

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
Wednesday, April 20, 2016

AGENDA

- A. Call to Order
- B. Introduction of Guests
- C. Public Comment
- D. Approval of the Minutes of the March 22, 2016 Regular Meeting and April 4, 2016 Special Meeting
- E. Information Items
 - 1. Personnel Commission Proposed Budget for FY 2016/2017
 - 2. Authority of the Personnel Commission to Eliminate Positions
 - 3. Classification Study Working Report for Instructional Support, Accounting, Miscellaneous Technical, and Public Relations Job Families
 - 4. Classification Study Status
 - 5. Working Out of Classification Request
 - 6. August 2016 Regular Meeting Date
- F. Action Items
 - 16-13 Consideration and Approval of Eligibility Lists
 - a. Building Generalist – Continuous, Effective 4/4/16
 - b. Custodian, Effective 4/11/16
 - c. Department Secretary – CCC and HC, Effective 3/28/16
 - d. Department Secretary – FCC and DO, Effective 3/28/16
 - e. Department Secretary – Madera, Effective 3/28/16
 - f. Department Secretary – Reedley, Effective 3/28/16
 - g. Early Childhood Education Associate – Continuous, Effective 3/28/16
 - h. Evaluator, Effective 3/31/16
 - i. Lead Maintenance Worker, Effective 4/4/16
 - j. Student Services Specialist, Effective 3/31/16
 - 16-14 Consideration and Approval to Classify New Positions in Established Job Classification Specifications.

- a. Admissions and Records Manager, CCC, Position #5095
- b. Administrative Aide, MC, Position #4058
- c. Custodial Manager, CCC, Position #5096
- d. Lead Maintenance Worker, DO, Position #1191
- e. Lead Maintenance Worker, DO, Position #1192
- f. MicroComputer Specialist, MC, Position #4057
- g. Office Assistant III PPT, HC, Position #1186
- h. Police Officer, DO, Position #1187
- i. Police Officer, DO, Position #1188
- j. Police Officer, DO, Position #1189
- k. Public Information Officer, 6-month Limited-term, RC, Position #9033
- l. Secretary to the Associate Vice Chancellor, DO, Position #1190
- m. Sign Language Interpreter III PPT 11-month, FCC, Position #8134
- n. Sign Language Interpreter IV PPT 11-month, FCC, Position #8135

16-15 Consideration and Approval to Exempt Academic Position from the Classified Service

- a. CAFYES Counselor, CCC
- b. Director of Institutional Research, Assessment and Planning, RC
- c. SSSP Counselor, CCC

16-16 Consideration and Approval to Classify New Position in New Job Classification Specification.

- a. Director of Admissions & Records, FCC, Position #8133

16-17 Consideration and Approval of New Classification Specification for Director of Admissions & Records

16-18 Consideration and Approval of Revised Classification Specification for Computer Operator/Information Technology Support

16-19 Consideration and Approval of Revised Classification Specification for Executive Secretary to the Chancellor

G. Director's Report

H. Commissioners' Reports

I. Future Agenda Items

J. Adjournment

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

Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate

Personnel Commission Agenda

April 20, 2016

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in the public meeting to Elba Gomez, Director of Classified Personnel, 1525 East Weldon Avenue, Fresno, CA 93704 (559) 244-5973, 8:00 a.m. to 5:00 p.m. at least 48 hours prior to the meeting.

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

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
March 22, 2016

- Call to Order Ms. Freeman-Fobbs called the meeting to order at 5:30 p.m.
- Members Present Members of the Personnel Commission present were:
Pamela Freeman-Fobbs, Chairperson
Bradley Tahajian, Vice – Chairperson
Tim Liermann, Commissioner
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Ferguson, HR Analyst
Melissa Flores, Limited Term HR Technician
- Introduction of Guests The following guests attended:
Gregory Taylor, DO
Diane Clerou, DO
Cheryl Sullivan, FCC
Jason Meyers, CSEA
Kasey Oliver, CSEA
Harry Zahlis, FCC
Eleanor Bruce, FCC
Susan Johnson, FCC
Joyce Clark, FCC
Donna Baker-Geidner, RC
Shannon Ayello, DO
Frances Catlapp, FCC
Cindy Dunn, FCC
Pearl Magnum, FCC
Jonathan Diaz
- Public Comment Mr. Meyers stated his concerns regarding employees working out-of-classification and provided documentation of an email exchange regarding a current employee who is being asked to work out-of-classification.
- Ms. Clark stated her concerns regarding the Classification Study Working Report. Ms. Freeman-Fobbs thanked Ms. Clark for sharing her time.
- Ms. Dunn stated her concerns regarding the number of positions in the Employment Resource Center at Fresno City College that are being considered for “elimination.”
- Ms. Baker-Geidner stated her concerns regarding the Information Technology Classification Study surveys and noted a lack of training in the Information Technology department.
- Approval of the Minutes The minutes of the February 16, 2016 Regular Meeting were presented for approval.

Ms. Gomez requested that Mr. Liermann's name be followed by "Commissioner."

Mr. Liermann moved to adopt the minutes as amended, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Information Items

1. Discussion of Quarterly Budget Report

Ms. Gomez provided an explanation of the Quarterly Budget Report and noted that the budget for the Personnel Commission Human Resources Management Systems Analyst position was approved until the end of June.

2. Discussion of Classification Study Status for Instructional/ Accounting/ Misc. Job Families

Ms. Gomez provided the schedule for upcoming management meetings to discuss the Classification Study and noted that the timeline is on track and that monthly updates will be provided to the Commissioners.

Mr. Meyers inquired when finalized job descriptions will be provided. Ms. Gomez stated that she provides finalized job descriptions to the CSEA only after Ms. Samerah Campbell provides them to management.

3. Discussion of April 2016 and October 2016 Regular Meeting Dates

Ms. Gomez proposed that the April 2016 Regular Meeting be scheduled for April 20, 2016 and the October 2016 Regular Meeting be scheduled for October 11, 2016.

Mr. Tahajian requested that employee evaluation materials be mailed to the Commissioners in advance for review.

Ms. Freeman-Fobbs, Mr. Tahajian, and Mr. Liermann approved the proposed April 2016 and October 2016 Regular Meeting dates.

Action Items

[16-10] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented:

- a. Assistant Director, SCCC Foundation, Effective 2/19/16
- b. Child Development Lab School Manager, Effective 2/18/16
- c. Early Childhood Education Specialist (continuous), Effective 3/14/16
- d. Food Service Worker I (continuous), Effective 3/7/16
- e. Instructional Laboratory Technician – Biological Sciences, Effective 3/7/16
- f. Piano Accompanist, Effective 3/17/16
- g. Police Officer, Effective 3/7/16

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian requested clarification on why the Food Service Worker I position is based on a Pass/Fail ranking system.

Ms. Gomez explained that the Pass/Fail ranking system is due to the Food Service Worker I position being in continuous recruitment.

Mr. Tahajian moved to approve item 16-10 as presented, Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-11] Consideration
and Approval of Hearing
Officer & Medical
Examiner Results for
Appeal Case # 01-26-
16.16-06.1185

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian moved to approve item 16-11 as presented and directed Ms. Gomez to inform the appellant of the results of the evaluation. Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-12] Consideration
and Approval of
Classification Study
Working Report for
Clerical and Secretarial
Job Families

Ms. Gomez presented this item noting that the Classification Study is a working report and that recommendations are preliminary. Ms. Gomez explained that, based on the Classification Study, positions which have been vacant for many months would be “unfunded” not “eliminated.”

Mr. Liermann requested that a notation be made which clearly states that the campuses authorize which positions are to be unfunded.

Ms. Freeman-Fobbs inquired how the rationale for “rearranging” classifications is made public. Ms. Gomez stated that the detailed analysis and discussion with management is not made public and that the implementation of any proposed changes are subject to negotiation.

Mr. Oliver expressed concerns regarding the authority of the Personnel Commission to propose elimination of positions or allocations of duties.

Mr. Liermann stated his concern regarding the Personnel Commission’s purview in eliminating positions. Ms. Gomez explained that duties may be reassigned based on findings of the Classification Study.

Mr. Oliver stated that it is the responsibility of the District to determine changes in position hours and assignments.

Ms. Clerou stated that funding of positions is under the District’s purview but that the Personnel Commission has been clear about the methodology and anticipated outcomes of the Classification Study from the beginning.

Ms. Freeman-Fobbs requested a statement from Mr. Taylor and directed Ms. Gomez to work with General Counsel to determine the Personnel Commission’s purview. Mr. Taylor provided no comment at this time.

Mr. Tahajian moved to accept item 16-12 as informational and stated that research will be done to determine the purview of the Personnel Commission. Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

Director's Report

Ms. Gomez gave a brief update on pending and anticipated recruitments. Ms. Gomez also stated that many Classification Study meetings have been scheduled and several job classification families are currently being updated.

Ms. Gomez noted that she and Mr. Tahajian attended the CSPCA Conference. Ms. Gomez will provide the Commissioners with a link for CSPCA materials.

Commissioners' Report

Mr. Liermann stated that he enjoyed the Mega-Conference and was proud of Ms. Gomez and her contribution to the conference.

Mr. Tahajian and Ms. Freeman-Fobbs stated that they also enjoyed the Mega-Conference. Mr. Tahajian stated that he particularly appreciated the student panel sharing how classified staff have made a difference in their lives.

Mr. Tahajian and Mr. Liermann commended Ms. Gomez on her presentation at the Mega-Conference.

Future Agenda Items

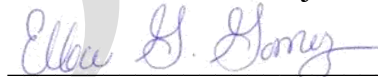
Mr. Meyers stated that he would like to continue the discussion on employees working out-of-classification.

Ms. Dunn stated that she would like to continue the discussion on the Classification Study and the status of positions within the Employment Resource Center at Fresno City College.

Mr. Tahajian proposed that a closed-session meeting regarding Ms. Gomez's employee evaluation occur immediately before the start of the April 20, 2016 regular meeting and after the meeting is adjourned.

Adjournment

Ms. Freeman-Fobbs adjourned the meeting at 6:52 p.m.



Elba Gomez, Director of Classified Personnel

EG:mf

MINUTES OF THE SPECIAL MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
April 4, 2016

Call to Order Ms. Freeman-Fobbs called the meeting to order at 5:00 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


Introduction of Guests None

Public Comment None

Closed Session Ms. Freeman-Fobbs convened in closed session at 5:00 p.m.
a. Public Employee Performance Evaluation: Director of Classified Personnel [Government Code Section 54957]

Open Session Ms. Freeman-Fobbs reconvened the meeting to public session at 7:45 p.m. There were no reports from closed session.

Adjournment Ms. Freeman-Fobbs adjourned the meeting at 7:45 p.m.



Elba Gomez, Director of Classified Personnel
EG:mf

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

Presented to the Personnel Commission:

Date: April 20, 2016

SUBJECT: Presentation of 2016-2017 Proposed
Personnel Commission Budget

ENCLOSURE(S):
2016-17 Proposed
Budget, Office
Workload, 2006 thru
2014 Unexpended
Funds, District Budget
Sessions Information,
Ed Code 88073

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Informational

INFORMATIONAL
ITEM NO: 1

Background:

The current staffing for the Commission includes the Director of Classified Personnel, a Human Resources Analyst, two Human Resources Specialists, one limited-term Human Resources Technician and a limited-term Human Resources Management Systems (HRMS) Analyst (52% or 21 Hours per Week). The current staffing plan was approved at the August 26, 2015 regular meeting when the Personnel Commission reorganized the department and was approved for additional funding for the temporary positions.

This fiscal year staff is requesting to fund the vacant Human Resources Assistant (Position 1003) at 100% under the Personnel Commission. The workload in the Personnel Commission has increased and the position is needed to help with creating recruitment materials for testing events, obtaining oral board panelists, processing paperwork for newly hired employees, maintaining applicant and employee records, maintaining Personnel Commission agendas, minutes and website, and updating the office electronic calendar. The position is listed as 100% funded by Personnel Commission in the proposed 2016-2017 budget.

Staff will also be requesting to permanently fund the HRMS Analyst position. This position is currently assigned part-time to the Human Resources department. The position will continue to work on the implementation and maintenance of the NEOGOV System which includes Insight, Online Hiring Center, Onboard, and Performance Evaluation components. This position has become the district expert and provides support to all users. The position works on resolving system problems, unexpected results or process flaws and

recommends solutions or alternate methods to meet requirements. The HRMS Analyst conducts districtwide NEOGOV training, serves as the project lead for the Onboarding and Performance Evaluation system implementation, and operates as a key technology liaison with a variety of departments such as information technology, payroll and others as needed. The position is listed as 52% funded by Personnel Commission in the proposed 2016-2017 budget.

The request for the 1.5 new positions was submitted via the District's position request process. The funding for the requested positions has not been approved by District Administration.

The District Finance Office computes the figures for the salaries and benefits to include mandated personnel costs; however, salary and benefit costs have not been finalized. The figures included in the current proposed budget are based on the following:

Director, Management Range 54, Step 5
HR Analyst at Range 64, Step C
HR Specialist at Range 54, Step D
HR Specialist at Range 54, Step E
Office Assistant I/II PPT at Range 41, Step A

The current staff members' salaries include any step increases, longevity and professional growth amounts projected for the coming year. It is important to note that costs in salaries will increase every year because of step increases. Benefit amounts should remain the same as the current (2015-16) year.

The figures for the discretionary items, such as office supplies, advertising, testing expenses, etc, have been projected based on the current year actual expenses to date plus planning for the 2016-17 year. Our expenses increased this year with staff and commissioner training, recruitment, pre-employment screening, and software testing. This current trend of recruitment expenses will not change for the coming year because of all the new positions approved by the board and pending retirements.

This draft budget will allow a starting point for the Commission to discuss the budget and give direction to staff prior to the regular May meeting when a budget is scheduled for adoption. Education Code 88073 requires a budget be prepared by May 31st each year.

The Personnel Commission should discuss the draft budget presented and provide direction to staff on any changes to be made prior to the May meeting and public hearing.

2016/2017 PERSONNEL COMMISSION PROPOSED BUDGET

Presented April 20, 2016

General Fund - Includes XX0 & LT0 Combined

	2015-16 Original Budget	2015-16 Updated Budget	2015-16 Actual 04/14/16	2015-16 Proj. 6/30/16	2016-17 Proposed Budget
92000-CLASSIFIED SALARIES					
92110 REG-CLASSIFIED	171,096	172,525	130,079	172,962	177,836
92115 CONFIDENTIAL	-	30,786	19,927	28,395	
92120 MANAGEMENT-CLASS	106,162	107,042	80,063	106,618	111,926
92150 O/T-CLASSIFIED	3,273	3,302	1,478	3,200	3,200
92310 HOURLY STUDENTS		-	-	-	-
92320 HOURLY NON-STUDENTS	1,800	1,800	-	1,800	1,800
92330 PERM PART-TIME	16,710	37,668	19,380	36,000	16,696
TOTAL CLASSIFIED SALARIES	299,041	353,123	250,928	348,975	311,458
93000-EMPLOYEE BENEFITS					
93230 PERS NON-INSTR	32,847	39,164	27,190	39,164	37,518
93330 OASDI NON-INSTR	22,515	26,638	17,626	26,638	22,261
93430 H&W NON-INSTR	55,250	55,250	41,598	55,250	55,282
93530 SUI NON-INSTR	146	172	126	172	148
93630 WORK COMP NON-INSTR	5,854	6,941	5,044	6,941	6,151
93730 PARS NON-INSTR	535	541	666	700	591
TOTAL EMPLOYEE BENEFITS	117,147	128,706	92,249	128,865	121,951
94000-SUPPLIES & MATERIALS					
94410 OFFICE SUPPLIES	1,500	1,500	931	1,200	1,500
94415 SOFTWARE	500	500	170	400	500
94530 PUBLICATIONS/CATALOGS	150	150	172	150	150
TOTAL SUPPLIES & MATERIALS	2,150	2,150	1,272	1,750	2,150
95000-OTHER OPER. EXP. & SERVICES					
95125 TELE/PAGER/CELL SERVICE	-	-	-	-	-
95235 HARDWARE MAINT/LIC	-	-	-	-	-
95240 SOFTWARE MAINT/LIC	33,000	33,000	26,870	30,000	33,000
95310 CONFERENCE	7,200	7,200	6,492	8,400	6,200
95315 MILEAGE	4,000	4,000	1,819	2,500	4,000
95320 CHARTER/VEHICLE RENTAL			425	600	1,000
95330 HOSTING EVENTS/WORKSHOPS	2,000	2,000	5,089	7,000	3,000
95410 DUES/MEMBERSHIPS	4,250	4,250	3,378	4,250	4,250
95525 MEDICAL SERVICES	5,500	5,500	-	-	4,500
95530 CONTRACT LABOR/OTHER	2,500	2,500	3,092	3,500	3,500
95710 ADVERTISING	6,000	6,000	3,674	5,000	6,000
95725 POSTAGE/SHIPPING	150	150	-	150	150
95927 CHARGEBACKS-PRODUCTION	100	100	-	100	100
95990 MISCELLANEOUS	-	-	-	-	-
TOTAL OTHER OPER. EXP. & SERVICES	64,700	64,700	50,838	61,500	65,700
TOTAL FOR OBJECTS 91000-95999	483,038	548,679	395,288	541,090	501,259
96000-CAPITAL OUTLAY					
96500-NEW EQUIPMENT					
96510 NEW-INSTR EQUIP LT \$10,000	2,000	2,000	520	700	2,000
96515 NEW NON-INSTR EQUIP LT \$10,000	-	-	-	-	-
TOTAL CAPITAL OUTLAY	2,000	2,000	520	700	2,000
TOTAL FOR OBJECTS 96000-97999	2,000	2,000	520	700	2,000
TOTAL PERSONNEL COMMISSION	485,038	550,679	395,808	541,790	503,259

2015/2016 Budget	550,679
Projected Actuals 6/30/16	541,790
Projected Available 6/30/16	8,889

The budget recommendations do not include the current request to add 1.5 positions. The request for these positions were submitted via the position request process approved by the District.

PC Staff Report
2012-2015 FY

	2011-12	2011-12	2012-13	2013-14	Average 2011-2014FY	2014-15	% Change
Recruitment & Exam							
Vacancy Announcements	34	27	48	57	41	58	30%
Lateral Announcements			32	55	44	115	62%
Applications Received	2643	2011	4593	3800	3262	3720	12%
Number of Examinations Administered:							
Knowledge/Written and/or Screening	16	15	33	61	31	56	44%
Skills/Performance Examinations	15	16	37	37	24	16	-31%
Oral Appraisal Examinations	16	17	32	38	26	44	41%
Personnel Actions:							
Eligibility Lists Established	23	29	36	62	38	58	34%
Regular Appointments (New Hires)	35	39	47	82	51	77	34%
Provisional/Limited Term	94	89	73	98	89	149	40%
Permanent Classified Employees:	612	612	607	602	608	610	1%
							27%
PC Staff	3 FTE	4 FTE	4.5 FTE	4.5 FTE	4 FTE	5 FTE*	20%

*PC Staff has 5.5 FTE

1.5 FTE are limited-term of which 0.5 FTE is solely used with NeoGov and not in this calculation

The calculations listed here do not take in consideration the classification study that staff is currently undertaking. Once the classification study has been completed, staff will create a schedule to review classifications on a yearly basis. While the classification study is conducted, Reclassification requests have been put on hold. These requests will reopen when the classification study is completed which means the workload will essentially stay the same.

The NeoGov software is another component that will continue in the future. The HRMS Analyst will support the software completely and continue to conduct training within the District for Insight, Online Hiring Center, Onboard, Performance Evaluation, and Position Control.

Personnel Commission Budget History and Unexpended Funds

Year	Allocated Budget	Rollover to New FY	Unexpended Balance	Percent Save
2006	\$ 314,900.00		\$ 63,905.00	20.29
2007	\$ 425,019.00		\$ 18,666.00	4.39
2008	\$ 391,274.00		\$ (7,060.00)	-0.18
2009	\$ 420,253.00		\$ 25,570.76	6.08
2010	\$ 418,168.00		\$ 43,849.27	10.49
2011	\$ 428,819.00		\$ 18,205.50	4.25
2012	\$ 439,835.00		\$ 48,580.20	11.07
2013	\$ 437,254.00		\$ 22,884.54	8.22
2014	\$ 457,073.00		\$ 3,572.57	0.80
2015	\$ 461,049.00		\$ 14,150.53	0.84
2016	\$ 550,679.00		\$ 8,889.00	0.80
2017	\$ 503,259.00	2017 NOT INCLUDED IN TOTAL		
TOTAL	\$ 4,744,323.00		\$ 261,213.37	6.63

Includes Rollover Funds
and additional funding
Original \$485,038

Personnel Commission

Commissioners

Pamela Freeman-Fobbs, Chair - Bradley Tahajian, Vice-Chair - Tim Liermann, Commissioner

Commission Staff

Elba Gomez – Director of Classified Personnel
Christine Ferguson – Human Resources Analyst
Reshonda Collins – Human Resources Specialist
Vince Tafoya – Human Resources Specialist
Brittany Needham – Limited Term HR Management Systems Analyst (52%)
Melissa Flores – Limited Term Human Resources Technician

Personnel Commission Staff

Elba Gomez, Director of Classified Personnel

- Personnel Commission meetings
- Directs and supervise Commission Staff
- Manage Commission Budget and Expenses
- Employee/Applicant Protests and Appeals
- Classification Plan, Study of Positions & Job Descriptions
- Develop and Maintain Operational Rules & Procedures
- Certify Employee Transactions

Christine Ferguson (formerly Phillips), HR Analyst

- Classification Studies, Desk Audits & Job Descriptions
- Recruitment Plans & Timelines
- Examination Analysis & Review
- Eligibility Lists, Certifications, New Hires
- Department lead

Personnel Commission Staff, Cont'd

Vincent Tafoya, Human Resources Specialist

- Job announcements and applications
- Implement Recruitment Plans
- Administer examinations
- Provisional/Limited Term Placements
 - Fresno City College
 - DO Weldon, DO North & District Operations

Reshonda Collins, Human Resources Specialist

- Job announcements and applications
- Implement Recruitment Plans
- Administer examinations
- Provisional/Limited Term Placements
 - Reedley College & Clovis College
 - College Centers (Herndon Campus, Madera & Oakhurst)

Personnel Commission Staff, Cont'd

Brittany Needham, Human Resources Mgmt. Systems Analyst (PT/LT)

- NEOGOV Expert (Insight, OHC, ON, PE)
 - Provides support for HRMS including, but not limited to, researching and resolving HRMS problems, unexpected results or process flaws and recommends solutions or alternate methods to meet requirements.
 - Conducts Districtwide Training on NeoGov.
- Onboarding Implementation Project Lead
- NeoGov Performance Evaluation System Project Lead
- Serves as a key technology liaison with a variety of departments such as information technology, payroll and others as needed.

Melissa Flores, Human Resources Technician

- Prepares recruitment materials for testing events.
- Obtains oral board panelists.
- Processes paperwork for newly hired employees.
- Maintains applicant and employee records.
- PC agenda, minutes and website updates.
- Maintains office electronic calendar.



STATE CENTER COMMUNITY COLLEGE DISTRICT

Budget Study Session

April 5, 2016



2015-16 Update

UNRESTRICTED	2015-16 On-Going	2015-16 One Time	2015-16 Total
2014-15 Prior Year Adjustment	-280,000	350,000	70,000
Base Funding Increase	850,000		850,000
Additional Growth Funds	955,000		955,000
State Mandate Funding		1,100,000	1,100,000
Apportionment Deficit Reduction	300,000		300,000
Miscellaneous Income	600,000	250,000	850,000
Parking Fees/Fines	150,000		150,000
Total	2,575,000	1,700,000	4,275,000

Additional Needs/Costs:

Utilities, Parking Fee Transfer, Board Room,
Bond Filing Fees, & Enrollment Campaign 1,075,000

Transfer to Fund 41 (address 2016-17 Sch. Mtncce) 3,200,000



2016-17 Projected Revenues

UNRESTRICTED	2016-17	2016-17	2016-17
	On-Going	One-Time	Total
2015-16 Increase Base Funding	570,000		570,000
2015-16 Increased Growth	955,000		955,000
2015-16 Misc Local Revenues	750,000		750,000
2015-16 Deficit Factor Adjustment	300,000		300,000
2016-17 Growth Funding (3%)	4,100,000		4,100,000
COLA (0.47%)	736,000		736,000
Retirement Savings	680,000		680,000
2016-17 Misc Local Revenues	150,000		150,000
State Mandated Costs	25,000	1,875,000	1,900,000
Total	8,266,000	1,875,000	10,141,000
RESTRICTED	2016-17	2016-17	2016-17
	On-Going	One-Time	Total
Sch Mtnce & Instr. Equip		6,900,000	6,900,000
Total	0	6,900,000	6,900,000



2016-17 Proposed Expenditures

UNRESTRICTED	2016-17	2016-17	2016-17
	On-Going	One-Time	Total
New Full-Time Faculty Positions (24)	2,400,000		2,400,000
3 New Police Officers	240,000		240,000
6 Classified Positions	480,000		480,000
Enrollment Growth-Adjunct & Marketing	510,000		510,000
Step & Column Increases	1,250,000		1,250,000
STRS/PERS Rate Increase	1,700,000		1,700,000
OPEB Obligation Increase	200,000		200,000
COLA	736,000		736,000
ACA Benefits	600,000		600,000
Parking Maintenance Transfer	150,000		150,000
Scheduled Maintenance		1,700,000	1,700,000
Election Costs		175,000	175,000
Total	8,266,000	1,875,000	10,141,000



2016-17 Proposed Expenditures

RESTRICTED	2016-17 On-Going	2016-17 One-Time	2016-17 Total
Instructional Equipment		1,900,000	1,900,000
Scheduled Maintenance		5,000,000	5,000,000
Total	0	6,900,000	6,900,000

	2016-17 One-Time
Unrestricted-Scheduled Maintenance (page 4)	1,700,000
Restricted-Scheduled Maintenance (page 5)	5,000,000
Subtotal 2016-17 Resources	6,700,000
2015-16 Resources (page 2)	3,200,000
Total 2016-17 Scheduled Maintenance Resources	9,900,000
Transfer to Fund 41	



2016-17 Proposed Scheduled Maintenance

<u>Category</u>	<u>Cost</u>
HVAC & Mechanical Replacements	\$ 7,600,000
Safety Improvements	\$ 400,000
Roofing	\$ 815,000
Utility Maintenance (Switchgear, Water)	\$ 170,000
Campus Improvements (Flooring, Restrooms, Doors)	\$ 510,000
Exterior Improvement (Concrete repairs, Trees, Fencing)	\$ 405,000
TOTAL	\$ 9,900,000



2016-17 Proposed Scheduled Maintenance (cont.)

Location	Project	Cost	Cat. Subtotal
FCC	Replace (1) Cooling Tower, (1) Chiller	\$ 880,000	
FCC	Replace Air Handlers: Speech-Music, LA, Library, Gym, Art	\$ 5,300,000	
RC	Replace Chiller, Utility Building	\$ 250,000	
RC	Replace (4) Cooling Systems, Ag Mechanics	\$ 80,000	
Clovis-Hernd	Replace (3) Package Units, Building B	\$ 140,000	
DW	Fire Suppression at Main Data Rooms	\$ 300,000	
DW	Energy Management System Upgrade	\$ 400,000	
DW	Elevator Repairs and Replacements	\$ 250,000	\$ 7,600,000
DW	Install Interior, Replace Exterior Emer. Notification Speakers	\$ 400,000	\$ 400,000
RC	Reroof Student Personnel	\$ 375,000	
FCC	Reroof Faculty Offices	\$ 340,000	
FCC	Reroof Gym Ticket Booth	\$ 100,000	\$ 815,000



2016-17 Proposed Scheduled Maintenance (cont.)

Location	Project	Cost	Cat. Subtotal
RC	Clean, Calibrate Switchgear	\$ 50,000	
CTC	Clean, Calibrate Switchgear	\$ 10,000	
Madera	Madera Water Tank Repairs	\$ 10,000	
FCC	Split Domestic Water at LA	\$ 100,000	\$ 170,000
RC	Cafeteria Flooring (Serving & Main)	\$ 200,000	
FCC	Replace Clocks	\$ 10,000	
DW	Restroom Fixture Upgrades	\$ 100,000	
FCC	Doors & Hardware Replacement	\$ 200,000	\$ 510,000
RC	Termite control, phase 1	\$ 20,000	
DW	Fence replacement	\$ 60,000	
DW	Landscape Improvements, Tree Trimming	\$ 60,000	
DW	Landscape safety improvements	\$ 40,000	
RC	Replace Sidewalks/Concrete	\$ 75,000	
FCC	Replace Sidewalks/Concrete	\$ 125,000	
MC	Replace Sidewalks/Concrete	\$ 25,000	\$ 405,000



Future Economic Considerations

Economy

Seventh year of Economic Recovery

Recession – yes

When – unknown

Duration – unknown

Severity – unknown



Future Economic Considerations (cont.)

Proposition 30

Sales Tax Increase (Jan 2013 to Dec 2016)

~20% of Prop 30

0.25% Increase in Sales tax

Personal Income Taxes (Jan 2012 to Dec 2018)

~80% of Prop 30

1% Increase income tax rates of Highest Income earners



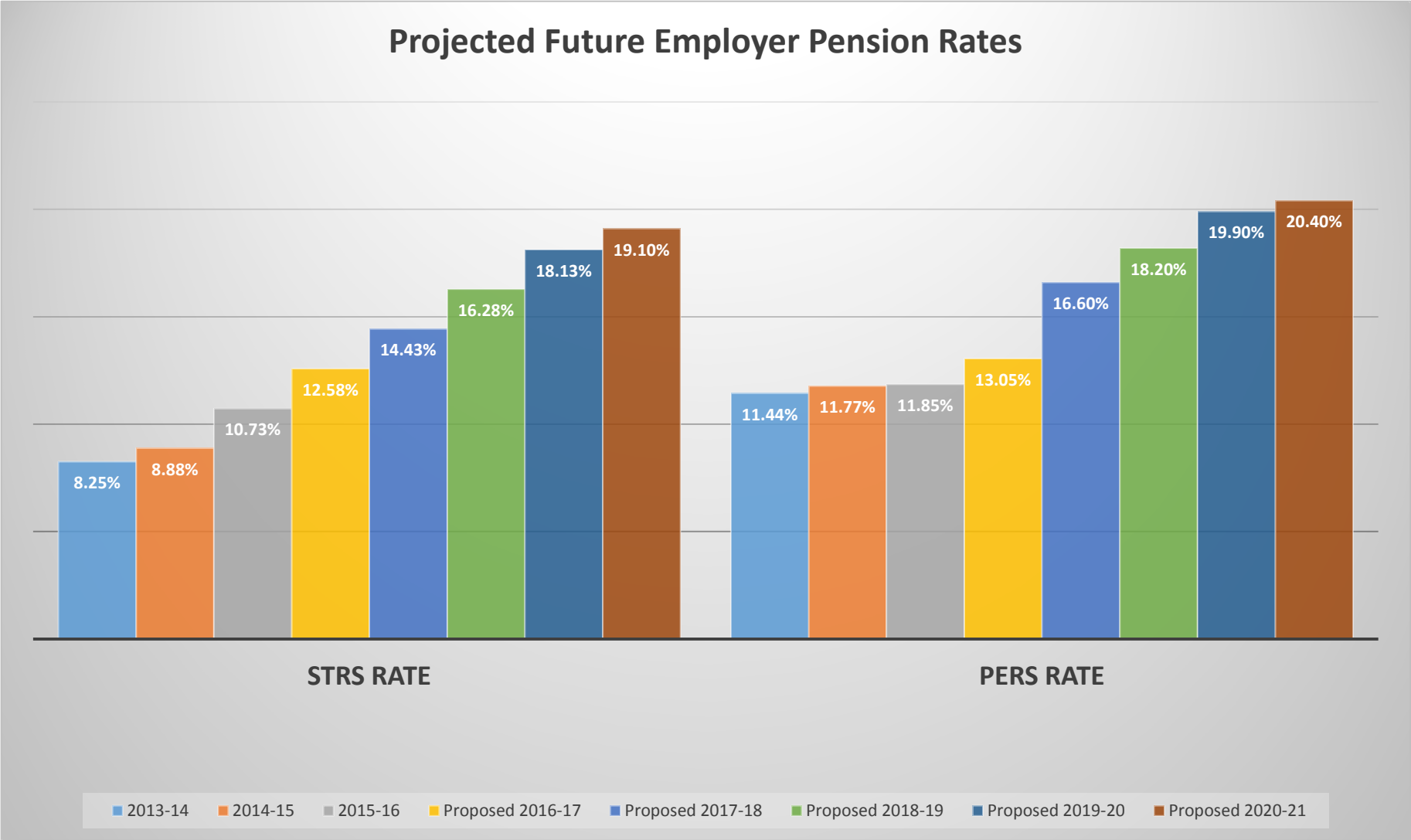
Future Economic Considerations (cont.)

Projected Future Employer Pension Rates

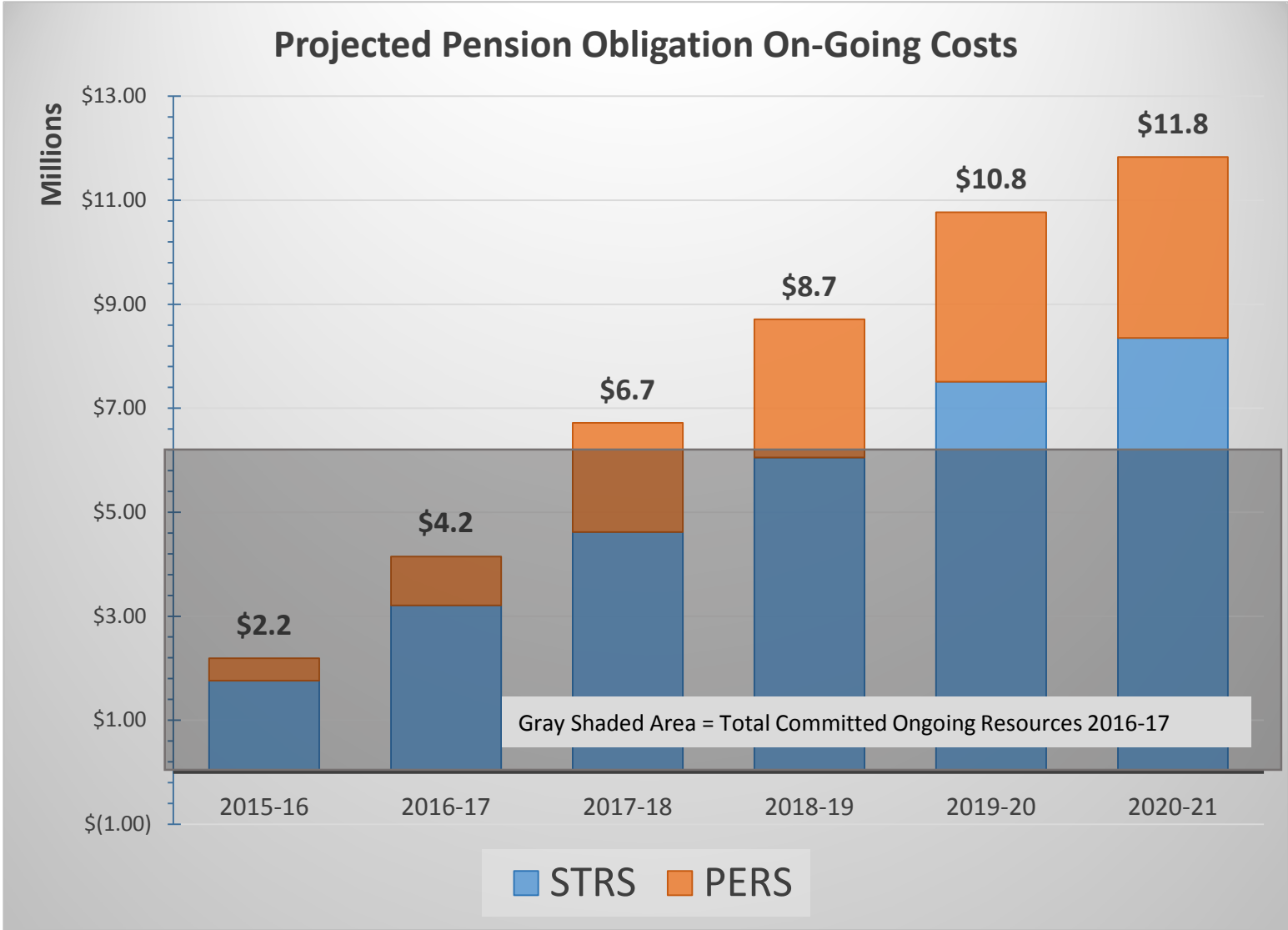
Fiscal Year	STRS Rate	PERS Rate
2013-14	8.25%	11.44%
2014-15	8.88%	11.77%
2015-16	10.73%	11.85%
Proposed 2016-17	12.58%	13.05%
Proposed 2017-18	14.43%	16.60%
Proposed 2018-19	16.28%	18.20%
Proposed 2019-20	18.13%	19.90%
Proposed 2020-21	19.10%	20.40%



Future Economic Considerations (cont.)



Future Economic Considerations (cont.)



Future Economic Considerations (cont.)

Pension Obligation Reserve

Transfer Pension Obligation Reserve	
From Fund 11 to Fund 62 (2015-16)	\$7.5m
From Fund 11 to Fund 62 (2016-17)	\$3.0m
Funds Available to Address Increase	
Employer Pension Rate Increases	<u>\$10.5m</u>



QUESTIONS





2016-17 Proposed Lottery Budget

STATE CENTER COMMUNITY COLLEGE DISTRICT

Board of Trustees Meeting

April 5, 2016

Overview

UNRESTRICTED LOTTERY

1. Districtwide Technology Allocation (Software)
2. District Office Allocation
3. Allocation to Colleges
 - A. Fixed Allocation
 - 1) Colleges
 - 2) Centers
 - B. Variable Allocation (FTES)



Overview (cont.)

RESTRICTED LOTTERY

1. Allocation to Colleges
 - A. Fixed Allocation
 - 1) Colleges
 - 2) Centers
 - B. Variable Allocation (FTES)



Allocation

2016-17 Proposed Lottery Decision Packages

Unrestricted Lottery

Districtwide Technology	1,600,000
District Office	900,000
FCC	897,609
RC	425,919
CCC	276,472
Subtotal Unrestricted Lottery	<u>4,100,000</u>

Restricted Lottery

FCC	589,638
RC	305,626
CCC	204,736
Subtotal Restricted Lottery	<u>1,100,000</u>
Grand Total 2016-17 Lottery	<u><u>5,200,000</u></u>



Campus Impact

2016-17 Proposed Lottery

Location	Unrestricted Lottery		Restricted Lottery	Grand Total
	Technology	Decision Packages		
District Office	708,540	900,000	-	1,608,540
FCC	534,030	897,609	589,638	2,021,277
RC	229,530	425,919	305,626	961,075
CCC	127,900	276,472	204,736	609,108
Total	1,600,000	2,500,000	1,100,000	5,200,000



QUESTIONS



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

Presented to the Personnel Commission:

Date: April 20, 2016

SUBJECT: Discussion of Authority of the Personnel
Commission to Eliminate Positions

ENCLOSURE(S):
1988 Class Study
Report

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 2

Background:

The Authority of the Personnel Commission to Eliminate Positions is being presented as an informational item for discussion purposes at the request of the Personnel Commission and to provide an update.

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

PRESENTED TO PERSONNEL COMMISSION

DATE: November 14, 1988

SUBJECT: Classification Study

ENCLOSURE(S): Final
 Report

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Action

ITEM NO. 889-22

Background:

At the October 17, 1988, regular meeting of the commission, the commission accepted the classification study report and heard appeals to the study. The report has been amended to reflect the commission's actions on the appeals.

The personnel commission also asked staff to do further research in the matter of the appeal of Kathy Echols. The documentation of the research will be brought to the meeting.

The personnel commission found the position of Sophia Hernandez to be properly classified. However, the commission requested staff to research the possibility of out of class duties. The documentation of the research will be brought to the meeting.

Recommendation:

It is recommended that the personnel commission:

Approve the final report, set the effective date for implementation to be the day following approval, and forward the final report to the board of trustees.

STATE CENTER COMMUNITY COLLEGE DISTRICT

CLASSIFICATION STUDY

1988

FINAL REPORT

SEPTEMBER, 1988

(AMENDED, NOVEMBER, 1988)

Following the Classification Study in 1985, the Personnel Commission directed the district management team to work employees within the classification specification to which they were assigned. This direction has been reinforced from time to time and managers have frequently been in contact with the personnel office to determine whether new duty assignments would be considered within classification specifications.

When we began the Classification Study in January, 1988, much time and energy was devoted to designing a study which would meet two goals stated by the Personnel Commission. First, to look for situations in which employees were being required to perform duties out of classification for a substantial part of their time. Second, to move towards fewer and broader classifications within the district.

The process utilized in conducting the study was to hold orientation sessions with small groups of employees, have employees complete questionnaires, and supervisors and top administrators were to review and comment separately on the various components of the questionnaire. The questionnaires were grouped by classification and the material provided was compared to the classification specification. Further information and clarification was sought when the material appeared unclear. The result is a list of exceptions to the current classification plan.

Many times during the course of the study, employees discussed topics which are not appropriately considered in a classification study.

CLASSIFICATION STUDIES ARE NOT

A method to promote employees.

A method to give a well deserved salary increase to employees.

A method to compensate employees who have a tremendous increase in volume of work.

A method to compensate employees who work in departments which are under staffed.

CLASSIFICATION STUDIES ARE

The review of the duties assigned to a position in relationship to classification specifications and duties statements of like classified positions to determine if there is a match.

In other words, if a position being studied is in a multi-position classification, the study is to determine if this position properly fits into the group. This can be done by comparing the level (not volume) of work being performed to the classification description. The duties listed need not be specifically enumerated in the classification description, but should be of an equal level of complexity, difficulty, or risk of error.

During this study, all employees were invited to the orientation workshops and 294 questionnaires were distributed. We received 215 questionnaires back, a participation rate of 73%. We received 15 appeals which were considered and recommendations made have been included in this report.

CLASSIFICATION STUDY RECOMMENDATIONSRecommended New Classifications

Accounting Technician I Range 54
 Accounting Technician II Range 61

Recommended Classification Title Changes

<u>From</u>	<u>To</u>
Accountant/Analyst	Accountant/Auditor

Recommended Position Classification Family Changes (no range change)

<u>Pos #</u>	<u>From</u>	<u>To</u>	<u>Incumbent</u>
2100	L/L Res Asst II 41	Off Asst II 41	T. Willingham
1005	Office Asst II 41	Acct Clk 38/41	vacant

Recommended Position Classification Title Changes (no range change)

<u>Pos #</u>	<u>From</u>	<u>To</u>	<u>Incumbent</u>
1011	Acct/Analyst	Acct/Auditor	E. Lomprey
1013	Accountant II	Accounting Tech II	E. Leal
1012	Accountant II	Accounting Tech II	B. Wilfong
2069	Accountant II	Accounting Tech II	R. Walls
3021	Accountant II	Accounting Tech II	S. Ishizuka

Classification Study

Page 4

Recommended Reclassifications

<u>Pos #</u>	<u>From</u>	<u>R</u>	<u>To</u>	<u>R</u>	<u>Incumbent</u>
2007	Office Asst IV	50	Admin Aide	53	B. Snodgrass
2070	Accountant I	57	Acct Tech II	61	D. Rivera
1018	Acc Clk III	48	Acct Tech I	54	S. Vargas
1016	Acc Clk IV	52	Acct Tech I	54	C. Montoya-Gomez
3024	Acc Clk II	41	Acc Clk II/ Cashier	41/44	A. Lange
3023	Acc Clk II	41	Acc Clk II/ Cashier	41/44	D. Hamm
3018	Dept Secretary	44	Admin Aide	53	R. Ens
3020	Office Asst III	48	Admin Aide	53	Vacant
4011	Acc Clk II	41	Acc Clk III	48	G. Dunn
1019	Acc Clk III (this position to be y-rated)	48	Acct Clk I/II	41/44	G. Toon
3106	Admin Asst	55	Admin Aide	53	vacant
1020	Acc Clk II	41	Acc Clk III	48	J. Jahn
3058	Utility Worker	43	Utility Wrk/ Mntc Wkr I	43/46	C. Montgomery

Recommended Classifications to be Deleted

Office Assistant IV

2007 Betty Snodgrass (recommended reclass to Admin Aide)

Accounting Clerk IV

1006 Cecelia Montoya-Gomez (recommended reclass to Accounting Technician I)

Accountant I

2070 Donna Rivera (recommended reclass to Accounting Technician II)

Classification Study

Page 5

Recommended Classifications to be Deleted (continued)

Accountant II

1012 Bonnie Wilfong (recommended title change to Accounting Technician II)

1013 Evelyn Leal (recommended title change to Accounting Technician II)

2069 Ron Walls (recommended title change to Accounting Technician II)

3021 Suzette Ishizuka (recommended title change to Accounting Technician II)

Accountant/Analyst

1011 Ellie Lomprey (recommended title change to Accountant/Auditor)

Word Processing Operator (confidential)

vacant

Infant Care Technician

vacant

Word Processing Operator (non-confidential)

vacant

Confidential Clerk

vacant

pt

9/88

Amended 11/88

Minutes, PC Meeting, November 14, 1988

Page 2

Communications (continued) Ms. Kast reported that she presented the annual report of the personnel commission to the board of trustees at their last regular meeting. She further reported that the board thanked the commission for the report as well as for their communication efforts.

Approval of Minutes It was moved by Mr. Jefford and seconded by Ms. Montoy to approve the personnel commission minutes of September 19, 1988. The motion carried unanimously.

Classification Study 889-22 Ms. Kast presented information regarding the Office Assistant III position at Fresno City College held by Kathy Echols. It appeared the work performed in this position closely resembles that of an Admissions and Records Specialist (Range 52).

Ms. Echols agreed with Ms. Kast's findings.

The classification specification of Admissions and Records Specialist was addressed. Ms. Kast recommended perhaps changing the title of the classification specification of Admissions and Records Specialist to Student Services Specialist. Mr. Sneller and Mr. Jefford agreed.

It was moved by Mr. Jefford to reclassify Kathy Echols' position from Office Assistant III to Admissions and Records Specialist. Ms. Montoy seconded and the motion carried unanimously.

Ms. Kast presented documentation requested by the commissioners at the last meeting regarding Sophia Hernandez' time spent performing duties involving inventory control. For the period of January 2, 1987 through August 31, 1988, two days per week for fifteen months, and half-time for five months were devoted to inventory control.

It was moved by Ms. Montoy to compensate Sophia Hernandez for out of class compensation at the Accounting Clerk III level, Range 48, according to board policy, working out of class for the period January 2, 1987 through August 31, 1988. Mr. Jefford seconded and the motion carried unanimously.

Classification Study
889-22
(continued)

Mr. Sneller indicated that the corrections requested by the commissioners on the final report of the classification study had been implemented into the report.

Mr. Jefford expressed concerns regarding the lack of the availability of classification specifications for the Accounting Technician I and II. Other than the unavailability of these two classification specifications, he felt the study had been done very well.

Ms. Kast told the commissioners that staff could prepared and bring the classification specifications of Accounting Technician I and II to the December meeting.

Mr. Jefford asked if the commission could adopt the final report at this time leaving out the accounting classes, thereby setting an implementation date. Ms. Montoy indicated that she would like to approve a complete report. Mr. Sneller felt they could remove the accounting classes from the report and approve the remaining report. Ms. Montoy had a problem piecemealing approval of the report. Mr. Jefford felt that the commission could set an implementation date at this meeting. The commissioners agreed on an effective date of implementation to be November 14, 1988.

Consideration of Employee Correspondence
889-23

Ms. Kast presented correspondence from Sandy Vargas, Accounting Clerk III, DO, dealing with an independent salary survey and possible back pay for positions in the payroll department being recommended for reclassification.

Mr. Sneller expressed general concerns. A salary survey being conducted by a department does not seem appropriate as the system works. Personnel commission staff are performing a salary survey for all classifications. He questioned whether this was a salary or classification issue.

Mr. Jefford expressed his concerns over the salary survey and the process. He indicated that a classification study has just been completed and that when action is taken, the incumbents will receive appropriate compensation.

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

Presented to the Personnel Commission:

Date: April 20, 2016

SUBJECT: Discussion of Classification Study Working Report for Instructional Support, Accounting, Miscellaneous Technical, and Public Relations Job Families

ENCLOSURE(S):
Classification Study Working Report Draft

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 completed the initial review of positions in the Instructional Support, Accounting, Miscellaneous Technical, and Public Relations Job Families in accordance with the revised timelines. The report of the preliminary results of the classification study is attached for your review. The report is being presented as informational only in order to allow more time management and staff to provide feedback.

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

It is recommended the Personnel Commission review and discuss the Draft Working Report on the Classification Study for the Instructional Support, Accounting, Miscellaneous Technical, and Public Relations Job Families and provide feedback to commission staff.



Classification Study

JOB FAMILIES

Management & Confidential

Information Systems, Library & Student Services

Clerical & Secretarial

Instructional Support, Accounting, Miscellaneous Technical &
Public Information

Revised 4.15.16

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	Fair Labor Standards Act (FLSA) Exemptions	
	Study Recommendations	
III.	Allocation and Recommendations	17
IV.	Appendix A: Summary Table of Proposed Classifications	Error! Bookmark not defined.
V.	Appendix B: Summary Table of Allocation Recommendations	Error! Bookmark not defined.
VI.	Appendix C: Summary Table of Occupational Groups	Error! Bookmark not defined.

Introduction

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

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

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

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

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

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

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

Purpose

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

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

Project Methodology

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

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

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

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

Conceptual Framework

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

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

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

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

General Classification Concepts, Guidelines and Definitions

Point-in-Time Analysis

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

Whole-Job Analysis

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

Preponderant Duties

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

Level and Not Volume of Work

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

Classification of the Position, Not the Employee

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

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

Classification versus Allocation

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

Broad versus Narrow Classes

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

General Considerations

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

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

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

Ease of Administration

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

Salary Administration

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

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

Using Titling Conventions for Consistency

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

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

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

Definition of General Classification Terms

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

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

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

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

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

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

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

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

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

The Classification Analysis Process

Occupational Groups and Job Families

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

Classification Levels

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Classification Series

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

Allocation Factors

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

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

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

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

Fair Labor Standards Act (FLSA) Exemptions

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

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

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

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

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

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

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

The concepts and criteria for exemptions are outlined below.

Definitions Common to All Positions

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

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

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

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

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

Study Recommendations

Classification Plan Structure

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

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

Supervisor versus Manager Titling

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

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

Proposed Classifications

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

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

Proposed Job Description Format

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

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

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

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

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

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

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

Allocation and Recommendations

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

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

Proposed occupational groupings are provided in Appendix C.

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

Appendix A: Summary Table of Proposed Classifications

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

Current Management & Confidential Classification Structure	Proposed Management & Confidential Classification Structure
District Office/Operations	
Chancellor's Office – Dr. Parnell	
Executive Secretary to the Chancellor 1041 (Exempt Conf)	Executive Assistant to the Chancellor 1041 (Exempt Conf)
Administrative Secretary I 1045 (Conf) (Dori McKay)	Assistant to Chancellor 1045 (Exempt Conf)
Public Relations – Lucy Ruiz	
Executive Director of Public and Legislative Relations	Executive Director of Public and Legislative Relations
Administrative Aide 1006 (Barbara Martin)	Assistant to Executive Director 1006
SCCCD Foundation Office – Rico Guerrero	
Executive Director of Foundation 1121 (Rico Guerrero)	Executive Director, SCCC Foundation 1121
Assistant Director, SCCC Foundation 1170 (Vacant)	Assistant Director, SCCC Foundation 1170
Accounting Technician II 1174 (Leslie Musacchio)	Senior Accounting Technician 1174
Administrative Assistant 1052 (Marcia Burg)	Assistant to Executive Director 1052
Accounting Technician I 1125 (Vacant)	Accounting Technician 1125
Foundation Events Planner 1167 (Vacant)	Events Planner 1167
Office of the General Counsel – Greg Taylor	
Administrative Secretary I 1153 (Conf) (Jo Lewis) 50%	Administrative Assistant 1153 (Conf) 50%
Office of the Vice Chancellor, Finance & Administration – Ed Eng	
Secretary to the Vice Chancellor 1042 (Conf) (Brina H.)	Assistant to the Vice Chancellor 1042 (Conf)
Director of Finance 1035 (Wil Schofield)	Executive Director of Finance & Administration 1035
Accounting & Payroll – Glynna Billings	
Accounting Manager 1009 (Glynna Billings)	Accounting Manager 1009
Accounting Technician II-Payroll 1013 (Conf) (Kelly H.)	Senior Payroll Technician 1013 (Conf)
Accounting Technician I-Payroll 1064 (Conf) (Sage)	Payroll Technician 1064 (Conf)
Accounting Clerk III-Payroll 1135 (Conf) (Saprina A.)	Payroll Specialist 1135
Accounting Clerk III – Payroll (Conf) (Kristie A)	Payroll Specialist 1020
None	ADD CLASS Payroll Assistant
Accountant/Auditor 1011 (Ron Walls)	Accountant 1011
Accountant/Auditor 1059 (Cindy Chang)	Accountant 1059
Accounting Technician II 1012 (Susan Dana)	Senior Accounting Technician 1012
Accounting Technician I 1016 (Cecilia Montoya)	Accounting Technician 1016
Accounting Clerk III 1019 (Elvira Navarro)	Accounting Specialist 1019
Accounting Clerk III 1179 (Katelyn Oliver)	Accounting Specialist 1179
Accounting Clerk I/II 1134 (Michelle Briceno)	Accounting Assistant 1134
Accounting Clerk I/II 1005 (Vacant) (Last: Jason VanP)	Accounting Assistant 1005
Accounting Clerk I/II 1049 (Vacant)	Accounting Assistant 1049
Purchasing – Randy Vogt	
Director of Purchasing 1038 (Randy Vogt)	Director of Purchasing 1038
Buyer 1014 (Christy Hedstrom)	Buyer 1014
Buyer 1126 (Teresa Campagna)	Buyer 1126
Accounting Clerk III 1030 (Alexis Brofman)	Purchasing Specialist 1030

Office Assistant III 1031 (Vacant) (Last: Sophia H.)	Purchasing Specialist 1031
Office Assistant I/II PPT 1017 (Cheri Vang)	Office Assistant PPT 1017
District Operations – Christine Miktarian	
Associate Vice Chancellor, Business & Operations 1172	Associate Vice Chancellor, Business & Operations 1172
Secretary to the Associate Vice Chancellor 1115 (Patty B)	Assistant to Associate Vice Chancellor 1115
District Director of Capital Projects	Delete Classification
Construction Services Manager 1068 (Shannon Robertson)	Construction Services Manager 1068
Construction Services Assistant (No Position)	Delete Classification
Risk Management – Darren Cousineau	
Director of Environmental Health & Safety 1096 (Darren)	Director of Environmental Health & Risk Management 1096
Occupational Health & Safety Officer	Environmental Health & Safety Specialist
Office Assistant III 1178 (Adam Ferguson)	Office Specialist 1178
None	ADD CLASS Environmental Health & Safety Technician
District Operations & Grounds – Leroy Bibb	
Director of Maintenance & Operations 1071 (Leroy Bibb)	Director of Maintenance & Operations 1071
Grounds Services Manager 1072 (Glen Foth)	Grounds Services Manager 1072
Lead Maintenance Person 1098 (Vacant)	Maintenance & Operations Supervisor 1098
Lead Maintenance Person 1110 (Vacant)	Maintenance & Operations Supervisor 1110
Transportation & Operations Assistant 1114 (Brad M)	Transportation & Operations Assistant 1114
Office Assistant III 1119 (Vacant) (Last: Marilyn S)	Office Specialist 1119
Police – Richard Gaines	
Chief of Police 1069 (Vacant)	Chief of Police 1069
Police Lieutenant 1070 (Richard Gaines)	Police Lieutenant 1070
Office Assistant III 1091 (Vacant) (Last: Anne Vangalder)	Office Specialist 1091
Department Secretary 1092 (Vacant)	Office Assistant 1092
Human Resources – Diane Clerou	
EEO/Diversity & Staff Development Manager 1169	TBD 1169
Benefits Coordinator 1060 (Conf) Frances Garza	TBD 1060
Human Resources Management Analyst PPT 1018 (Conf)	Human Resources Management Analyst 1018 FT (Conf) 48%
Benefits Assistant 1171 (Shannon Brownell)	Benefits Specialist 1171
Secretary to the Vice Chancellor 1044 (Conf) (Claudette M)	Assistant to the Vice Chancellor 1044 (Conf)
Department Secretary PPT 1205 (Vacant)	Office Assistant PPT 1205
Office Assistant I/II 1168 (Blanca Soto)	Clerical Assistant 1168
Academic	
None	ADD Director of Human Resources - Academic
Senior Human Resources Technician 1002 (Conf) (Sandi E)	Human Resources Technician - Academic 1002 (Conf)
Human Resources Technician 1051 (Conf) (Jame Yang)	Human Resources Specialist - Academic 1051 (Conf)
None	ADD Human Resources Assistant
Classified – Samerah Campbell	
Director of Human Resources 1050 (Samerah Campbell)	Director of Human Resources – Classified 1050
Personnel Analyst 1047 (Vacant)	Human Resources Analyst 1047
Senior Human Resources Technician 1046 (Conf) (Yer H)	Human Resources Technician – Classified 1046 (Conf)
Human Resources Technician 1040 (Conf) (Melissa S)	Human Resources Specialist - Classified 1040 (Conf)
Administrative Secretary I 1153 (Conf) (Jo Lewis) 50%	Administrative Assistant 1153 (Conf) 50%
Personnel Commission – Elba Gomez	
Director of Classified Personnel 1130 (Elba Gomez)	Director of PC & Employment Services 1130
Human Resources Analyst 1063 (Christine Ferguson)	Human Resources Analyst 1063
Human Resources Specialist 1037 (Reshonda Collins)	Human Resources Specialist 1037
Human Resources Specialist 1162 (Vincent Tafoya)	Human Resources Specialist 1162
Human Resources Assistant 1003 (Vacant)	Human Resources Assistant 1003
None	ADD CLASS HR Management Analyst 1018 52% (Conf)

Educational Services & Institutional Effectiveness – Barbara Hioco, Marilyn Behringer	
Director of Grants (Academic)	Under Review
Accounting Technician II 1067 (Sypher Lee) (Grant)	Senior Accounting Technician
Accounting Technician I PPT 1036 (Vacant)	Accounting Technician PPT 1036
Administrative Aide 1144 PPT (Vacant) (Grant)	Office Specialist PPT 1144
Administrative Secretary 1139 (Vacant)	Office Specialist 1139
Department Secretary 1138 (Vacant)	Office Assistant 1138
Grants Officer 1026 (Vacant)	Grants Coordinator 1026
Institutional Research Coordinator 1145 (Robin Torres)	Institutional Research Analyst 1145
Institutional Research Coord PPT 1160 (Vacant) (Grant)	Institutional Research Analyst PPT 1160
Office Assistant III 1156 (Vacant) (Last: Debbie Cardoza)	Office Specialist 1156
Research Assistant 1166 (Cherylyn Crill-Hornsby)	Grants Specialist 1166
Secretary to Vice Chancellor 1065 (Janet Barbeiro)	Assistant to the Vice Chancellor 1065
Webmaster 1149 (Grant) (Last: Robert Kepford)	Webmaster 1149
Training Institute	
Sales and Marketing Coordinator 2456	Program Coordinator 2456
Program Development Assistant 2454	Program Specialist 2454
Program Development Assistant 2455	Program Specialist 2455
Program Development Assistant 2463	Program Specialist 2463
Program Development Assistant 2464	Program Specialist 2464
Program Development Assistant 2468 (Vacant)	Program Specialist 2468
Program Development Assistant 2197 (Vacant)	Program Specialist 2197
Employment/Case Management Specialist 2293 (Vacant)	Delete Classification
Employment/Case Management Specialist 2294 (Vacant)	Delete Classification
Employment/Case Management Specialist 2311 (Vacant)	Delete Classification
Employment/Case Management Specialist 2312 (Vacant)	Delete Classification
Education Resource Center Coordinator 2301 (Vacant)	Program Coordinator 2301
Training Institute Coordinator 2013 (Vacant)	Program Coordinator 2013
Workshop Facilitator 2049 (Vacant)	Workshop Facilitator 2049
Workshop Facilitator 2304 PPT (Vacant)	Workshop Facilitator PPT 2304
Workshop Facilitator 2319 (Vacant)	Workshop Facilitator 2319
Workshop Facilitator (Hmong) PPT 2369 (Vacant)	Workshop Facilitator PPT 2369
Workshop Facilitator (Spanish) PPT 2370 (Vacant)	Workshop Facilitator PPT 2370
Center for International Trade – Alicia Rios	
Director, Center for International Trade 1161 (Alicia Rios)	Director, Center for International Trade 1161
International Trade Specialist 1147 (Vacant)	Program Specialist – International Trade 1147
Program Development Assistant 1143 (Frank Nunez)	Program Specialist – International Trade 1143
Accounting Clerk III 1140 (Vacant)	Accounting Specialist 1140
Administrative Secretary PPT 1150 (Vacant) (Last: Shirley M)	Office Assistant PPT 1150
Enrollment Management, Admissions, Records & Information Systems – Pedro Avila	
Enrollment Management, Admissions and Records	
Admissions & Records Manager 1176 (Mirna Duarte)	District Director of Admissions & Records 1176
Administrative Assistant 1146 (Vacant)	Assistant to the Associate Vice Chancellor 1146
Office Assistant III 1164 (Kelley Barkley)	Student Services Assistant 1164
Student Services Specialist 1165	Student Services Specialist 1165
Information Systems – Scott Olds	
Director of Information Systems 1033	District Director of Information Systems 1033
Communications/Telephony Technician 1024	Communications/Telephony Technician 1024
Communications/Telephony Technician 1131	Communications/Telephony Technician 1131
Computer Operator/Information Technology Support 1124	Help Desk Technician 1124
Database Administrator 1137	Database Administrator 1137
Distance Education/IT Support Technician 1136	Audio Visual Equipment Technician 1136
Financial Aid Systems Analyst 1175	Financial Aid Systems Analyst 1175
Lead Programmer Analyst 1061	Senior Programmer Analyst 1061

Network Coordinator 1122	Network & Systems Technician 1122
None	ADD CLASS Database Analyst
None	ADD CLASS Network Administrator
Programmer Analyst 1021	Programmer Analyst 1021
Programmer Analyst 1022	Programmer Analyst 1022
Programmer Analyst 1023	Programmer Analyst 1023
Programmer Analyst 1048	Programmer Analyst 1048
Programmer Analyst 1054	Programmer Analyst 1054
Programmer Analyst 1173	Programmer Analyst 1073
Senior Systems and Network Analyst 1056	Senior Systems and Network Administrator 1056
Webmaster 1025	??? 1025
Web Portal Administrator 1177	Web Portal Administrator 1177

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Fresno City College

Office of the President – Cynthia Azari

Secretary to the President 2211 (Conf) (Kim Quesada)	Assistant to the President (Confidential) 2211
Administrative Secretary PPT 2493 (Acad Sen) (Denise F)	Office Specialist PPT 2493
Department Secretary PPT 2296 (Vacant)	Office Assistant 2296

Institutional Research – Lijuan Zhai

Administrative Secretary 2337 (Vacant)	Office Specialist 2337
Institutional Research Coordinator 2164 (Lili Gao)	Institutional Research Analyst 2164
Institutional Research Coordinator 8520 (Alexis Adams)	Institutional Research Analyst 8520
Institutional Research Coordinator 8536 (Carol Rains)	Institutional Research Analyst 8536
Research Assistant 8511 (Charles Kralowec)	Research Technician 8511

Public Information Office – Cristina Bremer

College Director of Marketing and Communications	Director of Communications, Marketing & External Relations
Public Information Officer 2121 (Kathy Bonilla)	Public Information Officer 2121
NewsWriter/Reporter 2132 (Vacant)	NewsWriter/Reporter 2132
	ADD CLASS Student Comm & Social Media Specialist
Webmaster 8510 (Debra Nichols)	Webmaster 8510
Department Secretary 2219 (Rita Luna)	Office Assistant 2219

Technology Support Services – Harry Zahlis

Director of Technology (Academic) 2698	Duties Under Review 2298
Audio Visual Assistant PPT 8506 (Andrew Rocha)	Audio Visual Assistant FT 8506
Audio Visual Maintenance Technician 2087 (Sean Martin)	Audio Visual Equipment Technician 2087
Library/Learning Resource Asst III 2091 (Robert Cawley)	Audio Visual Equipment Specialist 2091
Micro-Computer Resource Specialist 2150	Network & Systems Technician 2150
Micro-Computer Resource Specialist 2159	Network & Systems Technician 2159
Micro-Computer Resource Specialist 2160	Network & Systems Technician 2160
Micro-Computer Resource Specialist 2161	Network & Systems Technician 2161
Micro-Computer Resource Specialist 2289	Network & Systems Technician 2289
Micro-Computer Resource Specialist 2334	Network & Systems Technician 2334
Micro-Computer Resource Specialist 2401	Network & Systems Technician 2401
Micro-Computer Resource Specialist 2480	Network & Systems Technician 2480
Micro-Computer Resource Technician 2093	Network & Systems Technician 2093
Micro-Computer Resource Technician 2280	Network & Systems Technician 2280
Micro-Computer Resource Technician 8132	Network & Systems Technician 8132
Micro-Computer Resource Technician	Network & Systems Technician (BOT 9/15)
None	ADD Computer & Network Operations Manager
Network Coordinator 2007	Network Administrator 2007
Systems Technical Resources Analyst 8130	Systems Technical Resources Analyst 8130
Administrative Secretary 8547 (Erica Abbs)	Office Specialist 8547
Department Secretary 2031 (Sherry Lawson)	Office Assistant 2031

Distance Education – Autumn Bell

Distance Education/IT Support Tech 2059 (Jon Wilson)	Distance Education Systems Technician 2059
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Office of Instruction – Don Lopez

Office the Vice President of Instruction

Administrative Assistant 2045 (Shannon McKibben)	Assistant to the Vice President 2045
Accounting Technician I 2075 (Linda Lyness)	Accounting Technician 2075
Curriculum Analyst 2125 (Kelli O'Rourke)	Curriculum Analyst 2125
Job Developer 2116 (Vacant) (Last: Michael Hopkins)	Career Services Specialist 2116

Applied Technology Division – Jacob Jackson

Administrative Aide 2048 (Nancy Gross)	Assistant to the Dean 2048
Office Assistant III 2201 (Alicia Cowan)	Office Specialist 2201
Department Secretary 2068 (Vacant) (Last: Sandra Peterson)	Office Assistant 2068 (FUNDED)

Office Assistant III 2066 (Vacant)	Office Specialist 2066
Office Assistant III 2475 (Vacant) (Last: Cheryl Gerety)	Office Specialist 2475
Office Assistant I/II 2052 (Vacant)	Office Assistant 2052
Electronics/MicroComputer Technician 2115 (Rico G)	Instructional Technician – Electronics 2115
Instructional Technician Automotive 2133 (Anthony E)	Instructional Technician – Automotive Technology 2133
Instructional Technician Auto Body Fender 2254 (Frank A)	Instructional Technician – Automotive Technology 2254
Instructional Technician Reprographics 2265 (Daniel Wong)	Instructional Technician – Digital Media 2265
Instructional Technician – Welding 8534 (Vacant)	Instructional Technician – Manufacturing 8534
Business Education Division – Lydia Anderson	
Administrative Aide 2038 (Pearl Magnum)	Assistant to the Dean 2038
Office Assistant III 2118 (Special Programs) (Carrie Baize)	Office Specialist 2118
Department Secretary 2056 (Frances Catlapp)	Office Assistant 2056
Department Secretary PPT 2008 (Joyce Clark)	Office Assistant PPT 2008
Instructional Aide PPT 2286 (Vacant)	Instructional Assistant 2286
Instructional Technician-Microcomputer Lab 8516 (Jeffrey)	Needs further review
Instructional Technician – Office Skills 2437 (Vacant)	Needs further review
Career and Technology Center – Tim Woods	
Administrative Aide 2060 (Trina Hughes)	Assistant to the Dean 2060
Administrative Secretary 2431 (Vacant)	Office Specialist 2431
Office Assistant I/II 2412 CDC (Vacant) (Last: Erin P)	Office Assistant 2412
Accounting Clerk III PPT 2469 (Vacant)	Accounting Specialist 2469
Automotive Parts Technician 2433 (Suzanne Sankey)	Instructional Technician – Automotive Technology 2433
Instructional Technician – Auto Body 2432 (Ramon Zapata)	Instructional Technician – Automotive Technology 2432
Instructional Technician – Automotive 2438 (Joel Villar)	Instructional Technician – Automotive Technology 2438
Instructional Technician – Maint Mechanic 8535 (Vacant)	Instructional Technician – Manufacturing 8535
Fine, Performing & Communication Art Division – Neil Vanderpool	
Administrative Aide 2451 (Kelley Benzler)	Assistant to the Dean 2451
Department Secretary 2453 (Lisa Cartwright)	Office Assistant 2453
Department Secretary 2266 (Vacant)	Office Assistant 2266
Instructional Tech – Art 2479 (Cory Condry)	Instructional Technician – Art 2486
Instructional Tech – Costume Maker 2486 (Dawn Martinez)	Instructional Technician - Costume Maker 2486
Piano Accompanist FLEX 2441 (Vacant)	Piano Accompanist FLEX 2441
Piano Accompanist FLEX 2442 (Jill Webb)	Piano Accompanist FLEX 2442
Piano Accompanist FLEX 2443 (Aarne Kela)	Piano Accompanist FLEX 2443
Theatre Manager 2122 (Jeffrey Barrett)	Theatre Manager FLEX 2122
Theatre Manager FLEX 8537	Theatre Manager FLEX 8537
Theatre Box Office Cashier 2341 (Jennifer Mtunga)	Theatre Events Specialist FLEX
Allied Health, Physical Education and Athletics Division – Lorraine Smith	
Administrative Aide 2041 (Marta Diliberto)	Assistant to the Dean 2041
Administrative Secretary 2065 (Phyllis Willis)	Office Specialist 2065
Administrative Secretary 2272 (Athletics) (Tamra Miller)	Office Specialist 2272
Office Assistant III 2477 (Dental) 10mth (Delfina Sandoval)	Allied Health Services Assistant/TBD 10mth 2477
Department Secretary 2148 (Nursing) (Kathy Braze)	Office Assistant 2148
Department Secretary 2058 (Vacant)	Office Assistant 2058
Department Secretary 2353 PPT (Vacant)	Office Assistant PPT 2353
Accounting Technician I 2499 (Theresa Ervin)	Accounting Technician 2499
Athletic Equipment Manager 2145 (Jim Rothford)	Athletic Equipment Manager FLEX 2145
Athletic Equipment Manager 2151 (Donnie Johnson)	Athletic Equipment Manager FLEX 2151
College Trainer 2222 (John Scott Nelson)	Athletic Trainer FLEX 2222
College Trainer 2359 (Sue Hammond)	Athletic Trainer FLEX 2359
Laboratory Simulation Technician 8548 (Vacant)	Laboratory Simulation Technician 8548
Instructional Assistant - Nursing 2113 (Vacant)	Instructional Technician - Nursing 2113
Instructional Assistant – Nursing PPT 8507 (Stephanie B)	Instructional Technician - Nursing PPT 8507
Instructional Assistant – Nursing PPT 8508 (Vacant)	Instructional Technician - Nursing PPT 8508
Physical Education Attendant 2149 (James Fink)	PE/Athletics Assistant 2149
Physical Education Attendant 2154 50% CUS (Monica H.)	PE/Athletics Assistant 2154

Humanities Division – Jennifer Johnson	
Administrative Aide 2042 (Jennifer Franklin)	Assistant to the Dean 2042
Department Secretary 2050 (Tamara Herman)	Office Assistant 2050
Department Secretary 2025 (Vacant)	Office Assistant 2025
Faculty Sign Language Interpreter FLEX 2439 (Razonda M)	Sign Language Interpreter Advanced FLEX 2439
Faculty Sign Language Interpreter FLEX 2440 (Amy S)	Sign Language Interpreter Advanced FLEX 2440
Faculty Sign Language Interpreter FLEX 8108 (Vacant)	Sign Language Interpreter Advanced FLEX 8108
Library – Renee Craig-Marius	
Administrative Aide 2043 (Monica Armenta)	Assistant to the Dean 2043
Office Assistant III 2064 (Tutorial Center) (Gavino H.)	Office Specialist 2064
Office Assistant III 2472 (Writing Center) (Denee Perea)	Office Specialist 2472
Office Assistant III 8546 (New 9/1/15)	Office Specialist 8546
Office Assistant II 2429 (Sabrina Gray)	Office Assistant 2429
Accounting Technician I 8545 (Gwun Lau)	Accounting Technician 8545
MicroComputer Resource Tech 2277 (Vacant)	Needs review
Library Technical Services Assistant 2089 (Theresa D)	Library Services Technician 2089
Library Services Assistant 2088 (Norma Handy)	Library Services Technician 2088
Library/Learning Resource Asst III 2090 (Vacant)	Library Services Specialist 2090
Library/Learning Resource Asst III 2094 (Rene Kubo)	Library Services Specialist 2094
Library/Learning Resource Asst III 2097 (Linda Jackson)	Library Services Specialist 2097
Library/Learning Resource Asst III 2275 (Mary Delgado)	Library Services Specialist 2275
Library/Learning Resource Asst III PPT 2487 (Youa Her)	Library Services Specialist 2487
Library/Learning Resource Asst II 2095 (Vacant)	Library Services Assistant 2095
Library/Learning Resource Asst II 2099 (Jamien A)	Library Services Assistant 2099
Tutorial Assistant 2415 (Cynthia Peek)	Computer Lab Specialist 2415
Instructional Aide PPT 2206 (Randal Hernandez)	Computer Lab Assistant PPT 2206
Math, Science & Engineering Division – Shirley McManus	
Administrative Aide 2044 (Sal Lucatero)	Assistant to the Dean 2044
Department Secretary 2011 (Stephanie Alaniz)	Office Assistant 2011
Instructional Tech Biological Sciences 2402 (Victoria C)	Instructional Laboratory Technician – Sciences 2402
Instructional Tech Biological Sciences 2114 (Vacant)	Instructional Laboratory Technician – Sciences 2114
Instructional Tech Chemistry 2117 (Melissa Goodlad)	Instructional Laboratory Technician – Sciences 2117
Instructional Tech Chemistry 8528 (Brittany Lusk)	Instructional Laboratory Technician – Sciences 8528
Instructional Tech Greenhouse 2191 (Steve DaSilva)	Needs further review 2191
Police Academy – Richard Lindstrom	
Administrative Secretary 2287 (Susan Johnson)	Needs further review 2287
Office Assistant III 2474 (Vacant)	Office Specialist 2474
Social Sciences Division – Peg Mericle	
Administrative Aide 2046 (Nileen Clark)	Assistant to the Dean 2046
Administrative Secretary 2403 (Lisa Hayes)	Office Specialist 2403
Department Secretary 2028 (Leah Edwards)	Office Assistant 2028
Office Assistant II 2347 (Cal-Pro) (Melanie Bryant)	Office Assistant 2347 (Grant funded)
Office Assistant I 8518 (CDC) (Ruthann Van Buren)	Office Assistant 8518 (Grant funded)
Office Assistant II 2100 (Forum Hall) (Pat Martinez)	Instructional Assistant 2100
Office Assistant II 2427 (Forum Hall)	Instructional Assistant 2427
Office Assistant III 2473 (Vacant)	Office Specialist 2473
Office Assistant III 2478 (Vacant)	Office Specialist 2478
Department Secretary 50% 2232 (Vacant) (Robin A.)	Office Assistant 2232
Office Assistant I/II 2351 (Vacant) (Wilhemina H.)	Office Assistant 2351
Office Assistant I/II PPT 2354 (Vacant) (Pat Martinez)	Office Assistant 2354
Office Assistant I/II 50 CTC/50 SS 2484 (Vacant)	Office Assistant 2484
Accounting Technician I 2348 (Tanya Pryor)	Accounting Technician 2348
Accounting Technician I PPT 8509 (Sheng Herr)	Accounting Technician 8509

Accounting Clerk I/II PPT 2413 (Vacant)	Needs further review 2413
Early Childhood Education Associate 2230 (Terri Clement)	Early Childhood Education Associate 2230
Early Childhood Education Associate 2231 (Ellen C)	Early Childhood Education Associate 2231
Early Childhood Education Associate 2349 (Maria P)	Early Childhood Education Associate 2349
Early Childhood Education Associate 2350 (Stephanie G)	Early Childhood Education Associate 2350
Early Childhood Education Associate 2418 (Tammy G)	Early Childhood Education Associate 2418
Early Childhood Education Associate 8517 (Pa Nhia Yang)	Early Childhood Education Associate 8517
Early Childhood Education Specialist 2156 (Mary M)	Early Childhood Education Specialist 2156
Early Childhood Education Specialist 2228 (Vacant)	Early Childhood Education Specialist 2228
Early Childhood Education Specialist 2229 (Sheila C)	Early Childhood Education Specialist 2229
Early Childhood Education Specialist 2417 (Kathleen)	Early Childhood Education Specialist 2417

Office of Student Services – Rojelio Vasquez

Office the Vice President of Student Services

Coordinator (Academic)	Duties Under Review
Director of College Relations 8513 (Emilee Slater)	
Accounting Technician I 2424 (Elizabeth Davitian)	Accounting Technician 2424 (Needs review)
Administrative Assistant 2107 (Keelin McCabe)	Assistant to the Vice President 2107
Department Secretary 2035 (Joanna Arenas)	Office Assistant 2035
Department Secretary 2063 (Health Services) (Barby Hinkle)	Office Assistant 2063
Office Assistant III 2158 (Phone Center) (Eric Rata)	Help Desk 2158
Office Assistant III 2259 (Vacant)	Office Specialist 2259

Admissions & Records – Kathy Rice

Admissions & Records Manager 2165 (Vacant)	Director of Admissions & Records 2165
Admissions & Records Manager 2166 (Vacant)	Admissions & Records Manager 2166
Office Assistant III 2032 (Vacant)	Student Services Assistant 2032
Office Assistant III 2426 (Kimberly Fischer)	Student Services Assistant 2426
Office Assistant III 2015 (Susan Lopes)	Student Services Assistant 2015
Office Assistant III 2476 (Stephanie Lopez Pedrosa)	Student Services Assistant 2476
Office Assistant III 2019 (Rosemary Mahoney)	Student Services Assistant 2019
Office Assistant III 2003 (Nancy Withdraw)	Student Services Assistant 2003
Office Assistant III 2233 (Vacant)	Student Services Assistant 2233
Department Secretary 2143 (Andrea Torrez)	Admissions & Records Assistant 2143
Office Assistant I 2017 (Kathy Frary)	Admissions & Records Assistant 2017
Office Assistant I PPT 8529 (Nicole Pondexter)	Admissions & Records Assistant PPT 8529
Office Assistant II 2018 (Vacant)	Admissions & Records Assistant 2018
Office Assistant II 2425 (Cynthia Tafoya)	Admissions & Records Assistant 2425
Office Assistant II 2020 (Bobby Tello)	Admissions & Records Assistant 2020
Office Assistant II 2144 (Vacant)	Admissions & Records Assistant 2146
Office Assistant II 2146 (Emelita Pacada)	Admissions & Records Assistant 2146
Student Services Specialist 2016	Student Services Technician 2016
Student Services Specialist 2127	Student Services Technician 2127
Student Services Specialist 2128	Student Services Technician 2128
Student Services Specialist 2129	Student Services Technician 2129
Student Services Specialist 2130	Student Services Technician 2130
Student Services Specialist 2147	Student Services Technician 2147
Evaluator 2071	Student Records Evaluator 2071
Evaluator 8521	Student Records Evaluator 8521
Evaluator	Student Records Evaluator (BOT 9/15)
Evaluator	Student Records Evaluator (BOT 9/15)

Assessment – Monica Cuevas

Assessment Coordinator 2243 (Michele Ruby)	Assessment Coordinator 2243
Assessment Technician 8541 (Vacant)	Assessment Technician 8541
Office Assistant II 2204 (Vacant)	Office Assistant 2204

CalWORKS – Anne Watts

Director of CalWORKs (Academic) 2763	Duties Under Review 2763
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Administrative Secretary (DSE) 2260 (Irene Thirwall)	Office Assistant 2260
Accounting Technician I 2335 (Jeannie Morgan)	Accounting Technician 2335
CalWORKs Assistant 2336 (Daneillie Davis)	Program Assistant - CalWORKS 2336
Program Development Assistant 2274	Program Specialist - CalWORKS 2274
Career and Employment Center – Sean Henderson	
Office Assistant III 2101 (Sylvia Sanchez)	Office Specialist 2101
Department Secretary 2460 (Vacant)	Office Assistant 2460
Job Placement Coordinator 2250 (Cynthia Dunn)	Career Services Coordinator 2250
Job Developer 2157 (Vacant)	Career Services Specialist 2157
Job Developer 2264 (Charlezsette Day)	Career Services Specialist 2264
Job Developer 2411 (Karen Collins)	Career Services Specialist 2411
Job Placement Specialist 2482 (Mary Wynn)	Career Services Specialist 2482
Student Personnel Services Specialist 2004 (Vacant)	Delete Classification
Counseling Services & College Relations Office – Monica Cuevas	
Administrative Aide 2040 (Sandra Garachana)	Assistant to the Dean 2040
Accounting Technician I 2292 (Pat Aeikens)	Accounting Technician 2292
Accounting Technician I 2295 (Vacant)	Accounting Technician 2295
Department Secretary 2249 (Vacant) (Last: Phyllis G)	Office Assistant 2249
Department Secretary 2241 (College Relations) (Josie H)	Office Assistant 2241
College Relations Specialist 2225	Outreach Specialist 2225
College Relations Specialist 2226	Outreach Specialist 2226
College Relations Specialist 2481	Outreach Specialist 2481
Educational Advisor 2240 (Homer Green)	Needs further review 2240
Educational Advisor 8512	Educational Advisor 8512
Educational Advisor 8515	Educational Advisor 4020
Educational Advisor PPT 2496	Educational Advisor PPT 2496
Educational Advisor PPT 2497	Educational Advisor PPT 2497
Educational Advisor PPT 2498	Educational Advisor PPT 2498
Educational Advisor PPT 4020	Educational Advisor PPT 4020
Student Services Specialist	Student Services Technician (BOT 9/15)
Educational Advisor – Seasonal 2459	Seasonal Student Advisor 2459
Educational Advisor – Seasonal 2495	Seasonal Student Advisor 2495
Educational Advisor – Seasonal 2500	Seasonal Student Advisor 2500
Instructional Aide 30hrs 2409 (Vacant)	Clerical Assistant PPT 2409 (Needs Review)
Instructional Aide PPT 2410 (Vacant)	Clerical Assistant PPT 2410 (Needs Review)
Instructional Aide PPT 2416 (Vacant)	Clerical Assistant PPT 2416 (Needs Review)
Office Assistant III 2224 (Anne Adams)	Office Specialist 2224
Office Assistant III 2227 (Stephanie Powers-Puahi)	Office Specialist 2227
Office Assistant III 2252 (Kaye Reynolds)	Office Specialist 2252
Office Assistant III 8543 (Beth Fields)	Office Specialist 8543
Office Assistant II 2022 (Wilhemina Henderson)	Clerical Assistant 2022
Orientation Assistant 8064	Outreach Assistant 8064
Seasonal Student Advisor 8200	Seasonal Student Advisor 8200
Seasonal Student Advisor 8201	Seasonal Student Advisor 8201
Seasonal Student Advisor 8202	Seasonal Student Advisor 8202
Seasonal Student Advisor 8203	Seasonal Student Advisor 8203
Seasonal Student Advisor 8204	Seasonal Student Advisor 8204
Seasonal Student Advisor 8205	Seasonal Student Advisor 8205
Workshop Facilitator 2029 (Vacant)	Workshop Facilitator 2029
Neighborhood Centers Coordinator 2343 (Vacant)	Delete Classification
Disabled Student Programs & Services DSPS – Janice Emerzian	
Accounting Technician I 2223 (Erlinda Ragasa)	Accounting Technician
Administrative Aide 2488 (Vacant)	Assistant to the Dean 2488
Department Secretary PPT 8530 (Heather Beltran)	Office Assistant 8530
DSPS Mobility Driver PPT 2407 (Isaac Gallegos)	DSPS Mobility Driver PPT 2407
DSPS Mobility Driver PPT 2408 (Peter Xiong)	DSPS Mobility Driver PPT 2408
DSPS Mobility Driver PPT 8522 (Kelly Hurst)	DSPS Mobility Driver PPT 8522

Educational Advisor 2112	Educational Advisor 2112
Educational Advisor 2471	Educational Advisor 2471
Job Developer 2247 (Vacant)	Career Services Specialist 2247
Job Developer PPT 2281 (Vacant)	Career Services Specialist 2281
Instructional Aide 2270 PPT (Cindy DeSutter)	Instructional Assistant 2270 Proctor???
Instructional Aide 8531 PPT (Vacant)	Instructional Assistant 8531
Instructional Technician – PC Lab 2126 (Michael Gerard)	Needs further review 2126
Office Assistant III 8502 (Deborah Cardoza)	Office Specialist 8502
Office Assistant II 2302 (Chua Vang)	Office Assistant 2302
Office Assistant II PPT 2378 (Vacant)	Office Assistant 2378
Office Assistant II PPT 2379 (Maria Wiget)	Office Assistant 2379
Student Services Specialist 2309 (Vacant)	Office Assistant 2309
Student Services Specialist 2406 (OA2) (Heather Golden)	Office Assistant 2406
Sign Language Interpreter Coordinator 8503 (Christine G)	Disabled Student Services Coordinator 8503
Sign Language Interpreter I 2490	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8070	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8072	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8073	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8074	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8075	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8091	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8092	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8093	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8094	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8095	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8098	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8099	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8101	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8102	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8103	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8104	Sign Language Interpreter Entry FLEX
Sign Language Interpreter I 8105	Sign Language Interpreter Entry FLEX
Sign Language Interpreter II 2239 (Jenny Langworthy)	Sign Language Interpreter Entry FLEX
Sign Language Interpreter II 2248	Sign Language Interpreter Entry FLEX
Sign Language Interpreter II 2391	Sign Language Interpreter Entry FLEX
Sign Language Interpreter II 2392	Sign Language Interpreter Entry FLEX
Sign Language Interpreter II 8076	Sign Language Interpreter Entry FLEX
Sign Language Interpreter II 8077	Sign Language Interpreter Entry FLEX
Sign Language Interpreter II 8078	Sign Language Interpreter Entry FLEX
Sign Language Interpreter II 8079	Sign Language Interpreter Entry FLEX
Sign Language Interpreter II 8080	Sign Language Interpreter Entry FLEX
Sign Language Interpreter II 8116	Sign Language Interpreter Entry FLEX
Sign Language Interpreter II 8117	Sign Language Interpreter Entry FLEX
Sign Language Interpreter II 8118	Sign Language Interpreter Entry FLEX
Sign Language Interpreter II 8119	Sign Language Interpreter Entry FLEX
Sign Language Interpreter II 8120	Sign Language Interpreter Entry FLEX
Sign Language Interpreter III 2242	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III PPT 2306	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 2393 (Mary Ferdinandi)	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 2394	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 2395 (Sandra Denington)	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 2396 (Darlen Perez)	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 2397	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III PPT 2398	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8081	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8282	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8083	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8084	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8085	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8106	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8107	Sign Language Interpreter Expert FLEX

Sign Language Interpreter III 8109	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8110	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8111	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8112	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8113	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8121	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8122	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8123	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8124	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8125	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III 8126	Sign Language Interpreter Expert FLEX
Sign Language Interpreter III PPT 8532	Sign Language Interpreter Expert FLEX
Sign Language Interpreter IV 2251	Sign Language Interpreter Advanced FLEX
Sign Language Interpreter IV 2399	Sign Language Interpreter Advanced FLEX
Sign Language Interpreter IV 8086	Sign Language Interpreter Advanced FLEX
Sign Language Interpreter IV 8087	Sign Language Interpreter Advanced FLEX
Sign Language Interpreter IV 8088	Sign Language Interpreter Advanced FLEX
Sign Language Interpreter IV 8089	Sign Language Interpreter Advanced FLEX
Sign Language Interpreter IV 8090	Sign Language Interpreter Advanced FLEX
Sign Language Interpreter IV 8096 (Kendra Cronk)	Sign Language Interpreter Advanced FLEX
Sign Language Interpreter IV 8097	Sign Language Interpreter Advanced FLEX
Sign Language Interpreter IV 8100	Sign Language Interpreter Advanced FLEX
Sign Language Interpreter IV PPT 8533	Sign Language Interpreter Advanced FLEX
Faculty Sign Language Interpreter 8127	Sign Language Interpreter Advanced FLEX
Faculty Sign Language Interpreter 8128	Sign Language Interpreter Advanced FLEX
Faculty Sign Language Interpreter 8129	Sign Language Interpreter Advanced FLEX
Faculty Sign Language Interpreter 8131	Sign Language Interpreter Advanced FLEX
Faculty Sign Language Interpreter 8108	Sign Language Interpreter Advanced FLEX
EOP&S – Thomas Gaxiola	
Accounting Clerk III 2073 (Eleanor Bruce)	Accounting Specialist 2073
Educational Advisor 2108 (Vacant)	Educational Advisor 2108
Educational Advisor 2109 (Mark McNiff)	Educational Advisor 2109
Educational Advisor 2110 (Houa Yang)	Educational Advisor 2110
Educational Advisor 2111 (Ernesto Garcia)	Educational Advisor 2111
Job Developer 2435 (Vacant) (Last: Marcy Braggs)	Career Services Specialist 2435
Office Assistant III 2051 (Laurie Nichols)	Office Specialist 2051
Office Assistant II 2194 (Susan Mosqueda)	Office Assistant 2194
Office Assistant II 2023 (Vacant) (Last: Susan Mosqueda)	Office Assistant 2023
Financial Aid Office – Kira Tippins	
Director of Financial Aid (Academic)	Duties Under Review
None	ADD CLASS Financial Aid Manager
Accounting Technician I 2074 (Howard Barile)	Needs further review 2074
Department Secretary 2422 (Virginia Beamer)	Office Assistant 2422
Office Assistant III 2006 (Heather Rodriguez)	Financial Aid Assistant 2006
Office Assistant II 2024 (Crystyn Thorpe)	Office Assistant 2024
Office Assistant II 2315 (Vacant)	Office Assistant 2315
Office Assistant II 2328 (Phila So)	Office Assistant 2328
Office Assistant II 2346 (Leslie Farrell)	Office Assistant 2346
Office Assistant II 2400 (Vacant)	Office Assistant 2400
Financial Aid Assistant II 2102	Financial Aid Technician 2102
Financial Aid Assistant II 2104	Financial Aid Technician 2104
Financial Aid Assistant II 2447	Financial Aid Technician 2447
Financial Aid Assistant II 2448	Financial Aid Technician 2448
Financial Aid Assistant I 2105	Financial Aid Specialist 2105
Financial Aid Assistant I 2106	Financial Aid Specialist 2106
Financial Aid Assistant I 2155	Financial Aid Specialist 2155
Financial Aid Assistant I 2190	Financial Aid Specialist 2190
Financial Aid Assistant I 2420	Financial Aid Specialist 2420

Financial Aid Assistant I 2428	Financial Aid Specialist 2428
Financial Aid Assistant I 2430	Financial Aid Specialist 2430
Financial Aid Assistant I 2444	Financial Aid Specialist 2444
Financial Aid Assistant I 2445	Financial Aid Specialist 2445
Financial Aid Assistant I 2446	Financial Aid Specialist 2446
Financial Aid Assistant I 2483	Financial Aid Specialist 2483
Scholarship Specialist 2103	Scholarship Specialist 2103
Veterans Students – Sean Henderson	
Department Secretary 2054 (Loretta Haney)	Office Assistant 2054
Vet & Int Student Services Coordinator 2009 (Mary A)	Needs further review 2009
Student Activities – Sean Henderson	
Director of Student Activities (Academic)	Duties Under Review
College Center Assistant 2234 (Maile Glover)	Student Activities Specialist 2234
College Center Assistant 2238 (Janice Wong)	Student Activities Specialist 2238
College Center Assistant 8504 (Vacant)	Student Activities Specialist 8504
College Center Assistant 8505 (Vacant)	Student Activities Specialist 8505
Office Assistant III 2290 (Vacant)	Student Activities Assistant 2290
Accounting Clerk II 2082 (Vacant)	Accounting Assistant 2082
TRIO Programs – Perry Angle	
Director of TRIO Programs (Academic)	Duties Under Review
Accounting Technician I 2047 (Mayra Machain)	Needs further review 2047
Office Assistant III 2421 (Anne VanGalder)	Office Assistant 2421
Upward Bound Assistant 2258 (John Yang)	Upward Bound Specialist 2258
Talent Search Coordinator 2013 (Vacant)	Delete Classification
Administrative Services – Cheryl Sullivan	
Administrative Services	
Vice President, Administrative Services	Vice President, Administrative Services
Administrative Assistant 2039 (Conf) (Lynn Mallory)	Assistant to the Vice President 2039 (Non Conf)
Accounting Clerk III 2436 (Vacant)	Accounting Specialist 2436
Accounting Technician I 2339 (Vacant)	Accounting Technician 2339
Accounting Technician II 2358 (Alemario Padua)	Senior Accounting Technician 2358
Accounting Technician II 2470 (Cathleen Kozielski)	Senior Accounting Technician 2470
Accountant/Auditor 2489	Accountant 2489
Campus Business Assistant 2123 (Susi Nitzel)	Administrative Services Specialist 2123
Business Facilities Assistant 2027 (Jewell Riversmith)	Office Specialist 2027
Human Resources Technician 2010 (Amy Yocupicio)	Administrative Services Assistant 2010
Bookstore – Miles Abrahamson	
Bookstore Manager 2030 (Miles Abrahamson)	Bookstore Manager 2030
Assistant Bookstore Manager	Assistant Bookstore Manager
Accounting Technician II 2070 (Gina Tarvin)	Senior Accounting Technician
College Business Office – Tammy Maddox	
Accounting Supervisor 2021 (Tammy Maddox)	Business Office Supervisor 2021
Accounting Clerk I/II 2078 (Dale Jimenez)	Accounting Assistant 2078
Accounting Clerk I/II 8500 (Michelle Martin)	Accounting Assistant 2078
Accounting Clerk III 2072 (Vacant)	Accounting Specialist 2072
Accounting Clerk III 2077 (Sherri Dodd)	Accounting Specialist 2077
Accounting Clerk III 2449 (Penny Sandlin)	Accounting Specialist 2449
Accounting Clerk III 2492 (Jennifer Nassar)	Accounting Specialist 2492
Accounting Technician II 2069 (Mike Coppedge)	Senior Accounting Technician
Cashier 2081 (Vacant)	Accounting Assistant 2081
Print, Media and Communications – Mary Doyle	

Print, Media and Communications Manager	Print, Media and Communications Manager
Phone Communications Operator I/II 2012 (Debra M)	Communications Assistant/TBD 2012
Phone Communications Operator I/II 2142 (Pao Yang)	Communications Assistant/TBD 2142
Office Assistant I/II 2026 (Vacant)	Office Assistant 2026
Building Services – Ernie Martinez	
Custodial Manager	Custodial Manager
	ADD CLASS Custodial Supervisor
Office Assistant III 2485 (Vacant)	Office Specialist 2485
Department Secretary 2057 (Leah Whitaker)	Office Assistant 2057

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Reedley College	
Office of the President – Sandra Caldwell	
	ADD CLASS Director of Comm, Mktg & External Relations
Public Information Officer 3039 (Vacant)	Public Information Officer 3039
Public Information Specialist 3045 (Leah Unruh)	Public Information Specialist 3045
Institutional Research Coordinator 3136 (Vacant)	Institutional Research Analyst 3136
Research Assistant 3182 (Vacant)	Research Technician 3182
Secretary to the President 3013 (Conf) (Emily Gerety)	Assistant to the President 3013 (Conf)
Computer & Technology Services – Gary Sakaguchi	
Director of Technology - 3592	Duties Under Review
Instructional Tech-MicroComputer Lab 3037 (Shannon A)	Computer Lab Assistant 3037
Instructional Tech-MicroComputer Lab 3091 (Kao Vang)	Computer Lab Assistant 3091
Micro-Computer Resource Technician 3028 (Anthony C)	Network & Systems Technician 3028
Micro-Computer Resource Technician 3124 (Donna B)	Network & Systems Technician 3124
Micro-Computer Resource Specialist 3046 (Alfredo Rola)	Network & Systems Technician 3046
Micro-Computer Resource Specialist 3047 (Enrique Torres)	Network & Systems Technician 3047
Network Coordinator 3132 (Vacant)	Network Administrator 3132
Webmaster 3183 (Vacant)	Webmaster 3183
Office Assistant III 3144 (Vacant) (Last: Linda Bonaldi)	Office Specialist 3144
Office of Instruction – Jan Dekker	
Office of the Vice President of Instruction	
Administrative Assistant 3012 (Sarina Torres)	Assistant to the Vice President 2045
Curriculum Analyst 3042 (Cheryl Hesse)	Curriculum Analyst 3042
Agriculture & Natural Resources, Business Sciences and Industrial Technology Division – David Clark	
Administrative Aide 3146 (Kassandra Davis-Schmall)	Assistant to the Dean 3146
Office Assistant III 3008 11-Month (Mary Lou Wright)	Office Specialist 3008 11-Month
Department Secretary 3095 (Vacant)	Office Assistant 3095
Department Secretary PPT 3069 (Vacant)	Office Assistant 3069
Farm Production Supervisor 3172 (Raymond Maestas)	Farm Production Supervisor 3172
Instructional Tech – Farm, Ag & Nat 3049 (Gary DePriest)	Instructional Tech – Farm, Ag & NR 3049
Instructional Tech – Farm, Ag & Nat 3051 (Julio Bernal)	Instructional Tech – Farm, Ag & NR 3051
Instructional Tech – Farm, Ag & Nat 3053 (George H)	Instructional Tech – Farm, Ag & NR 3053
Instructional Tech – Aeronautics 3034 (Brent Parsons)	Instructional Tech – Aeronautics 3034
Instructional Tech – Automotive 3035 (Brett Nelson)	Instructional Tech – Automotive Technology 3035
Instructional Tech – Machine Shop 3094 (William J)	Instructional Tech – Manufacturing 3094
Instructional Tech – Manufacturing 3173 (Vacant)	Instructional Tech – Manufacturing 30173
Composition, Literature & Comm, Reading & Language, and Fine Arts & Social Sciences – Todd Davis	
Administrative Aide 3106 (Christina Buzo)	Assistant to the Dean
Instructional Tech-Art PPT 3093 (Barbara Fowler) 9mths	Instructional Technician – Art 3093
Instructional Aide PPT 3077 (Robert Hill) 9mths	Instructional Assistant 3077
Library – Todd Davis	
Department Secretary 3128 (Diana Palafox) 20 Hours	Library Services Assistant 3128
Library Services Assistant 3027 (Danielle Rapue)	Library Services Technician 3027
Library/Learning Resource Asst III 3018 (Olga M)	Library Services Specialist 3018
Library/Learning Resource Asst III 3029 (Mary Helen G)	Library Services Specialist 3029
Library/Learning Resource Asst II 3030 (Stephanie Doyle)	Library Services Assistant 3030
Math, Engineering & Computer Sciences, Science, and Health Sciences Division – Marie Harris	
Administrative Aide 3170 (Annette Carrion)	Assistant to the Dean

Athletic Equipment Manager 3048 (Kevin Hemley)	PE/Athletics Specialist 3048
Early Childhood Education Associate 3073 (Anna V)	Early Childhood Education Associate 3073
Early Childhood Education Specialist 3036 (Kendra Mull)	Early Childhood Education Specialist 3036
Early Childhood Education Specialist 3105 (Megan S)	Early Childhood Education Specialist 3105
Early Childhood Education Specialist Flex 3174 (Vacant)	Early Childhood Education Specialist FLEX 3174
Instructional Lab Tech – Biology 3147 (Katherine Guhin)	Instructional Laboratory Technician – Sciences 3147
Instructional Lab Tech – Chemistry 3075 (Jason Meyers)	Instructional Laboratory Technician – Sciences 3075
Instructional Lab Tech – General Sci 3163 (Simon G) 10mt	Instructional Laboratory Technician – Sciences 3163
Instructional Technician – Dental Assisting 3076	Delete Classification
Instructional Technician 3079	Delete Classification

Office of Student Services – Claudia Lourido-Habib

Office the Vice President of Student Services

Administrative Assistant 3107 (Diana Rodriguez)	Assistant to the Vice President 3107
College Trainer 3127 (Jennifer Branshaw)	Athletic Trainer FLEX 3127
College Trainer Seasonal 3156 (Jennifer Ludtke)	Athletic Trainer Seasonal 3156
Department Secretary 3121 (Vacant)	Office Assistant 3121
Department Secretary 3133 (Vacant)	Office Assistant 3133
Gear Up Assistant 3134 (Vacant)	Delete Classification
Gear Up Coordinator 3135 (Vacant)	Delete Classification
Office Assistant III 3066 (Vacant) (Last: Corrina Guerrero)	Office Specialist 3066
Office Assistant III 3171 (Rene Dauer) (Athletics)	Office Specialist 3171
PE Attendant PPT 3092 (Vacant) (Physical Education)	PE/Athletics Assistant FLEX 3092

Student Services – Jermain Pipkins

Administrative Aide 3020 (Deborah Osborne)	Assistant to the Dean 3020
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Counseling – Jermain Pipkins

Office Assistant III 3113 (Jane Zavala-Martinez)	Office Specialist 3113
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Admissions & Records – Veronica Jury

Admissions & Records Manager 3126 (Leticia Alvarez)	Admissions & Records Manager 3126
Student Services Specialist 3005 (Donna Hunt)	Student Services Technician 3005
Student Services Specialist 3044 (Vacant)	Student Services Technician 3044
Student Services Specialist 3130 (Monique Mendoza)	Student Services Technician 3005
Evaluator 3176 (Sofia Moreno)	Student Records Evaluator 3176
Office Assistant III 3004 (Naomi Custodio)	Student Services Assistant 3004
Office Assistant III 3007 (Vacant)	Office Specialist 3007
Office Assistant III 3050 (Karen Elliot)	Student Services Assistant 3050
Office Assistant III 3142 (Gail Ashcroft)	Student Services Assistant 3142
Office Assistant I-II 3052 (Lisa Romer-Blancas)	Admissions & Records Assistant 3052
Office Assistant I-II 3102 (Phua Yang)	Admissions & Records Assistant 3102

CalWORKS – Jermain Pipkins

CalWORKs Coordinator	Duties Under Review
Office Assistant III 3141 (Julie Davidson)	Office Specialist 3141

Outreach and Matriculation – Nathan Saari

Director of Student Success, Equity & Outreach 3165 (Nate)	Director of College Relations & Outreach 3164
Matriculation Outreach Coordinator	Duties Under Review
Assessment Coordinator 3166 (Darnell Harris)	Assessment Coordinator 3166
Assessment Technician 3181 (Vacant)	Assessment Technician 3181
College Relations Specialist 3059 (Marcie Braggs)	Outreach Specialist 3059
College Relations Specialist 3145 (Mia Navarro)	Outreach Specialist 3059
Educational Advisor 3032 (Bonita Gomez)	Educational Advisor 3032
Office Assistant III 3112 (Corinna Lemos)	Office Specialist 3112

Disabled Student Programs & Services DSPS – Janice Emerzian

Accounting Clerk I/II 3109 (Linda Dover)	Needs further review 3109
Department Secretary 3019 (Vacant)	Office Assistant 3019
Faculty Sign Language Interpreter SEAS 3154	Sign Language Interpreter Advanced FLEX 3154
Faculty Sign Language Interpreter SEAS 3155	Sign Language Interpreter Advanced FLEX 3155
Instructional Aide PPT 3153 (Vacant)	Instructional Assistant PPT 3153
Instructional Aide PPT 3175 (Vacant)	Instructional Assistant PPT 3175
Job Developer PPT 3110 (Ishmael Verduzco)	Career Services Assistant PPT 3110
Job Developer PPT 3159 (Vacant)	Career Services Assistant 3159
Office Assistant III 3017 (LuAnn Aldape)	Office Specialist 3017
Micro-Computer Resource Technician 3002 (Steve Maciel)	Network & Systems Technician 3002
Sign Language Interpreter III PPT 3180 (Vacant) 11mth	Sign Language Interpreter Expert FLEX 3180
Sign Language Interpreter III PPT 4056 MC (Vacant) 11mth	Sign Language Interpreter Expert FLEX 4056
None	ADD CLASS Educational Advisor
EOP&S – Mario Gonzales	
Educational Advisor 3169 (Christina Cazarez)	Educational Advisor 3169
EOP&S Assistant 3152 (Vacant)	Delete Classification
Department Secretary 3088 (Olga Garcia)	Needs further review 3088
Financial Aid Office – Christina Cortez	
Director of Financial Aid (Academic)	Duties Under Review
Financial Aid Manager 3125 (Vacant)	Financial Aid Manager 3125
Financial Aid Assistant II 3055 (Amber Fowler)	Financial Aid Technician 3055
Financial Aid Assistant II 3084 (Yvette Martinez)	Financial Aid Technician 3084
Financial Aid Assistant I 3031 (Milagros Prado)	Financial Aid Specialist 3031
Financial Aid Assistant I 3111 (Vacant)	Financial Aid Specialist 3111
Financial Aid Assistant I 3116 (Jessica Silva)	Financial Aid Specialist 3116
Financial Aid Assistant I 3117 (Cynthia Hernandez)	Financial Aid Specialist 3117
Financial Aid Assistant I 3131 (George Sanchez)	Financial Aid Specialist 3131
Office Assistant III 3006 (Michelle Garcia)	Needs further review
Health Services – Claudia Lourido-Habib	
Department Secretary 3010 (Paula Ramos)	Needs further review 3010
Residence Hall – Lisa McAndrews	
Residence Hall Supervisor 3101 (Lisa McAndrews)	Residence Hall Manager 3101
Residence Hall Supervisor 3099 (Vacant) (Last: Frank M)	Residence Hall Manager 3099
Assistant Residence Hall Supervisor-On Site 3158 (Richard)	On Site Residence Hall Supervisor 3158
Student Activities – Claudia Lourido-Habib	
None	ADD CLASS College Center Coordinator
College Center Assistant 3086 (Paul Torres)	College Center Specialist 3086
Department Secretary 3014 11-Month (Liz Huebert-Defore)	Office Assistant 3014 11-Month
Career Resource Center – Jermain Pipkins	
Job Developer 3168 (Sara Maokosy)	Career Services Specialist 3168
Job Developer 3033 (Vacant)	Career Services Specialist 3033
Office Assistant III 3054 (Susan Mills)	Office Specialist 3054
Tutorial Center – Claudia Lourido-Habib	
Office Assistant III 3119 (Sandra Huerta)	Office Specialist 3119
Upward Bound Program – Diana Tapia-Wright	
Director of Grant Funded Programs	Duties Under Review
Accounting Clerk III 3122 (Shawna DiQuirico)	Accounting Specialist 3122
Upward Bound Coordinator 3120 (Vacant)	Needs further review 3120
Upward Bound Assistant 3123	Upward Bound Program Specialist 3123
Upward Bound Assistant 3140	Upward Bound Program Specialist 3140

Upward Bound Assistant 3164	Upward Bound Program Specialist 3164
Administrative Services – Donna Berry	
Administrative Services	
Vice President, Administrative Services (Donna Berry)	Vice President, Administrative Services
Accounting Clerk III 3083 (Renee Dauer)	Accounting Specialist 3083
Accountant/Auditor 3085	Accountant 3085
Accountant/Auditor 3151	Accountant 3151 (may move to Madera)
Accounting Technician I 3015 (Cameron Rosso)	Accounting Technician 3015
Administrative Assistant 3043 (Samaria Cardenas)	Assistant to the Vice President 3043
Office Assistant III 3003 (Rosa Rios)	Needs further review 3003
Office Assistant III 3143 (Vacant) (Last: Michelle Garcia)	Office Specialist 3143
Business Services Office – Linda Nies	
Accounting Supervisor 3137 (Linda Nies)	Business Office Supervisor 3137
Accounting Clerk III 3040 (Ana Aguirre)	Accounting Specialist 3040
Accounting Clerk III 3089 (Ralph Marrufo)	Accounting Specialist 3089
Accounting Technician I 3023 (Yolanda Mendoza)	Accounting Technician 3023
Accounting Technician II 3021 (Sau Wah Ishizuka)	Senior Accounting Technician 3021
Assistant Cashier 3087 (Vacant)	Accounting Assistant 3087
Cashier 3024 (Vacant)	Accounting Assistant 3024
Cashier 3029 (Vacant)	Accounting Assistant 3029
Food Services – John Cunningham	
Food Services Manager 3096 (John Cunningham)	Food Services Manager
Accounting Clerk III 3118 75% (Linda Chesterton)	Accounting Specialist 3118
Building Services – Larry Simpson	
Building Services Manager 3097 (Jim Burgess)	Building Services Manager

Madera & Oakhurst Community College Centers	
Office of the Vice President – John Fitzer	
Accounting Technician I 4036 (Vacant)	Accounting Technician 4036
Accounting Technician II 4046 (Aaron Hope)	Senior Accounting Technician 4046
Administrative Aide 4026 (Pattie Fitzgerald)	Assistant to the Vice President 4026
Department Secretary 4038 (Vacant) (Split RC/CCC)	Office Assistant 4038
Office Assistant III 4003 (Sophia Adame)	Office Specialist 4003
Office Assistant III 4002 (Fennyann Chan)	Student Services Assistant 4002
Student Services Specialist 4048 (Veronica Jury)	Student Services Technician 4048
Computer & Technology Services – Gary S.	
MicroComputer Resource Technician (James Davis)	Network & Systems Technician
MicroComputer Resource Technician 4010(Moved to CCC)	Network & Systems Technician
Dean of Instruction – Jim Chin	
Administrative Aide 4009 (Yolanda Garcia)	Assistant to the Dean 4009
Office Assistant III 4006 (Becky Xiong)	Office Specialist 4006
Department Secretary PPT 4053 (Vacant)	Office Assistant 4053
Instructional Lab Tech – Biological Sci PPT 4048 (Vacant)	Instructional Laboratory Technician – Sciences 4048
Instructional Lab Tech – Biological Sci 4025 (Matthew H)	Instructional Laboratory Technician – Sciences 4025
Instructional Lab Tech – General Sci 4049 (Tyler J)	Instructional Laboratory Technician – Sciences 4049
Early Childhood Education Specialist 4007 (Kim M)	Early Childhood Education Specialist 4007

Early Childhood Education Specialist FLEX 4055 (Vacant)	Early Childhood Education Specialist FLEX 4055
Early Childhood Education Associate PPT 4045 (Summer)	Early Childhood Education Associate PPT 4045
Library	
Library Services Assistant 4005 MC	Library Services Technician 4005 MC
Library/Learning Resource Asst II PPT 4019 MC	Library Services Assistant FT 4019 MC
Dean Student Services - Leticia	
None	ADD Assistant to the Dean
College Center Assistant 4047 (Celia Zamora)	Student Activities Specialist 4047
College Center Assistant PPT 4041 (Vacant) 10mths	Student Activities Assistant PPT 4041
CalWORKS	
CalWORKS Coordinator	Duties Under Review
Counseling Services	
Educational Advisor 4030 (Daniel Rivera)	Outreach Specialist 4030
Educational Advisor 4054 (Raquel Mendoza)	Educational Advisor 4054
Educational Advisor PPT 4051 (Vacant)	Educational Advisor PPT 4051
Financial Aid Office	
Financial Aid Assistant II 4023 (Jesus Naranjo)	Financial Aid Technician 4023
Financial Aid Assistant I 4024 (Vacant)	Financial Aid Specialist 4024
Health Services	
Department Secretary PPT 4035 (Vacant)	Office Assistant PPT 4035
Upward Bound Program	
Upward Bound Assistant 4042	Upward Bound Program Specialist 4042
Upward Bound Assistant 4043	Upward Bound Program Specialist 4043
Oakhurst Center – Darin Soukup	
General Utility Worker PPT 6004 (John Mayhew)	
Instructional Aide PPT 6003 (Charla Weddle)	Instructional Assistant PPT 6003
Office Assistant III 6001 (Vacant) (Last: Nancy Lyday)	Student Services Assistant 6001
Office Assistant III 6005 10-Month (Anne Graham)	Student Services Assistant 6005 10-Month
Office Assistant III PPT 6002 (Amanda Johnson)	Student Services Assistant PPT 6002

Clovis Community College	
Office of the President – Deborah Ikeda	
Secretary to the Vice Chancellor 5051 (Conf) (Linda Little)	Assistant to the President (Conf)
Department Secretary PPT 5008 (Vacant)	Office Assistant 5008
Department Secretary PPT 5016 (Vacant) (Joyce Clark)	Office Assistant 5016
Department Secretary 5084	Office Assistant 5084
Secretary to the Vice Chancellor (Conf) 5001	Assistant to the Vice President 5001
Public Information Office – Stephanie Babb	
College Dir. of Mktg and Comm 5078 (Sephania Babb)	College Dir. of Marketing and Communications
Graphic Designer 5077	Graphic Designer 5077
Computer & Technology Services	
None	Dean
Director of Technology	
Administrative Aide 5086 (Vacant)	Assistant to the Dean 5086
Instructional Tech – Pc Lab PPT 5012 (Nicolas Escobar)	Computer Lab Specialist 5012
Instructional Tech – Pc Lab PPT 5013 (Howard Wu)	Computer Lab Specialist 5013
Instructional Tech – Pc Lab PPT 5022 (Chamann Srun)	Computer Lab Specialist 5022
Micro-Computer Resource Technician 5052 (Paul Johnson)	Network & Systems Technician 5052
Micro-Computer Resource Technician 5074 (Kham B.)	Network & Systems Technician 5074
Network Coordinator 5073 (Teng Her)	Network Administrator 5073
Webmaster 5075 (Nina Roby)	Webmaster 5075
Office of the Vice President of Instruction & Student Services – Kelly Fowler	
Administrative Assistant 5024 (Leslie Rata)	Assistant to the Vice President 5024
Department Secretary 4038 (Shared w/ MC)	Office Assistant 4038 (Shared)
Curriculum Analyst 5054 (Margee Loya)	Curriculum Analyst 5054
Institutional Research Coordinator (Michelle Johnson)	Institutional Research Analyst 5064
Research Assistant PPT 5091 (Vacant)	Research Technician 5091
Educational Advisor 5065 (Rica McGinnis)	Educational Advisor 5065
Assessment Technician 5089 (Carol Shimer)	Assessment Technician 5089
Evening Coordinator (Maya Davis)	Duties Under Review
Office of Instruction CTE/STEM – Linda Thomas	
Administrative Aide 5072 (Vicki Cockrell)	Assistant to the Dean 5072
Instructional Lab Tech – General Science 5014 (Jacob G.)	Instructional Laboratory Technician – Sciences 5014
Instructional Lab Tech – General Science 5059 (Austin)	Instructional Laboratory Technician – Sciences 5059
Instructional Lab Tech – Biological Science 5009 (Vacant)	Instructional Laboratory Technician – Sciences 5009
Child Development Center	
Child Development Lab School Manager 5079	Child Development Lab School Manager 5079
Early Childhood Education Specialist 5027 (Truc Cao)	Early Childhood Education Specialist 5027
Early Childhood Education Specialist 5028 (Lorraine Y)	Early Childhood Education Specialist 5028
Early Childhood Education Associate 5039 (Alisha R)	Early Childhood Education Associate 5039
Early Childhood Education Associate 5040 (Donna A)	Early Childhood Education Associate 5040
Early Childhood Education Associate PPT 5041 (Jennifer)	Early Childhood Education Associate PPT 5041
Early Childhood Education Associate PPT 5042 (Vacant)	Early Childhood Education Associate PPT 5042
Office of Instruction Humanities & Social Science – Lee Brown	
Administrative Aide 5018 (Debbie Nieto)	Assistant to the Dean 5018
Office Assistant III 5005 (Marc Suvanto)	Office Specialist 5005
Piano Accompanist FLEX 5033 (Vacant)	Piano Accompanist FLEX 5033
Library	
Library Services Assistant 5004 (Susan Hansen)	Library Services Technician 5004
Library/Learning Resource Asst III 5080 (Karen Anderson)	Library Services Specialist 5080
Library/Learning Resource Asst II PPT 5010 (Vacant)	Library Services Assistant PPT 5010

Office Of Student Services – Ryen Hirata/Doris Griffin	
Administrative Aide 5020 (Jittapaun Inthavong)	Assistant to the Dean 5020
Office Assistant III 5055 (Gayle Oki)	Office Specialist 5055
Office Assistant III 5023 (Vacant)	Office Specialist 5023
Department Secretary 5071 (Health Services) (Sam M)	Office Assistant 5071
Admissions & Records – Ryen Hirata/Doris Griffin	
None	ADD Admissions & Records Manager
Office Assistant III 5002 (Debra Curtis)	Student Services Assistant 5002
Office Assistant III 5026 (Karen Ainsworth)	Student Services Assistant 5026
Office Assistant III 5060 (Valerie DePinto)	Student Services Assistant 5060
Student Services Specialist 5070 (Reynani Hawkins)	Student Services Technician 5070
Student Services Specialist 5081 (Nancy Sumaya)	Student Services Technician 5081
Evaluator 5090	Student Records Evaluator 5090
CalWORKS	
Career Services ADD	
None	ADD Career Services Coordinator
None	ADD Career Services Specialist
Outreach Office – Gurdeep He’Bert	
Director of Student Success, Equity & Outreach 5063	Director of Student Success, Equity & Outreach 5063
Office Assistant III 5069 (Emalee Aguilar)	Office Specialist 5069
College Relations Specialist 2061 (David Navarro)	Outreach Specialist 2061
Educational Advisor 5088	Educational Advisor 5088
Seasonal Student Advisor 5082	Seasonal Student Advisor 5082
Seasonal Student Advisor 5083	Seasonal Student Advisor 5083
Orientation Assistant 5034	Outreach Assistant 5034
Orientation Assistant 5035	Outreach Assistant 5035
Orientation Assistant 5036	Outreach Assistant 5036
Orientation Assistant 5037	Outreach Assistant 5037
Orientation Assistant 5066	Outreach Assistant 5066
College Center	
None	ADD College Center Coordinator
College Center Assistant 5045 (Patrick Stumpf)	College Center Specialist 5045
Disabled Student Programs & Services DSPS	
Financial Aid Office – Candace Cannon	
None	ADD Director of Financial Aid
Office Assistant III 5092 (Natalie Minas)	Office Specialist 5092
College Financial Aid Manager 5017 (Candace Cannon)	Financial Aid Manager 5017
Financial Aid Assistant II 5058 (Cheryl Lock)	Financial Aid Technician 5058
Financial Aid Assistant I 5056 (Barbara Wilson)	Financial Aid Specialist 5056
Financial Aid Assistant I 5068 (Rebecca Riddle)	Financial Aid Specialist 5068
Administrative Services – Lorrie Hopper	
Vice President, Administrative Services	Vice President, Administrative Services
Administrative Assistant 5057 (Cathy Ostos)	Assistant to the Vice President 5057
None	ADD CLASS Custodial Supervisor
Accountant/Auditor 5061 (Penny Cristan)	Accountant 5061
Accounting Technician II 5076 (Kimberly Duong)	Senior Accounting Technician 5076
Accounting Clerk III 5047 (Desiree Encinas)	Accounting Specialist 5047
Accounting Clerk III 5062 (Melody Critchfield)	Accounting Specialist 5062
Faculty Sign Language Interpreter 5031 (Vacant)	Sign Language Interpreter – Advanced 5031

Faculty Sign Language Interpreter 5049 (Vacant)	Sign Language Interpreter – Advanced 5049
Faculty Sign Language Interpreter 5050 (Vacant)	Sign Language Interpreter – Advanced 5050

DRAFT

Appendix B: Summary Table of Allocation Recommendations

(Sorted by Employee Last Name)

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

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

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

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

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

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

Appendix C: Summary Table of Occupational Groups

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

ADMINISTRATION SERIES

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

FACILITIES SERIES

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

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

INFORMATION TECHNOLOGY SERIES

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

INSTRUCTIONAL SERVICES SERIES

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

CLASSIFICATIONS	SALARY RANGE
<u>INSTRUCTIONAL ASSISTANCE GROUP</u>	
Child Development Lab Manager	TBD
Early Childhood Education Specialist	TBD
Early Childhood Education Associate	TBD
<u>INSTRUCTIONAL RESOURCES GROUP</u>	
Distance Education Systems Technician	TBD
Sales and Marketing Coordinator	TBD
Sign Language Interpreter Coordinator	TBD
<u>LABORATORY TECHNICAL GROUP</u>	
<u>LIBRARY GROUP</u>	
Library Services Technician	TBD
Library Services Specialist	TBD
Library Services Assistant	TBD
<u>PERFORMING ARTS GROUP</u>	

OFFICE SUPPORT SERIES

CLASSIFICATIONS	SALARY RANGE
<u>ADMINISTRATIVE ASSISTANCE/SUPPORT GROUP</u>	
Executive Assistant to the Chancellor (Confidential)	TBD
Assistant to the Vice Chancellor (Confidential)	TBD
Assistant to the President (Confidential)	TBD
Assistant to the Vice President	TBD
Administrative Assistant (Confidential)	TBD
<u>HUMAN RESOURCES/PERSONNEL SUPPORT GROUP</u>	
Benefits Coordinator (Confidential)	TBD
Human Resources Management Systems Analyst (Confidential)	TBD
Human Resources Analyst – Academic (Confidential)	TBD
Human Resources Analyst – Classified (Confidential)	TBD
Senior Human Resources Technician – Academic (Confidential)	TBD
Senior Human Resources Technician – Classified (Confidential)	TBD
Human Resources Technician – Academic (Confidential)	TBD
Human Resources Technician – Classified (Confidential)	TBD
Human Resources Assistant	TBD
<u>OFFICE/SECRETARIAL SUPPORT GROUP</u>	
<u>PAYROLL SUPPORT GROUP</u>	
Payroll Technician II (Confidential)	TBD

CLASSIFICATIONS	SALARY RANGE
Payroll Technician I (Confidential)	TBD
Payroll Assistant	TBD

TECHNICAL SUPPORT GROUP

POLICE SERIES

CLASSIFICATIONS	SALARY RANGE
<u>POLICE GROUP</u>	

STUDENT SERVICES SERIES

CLASSIFICATIONS	SALARY RANGE
<u>ADMISSIONS & RECORDS GROUP</u>	
District Director of Admissions & Records	TBD
Admissions & Records Manager	TBD
Admissions & Records Technician	TBD
Student Records Evaluator	TBD
Admissions & Records Specialist	TBD
Admissions & Records Assistant	TBD
<u>BOOKSTORE GROUP</u>	
Bookstore Manager - Districtwide	TBD
Assistant Bookstore Manager	TBD
<u>FINANCIAL AID GROUP</u>	
Director of Financial Aid	TBD
Financial Aid Manager or Financial Aid Analyst	TBD
Financial Aid Technician	TBD
Financial Aid Specialist	TBD
Financial Aid Assistant	TBD
<u>FOOD SERVICES GROUP</u>	
Food Services Manager	TBD
Cook	TBD
Food Services Worker	TBD
Food Services Cashier	TBD
<u>RESIDENCE HALL GROUP</u>	
Residence Hall Manager	TBD
On Site Residence Hall Supervisor	TBD
<u>STUDENT OUTREACH GROUP</u>	
Director of Student Success, Equity & Outreach	TBD
Director of College Relations & Outreach	TBD
Student Outreach Coordinator	TBD

CLASSIFICATIONS	SALARY RANGE
Student Outreach Specialist	TBD
Student Outreach Assistant	TBD
Seasonal Student Outreach Assistant	TBD
<u>SPECIAL SERVICES GROUP</u>	
Upward Bound Student Coordinator	TBD
Training Development Coordinator	TBD
CalWORKs Program Specialist	TBD
CalWORKs Program Assistant	TBD
<u>STUDENT SERVICES GROUP</u>	
Assessment Coordinator	TBD
Career Services Coordinator	TBD
College Activities Coordinator	TBD
Student Services Coordinator, Special Programs	TBD
Assessment Technician	TBD
Career Services Specialist	TBD
College Activities Specialist	TBD
Educational Services Advisor	TBD
Seasonal Student Services Advisor	TBD
Student Services Specialist	TBD

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

Presented to the Personnel Commission:

Date: April 20, 2016

SUBJECT: Discussion of Classification Study Status

ENCLOSURE(S):
Class Study Timeline

REASON FOR PERSONNEL

COMMISSION CONSIDERATION: Information

ITEM NO: 4

Background:

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

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

Clerical & Secretarial Job Families

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

Accounting, Instructional Support, & Miscellaneous Technical Job Families

1. Tues, Mar 29 – FCC Instruction [*Completed*]
2. Tues, Mar 29 – VP of Admin Services [*Completed*]
3. Wed, Mar 30 – FCC Student Services / Admin Services [*Completed*]
4. Thurs, Mar 31 – FCC President [*Completed*]
5. Thurs, Mar 31 – CCC [*Completed*]
6. Thurs, Mar 31 – RC + MC + OC [*Completed*]
7. Fri, Apr 1 – DO, SCCC Foundation, and
Enrollment/Admissions/Records [*Completed*]
8. Fri, Apr 1 – DO District Operations, Police Department, and Maintenance [*Completed*]
9. Fri, Apr 1 – DO Business, Finance, & Accounting [*Completed*]
10. Fri, April 15 – DO Vice Chancellor of Ed Services [*Completed*]

**Bookstore, Building Maintenance, Custodial Maintenance, Duplicating, Food Services and
Police Job Families**

1. Tues, Apr 26 RC – Meeting 1
2. Wed, Apr 27 RC – Meeting 2
3. Wed, Apr 27 FCC – Meeting 1
4. Thurs, Apr 28 FCC – Meeting 2
5. Fri, Apr 29 CCC – Meeting 1
6. Tues, May 3 CCC – Meeting 2
7. Wed, May 4 DO

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 Academic Administrator/Coordinator Bookstore Police

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

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

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

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

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

Presented to the Personnel Commission:

Date: April 20, 2016

SUBJECT: Discussion of Working Out-of-Classification Request
ENCLOSURE(S): Documents Submitted at 3/22/16 PC Meeting

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 5

Background:

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

Jason Meyers

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

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

Jason Meyers
CSEa President State Center #379

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

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

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

Dr. Claudia Habib
Sent from my iPad

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

Jason Meyers

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

Sam,

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

OAIII Duties

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

Jason Meyers
CSEA President State Center #379

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

Jason,

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

Samerah Campbell

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

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Sam

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

Jane,

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

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

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

Jason Meyers
CSEA President State Center #379

From: Jane Zavala-Martinez

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

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

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

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

Hi Jane,

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

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

Thanks!

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

VA population

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

Veteran Certifying Official duties

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

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

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

STATE CENTER COMMUNITY COLLEGE DISTRICT
VETERANS AND INTERNATIONAL STUDENTS SERVICES COORDINATOR

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF DUTIES

Veterans Office Duties

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

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

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

International Student Services Office Duties

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

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

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

EMPLOYMENT STANDARDS

Education & Experience:

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

Licenses/Certificates:

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

Knowledge:

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

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

Skills:

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

Ability:

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

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

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

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

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

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

Working conditions which may occur:

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

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



State Center Community College District

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

March 18, 2016

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

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

Dear Mr. Meyers:

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


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

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

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

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

Very truly yours,


Samerah Campbell
Director of Human Resources

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

Enclosures

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

Presented to the Personnel Commission:

Date: April 20, 2016

SUBJECT: August 2016 Regular Meeting Date

ENCLOSURE(S):

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Information

ITEM NO: 6

Background:

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

Day
Tuesday

Date
August 16, 2016

Requested Change
August 23, 2016

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

Presented to the Personnel Commission:

Date: April 20, 2016

SUBJECT: Consideration and Approval of Eligibility
Lists

ENCLOSURES:
Eligibility Lists

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-13

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.

BUILDING GENERALIST CONTINUOUS

Recruitment ID	Hits	Applicants	Failed MQ	Failed Competitive	Took Competency	Took Performance	Eligible
201500187	1818	19	13	0	6	4	2

Performance Exam Raters

Stephanie Power-Puahi, Office Assistant III, Fresno City College
 Gavino Heredia, Office Assistant III, Fresno City College
 Wes Brumley, Maintenance Supervisor, Madera Unified School District
 Art De La Cruz, AC/Heating Mechanic, Fresno City College
 Dan Hoffman, Building Generalist, Clovis Community College
 Bryant Berry, Building Generalist, Reedley College
 Travis Stewart, Assistant Foreman, Fresno Unified School District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	0	0	0	0	0	0	0
Male	0	0	3	7	9	0	0	0	19
No Answer	0	0	0	0	0	0	0	0	0
Total	0	0	3	7	9	0	0	0	19

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



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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

Fresno City College • Reedley College • Clovis Community College • Madera Center
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BUILDING GENERALIST

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

Definition: Under direction performs skilled work in the installation, maintenance, and repair of buildings, equipment and related structures, maintains services, and repairs boiler, plumbing, heating ventilation, air conditioning systems, and equipment.

Compensation: Starts at \$4752.08 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$27.42 with limited benefits.

Examples of Duties: Duties include monitoring, service, repair, and preventive maintenance of HVAC equipment, package units, air handling equipment, refrigeration equipment, chillers, pumps, controls, gauges, water systems, and related equipment, boilers, electrical wiring, plumbing, painting, carpentry, building and building systems. Perform general maintenance and repairs, including maintenance of physical plant equipment, treat and administer chemicals to cooling systems and boilers, calibration and replacement of control equipment, inspection, retrofit and air balance adjustments to air handling systems, arc welding, and gas welding. Perform preventive maintenance, maintain shop area and tools. Determine initial estimates of needed repairs, labor and materials costs for projects. Price out projects according to descriptions provided in discussion with staff, purchase and control inventory of hardware, tools, and supplies. Assigns and reviews the work of other employees and students assigned to the department. This is a district-wide position and involves the responsibility for all district facilities. Perform other related duties as needed.

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

Experience: Journeyman experience in heating/air conditioning. Progressively responsible experience (3 years or more) in electrical, boilers, or attained regular status as a Maintenance Specialist within the district. Experience in plumbing and mechanical maintenance preferred.

Licenses/Certificates:

- Valid Driver's License is required
- EPA Universal refrigerant Certified

Knowledge:

- Knowledge of methods, materials and equipment used in all phases of the building maintenance trades; including sheetrock repair, glazing, locksmithing, painting, carpentry, flooring repair, roof repair and associated building maintenance and repair.
- Knowledge of repair methods, materials and equipment involved with the repair of HVAC, electrical, plumbing, boilers, and all other mechanical equipment such as pumps, VFD's piping, controls and Freon.
- Knowledge of hazards and applicable safety rules by understanding Material Safety Data Sheet (MSDS) and chemical mixing instructions to prevent injuries.
- Knowledge of welding and soldering techniques.
- Knowledge of applicable building codes, ordinances, requirements and regulations.
- Knowledge of skillful use and care of the tools and equipment.

Skill:

- Skill to read and understand sketches, blueprints, or written instructions.
- Skill and ability to perform general building maintenance work, basic plumbing, boiler repair and other mechanical repairs involving air conditioning and heating equipment including pumps, motors, controls and associated equipment.

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.

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

- Skill and ability to develop and follow project time lines, material cost estimating and monitor staff and resources in a manner that allows for the appropriate completion of each project.
- Skill to analyze problems and develop required solutions and improvements.
- Skill to perform welding work.
- Skill to perform maintenance work effectively to produce needed result.
- Skill to use and maintain supplies and equipment in a safe manner.
- Skill to perform mathematical calculations.

Ability:

- Ability to inspect facilities for maintenance and repair needs.
- Ability to write and use the English language at a level and in a manner that will allow effective written communications with management staff and contractors.
- Ability to remain current with technical developments in the area of school maintenance and make recommended changes to keep current.
- Ability to receive and follow instructions in order to build and maintain effective working relationships.
- Ability to assign, monitor and review the work of others.
- Ability to learn and apply college and district policies and procedures.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 50 lbs.
- Ability to properly climb a ladder.

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

- Have muscular effort (or strength) needed to lift, push, pull or carry objects. (Muscular Tension)
- Have strength to resist fatigue such as being able to repeatedly push or pull items. (Muscular Endurance)
- Have the ability to bend, stretch, twist, or reach out with the body, arms and/or legs. (Flexibility)
- Have coordinated movements of the arms, legs and torso while the whole body is in motion such as when climbing a ladder. (Whole Body Coordination)
- Keep balanced and stay upright when in an unstable position such as when walking on slippery surfaces. (Whole Body Equilibrium)
- Have precise positioning and movement of the arm and hand such as cutting a pipe. (Arm-Hand Steadiness)
- Have coordination of two or more limbs (arms and legs) while seated or standing in one place such as driving a car. (Multi-Limb Coordination)
- Have coordinated, precise movement of the fingers, hand or hand and arm together such as assembling parts or using various hand-held tools. (Manual & 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 electrical cables or wires. (Color Discrimination)
- Tell from what direction a sound is coming from such source of an air leak. (Sound Localization)

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

- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
- Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
- Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
- Generate or use different sets of rules for combining or grouping things in different ways. (Category Flexibility)
- Focus on a single source of sound in the presence of other distracting sounds. (Auditory Attention)
- Quickly make sense of, combine, and organize information into meaningful patterns. (Speed of Closure)
- Concentrate on a task over a period of time without being distracted. (Selective Attention)
- Shift back and forth between two or more activities or sources of information; multi-task to work on different

BUILDING GENERALIST (CONTINUOUS RECRUITMENT)

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

- 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:**

- Work outside exposed to the weather and varying temperatures.
- Work on surfaces that vary in stability.
- Work at varying heights and on top of building structures.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Contact with electrical hazards
- Contact with paint, varnish, lacquer or resins.
- Exposed to nuisance dusts.
- Noise exposure may be up to 90 decibels, roughly that of a power lawn mower.
- 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 (50% weight) and a performance examination (50% weight).

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

Filing Deadline: CONTINUOUS RECRUITMENT

Posted: 11/16

Pay Range: Regular Classified Range 63

CUSTODIAN

Recruitment ID	Hits	Applicants	Failed MQ**	Took Competency	Eligible
201600050	1032	82	54	28	18

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	1	8	4	1	0	0	14
Male	8	1	5	34	11	5	0	2	66
No Answer	0	0	0	0	0	0	0	2	2
Total	8	1	6	42	15	6	0	4	82

**** Failed MQ: 44—Minimum qualifications; 10 - Incomplete**



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- Oakhurst Center • Career and Technology Center • The Training Institute •

CUSTODIAN

The district-wide eligibility list will be used to fill both full-time and part-time positions for various shifts in this classification for at least six months. The current vacancy is at Fresno City College.

- Definition:** Under direction performs routine cleaning work and movement of furniture and equipment.
- Compensation:** Starts at \$2,771.00 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$15.99 per hour with limited benefits.
- Experience:** Experience in performing basic custodial duties.
- License:** Must have a valid driver's license.
- Education:** Education equivalent to completion of the twelfth grade.
- Examples of Duties:** Duties include emptying trash containers, cleaning chalkboards, arranging furniture, dusting, cleaning, disinfecting and restocking restrooms, sweeping and mopping floors, vacuuming carpets, washing windows, stripping and waxing floors. Performs other related duties as needed.
- Required Knowledge, Skills and Abilities:** Knowledge of safe and appropriate cleaning solution mixtures, cleaning methods and the use and care of cleaning materials and equipment, floor maintenance techniques, operations and locations of security systems, and vacuum systems. Skill to use cleaning materials and equipment with skill and efficiency, perform heavy physical labor, identify and clean stains of differing types, detect unsafe conditions, perform simple mathematical calculations, read solution labels and instructions and write notes to supervisors. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Selection Process:** The selection process will include screening to ensure applications are complete and meet all minimum qualifications. The most qualified applicants will be invited to a competency exam (pass/fail). Passing score is 75% out of 100%. **Those applicants who pass the competency exam will be scheduled for interviews on a first-come, first-served basis.**

TESTING IS TENTATIVELY SCHEDULED FOR TUESDAY, APRIL 5, 2016

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

Filing Deadline: TUESDAY, MARCH 29, 2016, 4:30 PM.
Posted: 03/07/16

Pay Range: Regular Classified 41

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.

DEPARTMENT SECRETARY – CLOVIS COMMUNITY COLLEGE & HERNDON CAMPUS

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
DSE-CC16	1527	96	16	48	32	15	14

Oral Board Raters

Karen Ainsworth, Office Assistant III, Herndon Campus
 Christine Twitchell, Executive Assistant, Baker, Peterson, Franklin, CPA, LLP
 Roxanne Garza, Administrative Secretary, Clovis Unified School District
 Karen Randall, Administrative Secretary, Clovis Unified School District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	5	0	8	34	31	5	0	2	85
Male	2	0	0	1	3	0	0	0	6
No Answer	0	0	0	0	1	1	0	3	5
Total	7	0	8	35	35	6	0	5	96

** Failed MQ: 15—Minimum qualifications; 1— Incomplete application

Prepared by Vince Tafoya – State Center Community College District



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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Oakhurst Center • Career and Technology Center • The Training Institute

DEPARTMENT SECRETARY – CLOVIS COMMUNITY COLLEGE & HERNDON CAMPUS

The eligibility list, which will be valid for at least one year, will be used to fill
full-time and part-time positions in this classification at Clovis Community College and Herndon Campus ONLY.

- Definition:** Under direction performs basic to moderately difficult secretarial and clerical duties.
- Compensation:** Starts at \$2,987.00 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$17.23 per hour with no benefits, except sick leave and vacation.
- Examples of Duties:** Performs a wide variety of secretarial work, including typing, proof-reading, filing, checking, drafting correspondence and recording information from rough drafts, notes, or general instructions. Files materials, prepares mailings, and duplicates materials. Tracks budget expenditures and money collected. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Answers telephone and serves as office receptionist. Schedules and cancels appointments. Enters and retrieves data from computer system in appropriate format. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Formal and informal education equivalent to completion of the twelfth grade
- Experience:** Responsible secretarial/clerical experience in an office environment.
- Knowledge and Abilities:** Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with student, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (55% weight) and an oral interview examination (45% weight).

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 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, MARCH 4, 2016

ONLINE APPLICATIONS WILL ONLY BE ACCEPTED 02/19/16 – 02/24/16

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Filing Deadline: WEDNESDAY, FEBRUARY 24, 2016, 4:30 PM.
Posted: 02/01/16

Pay Range: Regular Classified Range 44

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DEPARTMENT SECRETARY – FRESNO CITY COLLEGE & DISTRICT OFFICE

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
DSE-FC16	1,474	112	20	49	43	20	14

Oral Board Raters

Terese Edwards, Executive Assistant, City of Fresno
 Sal Lucerto, Administrative Aide, Fresno City College
 Lori Tigson, Risk Analyst, City of Fresno

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	7	1	9	52	23	6	0	3	101
Male	0	0	1	2	3	0	0	0	6
No Answer	0	0	0	0	1	1	0	3	5
Total	7	1	10	54	27	7	0	6	112

** Failed MQ: 17—Minimum qualifications; 3— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

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

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

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

DEPARTMENT SECRETARY – FRESNO CITY COLLEGE & DISTRICT OFFICE

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

- Definition:** Under direction performs basic to moderately difficult secretarial and clerical duties.
- Compensation:** Starts at \$2,987.00 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$17.23 per hour with no benefits, except sick leave and vacation.
- Examples of Duties:** Performs a wide variety of secretarial work, including typing, proof-reading, filing, checking, drafting correspondence and recording information from rough drafts, notes, or general instructions. Files materials, prepares mailings, and duplicates materials. Tracks budget expenditures and money collected. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Answers telephone and serves as office receptionist. Schedules and cancels appointments. Enters and retrieves data from computer system in appropriate format. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Formal and informal education equivalent to completion of the twelfth grade
- Experience:** Responsible secretarial/clerical experience in an office environment.
- Knowledge and Abilities:** Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with student, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (55% weight) and an oral interview examination (45% weight).

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 20 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, MARCH 4, 2016

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Filing Deadline: WEDNESDAY, FEBRUARY 24, 2016, 4:30 PM.
Posted: 02/01/16

Pay Range: Regular Classified Range 44

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DEPARTMENT SECRETARY – MADERA CENTER

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
DSE-MC16	649	52	10	12	30	12	11

Oral Board Raters

Yolanda Garcia, Administrative Aide, Madera Center
 Elizabeth Soto, Administrative Support Specialist, Madera Unified School District
 Gabriela Maher, Senior Secretary, Madera County Office of Education

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	6	1	3	20	14	3	0	0	47
Male	0	0	0	2	1	0	0	0	3
No Answer	0	0	0	0	0	0	0	2	2
Total	6	1	3	22	15	3	0	2	52

** Failed MQ: 9—Minimum qualifications; 1— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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

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DEPARTMENT SECRETARY – MADERA CENTER

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

- Definition:** Under direction performs basic to moderately difficult secretarial and clerical duties.
- Compensation:** Starts at \$2,987.00 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$17.23 per hour with no benefits, except sick leave and vacation.
- Examples of Duties:** Performs a wide variety of secretarial work, including typing, proof-reading, filing, checking, drafting correspondence and recording information from rough drafts, notes, or general instructions. Files materials, prepares mailings, and duplicates materials. Tracks budget expenditures and money collected. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Answers telephone and serves as office receptionist. Schedules and cancels appointments. Enters and retrieves data from computer system in appropriate format. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Formal and informal education equivalent to completion of the twelfth grade
- Experience:** Responsible secretarial/clerical experience in an office environment.
- Knowledge and Abilities:** Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with student, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (55% weight) and an oral interview examination (45% weight).

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 10 highest scoring candidates, plus ties, will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, MARCH 4, 2016

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Filing Deadline: WEDNESDAY, FEBRUARY 24, 2016, 4:30 PM.
Posted: 02/01/16

Pay Range: Regular Classified Range 44

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DEPARTMENT SECRETARY – REEDLEY COLLEGE

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
DSE-RC16	739	56	16	8	32	12	9

Oral Board Raters

Diana Rodriguez, Administrative Assistant, Reedley College
 Christina Buzo, Administrative Assistant, Reedley College
 Ruthie Greenwood, Administrative Assistant, City of Reedley
 Carla Lopez, Administrative Assistant, Kings Canyon Unified School District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	Asian / Pacific Islander	American Indian / Alaskan Native	African American / Non-Hispanic	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	2	0	5	33	8	0	0	1	49
Male	1	0	0	2	1	0	0	0	4
No Answer	0	0	0	0	0	0	0	3	3
Total	3	0	5	35	9	0	0	4	56

** Failed MQ: 16—Minimum qualifications;

Prepared by Vince Tafoya – State Center Community College District



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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DEPARTMENT SECRETARY – REEDLEY COLLEGE

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

- Definition:** Under direction performs basic to moderately difficult secretarial and clerical duties.
- Compensation:** Starts at \$2,987.00 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$17.23 per hour with no benefits, except sick leave and vacation.
- Examples of Duties:** Performs a wide variety of secretarial work, including typing, proof-reading, filing, checking, drafting correspondence and recording information from rough drafts, notes, or general instructions. Files materials, prepares mailings, and duplicates materials. Tracks budget expenditures and money collected. Operates a variety of office machines including copiers, calculator, switchboard, folding machines, etc. Answers telephone and serves as office receptionist. Schedules and cancels appointments. Enters and retrieves data from computer system in appropriate format. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** Formal and informal education equivalent to completion of the twelfth grade
- Experience:** Responsible secretarial/clerical experience in an office environment.
- Knowledge and Abilities:** Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with student, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (55% weight) and an oral interview examination (45% weight).

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TESTING TENTATIVELY SCHEDULED FOR FRIDAY, MARCH 4, 2016

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Posted: 02/01/16

Pay Range: Regular Classified Range 44

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EARLY CHILDHOOD EDUCATION ASSOCIATE CONTINUOUS

Recruitment ID ECEA-CONT	Applicants 18	Failed MQ 9	Failed Competitive 0	Took Competency 9	Eligible 8
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Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	1	0	1	12	2	1	0	0	17
Male	0	0	0	1	0	0	0	0	1
No Answer	0	0	0	0	0	0	0	0	0
Total	1	0	1	13	2	1	0	0	18

**** Failed MQ: 9—Minimum qualifications**



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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EARLY CHILDHOOD EDUCATION ASSOCIATE - CONTINUOUS

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

- Definition:** Under the direction assist in providing care, guidance and developmentally appropriate learning and socialization experiences for infant, toddler and/or preschool-aged children to encourage and facilitate positive social and cognitive learning. Duties are carried out in a learning laboratory classroom setting with District Early Childhood Education (ECE) students.
- Compensation:** Starts at \$2,552.75 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$14.73 per hour with no benefits, except sick leave and vacation.
- Examples of Duties:** Performs a variety of duties for the child development center including, but not limited to:
- Assists in planning and organizing the daily schedule of learning experiences for the development of children in a children's center learning laboratory environment including those with special needs.
 - Assists in providing care, guidance and developmentally appropriate learning and socialization experiences in language development, physical and motor development, reading and math readiness, art, music, nutrition, health and safety of infant, toddler and/or preschool-aged children.
 - Helps maintain a stimulating and supportive environment for children and encourages positive learning, eating and communication skills by modeling appropriate behaviors.
 - Conducts classroom presentations to include concepts, language, literature, music/movement, and listening skills.
 - Works with groups of children in a variety of activities such as telling and reading stories, singing songs, playing music and preparing materials for arts and crafts and other play activities.
 - Supervise children at play in the classroom and outside area, maintain order and positive redirection, and assures safety and proper adult to child ratio.
 - Provides information, guidance, instruction, and feedback to parents concerning the child's progress, abilities, and areas of concern and explains program procedures and classroom activities as requested.
 - Assists in planning and participates in parent conferences.
 - Helps maintain a variety of records and reports such as attendance, lesson plans, developmental assessments, student performance and accidents.
 - Assists in providing an environment to facilitate physical and emotional development of infant, toddler and preschool children including those with special needs.
 - Assists in preparing and maintaining rooms and play areas in a stimulating, orderly, clean, and safe condition in order to maintain an environment conducive to learning.
 - Assists in preparing laboratory classroom for various setups for children's use and reorganize following class as needed.
 - Assists in ordering supplies, snacks, food and equipment.
 - Operates electronic devices, computer and other media equipment for instructional purposes.
 - Attends staff planning meetings to help assess center needs and program development.
 - Attends conferences and workshops to remain current in the field of early childhood development.
 - Assists children with hygiene procedures as necessary and observes and evaluates health needs of children and takes appropriate action.
 - Provides first aid and CPR as appropriate.
 - Performs clerical support duties as assigned and assists in ordering instructional supplies and equipment.
 - Lifts and carries children and equipment weighing up to 50 pounds.
 - Perform other related duties as assigned.

Required Employment Standards:

Education and Experience

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

Special Conditions for Required Education

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

Licenses/Certificates

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

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

Knowledge

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

Skills

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

Abilities

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

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

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

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

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

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

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

**Working
conditions
which may
occur:**

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

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**Examination
Process:**

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

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

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

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

Filing Deadline: CONTINUOUS RECRUITMENT

Pay Range: Regular Classified 38

EVALUATOR

Recruitment ID	Hits	Applicants	Failed MQ**	Failed Competitive	Took Competency	Took Oral	Eligible
Eval 2016	1446	89	51	10	28	16	15

Oral Board Raters

Matthew Epstein, Admissions Counselor, ITT Technical Institute – Clovis
 Reynani Hawkins, Student Services Specialist, Clovis Community College
 Roseann Rodriguez, Coordinator, California State University Fresno

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	5	0	13	21	13	7	0	4	63
Male	2	0	6	5	9	1	0	1	24
No Answer	0	0	1	0	0	0	0	1	2
Total	7	0	20	26	22	8	0	6	89

** Failed MQ: 36—Minimum qualifications; 15— Incomplete application



CLASSIFIED JOB OPPORTUNITY

STATE CENTER COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

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EVALUATOR

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

Definition:

Under general supervision, evaluates and analyzes student academic records to determine eligibility for degrees or certificates, prepares certifications for general education transfer requirements, and provides technical information and assistance

Compensation:

Starts at \$3,375.67 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$19.48 per hour with limited benefits.

Education & Experience:

Associate Degree and,
Increasingly responsible experience in the evaluation of records including notification and explanation of evaluation criteria to "customers".

OR

Responsible experience in the evaluation of student records in a higher education institution including notification and explanation of evaluation criteria to students.
Completion of 30 semester units of college level coursework is preferred.

Licenses/Certificates:

A valid driver's license is required.

Examples of Duties:

Performs complex and technical duties related to the evaluation of student academic records including but not limited to:

- Evaluates student academic records to verify completion of educational requirements for Associate's degrees, certificates, CSU General Education (GE) breadth requirement certification, and Inter-segmental General Education Transfer Curriculum (IGETC) Certification.
- Evaluates student academic records in compliance with the state education code, Title 5, board policy, administrative regulations and college catalogs.
- Evaluates transcripts and other documents for courses and units completed, course level, content, and unit value.
- Evaluates, researches, and interprets transcripts, course descriptions and other documents to determine course equivalencies and course substitutions.
- Determines number of units accepted by reviewing catalogs, grading systems, and/or by contacting other institutions via telephone, written communication, and by utilizing other appropriate reference materials.
- Audits and reviews military records, advanced placement test scores, College-Level Examination Program (CLEP) test scores, and other exams to determine number of units awarded and to post credits to students' permanent records.
- Determines athletic eligibility based on established rules and regulations.
- Provides information and technical assistance to students, staff, counselors, faculty,

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Examples of Duties: (Cont.)

- administrators, and public on the interpretation of district policies, procedures, and federal/state regulations as it relates to graduation and CSU/UC general education certification.
- Provides information and technical assistance to other colleges, universities, and institutions outside of the district regarding course transfers, course equivalencies, course content and other evaluation related requirements.
 - Explains basis for evaluation, researches student complaints, resolves problems and makes corrections as needed.
 - Conducts degree audits to ensure that student meets all requirements and prepares IGETC and GE certifications.
 - Researches and corrects degree audit discrepancies based on established guidelines.
 - Assists students in completing various forms and documents.
 - Reviews course waiver/substitution petition forms and non-traditional education materials for granting of college credits.
 - Prepares correspondence to students on graduation and degree requirements, evaluation status, to request additional documentation, and regarding other evaluation related issues.
 - Converts quarter units to semester units where applicable.
 - Reviews final grades and verifies completion of final semester courses.
 - Processes application for graduation and determines eligibility for graduation based on approved curriculum.
 - Assists at graduation ceremonies by preparing graduation lists, diplomas/certificates, reader cards, and processes reservations.
 - Enters and retrieves data from computer system as needed and utilizes various word processing, spreadsheet, database, email and other software programs to compile information, create and maintain records, and to prepare a variety of statistical reports.
 - Assigns and reviews the work of other employees and students assigned to the department.
 - May perform other duties as needed.

Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of current computer software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.
- Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with students, staff, faculty, and the public.
- Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Knowledge of basic math computations including addition, subtraction, multiplication, and division.

Skills:

- Skill to exercise initiative and sound judgment to solve technical and complex problems.
- Skill to prioritize workload and conflicting demands.
- Skill to analyze situations accurately, determine priorities and adopt an effective course of action.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.

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Required Knowledge, Skills and Abilities: (Cont.)

- Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Skill and ability to make effective decisions independently.
- 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 respond accordingly to changing rules and regulations relating to admission and records.
- Ability to prepare and maintain accurate data, records, and files and prepare reports as necessary.
- Ability to plan and organize work to meet schedules and deadlines.
- Ability to understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, and staff.
- Ability to perform independently specialized duties with minimum direction or supervision.
- Ability to perform mathematical computations to evaluate students' academic standing.
- Ability to maintain confidentiality of sensitive information and records.
- Ability to assist in assigning, monitoring, and/or reviewing the work of others.
- Ability to appropriately interact with students, staff, faculty, and public.
- Ability to receive and follow instructions in order to build and maintain effective working relationships.
- 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:

- Bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. Flexibility can also involve the continuous and repeated bending, stretching, or twisting movements of the trunk, arms or legs such as switching from the counter to the computer screen. (Flexibility)
- 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)

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Required Knowledge, Skills and Abilities: (Cont.)

- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)

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

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

Working conditions which may occur:

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

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Selection Process:

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

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 15 highest scoring candidates, plus ties, from the competency exam will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, MARCH 18, 2016.

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

Filing Deadline:

4:30 p.m., Tuesday, March 1, 2016

Posted: 2/8/16

Pay Range: Regular Classified Range 49

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LEAD MAINTENANCE WORKER

Recruitment ID	Hits	Applicants	Failed MQ	Failed Competitive	Took Competency	Took Oral	Eligible
201600051	706	38	15	4	19	14	12

Oral Board Raters

Shannon Robertson, Construction Services Manager, SCCC
 Doug Halverson, Trade Supervisor, Clovis Unified School District
 Jerry Jorge, Maintenance Services Manager, Fresno Unified School District

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	0	0	0	0	0	0	0	0	0
Male	3	3	1	15	13	1	0	1	37
No Answer	0	0	0	0	1	0	0	0	1
Total	3	3	1	15	14	1	0	1	38

** Failed MQ: 10—Minimum qualifications; 5-Incomplete Application



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LEAD MAINTENANCE WORKER

The eligibility list, which is valid for at least one year, will be used to fill full-time positions in this classification. Lead Maintenance workers are based out of the District Office, but may have primary assignments at specific campuses. The current vacancies will primarily be assigned to Reedley College and Fresno City College.

- Definition:** Under direction, plans, coordinates, and monitors the work of skilled journey-level workers and other staff assigned to maintain and repair buildings and equipment, and has job site responsibility for various building trades projects.
- Compensation:** Starts at \$5,496.92 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 \$31.71 per hour with limited benefits.
- Education & Experience:** Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities:
- Graduation from high school or its equivalent AND three (3) years of full-time journey-level experience in one or more of the following building trades: carpentry, electrical, air conditioning and heating ventilation, locksmith, paint, or plumbing. Lead experience preferred.
- Licenses/Certificates:** A valid driver's license is required.
- Examples of Duties:** Duties include leading, training, assignment of work and monitoring employees in their job performance and maintenance duties. Also included are the ability to coordinate and accomplish complex integration of maintenance requirements, equipment use/maintenance and available labor, while ensuring safety and adherence to district policies and procedures.
- The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.
- Required Knowledge, Skills and Abilities:**
- Knowledge of:*
- Principles and practices of leadership and methods of training others on techniques in one or more of the following trades: carpentry, electrical, air conditioning and heating ventilation, locksmith, painting, and plumbing.
 - Advanced methods, techniques, supplies, materials, tools, and equipment utilized in one or more specialized trade pertaining to facility, building, and equipment maintenance, repair, and construction.
 - Principles and procedures of routine preventative maintenance and inventory techniques.
 - Repair methods, materials and equipment involved with the repair of HVAC, electrical, plumbing, boilers, and all other mechanical equipment such as pumps, VFD's piping, controls and Freon.
 - Hazards and applicable safety rules by understanding Material Safety Data Sheet (MSDS) and chemical mixing instructions to prevent injuries.
 - Skillful use, safe practice and care of maintenance tools and equipment.

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Required Knowledge, Skills and Abilities: (Cont.)

- Applicable building codes, ordinances, policies, guidelines, requirements and regulations pertaining to the maintenance and repair, of public facilities, office buildings, and equipment.
- Record keeping and report preparation techniques to ensure information is accurately presented.
- Basic math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, email, calendaring, presentation, publishing, and database programs.

Skill to:

- Read, understand and interpret sketches, blueprints, or written instructions.
- Perform general building maintenance work, basic plumbing, boiler repair and other mechanical repairs involving air conditioning and heating equipment including pumps, motors, controls and associated equipment.
- Develop and follow project time lines, material cost estimating and monitor staff and resources in a manner that allows for the appropriate completion of each project.
- Analyze problems and develop required solutions and improvements.
- Perform maintenance work effectively to produce needed result.
- Use and maintain tools, supplies and equipment in a safe manner.
- Perform mathematical calculations.
- Effectively communicate with individuals for whom English is not a primary language.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

Ability to:

- Plan, organize, and lead skilled and general maintenance personnel in the performance of maintenance, repair, and construction functions.
- Understand integrated program of facilities planning, design and construction.
- Travel to multiple work sites to inspect facilities for maintenance and repair needs.
- Read and understand architectural, mechanical, electrical, structural, and civil drawings, as well as related specifications.
- Operate a variety of manual and motorized tools.
- Maintain a data management, storage, and retrieval system.

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Required Knowledge, Skills and Abilities: (Cont.)

- Observe safe work practices and handle hazardous materials according to accepted procedures and guidelines.
- Write and use the English language at a level and in a manner that will allow effective written communications with management staff and contractors
- Establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Maintain consistent, punctual and regular attendance.
- Learn, interpret and apply federal and state laws and regulations, district policies and procedures.
- Remain current with technical developments in the area of school maintenance and make recommended changes to keep current.
- Maintain confidentiality of sensitive information and records.
- Receive and follow instructions in order to build and maintain effective working relationships.
- Assign, monitor, and/or review the work of others.
- Appropriately interact with students, staff, faculty, and public.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

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 to handle maintenance equipment and supplies, computers and standard business equipment; and reach with hands and arms. Use muscular effort (or strength) as needed to lift, push, pull or carry an object or when utilizing maintenance equipment; have strength to resist fatigue in order to be able to repeatedly push and pull items. Must have coordinated movement of the arms, legs and torso while the whole body is motion such as climbing a ladder; keep balanced and stay upright when in an unstable position or walking on slippery surfaces. 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; see objects clearly that in close surroundings 36 inches or closer OR six feet or further away; must be able to distinguish between shades of color or the difference between two or more colors. Lift and carry maintenance supplies and equipment weighing up to 50 lbs. Specific physical abilities required by this job include climbing ladders.

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.



CLASSIFIED JOB OPPORTUNITY
STATE CENTER COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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

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

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

**Required Knowledge,
 Skills and Abilities:
 (Cont.)**

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; work on surfaces that vary in stability; work at varying heights and/or on top of building structures; exposure to fumes, vapors or airborne particles, hazardous chemicals, and biological hazards such as cleaning solutions and human waste NOTE: All exposure is under OSHA Permissible Exposure Levels (PEL); noise exposure under 85 decibels, roughly that of a normal conversation or a ringing telephone.

Selection Process:

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

Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 15 highest scoring candidates, plus ties, from the competency exam will be invited to the oral appraisal board interview. Passing score is 75% out of 100% on each testing section.

TESTING TENTATIVELY SCHEDULED FOR FRIDAY, MARCH 18, 2016.

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

Filing Deadline:

4:30 p.m., Friday, March 4, 2016

Posted: 2/10/16

Pay Range: Regular Classified Range 69

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

STUDENT SERVICES SPECIALIST

Recruitment ID	Hits	Applicants	Failed MQ	Failed Competitive	Took Competency	Took Oral	Eligible
201600010	2480	121	21	66	34	16	14

Oral Board Raters

Monique Mendoza, Student Services Specialist, Reedley College
 Darla Shoebridge, Rehabilitation Counselor, California Department of Rehabilitation

Advertisements

Websites:

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

Agencies and Schools:

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

K-12 School Districts:

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

Applicant Demographics

Gender	African American / Non-Hispanic	American Indian / Alaskan Native	Asian / Pacific Islander	Hispanic	White	Multi-racial	Native Hawaiian/Other Pacific Islander	Unknown	Total
Female	6	0	15	35	21	7	0	6	90
Male	0	0	3	12	13	1	0	1	30
No Answer	0	0	0	0	0	0	0	1	1
Total	6	0	18	47	34	8	0	8	121

** Failed MQ: 19—Minimum qualifications; 2-Incomplete Application

Prepared by Vince Tafuya – 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>

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Oakhurst Center • Career and Technology Center • The Training Institute

STUDENT SERVICES SPECIALIST

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

- Definition:** Under direction process and maintain highly technical records containing official, confidential records under specific legal requirements.
- Compensation:** Starts at \$3633.75 per month. Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$20.96 per hour with limited benefits.
- Examples of Duties:** Performs a wide variety of record keeping work, including data entry, records maintenance, use of computer to retrieve data to produce reports, interacting with and communicating district and state requirements to students and staff. Assist in the development of forms, office procedures and policies. Coordinate multiple projects and remain on deadline. Assign and review the work of other employees and students assigned to the department. May perform other related duties as needed.
- Required Employment Standards:**
- Education:** High school diploma or General Education Development (GED)
- Experience:** Considerable, responsible clerical work experience to include records management and computer use environment and lead responsibilities for other employees.
- Licenses/Certificates:** A valid driver's license is required.
- Knowledge and Abilities:** Knowledge of data processing procedures sufficient to read and interpret input/output of data and identify discrepancies. Skill to read and interpret highly complex technical memoranda, set up and maintain complex filing systems, compose correspondence independently, perform mathematical calculations, proficiency in 10-key and keyboarding and proof read accurately, coordinate multiple projects and remain on deadline, assign, monitor, and review the work of others in a cooperative, team environment, and identify alternate solutions to solve complex problems. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to use computer and information systems to retrieve data to produce reports. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.
- Examination Process:** The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Responses to the supplemental questions will be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria (pass/fail). The examination process will also include a competency test (60% weight) and an oral interview examination (40% weight).
- Of those achieving a passing score on the Education, Training & Experience Supplemental Questions Competitive Rating, only the 30 highest scoring candidates, plus ties, will be invited to the competency exam. Of those achieving a passing score on the competency exam, only the 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, MARCH 18, 2016

ONLINE APPLICATIONS WILL ONLY BE ACCEPTED 02/29/16 – 03/02/16

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

STUDENT SERVICES SPECIALIST

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

Filing Deadline: **WEDNESDAY, MARCH 2, 2016, 4:30 PM.**
Posted: 02/09/16

Pay Range: Regular Classified Range 52

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

Presented to the Personnel Commission:

Date: April 20, 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
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REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-14

Background:

At the April 5, 2016 regular meeting, the Board of Trustees was presented with the duties of new positions at various locations. Personnel Commission rules 3-1 thru 3-4, 3-7 thru 3-9, 3-12, and 3-13 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into established classifications, recommend a new classification or exempt the new position duties from the classified service.

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

- a. Admissions and Records Manager, CCC, Position #5095
- b. Administrative Aide, MC, Position #4058
- c. Custodial Manager, CCC, Position #5096
- d. Lead Maintenance Worker, DO, Position #1191
- e. Lead Maintenance Worker, DO, Position #1192
- f. MicroComputer Specialist, MC, Position #4057
- g. Office Assistant III PPT, HC, Position #1186
- h. Police Officer, DO, Position #1187
- i. Police Officer, DO, Position #1188
- j. Police Officer, DO, Position #1189
- k. Public Information Officer, 6-month Limited-term, RC, Position #9033
- l. Secretary to the Associate Vice Chancellor, DO, Position #1190
- m. Sign Language Interpreter III PPT 11-month, FCC, Position #8134
- n. Sign Language Interpreter IV PPT 11-month, FCC, Position #8135

Recommendation:

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

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2016

SUBJECT: Consideration to Approve New Position of ITEM NO. 16- 24HR
 Secretary to Associate Vice Chancellor of
 Enrollment Management, Admissions, Records
 and Information Systems

EXHIBIT: None

Background:

District administration is recommending the addition of a new Secretary to the Associate Vice Chancellor of Enrollment Management, Admissions, Records and Information Systems. This new position will align the secretarial position with the title of the supervisor in the Enrollment Management, Admissions, Records and Information Services Department. The department will unfund the Administrative Assistant position in order to offset the increased budget expense.

Recommendation:

It is recommended the Board of Trustees approve the new position of Secretary to Associate Vice Chancellor of Enrollment Management, Admissions, Records and Information Systems.

STATE CENTER COMMUNITY COLLEGE DISTRICT
SECRETARY TO THE ASSOCIATE VICE CHANCELLOR

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF DUTIES

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

EMPLOYMENT STANDARDS

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

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

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

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2016

SUBJECT: Consideration to Approve New Position of ITEM NO. 16- 25HR
 Custodial Manager, Clovis Community College

EXHIBIT: None

Background:

The Clovis Community College (CCC) administration is recommending the addition of a new Custodial Manager. The college is experiencing continued student and staffing growth. Currently the Lead Custodian, two General Utility Workers and six Custodians are managed by the Vice President of Administrative Services at CCC. The addition of a new Custodial Manager at CCC will allow for closer supervision of the custodial team in terms of performance and evaluation of the custodial staff, as well as allow for assessing the needs for custodial services at CCC and at the Herndon campus.

Recommendation:

It is recommended the Board of Trustees approve the new position of Custodial Manager, Clovis Community College.



State Center Community College District

Job Title:	Custodial Manager	Classification Series:	Facilities
FSLA Status:	Exempt Management	Classification Group:	Building & Custodial Services
Salary Schedule:	Classified Management	Classification Level:	Manager
Recommended Salary Range:	30	Date Created:	August 19, 1991

Definition

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

Distinguishing Characteristics

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

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

Supervision Received

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

Supervision Exercised

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

Essential Job Functions

1. Plans, organizes, and directs the custodial operations of the college.
2. Plans, supervises, trains, and evaluates the work of employees.
3. Establishes and maintains periodic inspection program of buildings and facilities to ensure cleanliness levels and compliance with applicable fire, safety, security, and sanitary codes and regulations.
4. Plans, develops, and schedules facility cleaning and various special projects such as resurfacing of gymnasium floors, trash hauling, pest control spraying, and equipment and parts pick-up/delivery.
5. Develops, adjusts, and assigns work schedules for regular and special custodial activities and ensures adequate coverage.
6. Prepares and monitors department budget and allocates resources as needed.
7. Manages preparation, set-up, and clean-up of facilities for events with student groups, staff, and the public.
8. Coordinates, monitors, and evaluates work done by outside contractors.
9. Analyzes staffing, equipment, and material needs for operational activities and makes appropriate recommendations.
10. Responds to emergency calls concerning custodial activities and inspects sites and assigns staff to perform cleanup and related work.
11. Establishes and monitors supply and equipment inventories, tests new custodial supplies and equipment, researches and recommends purchase of new equipment and materials.



State Center Community College District

12. Inspects work in progress to ensure compliance with college standards, building, health, safety, and various laws and regulations.
13. Plans and implements custodial in-service training and conducts safety training meetings.
14. Confers with staff, students, and the public regarding the use of college facilities for various activities.
15. Prepares and maintains a variety of reports, records, files and correspondence related to custodial functions.
16. Coordinates the moving of equipment and furniture.
17. Ensures the safe and proper use and storage of cleaning compounds, custodial tools and equipment.
18. Develops standard operating procedures and performance standards for the department.
19. Conducts and participates in a variety of meetings, workshops and committees, as designated by administration and completes special projects and assignments.
20. Issues and maintains records of keys.
21. Manages a campus recycling program and source separation activities.
22. Works cooperatively with all departments to establish and maintain effective work relationships.
23. Recommends staffing levels, and interviews, hires, and counsels employees.
24. Interprets, applies and ensures compliance with board policies, administrative regulations, collective bargaining agreements, and other various laws and regulations.
25. Provides immediate troubleshooting and suggests repair of equipment such as whiteboards, chalkboards, restroom partitions, and fixtures.
26. Performs other duties as assigned.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

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

Licenses & Certificates

Valid Driver's License

Knowledge of:

1. Methods, materials, and equipment used in custodial work.
2. Rules, regulations, agreements, and procedures affecting custodial staff.
3. Principles of work scheduling in order to properly assign the work of custodial staff.
4. Principles of supervision and training.
5. Custodial sanitation and sterilization methods and techniques used in commercial cleaning.
6. Proper and safe use and storage of cleaning compounds.
7. Methods used in inventory control of custodial supplies.
8. Proper and safe use of ladders, common custodial tools and equipment.
9. Safe lifting and moving techniques.
10. Applicable fire and safety rules and regulations.
11. Proper and safe use of equipment used for window washing.
12. Budget preparation and control.
13. Record keeping and report preparation techniques to ensure information is accurately presented and reported.
14. Basic math including addition, subtraction, multiplication, and division.
15. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.



State Center Community College District

16. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
17. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

Skill to:

1. Establish performance standards, organize and direct a large work force.
2. Assess minor mechanical malfunctions for custodial equipment.
3. Plan and organize work to meet established timelines and department schedules.
4. Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding student services.
5. Effectively communicate with individuals for whom English is not a primary language.
6. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
7. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
8. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
9. Rapidly learn and acquire skills in areas and technologies not previously assigned.
10. Type at a sufficient speed to maintain workflow.

Ability to:

1. 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.
2. 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.
3. Promote workplace diversity and a positive work environment.
4. Plan, coordinate, schedule, and supervise the work of multiple custodial crews.
5. Train and advise custodial staff on the use of custodial methods, techniques, tools and equipment.
6. Read and interpret labels on cleaning compounds and advise staff on proper use and potential hazards.
7. Give clear and concise oral and written instructions.
8. Order and maintain an inventory of supplies.
9. Prepare comprehensive, concise reports and recommendations regarding custodial activities.
10. Prepare and monitor a budget.
11. Learn Merit System Rules, Board Policies, Administrative Regulations and collective bargaining agreements in the District.
12. Maintain confidentiality of sensitive information and records.
13. Supervise, train, and evaluate personnel.
14. Operate computers and their peripherals.
15. 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 50 lbs.



State Center Community College District

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 Approved By:	Personnel Commission	Date:	December 16, 2014
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: April 5, 2016

SUBJECT: Consideration to Approve New Position of
Micro-Computer Specialist, Madera Community
College Center

ITEM NO. 16-26HR

EXHIBIT: None

Background:

Increased student enrollments were considered part of the district's planning efforts for the 2016-2017 academic year. The anticipated increase in the number of students will result in more class and program offerings, as well as a need for additional student support services. Therefore, Madera Community College Center administration is requesting a new position of Micro-Computer Specialist. This position was identified as a high priority in the Reedley College Human Resources Staffing Plan prioritization process.

Recommendation:

It is recommended that Board of Trustees approve the new position of Micro-Computer Specialist, Madera Community College Center.

STATE CENTER COMMUNITY COLLEGE DISTRICT
MICRO-COMPUTER SPECIALIST

DEFINITION

Under direction repairs and advises on the use of micro-computers.

DISTINGUISHING CHARACTERISTICS

This classification performs complex duties in accordance with general instructions or procedures. This position differs from others by the responsibility for or variety of activities, work being limited to micro-computers and does not include coordination responsibilities with other systems.

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.

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.

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.

Section 6 Page 5
Approved: April 15, 1991
Revised by PC: June 14, 2011
Salary Range: 60

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2016

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

ITEM NO. 16-27HR

EXHIBIT: None

Background:

Increased student enrollments were considered part of the district's planning efforts for the 2016-2017 academic year. The anticipated increase in the number of students will result in more class and program offerings, as well as a need for additional student support services. Therefore, Madera Community College Center administration is requesting a new position of Administrative Aide. This position was identified as a high priority in the Reedley College Human Resources Staffing Plan prioritization process.

Recommendation:

It is recommended that Board of Trustees approve the new position of Administrative Aide, Madera Community College Center.

STATE CENTER COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE AIDE

DEFINITION

Under direction assists in the planning, organizing, and controlling of a variety of functional areas as well as performing specialized and difficult secretarial/clerical work.

DISTINGUISHING CHARACTERISTICS

This classification differs from others in the series in that incumbents possess extensive knowledge of a department or service area, understand the relationship of that department with others both inside and outside of the district, and assist in the formulation of department procedures. This classification may require some lead responsibilities.

EXAMPLES OF DUTIES

Performs a wide variety of secretarial work including typing, proof-reading, checking, composing correspondence, recording information on records from general instructions utilizing word processing, spreadsheets and database software. Tracks budget expenditures and prepares reports. Operates a variety of office machines. Answers telephone, schedules and cancels appointments, takes and prepares minutes of meetings. Enters and retrieves data from computer system in appropriate format, including schedule of courses. Conducts research on problem areas and prepares reports. Initiates and coordinates procedural modifications. Assigns and reviews the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: Considerable experience performing administrative or difficult secretarial duties involving analytical and technical skills in an office environment.

Knowledge and Abilities: Ability to operate standard office machines and equipment. Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to accurately type at a sufficient speed to maintain work flow. Ability to take and/or transcribe dictation and prepare minutes of meetings. Skill to employ mathematical techniques. Skills required to prepare and analyze budget, course schedule and faculty load reports. Ability to use complex computer applications in word processing, spreadsheets, databases, and communications software. Ability to enter and retrieve data from computer system in appropriate format. Ability to learn procedures connect with mission of department or service area. Ability to assign, monitor and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2016

SUBJECT: Consideration to Approve Two New Permanent ITEM NO. 16-29HR
 Part-Time Sign Language Interpreter Positions,
 Fresno City College

EXHIBIT: None

Background:

Title 5 mandates levels of service for disabled students. In order to meet those requirements the Disabled Students Programs and Services (DSP&S) administration is recommending the addition of two new positions with the proposed titles of Sign Language Interpreter III and Sign Language Interpreter IV. These positions will be permanent part-time for 11 months. The district has four levels of Sign Language Interpreter positions. These proposed new positions perform a higher level of sign language interpreting duties and will be funded through DSP&S categorical funds.

Recommendation:

It is recommended the Board of Trustees approve two new permanent part-time Sign Language Interpreter positions, Fresno City College.

STATE CENTER COMMUNITY COLLEGE DISTRICT
SIGN LANGUAGE INTERPRETER III

DEFINITION

Under direction, provides interpreting and/or translating services for Deaf and or/hard of hearing students.

DISTINGUISHING CHARACTERISTICS

This classification performs duties in accordance with general instructions or procedures. This position differs in that it is an experienced interpreter covering classroom, students/teacher meetings, small group settings and district-wide events including platform assignments.

EXAMPLES OF DUTIES

Duties include interpreting for students in classes, class-related events, and/or district-wide events; working effectively with team interpreters as assigned, including participating in mentorship support, interpreter preparation and meetings and performing related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Education: Completion of 60 college units, an Associate degree or graduation from an Interpreter Training Program OR national certification as an Interpreter.

Experience: Two years interpreting experience.

Knowledge and Abilities: Ability to adhere to the NAD/RID Code of Professional Conduct. Ability to interpret from American Sign Language into English and from English into American Sign Language across a variety of complex subject matter. Ability to do platform interpreting. Possess fluency in both expressive and receptive skills of American Sign Language and English. Ability to communicate with/relate to individual deaf/hard of hearing people. Ability to receive and follow instructions, learn and apply college and district policies and procedures and maintain cooperative working relationships with students, staff, faculty and the public.

Section 20 Page 3
Approved: November 25, 2002
Revised by PC: May 29, 2007
Salary Range Revised on 1/24/2008: 48

STATE CENTER COMMUNITY COLLEGE DISTRICT
SIGN LANGUAGE INTERPRETER IV

DEFINITION

Under direction, provides interpreting and/or transliterating services for Deaf and or/hard of hearing students.

DISTINGUISHING CHARACTERISTICS

This classification performs duties in complex assignments including classes, student/teacher meetings, groups, district-wide events and platform assignments. This position differs in the complexity of the subject matter and the experience of the interpreter.

EXAMPLES OF DUTIES

Duties include interpreting for students in classes, class-related events, and/or district-wide events including platform work; working effectively with team interpreters as assigned, including participating as a mentor, interpreter preparation and meetings and performing related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Education: Bachelor's degree or graduation from an Interpreter Training Program or the equivalent. Current national certification as an interpreter.

Experience: Three years interpreting experience.

Knowledge and Abilities: Ability to adherence to the NAD/RID Code of Professional Conduct. Ability to interpret from American Sign Language into English and from English into American Sign Language across a variety of complex subject matter. Possess fluency in both expressive and receptive skills of American Sign Language and English. Ability to communicate with/relate to individual Deaf/hard of hearing people. Ability to receive and follow instructions, learn and apply college and district policies and procedures and maintain cooperative working relationships with students, staff, faculty and the public.

Section 20 Page 2
Approved: November 25, 2002
Revised by PC: May 29, 2007
Salary Range Revised on 1/24/2008: 53

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2016

SUBJECT: Consideration to Approve New Position of
Admissions and Records Manager, Clovis
Community College

ITEM NO. 16-31HR

EXHIBIT: None

Background:

Clovis Community College (CCC) administration is recommending a new position of Admissions and Records (A&R) Manager. Since becoming a college, CCC has assumed a greater responsibility for many admissions & records functions/responsibilities that were previously handled through the Reedley College A&R office. With so many new A&R functions/responsibilities, an A&R manager is vital to the development and establishment of processes associated with the admissions, registration, and records of students.

Recommendation:

It is recommended the Board of Trustees approve the new position of Admissions and Records Manager, Clovis Community College.



State Center Community College District

Job Title:	Admissions & Records Manager	Classification Series:	Student Services
FLSA Status:	Exempt Management	Classification Group:	Admissions & Records
Salary Schedule:	Classified Management	Classification Level:	Supervisor/Manager
Recommended Salary Range:	34	Date Created:	January 13, 1997

Definition

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

Distinguishing Characteristics

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

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

Supervision Received

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

Supervision Exercised

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

Essential Job Functions

- Duties include responsibility for all activities associated with the admission, registration and records of students.
- Assisting in the long-term planning and the scheduling of registration and related functions.
- Designing and distributing necessary forms and information sheets to carry out the registration processes.
- Assisting in the planning of the student/instructor records and student academic record evaluation functions, coordinating the activities of the records and evaluations sections.
- Developing and implementing systems and procedures relating to student records.
- Making recommendations for staffing and budgeting-
- Assisting in the development of reports relating to the operation of the admissions and records office.
- Performs other duties as needed.

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Bachelor's degree in education Administration, Business Administration, Computer Science,



State Center Community College District

Statistics, or a related field, preferably with coursework in business management, office management, human relations and computer applications AND at least three (3) years of full-time paid experience in a college or university admissions office with at least one (1) year in a supervisory or lead capacity.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Federal, state and local laws, regulations, and policies related to student records, information systems, admissions and registration.
- Legal and administrative policies, practices, and processes of local, state, and federal agencies which impact enrollment, registration, grading, transfer, and graduation of students from college programs and specially funded programs.
- College curricula and instructional programs.
- Organization of post-secondary educational institutions.
- Principles and practices of organization, leadership, management, and personnel administration.
- Principles of front-desk/counter scheduling.
- Principles of budgetary planning, preparation, and management.
- Capabilities of management information systems that relate to admissions and records planning, budgeting, scheduling, and reporting particularly with multiple funding sources.
- Principles of supervision, training, evaluation, and staff development.
- Strategic planning and resource allocation.
- Record keeping and report preparation techniques to ensure information is accurately presented to the Chancellor and Board.
- Basic math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, publishing, and database programs.

Skill to:

- Make decisions regarding student records, evaluations information, student admission and registration accordance with pertinent provisions.
- Supervise and coordinate the activities of personnel in areas of evaluations, admissions and registration records.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding District and admissions and records services.
- Effectively communicate with individuals for whom English is not a primary language.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

Ability to:

- Develop, appraise and administer programs and services for admissions and records.
- Coordinate the implementation, administration and maintenance of student records and computer information systems used to manage student records.
- Establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.



State Center Community College District

- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Maintain consistent, punctual and regular attendance.
- Learn, interpret and apply federal and state laws and regulations, college and district policies and procedures.
- Maintain confidentiality of sensitive information and records.
- Receive and follow instructions in order to build and maintain effective working relationships.
- Assign, monitor, and evaluate the work of others.
- Appropriately interact with students, staff, faculty, and the public.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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

Physical Demands

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

Mental Demands

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

Work Conditions

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

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

Class Approved By:	Personnel Commission	Date:	January 13, 1997
Duties Approved By:	Board of Trustees	Date:	January 13, 1997
Class Revised By:	Personnel Commission	Date:	November 17, 2015
Updated By:	Christine Ferguson	Date/Time:	11/10/15

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2016

SUBJECT: Consideration to Approve Limited Term Position ITEM NO. 16-32HR
 of Public Information Officer, Reedley College

EXHIBIT: None

Background:

The position of Public Information Officer at Reedley College is currently filled on a provisional basis. The Reedley College administration is currently assessing the needs of the department to ensure the position is properly classified. Therefore, administration is recommending the approval of a six-month limited term position of Public Information Officer. 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 the six-month limited term position of Public Information Officer, Reedley College.

STATE CENTER COMMUNITY COLLEGE DISTRICT
PUBLIC INFORMATION OFFICER

DEFINITION

Under direction plans, develops, and implements a program of internal and external communications and public relations.

DISTINGUISHING CHARACTERISTICS

This classification performs difficult and complex duties in accordance with general instructions or established procedures. This position requires lead responsibilities. This position differs from lower levels by the responsibility for and knowledge of public relations and decision making.

EXAMPLES OF DUTIES

Performs a variety of duties including planning, preparing, and coordinating the production of publications for programs, special events, and the college as a whole. Maintains positive relationships with various members of the media and provides information on campus or district programs or decisions to media through direct contact or press releases. Reviews materials and photographs to determine their value in portraying the college. Writes copy for brochures, press releases and catalogs. Assembles the various resources necessary to complete projects. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Bachelor's degree in journalism, public relations or a related area.

Experience: Experience in journalism with various segments of the media and some public relations experience.

Knowledge and Abilities: Knowledge of the role of community colleges in education and the community, effective communication techniques used in writing, photography, and speaking, the local media and its structure and procedures, community organizations and their roles and goals, group dynamics and characteristics of young adults. Skill to write, edit, design and photograph, inform media of college events, coordinate multiple projects and remain on deadline, coordinate the work of perform other related duties as needed to produce a coherent and attractive end product. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of perform other related duties as needed. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 6, 2016

SUBJECT: Consideration to Approve Three New Police
Officer Positions, Districtwide

ITEM NO. 16-35HR

EXHIBIT: None

Background:

The State Center Community College District Police Department is in need of new police officer positions to better serve our campuses, districtwide. Additional police officers will increase the safety and security of students, staff, and the community. Officers will patrol district campuses, respond to crime-in-progress calls, investigate criminal activities, apprehend law violators, control dangerous and violent persons, conduct security inspections, assist students, staff, and public with directions, unlock or jumpstart vehicles, conduct safety training, and investigate non-criminal incidents.

The safety needs of college campuses have evolved. A recent survey of California community colleges indicates State Center Community College District Police Department is significantly understaffed. Currently, many of our campuses do not have police staff available onsite to respond to calls. Police presence on campus will allow for quicker response times to emergencies, deter and address crime, and communicate a sense of wellbeing for students and staff. The addition of three new officers will provide direct campus support to ensure our campuses will be staffed at a more appropriate level.

Fiscal Impact:

\$240,000.00 per year, for salary and benefits – General Fund

Recommendation:

It is recommended that Board of Trustees approve three new police officer positions, districtwide.

STATE CENTER COMMUNITY COLLEGE DISTRICT
POLICE OFFICER

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.

DISTINGUISHING CHARACTERISTICS

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

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.

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.
- 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.
- 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)
 - 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.

Section: Police
Approved: August 17, 1998
Duties Revised by BOT: October 5, 2004
Revised by PC: December 17, 2013
Salary Range: 57
Negotiated with POA:

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2016

SUBJECT: Consideration to Approve Two New Lead
Maintenance Worker Positions, District
Operations

ITEM NO. 16-36HR

EXHIBIT: None

Background:

Recent changes in the hiring process of the lead maintenance worker position have changed our recruitment and internal identification process. In the past, a maintenance person within the Operations Department was reassigned to the classification of lead maintenance worker. The recent change is that now we must formally recruit and hire a person for the lead position.

The Operations Department had two “lead-assigned” positions that were recently vacated and need to be permanently filled. Therefore, the two previous maintenance positions will be left vacant and we are requesting two new positions which will be identified as Lead Maintenance Worker.

Funding for the two lead maintenance worker positions has been in place since 2002 when the Board approved the classification of the position. No additional costs will be incurred as a result of this change.

Fiscal Impact:

None

Recommendation:

It is recommended that Board of Trustees approve two new Lead Maintenance Positions, District Operations.



State Center Community College District

Job Title:	Lead Maintenance Worker	Classification Series:	Facilities
FLSA Status:	Non-Exempt	Classification Group:	Maintenance & Operations
Salary Schedule:	Classified (CSEA)	Classification Level:	Advanced/Lead
Salary Range:	69	Date Created:	May 13, 2002

Definition

Under direction, plans, coordinates, and monitors the work of skilled journey-level workers and other staff assigned to maintain and repair buildings and equipment, and has job site responsibility for various building trades projects.

Distinguishing Characteristics

A **Lead Maintenance Worker** performs journey level maintenance work and acts as a lead over maintenance staff. Incumbents perform the more difficult and complex work of the unit at the skilled trade-level. Lead responsibilities include assigning, monitoring, and reviewing the work of other employees. Incumbents provide guidance, training and instruction on techniques, methods, and procedures for accomplishing assigned tasks and solving problems.

Supervision Received

General supervision is received from an academic or classified administrator.

Supervision Exercised

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

Essential Job Functions

Duties include leading, training, assignment of work and monitoring employees in their job performance and maintenance duties. Also included are the ability to coordinate and accomplish complex integration of maintenance requirements, equipment use/maintenance and available labor, while ensuring safety and adherence to district policies and procedures.

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 high school or its equivalent AND three (3) years of full-time journey-level experience in one or more of the following building trades: carpentry, electrical, air conditioning and heating ventilation, locksmith, paint, or plumbing. Lead experience preferred.

Licenses & Certificates

Valid Driver's License

Knowledge of:

- Principles and practices of leadership and methods of training others on techniques in one or more of the following trades: carpentry, electrical, air conditioning and heating ventilation, locksmith, painting, and plumbing.
- Advanced methods, techniques, supplies, materials, tools, and equipment utilized in one or more specialized trade pertaining to facility, building, and equipment maintenance, repair, and construction.
- Principles and procedures of routine preventative maintenance and inventory techniques.
- Repair methods, materials and equipment involved with the repair of HVAC, electrical, plumbing, boilers, and all other mechanical equipment such as pumps, VFD's piping, controls and Freon.



State Center Community College District

- Hazards and applicable safety rules by understanding Material Safety Data Sheet (MSDS) and chemical mixing instructions to prevent injuries.
- Skillful use, safe practice and care of maintenance tools and equipment.
- Applicable building codes, ordinances, policies, guidelines, requirements and regulations pertaining to the maintenance and repair, of public facilities, office buildings, and equipment.
- Record keeping and report preparation techniques to ensure information is accurately presented.
- Basic math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, email, calendaring, presentation, publishing, and database programs.

Skill to:

- Read, understand and interpret sketches, blueprints, or written instructions.
- Perform general building maintenance work, basic plumbing, boiler repair and other mechanical repairs involving air conditioning and heating equipment including pumps, motors, controls and associated equipment.
- Develop and follow project time lines, material cost estimating and monitor staff and resources in a manner that allows for the appropriate completion of each project.
- Analyze problems and develop required solutions and improvements.
- Perform maintenance work effectively to produce needed result.
- Use and maintain tools, supplies and equipment in a safe manner.
- Perform mathematical calculations.
- Effectively communicate with individuals for whom English is not a primary language.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

Ability to:

- Plan, organize, and lead skilled and general maintenance personnel in the performance of maintenance, repair, and construction functions.
- Understand integrated program of facilities planning, design and construction.
- Travel to multiple work sites to inspect facilities for maintenance and repair needs.
- Read and understand architectural, mechanical, electrical, structural, and civil drawings, as well as related specifications.
- Operate a variety of manual and motorized tools.
- Maintain a data management, storage, and retrieval system.
- Observe safe work practices and handle hazardous materials according to accepted procedures and guidelines.
- Write and use the English language at a level and in a manner that will allow effective written communications with management staff and contractors
- Establish and maintain effective working relationships with District administrators, management, staff, students, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Maintain consistent, punctual and regular attendance.
- Learn, interpret and apply federal and state laws and regulations, district policies and procedures.
- Remain current with technical developments in the area of school maintenance and make recommended changes to keep current.



State Center Community College District

- Maintain confidentiality of sensitive information and records.
- Receive and follow instructions in order to build and maintain effective working relationships.
- Assign, monitor, and/or review the work of others.
- Appropriately interact with students, staff, faculty, and public.
- Operate computers and their peripherals.
- Use current common software applications in order to accurately enter and retrieve data.

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 to handle maintenance equipment and supplies, computers and standard business equipment; and reach with hands and arms. Use muscular effort (or strength) as needed to lift, push, pull or carry an object or when utilizing maintenance equipment; have strength to resist fatigue in order to be able to repeatedly push and pull items. Must have coordinated movement of the arms, legs and torso while the whole body is motion such as climbing a ladder; keep balanced and stay upright when in an unstable position or walking on slippery surfaces. 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; see objects clearly that in close surroundings 36 inches or closer OR six feet or further away; must be able to distinguish between shades of color or the difference between two or more colors. Lift and carry maintenance supplies and equipment weighing up to 50 lbs. Specific physical abilities required by this job include climbing ladders.

Mental Demands

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

Work Conditions

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

Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; work inside protected from the weather; work outside exposed to the weather and varying temperatures; work on surfaces that vary in stability; work at varying heights and/or on top of building structures; exposure to fumes, vapors or airborne particles, hazardous chemicals, and biological hazards such as cleaning solutions and human waste NOTE: All exposure is under OSHA Permissible Exposure Levels (PEL); noise exposure under 85 decibels, roughly that of a normal conversation or a ringing telephone.

Class Approved By:	Personnel Commission	Date:	May 13, 2002
Duties Approved By:	Board of Trustees	Date:	May 13, 2002
Class Revised By:	Personnel Commission	Date:	January 26, 2016
Updated By:	Elba Gomez	Date/Time:	1/22/2016

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

PRESENTED TO BOARD OF TRUSTEES

DATE: March 1, 2016

SUBJECT: Consideration to Accept Grant for
California Apprenticeship Initiative,
Madera Community College Center

ITEM NO. 16-21G

EXHIBIT: None

Background:

The District has recently been notified by the California Community Colleges Chancellor's Office that the Reedley College's Madera Community College Center has been approved for funding of a California Apprenticeship Initiative (CAI). The funding will identify and recruit employers with specific workforce needs, and create apprenticeship programs to provide sustainability of manufacturing employment in the Fresno/Madera County Region. This project, called the Central Valley Regional Advanced Manufacturing (CVRAM), will develop over fifty new apprentices over the life of the grant. The District has been authorized to request reimbursement up to a maximum of \$1,000,000, for the period January 21, 2016, through February 28, 2018.

Recommendation:

It is recommended that the Board of Trustees:

- a) authorize the District, on behalf of Madera Community College Center, to accept the California Apprenticeship Initiative (CAI) grant from the California Community Colleges Chancellor's Office for the period January 21, 2016, through February 28, 2018, with maximum funding in the amount of \$1,000,000;
- b) authorize renewal of the grant with similar terms and conditions; and
- c) authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign grant related documents on behalf of the District.

STATE CENTER COMMUNITY COLLEGE DISTRICT
OFFICE ASSISTANT III

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF DUTIES

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

EMPLOYMENT STANDARDS

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

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

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

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

SECTION 3. THE CLASSIFIED SERVICE

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

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

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

REFERENCE: Education Code Sections 88076, 88078

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

3-7 GENERAL CLASSIFICATION RULES

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

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

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

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

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

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

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

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

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

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

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

REFERENCE: Education Code Sections 88009, 88076, 88087

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

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

Presented to the Personnel Commission:

Date: April 20, 2016

SUBJECT: Consideration and Approval to Exempt New Position Duties from the Classified Service

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

REASON FOR PERSONNEL COMMISSION CONSIDERATION: Action

ITEM NO: 16-15

Background:

At the April 5, 2016 Board of Trustees Meeting, the Board approved three new positions; one at Clovis Community College and Reedley College. Personnel Commission rules 3-1 thru 3-4, 3-7 thru 3-9, 3-12, and 3-13 state that it is the responsibility of the Personnel Commission to classify duties of new positions approved by the Board of Trustees into either an established classification, recommend a new classification be created or exempt from the classified service.

The item presented to the Board of Trustees is attached for the Commissioners review. The positions were reviewed by staff and it was determined that they could not be classified in an established classification specification and they should be exempted from the classified service. The position and their function as presented to the board for approval fall within the definition of an Academic Position. The positions are listed as follows:

- a. CAFYES Counselor, CCC
- b. Director of Institutional Research, Assessment and Planning, RC
- c. SSSP Counselor, CCC

87001.

(a) "Academic employee" refers to a person employed by a community college district in an academic position.

(b) "Academic position" includes every type of service, excluding paraprofessional service, for which minimum qualifications have been established by the board of governors pursuant to Section 87356.

(c) Wherever in this code or any other code, the term "certificated employee" or any similar term is used in reference to community college employees, it shall be deemed a reference to academic employees of the community colleges.

(d) Wherever in this code or any other code, the phrase "position requiring certification qualifications," or any similar phrase is used in reference to positions in the community colleges, it shall be deemed a reference to academic positions in the community colleges. Nothing in this part shall be construed as repealing or negating any provisions in this code or any other code concerning employees of community college districts for purposes of retirement benefits under the State Teachers' Retirement System by referring to those employees as academic employees.

Recommendation:

It is recommended the Personnel Commission exempt the new positions from the classified service.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2016

SUBJECT: Consideration to Approve New Position of ITEM NO. 16-28HR
 Director of Institutional Research, Assessment
 and Planning, Reedley College, Madera and
 Oakhurst Community College Centers

EXHIBIT: None

Background:

Increased student enrollments were considered part of the district's planning efforts for the 2016-2017 academic year. The anticipated increase in the number of students will result in more class and program offerings, as well as a need for additional student support services. Administration is requesting one new administrative position of Director of Institutional Research, Assessment and Planning to support all three campuses. This position was identified as a high priority need by the Institutional Effectiveness Partnership Initiative Partnership Resource Team that visited Reedley College in December. Additionally, this position was identified as a high priority in the Reedley College Human Resources Staffing Plan prioritization process.

Recommendation:

It is recommended that Board of Trustees approve the new position of Director of Institutional Research, Assessment and Planning, Reedley College, Madera and Oakhurst Community College Centers.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2016

SUBJECT: Consideration to Approve New Position of SSSP ITEM NO. 16-33HR
 Counselor, Clovis Community College

EXHIBIT: None

Background:

Clovis Community College (CCC) administration is requesting a new full-time position of Student Success and Support Program (SSSP) Counselor to address the increased need for transfer, career exploration, and job placement for students. Since becoming a college, CCC is now providing a multitude of programs and services, including but not limited to EOP&S, DSP&S, CAFYES (Foster Youth), ADT's (associate degrees for transfer), and ADT pathways (psychology/business). Part of fulfilling the requirements and student success measures for these programs and services calls for transfer, career, and job placement; therefore, a Transfer/Career/Job Placement Center has been established.

Currently CCC employs an adjunct counselor to staff this center. With the needs of these services rising three to fourfold due to newly established programs and the majority of the college's student population seeking transfer, CCC administration is requesting a full-time counselor for the center in order to keep the center open longer, serve more students, and meet the high need for the provision of these services. This position will be granted funded.

Recommendation:

It is recommended the Board of Trustees approve a new position of SSSP Counselor, Clovis Community College.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2016

SUBJECT: Consideration to Approve New Position of
CAFYES Counselor, Clovis Community
College

ITEM NO. 16-34HR

EXHIBIT: None

Background:

Clovis Community College (CCC) administration is requesting a new position of full-time Cooperating Agencies Foster Youth Education Support (CAFYES) Counselor to serve foster youth, an underserved population, and provide additional support for the EOP&S/CalWORKs programs that are currently being coordinated by one position, the EOP&S/CalWORKs Coordinator. Due to the initial amount of funding given to a new college for their categorical programs and the current number of students served within these programs, a full-time counselor position will provide counseling consistency, daily support, and a stronger foundation for these newly established programs (EOP&S/CalWORKs/CAFYES) to serve students effectively and efficiently. At the California College Pathways-CAFYES Learning Community Statewide Kickoff, it was mentioned that the CAFYES funding will not go away as the State Chancellor's Office plans to continuously fund foster youth. This position will be grant funded.

Recommendation:

It is recommended the Board of Trustees approve a new position of CAFYES Counselor, Clovis Community College.

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: April 20, 2016

SUBJECT:	Consideration and Approval to Classify New Position Duties in the Classified Service and Establish New Job Classification Specification	ENCLOSURE(S): Board of Trustees Agenda Item, PC Rule 3-1 thru 3-4, 3-7 thru 3-9, 3-12, 3-13
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REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-16

Background:

At the April 5, 2016 regular meeting, the Board of Trustees was presented with the duties for a new position at the Fresno City College with the proposed title of Director of Admissions & Records. Personnel Commission rules 3-1 thru 3-4, 3-7 thru 3-9, 3-12, and 3-13 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

The item presented to the Board of Trustees and related documentation is attached for the Commissioners review. The item describes the duties that will be performed by the new position. The positions has been assigned position #8133.

Recommendation:

It is recommended the Personnel Commission classify the duties of the new position in the classified service and a new classification specification be created with the proposed title of Director of Admissions & Records.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 5, 2016

SUBJECT: Consideration to Approve New Position of
Director of Admissions and Records, Fresno
City College

ITEM NO. 16-30HR

EXHIBIT: None

Background:

There is currently a vacant Admissions and Records Manager position #2165 at Fresno City College. A close review was conducted by the college, the Personnel Commission, and the Human Resources office to assess the duties and requirements of the position. It was determined this position performs the duties of a director. The position will provide administrative oversight in the Fresno City College Admissions and Records office. Administration is recommending the new position of Director of Admissions and Records.

Examples of Duties:

1. Plans, organizes, administers, and directs the operations of a college admissions and records office, and information center involving admission, registration, permanent records, enrollment, grading, petitions, transfers, residency requirement, graduation, and other matters related to admissions and records services.
2. Provides leadership in developing, implementing, and evaluating work programs, plans, processes, systems and procedures, to achieve department, college, and District goals, objectives, and performance measures consistent with the District's quality and service expectations.
3. Provides leadership and coordinates activities to ensure a high performance, customer service oriented work environment.
4. Develops and administers operational rules, policies, and procedures mandated by federal, state, District and institutional guidelines for the processing of admission applications, registration of students, confidentiality of student records, grading policies, graduation requirements and related functions.
5. Interprets complex policies, rules and regulations, and operational procedures to students, faculty, administration, and staff.
6. Resolves the more complex and difficult admissions and records issues with student records, such as grades, attendance, enrollment, reinstatement, pre-requisites, and satisfactory academic progress.

7. Consults and coordinates with the college and District Information Systems departments to define system requirements and needs, and to ensure appropriate use and development of technology to support department functions.
8. Directs the implementation of new and revised student records computer information systems.
9. Maintains currency of knowledge and application of advanced technology utilized in providing high quality admissions, records, and registration services.
10. Participates in the planning and coordination of student services activities and programs with other instructional, student, and administrative service departments.
11. Prepares a variety of complex, periodic, ad hoc, and special reports and surveys.
12. Coordinates special technical projects as assigned by senior level administrators at the college and District office.
13. Prepares and submits to the Office of Instruction, the admissions, records and registration program segments for the college catalog and the schedule of classes.
14. Consults with faculty, department chairs, and other college staff on admissions and records related matters.
15. Plans, develops, and manages the annual budget.
16. Plans, organizes, manages and evaluates the work of assigned staff.
17. Represents the college to community groups and governmental agencies and serves on local, District, and state committees as directed.
18. Directs, monitors, and maintains policies and procedures to ensure the retention, destruction, and confidentiality of student records.
19. Attends and participates in seminars, conferences, workshops, and other meetings related to admissions and records.
20. Performs other duties as assigned.

The funding for this position will come from the current, vacant Admissions and Records Manager position and the Fresno City College budget.

Recommendation:

It is recommended the Board of Trustees approve the position of Director of Admissions and Records, Fresno City College.

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: April 20, 2016

SUBJECT: Consideration and Approval of New
Classification Specification for Director of
Admissions & Records

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-17

Background:

At the April 5, 2016 meeting, the Board of Trustees approved a new position at Clovis Community College. The title proposed by the board was Director of Admissions & Records. After review of the duties and comparable positions in other colleges, Commission Staff recommends the title to match the proposed title. The new classification and title will allow for a valid and reliable recruitment and selection process.

The following individuals were invited to suggest changes:

- President, Fresno City College
- Vice President of Student Services, Fresno City College
- Associate Vice Chancellor, Enrollment Management, IS and Admissions & Records
- Director of Human Resources

Recommendation:

It is recommended the new classification specification for Director of Admissions & Records be approved as presented with a recommended classified management salary range of 59.



State Center Community College District

Job Title:	Director of Admissions & Records	Classification Series:	Student Services
FLSA Status:	Exempt Management	Classification Group:	Admissions & Records
Salary Schedule:	Classified Management	Classification Level:	Director/VP/VC
Recommended Salary Range:	59	Date Created:	April 5, 2016

Definition

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

Distinguishing Characteristics

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

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

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

Supervision Received

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

Supervision Exercised

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

Essential Job Functions

1. Plans, organizes, administers, and directs the operations of a college admissions and records office, and information center involving admission, registration, permanent records, enrollment, grading, petitions, transfers, residency requirement, graduation, and other matters related to admissions and records services.



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

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: Bachelor's degree from an accredited college or university, preferably in educational or business administration, organizational behavior, or a related field and four (4) years or more of increasingly responsible experience working in admissions and records, including at least two (2) years of lead or supervisory experience. Master's degree preferred.

Licenses & Certificates

Valid Driver's License



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Knowledge of:

1. Legal and administrative policies, practices, and processes of local, state, and federal agencies which impact enrollment, registration, grading, transfer, and graduation of students from college programs and specially funded programs.
2. Federal, state and local laws, regulations, and policies related to student records, information systems, admissions and registration.
3. College curricula and instructional programs.
4. Organization of post-secondary educational institutions.
5. Principles and practices of organization, leadership, management, and personnel administration.
6. Principles of budgetary planning, preparation, and management.
7. Capabilities of management information systems that relate to admissions and records planning, budgeting, scheduling, and reporting particularly with multiple funding sources.
8. Strategic planning and resource allocation.
9. Student programs and services at the college.
10. Record keeping and report preparation techniques to ensure information is accurately presented and reported.
11. Advanced knowledge of math including statistics, addition, subtraction, multiplication, and division.
12. Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
13. Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
14. Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.
15. Principles, theories, techniques, and methods of research, data warehousing and distribution of information.

Skill to:

1. Analyze a variety of administrative problems to make sound policy and procedural recommendations for their solutions.
2. Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding student services.
3. Effectively communicate with individuals for whom English is not a primary language.
4. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
5. Plan and organize work to meet established timelines and department schedules.
6. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
7. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
8. Use interactive programming languages such as SPSS, SQL or other advanced data access and distribution tools.
9. Rapidly learn and acquire skills in areas and technologies not previously assigned.
10. Type at a sufficient speed to maintain workflow.

Ability to:

1. Administer, create, and evaluate programs and services for admissions and records.
2. Effectively represent the District and campus at community events and present clear, concise, comprehensive reports to all in attendance.
3. 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.
4. 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.
5. Maintain consistent, punctual and regular attendance.



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6. Learn, interpret and apply federal and state laws and regulations, college and district policies and procedures.
7. Promote workplace diversity and a positive work environment.
8. Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
9. Collect, interpret, and evaluate complex data and conduct studies to ensure data integrity and support the college and District research, planning and program review.
10. Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
11. Prepare and monitor a budget.
12. Learn Title 5, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in the District.
13. Maintain confidentiality of sensitive information and records.
14. Supervise, train, and evaluate personnel.
15. Operate computers and their peripherals.
16. Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lift and carry office supplies and equipment 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 Approved By:	Board of Trustees	Date:	April 5, 2016
Class Approved By:	Personnel Commission	Date:	April 20, 2016
Updated By:	Elba Gomez	Date/Time:	04/14/2016

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

Presented to the Personnel Commission:

Date: April 20, 2016

SUBJECT: Consideration and Approval of Revised
Classification Specification for Computer
Operator/Information Technology Support

ENCLOSURE(S):
Classification
Specification

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-18

Background:

A vacancy has occurred for the position of Computer Operator/Information Technology Support in the District Office. In reviewing the classification specification prior to recruitment, changes have been made to update the Title, Definition, Distinguishing Characteristics and Employment Standards. The duties were revised by the Board of Trustees at the April 5, 2016 regular meeting. The changes will allow for a valid and reliable recruitment and selection process of positions in this classification.

The following individuals were invited to suggest changes:

- Associate Vice Chancellor, Enrollment Management, Information Systems, Admission & Records
- District Director of Information Systems
- Director of Human Resources
- CSEA

Recommendation:

It is recommended the revised classification specification for Computer Operator/Information Technology Support be approved as presented.



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Job Title:	Help Desk Technician Computer Operator/Information Technology Support	Classification Series:	Information Technology
FLSA Status:	Non-Exempt	Classification Group:	Computer & Network Support
Salary Schedule:	Classified (CSEA)	Classification Level:	Expert
Salary Range:	63	Date Created:	November 6, 1998

Definition

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

~~Under direction plans, schedules and operates the District's host computers and local area network servers, peripheral equipment, telecommunication equipment, and serves as the primary support resource for computer hardware and software problems.~~

Distinguishing Characteristics

~~This classification performs varied duties in accordance with instructions or standard procedures. This position differs from others in the area by the responsibility for specific activities, which may require extended days or hours.~~

This classification performs difficult duties in accordance with general instructions or established procedures. This position differs from lower levels. due to the greater technical proficiency and in depth knowledge required to perform more varied and complex technical tasks independently, needing minimal direction and oversight. Incumbents are expected to diagnose and repair more complex network connectivity problems, be highly proficient in employing automation strategies in computer system installation and configuration, and perform more extensive level of analysis to diagnose, troubleshoot and repair hardware/software problems.

The **Help Desk Technician** provides technical support functions of moderate difficulty, complexity, and scope involving repair/replacement of computer parts and adjustment of computer equipment, basic troubleshooting of system processing failures, and assistance with a wide variety of software applications for a college-wide local area network or the District Office.

Supervision Received

General supervision is received from an academic or classified administrator.

Supervision Exercised

No supervisory responsibilities.

Essential Job Functions

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

1. Provides technical consultation to end-users on systems and network service related requirements.
2. Troubleshoots and diagnoses communication equipment problems as a functional operation of the help desk services.
3. Assists in planning, organizing, and coordinating the help desk system and enters and monitors service requests using a help desk software.
4. Organizes and maintains records of systems and network, software, and equipment installation.



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

~~Experience: Considerable progressive experience operating and maintaining electronic computers, local-area network servers, peripheral equipment, and 'help desk' support.~~

~~Knowledge and Abilities: Knowledge of multiple computer operating systems' basic commands; electronic and electrical theory and practices; tools, equipment and safety practices used in maintenance and repair of electronic equipment; methods and procedures of operating electronic computers and auxiliary equipment; the Internet; electronic mail; office productivity software such as word processing and spreadsheets; 'help desk' operation and~~



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maintenance methods; operate computers and peripheral equipment, and independently prioritize daily computer operation tasks.

Education & Experience

Any combination of education and/or experience, which demonstrates that the individual is likely to possess the required knowledge, skills and abilities: An Associate's degree preferably with a major in computer information systems, management information systems, computer science, computer engineering or a closely related field AND two (2) years of recent experience providing customer support in computers, networks, and information systems, preferably in a technology help desk or technology support environment.

Licenses & Certificates

Valid Driver's License

Knowledge of:

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

Skill to:

1. Analyze, identify and resolve user problems with the use of computers, peripheral equipment, network services, and/or related equipment.
2. Analyze needs and devise effective solutions, document computer application systems for both technical and non-technical audiences.
3. Demonstrate active listening skills, communicate ideas and information effectively both orally and in writing, and speak effectively before large and small groups.
4. Effectively communicate with individuals for whom English is not a primary language.
5. Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
6. Plan and organize work to meet established timelines and department schedules.
7. Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others and independently prioritize daily computer operation tasks.
8. Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
9. Rapidly learn and acquire skills in areas and technologies not previously assigned.
10. Type at a sufficient speed to maintain workflow.



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Ability to:

1. Research, install, troubleshoot, diagnose, repair, and resolve hardware, software and network connectivity problems to minimize system downtime for the computer user.
2. Analyze problems, evaluate alternatives and make sound recommendations.
3. Maintain composure and handle multiple user calls simultaneously.
4. Provide prompt and appropriate technical support service to system users.
5. Obtain accurate and complete information from customers, in person and by telephone, to identify their needs and problems and develop responses and solutions.
6. Maintain accurate inventory of computer hardware and software components.
7. Understand and apply technical instructions, materials and resource publications.
8. Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, independent programs consultant/trainers, and the public.
9. Participate on technical discussions with technical and non-technical groups.
10. Prepare clear, concise and accurate systems documentation and reports of work performed.
11. Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
12. Learn and apply college and district policies and procedures.
13. Analyze problems, develop sound problem-solving models, and propose logical solutions to problems.
14. Maintain confidentiality of sensitive information and records.
15. Operate computers and their peripherals.
16. Use current common software applications in order to accurately enter and retrieve data.

Physical /Mental Demands

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

Physical Demands

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

Mental Demands

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

Work Conditions

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

Maintain consistent, punctual and regular attendance; required to frequently travel to locations other than assigned site; schedule changes may frequently occur based on business needs; work inside protected from the



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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:	April 5, 2016
Class Approved By:	Personnel Commission	Date:	November 6, 1998
Class Revised By:	Personnel Commission	Date:	April 20, 2016
Updated By:	Elba Gomez	Date/Time:	4/14/2016

DRAFT

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

Presented to the Personnel Commission:

Date: April 20, 2016

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

ENCLOSURE(S):
Classification
Specification, Salary
Survey

REASON FOR PERSONNEL
COMMISSION CONSIDERATION: Action

ITEM NO: 16-19

Background:

A vacancy has occurred for the position of Executive Secretary to the Chancellor in the District Office. In reviewing the classification specification prior to recruitment, changes have been made to update the Title, Definition, Distinguishing Characteristics and Employment Standards. The duties were revised by the Board of Trustees at the April 5, 2016 regular meeting. 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:

- Chancellor
- Director of Human Resources

Recommendation:

It is recommended the revised classification specification for Executive Secretary to the Chancellor be approved as presented with a recommended salary range of Confidential 65.



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Job Title:	Executive Secretary Assistant Secretary to the Chancellor (Confidential)	Classification Series:	Office Administration
FSLA Status:	Exempt	Classification Group:	Administrative Support
Salary Schedule:	Confidential Salary Range	Classification Level:	Intermediate
Recommended Salary Range:	65	Date Created:	June 17, 1991

Definition

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

~~Under direction of the Chancellor performs highly complex and responsible secretarial work by using independent judgment and having an understanding of district functions and procedures in order to assist the Chancellor by performing administrative and office details.~~

Distinguishing Characteristics

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

This classification normally requires access to confidential information that is used to contribute significantly to the development of management positions with respect to employer-employee relations making this position "Confidential". This classification requires lead responsibilities. This position, ~~while is~~ **is** exempt from merit system ranking, ~~will include testing to evaluate knowledge, skills, abilities, and other characteristics.~~

Supervision Received

Administrative direction is usually received from the Chancellor.

Supervision Exercised

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

Essential Job Functions

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

1. Serves as the executive assistant to the Office of the Chancellor and the Board of Trustees, coordinates administrative, secretarial, and clerical activities, and exercises independent judgment in relieving the Chancellor of administrative and office detail.
2. Coordinates the preparation of the Board agenda and ensures that submitted items contain required materials and are correct in format and content.
3. Attends the meetings of the Board of Trustees, coordinates the dissemination of the Board agenda and related materials, records proceedings, prepares and distributes comprehensive official minutes, and completes notices of board actions and resolutions.
4. Acts as a liaison between the Chancellor, the Board of Trustees, District staff, and the public on matters related to scheduling of meetings and other commitments, status of information requests, status of Board of Trustee inquiries, coordination of activities, and other administrative issues.



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

Auxiliary Job Functions

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

Minimum Qualifications

Education & Experience

~~Education:~~

~~High School diploma or the equivalent required; Associate Degree preferred.~~

~~Experience:~~

~~Considerable secretarial experience for a senior level executive/administrator.~~

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



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Licenses & Certificates

Valid Driver's License

Knowledge: Knowledge of modern office procedures to ensure efficient operation of the office of the Chancellor. Thorough knowledge of budget practices in order to maintain maximum operating efficiency within the district. Knowledge of record keeping and report preparation techniques to ensure budgets and financial information is properly tracked. Advanced knowledge of secretarial practices and administrative functions such as accurately taking minutes of meetings and/or maintaining a calendar of meetings and events. Knowledge of proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence, agendas, minutes, and/or reports. Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with students, staff, faculty, and the public. 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 organize and maintain the efficient operation of the Office of the Chancellor. Skill to employ mathematical techniques for the purpose of analyzing budgets and spending reports. Skill to research, analyze, and prepare reports. Skill to prepare agenda items and minutes of meetings at a level that is sufficient to perform the duties. Skill to manage and prepare work activities, schedules, and resource utilization to ensure office tasks are properly prioritized. Skill to create and proofread legal documents such as correspondence, agendas, minutes, and reports. 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 interpret and apply college and district policies and procedures. Skill to learn the Education Code and its terminology in order to communicate information. Skill to learn college accreditation procedures. Skill to learn district/public agency salary and benefit structure, and personnel procedures. Skill to learn and apply governmental agency agenda processes to ensure adherence to regulations such as the Brown Act. Skill to maintain confidentiality of sensitive information and records. Skill to assign, monitor, and review the work of others. Skill to appropriately interact with students, staff, faculty, and public. Skill to receive and follow instructions in order to build and maintain effective working relationships. Skill to take dictation at an acceptable rate of speed as required by the position. Skill to type at a sufficient speed to maintain workflow.

Abilities: Ability to operate computers and their peripherals. Ability to use current common software applications in order to accurately enter and retrieve data. Ability to maintain consistent, punctual and regular attendance. Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

Knowledge of:

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

Skill to:

1. Conduct research, analyze data and prepare reports as required by the Chancellor and the Board of Trustees.



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

Ability to:

1. Plan, coordinate, and perform administrative support work of the Chancellor's Office.
2. Exercise good judgment and discretion in working with and on behalf of the Chancellor and the Board of Trustees.
3. 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.
4. 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.
5. Analyze problems, use sound problem-solving methods, and propose logical solutions to problems.
6. [Learn information systems used in higher education and methods of access for research purposes.](#)
7. Research, evaluate data, and prepare comprehensive, concise reports and recommendations.
8. Take dictation at an acceptable rate of speed and transcribe accurately, using equipment as required by the position.
9. Prepare and monitor budgets and track department expenses.
10. Learn the Title VII, California Education Code, Merit System Rules, Board Policy, Administrative Regulations and collective bargaining agreements in order to communicate information.
11. Learn district/public agency salary and benefit structure and personnel procedures.
12. Maintain confidentiality of sensitive information and records.
13. Assign, monitor, and review the work of others.
14. Operate computers and their peripherals.
15. Use current common software applications in order to accurately enter and retrieve data.
16. Make recommendations on procedural modifications and develop operational guidelines.

Physical /Mental Demands

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

Physical Demands

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



State Center Community College District

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

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

~~**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. May work alone — physically isolated from others. Some overtime and/or schedule changes may occur. May be required to travel to locations other than assigned site.~~

~~**Examples of physical ability requirements necessary to perform the above job duties:** Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity) See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity) See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity) Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination) Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet) Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)~~

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



State Center Community College District

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)

Duties Approved By:	Board of Trustees	Date	June 17, 1991
Duties Revised By:	Board of Trustees	Date:	April 5, 2016
Class Approved By:	Personnel Commission	Date:	June 17, 1991
Class Revised By:	Personnel Commission	Date:	April 20, 2016
Last Updated By:	Elba Gomez	Date:	04/06/2016

College/Agency	Job Title	Education	Experience	Licenses/Certificates	Monthly Salary Low	Monthly Salary High	Classified
SCCCD	Executive Secretary to the Chancellor	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 two-year college or university with a major in business administration, or a closely related field AND	three (3) years or more of increasingly responsible secretarial/administrative assistant experience to an executive or administrator.	Valid Driver's License.	\$ 4,858.50	\$ 5,922.25	Classified
FUSD	Executive Assistant to the Superintendent	Any combination equivalent to: bachelor's degree with business management emphasis and	seven years of increasingly responsible experience in a high level government or private industry executive/administrative assistant position.		\$ 6,630.20	\$ 8,059.18	Classified
City of Clovis	Executive Assistant	High school graduation or equivalent and thirty (30) semester units of college course work in secretarial science, business, or related field; Certified Professional Secretary or Administrative Assistant Certificate highly desirable and may substitute for required semester units.	Five years of increasingly responsible clerical and secretarial experience, involving subordinate supervision and evaluation, with frequent contact with the public. Advanced skill level in Windows based word processing, spreadsheet and presentation programs desirable.		\$ 5,943.00	\$ 7,224.00	Classified
FCOE	Executive Assistant to the Superintendent	Any combination equivalent to: high school diploma, General Education Degree (GED) or State High School Proficiency certificate supplemented by the equivalent to completion of two years of college-level course work in secretarial science or a related field. .	Six years of responsible administrative experience which would provide advanced knowledge of, and skills in, efficient office techniques, tools and procedures. Knowledge of county schools functions, policies, rules and regulations. Responsible secretarial experience may be substituted for the required education on a year-for-year basis to a maximum of two years	Valid California driver's license, incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by the Fresno County Office of Education. Valid typing certificate from an authorized agency. Type at a speed of 65 words per minute from clear copy.	\$ 5,734.00	\$ 6,970.00	Classified
City of Fresno	Executive Assistant to the City Manager		Three years of increasingly responsible secretarial and clerical experience, including administrative duties. Experience must include handling sensitive and confidential matters.		\$ 4,835.50	\$ 4,988.33	Classified
Tulare County	Executive Assistant to CAO	Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be: Equivalent to completion of the twelfth grade supplemented by specialized secretarial or business training. Associate of Arts degree	Five years of increasingly responsible administrative, technical or secretarial staffs support experience including three years of experience using a personal computer and software programs in the work environment. Two years of academic or business college training/education may substitute for one year of experience. One year of supervisory experience highly desirable.		\$ 4,427.17	\$ 5,395.50	Classified
Merced CCD	Executive Assistant to the Superintendent/President	Completion of two years of college	Three years of increasingly responsible secretarial experience.		\$ 4,390.25	\$ 6,818.92	Classified
Fresno County	Executive Assistant	Possession of a bachelor's degree that is acceptable within the United States' accredited college or university system.	Two (2) years of full-time, paid work experience equivalent to that gained as an Administrative Assistant with Fresno County.	Ability to type sixty-five (65) net words per minute may be required.	\$ 4,077.67	\$ 5,221.67	Classified
CUSD	Executive assistnat to the Superintendent	The position typical requires knowledge equivalent to that of an Associate's Degree in secretarial science, management science, or organizational science.	A minimum of 6 years of progressive secretarial expereince of a professional nature including Office Supervisor at the school site level and Adminstrtive Assistant at the District level. Involvement in site or district leve committees is preferred.				Classified

	Monthly Salary Low	Monthly Salary High
Average Salary	\$ 5,148.26	\$ 6,382.51
Interquartile Range (Bottom 3)	\$ 4,233.96	\$ 6,020.29
Interquartile Range (2nd & 3rd Quadrant)	\$ 4,550.97	\$ 5,734.25
Interquartile Range (Top 3)	\$ 6,102.40	\$ 7,417.73
Personnel Commission Recommendation - Classified Confidential Range 65	\$ 5,376.33	\$ 6,519.83



Executive Assistant

Class Code:
6250

Bargaining Unit: Clovis Management

CITY OF CLOVIS, CALIFORNIA
Established Date: Jan 1, 2009
Revision Date: Apr 23, 2009

SALARY RANGE

\$34.29 - \$41.68 Hourly
\$5,943.00 - \$7,224.00 Monthly
\$71,316.00 - \$86,688.00 Annually

DESCRIPTION:

DEFINITION

Under direction, to perform varied and complex secretarial, clerical, and administrative support work for the City Manager, City Council, and Department Heads; to relieve the City Manager of highly responsible administrative detail work; and to perform related work as required.

CLASS CHARACTERISTICS

The position in this class is the highest class in the administrative assistant series. The single incumbent performs a wide variety of complex secretarial and administrative detail duties and supervises the work of subordinate clerical positions. The incumbent interacts continually with the City Manager and City Council members to transmit, receive and relay information, to confirm appointments, or compose correspondence. The incumbent also communicates with officials of other agencies to receive and transmit information and coordinate schedules. The incumbent works with great independence in meeting constraining deadlines and work projects. The incumbent often works with confidential and privileged information. The position in this class has considerable independence in selecting work methods from a variety of methods or procedures. Instructions given by supervisor generally do not provide all of the information needed to complete the assignment. The incumbent is expected to resolve most problems confronted through the application of judgment and precedent, referring to the supervisor only those which involve the establishment of new procedures or which involve solutions which are inconsistent with city procedures and policies.

EXAMPLES OF DUTIES:

Coordinates the City Manager's and City Council's incoming correspondence, visitors and telephone calls with the availability of the City Manager and the Council members, exercising considerable judgment in disseminating information, making referrals to the appropriate authority and initiating and composing correspondence; researches and compiles confidential and other data for staff and officials; compiles data from departments and assembles data into proposed budget; assembles, organizes, and produces City Council agenda and supporting documents; composes and drafts proclamations; types complex materials from machine dictation, instructions or handwritten or computer drafts; files, cross references and indexes materials; establishes and maintains record keeping systems for departmental records requiring use of a computer terminal; prepares and composes correspondence, complex reports, resolutions, contracts and other communications; uses a variety of computer and other modern office equipment to produce work products; provides information to the public and staff regarding City operations and established administrative policies and procedures; researches inquiries from staff and public and compiles information for inclusion in various reports; makes meeting appointments, hotel and travel arrangements; makes arrangements for official City functions, dinners and meetings; operates

copiers and related equipment; may attend City Council meetings; takes and transcribes minutes of meetings as required; coordinates and distributes assigned work to subordinate personnel; establishes standards and instructs assigned staff in work methods; checks and corrects work in progress and upon completion; performs the more difficult work of the clerical staff; establishes standards of performance for each position supervised; operates City vehicles; and performs related work as required.

TYPICAL QUALIFICATIONS:

LICENSE REQUIRED

Possession of valid California Driver's License and a good driving record.

QUALIFICATIONS

Knowledge of:

General principles of supervision and training; Machine dictation and transcription; Correct English usage, spelling, grammar, and punctuation; Basic mathematics; Modern office methods, procedures, secretarial practices, and business correspondence; Filing systems and complex record keeping methods; Modern office equipment and personal computers; Advanced word processing, spreadsheet, database, electronic mail, publishing, and other business related computer software applications; Appropriate safety precautions and procedures.

Ability to:

Assign, supervise, train, evaluate, and correct the work of subordinates; Perform complex secretarial, clerical and administrative detail work involving independent judgment requiring thorough knowledge of city and department functions and municipal policies; Take responsibility and use good judgment in the application of authority; Read and interpret specific rules, laws and policies and apply them with good judgment in a variety of procedural situations; Create clear and comprehensive reports, letters, and memoranda and keep complex records; Devise or adopt office procedures in response to changing organizational needs; Type accurately at a speed of 65 words per minute from clear legible copy; Interact with Council and Commission members, staff, business and public agency officials in a discreet, diplomatic and professional manner; Maintain the confidentiality of privileged information; Perform routine and complex mathematical calculations; Operate a vehicle observing legal and defensive driving practices; Understand and carry out oral and written instructions; Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination education and experience equivalent to:

Education:

High school graduation or equivalent and thirty (30) semester units of college course work in secretarial science, business, or related field; Certified Professional Secretary or Administrative Assistant Certificate highly desirable and may substitute for required semester units,

AND

Experience:

Five years of increasingly responsible clerical and secretarial experience, involving subordinate supervision and evaluation, with frequent contact with the public. Advanced skill level in Windows based word processing, spreadsheet and presentation programs desirable.

SUPPLEMENTAL INFORMATION:

PHYSICAL DEMANDS AND WORKING CONDITIONS

Strength: Light Work -

Lifting, carrying and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighting up to 25 pounds.

Positions in this class may be required to travel for business purposes outside of the region.

Positions in this class may be required to work occasional evenings and weekends.

Positions in this class are At-Will in accordance with Clovis Municipal Code.

EXECUTIVE ASSISTANT TO THE CITY MANAGER

DEFINITION

Under direction, provides executive assistance to the City Manager; and performs complex and confidential secretarial, administrative, and clerical duties for the City Manager.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the City Manager is a single position class. The incumbent exercises discretion and independence in judgment while providing executive assistance to the City Manager and handling confidential and sensitive matters of an administrative/secretarial nature. It requires a general working knowledge of the City government organization, its goals, and priorities. The Executive Assistant to the City Manager may be responsible for coordinating the secretarial and clerical support functions within the City Manager's Office. The incumbent has extensive contact with civic officials, other employees, and the public as a liaison for the City Manager. This responsibility may include interpreting City policies, rules and regulations. This is an unclassified position in which the incumbent serves at the will of the City Manager.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Provides executive assistance to the City Manager handling confidential and sensitive matters of an administrative/secretarial nature.

May coordinate office support functions and activities of the City Manager's Office

Develops and implements organization or procedural changes affecting clerical activities particularly in the areas of record keeping systems, forms control, office layout and office procedures.

Serves as a liaison between the City Manager, other City management positions, boards, commissions and the public; screens calls, visitors and mail.

Interprets City and departmental policies, rules and regulations in response to inquiries; refers inquiries as appropriate.

Types a variety of materials including general and detailed correspondence and memoranda utilizing word processing and/or computer equipment.

Coordinates special projects and activities as assigned.

Researches, compiles, and analyzes data for special projects and various reports.

May serve as secretary to a major board or commission; schedules, takes minutes of, and prepares appropriate background materials and files for, the proceedings; follows through on actions taken by formally notifying parties involved and documenting remaining procedures or alternatives available to those involved.

Makes travel arrangements; maintains appointment schedules and calendars; and arranges meetings and conferences.

Takes shorthand as required.

Initiates and maintains a variety of files and records.

May type documents and maintain files related to a variety of sensitive personnel actions.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures, and equipment.

Organization, procedures, and operating details of the City and the City Manager's Office.

City government organization, functions, policies, rules and regulations.

Basic principles of research and report preparation.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Communicate effectively, both orally and in writing.

Represent the City Manager at various meetings and engagements.

Compose correspondence and letters.

Interpret and apply administrative and departmental policies, laws and rules.

Operate modern office equipment including word processor and computer equipment as required.

Analyze situations carefully and recommend and/or adopt effective courses of action.

Plan, organize and schedule priorities in the office.

Compile and maintain complex and extensive records.

Maintain confidential data and information.

Understand and follow oral and written directions.

Type accurately at a speed necessary for timely completion of assigned duties.

Take shorthand at a speed necessary for adequate job performance.

Establish and maintain effective working relationships with the City Manager and those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

Experience:

Three years of increasingly responsible secretarial and clerical experience, including administrative duties. Experience must include handling sensitive and confidential matters.

Special Requirements:

The incumbent may be required to take and transcribe shorthand.

A valid California Driver's License may be required at the time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____

TB/JC//3/1/08
5654:195



EXECUTIVE ASSISTANT

Bargaining Unit: Management

Class Code:
2209

COUNTY OF FRESNO
Revision Date: Jun 22, 2015

SALARY RANGE

\$23.53 - \$30.13 Hourly
\$1,882.00 - \$2,410.00 Biweekly
\$4,077.67 - \$5,221.67 Monthly
\$48,932.00 - \$62,660.00 Annually

DESCRIPTION:

Under general direction, acts as the personal assistant to the department head; coordinates departmental administrative functions; performs analytical and secretarial tasks; and performs related work as required.

The Executive Assistant is a professional-level classification that serves as an executive assistant to a department head focused on analytical and administrative duties; may oversee administrative support, business or personnel support functions within a department; and performs secretarial and clerical duties. Responsibilities may include research and analysis, project oversight, and coordinating the department's billing, accounting, purchasing, personnel/payroll, and budget preparation functions on behalf of the department head. Typically, incumbents also coordinate and supervise clerical, secretarial and other administrative support services. The Executive Assistant classification differs from the Executive Secretary - Confidential classification in that the former is a professional-level class focused on coordinating analytical and administrative services, while the latter is a non-professional class oriented toward secretarial and general administrative support services. While the Executive Secretary-Confidential classification may have administrative support, business or personnel support related responsibilities, they are more limited in scope and complexity.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

- Serves as the personal assistant to a department head focused on analytical and administrative duties.
- Researches and analyzes data, finds solutions to problems, and recommends changes to department policies and procedures.
- Coordinates and moves projects toward completion on behalf of the department head. Regularly informs department head of status of projects and of upcoming deadlines.
- Coordinates the administrative support, business, or personnel support functions of a department on behalf of a department head which, depending on assignment, may include budget control, departmental accounting functions, purchasing, personnel/payroll records,

facilities maintenance, conducting research and special studies, preparation of reports, correspondence and other documents, and serving as liaison to appropriate county, state and other agency departments involved in these functions.

- Handles routine and difficult public relations issues in person, over the phone, and in writing on behalf of a department head. This includes dealing with clientele, the media, and public officials.
- Reviews legislation and directives from state and federal sources, and prepares summaries for use by the department head for evaluation and decision-making.
- Acts as a liaison between department management, other county departments, and outside agencies.
- Provides secretarial support for a department head including scheduling appointments, conferences and meetings, and arranging travel and lodging accommodations; proofreading, editing and assuring correspondence and reports are grammatically correct; maintaining confidential files; transcribing; and screening messages and inquiries requiring prioritizing and routing to appropriate staff.
- Assists in compiling budget data and assembling the annual budget; may review and monitor budget appropriations and expenditures.
- May coordinate state, federal, and outside vendor contracts and grants.
- May represent a department head in meetings with the Board of Supervisors, management meetings, committees, etc.
- May supervise subordinate clerical and secretarial staff, including selecting, training, assigning, evaluating, promoting and disciplining staff.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Department head's priorities, practices, and goals;
- Principles of public administration, budgeting, organization, and management;
- Department policies and procedures necessary to work independently, effectively and efficiently;
- Practices and techniques of administrative and statistical analysis and report preparation;
- Principles and practices of effective employee supervision and staff development;
- Proper English usage, grammar, spelling and punctuation;
- Principles and practices of effective customer service;
- Personnel and payroll policies, procedures, and rules.

Skills/Abilities to:

- Maintain active loyalty and a close working relationship with a department head;
- Prepare clear, concise, and comprehensive reports, summaries, abstracts, correspondence and other documentation;
- Research, gather, and analyze data and make recommendations on complex issues, proposals, and projects;
- Identify operational issues and implement effective resolutions;
- Interact professionally with county administrators, county staff, the public, media, and officials from public and private entities;
- Effectively manage multiple projects, set priorities, and meet established deadlines;
- Prioritize and perform complex, difficult, critical, and time-sensitive assignments;
- Work independently and with good judgment;
- Communicate clearly and effectively, both orally and in writing;
- Understand, interpret, and apply department policies and procedures;
- Display a high degree of maturity, integrity, creativity, good judgment, and strict confidentiality.

MINIMUM QUALIFICATIONS:

OPTION 1:

Education: Possession of a bachelor's degree that is acceptable within the United States' accredited college or university system.

Experience: Two (2) years of full-time, paid work experience equivalent to that gained as an Administrative Assistant with Fresno County.

OPTION 2:

Education: Possession of a bachelor's degree that is acceptable within the United States' accredited college or university system.

Experience: Eighteen (18) months of full-time, paid work experience equivalent to that gained as an analyst with Fresno County.

The following information is in addition to the options listed above:

Other: Ability to type sixty-five (65) net words per minute may be required.

License: Possession of a valid Class "C" driver's license, or equivalent, may be required.

Note: Recruitment or certification may be limited to candidates with specific education and/or experience background related to the specific position vacancy as authorized by the Director of Personnel Services.



HUMAN RESOURCES
& DEVELOPMENT
TULARE COUNTY

Executive Assistant to CAO

Bargaining Unit: Clerical
(Confidential)

Class Code:
029400

COUNTY OF TULARE

Established Date: Sep 15, 2015

Revision Date: Sep 24, 2015

SALARY RANGE

\$25.54 - \$31.13 Hourly
\$2,043.31 - \$2,490.23 Biweekly
\$4,427.17 - \$5,395.50 Monthly
\$53,126.00 - \$64,746.00 Annually

DEFINITION:

Under general direction of the County Administrative Officer or his/her designee, performs a wide variety of complex, sensitive and confidential administrative and support work involving coordination with all County departments and elected officials; oversees the business operations of the department; coordinates with the Board of Supervisors office; and supervises support or technical staff.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other secretarial classes by the nature and diversification of the County Administrative Office and its functions/services. The Executive Assistant manages confidential and sensitive matters including employee-employer relations, media inquiries, and is a vital communications link with all levels of other County departments, elected officials, and other public agencies. Constant contact with other government officials, department managers, and the general public requires the exercise of a high degree of maturity, judgment, tact, and discretion along with strong oral and written communication skills. The decisions made in this position may significantly facilitate the work of the County Administrative Officer and staff.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the County Administrative Officer and/or the Assistant County Administrative Officer, or other designee.

Responsibilities require the direct and indirect supervision of clerical and technical support staff, and may include volunteers or interns.

TYPICAL DUTIES:

Provides administrative and secretarial support work for the County Administrative Officer and/or his designees. May coordinate special projects as assigned.

Maintains calendars and arranges appointments and meetings, including coordination of agendas for Public Finance Corporation, Department Head meetings, and other standing or ad hoc committees. May represent the County Administrative Officer at meetings.

Research, gather and analyze facts and data on a variety of subjects and compile financial, activity, or governmental reports.

Participates in the facilitation and development of the countywide Mid-Year and Annual/Final budget, and in the preparation of the departmental budget for the County Administrative Office and special funds, including compiling budget data and narratives.

Serves as business officer by monitoring budget control, personnel/payroll records, and office expense accounts, checking and paying invoices, and performing purchasing-related activities for the Department.

Plan, assign, coordinate and supervise the work of other clerical support or technical staff including training, evaluating and disciplining.

Prepares complex documents using word processing, spreadsheet and other computer software on a personal computer. Finalize and print or arrange for publication of documents.

Gives out authoritative information on behalf of the County Administrative Officer or other staff.

Composes correspondence on own initiative in support of the County Administrative Officer.

Arranges conferences and meetings by making reservations, planning dates and clearing conflicts.

Attend various internal staff or County committee meetings, take notes, prepare summary reports, and take initiative for follow-up.

Performs tasks with accuracy and attention to detail, with initiative and minimal direction, and in a dynamic, deadline driven environment.

Researches and analyzes administrative systems and clerical procedures and recommend methods for improvements. Recommends organizational changes for efficiency and enhanced performance.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

EMPLOYMENT STANDARDS:

Education and Experience:

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

Education: Equivalent to completion of the twelfth grade supplemented by specialized secretarial or business training. Associate of Arts degree highly desirable.

Experience: Five years of increasingly responsible administrative, technical or secretarial staffs support experience including three years of experience using a personal computer and software programs in the work environment. Two years of academic or business college training/education may substitute for one year of experience. One year of supervisory experience highly desirable.

Knowledge of:

Modern office methods and the procedures and regulations as applied to the County Administrative Office.

Principles and practices of the functions and organization of an executive office environment.

Accounting and business administration techniques.

Office management, data collection, electronic data imaging or record keeping methods, and report preparation.

Correct English usage, vocabulary, spelling, and punctuation.

Principles and practices of supervision and training.

Skill/Ability to:

Learn, interpret and apply County policies, laws and regulations.

Assume responsibility and use of good judgment in recognizing scope of authority.

Deal effectively with a wide variety of personalities and situations using tact, diplomacy, friendliness, poise and firmness.

Organize work, establish priorities, layout complex work assignments, and oversee capabilities of staff to maintain good workflow and efficiency of office.

Supervise and train other employees.

Prepare specialized reports, procedural manuals, and documents pertaining to contractual or legal proceedings in a timely manner.

Compose complex letters and memos using correct grammar, punctuation and spelling.

Tactfully screen telephone calls and handle inquiries from the media, complaints from public, requests from State, local public agencies and/or refer to proper authority.

Make appointments and reservations, arrange conferences and meetings, plan dates, clear conflicts.

Type documents accurately utilizing a personal computer and various software programs such as spreadsheets, word processing, PowerPoint, graphics, charts, and others.

SUPPLEMENTAL INFORMATION:

LICENSE OR CERTIFICATE

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

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

Budget preparation, expenditure, and monitoring procedures.

County personnel rules and ordinance code.

**FRESNO COUNTY OFFICE OF EDUCATION
SUPERVISORY / CONFIDENTIAL POSITION
EFFECTIVE: SEPTEMBER 1, 2004**

CLASS TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the Superintendent of Schools, perform highly responsible, complex and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent; train and provide work direction and guidance to assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform highly responsible, complex and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative and clerical details; maintain confidentiality of privileged and sensitive information.

Coordinate flow of communications and information for the Superintendent; interpret and provide detailed and technical information to officials, staff, parents, organizations and others concerning office functions and County Office policies, procedures and regulations; communicate with other offices to obtain and disseminate information and documents.

Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the County Office by phone and written communication; resolve issues and conflicts for the Superintendent as necessary.

Schedule various appointments and meetings between the Superintendent, Board and Cabinet members, officials, governmental agencies and the public; maintain and coordinate the Superintendent's calendar; assure proper travel arrangements for the Superintendent including airline transportation, hotel accommodations and other necessary items.

Train and provide work direction and guidance to assigned staff; coordinate subordinate work assignments and review work for accuracy, completeness and compliance with established standards, requirements and procedures; provide input concerning employee interviews and evaluations as requested.

Coordinate and organize public relations and related activities for the Superintendent; establish and maintain contact with governmental agencies and members of the community to enhance public and governmental relations for the Superintendent; keep the Superintendent current concerning County Office, staffing and community issues; compose press releases and other public relations materials.

Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, Board agenda items, packets, statistical data, memoranda, bulletins, handbooks, budget information, newsletters, lists and other materials as directed; prepare, format, proofread, edit and revise written materials.

Research and compile a variety of information; compute statistical information for various mandated and requested federal, State and County Office reports; prepare and maintain a wide variety of records and reports according to established procedures and time lines; establish and maintain filing systems; process and evaluate a variety of forms and applications; duplicate materials as needed.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.

Perform special projects and prepare various forms and reports on behalf of the Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the Superintendent's area of responsibility and assigned programs.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software; utilize a computer and peripheral equipment to record information and generate lists, reports and other materials.

Assist in monitoring, developing and maintaining the Superintendent's budgets as assigned; maintain related records and prepare budgetary reports; prepare and process purchasing and other financial documents as directed; prepare invoices and billings for payment; collect, process and account for incoming monies.

Communicate with County Office staff, students, parents, governmental agencies and outside organizations to coordinate programs and activities, exchange information and resolve issues or concerns.

Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow; prioritize workload according to established time lines.

Attend a variety of meetings and compile related notices, reports, packets and agendas; record, transcribe and distribute minutes as assigned; serve on various committees as directed.

OTHER DUTIES:

Ability to work on a flexible schedule to meet deadlines based on program need and to attend evening and weekend meetings/conferences as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Functions and secretarial operations of an administrative office.
- County Office organization, operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Policies and objectives of assigned programs and activities.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Excellent oral and written communication skills.
- Principles of training and providing work direction.
- Interpersonal skills using tact, patience and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Advanced business letter and report writing, editing and proofreading.
- Operation of a computer and assigned software.
- Mathematical calculations.
- Public relations techniques.

ABILITY TO:

Perform highly responsible, complex and confidential secretarial and administrative assistant duties to relieve the Superintendent of a variety of administrative details.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent.
Train and provide work direction and guidance to assigned staff.
Organize complex material and summarize discussions and actions taken in report form.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Answer telephones and greet the public courteously.
Maintain a variety of complex and confidential files and records.
Assure efficient and timely completion of office and program projects and activities.
Understand and resolve issues, complaints or problems.
Type or input data at 65 words per minute from clear copy.
Take and transcribe dictation at an acceptable rate of speed.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and time lines.
Prioritize and schedule work.
Work independently with little direction.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, General Education Degree (GED) or State High School Proficiency certificate supplemented by the equivalent to completion of two years of college-level course work in secretarial science or a related field. Six years of responsible administrative experience which would provide advanced knowledge of, and skills in, efficient office techniques, tools and procedures. Knowledge of county schools functions, policies, rules and regulations. Responsible secretarial experience may be substituted for the required education on a year-for-year basis to a maximum of two years.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by the Fresno County Office of Education.

Valid typing certificate from an authorized agency.
Type at a speed of 65 words per minute from clear copy.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Sitting, standing or walking for extended periods of time. Dexterity of hands and fingers to operate a computer keyboard; handle and/or feel; reach with hands and arms; hearing and speaking to exchange information in person or on the telephone and to record minutes at meetings; seeing to read a variety of

materials; bending at the waist, kneeling or crouching to file materials; climb or balance; understandable voice and speech patterns; must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Assistant to the Superintendent	REPORTS TO:	Superintendent
DEPARTMENT:	Superintendent's Office	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-23/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; coordinate and perform efficient, timely and highly complex advanced-level executive assistant duties requiring independent judgment and analysis; perform substantive and procedural administrative work; effectively manage conflict and challenge; demonstrate excellent organizational skills and attention to detail.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, coordinate and perform efficient, timely and highly complex advanced-level executive assistant duties requiring independent judgment and analysis; perform substantive and procedural administrative work; effectively manage conflict and challenge; demonstrate excellent organizational skills and attention to detail. *E*

Coordinate and plan meetings and conferences in a timely and efficient manner including preparing strategy and plan and contacting participants and presenters. *E*

Prepare accurate and timely reports with analysis, findings, recommendations, and conclusion; handle highly confidential Board, personnel, parent, and community issues as required. *E*

Analyze, interpret, and provide recommendations to the Superintendent concerning District issues, Board policies, administrative regulations, collective bargaining, personnel, and other matters. *E*

Perform highly complex level duties in the management and activities related to the Superintendent's area of responsibilities. *E*

Coordinate the overall management and administrative functions of the Superintendent's office to provide timely delivery of high quality services. *E*

Prepare and store documents using modern office equipment and technology, including computers, scanners, copiers, and electronic storage devices. *E*

Prepare extensive, frequent, detailed, and accurate reports; assemble confidential and sensitive information related to Board, Superintendent and District issues. *E*

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. *E*

Provide excellent customer service by establishing positive and collaborative relationships with a diverse range of district personnel, Board of Education, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications as directed in a manner that reflects positively on the district. *E*

Supervise, train, monitor and coordinate personnel as assigned; evaluate the performance of assigned staff.
E

Promote teamwork by sharing knowledge, cooperating with others, actively participating in meetings and work groups, and supporting the goals and objectives of the district and the Superintendent's office. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with business management emphasis and seven years of increasingly responsible experience in a high level government or private industry executive/administrative assistant position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Special Requirements:

Provide personal automobile; will be tested in computer software programs.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Operation of a computer terminal and data entry techniques.

Personal computer hardware, including scanners, and related software programs.

Paperless electronic filing systems.

Research methods and report writing techniques.

Current office practices, procedures, and equipment.

Bargaining unit reports, labor relations, and negotiations.

Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

Interpersonal skills using tact, patience, and courtesy.

Principles and procedures of budgetary and fiscal management.

State and federal funding guidelines.

Accounting and auditing principles, practices, and procedures.

Accurate record, financial and statistical recordkeeping techniques.

Preparation of comprehensive budgetary and other reports, as well as knowledge of pertinent software.

Principles and practices of supervising, training, and providing work direction.

District organization, operations, policies, procedures, objectives and goals.

ABILITY TO:

Plan, coordinate and perform highly complex, advanced-level legal duties.

Understand and analyze factual and legal issues.

Research, analyze, compile, and verify data, and prepare reports.

Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.

Exercise analytical and independent judgment.

Prepare bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.

Analyze situations accurately, and adopt an effective course of action.

Work confidentially with discretion and many interruptions.

Establish and maintain cooperative and effective working relationships with others a diverse range of people.

Compose correspondence and written materials independently.

Learn new or updated computer systems/programs to apply to current work.

Plan and organize work to meet schedules and timelines.
Read, interpret, apply, and ensure compliance with applicable rules, regulations, policies and procedures
Supervise and evaluate the performance of assigned staff.
Design an effective system of reporting progress and monitoring results.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Communicate, understand, and follow both oral and written directions effectively.
Focus and appropriately allocate resources toward identified goals.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Demonstrate high energy, potential and commitment to meet goals.
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; drive a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate a computer; and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist, and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone; seeing to read various documents related to assigned duties; lifting heavy books and case files.

NOTE: This job class has been designated Confidential by the Board of Education in accordance with the Rodda Act.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions

Merced Community College District
JOB DESCRIPTION

TITLE: Executive Assistant to the Superintendent/President

CATEGORY: Classified Confidential

Mgmt Range 23

REPORTS TO (BY TITLE): Superintendent/President

DESCRIPTION:

Perform a wide variety of highly complex, confidential and responsible duties in relieving the Superintendent/President of administrative detail.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Prepare, assemble, and distribute agendas for meetings of the Board of Trustees.
- Attend meetings of the Board and develop detailed and inclusive minutes and follow up Board actions with necessary correspondence and notice.
- Works closely with and for the Board of Trustees in gathering and disseminating information and arranging appointments and meetings for the Board.
- Maintain official Board records, including file of District Board Policies.
- Arrange appointments and meetings for the Superintendent/President and screen visitors, telephone calls, daily mail, and make conference and travel arrangements.
- Dispense information or answer questions where judgment, knowledge, or interpretation of policies and procedures are necessary.
- Exercise discretion in handling public contacts.
- Process administrative details not requiring the immediate attention of the Superintendent.
- Prepare information needed in administrative decisions and in facilitating implementation of policies and programs.
- Collect and compile information pertaining to activities of the Superintendent's office.
- Transmit communiqués and decisions of the Superintendent/President to the various organizational units and senior administrators.
- Interpret, communicate, and apply District rules, procedures, and policies.
- Serves as Assistant Secretary/Treasurer to the Board of Directors of the Merced College President's Circle.
- Prepares and distributes agendas, attend meetings and develop minutes, maintain the financial records, file and membership records of the President's Circle.
- Receive and transcribe confidential information.
- Prepare correspondence and memoranda independently or from oral instructions.

QUALIFICATIONS:

Credentials and Experience:

- Completion of two years of college.
- Three years of increasingly responsible secretarial experience.
- Extensive experience can be substituted for education

Knowledge of:

- Office management techniques and organizational skills.
- Business communications and records management.
- Able to employ correct English usage, spelling, grammar and punctuation.

Ability to:

- Train and supervise.
- Work independently and carry out oral and written directions.
- Establish and maintain office records and files.
- Interpret, apply, and explain rules and policies.
- Prepare and edit reports and other materials and compose letters independently.
- Transcribe minutes for meetings efficiently and effectively
- Keyboard at 70 net words per minute from clear copy.
- Deal with the public and other District employees in an effective, tactful, and diplomatic manner.
- Operate standard office equipment, including a microcomputer.
- Work cooperatively with others.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read printed matter and computer screens.
- Digital dexterity to operate office equipment.
- Ability to speak so others will be able to clearly understand a normal conversation.
- Ability to hear and understand speech.
- Ability to bend, twist, stoop, and reach.
- Ability to lift and carry 10 pounds

REGULAR WORK YEAR: Twelve Months

Personnel Commission – Director’s Report

April 20, 2016 Regular Meeting

Recruitment and Examination

Accepting applications for the following recruitments:

Name	Application Deadline
Building Generalist	Continuous Recruitment
College Trainer	Continuous Recruitment
Early Childhood Education Specialist	Continuous Recruitment
Early Childhood Education Associate	Continuous Recruitment
Food Service Worker I	Continuous Recruitment
Instructional Assistant – Nursing	Continuous Recruitment
Sign Language Interpreters, Levels I-IV and Faculty Level	Continuous Recruitment
Administrative Secretary	April 29, 2016
Assessment Coordinator	April 22, 2016
Audio/Visual Technician	May 6, 2016
Benefits Assistant	April 27, 2016
Instructional Technician – Manufacturing	May 6, 2016
Instructional Technician – Welding	May 6, 2016
Laboratory Simulation Technician	May 4, 2016

The following recruitments are in the examination process:

Name	Exam Type	Exam Date
Bookstore Sales Clerk III	Competency	April 27, 2016
Library/Learning Resource Specialist I	Oral Board	April 20, 2016
Micro-Computer Resource Technician	Oral Board	April 19, 2016

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

Name	Location	Anticipated Posting Date/Status
Chief of Police	DO	April 2016
Custodial Manager	CCC	April 2016
Executive Secretary to Chancellor	DO	April 2016
Computer Operator/IT Support	DO	April 2016
Secretary to Associate Vice Chancellor	DO	April 2016
Bookstore Rush	Districtwide	May 2016
College Director of Marketing	RC	May 2016
Cook	RC	May 2016
Director of Admissions & Records	FCC	May 2016
Occupational Health & Safety Officer	Districtwide	May 2016
Orientation Assistant	Districtwide	May 2016
Copy Center Specialist	Districtwide	On hold pending position review.
Director of Grants	DO	On hold pending classification review.
Instructional Aide – PPT	Districtwide	On hold pending position review.
International Trade Specialist	DO	On hold pending position review.

The following are current vacancies with active eligibility lists:

Name	Vacancy Location	Status
Assessment Technician	Student Services, RC	List Pending Referral
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Building Generalist	Operations, DO	List Referred 11/3/15
Child Development Lab School Mgr	Child Dev. Center, CCC	List Referred 2/18/16
Custodian	Building Services, FCC	List Pending Referral
Custodian	Building Services, FCC	List Pending Referral
Department Secretary	Admissions & Records, FCC	List Pending Referral
Department Secretary - PPT	Human Resources, DO	List Referred 3/28/16
Department Secretary - PPT	Student Services, MC	List Referred 3/28/16
Department Secretary – PPT	Student Services, MC	List Referred 3/28/16
Department Secretary	Health Services, CCC	List Referred 3/28/16
Early Childhood Educ. Assoc. - PPT	Child Dev. Center, CCC	List Referred 3/10/16
Early Childhood Educ. Specialist	Child Dev. Center, CCC	List Referred 3/14/16
Early Childhood Educ. Specialist	Child Dev. Center, FCC	List Pending Referral
Early Childhood Educ. Specialist	Child Dec. Center, RC	List Pending Referral
Evaluator	Student Services, CCC	List Referred 4/4/16
Food Service Worker I – PPT	Food Services, RC	List Referred 3/7/16
Food Service Worker I – PPT	Food Services, RC	List Referred 3/7/16
Food Service Worker I – PPT	Food Services, RC	List Referred 3/7/16
Graphic Designer	President’s Office, CCC	List Pending Referral
Lead Maintenance Worker	Operations, DO	List Referred 4/4/16
Lead Maintenance Worker	Operations, DO	List Referred 4/4/16
Office Assistant I/II	Admissions & Records, FCC	List Pending Referral
Office Assistant I/II	Admissions & Records, FCC	List Pending Referral
Office Assistant III	Student Activities, FCC	List Pending Referral
Office Assistant III	DSP&S, CCC	List Referred 4/15/16
Police Officer	Operations, DO	List Referred 3/7/16
Police Officer	Operations, DO	List Referred 3/7/16
Research Assistant	President’s Office, RC	List Referred 4/4/16
Registration Assistant	Admissions & Records, FCC	List Referred 4/15/16
Seasonal Student Advisor	Matric. & Outreach, CCC	List Referred 2/18/16
Sign Language Interpreter IV - PPT	DSPS, FCC	List Referred 3/16/16
Upward Bound Assistant	Upward Bound, RC	List Referred 3/18/16

Classification

Job Description Updates

Name	Status
Classification Studies	Managers are reviewing the classification study reports and meetings are being scheduled to review the information. Police Job Family has been scheduled and questionnaires are being reviewed.

Classification Specifications	Commission staff has begun to update/create new job descriptions to ensure they are up-to-date and accurate based on the Classification Studies report. The updated/new job descriptions will be provided after the Final Classification Report has been approved.
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Around the Office

- NeoGov Onboarding Implementation, Currently Working with IS Department.
- NeoGov Performance Evaluation Implementation
- Training Administrators and staff
- United Way Job Fair: 4/20/16, 9am-2pm
- Institute of Technology Career Fair, 5/6/16, 12:30pm – 3:30pm
- WRIPAC Training 6/8/16 – 6/10/16 (Christine)