	67%	\$18,233.20
		H&W Non-Instr	\$55,250.00	\$55,250.00	\$57,010.00	40.00	0, /0	φ10,233.20
		93530	\$146.00	\$165.00	\$110.69	\$0.00	67%	\$54.31
		SUI Non-Instr	· ·					
		93630	\$5,854.00	\$6,666.00	\$4,447.63	\$0.00	67%	\$2,218.37
		Worker's Comp Non-Instr						
		93730	\$535.00	\$541.00	\$551.49	\$0.00	102%	(\$10.49)
		PARS Non-Instr		1100 705 00	101.070.00	10.00	<b>C 10</b> /	1 4 6 0 D T 0 D
		Total for 93	\$117,147.00	\$128,705.00	\$81,879.98	\$0.00	64%	\$46,825.02
	94	94410	\$1,500.00	\$1,500.00	\$879.28	\$0.00	59%	\$620.72
		Office Supplies	\$1,500.00	<i><b>41,500.00</b></i>	<i>407 5.20</i>	40.00	5570	φ020.7 <i>2</i>
		94415	\$500.00	\$500.00	\$169.50	\$0.00	34%	\$330.50
		Software Non-Instr						
		94490	\$0.00	\$0.00	\$171.62	\$0.00	0%	(\$171.62)
		Other Supplies						
		94530	\$150.00	\$150.00	\$0.00	\$0.00	0%	\$150.00
		Publications/Catalogs	+2 150 00	+2 1 F0 00	±1 220 40	+0.00	E70/	+020.00
		Total for 94	\$2,150.00	\$2,150.00	\$1,220.40	\$0.00	57%	\$929.60
	95	95235	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
	55	Hardware Maint & Lic	<i>Q</i>	<b>40.00</b>	<b>40.00</b>	40100	0,0	φυίου
		95240	\$33,000.00	\$33,000.00	\$17,970.00	\$0.00	54%	\$15,030.00
		Software Maint & Licc						
		95310	\$7,200.00	\$7,200.00	\$4,637.47	\$0.00	64%	\$2,562.53
		Conference						
		95315	\$4,000.00	\$4,000.00	\$1,790.25	\$0.00	45%	\$2,209.75
		Mileage		+0.00	# 42.4 CO	+0.00	00/	(+ 424 CO)
		95320	\$0.00	\$0.00	\$424.69	\$0.00	0%	(\$424.69)
		Charter/Vehicle Rental						

		2015/2016					
		Total Original Budget	Current Budget	Actuals	Open Purchase Orders	% Used	Available
	95330	\$2,000.00	\$2,000.00	\$4,088.47	\$0.00	204%	(\$2,088.47)
	Hosting 95410 Dues/Memberships	\$4,250.00	\$4,250.00	\$3,378.00	\$0.00	79%	\$872.00
	95525 Medical Services	\$5,500.00	\$5,500.00	\$0.00	\$0.00	0%	\$5,500.00
	95530 Contract Labor/Other	\$2,500.00	\$2,500.00	\$3,841.52	\$0.00	154%	(\$1,341.52)
	95710 Advertising	\$6,000.00	\$6,000.00	\$3,673.78	\$0.00	61%	\$2,326.22
	95725 Postage/Shipping	\$150.00	\$150.00	\$0.00	\$0.00	0%	\$150.00
	95927 Chargebacks-Production	\$100.00	\$100.00	\$0.00	\$0.00	0%	\$100.00
	95990 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
	Total for 95	\$64,700.00	\$64,700.00	\$39,804.18	\$0.00	62%	\$24,895.82
96	96415 Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
	96510 Equip LT \$5K	\$2,000.00	\$2,000.00	\$520.36	\$0.00	26%	\$1,479.64
	96512 Equip GE \$5K	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
	Total for 96	\$2,000.00	\$2,000.00	\$520.36	\$0.00	26%	\$1,479.64
Tot	al	\$485,038.00	\$550,678.00	\$344,702.60	\$0.00	63%	\$205,975.40

### Quarterly Budget Report (FY 2015/2016) Personnel Commission Meeting, March 22, 2016 Discretionary Items Detail

## Office Supplies - 94410

Description	DEBIT/CREDITS	Transaction Date
Office Depot, Inc.	\$224.98	8/12/2015
Office Depot, Inc.	\$65.94	9/28/2015
Office Depot, Inc.	\$234.71	11/13/2015
Office Depot, Inc.	\$29.53	11/13/2015
Office Depot, Inc.	\$7.78	11/13/2015
Office Depot, Inc.	(\$14.82)	11/16/2015
Elba G. Gomez	\$64.92	11/20/2015
Office Depot, Inc.	\$177.00	11/20/2015
Office Depot, Inc.	(\$8.63)	12/14/2015
Office Depot, Inc.	\$4.30	12/14/2015
Office Depot, Inc.	(\$16.54)	12/14/2015
Office Depot, Inc.	(\$11.79)	12/14/2015
Office Depot, Inc.	(\$50.16)	12/14/2015
Office Depot, Inc.	(\$4.30)	12/21/2015
Office Depot, Inc.	\$174.20	2/22/2016
Office Depot, Inc.	(\$12.32)	2/22/2016
Office Depot, Inc.	\$24.69	2/22/2016
Office Depot, Inc.	\$12.32	2/22/2016
Office Depot, Inc.	(\$97.16)	2/22/2016
Office Depot, Inc.	\$74.63	3/14/2016
Budget Year: 2016	<u>\$879.28</u>	

## Software Non-Inst - 94415

Description	DEBIT	Transaction Date
J2 Global Communications	\$169.50	12/14/2015
Budget Year: 2016	<u>\$169.50</u>	

## Other Supplies - 94490

Description	DEBIT	Transaction Date
Amazon.com, Inc.	\$171.62	8/31/2015
Budget Year: 2016	<u>\$171.62</u>	

## Software Maint & Lic - 95240

Description	DEBIT	Transaction Date
NEOGOV	\$17,850.00	8/3/2015
Budget Year: 2016	<u>\$17,850.00</u>	

## Conference - 95310

Description	DEBIT	Transaction Date
WRIPAC	\$300.00	7/23/2015
WRIPAC	\$300.00	7/23/2015
WRIPAC	\$300.00	7/23/2015
WRIPAC	\$325.00	7/23/2015

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## Quarterly Budget Report (FY 2015/2016) Personnel Commission Meeting, March 22, 2016

**Discretionary Items Detail** 

Executive Inn & Suites	\$248.00	8/24/2015
Executive Inn & Suites	\$248.00	8/24/2015
Doubletree San Diego Mission Valley	\$447.00	8/24/2015
Doubletree San Diego Mission Valley	\$447.00	8/24/2015
Elba G. Gomez	\$251.09	8/31/2015
Bank of America Visa	\$400.00	9/28/2015
Christine A. Ferguson	\$336.09	11/13/2015
Elba G. Gomez	\$623.48	11/19/2015
Christine A. Ferguson	\$128.76	12/18/2015
Elba G. Gomez	\$90.00	1/11/2016
Bank of America Visa	\$193.05	2/29/2016
Budget Year: 2016	<u>\$4,637.47</u>	

# Mileage - 95315

Description	DEBIT	Transaction Date
Reshonda N Collins	\$77.26	8/7/2015
Vincent T Tafoya	\$120.75	8/7/2015
Gail Freitas	\$33.25	8/7/2015
Elba G. Gomez	\$132.25	8/24/2015
Elba G. Gomez	\$213.90	8/31/2015
Elba G. Gomez	\$100.05	8/31/2015
Elba G. Gomez	\$132.83	8/31/2015
Erick M. Walker	\$39.84	9/3/2015
Vincent T Tafoya	\$49.78	9/4/2015
Vincent T Tafoya	\$28.38	10/12/2015
Vincent T Tafoya	\$51.18	11/9/2015
Edna I Pearson	\$21.85	12/14/2015
Elba G. Gomez	\$186.88	1/11/2016
Elba G. Gomez	\$168.48	1/11/2016
Elba G. Gomez	\$116.15	1/11/2016
Elba G. Gomez	\$144.90	1/11/2016
Christine A. Ferguson	\$7.16	1/11/2016
Reshonda N Collins	\$61.89	1/15/2016
Vincent T Tafoya	\$76.02	1/22/2016
Vincent T Tafoya	\$27.45	3/11/2016
Budget Year: 2016	<u>\$1,790.25</u>	

## Charter/Vehicle Rental - 95320

Description	DEBIT	Transaction Date
EAN Services, LLC	\$152.05	12/3/2015
EAN Services, LLC	\$114.03	1/11/2016
EAN Services, LLC	\$158.61	3/4/2016
Budget Year: 2016	<u>\$424.69</u>	

## Hosting Events/Workshops - 95330

Description	DEBIT	Transaction Date
Elba G. Gomez	\$124.87	7/20/2015
Reedley College Food Services	\$78.12	8/5/2015
Vincent T. Tafoya	\$38.17	8/7/2015

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## Quarterly Budget Report (FY 2015/2016) Personnel Commission Meeting, March 22, 2016

**Discretionary Items Detail** 

Vincent T. Tafoya	\$27.88	8/7/2015
Reshonda N. Collins	\$69.27	8/10/2015
Elba G. Gomez	\$198.41	8/14/2015
ZWF Inc	\$597.86	9/3/2015
Vincent T. Tafoya	\$15.96	9/3/2015
Taher, Inc.	\$34.42	9/8/2015
Taher, Inc.	\$34.42	9/8/2015
Taher, Inc.	(\$0.08)	9/8/2015
Taher, Inc.	(\$0.08)	9/8/2015
Elba G. Gomez	\$81.72	9/23/2015
Vincent T. Tafoya	\$11.99	10/14/2015
Christine A. Ferguson	\$43.60	10/15/2015
Christine A. Ferguson	\$14.48	10/15/2015
Elba G. Gomez	\$11.10	
Elba G. Gomez	\$26.18	10/23/2015 10/23/2015
Elba G. Gomez		
	\$27.65	10/23/2015
Elba G. Gomez	\$38.80	10/23/2015
Elba G. Gomez	\$12.99	10/23/2015
ZWF Inc	\$917.15	11/9/2015
Brittany M. Needham	\$53.69	11/9/2015
Vincent T. Tafoya	\$24.97	11/9/2015
Christine A. Ferguson	\$35.80	11/10/2015
Elba G. Gomez	\$24.20	11/23/2015
Reedley College Food Service	\$67.19	12/3/2015
Reedley College Food Service	\$38.92	12/3/2015
Vincent T. Tafoya	\$11.98	12/3/2015
Brittany M. Needham	\$14.95	12/3/2015
Edna I. Pearson	\$5.99	12/3/2015
Reshonda N. Collins	\$46.42	12/7/2015
Elba G. Gomez	\$129.99	1/8/2016
Vincent T. Tafoya	\$14.97	1/15/2016
CSPCA/NC	\$350.00	1/15/2016
CSPCA/NC	\$350.00	1/15/2016
ZWF Inc	\$39.80	1/22/2016
Taher, Inc.	\$34.34	1/29/2016
Vincent T. Tafoya	\$3.99	1/29/2016
Brittany M. Needham	\$11.99	1/29/2016
Reedley College Food Service	\$38.92	1/26/2016
ZWF Inc	\$38.96	2/17/2016
CSU Fresno	\$225.00	2/22/2016
Christine A. Ferguson	\$52.09	3/14/2016
Budget Year: 2016	<u>\$4,088.47</u>	

# Dues/Memberships - 95410

Description	DEBIT	Transaction Date
CODESP	\$1,850.00	7/6/2015
CSPCA/NC	\$776.00	7/6/2015
NCHRA	\$167.00	7/20/2015
SPCA/NC	\$95.00	10/27/2015
Bank of America Visa (SHRM)	\$190.00	1/29/2016
Bank of America Visa (Surveymonkey)	\$300.00	2/29/2016
Budget Year: 2016	<u>\$3,378.00</u>	

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### Quarterly Budget Report (FY 2015/2016) Personnel Commission Meeting, March 22, 2016 Discretionary Items Detail

## Contract Labor/Other Prof Svcs - 95530

Description	DEBIT Transaction Date	
Nation and Badilla Investigations	\$1,500.00	8/31/2015
Nation and Badilla Investigations	\$750.00	1/22/2016
Law & Associates Investigations	\$750.00	1/23/2016
Kent M Kawagoe	\$325.00	1/24/2016
FIRM Associates, Inc	\$258.26	1/25/2016
FIRM Associates, Inc	\$258.26	1/26/2016
Budget Year: 2016	<u>\$3,841.52</u>	

## Advertising - 95710

Description	DEBIT	Transaction Date
CSU Fresno	\$400.00	9/2/2015
ValPrint	\$221.31	11/9/2015
САРСА	\$150.00	11/9/2015
ValPrint	\$576.19	11/9/2015
ValPrint	\$459.96	11/23/2015
ValPrint	\$491.43	11/23/2015
ValPrint	\$229.87	11/23/2015
ValPrint	\$366.27	11/23/2015
ValPrint	\$778.75	11/23/2015
Budget Year: 2016	\$3,673.78	

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

Presented to the Personnel Commission:		Date: March 22, 2016
SUBJECT:	Discussion of Classification Study Status	ENCLOSURE(S): Class Study Timeline
	R PERSONNEL ON CONSIDERATION: Information	ITEM NO: 2

#### Background:

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

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

#### **Clerical & Secretarial Job Families**

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

#### Accounting, Instructional Support, & Miscellaneous Technical Job Families

- 1. Tues, Mar 29 FCC Instruction
- 2. Tues, Mar 29 VP of Admin Services
- 3. Wed, Mar 30 FCC Student Services / Admin Services
- 4. Thurs, Mar 31 FCC President
- 5. Thurs, Mar 31 CCC
- 6. Thurs, Mar 31 RC + MC + OC
- Fri, Apr 1 DO, SCCC Foundation, Vice Chancellor of Ed Services, and Enrollment/Admissions/Records
- 8. Fri, Apr 1 DO District Operations, Police Department, and Maintenance
- 9. Fri, Apr 1 DO Business, Finance, & Accounting

#### CLASSIFICATION STUDY TIMELINE

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

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

Finalized Classification Specifications		
September 2016	Present New/Updated Duties to the	
	Board of Trustees	
September/October 2016*	Present New/Updated Classification	
	Specifications and Salary Study to	
	the	
	Personnel Commission	

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

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

Presented to the Personnel Commission:

Date: March 22, 2016

SUBJECT: April 2016 and October 2016 Regular Meeting ENCLOSURE(S): Dates

REASON FOR PERSONNEL		
COMMISSION CONSIDERATION:	Information	ITEM NO: 3

#### Background:

This item being presented as an informational item for discussion purposes and to provide an update to the Personnel Commission regarding changes in meeting dates.

<u>Day</u>	<u>Date</u>	<u>Requested Change</u>
Tuesday	April 19, 2016	Preferred: April 20, 2016
Tuesday	October 18, 2016	Preferred: October 11, 2016

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

Presented to the	e Personnel Commission:	Date: March 22, 2016
SUBJECT:	Consideration and Approval of Eligibility Lists	ENCLOSURES: Eligibility Lists
	R PERSONNEL N CONSIDERATION: Action	ITEM NO: 16-10

#### 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.

# **State Center Community College District**



COLLEGE

Announcing The Search For **ASSISTANT DIRECTOR, SCCC FOUNDATION** 

**STATE CENTER COMMUNITY COLLEGE DISTRICT** 

### **Application Deadline**

Monday, February 1, 2016, 4:30 PM

### **Salary Information**

**Classified Management Range 44** Starting Annual Salary \$77,966.00-\$98,137.00

### **Apply Online**

http://agency.governmentjobs.com/scccd

### **- - -**ममग

## **ASSISTANT DIRECTOR, SCCC FOUNDATION**

#### **Definition**

Under general direction of the Executive Director of Foundation and Foundation Board, plans, supervises, coordinates and evaluates office functions, alumni engagement and annual giving, increases marketing and outreach to alumni, and ensures efficiency and effectiveness of the Foundations Office programs and 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, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

#### **Essential Job Functions**

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

- Assists the executive director of the foundation in conducting a comprehensive, on-going fund development program to meet the needs of the district that have been adopted by the foundation board.
- Partners with development colleagues to identify, cultivate and steward alumni giving and develop effective annual giving programs.
- Creates alumni association advisory boards for multiple campuses and serves as a liaison between the alumni boards and other entities within the district.
- Creates programs that engage affinity groups and other constituents.
- Oversees the resource development and strategic growth of reunion programs.
- Educates students about alumni benefits and engages them in alumni programs, partners with the respective colleges to plan the growth and accessibility of career networking services for students and alumni.
- Provides leadership for campaigns that may be undertaken by the foundation.
- Solicits funds via face-to-face solicitations, writes grant proposals, develops and implements annual campaigns and special events, and participates in other appropriate fund raising programs to increase revenue and to support the fundraising goals of the foundation.
- Works in partnership with the colleges and centers to identify prospects and assures appropriate cultivation takes place.
- Attends foundation committee meetings, provides meeting materials, prepares reports, and provides staff support.
- Attends district, college, centers and community events and makes presentations to foundation and district boards, the campus community and community-at-large to promote foundation programs and to communicate the effectiveness of campaigns and events.

- Prepares and utilizes reports to enhance and improve information and decision making for program management.
- Tracks and analyzes a variety of data related to foundation programs, prepares and implements plans and reports in response to data analysis.
- Oversees the maintenance of donor and prospect information within the foundation's database.
- Prepares budget, monitors revenue, analyzes and reviews budgetary and financial data.
- Assigns, monitors, and evaluates the work of other employees and volunteers.
- Perform other duties as assigned.

#### Minimum Qualifications

#### Education & Experience

Any combination equivalent to: Bachelor of Arts degree in Business Management, Marketing, Hospitality, Communications or a related field and management-level experience (3 years or more) in fundraising and resource development to include volunteers, and major gifts solicitation from foundations, corporations, businesses, and individuals. Experience in higher education non-profit preferred.

#### *Licenses & Certificates* Valid Driver's License.

#### Knowledge of:

- Methods, techniques, and procedures used in the planning, development, marketing, and delivery of a major fundraising and resource development program in higher education.
- Federal, state, and local laws and regulations such as 501c3 exemptions.
- Strategic planning, resource allocation, staffing, and supervision.
- Budget development and expenditure tracking.
- Record keeping and report preparation techniques to ensure information is accurately presented to the Foundation Executive Director and Board.
- Basic math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, publishing, and database programs.

#### Skill to:

• Prepare event plans and develop materials for alumni engagement as needed by the Foundation.

- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding Foundation services.
- Utilize non-profit management database and query tools to extract data from databases for interpreting and communicating information.
- Conduct research and prepare reports as required by the Foundation Executive Director.
- Demonstrate excellent relationship management and interpersonal skills.
- Demonstrate strong organizational and analytical skills.
- 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 Foundation 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:

- Supervise events for alumni to include students, staff, faculty, public and vendors.
- Strengthen and implement the goals of a major comprehensive community college foundation program.
- Develop, provide leadership and prioritize projects for Alumni programs.
- Oversee major fundraising and outreach to the business and philanthropic communities.
- 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 across wide geographical locations.
- 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 to include special, evening and weekend events.
- Monitor event expenses for the Foundation office.
- Learn, interpret and apply federal and state laws and regulations, district policies and procedures as they pertain to nonprofit management.
- Maintain confidentiality of sensitive information and records.
- Receive and follow instructions in order to build and maintain effective working relationships.

- Assign, monitor, and/or review the work of others.
- Appropriately interact with students, staff, faculty, and public.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.
- 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)

## ASSISTANT DIRECTOR, SCCC FOUNDATION

- 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**

- Will be required to frequently travel to locations other than assigned site.
- 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.
- Overtime and/or schedule changes will occur based on business needs.

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

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

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

#### TESTING TENTATIVELY SCHEDULED FOR THURSDAY FEBRUARY 18, 2016

To move forward in the selection process, you must complete an online application through our web site 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 eligibility list, which will be valid for at least one year, will be used to fill full-time positions in this classification.

THE DISTRICT OFFICES WILL BE CLOSED BEGINNING FRI-DAY, DECEMBER 25, 2015 AND WILL RE-OPEN ON MON-DAY, JANUARY 4, 2016. STAFF WILL BE UNAVAILABLE TO ANSWER RECRUITMENT QUESTIONS DURING THIS TIME. PLEASE PLAN YOUR APPLICATION ACCORDINGLY.

### State Center Community College District Personnel Commission Office

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

## ASSISTANT DIRECTOR, SCCC FOUNDATION

Recruitment ID 201500361	<b>Hits</b> 1225	Applicants 30	Failed MQ** 15	Failed Competitive 4	Took Competency 11	<b>Took Oral</b> 10	Eligible 8
			Ora	al Board Raters			
Deborah Bristol, In James Meinert, Int Charise Hansen, Di Pedro Santana, Dir Bruce Batti, Preside	erim Execu rector of D ector of Fu	utive Director Donor Steward and Developm	(Retired), SCCC F ship, Central Val ent, Poverello H	Foundation lley Community Found	ation		

#### Advertisements

#### Websites:

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

#### Agencies and Schools:

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

#### K-12 School Districts:

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

#### **Applicant Demographics**

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi- racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	3	1	0	4	8	4	0	1	21
Male	1	0	0	1	6	1	0	0	9
No Answer	0	0	0	0	0	0	0	0	0
Total	4	1	0	5	14	5	0	1	30

# **State Center Community College District**



Announcing The Search For CHILD DEVELOPMENT LAB SCHOOL MANAGER

## **CLOVIS COMMUNITY COLLEGE**

### **Application Deadline**

Monday, February 1, 2016, 4:30 PM

### **Salary Information**

Classified Management Range 38 Starting Annual Salary \$69,280.00—\$87,245.00

Apply Online http://agency.governmentjobs.com/scccd



## CHILD DEVELOPMENT LAB SCHOOL MANAGER

#### **Definition**

Under direction plans, manages, evaluates and oversees the activities, services, and staff associated with the Child Development Lab School.

#### **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, adjust grievances, participating in the Interactive discussion process, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

The **Child Development Lab School Manager** supervises the Child Development Lab School that is responsible for providing a model early childhood care and educational program for children and early childhood education students. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/ codes. The incumbent 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 the child development lab school and student programs and services. The incumbent must also possess strong organizational and leadership skills.

#### Supervision Received

General direction is usually received from the Dean of Instruction.

#### Supervision Exercised

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

#### **Essential Job Functions**

- Plans, coordinates, directs and supervises the activities, operations and staff of the Child Development Lab School.
- Ensures the health and safety of children in attendance, staff, parents, and volunteers on site.
- Develops and implements the college philosophy of early childhood education that is used to establish goals and objectives and to evaluate program effectiveness.
- Maintains and applies current knowledge and theory of best practices in child development.
- Maintains health and safety standards including nutritional programs, universal health precautions, emergency procedures, facility and equipment safety for children, parents, staff and students.
- Maintains National Association for the Education of Young Children Accreditation status including submission of all annual and accreditation reports in a timely manner.
- Develops, manages and monitors the annual lab school budg-

et, in collaboration with instructional faculty, and controls the expenditures of funds.

- Interviews, hires, schedules, supervises, and evaluates all lab school staff.
- Schedules staff and assigns work to maintain teacher/child/adult/ ratios.
- Advises and assists program staff in the resolution of work-related problems.
- Arranges for timely maintenance and repair of lab school facilities and plans for equipping indoor/outdoor learning environments.
- Ensures compliance with campus, state, and county regulations and other legal and regulatory provisions concerned with the operation of the Centers.
- Oversees the maintenance of records and submits reports as required by licensing and the District.
- Develops and maintains a system for the maintenance of confidential files, which includes all documents required by licensing and other pertinent information.
- Supervises the assessment of children, making referrals for children as needed.
- Oversees the development, review and currency of the lab school policies and parent handbook with the input of lab school staff.
- Oversees the development and maintenance of classroom environments and curriculum to create a warm, interactive, intellectually stimulating, physically challenging, and emotionally secure program based on individual children's and families' specific needs, including language and cultural values which reflect and support the child development instructional program in close collaboration with child development faculty.
- Ensures the program's design and curriculum reflects theories and practices taught in the child development lecture courses, developmentally appropriate practices, emergent curriculum, documentation, use of industry standard tools and the integration of in-depth projects.
- Oversees and ensures the appropriate delivery of classroom curriculum including assessments, observations and conferences.
- Oversees lab school staff in-service training and professional development.
- Ensures lab school staff develops positive interpersonal relations with parents through parent orientations, parent education, individual conferences, parent meetings and daily parent communication.
- Ensures the facilitation of positive interpersonal relations with staff, students, children and the public through accessibility, positive dialogue, and regularly scheduled staff meetings.
- Advocates for and represents the lab school Program on campus and in the community and provides on-going reports to the Advisory Committee, child development faculty and other related campus and community interest groups.
- Communicates with other administrators, personnel, social services, and other outside agencies to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Provides on-going training concerning mandated reporting of suspected neglect or child abuse.

- Communicates effectively orally and in writing.
- Learns and applies emerging technologies.
- Attends and participates in seminars, conferences, workshops, and other meetings related to the lab school.
- Supervises the planning and implementation of the nutritional program.
- Generates resources and funds through grant writing and program proposals.
- 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

Education and experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Master's degree from an accredited college or university in child development, early childhood education, human development, or related field (degree must show 24 units in child development of which 3 units must be in infant/toddler development), and a minimum of 3 units in administration or staff relations with the ability to complete an additional 6 units within 2 years of hire AND two (2) years or more of increasingly responsible experience working in a child development program, including at least one year of supervisory experience.

#### Licenses & Certificates

- Valid Driver's License.
- Possession of a California Child Development Program Director's Permit or ability to obtain permit within 6 months of hire.
- Valid certification in pediatric cardiopulmonary resuscitation (CPR) or ability to obtain one within 60 days of hire.
- Valid certification in first aid and preventative health practices or ability to obtain certification within 60 days of hire.

#### Knowledge of:

- National Association for the Education of Young Children Accreditation requirements and other related child care center licensing requirements and/or standards.
- State and Federal laws, rules, policies, procedures, and regulations regarding child care activities.
- Grant writing and institutional research techniques used in programs development process
- Methods of observing, evaluating and recording child behavior.
- Nutritional standards.
- Health and safety standards, universal health precautions and emergency response techniques
- Facility and equipment safety.
- Early childhood education philosophies and best practices.
- 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, spread-sheets, calendaring, presentation, and database programs.

#### Skill to:

- Conduct research and ability to analyze data and prepare reports such as those required by institutional programs or grant funding agencies.
- Independently plan and implement a comprehensive and innovative early childhood education program for children and early childhood education students.
- Coordinate enrollment activities for the child development center.
- 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 early childhood education and child development center operations.
- 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:

- Foster a developmentally appropriate and diverse learning environment for children and Early Childhood Education students by managing enrollment, laboratory learning opportunities, maintaining licensing standards, developing relationships with early care education peers and supporting center operations staff.
- Ability to achieve and maintain a level 5 Early Stars rating from the County Office of Education.
- Effectively represent the college at community events and present clear, concise, comprehensive reports to all in attendance.
- Develop, establish and maintain effective working relationships

## CHILD DEVELOPMENT LAB SCHOOL MANAGER

with District and campus administrators, management, staff, parents, 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.
- Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
- Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
- Prepare and monitor a budget.
- 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.

#### **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, equipment and children 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; 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 inside protected from the weather; work outside exposed to the weather and varying temperatures; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

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

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 predetermined rating criteria (pass/fail). The examination process will also include a competency exam (35% weight) and an oral interview examination (65% weight).

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

#### TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY FEBRUARY 17, 2016

To move forward in the selection process, you must complete an online application through our web site 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 eligibility list, which will be valid for at least one year, will be used to fill full-time positions in this classification at Clovis Community college.

State Center Community College District Personnel Commission Office 1525 E. Weldon Avenue Fresno, CA 93704 (559) 226-0720 www.scccd.edu

## CHILD DEVELOPMENT LAB SCHOOL MANAGER

Recruitment ID 201500156	<b>Hits</b> 686	Applicants 11	Failed MQ** 6	······		<b>Took Oral</b> 4	Eligible 3	
	Oral Board Raters							
Estefana Antonio, Child Development Coordinator, Fresno City College Wendy Hernandez, Supervisor Early Childhood Education, Central Unified School District Deanna Mathies, Director Early Learning Department, Fresno Unified School District								
			Ac	dvertisements				
<u>Websites:</u> SCCCD, CCC Regist	ry, Edjoin	, BulldogLink, (	Google+, Facebo	ok, 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	0	5	4	1	0	0	11
Male	0	0	0	0	0	0	0	0	0
No Answer	0	0	0	0	0	0	0	0	0
Total	1	0	0	5	4	1	0	0	11



### **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



disability, medical condition, marital status, religion or similar factors as defined by law. We are a Title V employer.

### EARLY CHILDHOOD EDUCATION SPECIALIST - CONTINUOUS

Employment Standards (con't):

Required

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

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### **EARLY CHILDHOOD EDUCATION SPECIALIST - CONTINUOUS**

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)
- May be required to travel to locations other than assigned site.
- Schedule changes may frequently occur based on center needs.

conditions which may occur:

Working

- 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**

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

**CONTINUOUS RECRUITMENT Filing Deadline:** 

Pay Range: Regular Classified 53

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# EARLY CHILDHOOD EDUCATION SPECIALIST CONTINUOUS

Recruitment ID ECES-CONT	<b>Hits</b> 1663	Applicants 25	Failed MQ 13	Failed Competitive	Took Competency	<b>Took Oral</b> 8	Eligible 8
			Oral Bo	oard Raters			
Raquel Ochs – Chil Amy Carnahan – P		,	, ,	ge Ication - Early Care and	Education		
			Advert	isements			
Websites: SCCCD, CCC Regis	try, Edjoin, B	ulldogLink, Goog	le+, Facebook, L	inkedIn, Twitter			

#### Agencies and Schools:

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

#### K-12 School Districts:

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

#### Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi- racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	1	14	6	3	0	0	24
Male	0	0	0	1	0	0	0	0	1
No Answer	0	0	1	0	0	0	0	0	0
Total	0	0	2	15	6	3	0	0	25



### **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

### FOOD SERVICE WORKER I - CONTINUOUS

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

**Definition:** Under direction assists in the preparation and serving of food.

**Compensation:** Part-time positions are paid hourly, starting at \$13.14 with limited benefits.

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

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

**Employment** Standards:

Experience: None required.

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

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

#### TESTING WILL BE SCHEDULED MONTHLY AS NEEDED BASED.

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

Filing Deadline: CONTINUOUS RECRUITMENT

Pay Range: Regular Classified Range 33

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## **FOOD SERVICE WORKER I - CONTINUOUS**

Recruitment ID	<b>Hits</b>	Applicants	Failed MQ**	Failed Competitive	Took Competency	Eligible
FSW-CONT	1822	96	7	6	73	21
			Advertis	ements		

#### Websites:

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

#### Agencies and Schools:

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

#### K-12 School Districts:

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

#### Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi- racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	3	1	8	38	14	1	0	2	67
Male	0	3	4	9	7	1	0	2	26
No Answer	0	0	1	0	0	0	0	2	3
Total	3	4	13	47	21	2	0	6	96

#### \*\* Failed MQ: 5—Minimum qualifications; 2– Incomplete application



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### **INSTRUCTIONAL LABORATORY TECHNICIAN – BIOLOGICAL SCIENCE**

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 sets up laboratory materials and assists in the operation and maintenance of biology laboratory and equipment, prepares demonstrations for the class, organizes and monitors the disposal of hazardous waste materials.
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:	<ul> <li>Performs a variety of duties related to the maintenance and operation of a biology teaching laboratory including but not limited to:</li> <li>Demonstrates proper techniques and use of tools and equipment for students during laboratory classes.</li> <li>Prepares, labels, and maintains stock solutions for classroom and laboratory demonstrations and experiments.</li> <li>Prepares, labels, and maintains stock solutions and reagents.</li> <li>Prepares, labels, and disposes of live biological cultures and unknowns for laboratory demonstrations and practical examinations.</li> <li>Ensures the set-up and clean-up of laboratory exercises.</li> <li>Inspects student experiments and work.</li> <li>Operates, assembles, installs, inspects, tests, and repairs equipment, supplies, and materials.</li> <li>Oharitates the use of the laboratories, and other assigned areas in a clean, safe, and orderly condition.</li> <li>Orders, receives, inspects, and organizes supplies, instruments, materials, tools, chemicals, solutions and equipment.</li> <li>Ohoritors and tracks budget expenditures, prepares reports, and makes recommendations on funds needed for class labs and new equipment.</li> <li>Performs demonstrations and provides orientation, assistance, training and technical support to instructors on laboratory procedures, operation of equipment, and location and use of materials.</li> <li>Analyzes and suggests changes to experimental procedures.</li> <li>Inspects, tests, operates, assembles, and installs equipment, supplies, and materials.</li> <li>Makes repairs to equipment, to the extent possible, or arranges for professional repair services.</li> <li>Matinatins record keeping of hazardous and biological waste generation in accordance with regulations, guidelines, and district policy.</li> <li>Collects, stores, and cordinates the disposal of hazardous chemicals and materials.</li> <li>Makes repairs to equipment, and communication, and blood borne pathogen exposure programs.</li> <li>Ensures that laboratory chemical Hygien</li></ul>
	unity College District is an Equal Opportunity Employer. It is the policy of State Center Community College District to swith 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 LABORATORY TECHNICIAN – BIOLOGICAL SCIENCE** 2

Required Employment Standards:

#### Education

Bachelor's degree in Biology including coursework in Microbiology or Biotechnology.

#### Experience

Experience in a biological science laboratory including previous experience handling and working with microbiological specimens and equipment maintenance.

#### Licenses/Certificates

Valid Driver's License is required.

#### Knowledge

- Knowledge of operation and preparation of a biological science laboratory and equipment.
- Knowledge of scientific supplies/procedures used in the biological science laboratories.
- Knowledge of aseptic techniques for culturing microorganisms.
- Knowledge of safety procedures for chemical or biological hazards.
- Knowledge of principles and handling of hazardous waste disposal.
- Knowledge of chemical equations, symbols, and scientific notations.
- Knowledge of principles of sterilization.
- Knowledge of optics.
- Knowledge of taxonomy.
- Knowledge of cleaning, fabrication, operation, and minor repair techniques and maintenance of lab equipment.
- Knowledge of research procedures.
- Knowledge of proper storage and preservation procedures of biological specimens.
- Knowledge of proper chemical hygiene.
- Knowledge of health and safety regulations.
- Knowledge of inventory techniques.
- Knowledge of principles and practices of budget tracking.
- 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 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, and repair, and maintain lab equipment.
- Skill to communicate effectively both orally and in writing.
- Skill to give clear and concise instructions.
- Skill to communicate with vendors.
- 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 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 review and evaluate the work of students assigned by instructors.
- Ability to perform specialized technical laboratory duties pertaining biology.
- Ability to provide hands-on academic support to students as a supplement to their classroom teaching.
- Ability to maintain accurate inventory of laboratory equipment and supplies.
- Ability to maintain budget for laboratory supplies and anticipate expenses.
- Ability to safely clean up and dispose of hazardous materials.
- Ability to review and evaluate the work of students assigned by instructors.
- Ability to evaluate and assist students in a lab setting.

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# INSTRUCTIONAL LABORATORY TECHNICIAN – BIOLOGICAL SCIENCE

Required Employment Standards (con't):

- Ability to interpret, explain, and apply procedures and regulations pertaining to laboratory safety and hazardous material disposal.
- Ability to keep accurate records and maintain accurate inventory of laboratory equipment and supplies.
- Ability to maintain budget for laboratory supplies and anticipate expenses.

• 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 effectively communicate with individuals for whom English is not a primary language.
- Ability to train and direct student aides.
- 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 office supplies and equipment weighing up to 40 lbs.

#### 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 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)

• 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)

- 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)

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# INSTRUCTIONAL LABORATORY TECHNICIAN – BIOLOGICAL SCIENCE

Working conditions which may occur:	<ul> <li>Work inside protected from the weather.</li> <li>Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.</li> <li>Exposure to fumes, vapors or airborne particles, hazardous chemicals, biological hazards and risk of electrical shock. NOTE: All exposure is under OSHA Permissible Exposure Levels (PEL).</li> <li>Exposure to temperature controlled environment (walk-in refrigerator).</li> <li>Work effectively in a demanding environment.</li> <li>Work collaboratively in a team environment.</li> <li>Some overtime and/or schedule changes may occur.</li> <li>Work under pressure of constant deadlines with frequent interruptions.</li> </ul>
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).
	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.
	<b>TESTING TENTATIVELY SCHEDULED FOR WEDNESDAY, MARCH 2, 2016</b>
	To move forward in the selection process, you must complete an online application through our web site at <a href="http://agency.governmentjobs.com/scccd">http://agency.governmentjobs.com/scccd</a> . Please attach to your application a copy of your degree or transcripts (including when degree was awarded) or your application may be considered incomplete. <i>Resumes may be uploaded but cannot be used in lieu of a completed application</i> .

Filing Deadline: FRIDAY, FEBRUARY 19, 2016, 4:30 PM. Posted: 01/27/16

Pay Range: Regular Classified Range 57

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# **INSTRUCTIONAL LABORATORY TECHNICAIN – BIOLOGICAL SCIENCE**

Recruitment ID ITB-0116	<b>Hits</b> 711	Applicants 40	Failed MQ** 9	Failed Competitive 15	Took Competency 16	1 /	
			Ora	al Board Raters			
Austin Fite, Instructional Technician – General Science, Clovis Community College Rosemary Waters, Retired Emerita, Department of Biology, Fresno City College							
			Ac	dvertisements			
<u>Websites:</u> SCCCD, CCC Registry, Edjoin, BulldogLink, Google+, Facebook, LinkedIn, Twitter							

#### Agencies and Schools:

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

#### K-12 School Districts:

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

## Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi- racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	3	1	4	6	2	4	0	0	20
Male	0	0	3	3	9	2	0	1	18
No Answer	0	0	0	0	0	0	0	2	2
Total	3	1	7	9	11	6	0	3	40



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

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# PIANO ACCOMPANIST - CLOVIS COMMUNITY COLLEGE

The eligibility list, which is valid for at least one year, will be used to fill part-time & flexible positions in this classification at Clovis Community College only. The current vacancy is a part-time position.

**Definition:** Under direction provides accompaniment for classes and performances.

**Compensation:** Part-time positions are paid hourly, starting at \$19.48 per hour with limited benefits.

**Experience and Education:** Two years of experience accompanying dancers, choral groups, physical education classes, vocal soloists, or similar musical work. Formal study of the piano may be substituted for the required experience on a year for year basis.

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

- **Examples of Duties:** Provides piano accompaniment during instruction. Plays accompaniment at sight for classes in art, song, and voice for choral groups and individuals. Illustrates different musical forms in modern dance and theory courses. Adapts themes to the piano from recorded music. May accompany student performances. May assist in music selection.
- Required Knowledge, Skills and Abilities: Fundamentals of piano playing, music theory, harmony, rhythm, composition, transition, and tempo. Meaning of musical terms, signs, and abbreviations, in popular, semi-classical and classical music. Work effectively with instructional personnel and students, follow a soloist or conductor in performing musical score. Improvise, adapt music, memorize musical selections, while playing, changing emphasis as needed. Play at sight, with accuracy and feeling. Ability to follow laws, regulations, rules and district policies/procedures. Possess the ability to maintain cooperative working relationships with others and an ability to work with a diverse academic, socioeconomic, cultural, and ethnic population of students and staff with physical and learning disabilities.
- **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 (60% weight) and an oral interview examination (40% weight).

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

#### INTERVIEWS AND TESTING TENTATIVELY SCHEDULED FOR FRIDAY, JANUARY 15, 2016.

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

Filing Deadline: 4:30 p.m., Friday, January 8, 2016

Posted: 12/3/15

Pay Range: Regular Classified 49

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.

# PIANO ACCOMPANIST – CLOVIS COMMUNITY COLLEGE

Recruitment ID 201500195-2	<b>Hits</b> 170	Applicants 5	Failed MQ** 2	Failed CompetitiveTook Performan03		<b>Took Oral</b> 3	Eligible 1
			Ora	al Board Raters			
Aarne Kela, Accompanist, Fresno City College Alan Durst, Professional Saxophonist, Fresno State Keith Pepper, Orchestra Member, Tulare County Symphony							
			A	dvertisements			

#### Websites:

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

#### Agencies and Schools:

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

#### K-12 School Districts:

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

#### **Applicant Demographics**

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



# 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

# **POLICE OFFICER**

The eligibility list will be used to fill full-time positions in this classification for at least one year. The vacancy exists in the District Police Department.

- **Definition:** Under direction patrols district campuses, offices, and other property in order to perform law enforcement and crime prevention functions, respond to crime-in-progress calls from the police radio regarding the district's property, personnel and students, and apprehend suspects and investigate crimes.
- **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.
- **Examples of Duties:** Duties include investigating criminal activity, apprehending law violators, controlling dangerous and violent persons, operating emergency vehicles within legal guidelines, conducting plant security inspections, assisting staff and public with directions, unlocking or jumpstarting vehicles, and investigating non-criminal incidents. Police officers may be required to perform other duties such as field training officer, firearms and tactical weapons instruction, first aid and CPR training, background investigations, other related duties as assigned.

Required Employment Standards: **Education and Experience** 

Completion of thirty units of college coursework and POST Academy Certificate with no additional experience required.

# **Temporary Officers**

Completion of thirty units of college coursework, POST Academy and Basic Certificate with at least one year of law enforcement experience required.

## Licenses/Certificates

• A valid driver's license is required.

# Knowledge

• Knowledge of rules and regulations pertaining to the protection of buildings and grounds belonging to the district, California Penal Code, California Vehicle Code, Education Code, and City and County ordinances relating to theft, burglary, arson, etc.

• Knowledge of legal mandates, traffic laws and regulations, basic school law, policies, rules, and regulations concerning campus control, parking, security, and appropriate student behavior.

• Knowledge of administration of Public Safety Officer's Bill of Rights.

• Knowledge of procedures and methods for patrol, arrest, search, seizure, evidence, preliminary crime scene investigation, and protection.

- Knowledge crime problems, current issues and special problems that affect school districts.
- Knowledge of crowd control procedures and the detection and identification of dangerous drugs, improper substances and gang activity.
- Knowledge of safe campus supervision methods and procedures.
- Knowledge of behavior modification strategies and techniques.
- Knowledge of emergency communication techniques including equipment and its use.
- Knowledge of fire safety, security, surveillance, and communication systems and codes.
- Knowledge of first aid and CPR.

# POLICE OFFICER

## Required Employment Standards (cont'd):

- Knowledge of handgun use and safety measures.
- Knowledge of record keeping and report preparations techniques to ensure department compliance.

• Knowledge of proper English spelling, grammar, and punctuation to compose items such as police reports and/or strategic plans.

• Knowledge of customer service principles and interpersonal relationships 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, calendar, presentation, and database programs.

## Skills

• Skill to conduct investigations, make arrests, file criminal complaints, patrol effectively, lift fingerprints, detect and prevent criminal activity.

• Skill to analyze data and prepare reports for items such as investigations, complaints, arrests, and others.

• Skill to operate and maintain department issued weapons and qualify periodically.

• Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of procedures.

• Skill to make quick decisions in emergency situations.

• Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.

• Skill to utilize law enforcement computer systems.

• Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.

• Skill to accurately type at a sufficient speed to maintain workflow

• Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.

• Skill and ability to effectively communicate with individuals for whom English is not a primary language.

# Abilities

• Ability to establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, 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 promote good community relations and build community confidence in the campus police department.

• Ability to think clearly and logically, use good judgment, and make quick and appropriate decisions in emergency situations.

• Ability to recognize signs of danger to school property.

• Ability to exercise physical force when necessary in restraining and assisting in the arrest of suspicious persons or suspects on district property.

• Ability to interview and advise suspects, witnesses, victims, reporting parties, parents, and staff.

- Ability to remember names, faces, and details of occurrences.
- Ability to qualify to use a handgun.
- 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 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 learn, interpret and apply federal and state laws and regulations, district policies and procedures as they pertain to law enforcement.

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# POLICE OFFICER

# Required Employment Standards (cont'd):

- Ability to maintain confidentiality of sensitive information and records.
- Ability to assist in assigning, monitoring, and/or reviewing the work of others.

• Ability to receive and follow instructions in order to build and maintain effective working relationships.

- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 140 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 such as exercising physical force. (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-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.

# **POLICE OFFICER**

Required Employment Standards (cont'd):	<ul> <li>Expression)</li> <li>Identify and understand the speech of another person. (Speech Recognition)</li> <li>Recognize when something is wrong or is likely to go wrong. (Problem Sensitivity)</li> <li>Combine pieces of information to form general rules or conclusions such as finding a relationship among seemingly unrelated events. (Inductive Reasoning)</li> <li>Apply general rule, a premise, which is known to be true to specific problems to produce answers that make sense. (Deductive Reasoning)</li> <li>Read and understand information and ideas presented in writing. (Written Comprehension)</li> <li>Communicate information and ideas in writing so others will understand. (Written Expression)</li> </ul>
Working conditions Which May Occur:	<ul> <li>Work situations which require the supervision or control of persons who may become physically violent, or combative.</li> <li>Will be required to frequently travel to different locations within the District.</li> <li>Work inside protected from the weather.</li> <li>Work outside exposed to the weather and varying temperatures.</li> <li>Work under pressure of constant deadlines with frequent interruptions.</li> <li>Work effectively in a demanding environment.</li> <li>Work collaboratively in a team environment.</li> <li>Work with sensitive and confidential information.</li> <li>Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.</li> <li>Schedule changes may occur based on business needs.</li> </ul>
Examination Process:	The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (No Weight). The examination process will also include a competency test (pass/fail) and an oral interview examination (pass/fail).
	Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, all passing candidates, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 20 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, FEBRUARY 19, 2016.
	To move forward in the selection process, you must complete an online application through our web site at <a href="http://agency.governmentjobs.com/scccd">http://agency.governmentjobs.com/scccd</a> . Please attach to your application a copy of your degree or transcripts (including when degree was awarded) and your POST Academy Certificate or your application may be considered incomplete. <i>Resumes may also be uploaded but cannot be used in lieu of a completed application</i> .
	THE DISTRICT OFFICES WILL BE CLOSED BEGINNING FRIDAY, DECEMBER 25, 2015 AND WILL RE-OPEN ON MONDAY, JANUARY 4, 2016. STAFF WILL BE UNAVAILABLE TO ANSWER RECRUITMENT QUESTIONS DURING THIS TIME. PLEASE PLAN YOUR APPLICATION ACCORDINGLY.
Filing Deadline:	FRIDAY, JANUARY 29, 2016 4:30 PM.Posted: 12/21/15Pay Range: Regular Classified 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.

# **Police Officer**

Recruitment ID 201500115	<b>Hits</b> 790	Applicants 24	Failed MQ** 2	Failed Competitive	Took Competency 21	<b>Took Oral</b> 16	Eligible 14
			Ora	al Board Raters			
Jennifer Curwick, Lieutenant, California State University Fresno Carlos Frausto, Police Sergeant, California State University Fresno James Munro, Police Sergeant, Clovis Police Department Felipe Uribe, Police Sergeant, State Center Community College 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	0	0	0	1	2	0	0	0	3
Male	1	0	0	13	5	1	0	0	20
No Answer	0	0	0	1	0	0	0	0	1
Total	1	0	0	15	7	1	0	0	24

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

Presented to the Personnel Commission:

Date: March 22, 2016

SUBJECT:	Consideration and Approval of Hearing Officer & Medical Examiner Results for Appeal Case # 01-26-16.16-06.1185	ENCLOSURE(S): Appeal, PC Rules Chapter 22

REASON FOR PERSONNEL COMMISSION CONSIDERATION: Action

ITEM NO: 16-11

## Background:

At the January 26, 2016 Personnel Commission regular meeting, the Commission appointed a Hearing Officer and Medical Examiner to conduct a medical evaluation of Mr. Jonathan Diaz. Personnel Commission staff has received the results from the Hearing Officer and Medical Examiner, Dr. Gregory Cherney. The results are attached for the Commissions review and determination.

# Recommendation:

It is recommended the Personnel Commission make a determination on the results submitted by the Hearing Officer.

# **CHAPTER 22**

# APPEAL OF MEDICAL EXAMINATIONS

## -----

## SECTION 22 APPEALS OF MEDICAL DISQUALIFICATIONS OF CLASSIFIED EMPLOYEES AND ELIGIBLES

22-1 <u>MEDICAL DISQUALIFICATION:</u> The Commission's Rules that provide for medical disqualification of eligibles and laid off employees and for disciplinary actions against employees are Chapters 4, 19, and 20. A summary of actions related to medical concerns that may be appealed is as follows:

(a) Disqualification of an eligible.

(b) Refusal of reemployment, reinstatement, or return from leave of absence based on District health standards.

- (c) Dismissal for health reasons.
- (d) Placement of an employee on involuntary illness leave.
- 22-2 <u>PROCEDURE TO FOLLOW:</u> The procedure set forth below shall be followed in the actions described in 22-1 above.

REFERENCE: Federal Public law 99-272, (100 Stat. 82) Consolidated Omnibus Budget Reconciliation Act of 1985; Education Code Sections 88080, 88081

(a) The Human Resources Office shall notify the individual in writing of the reason for the action and of the opportunity for written appeal to the Personnel Commission within fourteen (14) days. The notice shall state that appeal may be made on the grounds listed in Chapter 19 or on the basis that the disqualification was not in accord with the health standards set forth in the Rules of the Board of Trustees. If a current employee is involved, a copy of the notice shall be provided to the appropriate administrator.

(b) If appeal is made to the Personnel Commission, the appellant shall be notified that the matter will be investigated and that the appellant bears the burden of proof. The appellant shall be invited to submit, in support of the appeal and at appellant's expense, written medical or laboratory reports, x-rays, photographs, other exhibits or written statements as appropriate.

(c) The Personnel Commission shall determine whether the appeal will be the subject of a special investigation or a hearing by a hearing officer.

22-3 <u>MEDICAL EXAMINATION:</u> A hearing officer is the representative of the Personnel Commission and is authorized to grant or refuse extensions of time, to set proceedings for examination of facts to appoint a medical expert or specialist to examine the appellant, and to perform any and all acts in connection with such proceedings that may be authorized by these Rules. A hearing officer's findings and recommendations shall be based on health standards established by the Board of Trustees.

Expenses for the services of the hearing officer or medical expert shall be in the Personnel Commission's budget.

A hearing officer may appoint a medical expert or specialist to examine the appellant and report finds to the medical examiner or may require additional information from the appellant or the District.

Expense of a special physical examination initiated by the hearing officer shall be paid by the appellant; if the appeal is sustained, the employee shall be reimbursed by the Board of Trustees for the fees of the medical expert or specialist. The hearing officer shall report its findings and recommendations to the Personnel Commission. The Personnel Commission shall provide copies of the findings and recommendations to the appellant, and, if the appellant is an employee, to the Associate Vice Chancellor, Human Resources.

- (a) The appellant shall consent to the release of all medical records requested for review.
- 22-4 <u>FINDINGS & RECOMMENDATIONS:</u> The medical examiner's or special investigator's written findings, and recommendation shall be considered by the Commission. The decision of the Personnel Commission shall be rendered in writing. Copies of the decision shall be sent to the appellant, and, if the appellant is an employee, to the Associate Vice Chancellor of Human Resources.
- 22-5 <u>DECISION OF THE PERSONNEL COMMISSION</u>: The decision of the Personnel Commission shall include instructions to the administration regarding the action to be taken as a result of the appeals. If an eligible is given health approval for employment, his/her name shall be restored or added to the eligibility list and retained on the eligibility list for certification for the balance of the life of the list. The adding of names to eligibility lists shall not invalidate appointments made from such lists from the time the lists were established until the names were restored or added.
- 22-6 <u>FAILURE OF APPELLANT TO APPEAR</u>: Failure of the appellant to appear at times established for examination of persons or facts shall be deemed a withdrawal of the appeal, and the case shall be closed.

REFERENCE: Education Code Sections 88021, 88080, 88081

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

 Presented to the Personnel Commission:
 Date:
 March 22, 2016

 SUBJECT:
 Consideration and Approval of Classification Study Working Report for Clerical and Secretarial Job Families
 ENCLOSURE(S): Classification Study Working Report

 REASON FOR PERSONNEL COMMISSION CONSIDERATION: Action
 ITEM NO: 16-12

# Background:

The Personnel Commission approved a District-wide Classification Study at the June 12, 2012 regular meeting. Commission staff completed the review of positions in the following job families in accordance with the revised timelines:

Clerical and Secretarial Job Families

The report of the results of the classification study is attached for your review and approval.

## Recommendation:

It is recommended the Personnel Commission approve the Classification Study Working Report for Clerical and Secretarial Job Families as presented and direct that the draft specifications proceed through the normal process for review and approval.



# Classification Study

<u>JOB FAMILIES</u> Management & Confidential Information Systems, Library & Student Services Clerical/Secretarial Revised 3.17.16

1525 E Weldon Ave Fresno, CA 93704

p. 559-226-0720 f. 559-272-5156 State Center Community College District Office of the Personnel Commission

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	Fair Labor Standards Act (FLSA) Exemptions
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VI.	Appendix C: Summary Table of Occupational Groups

# 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 accountably, 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 "outof-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.

# **District Office/Operations**

#### **Chancellor/Foundation**

#### **Executive Director, Public and Legislative Relations**

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Executive Director, Public and Legislative Relations to Executive Director of Communications, Public & Legislative Relations is also recommended to better reflect the primary purpose of the position.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.

#### Executive Secretary to the Chancellor

The incumbent completed a PIQ and a job analysis was conducted. The duties performed by the incumbent are consistent with the nature and level of work described in the class specification. Commission staff recommends retaining this classification with only minimal changes to the specification to improve clarity and consistency. A title change from Executive Secretary to the Chancellor to Executive Assistant to the Chancellor is also recommended to better reflect the primary purpose of the position.

Commission staff recommends this classification remain exempt from the Rule of 3 per Education Code 88091. This classification will remain a confidential position under PC Rule 3-17.

#### Administrative Secretary I - Confidential

The incumbent completed a PIQ and a job analysis was conducted. The District currently uses several narrowlydefined and department-specific Administrative Assistant and/or Administrative Secretary classifications to describe a wide variety of positions. As discussed earlier in this report, Commission staff recognizes the value of having individual position or job-specific "duty statements" that can be used to assist management in communicating job expectations and measuring employee performance. However, consistent with our recommendations that the District broadens its classification concepts as much as possible, Commission staff considers it problematic to have multiple, Administrative Assistant and Administrative Secretary classifications where the duties are similar in nature. Furthermore, based on the PIQs and current class specifications, Commission staff is unable to distinguish between the Confidential Administrative Secretary positions and therefore we see no need for two separate class concepts.

Instead, Commission staff recommends that the District consider adoption of a single-level Administrative Assistant classification. This classification would be used for positions where the incumbents work under general supervision and are primarily performing a variety of confidential secretarial and administrative duties in support of a department head. Incumbents may also provide secretarial and administrative support to division managers and other staff, but an incumbent's direct reporting relationship to the department head would be a key allocation factor. Even so, the reporting relationship alone would not automatically imply that the position should be an Administrative Assistant. Since Commission staff did perform in-depth analysis on the positions currently allocated to Administrative Assistant or Administrative Secretary classes, we have determined that all of the positions fit the proposed Administrative Assistant class concept. We do notice that one of the positions (the Administrative Assistant – Confidential, FCC Administrative Services) does not meet the requirement of being confidential. Commission staff has further evaluated this position and made a recommendation under Fresno City College, Administrative Services.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

a. Administrative Secretary I Confidential - This classification is proposed to be abolished.

#### **SCCC** Foundation

#### **Executive Director of Foundation**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Executive Director of Foundation to Executive Director, SCCC Foundation is also recommended to better reflect the primary purpose of the position.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.

#### Assistant Director, SCCC Foundation

The incumbent did not complete a PIQ and was not interviewed. Commission staff recommends retaining the class with only minor changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### Office of the General Counsel

#### Administrative Secretary I - Confidential

The incumbent completed a PIQ and job analysis was conducted. The District currently uses several narrowly-defined and department-specific Administrative Assistant and/or Administrative Secretary classifications to describe a wide variety of positions. As discussed earlier in this report, Commission staff recognizes the value of having individual position or job-specific "duty statements" that can be used to assist management in communicating job expectations and measuring employee performance. However, consistent with our recommendations that the District broadens its classification concepts as much as possible, Commission staff considers it problematic to have multiple, Administrative Assistant and Administrative Secretary classifications where the duties are similar in nature. Furthermore, based on the PIQs and current class specifications, Commission staff is unable to distinguish between the Confidential Administrative Assistant and Confidential Administrative Secretary positions and therefore we see no need for two separate class concepts.

Instead, Commission staff recommends that the District consider adoption of a single-level Administrative Assistant classification. This classification would be used for positions where the incumbents work under general supervision

and are primarily performing a variety of confidential secretarial and administrative duties in support of a department head. Incumbents may also provide secretarial and administrative support to division managers and other staff, but an incumbent's direct reporting relationship to the department head would be a key allocation factor. Even so, the reporting relationship alone would not automatically imply that the position should be an Administrative Assistant. Since Commission staff did perform in-depth analysis on the positions currently allocated to Administrative Assistant or Administrative Secretary classes, we have determined that all of the positions fit the proposed Administrative Assistant class concept. We do notice that one of the positions (the Administrative Assistant – Confidential, FCC Administrative Services) does not meet the requirement of being confidential. Commission staff has further evaluated this position and made a recommendation under Fresno City College, Administrative Services.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

a. Administrative Secretary I Confidential - This classification is proposed to be abolished.

# Office of the Vice Chancellor, Finance & Administration

#### Secretary to the Vice Chancellor

The incumbent completed a PIQ and job analysis was conducted. The duties performed by the incumbent are consistent with the nature and level of work described in the class specification. Commission staff recommends retaining this classification with only minimal changes to the specification to improve clarity and consistency. A title change from Secretary to the Vice Chancellor to Assistant to the Vice Chancellor is also recommended to better reflect the primary purpose of the position.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### Finance

#### Director of Finance

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency. A title change from Director of Finance to Executive Director of Finance & Administration is also recommended to better reflect the primary purpose of the position.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.

#### Director of Purchasing

The incumbent did not complete a PIQ and was not interviewed. Commission staff recommends retaining the class with only minor changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### Accounting Manager

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### Payroll

#### Accounting Technician II – Payroll (Confidential)

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency. A title change from Accounting Technician II – Payroll to Payroll Technician II is also recommended to better reflect the primary purpose of the position.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### Accounting Technician I – Payroll (Confidential)

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency. A title change from Accounting Technician I – Payroll to Payroll Technician I is also recommended to better reflect the primary purpose of the position. Commission staff recommends adding a second position of Payroll Technician I in the Payroll department to alleviate the work load of the Accounting Technician II - Payroll.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### Accounting Clerk III – Payroll (Confidential)

The incumbents completed the PIQ and job analysis were conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency. A title change from Accounting Clerk III – Payroll to Payroll Assistant is also recommended to better reflect the primary purpose of the position.

Positions in the classification will NOT remain confidential under PC Rule 3-17.

#### **District Operations**

Associate Vice Chancellor, Business & Operations

The incumbent did not complete a PIQ and was not interviewed. Commission staff recommends retaining the class and creating a job specification to improve clarity and consistency.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.

#### District Director of Capital Projects \*\*ABOLISH

There are no incumbents.

a. District Director of Capital Projects - This classification is proposed to be abolished

#### Director of Environmental Health & Safety

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Director of Environmental Health & Safety to Director of Environmental Health & Risk Management is also recommended to better reflect the primary purpose of positions in this classification.

The classification will remain exempt under FLSA.

#### Director of Maintenance & Operations

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### **Construction Services Manager**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### Chief of Police

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### Police Lieutenant

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### **Grounds Services Manager**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### Lead Maintenance Person

The incumbent completed a PIQ and job analysis was conducted. The duties performed by the incumbents are inconsistent with the nature and level of work described in the current class specification. Commission staff recommends abolishing this classification and creating a new supervisory specification to improve clarity and consistency. An in-depth allocation analysis of these positions resulted in Commission staff recommending adding two positions of Maintenance & Operations Supervisor.

a. Lead Maintenance Person - This classification is proposed to be abolished.

#### Human Resources

#### Director of Human Resources

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with only small changes to the specification to improve clarity and consistency. An in-depth allocation analysis of this position resulted in Commission staff recommending adding a position of Director of Human Resources - Academic in the Human Resources department to alleviate the work load. A title change from Director of Human Resources to Director of Human Resources - Classified is also recommended to better reflect the primary purpose of the position.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.

#### Director of Human Resources – Academic \*\*NEW CLASSIFICATION

There are no incumbents. An in-depth allocation analysis of this position resulted in Commission staff recommending adding a position of Director of Human Resources - Academic in the Human Resources department to alleviate the work load.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.

#### Equal Employment Opportunity/Diversity & Staff Development Manager

The incumbent did not complete a PIQ and was not interviewed. Commission staff recommends retaining the class with only minor changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### **Benefits Coordinator - Confidential**

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### Human Resources Management Systems Analyst - Confidential

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### Human Resources Analyst - Classified (Confidential) \*\*NEW CLASSIFICATION

There are no incumbents. Commission staff recommends adding a classification of Human Resources Analyst - Classified in the Human Resources department to alleviate the work load.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

## Human Resources Analyst - Academic (Confidential) \*\*NEW CLASSIFICATION

There are no incumbents. Commission staff recommends adding a classification of Human Resources Analyst - Academic in the Human Resources department to alleviate the work load on the Academic side.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### Secretary to the Vice Chancellor

The incumbent completed a PIQ and job analysis was conducted. The duties performed by the incumbent are consistent with the nature and level of work described in the class specification. Other duties currently performed by this position in the area of academic recruitment need to be re-assigned to the proposed classification of Human Resources Analyst – Academic. Commission staff recommends retaining this classification with only minimal changes to the specification to improve clarity and consistency. A title change from Secretary to the Vice Chancellor to Assistant to the Vice Chancellor is also recommended to better reflect the primary purpose of the position.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### Senior Human Resources Technician (Confidential)

The incumbents completed the PIQ and job analysis were conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Senior Human Resources Technician (Confidential) to Senior Human Resources Technician – Classified (Confidential) is also recommended to better reflect the primary purpose of positions in this classification.

Positions in this classification will remain a confidential position under PC Rule 3-17.

#### Senior Human Resources Technician - Academic (Confidential) \*\*NEW CLASSIFICATION

There are no incumbents. Commission staff recommends adding a classification of Senior Human Resources Technician – Academic (Confidential) in the Human Resources department to alleviate the work load on the Academic side.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### Human Resources Technician (Confidential)

The incumbents completed the PIQ and job analysis were conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency. A title change from Human Resources Technician (Confidential) to Human Resources Technician – Classified (Confidential) is also recommended to better reflect the primary purpose of positions in this classification.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### Human Resources Technician - Academic (Confidential) \*\*NEW CLASSIFICATION

There are no incumbents. Commission staff recommends adding a classification of Human Resources Technician – Academic (Confidential) in the Human Resources department to alleviate the work load on the Academic side.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### Personnel Commission

#### Director of Classified Personnel

The incumbent completed a PIQ and job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Director of Classified Personnel to Director of Personnel Services is also recommended to better reflect the primary purpose of the position.

Commission staff recommends his position be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.

Educational Services & Institutional Effectiveness

#### Director, Center for International Trade

The incumbent did not complete a PIQ and was not interviewed. Commission staff recommends retaining the class with only small changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### Director, Grants and External Funding (Academic)

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. No recommendations at this time.

#### Director of Consortium (Academic)

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. No recommendations at this time.

#### Secretary to the Vice Chancellor

The incumbent completed a PIQ and job analysis was conducted. The duties performed by the incumbent are consistent with the nature and level of work described in the class specification. Commission staff recommends retaining this classification with only minimal changes to the specification to improve clarity and consistency. A title change from Secretary to the Vice Chancellor to Assistant to the Vice Chancellor is also recommended to better reflect the primary purpose of the position.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### Enrollment Management, Admissions, Records & Information Services Chief Information Officer \*\*NEW CLASSIFICATION

There are no incumbents. An in-depth allocation analysis of this position resulted in Commission staff recommending creating a classification of Chief Information Officer to direct the Information Technology services in the District.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.

#### **Director of Information Systems**

The incumbent did not complete a PIQ and were not interviewed. Commission staff recommends several specification changes to improve clarity and consistency with other similar classifications.

The classification will remain exempt under FLSA.

# Fresno City College

Office of the President

#### **College Director of Marketing and Communications**

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from College Director of Marketing and Communications to Director of Communications & External Relations is also recommended to better reflect the primary purpose of the position.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. The classification will remain exempt under FLSA.

#### Director of Institutional Research, Assessment & Planning (Academic)

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. No recommendations at this time.

#### Director of Technology (Academic)

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. No recommendations at this time.
#### Secretary to the President

The incumbent completed a PIQ and a job analysis was conducted. The duties performed by the incumbent are consistent with the nature and level of work described in the class specification. Commission staff recommends retaining this classification with only minimal changes to the specification to improve clarity and consistency. A title change from Secretary to the President to Assistant to the President is also recommended to better reflect the primary purpose of the position.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### Instruction None

Student Services

#### Director of Financial Aid (Academic)

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. No recommendations at this time.

#### **Director of Student Activities (Academic)**

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. No recommendations at this time.

#### Director of TRIO Programs (Academic)

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. No recommendations at this time.

#### Admissions & Records Manager

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Admissions & Records Manager to Director of Admissions & Records is also recommended to better reflect the primary purpose of the position.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. This position will remain an exempt from overtime under FLSA.

#### Director of CalWORKs (Academic)

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. No recommendations at this time.

#### Administrative Services

#### Vice President, Administrative Services

The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. This position will remain an exempt from overtime under FLSA.

#### **Bookstore Manager**

The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Bookstore Manager to Bookstore Manager - Districtwide is also recommended to better reflect the primary purpose of the position.

The classification will remain exempt under FLSA.

#### Assistant Bookstore Manager

The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### Print, Media and Communications Manager

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Print, Media and Communications Manager to Communications & Media Center Supervisor is also recommended to better reflect the primary purpose of the position.

The classification will remain exempt under FLSA.

#### **Custodial Manager**

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

The classification will remain exempt under FLSA.

#### Accounting Supervisor

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Accounting Supervisor to Business Office Supervisor is also recommended to better reflect the primary purpose of the position.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. This position will remain an exempt from overtime under FLSA

#### Custodial Supervisor \*NEW CLASSIFICATION

An in-depth allocation analysis of the Custodial Manager position at Fresno City College resulted in Commission staff recommending creating a new management classification of Custodial Supervisor. The purpose of Custodial Supervisor to alleviate the work load and provide supervisory assistance the Custodial Manager. A new position is being recommended for Fresno City College.

This position will remain an exempt from overtime under FLSA.

#### Administrative Assistant (Confidential)

The incumbent completed the PIQ and job analysis were conducted. Commission staff recommends retaining the class with only several changes to the specification to improve clarity and consistency. A title change from Administrative Assistant to Assistant to the Vice President is also recommended to better reflect the primary purpose of the position.

Positions changed to this classification will NOT remain confidential under PC Rule 3-17.

# Reedley College

#### Office of the President

#### Public Information Office Officer

The incumbent did not complete a PIQ, but a job analysis was still conducted. The duties performed by the incumbents are inconsistent with the nature and level of work described in the current class specification. Commission staff recommends reclassifying this position into a management classification to improve clarity and consistency. An indepth allocation analysis of these positions resulted in Commission staff recommending changing the classification from Public Information Office to Director of Communications & External Relations to better reflect the primary purpose of the position.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. This position will remain an exempt from overtime under FLSA.

#### Director of Technology (Academic)

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. No recommendations at this time.

#### Secretary to the President

The incumbent completed a PIQ and a job analysis was conducted. The duties performed by the incumbent are consistent with the nature and level of work described in the class specification. Commission staff recommends retaining this classification with only minimal changes to the specification to improve clarity and consistency. A title change from Secretary to the President to Assistant to the President is also recommended to better reflect the primary purpose of the position.

This classification will remain a confidential position under PC Rule 3-17.

#### Instruction (Agriculture & Natural Resources)

#### Farm Production Supervisor

There are no incumbents. An in-depth allocation analysis of this classification resulted in Commission staff recommending retaining this classification with several changes to the specification to improve clarity and consistency. A title change from Farm Production Supervisor to Farm Manager is also recommended to better reflect the primary purpose of the position. A new position is being recommended for Reedley College.

This position will remain an exempt from overtime under FLSA.

#### **Student Services**

#### Director of Financial Aid (Academic)

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. No recommendations at this time.

#### Director of Grant Funded Programs (Academic)

The incumbent did not complete a PIQ and was not interviewed. Commission staff and Human Resources are currently reviewing the job duties. No recommendations at this time.

#### Admissions & Records Manager

The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

This position will remain an exempt from overtime under FLSA.

#### **Residence Hall Supervisor**

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Residence hall Supervisor to Residence Hall Manager is also recommended to better reflect the primary purpose of the position.

This position will remain an exempt from overtime under FLSA.

#### Assistant Residence Hall Supervisor - On Site

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Assistant Residence Hall Supervisor – On Site to On Site Residence Hall Supervisor is also recommended to better reflect the primary purpose of the position.

This position will remain an exempt from overtime under FLSA.

Administrative Services Vice President, Administrative Services The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. This position will remain an exempt from overtime under FLSA.

#### **Building Services Manager**

The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

This position will remain an exempt from overtime under FLSA.

#### Accounting Supervisor

The incumbent completed a PIQ and a job analysis was conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency. A title change from Accounting Supervisor to Business Office Supervisor is also recommended to better reflect the primary purpose of the position.

This position will remain an exempt from overtime under FLSA

#### Food Service Manager

The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

This position will remain an exempt from overtime under FLSA.

### **Clovis Community College Center**

#### Office of the President

Director of Communications, Marketing & External Relations \*NEW ADDITION

There are no incumbents. In anticipation of the Center becoming a college, an in-depth analysis of the Technology services at Clovis resulting in Commission staff recommending a new management classification. The purpose of the Director of Communications, Marketing & External Relations classification will be to alleviate the work load and provide supervisory assistance to the President. This classification will assume the duties currently performed by the President. A new position is being recommended for Clovis with the recommended new management classification.

This position will remain an exempt from overtime under FLSA.

#### Director of Technology \*NEW ADDITION

There are no incumbents. In anticipation of the Center becoming a college, an in-depth analysis of the Technology services at Clovis resulting in Commission staff recommending a new management classification. The purpose of the Director of Technology classification will be to alleviate the work load and provide supervisory assistance to the President. This classification will assume the duties currently shared by the Director of Technology at Reedley College. A new position is being recommended for Clovis with the recommended new management classification.

This position will remain an exempt from overtime under FLSA.

#### Secretary to the President

The incumbent completed a PIQ and a job analysis was conducted. The duties performed by the incumbent are consistent with the nature and level of work described in the class specification. Commission staff recommends retaining this classification with only minimal changes to the specification to improve clarity and consistency. A title change to from Secretary to the President to Assistant to the President is also recommended to better reflect the primary purpose of the position.

Positions in the proposed classification will remain a confidential position under PC Rule 3-17.

#### Office of the Vice President of Instruction & Student Services

The incumbent completed a PIQ and a job analysis was conducted. In anticipation of the Center becoming a college, an in-depth analysis of Financial Aid at Clovis resulting in Commission staff recommending retaining the class with several changes to the specification to improve clarity and consistency. Commission staff also recommends a Director of Financial Aid position be created in the future to better reflect the primary purpose of the position as the Center becomes College.

This position will remain an exempt from overtime under FLSA

#### **Student Services**

#### College Financial Aid Manager

The incumbent completed a PIQ and a job analysis was conducted. In anticipation of the Center becoming a college, an in-depth analysis of Financial Aid at Clovis resulting in Commission staff recommending retaining the class with several changes to the specification to improve clarity and consistency. Commission staff also recommends a Director of Financial Aid position be created in the future to better reflect the primary purpose of the position as the Center becomes College.

This position will remain an exempt from overtime under FLSA

#### Admissions & Records Manager \*NEW ADDITION

There are no incumbents. In anticipation of the Center becoming a college, an in-depth analysis of the Admissions & Records classification resulting in Commission staff recommending the use of this classification at Clovis. The purpose of Admissions & Records Manager is to alleviate the work load and provide management assistance the Dean of Student Services. A new position is being recommended for Clovis with the recommended management classification.

This position will remain an exempt from overtime under FLSA

#### Administrative Services

#### Vice President, Administrative Services

The incumbent did not complete a PIQ, but a job analysis was still conducted. Commission staff recommends retaining the class with several changes to the specification to improve clarity and consistency.

Commission staff recommends this classification be exempt from the Rule of 3 per Education Code 88091. This position will remain an exempt from overtime under FLSA.

#### Custodial Supervisor \*NEW ADDITION

There are no incumbents. In anticipation of the Center becoming a college, an in-depth analysis of the Custodial Manager classification resulting in Commission staff recommending the use of this classification at Clovis. The purpose of Custodial Supervisor is to alleviate the work load and provide management assistance the Vice President, Administrative Services. A new position is being recommended for Clovis with the recommended management classification.

This position will remain an exempt from overtime under FLSA

#### 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.

Current Management & Confidential	Proposed Management &
Classification Structure	Confidential Classification Structure
	Connuential Classification Structure
District Office/Operations	
Chancellor's Office – Dr. Parnell	
Executive Secretary to the Chancellor 1041 (Exempt Conf)	Executive Assistant to the Chancellor 1041 (Exempt Conf)
Administrative Secretary I 1045 (Conf) (Dori McKay)	Assistant to Chancellor 1045 (Exempt Conf)
Public Relations – Lucy Ruiz	
Executive Director of Public and Legislative Relations	Executive Director of Public and Legislative Relations
Administrative Aide 1006 (Barbara Martin)	Assistant to Executive Director 1006
SCCCD Foundation Office – Rico Guerrero	
Executive Director of Foundation 1121 (Rico Guerrero)	Executive Director, SCCC Foundation 1121
Assistant Director, SCCC Foundation 1170 (Vacant)	Assistant Director, SCCC Foundation 1170
Accounting Technician II 1174 (Leslie Musacchio)	
Administrative Assistant 1052 (Marcia Burg)	Assistant to Executive Director 1052
Accounting Technician I 1125 (Unfunded)	
Foundation Events Planner 1167 (Unfunded)	
Office of the General Counsel – Greg Taylor	
Administrative Secretary I 1153 (Conf) (Jo Lewis) 50%	Administrative Assistant 1153 (Conf) 50%
Office of the Vice Chancellor, Finance & Adu	ministration – Ed Eng
Secretary to the Vice Chancellor 1042 (Conf) (Brina H.)	Assistant to the Vice Chancellor 1042 (Conf)
Director of Finance 1035 (Wil Schofield)	Executive Director of Finance & Administration 1035
None	ADD Administrative Assistant (to Position 1035)
Accounting & Payroll – Glynna Billings	
Accounting Manager 1009 (Glynna Billings)	Accounting Manager 1009
Accounting Technician II-Payroll 1013 (Conf) (Kelly H.)	Senior Payroll Technician II 1013 (Conf)
Accounting Technician I-Payroll 1013 (Conf) (Kelly H.)	Payroll Technician I 1064 (Conf)
Accounting Clerk III-Payroll 1135 (Conf) (Saprina A.)	Payroll Specialist 1135
Accounting Clerk III – Payroll (Conf) (Kristie A)	Payroll Specialist 1020
None	ADD Payroll Assistant
Accountant/Auditor 1011 (Ron Walls)	
Accountant/Auditor 1059 (Cindy Chang)	
Accounting Technician II 1012 (Susan Dana)	
Accounting Technician I 1016 (Cecilia Montoya	
Accounting Clerk III 1019 (Elvira Navarro)	
Accounting Clerk III 1179 (Katelyn Oliver) Accounting Clerk I/II 1134 (Michelle Briceno)	
Accounting Clerk I/II 1134 (Michele Briceho) Accounting Clerk I/II 1005 (Unfunded) (Last: Jason VanP)	
Accounting Clerk I/II 1005 (Unfunded) (Last. Jason Vall') Accounting Clerk I/II 1049 (Unfunded)	
Purchasing – Randy Vogt	
Director of Purchasing 1038 (Randy Vogt)	Director of Purchasing 1038
Buyer 1014 (Christy Hedstrom)	
Buyer 1126 (Teresa Campagna)	
Duyer 1120 (Teresa Campagna)	

Accounting Clerk III 1030 (Alexis Brofman)	Purchasing Assistant 1030
Office Assistant III 1031 (Unfunded) (Last: Sophia H.)	(Unfunded)
Office Assistant I/II PPT 1017 (Vacant)	Office Assistant PPT 1017
District Operations – Christine Miktarian	
Associate Vice Chancellor, Business & Operations 1172	Associate Vice Chancellor, Business & Operations 1172
Secretary to the Associate Vice Chancellor 1115 (Patty B)	Assistant to Associate Vice Chancellor 1115
District Director of Capital Projects (Abolish)	(Abolish)
Construction Services Manager 1068 (Shannon Robertson)	Construction Services Manager 1068
(c	Solid and S
Risk Management – Darren Cousineau	
Director of Environmental Health & Safety 1096 (Darren)	Director of Environmental Health & Risk Management 1096
Occupational Health & Safety Officer	
Office Assistant III 1178 (Adam Ferguson)	Office Specialist 1178 (Tentative)
None	ADD Environmental Health & Safety Technician
District Operations & Grounds – Leroy Bibb	
Director of Maintenance & Operations 1071 (Leroy Bibb)	Director of Maintenance & Operations 1071
Grounds Services Manager 1072 (Glen Foth)	Grounds Services Manager
Lead Maintenance Person 1098 (Vacant)	Maintenance & Operations Supervisor 1098
Lead Maintenance Person 1110 (Vacant)	Maintenance & Operations Supervisor 1110
Transportation & Operations Assistant 1114 (Brad M)	Transportation & Operations Assistant 1114
Office Assistant III 1119 (Unfunded) (Last: Marilynn S)	Unfunded
Police – Richard Gaines	
Chief of Police 1069 (Vacant)	Chief of Police 1069
Police Lieutenant 1070 (Richard Gaines)	Police Lieutenant 1070
Office Assistant III 1091 (Unfunded) (Last: Anne Vangalder)	Unfunded
Department Secretary 1092 (Unfunded)	Unfunded
Human Resources – Diane Clerou	
EEO/Diversity & Staff Development Manager 1169	EEO/Diversity & Staff Development Manager 1169
Benefits Coordinator 1060 (Conf) Frances Garza	Benefits Coordinator 1060 (Conf)
Human Resources Management Analyst PPT 1018 (Conf)	Human Resources Management Analyst 1018 FT (Conf) 48%
Benefits Assistant 1171 (Shannon Brownell)	Benefits Assistant 1171 ???
Secretary to the Vice Chancellor 1044 (Conf) (Claudette M)	Assistant to the Vice Chancellor 1044 (Conf)
Department Secretary PPT 1205 (Vacant) Office Assistant I/II 1168 (Blanca Soto)	Office Assistant PPT 1205
Uttice Assistant 1/11/168 (Blanca Noto)	
Office Hististant 1/11 1100 (Dianea 0000)	Clerical Assistant 1168
	Clerical Assistant 1168
Academic	
Academic None	ADD Director of Human Resources - Academic
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E)	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E) Human Resources Technician 1051 (Conf) (Jame Yang)	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002 Human Resources Technician 1051
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E) Human Resources Technician 1051 (Conf) (Jame Yang)	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E) Human Resources Technician 1051 (Conf) (Jame Yang) None	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002 Human Resources Technician 1051
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E) Human Resources Technician 1051 (Conf) (Jame Yang) None Classified – Samerah Campbell	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002 Human Resources Technician 1051 ADD Human Resources Specialist- Academic
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E) Human Resources Technician 1051 (Conf) (Jame Yang) None Classified – Samerah Campbell Director of Human Resources 1050 (Samerah Campbell	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002 Human Resources Technician 1051 ADD Human Resources Specialist- Academic Director of Human Resources – Classified 1050
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E) Human Resources Technician 1051 (Conf) (Jame Yang) None Classified – Samerah Campbell Director of Human Resources 1050 (Samerah Campbell Personnel Analyst 1047 (Unfunded)	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002 Human Resources Technician 1051 ADD Human Resources Specialist- Academic Director of Human Resources – Classified 1050 Human Resources Analyst 1047 (Funded)
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E) Human Resources Technician 1051 (Conf) (Jame Yang) None Classified – Samerah Campbell Director of Human Resources 1050 (Samerah Campbell Personnel Analyst 1047 (Unfunded) Senior Human Resources Technician 1046 (Conf) (Yer H)	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002 Human Resources Technician 1051 ADD Human Resources Specialist- Academic Director of Human Resources – Classified 1050 Human Resources Analyst 1047 (Funded) Senior Human Resources Technician 1046
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E) Human Resources Technician 1051 (Conf) (Jame Yang) None Classified – Samerah Campbell Director of Human Resources 1050 (Samerah Campbell Personnel Analyst 1047 (Unfunded) Senior Human Resources Technician 1046 (Conf) (Yer H) Human Resources Technician 1040 (Conf) (Melissa S)	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002 Human Resources Technician 1051 ADD Human Resources Specialist- Academic Director of Human Resources – Classified 1050 Human Resources Analyst 1047 (Funded) Senior Human Resources Technician 1046 Human Resources Technician 1040
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E) Human Resources Technician 1051 (Conf) (Jame Yang) None Classified – Samerah Campbell Director of Human Resources 1050 (Samerah Campbell Personnel Analyst 1047 (Unfunded) Senior Human Resources Technician 1046 (Conf) (Yer H) Human Resources Technician 1040 (Conf) (Melissa S)	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002 Human Resources Technician 1051 ADD Human Resources Specialist- Academic Director of Human Resources – Classified 1050 Human Resources Analyst 1047 (Funded) Senior Human Resources Technician 1046
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E) Human Resources Technician 1051 (Conf) (Jame Yang) None Classified – Samerah Campbell Director of Human Resources 1050 (Samerah Campbell Personnel Analyst 1047 (Unfunded) Senior Human Resources Technician 1046 (Conf) (Yer H) Human Resources Technician 1040 (Conf) (Melissa S) Administrative Secretary I 1153 (Conf) (Jo Lewis) 50%	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002 Human Resources Technician 1051 ADD Human Resources Specialist- Academic Director of Human Resources – Classified 1050 Human Resources Analyst 1047 (Funded) Senior Human Resources Technician 1046 Human Resources Technician 1040
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E) Human Resources Technician 1051 (Conf) (Jame Yang) None Classified – Samerah Campbell Director of Human Resources 1050 (Samerah Campbell Personnel Analyst 1047 (Unfunded) Senior Human Resources Technician 1046 (Conf) (Yer H) Human Resources Technician 1040 (Conf) (Melissa S) Administrative Secretary I 1153 (Conf) (Jo Lewis) 50% Personnel Commission – Elba Gomez	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002 Human Resources Technician 1051 ADD Human Resources Specialist- Academic Director of Human Resources – Classified 1050 Human Resources Analyst 1047 (Funded) Senior Human Resources Technician 1046 Human Resources Technician 1040 Administrative Assistant 1153 (Conf) 50%
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E) Human Resources Technician 1051 (Conf) (Jame Yang) None Classified – Samerah Campbell Director of Human Resources 1050 (Samerah Campbell Personnel Analyst 1047 (Unfunded) Senior Human Resources Technician 1046 (Conf) (Yer H) Human Resources Technician 1040 (Conf) (Melissa S) Administrative Secretary I 1153 (Conf) (Jo Lewis) 50% Personnel Commission – Elba Gomez Director of Classified Personnel 1130 (Elba Gomez)	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002 Human Resources Technician 1051 ADD Human Resources Specialist- Academic Director of Human Resources – Classified 1050 Human Resources Analyst 1047 (Funded) Senior Human Resources Technician 1046 Human Resources Technician 1040 Administrative Assistant 1153 (Conf) 50%
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E) Human Resources Technician 1051 (Conf) (Jame Yang) None Classified – Samerah Campbell Director of Human Resources 1050 (Samerah Campbell Personnel Analyst 1047 (Unfunded) Senior Human Resources Technician 1046 (Conf) (Yer H) Human Resources Technician 1046 (Conf) (Yer H) Human Resources Technician 1040 (Conf) (Melissa S) Administrative Secretary I 1153 (Conf) (Jo Lewis) 50% Personnel Commission – Elba Gomez Director of Classified Personnel 1130 (Elba Gomez) Human Resources Management Analyst PPT 1018 (Conf)	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002 Human Resources Technician 1051 ADD Human Resources Specialist- Academic Director of Human Resources – Classified 1050 Human Resources Analyst 1047 (Funded) Senior Human Resources Technician 1046 Human Resources Technician 1040 Administrative Assistant 1153 (Conf) 50% Director of Employment Services & PC 1130 Human Resources Management Analyst 1018 FT (Conf) 52%
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E) Human Resources Technician 1051 (Conf) (Jame Yang) None Classified – Samerah Campbell Director of Human Resources 1050 (Samerah Campbell Personnel Analyst 1047 (Unfunded) Senior Human Resources Technician 1046 (Conf) (Yer H) Human Resources Technician 1046 (Conf) (Yer H) Human Resources Technician 1040 (Conf) (Melissa S) Administrative Secretary I 1153 (Conf) (Jo Lewis) 50% Personnel Commission – Elba Gomez Director of Classified Personnel 1130 (Elba Gomez) Human Resources Management Analyst PPT 1018 (Conf) Human Resources Analyst 1063 (Christine Ferguson)	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002 Human Resources Technician 1051 ADD Human Resources Specialist- Academic Director of Human Resources – Classified 1050 Human Resources Analyst 1047 (Funded) Senior Human Resources Technician 1046 Human Resources Technician 1040 Administrative Assistant 1153 (Conf) 50% Director of Employment Services & PC 1130 Human Resources Management Analyst 1018 FT (Conf) 52% Human Resources Analyst 1063
Academic None Senior Human Resources Technician 1002 (Conf) (Sandi E) Human Resources Technician 1051 (Conf) (Jame Yang) None Classified – Samerah Campbell Director of Human Resources 1050 (Samerah Campbell Personnel Analyst 1047 (Unfunded) Senior Human Resources Technician 1046 (Conf) (Yer H) Human Resources Technician 1046 (Conf) (Yer H) Human Resources Technician 1040 (Conf) (Melissa S) Administrative Secretary I 1153 (Conf) (Jo Lewis) 50% Personnel Commission – Elba Gomez Director of Classified Personnel 1130 (Elba Gomez) Human Resources Management Analyst PPT 1018 (Conf) Human Resources Analyst 1063 (Christine Ferguson) Human Resources Specialist 1037 (Reshonda Collins) Human Resources Specialist 1162 (Vincent Tafoya)	ADD Director of Human Resources - Academic Senior Human Resources Technician 1002 Human Resources Technician 1051 ADD Human Resources Specialist- Academic Director of Human Resources – Classified 1050 Human Resources Analyst 1047 (Funded) Senior Human Resources Technician 1046 Human Resources Technician 1040 Administrative Assistant 1153 (Conf) 50% Director of Employment Services & PC 1130 Human Resources Management Analyst 1018 FT (Conf) 52%

Office Assistant I/II PPT 1163 (Vacant)	(Unfunded)
Educational Services & Institutional Effectiv	eness – Barbara Hioco, Marilyn Behringer
Director of Grants	
Secretary to Vice Chancellor 1065 (Janet Barbeiro)	Assistant to the Vice Chancellor 1065
Accounting Technician II 1067 (Sypher Lee) (Grant)	
Webmaster 1149 (Grant) (Last: Robert Kepford)	
Institutional Research Coord PPT 1160 (Vacant) (Grant)	
Research Assistant 1166 (Cherylyn Crill-Hornsby)	
Administrative Aide 1144 PPT (Vacant) (Grant)	Unfunded
Office Assistant III 1156 (Unfunded) (Last: Debbie Cardoza)	Unfunded
Administrative Secretary 1139 (Vacant)	Office Technician 1139
Department Secretary 1138 (Vacant)	Office Assistant 1138
Training Institute	
Sales and Marketing Coordinator 2456	Training Development Coordinator 2456
Program Development Assistant 2454	
Program Development Assistant 2455	
Program Development Assistant 2468 (Vacant)	
Center for International Trade – Alicia Rios	
	Director Conter for International Trade 11/1
Director, Center for International Trade 1161 (Alicia Rios)	Director, Center for International Trade 1161
International Trade Specialist 1147 (Vacant)	
Program Development Assistant 1143 (Frank Nunez) Accounting Clerk III 1140 (Vacant)	
Accounting Clerk III 1140 (Vacant) Administrative Secretary PPT 1150 (Vacant) (Last: Shirley M)	Unfunded
$\Delta$ diministrative secretary r r 1 + 150 ( v acatti) (1 ast, similev with	
Enrollment Management, Admissions, Recor Enrollment Management, Admissions and R	rds & Information Systems – Pedro Avila ecords
Enrollment Management, Admissions, Recor Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte)	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176
Enrollment Management, Admissions, Record Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant)	rds & Information Systems – Pedro Avila ecords
Enrollment Management, Admissions, Record Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres)	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146
Enrollment Management, Admissions, Record Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley)	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164
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Enrollment Management, Admissions, Record Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164
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Enrollment Management, Admissions, Record Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst ??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024
Enrollment Management, Admissions, Record Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst ??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131
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Enrollment Management, Admissions, Record Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst ??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Computer Operator/Information Technology Support 1124 Database Administrator 1137 Distance Education/IT Support Technician 1136	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Help Desk Technician 1124 Database Administrator 1137 Audio Visual Equipment Technician 1136
Enrollment Management, Admissions, Record Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst ??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Computer Operator/Information Technology Support 1124 Database Administrator 1137 Distance Education/IT Support Technician 1136 Financial Aid Systems Analyst 1175	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Help Desk Technician 1124 Database Administrator 1137 Audio Visual Equipment Technician 1136 Financial Aid Systems Analyst 1175
Enrollment Management, Admissions, Record Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst ??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Computer Operator/Information Technology Support 1124 Database Administrator 1137 Distance Education/IT Support Technician 1136 Financial Aid Systems Analyst 1175 Lead Programmer Analyst 1061	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Help Desk Technician 1124 Database Administrator 1137 Audio Visual Equipment Technician 1136 Financial Aid Systems Analyst 1175 Senior ERP Analyst 1061
Enrollment Management, Admissions, Record Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst ??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Computer Operator/Information Technology Support 1124 Database Administrator 1137 Distance Education/IT Support Technician 1136 Financial Aid Systems Analyst 1175 Lead Programmer Analyst 1061 Network Coordinator 1122	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Help Desk Technician 1124 Database Administrator 1137 Audio Visual Equipment Technician 1136 Financial Aid Systems Analyst 1175 Senior ERP Analyst 1061 Network & Systems Technician 1122
Enrollment Management, Admissions, Record Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst ??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Computer Operator/Information Technology Support 1124 Database Administrator 1137 Distance Education/IT Support Technician 1136 Financial Aid Systems Analyst 1175 Lead Programmer Analyst 1061 Network Coordinator 1122 None	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Help Desk Technician 1124 Database Administrator 1137 Audio Visual Equipment Technician 1136 Financial Aid Systems Analyst 1175 Senior ERP Analyst 1061 Network & Systems Technician 1122 ADD Database Analyst
Enrollment Management, Admissions, Record Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst ??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Computer Operator/Information Technology Support 1124 Database Administrator 1137 Distance Education/IT Support Technician 1136 Financial Aid Systems Analyst 1175 Lead Programmer Analyst 1061 Network Coordinator 1122 None None	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Help Desk Technician 1124 Database Administrator 1137 Audio Visual Equipment Technician 1136 Financial Aid Systems Analyst 1175 Senior ERP Analyst 1061 Network & Systems Technician 1122 ADD Database Analyst ADD Network Administrator
Enrollment Management, Admissions, Record Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Computer Operator/Information Technology Support 1124 Database Administrator 1137 Distance Education/IT Support Technician 1136 Financial Aid Systems Analyst 1175 Lead Programmer Analyst 1061 Network Coordinator 1122 None None Programmer Analyst 1021	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Help Desk Technician 1124 Database Administrator 1137 Audio Visual Equipment Technician 1136 Financial Aid Systems Analyst 1175 Senior ERP Analyst 1061 Network & Systems Technician 1122 ADD Database Analyst ADD Network Administrator Programmer Analyst 1021
Enrollment Management, Admissions, Recor Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Computer Operator/Information Technology Support 1124 Database Administrator 1137 Distance Education/IT Support Technician 1136 Financial Aid Systems Analyst 1175 Lead Programmer Analyst 1061 Network Coordinator 1122 None None Programmer Analyst 1021 Programmer Analyst 1021	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Help Desk Technician 1124 Database Administrator 1137 Audio Visual Equipment Technician 1136 Financial Aid Systems Analyst 1175 Senior ERP Analyst 1061 Network & Systems Technician 1122 ADD Database Analyst ADD Network Administrator Programmer Analyst 1021 Programmer Analyst 1022
Enrollment Management, Admissions, Recor Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst ??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Computer Operator/Information Technology Support 1124 Database Administrator 1137 Distance Education/IT Support Technician 1136 Financial Aid Systems Analyst 1175 Lead Programmer Analyst 1061 Network Coordinator 1122 None None Programmer Analyst 1021 Programmer Analyst 1022 Programmer Analyst 1023	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Help Desk Technician 1124 Database Administrator 1137 Audio Visual Equipment Technician 1136 Financial Aid Systems Analyst 1175 Senior ERP Analyst 1061 Network & Systems Technician 1122 ADD Database Analyst ADD Network Administrator Programmer Analyst 1021 Programmer Analyst 1022 Programmer Analyst 1023
Enrollment Management, Admissions, Recor Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst ??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Computer Operator/Information Technology Support 1124 Database Administrator 1137 Distance Education/IT Support Technician 1136 Financial Aid Systems Analyst 1175 Lead Programmer Analyst 1061 Network Coordinator 1122 None None Programmer Analyst 1021 Programmer Analyst 1022 Programmer Analyst 1023 Programmer Analyst 1048	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Help Desk Technician 1124 Database Administrator 1137 Audio Visual Equipment Technician 1136 Financial Aid Systems Analyst 1175 Senior ERP Analyst 1061 Network & Systems Technician 1122 ADD Database Analyst ADD Network Administrator Programmer Analyst 1021 Programmer Analyst 1023 Programmer Analyst 1048
Enrollment Management, Admissions, Recor Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst ??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Computer Operator/Information Technology Support 1124 Database Administrator 1137 Distance Education/IT Support Technician 1136 Financial Aid Systems Analyst 1175 Lead Programmer Analyst 1061 Network Coordinator 1122 None None Programmer Analyst 1021 Programmer Analyst 1022 Programmer Analyst 1023 Programmer Analyst 1048 Programmer Analyst 1054	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Help Desk Technician 1124 Database Administrator 1137 Audio Visual Equipment Technician 1136 Financial Aid Systems Analyst 1175 Senior ERP Analyst 1061 Network & Systems Technician 1122 ADD Database Analyst ADD Network Administrator Programmer Analyst 1022 Programmer Analyst 1023 Programmer Analyst 1048 Programmer Analyst 1054
Enrollment Management, Admissions, Recor Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst ??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Computer Operator/Information Technology Support 1124 Database Administrator 1137 Distance Education/IT Support Technician 1136 Financial Aid Systems Analyst 1175 Lead Programmer Analyst 1061 Network Coordinator 1122 None None Programmer Analyst 1021 Programmer Analyst 1022 Programmer Analyst 1023 Programmer Analyst 1048 Programmer Analyst 1054 Programmer Analyst 1173	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Help Desk Technician 1124 Database Administrator 1137 Audio Visual Equipment Technician 1136 Financial Aid Systems Analyst 1175 Senior ERP Analyst 1061 Network & Systems Technician 1122 ADD Database Analyst ADD Network Administrator Programmer Analyst 1022 Programmer Analyst 1023 Programmer Analyst 1048 Programmer Analyst 1054 Programmer Analyst 1073
Enrollment Management, Admissions, Recor Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst ??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Computer Operator/Information Technology Support 1124 Database Administrator 1137 Distance Education/IT Support Technician 1136 Financial Aid Systems Analyst 1175 Lead Programmer Analyst 1061 Network Coordinator 1122 None None Programmer Analyst 1021 Programmer Analyst 1022 Programmer Analyst 1023 Programmer Analyst 1048 Programmer Analyst 1054 Programmer Analyst 1173 Senior Systems and Network Analyst 1056	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Help Desk Technician 1124 Database Administrator 1137 Audio Visual Equipment Technician 1136 Financial Aid Systems Analyst 1175 Senior ERP Analyst 1061 Network & Systems Technician 1122 ADD Database Analyst ADD Network Administrator Programmer Analyst 1022 Programmer Analyst 1023 Programmer Analyst 1048 Programmer Analyst 1054 Programmer Analyst 1073 Senior Systems and Network Administrator 1056
Enrollment Management, Admissions, Recor Enrollment Management, Admissions and R Admissions & Records Manager 1176 (Mirna Duarte) Administrative Assistant 1146 (Vacant) Institutional Research Coordinator 1145 (Robin Torres) Office Assistant III 1164 (Kelley Barkley) Student Services Specialist 1165 Research Asst ??? Information Systems – Scott Olds Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Computer Operator/Information Technology Support 1124 Database Administrator 1137 Distance Education/IT Support Technician 1136 Financial Aid Systems Analyst 1175 Lead Programmer Analyst 1061 Network Coordinator 1122 None None Programmer Analyst 1021 Programmer Analyst 1022 Programmer Analyst 1023 Programmer Analyst 1048 Programmer Analyst 1054 Programmer Analyst 1173	rds & Information Systems – Pedro Avila ecords District Director of Admissions & Records 1176 Assistant to the Associate Vice Chancellor 1146 Student Services Assistant 1164 Student Services Specialist 1165 District Director of Information Systems 1033 Communications/Telephony Technician 1024 Communications/Telephony Technician 1131 Help Desk Technician 1124 Database Administrator 1137 Audio Visual Equipment Technician 1136 Financial Aid Systems Analyst 1175 Senior ERP Analyst 1061 Network & Systems Technician 1122 ADD Database Analyst ADD Network Administrator Programmer Analyst 1022 Programmer Analyst 1023 Programmer Analyst 1048 Programmer Analyst 1054 Programmer Analyst 1073

Fresno City College		
•	ent – Cynthia Azari	
Secretary to the President 2211 (Conf) (Kim Quesada)	Assistant to the President (Confidential) 2211	
Administrative Secretary PPT 2493 (Acad Sen) (Denise F)	Office Specialist PPT 2493	
Department Secretary PPT 2296 (Unfunded)	Unfunded	
Institutional Research – Lijuan Zhai		
Director of Institutional Research, Assessment & Planning		
(Academic)	Duties Under Review	
Administrative Secretary 2337 (Unfunded)	Unfunded	
Public Information Office – Cristina Bremer		
College Director of Marketing and Communications	Director of Communications, Marketing & External Relations	
Public Information Officer 2121 (Kathy Bonilla)		
Webmaster 8510 (Debra Nichols)		
Department Secretary 2219 (Rita Luna)	Office Assistant 2219	
Technology Support Services – Harry Zahlis		
Director of Technology (Academic) 2698	Duties Under Review 2298	
Audio Visual Assistant PPT 8506 (Andrew Rocha)	Audio Visual Assistant FT 8506	
Audio Visual Maintenance Technician 2087 (Sean Martin)	Audio Visual Equipment Technician 2087	
Library/Learning Resource Asst III 2091 (Robert Cawley)	Audio Visual Equipment Specialist 2091	
Micro-Computer Resource Specialist 2150	Network & Systems Technician 2150	
Micro-Computer Resource Specialist 2159	Network & Systems Technician 2159	
Micro-Computer Resource Specialist 2160	Network & Systems Technician 2160	
Micro-Computer Resource Specialist 2161	Network & Systems Technician 2161	
Micro-Computer Resource Specialist 2289	Network & Systems Technician 2289	
Micro-Computer Resource Specialist 2334	Network & Systems Technician 2334	
Micro-Computer Resource Specialist 2401	Network & Systems Technician 2401	
Micro-Computer Resource Specialist 2480	Network & Systems Technician 2480	
Micro-Computer Resource Technician 2093	Network & Systems Technician 2093	
Micro-Computer Resource Technician 2280	Network & Systems Technician 2280	
Micro-Computer Resource Technician 8132	Network & Systems Technician 8132	
Micro-Computer Resource Technician	Network & Systems Technician (BOT 9/15)	
None Network Coordinator 2007	ADD Computer & Network Operations Manager Network Administrator 2007	
Systems Technical Resources Analyst 8130	Systems Technical Resources Analyst 8130	
Administrative Secretary 8547 (Erica Abbs)	Office Specialist 8547	
Department Secretary 2031 (Sherry Lawson	Office Assistant 2031	
Department Secretary 2001 (Sherry Lawson		
Distance Education – Autumn Bell		
Distance Education/IT Support Tech 2059 (Jon Wilson)	Distance Education Systems Technician 2059	
Distance Education/11 Support Tech 2039 (joir wilson)	Distance Education Systems Technician 2039	
Office of Instruction – Don Lopez		
Office the Vice President of Instruction		
Administrative Assistant 2045 (Shannon McKibben)	Assistant to the Vice President 2045	
Accounting Technician I 2075 (Linda Lyness)		
Curriculum Analyst 2125 (Kelli O'Rourke)		
Job Developer 2116 (Vacant) (Last: Michael Hopkins)		
Applied Technology Division – Jacob Jackson		
Administrative Aide 2048 (Nancy Gross)	Assistant to the Dean 2048	
Office Assistant III 2201 (Alicia Cowan)	Office Specialist 2201	
Department Secretary 2068 (Vacant) (Last: Sandra Peterson)	Office Assistant 2068 (FUNDED)	
Office Assistant III 2066 (Vacant)	Unfunded	
Office Assistant III 2475 (Unfunded) (Last: Cheryl Gerety)	Unfunded	
Office Assistant I/II 2052 (Unfunded)	Unfunded	
Electronics/MicroComputer Technician 2115 (Rico G)		

Lestrational Technician Automatica (Anthony Estuda)	
Instructional Technician Automotive (Anthony Estrada)	
Instructional Technician Auto Body Fender 2254 (Frank A)	
Instructional Technician Reprographics 2265 (Daniel Wong)	
Business Education Division – Lydia Anders	on
Administrative Aide 2038 (Pearl Magnum)	Assistant to the Dean 2038
Office Assistant III 2118 (Special Programs) (Carrie Baize)	Office Specialist 2118
Department Secretary 2056 (Frances Catlapp)	Office Assistant 2056
Department Secretary PPT 2008 (Joyce Clark)	Eliminate
Instructional Technician-Microcomputer Lab 8516 (Jeffrey)	
Instructional Technician – Office Skills 2437 (Vacant)	
Instructional Technician – Office Skins 2457 (Vacant)	
Career and Technology Center – Tim Woods	
Administrative Aide 2060 (Trina Hughes)	Assistant to the Dean 2060
Administrative Secretary 2431 (Vacant)	Office Specialist 2431
Office Assistant I/II 2412 CDC (Unfunded) (Last: Erin P)	Unfunded
Fine, Performing & Communication Art Divi	sion – Neil Vanderpool
Administrative Aide 2451 (Kelley Benzler)	Assistant to the Dean 2451
Department Secretary 2453 (Lisa Cartwright)	Office Assistant 2453
Department Secretary 2266 (Unfunded)	Office Assistant (FUNDED) 2266
Piano Accompanist	
Instructional Tech - Art	
Instructional Tech – Costume Maker	
Allied Health, Physical Education and Athlet	ics Division – Lorraine Smith
Administrative Aide 2041 (Marta Diliberto)	Assistant to the Dean 2041
Administrative Secretary 2065 (Phyllis Willis)	Office Specialist 2065
Administrative Secretary 2272 (Athletics) (Tamra Miller)	Office Specialist 2272
Office Assistant III 2477 (Dental) 10mth (Delfina Sandoval)	Allied Health Services Assistant/TBD 10mth 2477
Department Secretary 2148 (Nursing) (Kathy Braze)	Office Assistant
Department Secretary 2058 (Unfunded)	Unfunded
Department Secretary 2353 PPT (Unfunded)	Unfunded
Instructional Assistant - Nursing	
Laboratory Simulation Technician	
Humanities Division – Jennifer Johnson	
Administrative Aide 2042 (Jennifer Franklin)	Assistant to the Dean 2042
Department Secretary 2050 (Honors) (Tamara Herman)	Office Assistant
Department Secretary 2025 (Vacant/Unfunded)	(Unfunded)
Faculty Sign Language Interpreter FLEX 2439 (Razonda M)	
Faculty Sign Language Interpreter FLEX 2440 (Amy S)	
Faculty Sign Language Interpreter FLEX 8108 (Vacant)	
Library – Renee Craig-Marius	
Administrative Aide 2043 (Monica Armenta)	Assistant to the Dean 2043
Office Assistant III 2064 (Tutorial Center) (Gavino H.)	Office Specialist 2064
Office Assistant III 2472 (Writing Center) (Denee Perea)	Office Specialist 2472
Office Assistant III 8546 (New 9/1/15)	Office Specialist 8546
Office Assistant II 2429 (Sabrina Gray)	Office Assistant 2429
Accounting Technician I 8545 (Gwun Lau)	
MicroComputer Resource Tech 2277 (Unfunded)	Unfunded
Library Technical Services Assistant 2089 (Theresa D)	Library Services Technician 2089
Library Samiana Assistant 2008 (Names Hander)	Library Services Technician 2088
Library Services Assistant 2088 (Norma Handy)	
Library Services Assistant 2088 (Norma Handy) Library/Learning Resource Asst III 2090 (Vacant)	Library Services Specialist 2090
Library/Learning Resource Asst III 2090 (Vacant) Library/Learning Resource Asst III 2094 (Rene Kubo) Library/Learning Resource Asst III 2097 (Linda Jackson)	Library Services Specialist 2090 Library Services Specialist 2094 Library Services Specialist 2097
Library/Learning Resource Asst III 2090 (Vacant) Library/Learning Resource Asst III 2094 (Rene Kubo)	Library Services Specialist 2090 Library Services Specialist 2094

Library/Learning Resource Asst II 2095 (Vacant)	Library Services Assistant 2095
Library/Learning Resource Asst II 2099 (Jamien A)	Library Services Assistant 2099
Tutorial Assistant 2415 (Cynthia Peek)	
Instructional Aide PPT 2206 (Randal Hernandez)	
Math, Science & Engineering Division – Shi	eley McManus
Administrative Aide 2044 (Sal Lucatero)	Assistant to the Dean 2044
Department Secretary 2011 (Stephanie Alaniz)	Office Assistant 2011
Instructional Tech Biological Sciences 2402 (Victoria C)	
Instructional Tech Biological Sciences 2114 (Vacant)	
Instructional Tech Chemistry 2117 (Melissa Goodlad)	
Instructional Tech Chemistry 8528 (Brittany Lusk)	
Instructional Tech Greenhouse 2191 (Steve DaSilva)	
Police Academy – Richard Lindstrom	
Administrative Secretary 2287 (Susan Johnson)	Assistant to the Dean/TBD 2287
Office Assistant III 2474 (Vacant)	Office Specialist 2474
Social Sciences Division – Peg Mericle	
Administrative Aide 2046 (Nileen Clark)	Assistant to the Dean 2046
Administrative Secretary 2403 (Lisa Hayes)	Office Specialist 2403
Department Secretary 2028 (Leah Edwards)	Office Assistant 2028
Office Assistant II 2347 (Cal-Pro) (Melanie Bryant)	Office Assistant 2347 (Grant funded)
Office Assistant I 8518 (CDC) (Ruthann Van Buren)	Office Assistant 8518 (Grant funded)
Office Assistant II 2100 (Forum Hall) (Pat Martinez)	Instructional Assistant 2100
Office Assistant II 2427 (Forum Hall)	Instructional Assistant 2427
Office Assistant III 2473 (Unfunded)	Unfunded
Office Assistant III 2478 (Unfunded)	Unfunded
Department Secretary 50% 2232 (Unfunded) (Robin A.)	Unfunded
Office Assistant I/II 2351 (Unfunded) (Wilhemina H.)	Unfunded
Office Assistant I/II PPT 2354 (Unfunded) (Pat Martinez)	Unfunded
Office Assistant I/II PPT 2354 (Unfunded) (Pat Martinez) Office Assistant I/II 50 CTC/50 SS 2484 (Unf)	Unfunded Unfunded
Office Assistant I/II 50 CTC/50 SS 2484 (Unf)	Unfunded
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv	
Office Assistant I/II 50 CTC/50 SS 2484 (Unf)	Unfunded
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv	Unfunded
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv Office the Vice President of Student Services	Unfunded ices – Rojelio Vasquez
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe)	Unfunded ices – Rojelio Vasquez
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas) Department Secretary 2063 (Health Services) (Barby Hinkle)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035 Office Assistant 2063
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas) Department Secretary 2063 (Health Services) (Barby Hinkle) Office Assistant III 2259 (Vacant Unfunded)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035 Office Assistant 2063
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas) Department Secretary 2063 (Health Services) (Barby Hinkle)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035 Office Assistant 2063
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas) Department Secretary 2063 (Health Services) (Barby Hinkle) Office Assistant III 2259 (Vacant Unfunded) Admissions & Records – Kathy Rice Admissions & Records Manager 2165 (Vacant)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035 Office Assistant 2063 Unfunded Director of Admissions & Records 2165
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas) Department Secretary 2063 (Health Services) (Barby Hinkle) Office Assistant III 2259 (Vacant Unfunded) Admissions & Records – Kathy Rice Admissions & Records Manager 2165 (Vacant) Admissions & Records Manager 2166 (Unfunded)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035 Office Assistant 2063 Unfunded Director of Admissions & Records 2165 Admissions & Records Manager 2166
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas) Department Secretary 2063 (Health Services) (Barby Hinkle) Office Assistant III 2259 (Vacant Unfunded) Admissions & Records – Kathy Rice Admissions & Records Manager 2165 (Vacant) Admissions & Records Manager 2166 (Unfunded) Office Assistant III 2032 (Vacant)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035 Office Assistant 2063 Unfunded Director of Admissions & Records 2165 Admissions & Records Manager 2166 Student Services Assistant 2032
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas) Department Secretary 2063 (Health Services) (Barby Hinkle) Office Assistant III 2259 (Vacant Unfunded) Admissions & Records – Kathy Rice Admissions & Records Manager 2165 (Vacant) Admissions & Records Manager 2166 (Unfunded) Office Assistant III 2032 (Vacant) Office Assistant III 2426 (Kimberly Fischer)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035 Office Assistant 2063 Unfunded Director of Admissions & Records 2165 Admissions & Records Manager 2166 Student Services Assistant 2032 Student Services Assistant 2426
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas) Department Secretary 2063 (Health Services) (Barby Hinkle) Office Assistant III 2259 (Vacant Unfunded) Admissions & Records – Kathy Rice Admissions & Records Manager 2165 (Vacant) Admissions & Records Manager 2166 (Unfunded) Office Assistant III 2032 (Vacant) Office Assistant III 2426 (Kimberly Fischer) Office Assistant III 2015 (Susan Lopes)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035 Office Assistant 2063 Unfunded Director of Admissions & Records 2165 Admissions & Records Manager 2166 Student Services Assistant 2032 Student Services Assistant 2426 Student Services Assistant 2015
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas) Department Secretary 2063 (Health Services) (Barby Hinkle) Office Assistant III 2259 (Vacant Unfunded) Admissions & Records – Kathy Rice Admissions & Records Manager 2165 (Vacant) Admissions & Records Manager 2166 (Unfunded) Office Assistant III 2032 (Vacant) Office Assistant III 2426 (Kimberly Fischer) Office Assistant III 2476 (Stephanie Lopez Pedrosa)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035 Office Assistant 2063 Unfunded Director of Admissions & Records 2165 Admissions & Records Manager 2166 Student Services Assistant 2032 Student Services Assistant 2426 Student Services Assistant 2015 Student Services Assistant 2476
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office of Student Serv Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas) Department Secretary 2063 (Health Services) (Barby Hinkle) Office Assistant III 2259 (Vacant Unfunded) Admissions & Records – Kathy Rice Admissions & Records Manager 2165 (Vacant) Admissions & Records Manager 2166 (Unfunded) Office Assistant III 2032 (Vacant) Office Assistant III 2426 (Kimberly Fischer) Office Assistant III 2426 (Kimberly Fischer) Office Assistant III 2476 (Stephanie Lopez Pedrosa) Office Assistant III 2019 (Rosemary Mahoney)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035 Office Assistant 2063 Unfunded Director of Admissions & Records 2165 Admissions & Records Manager 2166 Student Services Assistant 2032 Student Services Assistant 2426 Student Services Assistant 2015 Student Services Assistant 2476 Student Services Assistant 2019
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas) Department Secretary 2063 (Health Services) (Barby Hinkle) Office Assistant III 2259 (Vacant Unfunded) Admissions & Records – Kathy Rice Admissions & Records Manager 2165 (Vacant) Admissions & Records Manager 2166 (Unfunded) Office Assistant III 2032 (Vacant) Office Assistant III 2032 (Vacant) Office Assistant III 2426 (Kimberly Fischer) Office Assistant III 2476 (Stephanie Lopez Pedrosa) Office Assistant III 2019 (Rosemary Mahoney) Office Assistant III 2003 (Nancy Withdrow)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035 Office Assistant 2063 Unfunded Director of Admissions & Records 2165 Admissions & Records Manager 2166 Student Services Assistant 2032 Student Services Assistant 2426 Student Services Assistant 2476 Student Services Assistant 2019 Student Services Assistant 2019 Student Services Assistant 2003
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas) Department Secretary 2063 (Health Services) (Barby Hinkle) Office Assistant III 2259 (Vacant Unfunded) Admissions & Records – Kathy Rice Admissions & Records Manager 2165 (Vacant) Admissions & Records Manager 2166 (Unfunded) Office Assistant III 2032 (Vacant) Office Assistant III 2032 (Vacant) Office Assistant III 2426 (Kimberly Fischer) Office Assistant III 2476 (Stephanie Lopez Pedrosa) Office Assistant III 2019 (Rosemary Mahoney) Office Assistant III 2003 (Nancy Withdrow) Office Assistant III 2233 (Unfunded)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035 Office Assistant 2063 Unfunded Director of Admissions & Records 2165 Admissions & Records Manager 2166 Student Services Assistant 2032 Student Services Assistant 2426 Student Services Assistant 2426 Student Services Assistant 2476 Student Services Assistant 2019 Student Services Assistant 2003 Unfunded
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas) Department Secretary 2063 (Health Services) (Barby Hinkle) Office Assistant III 2259 (Vacant Unfunded) Admissions & Records – Kathy Rice Admissions & Records Manager 2165 (Vacant) Admissions & Records Manager 2165 (Vacant) Office Assistant III 2032 (Vacant) Office Assistant III 2032 (Vacant) Office Assistant III 2426 (Kimberly Fischer) Office Assistant III 2476 (Stephanie Lopez Pedrosa) Office Assistant III 2019 (Rosemary Mahoney) Office Assistant III 2033 (Unfunded) Department Secretary 2143 (Andrea Torrez)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035 Office Assistant 2063 Unfunded Director of Admissions & Records 2165 Admissions & Records Manager 2166 Student Services Assistant 2032 Student Services Assistant 2032 Student Services Assistant 2426 Student Services Assistant 2015 Student Services Assistant 2476 Student Services Assistant 2019 Student Services Assistant 2003 Unfunded Office Assistant 2143
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas) Department Secretary 2063 (Health Services) (Barby Hinkle) Office Assistant III 2259 (Vacant Unfunded) Admissions & Records – Kathy Rice Admissions & Records Manager 2165 (Vacant) Admissions & Records Manager 2166 (Unfunded) Office Assistant III 2032 (Vacant) Office Assistant III 2032 (Vacant) Office Assistant III 2426 (Kimberly Fischer) Office Assistant III 2476 (Stephanie Lopez Pedrosa) Office Assistant III 2019 (Rosemary Mahoney) Office Assistant III 2033 (Unfunded) Department Secretary 2143 (Andrea Torrez) Office Assistant I 2017 (Kathy Frary)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035 Office Assistant 2035 Office Assistant 2063 Unfunded Director of Admissions & Records 2165 Admissions & Records Manager 2166 Student Services Assistant 2032 Student Services Assistant 2032 Student Services Assistant 2426 Student Services Assistant 2476 Student Services Assistant 2015 Student Services Assistant 2019 Student Services Assistant 2003 Unfunded Office Assistant 2143 Admissions & Records Assistant 2017
Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office Assistant I/II 50 CTC/50 SS 2484 (Unf) Office the Vice President of Student Services Coordinator (Academic) Director of College Relations 8513 (Emilee Slater) Administrative Assistant 2107 (Keelin McCabe) Office Assistant III 2158 (Phone Center) (Eric Rata) Department Secretary 2035 (Joanna Arenas) Department Secretary 2063 (Health Services) (Barby Hinkle) Office Assistant III 2259 (Vacant Unfunded) Admissions & Records – Kathy Rice Admissions & Records Manager 2165 (Vacant) Admissions & Records Manager 2165 (Vacant) Office Assistant III 2032 (Vacant) Office Assistant III 2032 (Vacant) Office Assistant III 2426 (Kimberly Fischer) Office Assistant III 2476 (Stephanie Lopez Pedrosa) Office Assistant III 2019 (Rosemary Mahoney) Office Assistant III 2033 (Unfunded) Department Secretary 2143 (Andrea Torrez)	Unfunded ices – Rojelio Vasquez Duties Under Review Assistant to the Vice President 2107 Help Desk 2158 Office Assistant 2035 Office Assistant 2063 Unfunded Director of Admissions & Records 2165 Admissions & Records Manager 2166 Student Services Assistant 2032 Student Services Assistant 2032 Student Services Assistant 2426 Student Services Assistant 2015 Student Services Assistant 2019 Student Services Assistant 2003 Unfunded Office Assistant 2143

Office Assistant II 2425 (Cynthia Tafoya)	Admissions & Records Assistant 2425
Office Assistant II 2020 (Bobby Tello)	Admissions & Records Assistant 2020
Office Assistant II 2020 (DODDy Tello)	Unfunded
Office Assistant II 2146 (Emelita Pacada)	Admissions & Records Assistant 2146
Student Services Specialist 2016	Student Services Technician 2016
Student Services Specialist 2010	Student Services Technician 2010
Student Services Specialist 2127 Student Services Specialist 2128	Student Services Technician 2127
Student Services Specialist 2129	Student Services Technician 2129
Student Services Specialist 2129	Student Services Technician 2120
Student Services Specialist 2150 Student Services Specialist 2147	Student Services Technician 2150
Evaluator 2071	Student Services Feelindan 2147 Student Records Evaluator 2071
Evaluator 8521	Student Records Evaluator 8521
Evaluator	Student Records Evaluator (BOT 9/15)
Evaluator	Student Records Evaluator (BOT 9/15) Student Records Evaluator (BOT 9/15)
Evaluator	Student Records Evaluator (DOT 9/15)
Assessment – Monica Cuevas	
Assessment Coordinator 2243 (Michele Ruby)	Assessment Coordinator
Assessment Technician 8541 (Vacant)	Assessment Technician
Office Assistant II 2204 (Vacant)	Office Assistant 2204
CalWORKS – Anne Watts	
Director of CalWORKs (Academic) 2763	Duties Under Review 2763
CalWORKs Assistant 2336 (Daneillie Davis)	CalWORKs Assistant 2336
Administrative Secretary (DSE) 2260 (Irene Thirwall)	Office Assistant 2260
Program Development Assistant 2274	CalWORKS Program Specialist 2274
CalWORKS Assistant 2335	CalWORKS Program Assistant 2335
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Career and Employment Center - Sean Hend	lerson
Office Assistant III 2101 (Sylvia Sanchez)	Office Specialist 2101
Department Secretary 2460 (Unfunded)	Unfunded
Job Placement Coordinator 2250 (Cynthia Dunn)	Career Services Coordinator 2250
	Eliminate Position 2157
JOD Developer 2137 (Vacant)	Emininate Position 2137
Job Developer 2157 (Vacant) Job Developer 2264 (Charlezsette Day)	Eliminate Position 2157
Job Developer 2264 (Charlezsette Day)	Eliminate Position 2264
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins)	Eliminate Position 2264 Career Services Specialist 2411
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn)	Eliminate Position 2264
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins)	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn)	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) Counseling Services & College Relations Off Administrative Aide 2040 (Sandra Garachana)	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) Counseling Services & College Relations Off Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams)	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>Tice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) Counseling Services & College Relations Off Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi)	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) Counseling Services & College Relations Off Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2252 (Kaye Reynolds)	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) Counseling Services & College Relations Off Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields)	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 8543
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G)	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 2522 Office Specialist 8543 Unfunded
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2241 (College Relations) (Josie H)	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 2252 Office Specialist 8543 Unfunded Office Assistant 2241
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2241 (College Relations) (Josie H) Office Assistant II 2022 (Wilhemina Henderson)	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 2252 Office Specialist 8543 Unfunded Office Assistant 2241 Clerical Assistant 2022
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2241 (College Relations) (Josie H) Office Assistant II 2022 (Wilhemina Henderson) College Relations Specialist 2061	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 2252 Office Specialist 8543 Unfunded Office Assistant 2241 Clerical Assistant 2022 Outreach Specialist 2061
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2241 (College Relations) (Josie H) Office Assistant II 2022 (Wilhemina Henderson) College Relations Specialist 2061 College Relations Specialist 2225	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 2252 Office Specialist 8543 Unfunded Office Assistant 2241 Clerical Assistant 2022 Outreach Specialist 2061 Outreach Specialist 2225
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2241 (College Relations) (Josie H) Office Assistant II 2022 (Wilhemina Henderson) College Relations Specialist 2061 College Relations Specialist 2225 College Relations Specialist 2226	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 2252 Office Specialist 8543 Unfunded Office Assistant 2241 Clerical Assistant 2022 Outreach Specialist 2061 Outreach Specialist 2225 Outreach Specialist 2226
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2222 (Kaye Reynolds) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2241 (College Relations) (Josie H) Office Assistant II 2022 (Wilhemina Henderson) College Relations Specialist 2061 College Relations Specialist 2225 College Relations Specialist 2226 College Relations Specialist 2481	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 2522 Office Specialist 8543 Unfunded Office Assistant 2241 Clerical Assistant 2022 Outreach Specialist 2061 Outreach Specialist 2225 Outreach Specialist 2226 Outreach Specialist 22481
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2222 (Kaye Reynolds) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2241 (College Relations) (Josie H) Office Assistant II 2022 (Wilhemina Henderson) College Relations Specialist 2061 College Relations Specialist 2225 College Relations Specialist 2226 College Relations Specialist 2481 Training Institute Coordinator 2013 (Unfunded)	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 2522 Office Specialist 8543 Unfunded Office Assistant 2241 Clerical Assistant 2022 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2226 Outreach Specialist 2226 Outreach Specialist 2481 Unfunded
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2222 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2241 (College Relations) (Josie H) Office Assistant II 2022 (Wilhemina Henderson) College Relations Specialist 2061 College Relations Specialist 2225 College Relations Specialist 2226 College Relations Specialist 2481 Training Institute Coordinator 2013 (Unfunded) Educational Advisor 2240 (Homer Green)	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 8543 Unfunded Office Assistant 2241 Clerical Assistant 2022 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2226 Outreach Specialist 22481 Unfunded Eliminate Position 2240
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2222 (Kaye Reynolds) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2241 (College Relations) (Josie H) Office Assistant II 2022 (Wilhemina Henderson) College Relations Specialist 2061 College Relations Specialist 2225 College Relations Specialist 2226 College Relations Specialist 2481 Training Institute Coordinator 2013 (Unfunded) Educational Advisor 2240 (Homer Green) Educational Advisor 8512	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 2522 Office Specialist 8543 Unfunded Office Assistant 2022 Outreach Specialist 2061 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2226 Outreach Specialist 2241 Unfunded Eliminate Position 2240 Educational Advisor 8512
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2222 (Kaye Reynolds) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2241 (College Relations) (Josie H) Office Assistant II 2022 (Wilhemina Henderson) College Relations Specialist 2061 College Relations Specialist 2225 College Relations Specialist 2226 College Relations Specialist 2481 Training Institute Coordinator 2013 (Unfunded) Educational Advisor 2240 (Homer Green) Educational Advisor 8512 Educational Advisor 8515	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 2522 Office Specialist 8543 Unfunded Office Assistant 2022 Outreach Specialist 2061 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2226 Outreach Specialist 2481 Unfunded Eliminate Position 2240 Educational Advisor 8512 Educational Advisor 4020
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2222 (Kaye Reynolds) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2241 (College Relations) (Josie H) Office Assistant II 2022 (Wilhemina Henderson) College Relations Specialist 2061 College Relations Specialist 2225 College Relations Specialist 2226 College Relations Specialist 2481 Training Institute Coordinator 2013 (Unfunded) Educational Advisor 8512 Educational Advisor 8515 Educational Advisor PPT 2496	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 2252 Office Specialist 2252 Office Assistant 2241 Clerical Assistant 2022 Outreach Specialist 2061 Outreach Specialist 2255 Outreach Specialist 2250 Outreach Specialist 2250 Outreach Specialist 2250 Outreach Specialist 2260 Outreach Specialist 2481 Unfunded Eliminate Position 2240 Educational Advisor 8512 Educational Advisor <b>PPT 2496 (Make Full-time?)</b>
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2241 (College Relations) (Josie H) Office Assistant II 2022 (Wilhemina Henderson) College Relations Specialist 2061 College Relations Specialist 2225 College Relations Specialist 2226 College Relations Specialist 2481 Training Institute Coordinator 2013 (Unfunded) Educational Advisor 8512 Educational Advisor 8515 Educational Advisor PPT 2496 Educational Advisor PPT 2497	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2227 Office Specialist 2252 Office Specialist 2252 Office Assistant 2241 Clerical Assistant 2022 Outreach Specialist 2061 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2481 Unfunded Eliminate Position 2240 Educational Advisor 8512 Educational Advisor <b>PPT 2496 (Make Full-time?)</b> Educational Advisor <b>PPT 2497 (Make Full-time?)</b>
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2241 (College Relations) (Josie H) Office Assistant II 2022 (Wilhemina Henderson) College Relations Specialist 2061 College Relations Specialist 2225 College Relations Specialist 2226 College Relations Specialist 2481 Training Institute Coordinator 2013 (Unfunded) Educational Advisor 8512 Educational Advisor 8515 Educational Advisor PPT 2496 Educational Advisor PPT 2497 Educational Advisor PPT 2498	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 2252 Office Specialist 2252 Office Assistant 2022 Outreach Specialist 2061 Outreach Specialist 2061 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2241 Eliminate Position 2240 Educational Advisor 8512 Educational Advisor <b>PPT 2496 (Make Full-time?)</b> Educational Advisor PPT 2498
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2241 (College Relations) (Josie H) Office Assistant II 2022 (Wilhemina Henderson) College Relations Specialist 2061 College Relations Specialist 2225 College Relations Specialist 2225 College Relations Specialist 2481 Training Institute Coordinator 2013 (Unfunded) Educational Advisor 8512 Educational Advisor 8515 Educational Advisor 8515 Educational Advisor PPT 2496 Educational Advisor PPT 2497 Educational Advisor PPT 2498 Educational Advisor PPT 4020	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 2252 Office Specialist 2252 Office Assistant 2241 Clerical Assistant 2022 Outreach Specialist 2061 Outreach Specialist 2255 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2241 Unfunded Eliminate Position 2240 Educational Advisor 8512 Educational Advisor PPT 2496 (Make Full-time?) Educational Advisor PPT 2498 Educational Advisor PPT 2498 Educational Advisor PPT 4020
Job Developer 2264 (Charlezsette Day) Job Developer 2411 (Karen Collins) Job Placement Specialist 2482 (Mary Wynn) Student Personnel Services Specialist 2004 (Vacant) <b>Counseling Services &amp; College Relations Off</b> Administrative Aide 2040 (Sandra Garachana) Office Assistant III 2224 (Anne Adams) Office Assistant III 2227 (Stephanie Powers-Puahi) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 2252 (Kaye Reynolds) Office Assistant III 8543 (Beth Fields) Department Secretary 2249 (Unfunded) (Last: Phyllis G) Department Secretary 2241 (College Relations) (Josie H) Office Assistant II 2022 (Wilhemina Henderson) College Relations Specialist 2061 College Relations Specialist 2225 College Relations Specialist 2226 College Relations Specialist 2481 Training Institute Coordinator 2013 (Unfunded) Educational Advisor 8512 Educational Advisor 8515 Educational Advisor PPT 2496 Educational Advisor PPT 2497 Educational Advisor PPT 2498	Eliminate Position 2264 Career Services Specialist 2411 Career Services Specialist 2482 Eliminate Position 2004 <b>ice – Monica Cuevas</b> Assistant to the Dean 2040 Office Specialist 2224 Office Specialist 2227 Office Specialist 2252 Office Specialist 2252 Office Specialist 2252 Office Assistant 2022 Outreach Specialist 2061 Outreach Specialist 2061 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2225 Outreach Specialist 2481 Unfunded Eliminate Position 2240 Educational Advisor 8512 Educational Advisor <b>PPT 2496 (Make Full-time?)</b> Educational Advisor PPT 2498

Educational Advisor – Seasonal 2495	Seasonal Student Advisor 2495
Educational Advisor – Seasonal 2500	Seasonal Student Advisor 2500
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
Orientation Assistant 8064	Outreach Assistant 8064
<b>Disabled Student Programs &amp; Services DSPS</b>	– Janice Emerzian
Job Developer 2247 (Unfunded)	Career Services Specialist 2247 Funded
Job Developer PPT 2281 (Unfunded)	Unfunded
Educational Advisor 2112	Educational Advisor 2112
Educational Advisor 2471	Unfunded
Student Services Specialist 2309	Unfunded
Administrative Aide 2488 (Unfunded)	Unfunded
Office Assistant III 8502 (Deborah Cardoza)	Office Specialist 8502
Department Secretary PPT 8530 (Heather Beltran)	Office Assistant 8530
Office Assistant II 2302 (Chua Vang)	Office Assistant 2302
Office Assistant II PPT 2378 (Unfunded)	Unfunded
Office Assistant II PPT 2379 (Maria Wiget)	Office Assistant 2379
Student Services Specialist 2406 (OA2) (Heather Golden)	Office Assistant 2406
Instructional Aide 2270 PPT (Cindy DeSutter)	Instructional Assistant 2270
Instructional Aide 8531 PPT (Vacant)	Instructional Assistant 8531
DSPS Mobility Driver PPT 2407	DSPS Mobility Driver PPT 2407
DSPS Mobility Driver PPT 2408	DSPS Mobility Driver PPT 2408
DSPS Mobility Driver PPT 8522	DSPS Mobility Driver PPT 8522
EOP&S – Thomas Gaxiola	
Job Developer 2435 (Unfunded) (Last: Marcy Braggs)	Eliminate Position 2435
Educational Advisor 2108 (Vacant)	Educational Advisor 2108
Educational Advisor 2109 (Vacant) Educational Advisor 2109 (Mark McNiff)	Educational Advisor 2109
Educational Advisor 2110 (Houa Yang)	
	Educational Advisor 2110
Educational Advisor 2111 (Ernesto Garcia)	Educational Advisor 2110 Educational Advisor 2111
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce)	Educational Advisor 2111
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols)	Educational Advisor 2111 Office Specialist 2051
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda)	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols)	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda)	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) Financial Aid Office – Kira Tippins	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira Tippins</b> Director of Financial Aid (Academic)	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira Tippins</b> Director of Financial Aid (Academic) <b>None</b>	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review ADD Financial Aid Manager
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira Tippins</b> Director of Financial Aid (Academic) <b>None</b> Office Assistant III 2006 (Heather Rodriguez)	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review ADD Financial Aid Manager Financial Aid Assistant
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira Tippins</b> Director of Financial Aid (Academic) <b>None</b> Office Assistant III 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer)	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review ADD Financial Aid Manager Financial Aid Assistant Office Assistant 2422
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira Tippins</b> Director of Financial Aid (Academic) <b>None</b> Office Assistant III 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2024 (Crystyn Thorpe)	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review ADD Financial Aid Manager Financial Aid Assistant Office Assistant 2422 Office Assistant 2024
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira 'Tippins</b> Director of Financial Aid (Academic) <b>None</b> Office Assistant III 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2315 (Unfunded) (Last: Daneillie Davis)	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review ADD Financial Aid Manager Financial Aid Assistant Office Assistant 2422 Office Assistant 2024 Unfunded
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira Tippins</b> Director of Financial Aid (Academic) <b>None</b> Office Assistant III 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2315 (Unfunded) (Last: Daneillie Davis) Office Assistant II 2328 (Phila So)	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review ADD Financial Aid Manager Financial Aid Assistant Office Assistant 2422 Office Assistant 2024 Unfunded Office Assistant 2328
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira Tippins</b> Director of Financial Aid (Academic) <b>None</b> Office Assistant III 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2315 (Unfunded) (Last: Daneillie Davis) Office Assistant II 2328 (Phila So) Office Assistant II 2346 (Leslie Farrell)	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review ADD Financial Aid Manager Financial Aid Assistant Office Assistant 2422 Office Assistant 2422 Office Assistant 2024 Unfunded Office Assistant 2328 Office Assistant 2346
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira Tippins</b> Director of Financial Aid (Academic) <b>None</b> Office Assistant III 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2315 (Unfunded) (Last: Daneillie Davis) Office Assistant II 2328 (Phila So) Office Assistant II 2346 (Leslie Farrell) Office Assistant II 2400 (Unfunded) (Last: Wilhemina H)	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review ADD Financial Aid Manager Financial Aid Assistant Office Assistant 2422 Office Assistant 2422 Office Assistant 2024 Unfunded Office Assistant 2328 Office Assistant 2346 Unfunded
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira 'Tippins</b> Director of Financial Aid (Academic) <b>None</b> Office Assistant III 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2315 (Unfunded) (Last: Daneillie Davis) Office Assistant II 2328 (Phila So) Office Assistant II 2346 (Leslie Farrell) Office Assistant II 2400 (Unfunded) (Last: Wilhemina H) Financial Aid Assistant II 2102	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review ADD Financial Aid Manager Financial Aid Assistant Office Assistant 2422 Office Assistant 2422 Office Assistant 2024 Unfunded Office Assistant 2328 Office Assistant 2346 Unfunded Financial Aid Officer 2102
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira Tippins</b> Director of Financial Aid (Academic) <b>None</b> Office Assistant III 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2315 (Unfunded) (Last: Daneillie Davis) Office Assistant II 2328 (Phila So) Office Assistant II 2346 (Leslie Farrell) Office Assistant II 2400 (Unfunded) (Last: Wilhemina H) Financial Aid Assistant II 2102 Financial Aid Assistant II 2104	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review ADD Financial Aid Manager Financial Aid Assistant Office Assistant 2422 Office Assistant 2422 Office Assistant 2024 Unfunded Office Assistant 2328 Office Assistant 2346 Unfunded Financial Aid Officer 2102 Financial Aid Officer 2104
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira Tippins</b> Director of Financial Aid (Academic) <b>None</b> Office Assistant III 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2315 (Unfunded) (Last: Daneillie Davis) Office Assistant II 2328 (Phila So) Office Assistant II 2346 (Leslie Farrell) Office Assistant II 2440 (Unfunded) (Last: Wilhemina H) Financial Aid Assistant II 2102 Financial Aid Assistant II 2104 Financial Aid Assistant II 2447	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review ADD Financial Aid Manager Financial Aid Assistant Office Assistant 2422 Office Assistant 2024 Unfunded Office Assistant 2328 Office Assistant 2328 Office Assistant 2346 Unfunded Financial Aid Officer 2102 Financial Aid Officer 2104 Financial Aid Officer 2447
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira Tippins</b> Director of Financial Aid (Academic) <b>None</b> Office Assistant III 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2315 (Unfunded) (Last: Daneillie Davis) Office Assistant II 2328 (Phila So) Office Assistant II 2346 (Leslie Farrell) Office Assistant II 2440 (Unfunded) (Last: Wilhemina H) Financial Aid Assistant II 2102 Financial Aid Assistant II 2104 Financial Aid Assistant II 2447 Financial Aid Assistant II 2448	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review ADD Financial Aid Manager Financial Aid Assistant Office Assistant 2422 Office Assistant 2422 Office Assistant 2024 Unfunded Office Assistant 2328 Office Assistant 2346 Unfunded Financial Aid Officer 2102 Financial Aid Officer 2104 Financial Aid Officer 2447 Financial Aid Officer 2448
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira Tippins</b> Director of Financial Aid (Academic) <b>None</b> Office Assistant III 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2315 (Unfunded) (Last: Daneillie Davis) Office Assistant II 2328 (Phila So) Office Assistant II 2346 (Leslie Farrell) Office Assistant II 2400 (Unfunded) (Last: Wilhemina H) Financial Aid Assistant II 2102 Financial Aid Assistant II 2104 Financial Aid Assistant II 2447 Financial Aid Assistant II 2448 Financial Aid Assistant II 2448 Financial Aid Assistant II 2405	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review <b>ADD Financial Aid Manager</b> Financial Aid Assistant Office Assistant 2422 Office Assistant 2024 Unfunded Office Assistant 2328 Office Assistant 2346 Unfunded Financial Aid Officer 2102 Financial Aid Officer 2104 Financial Aid Officer 2447 Financial Aid Officer 2448 Financial Aid Officer 2448 Financial Aid Technician 2105
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira Tippins</b> Director of Financial Aid (Academic) <b>None</b> Office Assistant III 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2315 (Unfunded) (Last: Daneillie Davis) Office Assistant II 2328 (Phila So) Office Assistant II 2346 (Leslie Farrell) Office Assistant II 2446 (Leslie Farrell) Office Assistant II 2400 (Unfunded) (Last: Wilhemina H) Financial Aid Assistant II 2102 Financial Aid Assistant II 2104 Financial Aid Assistant II 2447 Financial Aid Assistant II 2448 Financial Aid Assistant II 2405 Financial Aid Assistant I 2105 Financial Aid Assistant I 2106	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review <b>ADD Financial Aid Manager</b> Financial Aid Assistant Office Assistant 2422 Office Assistant 2024 Unfunded Office Assistant 2328 Office Assistant 2346 Unfunded Financial Aid Officer 2102 Financial Aid Officer 2104 Financial Aid Officer 2447 Financial Aid Officer 2448 Financial Aid Officer 2448 Financial Aid Technician 2105 Financial Aid Technician 2106
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira 'Tippins</b> Director of Financial Aid (Academic) <b>None</b> Office Assistant III 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2315 (Unfunded) (Last: Daneillie Davis) Office Assistant II 2328 (Phila So) Office Assistant II 2346 (Leslie Farrell) Office Assistant II 2400 (Unfunded) (Last: Wilhemina H) Financial Aid Assistant II 2102 Financial Aid Assistant II 2104 Financial Aid Assistant II 2447 Financial Aid Assistant II 2448 Financial Aid Assistant I 2105 Financial Aid Assistant I 2106 Financial Aid Assistant I 2155	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review <b>ADD Financial Aid Manager</b> Financial Aid Assistant Office Assistant 2422 Office Assistant 2024 Unfunded Office Assistant 2328 Office Assistant 2328 Office Assistant 2346 Unfunded Financial Aid Officer 2102 Financial Aid Officer 2104 Financial Aid Officer 2447 Financial Aid Officer 2448 Financial Aid Officer 2448 Financial Aid Technician 2105 Financial Aid Technician 2106 Financial Aid Technician 2155
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) <b>Financial Aid Office – Kira Tippins</b> Director of Financial Aid (Academic) <b>None</b> Office Assistant III 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2315 (Unfunded) (Last: Daneillie Davis) Office Assistant II 2328 (Phila So) Office Assistant II 2346 (Leslie Farrell) Office Assistant II 2400 (Unfunded) (Last: Wilhemina H) Financial Aid Assistant II 2102 Financial Aid Assistant II 2447 Financial Aid Assistant II 2448 Financial Aid Assistant II 2448 Financial Aid Assistant I 2105 Financial Aid Assistant I 2106 Financial Aid Assistant I 2106 Financial Aid Assistant I 2190	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review <b>ADD Financial Aid Manager</b> Financial Aid Assistant Office Assistant 2422 Office Assistant 2422 Office Assistant 2024 Unfunded Office Assistant 2328 Office Assistant 2328 Office Assistant 2346 Unfunded Financial Aid Officer 2102 Financial Aid Officer 2104 Financial Aid Officer 2447 Financial Aid Officer 2448 Financial Aid Officer 2448 Financial Aid Technician 2105 Financial Aid Technician 2190
Educational Advisor 2111 (Ernesto Garcia) Accounting Clerk III 2073 (Eleanor Bruce) Office Assistant III 2051 (Laurie Nichols) Office Assistant II 2194 (Susan Mosqueda) Office Assistant II 2023 (Unfunded) (Last: Susan Mosqueda) Financial Aid Office – Kira Tippins Director of Financial Aid (Academic) None Office Assistant III 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2006 (Heather Rodriguez) Department Secretary 2422 (Virginia Beamer) Office Assistant II 2024 (Crystyn Thorpe) Office Assistant II 2315 (Unfunded) (Last: Daneillie Davis) Office Assistant II 2328 (Phila So) Office Assistant II 2346 (Leslie Farrell) Office Assistant II 2400 (Unfunded) (Last: Wilhemina H) Financial Aid Assistant II 2102 Financial Aid Assistant II 2104 Financial Aid Assistant II 2447 Financial Aid Assistant II 2448 Financial Aid Assistant I 2105 Financial Aid Assistant I 2106 Financial Aid Assistant I 2106 Financial Aid Assistant I 2105	Educational Advisor 2111 Office Specialist 2051 Clerical Assistant 2194 Unfunded Duties Under Review <b>ADD Financial Aid Manager</b> Financial Aid Assistant Office Assistant 2422 Office Assistant 2024 Unfunded Office Assistant 2328 Office Assistant 2328 Office Assistant 2346 Unfunded Financial Aid Officer 2102 Financial Aid Officer 2104 Financial Aid Officer 2447 Financial Aid Officer 2448 Financial Aid Officer 2448 Financial Aid Technician 2105 Financial Aid Technician 2106 Financial Aid Technician 2155

Financial Aid Assistant I 2430	Financial Aid Technician 2430
Financial Aid Assistant I 2444	Financial Aid Technician 2444
Financial Aid Assistant I 2445	Financial Aid Technician 2445
Financial Aid Assistant I 2446	Financial Aid Technician 2446
Financial Aid Assistant I 2483	Financial Aid Technician 2483
Scholarship Specialist 2103	Scholarship Specialist 2103
Veterans Students – Sean Henderson	
Department Secretary 2054 (Loretta Haney)	Office Assistant 2054
Student Activities – Sean Henderson	
	Duties Under Review
Director of Student Activities (Academic) College Center Assistant 2234 (Maile Glover)	
č (	Student Activities Specialist 2234 Student Activities Specialist 2238
College Center Assistant 2238 (Janice Wong)	
College Center Assistant 8504 (Unfunded) College Center Assistant 8505 (Unfunded)	Student Activities Specialist 8504 Funded Unfunded
Office Assistant III 2290 (Vacant)	Student Activities Assistant 2290
Accounting Clerk II 2082 (Vacant)	Student Activities Assistant 2290
Accounting Clerk II 2002 (Vacant)	
TDIO Drograma Dorm Angla	
TRIO Programs – Perry Angle	
Director of TRIO Programs (Academic)	Duties Under Review
Office Assistant III 2421 (Anne VanGalder)	Office Assistant 2421
Upward Bound Assistant	Upward Bound Specialist
	ices – Cheryl Sullivan
Administrative Services	
Vice President, Administrative Services	Vice President, Administrative Services
Administrative Assistant 2039 (Conf) (Lynn Mallory)	Assistant to the Vice President 2039 (Non Conf)
Campus Business Assistant 2123 (Susi Nitzel)	
Business Facilities Assistant 2027 (Jewell Riversmith)	
Human Resources Technician 2010 (Amy Yocupicio)	
Bookstore – Miles Abrahamson	
Bookstore Manager 2030 (Miles Abrahamson)	Bookstore Manager 2030
Assistant Bookstore Manager	Assistant Bookstore Manager
College Business Office – Tammy Maddox	
Accounting Supervisor	Business Office Supervisor
	· · · · · · · · · · · · · · · · · · ·
Print, Media and Communications - Mary D	ovle
Print, Media and Communications Manager	Print, Media and Communications Manager
Phone Communications Operator I/II 2012 (Debra M)	Communications Assistant/TBD 2012
Phone Communications Operator I/II 2142 (Pao Yang)	Communications Assistant/TBD 2142
Office Assistant I/II 2026 (Unfunded)	Unfunded
Building Services – Ernie Martinez	
Custodial Manager	Custodial Manager
None	Custodial Supervisor
Office Assistant III 2485 (Unfunded)	Unfunded
Department Secretary 2057 (Leah Whitaker)	Office Assistant 2057

Reedley College		
Office of the President – Sandra Caldwell		
Secretary to the President 3013 (Conf) (Emily Gerety)	Assistant to the President 3013 (Conf)	
Director of Technology (Academic)	Duties Under Review	
Public Information Officer 3039 (Vacant)	Director of Communications, Marketing & External Relations	
Public Information Specialist 3045 (Leah Unruh)		
Institutional Research Coordinator 3136 (Vacant)		
Research Assistant 3182 (Vacant)		
Computer & Technology Services – Gary Sal	zaouchi	
Director of Technology - 3592	Duties Under Review	
Instructional Tech-MicroComputer Lab 3037 (Shannon A)	Duties Under Review	
Instructional Tech-MicroComputer Lab 3037 (Snainfold A)		
	Natural & Systems Technician 2029	
Micro-Computer Resource Technician 3028 (Anthony C)	Network & Systems Technician 3028	
Micro-Computer Resource Technician 3124 (Donna B)	Network & Systems Technician 3124	
Micro-Computer Resource Specialist 3046 (Alfredo Rola)	Network & Systems Technician 3046	
Micro-Computer Resource Specialist 3047 (Enrique Torres)	Network & Systems Technician 3047	
Network Coordinator 3132 (Vacant)	Network Administrator 3132	
Webmaster 3183 (Vacant)		
Office Assistant III 3144 (Unfunded) (Last: Linda Bonaldi)	Unfunded	
Office of Instruc	tion Ion Dolyloon	
	tion – Jan Dekker	
Office of the Vice President of Instruction		
Administrative Assistant 3012 (Sarina Torres)	Assistant to the Vice President 2045	
Curriculum Analyst 3042 (Cheryl Hesse)	Curriculum Analyst 2125	
Agriculture & Natural Resources, Business S – David Clark Administrative Aide 3146 (Kassandra Davis-Schmall)	Assistant to the Dean 3146	
Office Assistant III 3008 11-Month (Mary Lou Wright)	Office Specialist 3008 11-Month	
Department Secretary 3095 (Unfunded)	Unfunded	
Department Secretary PPT 3069 (Unfunded)	Unfunded	
Farm Production Supervisor 3172 (Raymond Maestas)	Official	
Instructional Tech – Farm, Ag & Nat 3049 (Gary DePriest)		
Instructional Tech – Farm, Ag & Nat 3051 (Julio Bernal)		
Instructional Tech – Farm, Ag & Nat 3053 (George H)		
Instructional Tech – Aeronautics 3034 (Brent Parsons)		
Instructional Tech – Automotive 3035 (Brett Nelson)		
Instructional Tech – Machine Shop 3094 (William J)		
Instructional Tech – Manufacturing 3173 (Vacant)		
Composition, Literature & Comm, Reading & Language, and Fine Arts & Social Science – Todd Davis		
Administrative Aide 3106 (Christina Buzo)	Assistant to the Dean	
Instructional Tech-Art PPT 3093 (Barbara Fowler) 9mths		
Instructional Aide PPT 3077 (Robert Hill) 9mths		
Library – Todd Davis		
Department Secretary 3128 (Diana Palafox) 20 Hours	Library Services Assistant 3128	
Library Services Assistant 3027 (Danielle Rapue)	Library Services Technician 3027	
Library/Learning Resource Asst III 3018 (Olga M)	Library Services Specialist 3018	
	Library Services Specialist 3029	
	Liberry Consistent 2020	
	Library Services Assistant 3030	
Library/Learning Resource Asst II 3030 (Stephanie Doyle) Math, Engineering & Computer Sciences, Sc		
Library/Learning Resource Asst III 3029 (Mary Helen G) Library/Learning Resource Asst II 3030 (Stephanie Doyle) Math, Engineering & Computer Sciences, So Harris Administrative Aide 3170 (Annette Carrion)		

Athletic Equipment Manager 3048 (Kevin Hemley)	
Early Childhood Education Associate 3073 (Anna V)	
Early Childhood Education Specialist 3036 (Kendra Mull)	
Early Childhood Education Specialist 3105 (Megan S)	
Early Childhood Education Specialist Flex 3174 (Vacant)	
Instructional Lab Tech - Biology 3147 (Katherine Guhin)	
Instructional Lab Tech - Chemistry 3075 (Jason Meyers)	
Instructional Lab Tech – General Sci 3163 (Simon G) 10mt	
PE Attendant PPT 3092 (Vacant) (Physical Education)	
Office of Student Services	– Claudia Lourido-Habib
Office the Vice President of Student Services	
Administrative Assistant 3107 (Diana Rodriguez)	Assistant to the Vice President 3107
College Trainer 3127 (Jennifer Branshaw)	
College Trainer Seasonal 3156 (Jennifer Ludtke)	
Department Secretary 3121 (Unfunded)	Unfunded
Department Secretary 3133 (Unfunded)	Unfunded
Gear Up Assistant 3134 (Unfunded)	Eliminate
Gear Up Coordinator 3135 (Unfunded)	Eliminate

Gear op Gooraniator 5155 (Chitaliaed)	Eminimate
Office Assistant III 3066 (Vacant) (Last: Corrina Guerrero)	Unfunded
Office Assistant III 3171 (Rene Dauer) (Athletics)	Office Specialist 3171
Student Services – Jermain Pipkins	
Administrative Aide 3020 (Deborah Osborne)	Assistant to the Dean 3020
Counseling - Jermain Pinking	

Office Specialist 3113

Counseling – Jermain Pipkins Office Assistant III 3113 (Jane Zavala-Martinez)

### Admissions & Records – Veronica Jury

J J	
Admissions & Records Manager 3126 (Leticia Alvarez)	Admissions & Records Manager 3126
Student Services Specialist 3005 (Donna Hunt)	Student Services Technician 3005
Student Services Specialist 3044 (Unfunded)	Unfunded
Student Services Specialist 3130 (Monique Mendoza)	Student Services Technician 3005
Evaluator 3176 (Sofia Moreno)	Student Records Evaluator 3176
Office Assistant III 3004 (Naomi Custodio)	Student Services Assistant 3004
Office Assistant III 3007 (Unfunded)	Unfunded
Office Assistant III 3050 (Karen Elliot)	Student Services Assistant 3050
Office Assistant III 3142 (Gail Ashcroft)	Student Services Assistant 3142
Office Assistant I-II 3052 (Lisa Romer-Blancas)	Admissions & Records Assistant 3052
Office Assistant I-II 3102 (Phua Yang)	Admissions & Records Assistant 3102
CalWORKS – Jermain Pipkins	
CalWORKs Coordinator	Duties Under Review
Office Assistant III 3141 (Julie Davidson)	Office Specialist 3141
Outreach and Matriculation – Nathan Saari	
Director of Student Success, Equity & Outreach 3165 (Nate)	Director of College Relations & Outreach 3164
Matriculation Outreach Coordinator	Duties Under Review
Assessment Coordinator 3166 (Darnell Harris)	Assessment Coordinator 3166
Assessment Technician 3181 (Vacant)	Assessment Technician 3181
College Relations Specialist 3059 (Marcie Braggs)	Outreach Specialist 3059
College Relations Specialist 3145 (Mia Navarro)	Outreach Specialist 3059
College Relations Specialist 3145 (Mia Navarro) Educational Advisor 3032 (Bonita Gomez)	Outreach Specialist 3059 Educational Advisor 3032

Disabled Student Programs & Services DSPS – Janice Emerzian				
Job Developer PPT 3110 (Ishmael Verduzco)	Career Services Assistant PPT 3110			
Job Developer PPT 3159 (Unfunded)	Unfunded			

Office Specialist 3112

Office Assistant III 3112 (Corinna Lemos)

Micro-Computer Resource Technician 3002 (Steve Maciel)	Network & Systems Technician 3002
Office Assistant III 3017 (LuAnn Aldape)	Office Specialist 3017
Department Secretary 3019 (Unfunded) (Last: Jane Harmon)	Unfunded
Instructional Aide PPT 3153 (Vacant)	
Instructional Aide PPT 3175 (Vacant)	
Sign Language Interpreter III PPT 3180 (Vacant) 11mth	
Sign Language Interpreter III PPT 4056 MC (Vacant) 11mth None	ADD Faculty Con Language Interpretor FLEV
None	ADD Faculty Sign Language Interpreter FLEX ADD Educational Advisor
INOILE	ADD Educational Advisor
EOP&S – Mario Gonzales	
Educational Advisor 3169 (Christina Cazarez)	Educational Advisor 3169
EOP&S Assistant 3152 (Vacant)	Eliminate & Abolish Class
Department Secretary 3088 (Olga Garcia)	Needs further review
Financial Aid Office – Christina Cortez	
Director of Financial Aid (Academic)	Duties Under Review
Financial Aid Assistant II 3055 (Amber Fowler)	Financial Aid Technician 3055
Financial Aid Assistant II 3084 (Yvette Martinez)	Financial Aid Technician 3084
Financial Aid Assistant I 3031 (Milagros Prado)	Financial Aid Specialist 3031
Financial Aid Assistant I 3111 (Unfunded)	Funded
Financial Aid Assistant I 3116 (Jessica Silva)	Financial Aid Specialist 3116
Financial Aid Assistant I 3117 (Cynthia Hernandez)	Financial Aid Specialist 3117
Financial Aid Assistant I 3131 (George Sanchez)	Financial Aid Specialist 3131
Office Assistant III 3006 (Michelle Garcia)	Needs further review
Health Services – Claudia Lourido-Habib	
Department Secretary 3010 (Paula Ramos)	Needs further review
Desidence Hell Lies MaAndrews	
Residence Hall – Lisa McAndrews	
Residence Hall Supervisor 3101 (Lisa McAndrews)	Residence Hall Manager 3101 Unfunded
Residence Hall Supervisor 3099 (Unfunded) (Last: Frank M)	
Assistant Residence Hall Supervisor-On Site 3158 (Richard)	On Site Residence Hall Supervisor 3158
Assistant Residence Hall Supervisor-On Site 3158 (Richard)	
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib	On Site Residence Hall Supervisor 3158
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator
Assistant Residence Hall Supervisor-On Site 3158 (Richard) <b>Student Activities – Claudia Lourido-Habib</b> None College Center Assistant 3086 (Paul Torres)	On Site Residence Hall Supervisor 3158           ADD College Center Coordinator           College Center Specialist 3086         3086
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator
Assistant Residence Hall Supervisor-On Site 3158 (Richard) <b>Student Activities – Claudia Lourido-Habib</b> None College Center Assistant 3086 (Paul Torres)	On Site Residence Hall Supervisor 3158           ADD College Center Coordinator           College Center Specialist 3086         3086
Assistant Residence Hall Supervisor-On Site 3158 (Richard) <b>Student Activities – Claudia Lourido-Habib</b> None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore)	On Site Residence Hall Supervisor 3158           ADD College Center Coordinator           College Center Specialist 3086         3086
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator College Center Specialist 3086 Office Assistant 3014 11-Month
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant) Office Assistant III 3054 (Susan Mills)	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator College Center Specialist 3086 Office Assistant 3014 11-Month Career Services Specialist 3168
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant)	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator College Center Specialist 3086 Office Assistant 3014 11-Month Career Services Specialist 3168 Career Services Specialist 3033
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant) Office Assistant III 3054 (Susan Mills) Student Services Specialist	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator College Center Specialist 3086 Office Assistant 3014 11-Month Career Services Specialist 3168 Career Services Specialist 3033 Office Specialist 3054
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant) Office Assistant III 3054 (Susan Mills) Student Services Specialist Tutorial Center – Claudia Lourido-Habib	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator College Center Specialist 3086 Office Assistant 3014 11-Month Career Services Specialist 3168 Career Services Specialist 3033 Office Specialist 3054 PENDING – Dr. Caldwell Review
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant) Office Assistant III 3054 (Susan Mills) Student Services Specialist	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator College Center Specialist 3086 Office Assistant 3014 11-Month Career Services Specialist 3168 Career Services Specialist 3033 Office Specialist 3054
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant) Office Assistant III 3054 (Susan Mills) Student Services Specialist Tutorial Center – Claudia Lourido-Habib Office Assistant III 3119 (Sandra Huerta)	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator College Center Specialist 3086 Office Assistant 3014 11-Month Career Services Specialist 3168 Career Services Specialist 3033 Office Specialist 3054 PENDING – Dr. Caldwell Review Office Specialist 3119
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant) Office Assistant III 3054 (Susan Mills) Student Services Specialist Tutorial Center – Claudia Lourido-Habib Office Assistant III 3119 (Sandra Huerta) Upward Bound Program – Diana Tapia-Wrig	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator College Center Specialist 3086 Office Assistant 3014 11-Month Career Services Specialist 3168 Career Services Specialist 3033 Office Specialist 3054 PENDING – Dr. Caldwell Review Office Specialist 3119 ht
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant) Office Assistant III 3054 (Susan Mills) Student Services Specialist Tutorial Center – Claudia Lourido-Habib Office Assistant III 3119 (Sandra Huerta) Upward Bound Program – Diana Tapia-Wrig Director of Grant Funded Programs	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator College Center Specialist 3086 Office Assistant 3014 11-Month Career Services Specialist 3168 Career Services Specialist 3033 Office Specialist 3054 PENDING – Dr. Caldwell Review Office Specialist 3119 ht Duties Under Review
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant) Office Assistant III 3054 (Susan Mills) Student Services Specialist Tutorial Center – Claudia Lourido-Habib Office Assistant III 3119 (Sandra Huerta) Upward Bound Program – Diana Tapia-Wrig Director of Grant Funded Programs Upward Bound Coordinator 3120 (Vacant)	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator College Center Specialist 3086 Office Assistant 3014 11-Month Career Services Specialist 3168 Career Services Specialist 3033 Office Specialist 3054 PENDING – Dr. Caldwell Review Office Specialist 3119 Cht Duties Under Review Eliminate Position 3120
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant) Office Assistant III 3054 (Susan Mills) Student Services Specialist Tutorial Center – Claudia Lourido-Habib Office Assistant III 3119 (Sandra Huerta) Upward Bound Program – Diana Tapia-Wrig Director of Grant Funded Programs Upward Bound Coordinator 3120 (Vacant) Upward Bound Assistant 3123	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator College Center Specialist 3086 Office Assistant 3014 11-Month Career Services Specialist 3168 Career Services Specialist 3033 Office Specialist 3054 PENDING – Dr. Caldwell Review Office Specialist 3119 Cht Duties Under Review Eliminate Position 3120 Upward Bound Program Specialist 3123
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant) Office Assistant III 3054 (Susan Mills) Student Services Specialist Tutorial Center – Claudia Lourido-Habib Office Assistant III 3119 (Sandra Huerta) Upward Bound Program – Diana Tapia-Wrig Director of Grant Funded Programs Upward Bound Coordinator 3120 (Vacant) Upward Bound Assistant 3140	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator College Center Specialist 3086 Office Assistant 3014 11-Month Career Services Specialist 3168 Career Services Specialist 3033 Office Specialist 3054 PENDING – Dr. Caldwell Review Office Specialist 3119 Cht Duties Under Review Eliminate Position 3120 Upward Bound Program Specialist 3123 Upward Bound Program Specialist 3140
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant) Office Assistant III 3054 (Susan Mills) Student Services Specialist Tutorial Center – Claudia Lourido-Habib Office Assistant III 3119 (Sandra Huerta) Upward Bound Program – Diana Tapia-Wrig Director of Grant Funded Programs Upward Bound Coordinator 3120 (Vacant) Upward Bound Assistant 3123	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator College Center Specialist 3086 Office Assistant 3014 11-Month Career Services Specialist 3168 Career Services Specialist 3033 Office Specialist 3054 PENDING – Dr. Caldwell Review Office Specialist 3119 Cht Duties Under Review Eliminate Position 3120 Upward Bound Program Specialist 3123
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant) Office Assistant III 3054 (Susan Mills) Student Services Specialist Tutorial Center – Claudia Lourido-Habib Office Assistant III 3119 (Sandra Huerta) Upward Bound Program – Diana Tapia-Wrig Director of Grant Funded Programs Upward Bound Coordinator 3120 (Vacant) Upward Bound Assistant 3140 Upward Bound Assistant 3164	On Site Residence Hall Supervisor 3158          ADD College Center Coordinator         College Center Specialist 3086         Office Assistant 3014 11-Month         Career Services Specialist 3168         Career Services Specialist 3033         Office Specialist 3054         PENDING – Dr. Caldwell Review         Office Specialist 3119         Cht         Duties Under Review         Eliminate Position 3120         Upward Bound Program Specialist 3140         Upward Bound Program Specialist 3164
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant) Office Assistant III 3054 (Susan Mills) Student Services Specialist Tutorial Center – Claudia Lourido-Habib Office Assistant III 3119 (Sandra Huerta) Upward Bound Program – Diana Tapia-Wrig Director of Grant Funded Programs Upward Bound Coordinator 3120 (Vacant) Upward Bound Assistant 3140 Upward Bound Assistant 3164	On Site Residence Hall Supervisor 3158 ADD College Center Coordinator College Center Specialist 3086 Office Assistant 3014 11-Month Career Services Specialist 3168 Career Services Specialist 3033 Office Specialist 3054 PENDING – Dr. Caldwell Review Office Specialist 3119 Cht Duties Under Review Eliminate Position 3120 Upward Bound Program Specialist 3123 Upward Bound Program Specialist 3140
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant) Office Assistant III 3054 (Susan Mills) Student Services Specialist Tutorial Center – Claudia Lourido-Habib Office Assistant III 3119 (Sandra Huerta) Upward Bound Program – Diana Tapia-Wrig Director of Grant Funded Programs Upward Bound Coordinator 3120 (Vacant) Upward Bound Assistant 3140 Upward Bound Assistant 3164	On Site Residence Hall Supervisor 3158          ADD College Center Coordinator         College Center Specialist 3086         Office Assistant 3014 11-Month         Career Services Specialist 3168         Career Services Specialist 3033         Office Specialist 3054         PENDING – Dr. Caldwell Review         Office Specialist 3119         Cht         Duties Under Review         Eliminate Position 3120         Upward Bound Program Specialist 3140         Upward Bound Program Specialist 3164
Assistant Residence Hall Supervisor-On Site 3158 (Richard) Student Activities – Claudia Lourido-Habib None College Center Assistant 3086 (Paul Torres) Department Secretary 3014 11-Month (Liz Huebert-Defore) Career Resource Center – Jermain Pipkins Job Developer 3168 (Sara Maokosy) Job Developer 3033 (Vacant) Office Assistant III 3054 (Susan Mills) Student Services Specialist Tutorial Center – Claudia Lourido-Habib Office Assistant III 3119 (Sandra Huerta) Upward Bound Program – Diana Tapia-Wrig Director of Grant Funded Programs Upward Bound Coordinator 3120 (Vacant) Upward Bound Assistant 3140 Upward Bound Assistant 3164 Kadministrative Service	On Site Residence Hall Supervisor 3158          ADD College Center Coordinator         College Center Specialist 3086         Office Assistant 3014 11-Month         Career Services Specialist 3168         Career Services Specialist 3033         Office Specialist 3054         PENDING – Dr. Caldwell Review         Office Specialist 3119         Cht         Duties Under Review         Eliminate Position 3120         Upward Bound Program Specialist 3140         Upward Bound Program Specialist 3164

Administrative Assistant 3043 (Samaria Cardenas)	Assistant to the Vice President 3043
Office Assistant III 3003 (Rosa Rios)	Office Specialist/TBD 3003 (Needs further review)
Office Assistant III 3143 (Unfunded) (Last: Michelle Garcia)	Unfunded
Business Services Office – Linda Nies	
Accounting Supervisor 3137 (Linda Nies)	Business Office Supervisor
Food Services – John Cunningham	
Food Services Manager 3096 (John Cunningham)	Food Services Manager
Building Services – Larry Simpson	
Building Services Manager 3097 (Jim Burgess)	Building Services Manager

Madera & Oakhurst Community College Centers					
Office of the Vice President – John Fit	zer				
Administrative Aide 4026 (Pattie Fitzgerald)	Assistant to the Vice President 4026				
Department Secretary 4038 (Vacant) (Split RC/CCC)	Office Assistant 4038				
Office Assistant III 4003 (Sophia Adame)	Office Specialist 4003				
Office Assistant III 4002 (Fennyann Chan)	Student Services Assistant 4002				
Student Services Specialist 4048 (Veronica Jury)	Student Services Technician 4048				
Computer & Technology Services – Gary S.					
MicroComputer Resource Technician (James Davis)	Network & Systems Technician				
MicroComputer Resource Technician 4010(Moved to CCC)	Unfunded				
Dean of Instruction – Jim Chin					
Administrative Aide 4009 (Yolanda Garcia	Assistant to the Dean 4009				
Office Assistant III 4006 (Becky Xiong))	Office Specialist 4006				
Department Secretary PPT 4053 (Vacant)	Office Assistant 4053 (New Position)				
Library					
Library Services Assistant 4005 MC	Library Services Technician 4005 MC				
Library/Learning Resource Asst II PPT 4019 MC	Library Services Assistant FT 4019 MC				
Dean Student Services - Leticia					
None	ADD Assistant to the Dean				
College Center Assistant 4047 (Celia Zamora)	Student Activities Specialist 4047				
College Center Assistant PPT 4041 (Unfunded) 10mths	Unfunded				
CalWORKS					
CalWORKs Coordinator	Duties Under Review				
Counseling Services					
Educational Advisor 4030 (Daniel Rivera)	Outreach Specialist 4030				
Educational Advisor 4054 (Raquel Mendoza)	Educational Advisor 4054				
Educational Advisor PPT 4051 (Vacant)	Unfunded				
Financial Aid Office					
Financial Aid Assistant II 4023 (Jesus Naranjo)	Financial Aid Technician 4023				
Financial Aid Assistant I 4024 (Vacant)	Financial Aid Specialist 4024				

Office Assistant PPT 4035	
Upward Bound Program Specialist 4042	
Upward Bound Program Specialist 4043	
Unfunded	
Student Services Assistant 6005 10-Month	
Student Services Assistant PPT 6002	

Clovis Community College				
• •	ent – Deborah Ikeda			
Secretary to the Vice Chancellor 5051 (Conf) (Linda Little)	Assistant to the President (Conf)			
Department Secretary PPT 5008 (Unfunded)	Office Assistant 5008			
Department Secretary PPT 5016 (Unfunded) (Joyce Clark) Office Assistant 5016				
Department Secretary 5084	Office Assistant 5084			
Secretary to the Vice Chancellor (Conf) 5001	Eliminate			
Public Information Office – Stephanie Babb				
College Dir. of Mktg and Comm 5078 (Sephanie Babb)	College Dir. of Marketing and Communications			
Graphic Designer 5077	Graphic Designer 5077			
Computer & Technology Services				
	Deer			
None Directory (Trabala)	Dean			
Director of Technology Administrative Aide 5086 (Vacant)	Unfunded Unfunded			
Instructional Tech – Pc Lab PPT 5012 (Nicolas Escobar)				
Instructional Tech – Pc Lab PPT 5013 (Howard Wu)				
Micro-Computer Resource Technician 5052	Network & Systems Technician 5052			
Micro-Computer Resource Technician 5052	Network & Systems Technician 5074			
Network Coordinator 5073	Network Administrator 5073			
Webmaster 5075	Webmaster 5075			
webmaster 5075	webliaster 50/5			
	tion & Student Services - Kelley Fowler			
Administrative Assistant 5024 (Leslie Rata)	Assistant to the Vice President 5024			
Department Secretary 4038 (Shared w/ MC)	Office Assistant 4038 (Shared)			
Institutional Research Coordinator (Michelle Johnson)	Institutional Research Coordinator			
Curriculum Analyst 5054 (Margee Loya)	Curriculum Analyst 5054			
Educational Advisor 5065 (Rica McGinnis)	Educational Advisor 5065			
Assessment Technician 5089 (Carol Shimer)	Assessment Technician 5089			
Evening Coordinator (Maya Davis)	Duties Under Review			
Office of Instruction CTE/STEM – Linda T	homas			
Administrative Aide 5072 (Vicki Cockrell)	Assistant to the Dean 5072			
Child Development Center				
Child Development Lab School Manager 5079	Child Development Lab School Manager 5079			
Clind Development Lab benoor Wanager 5075				
Office of Instruction Humanities & Social Sc				
Administrative Aide 5018 (Debbie Nieto)	Assistant to the Dean 5018			
Office Assistant III 5005 (Marci Suvanto)	Office Specialist 5005			
Library				
Library Services Assistant 5004 (Susan Hansen)	Library Somion Technician 5004			
Library/Learning Resource Asst III 5080 (Karen Anderson)	Library Services Technician 5004 Library Services Specialist 5080			
Library/Learning Resource Asst II PPT 5010 (Vacant)	Library Services Assistant PPT 5010			
Office Of Student Services – Doris Griffin				
Administrative Aide 5020 (Jittapaun Inthavong)	Assistant to the Dean 5020			
Office Assistant III 5055 (Gayle Oki)	Office Specialist 5055			
Office Assistant III 5023 (Unfunded)	Office Specialist 5023			
Department Secretary 5071 (Health Services)	Office Assistant 5071			
Admissions & Deserts Dress History				
Admissions & Records – Ryen Hirata				
None	ADD Admissions & Records Manager			
Office Assistant III 5002 (Debra Curtis)	Student Services Assistant 5002			
Office Assistant III 5060 (Valerie DePinto)	Student Services Assistant 5060			

Student Services Specialist 5070	Student Services Technician 5070
Student Services Specialist 5081	Student Services Technician 5081
Evaluator 5090	Student Records Evaluator 5090
CalWORKS	
Career Services ADD	
None	ADD Career Services Coordinator
None	ADD Career Services Specialist
Outreach Office – Gurdeep He'Bert	
Director of Student Success, Equity & Outreach 5063	Director of Student Success, Equity & Outreach 5063
Office Assistant III 5069 (Emalee Aguilar)	Office Specialist 5069
College Relations Specialist 2061 (David Navarro)	Outreach Coordinator 2061
None	
Educational Advisor 5088	ADD Outreach Specialist
	Educational Advisor 5088
Seasonal Student Advisor 5082	Seasonal Student Advisor 5082
Seasonal Student Advisor 5083	Seasonal Student Advisor 5083
Orientation Assistant 5034	Outreach Assistant 5034
Orientation Assistant 5035	Outreach Assistant 5035
Orientation Assistant 5036	Outreach Assistant 5036
Orientation Assistant 5037	Outreach Assistant 5037
Orientation Assistant 5066	Outreach Assistant 5066
College Center	
None	ADD College Center Coordinator
College Center Assistant 5045 (Patrick Stumpf)	College Center Specialist 5045
<b>Disabled Student Programs &amp; Services DSI</b>	PS
Financial Aid Office – Candace Cannon	
None	ADD Director of Financial Aid
Office Assistant III 5092 (Natalie Minas)	Office Specialist 5092
College Financial Aid Manager 5017 (Candace Cannon)	Financial Aid Manager 5017
Financial Aid Assistant II 5058 (Cheryl Lock)	Financial Aid Technician 5058
Financial Aid Assistant I 5056 (Barbara Wilson)	Financial Aid Specialist 5056
Financial Aid Assistant I 5068 (Rebecca Riddle)	Financial Aid Specialist 5068
Herndon Campus – Charles Francis	
Office Assistant III 5026 (Karen Ainsworth)	Student Services Assistant 5026
Administrative Ser	vices – Lorrie Hopper
Vice President, Administrative Services	Vice President, Administrative Services
Administrative Assistant 5057 (Cathy Ostos)	Assistant to the Vice President 5057
None	Custodial Supervisor

# 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	Recommended Classification Allocation

INFORMATIC	ON TECHNLO	DGY			
Last Name	First Name	Campus	Department	Current Classification	Recommended Classification Allocation

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

CLERICAL AN	ND SECRETAR	IAL			
Last Name	First Name	Campus	Department	Current Classification	Recommended Classification Allocation

#### STUDENT SERVICES

Last Name	First Name	Campus	Department	Current Classification	Recommended Classification 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.

<b>ADMI</b>	NISTE	RATION	SERIES

CLASSIFICATIONS	SALARY RANGE
FINANCE & ADMINISTRATION GROUP	
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
COMMUNICATIONS & PUBLIC RELATIONS GROUP	
Director of Communications, Marketing & External Relations	TBD
Communications & Media Center Supervisor	TBD
HUMAN RESOURCES/PERSONNEL GROUP	
Director of Classified Employment Services	TBD
Director of Human Resources – Academic	TBD
Director of Human Resources – Classified	TBD
EEO/Diversity & Staff Development Manager	TBD
RESOURCE DEVELOPMENT GROUP	
Executive Director, SCCC Foundation	TBD
Director, Center for International Trade	TBD
Assistant Director, SCCC Foundation	TBD
POLICE AND SAFETY GROUP	
Chief Police	TBD
Police Lieutenant	TBD
FACILITIES SERIES	
CLASSIFICATIONS	SALARY RANGE
<b>BUILDING &amp; CUSTODIAL SERVICES GROUP</b>	
Building Services Manager	TBD
Custodial Services Manager	TBD
Custodial Supervisor	TBD
CONSTRUCTION GROUP	
Construction Services Manager	TBD

#### ENVIRONMENTAL HEALTH & RISK MANAGEMENT GROUP

	CLASSIFICATIONS	SALARY RANGE		
	Director of Environmental Health & Risk Management	TBD		
	MAINTENANCE & OPERATIONS GROUP			
	Director of Maintenance & Operations	TBD		
	Maintenance & Operations Supervisor	TBD		
	GROUNDS MAINTENANCE GROUP			
	Ground Services Manager	TBD		
INFORM	ATION TECHNOLOGY SERIES			
	CLASSIFICATIONS	SALARY RANGE		
	INFORMATION SYSTEMS GROUP	UALANT NANOL		
	District Director of Information Systems	TBD		
	COMPUTER AND NETWORK SUPPORT GROUP			
	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		
	SYSTEMS & PROGRAMMING GROUP			
	Senior ERP Administrator	TBD		
	Database Administrator	TBD		
	Programmer Analyst	TBD		
	Financial Aid Systems Analyst	TBD		
	WEB GROUP			
	Web Portal Administrator	TBD		
	Webmaster	TBD		
INSTRUC	INSTRUCTIONAL SERVICES SERIES			
	CLASSIFICATIONS	SALARY RANGE		
	AGRICULTURAL GROUP			
	Farm Production Supervisor	TBD		

ATHLETICS GROUP

### INSTITUTIONAL RESEARCH GROUP

CLASSIFICATIONS	SALARY RANGE
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**

	PERFORMING ARTS GROUP					
CE 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				

#### OFFICE/SECRETARIAL SUPPORT GROUP

#### PAYROLL SUPPORT GROUP

Payroll Technician II (Confidential)

TBD

	CLASSIFICATIONS	SALARY RANGE
	Payroll Technician I (Confidential)	TBD
	Payroll Assistant	TBD
	TECHNICAL SUPPORT GROUP	
POLICE S	FRIFS	
	CLASSIFICATIONS	SALARY RANGE
	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	TRD
	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

### STUDENT OUTREACH GROUP Director of Student Success, Equity & Outreach

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

CLASSIFICATIONS	SALARY RANGE
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	ТВD
College Activities Specialist	ТВD
Educational Services Advisor	TBD
Seasonal Student Services Advisor	TBD
Student Services Specialist	TBD

# **Personnel Commission – Director's Report**

# March 22, 2016 Regular Meeting

# **Recruitment and Examination**

### Accepting applications for the following recruitments:

Name	Application Deadline
Building Generalist	Continuous Recruitment
College Trainer	Continuous Recruitment
Early Childhood Education Specialist	Continuous Recruitment
Early Childhood Education Associate	Continuous Recruitment
Food Service Worker I	Continuous Recruitment
Instructional Assistant – Nursing	Continuous Recruitment
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Graphic Designer	March 21, 2016
Library/Learning Resource Assistant I/II	March 28, 2016
Micro-Computer Resource Technician	March 28, 2016
Custodian	March 29, 2016
Chief of Police	March 31, 2016

## The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Department Secretary – FCC/DO	Oral Board	March 16, 2016
Department Secretary – CC/Herndon	Oral Board	March 16, 2016
Department Secretary – MC	Oral Board	March 17, 2016
Department Secretary – RC	Oral Board	March 17, 2016
Building Generalist	Competency	March 23, 2016
Evaluator	Competency	March 18, 2016
Student Services Specialist	Competency	March 18, 2016v
Lead Maintenance Worker	Competency	March 18, 2016

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

Name	Location	Anticipated Posting Date/Status
Occupational Health & Safety Officer	Districtwide	March 2016
Administrative Secretary	Districtwide	April 2016
Assessment Coordinator	Districtwide	April 2016
Audio Visual Technician	FCC	April 2016
Bookstore Sales Clerk III	Districtwide	April 2016
Benefits Assistant	DO	April 2016
Instructional Tech – Welding	FCC	April 2016
Bookstore Rush	Districtwide	May 2016
Instructional Technician - Manufacturing	Districtwide	On hold pending salary negotiation.
Laboratory Simulation Technician	FCC	On hold pending salary negotiation.
Computer Operator/IT Support	DO	On hold pending position review.
Copy Center Specialist	Districtwide	On hold pending position review.

Custodial Supervisor	CCC	On hold pending positon review.	
Director of Admissions & Records	FCC	On hold pending position review.	
Director of Grants	DO	On hold pending classification	
		review.	
Dir of Institutional Research, Assessment	CCC	On hold pending classification	
& Planning		review.	
Executive Secretary to Chancellor	DO	On hold pending position review.	
Instructional Aide – PPT	Districtwide	On hold pending position review.	
International Trade Specialist	DO	On hold pending position review.	

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

Name	Vacancy Location	Status
Accounting Technician I	Counseling, FCC	List Referred 3/9/16
Assessment Technician	Counseling, FCC	List Referred 2/2/16
Assessment Technician	Student Services, RC	List Pending Referral
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Child Development Lab School Mgr	Child Dev. Center, CCC	List Referred 2/18/16
Early Childhood Educ. Assoc PPT	Child Dev. Center, CCC	List Referred 3/10/16
Early Childhood Educ. Specialist	Child Dev. Center, CCC	List Referred 3/14/16
Early Childhood Educ. Specialist	Child Dev. Center, FCC	List Pending Referral
Food Service Worker I – PPT	Food Services, RC	List Referred 3/7/16
Food Service Worker I – PPT	Food Services, RC	List Referred 3/7/16
Food Service Worker I – PPT	Food Services, RC	List Referred 3/7/16
Instructional Lab Tech – Bio Sci	Math, Sci., Engineer., FCC	List Referred 3/7/16
Network Coordinator	Technology Services, RC	List Referred 2/4/16
Office Assistant III	Student Activities, FCC	List Pending Referral
Office Assistant III	Admissions & Records, FCC	List Referred 3/2/16
Office Assistant III	Police Academy, FCC	List Pending Referral
Orientation Assistant	Student Services, CCC	List Referred 4/16/15
Police Officer	Operations, DO	List Referred 3/7/16
Police Officer	Operations, DO	List Referred 3/7/16
Research Assistant	Office of Instruction, CCC	List Referred 2/4/16
Research Assistant	President's Office, RC	List Pending Referral
Seasonal Student Advisor	Matric. & Outreach, CCC	List Referred 2/18/16
Seasonal Student Advisor	Matric. & Outreach, CCC	List Referred 2/18/16
Student Services Specialist	Admissions & Records, FCC	List Referred 2/3/16
Theatre Manager	FPCA, FCC	List Referred 2/11/16

# 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
- Classified Professionals Mega Conference: 3/22/16
- Madera County Job Fair at Madera District Fair: 4/7/16, 10am-2pm
- Fresno City College Spring Advisory Meeting/Business & Technology Faculty at OAB: 4/7/16, 4:45pm-7:30pm
- United Way Job Fair: 4/20/16, 9am-2pm
- WRIPAC Training 6/8/16 6/10/16 (Elba & Christine)