

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, November 15, 2016

AGENDA
-Revised-

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the October 11, 2016 Regular Meeting
- E. Information Items
 - 1. Public Announcement of CSEA Commissioner Appointment
 - 2. Board of Trustees Communications
 - 3. Classification Study Status
- F. Action Items
 - 16-54 Consideration and Approval of Eligibility Lists
 - a. Financial Aid Assistant I, Effective 10/27/16
 - b. Financial Aid Manager, Effective 11/7/16
 - c. Microcomputer Specialist, Effective 11/8/16
 - d. Police Officer – Continuous, Effective 10/20/16
 - 16-55 Consideration and Approval to Classify New Positions in New Job Classification Specifications
 - a. Accounting Technician I DO, Position #1212
 - b. EEO/Staff Development Manager – Limited-term (6-months), DO, Position #9035
 - c. Institutional Research Coordinator – Limited-term (6-months), DO, Position #9034
 - 16-56 Consideration and Approval of Revised Classification Specification for Police Officer
 - 16-57 Consideration and Approval of New Classification Specification for Program Specialist – Central Mother Lode Regional Consortium (CRC)

- G. Director's Report
- H. Commissioners' Reports
- I. Next Regular Meeting: Tuesday, December 13, 2016
- 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
October 11, 2016

- Call to Order Ms. Freeman-Fobbs called the meeting to order at 5:31 p.m.
- Members Present Members of the Personnel Commission present were:
Pamela Freeman-Fobbs, Chairperson
Bradley Tahajian, Vice – Chairperson
Tim Liermann, Commissioner
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Ferguson, HR Analyst
Reshonda Collins, HR Specialist
- Introduction of Guests The following guests attended:
Annette Loria, DO
Samerah Campbell, DO
Barbara Wilson, CSEA
Gregory Taylor, General Counsel
Sabrina Gray, FCC
Eleanor Bruce, FCC
Cheryl Sullivan, FCC
Edward Smith, Rampage
Jennifer Langworthy, RC
- Public Comment Ms. Gray expressed concern regarding her working out of classification analysis.
- Ms. Gray expressed concern about Mr. Taylor representing the Personnel Commission and requested the Personnel Commission acquire outside counsel that does not also advise the District.
- Approval of the Minutes The minutes of the September 20, 2016 Regular Meeting were presented for approval.
- Mr. Tahajian moved to approve the September 20, 2016 Regular Meeting minutes as amended. Mr. Liermann seconded the motion, and it carried unanimously.
- The motion passed as follows:
Ayes – Ms. Freeman-Fobbs, Mr. Tahajian, and Mr. Liermann
Noes – 0
1. Quarterly Budget Report Ms. Gomez provided an update on the Personnel Commission budget and expenses. Ms. Gomez stated that anticipated expenses for Police Officer pre-hire requisites would put the department over budget by the end of the fiscal year. Ms. Gomez stated that she has advised District administration of the increase.

2. Classification
Study Status

Ms. Gomez provided an update on the classification study status.

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

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

Action Items

[16-48]
Consideration and
Approval of
Eligibility Lists

Consideration and Approval of Eligibility Lists

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

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

The motion passed as follows:

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

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

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

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

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

The motion passed as follows:

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

[16-50]
Consideration and
Approval to Change
Position
Classification for
Secretary to the Vice
Chancellor

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

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

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

The motion passed as follows:

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

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

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

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

The motion passed as follows:
Ayes – Ms. Freeman-Fobbs, Mr. Tahajian, and Mr. Liermann
Noes – 0

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

a. College Trainer

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

The motion passed as follows:
Ayes – Ms. Freeman-Fobbs, Mr. Tahajian, and Mr. Liermann
Noes – 0

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

a. Human Resources Assistant

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

The motion passed as follows:
Ayes – Ms. Freeman-Fobbs, Mr. Tahajian, and Mr. Liermann
Noes – 0

Director's Report

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

Commissioners' Report

Mr. Liermann had nothing to report.

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

Ms. Freeman-Fobbs had nothing to report.

Adjournment

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



Elba Gomez, Director of Classified Personnel
EG:rc

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

Presented to the Personnel Commission:

Date: November 15, 2016

SUBJECT: Public Announcement of California School
Employee Association Appointment of
Commissioner

ENCLOSURE(S):
Board Item

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

Information Item:
No. 1

Background:

In compliance with Education Code Section 88066 (d), on November 1, 2016, the Board of Trustees appointed Ms. Isabel Barreras to the Personnel Commission to serve a three-year term beginning December 1, 2016 – November 30, 2019.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 1, 2016

SUBJECT: Appointment of California School Employees Association Nominee to the Personnel Commission for SCCCD ITEM NO. 16-73HR

EXHIBIT: None

Background:

The term of the California School Employees Association's appointed commissioner, Tim Liermann, will end on November 30, 2016. Mr. Liermann did not express an interest in being reappointed. Therefore, CSEA has selected Isabel Barreras as their appointee. Ms. Barreras is a former trustee of the State Center Community College District Board of Trustees and currently is employed at the Madera Unified School District as a human resources specialist. According to Education Code Section 88066(d):

“In the case of the nominees of the classified employees, the board shall appoint the nominee, unless the classified employees voluntarily withdraw the name of the nominee and submit the name of a new nominee. In the latter case, the board shall then appointment the new nominee.”

Recommendation:

In accordance with Education Code Section 88066(d), it is recommended the Board of Trustees appoint Ms. Isabel Barreras as the CSEA representative to the Personnel Commission for the State Center Community College District to serve a three-year term beginning December 1, 2016.

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

Presented to the Personnel Commission:

Date: November 15, 2016

SUBJECT: Board of Trustees Communications

ENCLOSURE(S):

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 2

Background:

The Communication with Personnel Commission is being presented as an informational item for discussion purposes and to provide an update to the Personnel Commission

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

Presented to the Personnel Commission:

Date: November 15, 2016

SUBJECT: Discussion of Classification Study Status

ENCLOSURE(S):
Class Study Timeline

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 3

Background:

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

CLASSIFICATION STUDY TIMELINE

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

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

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

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

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

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

Presented to the Personnel Commission:

Date: November 15, 2016

SUBJECT: Consideration and Approval of Eligibility
Lists

ENCLOSURES:
Eligibility Lists

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-54

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.

FINANCIAL AID ASSISTANT I

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201600192	2942	288	204	12	72	18	15

Oral Board Raters

Jessica Silva, Financial Aid Assistant I, Reedley College
 Chad Boling, Associate Director of Financial Aid, Fresno Pacific University

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	40	0	17	73	32	1	0	26	189
Male	20	2	9	32	15	1	0	11	90
No Answer	0	0	0	1	2	0	0	6	9
Total	60	2	26	106	49	2	0	43	288

** Failed MQ: 11-Incomplete; 193-Minimum Qualifications



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

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

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

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

FINANCIAL AID ASSISTANT I

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

Definition: Under direction, assists with the delivery of financial aid services and assists students, parents, and the public in applying for and utilizing financial aid services and programs.

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

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

- Assists with the planning, implementation and coordination of Financial Aid services and programs.
- Provides information, assistance, and advice to students, parents, and the public throughout the financial aid process.
- Interviews students regarding financial aid requirements.
- Analyzes student need through recognized need analysis techniques.
- Evaluates financial aid applications and supporting documents for accuracy, clarity and completeness according to federal and state rules and regulations to determine eligibility for financial aid.
- Analyzes and determines student awards based on individual student characteristics and other related factors.
- Uses professional judgment to approve or deny eligibility in the event of special conditions, dependency overrides, or student appeals.
- Prepares financial aid award packages.
- Reviews student enrollment/registration prior to making payment to ensure proper coursework.
- Monitors students' academic progress to evaluate initial and continued financial aid eligibility.
- Places administrative holds due to failure to meet academic requirements for financial aid.
- Ensures proper communication of and compliance with District policies and procedures.
- Interprets and implements federal and state guidelines with respect to financial aid programs and services.
- Develops and distributes processing and outreach materials.
- Organizes, participates, and conducts training and dissemination meetings, financial aid orientation, outreach programs, and workshops for current and prospective students, as well as the public, college/community groups and organizations, to explain financial aid regulations, requirements and application procedures.
- Reconciles records and collects data and statistics to prepare complex statistical and narrative reports for internal and state/federal agency use.
- Conducts research on financial aid related topics.
- Composes correspondence regarding financial aid issues.
- Analyzes financial aid statistical reports.
- Performs other duties as assigned.

SPECIAL CONDITIONS

Some positions may require the skill to communicate in a language other than English.

Required Employment Standards:

Education

Thirty college units; Associate degree preferred.

Experience

Financial Aid experience or related experience including reviewing documents to determine eligibility for participation.

Licenses/Certificates

Valid Driver's License is required

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

FINANCIAL AID ASSISTANT I

Required Employment Standards: (con't)

Knowledge

- Basic knowledge of financial aid programs and scholarship assistance programs available to students.
- Knowledge of principles and techniques of student advising and interviewing in order to provide proper assistance.
- Knowledge of record keeping and report preparation techniques to ensure reports are prepared in a timely manner.
- Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of proper English spelling, grammar, and punctuation to compose items such as correspondence and/or reports.
- Knowledge of basic math including addition, subtraction, multiplication, and division.
- Knowledge of current computer software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.
- Knowledge of current computer operating systems.

Skills

- Skill to learn federal, state, local and institutional rules and regulations governing financial aid in order to provide assistance.
- Skill to learn student financial aid needs analysis.
- Skill to employ mathematical techniques for the purpose of analyzing statistical reports.
- Skill to research, analyze data and prepare reports.
- Skill to prepare work activities, schedules, and resource utilization to ensure office tasks are properly prioritized.
- Skill to type at a sufficient speed to maintain workflow.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to use, understand and interpret student financial aid need analysis.

Abilities

- Ability to interpret and apply college and district policies and procedures.
- Ability to communicate technical information to individuals and groups with limited technical background.
- Ability to communicate with individuals for whom English is not a primary language.
- Ability to learn federal and state regulations and its terminology in order to communicate information.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to appropriately interact with students, staff, faculty and public.
- Ability to receive and follow instructions.
- Ability to build and maintain effective working relationships.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications.
- Ability to accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

- 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)

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FINANCIAL AID ASSISTANT I

Required Employment Standards: (con't)

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

Working Conditions:

Working conditions which may occur:

- Work inside protected from the weather.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- Some overtime and/or schedule changes may occur.
- May be required to travel to locations other than assigned site.

Examination Process:

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

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

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, OCTOBER 14, 2016.

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

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

Posted: 09/09/16

Pay Range: Regular Classified Range 57

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FINANCIAL AID MANAGER

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
201600154	978	29	13	7	9	7	6

Oral Board Raters

Sonny Silva, Financial Aid Counselor, Fresno City College
 Peggy Fiske, Director Student Financial Services, Modesto Junior College
 Hilary Markley, Assistant Director of Financial Aid, Fresno Pacific University

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	1	0	1	8	3	1	0	2	16
Male	3	1	1	4	1	0	0	1	11
No Answer	0	0	0	0	0	0	0	2	2
Total	4	1	2	12	4	1	0	5	29

** Failed MQ: 2-Incomplete; 11-Minimum Qualifications



State Center Community College District



FRESNO CITY
COLLEGE

REEDLEY
COLLEGE

CLOVIS COMMUNITY
COLLEGE

MADERA
CENTER

OAKHURST
CENTER

Announcing The Search For **FINANCIAL AID MANAGER**

Application Deadline

Tuesday, October 4, 2016, 4:30 PM

Salary Information

Classified Management Range 34

Starting Annual Salary

\$64,026.00—\$80,578.00

Apply Online

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



FINANCIAL AID MANAGER

Definition

Under direction, manages, evaluates and oversees the activities and staff of an assigned Financial Aid Office, plans and schedules the disbursement of financial aid funds to students, and resolves the more complex and difficult financial aid processing and student account issues.

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.

The **Financial Aid Manager** is the incumbent responsible for managing, reviewing and supervising the activities and staff of an assigned Financial Aid Office. Incumbents direct office staff in the intake of financial aid applications and supporting documentation and the day-to-day management of financial programs and services. Incumbents are responsible for resolving the more complex and difficult financial aid processing and student account issues and working with governmental and private student aid funding agencies to resolve student account issues. Incumbents are also responsible for developing and maintaining record keeping systems and procedures in accordance with federal and state regulations. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

Supervision Received

General supervision is received from an academic or classified administrator.

Supervision Exercised

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

Essential Job Functions

- Duties include the implementation of the policies and procedures for student financial aid services on a campus, including scholarships, grants and student employment programs.
- Assisting in the establishment of policy and procedures that assure the effective delivery of student financial aid services.
- Maintaining an automated financial aid system that provides interactive, consistent financial aid services to all students on the campus.
- Providing for and conducting on-going training for the financial aid staff.

- Makes recommendations for staffing, budgeting, selection and maintenance of current technology to support student financial aid services.
- Prepares and submits required local, state and federal reports.
- Performs other duties as needed.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Bachelor's degree AND two (2) years or more of management/lead level experience in management information systems, PC and related technology as well as designing records and delivery systems for financial aid or administration of large information records systems.

Licenses & Certificates

Valid Driver's License is required.

Knowledge of:

- Principles and practices of generally accepted accounting and auditing procedures related to Federal Title IV financial aid.
- Applicable sections of the State Education Code and the Federal Title IV regulations.
- Other federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- Features, requirements and eligibility provisions of federal, state and local financial aid programs.
- Policies, objectives and technical aspects of financial aid programs and activities.
- Methods and techniques of conducting financial aid needs analyses.
- Methods and procedures of financial aid award packaging.
- District organization, operations, policies and objectives pertaining to student admissions and financial aid.
- Financial and statistical recordkeeping techniques.
- District classified human resources policies and procedures and labor contract provisions.
- Management information systems capabilities that relate to financial aid planning, budgeting, scheduling, and reporting particularly with multiple funding sources.
- Principles of supervision, training, evaluation, and staff development.
- Strategic planning and resource allocation.
- Budget preparation and control.

- Record keeping and report preparation techniques to ensure information is accurately presented and reported.
- Basic math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.
- Effectively represent the college at community events and present clear, concise, comprehensive reports to all in attendance.
- Establish and maintain effective working relationships with District and campus administrators, management, staff, students, diverse community, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Promote workplace diversity and a positive work environment.

Skill to:

- Coordinate financial aid activities for the Financial Aid Office.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding financial aid programs.
- 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:

- Plan, organize and manage the operations and activities of the Financial Aid Office.
- Coordinate and manage financial aid funds, budgets, personnel, information, training activities, systems and reporting functions to meet student needs and assure smooth and efficient activities.
- Develop and implement financial aid plans, programs, projects, services, goals, objectives and systems.
- Assure proper and timely resolution of financial aid issues, conflicts and discrepancies.
- Monitor, analyze and modify policies, procedures and programs to enhance the financial effectiveness and operational efficiency of the Financial Aid Office.
- Plan, develop, implement and conduct training sessions concerning financial aid.

- 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 and equipment weighing up to 25 lbs.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with con-



FINANCIAL AID MANAGER

stant interruptions; work under intensive deadlines and interact with District administrators, management, Personnel Commissioners, board members, faculty, staff, representatives of other agencies, and others encountered in the course of work.

Work Conditions

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

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

Examination Process

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

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

**TESTING TENTATIVELY SCHEDULED FOR
FRIDAY, OCTOBER 14, 2016**

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

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

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

MICRO-COMPUTER SPECIALIST

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
2016051	719	47	13	7	18	14	14

Oral Board Raters

Kham Boutthavong, Micro-Computer Resource Technician, Clovis Community College

Tomas Galvan, Information Systems Specialist Lead, Madera Unified School District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White / Non-Hispanic	Multi-racial	Unknown	Total
Female	0	0	0	0	2	0	0	2
Male	10	2	0	5	11	0	15	43
No Answer	1	0	0	0	0	0	1	2
Total	11	2	0	5	13	0	16	47

** Failed MQ: 1 – Incomplete Application, 12—Minimum qualifications;



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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

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

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

MICRO-COMPUTER SPECIALIST

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

- Definition:** Under direction repairs and advises on the use of micro-computers.
- Compensation:** Starts at \$4,417.92 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$25.49 with limited benefits.
- Examples of Duties:** Performs a variety of work including analysis and repairs on a variety of district owned micro-computers, problem resolution and advice on software and its uses, and training users in general use of micro-computers. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Associate degree or equivalent in computer and electronics repair.
- Experience:** Responsible experience in a public agency or private firm repairing microcomputer equipment.
- Licenses/Certificates:** A valid driver's license is required.
- Knowledge and Abilities:** Knowledge of data processing procedures and practice, computer programming languages and operating environments for micro-computers, micro-computer operating systems (MAC and Windows) integration of mobile computing devices in the enterprise environment (i.e. handheld computers, personal digital assistant (PDA), and smartphones), telecommunications, logic and digital electronics, copyright laws, and electronic measuring instruments. Skill to read and interpret highly technical materials, use data processing systems to maintain records and produce reports, test, troubleshoot, and repair complex digital electronic equipment, format disks and run back-up copies, and analyze hardware and software needs of users and assists users in computer use. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to employ simple mathematical techniques. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (50% weight) and an oral interview examination (50% weight).
- Those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 15 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, OCTOBER 21, 2016.

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

Filing Deadline: FRIDAY, OCTOBER 7, 2016, 4:30 PM.

Posted: 09/16/2016

Pay Range: Regular Classified Range 60

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 – CONTINUOUS

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
POF - CONT	2001	59	14	1	45	25	21

Oral Board Raters (10/20/16)

Ted Guerrero, Police Sergeant, CSU Fresno
 Patrick Jackson, Police Sergeant, State Center Community College District
 Kevin Yambupah, Police Officer, City of Fresno Police Department

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Indian	American Indian / Alaskan Native	Asian/ Other	African American / Non-Hispanic	Filipino	Hispanic/Mexican/ Mexican American/Chicano	South American	White	Unknown	Total
Female	1	0	0	1	0	3	0	1	0	6
Male	1	1	2	6	1	22	1	12	4	50
No Answer	0	0	0	0	0	0	0	0	3	3
Total	2	1	2	7	1	25	1	13	7	59

** Failed MQ: 13-Minimum qualifications; 1 Incomplete

Prepared by Christine Ferguson – State Center Community College District



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

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

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.
- Knowledge of handgun use and safety measures.

Required

Employment Standards (cont'd):

- 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.
- Ability to maintain confidentiality of sensitive information and records.

Required

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

Employment Standards (cont'd):

- 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 Expression)

Required

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POLICE OFFICER – CONTINUOUS

Employment Standards (cont'd):

- Identify and understand the speech of another person. (Speech Recognition)
- Recognize when something is wrong or is likely to go wrong. (Problem Sensitivity)
- Combine pieces of information to form general rules or conclusions such as finding a relationship among seemingly unrelated events. (Inductive Reasoning)
- Apply general rule, a premise, which is known to be true to specific problems to produce answers that make sense. (Deductive Reasoning)
- Read and understand information and ideas presented in writing. (Written Comprehension)
- Communicate information and ideas in writing so others will understand. (Written Expression)

Working conditions Which May Occur:

- Work situations which require the supervision or control of persons who may become physically violent, or combative.
- Will be required to frequently travel to different locations within the District.
- Work inside protected from the weather.
- Work outside exposed to the weather and varying temperatures.
- Work under pressure of constant deadlines with frequent interruptions.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Work with sensitive and confidential information.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- Schedule changes may occur based on business needs.

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

Those applicants who pass the exam(s) will be placed on the eligibility list based on a first-come, first-served basis.

TESTING WILL BE SCHEDULED AS NEEDED.

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) and your POST Academy Certificate or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

Filing Deadline:

CONTINUOUS RECRUITMENT.

Posted: 5/31/16

Pay Range: Regular Classified 57

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

Presented to the Personnel Commission:

Date: November 15, 2016

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

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

REASON FOR PERSONNEL COMMISSION CONSIDERATION: Action

ITEM NO: 16-55

Background:

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

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

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

Recommendation:

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

STATE CENTER COMMUNITY COLLEGE DISTRICT
ACCOUNTING TECHNICIAN I

DEFINITION

Under direction performs a wide variety of highly responsible accounting duties.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I's perform highly responsible accounting related duties involving the monitoring and tracking of budgets and expenditures for a variety of departments, programs, funds and special projects. Incumbents must possess a detailed knowledge of the budgeting, purchasing, accounts payable, payroll, revenue and accounts receivable processes and procedures in order to maintain up-to-date financial information and monitor department, program and other budgets and funds. Incumbents are expected to independently perform these functions in an accurate, timely manner and exercise initiative in resolving problems related to these functions by referring to District, State and other governmental policies and procedures and knowledge gained through experience.

Accounting Technician I is distinguished from Accounting Technician II in that incumbents in the latter class are responsible for performing increasingly complex and highly responsible duties in preparing, maintaining and reconciling District-wide financial and accounting records requiring a broader and more detailed understanding of the District's accounting processes and procedures.

EXAMPLES OF DUTIES

Performs a wide variety of duties including but not limited to: complex accounting work; verifying, balancing and posting/recording data; preparing financial and reconciliation statements, audits, other reports, and bank deposits; calculating, preparing, reviewing and distributing checks, receipts, and financial documents; preparing and monitoring budgets and expenditure reports; entering and retrieving data from computer system as needed; assigning and/or reviewing the work of other employees and students. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Completion of sixty (60) college units including fifteen (15) units in accounting.

Experience: Experience performing a wide variety of difficult accounting duties related to preparation and maintenance of general ledger accounting systems, accounts payable, accounts receivable, cash control, payroll systems, and/or financial and statistical reports.

Knowledge, Skills, and Abilities: Knowledge of entire accounting cycle, including generally accepted accounting principles; computer terminology to effectively coordinate accounting functions with information systems; accounts receivable/payable; payroll; purchasing principles; and budget planning procedures. Knowledge of and ability to employ proper English usage, spelling, grammar and punctuation. Skill to prepare financial statements from accounting data and to analyze, recognize, define, and correct accounting errors and misinformation. Ability to assign, monitor, and/or review the work of others; receive and follow instructions; appropriately interact with students, staff, faculty and the public; and learn and apply college and district policies and procedures.

STATE CENTER COMMUNITY COLLEGE DISTRICT
EQUAL EMPLOYMENT OPPORTUNITY/DIVERSITY & STAFF DEVELOPMENT MANAGER

DEFINITION

Under the general supervision of the chief human resources officer performs a variety of duties relating to the coordination of the district's Equal Opportunity Plan, its diversity efforts, and staff development program.

DISTINGUISHING CHARACTERISTICS

This is a classified 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 for work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

EXAMPLES OF DUTIES

Equal Opportunity Program Administration

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

- Develops, administers, and coordinates a comprehensive districtwide equal employment opportunity program in the areas of district employment, contract compliance, legislative enforcement and diversity initiatives.
- Determines objectives and strategies to meet program goals and evaluates program effectiveness, implementing modifications as needed and advises administrators on status of adherence to goals and methods or strategies for meeting goals.
- Formulates and implements policies, plans, and procedures for carrying out functions of the program.
- Ensures compliance with equal employment opportunity laws, legislative mandates, reporting requirements, and evaluates districtwide policies to ensure compliance with state and federal regulations.
- Directs the development and establishment of services, studies, projects, and special employment programs in support of the equal employment opportunity program.
- Provides an analysis of new and revised statutes and proposed legislation in the areas of equal employment opportunity that includes effects on district programs and departments.
- Uses research methodologies including review of current literature, selection of decisions making models, and selection of alternate solutions, in looking at issues and problems in the areas of equal employment opportunity.
- Analyzes employment practices and hiring reports, evaluates progress, and recommends actions to accomplish the equal employment opportunity plan.
- Coordinates the activities of equal employment opportunity programs amongst all district campuses and departments.
- Investigates complaints of alleged discrimination and harassment, conducts interviews and writes summaries and reports.
- Identifies training needs of staff in areas related to equal employment opportunity and may conduct workshops and other types of training.
- Assigns, monitors, and reviews the work of other employees.
- May perform other duties as needed.

Staff Development

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

- Plans, develops, organizes, implements, evaluates and provides consultation and training to campuses, departments or divisions regarding training and development or optional approaches to solving specific problems related to organizational effectiveness.

- Performs difficult and complex research and analysis of a variety of pertinent subject matter literature and confers with job experts and other persons with relevant knowledge in order to establish a subject matter foundation for training and produces material in the form of written reports, proposals and other correspondence.
- Determines objectives, methods of instruction, and develops curriculum and lesson plans for training programs of limited scope, or designs other programs for moderately complex problems which can be solved through means other than training.
- Writes, edits, and prepares for print training handbooks, manuals, scripts, course handouts, reports, related material and other documents and correspondence.
- Conducts program and vendor evaluation, research and analysis including the collection of data and the preparation of reports.
- Represents the District and Human Resources on various task forces and committees.
- Works cooperatively with staff, managers and administrators to determine training needs of the workforce.
- Compiles and analyzes data and makes recommendations for policy changes.
- Interprets, applies, evaluates, and recommends language for board policies, administrative regulations, personnel commission rules and other documents related to staff development.
- Remains up to date on laws, regulations, policies, and procedures pertaining to staff development.
- May perform other duties as needed.

EMPLOYMENT STANDARDS

Education & Experience

Any combination equivalent to: Bachelor's in business administration, public, human resources management, organizational development, psychology or other related field and considerable experience (3 years or more) creating and implementing equal employment opportunity/diversity and staff development programs in a human resources department. Experience in educational setting preferred.

Licenses/Certificates

Valid Driver's License is required.

Knowledge

- Knowledge of federal and state legislation, laws, board policy and administrative regulations pertaining to equal employment opportunity.
- Knowledge of principles of supervision, training, and management.
- Knowledge of adult and individual learning theory and group teaching methods.
- Knowledge of motivational techniques, group dynamics and human behavior in staff development programs.
- Knowledge of human resources functions including labor relations, classification, recruitment, testing, selection, placement, career development, and human resources planning and training.
- Knowledge of statistical analysis methods and communication techniques utilized in the presentation of management information.
- Knowledge of bargaining agreements and union contract compliance procedures and practices.
- Knowledge of outreach methods to attract a targeted population.
- Knowledge of current research, trends, and methods used to develop equal employment opportunity program.
- Knowledge of campus and District goals, objectives and structure.
- Knowledge of principles and techniques of training development.
- Knowledge of record keeping and report preparation techniques to ensure information is accurately presented.
- Knowledge of basic math including addition, subtraction, multiplication, and division.

- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skills

- Skill and ability to plan, organize, direct, and evaluate activities in equal employment opportunity, diversity and staff development programs.
- Skill to collect, analyze, and interpret data, reason logically and creatively and learn to utilize a wide variety of sound adult training and problem solving techniques in the process of meeting program goals.
- Skill to write manuals, handbooks, training content and reports.
- Skill to demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
- Skill to conduct research and prepare reports as required.
- Skill to maintain currency in training theory and practice.
- Skill to effectively use audio/visual equipment and other training aids or materials.
- Skill to mediate and resolve conflicts.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Skill to plan and organize work to meet established timelines and department schedules.
- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to type at a sufficient speed to maintain workflow.

Abilities

- Ability to conduct investigations, prepare investigative reports and administrative determinations.
- Ability to research, evaluate data, and prepare comprehensive, concise reports and recommendations.
- 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 take initiative, reason logically, and be creative in developing and introducing new ideas, strategies, services, studies, and projects.
- Ability to provide strong districtwide leadership to effectively pursue the goals of equal employment opportunity.
- Ability to identify program needs and alternatives and implement modifications and improvements as needed.
- Ability to interpret adult human behavior in order to provide relevant feedback.
- Ability to translate specific agency needs into effective training programs and differentiate between needs which can be met through training and those which require other approaches.
- Ability to formulate specific objectives against which to compare and evaluate training results.
- Ability to assist in monitoring the department expenses.
- Ability to interpret and apply college and district policies and procedures.

- Ability to learn the Title VII, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in order to communicate information.
- Ability to learn district/public agency salary and benefit structure and personnel procedures.
- Ability to learn the human resources information system (HRIS) in use by the District.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to receive and follow instructions.
- Ability to assign, monitor, and/or review the work of others.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

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

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

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

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

Flexibility)

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

Working conditions which may occur

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

Section: Management

Approved by Board of Trustees: January 14, 2014

Revised by Personnel Commission: January 21, 2014

Management Salary Range: 44



State Center Community College District

Job Title:	Institutional Research Coordinator	Classification Series:	Instructional Services
FSLA Status:	Non-Exempt	Classification Group:	Institutional Research
Salary Schedule:	Classified (CSEA)	Classification Level:	Advanced/Lead
Recommended Salary Range:	66	Date Created:	February 24, 1997

Definition

Under direction performs complex research assignments related to educational programs, planning, and development.

Distinguishing Characteristics

This classification performs difficult and complex duties in accordance with general instructions or established procedures. This position may require lead responsibilities. This position differs from lower levels by the knowledge of statistical preparation and analysis of data required.

The **Institutional Research Coordinator** applies an advanced knowledge of research concepts, methodologies, and processes: 1. In conducting difficult and complex institutional research studies. 2. In the development and maintenance of research information systems. 3. Monitors the activities of a small research unit.

The **Research Assistant** performs professional-level research assignments of moderate complexity related to District educational programs, planning, and development that are characterized by clear and specific objectives in accordance with conventional research techniques and methodology.

Supervision Received

General supervision is received from an academic or classified administrator.

Supervision Exercised

No supervisory responsibilities. Incumbents assign, monitor, and review the work of lower-level research and/or clerical staff.

Essential Job Functions

1. Conducts complex research studies related but not limited to enrollment management, retention, matriculation, weekly contact hours, staffing patterns, student and faculty characteristics, program vitality and evaluation, program review, community characteristics, student achievement, student learning outcomes, accreditation, and institutional planning and effectiveness.
2. Makes recommendations for policies, procedures, and systems based on analysis of current and proposed programs and practices.
3. Designs, implements, and maintains specialized databases to facilitate research and planning activities.
4. Evaluates problems to determine whether they are amenable to statistical inquiry and formulates the investigative processes and procedures to be followed.
5. Analyzes trends in community college education, college and community characteristics, and anticipates planning and information needs.
6. Selects, adapts, and applies appropriate research and statistical techniques to specific areas of study.
7. Collects, compiles, describes, organizes, analyzes, interprets, and presents data and information related to matters under study by creating queries and utilizing various types of software such as Microsoft Access, SQL and Ellucian.



State Center Community College District

8. Coordinates with faculty, staff, and administration on various aspects of planning, accreditation, and program review functions and processes.
9. Documents, writes, and presents research findings on a variety of college issues such as student retention, cohort tracking, student and institutional outcomes, student success, program review, and student learning outcomes.
10. Prepares research and statistical findings in proper technical form.
11. Analyzes research data and findings of other agencies and translates their implications and limitations as they pertain to the District.
12. Explains research methodology and findings.
13. Fully utilizes the capabilities of standard and specialized software programs in the production of management information and reports such as data management, spreadsheet, presentation, and word processing software.
14. Uses interactive data management and statistical programs such as SPSS, SAS, or other applications used in social science research.
15. Coordinates, prepares, and verifies data to submit state and federal reports.
16. Serves on committees and participates in a variety of meetings and workshops, as designated by administration.
17. Completes special projects and assignments.
18. Performs other duties as assigned.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities:

Graduation from an accredited four-year college or university preferably with a major in social science research, economics, educational administration, business administration, organizational analysis, information science, or other research-oriented specialization AND five (5) years of paid professional-level experience in a research, analytical, or institutional planning position.

OR

Master's Degree from a recognized university preferably with a major in social science research, economics, educational administration, business administration, organizational analysis, information science, or other research-oriented specialization AND three (3) years of paid professional-level experience in a research, analytical, or institutional planning position.

Licenses & Certificates

Valid Driver's License

Knowledge of:

1. Concepts, methodologies, processes, and terminology applicable to higher education research, planning, accreditation, and program review functions.
2. Principles, theories, techniques, and methods of statistics.
3. Principles of management, organization, and administrative analysis.
4. Principles, theories, techniques, and methods of survey construction, sampling, administration, and reporting.
5. Principles, theories, techniques, and methods of data warehousing and distribution of information across the institution.



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6. Procedures for access to state and national student level information.
7. Record keeping and report preparation techniques to ensure information is accurately presented and reported.
8. Basic math including addition, subtraction, multiplication, and division.
9. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
10. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
11. Information systems used in higher education and methods of access for research purposes.
12. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skill to:

1. Use interactive programming languages such as SPSS, SAS or other advanced data access and distribution tools.
2. Effectively communicate with individuals for whom English is not a primary language.
3. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
4. Plan and organize work to meet established timelines and department schedules.
5. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
6. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
7. Rapidly learn and acquire skills in areas and technologies not previously assigned.
8. Type at a sufficient speed to maintain workflow.

Ability to:

1. Collect, interpret, and evaluate complex data and conduct studies and surveys to support functions such as research, planning, accreditation, and program review.
2. Exercise creativity and critical judgment.
3. Establish and maintain the cooperation of others in providing information, data, and assistance for the research program.
4. Apply conventional and original techniques in research methodology.
5. Apply statistical theory and methods used in the collection, classification, and evaluation of quantitative facts as a basis for inference.
6. Analyze factual information and recognize significant factors, relationships, and trends.
7. Establish and maintain effective working relationships with District and campus administrators, management, staff, students, diverse community, collaborative partner contacts, independent programs consultant/trainers, and the public.
8. 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.
9. Promote workplace diversity and a positive work environment.
10. Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
11. Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
12. Maintain confidentiality of sensitive information and records.
13. Operate computers and their peripherals.
14. 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



State Center Community College District

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

Mental Demands

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

Work Conditions

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

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

Duties Revised By:	Board of Trustees	Date:	December 9, 2014
Class Revised By:	Personnel Commission	Date:	December 16, 2014
Negotiated:	CSEA	Date:	
Updated By:	Elba Gomez	Date/Time:	12/11/2014

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 1, 2016

SUBJECT: Consideration to Approve New Position of
Accounting Technician I, District Office

ITEM NO. 16-74HR

EXHIBIT: None

Background:

The educational services and institutional effectiveness department currently does not have an accounting support position. Administration is recommending the new position with a proposed title of accounting technician I. The position will be responsible for complex accounting work such as verifying, balancing and posting/recording data; preparing financial and reconciliation statements, audits, other reports, and bank deposits; calculating, preparing, reviewing and distributing checks, receipts, and other financial documents; preparing and monitoring budgets and expenditure reports; entering and retrieving data from computer system as needed; assigning and/or reviewing the work of other employees and students. This position will be funded through the general fund.

Recommendation:

In accordance with Board Policy 7230, administration recommends the Board of Trustees approve a new position of Accounting Technician I, District Office.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 1, 2016

SUBJECT: Consideration to Approve Six-Month Limited ITEM NO. 16-75HR
 Term Position of Institutional Research
 Coordinator, District Office

EXHIBIT: None

Background:

The position of institutional research coordinator in the district office is currently filled on a provisional basis. District administration is currently assessing the needs of the department to ensure the position is properly classified and, therefore, is recommending the approval of a six-month limited term position of institutional research coordinator. This would allow the current provisional employee to remain in the limited term position while the proper classification of the position is determined by the district and the Personnel Commission.

Recommendation:

It is recommended the Board of Trustees approve a six-month limited term position of Institutional Research Coordinator, District Office.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 1, 2016

SUBJECT: Consideration to Approve Six-Month Limited ITEM NO. 16-76HR
 Term Position of Equal Employment Opportunity/
 Diversity and Staff Development Manager,
 District Office

EXHIBIT: None

Background:

The district currently has a vacant position for equal employment opportunity/diversity and staff development manager. This position is responsible for the oversight of the equal employment opportunity compliance and regulations, investigations and districtwide staff development. Administration is recommending a six-month limited term position of equal employment opportunity/diversity and staff development manager to be filled. This will allow the district to have an employee responding to complaints and conducting investigations while the Personnel Commission conducts a recruitment.

Recommendation:

In accordance with Board Policy 7230, administration recommends the Board of Trustees approve a six-month limited term position of Equal Employment Opportunity/ Diversity and Staff Development Manager, District Office.

SECTION 3. THE CLASSIFIED SERVICE

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

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

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

REFERENCE: Education Code Sections 88076, 88078

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

3-7 GENERAL CLASSIFICATION RULES

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

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

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

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

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

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

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

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

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

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

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

REFERENCE: Education Code Sections 88009, 88076, 88087

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

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

Presented to the Personnel Commission:

Date: November 15, 2016

SUBJECT: Consideration and Approval of Revised Classification Specification for Police Officer

ENCLOSURE(S): Classification Specification, Compensation Survey

REASON FOR PERSONNEL COMMISSION CONSIDERATION: Action

ITEM NO: 16-56

Background:

A vacancy for the Police Officer position needs to be filled in the Police Department in District Operations. In reviewing the classification specification prior to recruitment, changes have been made to update the classification specification to comply with mandated requirements. The changes will allow for a valid and reliable recruitment and selection process of positions in this classification.

The following individuals were invited to suggest changes:

- Associate Vice Chancellor, Business & Operations
- Chief of Police
- Police Lieutenant
- Vice Chancellor, Human Resources
- Police Officers Association
- Incumbents

Recommendation:

It is recommended the revised classification specification for Police Officer be approved as presented with the recommended salary range of .



State Center Community College District

Job Title:	Police Officer	Classification Series:	Police
FLSA Status:	Non-Exempt	Classification Group:	Police
Salary Schedule:	Classified	Classification Level:	Intermediate
Recommended Salary Range:	62	Date Created:	August 17, 1998

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.~~

Under general supervision, monitors and patrols District facilities, property, and surrounding areas for the purposes of performing law enforcement, emergency response, and crime prevention functions to provide a safe environment for students, staff and the public.

Distinguishing Characteristics

This classification performs complex duties in accordance with general instructions or procedures and works independently. This position differs from others by the responsibility for or variety of law enforcement activities.

The **Police Officer** is responsible for providing a safe environment for students, staff and the public. Work assignments include independently performing general law enforcement and patrolling duties; assisting with training and campus safety education; participating in crime prevention functions, responding to calls for assistance from staff, students, and public; investigating criminal violations and preparing reports.

Supervision Received

General supervision is received from the department administrators.

Supervision Exercised

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

Essential Job Functions

~~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.~~

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

1. Performs armed patrol of District properties and adjoining premises on foot, bicycle, and other department vehicles to maintain security and order, enforce criminal laws, traffic and parking regulations, and District and campus rules and policies while utilizing sound judgment under adverse and stressful conditions.
2. Responds to and investigates calls for police service regarding criminal, non-criminal, or emergency related activities such as crimes against persons and property, accidents, and health concerns to make observations and determine actions to be taken.
3. Provides a safe environment for Board of Trustee and Personnel Commission meetings, athletic events, and other special district events or activities.
4. Apprehends and initiates arrests of suspects, conducts searches, and advises suspects of their constitutional rights.



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5. Issues warnings or citations for law violators, checks for warrants and other legal holds, performs security checks on suspicious persons or vehicles, and requests outside assistance as appropriate.
6. Conducts case or incident investigations and related follow-up activities, controls crimes scenes, gathers, photographs, and preserves and collects evidence in accordance with laws and regulations.
7. Locates, interviews, interrogates, and records statements from witnesses, suspects, and victims.
8. Identifies relevant facts and prepares investigative reports on incidents and cases for follow-up and filing with appropriate law enforcement officials.
9. Investigates and documents incidents and responds to requests for general assistance from staff, students, and the public such as directions, unlocking or jumpstarting vehicles, car accidents, building alarms, and dead animals found on district property.
10. Responds to faculty, staff, student, and public complaints of potentially hostile situations and intervenes and mediates during disturbances and disputes.
11. Conducts campus security inspections and identifies, investigates, documents, and follows-up on unusual conditions, potential hazards, and security risks on District property and surrounding areas including emergency phone, alarm, and lighting operations.
12. Properly detains, guards, transports, and assists in the booking process for prisoners as needed.
13. Authors warrants and serves subpoenas and warrants, as necessary.
14. Provides crowd management and control and may direct pedestrian or vehicular traffic as needed.
15. Collect and secure monies for on-site parking lots, remove coin or currency boxes, and deliver to responsible business office representative.
16. Checks parking meters, parking permit dispenser machines, and traffic control devices for operation, removes, replaces, or repairs malfunctioning equipment and records any service issues.
17. Signs off on citations and Vehicle Identification Number (VIN) verification as necessary.
18. Responds to fires identified or reported such as building fires, vehicle fires, dumpster fires, and grass fires and requests assistance as needed.
19. Cooperates with local law enforcement in the suppression and control of disruptive or illegal activities directed against students, staff, or District property and responds to requests for assistance from outside agencies for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.
20. Restraints and subdues individuals by means of baton techniques, locks, grips, holds, or restraining devices as necessary.
21. Prepares and maintains written records, notes, logs, correspondence, legal documentation, and other reports as related to police activity.
22. Attends various district and college committee meetings, as designated by management, to represent the police department.
23. Participates and testifies in court hearings and trials as necessary.
24. Transports and deposits district funds when needed.
25. Administers physical roadside sobriety and "intoxilizer" tests when necessary, controls and mitigates people under the influence of drugs or alcohol or other potentially hostile situations.
26. Safely and appropriately maintains, calibrates, inspects, and utilizes police weapons and equipment such as firearms, conducted electrical weapons (Tasers), batons, non-lethal weapons, alcohol screening devices, bicycles, and police vehicles.
27. Responds to emergency medical needs and performs First Aid and CPR/AED as necessary.
28. Performs crime prevention activities to include surveillance patrols and participating in community outreach programs that may include speaking and presenting to citizen and school groups, and other public service efforts.
29. Participates in continuous Peace Officers Standards and Training (POST) required training to comply and enhance law enforcement skills.
30. May provide training and education to new officers, staff, faculty and public including field training with daily observation reports, firearms and tactical weapons instruction, first aid and CPR training, campus safety, active shooter preparedness, and other safety training as mandated by the Clery Act.
31. Maintains cooperative working relationships with college and district staff, outside organizations, the community, and other law enforcement agencies.



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32. Explains, interprets, applies, and remains current on local, state, and federal laws, district policies, procedures and answers questions from students, staff and the public.
33. Works in partnership with the District Attorney's Office to obtain and file criminal complaints on arrested subjects.
34. Processes LiveScan and background checks.
35. Processes sex registrants and maintains registrant picture, record, and other information as required by Penal Code 290.
36. 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

High School diploma or GED, and graduation from a POST Police Academy. ~~Completion of thirty units of college coursework and POST Academy Certificate with no additional experience required.~~

Temporary and Part-time Officers

Any combination equivalent to: High School diploma or GED, and one (1) year of experience in public law enforcement or school district security involving patrol, police, investigative, personnel protection, and property protection duties. ~~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.

Valid POST Academy Completion Certificate or POST approved re-qualifying certificate.

Valid Basic First Aid and CPR/AED certification.

Complete a POST Campus Law Enforcement Course within one year of the date of hire.

Special Conditions

Applicants must pass a POST approved background investigation, a medical examination and psychological examination. Police Officers will receive POST Basic Certificate after the first year of hire and has worked 12 calendar months.

Knowledge of:

1. ~~Current local, state, and federal laws, rules and regulations pertaining to the safety and protection of people, property buildings and grounds belonging to associated with the district, and its surrounding areas~~ California Penal Code, California Vehicle Code, Education Code, and City and County ordinances relating to theft, burglary, arson, etc.
2. ~~Legal mandates, traffic laws and regulations, basic school law, policies, rules, and regulations concerning campus control, parking, security, and appropriate student behavior.~~
3. ~~Administration of Public Safety Officer's~~ Procedural Bill of Rights Act.
4. Procedures and methods for patrol, arrest, search, seizure, evidence, preliminary crime scene investigation, and protection.
5. ~~Crime problems,~~ Current safety issues and special problems that affect school districts educational institutions.
6. Crowd management and control procedures, and special event patrol techniques.
7. ~~And The detection and identification, collection, and storage of hazardous, or dangerous and illegal drugs, improper substances and other items and gang activity.~~
8. Crime trends, patterns and appropriate tracking and response.
9. Federally mandated programs and reporting requirements for college campuses. ~~Safe campus supervision methods and procedures.~~
10. Geography of local area and appropriate mapping tools.



State Center Community College District

11. Principles of human behavior and behavior modification strategies and techniques for the purpose of identifying at risk people.
12. Emergency communication techniques including equipment and its use.
13. ~~Fire safety,~~ Security, surveillance, and communication systems and codes.
14. Basic First Aid and CPR/AED.
15. ~~Handgun~~ Use and care of firearms, offensive and defensive weapons and safety measures and self-defense tactics.
16. Rangemaster policies and procedures, inventory of property and evidence management, as needed.
17. Record keeping and report preparations techniques to ensure department compliance.
18. Proper English, spelling, grammar, and punctuation to compose items such as ~~police reports~~ and correspondence and/or strategic plans.
19. Basic math including addition, subtraction, multiplication, and division.
20. ~~Customer service~~ Community policing principles and interpersonal relationships in order to appropriately interact with students, staff, faculty, and the public.
21. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.

Skill to:

1. Conduct investigations, make arrests, file criminal complaints, patrol effectively, lift fingerprints, detect and prevent criminal activity.
2. Conduct research, analyze data and prepare reports for items such as investigations, complaints, and arrests.
3. Use ~~good~~ sound judgment and make appropriate decisions in stressful situations and analyze and adapt to new situations quickly.
4. Plan and organize work to meet established timelines and department schedules.
5. Operate and maintain department issued weapons and qualify periodically as mandated by POST.
6. Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of procedures.
7. ~~Make quick decisions in emergency situations.~~
8. Utilize law enforcement computer systems, mobile devices and maintain and calibrate specialized equipment.
9. Utilize word processing, spreadsheets, email, online calendaring, presentation software, industry specific programs, and data entry/retrieval from database programs.
10. Perform mathematical calculations.
11. ~~Effectively communicate with individuals for whom English is not a primary language.~~
12. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
13. Rapidly learn and acquire skills in areas and technologies not previously assigned.
14. Accurately type at a sufficient speed to maintain workflow.

Ability to:

1. Promote good community relations and build community confidence in the campus police department.
2. Think clearly and logically, exercise sound ~~use-good~~ judgment, and make quick and appropriate decisions in emergency situations.
3. Recognize signs of danger to ~~school~~ people, property and grounds associated with the district, and its surrounding areas.
4. Exercise physical force when necessary in restraining and assisting in the arrest of suspicious persons or suspects ~~on district property.~~
5. Interview and advise suspects, witnesses, victims, reporting parties, ~~parents,~~ and staff.
6. ~~Remember~~ Recall names, faces, and details of occurrences.
7. Qualify to use a ~~handgun~~ department issued equipment such as firearms, conducted electrical weapons (Tasers) and patrol bicycles.
8. Effectively communicate with individuals for whom English is not a primary language.
9. Employ proper English usage, spelling, grammar, and punctuation.



State Center Community College District

10. Establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, **business and industry contacts, collaborative partner contacts, independent programs consultant/trainers**, and the public.
11. 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.
12. **Meet and maintain POST and department required peace officer employment standards.**
13. Maintain consistent, punctual and regular attendance.
- ~~14. Learn and apply college and district policies and procedures.~~
15. Learn, interpret, **and apply, and enforce** federal and state laws and regulations, **such as Penal Code, Business and Professions Code, Health and Safety Code, Alcohol Beverage Control regulations, Education Code, college and district** policies and procedures as they pertain to law enforcement.
16. Operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
17. Maintain confidentiality of sensitive information and records.
18. Receive and follow instructions in order to build and maintain effective working relationships.
19. **Train and evaluate the progress and performance of others during field training activities.**
20. Appropriately interact with students, staff, faculty, and public.
- ~~21. Operate computers and their peripherals.~~
22. Use current common software applications in order to accurately enter and retrieve data.
- ~~23. Lift and carry office supplies and equipment weighing up to 140 lbs.~~
24. Assist in the assigning, monitoring, and/or reviewing the work of others.
25. **Administer Basic First aid and CPR/AED.**
26. **Be honest and tactful in both pleasant and unpleasant situations.**
27. **Stay calm at all times including stressful, emergency situations and crime scenes.**

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.

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

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



State Center Community College District

- Tell from what direction a sound is coming from. (Sound Localization)

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

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

Physical Demands

Performs duties while wearing equipment. While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands and fingers to use a firearm, conducted electrical weapon, or baton, and to handle and feel computers, standard business equipment and writing implements; and reach with hands and arms. Use muscular effort (or strength) as needed to stoop, bend, twist, turn, kneel, squat, crawl, lift, push, pull or carry an object and exercise physical force when controlling combative persons. The employee is frequently required to stand, walk, ride a bicycle, and drive a police vehicle. Specific vision abilities required by this job include close vision and the ability to adjust focus, color discrimination, and 20/20 vision with corrective lenses. Lift, carry, and drag supplies, equipment and persons weighing at least 165 lbs. Required to run, jump, or climb based on operational needs demanding quick movement on a variety of surfaces, terrain, and obstacles including rocks, walls, fences, barricades, ditches, etc., ambulating quickly and sure-footedly.

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; maintain appropriate decision-making skills and sound judgement under adverse and stressful conditions, perform highly detailed work on multiple, concurrent tasks with constant interruptions; remain focused while listening to multiple conversations at once (ie. using ear piece); 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.



State Center Community College District

Working conditions which may occur

- ~~Work situations which require the supervision or control of persons who may become physically violent, or combative.~~
- ~~Will be required to frequently travel to different locations within the District.~~
- ~~Work inside protected from the weather.~~
- ~~Work outside exposed to the weather and varying temperatures.~~
- ~~Work under pressure of constant deadlines with frequent interruptions.~~
- ~~Work effectively in a demanding environment.~~
- ~~Work collaboratively in a team environment.~~
- ~~Work with sensitive and confidential information.~~
- ~~Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.~~
- ~~Schedule changes may occur based on business needs.~~

Work Conditions

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

Work independently with minimal supervision. Work in situations which require the supervision or control of persons who may become physically violent, or combative; be exposed to a variety of settings and circumstances including trauma, grief, death, hazardous materials; maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; work different shifts, weekends, holidays and extended schedules, work prolonged hours, as necessary, and variable shifts; work inside protected from the weather; work outside exposed to the weather and varying temperatures; work on surfaces that vary in stability; work at varying heights and/or on top of building structures; exposure to fumes, vapors or airborne particles, hazardous chemicals, and biological hazards such as cleaning solutions and human bodily fluids. NOTE: Most exposure is under OSHA Permissible Exposure Levels (PEL). However, during patrol, officers may experience increased decibels while driving with siren, during crowd management or control or civil unrest, sporting events, or during a combat situation where hearing protection is not an option.

Class Approved By:	Personnel Commission	Date:	August 17, 1998
Duties Revised By:	Board of Trustees	Date:	October 5, 2004
Class Revised By:	Personnel Commission	Date:	December 17, 2013
Duties Revised By:	VC of Human Resources	Date:	Click here to enter a date.
Class Revised By:	Personnel Commission	Date:	Click here to enter a date.
Updated By:	Elba Gomez	Date/Time:	09/13/2016

College/Agency	Job Title	Education	Experience	Licenses/Certificates	Monthly Salary Low	Monthly Salary High	Classified or Academic
SCCCD	Police Officer	High School diploma or GED, and graduation from a POST Police Academy.	None	Valid Driver's License Valid POST Academy Completion Certificate or POST approved re-qualifying certificate. Valid Basic First Aid and CPR/AED certification. Complete a POST Campus Law	\$ 4,105.25	\$ 4,989.58	Classified
City of Clovis	Police Officer	High school diploma or equivalent	One year experience as a law enforcement officer	<ul style="list-style-type: none"> • Possession of a valid California Driver's License and a good driving record. • Possession of Basic P.O.S.T. Certificate. 	\$ 5,464.00	\$ 7,391.00	Classified
City of Fresno	Police Officer	Six months of experience as a Police Officer Recruit with the City of Fresno and successful completion of the Field Training Program		possession of a California State Peace Officer Standards and Training (P.O.S.T.) Basic Certificate; and must be at least 21 years of age at time of appointment	\$ 5,279.00	\$ 6,740.00	Classified
CSU Fresno	Police Officer	High school diploma or equivalent. Successful completion of a P.O.S.T. certified training program, including obtaining a Basic Course Certificate.	None		\$ 4,590.00	\$ 7,093.00	Classified
City of Reedley	Police Officer	Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Equivalent to the completion of the twelfth grade supplemented by police science course work or the appropriate P.O.S.T. course of study from a P.O.S.T. Academy.	One year of experience working with the public.	Possession of, or ability to obtain, an appropriate, valid driver's license. Possession of, or ability to obtain, a P.O.S.T. Basic Certificate.	\$ 3,872.00	\$ 4,706.00	Classified
San Luis Obispo CCD	Campus Police Officer	Equivalent to graduation from the 12 grade; Associate degree with a major in Criminal Justice or a closely related field preferred.	Experience in educational or municipal law enforcement work; such as an officer with city, county, college, or other local government police agencies.	Valid California Drivers' License; Possession of Basic P.O.S.T. certificate or graduation from Basic Academy with ability to apply for Basic P.O.S.T. certificate; Basic First Aid and CPR certificates.	\$ 3,764.00	\$ 4,576.00	Classified
CUSD	School Resource Officer I	This position requires a High School diploma or equivalent supplemented by specialized training in law enforcement by a recognized academy.		Requires a valid California Driver's License. Requires possession of a P.O.S.T. Basic Certification. Requires a current First Aid and CPR cards within a reasonable time after employment.	\$ 3,537.74	\$ 4,619.34	Classified

	Monthly Salary Low	Monthly Salary High
Average Salary	\$ 4,417.79	\$ 5,854.22
Interquartile Range (Bottom 2)	\$ 3,650.87	\$ 4,597.67
Interquartile Range (2nd & 3rd Quadrant)	\$ 4,231.00	\$ 5,899.50
Interquartile Range (Top 2)	\$ 5,371.50	\$ 7,065.50
Personnel Commission Recommendation - Classified Range 62	\$ 4,635.50	\$ 5,633.25



Police Officer

Class Code:
4050

Bargaining Unit: Clovis Police Officers Association

CITY OF CLOVIS, CALIFORNIA
Established Date: Jan 1, 2009
Revision Date: Jul 1, 2012

SALARY RANGE

\$31.52 - \$42.64 Hourly
\$5,464.00 - \$7,391.00 Monthly
\$65,568.00 - \$88,692.00 Annually

DESCRIPTION:

DEFINITION

Under general supervision, on a regular or assigned shift, to perform general police work in the prevention of crime and the enforcement of law and order; to perform traffic enforcement and control; to carry out special assignments in specialized phases of police work; and to perform work as required.

CLASS CHARACTERISTICS

Positions in this class represent the first line police effort in maintaining law and order. Incumbents generally drive a police vehicle in carrying out duties but may be assigned to special details as needs arise. Police officers may be called upon to establish order in extreme conditions and in conditions of emergency.

EXAMPLES OF DUTIES:

On a regular or assigned shift, patrols assigned by car, foot or motorcycle; responds to calls for the protection of life and property; conducts initial and follow-up investigations; develops, enforces, controls and directs traffic when appropriate; stops drivers who are operating vehicles in violation of the law; warns drivers against illegal practices, makes arrests, testifies in court in connection with the prosecution of offenders, serves warrants and subpoenas; administers first aid in emergency cases; answers complaints on such problems as civil disturbances, obnoxious animals, health code and local ordinance violations; investigates suspicious circumstances, makes property security checks, takes custody of lost and found property; performs crowd control, parade or riot work; takes crime prevention measures and assists in controlling problems of juvenile delinquency; books prisoners in City jail and assists in their custody, care and welfare; transports prisoners; receives telephone calls and dispatches emergency vehicles and personnel according to department policy and standard procedures; furnishes information and directions to the public; attends briefings and reads briefing materials; submits complete written reports or assigned cases; participates in training courses and programs; operates police unit, two-way radio, recorders, firearms and equipment common to law enforcement; may relieve superior officer in periods of absence or as assigned; operates City vehicles; performs related work as required.

TYPICAL QUALIFICATIONS:

LICENSE REQUIRED

- Possession of a valid California Driver's License and a good driving record.
- Possession of Basic P.O.S.T. Certificate.

QUALIFICATIONS

Knowledge of:

- Basic English composition, grammar and spelling;
- Basic math;
- Simple record keeping methods;

- General principles of police science
- Laws of arrest, search and seizure;
- Appropriate safety precautions and procedures.

Ability to:

- Read, understand, interpret and apply laws, ordinances, regulations, codes, directives and police literature;
- Write clear, comprehensive and accurate reports
- Use firearms;
- Maintain simple records;
- Inspire public confidence through personal integrity, appearance and actions;
- Remember facts names, faces, and details of incidents accurately;
- Speak clearly;
- Operate a vehicle safely, under normal and emergency conditions;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationship with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Experience:

One year experience as a law enforcement officer

Education:

High school diploma or equivalent

SUPPLEMENTAL INFORMATION:

PHYSICAL DEMANDS AND WORKING CONDITIONS

Strength:

Heavy Work - Lifting, carrying and/or pushing 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Vision:

Corrected to 20/20 in one eye, 20/30 in the other.

Hearing:

Sufficient to communicate via radio.

Physical fitness:

- Sufficient to climb, crawl, sit or stand for prolonged periods of time.
- Attends periodic evening meetings.
- Travels within and out of City to attend meetings.
- Incumbents are subject to mandatory overtime and shift rotation.
- Periodically required to train and qualify in the use of firearms, vehicles and specialized law enforcement practices and equipment.

POLICE OFFICER

Class Definition

Under supervision, performs law enforcement duties in the protection of life and property.

Distinguishing Characteristics

Police Officer is the journey level class in the Police series. Work normally consists of routine police tasks performed according to department rules and regulations. Incumbents receive general and special instructions and must be able to act without direct supervision. Police Officer is distinguished from Police Sergeant in that the latter is the first-line supervisory level in which incumbents perform supervisory work. It is distinguished from Police Officer Recruit in that the latter is the entry level class in which incumbents perform under direct supervision.

Typical Tasks

This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Patrols a specified sector or area on foot or by vehicle.

Arrests law violators and criminal suspects; issues citations for traffic law violations; testifies and/or presents evidence in court.

Responds to fires, accidents, or other unusual occurrences, when assigned, and maintains crowd or traffic control.

Responds to calls regarding wanted or missing persons and lost children.

Responds to crime scenes, searches for and preserves evidence; investigates and follows up clues, searches for and apprehends violators; interviews suspects, prisoners, complainants and witnesses to obtain information about crimes.

Investigates cases involving juveniles; performs crime prevention in the investigation of offenses against or by juveniles.

Performs investigations as directed by superior officers.

Prepares written reports of investigations.

Coordinates Reserve Officer activities.

Trains Police Officer Recruits.

Coordinates crime prevention and youth activities.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the English language and the ability to speak and write clearly and correctly.

Knowledge of the social problems of the urban community, including racial, religious, and ethnic group relations.

Knowledge of the geography of the City.

Ability and strength to perform prolonged and arduous tasks under adverse conditions.

Ability to remember names, faces and details.

Ability to react quickly and calmly in emergencies.

Ability to understand and follow written and oral instructions.

Ability to develop skill in the proper use and care of firearms.

Ability to deal courteously but firmly with the general public.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Minimum Qualifications

Promotional - Six months of experience as a Police Officer Recruit with the City of Fresno and successful completion of the Field Training Program,

OR

Lateral - Two years of experience and current employment performing the full range of duties as a sworn Peace Officer with a local governmental law enforcement agency, and possession of a California State Peace Officer Standards and Training (P.O.S.T.) Basic Certificate; and must be at least 21 years of age at time of appointment.

Necessary Special Requirements

Must be a citizen of the United States or a permanent resident alien who is eligible, and has applied, for citizenship.

Possession of a valid California Driver's License is required and must be maintained during the entire term of employment in the job class.

Must successfully complete a polygraph test, a psychological examination, a medical examination, and an extensive background investigation prior to appointment.

Bilingual abilities, as may be required to meet community needs.

APPROVED: _____

Director

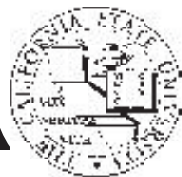
DATE: _____

EXHIBIT I

TABLE I NON-SUPERVISORY POLICE – UNIT 4 SALARIES – EFFECTIVE JULY 1, 2014						
STEP	A	B	C	D	E	F
Police Officer Recruit	4391	4611	-	-	-	-
Police Officer	5073	5327	5594	5874	6168	6477
Police Specialist	5073	5327	5594	5874	6168	6477
Police Sergeant	6115	6421	6743	7081	7436	7808

TABLE II NON-SUPERVISORY POLICE – UNIT 4 SALARIES – EFFECTIVE JANUARY 1, 2015 SALARIES – EFFECTIVE JULY 1, 2015 (2% increase - 1% deferred from 7/1/11 and 1% deferred from 1/1/12)						
STEP	A	B	C	D	E	F
Police Officer Recruit	4479	4703	-	-	-	-
Police Officer	5175	5434	5706	5992	6292	6607
Police Specialist	5175	5434	5706	5992	6292	6607
Police Sergeant	6238	6550	6878	7222	7584	7964

TABLE III NON-SUPERVISORY POLICE – UNIT 4 SALARIES – EFFECTIVE DECEMBER 31, 2016 (2% increase)						
STEP	A	B	C	D	E	F
Police Officer Recruit	4569	4798	-	-	-	-
Police Officer	5279	5543	5821	6112	6418	6740
Police Specialist	5279	5543	5821	6112	6418	6740
Police Sergeant	6363	6681	7016	7367	7736	8124



Police Series

Classification Title	Class Code	Date Established	Date Revised
Police Officer	8350	10-01-78	06-06-03
Corporal	8365	10-01-78	06-06-03
Sergeant	8354	04-08-70	06-06-03

OVERVIEW:

This Police Series encompasses those positions whose primary function is to ensure the protection and public safety of CSU students, faculty, staff, property, and members of the general public who visit a CSU campus. Incumbents assigned to this series must complete successfully a certified Peace Officer Standards and Training (P.O.S.T.) program and become sworn police officers, licensed to carry firearms.

Positions are classified within the series on the basis of the nature and variety of work, including difficulty and complexity of assignments; degree of supervisory control exercised over the position; availability and scope of guidelines and authority controlling actions; purpose, level and nature of interpersonal working relationships; and nature and extent of supervisory responsibility for the work of others.

Incumbents in this series have primary responsibility for patrolling the campus, maintaining order, controlling crowds, protecting individuals and property, conducting investigations, gathering evidence, making arrests and writing reports. All positions in the series require at least a working knowledge of current federal and state laws; ability to identify and evaluate sensitive and/or dangerous situations and take appropriate action, quickly and calmly; ability to make clear, concise written and oral reports of observations and actions taken; ability to establish and maintain effective working relationships with campus personnel, students, community agencies and the public; and ability to meet the physical and mental demands of the job.

In addition, incumbents may be delegated responsibility for additional assignments to meet the unique public safety needs of the campus. Examples include: range master, canine handler, field training, defensive tactics instruction, motorcycle patrol, bicycle patrol, special evidence technician, crime prevention specialist, community relations programs, and a member of a critical response or special reaction team (e.g., sexual assault or emergency medical).

ENTRY REQUIREMENTS:

For entry requirements into the Police Series refer to CSU's policy on the selection and testing of police personnel.

DEFINITION OF CLASSIFICATION LEVELS:

Police Officer

This classification is reserved for entry-level sworn officers who have graduated from a certified P.O.S.T. academy and obtained the Basic Course Certificate. Duties at this level require a working knowledge of law enforcement methods and procedures, criminal codes and laws, and investigating techniques and procedures. The Police Officer performs general patrol and operational police duties and may assist in investigations or as a member on special teams or task forces. Incumbents may receive specialized on-the-job training to perform these specialized functions.

Corporal

This classification is the second level in the Police Series, requiring a thorough knowledge and understanding of law enforcement methods and procedures, criminal codes and laws, and investigative techniques and procedures. The corporal independently performs general law enforcement and patrol duties and a variety of specialized work assignments. Incumbents in this classification require graduation from a P.O.S.T. academy, a Basic Course Certificate, and two or more years of active law enforcement experience.

Sergeant

This classification is the highest level in the Police Series and is a first line supervisory classification, requiring a comprehensive knowledge and understanding of law enforcement methods and procedures, criminal codes and laws, and investigative techniques and procedures. Work assignments include primary supervisory responsibility for a shift, program, unit or task force, and general law enforcement and specialized work assignments performed by other positions in this series. Incumbents require graduation from a P.O.S.T. academy, a Basic Course Certificate, and three or more years of active law enforcement experience.



Police Officer

Class Code: 8350

Date Established: 10-01-78

Date Revised: 06-06-03

OVERVIEW:

Under general supervision, the primary responsibilities of a Police Officer are to protect students, faculty, staff, campus visitors, property and facilities from accidents, bodily harm, fire, theft, vandalism and illegal entry; enforce laws and traffic regulations; apprehend violators; provide general information and assistance to the public; and assist in investigations.

Police Officers patrol campus buildings and grounds by foot or by vehicle; control crowds during assemblies or disturbances; guard property; investigate and prepare reports on accidents, property damage, fires, law violations, thefts and disturbances of the peace; and gather evidence, make arrests and appear in court as required. Work assignments may include enforcing parking regulations and issuing traffic citations, administering first aid to injured persons and guarding or transporting cash funds.

Police Officers also may receive training and/or be delegated responsibility for additional work assignments that include: range master, canine handler, field training, defensive tactics instruction, motorcycle patrol, bicycle patrol, special evidence technician, crime prevention specialist, community relations programs, and a member of a critical response or special reaction team.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

- ◆ Valid California driver's license.
- ◆ Working knowledge of current law enforcement methods and procedures.
- ◆ Working knowledge of current criminal codes and laws.
- ◆ Effective interpersonal skills to resolve a wide variety of sensitive situations.
- ◆ Effective oral and written communication skills, including writing clear and comprehensive reports.
- ◆ Demonstrated ability to think and act effectively in emergency and sensitive situations.

Education and Experience:

- ◆ High school diploma or equivalent.
- ◆ Successful completion of a P.O.S.T. certified training program, including obtaining a Basic Course Certificate.



[Return to Summary](#)

Record **4** of **10**

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POLICE OFFICER
Classification and Qualification Standards document (.pdf)

Class	Range	Effective Date	Pay Letter	CBID	Abbreviated Class Title
8350	0	7/1/2016	<u>2016-04</u>	R08	POLICE OFFICR

FLSA	SISA	Shift Differential	Occupational Index	Affirmative Action	Employee Category	Vacation Rate
N	N	Y	E2	P8A	1	1

Annual Factor	Budget Occupation	Salary Per	Campus Code	License Type	AY Class	MPP AGL
12	41	M	00	1	N	

Pay Plan	Establish Date	Footnote	Status
A	6/30/1974	00	1

Step Rate Salary - Monthly

Minimum Step	SSI Max Step	Maximum Step
1	13	20

Salary Rates					
Step 1 4,590.00 M 26.48 H 55,080.00 A	Step 2 4,697.00 M 27.10 H 56,364.00 A	Step 3 4,807.00 M 27.73 H 57,684.00 A	Step 4 4,918.00 M 28.37 H 59,016.00 A	Step 5 5,031.00 M 29.03 H 60,372.00 A	Step 6 5,149.00 M 29.71 H 61,788.00 A
Step 7 5,265.00 M 30.38 H 63,180.00 A	Step 8 5,390.00 M 31.10 H 64,680.00 A	Step 9 5,515.00 M 31.82 H 66,180.00 A	Step 10 5,639.00 M 32.53 H 67,668.00 A	Step 11 5,771.00 M 33.29 H 69,252.00 A	Step 12 5,905.00 M 34.07 H 70,860.00 A
Step 13 6,041.00 M 34.85 H 72,492.00 A	Step 14 6,184.00 M 35.68 H 74,208.00 A	Step 15 6,326.00 M 36.50 H 75,912.00 A	Step 16 6,472.00 M 37.34 H 77,664.00 A	Step 17 6,622.00 M 38.20 H 79,464.00 A	Step 18 6,776.00 M 39.09 H 81,312.00 A
Step 19 6,933.00 M 40.00 H 83,196.00 A	Step 20 7,093.00 M 40.92 H 85,116.00 A				

CITY OF REEDLEY

POLICE OFFICER

DEFINITION

Under general supervision, to perform a variety of duties involved in the enforcement of laws and the prevention of crimes; to conduct and participate in general investigations of crimes, accidents, and cases; to control traffic flow and enforce State and local traffic regulations; and to perform a variety of technical and administrative tasks in support of the Department.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Patrol a designated area of the City to preserve law and order; discover and prevent the commission of crimes; check property for physical security.

Respond to general public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents.

Investigate crimes and suspicious circumstances; collect, process, photograph and present evidence including fingerprints, fibers, blood, and related physical evidence; interview victims, complainants and witnesses; identify and interrogate suspects; apprehend and arrest offenders; testify and present evidence in court.

Respond to and determine cause of traffic accidents.

Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations.

Direct traffic and perform crowd control at fires, special events, and other emergency or congested situations.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.

Assist in controlling problems of juvenile delinquency.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Take custody of lost and found property.

Prepare reports on arrests made, activities performed and unusual incidents observed.

Serve warrants and subpoenas within the department and with outside agencies; remain current on laws and procedures required for processing warrants.

Administer first aid in emergency situations until relieved by appropriate medical personnel.

Book prisoners; assist in the custody, care, and welfare of prisoners; transport prisoners.

Furnish information and directions to the public.

Attend briefings and read briefing materials.

Participate in training courses and programs.

May serve in the capacity of a superior officer upon the absence or request of a superior officer.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic principles of criminal law.

Safe driving principles and practices.

Skill to:

Learn to operate firearms and other modern police equipment.

Learn to operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Successfully complete P.O.S.T. training for entry level Police Officers.

Learn modern police methods and procedures related to patrol, apprehension, arrest, search and seizure, traffic control, and investigation and identification techniques.

Learn modern investigative methods including interviewing and interrogation techniques.

Learn law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Learn local geography, City streets, public buildings, and businesses.

Learn recent court decisions and how they affect department and division operations.

Learn functions and objectives of Federal, State, and other local law enforcement agencies.

Learn self defense tactics.

Learn, properly interpret and make decisions in accordance with Federal, State and local policies, procedures, laws and regulations particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Learn to gather, assemble, analyze, evaluate and use facts and evidence.

Learn, interpret and explain City and Department policies and procedures.

Observe accurately and remember names, faces, numbers, incidents and places.

Prepare clear and concise reports.

Analyze situations quickly and objectively, and determine proper course of action.

Act quickly and calmly in emergencies.

Meet and deal with the public tactfully and effectively.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience working with the public.

Training:

Equivalent to the completion of the twelfth grade supplemented by police science course work or the appropriate P.O.S.T. course of study from a P.O.S.T. Academy.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a P.O.S.T. Basic Certificate.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: December, 1997

Salary Table - Reedley Public Safety Association

RANGE	POSITION		STEP A	STEP B	STEP C	STEP D	STEP E
34-P	Police Records Specialist	Hourly	\$ 15.1216	\$ 15.8777	\$ 16.6716	\$ 17.5052	\$ 18.3804
		Bi-weekly	\$ 1,210	\$ 1,270	\$ 1,334	\$ 1,400	\$ 1,470
		Monthly	\$ 2,621	\$ 2,752	\$ 2,890	\$ 3,034	\$ 3,186
		Annual	\$ 31,453	\$ 33,026	\$ 34,677	\$ 36,411	\$ 38,231
37-P	Community Services Officer Dispatcher I	Hourly	\$ 16.2846	\$ 17.0988	\$ 17.9538	\$ 18.8515	\$ 19.7941
		Bi-weekly	\$ 1,303	\$ 1,368	\$ 1,436	\$ 1,508	\$ 1,584
		Monthly	\$ 2,823	\$ 2,964	\$ 3,112	\$ 3,268	\$ 3,431
		Annual	\$ 33,872	\$ 35,566	\$ 37,344	\$ 39,211	\$ 41,172
41-P	Dispatcher II Senior Community Services Officer Animal Control Officer	Hourly	\$ 17.9745	\$ 18.8732	\$ 19.8169	\$ 20.8078	\$ 21.8481
		Bi-weekly	\$ 1,438	\$ 1,510	\$ 1,585	\$ 1,665	\$ 1,748
		Monthly	\$ 3,116	\$ 3,271	\$ 3,435	\$ 3,607	\$ 3,787
		Annual	\$ 37,387	\$ 39,256	\$ 41,219	\$ 43,280	\$ 45,444
46-P	Police Records & Com Supervisor	Hourly	\$ 20.3370	\$ 21.3539	\$ 22.4216	\$ 23.5426	\$ 24.7198
		Bi-weekly	\$ 1,627	\$ 1,708	\$ 1,794	\$ 1,883	\$ 1,978
		Monthly	\$ 3,525	\$ 3,701	\$ 3,886	\$ 4,081	\$ 4,285
		Annual	\$ 42,301	\$ 44,416	\$ 46,637	\$ 48,969	\$ 51,417
50-P	Police Officer	Hourly	\$ 22.3380	\$ 23.4549	\$ 24.6276	\$ 25.8590	\$ 27.1520
		Bi-weekly	\$ 1,787	\$ 1,876	\$ 1,970	\$ 2,069	\$ 2,172
		Monthly	\$ 3,872	\$ 4,066	\$ 4,269	\$ 4,482	\$ 4,706
		Annual	\$ 46,463	\$ 48,786	\$ 51,225	\$ 53,787	\$ 56,476
51-P	Police Corporal	Hourly	\$ 23.4692	\$ 24.6427	\$ 25.8748	\$ 27.1686	\$ 28.5270
		Bi-weekly	\$ 1,878	\$ 1,971	\$ 2,070	\$ 2,173	\$ 2,282
		Monthly	\$ 4,068	\$ 4,271	\$ 4,485	\$ 4,709	\$ 4,945
		Annual	\$ 48,816	\$ 51,257	\$ 53,820	\$ 56,511	\$ 59,336
57-P	Police Sergeant	Hourly	\$ 27.2005	\$ 28.5605	\$ 29.9885	\$ 31.4880	\$ 33.0624
		Bi-weekly	\$ 2,176	\$ 2,285	\$ 2,399	\$ 2,519	\$ 2,645
		Monthly	\$ 4,715	\$ 4,950	\$ 5,198	\$ 5,458	\$ 5,731
		Annual	\$ 56,577	\$ 59,406	\$ 62,376	\$ 65,495	\$ 68,770
64-P		Hourly	\$ 31.7188	\$ 33.3047	\$ 34.9699	\$ 36.7184	\$ 38.5543
		Bi-weekly	\$ 2,538	\$ 2,664	\$ 2,798	\$ 2,937	\$ 3,084
		Monthly	\$ 5,498	\$ 5,773	\$ 6,061	\$ 6,365	\$ 6,683
		Annual	\$ 65,975	\$ 69,274	\$ 72,737	\$ 76,374	\$ 80,193
66-P	Fire Battalion Chief (FLSA Exempt)	Hourly	\$ 33.3240	\$ 34.9902	\$ 36.7398	\$ 38.5767	\$ 40.5056
		Bi-weekly	\$ 2,666	\$ 2,799	\$ 2,939	\$ 3,086	\$ 3,240
		Monthly	\$ 5,776	\$ 6,065	\$ 6,368	\$ 6,687	\$ 7,021
		Annual	\$ 69,314	\$ 72,780	\$ 76,419	\$ 80,240	\$ 84,252
67-P	Police Lieutenant (FLSA Exempt)	Hourly	\$ 34.1572	\$ 35.8651	\$ 37.6583	\$ 39.5412	\$ 41.5183
		Bi-weekly	\$ 2,733	\$ 2,869	\$ 3,013	\$ 3,163	\$ 3,321
		Monthly	\$ 5,921	\$ 6,217	\$ 6,527	\$ 6,854	\$ 7,197
		Annual	\$ 71,047	\$ 74,599	\$ 78,329	\$ 82,246	\$ 86,358
74-P	Fire Chief (FLSA Exempt)	Hourly	\$ 40.6019	\$ 42.6320	\$ 44.7636	\$ 47.0018	\$ 49.3519
		Bi-weekly	\$ 3,248	\$ 3,411	\$ 3,581	\$ 3,760	\$ 3,948
		Monthly	\$ 7,038	\$ 7,390	\$ 7,759	\$ 8,147	\$ 8,554
		Annual	\$ 84,452	\$ 88,675	\$ 93,108	\$ 97,764	\$ 102,652
77-P	Police Chief (FLSA Exempt)	Hourly	\$ 43.7240	\$ 45.9102	\$ 48.2058	\$ 50.6160	\$ 53.1468
		Bi-weekly	\$ 3,498	\$ 3,673	\$ 3,856	\$ 4,049	\$ 4,252
		Monthly	\$ 7,579	\$ 7,958	\$ 8,356	\$ 8,773	\$ 9,212
		Annual	\$ 90,946	\$ 95,493	\$ 100,268	\$ 105,281	\$ 110,545

CAMPUS POLICE OFFICER
(Classified Bargaining Unit Position)
(Range 35)

DEFINITION

Under general supervision of the Director of Public Safety/Campus Police Chief, perform law enforcement and crime prevention work on the District properties, grounds and facilities. Enforce rules and regulations governing parking, the use of College buildings and grounds; transport and deposit funds; may assign and oversee hourly and student security officers; and perform other related work as required.

DISTINGUISHING CHARACTERISTICS

The Campus Police Officer class is distinguished from other classes of employment in that incumbents are responsible for law enforcement activities, including the transport and deposit of District funds. Eligibility for this class includes possession of a basic P.O.S.T Certificate or ability to complete P.O.S.T. re-certification, lateral transfer, or graduation from basic police academy and successful completion of physical performance test, background investigation, psychological testing, and medical examination.

ESSENTIAL FUNCTIONS

- Patrol District properties, enforce state and county laws, report fires or other dangers involving loss or damage;
- Report potential safety problems and/or need for repair;
- Respond to emergency medical needs;
- Issue illegal parking and vehicle code citations;
- Check scheduled meeting rooms to insure that facilities are being used by authorized persons, and that meeting(s) are under control;
- Transport and deposit District funds;
- May serve as liaison between the College and local police and fire departments;
- May train, oversee, and assist in the evaluation of short-term and non-sworn Public Safety Officers;
- Compose clear and concise written reports and records;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.

Duties may require the physical ability to:

- see for the purpose of reading laws and codes, rules and policies, and other printed mater;
- hear and understand speech at normal levels;

- speak so that others will be able to understand a normal in-person and telephone conversation;
- work indoors and/or out-of-doors in varying environmental conditions;
- sit or stand for extended periods of time;
- stoop, lift and/or carry up to 50 pounds;
- Sufficient visual acuity to accurately observe and report activities and situations;
- Manual dexterity sufficient for keyboard and other office equipment operation.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

DESIRABLE QUALIFICATIONS

Education:

- Equivalent to graduation from the 12 grade;
- Associate degree with a major in Criminal Justice or a closely related field preferred.

Experience:

- Experience in educational or municipal law enforcement work; such as an officer with city, county, college, or other local government police agencies.

License and Certificate requirements:

- Valid California Drivers' License;
- Possession of Basic P.O.S.T. certificate or graduation from Basic Academy with ability to apply for Basic P.O.S.T. certificate;
- Basic First Aid and CPR certificates.

Knowledge of:

- Law enforcement methods, security methods, crowd control techniques, and investigative procedures;
- Federal, state, local, and district laws, rules and regulations, including laws of arrest, legal rights of citizens, court procedures and rules of evidence;
- Computer programs necessary for record keeping and databases;
- Correct English usage: grammar, spelling, vocabulary and punctuation.

CCCUE Approval: 10/21/04
Board of Trustees Approval: November 3, 2004

SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT - CUESTA COLLEGE

Board Approved: 06/01/2016

Position Assignments - Classified Bargaining Unit - 2015-2016

CLASSIFICATION	RANGE	MINIMUM	MAXIMUM
ACCOUNTING SERIES--			
Accountant	39	\$4,151	\$5,044
Accounting Technician I	26	\$3,024	\$3,674
Accounting Technician II	29	\$3,252	\$3,952
Accounting Technician II-Bookstore	29	\$3,252	\$3,952
Accounting Technician III	31	\$3,414	\$4,151
Benefits Technician (Accounting Technician II)	29	\$3,252	\$3,952
Bond Fiscal Analyst/Bond Programs and Projects	36	\$3,857	\$4,690
Budget Accountant	42	\$4,466	\$5,428
Fiscal Analyst, Spec. Projects/Grants & Categorical Prog	36	\$3,857	\$4,690
Lead Accountant - Foundation	41	\$4,358	\$5,297
Lead Accountant/Analyst	45	\$4,805	\$5,840
Lead Student Accounts Cashier	35	\$3,764	\$4,576
Payroll Clerk	18	\$2,487	\$3,024
Payroll Specialist	41	\$4,358	\$5,297
Payroll Technician	33	\$3,585	\$4,358
Student Account Technician	26	\$3,024	\$3,674
CLERICAL/SECRETARIAL AND LIBRARY--			
Academic Affairs Support Technician	27	\$3,096	\$3,764
Admin. Assist., Executive Dean, NCC and South County Center	34	\$3,675	\$4,466
Admin Assist., Executive Director, Foundation/Inst. Advancement	36	\$3,857	\$4,690
Administrative Assistant/Scheduling Specialist	34	\$3,675	\$4,466
Clerical Assistant I	16	\$2,368	\$2,879
Clerical Assistant II	18	\$2,487	\$3,024
Clerical Assistant III	22	\$2,742	\$3,332
Community Programs Assistant/Receptionist	22	\$2,742	\$3,332
Department Assistant (Non-Academic)	29	\$3,252	\$3,952
Division/Department Assistant	29	\$3,252	\$3,952
Facilities Services Special Events & Projects Assistant	27	\$3,096	\$3,764
Fine and Performing Arts Support Coordinator	33	\$3,585	\$4,358
Foundation Programs Coordinator	35	\$3,764	\$4,576
Human Resources Assistant	27	\$3,096	\$3,764
Library Technician I	24	\$2,879	\$3,500
Library Technician II	28	\$3,173	\$3,858
Library Technician III	31	\$3,414	\$4,151
Nursing and Allied Health Program Specialist	31	\$3,414	\$4,151
Public Safety Dispatcher/Records Coordinator	26	\$3,024	\$3,674
Public Safety Secretary	27	\$3,096	\$3,764
Public Safety Services Assistant	22	\$2,742	\$3,332
Public Safety Support Assistant	18	\$2,487	\$3,024
Safety Compliance Coordinator	28	\$3,173	\$3,858
Scheduling Technician	29	\$3,252	\$3,952
Secretary I	21	\$2,676	\$3,252
Secretary II	24	\$2,879	\$3,500
Secretary III	27	\$3,096	\$3,764
Student Center Assistant/Receptionist	21	\$2,676	\$3,252
Student Life and Leadership Activities Assistant	26	\$3,024	\$3,674
Student Services Specialist	31	\$3,414	\$4,151
Telecommunications and User Support Specialist	30	\$3,333	\$4,051
COMPUTER SERVICES--			
Computer Services Technician	37	\$3,952	\$4,805
Database Administrator	53	\$5,840	\$7,098
Network Administrator	49	\$5,297	\$6,439
Network and Systems Administrator	44	\$4,691	\$5,701
Programmer	45	\$4,805	\$5,840
Programmer/Analyst	47	\$5,044	\$6,132
Senior Programmer/Analyst	50	\$5,428	\$6,600
Technology Trainer/User Support	38	\$4,051	\$4,925
User Support/Support Assistant	30	\$3,333	\$4,051
Web Application Administrator	44	\$4,691	\$5,701
SPECIAL PROGRAMS--			
Academic Site Coordinator	32	\$3,500	\$4,254
Community Programs Coordinator	35	\$3,764	\$4,576

CLASSIFICATION	RANGE	MINIMUM	MAXIMUM
SPECIAL PROGRAMS Cont.			
Small Business Develop. Center Project Services Specialist	31	\$3,414	\$4,151
Sustainability Education Specialist	27	\$3,096	\$3,764
WED&CP Aquatics Lead	27	\$3,096	\$3,764
WED&CP Employment Services Coordinator	33	\$3,585	\$4,358
WED&CP Instructional Facilitator for CDCR	40	\$4,254	\$5,172
WED&CP Work Experience Coordinator	33	\$3,585	\$4,358
INSTRUCTIONAL SUPPORT--			
Academic Success Coach	34	\$3,675	\$4,466
Alternate Media Facilitator	39	\$4,151	\$5,044
Athletic Trainer Assistant	38	\$4,051	\$4,925
Athletic Trainer	46	\$4,925	\$5,986
Biology Laboratory Technician	33	\$3,585	\$4,358
Children's Center Assistant Supervisor	33	\$3,585	\$4,358
Computer Lab/Learning Management System Specialist	36	\$3,857	\$4,690
Coordinator, Basic Skills Transformation Grant	35	\$3,764	\$4,576
Curriculum Resource Specialist	33	\$3,585	\$4,358
ESL Outreach Recruitment/Retention Specialist	31	\$3,414	\$4,151
Faculty Services Specialist	23	\$2,808	\$3,414
Fine Arts Ceramics Technician	27	\$3,096	\$3,764
Fine Arts Instructional Assistant	26	\$3,024	\$3,674
Fine Arts Studio Technician	27	\$3,096	\$3,764
Instructional Aide I	16	\$2,368	\$2,879
Instructional Aide II	19	\$2,548	\$3,096
Instructional Aide III	22	\$2,742	\$3,332
Instructional Assistant	25	\$2,949	\$3,585
Instructional Associate	34	\$3,675	\$4,466
Nursing and Allied Health Clinical Coordinator	34	\$3,675	\$4,466
Physical Sciences Lab Technician	32	\$3,500	\$4,254
Toddler & Preschool Assistant Teacher (Children's Ctr)	13	\$2,201	\$2,676
Toddler & Preschool Instructional Assistant	25	\$2,949	\$3,585
MAINTENANCE/OPERATIONS, SECURITY--			
Campus Police Officer	35	\$3,764	\$4,576
Custodian I	21	\$2,676	\$3,252
General Maintenance	28	\$3,173	\$3,858
Groundskeeper	22	\$2,742	\$3,332
Groundskeeper/Heavy Equipment Operator	29	\$3,252	\$3,952
Groundskeeper/Qualified Applicator	25	\$2,949	\$3,585
Kinesiology - Athletic Equipment Technician I	23	\$2,808	\$3,414
Kinesiology - Athletic Equipment Technician II	28	\$3,173	\$3,858
Lead Custodian	26	\$3,024	\$3,674
Pool Attendant	22	\$2,742	\$3,332
Public Safety Dispatcher	24	\$2,879	\$3,500
Public Safety Officer I	22	\$2,742	\$3,332
Public Safety Officer II	25	\$2,949	\$3,585
Public Safety Parking Enforcement Officer	12	\$2,149	\$2,611
Senior Campus Police Officer	39	\$4,151	\$5,044
Skilled Maintenance: Auto Mechanic	34	\$3,675	\$4,466
Skilled Maintenance: Build./Struct. Const., Alteration/Repair	36	\$3,857	\$4,690
Skilled Maintenance: Carpenter, Cabinetmaker, Locksmith I	36	\$3,857	\$4,690
Skilled Maintenance: Carpenter, Cabinetmaker, Locksmith II	39	\$4,151	\$5,044
Skilled Maintenance: Electrician I	36	\$3,857	\$4,690
Skilled Maintenance: Electrician II	39	\$4,151	\$5,044
Skilled Maintenance: Engineering Technology	37	\$3,952	\$4,805
Skilled Maintenance: HVA/C-R I	36	\$3,857	\$4,690
Skilled Maintenance: HVA/C-R II	39	\$4,151	\$5,044
Skilled Maintenance: Painter	35	\$3,764	\$4,576
Skilled Maintenance: Plumber I	36	\$3,857	\$4,690
Skilled Maintenance: Plumber II	39	\$4,151	\$5,044
PURCHASING SERIES--			
Bookstore Buyer	28	\$3,173	\$3,858
Facilities Servs, Planning & Capital Projects Purchasing Tech	29	\$3,252	\$3,952
General Services Technician	24	\$2,879	\$3,500
Lead - Bookstore	33	\$3,585	\$4,358

CLASSIFICATION	RANGE	MINIMUM	MAXIMUM
PURCHASING SERIES Cont.			
Purchasing Technician I	24	\$2,879	\$3,500
Purchasing Technician II	35	\$3,764	\$4,576
Purchasing Technician I - Bookstore	25	\$2,949	\$3,585
Purchasing Technician II - Bookstore	31	\$3,414	\$4,151
Shipping and Receiving Technician	27	\$3,096	\$3,764
Textbook Buyer	27	\$3,096	\$3,764
STUDENT SERVICES SUPPORT--			
Admissions/Records Clerk I	21	\$2,676	\$3,252
Admissions/Records Coordinator	35	\$3,764	\$4,576
Admissions/Records Evaluation Analyst	33	\$3,585	\$4,358
Admissions and Records Evaluator Analyst Coordinator	35	\$3,764	\$4,576
Admissions and Records Technician	27	\$3,096	\$3,764
Assessment Proctor	25	\$2,949	\$3,585
Bilingual Assessment Proctor	25	\$2,949	\$3,585
Bilingual Student Services Site Specialist	28	\$3,173	\$3,858
Café Assistant	24	\$2,879	\$3,500
Café Specialist	34	\$3,675	\$4,466
Café Technician	30	\$3,333	\$4,051
CalWORKS Coordinator	37	\$3,952	\$4,805
Coordinator of EOP&S/CARE	38	\$4,051	\$4,925
Counseling Clerk	20	\$2,611	\$3,173
DSPS Program Assistant	30	\$3,333	\$4,051
DSPS Support Services Coordinator	35	\$3,764	\$4,576
Enrollment Success Specialist	29	\$3,252	\$3,952
Financial Aid Clerk I	23	\$2,808	\$3,414
Financial Aid Clerk II	25	\$2,949	\$3,585
Financial Aid Coordinator	35	\$3,764	\$4,576
Financial Aid Specialist	31	\$3,414	\$4,151
Financial Aid Technician	29	\$3,252	\$3,952
Institutional Research Assistant	40	\$4,254	\$5,172
Institutional Research Analyst	46	\$4,925	\$5,986
Paraprofessional Advisor	31	\$3,414	\$4,151
Prerequisite Analyst	34	\$3,675	\$4,466
Registered Nurse, Student Health Services	45	\$4,805	\$5,840
South County Centers Assistant	26	\$3,024	\$3,674
Student Health Services Assistant	26	\$3,024	\$3,674
Sports Information Director	31	\$3,414	\$4,151
Student Center Assistant	26	\$3,024	\$3,674
Student Services Assistant	25	\$2,949	\$3,585
Student Services Site Specialist	28	\$3,173	\$3,858
Student Success and Support Coordinator	35	\$3,764	\$4,576
Student Success and Support Program Technician	30	\$3,333	\$4,051
Student Support Resolution Coordinator	35	\$3,764	\$4,576
Student Support Site Assistant	25	\$2,949	\$3,585
University Transfer and Career Services Specialist	32	\$3,500	\$4,254
Veterans Services Coordinator	35	\$3,764	\$4,576
TECHNICAL--			
Admissions/Records Technology Support Specialist	34	\$3,675	\$4,466
Electronic Communications Designer/Coordinator	42	\$4,466	\$5,428
Graphic Designer	36	\$3,857	\$4,690
Harold J. Miossi Art Gallery Outreach and Development Coord.	33	\$3,585	\$4,358
Harold J. Miossi Art Gallery Coordinator	35	\$3,764	\$4,576
Lead Interpreter	40	\$4,254	\$5,172
Marketing Coordinator	35	\$3,764	\$4,576
Media Relations Coordinator	36	\$3,857	\$4,690
Multimedia Electronics Technician	31	\$3,414	\$4,151
Reprographics Technician I	24	\$2,879	\$3,500
Reprographics Technician II	26	\$3,024	\$3,674
Technical Coordinator	36	\$3,857	\$4,690
Technical Director/Theater, Public Events	30	\$3,333	\$4,051

SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT - CUESTA COLLEGE

Effective date: 07/01/2015

Classified Bargaining Unit - 2015-2016

Range	Hourly	Overtime	Step A	Step B	Step C	Step D	Step E	Step F*	Step G*	Step H*
No.			Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
1	\$9.47	\$14.21	1642	1724	1811	1900	1996	2095	2201	2310
2	\$9.71	\$14.57	1683	1769	1855	1948	2046	2149	2256	2368
3	\$9.95	\$14.92	1724	1811	1900	1996	2095	2201	2310	2426
4	\$10.20	\$15.31	1769	1855	1948	2046	2149	2256	2368	2487
5	\$10.45	\$15.67	1811	1900	1996	2095	2201	2310	2426	2548
6	\$10.70	\$16.06	1855	1948	2046	2149	2256	2368	2487	2611
7	\$10.97	\$16.45	1900	1996	2095	2201	2310	2426	2548	2676
8	\$11.24	\$16.86	1948	2046	2149	2256	2368	2487	2611	2742
9	\$11.52	\$17.28	1996	2095	2201	2310	2426	2548	2676	2808
10	\$11.80	\$17.71	2046	2149	2256	2368	2487	2611	2742	2879
11	\$12.09	\$18.13	2095	2201	2310	2426	2548	2676	2808	2949
12	\$12.40	\$18.60	2149	2256	2368	2487	2611	2742	2879	3024
13	\$12.70	\$19.05	2201	2310	2426	2548	2676	2808	2949	3096
14	\$13.02	\$19.52	2256	2368	2487	2611	2742	2879	3024	3173
15	\$13.33	\$20.00	2310	2426	2548	2676	2808	2949	3096	3252
16	\$13.66	\$20.50	2368	2487	2611	2742	2879	3024	3173	3332
17	\$14.00	\$21.00	2426	2548	2676	2808	2949	3096	3252	3414
18	\$14.35	\$21.53	2487	2611	2742	2879	3024	3173	3332	3500
19	\$14.70	\$22.06	2548	2676	2808	2949	3096	3252	3414	3585
20	\$15.07	\$22.60	2611	2742	2879	3024	3173	3332	3500	3674
21	\$15.44	\$23.16	2676	2808	2949	3096	3252	3414	3585	3764
22	\$15.82	\$23.73	2742	2879	3024	3173	3332	3500	3674	3858
23	\$16.20	\$24.30	2808	2949	3096	3252	3414	3585	3764	3952
24	\$16.61	\$24.92	2879	3024	3173	3332	3500	3674	3858	4051
25	\$17.02	\$25.52	2949	3096	3252	3414	3585	3764	3952	4151
26	\$17.45	\$26.17	3024	3173	3332	3500	3674	3858	4051	4254
27	\$17.87	\$26.80	3096	3252	3414	3585	3764	3952	4151	4358
28	\$18.31	\$27.47	3173	3332	3500	3674	3858	4051	4254	4466
29	\$18.76	\$28.15	3252	3414	3585	3764	3952	4151	4358	4576
30	\$19.23	\$28.85	3333	3500	3674	3858	4051	4254	4466	4690
31	\$19.70	\$29.55	3414	3585	3764	3952	4151	4358	4576	4805
32	\$20.20	\$30.29	3500	3674	3858	4051	4254	4466	4690	4925
33	\$20.69	\$31.03	3585	3764	3952	4151	4358	4576	4805	5044
34	\$21.21	\$31.81	3675	3857	4051	4254	4466	4690	4925	5172
35	\$21.72	\$32.58	3764	3952	4151	4358	4576	4805	5044	5297
36	\$22.26	\$33.39	3857	4051	4254	4466	4690	4925	5172	5428
37	\$22.81	\$34.21	3952	4151	4358	4576	4805	5044	5297	5562
38	\$23.38	\$35.06	4051	4254	4466	4690	4925	5172	5428	5701
39	\$23.95	\$35.93	4151	4358	4576	4805	5044	5297	5562	5840
40	\$24.55	\$36.82	4254	4466	4690	4925	5172	5428	5701	5986
41	\$25.15	\$37.72	4358	4576	4805	5044	5297	5562	5840	6132
42	\$25.77	\$38.66	4466	4690	4925	5172	5428	5701	5986	6285
43	\$26.41	\$39.61	4576	4805	5044	5297	5562	5840	6132	6439
44	\$27.07	\$40.60	4691	4925	5172	5428	5701	5986	6285	6600
45	\$27.73	\$41.59	4805	5044	5297	5562	5840	6132	6439	6761
46	\$28.42	\$42.63	4925	5172	5428	5701	5986	6285	6600	6930
47	\$29.11	\$43.66	5044	5297	5562	5840	6132	6439	6761	7098
48	\$29.84	\$44.75	5171	5428	5701	5986	6285	6600	6930	7276
49	\$30.57	\$45.85	5297	5562	5840	6132	6439	6761	7098	7454
50	\$31.32	\$46.98	5428	5701	5986	6285	6600	6930	7276	7641
51	\$32.09	\$48.14	5562	5840	6132	6440	6761	7098	7454	7827
52	\$32.90	\$49.35	5701	5986	6285	6600	6930	7277	7640	8022
53	\$33.70	\$50.55	5840	6133	6440	6761	7098	7454	7827	8218
54	\$34.54	\$51.82	5986	6285	6600	6930	7277	7640	8023	8423
55	\$35.39	\$53.08	6133	6440	6761	7098	7454	7827	8218	8629
56	\$36.27	\$54.40	6285	6600	6930	7277	7640	8023	8423	8845
57	\$37.16	\$55.74	6440	6761	7098	7454	7827	8218	8629	9061
58	\$38.09	\$57.13	6600	6930	7277	7640	8023	8423	8845	9288
59	\$39.01	\$58.52	6761	7098	7454	7827	8218	8629	9062	9514
60	\$39.99	\$59.98	6930	7277	7640	8023	8423	8845	9288	9752

Columns A-H have 5% increments; Steps 1-60 have 2.5% increments. (Hourly rates computed - monthly divided by 173.3)

Board of Trustees Approval: 06/01/2016

- An employee's step and range as it appears on the Classified Salary Schedule shall be increased by five percent after the employee has completed 10 consecutive years of employment in a bargaining unit position or positions. In order to qualify for the 10-year longevity step (Step F), the employee must attain an overall annual evaluation rating of "meets requirements" or "exceeds requirements" for the academic year immediately preceding the year in which the increase is granted.
- The employee's 10-year longevity step shall be increased by five percent after the employee has completed 15 consecutive years of employment in a bargaining unit position or positions. In order to qualify for the 15-year longevity step (Step G), the employee must attain an overall annual evaluation rating of "meets requirements" or "exceeds requirements" for the academic year immediately preceding the year in which the increase is granted.
- The employee's 15-year longevity step shall be increased by five percent after the employee has completed 20 consecutive years of employment in a bargaining unit position or positions. In order to qualify for the 20-year longevity step (Step H), the employee must attain an overall annual evaluation rating of "meets requirements" or "exceeds requirements" for the academic year immediately preceding the year in which the increase is granted.

Position:	School Resource Officer I	FLSA:	Non-Exempt
Department/Site:	School Services and School Attendance	Salary Grade:	117
Reports to/Evaluated by:	Director, Student Services and School Attendance	Salary Schedule:	Classified

SUMMARY

While serving at the district intermediate school level performs proactive security, intervention, law enforcement, and public information duties that provide a safe environment for students, staff and the public while on District or school campus properties. This position protects District property by carrying out proactive programs and traditional law enforcement procedures, enforces California Vehicle Code, State Penal Code, Education Code and District regulations.

DISTINGUISHING CAREER FEATURES

The School Resource Officer I is the entry level position for school site campus safety and security. Incumbents are fully competent to perform all of the duties of the position and have basic P.O.S.T. Certification as well as passed a physical agility test.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The School Resource Officer I is the entry level position. Incumbents are fully competent to perform all of the duties of the position and have acquired training and certification required to detain suspects and have Basic P.O.S.T. Certification. The School Resource Officer I role will be primarily responsible for serving the students, staff and programs of the district intermediate schools, but may be required at times to be dispatched to another school site to fill in or assist in a crisis.

- Patrols designated areas of the District to preserve law and order. Ensures the safety of students, staff and District facilities.
- ▶ Enhances day-to day public relations by providing information and assistance to students, staff, and the public in a way that establishes and maintains rapport with the school/student community.
- Anticipates and intervenes in potential and actual incidents where students and/or property may be at risk of harm or damaged.
- Protects District property and facilities by making inspections on foot and in a patrol vehicle. Checks building(s) for physical safety and security. Inspects and monitors the security of doors, windows and gates. Addresses any unusual or suspicious activity.
- Prevents entry and reports presence of unauthorized persons on grounds or in buildings. Investigates situations and disturbances as needed. Issues citations, and contacts local law enforcement agencies to follow up with suspects. Documents incidents relating to observed violations.
- Responds to complaints and hazardous situations. Conducts investigations of reported injuries and accidents. Responds to incidents putting students, staff, and the general public at risk or harm. Interviews victims, complaints and witnesses. Contacts a law enforcement jurisdiction for interrogation of suspects. May testify and present evidence in court.

- Assist in investigations involving incidents such as personal injury and property damage, and auto theft. Gathers evidence.
- Provides security at District and school site functions as required. Opens and closes building and rooms for meetings. Directs traffic and controls parking and safe movement of vehicles in parking areas.
- Detects and reports fire hazards. Extinguishes small blazes and reports fire to the local Fire Department using established emergency communications protocols. Responds to fire and burglar alarms. Summons police and fire department personnel as needed. Directs traffic at fire, special events and other congested situations.
- Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Assures proper functioning of equipment. Notifies designated personnel regarding impaired equipment and malfunctions.
- Answers questions from students, staff and the public concerning local and State laws, procedures and activities of the department. Provides information and responds to questions from students, staff, and the public.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills:

This position Requires a working knowledge of the methods, practices and procedures of effective law enforcement including those used in patrol, traffic control, investigation and identification. Requires knowledge of the pertinent federal, state, local and district laws and ordinances including applicable sections of the California Penal Code, State Education Code, Motor Vehicle Code, Health and Safety Code Business and Professional and laws related to the area of responsibility. Requires a basic procedural understanding of criminal law and criminal procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence. Requires understanding of and skill at applying basic interviewing techniques, vehicle operations and safe driving practices, standard broadcasting procedures using a police radio system, and crowd, vehicle and pedestrian control. Requires sufficient math skills to record distances, numbers, and times. Requires sufficient writing skill to prepare incident reports. Requires sufficient human relation skills to resolve confrontation, affect behavior of others, and convey a positive image of the District.

Abilities:

Requires the ability to perform all of the duties of the position effectively and efficiently with minimal supervision. Must be able to utilize all of the tools and equipment of the position in a safe and responsible manner. Must be able to analyze situations quickly and objectively and determine and take effective action. Must be able to use appropriate defense measures to protect self or others in adverse situations. Requires the ability to meet standards of physical stature, endurance and agility established by the District. Must be able to maintain two-way radio communication with local police authorities, District central dispatch, and site administrators. Must be able to administer first aid in emergency situations. Requires the ability to communicate effectively with students, in a multi-ethnic setting and to interact both formally and informally with District staff, outside agency personnel and the general public.

Physical Abilities:

Incumbent must be able to work inside and outdoors engaged in work primarily of an active nature, and in addition to or concurrently with meeting P.O.S.T. physical suitability requirements. Requires the ability to maintain cardiovascular fitness in order to run, for the purpose of apprehending fleeing suspects, to accomplish crowd control, and to function well under stressful conditions. Requires near and far visual acuity to observe campus activity and read reports and written instructions. Requires hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations. Requires ambulatory ability to stand and walk for extended periods of time, physical strength to carry up to 150 pounds on an occasional basis, and agility to respond to emergency situations.

Education and Experience:

This position requires a High School diploma or equivalent supplemented by specialized training in law enforcement by a recognized academy.

Licenses and Certificates:

Requires a valid California Driver's License. Requires possession of a P.O.S.T. Basic Certification. Requires a current First Aid and CPR cards within a reasonable time after employment.

Working Conditions:

Work is performed indoors and outdoors where safety and health considerations exist from temperature extremes, physical effort, and dangerous incidents.

CLOVIS UNIFIED SCHOOL DISTRICT

Classified Non-Operations Unit 2016-2017 Salary Schedule

Grade	Step 1 Hr.	Step 2 Hr.	Step 3 Hr.	Step 4 Hr.	Step 5 Hr.	Step 6 Hr.	Step 7 Hr.	Step 8 Hr.	Step 9 Hr.	Step 10 Hr.	Step 11 Hr.	Step 12 Hr.
103	\$10.30	\$10.30	\$10.53	\$10.79	\$11.05	\$11.32	\$11.61	\$11.90	\$12.17	\$12.48	\$12.77	\$13.10
104	\$10.56	\$10.83	\$11.08	\$11.37	\$11.64	\$11.93	\$12.22	\$12.51	\$12.82	\$13.14	\$13.46	\$13.79
105	\$11.10	\$11.38	\$11.65	\$11.94	\$12.23	\$12.52	\$12.83	\$13.15	\$13.47	\$13.81	\$14.14	\$14.49
106	\$11.67	\$11.96	\$12.25	\$12.55	\$12.85	\$13.17	\$13.50	\$13.83	\$14.17	\$14.51	\$14.87	\$15.23
107	\$12.25	\$12.55	\$12.85	\$13.17	\$13.50	\$13.83	\$14.17	\$14.51	\$14.87	\$15.23	\$15.61	\$16.00
108	\$12.90	\$13.20	\$13.52	\$13.86	\$14.20	\$14.55	\$14.90	\$15.27	\$15.65	\$16.04	\$16.42	\$16.83
109	\$13.58	\$13.89	\$14.24	\$14.60	\$14.95	\$15.32	\$15.70	\$16.09	\$16.48	\$16.88	\$17.29	\$17.73
110	\$14.28	\$14.63	\$14.99	\$15.36	\$15.73	\$16.12	\$16.51	\$16.91	\$17.33	\$17.77	\$18.20	\$18.63
111	\$15.02	\$15.38	\$15.76	\$16.14	\$16.53	\$16.93	\$17.36	\$17.79	\$18.23	\$18.67	\$19.12	\$19.59
112	\$15.79	\$16.17	\$16.57	\$16.97	\$17.39	\$17.82	\$18.26	\$18.70	\$19.16	\$19.62	\$20.11	\$20.60
113	\$16.62	\$17.03	\$17.45	\$17.87	\$18.31	\$18.77	\$19.23	\$19.70	\$20.18	\$20.67	\$21.19	\$21.70
114	\$17.50	\$17.92	\$18.36	\$18.82	\$19.28	\$19.76	\$20.24	\$20.73	\$21.24	\$21.75	\$22.29	\$22.86
115	\$18.44	\$18.88	\$19.34	\$19.82	\$20.31	\$20.81	\$21.32	\$21.85	\$22.38	\$22.93	\$23.48	\$24.07
116	\$19.41	\$19.87	\$20.36	\$20.87	\$21.38	\$21.91	\$22.44	\$22.99	\$23.56	\$24.13	\$24.72	\$25.33
117	\$20.41	\$20.91	\$21.42	\$21.95	\$22.48	\$23.03	\$23.61	\$24.18	\$24.78	\$25.38	\$26.02	\$26.65
118	\$21.49	\$22.01	\$22.55	\$23.10	\$23.67	\$24.25	\$24.84	\$25.45	\$26.09	\$26.73	\$27.38	\$28.05
119	\$22.64	\$23.19	\$23.75	\$24.34	\$24.94	\$25.56	\$26.18	\$26.82	\$27.48	\$28.16	\$28.85	\$29.55
120	\$23.83	\$24.41	\$25.02	\$25.63	\$26.27	\$26.89	\$27.55	\$28.24	\$28.93	\$29.64	\$30.36	\$31.12
121	\$24.98	\$25.59	\$26.21	\$26.85	\$27.51	\$28.20	\$28.88	\$29.58	\$30.32	\$31.05	\$31.83	\$32.61
122	\$26.65	\$27.31	\$27.97	\$28.65	\$29.36	\$30.08	\$30.82	\$31.57	\$32.36	\$33.15	\$33.96	\$34.79
123	\$28.69	\$29.39	\$30.10	\$30.85	\$31.60	\$32.38	\$33.18	\$33.99	\$34.82	\$35.68	\$36.55	\$37.45
124	\$30.81	\$31.56	\$32.35	\$33.14	\$33.95	\$34.78	\$35.64	\$36.51	\$37.40	\$38.33	\$39.26	\$40.23
125	\$33.08	\$33.90	\$34.72	\$35.58	\$36.44	\$37.34	\$38.26	\$39.20	\$40.16	\$41.15	\$42.16	\$43.19
126	\$35.48	\$36.35	\$37.26	\$38.16	\$39.09	\$40.06	\$41.04	\$42.04	\$43.08	\$44.14	\$45.22	\$46.33
127	\$38.02	\$38.95	\$39.91	\$40.89	\$41.89	\$42.92	\$43.97	\$45.05	\$46.15	\$47.29	\$48.45	\$49.63
128	\$41.50	\$42.51	\$43.56	\$44.63	\$45.72	\$46.84	\$48.00	\$49.18	\$50.39	\$51.61	\$52.89	\$54.18
129	\$44.95	\$46.06	\$47.18	\$48.34	\$49.52	\$50.75	\$51.99	\$53.26	\$54.58	\$55.91	\$57.29	\$58.70
130	\$46.42	\$47.58	\$48.74	\$49.93	\$51.16	\$52.42	\$53.70	\$55.03	\$56.37	\$57.76	\$59.18	\$60.62
131	\$51.81	\$53.08	\$54.38	\$55.71	\$57.08	\$58.48	\$59.93	\$61.39	\$62.90	\$64.44	\$66.02	\$67.64

*Any salary listed that falls below CA Minimum wage will be paid at the current CA minimum wage.

LONGEVITY (YEARS OF SERVICE WITH CLOVIS UNIFIED SCHOOL DISTRICT ONLY) Note: Years of credited service for anniversary increment purposes shall mean years of service with CUSD and will be paid commencing with the 15 th - 19 th years, 20 th - 24 th years, 25 th and thereafter.	Classified	15 Years	\$1,030
	Non-	20 Years	\$2,060
	Management	25+ Years	\$4,120

Adopted: 7/1/01
 Amended: 11/1/01
 Amended: 7/1/04
 Amended: 10/26/05
 Amended: 10/11/06
 Amended: 11/14/07

Amended: 8/29/08 (fiscal year)
 Amended: 6/1/10
 Amended: 7/14/11
 Amended: 4/11/12
 Amended: 7/1/13
 Amended: 7/1/14

Amended: 7/15/15
 Amended: 1/1/16
 Amended: 7/1/16

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

Presented to the Personnel Commission:

Date: November 15, 2016

SUBJECT: Consideration and Approval of New
Classification Specification for Program
Specialist – Central Mother Lode Regional
Consortium

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Action

ITEM NO: 16-57

Background:

On October 4, 2016 the Board of Trustees approved a new position at the Herndon Campus. After review of the duties and comparable positions in other colleges, Commission Staff recommends the title of Program Specialist – Central Mother Lode Regional Consortium (CRC). The new classification and title will allow for a valid and reliable recruitment and selection process.

The following individuals were invited to suggest changes:

- Vice Chancellor, Educational Services and Institutional Effectiveness
- Vice Chancellor of Human Resources
- Director of Human Resources
- CSEA

Recommendation:

It is recommended the new classification specification for Program Specialist – Central Mother Lode Regional Consortium (CRC) be approved as presented with a recommended classified confidential salary range of 60.



State Center Community College District

Job Title:	Program Specialist – Central Mother Lode Regional Consortium (CRC)	Classification Series:	Administration
FLSA Status:	Non-Exempt	Classification Group:	Resource Development
Salary Schedule:	Classified	Classification Level:	Advanced/Lead
Recommended Salary Range:	60	Date Created:	October 4, 2016

Definition

Under direction, coordinates, assists, and performs a broad range of programmatic and administrative functions in the preparation, implementation and evaluation of the grant-funded programs that serve the Central Mother Lode Regional Consortium (CRC).

Distinguishing Characteristics

This classification performs complex duties in accordance with general instructions and established procedures. This classification performs a variety of specialized analytical, advocacy, research and consultative duties of a highly technical nature. Incumbents may assume lead responsibility over other staff, work on various teams and/or have primary responsibility for a major project or activity. Incumbents may travel frequently to conduct on-site visits and independently represent the organization at meetings and other activities. This position is responsible for recommending or making decisions affecting various programs and performing a variety of duties independently in support of functions delegated to administrator.

A **Program Specialist – Central Mother Lode Regional Consortium (CRC)** performs a broad range of programmatic and administrative functions in the preparation, implementation and evaluation of the grant-funded programs that serve the Central Mother Lode Regional Consortium (CRC).

Supervision Received

General supervision is received from an administrator.

Supervision Exercised

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

Essential Job Functions

1. Organizes the activities of state and federal grant programs that serve the Central Mother Lode Regional Consortium (CRC) to assure efficient and effective operations.
2. Acts as a project manager for special projects which may include planning and coordinating multiple presentations, disseminating information, and organizing CRC events.
3. Provides liaison support with community groups to encourage understanding, cooperation, participation and support of CRC program objectives.
4. Assists in the coordination of contracts, program components, support needs and materials for the purpose of delivering services in compliance with established guidelines.
5. Coordinates all details for the CRC Steering Committee and other related meetings including preparing agendas, taking minutes of meetings, and following up on action items.
6. Coordinates the establishment, implementation, and maintenance of a complex data management, storage, and retrieval system for official records and actions of the CRC as well as complying with regulatory requirements and established guidelines.
7. Works directly with the member colleges, stakeholders, and the State Chancellor's Office to provide information and coordinate assigned activities for the CRC.
8. Assists in the development of proposals, new programs, budget and grants for the purpose of meeting CRC goals.
9. Assists in evaluating programs and/or projects for the purpose of carrying out and achieving the objectives of the department.
10. Serves on committees and participates in a variety of meetings, conferences and workshops, as designated by administration.



State Center Community College District

11. Develops and executes marketing and outreach activities to enhance the CRC brand recognition and increase program participation.
12. Conceives and executes email marketing campaign to increase engagement, retention, and conversion rates.
13. Takes initiative to find solutions to problems and recommends changes to department procedures.
14. Presents information on a variety of topics for the purpose of communicating information and/or gaining feedback.
15. Researches a variety of topics such current practices, policies, education codes, etc. for the purpose of providing information, recommendations and/or addressing a variety of CRC program requirements.
16. Schedules meetings, conferences, appointments, and program activities, maintains appointment calendar for CRC events and makes travel arrangements as required.
17. Processes and tracks requisitions, purchase orders and travel and conference requests as needed for the area administrator, the Steering Committee and other groups.
18. Assists in writing grant proposals and prepares reports to leverage the programs resources.
19. Assists in preparing the budget for CRC activities and monitors budget expenditures.
20. Enters, retrieves, and maintains data into appropriate computer systems and maintain exporter database.
21. Adheres to and remains current with applicable laws and regulations, grant and program guidelines/requirements and district policies and procedures to assist in carrying out program services.
22. Monitors office workflow in order to prioritize workload as appropriate, improves efficiency and remains flexible in adapting to changing priorities.
23. Assists in web content editing to ensure websites and social media are properly displayed.
24. Drafts correspondence, prepares reports and presentations, and conducts research on problem areas.
25. Operates a variety of office equipment including computers, printers, copiers, telephones, and other equipment.
26. Assigns, monitors, and reviews the work of other employees.
27. Performs other duties as assigned.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Bachelor's degree and two (2) years of experience in program management, research, marketing, or consultative business and economic development. Education or experience in career technical education is preferred.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Career Technical Education (CTE) in order to meet the goals and objectives of the CRC.
- Technology industry activities and programs in California including trends, prospects, opportunities, trade, and industry conditions.
- Business and marketing plan development for CRC programs.
- CTE pathway or curriculum development process.
- Governmental practices, functions, policies, and requirements.
- Research, analysis, consultation, advocacy and technical assistance methods and techniques used in securing, developing or providing information.
- Local marketing principles, methods and techniques which includes economic, psychological, and sociological influences.
- Issues, concerns, and impediments affecting business and economic development projects relevant to career technical education.
- Recordkeeping and report preparation techniques to ensure information is accurately presented.
- Math including addition, subtraction, multiplication, and division.



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- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.
- Methods and techniques of troubleshooting web site, applications and network problems.

Skill to:

- Effectively communicate with individuals for whom English is not a primary language.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding the CRC.
- 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:

- Analyze, evaluate and interpret technical information and complex situations effectively.
- Develop alternatives, prepare summaries and recommend courses of action or conclusions demonstrating initiative, creativity and flexibility.
- Serve as an advocate for CTE community college programs and the interface with the K-12, Adult Education, Workforce Development Boards and business community partners.
- Determine the potential success and feasibility of CTE programs through research, analysis and field investigations.
- Respond to inquiries and requests for technical assistance from community colleges, businesses, nonprofit organizations, governmental entities and the public.
- Assist in preparing and monitoring the department budget.
- Effectively develop and present ideas, opinions, technical information and recommendations both orally and in writing.
- Assign, monitor and review the work of others.
- Learn and apply college and district policies and procedures.
- Maintain confidentiality of sensitive information and records.
- Take and/or transcribe dictation.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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

Physical Demands

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

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on



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multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, faculty, staff, representatives of other agencies, and others encountered in the course of work.

Work Conditions

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

Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; work inside protected from the weather; work outside exposed to the weather and varying temperatures; work under pressure of constant deadlines and frequent interruptions; work effectively in a demanding environment; work collaboratively in a team environment, work independently with minimal supervision, work with sensitive and confidential information; noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

Duties Approved By:	Board of Trustees	Date:	Click here to enter a date.
Class Approved By:	Personnel Commission	Date:	November 15, 2016
Updated By:	Elba Gomez	Date/Time:	11/7/2016

Personnel Commission – Director’s Report

November 15, 2016 Regular Meeting

Recruitment and Examination

Accepting applications for the following recruitments:

Name	Application Deadline
Building Generalist	Continuous Recruitment
Early Childhood Education Specialist	Continuous Recruitment
Early Childhood Education Associate	Continuous Recruitment
Food Service Worker I	Continuous Recruitment
Police Officer	Continuous Recruitment
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Secretary to the College President	November 11, 2016
District Sign Language Interpreter Coordinator	November 18, 2016
Instructional Lab Tech – Chemistry/Physical Science	November 23, 2016
Student Personnel Services Assistant	November 23, 2016
Police Communications Dispatcher	November 30, 2016

The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Curriculum Assistant	Oral Board	November 9, 2016
Athletic Trainer	Comp/Oral Board	November 10, 2016
Office Assistant I (FT and PT)	Oral Board	November 15, 2016
Student Communications Specialist	Oral Board	November 16, 2016
Administrative Assistant	Competency	November 18, 2016
Call Center Support Assistant	Oral Board	November 18, 2016
Call Center Support Specialist	Oral Board	November 18, 2016
Library Services Assistant	Competency	November 18, 2016

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

Name	Location	Anticipated Posting Date/Status
HR Analyst - Confidential	DO	November 2016
Program Development Assistant	Districtwide	November 2016
Department Secretary	Districtwide	November 2016
Department Secretary PPT	Districtwide	November 2016
Accounting Technician II	Districtwide	December 2016
Accounting Technician I	Districtwide	December 2016
Accounting Clerk III	Districtwide	December 2016
Accounting Clerk I	Districtwide	December 2016
Human Resources Support Assistant	DO	December 2016
Educational Advisor	Districtwide	December 2016
Administrative Support Series (Aide)	Districtwide	January 2017
Custodian	Districtwide	January 2017
EEO/Staff Development Manager	Districtwide	January 2017

Office Assistant III	Clovis/Hern	January 2017
Office Assistant III	Madera	January 2017
Office Assistant III	Oakhurst	January 2017
Office Assistant III	Reedley	January 2017
Program Specialist – CRC	DO	January 2017
Professional Development Coordinator	FCC	January 2017
Research Assistant	DO North	January 2017
General Utility Worker	Districtwide	February 2017
Instructional Tech – Manufacturing	MC	February 2017
Orientation Assistant	Districtwide	February 2017
PE Attendant	Districtwide	February 2017
Cafeteria Attendant	RC	On hold pending position review.
Institutional Research Coordinator	DO	On hold pending positions review.
Instructional Aide – PPT	Districtwide	On hold pending position review.
International Trade Specialist	DO	On hold pending position review.

The following are current vacancies with active eligibility lists:

Name	Vacancy Location	Status
Chief of Police	Police Department, DO	List Referred 10/13/16
Department Secretary	Office of Instruction, MC	List Referred 10/5/16
Executive Assistant to Chancellor	Chancellor’s Office, DO	List Referred 10/4/16
Financial Aid Assistant I	Financial Aid, FCC	List Referred 10//27/16
Financial Aid Assistant I	Financial Aid, FCC	List Referred 10/27/16
Financial Aid Manager	Financial Aid, FCC	List Pending Referral
MicroComputer Specialist	Tech Support Services, FCC	List Referred 11/8/16
MicroComputer Resource Tech	Technology Services, MC	List Referred 11/10/16
Office Assistant III	Counseling, FCC	List Referred 11/9/16
Office Assistant III	A&R, FCC	List Pending Referral
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Officer	Operations, DO	List Referred 7/1/16
Police Sergeant	Operations, DO	List Referred 10/31/16
Seasonal Student Advisor	Student Services, CCC	List Referred 2/18/16
Secretary to the Associate VC	Maintenance & Ops, DO	List Referred 10/26/16
Upward Bound Assistant	Upward Bound, RC	List Referred 3/18/16

Classification

Job Description Updates

Name	Status
Classification Studies	Managers have completed the review of classification study reports.

Classification Specifications	Commission staff is currently updating/creating new job descriptions to ensure they are up-to-date and accurate based on the Classification Studies report. The updated/new job descriptions will be provided with the Final Classification Report has been approved.
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Around the Office

- NeoGov Onboarding Implementation, Currently Working with HR Department.
- NeoGov Performance Evaluation Implementation
- Training Administrators and staff
- Leadership Class XVI Graduation, December 9, 2016 @ FCC OAB
- WRIPAC Training & Meeting @ Costa Mesa January 18 – 20, 2017
- CSPCA Conference @ San Francisco January 26 – 29, 2017
- NCCIPMA-HR Conference @ Santa Rosa, CA March 2 – 3, 2017
- NCHRA HR West Conference @ Oakland March 6 – 8, 2017